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|  <p style="text-align: center;"><b>Council<br/>Communication</b><br/>Office of the City Manager</p> | <b>Date:</b> February 25, 2013  |
|  | <b>Agenda Item No.</b> 23<br><b>Roll Call No.</b> <u>13-0314</u><br><b>Communication No.</b> <u>13-083</u><br><b>Submitted by:</b> <b>Larry Hulse, Assistant<br/>City Manager</b> |

**AGENDA HEADING:**

Submitting travel and training requests for Chris Coleman, T.M. Franklin Cownie, Christine Hensley, Jim Kelly, Skip Moore, Michael Steverson, and Bill Voitel.

**SYNOPSIS:**

Recommend approval for travel and training requests listed below.

**FISCAL IMPACT:**

Amount: \$0 (Coleman); \$2,300 (Cownie); \$1,417 (Cownie); \$2,220 (Hensley); \$2,307 (Kelly); \$2,150 (Moore); \$9,345 (Steverson); \$1,512.72 (Voitel)

Funding Source:

- GE001 MCC010000 – Mayor and Council (Coleman)
- GE001 MCC010000 – Mayor and Council (Cownie)
- GE001 MCC010000 – Mayor and Council (Cownie)
- GE001 MCC010000 – Mayor and Council (Hensley)
- SP324 POL982200 – Police – State Forfeited Funds (Kelly)
- GE001 MCC010000 – Mayor and Council (Moore)
- SP324 POL982200 – Police – State Forfeited Funds (Steverson)
- IS010 CMO010401 Internal Service – Fleet Service Maintenance (Voitel)

**ADDITIONAL INFORMATION:**

**Chris Coleman, (R-0), City Council Member, to Washington, DC,** from May 8 – May 10, 2013, (\$0) to participate in the annual Greater Des Moines Partnership lobbying trip to speak with Congressional leaders about needs of the City.

**T.M. Franklin Cownie, (R-7), Mayor, to Washington, DC,** from May 8 – May 10, 2013, (\$2,300) to participate in the annual Greater Des Moines Partnership lobbying trip to speak with Congressional leaders about needs of the City.

**T.M. Franklin Cownie, (R-7), Mayor, to Washington, DC,** from February 27 – March 4, 2013, (\$1,417) to attend the Winter Leadership Meeting of the United States Conference of Mayors.

**Christine Hensley, (R-0), City Council Member, to Washington, DC**, from May 8 – May 10, 2013, (\$2,220) to participate in the annual Greater Des Moines Partnership lobbying trip to speak with Congressional leaders about needs of the City.

**Jim Kelly, (NR-0), Senior Police Officer, to Westminster, CO**, from April 21 – April 26, 2013, (\$2,307) to receive training which will enable the repair of Smith and Wesson revolvers and pistols.

**Skip Moore, (R-1), City Council Member, to Washington, DC**, from May 8 – May 10, 2013, (\$2,150) to participate in the annual Greater Des Moines Partnership lobbying trip to speak with Congressional leaders about needs of the City.

**Michael Steverson, (NR-0), Captain, to Boston, MA**, from June 8 – June 28, 2013, (\$9,345) to attend training sponsored by the Senior Management Institute for Police. The training will provide classes in management theory, policy development, planning processes, and organizational structure.

**Bill Voitel, (NR-0), Fleet Services Equipment Coordinator, to Indianapolis, IN**, from March 4 – March 8, 2013, (\$1,512.72) to attend the 2013 National Truck Equipment Association Work Truck Show conference. The conference will provide the opportunity to view innovative new equipment/technology with ground breaking new products and services.

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 February 18, 2013, is \$183,776.

**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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