



Agenda Item:

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## COUNCIL COMMUNICATION City Manager's Office

### GENERAL INFORMATION

Agenda Date: 3/7/05

Communication

No.: 05-104

Agenda Item Type: Resolution

Roll Call No.:

Submitted by: Eric A. Anderson, City Manager

### SUBJECT—

Out-of-State Travel

### SYNOPSIS—

**Lynette Collins, (0-R), Police Investigative Assistant**, to Boston, Massachusetts, from April 17-29, 2005, to receive training which will provide techniques for analyzing information relating to complex criminal activity. This course provides the basics of intelligence analysis and also the concepts and strategies of computer-aided analysis. *On January 10, 2005, by Roll Call No. 05-61, Ms. Collins was approved for attendance at a Criminal Intelligence Analysis (CIA) course (sponsored by Anacapa Sciences, Inc.) that was scheduled for January 24 – February 4, 2005 in Miami, Florida. Due to a cancellation of that course by Anacapa Sciences, Inc., Ms. Collins has an opportunity to attend this upcoming training program tuition free. This will result in a savings of \$1,170.*

### FISCAL IMPACT—

Cost of travel is \$2,322. Funding for this trip is provided for in the 2004-2005 Operating Budget under Index Code POL982100, page 301.

The amount budgeted for travel in Fiscal Year (FY) 2005 is \$397,813. The amount expended for travel in FY2005 as of March 2, 2005 is \$159,550.

**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 parentheses indicates the total number of trips previously authorized for that individual for the current budget year; R represents resident and NR represents non-resident.