



City of Long Beach

Working Together to Serve

Memorandum

Date: November 1, 2007

To: City Manager Department Heads

From: Patrick H. West, City Manager *PH West*

Subject: **Restriction on Out-of-State Travel**

Due to budget constraints in the current fiscal year, as of November 1, 2007, City Manager approval is required for all out-of-state travel by City Manager-directed department employees for all City-related business, including, but not limited to, conferences, meetings and trainings. In-state travel should also be limited to critical City business required for the effective continuation of current operations only. While not mandatory, non-City Manager departments are requested to comply with this policy as well to ensure Citywide consistency and reduce discretionary spending.

This policy will remain in effect until further notice.

cc: Mayor and Members of the City Council
Robert E. Shannon, City Attorney
Laura L. Doud, City Auditor
Thomas M. Reeves, City Prosecutor
Larry G. Herrera, City Clerk
Mario R. Beas, Executive Director, Civil Service Department
Christine F. Shippey, Assistant City Manager
Reginald I. Harrison, Deputy City Manager
David Wodynski, Budget & Performance Management Bureau Manager
Victoria Bell, Budget Management Officer