

February 14, 2007

File Ref: 07007

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

Subject: Resolution Authorizing Attendance at 2007 Conventions

Dear Alderman Murphy:

The Department of Administration, Budget and Management Division requests the attached resolution be included at the Finance and Personnel Committee's February 22, 2007 agenda, under the item titled "Resolution Authorizing Attendance at Conventions, Seminars and Other Travel". This resolution establishes quota guidelines for convention travel in accordance with Section 350-181 of the Code of Ordinances. It also approves department requests, as of February 14, 2007, for convention travel in 2007.

The agenda item has two Exhibits, which are attached. Exhibit A is a listing of convention attendance requests submitted to date by all departments, according to the quota guidelines established by City Ordinance. Exhibit B is a listing of the quota guidelines for 2007 through 2009.

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

ECP:dmr  
Attachments

Cc: City Departments

Finance/Convention/2007/07FPLetter