



Agenda Item:

042

## COUNCIL COMMUNICATION City Manager's Office

### GENERAL INFORMATION

Agenda Date: 06/07/04

Communication

No.: 04-247

Agenda Item Type: Resolution

Roll Call No.:

Submitted by: Eric A. Anderson, City Manager

### SUBJECT—

Out-of-State Travel

### SYNOPSIS—

**William Stowe, (1-R), Public Works Director and Wastewater Reclamation Facility Manager**, to New Orleans, Louisiana, from October 1, 2004 to October 6, 2004, to attend the Annual Water Environment Federation (WEF) meeting for 2004. Topics will include: collection systems, plant operations and treatment, regulations, research, residuals and bio solids, as well as water quality and watershed management.

### FISCAL IMPACT—

Cost of travel is \$2,550. Funding for this trip is provided for in the 2003-2004 Operating Budget under Index Code PWK770101, page 21-26.

The revised amount budgeted for travel in Fiscal Year (FY) 2004 is \$453,833. The amount expended for travel in FY2004 as of June 1, 2004 is \$330,834.

### 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.