



**Item**

Business Meal Policy

**Responsible Staff Contact**

J. D. Cox, City Manager

**Recommendation**

Approve Resolution 2024-13

**Executive Summary**

The proposed resolution, as discussed at the 20240408 City Council meeting, would establish a policy that governs business meals

**Background**

This proposed policy will establish a policy that provides clarity, transparency, and a mechanism for the way in which Council and Staff business expenses will be managed.

Often, the City Council and Staff are required to attend “business meals” as a part of normal duties and heretofore did not have a mechanism to enable the payment for those meals. At the same time, meals for other county agencies were paid by their jurisdiction.

Another application for this policy is routine business meals hosted by the city for the purpose of economic development and community betterment.

Finally, this policy clearly sets forth boundaries for what is allowed and what is disallowed.

**Alignment to Strategic Doing (SD) and/or Other Plans**

[SD24 Outcome](#)

[SD24 Strategy](#)

[SD24 KPI](#)

[2014 Master Plan](#)

[2015 Downtown Master Plan](#)

**Budget/Fiscal Impact**

[Fund/Department](#)

[Project/Line Item\(s\)](#)

[Budgeted Amount](#)

[Anticipated Amount](#)



CITY OF **DOUGLAS** WYOMING  
HOME OF THE JACKALOPE.

## Agenda Item Report City Council – April 22, 2024

### Action Requested/Recommended Motion

Approve Resolution 2024-13.

### Reviewed/Approved

- Community Development
- Law Enforcement
- City Manager

- Public Works
- Legal
- Finance/City Clerk