



CITY COUNCIL AGENDA ITEM

SUBJECT: Travel Policy Revision

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

Current Work Session: Monday, February 14, 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 into the City's policy.

FACTS: The City's Travel Policies have not been updated since the incorporation of the City. Upon a general review of the Policy by City staff and the Financial Oversight Committee, the Finance Director is presenting proposed changes for discussion with the City Council. The most substantial changes to this policy include the following: clarification on incurring expenses on behalf of the City, authorizations for travel by 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 who violate the Policy.

OPTIONS: Discussion only

RECOMMENDED ACTION: Discussion only



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ATTACHMENTS:

- (1) Attachment 1 - Draft Travel Policy Revisions
- (2) Attachment 2 - Travel Policy and Procedures Revision Chart