City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:

Matthew J. Fertal

From:

Chet Yoshizaki

Dept.:

City Manager

Dept.:

Economic Development

Subject: AUTHORIZATION FOR OUT-OF-STATE

Date:

October 13, 2009

TRAVEL AND EXPENSE REIMBURSEMENT FOR AGENCY MEMBERS AND AGENCY STAFF MEMBERS RELATED TO TRAVEL

OBJECTIVE

To obtain authorization for out-of-state travel and expense reimbursement for the Garden Grove Agency for Community Development (Agency) Members and Agency Staff Members related to travel to Orlando, Florida to attend the World Water Park Symposium.

BACKGROUND

On April 25, 2006, the City Council adopted a resolution establishing expense guidelines and an expense reimbursement policy for City Council and other legislative body members in compliance with statutory requirements.

DISCUSSION

The Agency is requesting to attend the World Water Park Symposium to participate in workshops that are dedicated to specialized areas in the water park industry, such as hotel/resort development and operations and international and publicsector facilities (see Attachment 1). Since these travel arrangements were not included in the 2009-10 Agency budget, authorization is required.

FISCAL IMPACT

The total estimated to attend the Symposium is \$3,500. The Council Contingency Fund (0012) and the Agency Planning Fund (2505) will split the total cost.

COMMUNITY VISION IMPLEMENTATION

- Improving the City's Economic Base through development of tax-generating uses where appropriate, and
- Improve the aesthetics of the community and eliminate blighting influences.

AUTHORIZATION FOR OUT-OF-STATE TRAVEL AND EXPENSE REIMBURSEMENT FOR AGENCY MEMBERS AND AGENCY STAFF MEMBERS RELATED TO TRAVEL October 13, 2009 Page 2

RECOMMENDATION

Staff recommends the City Council:

 Authorize out-of-state travel and expense reimbursement, including any expenses exceeding \$1,500 per Agency Member and Agency Staff Member related to travel to Orlando, Florida.

Economic Development Director

Attachment Memo dated August 27, 2009

mm(h:Staff/CY/Travel Authorization sr 101309v2.doc)

Recommended for Approval

Matthew Fertal City Manager