

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	April 25, 2016
	Agenda Item No.	34
	Roll Call No.	<u>16-684</u>
	Communication No.	<u>16-232</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Submitting travel and training requests for Kirk Robinson and Jeremy Sprague.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$2,061.93 (Robinson); \$1,913.00 (Sprague)

Funding Source:

- PK200228 – Parks – Municipal Buildings (Robinson)
- PD226000 – Police – Federally Seized Funds (Sprague)

ADDITIONAL INFORMATION:

Kirk Robinson (NR-2), Building Maintenance Supervisor, to Phoenix, AZ from April 30 – May 4, 2016 (\$2,061.93) to attend the Tyler Technologies 2016 Users’ Conference. The conference will provide sessions on the new work order system that will be implemented in the facilities.

Jeremy Sprague (NR-2), Detective/Senior Police Officer, to Columbia, MD from June 2 – June 6, 2016 (\$1,913.00) to attend a course designed to become a certified ICISF (International Critical Incident Stress Foundation) and CISM (Critical Incident Stress Management) Instructor for the City. The course is designed to present the core elements of a comprehensive, systematic and multi-component crisis intervention curriculum and help prepare participants to understand a wide range of crisis intervention services.

The amended budget for travel and training in Fiscal Year (FY) 2016 is \$544,324. The amount expended for travel and training in FY 2016, as of April 19, 2016, is \$334,817.

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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