

**VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
NOVEMBER 6, 2012 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Village Council Policy Regarding Village Council Travel and Training	✓ Resolution Ordinance Motion Discussion Only	David Fieldman Village Manager

SYNOPSIS

A resolution adopting the Village Council Policy Regarding Village Council Travel and Training has been prepared.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

NA.

UPDATE & RECOMMENDATION

This item was discussed at the October 16, 2012 Village Council meeting. Staff recommends approval on the November 6, 2012 Consent Agenda.

BACKGROUND

Currently the Village does not have a Council travel and training policy. The Village Council discussed policy issues related to Council member travel and training at the May 7, 2012 Finance & Administrative Committee meeting and directed staff to prepare a policy for Council consideration. The draft policy contains the following key terms:

- The Village Council will approve an annual budget amount for participation in outside organizations and attendance at seminars, conferences and professional meetings.
- Generally, no more than two Council Members shall attend the same out-of-state conference.
- Direct and reimbursable costs associated with attendance at meetings and events should specifically be limited to charges for attendance, enrollment, participation, travel, meals and lodging (if applicable) as part of an overall function.
- Expenses for meals and incidentals shall be paid by the Village on either an actual reimbursement or a per diem basis using the CONUS or OCONUS rates, as applicable, using the Federal, sometimes referred to as the standard per diem (not the high-low per diems).
- Council Members are eligible for mileage reimbursement for travel to destinations in excess of one hundred (100) miles from Village Hall.
- Lodging expenses will be reimbursed on an actual cost basis.
- Any Council Members requesting expense reimbursement in excess of \$100 shall complete a Travel and Training Form which shall be submitted to the Village Manager for review at least thirty (30) days prior to the event. The Village Manager shall review the form and determine if

there is sufficient funding in the budget for the request. The Village Manager shall inform the entire Village Council of the request and shall provide a recommendation for the request.

- Reimbursement to any individual Council Member shall not exceed seventy-five percent (75%) of the total amount budgeted for any given year.

ATTACHMENTS

Resolution

Village Council Policy Regarding Village Council Travel and Training

Minutes of the May 7, 2012 Finance & Administrative Committee



Village of Downers Grove

Official Village Policy Approved by Village Council

Description:	Travel & Training Reimbursement Policy	
Res. or Ord. #:	Res. _____	Effective Date: 11/06/12
Category:	Legislative and General Management	
	<input checked="" type="checkbox"/> New Council Policy	
	_____ Amends Previous Policy Dated: _____	
	Description of Previous Policy (if different from above): _____	

RESOLUTION NO. _____

**A RESOLUTION ADOPTING
A TRAVEL & TRAINING REIMBURSEMENT POLICY**

Purpose

It is the intent of the Village Council of the Village of Downers Grove to permit Village officials, including the Mayor and Village Commissioners, to participate in civic, local government, intergovernmental and other appropriate outside organizations and to attend seminars, conferences, and other professional meetings that relate to municipal government. It is the policy of the Village Council to exercise good judgment and proper regard for public funds when incurring expenses and when representing the Village.

Annual Budget for Village Council Travel and Training

On an annual basis, as part of the budget review process, the Village Council will approve a budget amount for participation in outside organizations and attendance at seminars, conferences and professional meetings.

Attendance at Out-of-State Conference

Generally, no more than two Council Members shall attend the same out-of-state conference. If more than two Council Members are interested in attending the same out-of-state conference preference shall be given to those Council Members that did not attend an out-of-state conference the previous year(s) and all things being equal then attendance shall be based on a seniority basis.

Expenses

Reasonable authorized expenditures may occur in the pursuit of professional development which shall be paid for by the Village, or reimbursed subject to the amount budgeted in the annual budget. Generally, the following guidelines shall apply:

1. Direct and reimbursable costs associated with attendance at meetings and events should specifically be limited to charges for attendance, enrollment, participation, travel, meals and lodging (if applicable) as part of an overall function. Costs for alcoholic beverages, raffles, auctions, donations and other like ancillary costs are not eligible for reimbursement from the Village. Any expense associated with

family/other members accompanying the Council Member while on Village business is not eligible for reimbursement.

2. Expenses for meals and incidentals shall be paid by the Village on either an actual reimbursement or a per diem basis. Per diem rates to be used are the CONUS or OCONUS rates, as applicable, using the Federal, sometimes referred to as the standard per diem (not the high-low per diems). These rates are published annually effective October 1 and can be found at www.gsa.gov. The rate to be used is the one in effect when the cost is incurred. A Council member may elect to use either the per diem method and receive the funds up front or be reimbursed on an actual basis after the costs are incurred. Actual reimbursements are subject to the parameters established by the Village Council during the annual budget review process, as well as the constraints of the Village's budget.

3. Mileage reimbursements are not included in the per diem amounts and will be reimbursed at the current IRS standard rates. Council Members are eligible for mileage reimbursement for travel to destinations in excess of one hundred (100) miles from Village Hall. Mileage reimbursements are calculated from Village Hall to the destination.

4. Lodging expenses will be reimbursed on an actual cost basis.

5. Any deposits, pre-registration fees or other pre-trip costs that are lost or forfeited due to an alteration in the Council Member's plans, other than those caused by emergencies of work or family, shall be reimbursed to the Village.

6. Receipts are necessary for all reimbursable items and must show method of payment. For non-cash payments the receipts must show the name of the payee.

Any Council Members requesting expense reimbursement in excess of \$100 shall complete the Conference and Training Request Form attached to this policy as Exhibit A. The Conference and Training Request Form shall be submitted to the Village Manager for review at least thirty (30) days prior to the event. The Village Manager shall review the form and determine if there is sufficient funding in the budget for the request. The Village Manager shall inform the entire Village Council of the request and shall provide a recommendation for the request. Reimbursement to any individual Council Member shall not exceed seventy-five percent (75%) of the total amount budgeted for any given year.

BE IT RESOLVED that this Resolution shall be in full force and effect from and after its passage in the manner provided by law.

Martin T. Tully, Mayor

Passed:

Published:

Attest: _____
April Holden, Village Clerk

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APPENDIX A
VILLAGE OF DOWNERS GROVE
CONFERENCE AND TRAINING REQUEST FORM

This form must be filled out and approved for attendance at all overnight conferences/seminars and training. This form replaces all current conference request forms used by Village Departments. Please submit this form 14-21 days in advance Travel Approval to Village Manager.
 EMPLOYEES ATTENDING: _____ DATE: _____

DEPARTMENT: _____

CONFERENCE INFORMATION: TITLE: _____ DATES OF TRAINING: _____
 (Registration Form)

SPONSORS: _____

ANTICIPATED EXPENSES:

Registration Fee: \$ _____ Please List Meal Provided _____
 (At Conference) Breakfast Lunch Dinner
 Transportation: _____ (Estimate) _____
 Lodging: _____ Budget Account _____
 Meals: Per Diem _____ Advance Yes or No (Please Circle) _____
 Incidentals: _____
 Total: _____

Summary of anticipated training benefits to the individual and organization:

*Please attach circular and registration form regarding training, if available.

Approved: _____ Date: _____
 Director

Approved: _____ Date: _____
 Director Finance & Administrative Services

Approved: _____ Date: _____
 Village Manager

Approval Email Notification Ready For Input _____
 3Part NCR - White & Yellow to Village Manager & Senior Dir./Finance & Admin. Services. Pink copy for file.

VILLAGE OF DOWNERS GROVE
FINANCE AND ADMINISTRATIVE STANDING COMMITTEE
OF THE VILLAGE COUNCIL

MAY 7, 2012
COMMITTEE ROOM
6:30 p.m.

Committee Members Present: Commissioner Sean P. Durkin, Chair; Commissioner Marilyn Schnell

Other Council Members Present: Mayor Martin Tully; Commissioners William Waldack, Geoff Neustadt, Bob Barnett and Becky Rheintgen

Absent: None

Staff Present: Dave Fieldman, Village Manager; Enza Petrarca, Village Attorney; April Holden, Village Clerk

Commissioner Durkin called the meeting to order at 6:31 p.m. in the Village Hall, Committee Room.

Commissioner Durkin asked for a motion to approve minutes of May 11, 2011. Commissioner Schnell moved to approve the May 11, 2011 minutes as presented. The motion was seconded by Commissioner Durkin. The motion passed by voice vote.

Commissioner Durkin introduced tonight's topic – the Village Council travel and training policy.

Travel and Training

Village Manager Dave Fieldman said the Council does not currently have a policy, but there is a process for travel and training. He is looking for Council direction on key terms of a policy. Mr. Fieldman said the key policy issues are the budgeting method, identification of eligible events and expenses, and the review and approval process. Currently the Council travel and training budget is \$3,500 annually in an aggregate amount for the entire Village Council. With respect to events, there is no list of specific events, but Council members have been reimbursed for travel and training expenses for National League of Cities annual conferences, Illinois Municipal League conferences, Chamber of Commerce membership luncheons, DuPage Mayors and Managers Conference (DMMC) business meetings, and travel to Springfield to address the General Assembly. The review and approval process is informal; Council members inform the Mayor and Manager of their intent to attend a conference or business meeting. The Manager

informs all 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 included in the Manager's Report. With respect to Chamber business meeting events and DMMC meetings, Council members simply inform the Manager of their intent to attend an event.

Commissioner Durkin said Commissioner Neustadt has a prepared statement he would like to include in the record.

Commissioner Durkin said he supports training. He recommends a format to formalize which Council member goes to an event.

Commissioner Neustadt noted that a policy will set a format for future Councils. He said if all Council members went to DMMC events each month, there would be no budget for any other activities. Further Commissioner Neustadt said he recommends limiting out of state travel to emulate staff practices. He would like to formally vote on the travel and training budget.

Commissioner Durkin said he felt a formal vote was not necessary.

Commissioner Barnett said this is an amorphous topic. He thinks most of the material presented at conferences is available elsewhere. He does not agree that the money should be spent just because it is available. He suggested a more deliberative process as to what is being spent.

Commissioner Rheintgen said she has a concern with the travel element. She suggested the Village pay the conference fee but only pay a part of the travel expenses.

Commissioner Waldack said this could be budgeted by individual or as a whole. If budgeting on an aggregate basis, he suggested a policy for all events. He stressed that the process needs to be fair. He suggested Council members follow the same procedures as staff in terms of arranging for airfare, hotel, meals, etc. He said travel is important. He agrees that two or three Council members should be allowed to go to the NLC conference annually. He does not think Council spends money simply because it is available.

Commissioner Rheintgen agreed that the Council should vote on the travel and training budget.

Commissioner Schnell said she sees more value in the National League of Cities conference than the Illinois Municipal League. She suggested that before receiving reimbursement for expenses, Council members make a presentation to Council to share information gleaned from the conference/training session they attended. Further, she is concerned about making opportunities unattainable for someone of modest means. A restrictive policy may preclude a Council member from going to a training opportunity. She noted that the school boards send members to national conferences annually. She said it is important to consider an amount of money for each Council

member. Everyone should be allowed to do something. She said a formal vote on the budget may not be necessary.

Commissioner Barnett noted that the Council members are each paid \$2,400 annually and the Mayor is paid \$4,800 annually which is enough money for travel.

Commissioner Rheintgen suggested limiting travel expenses; Commissioner Waldack suggested limiting meal expenses.

Mayor Tully said there are questions regarding value and budget. He feels Council should invest in its education and noted there are things one can learn from other cities.

Commissioner Barnett asked as to the value of the NLC conferences.

The Mayor said if it is decided that there is value in training, then Council has to decide how much it is worth. He noted that each Council member has practical barriers and is unable to participate in all training opportunities due to work/professional and other obligations. He agrees the budget should be voted upon and approved. He said the policy should address who, for what, how much and ad hoc matters. With respect to "who," the Mayor suggested two Council members can be reimbursed for attending a conference. With respect to "what," the Mayor said there have been a number of views expressed. He suggested choosing events from what is eligible. In terms of "how much," the Mayor said the budget will be a known quantity. Lastly, if there are unique opportunities that the Council feels it would be valuable to attend, they could vote on them.

Mr. Fieldman thanked the Council for their work. He said staff can draft a policy with this information.

Compensation

Commissioner Barnett noted that the staff report included other compensation. He said he is uncomfortable with the Village providing internet service to Council members.

Commissioner Schnell noted that when internet access was initially offered to Council, it gave Council members the ability to download large files in fulfillment of their responsibilities as Council members, which could not successfully be done otherwise.

Commissioner Barnett said internet access is assumed and the Village should not be paying for it. He is concerned about whether it is appropriate for the Village to pay for it as Council members could use it for purposes other than Village business. As an alternative, he would like to see money added to the stipend Council members receive.

Commissioner Waldack said he would prefer reimbursement for an internet account. He reiterated that Council members have to have the tools to do this job.

Mr. Fieldman suggested a model similar to a vehicle allowance for internet accounts.

Commissioner Durkin suggested amending the franchise agreement with Comcast.

The Mayor suggested the policy be prospective.

New Business

Commissioner Neustadt said he would like to discuss hosting a summer picnic sponsored and provided by the Council for Village staff.

Commissioner Durkin noted that no members of the public attended tonight's meeting.

There being no further discussion, Commissioner Durkin adjourned the meeting at 8:00 p.m.