



Council Communication

Office of the City Manager

Date

October 23, 2006

Agenda Item No. 33
Roll Call No. 06-
Communication No. 06-669
Submitted by: Allen McKinley, Finance
Director/Treasurer

AGENDA HEADING:

Submitting out-of-state travel request for Sara Henry.

SYNOPSIS:

Recommend approval for out-of-state travel request listed below.

FISCAL IMPACT:

Amount: \$1,581 (Henry)

Funding Source:

FY 2007 Operating Budget, page 223, SP350, HSG010000, Housing Services Enterprise Fund/Administration

ADDITIONAL INFORMATION:

Sara Henry (NR-0), Occupancy & Program Enforcement Administration, to Kansas City, Missouri from November 13-16, 2006 (\$1,581), to attend a Section 8 HCV & Public Housing Rent Calculation seminar. The seminar will provide training on annual income assessment and rent calculation for the housing choice voucher and public housing programs.

The amount budgeted for travel in Fiscal Year (FY) 2007 is \$328,255. The amount expended for travel in FY 2007 as of October 16 is \$85,967.

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; R represents resident and NR represents non-resident.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE