



REVISED

Agenda Item:

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COUNCIL COMMUNICATION City Manager's Office

GENERAL INFORMATION

Agenda Date: 07/26/04

Communication

No.: 04-355

Agenda Item Type: Resolution

Roll Call No.:

Submitted by: Eric A. Anderson, City Manager

SUBJECT—

Out-of-State Travel

SYNOPSIS—

Mark Wessels, (0-NR), Senior Police Officer, to Montreal, Dallas, Texas, from August 22, 2004 to August 28, 2004, to attend the Cooper Institute to receive training for certification as a Physical Fitness Instructor for law enforcement. This will assist with the certification of recruits at the Des Moines Police Academy.

Michael Matthes, (0-R), Assistant City Manager, to San Diego, California, from October 15, 2004 to October 21, 2004, to attend the International City/County Management Association's annual conference. This year's conference sessions will focus on small and limited-resource communities. In addition, Mr. Matthes will be participating in special training conducted by David Ammons, an expert in benchmarking.

Kandi Reindl, (0-R), Management Analyst, International City/County Management Association's annual conference. This year's conference sessions will focus on small and limited-resource communities.

Tansy Hayward, (0-R), Management Analyst, to San Diego, California, from October 15, 2004 to October 20, 2004, to attend the International City/County Management Association's

annual conference. This year's conference sessions will focus on small and limited-resource communities.

Richard Clark, (0-R), Deputy City Manager, to Vancouver, Canada, from October 1, 2004 to October 8, 2004, to attend the International Downtown Association's 50th Annual Conference. Mr. Clark is to be the presenter for a workshop session entitled "Tax Increment Financing and Other Great Tools."

FISCAL IMPACT—

Cost of travel is \$1,672; \$3,108.30; \$2,060; \$1,944.88; and \$2,346, respectively. Funding for these trips is provided for in the 2004-2005 Operating Budget under Index Code HRS980100, page 301; and Index Code CMO010000, page 8 (Matthes/Reindl/Hayward/Clark).

The amount budgeted for travel in Fiscal Year (FY) 2005 is \$447,263. The amount expended for travel in FY2005 as of July 21, 2004 is \$14,610.

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