



**Council
Communication**
Office of the City Manager

Date

January 22, 2007

Agenda Item No. 23

Roll Call No. 07-

Communication No. 07-034

Submitted by: Richard A. Clark, City Manager

AGENDA HEADING:

Submitting out-of-state travel requests for Brent Harris, Douglas Harvey, Bert Drost, Erik Lundy, Vincent Valdez, Robert Kraft, and Michael Berry.

SYNOPSIS:

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

FISCAL IMPACT:

Amount: \$2,000 (Harris); \$7,954 (Harvey); \$1,508.60 (Drost); 1,508.60 (Lundy); \$2,776.60 (Valdez); \$1,345.43 (Kraft); \$1,600 (Berry)

Funding Source: 2006-2007 Operating Budget under:

- POL982200, Police – State Forfeited Funds (Harris)
- POL982200, Police – State Forfeited Funds (Harvey)
- CDD010400, Community Development – Planning (Drost)
- CDD010400, Community Development – Planning (Lundy)
- POL982200, Police – State Forfeited Funds (Valdez)
- PWK040101, Public Works – Fleet Services (Kraft)
- ENG100701, Engineering – Traffic and Transportation (Berry)

ADDITIONAL INFORMATION:

Brent Harris (NR-0), Sergeant, to Torrance, CA, from March 25-30, 2007 (\$2,000), to attend the CFI/Pilot safety course to be able to participate with Iowa Helicopter in its program to assist local law enforcement.

Douglas Harvey (NR-0), Captain, to Boston, MA, from July 7-26, 2007 (\$7,954), to attend the Senior Management Institute for Police to receive intensive training in the latest management concepts and practices used by upper level management in police agencies.

Bert Drost (R-0), Senior City Planner, to Philadelphia, PA, from April 14-18, 2007 (\$1,508.60), to attend the American Planning Association conference covering topics such as GIS implementation, smart growth planning, downtown redevelopment, downtown housing, community design, architectural design standards and urban design review.

Erik Lundy (R-0), Senior City Planner, to Philadelphia, PA, from April 14-18, 2007 (\$1,508.60), to attend the American Planning Association conference covering topics such as GIS implementation, smart growth planning, downtown redevelopment, downtown housing, community design, architectural design standards and urban design review.

Vincent Valdez (NR-1), Sergeant, to New York, NY, from February 4-8, 2007 (\$2,776.60), to receive training from Future Media Concepts in the use of Avid Media Composer software, which is used in the production of public service announcements, training videos, and special interest video presentations for the Police Department.

Robert Kraft (NR-0), Fleet Services Operations Manager, to Orlando, FL, from February 27 – March 2, 2007 (\$1,345.43), to attend the RTA annual users conference involving training, group sessions, open forum discussions, reviews of newly released features, and previews of upcoming software enhancements. Annual training of the RTA Fleet Management Software is essential to the daily operations of the Equipment Maintenance Center.

Michael Berry (NR-0), Traffic Facilities Administrator, to Novi, MI, from February 18 – 24, 2007 (\$1,600), to attend Federal APD training on the new on-line operating software for the parking system.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$328,255. The amount expended for travel in FY 2007 as of January 16, 2007 is \$175,806.

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