

**MEMORANDUM
PLACER COUNTY EXECUTIVE OFFICE**

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
By Ronald W. Baker, Sr. Administrative Services Officer



DATE: November 4, 2008

SUBJECT: Approve out-of-state travel for Heinz Klose, IT Supervisor for \$7,699.77, and Jeff Suder, IT Analyst II for \$7,281.77, from 11-2-08 to 11-14-08 to the Motorola facility at Schaumburg, Illinois to attend training and observe factory testing of radio equipment for Placer County for Phase III Step A of the Countywide Radio Network Project, as required by Chapter 2 of the Administrative Rules

ACTION REQUESTED:

Approve out-of-state travel for Heinz Klose, IT Supervisor for \$7,699.77, and Jeff Suder, IT Analyst II for \$7,281.77, from 11-2-08 to 11-14-08 to the Motorola facility at Schaumburg, Illinois to attend training and observe factory testing of radio equipment for Placer County for Phase III Step A of the Countywide Radio Network Project, as required by Chapter 2 of the Administrative Rules

BACKGROUND:

Chapter 2 of the Administrative Rules requires that your Board approve out-of-state travels costing more than \$3,500. The total cost of the training and travel is \$7,699.77 for Mr. Klose and \$7,281.77 for Mr. Suder.

This travel is incident to the award of a contract from your Board to Motorola on June 30, 2008 of \$3,460,292.80 to implement Phase III, Step A of the Countywide Radio Network Project. Step A includes the purchase and installation of the Master Site Infrastructure, the Dewitt Radio Site, and the Dispatch Center Integration Upgrade.

This travel is for training and to observe the factory staging and testing of the initial assembly in a controlled environment and will allow these tasks to be observed by our Radio Services technical team. The training is necessary to provide a background to our staff in the technically complex and challenging system prior to observing the factory staging.

FISCAL IMPACT:

The total cost of the travel has budgeted in the FY 2008-09 Telecommunications budget.

1073



COUNTY OF PLACER TRAVEL REQUEST ON OFFICIAL BUSINESS

RECEIVED

SEP 29 2008

County
Executive Office

TO: COUNTY EXECUTIVE
AUDITOR CONTROLLER

TRAVEL ADVANCE REQUESTED

DATE: 9/25/2008

Yes No

EMPLOYEE TRAVELING: Heinz Klose

NOTIFY: KRIS

Ext. 4237

1. Briefly explain the purpose of this trip and how this training will benefit you and the department:
Attend required Motorola classes related to the Countywide Radio Network Project and observe factory staging and testing of the manufactured radio system components. (To be observed and confirmed in a controlled environment by Placer County's Project Team prior to shipment and system cutover)

2. Destination(s) Schaumburg Illinois
City State

3. Travel period: 9:00 AM 11/2/2008 11:00 PM 11/14/2008
Time Date to Time Date

4. Mode of travel: 5. Training Data:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Air | <input type="checkbox"/> State Association |
| <input type="checkbox"/> Rail | <input type="checkbox"/> Regional Conference |
| <input type="checkbox"/> County Car | <input type="checkbox"/> National Conference |
| <input checked="" type="checkbox"/> Private Car with mileage reimbursement | <input type="checkbox"/> CPE Units _____ |
| # of miles To/From | <input type="checkbox"/> County Training |
| Sacramento Airport \$45.05 | <input checked="" type="checkbox"/> Other Professional Development |

6. Estimated Expenses:

# OF ITEMS	PER DIEM	ITEM	AMOUNT
12	\$12.00	Breakfast	\$ 144.00
13	\$18.00	Lunch	\$ 234.00
13	\$31.00	Dinner	\$ 403.00
12		Lodging	\$1,764.72
		Travel	\$1,354.05
		Tuition	\$ 3,800.00
		Other	
Total			\$ 7,699.77

7. If this trip was not budgeted, it will be financed as follows:

SUPERVISOR APPROVAL

BY *Charles Moot*
Department Head or Authorized Signature

9-26-08 CM

"I declare under penalty of perjury that the above items stated are true and correct and comply with all requirements of the Placer County Administrative Rules. I understand if an advance has been requested, I will be responsible for repayment of any unused advance in the event of early return or cancellation."

10-3-08
Date

[Signature]
Signature of Declarant

FOR USE BY COUNTY EXECUTIVE:

APPROVED
 DISAPPROVED

Comments _____

PE Cobble
County Executive

9/29/08
Date

FOR USE BY BOARD OF SUPERVISORS:

APPROVED/DISAPPROVED BY
PLACER COUNTY BOARD OF SUPERVISORS

Clerk of the Board of Supervisors

By: _____
Deputy

Date

MW 9-29-08

1074

SEP 29 2008

County Executive Office



COUNTY OF PLACER TRAVEL REQUEST ON OFFICIAL BUSINESS

TO: COUNTY EXECUTIVE AUDITOR CONTROLLER

TRAVEL ADVANCE REQUESTED

DATE: 9/25/2008

[X] Yes [] No

EMPLOYEE TRAVELING: Jeff Suder

NOTIFY: KRIS

Ext. 4237

1. Briefly explain the purpose of this trip and how this training will benefit you and the department: Attend required Motorola classes related to the Countywide Radio Network Project and observe factory staging and testing of the manufactured radio system components. (To be observed and confirmed in a controlled environment by Placer County's Project Team prior to shipment and system cutover)

2. Destination(s) Schaumburg Illinois
City State
3. Travel period: 9:00 AM 11/2/2008 11:00 PM 11/14/2008
Time Date to Time Date

4. Mode of travel: [X] Air [] State Association [] Rail [] Regional Conference [] County Car [] National Conference [X] Private Car with mileage reimbursement # of miles To/From Sacramento Airport \$45.05 [] CPE Units [] County Training [X] Other Professional Development

6. Estimated Expenses: Table with columns: # OF ITEMS, PER DIEM, ITEM, AMOUNT. Rows include Breakfast (\$144.00), Lunch (\$234.00), Dinner (\$403.00), Lodging (\$1,764.72), Travel (\$936.05), Tuition (\$3,800.00), and Total (\$7,281.77).

7. If this trip was not budgeted, it will be financed as follows:

BY [Signature] Department Head or Authorized Signature 9-26-08 CM

SUPERVISOR APPROVAL

"I declare under penalty of perjury that the above items stated are true and correct and comply with all requirements of the Placer County Administrative Rules. I understand if an advance has been requested, I will be responsible for repayment of any unused advance in the event of early return or cancellation."

10/6/08 Date

[Signature] Signature of Declarant

FOR USE BY COUNTY EXECUTIVE: [X] APPROVED [] DISAPPROVED Comments RE Conrad County Executive 9/29/09 Date

FOR USE BY BOARD OF SUPERVISORS: APPROVED/DISAPPROVED BY PLACER COUNTY BOARD OF SUPERVISORS Clerk of the Board of Supervisors By: Deputy Date

[Handwritten signature] 9-29-08

1075

1076