

VILLAGE OF DOWNERS GROVE
REPORT FOR THE FINANCE & ADMINISTRATIVE STANDING COMMITTEE
MAY 7, 2012 AGENDA
6:30 P.M. COMMITTEE ROOM

SUBJECT:	SUBMITTED BY:
Village Council Travel & Training and Expense Reimbursement Policy	David Fieldman Village Manager

SYNOPSIS

As directed by the Village Council at the February 6, 2012 Special Council Meeting, staff is requesting a discussion of a Village Council Travel & Training and Expense Reimbursement Policy. At this meeting staff is seeking general direction on the key terms of a policy. Based on Council direction staff will prepare a draft policy for consideration at a future FAC meeting.

STRATEGIC PLAN ALIGNMENT

The Goals for 2011 to 2018 include *Steward of Financial and Environmental Sustainability* and *Exceptional Municipal Services*.

FISCAL IMPACT

The FY12 Budget includes \$3,500 for Council Travel and Training. The adoption of a Council Travel & Training and Expense Reimbursement Policy will likely affect the amount of money spent in 2012 and the amount budgeted in future years.

RECOMMENDATION

Discuss the key terms of a policy and direct staff to prepare a draft policy for consideration at a future FAC meeting.

BACKGROUND

Currently the Village does not have a Village Council Travel & Training and Expense Reimbursement Policy. At the February 6, 2012 Special Village Council meeting, the Council briefly discussed policy issues related to Village Council travel and training and expense reimbursement and referred the issue to the Finance & Administrative Committee. In 2007 and 2008, the Finance & Administrative Committee reviewed and discussed a draft policy. The draft policy was not forwarded to the Village Council for consideration.

Staff has identified the following key policy issues that should be addressed in the policy.

- Budgeting Method – The policy should address how funds for Council travel and training and other expense reimbursement are budgeted. Funds could be budgeted in an aggregate amount for the entire Village Council. Alternatively, funds could be budgeted on a per Council member basis with a specific dollar amount allocated to each Council member.
- Identification of Eligible Events and Expenses – The policy should identify the types of travel and training expenses that are eligible for reimbursement.
- Review and Approval Process – The policy should outline the review and approval process for Council travel, training and expense reimbursement. The policy could require only annual budget approval and allow the Council to manage travel and training with no additional formal review and

approval . Alternatively, the policy could require the Village Council to vote to approve Council travel and training expenses prior to the event.

Current Practice

The following is a summary of the Village’s current practice.

Budgeting Method – The municipal budget includes funds for Council travel and training. Funds are budgeted in an aggregate amount for the entire Village Council. The FY12 budget includes \$3,500 for Council travel and training.

Eligible Events and Expenses – The Village reimburses Council members for travel and training expenses for National League of Cities Annual Conference, Illinois Municipal League Conference, Chamber of Commerce membership luncheons and DuPage Mayors and Manager’s Conference (DMMC) business meetings and travel to Springfield to address the General Assembly.

Review and Approval Process – The Village current employs an informal review and approval process for Village Council travel and training. Council members inform the Mayor and Manager of their intent to attend a conference or business meeting. The Manager informs all Village Council members of the intent to attend a major training event or conference. Information about the event, the Council members requesting to attend, the estimated cost of the event and the amount of money available in the budget is placed in the Manager’s Report. Council members announce their intent to attend the event or conference at a Council meeting. Attendance at the National League of Cities conference, Illinois Municipal League conference and visits to Springfield to address the General Assembly are handled in this fashion. Village Council members inform the Manager of their intent to attend events such as Chamber business meeting events and DMMC meetings.

Annual Expenses – The table below summarizes Village Council travel and training expenses incurred in 2011 and 2012 to date.

Village Council Travel & Training Expenses, 2011-2012

	2012 YTD	2011
Conferences & Trips to Springfield*		\$3,643
Chamber of Commerce and DMMC Business Events	\$215	\$105
Total	\$215	\$3,748

*NOTE: The Village sponsored the 2011 and 2012 Chamber of Commerce trips to Springfield at a cost of \$500 per year. These expenses were charged to the Village Manager’s Office travel and training budget.

Compensation - The Village currently offers it’s Council Members an annual salary of \$2,400 and the Mayor an annual salary of \$4,800. The Village currently allows all elected officials to enroll in its 457 deferred compensation plan. The Village also offers to pay for Council member home internet accounts, provides a Lot V parking pass and a laptop computer.