

 <h1 style="text-align: center;">Council Communication</h1> <p style="text-align: center;">Office of the City Manager</p>	Date: February 28, 2011							
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Agenda Item No.</td> <td style="padding: 2px;">28</td> </tr> <tr> <td style="padding: 2px;">Roll Call No.</td> <td style="padding: 2px;"><u>11-03013</u></td> </tr> <tr> <td style="padding: 2px;">Communication No.</td> <td style="padding: 2px;"><u>11-115</u></td> </tr> <tr> <td style="padding: 2px;">Submitted by:</td> <td style="padding: 2px;">Allen McKinley, Deputy City Manager</td> </tr> </table>	Agenda Item No.	28	Roll Call No.	<u>11-03013</u>	Communication No.	<u>11-115</u>	Submitted by:
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Roll Call No.	<u>11-03013</u>							
Communication No.	<u>11-115</u>							
Submitted by:	Allen McKinley, Deputy City Manager							

AGENDA HEADING:

Submitting travel and training requests for Steve Brown, Bert Drost, Joe Giudicessi, Sadie Hildebrand, Kyle Larson, Amanda Leo, Amber Lynch, Amy Montgomery, Diane Rauh, and Kenneth Robinson.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$2,091 (Brown); \$1,400.30 (Brown); \$1,662 (Drost); \$1,365.70 (Giudicessi); \$1,962 (Hildebrand); \$1,662 (Larson); \$1,551 (Leo); \$1,342 (Lynch); \$1,310 (Montgomery); \$2,129 (Rauh); \$1,308 (Robinson).

Funding Source:

- GE001 FIR070100 Fire - Commercial Fire Inspection (Brown)
- GE001 FIR040100 Fire - HazMat (Brown)
- SP020 CDD049900 CDBG2011002 CDBG - Neighborhood Revitalization (Drost) Federal Grant Funded
- GE001 FIR040100 Fire - HazMat (Giudicessi)
- SP020 CDD049900 CDBG2011002 CDBG - Neighborhood Revitalization (Hildebrand) Federal Grant Funded
- SP020 CDD049900 CDBG2011002 CDBG - Neighborhood Revitalization (Larson) Federal Grant Funded
- SP321 POL982100 Police - Federally Forfeited Funds (Leo)
- SP020 CDD049900 CDBG2011002 CDBG - Neighborhood Revitalization (Lynch) Federal Grant Funded
- GE001 FIR011000 Fire - Training and Safety (Montgomery)
- GE001 CCL010000 City Clerk - Administration (Rauh)
- SP321 POL982100 Police - Federally Forfeited Funds (Robinson)

ADDITIONAL INFORMATION:

Steve Brown, (R-0), Captain, to Oak Brook, IL, from March 27 – March 30, 2011, (\$2,091), to attend a seminar sponsored by the National Fire Protection Association on the installation of sprinkler systems. All new and reconfigured sprinkler installations now require inspection. Knowledge gained from the seminar will ensure fire sprinkler contractors are installing according to national standards.

Steve Brown (R-0), Captain, to Baltimore, MD, from May 17 – May 21, 2011, (\$1,400.30), to attend the International Hazardous Materials Response Teams Conference. The conference provides a platform for the introduction on new HazMat technology, with vendor displays of top products in one convenient location for easy evaluation for future purchases. Classes and seminars will provide important technical knowledge that can be shared with the Department's HazMat personnel.

Bert Drost, (NR-0), Senior Planner, to Boston, MA, from April 8 – April 12, 2011, (\$1,662), to attend the annual National American Planning Association Conference. Participants can attend their choice of over 100 workshops and mobile tours on planning related issues, including transportation planning, land use planning, neighborhood planning, and sustainability.

Joe Giudicessi, (R-0), District Fire Chief/Hazardous Materials Coordinator, to Baltimore, MD, from May 17 – May 21, 2011, (\$1,365.70), to attend the International Hazardous Materials Response Teams Conference. The conference provides a platform for the introduction on new HazMat technology, with vendor displays of top products in one convenient location for easy evaluation for future purchases. Classes and seminars will provide important technical knowledge that can be shared with the Department's HazMat personnel.

Sadie Hildebrand, (NR-0), Senior Planner, to Boston, MA, from April 8 – April 12, 2011, (\$1,962), to attend the annual National American Planning Association Conference. Participants can attend their choice of over 100 workshops and mobile tours on planning related issues, including transportation planning, land use planning, neighborhood planning, and sustainability.

Kyle Larson, (NR-0), Planner, to Boston, MA, from April 8 – April 12, 2011, (\$1,662), to attend the annual National American Planning Association Conference. Participants can attend their choice of over 100 workshops and mobile tours on planning related issues, including transportation planning, land use planning, neighborhood planning, and sustainability.

Amanda Leo, (R-0), Senior Police Officer, to Cambridge, MA, from March 27 – April 2, 2011, (\$1,551), to receive annual training necessary to retain certification and membership with the nationally recognized polygraph organization.

Amber Lynch, (R-0), Planner, to Boston, MA, from April 8 – April 12, 2011, (\$1,662), to attend the annual National American Planning Association Conference. Participants can attend their choice of over 100 workshops and mobile tours on planning related issues, including transportation planning, land use planning, neighborhood planning, and sustainability.

Amy Montgomery, (NR-0), Captain, to Indianapolis, IN, from March 22 – March 26, 2011 (\$1,310), to attend the Fire Department Instructors Conference sponsored by the Pennwell Corporation. The conference presents the latest in firefighting techniques, equipment, and apparatus. Classroom sessions emphasize utilization of the incident management system to make sound fire ground decisions.

Diane Rauh, (R-0), City Clerk, to Nashville, TN, from May 8 – May 12, 2011, (\$2,129), to attend the 65th Annual Conference of the International Institute of Municipal Clerks. The focus of the conference will be the multi-faceted and changing requirements of the City Clerk's job. The conference will provide background and knowledge needed to help deal with new citizen demands, legal changes in procedures, and new information technologies needed to work with current issues.

Kenneth Robinson, (NR-2), Senior Police Officer, to Traverse City, MI, from April 8 – April 13, 2011, (\$1,308), to attend Police Sniper Instructor School sponsored by Center Mass, Inc. The focus of the school is on instructor development, training organization and execution, liability reduction, operational tactics, and advanced sniper topics such as, moving targets, intermediate barriers, angle shooting, night vision updates, and urban tactics using academic and practical teaching methods. The Department is in need of an additional instructor due to the approaching retirement of a current instructor.

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 February 21, 2011, is \$218,162.

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 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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