



Council Communication

Office of the City Manager

Date

August 21, 2006

Agenda Item No. 27

Roll Call No. 06-

Communication No. 06-518

Submitted by: Allen McKinley, Finance Director

AGENDA HEADING:

Submitting out-of-state travel requests for Keith Ellis, Jeff Slump, Jason Halifax, and Garey Bryan.

SYNOPSIS:

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

FISCAL IMPACT:

Amount: \$1,650 (Ellis); \$1,650 (Slump); \$1,404 (Halifax); \$1,367 (Bryan).

Funding Source: 2006-2007 Operating Budget under:

- HSG070000, Des Moines Public Housing Agency (Ellis)
- HSG220000, Des Moines Public Housing Agency (Slump)
- POL982200, State Forfeited Funds (Halifax)
- POL985101, Police Federal Grants (Bryan)

ADDITIONAL INFORMATION:

Keith Ellis (NR-0), Maintenance Supervisor, to Minneapolis, Minnesota, from September 10-13, 2006 (\$1,650), to attend a Uniform Physical Condition Standards for HUD regulations meeting, which includes information on inspection definitions of UPCS, the REAC process, PASS software, data collection, the inspecting menu, scoring, and appeals.

Jeff Slump (R-0), Housing Inspector, to Minneapolis, Minnesota, from September 10-13, 2006 (\$1,650), to attend a Uniform Physical Condition Standards for HUD regulations meeting, which includes information on inspection definitions of UPCS, the REAC process, PASS software, data collection, the inspecting menu, scoring, and appeals.

Jason Halifax (NR-0), Senior Police Officer, to Albany, New York, from September 15-21, 2006 (\$1,404), to attend the Col. Henry F. Williams Homicide Seminar hosted by the New York State Police, which will provide an in-depth understanding of various investigative techniques and methods in addition to, added value to witness testimony due to the high regard given to presenters.

Garey Bryan (NR-0), Sergeant, to Phoenix, Arizona, from October 2-8, 2006 (\$1,367), to assist with the out of state certification phase of a Drug Recognition Expert (DRE) class, as requested by Mike Laski, Director of the Governor's Traffic Safety Bureau. The Governor's Traffic Safety Bureau will reimburse travel expenses incurred, subject to State of Iowa Guidelines, upon return.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$328,255. The amount expended for travel in FY 2007 as of August 4, 2006 is \$15,253.

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 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