

SUBJECT

BOARD RESOLUTION NO. 15-1750

Pertaining to authorization to pay costs incurred for providing food, beverages, and accommodations for the 2015 Saint Paul Regional Water Services Employee Conference.

BACKGROUND INFORMATION

Staff is seeking approval of a resolution authorizing an expenditure of up to \$11,000 for the 2015 Employee Conference.

The Conference is scheduled for Wednesday, December 2, 2015, at the TIES Event Center located at 1644 Larpenteur Avenue in Saint Paul. The attached resolution authorizes food, beverages and accommodations expenditures at the rate of \$51.16 per attendee. Staff anticipates attendance of as many as 215 employees, resulting in a total cost of \$11,000.

In past years the costs per attendee has been as follows:

1999 – 227 attendees at \$25.15
2000 – 215 attendees at \$27.27
2001 – 210 attendees at \$35.89
2002 – 210 attendees at \$40.25
2003 – 200 attendees at \$40.84
2005 – 200 attendees at \$41.49
2006 – 200 attendees at \$39.66
2007 – 200 attendees at \$40.47
2008 – No employee conference
2009 – 200 attendees at \$44.17
2010 – No employee conference
2011 – No employee conference
2012 – No employee conference
2013 – 200 attendees at \$42.72
2014 – 215 attendees at \$41.07

Funds for this expenditure are approved in the 2015 Budget, but the Office of Financial Services requires specific authorization for the procurement of food and beverages.

RECOMMENDATION

Approval is recommended.