

	<h1>Council</h1> <h1>Communication</h1> <p>Office of the City Manager</p>	Date	September 11, 2006
		Agenda Item No. 38 Roll Call No. <u>06-</u> Communication No. <u>06-574</u> Submitted by: Allen McKinley Finance Director	

AGENDA HEADING:

Submitting out-of-state travel requests for Douglas P. Philip, Steve Schinkel, and Kimberly Piper.

SYNOPSIS:

Recommend approval for out-of-state travel requests listed below. The approval for Steve Schinkel is to amend a trip previously approved by Council on July 10, 2006. The destination of the training location has changed from Sterling, VA to Moyoc, NC and the estimated cost of the trip has changed from \$2,097 to \$2,449 (funding source remains unchanged).

FISCAL IMPACT:

Amount: \$1,875 (Philip), \$2,449 (Schinkel), \$2,560 (Piper)

Funding Source:

2006-2007 Des Moines Operating Budget under:

- POL982200, State Forfeited Funds – Page 309, (Philip)
- POL982200, State Forfeited Funds – Page 309, (Schinkel)
- PWK071000 & PWK071600, Sanitary Sewer & Storm Water Utility Funds – Pages 241 & 269 (Piper)

ADDITIONAL INFORMATION:

Douglas P. Philip (R-0), Assistant City Attorney, to Boston, Massachusetts from October 13-17, 2006 (\$1,875), to attend the International Association of Chiefs of Police Annual Conference and the Legal Officers Section Seminar, which will provide information about current legal and other issues affecting law enforcement.

Steve Schinkel (NR-1), Senior Police Officer, Moyoc, North Carolina from October 15-21, 2006 (\$2,449), to attend Heckler & Koch rifle armorer class, which will provide training as an armorer enabling him to conduct preventive maintenance, repair weapons and receive certified parts to keep weapons functioning under manufacturers warranty. This request is to amend travel previously approved by Council on July 10, 2006.

Kimberly Piper (NR-0), Systems Operations Administrative Coordinator, Chicago, Illinois from October 29 - November 3, 2006 (\$2,560), to attend Business Objects training courses on Crystal Reports Design 1 & 2.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$328,255. The amount expended for travel in FY 2007 as of September 5, 2006 is \$29,573.

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.

Date: July 10, 2006

Roll Call Number: 06-1343

Action: [Submitting](#) out-of-state travel requests for Richard Clark, Chris Mahlstadt, Matt Harkin, Sandra Morris, Steve Schinkel, Amelia Hamilton-Morris, Deborah VanVelzen, Eric Nevins and Mayor Frank Cownie. ([Council Communication No. 06-446](#)) Moved by Hensley to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

Date:

Roll Call Number:

Action:

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE