

# **City of Scottsbluff, Nebraska**

**Monday, April 6, 2020**

**Regular Meeting**

## **Item Resolut.1**

**Council to discuss and consider action on a Resolution setting a policy for expenditure for pre authorization of City Council travel and participation in meetings, conferences, and conventions.**

**Staff Contact: Rick Kuckkahn, Interim City Manager**

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, a public official or public employee is not authorized to use personnel, resources, property or funds under his or her official care or control other than in accordance with prescribed statutory, constitutional or regulatory procedures;

WHEREAS, the State of Nebraska, through the Local Government Miscellaneous Expenditures Act found at Neb. Rev. Stat. §13-2201 et seq., has authorized local governing bodies to set policy, through a resolution, to expend public funds for certain public purposes;

WHEREAS, the expenditure of public funds is a vital and important duty.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Scottsbluff, Nebraska:

1. The Mayor and City Council of Scottsbluff now adopt this uniform policy to authorize the expenditure of public funds for the payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees, or volunteers while attending educational workshops, conferences, training programs, official functions, hearings or meetings, whether incurred within or outside the boundaries of the City of Scottsbluff, Nebraska. The City Manager may give prior approval for any employees or volunteers to attend educational workshops, conferences, training programs, official functions, hearings or meetings. The Mayor and City Council now grant their prior approval for participation or attendance in the events listed above and for payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees or volunteers who actually attend and elected and appointed officials who report to the City Council the matters discussed in the events listed. Those expenses may include the following:

- a. Registration costs, tuition costs, fees or charges;
- b. Mileage at the rate allowed by IRS guidelines currently in effect at the time the travel is undertaken;
- c. Meals and lodging at a rate not exceeding applicable federal rate unless a fully itemized claim is submitted substantiating the costs actually incurred in excess of such rate and such additional expenses are expressly approved by the Mayor and City Council; and
- d. Meals and non-alcoholic beverages at meetings between city staff and business and community leaders, City Manager and/or staff and council members, where city business is clearly being discussed and conducted. Provided, however, the reimbursement or payment of actual and necessary expenditures in this regard shall not apply to the spouse or immediate family member of a public employee or public official if they are a business or community leader within the city. Provided further, the expenditures hereunder are limited to \$250.00 per month.

The City Manager is granted authority to approve any exceptions provided by the employees and reported to the Mayor and City Council.

2. Authorized expenditures under this resolution and uniform policy do not include expenditures for meals of paid members of a governing body or employees provided while such members or employees are attending a public meeting of the governing body unless such meeting is a joint public meeting with one or more other governing bodies.

3. The expenditure of public funds for non-alcoholic beverages provided to individuals attending public meetings of the governing body and non-alcoholic beverages and meals provided for any individuals provided while performing or immediately after performing relief, assistance, or support activities in emergency situations, including but not limited to, tornado, severe storm, fire or accident, shall be authorized. The expenditure of public funds for any volunteers during or immediately following their participation in any activity approved by the Mayor and City Council, including but not limited to, mowing parks, picking up litter, removing graffiti or snow removal.

4. The City of Scottsbluff, through its staff, is authorized to hold one recognition dinner each year for elected and appointed officials, employees, and volunteers of the City, including persons serving on local governmental boards or commissions. The maximum cost per person for such recognition dinner shall be fifty dollars (\$50.00).

5. In recognition of a council member's service no plaque, certificate or achievement, or item of value awarded to an elected or appointed official, employee, or volunteer of the City, including persons serving on local governmental boards or commissions, shall exceed two hundred dollars (\$200.00).

6. Nothing in this resolution and uniform policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of an elected or appointed official, employee or volunteer, unless the spouse is also an elected or appointed official, employee or volunteer of the local government.

7. Resolutions 95-5-22, 10-6-07 and 18-\_\_\_\_-\_\_\_\_ are repealed.

8. This Resolution shall become effective following its passage and approval.

Passed and approved on April \_\_, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk