



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** City Manager's Office

**DATE:** July 11, 2024

**RE:** Consideration of travel and training for specified City employee (City Manager's Office, Communications Division)

### SUMMARY:

The following request was not included in the September 20, 2023 Fiscal Year (FY) 2024 Approved Travel and Training spreadsheet for the City Manager's Office (CMO). The CMO Communications Division FY 2024 approved budget has travel and per diem for a PIO Symposium in 2024 that sold out before registration was completed; and therefore, there is available funding which can be reallocated for the below travel and training.

The Public Information Officer (PIO), Christina Born, is requesting City Council's approval for travel to Arlington, TX in September 2024 for the 2024 3CMA Annual Conference. The three-day conference will delve into the strategies and technologies that drive successful local government communication. Everything from traditional media to a myriad of social platforms, from cutting-edge innovations like AI-powered chatbots to tried-and-true print materials, crisis communications will be covered. The cost of the conference is \$645. Ms. Born would travel via roundtrip airfare with an estimated total of \$400. The hotel/lodging near the conference is estimated to be \$195 per night for four (4) nights for an estimated total of \$780, plus hotel tax estimated at \$143. Per diem is estimated to be a total of \$150. As Ms. Born will not be renting a vehicle, the estimated cost for ride share/Uber/Lyft will be \$100, and Ms. Born will be required to provide receipts for reimbursement.

### REQUESTING DEPARTMENTS:

City Manager's Office

**FISCAL IMPACT:**

The total estimated cost of travel and training for travel to Arlington, TX is estimated at \$2,222.56 and will be available in the City Manager's Office, Communications Division, training account #001-1216-512-5501 (\$645) and 001-1216-512-4001 (\$1,577.56).

**STAFF RECOMMENDATION:**

Motion to acknowledge and approve travel for the Public Information Officer as noted above.

**ATTACHMENTS:**

1. Travel Advance
2. Conference Information