

 Council Communication Office of the City Manager	Date	September 25, 2006
	Agenda Item No. 25 Roll Call No. <u>06-</u> Communication No. <u>06-597</u> Submitted by: Allen McKinley, Finance Director	

AGENDA HEADING:

Submitting out-of-state travel requests for Rex Sparks, Scott Neely, Marian Gelb, Don Tripp, Don McLaughlin, and Vincent Valdez.

SYNOPSIS:

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

FISCAL IMPACT:

Amount: \$1,299 (Sparks); \$3,810 (Neely); \$2,300 (Gelb); \$2,305.20 (Tripp); \$1,989.45 (McLaughlin); \$1,290 (Valdez)

Funding Source:

2006-2007 Des Moines Operating Budget under:

- POL982200, State Forfeited Funds (Sparks)
- POL982200, State Forfeited Funds (Neely)
- PKS010100, General Administration (Gelb)
- HRS980100, City Wide Training/Benchmarking (Tripp)
- HRS980100, City Wide Training/Benchmarking (McLaughlin)
- POL982200, State Forfeited Funds (Valdez)

ADDITIONAL INFORMATION:

Rex Sparks (NR-0), Identification Technician, to Corning, New York from October 17-20, 2006 (\$1,299), to attend the International Association of Bloodstain Pattern Analysts conference, which will provide fulfillment of his annual continuing education requirement.

Scott Neely (NR-0), Senior Police Officer, to Front Royal, Virginia from September 30 – December 8, 2006 (\$3,810), to attend the Bureau of Alcohol, Tobacco, Firearms & Explosives (BATFE) Explosive Detection Canine Program training. All lodging costs will be reimbursed by the BATFE upon the conclusion of the training.

Marian Gelb (R-0), Park and Recreation Board Member, to Seattle, Washington from October 8-14, 2006 (\$2,305.20), to attend a National Recreation and Park Association conference, which will provide educational sessions focused on urban conservation.

Don Tripp (R-0), Park and Recreation Director, to Seattle, Washington from October 8-14, 2006 (\$2,305.20), to attend the National Recreation and Park Association's national conference, in which sessions will focus on downtown parks and park design along with various related topics.

Don McLaughlin (R-0), Park Development Manager, to Seattle, Washington from October 9-14, 2006 (\$1,989.45), to attend the National Recreation and Park Association's national conference, in which sessions will focus on preserving open spaces and park development and maintenance.

Vincent Valdez (NR-0), Police Sergeant, to Albuquerque, New Mexico from October 2-5, 2006 (\$1,290), to attend the Crimestoppers International Conference with the Polk County Crimestoppers and the Greater Des Moines Convention & Visitors Bureau. Valdez will represent the City of Des Moines at the conference. The Metro's Most Wanted Fugitive Apprehension Program will be presented at the conference.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$328,255. The amount expended for travel in FY 2007 as of September 19, 2006 is \$47,527.

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

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE