

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Matthew J. Fertal From: Kevin J. Raney  
Dept: City Manager Dept: Police  
Subject: APPROVAL OF OVERNIGHT OUT OF STATE TRAVEL FOR PUBLIC SAFETY SOFTWARE TRAINING FOR THE POLICE DEPARTMENT Date: September 23, 2014

**OBJECTIVE**

To seek City Council approval for out-of-state travel and overnight stay for Police Department and Information Technology staff to attend a user's conference in Salt Lake City, Utah regarding implementing the Spillman Project.

**BACKGROUND**

On August 26, 2014, the City Council recently awarded a contract to Spillman Technologies, Inc. (Spillman) for the purchase, installation, and training for public safety software. The Implementation Team will begin working with a project manager from Spillman to configure the software and prepare it for deployment. Each year, Spillman hosts a user's conference that offers a variety of training tracks that include topics for Records, Dispatch, Technical, and Executive. The next conference is scheduled for September 28, through October 2, 2014.

Spillman staff recommended that members from the Implementation Team attend this conference, as the Police Department will soon begin the implementation phase of the project. Spillman offered to waive the conference tuition for this year for four (4) attendees.

**ANALYSIS**

This vital software product will affect every employee in the Police Department and will likely operate for more than ten years. It is important that the Implementation Team configures the system to maximize efficiencies and minimize problems. By attending this conference, team members will be able to learn from other users about their experiences in project implementation and will be able to network and establish relationships with Spillman users nationwide.

The team members that will be attending include: Travis Whitman (Executive/Management Track), Rebecca Meeks (Dispatch), Vicky Helton (Records), and Noel Proffitt (Information Technology). Travel would take place on September 28, through October 2, 2014, and would require a four (4)-night stay.

OVERNIGHT OUT OF STATE TRAVEL AUTHORIZATION

September 23, 2014

Page 2 of 2

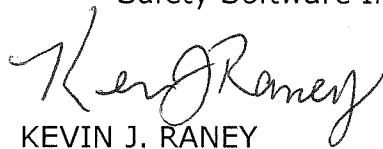
FINANCIAL IMPACT

The travel would be funded utilizing public safety restricted funds in an amount no greater than \$3,800. There would be no General Fund impact.

RECOMMENDATION

It is recommended that the City Council:

- Approve the out-of-state travel and overnight stay for members of the Public Safety Software Implementation Team.

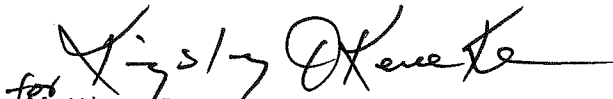


KEVIN J. RANEY  
Chief of Police



By: Travis Whitman, Captain

Recommended for Approval

  
for Matthew J. Fertil  
City Manager