



## **AGENDA MEMORANDUM**

First Reading City Council Meeting September 6, 2022  
Second Reading City Council Meeting September 13, 2022

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**DATE:** August 16, 2022

**TO:** Peter Zaroni, City Manager

**FROM:** Heather Hurlbert, CPA, CGFO, Director of Finance and Procurement  
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<b>Ordinance to Amend the Type B Corporation Budget</b>
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**CAPTION:**

Ordinance appropriating \$6,135 from the unreserved fund balance of the Type B Economic Development Fund for board members to attend the Texas Municipal League (TML) annual conference and amending the FY2022 operating budget adopted by Ordinance 032539 by increasing expenditures by \$6,135.

**SUMMARY:**

The purpose of this item is to approve an amendment to the Type B Corporation FY 2022 budget to appropriate \$6,135 in funding from fund balance for the Type B Board members to attend the TML annual conference on October 5-7 in San Antonio.

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**BACKGROUND AND FINDINGS:**

The TML annual conference provides the opportunity for community leaders and city professionals from all over the state to sharpen their skills, analyze current issues and trends, network with colleagues, and strategize with the experts and influencers. Since the creation of the Type B Corporation in 2018, no funds have been used to fund board members attending the TML conferences or any other type of training. Type A funds have been used for board members to attend the Texas Economic Development Council conference where they receive training specific to sales taxes for board members.

Estimated cost of attendance is as follows:

Estimated Conference Costs	
Date	October 5-7, 2022
Estimated Cost per Attendee	
Hotel-three nights	\$1,000
Per Diem-three days	\$250
Travel-mileage	\$200
Registration	\$595
Estimated Cost for Per Attendee	\$2,045
Three (3) Planned Attendees	X3
Total for all Planned Attendees	\$6,135

This item is not in the approved budget and requires City Council approval. The allocation of the funds for training was approved by the Type B board at their August 15, 2022 meeting.

**ALTERNATIVES:**

The City Council could choose not to approve the budget amendment to the Type B Corporation FY 2022 budget and appropriate the funds.

**FISCAL IMPACT:**

The cost of attendance is estimated at an amount not to exceed \$2,045 per attendee. The total estimated cost is \$6,135 for three board members to attend the conference.

**FUNDING DETAIL:**

Fund: 1146 – Economic Development  
Organization/Activity: 15030 – Administration  
Mission Element: 717  
Project # (CIP Only): n/a  
Account: 530350 – Training

**RECOMMENDATION:**

Staff does not recommend the appropriation of funds for the Type B board members to attend the TML Conference. Type A funds have been used for board members to attend the Texas Economic Development Council conference where they receive training specific to sales taxes for board members, but neither Type A funds or Type B funds have never been used for this purpose.