

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date</b>	November 24, 2008
	<b>Agenda Item No.</b> <b>18</b> <b>Roll Call No.</b> <b><u>08-</u></b> <b>Communication No.</b> <b><u>08-711</u></b> <b>Submitted by: Richard A. Clark, City Manager</b>	

**AGENDA HEADING:**

Training & travel request for Michele Bischof and Terry Demarce.

**SYNOPSIS:**

Recommend City Council approval for training & travel request listed below.

**FISCAL IMPACT:**

Amount: \$1,483.01 (Bischof); \$3,350.00 (DeMarce)

Funding Source:

- GE001 FIR011000 – Fire – Training & Safety (Bischof)
- SP720 HRS980100 – City Wide Training/Benchmarking (DeMarce)

**ADDITIONAL INFORMATION:**

**Michele Bischof (NR-1) Technical Services Superintendent**, to San Diego, CA, from March 31 – April 3, 2009, (\$1,483.01), to attend the Omega Group’s Fifth User & Training Conference. The Conference will emphasize training and “how to” skills necessary to optimize use of Omega’s FireView Desktop Program

**Terry DeMarce (NR-0) Senior User Support Technician**, to San Diego, CA, from November 30 – December 3, 2008, (\$3,350.00), to attend the Help Desk Institute’s (HDI) “Support Center Team Lead Course.” The course will focus on fundamental management and leadership skills for support center professionals.

The amount budgeted for training & travel in Fiscal Year (FY) 2009 is \$520,011. The amount expended for training & travel in FY 2009 as of November 18, 2008 is \$198,320.

**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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