

CITY COUNCIL  
COMMUNICATION:

03-433

AGENDA:

SEPTEMBER 8, 2003

SUBJECT:

OUT-OF-STATE  
TRAVEL

TYPE:

RESOLUTION  
ORDINANCE  
RECEIVE/FILE

SUBMITTED BY:

MERRILL R. STANLEY  
FINANCE DIRECTOR

ITEM \_\_\_\_\_

OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA

**SYNOPSIS —**

**Susan Minks, (0-NR), Assistant Planner**, to Chicago, Illinois, from September 21, 2003 to September 26, 2003, to attend U.S. Department of Housing and Urban Development (HUD) training to prepare Environmental Assessment Review Reports.

**Robert Schulte, (0-R), Federal Programs Administrator**, to Hilton Head Beach, South Carolina, from September 24, 2003 to September 28, 2003, to attend the National Community Development Association (NCDA) 2003 Executive Symposium. This year's symposium will address the 2000 Census data added to the Community Development Block Grant (CDBG) and HOME programs, which showed an increase in the number of eligible entities, particularly in CDBG. Also discussed will be HUD's CDBG Formula Study, and how HOME and Public Housing Funds can be used to revitalize neighborhoods.

**Kris Tuttle, (0-R), GIS Administrator**, to Atlanta, Georgia, from October 9, 2003 to October 16, 2003, to attend the Urban and Regional Information Systems Association (URISA) 2003 41<sup>st</sup> Annual Conference. Presentations will include a selection of Graphic Interface System (GIS) Program tracks offering a variety of educational sessions and a selected pre-conference workshop entitled "3-D Visualization and Spatial Modeling for Raster and Vector."

**FISCAL IMPACT —**

Cost of travel is \$1,955.38; \$1,295; and \$1,834, respectively. Funding for these trips is provided for in the 2003-2004 Operating Budget under Index Code CDD049900, page 8-16 (Minks/Schulte); and Index Code HRS980100, page 13-12.

The amount budgeted for travel in Fiscal Year (FY) 2004 is \$489,783. The amount expended for travel in FY2004 as of September 3, 2003 is \$54,786.

**RECOMMENDATION —**

**Approval.**

**BACKGROUND —**

On January 20, 1992, by Roll Call No. 92-214, the City Council approved a revision to the policy for travel authorization requests. Such revision requires trips that exceed three days and \$1,250 cost to be approved by the

	<p>Council. The number in parenthesis indicates the total number of trips previously authorized for that individual for the current budget year; R represents resident and NR represents non-resident.</p>
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