



Agenda Item:

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COUNCIL COMMUNICATION City Manager's Office

GENERAL INFORMATION

Agenda Date: 03/22/04

Communication

No.: 04-135

Agenda Item Type: Resolution

Roll Call No.:

Submitted by: Eric A. Anderson, City Manager

SUBJECT—

Out-of-State Travel

SYNOPSIS—

Bruce Bergman, (1-R), City Attorney, to Washington, DC, from April 24, 2004 to April 27, 2004, to attend the Municipal Lawyers Association Mid-Year Seminar. The seminar will include information on federal legislative activity, personnel issues, ethics, and land use for local government.

Jeff Franklin, (0-NR), Fire Department Systems Coordinator, to San Diego, California, from April 14, 2004 to April 18, 2004, to attend the FIREHOUSE Software Education and Training Seminar to obtain training on the next release of FIREHOUSE Software, specifically the new Emergency Medical Services (EMS) module and updates on scheduling and Personal Digital Assistant (PDA) modules.

Richard Singleton, (0-NR), Police Captain, to Boston, Massachusetts, from July 10, 2004 to July 29, 2004, to attend the 2004 Senior Management Institute for Police (SMIP) Police Executive Research Forum which provides senior police executives with intensive training in the latest management concepts and practices used in business and government.

John Leporte, (0-R), Police Sergeant, to Montreal, Canada, from August 3, 2004 to August 8, 2004, to attend the Intergraph Public Safety (IPS) 2004 Annual Users Group Conference. This conference will provide direct feedback to IPS and participants will learn about technology

direction; network with peers, exchange ideas; learn how to get more out of existing IPS products; and learn of upcoming releases, use, and capabilities of IPS's software systems.

Jack Kamerick, (0-NR), Senior Police Officer, to St. Louis, Missouri, from April 18, 2004 to April 23, 2004, to attend the 55th International Association of Arson Investigators (IAAI) Annual General Meeting and Conference to receive continuing training in the field of fire and arson investigation techniques.

David Knutzen, (0-NR), Senior Fire Inspector, to St. Louis, Missouri, from April 18, 2004 to April 23, 2004, to attend the 55th International Association of Arson Investigators (IAAI) Annual General Meeting and Conference to receive continuing training in the field of fire and arson investigation techniques.

Terrance Vorbrich, (0-R), Economic Development Coordinator, to Miami, Florida, from April 21-24, 2004, to attend the National Association of Development Companies (NADCO) Annual Meeting. At this meeting, the Office of Financial Assistance at the Small Business Administration (SBA) in Washington will be providing updates and training on the new central processing of all SBA 504 loans beginning September 30, 2004; and will be training attendees on how Community Development Corporations (CDCs) are to do 504 liquidations. Additional sessions will be held on training for CDC Board members on their responsibilities.

FISCAL IMPACT—

Cost of travel is \$1,700; \$1,427; \$7,116.90 (from State Forfeited Funds); \$1,831; \$1,425; \$1,294; and \$1,760, respectively. Funding for these trips is provided for in the 2003-2004 Operating Budget under Index Code LGL010000, page 81; Index Code FIR011000, page 57; Index Code POL982200 (Singleton/Leporte/Kamerick), page 301; Index Code FIR070400, page 65; and Index Code CMO980460, page 302.

The amount budgeted for travel in Fiscal Year (FY) 2004 is \$489,783. The amount expended for travel in FY2004 as of March 17, 2004 is \$251,683.

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.