



## Legislation Details (With Text)

<b>File #:</b>	19-783	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Information/Discussion Item	<b>Status:</b>		Agenda Ready	
<b>File created:</b>	3/13/2019	<b>In control:</b>		City Council	
<b>On agenda:</b>	3/19/2019	<b>Final action:</b>			
<b>Title:</b>	New City Council Professional Development and Travel Council Administrative Policy				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. 1- draft professional development and expense reimbursement policy v4, 2. 2- Appendix A training request form updated 2.27.19, 3. 3 - Motion M2012-022, 4. 4 - Minnesota Statutes 2018, Section 471, 5. 5 - Comparable Cities - Council Professional Devel and Expense Reimbursement Policies, 6. 6- modelectedofficialtravelpolicy (1), 7. 7- 2019 City Council Expense Form				

Date	Ver.	Action By	Action	Result
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**City Council Meeting Date:** March 19, 2019

**To:** Mayor and City Council  
City Administrator

**From:** Michelle Mahowald, Communications and Human Resources Director

New City Council Professional Development and Travel Council Administrative Policy

### Action Requested:

The Northfield City Council discuss proposed policy.

### Summary Report:

It is desirable for the City Council to approve an administrative policy outside of the Employee Handbook for Council professional development and travel expenses.

The Council Employment Policy Committee discussed draft policy language at their December and January meetings. City Attorney Hood, City Clerk, Finance Director, Accounting Coordinator, and Human Resources staff have reviewed and recommended policy provisions. Human Resources staff surveyed other similar cities and prepared the findings for consideration.

Communications and IT staff are in the process of creating a new digital form to be used for reimbursement of professional development and travel expenses. A link to the new form will be placed on the website.

Included with this agenda packet for your consideration:

- Survey results received from other cities.
- Motion 2012-022.

- Minnesota Statutes 471.661.
- League of MN Cities Model Elected Official Travel Policy
- Draft Administrative Policy.

**Financial Impacts:**

There is \$23,790 in Mayor/Council 2019 Budget for conferences, travel and training. Approximately \$6,000 is budgeted for other expenses (ie GARE, Human Rights Commission, meeting expenses, youth conference attendance, and DJJD parade expenses). This leaves approximately \$17,790 for Council professional development and travel purposes.

**Tentative Timelines:**

A final Council Administrative policy will be brought to City Council for consideration and approval at an upcoming meeting.