

Agenda Item:

## COUNCIL COMMUNICATION City Manager's Office

### GENERAL INFORMATION

Agenda Date: 01/12/04 Communication  
No.: 04-002  
Agenda Item Type: Resolution Roll Call  
No.:

Submitted by: Eric A. Anderson, City Manager

### SUBJECT—

Out-of-State Travel

### SYNOPSIS—

**Angela Holloway, (0-R), Accountant**, to Seattle, Washington, from May 16, 2004 to May 20, 2004, to attend a training seminar sponsored by Government Finance Officers Association. Attendees will learn tools and techniques of managing short-term investment portfolios and the cash management side of the treasury function.

**John Hagener, (0-NR), Park and Recreation Superintendent**, to Charleston, South Carolina, from February 26, 2004 to March 2, 2004, to attend the National Aquatics Conference and Aquatics Management School. Risk management, facility operation, staff training, and creative programming will be among the topics discussed. Pool Cool will pay for airfare and one night's lodging.

### FISCAL IMPACT—

Cost of travel is \$2,000 and \$1,722, respectively. Funding for these trips is provided for in the 2003-2004 Operating Budget under Index Code FIN280000, page 10-13; and Index Code HRS980100, page 13-12.

The amount budgeted for travel in Fiscal Year (FY) 2004 is \$489,783. The amount expended for travel in FY2004 as of January 7, 2004 is \$204,099.

**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 that 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 NR represents non-resident.