

OFFICE OF THE CITY MANAGER
DES MOINES, IOWA

ITEM 44

CITY COUNCIL COMMUNICATION 97-106
MARCH 3, 1997 AGENDA

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

SYNOPSIS —

Christine Chandavong, (0-R), Bookkeeper, to Detroit, Michigan, from May 6, 1997 to May 9, 1997, to attend a comprehensive accounting class for housing professionals sponsored by Nan McKay. Topics include: practical information on leased housing programs, HUD handbooks and issuances; budget, requisition and year-end form; housing voucher financial management system; and instruction by housing professionals with years of experience. Cost of travel is \$1,555.

Lonny Namanny, (0-N/R), Senior Police Officer, to Hyannis, Massachusetts, from May 17, 1997 to May 24, 1997, to attend the SKYNARC '97 Training Conference sponsored by the Drug Enforcement Administration (DEA). The purpose of this conference is to receive training in the area of interdiction and drug trafficking. Cost of travel is \$1,415.

FISCAL IMPACT —

Funding for these trips is provided for in the 1996-97 Operating Budget under Code 03-02-02-03, page 151, and Code 06-04-06, page 311.

The total expended on City travel from July 1, 1996 through February 26, 1997 is \$164,477.96; 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.