

## M E M O R A N D U M

**TO:** Howard Tipton, Town Manager  
**THROUGH** Trish Shinkle, Town Clerk  
**FROM:** Stephanie Garcia, Deputy Town Clerk II  
**REPORT DATE:** August 19, 2025  
**MEETING DATE:** September 8, 2025  
**SUBJECT:** Ordinance 2025-06, Amending Chapter 40, Travel and Reimbursement Policy

### **Background**

The Town's current Code of Ordinances provides that reimbursement for meals and lodging expenses is governed by Section 112.061(6), Florida Statutes (2006), with an additional \$4.00 allowance for breakfast, \$3.00 for lunch, and \$3.00 for dinner. These statutory rates, adopted nearly two decades ago, no longer align with the actual costs of travel. Due to inflation and rising costs of meals and lodging, the statutory framework provides reimbursement amounts that often fall short of covering reasonable travel expenses incurred by Town officials and employees.

To address these disparities, many surrounding governmental entities have moved toward adopting the United States General Services Administration (GSA) per diem rates. The GSA rates are widely accepted as the federal standard, updated annually, and calibrated to reflect actual costs in specific geographic areas. Aligning the Town's reimbursement practices with GSA rates would provide consistency with neighboring jurisdictions, create fairness and clarity for employees and officials traveling on behalf of the Town, and ensure administrative efficiency in processing reimbursements.

By amending Chapter 40, Travel and Reimbursement Policy, to incorporate GSA per diem rates, the Town Commission would modernize its policy, address outdated statutory rates, and continue to uphold fiscal responsibility while supporting employees and officials conducting Town business.

### **Staff Recommendation**

Pass Ordinance 2025-06 on first reading and forward to the October 6, 2025, Regular Meeting for second reading, public hearing, and adoption.

### **Attachments (Available in the Town Clerk's Office)**

- A. Ordinance 2025-06
- B. Business Impact Estimate
- C. Florida State Statutes Excerpt [112.061(6)]
- D. Current GSA Rate Table, Washington, D.C.
- E. Current GSA Rate Table, Florida

# **Business Impact Estimate**

## **ORDINANCE 2025-06**

**AN ORDINANCE OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING AND RESTATING CHAPTER 40; TRAVEL AND REIMBURSEMENT POLICY, OF THE CODE OF ORDINANCES OF THE TOWN OF LONGBOAT KEY, FLORIDA, TO UPDATE TRAVEL POLICIES AND CORRECT TYPOGRAPHICAL AND CAPITALIZATION ERRORS; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.**

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town is of the view that a business impact estimate is not required by State law<sup>1</sup> for the proposed ordinance, but the Town is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements, and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town hereby publishes the following information:

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<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

**1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals, and welfare):**

The Town's current Code of Ordinances provides that reimbursement for meals and lodging expenses is governed by Section 112.061(6), Florida Statutes (2006), with an additional \$4.00 allowance for breakfast, \$3.00 for lunch, and \$3.00 for dinner. These statutory rates, adopted nearly two decades ago, no longer align with the actual costs of travel. Due to inflation and rising costs of meals and lodging, the statutory framework provides reimbursement amounts that often fall short of covering reasonable travel expenses incurred by Town officials and employees. To address these disparities, many surrounding governmental entities have moved toward adopting the United States General Services Administration (GSA) per diem rates. The GSA rates are widely accepted as the federal standard, updated annually, and calibrated to reflect actual costs in specific geographic areas. Aligning the Town's reimbursement practices with GSA rates would provide consistency with neighboring jurisdictions, create fairness and clarity for employees and officials traveling on behalf of the Town, and ensure administrative efficiency in processing reimbursements. By amending Chapter 40, Travel and Reimbursement Policy, to incorporate GSA per diem rates, the Town Commission would modernize its policy, address outdated statutory rates, and continue to uphold fiscal responsibility while supporting employees and officials conducting Town business.

**2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:**

**(a) An estimate of direct compliance costs that businesses may reasonably incur;**

N/A

**(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible;**

No new charges or fees are imposed related to this Ordinance.

**(c) An estimate of the Town's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.**

N/A

**3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

None.

**4. Additional information the governing body deems useful (if any):**

N/A

**End of Agenda Item**