



**Council
Communication**
Office of the City Manager

Date

July 10, 2006

Agenda Item No. 39

Roll Call No. 06-

Communication No. 06-446

Submitted by: Richard A. Clark, City Manager

AGENDA HEADING:

Submitting out-of-state travel requests for Deborah VanVelzen, Amelia Hamilton-Morris, Steve Schinkel, Sandra Morris, Matt Harkin, Chris Mahlstadt, Eric Nevins, Richard Clark and Frank Cownie.

SYNOPSIS:

Recommend approval for out-of-state travel requests listed below.

FISCAL IMPACT:

Amount: \$1,843 (VanVelzen); \$2,117 (Hamilton-Morris); \$2,097 (Schinkel); \$1,738 (Morris); \$3,810 (Harkin); \$3,810 (Mahlstadt), \$2,097 (Nevins), \$1,919 (Clark), and \$1,700 (Cownie).

Funding Source: 2005-2006 Operating Budget under:

- POL982100, Federally Forfeited Funds, page 349 (VanVelzen)
- CMO160000, General Fund, page 95 (Hamilton-Morris)
- POL982200, State Forfeited Funds, page 349 (Schinkel)
- POL982200, State Forfeited Funds, page 349 (Morris)
- POL982200, State Forfeited Funds, page 349 (Harkin)
- POL982200, State Forfeited Funds, page 349 (Mahlstadt)
- CMO010000, General Fund, page 90 (Clark)
- POL011000, Internal Service Funds, page 328 (Nevins)
- MCC010000, General Fund, page 167 (Cownie)

ADDITIONAL INFORMATION:

Deborah VanVelzen, (0-R), School Resource Officer, to La Quinta, California, from July 15-21, 2006, to attend a National Resource Officer Instructor course in order to obtain certification and be able to train other Des Moines officers within the department.

Amelia Hamilton-Morris, (0-R), Chief Communications Officer, to Lake Buena Vista, Florida, from August 21-26, 2006, to attend the National Association of Telecommunications Officers and Advisors conference. The purpose of the conference is to gain insight on "COPE" and related legislation's impact on the City's cable channel, and will also provide the opportunity to explore ideas with the other municipal channel operators for managing the City channel in this changing environment.

Steve Schinkel, (0-NR), Senior Police Officer, to Sterling, Virginia, from October 15-21, 2006, to attend a Heckler & Koch rifle armorer class. This course will provide techniques and knowledge to conduct preventative maintenance, repair weapons, and order certified parts to keep weapons functioning under the manufacturer's warranty.

Sandra Morris, (0-R), Communications Section Administrator, to Orlando, Florida, from August 6-11, 2006, to attend the 72nd Annual APCO International Conference and Exposition, that will help participants keep current on issues and technology related to 9-1-1. Topics to be discussed at this year's conference include: Interoperability, VoIP, Employee Selection and Retention, and Disaster Recovery.

Matt Harkin, (0-NR), Senior Police Officer to Front Royal, Virginia, from July 15 through September 21st, 2006, to attend K-9 school. The above cost is per diem and motel for July 15, 2006. The ATF will be paying the motel cost during the school.

Chris Mahlstadt, (0-NR), Senior Police Officer (Homeland Security/Bomb Squad Unit), to Front Royal, Virginia, from July 15 through September 21st, 2006, to attend K-9 school. The above cost is per diem and motel for July 15, 2006. The ATF will be paying the motel cost during the school.

Richard Clark, (0-R), City Manager, to San Antonio, Texas, from September 9-12, 2006, to attend ICMA's 92nd Annual Conference entitled "Sustaining Our Communities in an Uncertain World." Conference highlights include sessions on Wireless Broadband, Contracts, Recruiting a Diverse Workforce, Sustainable Economic Development, Environmental Leadership, Performance Measurement, and Ethics.

Eric Nevins, (0-R), Communications Supervisor, to Orlando, Florida, from August 3-11, 2006, to attend the 72nd Annual APCO International Conference and Exposition, that will help participants keep current on issues and technology related to 9-1-1. Topics to be discussed at this year's conference include: Interoperability, VoIP, Employee Selection and Retention, and Disaster Recovery.

Frank Cownie, (0-R), Mayor, to Chicago, Illinois and Washington, DC, from July 11-14, 2006. Mayor Cownie will travel to Chicago to attend the North American Congress on Sustainability, sponsored by ICLEI, when they announce a new regional facility to open in Des Moines. He will travel to Washington, DC to attend the International Sister Cities Summit.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$328,255. The amount expended for travel in FY2007 as of July 5, 2006 is \$0.

PREVIOUS COUNCIL ACTION(S):

Date: January 20, 1992

Roll Call Number: 92-214

Action: 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 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.

BOARD/COMMISSION ACTION(S): NONE

Date:

Roll Call Number:

Action:

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE