



Council Communication

Office of the City Manager

Date

March 26, 2007

Agenda Item No. 27

Roll Call No. 07-

Communication No. 07-168

Submitted by: Richard A. Clark, City Manager

AGENDA HEADING:

Submitting travel requests for Bob Schulte, Anna Young and Andrea Hauer.

SYNOPSIS:

Recommend approval for travel requests listed below.

FISCAL IMPACT:

Amount: \$1,553 (Schulte); \$3,971.44 (Young); \$2,125 (Hauer)

Funding Source: 2006-2007 Operating Budget under:

- CDBG2007001 – Community Development – CDBG Administration
- POL982100 – Police – State Seized Funds
- CMO100000 – City Manager – Office of Economic Development

ADDITIONAL INFORMATION:

Bob Schulte (R-0), Federal Programs Administrator, to San Francisco, CA, from June 18 – 22, 2007 (\$1,553), to attend the annual National Community Development Association Conference. Workshops will include topics such as homelessness, “Green” Building, HUD Policy briefing, Economic Development Committee Meeting, Urban Strategies and the Board Business Meeting.

Anna Young (R-0), Identification Technician, to Evanston, IL, from April 29 – May 12, 2007 (\$3,971.44), to attend training sponsored by Northwestern University Center for Public Safety. Classroom training and practical exercises and examinations in regarding techniques and methodologies used in processing crime scenes.

Andrea Hauer (R-0), Economic Development Coordinator, to Miami, FL from May 21- 25, 2007 (\$2,125), to attend the annual Council for Development Finance Agencies Conference. The program concentrates on emerging trends in Tax Increment Financing, best practices on a municipal level, and sources of alternative financing.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$332,612. The amount expended for travel in FY 2007 as of March 20, 2007 is \$228,933.

PREVIOUS COUNCIL ACTION(S):

Date: January 20, 1992

Roll Call Number: 92-214

Action: The City Council approved a revision to the policy for travel authorization requests. Such revision requires trips that exceed three days and \$1,250 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.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE