

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: January 8, 2018
	Agenda Item No. 36 Roll Call No. <u>18-0057</u> Communication No. <u>18-012</u> Submitted by: Carl Metzger, Deputy City Manager

AGENDA HEADING:

Submitting travel and training for Michael McTaggart, Lillie Sams, Jeremy Sprague, and Michael West.

SYNOPSIS:

Recommend approval for travel and training request listed below.

FISCAL IMPACT:

Amount: \$10,262 (McTaggart); \$10,421 (Sams); \$1,861 (Sprague); \$2,065 (West)

Funding Source:

- PD226000 – Police – State Forfeited Funds (McTaggart)
- PD226000 – Police – State Forfeited Funds (Sams)
- PD226000 – Police – State Forfeited Funds (Sprague)
- GTS00018 – Police – Governor’s Safety Traffic Bureau (West)

ADDITIONAL INFORMATION:

Michael McTaggart (R-0) Lieutenant, to Boston, MA from June 9 – June 29, 2018 to attend the Senior Management Institute for Police. This course provides a clear understanding of general management theory, policy development, planning and organizational structure, and behavior.

Lillie Sams (R-1) Lieutenant, to Boston, MA from July 7 – July 27, 2018 to attend the Senior Management Institute for Police. This course provides a clear understanding of general management theory, policy development, planning and organizational structure, and behavior.

Jeremy Sprague (NR-0) Sergeant, to Pittsburgh, PA from March 2 – March 5, 2018 to attend the Law Enforcement Perspectives for CISM Enhancement Approved Instructor Program. This training will be used to instruct our Peer Support Team members as well as other staff.

Michael West (NR-0) Senior Police Officer, to San Antonio, TX from April 21 – April 25, 2018 to attend the 2018 Lifesavers Conference. The conference will cover new procedures used by City, State and Federal agencies in traffic/alcohol enforcement. These procedures will be used by the Police Department in the 2017/2018 GTSB grant.

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 January 2, 2018, is \$259,208.70.

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

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Administration Building, 400 E. Court Avenue Ste.116. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.