Agenda Item: 3.d

Meeting Date: December 3, 2026

MEMORANDUM

To:	City Commission
Through:	Jennifer K. Bramley, City Manager
From:	Michelle Wells
Date:	2026-10-07
Subject:	Annual review of the Travel Policy and Travel Reimbursement Policies for both the Elected and Charter Officials
Presenter(s):	Les Tyler, Finance Director
Staff Recommendation:	Staff recommends discussion regarding the Travel Policy and the Travel Reimbursement Policies for the Elected and Charter Officials.
Strategic Themes:	Good Governance
Boards & Committees:	N/A
Budget Impact:	N/A
Past Action:	Resolution 24-01 was adopted January 11, 2024, with no amendments occurring in 2025. Resolution 22-03 amending Resolution 20-39 was adopted on January 4, 2022. Resolution 20-39 amending Resolution 19-50 was adopted on December 3, 2020. Resolution 19-50, Travel Expense reimbursement policies for the City Commission and Charter Officials, was adopted on December 17, 2019.
Next Action:	N/A
Attachments:	A. res-24-01-commission-travel-policy-reimbursement-01.09.24 (1).pdf B. FY 2026 4th Quarter report MERGED and approved.pdf
Background:	At the January 11, 2024 City Commission Work Session, the Commission adopted Resolution 24-01 amending the travel policy. At the December 3, 2024 City Commission Work Session and the December 4, 2025 Regular Commission Meeting, Resolution 24-01 and the travel policy were reviewed with no

recommended changes.
In addition, Staff has included as Exhibit B in this staffing the most recent quarterly report which shows Delegated Authority Approvals and City Commission Travel and Training Expenses.