



Agenda Memorandum

Agenda Item - 6.C.

City Council Meeting
January 23, 2023



Strategic Priority 1: Preparedness and Resilience

Build a system of intentional support for residents, businesses and the environment that mitigates risks and proactively seeks out ways to ensure the community not only endures, but thrives.



Strategic Priority 2: Proactive Public Safety

Enhance public safety to emphasize both prevention and enforcement, engage the community through education and outreach and provide the resources necessary to ensure safety and well-being throughout Westminster. Enhance public safety to emphasize both prevention and enforcement, engage the community through education and outreach and provide the resources necessary to ensure safety and well-being throughout Westminster.



Strategic Priority 3: Shared Sense of Community

Foster equitable opportunities that help residents feel at home and connected in their community and empowered to live their best lives.



Strategic Priority 4: Quality of Life

Ensure that Westminster offers a diverse range of amenities and activities for residents, businesses and visitors that honor the city's history and support the arts, parks, recreation, open spaces, and libraries.



Strategic Priority 5: Robust Infrastructure

Provide safe and equitable access to core services and amenities by safeguarding, maintaining and improving the city's water, wastewater, stormwater, mobility and roadway systems.

Subject: Information Only – City Council Annual Conferences

Prepared By: Kodi Erb, Assistant to The City Manager

Recommended City Council Action:

This report is for City Council's information only and requires no action by City Council.

Summary Statement:

City Councillors frequently have the opportunities for professional development through a wide range of professional conferences, training seminars, or special meetings related to their role on the City Council. The most often attended conferences include the following:

- National League of Cities (NLC): The National League of Cities is an organization comprised of city, town and village leaders that are focused on improving the quality of life for their current and future constituents. With over 90 years of dedication to the strength, health, and advancement of local governments, NLC has gained the trust and support of more than 2,000 cities across the nation. Together, their mission is to strengthen local leadership, influence federal policy and drive innovative solutions. The next annual Congressional Cities conference is scheduled March 24 – 25, 2023, in Washington, D.C. The next annual City Summit conference will occur in November 2023 in a location to be announced. <https://www.nlc.org/>
- Colorado Municipal League (CML): Major policies of CML are established by the membership at the annual business meeting and by the CML Executive Board and various committees. Daily operations of CML are carried out by a 17-member staff. CML also has a variety of professional sections and 14 regional districts that give CML depth and breadth in its understanding of municipal needs. The 2023 annual conference is scheduled for June 11-14, 2023, at the Gaylord Rockies in Aurora. Westminster is slated to host the 2025 conference June 24-27, 2025, at The Westin Westminster Hotel. <https://www.cml.org/>

City Councillors are supported by Staff from the City Manager's Office who coordinate travel and conference arrangements. Staff invites City Council to relevant conferences from the City Council events calendar as the dates become public. The Staff then informs City Council by email when registration opens for each conference and works closely with those who are interested in attending to secure registration and travel needs.

Fiscal Impact:

\$0 in expenditures

Source of Funds:

Not applicable.

Policy Issue(s):

Not applicable.

Alternative(s):

Not applicable.

Background Information:

City Councillors are encouraged to participate in professional development through a wide range of professional conferences, training seminars, or special meetings related to their role. As such, funding for such opportunities is included in the annual budgeting process.

The City Council Rules and Regulations document Part VII – Miscellaneous outlines the related policy details, which follows.

7.25 CITY COUNCIL TRAVEL POLICY

A. Expense Coverage

The Council will budget for out-of-state travel expenses for all Councillors as part of the annual budget process. Councillors shall be authorized to take up to two (2) City-reimbursed out-of-state trips in a calendar year to attend conferences or training as long as

those trips can be shown to be associated with, or part of, ongoing initiatives of the City. All such trips shall require advance notice to the Council prior to scheduling such attendance. Attendance at either of the National League of Cities annual conferences is presumed to be appropriate and is exempt from the advance notice requirement.

City reimbursement of out-of-state travel expenses may be declined by a majority of the other Councillors if attendance cannot be shown to support, or be part of, an initiative of the City. If the Councillor still wishes to attend, it will be as a non-reimbursable expense. Any out-of-state travel at the City's expense beyond two (2) such trips in a calendar year shall require the approval in advance by a majority of Councillors.

Transportation: Normally, out-of-City travel shall be by commercial airline. Air coach and special rates shall be utilized whenever possible. The City will pay for additional travel expenses associated with airline travel as appropriate. The City will pay for the first bag checked on travel and original seating assignments; special seating upgrades (such as aisle or window seating, exit row seating, early bird check-in status, etc.) shall be at the expense of the individual Councillor. If driving to a conference, using a Councillor's personal car, Councillors can be reimbursed at the per mile rate in effect for employees. However, the total reimbursement shall not exceed the amount that would have been expended if the Councillors had used available airline service and economical ground transportation to the conference. Full reimbursement shall be made for round trip transportation for Councillors' travel expense. Receipts shall be obtained when possible for taxis, rail, public transit, or other transit utilized at conferences.

Lodging: Lodging shall be fully reimbursable. If attending a formal conference, lodging will normally be at the conference or headquarters hotel, or comparable facilities, which are nearby. Reimbursements are to be for daily rental type properties such as hotels or condominiums. Properties where a Councillor has any ownership interest such as time share, time share exchanges, partial ownership, or full ownership of a house, condominium or other similar property shall not be eligible for reimbursement. If a Councillor's spouse is attending the conference, the Councillor shall be responsible for the differential on the daily room rate for double occupancy. If a Councillor elects to stay off site, any additional travel costs incurred to/from the conference shall be at the individual Councillor's expense.

Meals: All meal expenses shall be fully reimbursable for the Councillor during the conference or out-of-town meeting. In accordance with IRS regulations, itemized receipts shall be provided showing items purchased. Councillors may opt for a per diem under the federal per diem high-low method for meals and incidentals for the whole trip. No per diem is allowed for meals included in registration costs, hotel accommodations or meals purchased by an employee for any non-employee. In-flight service does not constitute a meal. The Finance Department may require reporting of start and end times of qualifying functions to compute eligibility for reimbursement.

Miscellaneous Expenses: Generally, any reasonable business expense incurred because a Councillor is traveling for the City shall be fully reimbursable. All Councillors are expected to keep all such expenses to a reasonable level, based upon the cost of accommodations, meals and similar expenses of the particular locale being visited. Reimbursement for the purchase of personal items including but not limited to medications, toiletries, personal phone calls, movie rentals, green fees, cost for the use of a health club if it is not included in the hotel charge, gifts and alcoholic beverages are specifically prohibited.

B. Advances

Councillors may draw a cash advance from the City in anticipation of expenses to be incurred, or, as an alternative, Councillors may charge the expense to their City issued

purchasing card. No cash advance will exceed \$200 per individual request. No cash advances will be processed unless expense reports from all previous trips involving cash advances and credit card purchases have been cleared. Any outstanding expense advance/purchasing card purchases not cleared before the Councillor's term expires will be withheld from the final paycheck of the Councillor.

C. Expense Reports

The Mayor and all Councillors shall file a report for all trip related expenses within one week upon return from the trip. The completed expense report shall be submitted to the City Manager's Office for processing. Travel and expense reports will conform with the City's travel policy. The Finance Department shall review all such expense reports for mathematical accuracy, and shall identify any items that do not appear to be in conformance with the City's travel policy for City employees. If any discrepancies are observed, the same will be brought to the attention of the submitting party for correction. If the submitting party disagrees with any item identified by the Finance Department, the remainder of Council shall determine the matter.

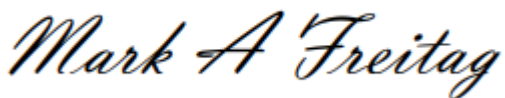
City staff shall provide a monthly summary to all Councillors reflecting the status of travel expenditure reports which are due as well as indicating the status of audits conducted by finance department staff with any deficiencies in documentation so noted.

The Mayor shall approve expense reports of Mayor Pro Tem and Councillors. The Mayor Pro Tem shall approve expense reports of the Mayor. The Finance Department shall audit the expense report for mathematical accuracy.

Staff will provide information to City Council by email when registration opens for each conference. Staff will assist City Council members who decide to attend a conference with securing registration and travel needs.

Providing opportunities for professional development and networking supports all the City's Strategic Plan goals, ensuring clear vision for the future of the community through learning and professional development opportunities: Preparedness and Resilience, Proactive Public Safety, Shared Sense of Community, Quality of Life, and Robust Infrastructure.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Mark A. Freitag". The signature is written in a cursive, flowing style.

Mark A. Freitag
City Manager