

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

**REVISION TO PERSONNEL POLICY  
TRAVEL REGULATIONS AND EXPENSE  
REIMBURSEMENT**

**AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF SEABROOK “PERSONNEL POLICIES”, CHAPTER 4 “ORIENTATION AND TRAINING”, SECTION 7 “TRAVEL REGULATIONS AND EXPENSE REIMBURSEMENT”; MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT.**

**WHEREAS**, the City Manager is charged under Section 3.04 of the City Charter to be responsible to the City Council for the administration of all City affairs placed under his/her charge by Charter or Council, specifically including to direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by Charter or by law; and

**WHEREAS**, the City Charter, Section 4.06 “Personnel System” provides that the City Manager shall prepare personnel rules which may be adopted, with or without amendment, by Ordinance of City Council; and

**WHEREAS**, the City of Seabrook “Personnel Policies” requires updates and amendments to the Travel Regulations and Expense Reimbursement Policy for accountability and budget management measures; and

**WHEREAS**, the revised Travel Regulations and Expense Reimbursement Policy will establish new guidelines for travel for all City employees to utilize when requesting permission to travel or attend training and is attached hereto as Exhibit “A”, pending City Council review; and

**WHEREAS**, the City Council has determined it is appropriate at this time to accept Exhibit “A” as guidance for travel or attendance for training, as it relates to members of City Council, and other officers subject to exception under the “City of Seabrook Personnel Policies,” Chapter 1 Section 3, “Exceptions” (“excepted officers”), it being understood that City Council members and other excepted officers are not specifically subject to the provisions of the Personnel Policy, that City Council exclusively directs itself, and specifically reserves such authority as provided by Charter; and

**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 18<sup>th</sup> day of October, 2016.

**PASSED, APPROVED, AND ADOPTED** on second and final reading this 1st day of November, 2016.

By: \_\_\_\_\_  
Glenn Royal  
Mayor

ATTEST:

By: \_\_\_\_\_  
Robin Hicks, TRMC  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Weathered  
City Attorney