

OFFICE OF THE CITY MANAGER  
DES MOINES, IOWA

ITEM 55

CITY COUNCIL COMMUNICATION 97-067  
FEBRUARY 17, 1997 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
OUT-OF-STATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MARK DURHAM ACTING FINANCE DIRECTOR

**SYNOPSIS —**

**Anna L. Kingery, (0-N/R), Executive Secretary**, to New Orleans, Louisiana, from March 6, 1997 to March 9, 1997, to attend the 24th Annual Seminar for Administrative Assistants and Executive Secretaries sponsored by P.A. Douglas & Associates. This seminar focuses on the specialized skills required by executive secretaries, including people skills, time management, goals and objectives, and personal communication. Cost of travel is \$2,006.

**James Grant, (0-R), Community Development Director**, to San Diego, California, from April 5, 1997 to April 9, 1997, to attend the American Planning Association (APA) National Planning Conference which will provide an excellent opportunity for planning officials to learn new ideas and solutions for the difficult issues they face everyday. San Diego provides a case study of a region coping with opposites: wealth and poverty, superb open space and increasing infill, heavy development pressure and innovative environmental policies, and an old military-based economy and a new biotechnology industry. Cost of travel is \$1,430.

**FISCAL IMPACT —**

Funding for these trips is provided for in the 1996-97 Operating Budget under Code 06-04-06, page 311, and Code 06-03-06-01, page 286, respectively.

The total expended on City travel from July 1, 1996 through February 12, 1997 is \$158,854.95; the total amount budgeted for City travel is \$368,135.

**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 which exceed three days and \$1,250 cost to be approved by the 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 N/R represents non-resident.