

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	October 7, 2013
	Agenda Item No.	25
	Roll Call No.	<u>13-1566</u>
	Communication No.	<u>13-506</u>
	Submitted by:	Larry Hulse, Assistant City Manager

AGENDA HEADING:

Submitting travel and training requests for T.M. Franklin Cownie and John Petersen.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$0 (Cownie); \$2,231 (Petersen)

Funding Source:

- MC180180 – Mayor and Council (Cownie)
- PD226000 – Police – State Forfeited Funds (Petersen)

ADDITIONAL INFORMATION:

T.M. Franklin Cownie, (R-3) Mayor, to Oakland, CA, from October 22 – October 25, 2013 (\$0) to attend the ICLEI USA Board Meeting. All costs associated with the trip will be reimbursed by ICLEI.

John Petersen, (NR-0) RMS/DMS Specialist, to Minneapolis, MN, from October 20 – October 23, 2013 (\$2,321) for training offered by Hands On Training, Inc. The training will cover SQL Server 2012 Reporting Services and will focus on setting up SQL Reporting Services, configuring the application, and writing advanced reports. The Police Department’s RMS system operates on the SQL database platform and the training is necessary to maintain the current level of reporting.

The amended budget for travel and training in Fiscal Year (FY) 2014 is \$589,478. The amount expended for travel and training in FY2014, as of September 30, 2013, is \$92,680.

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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