



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Gabriel Bowden, Utilities Director

DATE: October 3, 2024

RE: Consideration of revised travel and training for specified City employees (Utilities Department).

SUMMARY:

For Fiscal Year 2024, the Utilities Department budgeted for one (1) employee to attend the Neptune Users Conference and one (1) employee to attend the Inspiring Women Leaders Conference. The training and travel for the conferences were approved by City Council on September 20, 2023. The Department determined that it would be a greater benefit for two (2) employees to attend the Neptune Users Conference and forgo the Women Leaders Conference.

The Neptune Users Conference was held August 18-20, 2024 in Maryland. Arrangements were made in July for two (2) employees to attend; however, on August 14, 2024, one of the employees quit without notice. While the Utilities Department was able to substitute another employee to attend the conference, the airline would not permit a substitution; therefore, the air fare was non-refundable and resulted in an additional air fare charge for the substituted employee. The hotel reservation at the Gaylord National Resort and Convention Center was for one room for two nights. Additionally, due to the distance from the airport to the hotel, a rental car was necessary.

Travel costs were as follows \$250 conference fee per employee, \$905 for air fare, \$143 car rental, and \$645 hotel. Total travel \$2,193, not including per diem.

REQUESTING DEPARTMENTS:

Utilities
Finance

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FISCAL IMPACT:

Total amount \$2,193, excluding per diem. Travel and training have been budgeted and funds are available in the Utilities operating account 421-8016-536-4001

STAFF RECOMMENDATION:

Motion to accept the revised training and travel for two employees who attend the Neptune Users Conference in Maryland.

ATTACHMENTS: