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Title: Substitute resolution relating to administrative guidelines for mileage reimbursement and work-related vehicular travel for management city employees.

Sponsors: ALD. DUDZIK

Indexes: MANAGEMENT EMPLOYEES, TRAVEL BENEFITS

Attachments: 1. Memo from Dept of Employee Relations, 2. Fiscal note, 3. Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
1/20/2010	0	COMMON COUNCIL	ASSIGNED TO		
1/28/2010	0	FINANCE & PERSONNEL COMMITTEE	HEARING NOTICES SENT		
1/28/2010	1	CITY CLERK	DRAFT SUBMITTED		
2/3/2010	1	FINANCE & PERSONNEL COMMITTEE	RECOMMENDED FOR ADOPTION	Pass	5:0
2/9/2010	1	COMMON COUNCIL	ADOPTED	Pass	15:0
2/16/2010	1	MAYOR	SIGNED		

091283
 SUBSTITUTE 1
 091213
 ALD. DUDZIK

Substitute resolution relating to administrative guidelines for mileage reimbursement and work-related vehicular travel for management city employees.

Currently, the Milwaukee Code of Ordinances authorizes private transportation reimbursement to certain city officials and employees who are required to use their private automobiles for city business. While the code specifies reimbursement procedures, record keeping requirements, insurance requirements, and reimbursement rate schedules, it does not contain specific guidelines with qualifying criteria for when positions should be eligible for this benefit. This resolution directs the Department of Employee Relations, with assistance from the Comptroller’s Office and the Department of Public Works, to develop citywide administrative guidelines relating to the provision of mileage reimbursement to City of Milwaukee management employees who are required to drive their own personal vehicles in the performance of their job duties. The guidelines should specifically include qualifying criteria and review processes in place in determining when a position is eligible for mileage reimbursement and a protocol for determining when the use of City fleet vehicles for work-related travel outside the city is recommended/required. This resolution further directs the Department of Employee Relations to report back to the Common Council’s Finance and Personnel Committee within 60 days of passage of this resolution with its final draft of the administrative guidelines.

Whereas, Certain City of Milwaukee management employees are required to use their own personal vehicles while conducting city business, and are compensated by the City of Milwaukee with mileage reimbursement; and

Whereas, In some instances, City management employees may opt to utilize a City fleet vehicle for work-related travel outside the city or state, rather than their personal vehicle; and

Whereas, It is in the best interest of the City of Milwaukee and its residents for management employee mileage reimbursement and the use of City fleet vehicles for work-related travel to be determined in the most cost-effective manner possible; and

Whereas, For work-related travel outside the City of Milwaukee or the state, it may be most cost effective under certain circumstances for the City to require a management employee to utilize a City fleet vehicle for such travel rather than compensating the employee on a per mile basis for using their own personal vehicle; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the Department of Employee Relations, with assistance from the Comptroller's Office and the Department of Public Works, is directed to develop citywide administrative guidelines and qualifying criteria relating to the provision of mileage reimbursement to City of Milwaukee management employees who are required to drive their own personal vehicles in the performance of their job duties, and criteria for determining the use of City fleet vehicles for work-related travel outside the city; and, be it

Further Resolved, That the Department of Employee Relations shall report back to the Common Council's Finance and Personnel Committee within 60 days of passage of this resolution with its final draft of administrative guidelines and qualifying criteria relating to the provision of mileage reimbursement to City of Milwaukee management employees, and criteria for determining the use of City fleet vehicles for work-related travel outside the City.

MCW-LRB
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01/25/2010