



Legislation Text

File #: 19-795, **Version:** 1

City Council Meeting Date: April 2, 2019

To: Mayor and City Council
City Administrator

From: Michelle Mahowald, Communications and Human Resources Director

Consider approval of City Council Professional Development and Travel Council Administrative Policy.

Action Requested:

The Northfield City Council approves the attached City Council Professional Development and Expense Reimbursement Policy as a Council Administrative Policy for the City of Northfield, Minnesota. This policy will supercede all prior policies and actions related to council professional development and travel expenses.

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 policy and reimbursement forms 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
- Final Administrative Policy.
- Appendix A Request Form.
- Reimbursement Form.

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: Administrative policies and forms will be placed on the website for easy access. The City Council will discuss 2020 professional development opportunities with the 2020 budget process.