

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	September 28, 2015
	Agenda Item No.	30
	Roll Call No.	<u>15-1615</u>
	Communication No.	<u>15-527</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Submitting travel and training requests for Brian Davis and Craig Thompson.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$2,015.14 (Davis); \$2,353.23 (Thompson)

Funding Source:

- FD104113 – Fire - Operations (Davis)
- FD104113 – Fire - Operations (Thompson)

ADDITIONAL INFORMATION:

Brian Davis (NR-0), Engineer, to Wright County, IA from June 27 – July 8, 2015 (\$2,015.14) to comply with the activation order issued by the Iowa Hazardous Materials Response and Decontamination Task Force assisting in the H5N2 emergency response event. The employee assisted in monitoring bio-security and cleaning and decontamination procedures at impacted sites and landfills. The cost of this trip has been reimbursed by the United States Department of Agriculture.

Craig Thompson (NR-0), Fire Medic, to Wright County, IA from June 27 – July 8, 2015 (\$2,353.23) to comply with the activation order issued by the Iowa Hazardous Materials Response and Decontamination Task Force assisting in the H5N2 emergency response event. The employee assisted in monitoring bio-security and cleaning and decontamination procedures at impacted sites and landfills. The cost of this trip has been reimbursed by the United States Department of Agriculture.

The amended budget for travel and training in Fiscal Year (FY) 2016 is \$521,140. The amount expended for travel and training in FY 2016, as of September 22, 2015, is \$77,190.

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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