



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: City Manager's Office

DATE: September 5, 2024

RE: Consideration of utilizing General Fund Undesignated Fund Balance for Fiscal Year 2024-2025 leadership training and development (\$90,000). (AGENDA REVISION)

SUMMARY:

For the upcoming FY 2025 budget, staff is requesting \$90,000 in undesignated fund balance to be added to the Human Resources Citywide Training budget for two leadership training and development programs. Of the amount requested, \$30,000 would be set aside for an extensive, formal workplace investigation training program that will be attended by members of the executive leadership team, Human Resources, City Attorney's Office, and supervisors in multiple departments. The remainder of the funding would be set aside for the creation of a leadership assessment and development program.

There is salary savings available in the FY 24 City Manager's Office budget to cover these costs, however due to the timing of the end of one fiscal year and the start of the next, these savings will drop into undesignated fund balance, and, if approved, the funds will be reallocated to the FY 25 line item budget through undesignated fund balance on the first budget amendment of the new fiscal year.

REQUESTING DEPARTMENTS:

City Manager's Office

FISCAL IMPACT:

Funds will be transferred from General Fund undesignated fund balance and placed in Human Resources Professional Services/In-House Training budget account number 001-2510-513.31-33.

Honorable Mayor and Members of the City Council

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STAFF RECOMMENDATION:

Motion to approve transfer of funds from undesignated fund balance for leadership training and development programs.

ATTACHMENTS:

1.