



CITY COUNCIL AGENDA ITEM

SUBJECT: Travel Policy Amendment

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINESS
☒ NEW BUSINESS ☐ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

CATEGORY: *(check all that apply)*

☒ ORDINANCE ☐ RESOLUTION ☐ CONTRACT ☒ POLICY ☐ STATUS REPORT
☐ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): 2018 & 02/14/22

Current Work Session: [Click or tap to enter a date.](#)

Current Council Meeting: Monday, February 28, 2022

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs

PURPOSE: After the Financial Oversight Committee was presented with the Travel Policy and Procedures, the Finance Department had additional revisions to be considered for incorporation to the City's travel policy.

FACTS: The Travel Policy has not been update since the incorporation of the City. Upon a general review of the policy by City staff and the Financial oversight , the Finance Director is presenting proposed changes to the Travel Policy and Procedures for approval by the City Council. The most substantial changes to this policy include the following: clarification of incurring expenses on behalf of the City, authorizations for travel for employees and elected officials, removal of language that references the issuance of City charge cards, and the addition of language to address disciplinary actions for elected officials and employees. The Finance Director is seeking approval of the recommended revisions to the City's Purchasing Policy and Procedures.

OPTIONS: Approve, Deny, Defer [Click or tap here to enter text.](#)

RECOMMENDED ACTION: Approve [Click or tap here to enter text.](#)



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ATTACHMENTS:

- (1) Attachment 1 - Travel Policy Amendment
- (2) Attachment 2 - Travel Policy and Procedures Revision Chart
- (3) Attachment 3 - [Click or tap here to enter text.](#)
- (4) Attachment 4 - [Click or tap here to enter text.](#)
- (5) Attachment 5 - [Click or tap here to enter text.](#)