

SUBJECT

BOARD RESOLUTION NO. 19-1453

Pertaining to authorization to pay costs incurred for providing food, beverages, and accommodations for the 2019 Saint Paul Regional Water Services Employee Conference.

BACKGROUND INFORMATION

Staff is seeking approval of a resolution authorizing an expenditure of up to \$12,000 for the 2019 employee conference.

The conference is tentatively scheduled for Wednesday, December 4, 2019, at the Como Zoo Conservatory at 1225 Estabrook Drive in Saint Paul. The attached resolution authorizes food, beverages, and accommodations expenditures at the rate of \$55.81 per attendee. Staff anticipates attendance of as many as 215 employees, resulting in a total cost of \$12,000.

In the recent past, the cost per attendee has been as follows:

2013 – 200 attendees at \$42.72
2014 – 215 attendees at \$41.07
2015 – 215 attendees at \$51.16
2016 – No conference
2017- 215 attendees at \$51.16
2018- No conference

Funds for this expenditure are approved in the 2019 Budget, but the Office of Financial Services requires specific authorization for the procurement of food and beverages.

RECOMMENDATION

Board approval is recommended.