

 <b>Council</b> <b>Communication</b> Office of the City Manager	<b>Date:</b>	August 28, 2017
	<b>Agenda Item No.</b>	<b>26</b>
	<b>Roll Call No.</b>	<b><u>17-1470</u></b>
	<b>Communication No.</b>	<b><u>17-629</u></b>
	<b>Submitted by:</b>	<b>Carl Metzger, Deputy City Manager</b>

**AGENDA HEADING:**

Submitting travel and training for Darrell Caldwell (2), Jay Carlson, T.M. Franklin Cownie, Ryan J. Garrett, David Jahn (2), Mindy O’Donnell, Douglas Philip, Dana Wingert, and Shekinah Young.

**SYNOPSIS:**

Recommend approval for travel and training request listed below.

**FISCAL IMPACT:**

Amount: \$3,301.00 (Caldwell); \$2,791.00 (Caldwell); \$2,483.94 (Carlson); \$1,100.00 (Cownie); \$1,260.84 (Garrett); \$1,476.00 (Jahn); \$3,317.00 (Jahn); \$2,165.00 (O’Donnell); \$2,975.00 (Philip); \$2,570.00 (Wingert); \$2,500.00 (Young)

Funding Source:

- PW250430 – Public Works – Solid Waste Collection (Caldwell)
- PW250430 – Public Works – Solid Waste Collection (Caldwell)
- FN083000 – Finance – Research & Budget (Carlson)
- MC180180 – Mayor & Council (Cownie)
- PD226000 – Police – State Forfeited Funds (Garrett)
- PW245000 – Public Works – Forestry (Jahn)
- PW245000 – Public Works – Forestry (Jahn)
- PD226000 – Police – State Forfeited Funds (O’Donnell)
- PD226000 – Police – State Forfeited Funds (Philip)
- PD226000 – Police – State Forfeited Funds (Wingert)
- CM023000 – City Manager’s Office – Information (Young)

**ADDITIONAL INFORMATION:**

**Darrell Caldwell (R-0), Sanitation Administrator**, to Burlington, Ontario, Canada, from September 17 – September 22, 2017 (\$3,301.00) to obtain the Solid Waste Association of North America (SWANA) certification “Managing Municipal Solid Waste Collection Systems”. This will be the first of eight (8) professional certifications required by the certification program. SWANA has been the leading professional association in the solid waste management field. SWANA is an organization of professionals committed to advancing from solid waste management to resource management.

**Darrell Caldwell (R-0), Sanitation Administrator**, to Baltimore, MD from September 24 – September 28, 2017 (\$2,791.00) to attend the International Waste Association World Congress and Wastecon Conference. The conference will provide opportunities to learn what's new in collection, processing, marketing and management of compost, recyclables and solid waste. There are industry professionals from throughout the world who will attend the technical sessions, facility tours, exhibits and will allow for networking opportunities.

**Jay Carlson (NR-0), Management Analyst**, to Chicago, IL, from October 9 – October 13, 2017 (\$2,483.94) to attend the Budget Analyst Training Academy offered by the Governmental Finance Officers Association. This course focuses on skills and techniques critical to public sector budget analysts and provides training in best practices required for effective budgeting.

**T.M. Franklin Cownie (R-1), Mayor**, to New York, NY, from September 4 – September 6, 2017 (\$1,100.00) to attend High Level Meeting on New Urban Agenda and UN-Habitat. This travel opportunity allows for sharing best practices and gaining greater understanding of sustainable urban design to assist the City in its own urban growth. Travel and accommodation costs will be covered by the International Council for Local Environmental Initiatives.

**Ryan J. Garrett (NR-0), Senior Police Officer**, to Boise, ID, from October 1 – October 4, 2017 (\$1,260.84) to Idaho Drug Symposium. This symposium will cover topics such as the heroin epidemic that is hitting the United States as well as our community. They will instruct ways to locate these drugs and provide information on what these drugs do to the mind and body.

**David Jahn (R-0), Municipal Arborist**, to Tulsa, OK, from November 13 – November 17, 2017 (\$1,476.00) to attend the Partners in Community Forestry Annual Conference and the 2017 Society of Municipal Arborists Annual Conference. The Partners in Community Forestry conference is geared toward advancing the urban forest agenda on a local level and the Municipal Arborists conference is geared toward effective leadership of a forestry division like the City's.

**David Jahn (R-0), Municipal Arborist**, to Stevenson, WA, from November 28 – December 3, 2017 (\$3,317.00) to attend the American Society of Consulting Arborists (ASCA) Annual Conference. The ASCA is the credentialing body of the job requirement of the Municipal Arborist and this conference is deeper and more expansive than is offered at other programs.

**Mindy O'Donnell (R-0), Senior Public Safety Dispatch**, to San Diego, CA, from September 25 – September 29, 2017 (\$2,165.00) to attend the Wellness on the Front Line Conference and Exhibit. The conference hosts a number of speakers, presentations and training sessions focused on post-traumatic stress disorder, peer support response to a line of duty death, listening/communication techniques, resiliency and more.

**Douglas Philiph (R-0), Assistant City Attorney**, to Philadelphia, PA, from October 20 – October 24, 2017 (\$2,975.00) to attend the International Association of Chiefs of Police Annual Conference and the Legal Officers Section Seminar to keep current on legal and law enforcement issues.

**Dana Wingert (R-0), Police Chief**, to Philadelphia, PA, from October 21 – October 25, 2017 (\$2,570.00) to attend the International Association of Chiefs of Police Annual Conference to keep current on issues affecting law enforcement.

**Shekinah Young (R-0), Interim Chief Communication Officer**, to Anaheim, CA, from September 5 – September 8, 2017 (\$2,500.00) to attend the City-County Communication and Marketing Association Annual Conference. With continued plans coming from the City of Des Moines, community engagement needs to be at its peak. This conference has a strong focus on engagement, building trust with the community, and how marketing and communication can drive economic development.

The budget for travel and training in Fiscal Year (FY) 2018 is \$514,360. The amount expended for travel and training in FY 2018, as of August 22, 2017, is \$41,486.33.

**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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