



City of Broken Arrow

Request for Action

File #: 18-1214, **Version:** 1

**Broken Arrow City Council
Meeting of: 10/16/2018**

Title:

Approval of and authorization to execute Amendment No. 1 to the City Council Travel Policy

Background:

In October 2014, the City Council adopted a travel policy for its own members with the intent of establishing a seamless administrative process and to ensure policy consistency throughout the organization. The original policy was modeled after a municipality in Texas. Over the past four years interest in the types of municipal travel has broadened. As a result the staff is proposing an amended policy which provides greater clarity in the types of travel, expands travel options without increasing the amount of travel. The proposed amendment provides for the following:

1. Travel related to the Oklahoma Municipal League has been clarified to include OML conferences and expositions.
2. The Chamber of Commerce national conferences/events have been incorporated into the category that references national meetings. Now members will be allowed to attend up to four national events of their choice (including Chamber of Commerce events) instead of two national events such as the National League of Cities/United States Conference of Mayors and two Chamber of Commerce events.
3. Other meetings/events that were previously listed under the heading of national events and which applied to the maximum of two annual national trips is placed in a separate category that would not apply to the travel maximum found in item c 1 B of the policy. These events will still require advance approval by a majority of the City Council.
4. The monthly cellular/smart phone allowance has been corrected to \$80 to ensure compliance with prior actions.

Cost: \$0

Funding Source: N/A

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Requested By: Russell Gale, Assistant City Manager - Administration

Approved By: Michael L. Spurgeon, City Manager

Attachments: City Council Travel Policy Amended Draft

Recommendation:

Adopt Amendment No. 1 to the City Council Travel Policy.