



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Meeting Agenda Full Detail City Council

Tuesday, May 17, 2011

11:30 AM

Conference Room 2A

SPECIAL MEETING

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council was held on Tuesday, May 17, 2011 at 11:30 a.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

ADMINISTRATION DEPARTMENT

1. 11-1539 Authorize out-of-state travel for Fire Department personnel.
2. 11-1540 Consider amending the Out-of-State Travel Policy to allow the City Administrator to approve out-of-state travel by City Representatives.
Attachments: [Out-of State Travel Policy amendment 1.pdf](#)
[Out of State Training-Travel request form.pdf](#)

ADJOURNMENT

Attest:

Shawn Gillen, City Administrator



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 11-1539 **Version:** 1 **Name:** Fire Dept Travel
Type: Agenda Item **Status:** Passed
File created: 5/11/2011 **In control:** Administration
On agenda: 5/17/2011 **Final action:** 5/17/2011
Title: Authorize out-of-state travel for Fire Department personnel.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
5/17/2011	1	City Council		

Authorize out-of-state travel for Fire Department personnel.

Background Information:

The Department of Homeland Security has approved a grant for two Grand Rapids Fire Department personnel to attend the Hazmat training in Baltimore the week of May 17, 2011. All expenses for this travel and training are covered through the Hazmat Grant.

Authorize out-of-state travel for Fire Department personnel.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 11-1540 **Version:** 1 **Name:** Amend Out-of State Travel Policy
Type: Agenda Item **Status:** Passed
File created: 5/11/2011 **In control:** Finance
On agenda: 5/17/2011 **Final action:** 5/17/2011
Title: Consider amending the Out-of-State Travel Policy to allow the City Administrator to approve out-of-state travel by City Representatives.

Sponsors:

Indexes:

Code sections:

Attachments: [Out-of State Travel Policy amendment 1.pdf](#)
[Out of State Training-Travel request form.pdf](#)

Date	Ver.	Action By	Action	Result
5/17/2011	1	City Council		

Consider amending the Out-of-State Travel Policy to allow the City Administrator to approve out-of-state travel by City Representatives.

Background Information:

In February 2006, the Council adopted an Out-of-State Travel Policy for elected officials, Board and Commission members, and employees, referred to as City Representatives. This Policy states that the out-of-state travel needs to be approved by the City Council. There is not a lot of out-of-state travel by City Representatives, and sometimes the travel will occur before it is possible to get City Council approval. We are requesting a revision to the Policy that would allow the City Administrator to approve the out-of-state travel. The person requesting the out-of-state travel would have to fill out a form (attached) that will address all of the requirements of the Policy.

Consider amending the Out-of-State Travel Policy to allow the City Administrator to approve out-of-state travel by City Representatives.

OUT-OF-STATE TRAVEL POLICY

Purpose: The City of Grand Rapids recognizes that its elected officials, Board and Commission members, and employees (hereinafter referred to as City Representatives) may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Administrator and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the City Administrator will consider the following:

- Whether the City Representative will be receiving training on issues relevant to the City;
- Whether the City Representative will be meeting and networking with other city officials from around the country to exchange ideas on topics of relevance to the City;
- Whether the City Representative will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
- Whether the City Representative has been specifically assigned by the Council to testify on behalf of the City at the United States Congress or to otherwise meet with federal officials on behalf of the City.
- Whether the City has sufficient funding available in the budget to pay the cost of the trip.

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2. The City Representative will fill out a Request for Out-of State Training/Travel Form to be approved by the City Administrator.

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3. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

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4. Airfare will be reimbursed at the coach rate.

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5. Mileage will be reimbursed at the IRS rate. If two or more City Representatives travel together by car, only the driver will receive reimbursement. The city will reimburse for the cost of renting an automobile if necessary to conduct city business.

6. Actual business-related lodging and meal costs will be reimbursed up to the current, maximum federal Domestic Per Diem rates for the Primary Destination. In those instances where expenses exceed the Federal State Department Per Diem Rate, as published on the US General Services Administration (GSA) website, the City Representative may submit a request for supplemental funding with an explanation of the reason for the requested additional funding. Federal State Department (GSA) Domestic Per Diem rates may be found at www.gsa.gov.
7. Receipts are required for lodging, airfare, and meals (as required by the Expense Reimbursement Policy) and should accompany an expense report form. The expense report form shall be submitted to the Finance Department for payment.
8. The City will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.
9. The Council reserves the right to make exceptions to this policy when a compelling need has been demonstrated.

Adopted February 13, 2006

City of Grand Rapids
REQUEST FOR OUT-OF-STATE TRAINING/TRAVEL FORM

1	DATE: _____ NAME: _____ DEPT: _____	6 DATE(S) AND TIME(S)
2	TYPE OF EVENT <input type="checkbox"/> Conference <input type="checkbox"/> In-Service <input type="checkbox"/> Seminar or Workshop <input type="checkbox"/> College Course <input type="checkbox"/> Other	7 HOURS OF TRAINING: Is this training offered at alternate places and dates? N / Y If Yes, where/when?
3	TYPE OF TRAINING <input type="checkbox"/> Required for certification/license <input type="checkbox"/> Job Specific <input type="checkbox"/> Job Enhancement <input type="checkbox"/> General related knowledge <input type="checkbox"/> Personal development Purpose of the event (Give benefit) _____ _____ _____ _____ _____	8 Expense Information \$ _____ Registration/Tuition \$ _____ Mileage (Estimated miles X federal reimbursement rate) \$ _____ Lodging \$ _____ Meals \$ _____ Other Number of nights? _____ Number of meals? _____ Please specify (airfare, books, etc.) _____ \$ _____ Total Estimated Expense Funds available in training budget? N / Y
4	NAME OF EVENT/COURSE TITLE and SPONSOR	9. APPROVALS: Authorized Signature: _____ Date: _____
5	LOCATION OF EVENT	

NOTE: All completed training forms should be turned into HR for filing in the employee's training file.