

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	September 26, 2016
	Agenda Item No.	28
	Roll Call No.	<u>16-1612</u>
	Communication No.	<u>16-546</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Submitting travel and training requests for Alex Andersen, Lisa Crabbs, Jacob Hedlund, Christopher Mock and Connie Ashby.

SYNOPSIS:

Recommend approval for travel and training request listed below.

FISCAL IMPACT:

Amount: \$2,885.00 (Andersen); \$2,274.20 (Crabbs); \$1,418.60 (Hedlund); \$1,418.60 (Mock); \$10,004.93 (Ashby)

Funding Source:

- HSP00015 – Police – Homeland Security Grant Program EOD 15 (Andersen)
- CDB00116 – Community Development – CDBG Administration (Crabbs)
- PD226000 – Police – State Forfeited Funds (Hedlund)
- PD226000 – Police – State Forfeited Funds (Mock)
- IT154000 – Information Technology – Telephone (Ashby)

ADDITIONAL INFORMATION:

Alex Andersen (NR-0), Sergeant, to Tulsa, OK from October 9 – October 15, 2016 (\$2,885.00) to receive required certification for Homeland Security in explosive ordnance disruption and security conducted at Oklahoma State University.

Lisa Crabbs (R-0), Assistant Planner, to Baltimore, MD from November 13 – November 18, 2016 (\$2,274.20) to attend training on how to perform environmental reviews related to the CDBG and HOME programs which will help the City remain compliant and in good standing with HUD.

Jacob Hedlund (NR-0), Senior Police Officer, to Evanston, IL from October 9 – October 14, 2016 (\$1,418.60) to attend training for analysis of crash data retrieval from motor vehicles involved in serious injury and fatal accidents. This will allow for the ability for a more thorough investigation to determine the cause or contributing factors in such accidents.

Christopher Mock (NR-0), Senior Police Officer, to Evanston, IL from October 9 – October 14, 2016 (\$1,418.60) to attend training for analysis of crash data retrieval from motor vehicles involved in

serious injury and fatal accidents. This will allow for the ability for a more thorough investigation to determine the cause or contributing factors in such accidents.

Connie Ashby (NR-0), Network Technician, to Dallas, TX from October 2 – October 15, 2016 (\$10,004.93) to attend a class to understand the command line communications and operating system of the Openstage 4000 phone system that the City currently uses to manage all aspects of the phone system. This will provide understanding and proficiency in administering the multiple servers comprising the system.

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 September 20, 2016, is \$81,873.58.

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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