

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date	December 22, 2008
	Agenda Item No. 23 Roll Call No. <u>08-</u> Communication No. <u>08-744</u> Submitted by: Richard A. Clark, City Manager	

AGENDA HEADING:

Training & travel requests for Colin Boone, Tonia Fairbanks, Allen McKinley and Jeff Morton.

SYNOPSIS:

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

FISCAL IMPACT:

Amount: \$1,379.13 (Boone); \$3,200 (Fairbanks); \$1,537 (McKinley); \$1,367 (Morton)

Funding Source:

- GE001 POL100150 – Police – Traffic Section (Boone)
- CP034 IFT990000 BLD114 – Municipal Building Projects - Regional GIS Plan (Fairbanks)
- GE001 FIN010100 – Finance – Administration (McKinley)
- SP751 POL980520 – Police Federal Grants – LETPP Grant 2006 (Morton)

ADDITIONAL INFORMATION:

Colin Boone (NR-0) Senior Police Officer, to Concord, MA, from January 25 – 31, 2009, (\$1,379.13), to attend Drug Recognition Expert Instructor training. Costs associated with the travel will be reimbursed by the Governor’s Traffic Safety Bureau.

Tonia Fairbanks (NR-0) GIS Analyst, to Redlands, CA, from February 24 – 28, 2009, (\$3,200), to attend the Environmental Systems Research Institute’s (ESRI) course entitled “Developing Applications with ArcGIS Server Using the Microsoft.net.” The advanced course introduces the ArcGIS Server Web Application Development (ADF) and teaches how to develop ArcGIS Server Web applications using the Web ADF.

Allen McKinley (R-0) Finance Director, to Seattle, WA, from June 23 – July 1, 2009, (\$1,537), to attend the Government Finance Officers Association’s (GFOA) 103rd Annual Conference. The conference entitled “Financial Strategies for Challenging Times” will hold a variety of training sessions in the areas of accounting, auditing, financial reporting, budgeting, financial planning, cash and debt management and technology.

Jeff Morton (NR-0) Senior Police Officer, to Havana, FL, from January 11 – 16, 2008, (\$1,367) to attend the International Association of Law Enforcement Intelligence Analysts (IALEIA) “Foundations

of Intelligence Analysis Training” course. This course meets the requirements for the standardized training required of all newly hired analysts that are paid with Department of Homeland Security (DHS) grand funds.

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 December 16, 2008 is \$234,395.

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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