



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: James Clinch, City Manager

E-SIGN: 
James Clinch (Mar 13, 2026 13:06:56 EDT)

FROM: Peter A. Boers, Procurement Manager *Peter A. Boers*

DEPARTMENT: Finance-Procurement Division

DATE: March 13, 2026

MEETING DATE: March 24, 2026

SUBJECT / TOPIC: Ordinance 2026-15 Travel Code Revision

BACKGROUND INFORMATION:

The goals of this revision to the CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE IV, FINANCE, DIVISION 3, TRAVEL (Travel Ordinance) are to:

- 1) define travel authorization approvals for the City Manager, Charter Officers, and Elected Officials,
- 2) eliminate prepaid travel advances,
- 3) assure compliance with Internal Revenue Service (IRS) requirements for travel reimbursement.

In conjunction with the Office of the City Attorney these revisions are contained in the attached Ordinance. The most notable revisions to the Travel Ordinance are:

Section 2-240 (d) – In general.

Defines travel authorization approvals for the City Manager, Charter Officers, and Elected Officials.

Section 2-241 (b) – Prepaid travel expenses.

Stricken in its entirety eliminating the provision for a travel advance.

Section 2-242 (6). – Expenses approved for reimbursement.

Eliminates reimbursement for telephone, telegraph, and facsimile communications.

SUPPORTS STRATEGIC PLAN: Goal Two: Provide Efficient, Responsive Government with High Quality Services

COUNCIL ACTION REQUESTED: For Council Adoption by Motion

Cc: Linda Senne, Finance Director

MEMORANDUM

Final Audit Report

2026-03-13

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