



CITY OF LAS CRUCES

INTER-DEPARTMENTAL MEMORANDUM

Personal and Confidential Due to Personnel Matters

To: Mayor Ken Miyagishima

From: Hotline Review Committee *TE [signature] JAR*

Subject: Report #113290899

Date: December 9, 2009

File: HRC - 09-013

A Hotline Report was received and reviewed the by the Hotline Committee that alleges City Manager Terrence Moore went on a trip that was not entirely City related since the destination was Mr. Moore's hometown. The caller would like to find out if the City paid for this trip and requests appropriate action to occur if it is found that Mr. Moore inappropriately used his expense card.

Since this Hotline complaint is regarding the City Manager of whom the Hotline Review Committee reports their investigations per CMP 2.4, it was necessary to report to the Mayor, as leader of City Council, to protect the integrity of the Hotline system and reflect clear transparency.

INVESTIGATION:

Mr. Moore's travel order and P-Card statements were reviewed. P-card charges were tied to the travel order, and then the travel order was reviewed for adherence to CMP 1.3 *Travel Authorization and Expense Allowances*. The following discrepancies were noted:

- **VI. TRAVEL AUTHORIZATION, SECTION B** states "*An agenda, formal letter and/or memo documenting the business purpose of the travel order will be attached to the travel order in order to support all travel*".

An itinerary was attached to Mr. Moore's travel order, but this itinerary did not document the business purpose nor was there an agenda for the event he was attending. A flyer advertising Mr. Moore's presentation was received from the University of Illinois at Chicago during the investigation of this complaint (attached).

- **VII. TRAVEL EXPENSE ALLOWANCES, SECTION A.3** states *"Combining a Vacation with a Business Trip: Employees are permitted to use leave time in conjunction with a City-paid business trip. The travel order must include an approved leave request form and a schedule that shows City and employee's cost. The employee must pay the costs that exceed the City's travel expenses allowed for the City business"*.

It appears Mr. Moore combined a vacation with a business trip since his official business concluded the evening of November 19, but Mr. Moore did not leave Chicago until November 22 at 5:55pm.

Mr. Moore did not take annual leave for any of the time away from the office for workdays of November 18 through November 20. A schedule to reflect City and personal expense was not attached.

- **VIII. PROCEDURES FOR PROCESSING REQUEST FOR TRAVEL, SECTION G.1** states *"Justification for the necessity of a rental car at the travel destination must be submitted with the travel order"*.

Justification was not attached to the travel order.

CONCLUSION:

The City paid \$751.57 for Mr. Moore to present his experience with the Joint Civilian Orientation Conference he attended in September 2008, from 4 to 6pm on November 19 in his hometown. With the current budget constraints and direction from Mr. Moore to eliminate only necessary travel for professional certified staff to obtain required continuing education, this is clearly an inconsistency.

It is vital to the tone of the organization that Mr. Moore strictly adhere to policy and make fiscally responsible decisions consistent with expectations and direction to all City staff.