

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	February 11, 2013
	Agenda Item No.	31
	Roll Call No.	<u>13-0221</u>
	Communication No.	<u>13-071</u>
	Submitted by:	Larry Hulse, Assistant City Manager

AGENDA HEADING:

Submitting travel and training requests for T.M. Franklin Cownie, Andrea Hauer, Marci Rafdal, and Diane Rauh.

SYNOPSIS:

Recommend approval for travel and training requests listed below.

FISCAL IMPACT:

Amount: \$840 (Cownie); \$1,875 (Hauer); \$3,54.44 (Rafdal); \$2,594 (Rauh)

Funding Source:

- GE001 CMO010000 – Mayor and Council (Cownie)
- GE001 MCO100000 – Economic Development (Hauer)
- SP720 HRS980100 – Citywide Training/Benchmarking (Rafdal)
- SP027 CDD049900 CSBG2013001 – CSBG (Rafdal)
- GE001 CCL010000 – City Clerk – Administration (Rauh)

ADDITIONAL INFORMATION:

T.M. Franklin Cownie, (R-6), Mayor, to Washington, DC, from January 20 – January 24, 2013, (\$840) to attend the National Urban and Community Forestry Advisory Council (NUCFAC) Meeting and the Presidential Inauguration. NUCFAC will be covering the expenses associated with their portion of this trip. This was inadvertently left off the authorization request for travel which occurred immediately preceding this event for the US Conference and Mayors. We apologize for this oversight.

Andrea Hauer, (R-0), Economic Development Coordinator, to Chicago, IL, from April 13 – April 18, 2013, (\$1,875) to attend a conference sponsored by the American Planning Association. The conference will provide sessions on economic development and older area redevelopment, and will allow exposure to other cities’ processes and plans.

Marci Rafdal, (R-1), Community Action Coordinator, Washington, DC, from March 1 – March 11, 2013, (3,054.44) to attend the 2013 Legislative Conference of the National Community Action Foundation. The conference will provide training relevant to the work of Community Action and will provide insight on the impact legislation will have on the Community Action programs in the future. The grant will fund \$1,598.88 of the cost of this training while Citywide Training/Benchmarking funds will cover the balance.

Diane Rauh, (R-0), City Clerk, to Atlantic City, NJ, from May 18 – May 23, 2013, (\$2,594) to attend the 67th Annual Conference of the International Institute of Municipal Clerks. The conference will provide for professional development and networking opportunities to discuss ideas regarding citizen demands, legal changes in process and new information technologies.

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 February 4, 2013, is \$164,062.

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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