

 Council Communication Office of the City Manager	Date:	November 9, 2015
	Agenda Item No.	31
	Roll Call No.	<u>15-1870</u>
	Communication No.	<u>15-605</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Submitting travel and training requests for T.M. Franklin Cownie, Michael West and Anna Whipple.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$1,005.20 (Cownie); \$2,037 (West); \$4,488 (Whipple)

Funding Source:

- MC180180 – Mayor and Council (Cownie)
- GTS00016 – Police – Governor’s Traffic Safety Board Grant (West)
- IT151000 – Information Technology – Geographic Info Systems (Whipple)

ADDITIONAL INFORMATION:

T.M. Franklin Cownie (R-5), Mayor, to Oakland, CA from November 11 – November 13, 2015 (\$1,005.20) to attend the International Council for Local Environmental Initiatives USA full Board retreat. The meeting will provide an opportunity to exchange experience of and expertise in local climate actions through best practices via the peer network of over 1,000 members and through current initiatives that enable local governments to discover and collaborate on low-emission and healthy solutions for their communities. The trip will be fully reimbursed by ICLEI USA.

Michael West (NR-0), Senior Police Officer, to Long Beach, CA from April 2 – April 6, 2016 (\$2,037) to attend the 2016 Lifesavers Conference. The conference will cover new procedures used by City, State and Federal Law Enforcement agencies for traffic and alcohol enforcement.

Anna Whipple (R-1), GIS Manager, to Newark, NJ from March 8 – March 20, 2016 (\$4,488) to attend the first of three (3) meetings necessary to complete the Certified Government Chief Information Officers Program. The CGCIO Certification Program is a 12-month course that lays the foundation for assessing and addressing some of the most critical issues facing IT leadership in the public sector. The purpose of the program is to equip leaders with the requisite tools to manage and improve their organizational technology assets. During the course of the program topics such as IT governance, project management, and risk assessment and management will be covered.

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 November 3, 2015, is \$140,854.

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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