

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	May 21, 2012
	Agenda Item No.	26
	Roll Call No.	<u>12-0787</u>
	Communication No.	<u>12-245</u>
	Submitted by:	Allen McKinley, Deputy City Manager

AGENDA HEADING:

Submitting travel and training requests for Christopher Latcham and Skip Moore.

SYNOPSIS:

Recommend approval for travel and training request listed below.

FISCAL IMPACT:

Amount: \$2,254 (Latcham); \$481 (Moore)

Funding Source:

- SP321 POL982100 Police – Federal Seized Funds (Latcham)
- GE001 MCC010000 – Mayor & Council (Moore)

ADDITIONAL INFORMATION:

Christopher Latcham, (R-0), Senior Police Officer, to Dallas, TX, from July 22 – July 27, 2012, (\$2,254), to attend the Cooper Institute’s Law Enforcement Fitness Specialist course . The course will provide specific standards for fitness assessment, which he will use as the fitness expert at the Police Academy.

Skip Moore, (R-2), Council Member, to Washington, DC, on June 7, 2012, (\$481), to meet with Tom Tidwell, Director of US Forestry Service.

The amended budget for travel and training in Fiscal Year (FY) 2012 is \$584,905. The amount expended for travel and training in FY 2012, as of May 14, 2012, is \$347,104.

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

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