



# Council Communication

Office of the City Manager

Date

January 8, 2007

Agenda Item No. 30  
Roll Call No. 07-  
Communication No. 07-023  
Submitted by: Allen McKinley, Finance  
Director/Treasurer

## AGENDA HEADING:

Submitting out-of-state travel requests for David Knutzen, Richard Zimmerman, Joseph M. Leo, David Doolittle, John Hagener, T.M. Franklin Cownie, and Sara Henry.

## SYNOPSIS:

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

## FISCAL IMPACT:

Amount: \$2,131 (Knutzen); \$2,517 (Zimmerman); \$2,243 (Leo); \$4,000 (Doolittle); \$1,827.84 (Hagener); \$1,775 (Cownie); \$2,019 (Henry).

Funding Source: 2006-2007 Operating Budget under:

- FIR070400, Fire – Fire Investigation (Knutzen)
- FIR070400, Fire – Fire Investigation (Zimmerman)
- POL982200, State Forfeited Funds (Leo)
- HRS980100, City Wide Training/Benchmarking (Doolittle)
- HRS980100, City Wide Training/Benchmarking (Hagener)
- MCC010000, Mayor and Council (Cownie)
- HSG020000, Housing Services – Public Housing (Henry)

## ADDITIONAL INFORMATION:

**David Knutzen (NR-0), Senior Fire Inspector**, to Victoria, B.C., Canada, from April 25-May 5, 2007 (\$2,131), to attend the 58<sup>th</sup> International Association of Arson Investigators Annual General Meeting and Conference, in which top level fire investigation courses will present the latest knowledge and practices in fire investigation.

**Richard Zimmerman (NR-0), District Chief/Fire Marshal**, to Boston, MA, from June 2-10, 2007 (\$2,517), to attend the NFPA World Safety Conference & Exposition, which focuses on fire and life safety issues, provides fire code updates, and conducts educational sessions on the latest techniques, technologies, and best practices in fire safety management.

**Joseph M. Leo (NR-0), Senior Police Officer**, to Dallas, TX, from January 28-February 3, 2007 (\$2,243), to attend a class to acquire certification as a Law Enforcement Physical Fitness Specialist, which is a requirement for his position at the Academy and for the Iowa Law Enforcement Academy.

**David Doolittle (R-0), Network Technician**, to Chicago, IL, from February 4-9, 2007 (\$4,000), to attend a software training for a product that the City of Des Moines currently uses.

**John Hagener (NR-0), Park and Recreation Superintendent**, to Atlanta, GA, from February 28-March 4, 2007 (\$1,827.84), to attend the National Aquatics Conference, which offers educational sessions taught by experts in the aquatic field. Issues covered include design, management, operation and maintenance of pools, beaches and marinas.

**T.M. Franklin Cownie (R-1), Mayor**, to Washington DC, from January 24-27, 2007 (\$1,775), to attend the U.S. Conference of Mayors Annual Winter Meeting.

**Sara Henry (NR-1), Occupancy & Program Enforcement Administrator**, to Phoenix, AZ, from February 4-8, 2007 (\$2,019), to attend Section 8 Housing Choice Training for New Occupancy.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$328,255. The amount expended for travel in FY 2007 as of January 2, 2007 is \$176,940.

**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**