

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	November 19, 2012
	Agenda Item No.	25
	Roll Call No.	<u>12-1776</u>
	Communication No.	<u>12-584</u>
	Submitted by:	Allen McKinley, Deputy City Manager

AGENDA HEADING:

Submitting travel and training requests for T. M. Franklin Cownie, Todd Dykstra, and Denise Schafnitz.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$436 (Cownie); \$1,426 (Dykstra); \$2,380.40 (Schafnitz)

Funding Source:

- GE001 MCC010000 – Mayor and Council (Cownie)
- SP321 POL982100 – Police - Federal Seized Funds (Dykstra)
- SP324 POL982200 – Police - State Seized Funds (Schafnitz)

ADDITIONAL INFORMATION:

T. M. Franklin Cownie, (R-5), Mayor, to Washington, DC, from December 2 – December 5, 2012, (\$436) to attend the 2012 Department of Housing and Urban Development Office of Sustainable Housing and Communities Grantees Convening at the request of the Des Moines Area Metropolitan Planning Organization. The MPO will pay the cost of the flight and cost of the hotel for this trip.

Todd Dykstra, (NR-1), Captain, to Dubuque, IA, from May 5 – May 10, 2013, (\$1,426) to attend training sponsored by the Institute of Police Technology and Management. The training will help develop and enhance knowledge in the process of conducting professional and objective internal affairs investigations. It will also provide techniques to prepare for and conduct interviews of complainants, witnesses and officers.

Denise Schafnitz, (NR-0), Detective, to Austin, TX, from December 2 – December 6, 2012, (\$2,380.40) to attend a Principles of Fraud Examination course sponsored by the Association of Certified Fraud Examiners. The course will provide basic training in fraud examination which will enhance investigative skills, resulting in higher quality case investigations and improved court testimony.

The budget for travel and training in Fiscal Year (FY) 2013 is \$517,998. The amount expended for travel and training in FY 2013, as of November 12, 2012, is \$109,104.

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

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