



Agenda Item:

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## **COUNCIL COMMUNICATION City Manager's Office**

### **GENERAL INFORMATION**

Agenda Date: 10/24/05  
Agenda Item Type: Resolution

Communication No.: 05-581  
Roll Call No.:

Submitted by: Richard Clark, Acting City Manager

### **SUBJECT—**

Out-of-State Travel

### **SYNOPSIS—**

**T.M. Franklin Cownie, (2-R), Mayor; Merrill Stanley, (0-R), Assistant City Manager/Finance Director; and Martha Nelson, (0-R), Sister City Commission Vice Chair,** to Saint-Etienne, France, from November 5-12, 2005, to celebrate the 20<sup>th</sup> anniversary of our Sister City relationship; further develop the relationship and plans with Saint-Etienne; research economic development opportunities; and attend Franco-American Seminars in Paris and Saint-Etienne, France.

### **FISCAL IMPACT—**

Cost of travel is \$2,500, \$2,500, and \$2,500, respectively. Funding for these trips is provided for in the 2005-2006 Operating Budget under Index Code MCC010000, page 167; Index Code FIN010100, page 127; and Index Code CMO070000, page 92.

The amount budgeted for travel in Fiscal Year (FY) 2006 is \$338,167. The amount expended for travel in FY2006 as of October 19, 2005 is \$85,914.

### **RECOMMENDATION—**

Approval

### **BACKGROUND—**

On January 20, 1992, by Roll Call No. 92-214, the City Council approved a revision to the policy for travel authorization requests. Such revision requires trips that exceed three days and \$1,250 cost to be

approved by the Council. The number in parentheses indicates the total number of trips previously authorized for that individual for the current budget year; R represents resident and NR represents non-resident.