

GENERAL FACT SHEET

13R-181

BILL NUMBER

BRIEF TITLE	APPROVAL DEADLINE	REASON
<u>Update the meal reimbursement rate for City travel.</u>	None _____	

DETAILS

POSITIONS/RECOMMENDATIONS

<p>This resolution would amend provisions in resolution A-86822 related to meal reimbursements for City travel. Among other things, this resolution covers all aspects of City policy regarding maximum reimbursements and expenditures for education, training and travel. Directors have discretion to reimburse at a lesser rate. The current provisions existing in A-86822 related to amounts for meal reimbursements have not been updated since 1993. The proposed amendment would tie the City's meal reimbursement rate to the approved Federal rate and reference a website that is kept up to date. The federal rate on the web site differentiates between normal, medium, and high cost cities. The City for many years has used the Federal mileage reimbursement rate. By making this proposed change to the meal rate two things are accomplished 1) City rates will be brought up to date and get updated regularly in smaller increments and 2) this will coordinate the City rate with the Federal rate for travel related to Federal grants, making administration easier.</p>	<p>Sponsor</p>	<p>Steve Hubka</p>
	<p>Program Departments, or Groups Affected</p>	<p>Finance, All City Departments</p>
	<p>Applicants/ Proponents</p>	<p>Applicant Steve Hubka</p> <p>City Department Finance</p> <p>Other</p>
	<p>Opponents</p>	<p>Groups or Individuals</p> <p>Basis of Opposition</p>
	<p>Staff Recommendations</p>	<p><input checked="" type="checkbox"/> For <input type="checkbox"/> Against Reason Against</p>
	<p>Board or Commission Recommendation</p>	<p>BY</p> <p><input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> No Action Taken <input type="checkbox"/> For with revisions or conditions (See Details column for conditions)</p>
	<p>CITY COUNCIL ACTIONS (For Council Use Only)</p>	<p><input type="checkbox"/> Pass <input type="checkbox"/> Pass (As Amended) <input type="checkbox"/> Council Sub. <input type="checkbox"/> Without Recommendation <input type="checkbox"/> Hold <input type="checkbox"/> Do not Pass</p>

DETAILS

POLICY/PROGRAM IMPACT

	POLICY OR PROGRAM CHANGE	x NO YES	
	OPERATIONAL IMPACT ASSESSMENT	The only operational change would be easier administration of reimbursement provisions. -	
	FINANCES		
	COST AND REVENUE PROJECTIONS	COST of total project: \$17,600 est. COST of this Ordinance/ \$17,600 all funds	
		RELATED annual operating Costs \$17,600	
		INCREASED REVENUE Additional costs for federal travel will be reimbursed. EXPECTED/YEAR \$	
	SOURCE OF FUNDS	CITY [Approximately] Tax Funds \$6,200 est. Other Funds \$ 6,800 est NON CITY [Approximately] Federal \$4,600 est	
BENEFIT COST			
	Front Foot Square Foot	Average Assessment \$ _____ \$	

APPLICABLE DATES: Introduce 8/19/13

FACT SHEET PREPARED BY: Steve Hubka

REVIEW BY: *Steve Hubka*

REFERENCE NUMBER