



Department of Administration
Budget and Policy Division

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

February 10, 2005

File Ref: 05007

Alderman Michael Murphy, Chair
Finance and Personnel Committee
City Hall, Room 205

Subject: Authorizing Attendance at 2005 Conventions

Dear Alderman Murphy:

The Department of Administration, Budget and Management Division requests the attached list of (Exhibit A) be included on the Finance and Personnel Committee's February 16, 2005 agenda item "Resolution authorizing attendance at conventions, seminars and other travel". This list represents the Department of Administration and Department of Public Works request for attendance at conventions in 2005 in accordance with Section 350-181 of the City Code of Ordinances. Also attached (Exhibit B), is a listing of convention attendance requests submitted to date by all departments, according to the quota guidelines established by City Ordinance. Please note that the Code of Ordinances allows additional requests for convention travel to be submitted to the Finance and Personnel Committee by city departments, boards, and commissions for approval at a later date.

Thank you for your consideration of this item.

Sincerely,

Mark Nicolini
Budget and Management Director

PH:dmr

Cc: Department of Public Works

Exhibit A
2005 Department of Public Works Convention Attendance Requests

| Dept/No.of Persons/Convention/Location/Date | Total Estimated Amount Required |
|---|--|
| Department of Administration Staff GFOA San Antonio, TX Jun 26 to Jun 29 | \$ 1,795 |
| Department of Public Works Commissioner CONEXPO Las Vegas, NV Mar 15 to Mar 19 | \$ 2,125 |
| Department of Public Works Commissioner American Public Works Association Minneapolis, MN Sep 11 to Sep 14 | \$ 1,850 |
| Department of Public Works Operations-Division Director Water Environment Federation Washington DC Oct 29 to Nov 2 | \$ 2,625 |
| Department of Public Works Buildings and Fleet Services Superintendent American Public Works Association Minneapolis, MN Sep 10 to Sep 14 | \$ 2,050 |
| Department of Public Works Environmental Services Superintendent Association of Metropolitan Sewerage Districts Washington, DC May 1 to May 4 | \$ 2,645 |
| Department of Public Works Water Works Superintendent American Water Works Association San Francisco, CA Jun 12 to Jun 16 | \$ 2,550 |
| Department of Public Works City Engineer American Public Works Association Minneapolis, MN Sep 11 to Sep 14 | \$ 1,850 |
| Department of Public Works DPW-Administrative Services Director International Parking Institute Lauderdale, FL May 21 to May 25 | \$ 2,130 |
| Total | \$ 19,620 |

Exhibit B
QUOTA GUIDELINES FOR 2005-2007 CONVENTION ATTENDANCE
(See Mil. Code Section 350-181 3-a-3)

| <u>DEPARTMENT</u> | <u>2005 GUIDELINES</u> | <u>2005 Requested as of 2/11/05*</u> | <u>2006 GUIDELINES</u> | <u>2007 GUIDELINES</u> |
|---|----------------------------|--|----------------------------|----------------------------|
| Administration, Department of | 2 | 1 | 3 | 2 |
| Assessor's Office | 1 | 1 | 1 | 1 |
| Attorney, City | 2 | 2 | 2 | 2 |
| Attorney, City (staff) | 1 | | 1 | 1 |
| City Development, Department of | 2 | | 1 | 2 |
| Common Council-City Clerk | 2 | 2 | 2 | 2 |
| Comptroller | 2 | 2 | 2 | 2 |
| Comptroller (staff) | 1 | | 1 | 1 |
| Election Commission | 1 | | 0 | 1 |
| Employee Relations, Department of | 3 | | 2 | 3 |
| Employees' Retirement System | 0 | | 1 | 0 |
| Fire Department | 1 | 1 | 1 | 1 |
| Fire and Police Commission | 1(b) | | 1(b) | 1(b) |
| Health Department | 2 | | 1 | 2 |
| Library | 1 | 1 | 2 | 1 |
| Mayor's Office | 1 | | 1 | 1 |
| Municipal Court | 0 | | 1 | 0 |
| Neighborhood Services | 1 | 1 | 2 | 1 |
| Police Department | 2 | 2 | 1 | 2 |
| Port of Milwaukee | 1 | 1 | 2 | 1 |
| Public Works, Department of | 8(a) | 8 | 8(a) | 8(a) |
| Treasurer, City | 2 | 2 | 2 | 2 |
| Treasurer, City (staff) | 1 | 1 | 1 | 1 |
| <u>BOARD OF COMMISSION MEMBERS</u> | | | | |
| City Service Commission | 0 | | 1 | 0 |
| Fire and Police Commission | 0 | | 0 | 0 |
| Harbor Commission | 0 | | 1 | 0 |
| Library Board | 1 | 1 | 0 | 1 |
| Zoning Appeals, Board of | 0 | | 1 | 0 |
| City Plan Commission | 1 | | 0 | 1 |
| Historic Preservation Commission | 0 | | 1 | 0 |
| Milwaukee Arts Board | 1 | | 0 | 1 |
| Annuity and Pension Board | 1 | | 1 | 1 |
| | 42 | 26 | 44 | 42 |

(a) Two conventions paid for from Water Department funds.

(b) One convention to be attended by staff or commissioner at the discretion of the department.

* Additional requests may be submitted at a later date.

DOA-Budget and Management Division
Ref: 04007
January 2005