

CITY OF BURTON
LEGISLATIVE SUB-COMMITTEE MEETING MINUTES
OCTOBER 8, 1990 7:00 P.M.

This Legislative Committee Meeting was called to order by Chairman Smiley at 7:00 P.M.

Members Present: Smiley, Card and Walls.

Members Absent: None.

Others Present: William R. Walworth, City Clerk.

PURPOSE OF THE MEETING: Discussion and possible recommendation to review expense policies for elected officials when attending seminars, meetings and conferences; and other matters that might arise.

PRESENTATION:

Mr. Smiley noted the ten areas the committee might want to review in a "Travel Expense Reimbursement Policy for Elected Officials and Appointed Board Members" as listed below.

AUDIENCE PARTICIPATION:

Mr. Martinbianco said the committee should be aware of the fact that any decision they make on mileage could effect union negotiations. He also said the new guidelines could affect the Council budget as it relates to transfer of monies and upcoming winter conferences, the Council may have an interest in attending.

Mr. Hammon said he would like the committee to apply the guidelines to Planning and Zoning Workshops.

Mr. Cross noted that requests have come to the Council in the past for Zoning and Planning Workshops.

COMMITTEE DISCUSSION:

PRIOR APPROVAL FOR TRAVEL:

Committee wants prior approval by Council at a Council meeting.

ADVANCED PAYMENT FOR ANTICIPATED COSTS:

Up to \$300 for overnight conference.

MEAL ALLOWANCE:

A maximum of \$6, \$6, and \$20 for breakfast, lunch and dinner including tips.

MILEAGE ALLOWANCE:

Annual IRS allowance, with the possible use of a City Vehicle for a one day conference in place of mileage.

GRATUITIES:

None.

LODGING COSTS:

A single occupancy for each Council member unless Council member shares a room.

TIMELY SUBMISSION OF RECEIPTS:

Within two weeks.

REIMBURSEMENT OF LOST WAGES:

None.

EXPENSES OF SPOUSE:

None.

REIMBURSEMENT TO CITY FOR LACK OF ATTENDANCE:

Eliminate.

COMMITTEE RECOMMENDATIONS:

Mr. Smiley asked the Clerk if he could get some examples of policies for the committee to review and that he would schedule another meeting a week after the examples are available.

Meeting Adjourned at 8:15 P.M.

Respectfully Submitted,

William R. Walworth
Burton City Clerk

WRW/cml