



CITY OF SUNRISE

AGENDA ITEM REQUEST

ORIGINATING DEPARTMENT: CITY MANAGER'S OFFICE

ROUTING:

CITY MANAGER: DATE: _____

CITY MANAGER APPROVAL TO BEGIN PROCEDURES.

SIGNATURE: _____

PURCHASING: DATE: _____

PURCHASING APPROVAL: SIGNATURE: _____

LEGISLATIVE AIDE: DATE: _____

CITY ATTORNEY: DATE: _____

ITEM REQUEST:

Approval of an ordinance of the City of Sunrise, Florida, amending Chapter 2 "Administration;" Article 1 "In General;" Section 2-2 "Travel Expenses;" to provide for changes in travel status, meal reimbursement, miscellaneous expenses, travel status reimbursement for local calls, and conduct of travelers; providing for conflict; providing for severability; providing for inclusion in the City Code; and providing an effective date.

FUNDING SOURCE:
NO FISCAL IMPACT

AMOUNT: N/A

BUDGET APPROVAL
SIGNATURE: _____

ATTACHED EXHIBITS:

ORDINANCE

SUMMARY EXPLANATION/BACKGROUND INFORMATION/JUSTIFICATION:

This amendment provides the following changes to the Travel Ordinance:

- Language to ensure equitable treatment of airline and automotive travelers with regards to meal reimbursement while on City business.
 - Change to the hours eligible for meal reimbursements.
 - Clarifying which expenses are eligible for travelers on local and remote travel
 - The conduct of city officers and employees while conducting business both in town and out of town.
-

DEPARTMENT HEAD RECOMMENDATION:

APPROVAL

PERSON WITH ADDITIONAL INFORMATION:

NAME: SARAH E. HANNAH PHONE: 954-746-3430

DEPARTMENT HEAD SIGNATURE: _____
DEPT HEAD NAME, TITLE

CITY MANAGER RECOMMENDATIONS:

APPROVED FOR AGENDA PLACEMENT.

SIGNATURE: _____ (CITY MANAGER)

SUNRISE, FLORIDA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SUNRISE, FLORIDA, AMENDING CHAPTER 2 "ADMINISTRATION;" ARTICLE 1 "IN GENERAL;" SECTION 2-2 "TRAVEL EXPENSES;" TO PROVIDE FOR CHANGES IN TRAVEL STATUS, MEAL REIMBURSEMENT, MISCELLANEOUS EXPENSES, TRAVEL STATUS REIMBURSEMENT FOR LOCAL CALLS, AND CONDUCT OF TRAVELERS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CITY CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 2, Article I, Section 2-2 of the City Code sets forth the travel expenses; and

WHEREAS, the City Commission desires to ensure equitable treatment of airline and automotive travelers and clarify reimbursements for local travel on City business;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SUNRISE, FLORIDA:

Section 1. The foregoing Whereas clauses are hereby ratified and incorporated as the legislative intent of this Ordinance.

Section 2. That section 2-2 of the Code of the City of Sunrise, Florida is hereby amended to read as follows:

Section 2-2 Travel expenses.

(a) *Definitions.*

* * *

(7) *Travel status:* The status of one (1) who is attending a meeting, conference, seminar, convention or conducting business for the benefit of the city

and at the city's expense. Departure and arrival can be from or to whatever location is convenient to the city as long as the location does not present an unfair burden to the employee.

- a. Airline travel status begins two (2) hours before an airline's departure to one (1) hour after an airline's return arrival at a local airport.
- b. Automotive. Travel status begins two (2) hours before ~~when~~ an employee departs for the destination and ends one (1) hour after ~~upon~~ an employee's return from that location.

* * *

(d) *Meals reimbursed.*

* * *

- (4) This reimbursement will be reduced proportionately for partial days as indicated above in paragraphs (1), (2) and (3) or for meals provided through registration, unless the traveler provides a written certification containing a satisfactory explanation acceptable to the finance department for being unable to use the meal provided. The per diem is as compensation for all meals, beverages (excluding alcoholic beverages), local taxes and tips. Meals offered at additional cost as part of a seminar or conference to all attendees at seminars and conferences, particularly when a speaker or program business is presented, are fully reimbursable for Category 1, Category and Category 3 travelers. Food served on an airline is not considered a meal for purposes of reduction of per diem meal allowance referenced in this subsection. On each October 1st, the meal reimbursement rates shall be adjusted to reflect the cost of doing business, measured by fluctuation in the Consumer Price Index (CPI) (All Urban Consumers, Miami-Fort Lauderdale, Florida) as published by the U.S. Department of Labor, Bureau of Labor Statistics or its successor agency based on the percentage change in the CPI from the previous June to June of the year in which the adjustment is effected.

- a. In order to claim breakfast, travel must begin before 8:00 a.m., or extend beyond 9:00 a.m.
- b. In order to claim lunch, travel must begin before 12:00 noon or extend beyond 12:00 p.m.
- c. In order to claim dinner, travel must begin before 6:00 p.m., or extend beyond 7:00 p.m.

* * *

(e) Miscellaneous expenses. For Category I travelers while in "travel status" and for Category 2 and 3 travelers while in "travel status" on remote travel, ~~t~~The city will pay a daily allowance of actual costs equaling up to ten dollars (\$10.00) per day, for the total days or partial days spent in travel status. This standard daily allowance will cover non-meal tips, personal phone calls and all other incidental expenses. Receipts are not required. For meetings or conferences deemed to be in the performance of the duties of city commissioners within Dade, Broward or Palm Beach Counties, a daytime accommodation may be reserved for use by commissioners attending the meeting or conference.

(f) Telephone calls.

~~(1) Personal calls will not be reimbursed beyond the five dollars (\$5.00) daily allowance.~~

(2) Business telephone and FAX charges will be reimbursed with receipts and proper documentation, including person called and purpose of the communication. Such documentation must be submitted with the expense report within the time limits specified. If the hotel adds a service charge for each telephone call, even when those calls are made on a credit card or an "800" number, the city will reimburse the traveler for the service charge(s) related to business calls only.

* * *

(p) Conduct of travelers.

The conduct of city officers and employees attending

conferences, training programs, or conducting official business ~~out of town~~, is a reflection of the standard of city government in Sunrise. The fact that the city is bearing a major portion of the expense is recognition of the principle that the benefits accrue to the city as well as the individual. Travelers will therefore obtain a maximum amount of beneficial training and information of value for the purpose of improving local administration and services.

* * *

Section 3. Conflict. All ordinances or parts of ordinances, all City Code sections or parts of City Code sections, and all resolutions or parts of resolutions in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. Severability. Should any provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part declared to be invalid.

Section 5. Inclusion in the City Code. It is the intention of the City Commission, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of the City of Sunrise, Florida.

Section 6. Effective Date. This Ordinance shall be effective immediately upon its passage.

PASSED AND ADOPTED upon this first reading this ____ DAY OF _____, 2009.

PASSED AND ADOPTED upon this second reading this ____ DAY
OF _____, 2009.

Mayor Roger B. Wishner

Authentication:

Felicia M. Bravo
City Clerk

FIRST READING

SECOND READING

MOTION: _____
SECOND: _____

MOTION: _____
SECOND: _____

ALU: _____
ROSEN: _____
SCUOTTO: _____
SOFIELD: _____
WISHNER: _____

ALU: _____
ROSEN: _____
SCUOTTO: _____
SOFIELD: _____
WISHNER: _____

Approved by the City Attorney
As to Form and Legal Sufficiency.

Stuart R. Michelson