



CITY COUNCIL AGENDA ITEM

SUBJECT: Travel Policy Amendment Ordinance

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): 02/14/2022 & 02/28/22

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Monday, April 25, 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 Travel Policy.

FACTS: After a general review of the policy by City staff and the Financial Oversight Committee, 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 on 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. This is the second read of the Travel Policy, and the Finance Director is seeking approval of the amended ordinance.

OPTIONS: Approve, Deny, Defer

RECOMMENDED ACTION: Approve



CITY COUNCIL AGENDA ITEM

ATTACHMENTS:

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