

**ORDINANCE NO 2015-10-15C**

**AN ORDINANCE AMENDING ORDINANCE NO. 2014-12-18A - APPENDIX C OF THE CODE OF ORDINANCES, CHAPTER 12 - TRAVEL, SECTION 12-03 TRANSPORTATION EXPENSES; PROVIDING FOR A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 12 Section 12-03 of Ordinance 2014-12-18A, Appendix C, City of Overton Personnel Policies and Procedures Manual authorizes reimbursement of travel expenses for use of a personal car by City employees that travel on City business; and

**WHEREAS**, the City Council of the City of Overton has determined that it is more cost effective and efficient for the City to compensate the City Manager for use of his personal vehicle for business travel inside and outside the City by paying a fixed monthly car allowance; and o the cost of providing a city owned vehicle for use by the City Manager; and

**WHEREAS**, the City Council has also determined that it is more cost effective to pay a monthly automobile allowance as is customary in other cities, in lieu of providing a city vehicle for use by the City Manager:

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS.**

**Section 1:** That Chapter 12 Section 12-03. TRANSPORTATION EXPENSES shall be amended to read as follows:

**12-03. TRANSPORTATION EXPENSES**

Normally, when travel is required for city business a city vehicle or personal car may be used when such travel distances are within a three hundred (300) mile radius of the city, air transportation may be approved if authorized by the City Manager.

All approved transportation expenses will be reimbursed as follows:

- (a) Except for the City Manager, when a city employee must use their personal vehicle for City business, mileage will be reimbursed at the maximum nontaxable rate allowed by the Internal Revenue Service (IRS) at the time the mileage is incurred. Travel mileage shall be paid by a per diem in advance of the travel by utilizing a standard mileage trip sheet obtained from the internet utilizing the shortest distance between destinations for all travel. Travel between an employee's residence and the City office is not allowable for reimbursement.
- (b) In consideration of the need for the City Manager to use his personal vehicle for travel inside the City and to locations outside the City but within a 300 mile radius of the City, on City business; and in lieu of a city vehicle being provided for such travel, the City Manager will receive a monthly automobile allowance of \$300.00.

- (c) Parking or Parking Garage fees will be reimbursed to the employee upon submittal of a receipt.
- (d) When city vehicles are used all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc.) shall be reimbursed by the City. Receipts will be required.
- (e) When air travel is permitted, the cost of such airfare will be reimbursed or paid for in advance by the City. Additionally, reimbursement will be made for the use of rental cars, taxi or bus fares, provided such expenses are necessary and reasonable.

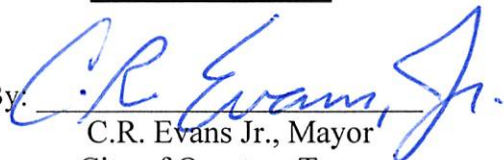
Alternate routes which are desirable because of personal preferences of the traveler can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. Mileage and expenses incurred on alternate routes must be shown on the expense account that is turned in for reimbursement or for advance in funds request.

**Section 2.** That all ordinances or parts of ordinances in conflict herewith, are to the extent of such conflict, are hereby repealed.


**Section 3.** That if any provision or any section of this Ordinance shall be held to be void or unconstitutional, such holding shall in no way effect the validity of the remaining provisions or section of this Ordinance, which shall remain in full force and effect.

**Section 4.** That this Ordinance shall take effect and be in force from October 1, 2015.

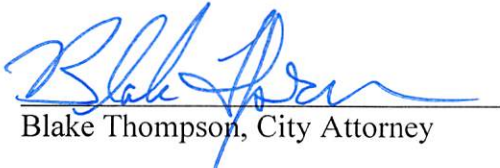
PASSED AND APPROVED ON THIS 15<sup>th</sup> DAY OF OCTOBER, 2015

By:   
C.R. Evans Jr., Mayor  
City of Overton, Texas

ATTEST:

  
Rachel Gafford, City Secretary

APPROVED AS TO FORM AND LEGALITY:

  
Blake Thompson, City Attorney

