

COUNCIL POLICY 6.1

POLICY TITLE CITY COUNCIL EXPENSES, TRAVEL CONTINGENCY FUND FOR
MAYOR AND/OR CITY COUNCILMEMBERS, AND BOOKS,
PERIODICALS, AND EQUIPMENT PURCHASED BY MAYOR
AND/OR CITY COUNCILMEMBERS

POLICY STATEMENT:

Expenses

The Mayor and/or Councilmembers shall be reimbursed for actual and reasonable expenses incurred in the performance of official duties up to the amount allocated by Council in the budget for each fiscal year. These expenses may be incurred for travel for out-of-town meetings and conferences, local civic and governmental activities and miscellaneous or officeholder expenses, including expenses for local City purposes, as determined by the Mayor and/or individual Councilmembers.

The Finance Department will reimburse the Mayor/Councilmembers for expenses upon receipt of a claim form. The Mayor/Councilmembers may also request a cash advance. A claim form must also be submitted to substantiate such expenses within 30 days of the expense, or the money must be returned.

Travel\Conference Expenses

A travel\conference contingency fund, approved by the Council in each budget, will cover necessary expenses for the Mayor/City Councilmembers in the following instances:

1. The Mayor/Councilmember has exceeded the individual authorized spending limit and would like to attend a meeting or conference which would benefit the city. This requires Council approval.
2. Council specifically requests that the Mayor and/or a Councilmember attend an out-of-town meeting or conference as a representative of the City Council.

Book, Periodicals and Other Equipment

Any portion of each member of the Councils yearly allocation may be used to purchase books, periodicals and equipment.

Capital outlay of any substantial value will be returned to the Council office.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998
Revised by June 29, 1999 Budget Hearings
Revised by Motion January 10, 2006
Revised by Resolution No. NS-30,168 on June 27, 2023