



# HAINES CITY

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## **CITY MANAGER MEMORANDUM**

**To:** The Honorable Mayor and City Commissioners

**Through:** James R. Elensky, City Manager

**From:** Omar DeJesus, CPA, Finance Director

**Date:** January 16, 2024

**Subject:** Ordinance No. 24-2063 Code of Ordinance Section 2-7 Travel and Per Diem Policy Update – First Reading

### **Executive Summary**

Obtain Commission approval to update the Travel and Per Diem policy under City Code of Ordinance Section 2-7 for Elected Officials and Employees.  
Staff Contact: Omar DeJesus, CPA, Finance Director

### **Introduction**

The intent of this item is to request Commission approval to update the City Code of Ordinance Section 2-7 pertaining to Travel and Per Diem policy for Elected Officials and Employees.

### **Background**

Updating our policies is an essential best practice that allows us to adapt to evolving trends and ensure compliance with updated regulations. The last approved update to the Travel and Per Diem policy was in January, 2019. The proposed revisions aim to enhance guidelines without impacting the City's financial resources or budget allocations.

### **Organizational Goal(s)**

Personnel: Cultivate an environment that will attract, retain and recognize city employees as the organization's most valuable resource.

### **Budget Impact**

There is no budget impact for fiscal year 2024.

### **Recommendation**

Staff recommends approval of the proposed updates to the Travel and Per Diem policy under City Code of Ordinance Section 2-7 for Elected Officials and Employees.