



Legislation Text

File #: 20-41, Version: 1

**CITY COUNCIL AGENDA ITEM**

Memo Date: January 8, 2020  
Agenda Date: January 22, 2020  
Prepared By: Carie Shealy, City Clerk  
Through: Tammy Gemmati, Administrative Services Director

Requested Action:  
Approval of Councilmember Koss's attendance at the National League of Cities Congressional City Conference in Washington D.C., March 7-11, 2020.

**BACKGROUND:**

Councilmember Koss has expressed a desire to attend the National League of Cities Congressional City Conference in Washington D.C., which will be held March 7-11, 2020. This is not a conference or event that was initially budgeted, therefore, it is being brought forward for City Council's consideration.

The cost of the conference is \$480.00 for a First Time Attendee. The City Clerk also provided an estimated breakdown of all other costs associated with the travel, such as airfare and per diem. Please keep in mind the airfare and per diem are estimated costs due to the time the information was researched, so it may vary. Additionally, it would be cheaper for her to fly versus drive, and those figures are below.

The breakdown is as follows for the dates of March 7-11-2020:

|   |            |
|---|------------|
| Registration (First Time Attendee)          | \$480.00   |
| Per Diem for Meals:                         | \$245.00   |
| Airfare (Roundtrip):                        | \$300.00   |
| Hotel x 4 nights at approx. \$350 per night | \$1,400.00 |
| TOTAL:                                      | \$2,425.00 |

If Councilmember Koss chose to drive, the total mileage from Cocoa City Hall to Washington D.C. is approximately 864 miles each way for a total of 1728 miles, at a cost of \$.575 cents per mile with a total of \$993.60. This is approximately a difference of \$700.00 in total costs.

**STRATEGIC PLAN CONNECTION:**

NA

**BUDGETARY IMPACT:**

Budgeted No  
If not budgeted, is amendment/transfer attached? N/A

Amount Requested \$2425.00  
Account Number 001-1000-511.40-00  
Account Name Travel and Per Diem

**PREVIOUS ACTION:**

The City Council has approved various unbudgeted travel opportunities at the request of City Council members and/or staff.

**RECOMMENDED MOTION:**

Approval of Councilmember Koss's attendance at the National League of Cities Congressional City Conference in Washington D.C., March 7-11, 2020.