

RESOLUTION 19-50

A RESOLUTION ESTABLISHING TRAVEL EXPENSE REIMBURSEMENT POLICIES FOR THE CITY COMMISSION PURSUANT TO SECTION 3.05 OF THE CITY CHARTER ESTABLISHING TRAVEL EXPENSE REIMBURSEMENT POLICIES FOR ALL CHARTER OFFICIALS; PROVIDING FOR AN ADJUSTMENT RULE TO BE ISSUED BY THE CITY MANAGER TO REGULATE TRAVEL OF CITY EMPLOYEES; PROVIDING FOR THE REPEAL OF RESOLUTION 06-32 AND ALL RESOLUTIONS IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City Commission of the City of Dunedin deems it in the public interest to establish uniform travel reimbursement policies and procedures for the City Commission and for the Charter officials pursuant to the requirements of the City Charter, and State Statutes; now therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DUNEDIN, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED:

Section 1. Intent That this Resolution shall establish uniform travel expense reimbursement policies and procedures in accordance with the requirements of Section 3.05 of the City Charter of the City of Dunedin for the City Commission, Charter Officials and City employees.

Section 2. Repeal of Previous Resolution That Resolution 06-32 is repealed in its entirety. It is the intent of the City Commission that this Resolution and the Administrative Rule issued by the City Manager on travel policy shall be the sole statements of policy and procedures dealing with City Commission, Charter officials and City employee travel reimbursement matters. This Resolution shall establish travel policy and travel reimbursement policies for the City Commission and for Charter Officials. The City Manager's Administrative Rule on travel policy shall be the sole statement of policy and procedures dealing with City employee travel reimbursement matters.

Section 3. Adherence to Other Laws That all provisions of Florida Statutes, City Ordinances, and the Opinions of the Attorney General of the State of Florida will be adhered to regarding the proper expenditure of public funds for travel except as is otherwise permitted by the Administrative Rule on Travel Policy adopted pursuant hereto

Section 4. Administrative Rule. That the City Manager will adopt and issue to all departments an Administrative Rule to apply to all City employee travelers, detailing travel expense reimbursement procedures and policies. If there is any conflict between such Administrative Rule and this Resolution, this

Resolution shall prevail to the extent of such conflict. Such Administrative Rule and all substantial amendments thereto shall be approved by the City Commission prior to implementation. Non-substantial changes to the Administrative Rule may be made solely by the City Manager.

Section 5. City Credit Cards. That credit cards issued by the City shall be used only for official City business and shall not be used for personal expenditures

Section 6. Commission Expenditures. That each City Commissioner will be individually responsible for monitoring his or her submitted expenditures to stay within his or her line item budgeted travel allowance.

Section 7. Commission Mileage Reimbursement. Mileage incurred by a City Commissioner or Charter Officials outside the City of Dunedin for the purpose of conducting official City business, shall be reimbursed at actual miles traveled (odometer) rather than according to map mileage. Mileage incurred by a City Commissioner or Charter Official within the City of Dunedin will not be reimbursed.

When an overnight stay is not required, mileage incurred by a City Commissioner or Charter Official, for the purpose of conducting official City business, shall be recorded on the Quarterly local Mileage Travel Log. This Log must be submitted for reimbursement at least on an annual basis within the same fiscal year the travel occurred.

Section 8. Review and Approval of Expenses. No pre-approval of Commission travel shall be required. That for all non per diem reimbursement, the receipted travel expenses submitted by a Commissioner will be subject to approval by the Mayor and the City Manager. For the Mayor, such travel expenses will be approved by the City Manager and the Vice Mayor. The reviewing authority may submit any questions of reimbursement to the City Commission for policy direction. If the traveler does not concur with the decision of the reviewing authority, the City Commission shall resolve such disagreement. For the City Manager, travel expenses will be approved by the Mayor. For all other Charter Officials, travel expenses will be approved by the City Manager.

Section 9. Toronto Trip. The City Commission shall, each year, at a regularly scheduled Commission meeting, decide whether or not to send a representative to the City of Toronto for the purpose of attending the Blue Jays opening regular season home game, and for other ceremonial and public relations purposes. The reimbursable duration of such trips shall be three nights, and reimbursable expenses for such trips will be in accordance with current City of Dunedin Travel Policy, including airfare, accommodations, airport transportation, parking and per diem expenses if used. The entertainment of official visitors, dignitaries, and other appropriate persons by three or more City Commissioners shall not require a City Commission approval and shall be deemed an official entertainment by the City of Dunedin.

Section 10. Official Visitor Expenses Reimbursement. That except as otherwise provided herein, expenses involved in the entertainment of official visitors, dignitaries and other appropriate persons by a single Commissioner shall be reimbursed only if approved in advance by the Commission; or, if advance approval is not possible, approval may follow the expenditure at the Commission's discretion. Normal business meals shall not be covered by the provisions of this subsection.

Section 11. Quarterly Report. That the City Manager shall prepare and submit to the members of the City Commission a travel expense report not less than quarterly, which report shall summarize the travel expenses of each member of the Commission for the reporting period.

Section 12. Budget Limitations. That City Commissioners shall not exceed the travel expenditure amount budgeted in the Commissioner's line item travel account. Each Commissioner shall be individually responsible for monitoring compliance with this limitation. Line item adjustments between Commissioner's may occur only upon specific action and approval of the Commissioner's involved and absent such approval, no such adjustment shall occur. The same administrative procedure shall be followed for such line item adjustments as in effect for other City Departments.

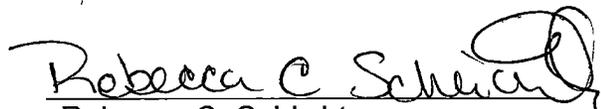
Section 13. Effective Date. That this Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DUNEDIN, FLORIDA, THIS 17th day of December, 2019.





Julie Ward Bujalski
Mayor



Rebecca C Schlichter
City Clerk