

Agenda Item: 3.b

Meeting Date: December 4, 2025

MEMORANDUM

To: City Commission

Through: Jennifer K. Bramley, City Manager

From: Michelle Wells

Date: 2025-07-01

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

Presenter(s): Michelle Wells, Acting City Clerk

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.
Resolution 22-03 amending Resolution 20-39 was adopted on January 4, 2022.
Resolution 20-39 amending 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. Resolution 24-01.pdf](#)
[B. FY 2025 4th Quarter report MERGED and initialed.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, 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.