

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: July 25, 2016
	Agenda Item No. 28 Roll Call No. <u>16-1211</u> Communication No. <u>16-431</u> Submitted by: Carl Metzger, Deputy City Manager

AGENDA HEADING:

Submitting travel and training request for Carrie Kruse, Erin Olson-Douglas, Patrick Phelan and Kandi Reindl.

SYNOPSIS:

Recommend approval for travel and training request listed below.

FISCAL IMPACT:

Amount: \$1,719.68 (Kruse); \$1,804.33 (Olson-Douglas); \$3,815.00 (Phelan); \$1,557.08 (Reindl)

Funding Source:

- CM022000 – City Manager’s Office – Economic Development (Kruse)
- CM022000 – City Manager’s Office – Economic Development (Olson-Douglas)
- FD107114 – Fire Department – Commercial Fire Inspection (Phelan)
- CM001000 – City Manager’s Office – Administration (Reindl)

ADDITIONAL INFORMATION:

Carrie Kruse (NR-0), Economic Development Coordinator, to Dallas, TX from October 23 – October 27, 2016 (\$1,719.68) to attend the 2016 Urban Land Institute’s fall meeting. The meeting has more than 6,000 attendees and will allow the opportunity to build relationships with developers, investors, architects, planners, brokers, academics, attorneys, decision makers and government.

Erin Olson-Douglas (R-0), Economic Development Coordinator, to Atlanta, GA from August 10 – August 13, 2016 (\$1,804.33) to attend a training course titled Managing Economic Development Organizations. The course will help to learn to engage board members, staff and community stakeholders, constituents and customers to achieve results in all levels of Economic Development.

Patrick Phelan (R-0), Fire Protection Engineer, to Denver, CO from September 25 – October 1, 2016 (\$3,815.00) to attend the Society of Fire Protection Engineers North American Conference and Expo. The conference provides the opportunity for professional development, training and networking in the latest technical information on fire protection engineering issues and emerging trends, case studies, research, and codes and standards.

Kandi Reindl (R-0), Assistant to the City Manager, to Kansas City, MO from September 24 – September 28, 2016 (\$1,557.08) to attend the International City Manager’s Association annual

conference. The conference offers sessions on best practices for local government and city management.

The original budget for travel and training in Fiscal Year (FY) 2017 is \$524,665. The amount expended for travel and training in FY 2017, as of July 18, 2016, is \$0.

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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