



Council Communication

Office of the City Manager

Date February 26, 2007

Agenda Item No. 34
Roll Call No. 07-
Communication No. 07-102
Submitted by: Richard A. Clark, City Manager

AGENDA HEADING:

Submitting travel requests for Michal Welch, Thomas Heller, W. David Lockard, Dani Stookey, Vern Ostrander, Tom Turner, Phillip Delafield, Mary Van Horn, Tom Vlassis, Robert Mahaffey, Frank Cownie, Christopher Coleman, and Christine Hensley.

SYNOPSIS:

Recommend approval for travel requests listed below.

FISCAL IMPACT:

Amount: \$4,000 (Welch); \$2,320 (Heller); \$2,360 (Lockard); \$2,467.77 (Stookey); \$2,631 (Ostrander); \$2,540 (Turner); \$1,300 (Delafield); \$1,294 (Van Horn); \$2,406 (Vlassis); \$8,300 (Mahaffey, Cownie, Coleman, Hensley)

Funding Source: 2006-2007 Operating Budget under:

- HRS980100 – Human Resources – Employee Development Fund (Welch)
- POL982200 – Police – State Seized Funds (Heller, Lockard, and Stookey)
- HRI010000 – Human Rights (Ostrander)
- HRS010000 – Human Resources – Employee Relations (Turner)
- CDD010100 – Community Development – Administration (Delafield and Van Horn)
- MCC010000 – Mayor and Council – Mayor and Council (Vlassis, Mahaffey, Cownie, Coleman, Hensley)

ADDITIONAL INFORMATION:

Michal Welch, (R-0), Department User Support Technician, to Washington DC, from March 4 – 8, 2007 (\$4,000), to attend training sponsored by Global Knowledge leading to a Certificate for “Establishing and Managing the Project Management Office” involving understanding organizational project environment through portfolio monitoring and reporting and achieving strategic goals through excellent PMO established practices.

Thomas Heller, (NR-0), Police Sergeant, to Nashville, TN, from May 20 – 24, 2007 (\$2,320), to attend Intergraph training to learn practical solutions, tips, and techniques for the Intergraph products utilized by the City, the exchange of information and ideas regarding the working, capabilities and uses of public safety software with other users.

W. David Lockard, (NR-0), Mobile Data Specialist, to Nashville, TN, from May 20 – 25, 2007 (\$2,360), to attend Intergraph training to learn practical solutions, tips, and techniques for the Intergraph

products utilized by the City, the exchange of information and ideas regarding the working, capabilities and uses of public safety software with other users.

Dani Stookey, (R-0), CAD Specialist, to Nashville, TN, from May 20 – 25, 2007 (\$2,467.77), to attend Intergraph training to learn practical solutions, tips, and techniques for the Intergraph products utilized by the City, the exchange of information and ideas regarding the working, capabilities and uses of public safety software with other users.

Vern Ostrander, (NR-0), Senior Human Relations Specialist, to Washington DC, from March 16 – 25, 2007 (\$2,631), to attend HUD mandated “National Fair Housing Training Academy” classes. This is the second of a five week training session. Attendance at the training sessions provide increased knowledge and skills to better serve the citizens of Des Moines.

Tom Turner, (R-0), Human Resources Director, to Scottsdale, AZ, from April 21 – 27, 2007 (\$2,540), to attend the National Public Employer Labor Relations Association annual training conference regarding human resources issues affecting public sector employers and to moderate one or more sessions and participate in strategic planning for the national organization.

Phillip Delafield, (R-0), Permit and Development Administrator, to Clearwater, FL, from April 17 – 20, 2007 (\$1,300), to attend Tidemark Users Group to meet with other local governments that utilize Tidemark permitting software to share and discuss modifications, alterations, and upgrades to improve processes.

Mary Van Horn, (R-0), Neighborhood Inspections Supervisor, to Clearwater, FL, from April 17 – 20, 2007 (\$1,294), to attend Tidemark Users Group to meet with other local governments that utilize Tidemark permitting software to share and discuss modifications, alterations, and upgrades to improve processes.

Tom Vlassis, (R-1), Councilmember, to Washington DC, from March 9 – 14, 2007 (\$2,406), to attend the National League of Cities Congressional City Conference.

Mayor Frank Cownie (R-2), and Robert Mahaffey (R-0), Christopher Coleman (R-0), Christine Hensley (R-0), Councilmembers, to Washington DC, from June 6 – 8, 2007 (\$8,300), with the Greater Des Moines Partnership to discuss issues and projects critically important to the vitality and future of Des Moines and Central Iowa.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$328,255. The amount expended for travel in FY 2007 as of February 20, 2007 is \$201,605.

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