



Department of Administration  
Budget and Policy Division

Tom Barrett  
Mayor

Sharon Robinson  
Administration Director

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Budget and Management Director

September 9, 2004

Ref: 04007

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

Subject: Amendment to Resolution Authorizing Attendance at Conventions

Dear Alderman Murphy:

The Department of Administration, Budget and Policy Division requests the approval on item as part of the Finance and Personnel Committee's September 16, 2004 agenda item "Resolution authorizing attendance at conventions, seminars and other travel and further authorizing expenditure of departmental budgeted funds for that purpose". This item consists of a technical correction to Exhibit A "2004 Convention Attendance Requests" of Common Council File Number 030850, submitted at the February 27<sup>th</sup> meeting of the Committee.

Exhibit A of Common Council File Number 030850 incorrectly lists the Department of Administration, City Purchasing Director as attending the National Institute of Governmental Purchasing Convention in Biloxi, Mississippi on August 7<sup>th</sup> through August 8, 2004. The actual dates of attendance that were both requested by the Department of Administration according to Section 350-181 of the Milwaukee Code of Ordinances and attended were August 7 through August 11, 2004. Amendment of File 030850 to approve the corrected dates of convention attendance is required for the payment of this associated convention travel expenses, correctly estimated in Common Council Filer Number 030850 at \$1,795.

Respectfully submitted,

Mark Nicolini  
Budget and Management Director

PH:dmr

Cc: Cheryl L. Oliva, Department of Administration