

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	April 11, 2016
	Agenda Item No.	30
	Roll Call No.	<u>16-0572</u>
	Communication No.	<u>16-201</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Submitting travel and training requests for Matt Anderson, T.M. Franklin Cownie, Joe Gatto, Aaron Greiner, Brian Hamner, Christine Hensley, David Jahn, Erin Olson-Douglas, Kevin Risk, Scott Sanders, and Jen Schulte.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$2,250 (Anderson); \$743.20 (Cownie); \$2,250 (Cownie); \$2,250 (Gatto); \$2,865 (Greiner); \$1,783.44 (Hamner); \$2,250 (Hensley); \$1,570 (Jahn); \$2,250 (Olson-Douglas); \$2,619 (Risk); \$2,250 (Sanders); \$2,250 (Schulte)

Funding Source:

- CM001000 – City Manager - Administration (Anderson)
- MC180180 – Mayor and Council (Cownie)
- MC180180 – Mayor and Council (Cownie)
- MC180180 – Mayor and Council (Gatto)
- IT151000 – Information Technology – Geographic Information Systems (Greiner)
- CD042048 – Community Development – Mechanical Inspection (Hamner)
- MC180180 – Mayor and Council (Hensley)
- PW245000 – Public Works – Forestry (Jahn)
- CM022000 – City Manager – Economic Development (Olson-Douglas)
- PD226000 – Police – Federally Seized Funds (Risk)
- CM001000 – City Manager – Administration (Sanders)
- CM001000 – City Manager – Administration (Schulte)

ADDITIONAL INFORMATION:

Matt Anderson (R-1), Assistant City Manager, to Washington, DC from May 11 – May 13, 2016 (\$2,250) to participate in the annual Greater Des Moines Partnership trip to speak with Congressional leaders and discuss the needs of the City.

T.M. Franklin Cownie (R-8), Mayor, to Atlanta, GA from April 26 – April 28, 2016 (\$743.20) to attend the Walkability Action Institute as a team member to participate in training and produce an

action plan for a more walkable community. Attending the action institute represents further public investment in walkability improvements, and opportunity to establish a common foundation among team members, and a space to create a shared framework for public health issues in Des Moines and the region. The institute will help develop a message and strategy that aligns with a national movement and resonates on a state and regional level. Grant money has been secured through the National Association of Chronic Disease Directors and the Center for Disease Control to help offset a majority of the cost of the trip.

T.M. Franklin Cownie (R-8), Mayor, to Washington, DC from May 11 – May 13, 2016 (\$2,250) to participate in the annual Greater Des Moines Partnership trip to speak with Congressional leaders and discuss the needs of the City.

Joe Gatto (R-0), Councilmember, to Washington, DC from May 11 – May 13, 2016 (\$2,250) to participate in the annual Greater Des Moines Partnership trip to speak with Congressional leaders and discuss the needs of the City.

Aaron Greiner (R-0), Senior GIS Analyst, to Chicago, IL from July 31 – August 5, 2016 (\$2,865) to attend training provided by Urban and Regional Information Systems Association in their GIS Leadership Academy. The leadership academy will provide training on leadership skill necessary for the City, specifically focused on GIS and IT challenges.

Brian Hamner (NR-0), Plumbing Inspector, to Albuquerque, NM from September 24 – September 30, 2016 (\$1,783.44) to attend the 87th Annual International Association of Plumbing and Mechanical Officials Education and Business conference. The conference provides an opportunity to see first-hand the development process of the Plumbing Code changes and understand the reasoning behind changes.

Christine Hensley (R-1), Councilmember, to Washington, DC from May 11 – May 13, 2016 (\$2,250) to participate in the annual Greater Des Moines Partnership trip to speak with Congressional leaders and discuss the needs of the City.

David Jahn (R-1), Municipal Arborist, to Leawood, KS from May 11 – May 14, 2016 (\$1,570) to attend the Tree Risk Assessment Qualification course sponsored by the Midwestern Chapter of the International Society of Arboriculture. The course is a requirement to become ISA Tree Risk Assessment Qualified. This qualification promotes the safety of people and property by providing a standardized and systematic process for assessing tree risk.

Erin Olson-Douglas (R-0), Economic Development Coordinator, to Washington, DC from May 11 – May 13, 2016 (\$2,250) to participate in the annual Greater Des Moines Partnership trip to speak with Congressional leaders and discuss the needs of the City.

Kevin Risk (NR-0), Senior Crime Scene Investigator, to San Bernardino, CA from May 1 – May 7, 2016 (\$2,619) to attend a Shooting Incident Reconstruction Course presented by Forensic Training Source, LLC. The training will cover topics such as shooting reconstruction terminology, ballistics, gunshot residue and range of fire determination, identifying, detecting, measuring and describing bullet marks, behavior of projectiles on varying target surfaces, proper recording/documentation of bullet marks, motor vehicles as a target surface, humans as a target surface, flight path reconstruction, report writing, and courtroom testimony.

Scott Sanders (R-2), City Manager, to Washington, DC from May 11 – May 13, 2016 (\$2,250) to participate in the annual Greater Des Moines Partnership trip to speak with Congressional leaders and discuss the needs of the City.

Jen Schulte (NR-0), Government Relations Director, to Washington, DC from May 11 – May 13, 2016 (\$2,250) to participate in the annual Greater Des Moines Partnership trip to speak with Congressional leaders and discuss the needs of the City.

The amended budget for travel and training in Fiscal Year (FY) 2016 is \$544,324. The amount expended for travel and training in FY 2016, as of April 5, 2016, is \$326,969.

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 first 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.