

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: September 27, 2010
	Agenda Item No. 23 Roll Call No. <u>10-1553</u> Communication No. <u>10-582</u> Submitted by: Merrill R. Stanley, Deputy City Manager

AGENDA HEADING:

Submitting travel and training requests for Michele Bischof and Derek Brent.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$1,523 (Bischof); \$1,523 (Brent)

Funding Source:

- GE001 FIR010100 – Fire - Administration (Bischof)
- GE001 FIR010100 – Fire – Administration (Brent)

ADDITIONAL INFORMATION:

Michele Bischof, (NR-0), Technical Services Support, to Seattle, WA, from November 2 – November 5, 2010 (\$1,523) to attend a Firehouse Education and Training Seminar. Sessions focus on mobile applications, EMS, Occupancy & Inspections, Preplans/Incident Command, NIFRS & Investigations, customizing reports, scheduling and writing reports.

Derrick Brent, (NR-0), Mobile Data Specialist, to Seattle, WA, from November 2 – November 5, 2010 (\$1,523) to attend a Firehouse Education and Training Seminar. Sessions focus on mobile applications, EMS, Occupancy & Inspections, Preplans/Incident Command, NIFRS & Investigations, customizing reports, scheduling and writing reports.

The budget for travel and training in Fiscal Year (FY) 2011 is \$621,718. The amount expended for travel and training in FY 2011, as of September 20, 2010, is \$65,302.

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 second 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.