

2020 Budget City Council Conferences, Travel & Training

The City Council approved a City Council Professional Development and Travel Council Administrative Policy on April 2, 2019 (attached). The purpose of this policy is to establish guidelines for professional development activities of the City Council and for reimbursement of training, professional development, and meeting expenses incurred by the City Council when performing their official duties. Per the policy, the City Council must set a maximum budget for professional development each year. The City Council is allocated budgeted dollars for attendance at Events. Guidelines for specific Event attendance will be discussed annually with the budget process. The City Council may attend Events without prior approval of the City Council as long as an event falls within the City Council's annual budget for professional development and is an Event relevant to matter of City business. Note: Out of State travel requires pre-approval.

The proposed 2020 budget for conferences, travel & training for the City Council is \$21,340. The table below shows an estimated breakdown of the proposed expenses:

Item	Amount	Notes:
Proposed 2020 Budget	\$21,340	
Proposed Dedicated to Other	\$ 7,140	Board/Comm. Training, youth conference expenses, DJJD parade expenses
Proposed Misc. Meeting Expenses & Meals	\$1,200	
Amount undesignated remaining	\$13,000	

The remaining undesignated proposed budget amount is approximately \$13,000. Listed below are estimates for typical conferences that have been attended:

Conference	Est. Amount (Per person)	Notes:
LMC Legislative Conference	\$200	Est. does not include hotel
LMC Newly Elected or Experienced Officials Conf.	\$300	Est. does not include hotel. Includes mileage. May vary depending on location.
LMC Annual Conference	\$1,100	Varies dependent on location. (Includes travel, hotel & meals)
NLC Congressional City Conference (March)	\$2,500	Varies dependent on location. (Includes travel, hotel & meals)
NLC City Summit (Nov.)	\$2,600	Varies dependent on location. (Includes travel, hotel & meals)
Misc. in state conferences and meetings	\$40-\$300	Examples: (Chamber banquet, RAM, Climate Adaptation, Transportation)

Expenses and encumbered 2019 to-date is approximately \$7,600 for conferences listed above.