

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> September 10, 2012
	<b>Agenda Item No.</b> 19 <b>Roll Call No.</b> <u>12-1418</u> <b>Communication No.</b> <u>12-490</u> <b>Submitted by:</b> Allen McKinley, Deputy City Manager

**AGENDA HEADING:**

Submitting travel and training request for Debbie Greim.

**SYNOPSIS:**

Recommend approval for travel and training requests listed below.

**FISCAL IMPACT:**

Amount: \$1,613.48 (Greim)

Funding Source:

- IS010 CMO010401 – Internal Service – Equipment Maintenance Center (Greim)

**ADDITIONAL INFORMATION:**

**Debbie Greim, (R-0), Fleet Services Service Writer**, to Chicago, IL, from September 17 – September 21, 2012, (\$1,613.48) to attend training sponsored by Ron Turley Associates on the work management system used by the Equipment Maintenance Center.

The budget for travel and training in Fiscal Year (FY) 2013 is \$517,998. The amount expended for travel and training in FY 2013, as of August 31, 2012, is \$45,781.

**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 the 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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