

CITY COUNCIL COMMUNICATION 97-056  
FEBRUARY 3, 1997 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
OUT-OF-STATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MARK DURHAM ACTING FINANCE DIRECTOR

**SYNOPSIS —**

Larry Smith, (0-R), Maintenance Supervisor, to Madison, Wisconsin, from May 18, 1997 to May 22, 1997, to attend a course sponsored by the University of Wisconsin entitled "Effective Maintenance Management." Topics include: cost-savings opportunities, organization and cost control, work order systems, planning and scheduling, materials management, preventive maintenance, and measuring performance. Cost of travel is \$1,367.44.

**FISCAL IMPACT —**

Funding for this trip is provided for in the 1996-97 Operating Budget under Code 02-02-03-03, page 100.

The total expended on City travel from July 1, 1996 through January 29, 1997 is \$150,243.86; the total amount budgeted for City travel is \$368,135.

**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.