



Council Meeting Staff Report

June 25, 2024

Agenda No.:	F.
Indexes (Council Goals):	Quality Governance - Fiscal Stewardship
Presenters:	Melissa Dadzie; Anne Laurent
Legislative File:	18550-24

Title

Approval of Amended Policy No. 910-Travel Policy

Recommended Action

I move that Council approve the amended Policy No. 910 - Travel Policy as included as Attachment C.

County Manager's Recommendation

The County Manager recommends that Council approve the amended Travel Policy as requested

Body

The County is revising the current Travel Policy (Attachment A) in order to meet new requirements and changing travel market conditions. If approved, this policy is intended to be effective July 1, 2024. The following major updates are included in this amended policy (shown in Attachments B and C):

1. On page 3, Section A of the Redlined Version (Travel Pre-authorizations and Arrangements) is updated and states that compliance with travel pre-authorizations will be the responsibility of the individual departments;
2. On page 9, Section G of the Redlined Version, Item 8 (Private Airplane) language has been deleted. If private airplane were to be used, it would fall under Section G, Item 5 (Private Vehicles).
3. On page 10, Section H of the Redlined Version, Item 3 (Use of RV) language is updated to reflect that the traveler is responsible for ascertaining the single occupancy rate and ensuring single occupancy charges are reflected.
4. On page 11, Section H of the Redlined Version, Item 4 (special needs of disabled persons) language is updated to reflect that disabled persons may be allowed at the actual cost of the least costly lodging that is most accessible to their needs.
5. On page 12, Section I of the Redlined Version, Emergency Deployment has been changed to Mutual Aid Deployment for clarification purposes.
6. Appendix A, of the Redlined Version, language is updated to reflect changes to Meal Allowances and Lodging Accommodations.

Alternatives

Council could choose to not approve the proposed changes to the travel policy or could approve alternate changes to the Travel Policy.

Fiscal and Staff Impact/Planned Item

The fiscal and staff impact is minimal if approved. There is minimal impact to relay such changes to staff county-wide.

Attachments

A - Policy No. 910 - Travel (Effective September 1, 2021)
B - Amended Policy No. 910 - Travel Policy - Redlined Version
C - Amended Policy No. 910 - Travel Policy - Clean Version