



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: February 1, 2024

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

The first reading was advertised and publicly held at the January 16, 2024 City Commission meeting. The second reading will be held on February 1, 2024 at the advertised and publicly held City Commission meeting.

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.