

Agenda Item: 2.e

Meeting Date: December 2, 2021

MEMORANDUM

To: City Commission

Date: 2021-11-23

From: Rebecca Schlichter

Subject: Annual Review of the Travel Policy and Travel Reimbursement Policies for Both the Elected and Charter Officials.

Presenter(s): Les Tyler, Finance Director

Recommend: Staff recommends discussion regarding the Travel Policy and the Travel Reimbursement Policies for the Elected and Charter Officials.

Epic Goal(s): GOAL #5, Embrace community and employee relationship strategies that strengthen inclusiveness, respect, transparency and collaborative engagement.

Boards & Committees: N/A

Budget Impact: N/A

Past Action: Resolution 19-50, Travel Expense reimbursement policies for the City Commission and Charter Officials, was adopted on December 17, 2019. Resolution 20-39 amending 19-50 was adopted on December 3, 2020.

Next Action: N/A

Attachments: [A. RESOLUTION 19-50 Travel Expense reimbursement policies for the City Commission and Charter Officials.pdf](#), [B. RESOLUTION 20-39 amend travel policy.pdf](#),

Background:

At the December 17, 2019 City Commission Work Session, the Commission adopted Resolution 19-50 and Resolution 20-39 amending the travel policy was adopted on December 3, 2020.