



Council Communication

Office of the City Manager

Date

September 10, 2007

Agenda Item No. 31

Roll Call No. 07-

Communication No. 07-545

Submitted by: Richard A. Clark, City Manager

AGENDA HEADING:

Submitting travel requests for Connie Ashby, Sharon Jones, Tracy Rhoads, Lance Ripperger, Robin Sprafka, and Phillip Vorlander

SYNOPSIS:

Recommend approval for travel requests listed below.

FISCAL IMPACT:

Amount: \$1,711.25 (Ashby); \$1,436 (Jones); \$1,273.27 (Rhoads); \$4,935 (Ripperger); \$2,030.93 (Sprafka); \$1,469.73 (Vorlander)

Funding Source: 2007-2008 Operating Budget under:

- GE001 FIR011000 – Fire (Ashby)
- SP321 POL982100 – Police (Jones)
- SP321 POL982100 – Police (Rhoads)
- SP321 POL982100 – Police (Ripperger)
- SP321 POL982100 – Police (Sprafka)
- GE001 FIR010100 – Fire (Vorlander)

ADDITIONAL INFORMATION:

Connie Ashby (NR-1), Department Systems Coordinator, to San Diego, CA, from October 1 – 4, 2007 (\$1,711.25), to attend 2007ACS Firehouse Software Education and Training Seminar. The seminar provides training on the next release of Firehouse Software, specifically the Emergency Medical Services (EMS) module and updates on scheduling, NFIRS incident reporting, and occupancy & inspection management.

Sharon Jones (R-0), Investigative Assistant, to Lexington, KY, from September 23 – 29, 2007 (\$1,436), to obtain certification in the use of the Automated Critical Asset Management System (ACAMS) through the U.S. Department of Homeland Security. The certification will provide the Region 5 Fusion Center with one person to access and begin the process of using the ACAMS, which Iowa Homeland Security and Emergency Management has defined as the statewide tool to be used as the assessment, planning, and resource management system for tracking Iowa's critical assets and key infrastructure. Iowa Homeland Security will provide reimbursement of training and travel expenses for airfare, lodging, and meals.

Tracy Rhoads (R-0), Senior Police Officer, to Baltimore, MD, from September 30 – October 5, 2007 (\$1,273.27), to attend, with Sgt. Robin Sprafka, the Undercover Techniques and Survival for Women training program presented by the International Association of Undercover Officers. The five-day training program is designed for female law enforcement officers and supervisors of female officers who intend to or routinely participate in covert undercover operations. The program will provide Senior Police Officer Rhoads with techniques and survival tactics necessary for unique situations and problems female police officers face while working undercover.

Lance Ripperger (NR-1), Senior Police Officer, to Golden, CO, from September 9 – 29, 2007 (\$4,935.00), to attend Police Motorcycle Instructor Training sponsored by Harley-Davidson Motor Company, Inc. and the Northwestern University Center for Public Safety. The three-week course will provide the city with a certified Police Motorcycle Operator Instructor. With the certification, Officer Ripperger will be able to teach proper motorcycle operation and patrol procedures to other members of the department. **(Please refer to the August 22, 2007 letter addressed to the Mayor and Members of the City Council for prior authorization of Officer Ripperger's travel by the City Manager.)**

Robin Sprafka (NR-0), Sergeant, to Baltimore, MD, from September 30 – October 5, 2007 (\$2,030.93), to attend, with Senior Police Officer Tracy Rhoads, the Undercover Techniques and Survival for Women training program presented by the International Association of Undercover Officers. The five-day training program is designed for female law enforcement officers and supervisors of female officers who intend to or routinely participate in covert undercover operations. The program will provide Sgt. Sprafka with techniques and survival tactics necessary for unique situations and problems female police officers face while working undercover.

Phillip Vorlander (R-0), Fire Chief, to Chicago, IL, from October 21 – 25, 2007 (\$1,469.73), to attend a biennial symposium on the occupational health and hazards of the fire service. The symposium provides a forum for detailed discussion on safety & health matters directly affecting fire fighting personnel by bringing together fire fighters, medical researchers, medical practitioners, safety experts, fire chiefs, city management representatives, political leaders, university and industry representatives, and personnel from various agencies of the federal government.

The amount budgeted for travel in Fiscal Year (FY) 2008 is \$293,866. The amount expended for travel in FY 2008 as of September 4, 2008 is \$45,431.

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