

 <p style="text-align: center;"><b>Council</b> <b>Communication</b> Office of the City Manager</p>	<b>Date:</b> June 22, 2015
	<b>Agenda Item No.</b> 26 <b>Roll Call No.</b> <u>15-1027</u> <b>Communication No.</b> <u>15-352</u> <b>Submitted by:</b> Carl Metzger, Deputy City Manager

**AGENDA HEADING:**

Submitting travel and training requests for Richard Brown, Ryan Doty, Laura Graham, Nekesha Palmer, and Kandi Reindl.

**SYNOPSIS:**

Recommend approval for travel and training requests listed below.

**FISCAL IMPACT:**

Amount: \$2,991.45 (Brown); \$1,664 (Doty); \$2,295.92 (Graham); \$3,439.63 (Palmer); \$2,600.70 (Reindl)

Funding Source:

- ND409732 – Citywide Training & Benchmarking (Brown)
- PD226000 – Police – State Forfeited Funds (Doty)
- CM001000 – City Manager - Administration (Graham)
- HI001000 – Human Rights – Administration (Palmer)
- CM001000 – City Manager – Administration (Reindl)

**ADDITIONAL INFORMATION:**

**Richard Brown (R-0), Assistant Parks and Recreation Director,** to Wheeling, WV, from August 23 – August 28, 2015 (\$2,991.45) to attend the National Recreation and Park Association’s Executing Training School. The training will help develop skills necessary to evaluate a park and recreation agency’s organizational structure and administrative procedures, evaluate and identify the legal responsibilities and implications related to park and recreation agency operation, develop and implement performance management systems to evaluate the performance of agency personnel and the overall success of the agency itself, and prioritize programs and services in order to maximize positive impact on their communities.

**Ryan Doty (NR-0), Sergeant,** to Jacksonville, FL, from August 3 – August 6, 2015 (\$1,664) to attend training sponsored by the Institute of Police Technology and Management entitles, “Managing the Patrol FPO Program.” The training will assist in strengthening and updating Police Field Training Officer program. The course will help implement changes that will better assist new officers in their duties as well as avoiding civil liabilities due to poor or lack of training.

**Laura Graham (R-0), Assistant to the City Manager**, to Seattle, WA, from September 27 – September 30, 2015 (\$2,295.92) to attend the 2015 ICMA Annual Conference. The conference will provide access to an abundance of educational, information-sharing, and networking tools to help manage local government.

**Nekesha Palmer (R-1) Human Relations Specialist**, to Washington, DC, from July 25 – August 1, 2015 (\$3,439.63) to attend training at the National Fair Housing Academy which will provide HUD required training on completing effective evaluation and investigation of disability, reasonable accommodation, and reasonable modification complaints. Learn how to examine and analyze testing evidence, explore the psychological impact of discrimination, and understand the principles of the conciliation process.

**Kandi Reindl (R-0), Assistant to the City Manager**, to Seattle, WA, from September 26 – October 1, 2015 (\$2,600.70) to attend the 2015 ICMA Annual Conference. The conference will provide access to an abundance of educational, information-sharing, and networking tools to help manage local government.

The amended budget for travel and training in Fiscal Year (FY) 2015 is \$521,090. The amount expended for travel and training in FY 2015, as of June 15, 2015, is \$343,579.

**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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