



STAFF REPORT

MEETING DATE: February 25, 2025

TITLE:

Discuss and recommend a proposed process for City Council members to request training opportunities.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The goal of this item is to establish standard travel criteria for Council. After lengthy discussion at the January meeting, it was determined that identifying specific training opportunities in a one sized fits all approach may not serve the best needs of the Council.

Staff reviewed 5 years of data and determined that many items are lumped into the travel and training line item to include the purchase of tables held by the various non-profit events.

To clarify the budget and uncomplicate the process, staff is proposing the following:

\$2,500 allocated to each Council Member. This is the same pot that travel and any request to attend a banquet, etc also be funded.

For example, if a Council Member would like to attend the Chamber of Commerce banquet, the cost of the ticket would be deducted from this amount for the Council Member. Additionally, if the Council Member would like to attend a Texas Municipal League sanctioned event, this would also be deducted from the total amount.

Additionally, isolating items such as the TML December meal, will, in the future, be charged against the City Manager's budget.

FISCAL IMPACT:

None

RECOMMENDATION:

Provide direction to the City Manager regarding the proposed policy and direct to bring back an amendment to the Rules of Procedure.

ATTACHMENTS:

1. 5 year travel detail