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3 **CITY OF SEABROOK**
4 **ORDINANCE NO. 2016-30**

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6 **REVISION TO PERSONNEL POLICY**
7 **TRAVEL REGULATIONS AND EXPENSE**
8 **REIMBURSEMENT**
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10 **AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE**
11 **CITY OF SEABROOK “PERSONNEL POLICIES”, CHAPTER 4 “ORIENTATION**
12 **AND TRAINING”, SECTION 7 “TRAVEL REGULATIONS AND EXPENSE**
13 **REIMBURSEMENT”; MAKING VARIOUS FINDINGS AND PROVISIONS**
14 **RELATED TO THE SUBJECT.**
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17 **WHEREAS**, the City Manager is charged under Section 3.04 of the City Charter to
18 be responsible to the City Council for the administration of all City affairs placed under
19 his/her charge by Charter or Council, specifically including to direct and supervise the
20 administration of all departments, offices and agencies of the City, except as otherwise
21 provided by Charter or by law; and
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23 **WHEREAS**, the City Charter, Section 4.06 “Personnel System” provides that the
24 City Manager shall prepare personnel rules which may be adopted, with or without
25 amendment, by Ordinance of City Council; and
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27 **WHEREAS**, the City of Seabrook “Personnel Policies” requires updates and
28 amendments to the Travel Regulations and Expense Reimbursement Policy for
29 accountability and budget management measures; and
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31 **WHEREAS**, the revised Travel Regulations and Expense Reimbursement Policy
32 will establish new guidelines for travel for all ~~City Council and~~ City employees to utilize
33 when requesting permission to travel or attend training and is attached hereto as Exhibit
34 “A”, pending City Council review; and
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36 **WHEREAS**, the City Council has determined it is appropriate at this time to accept
37 Exhibit “A” as guidance for travel or attendance for training, as it relates to members of
38 City Council, and other officers subject to exception under the “City of Seabrook Personnel
39 Policies.” Chapter 1 Section 3, “Exceptions” (“excepted officers”), it being understood that
40 City Council members and other excepted officers are not specifically subject to the
41 provisions of the Personnel Policy, that City Council exclusively directs itself, and
42 specifically reserves such authority as provided by Charter; and
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WHEREAS, the City Council of the City of Seabrook, Texas deems it in the public interest to accept the amendment proposed and adoption of the Personnel Policies with this revision;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS:

SECTION 1. FINDINGS.

The findings and recitations set out in the preamble to this Ordinance are found to be true and correct and they are adopted by the City Council and made a part hereof for all purposes.

SECTION 2. ADOPTION.

The “Personnel Policies” of the City of Seabrook, attached hereto as Exhibit “B”, are hereby adopted, including the revision to Chapter 4 “Orientation and Training,” Section 7 “Travel Regulations and Expense Reimbursement”.

SECTION 3. SEVERABILITY.

In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Seabrook, Texas, declares that it would have passed each every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

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SECTION 4. NOTICE

The City Secretary shall give notice of the enactment of this Ordinance by promptly publishing it or its descriptive caption and penalty after final passage in the official newspaper of the City; the Ordinance to take effect upon publication.

PASSED AND APPROVED on first reading this ____ day of _____, 2016.

PASSED, APPROVED, AND ADOPTED on second and final reading this ____ day of _____, 2016.

By: _____
Glenn Royal
Mayor

ATTEST:

By: _____
Robin Hicks, TRMC
City Secretary

APPROVED AS TO FORM:

Steven L. Weathered
City Attorney