

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	November 7, 2016
	Agenda Item No.	22
	Roll Call No.	<u>16-1903</u>
	Communication No.	<u>16-644</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Submitting travel and training for Carrie Kruse, Shane McQuillen, Chad Nicolino, and Brian Willham.

SYNOPSIS:

Recommend approval for travel and training request listed below.

FISCAL IMPACT:

Amount: \$3,042.81 (Kruse); \$1,726.00 (McQuillen); \$1,742.00 (Nicolino); \$2,409.00 (Willham)

Funding Source:

- CM022000 – City Manager’s Office – Economic Development (Kruse)
- PW245000 – Public Works – Forestry (McQuillen)
- PD226000 – Police – State Forfeited Funds (Nicolino)
- EG062084 – Engineering – Traffic & Transportation (Willham)

ADDITIONAL INFORMATION:

Carrie Kruse (NR-1), Economic Development Coordinator, to Denver, CO from May 18 – May 24, 2017 (\$3,042.81) to attend the 2017 Government Finance Officers Association Annual Conference. The conference offers technical sessions with comprehensive coverage of all the latest developments, trends, and best practices in public finance.

Shane McQuillen (R-0), Forestry Project Manager, to Aberdeen, SD from December 13 – December 18, 2016 (\$1,726.00) to attend the Tree Risk Assessment Qualification Course. The program provides an opportunity for professionals in the arboriculture industry to expand their knowledge through education and training in the fundamentals of tree risk assessment.

Chad Nicolino (R-0), Sargeant, to Nashville, TN from January 22 – January 27, 2017 (\$1,742.00) to attend the Special Operations Supervisors Conference. The conference will provide information to assist in managing effective strategic investigations.

Brian Willham (NR-0), Senior Traffic Engineer, to Washington, DC from January 8 – January 12, 2017 (\$2,409.00) to attend the Transportation Research Board Annual Meeting. This will provide the opportunity to learn best and cutting edge practices for traffic engineering related activities throughout the United States.

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 November 1, 2016, is \$170,463.78.

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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