



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: September 26, 2024

RE: Consideration of Departmental Training and Travel for Fiscal Year 2024-2025

SUMMARY:

Departmental training and travel details/costs for FY 2025 are outlined in Exhibit A for the following Departments:

- Legislative
- City Manager's Office
- City Attorney's Office
- Procurement
- Finance
- Information Technology
- Human Resources
- Building
- Growth Management
- Community & Economic Development
- Recreation
- Parks & Facilities
- Police
- Fire
- Public Works
- Utilities

Any department training and travel, previously requiring City Council approval, as outlined in Exhibit A, will no longer require individual approvals throughout the Fiscal Year. Exhibit A serves as the master list and if Council approves, the public hearing date of 09/26/2024 will serve as the master approval date for all outlined items.

Any department training and travel not included in Exhibit A will require individual approvals

throughout the Fiscal Year via a Legislative Memo on a Regular Council Meeting Agenda. Additionally, any travel expense that is anticipated to exceed the budgeted allocation reflected in Exhibit A, will also be presented to City Council on a future agenda item for consideration.

REQUESTING DEPARTMENTS:

Finance

FISCAL IMPACT:

Please refer to Exhibit A for funding impact.

STAFF RECOMMENDATION:

Motion to approve the FY 2025 departmental training/travel details and budgeted costs, and authorize training and travel expenditures as outlined in Exhibit A.

ATTACHMENTS:

1. FY 2025 Training & Travel_Master List_Exhibit A_FINAL