

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew Fertal
Dept.: City Manager
Subject: FY 2008-09 OVERNIGHT CONFERENCE
AND TRAINING APPROVAL

From: Maria Stipe
Dept.: City Manager
Date: June 24, 2008

OBJECTIVE

To convey the attached list of overnight conferences and training sessions included in the proposed 2008-09 Budget for City Council approval.

BACKGROUND

In 1993, the City Council adopted revisions to the City Council policy on staff participation in conferences, meetings and training (City Council Policy #100-23). Under this policy, the City Manager is to submit a list of conferences and training programs for City Council approval as part of the budget adoption process. Once this list is adopted, the City Manager can then approve specific attendance at conferences and training seminars in accordance with the list, and may authorize substitutions. The City Manager may authorize attendance at conferences not on the list where the City is paying for registration only, and the employee is paying for all non-registration costs associated with attendance.

DISCUSSION

The attached list provides information on the overnight conferences and overnight training programs included in the proposed 2008-09 Budget for which the City is paying for more than registration. These conferences, training sessions and seminars will allow staff to remain up-to-date on various issues and practices relevant to local government. The vast majority of conferences and training programs on the attached list are conducted in California.

FINANCIAL IMPACT

Funds for specified conferences and training are included in the proposed FY 2008-09 Budget.

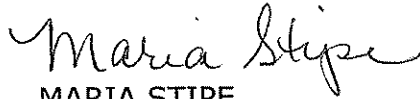
COMMUNITY VISION IMPLEMENTATION


Participation in the listed conferences and training seminars will contribute to a well-administered City in which employees are trained and competent to meet the services needs of the community.

RECOMMENDATION

It is recommended that the City Council:

- Approve the attached list of overnight conferences, training and seminars pursuant to City Council Policy #100-23.


MARIA STIPE
Assistant to the City Manager

Approved for Agenda Listing

Matthew Fental
City Manager

Attachment: FY 2008-09 Overnight Conferences, Training, and Seminars List