

**OFFICE OF THE CITY MANAGER
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 96-261
JUNE 24, 1996 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
OUT-OF-STATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MARTIN K. FREDERICKSON FINANCE DIRECTOR

SYNOPSIS —

Marcy Cable, (0-R), Case Worker, to Madison, Wisconsin, from July 7, 1996 to July 11, 1996, to attend a meeting sponsored by Nan McKay & Associates which will refresh attendees on Section 8 certificates and vouchers, briefing documents, leasing procedures, portability, annual and interim activities, terminations, case studies, and family and owner obligations.

Floyd A. Jones, (0-R), Human Rights Director, to Fort Worth, Texas, from July 20, 1996 to July 26, 1996, to attend a meeting sponsored by the International Association of Official Human Rights Agencies which will provide training updates in current civil human rights laws as well as techniques of investigation.

Harold E. Smith, (0-R), City Engineer, to Dallas, Texas, from October 5, 1996 to October 10, 1996, to attend the 69th Annual Meeting of the Water Environment Federation which is the single largest wastewater and environmental technology exposition in the western hemisphere. The meeting offers over 75 technical sessions and some 600 exhibitors with the latest technological advances and services available.

FISCAL IMPACT —

Funding for these trips is provided for in the 1996-97 Operating Budget under Code 03-02-02-03, page 147, Code 03-01-01, page 114, and Code 02-02-03-03, page 100, respectively.

The total expended on City travel from July 1, 1995 through June 19, 1996 is \$237,634.25.

RECOMMENDATION —

Approval.

BACKGROUND —

On January 20, 1992, by Roll Call No. 92-214, the City Council approved a revision to the policy for travel authorization requests. Such revision requires trips which exceed three days and \$1,250 cost to be approved by the Council. The number in parenthesis indicates the total number of trips previously authorized for that individual for the current budget year; R represents resident and N/R represents non-resident.