



Council Communication

Office of the City Manager

Date

August 6, 2007

Agenda Item No. 34

Roll Call No. 07-

Communication No. 07-491

Submitted by: Richard A. Clark, City Manager

AGENDA HEADING:

Submitting travel requests for Darren Cornwell, Sara Henry, Rex Sparks, Melissa Sweeny, and Marylee Woods.

SYNOPSIS:

Recommend approval for travel requests listed below.

FISCAL IMPACT:

Amount: \$1,400 (Cornwell); \$2,261 (Henry); \$1,275 (Sparks); \$2,261 (Sweeny); \$1,630 (Woods)

Funding Source: 2007-2008 Operating Budget under:

- SP321 POL982100 – Police – Seized Funds (Cornwell and Sparks)
- GE001 CMO010000 – City Manager – Administration (Woods)
- SP350 HSG020000 – Housing Services – Public Housing (Henry and Sweeny)

ADDITIONAL INFORMATION:

Darren Cornwell (NR-0), Senior Police Officer, to Albany, NY, from September 14 – 22, 2007 (\$1,400), to attend a homicide seminar sponsored by the New York State Police providing investigators with the latest methods of solving death investigations. Instructors are prominent experts in their respective fields and networking occurs between counterparts from around the world.

Sara Henry (NR-0), Occupancy & Program Enforcement Administrator, to Seattle, WA, from September 10 -14, 2007 (\$2,261), to attend Family Self-Sufficiency Training sponsored by Nan McKay.

Rex Sparks (NR-0), Identification Technician, to San Antonio, TX, from September 30 – October 5, 2007 (\$1,275), to attend conference sponsored by the International Association of Bloodstain Pattern Analysts for training to maintain credentials as a court qualified expert in bloodstain pattern analysis and crime scene reconstruction.

Melissa Sweeny (R-0), Occupancy & Program Enforcement Administrator, to Seattle, WA, from September 10 -14, 2007 (\$2,261), to attend Family Self-Sufficiency Training sponsored by Nan McKay.

Marylee Woods (R-0), Customer Service & Training Advisor, to Pittsburgh, PA, from October 6 – 10, 2007 (\$1,630), to attend the International City/County Management Association annual conference, which addresses issues, trends, and challenges facing local governments worldwide. Public and private

sector experts will share their knowledge and interact with participants in sessions organized around themes like civic engagement and performance management. Specific topics, such as CPM and citizen involvement, tie directly to City Council Goal Statements and CMO assignments.

The amount budgeted for travel in Fiscal Year (FY) 2008 is \$293,866. The amount expended for travel in FY 2008 as of July 3, 2008 is \$6,422.

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