

BILL NO. \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AMENDING THE ADMINISTRATIVE TRAVEL POLICY TO INCLUDE PROVISIONS RELATED TO THE REVIEW AND NOTIFICATION OF OVERNIGHT TRAVEL FOR THE MAYOR AND CITY COUNCIL.

WHEREAS, in November of 2018, the Audit and Finance Committee voted unanimously to bring forward recommendations of the Management Analyst, to the full City Council, regarding future review and notification of City Council overnight travel; and,

WHEREAS, in February 2019, the City Manager approved an updated administrative travel policy; and,

WHEREAS, the City Council is subject to all other provisions of the administrative travel policy;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF INDEPENDENCE, MISSOURI, AS FOLLOWS:

**8.0 Review and Notification of City Council and Mayor Overnight Travel**

**8.1 General**

- 8.1.1 This section is intended to outline the travel expense review process for city council members and mayor. In addition, they are subject to all other provisions of the administrative travel policy.
- 8.1.2 A travel budget for city council members and the mayor shall be approved as part of the city's annual budget. Any request for travel expenses that would exceed budgeted amounts for city council or mayor must be approved by a majority of the city council.
- 8.1.3 The management analyst or city clerk shall constitute the authorizing person per section 3.1 of the administrative travel policy.
- 8.1.4 All travel expenses for city council members and mayor shall be paid for out of their respective budgeted travel funds. If expenses are to be paid for from another department or fund the city manager must approve the transfer of funds in writing prior to the trip.
- 8.1.5 The city manager, management analyst, and city clerk are subordinate employees of the city council and mayor, and thereby subject to appointment and removal from office by them in accordance with the City Charter. Therefore, any sign off by these employees are to ensure appropriate completion of the Travel Authorization Form and the transfer of funds, as may be needed, but do not constitute approval of said travel.

## 8.2 Review of Travel Expenses

- 8.2.1 A Travel Authorization Form for proposed travel shall be prepared for any overnight trip made by a city council member or mayor on city business. This includes city business trips paid for by other organizations or out of pocket by a council member. In that case the organization or person paying for the trip should be noted and the cost to the city listed as zero.
- 8.2.2 After a council member or mayor completes a Travel Authorization Form the management analyst shall review the document for completeness and compliance with the other provisions of the administrative travel policy. The city clerk shall act as a backup reviewer in the absence of the management analyst.
- 8.2.3 Each time a Travel Authorization Form is submitted by a city council member or mayor an informational item shall be included on the next regular city council agenda. This informational item shall include the name of the event, a brief description, and an estimate of the city's costs for the trip. This information will also be posted to the city's online travel records portal in the same manner as is done for city employees.
- 8.2.4 Upon returning from a trip on city business, the city council member or mayor shall deliver a brief overview of the trip, to their colleagues and the public, which includes key takeaways from the trip. The preferred method of reporting is a verbal presentation during council member comments following their return from a city business trip. Alternatively, a short memo may be prepared, outlining the same information, and attached to a regular council agenda as an informational item.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019 BY THE CITY COUNCIL OF THE  
CITY OF INDEPENDENCE, MISSOURI.

\_\_\_\_\_  
Presiding Officer of the City Council  
of the City of Independence, Missouri

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED - FORM AND LEGALITY:

\_\_\_\_\_  
City Counselor

REVIEWED BY:

\_\_\_\_\_  
City Manager