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MEMO

Item No. 26

To: Mayor and City Council
From: Brian Phillips, Assistant City Manager
Date: August 7, 2020
Subject: FY 2020/21 City Council Travel and Conferences

In response to the potential for FY 2020/21 revenue shortfalls stemming from the COVID-19 pandemic, City staff has suspended travel for conferences and training. Excluded from this suspension are trainings that are required to maintain staff licensure or other credentials.

It is not yet clear exactly what the impact of the pandemic will be on FY 2020/21 revenues; however, City staff is proceeding cautiously with expenditures until the impacts can be fully known.

Some members of the City Council have expressed interest in attending a virtual National League of Cities conference this fall. **City staff recommends that prior to taking any action, the entire Council should discuss whether this fiscal year: 1) the Council should continue attending conferences, or 2) the Council should refrain from attending conferences as a cost-saving measure.**

The City Council's adopted FY 2020/21 Budget contains \$16,345 for conferences. FY 2019/20 and FY 2018/19 actual expenditures on conferences were \$23,532 and \$26,776, respectively. Training and in-state travel for meetings are accounted for separately from these amounts.