

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b>	September 24, 2012
	<b>Agenda Item No.</b> <b>Roll Call No.</b> <b>Communication No.</b> <b>Submitted by:</b>	<b>19</b> <b><u>12-1499</u></b> <b><u>12-522</u></b> <b>Allen McKinley, Deputy City Manager</b>

**AGENDA HEADING:**

Submitting travel and training requests for Jack Beardsley, David Knutzen, and Douglas Romig.

**SYNOPSIS:**

Recommend approval for travel and training requests listed below.

**FISCAL IMPACT:**

Amount: \$1,816 (Beardsley); \$1,637 (Knutzen); and \$2,016 (Romig)

Funding Source:

- SP321 POL982100 – Police – Federal Seized Funds (Beardsley)
- GE001 FIR070400 – Fire – Fire Investigation (Knutzen)
- SP350 HSG029000 – Housing – Central Office (Romig)

**ADDITIONAL INFORMATION:**

**Jack Beardsley, (R-0), Sergeant/Special Events Coordinator,** to Key West, FL, from October 16 – October 20, 2012, (\$1,816) to attend a Special Events seminar sponsored by the Center for Police Organizational Studies. The employee will receive 32 hours of training in topics such as: a safe and secure venue, preventing riotous behavior, understanding crowd psychology, reducing liabilities efficiently efficient pedestrian and traffic control plans, alcohol management and working with a restricted budget.

**David Knutzen, (NR-0), Senior Fire Inspector,** to Orlando, FL, from May 5 – May 10, 2013, (\$1,637) to attend the International Association of Arson Investigators Annual Training conference. The conference offers numerous topics related to fire investigation and education that will enhance investigative skills and keep the employee current on new developments in the fire investigation industry.

**Douglas Romig, (R-0), Housing Services Director,** to Nashville, TN, from October 26 – October 30, 2012, (\$2,016) to attend the National Association of Housing and Redevelopment Officials National Conference. The conference will provide educational sessions and national networking looking at best practices within the Public Housing sector.

The budget for travel and training in Fiscal Year (FY) 2013 is \$517,998. The amount expended for travel and training in FY 2013, as of September 17, 2012, is \$52,062.

**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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