

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

**CITY COUNCIL COMMUNICATION 96-275
JULY 1, 1996 AGENDA**

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

SYNOPSIS —

Sharon Schinkel, (0-N/R), Assistant Property Supervisor, to Miami Beach, Florida, from August 5, 1996 to August 11, 1996, to attend a seminar sponsored by the Metro Police Institute, Metro-Dade Police Department, which will acquaint individuals working as property supervisors with the technicalities and responsibilities involved in day-to-day operations of property and evidence rooms.

Eric Anderson, (0-R), City Manager, and Richard Clark, (0-R), Deputy City Manager, to Washington, D.C., from October 5, 1996 to October 9, 1996, to attend the International City Management Association's 82nd Annual Conference. The 1996 Planning Committee has designed an educational program that will highlight professional management as an answer to negative perceptions of government, focus on ways in which local government officials can contribute to the dramatic changes taking place in Washington, and explore the role of local government as an advocate for citizens addressing change in their communities.

FISCAL IMPACT —

Funding for this trip is provided for in the 1996-97 Operating Budget under Code 06-04-06, page 311, and Code 06-02-01-01, page 248, respectively.

The total expended on City travel from July 1, 1995 through June 26, 1996 is \$243,077.49.

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.