

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	February 24, 2014
	Agenda Item No.	38
	Roll Call No.	<u>14-0305</u>
	Communication No.	<u>14-086</u>
	Submitted by:	Larry Hulse, Assistant City Manager

AGENDA HEADING:

Submitting travel and training requests for Ted Jefferson, Nanci McMickle, and Eric Skinner.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$1,776 (Jefferson); \$1,251 (McMickle); \$1,635 (Skinner)

Funding Source:

- FD107115 – Fire – Fire Investigation (Jefferson)
- EG061074 – Engineering – Right of Way (McMickle)
- EG061074 – Engineering – Right of Way (Skinner)

ADDITIONAL INFORMATION:

Ted Jefferson, (R-0) Senior Fire Inspector, to Las Vegas, NV, from April 13 – April 19, 2014 (\$1,776) 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 allow employee to remain current on new developments in the fire investigation industry.

Nanci McMickle, (R-0) Appraisal and Acquisition Specialist, to St. Paul, MN, from April 7 – April 11, 2014 (\$1,251) to attend a course on residential relocation provided by the International Right of Way Association. The course will discuss the processes and procedures involved in providing relocation assistance to residential occupants. Materials presented are based on the lead agency’s (Federal Highway Administration) regulations in implementing the Uniform Relocation and Real Property Acquisition Policies Act of 1970 as amended.

Eric Skinner, (R-0) Acquisition/Relocation Specialist, to St. Paul, MN, from April 7 – April 11, 2014 (\$1,635) to attend a course on residential relocation provided by the International Right of Way Association. The course will discuss the processes and procedures involved in providing relocation assistance to residential occupants. Materials presented are based on the lead agency’s (Federal Highway Administration) regulations in implementing the Uniform Relocation and Real Property Acquisition Policies Act of 1970 as amended.

The amended budget for travel and training in Fiscal Year (FY) 2014 is \$589,478. The amount expended for travel and training in FY 2014, as of February 14, 2014, is \$195,606.

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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