



# MEMORANDUM

## City of Venice

### Development Services Department

TO: Edward Lavalley, City Manager and City Council

FROM: Jeff Shrum, Development Services Director

DATE: August 17, 2018

COUNCIL APPROVAL: Yes

MEETING DATE: August 28, 2018

STRATEGIC PLAN GOAL: Other

SUBJECT: Reimbursement of Travel Expenses

**Background:** On 6/8/2018 Mr. McKeon attended an award ceremony at the 2018 Florida Planning and Zoning Association annual conference to receive an award on behalf of the City of Venice's 2017 Comprehensive Plan.

**Requested Action:** Mr. Mc Keon be reimbursed mileage and parking fees associated with attendance to this ceremony on behalf of our Planning Commission.

There is sufficient travel and training funds in the Planning and Zoning Division's budget to accommodate the request. Previous request was approved on June 19, 2018 from Planning Commission.

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: N/A

Funds Availability (account number): 001-1301-515.40-00

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**Cc:** Click or tap here to enter text.