

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: December 5, 2011
	Agenda Item No. 21 Roll Call No. <u>11-2054</u> Communication No. <u>11-746</u> Submitted by: Scott E. Sanders, Finance Director

AGENDA HEADING:

Submitting travel and training request for T.M. Franklin Cownie.

SYNOPSIS:

Recommend approval for travel and training request listed below.

FISCAL IMPACT:

Amount: \$175 (Cownie)

Funding Source: • GE001, MCC010000, Mayor and Council (Cownie)

ADDITIONAL INFORMATION:

T.M. Franklin Cownie, (R-8), Mayor, to Cedar Rapids, IA, from December 7 – December 8, 2011, (\$175), to speak at a Trees Forever meeting. Trees Forever will pay for the hotel room.

The amended budget for travel and training in Fiscal Year (FY) 2012 is \$584,905. The amount expended for travel and training in FY 2012, as of November 28, 2011, is \$171,556.

PREVIOUS COUNCIL ACTION(S):

Date: January 20, 1992

Roll Call Number: 92-214

Action: The City Council approved a revision to the policy for travel authorization requests. Such revision requires trips that exceed three days and \$1,250 be approved by Council. The number in parentheses indicates the total number of trips previously authorized for that individual for the current budget year.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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