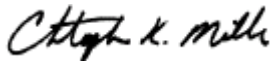


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 06/08/09
Item No.: 13.c

Department Approval

City Manager Approval



Item Description: Affirm the City Council Out of State Travel Policy

BACKGROUND

MN Statute 471.661 requires municipalities to adopt and annually review an out-of-state travel policy for City Councilmembers. On November 14, 2005, the City Council adopted Resolution No. 10351 establishing this policy, which remains in effect today. A copy of the Resolution is attached.

As required by State Statute, the Council is asked to review and affirm the Policy as stated.

POLICY OBJECTIVE

The City is required by State Statute to annually review the City Council out-of-state travel policy.

FINANCIAL IMPACTS

Any costs associated with Council out-of-state travel should be appropriated in the annual budget.

STAFF RECOMMENDATION

No Staff recommendation is being made. However, it is noted that the Policy is consistent with guidelines set forth by the League of MN Cities, and is comparable to peer cities. It remains the Council's discretion to amend the policy subject to MN Statutes and public purpose standards.

REQUESTED COUNCIL ACTION

Motion to affirm or amend Resolution No. 10351 establishing a City Council Out of State Travel Policy.

Prepared by: Bill Malinen, City Manager
Attachments: A: Resolution No. 10351, dated November 14, 2005

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 14th day of November, 2005, at 6:00 p.m.

The following members were present: Maschka, Schroeder, Kough, Ihlan and Klausing. and the following were absent: none.

Member Maschka introduced the following resolution and moved its adoption:

**RESOLUTION No. 10351
Resolution Establishing a
City Council Training and Expense Reimbursement Policy**

WHEREAS, Minnesota Statutes Sec. 38. [471.661] [OUT-OF-STATE TRAVEL], by January 1, 2006, the governing body of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, except a town, must develop a policy that controls travel outside the state of Minnesota for the applicable elected officials of the relevant unit of government. The policy must be approved by a recorded vote and must specify (1) when travel outside the state is appropriate; (2) applicable expense limits; and (3) procedures for approval of the travel. The policy must be reviewed annually and subsequent changes must be made by a recorded vote of the Council; and

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Roseville, Minnesota, adopts the following:

Purpose: The City of Roseville recognizes that its elected officials may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved
2. in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the elected official will be receiving training on issues relevant to the City or to his or her role as the Mayor or as a council member;

- Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
 - Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
 - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
 - Whether the elected official has been specifically assigned by the Council to testify on behalf of the City at the United States Congress or to otherwise meet with federal officials on behalf of the City.
 - Whether the City has sufficient funding available in the budget to pay the cost of the trip.
3. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
 4. The City may make payments in advance for airfare, lodging and registration if specifically approved by the Council. Otherwise all payments will be made as reimbursements to the elected official.
 5. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the City’s policy for out-of-state travel by City employees.
 6. Airfare will be reimbursed at the coach rate.
 7. Mileage will be reimbursed at the IRS rate. If two or more council members travel together by car, only the driver will receive reimbursement. The City will reimburse for the cost of renting an automobile if necessary to conduct City business.
 8. Lodging and meal costs are limited to those which are reasonable and necessary.
 9. Receipts are required for lodging, airfare, and meals and should accompany an expense report form. It is not necessary to have receipts for cabs and tips. The expense report form shall be submitted to the Finance Department for payment.
 10. The City will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.
 11. Limitations on the number of council members who can attend the same event.

12. The City shall not pay for out-of-state travel when council members have announced their intention to resign, not to seek reelection, or who have been defeated in an election, unless said council member is a member of a national committee where their presence is required at that meeting; and, upon request, the City Council may authorize out-of-state travel for newly-elected officials who have not yet taken office in order to attend training.
13. Requirements for council members to give an oral report on the results of the trip at the next Council meeting.
14. The ability for the City to make exceptions to the policy.
15. The requirement for all frequent flyer miles to accrue to the City.

The motion for the adoption of the foregoing resolution was duly seconded by Member Schroeder, and upon a vote being taken thereon, the following voted in favor thereof: Maschka, Schroeder, Ihlman and Klausning
and the following voted against the same: Kough.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of October, 2005 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 14th day of November 2005.



Neal J. Beets, City Manager

SEAL