



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Thomas Marinelli, Acting Utilities Director

DATE: July 11, 2024

RE: Consideration of travel and training - Utilities Department (\$1,946.59)

SUMMARY:

This travel was budgeted but was not included on the master travel memo as it was originally scheduled to be held in Orlando and did not require an overnight stay. The training has been moved to Tampa, Florida; and therefore, will now require an overnight stay.

The Utilities Department would like to send employee Daniel Hardage to attend a two-day Air Conditioning and Refrigeration Training in Tampa, Florida from June 24 - 25th, 2024. Mr. Hardage is an Electrical Technician I and this training provides a broad introduction to air conditioning and refrigeration systems, including everyday operation and important refrigerant safety practices. The costs associated with the travel is estimated at \$1,946.59, with registration \$1,495.00, per diem \$290.00 and lodging \$161.59.

REQUESTING DEPARTMENTS:

Utilities Department

FISCAL IMPACT:

Total amount is estimated at \$1,946.59. Travel and training is available in the adopted Fiscal Year 2024 budget in Utilities operating accounts 421-8014-536-5501 and 421-8014-536-4001.

STAFF RECOMMENDATION:

Motion to approve training and travel for employee Daniel Hardage to attend the Air Conditioning and Refrigeration Training in Tampa, Florida.

ATTACHMENTS:

1. Travel backup