# MEMORANDUM

GOE
Agenda Item No. 3(H)

**TO:** Hon. Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners

**DATE:** November 14, 2003

**FROM:** Robert A. Ginsburg
County Attorney

**SUBJECT:** Resolution increasing per diem meal/subsistence and milage rates for travel

The accompanying resolution was prepared and placed on the agenda at the request of Chairperson Barbara Carey-Shuler, Ed.D.

Robert A. Ginsburg
County Attorney

RAG/jls

# MEMORANDUM
(Revised)

**TO:** Hon. Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners

**DATE:** December 4, 2003

**FROM:** Robert A. Ginsburg
County Attorney

**SUBJECT:** Agenda Item No.

**Please note any items checked.**

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Manager's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No.
12-4-03

RESOLUTION NO. _____

RESOLUTION INCREASING PER DIEM MEAL/ SUBSISTENCE AND MILEAGE RATES FOR TRAVEL BY COUNTY OFFICERS, EMPLOYEES AND OTHER AUTHORIZED PERSONS

**WHEREAS**, the Florida Legislature enacted Chapter 2003-125, Laws of Florida (CS/SB 1426) during the 2003 regular session which authorized counties to set their own policies regarding travel expenses; and

**WHEREAS**, prior to the passage of Chapter 2003-125, counties were required to comply with the travel policies contained in section 112.061, Florida Statutes; and

**WHEREAS**, the per diem meal rates contained in section 112.061 of $21 per day have not increased since 1981; and

**WHEREAS**, these per diem meal rates have not kept pace with inflation over the past 22 years; and

**WHEREAS**, the Board of County Commissioners desires to adopt reasonable and fair rates for travel reimbursement,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA,** that this Board adopts the following amounts for per diem meals and incidental expenses and mileage for travel within the continental United States:

Section 1. For meals and incidental expenses, an amount that equals the lowest standard federal rate for meals & incidental expenses (M & IE) within the continental United

States, as that rate is adjusted from time to time. Paid receipts shall not be required. The lowest standard federal M & IE rate for fiscal year 2003 is $31 per day, with the following breakdown:

$6 Breakfast
$6 Lunch
$16 Dinner
$3 Incidentals

Section 2. For mileage on a privately-owned vehicle, the standard federal mileage rate, as that rate is adjusted from time to time. The standard federal mileage rate currently in place is $0.36 per mile.

Section 3. Except as amended by this resolution, all other provisions governing county travel, including but not limited to section 112.061, Florida Statutes, Administrative Order 6-1, and pertinent sections of the Miami-Dade County Procedures Manual shall remain in effect.

The foregoing resolution was sponsored by Chairperson Barbara Carey-Shuler, Ed.D. and offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson
Katy Sorenson, Vice-Chairperson

| | |
|---|---|
| Bruno A. Barreiro | Jose "Pepe" Diaz |
| Betty T. Ferguson | Sally A. Heyman |
| Joe A. Martinez | Jimmy L. Morales |
| Dennis C. Moss | Dorrin D. Rolle |
| Natacha Seijas | Rebeca Sosa |
| Sen. Javier D. Souto | |

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The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of December, 2003. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. JMM

Jess M. McCarty