

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

May 7, 2007

CALL TO PODIUM:

David B. Humpton, City Manager

RESPONSIBLE STAFF:

David B. Humpton, City Manager

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment (Reappointments)
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input checked="" type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Establishing A Mayor And City Council Travel Policy

SUPPORTING BACKGROUND:

At the March 19, 2007 regular meeting of the Mayor and City Council staff was directed to draft an official Mayor and City Council Travel Policy.

At the April 23, 2007 work session the City Manager submitted a memorandum to the Mayor and City Council which explained his proposed travel policy guidelines, and provided a chart showing other jurisdiction's basic travel policies.

Based on the guidance received at this meeting, staff is recommending that the Mayor and City Council review the revised Mayor and City Council Travel Policy which is attached.

The changes to the April 23rd draft are highlighted in boldface.

DESIRED OUTCOME:

Vote on Resolution.

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL ESTABLISHING A MAYOR
AND CITY COUNCIL TRAVEL POLICY

WHEREAS, residents of the City of Gaithersburg receive many benefits from having the Mayor and members of the City Council represent the City at conferences, meetings and workshops, both locally and nationally; and

WHEREAS, the Mayor and Council have directed the City Manager to develop an "official" Mayor and City Council Travel Policy that would be formally presented and adopted by Resolution; and

WHEREAS, the proposed policy will be simpler to administer and will allow for more accurate budgeting for travel expenses; and

WHEREAS, the Mayor and City Council have herein determined that the policy developed by the City Manager balances reasonable expense controls with simplicity of administration:

NOW THEREFORE, BE IT RESOLVED, that the City Manager is authorized to establish the Mayor and City Council Travel Policy attached hereto.

ADOPTED by the City Council this 7th day of May, 2007.

SIDNEY A. KATZ, Mayor and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 7th
day of May, 2007.

David B. Humpton, City Manager

Mayor & City Council Travel Policy

Purpose To establish criteria for payment and reimbursement of travel expenses incurred by the Mayor, City Council members, and members of City Boards and Commissions who travel in the performance of their official functions.

General Policy The City of Gaithersburg recognizes that the Mayor, City Council members and members of City Boards and Commissions travel to locations within and outside the State of Maryland for the purpose of representing the City at conferences and meetings, as well as to receive education and training to enhance their skills relating to the performance of their duties within the City government. In formulating this Travel Policy, it is further recognized that tangible benefits are gained through attendance at such events, including the informal networking and information exchanges that often occur. The expense of such travel is therefore appropriate for the City to bear.

It is understood herein that an individual traveling under this Policy is expected to exercise reasonable care in incurring travel expenses. Excess costs, circuitous routes, luxury accommodations and/or meals, and unnecessary services solely for the convenience or personal preference of the traveler are not acceptable under this Policy. Travelers will be held responsible for any additional expenses incurred for personal preference or convenience.

Travelers agree to complete needed documents (including pre-travel forms) in a timely manner and will submit all appropriate receipts within 15 days of their return. All expenses for travel will be included in the approved City budget.

Meal Expenses

The City employs a *per diem* system for meal expenses. The aggregate daily total *per diem* is \$50, which will be reviewed and amended as needed from time to time. Travelers can receive this amount as an advance, be reimbursed, or use a municipal credit card for meal expenses. No receipts are required to be submitted to receive the *per diem* rate.

Reimbursement for meal expenses of up to \$65 per day may be made if accompanied by receipts and the expenses are deemed in conformance with this Policy. Any meal expenses in excess of \$65 per day are the responsibility of the traveler **unless exceptional circumstances exist that would justify a higher amount. The City Manager shall determine if expenses in excess of \$65 per day will be approved on a case-by-case basis. In the event the Mayor or a Council Member finds it necessary and appropriate to exceed this amount, they shall provide a written explanation of the reason and itemized receipts to the City Manager upon their return.**

Lodging/Transportation Expenses

City staff will arrange for accommodations (lodging) and transportation (airfare, train, etc.) with an emphasis on obtaining the best price, taking into consideration reasonable time and location constraints. Staff will make reservations with sufficient lead times to obtain the highest discounts. Airfare will be coach or business class, whichever is less. Lodging at conference venues often offers a higher value, even though the nightly rate is slightly higher, as transportation costs (cabs, etc.) are reduced and additional time is made available for conference activities. Whenever possible, municipal credit cards will be used to ensure that the most accurate records are maintained. Travelers using personal methods of payment are eligible to receive reimbursement provided proper receipts are provided.

Spouse Travel

A spouse of the Mayor or a member of the City Council will be allowed travel privileges (airfare, lodging, meal *per diem*, etc.) only to the National League of Cities and Maryland Municipal League main conferences each year.

Alcohol

No alcoholic beverages may be included in any request for reimbursement under this Policy.