

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date</b>	March 8, 2010
	<b>Agenda Item No.</b> 51 <b>Roll Call No.</b> <u>10-</u> <b>Communication No.</b> <u>10-138</u> <b>Submitted by:</b> Merrill Stanley, Deputy City <b>Manager</b>	

**AGENDA HEADING:**

Resolution approving a City Council policy for review and approval of travel expenses incurred by the Mayor and Council Members.

**SYNOPSIS:**

Approve Mayor and Council travel policy to require specific approval for trips costing in excess of \$150. The current practice requires City Council approval for trips that exceed 3 days duration and cost in excess of \$1,250.

**FISCAL IMPACT: NONE**

Amount: N/A

Funding Source: N/A

**ADDITIONAL INFORMATION:**

During discussion of the recommended FY2011 Operating Budget at the February 22, 2010 City Council meeting, the City Manager was directed to propose a policy to govern the manner for travel by the Mayor and Council Members. The stated goal of the policy is to bring full transparency to the trips taken by the Mayor and Council Members, as well as the expenses incurred for such trips. The City Manager has proposed such a policy as follows. New provisions have been noted as such.

- 1) All domestic travel requests when representing the City must be approved by City Council resolution for trips that exceed \$150 in cost. (new - previous requirement was \$1,250 and more than 3 days)
- 2) Travel requests (domestic and foreign) must include:
  - a. the date or dates of the trip
  - b. the reason for the trip
  - c. an explanation of how it will benefit the City (new)
  - d. a detailed estimate of the costs to be incurred
  - e. how the trip will be paid for (City funds or outside organization)
- 3) If circumstances do not provide for prior approval at a regular City Council meeting, the City Manager may approve the trip provided funding has been identified, and shall inform the Mayor and Council members upon approval. Travel arrangements (airline, hotel, registration) may be secured based on the City Manager's approval. City Council will be asked to affirm approval at the next regular City Council meeting. (new for trips between \$150 and \$1,250)

- 4) All travel to a foreign country when representing the City requires City Council approval in advance, regardless of how the trip is being paid for. (new)
- 5) The City Manager will continue to provide Council a detailed monthly budget report on the Mayor and Council budget and expenditures.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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