

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> October 21, 2013
	<b>Agenda Item No.</b> 26 <b>Roll Call No.</b> <u>13-1638</u> <b>Communication No.</b> <u>13-527</u> <b>Submitted by:</b> Larry Hulse, Assistant City Manager

**AGENDA HEADING:**

Submitting travel and training request for Laura Graham.

**SYNOPSIS:**

Recommend approval for travel and training request listed below.

**FISCAL IMPACT:**

Amount: \$1,371.72 (Graham)

Funding Source: CM001000 – City Manager - Administration (Graham)

**ADDITIONAL INFORMATION:**

**Laura Graham, (R-0) Assistant to the City Manager**, to Seattle, WA, from November 12 – November 16, 2013 (\$1,371.72) to attend the 2013 National League of Cities Congress of Cities where she will be a speaker. The conference will also provide access to an abundance of educational, information sharing, and networking tools to help manage local government.

The amended budget for travel and training in Fiscal Year (FY) 2014 is \$589,478. The amount expended for travel and training in FY 2014, as of October 14, 2013, is \$133,924.

**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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