



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Finance

DCM: Bryan Langley

DATE: October 17, 2017

SUBJECT

Consider adoption of an Ordinance of the City of Denton, Texas, revising the City Council Travel Policy; and providing an effective date. The Audit/Finance Committee recommends approval (3-0).

BACKGROUND

On September 26, 2006, the City Council adopted Ordinance No. 2006-273 adopting a policy regarding the payment of City Council travel expenses. Prior to this date, the City had historically reimbursed its elected officials for city-related travel in accordance with the Employee Travel Policy (#408.01 – Reimbursement of Employee Expenses). City Council travel expenses have traditionally been reimbursed from the General Fund's appropriated budget for the City Council. The FY 2017-18 Proposed Budget includes \$30,670 for travel and mileage reimbursement expenses. This amount was last increased in FY 2015-16 from \$29,760 in the prior year.

As a result of recent updates to the Employee Travel Policy, staff is proposing to make similar changes to the City Council Travel Policy for consistency purposes. The following updates are proposed:

1. Section II (A) (1) – Clarification that meals for a same day trip will be eligible for reimbursement. Examples have been provided in this section of conferences/business meetings that may be held in Dallas or Austin that would not require an overnight stay.
2. Section II (D) (6) (d) – Clarification that parking expenses, including airport parking will be reimbursed based on actual expenses.

Since the 2006 City Council Travel Policy was approved by an ordinance of the City Council, staff recommends that the updated policy also be approved by ordinance. However, changes to the Employee Travel Policy were not forwarded to the City Council for approval since the City Manager has historically approved changes to Administrative Procedures and Directives within a specific policy which was the case with the Employee Travel Policy. Changes to Policy Statements within a City Policy have historically required approval of the City Council.

RECOMMENDATION

Staff recommends adoption of the Ordinance.

PRIOR ACTION/REVIEW (Council, Boards, Commissions)

On September 12, 2017, the City's Audit/Finance Committee reviewed the proposed policy and recommended approval, 3-0.

On September 26, 2006, the City Council adopted Ordinance No. 2006-273 adopting a policy regarding the payment of City Council travel expenses.

On July 19, 2006, the City's Audit/Finance Committee reviewed the proposed policy and budget, and recommended approval, 3-0.

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Organizational Excellence

Related Goal: 1.1 Manage financial resources in a responsible manner

EXHIBITS

1. Agenda Information Sheet
2. Ordinance No. 2006-273
3. Red-Lined Council Travel Policy
4. Ordinance

Respectfully submitted:
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