

CITY COUNCIL COMMUNICATION 97-433
AUGUST 25, 1997 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
OUT-OF-STATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MIKE MATTHES ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER

SYNOPSIS —

Scott Stricker, (0-R), Economic Development Administrator, to Miami, Florida, from September 20, 1997 to September 24, 1997, to attend the national conference for the Council for Urban Economic Development. The conference will include sessions entitled Business Attraction and Retention; Finance, Real Estate Land Use; and Tools and Techniques. Cost of travel is \$1,400.

Robert Cox, (0-R), Lieutenant/Haz-Mat, to Pueblo, Colorado, from July 20, 1997 to July 26, 1997, attended the Association of American Railroads' Transportation Test Center. Four Haz-Mat team members attended the incident command class.

Russ Gillum, (0-R), Fire Fighter/Haz-Mat; Craig Youngblood, (0-N/R), Engineer; Richard Zimmerman, (0-N/R), Lieutenant/Haz-Mat; and Kerry Schneider, (0-R), Engineer/Haz-Mat, to Pueblo, Colorado, from August 24, 1997 to August 30, 1997, to attend the Hazardous Material Emergency Response to Highway Accident Course sponsored by the Association of American Railroads.

The latter two training trips are at no-cost to the City because a Federal grant pays for the training and related travel. Both travel requests were reviewed in advance by the appropriate staff; but, due to differing interpretations of the Council-approval policy for no-cost trips, these requests were not placed on a Council agenda before the trips began. The City Manager's recent clarification of the policy—combined with other steps taken recently to speed the review process—should minimize the chances of recurrence.

FISCAL IMPACT —

Funding for Mr. Stricker's trip is provided for in the 1997-98 Operating Budget under Index Code 040816, page 114. Funding for Mr. Cox's trip was provided from federal grant money in the amount of \$1,634.80. Funding for the remaining trips was provided from federal grant money totaling \$5,849.60.

The total expended on City travel from July 1, 1997 through August 20, 1997 is \$37,710.50; the total amount budgeted for City travel is approximately \$370,000.

RECOMMENDATION —

Approval.

BACKGROUND —

On January 20, 1992, by Roll Call No. 92-214, the City Council approved a revision to the policy for travel authorization requests. Such revision requires trips which exceed three days and \$1,250 cost to be approved by the Council. The number in parenthesis indicates the total number of trips previously authorized for that individual for the current budget year; R represents resident and N/R represents non-resident.