



Council Communication

Office of the City Manager

Date

June 18, 2007

Agenda Item No. 31

Roll Call No. 07-

Communication No. 07-382

Submitted by: **Richard A. Clark, City Manager**

AGENDA HEADING:

Submitting travel requests for Eric Nevins, Vicky Long Hill, Patrick Kozitza, Michelle Nurse, and Lauren Palmer.

SYNOPSIS:

Recommend approval for travel requests listed below.

FISCAL IMPACT:

Amount: \$2,000 (Hill); \$1,750.02 (Kozitza); \$1,880.63 (Nevins); \$4,000 (Nurse); \$1,600 (Palmer)

Funding Source: 2007-2008 Operating Budget under:

- GE005 LGL040000 – Legal - Tort Services (Hill)
- GE001 PWK010100 – Public Works - Administration (Kozitza)
- IS040 POL011000 – Police – Radio Communications(Nevins)
- SP720 HRS980100 – Human Resources – Employee Development (Nurse)
- GE001 CMO010000 – City Manager (Palmer)

ADDITIONAL INFORMATION:

Vicky Long Hill (0), Assistant City Attorney, to Atlanta, GA, from July 27 – August 4, 2007 (\$2,000), to attend the National Bar Association’s 82nd Annual Convention & Exhibits.

Patrick Kozitza (0), Deputy Public Works Director, to San Antonio, TX, from September 8 – 12, 2007 (\$1,750.02), to attend the 2007 APWA International Public Works Congress and Exposition, the largest premier event in the United States for public works professionals

Eric Nevins (1), Communications Supervisor, to Baltimore, MD, from August 2 -10, 2007 (\$1,880.63), to attend the Executive Council meetings as Iowa Chapter representative and then the annual conference offering seminars and courses on different aspects of public safety communications technology with 275 exhibits of the latest communications technology on display.

Michelle Nurse (0), ERP Systems Manager, to Atlanta, GA, from July 8 – 12, 2007 (\$4,000), to attend a conference sponsored by Global Knowledge to learn proven methods of establishing, managing, and achieving project excellence through the use of Project Management terms, processes, and techniques. The training will also allow the City to achieve strategic goals through improved project performance City-wide.

Lauren Palmer (0), Management Analyst, to Pittsburgh, PA, from October 6 – 10, 2007 (\$1,600), to attend the ICMA 2007 annual conference that will address issues, trends, and challenges facing local government managers worldwide. Public and private sector experts will share their knowledge and interact with participants in educational sessions organized around themes like civic engagement and performance management. Attendee will also be serving as a panelist for one of the sessions, and her attendance is required to obtain credits toward completing the ICMA Emerging Leaders Development Program.

The amount budgeted for travel in Fiscal Year (FY) 2007 (amended budget) is \$331,612. The amount expended for travel in FY 2007 as of June 12, 2007 is \$328,082.

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.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE