


MEMORANDUM

TO: Mayor and Council
FROM: Lori Stelzer, City Clerk 
RE: Advisory Board Training
DATE: January 31, 2017

During the session between city council and staff prior to the staff retreat, there was an expressed interest from city council to hold advisory board training. Betsy Steiner conducted training in 2013, which was very beneficial and well received. There were two different sessions – one for board members and one for chairs and those interested in serving as a chair. In 2013 it was mandatory for board members to attend.

I am recommending accepting the proposal from Betsy Steiner that would provide two separate training modules – one for board members and one for chairs or those individuals interested in serving as chair. The Gulf Coast Community Foundation has agreed to pay 25% of the fee, leaving the total cost for the city at \$3,375. Since there are no monies budgeted for this expense I would request to use mayor and council's travel and training funds.

Risk Management Review: No objections.

City Attorney Review: No objections.

Requested Action: Approval of Consulting Proposal Submitted by Betsy Steiner for Advisory Board Training not to exceed \$4,500 and to expend the monies from the Mayor and Council's Travel and Training budget.

xc: Charter Officers

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