



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 13, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider amendment to the Travel and Training Personnel Policy
Background Information:	<p>At the September 22, 2020 regular Council meeting, Councilmember Labat suggested a language amendment to the Travel Policy, section 11.11. The Council referred the item to the Personnel Committee. The Personnel Committee reviewed the policy language, the rates and insurance coverages for rental vehicles, the available general-use pool cars. The Committee recommended unanimously to approve the proposed policy amendment.</p> <p>The proposed policy amendment is attached. With the proposed language, employees are required to review the available options in determining the lowest cost method of travel. The Supervisor will approve the method of travel utilized. Where a rental vehicle is the lowest cost option and declined by the traveler, there will be a reduction in mileage reimbursement to be paid to the employee.</p> <p>Per direction from the Personnel Committee, Staff will work towards disposing of the 2005 general use pool vehicle at a future Council meeting.</p> <p>As informational for the Council, under the State contract with Enterprise, rentals include full comprehensive and collision coverages and Supplemental Liability Protection coverage of \$2,000,000. The City receives the same rates as specified in the State contract for rentals: economy cars are \$36 per day and standard cars are \$38.50 per day.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To approve the amendment to the Travel and Training Personnel Policy