



City Council Meeting Staff Report

Meeting Date: May 12, 2026

SUBJECT: Consideration and Adoption of Resolution Approving Amendments to Wheatland Personnel Rules, Section 10 (Travel Policy)

PREPARED BY: Bill Zenoni, City Manager

RECOMMENDATION:

Staff recommends that the Wheatland City Council consider adoption of a resolution approving amendments to Section 10 (Travel Policy) of the Wheatland Personnel Rules.

DISCUSSION:

Section 2.16.030(C) of the Wheatland Municipal Code states that the City Manager shall prepare city personnel rules and revisions and amendments to such rules. Section 2.16.050 of the Municipal Code provides that personnel rules shall be adopted by resolution of the City Council. The City's Personnel Rules were last amended in June 2022.

The City's Travel Policy, Section 10 of the Personnel Rules, provides guidance for City employees when traveling on City business. Staff has reviewed the current policy and determined that an update is warranted to provide additional information on reimbursable travel expenses and to eliminate ambiguity in the current policy. The proposed amendments include information on conference and training registration costs, allowable transportation costs, air travel and vehicle rental guidelines and documentation required for reimbursement of costs incurred.

The proposed amendments were reviewed with representatives of the General Employee's Association and Wheatland Police Officer's Association.

FISCAL IMPACT:

There is no fiscal impact associated with this item. Approval of these amendments to the Travel Policy will ensure that the City's funds are expended in a responsible manner.

ATTACHMENTS:

1. Resolution Approving Amendments to Wheatland Personnel Rules, Section 10 – Travel Policy
2. Personnel Rules, Section 10 – Travel Policy (revised)
3. Personnel Rules, Section 10 – Travel Policy (redline)
4. Personnel Rules, Section 10 – Travel Policy (current version)