



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

98-135

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

AGENDA:
APRIL 20, 1998

SYNOPSIS –

SUBJECT:
STAFF TRAVEL
PAID WITH
AIRPORT FUNDS

City Ordinance 12,040, which established the Airport Board for the purpose of governing the operation of the Des Moines International Airport, does not specifically delegate to the Airport Board the authority to approve staff travel to be paid with Airport funds, nor did the Council in the Ordinance reserve to itself approval of staff travel to be paid by Airport funds. The Airport Board has always believed that in following the intent of the Ordinance and Policy 8.1 of the City’s Administrative Manual entitled Travel Authorization and Travel Expense Approval, the Airport Board, in lieu of the City Council, is to approve all staff travel to be paid with Airport funds which is expected to exceed \$1,250 in cost and three days in length.

TYPE:
RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:
WILLIAM
FLANNERY
AVIATION
DIRECTOR

As a part of carrying out the duty to approve all expenditures of Airport funds, on February 1, 1994, by Resolution No. A94-22, and again on January 6, 1998, by Resolution No. A98-15, the Airport Board expressed its position “ to approve, in addition to the approval of the Aviation Director and the City Manager, but in lieu of City Council approval, all travel by Aviation Department employees which exceeds \$1,250 in cost and three days in length.”

FISCAL IMPACT –

There is no fiscal impact on the City’s General Fund. The travel costs approved by the Airport Board are within the travel appropriation of the Aviation Department’s Operating Budget, as approved by the City Council, and are paid from the Airport Enterprise Fund.

RECOMMENDATION –

The City Council should acknowledge that the intent of

Ordinance 12,040 was for the Airport Board to act on behalf of the Council in approving City employee travel to be paid with Airport funds and which is expected to exceed \$1,250 in cost and three days in length, and to authorize and direct that Policy 8.1 of the City’ s Administrative Manual be so modified.

BACKGROUND –

The Airport Board was established by the City Council on September 20, 1993, by Ordinance 12,040. The Council established the Airport Board “ for the purpose of governing the operation of the Des Moines International Airport.” The Council delegated to the Airport Board numerous powers to establish in the Board the ability to govern the operation of the Airport. These powers are described in more detail in Section 2-362.03 of the Municipal Code.

Section 2-362.03 “ Powers and Responsibilities of the Board” does not specifically delegate to the Airport Board the authority to approve staff travel to be paid with Airport funds, nor did the Council in Section 362.06 “ Powers Reserved by the City Council” reserve to itself approval of staff travel to be paid by Airport funds. The Board has always believed that approval of staff travel expected to exceed \$1,250 in cost and three days in length to be a part of the Board’ s duties and approval for payment from Airport funds to come from the Aviation Department’ s Operating Budget.

The City Legal Department has recently indicated that the travel policy for the Airport-funded travel as stated above and followed by the Airport Board, City Manager, and Aviation Director since February 1994, that exceeds \$1,250 in cost and three days in length, should be approved by the City Council.