



Council Communication

Office of the City Manager

Date

March 10, 2008

Agenda Item No. 34

Roll Call No. 08-

Communication No. 08-132

Submitted by: Richard A. Clark, City Manager

AGENDA HEADING:

Submitting travel request for Michelle Bailey, Sone Cam, Carl W. Elshire, Andrea Hauer, Sara Henry, Theodore Jefferson, Peggy Jenson, Jessica Kolnes, Sarah Lynch, Michael R. Moody, Dough Philip, Rudolph Simms, Jr., Sukanya Soda, Margie Williams, Carl Wycoff, Richard Zimmerman.

SYNOPSIS:

Recommend approval for travel requests listed below.

FISCAL IMPACT:

Amount: \$1,335 (Bailey); \$2,288 (Cam); \$2,045 (Elshire), \$1,750 (Hauer), \$2,667 (Henry), \$1,804.08 (Jefferson); \$1,550 (Jensen); \$1,550 (Kolnes); \$1,550 (Lynch); \$2,617 (Moody); \$1,443 (Philip); \$1,335 (Simms); \$1,550 (Soda); \$1,550 (Williams); \$3,198 (Wycoff); \$1,638.18 (Zimmerman)

Funding Source:

- GE001 HRI010000 – Human Rights – Services (Bailey, Philip, & Simms)
- SP321 POL982100 – Police – Federally Forfeited Funds (Cam & Moody)
- EN301 PWK077001 – Public Works – Stormwater Utility Management (Elshire)
- GE001 CMO100000 – City Manager – Office of Economic Development (Hauer)
- SP350 HSG020000 – Housing Services – Public Housing (Henry, Jensen, Kolnes, Lynch, Soda, & Williams)
- GE001 FIR070400 – Fire – Fire Investigation (Jefferson)
- SP324 POL982200 – Police – State Forfeited Funds (Wycoff)
- GE001 FIR011000 – Fire – Training & Safety (Zimmerman)

ADDITIONAL INFORMATION:

Michelle Bailey (R-0), Human Rights Commissioner, to Atlanta, GA, from April 8 – 11, 2008 (\$1,335), to attend the U.S. Department of Housing and Urban Development's "2008 National Fair Housing Policy Conference." The Conference addresses legal issues, Fair Housing Assistance Programs, and related issues/concerns.

Sone Cam (NR-1), Senior Police Officer, to Detroit, MI, from May 11 – 17, 2008 (\$2,288), to attend "Tactical Pistol Instructor School." This intensive instructor development course features an extensive coverage of basic skills and drills, then progresses to a number of applicable courses of fire and advanced techniques.

Carl W. Elshire (R-0), Sewer Enterprise Administrator, to Louisville, KY, from March 29 – April 3, 2008 (\$2,045), to attend “Urban Water Management, An Integrated Water Quality Conference & Exhibition.” The Conference will focus on the integration of Stormwater BMPs, Phase II regulations, green infrastructure, and funding of municipal water management programs. It will cover design, construction, maintenance and emerging technology for urban water quality.

Andrea Hauer (R-0), Economic Development Coordinator, to Charlotte, NC, from April 6 – 9, 2008 (\$1,750), to attend the “Fourth Annual Urban Land Institute (ULI) Conference, Developing & Investing Green: Creating Value Through Sustainability.” This Conference offers two full days of sessions on key aspects of the business of sustainable development.

Sara Henry (NR-1), Occupancy & Program Enforcement Administrator, to Chicago, IL, from April 13 – 18, 2008 (\$2,667), to attend the National Association of Housing Redevelopment Officials (NAHRO) “Public Housing Manager Seminar.” Specific topics include: Roles and Responsibilities of a Public Housing Manager, Day-to-Day Operational Management Skills, Communication, Problem Solving and Conflict Resolution, and Latest Regulator Changes.

Theodore Jefferson (R-0), Fire Inspector, to Denver, CO, from April 27 – May 2, 2008 (\$1,804.08), to attend the “59th National Annual International Association of Arson Investigators Training Conference.” Training will focus on methodology of fire investigation and has been designed to meet the needs of the various components of the fire investigation industry including fire scene investigators.

Peggy Jensen (NR-0), Housing Case Manager, to Omaha, NE, from April 6 – 9, 2008 (\$1,550), to attend the “HCV & Public Housing Rent Calculation Seminar” sponsored by Nan McKay & Associates.

Jessica Kolnes (NR-0), Housing Case Manager, to Omaha, NE, from April 6 – 9, 2008 (\$1,550), to attend the “HCV & Public Housing Rent Calculation Seminar” sponsored by Nan McKay & Associates.

Sarah Lynch (NR-0), Housing Case Manager, to Omaha, NE, from April 6 – 9, 2008 (\$1,550), to attend the “HCV & Public Housing Rent Calculation Seminar” sponsored by Nan McKay & Associates.

Michael R. Moody (NR-0), Senior Police Officer, to Detroit, MI, from May 11 – 17, 2008 (\$2,288), to attend “Tactical Pistol Instructor School.” This intensive instructor development course features an extensive coverage of basic skills and drills, then progresses to a number of applicable courses of fire and advanced techniques.

Doug Philip (R-1), Assistant City Attorney, to Atlanta, GA, from April 7 – 11, 2008 (\$1,443), to attend the U.S. Department of Housing and Urban Development’s “2008 National Fair Housing Policy Conference.” The Conference addresses legal issues, Fair Housing Assistance Programs and related issues/concerns.

Rudolph Simms, Jr. (NR-0), Human Rights Director, to Atlanta, GA, from April 8 – 12, 2008 (\$1,335), to attend the U.S. Department of Housing and Urban Development’s “2008 National Fair Housing Policy Conference.” The Conference addresses legal issues, Fair Housing Assistance Programs and related issues/concerns.

Sukanya Soda (NR-0), Application Specialist, to Omaha, NE, from April 6 – 9, 2008 (\$1,550), to attend the “HCV & Public Housing Rent Calculation Seminar” sponsored by Nan McKay & Associates.

Margie Williams (R-0), Application Specialist, to Omaha, NE, from April 6 – 9, 2008 (\$1,550), to attend the “HCV & Public Housing Rent Calculation Seminar” sponsored by Nan McKay & Associates.

Carl Wycoff (NR-0), Senior Identification Technician, to Concord, NH, from June 15 – 26, 2008 (\$3,198), to attend two shooting reconstruction classes, “Shooting Incident Reconstruction/Officer-Involved Shooting Investigation” and “Advanced Shooting Reconstruction.” Areas of study include: Deflection of Bullets by Windshield Glass, Deflection of Bullets by Intermediary Targets, Impact Angle Determination for Ricochet Creases/Marks, Loss of Velocity Resulting from Intermediary Targets, Back Patter of Blood, and Bullet Deflection through Biological Tissue.

Richard Zimmerman (NR-0), District Fire Chief, to Las Vegas, NV, from May 31 – June 8, 2008 (\$1,638.18), to attend the National Fire Protection Association’s “World Safety Conference & Exposition.” The Conference features education sessions, case studies, test results, and code updates to National Fire, Building and Life Safety Codes.

The amount budgeted for travel in Fiscal Year (FY) 2008 is \$293,866. The amount expended for travel in FY 2008 as of March 4, 2008 is \$203,591.

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

For more information on this and other agenda items, please call the City Clerk’s Office at 515-283-4209 or visit the Clerk’s Office on the second floor of City Hall, 400 Robert D Ray Drive. Council agendas are available to the public at the City Clerk’s Office on Thursday afternoon preceding Monday’s Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk’s Office or sending their request via email to cityclerk@dmgov.org.