

CITY COUNCIL
COMMUNICATION:

03-509

AGENDA:

OCTOBER 20, 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 —

Tim Nading, (0-NR), Senior Police Officer, to Evansville, Indiana, from October 31, 2003 to December 10, 2003, to receive training as a canine handler.

Dennis O'Donnell, (0-R), Senior Police Officer, to Memphis, Tennessee, from November 11, 2003 to November 14, 2003, to interview a witness regarding a homicide case.

Larry Hare, (0-R), Lab Analyst II, to Seattle, Washington, from November 17, 2003 to November 21, 2003, to attend the annual Association of Metropolitan Sewerage Agencies/Environmental Protection Agency (AMSA/EPA) Pretreatment Coordinators Workshop. Topics include: pretreatment program update, sanitary sewer overflows, negotiating with industrial users, national mercury issues, and dealing with emerging pollutants.

Jacqueline Nickolaus, (0-R), Economic Development Coordinator, to Nashville, Tennessee, from November 5, 2003 to November 7, 2003, to attend a conference on New Market Tax Credits. Because several development projects contemplate using tax credits, it is important to gain a working knowledge of the program.

FISCAL IMPACT —

Cost of travel is \$3,720; \$1,287.50; \$1,472; and \$1,350, respectively. Funding for these trips is provided for in the 2003-2004 Operating Budget under Index Code POL982200, page 20-20; Index Code POL070100, page 20-13; Index Code PWK770116, page 21-30; and Index Code CMO100000, page 7-9.

The amount budgeted for travel in Fiscal Year (FY) 2004 is \$489,783. The amount expended for travel in FY2004 as of October 15, 2003 is \$112,732.44.

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>
--	--