



## Legislation Details (With Text)

**File #:** AF17-010      **Version:** 1      **Name:**  
**Type:** Audit/Finance Committee  
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**On agenda:** 9/12/2017      **Final action:**  
**Title:** Receive a report, hold a discussion and give staff direction regarding updates to the City Council Travel Policy.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Exhibit 1 - Ordinance No. 2006-273, 2. Exhibit 2 - Redlined City Council Travel Policy

Date	Ver.	Action By	Action	Result
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## Agenda Information Sheet

**DEPARTMENT:** Finance

**DCM:** Bryan Langley

**Date:** September 12, 2017

### SUBJECT

Receive a report, hold a discussion and give staff direction regarding updates to the City Council Travel Policy.

### 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.

As a result of recent updates to the Employee Travel Policy, staff is proposing to make similar changes to the 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 (A) (D) (6) (d) - Clarification that remote or express parking (covered or uncovered) will be eligible for reimbursement.

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. These administrative changes and clarifications to the Employee Travel Policy were approved by the City Manager.

### **RECOMMENDATION**

Staff recommends approval to forward the updated City Council Travel Policy to the City Council for consideration.

### **PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

On July 19, 2006, the City's Audit/Finance Committee reviewed the proposed policy and budget, 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.

### **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. Ordinance No. 2006-273
2. Red-Lined City Council Travel Policy

Respectfully submitted:  
Chuck Springer, 940-349-8260  
Director of Finance

Prepared by:  
Antonio Puente, Jr.  
Assistant Director of Finance