



Council
Communication
Office of the City Manager

Date November 5, 2007

Agenda Item No. 23
Roll Call No. 07-
Communication No. 07-664
Submitted by: Richard A. Clark, City Manager

AGENDA HEADING:

Submitting travel request for Tim Briggs.

SYNOPSIS:

Approval for travel requests listed below.

FISCAL IMPACT:

Amount: \$2,142 (Briggs)

Funding Source: 2007-2008 Operating Budget, Page 285, SP324 POL982200

ADDITIONAL INFORMATION:

Tim Briggs (NR-0), Senior Identification Technician, to Huntsville, TX, from March 2 – 8, 2008 (\$2,142.00), to attend the “Complex Latent Print Examinations” course being presented by Ron Smith and Associates, Inc., and the International Association for Identification. The course will assist Technician Briggs in preparation for taking the International Association of Identification Certification Exam as well as give him advance training on identification of latent prints.

The amount budgeted for travel in Fiscal Year (FY) 2008 is \$293,866. The amount expended for travel in FY 2008 as of October 30, 2007 is \$119,550.

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.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE