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**BEFORE THE CITY COUNCIL
FOR THE CITY OF ALBION, IDAHO**

RESOLUTION NO. 2023-08

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF ALBION, IDAHO ADOPTING AN AMENDMENT TO THE CITY OF ALBION PERSONNEL POLICY, SECTION 15 n. TRAVEL REIMBURSEMENT POLICY AND SECTION 16 e. HOLIDAYS TO RECOGNIZE JUNETEENTH, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City of Albion, Idaho has, from time to time, reviewed city personnel policy and has determined that per diem rates are better indexed to Government Services Administration (GSA) rates, than to research that on a city basis; and

WHEREAS, the City of Albion, Idaho has reviewed its policy regarding recognized holidays, and recognizes that Juneteenth has been recognized by both the state and federal governments as a holiday, and with such recognition, it affects the City's ability to effectively conduct business on that day; and

WHEREAS, the City of Albion, Idaho has determined that it will index per diem rates to the GSA schedule for those employees that are required to travel out of town for City business purposes; and

WHEREAS, the City of Albion will align with state and federal recognition of holidays, as has been the long-term practice;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Albion, Idaho that:

1. The City hereby amends Section 15. Compensation Policies, subsection n. Travel Expense Reimbursement, third and fourth paragraphs to be amended as follows, with a new fifth paragraph being added. The language in "black" is currently existing and unchanged language; the language in "red" is language proposed for deletion; and the language in "blue" is the proposed new language:

"Authorized travel by private vehicle will be reimbursed at the rate established, through resolution, by the City Council. Employees are expected to utilize the least expensive and most convenient mode of travel. Travel expenditures should be recorded and receipts collected. These receipts must be submitted to the City Clerk at the end of each trip along with the employee's record of expenditures.

~~"The City will reimburse employees for single occupancy motel rooms at actual cost. Reimbursement cost of meals is not to exceed \$30/day. The first and last day reimbursement for meals shall be 75% of the usual per diem, or \$22.50. Travel expenditures should be recorded and receipts collected. These receipts must be submitted to the City Clerk at the end of each trip along with the employee's record of expenditures. Employees are expected to utilize the least expensive and most convenient mode of travel.~~

"The City will adopt the meal per diem rates set by the U.S. General Services Administration (GSA), which rates are determined based upon the destination of travel, and as are current at the time of travel. The meals and incidentals (M&IE) rate includes separate amounts for breakfast lunch, dinner and incidentals. Incidental expenses include cash tips given to porters, baggage carriers, hotel staff, etc. Rates for the first and last day of travel are calculated at 75% of the day's total rate, regardless of the employee's time of departure or time of return."

2. **Be it further resolved** that the City hereby adopts changes to Section 16 of the City of Albion Personnel Policy, with respect to Employee Benefits, subsection e. Holidays, to state that there are 11 official holidays for full-time City employees, and recognizing "Juneteenth" as a named holiday.
3. In the event of any conflict of this policy with state law, state law will take precedence and be the controlling authority in the matter.

This resolution 2023-08 shall be of full force and effect upon its approval by the City Council and execution by the Mayor and the City Clerk for the City of Albion.

Passed by the Albion City Council this ____ day of November, 2023, by the following vote:

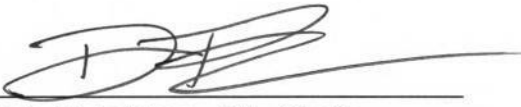
Kevin Lloyd For X Against ____ Dallan Doc Carlson For X Against ____
Wayne Winder For X Against ____ Tyson Tolman For X Against ____

Approved by the Mayor on the 14th day of November, 2023.

CITY OF ALBION, IDAHO

ATTEST:


Isaac Loveland, Mayor


~~Linda Hutchison, City Clerk~~
Denic Bell, Deputy Clerk