



## City Operations Committee

### Agenda

June 4, 2018

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#### 1. Proposed revision to Policy & Procedure 412.4 – Travel and Training Regulations

##### Overview

Proposed changes include changing the number to 2400.3 and changing the name to Travel Expense Policy. Significant changes to the policy include:

- (a) Creates a definition of “Authorized Officials” that includes the CAO, CFO, Chief of Staff, City Attorney, and Chief Venues Officer, or their respective designees.
- (b) Authorized Officials do not have to obtain approval prior to travel (currently that is only allowed for Elected Officials).
- (c) Travel advances are not made. A City-issued credit card may be issued to pay for all travel related charges other than meals and tips. This is consistent with current practice.
- (d) Department Directors and Division Managers shall approve all Spend Authorizations. Delegations of such approval may only be made for short-term absences such as personal leave.
- (e) Authorized Officials will approve travel over \$2,000. Right now all travel has been going to “C-4” for approval. Authorized Official approval is still required for travel that exceeds 5 work days, use of a rental car, international travel, mileage reimbursement for more than 1,000 miles, or lodging in the Orlando MSA. If you direct report to an Authorized Official, then all travel will route for approval regardless of dollar amount.
- (f) Reimbursement to the City for travel expenses over \$1,500 if the employee separates from the City within 12 months of the travel is at the discretion of the Department Director or Division Manager. The current policy assumes the reimbursement agreement is required for all travel over \$1,200 unless the Department Director or Division Manager allows an exemption. The new policy would assume the reimbursement agreement is not required unless it is attached to the Spend Authorization.

- (g) Per diem rates will be updated to the current published GSA rates. Current GSA rates being utilized are: (i) Breakfast \$16, (ii) Lunch \$17, (iii) Dinner \$31, (iv) Tips \$5. These rates will be consistent for all travel, regardless of location. Each year when the GSA rates are updated, the per diem rates for the City will automatically be updated. The new policy does not state specific rates but instead ties the rates to GSA. This is consistent with how the City handles the mileage reimbursement as it changes according to the IRS rates each year.

Changes to the policy will be effective July 1, 2018.

Proposed by: Accounting and Control

## **2. Proposed new Policy & Procedure 2400.8 - Public Service Tax Refunds**

### Overview

This policy establishes procedures for a uniform method for the review and approval/denial of applications for refunds of public service tax payments paid to the City of Orlando, pursuant to Florida Statutes. This policy would be effective June 11, 2018, or when adopted by City Council.

Proposed by: Accounting and Control

## **3. Proposed revisions to Policy & Procedures 1220.1 (Organization and Policy), 1221.1 (Use Agreements, Leases, and Concession Agreement) and 1222.1(Orlando Venues Event Settlement)**

### Overview

Proposed changes conform the names of venues to match current titles and facilities under Venues management, change the title of the Director to Chief Venues Officer, identify the CVO's reporting structure and clarify procedures for events settlements. This policy would be effective June 11, 2018, or when adopted by City Council.

Proposed by: Venues