



## **COUNCIL AGENDA ITEM COVER SHEET**

**Meeting Type:** Council - Regular

**Meeting Date:** March 20, 2025

**Agenda Item Type:** New Business

**Staff Contact:** Brandon Perkins, Town Manager

---

### **STAFF REPORT**

**AGENDA ITEM:**

Consideration of updates to the Town's Travel Policy.

**BACKGROUND:**

The Town's current travel policy has not been significantly updated since 2010. As part of staff's on-going review and update of the Employee Handbook, this policy has been newly revised and is presented to Council for review and approval.

It should be noted that legal has reviewed this document and Mr. Davenport's feedback was implemented into the presented draft.

**FUNDING:**

Not required.

**STAFF RECOMMENDATION:**

Staff seeks Council feedback and approval.

**ATTACHMENTS:**

-Draft policy.

**PREVIOUS DISCUSSIONS:**