

**OFFICE OF THE CITY MANAGER  
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 97-162  
APRIL 7, 1997 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
OUT-OF-STATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN RIPER FINANCE DIRECTOR

**SYNOPSIS —**

**William Boggs, (0-N/R), Senior Police Officer**, to Toronto, Ontario, Canada, from May 10, 1997 to May 16, 1997, to attend the International Association of Arson Investigators. Attendees will be educated and updated in the latest techniques of arson investigation to maintain proficiency in the duties of an arson investigator. All travel and conference expenses are to be reimbursed by the Independent Insurance Agents of Des Moines. Cost of travel is \$1,552.

**James L. Hunt, (0-R), Fire Chief**, to Minneapolis, Minnesota, from May 16, 1997 to May 21, 1997, to attend the Metropolitan Fire Chief's Conference. Cost of travel is \$1,254.

**Donna Boetel-Baker, (0-R), City Clerk**, to Buffalo, New York, from May 16, 1997 to May 23, 1997, to attend the 51st Annual International Institute of Municipal Clerks (IIMC) Conference. Over 560 concurrent technical workshops are scheduled, all providing C.E.U. credits. Ms. Boetel-Baker is incoming Chair of the International Membership Committee and will be facilitating its meeting at this conference.

**Chan P. Wallace, (0-N/R), Sergeant—Traffic**, to Orlando, Florida, from June 7, 1997 to June 12, 1997, to attend a national traffic safety conference entitled *Lifesavers 15* which provides the opportunity to interact with others involved in highway and traffic safety, offers a wide variety of topics germane to our involvement with the Governor's Traffic Safety Bureau, and presents new ideas in enforcement tactics and strategies.

**FISCAL IMPACT —**

Funding for these trips is provided for in the 1996-97 Operating Budget under Index Code 107870, page 542; Index Code 031013, page 270; Index Code 010017, page 60; and Index Code 036418, page 444, respectively.

The total expended on City travel from July 1, 1996 through April 2, 1997 is \$181,906.65; the total amount budgeted for City travel is \$850,679.

**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.