

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION**

CC: 5C
Amend No. _____

Date Prepared: February 5, 2008

Council Meeting Date: February 19, 2008

TO: Terry Ellis, City Manager

THROUGH: Susan K. Thorpe, Deputy City Manager *SCT*

FROM: Greg A. Eckman, Human Resources Director *Greg*

PREPARED BY: Manny Burruel, Sr. Human Resources Consultant

SUBJECT: Approve Transfer of Funds to the General Fund in the Amount of \$80,000 to Support City-wide Ethics Training

Recommendation:

Request Council approval for City-wide Ethics Training for FY 2008. Also request approval for a budget transfer of \$80,000 to 1000-0300-520505 (Non-Departmental In-house Employee Training) from the following budget line accounts:

1000-0700-510900 (Human Resources Tuition Reimbursement), \$50,000;
1000-0700-520505 (Human Resources In-house Employee Training), \$10,000; and
1000-0430-520099 (Budget Other Professional Services), \$20,000.

Summary:

The City's management staff periodically assesses our needs as an organization for specific training topics to be delivered City-wide that support and further our Peoria Values (Professional-Ethical-Open-Responsive-Innovative-Accountable).

One of the key needs in any organization is periodic training for all employees regarding ethical conduct in the public sector. This reaffirms the City's commitment to maintain an ethical workplace and maintain the public trust.

In 2007, a Request for Proposal process for training vendors identified an excellent trainer for this topic: The Josephson Institute.

CITY CLERK USE ONLY:

- Consent Agenda
- Carry Over to Date: _____
- Approved
- Unfinished Business (Date heard previous: _____)
- New Business

ORD. # _____ RES. # _____

LCON# _____ LIC. # _____

Action Date: _____

Approve a Budget Amendment and Use of General Fund Reserves
February 1, 2008
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Funds totaling \$60,000 were included in the FY08 budget for ethics training. We are recommending the Josephson Institute conduct a comprehensive training program for all employees at a total cost of \$140,000. The cost of the ethics training can be funded from the existing budget and from existing budget lines which include \$50,000 from Tuition Reimbursement and \$10,000 from In-House Employee Training accounts in Human Resources, and \$20,000 from Other Professional Services account in Budget. These items were identified as savings during the department's' year-end estimates in the budget process and would become available to use as General Fund one-time monies.