

Memorandum



DATE November 16, 2007

TO Members of the Economic Development Committee:
Tennell Atkins (Vice-Chair), Dwaine Caraway, Jerry R. Allen,
Sheffie Kadane, Mitchell Rasansky, Linda Koop, Steve Salazar

SUBJECT **Upcoming Council Travel**

The Office of Economic Development supports a trip to Houston, TX on November 29-30 to attend the Quarterly Meeting of the River of Trade Corridor. The travelers will be Councilmembers Atkins, Hill and Natinsky.

The airfare cost is approximately \$230 per ticket and the hotel is \$149 per night, for a total cost of roughly \$1050 for all three travelers.

This is the first trip related to the inland port for FY08 to date.

Per the travel policy passed on May 10th, 2006, which required advance approval either by the Economic Development Committee or two of the following three: the Mayor, Chair of the Economic Development Committee or Vice Chair of the Economic Development Committee, this memo serves as request for advance approval for councilmember travel.

Should you have any questions, please contact me at (214) 670-3314

A.C. Gonzalez
Assistant City Manager

C: The Honorable Mayor and Members of the City Council
Mary K. Suhm, City Manager
Deborah Watkins, City Secretary
Tom Perkins, City Attorney
Craig Kinton, City Auditor
Judge Jay Robinson, Judiciary
Ryan S. Evans, First Assistant City Manager
A.C. Gonzalez, Assistant City Manager
Ramon Miguez, P.E., Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
David Brown, Interim Assistant City Manager
Dave Cook, Chief Financial Officer
Maria Alicia Garcia, Director, Office of Financial Services
Karl Zavitkovsky Director, Office of Economic Development
Hammond Perot, Assistant Director, Office of Economic Development
Theresa O'Donnell, Director, Development Services
Chandra Marshall-Henson, Assistant to the City Manager