

ORDINANCE NO. 2017-66
INTRODUCED BY: ADMINISTRATION

**AN ORDINANCE AMENDING CHAPTER 159 OF THE
CODIFIED ORDINANCES OF THE CITY TITLED
“EMPLOYEES GENERALLY” BY AMENDING SECTION
159.05 CAPTIONED AUTHORIZED TRAVEL EXPENSES
AND DECLARING AN EMERGENCY**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
LYNDHURST, CUYAHOGA COUNTY, STATE OF OHIO THAT:**

SECTION 1. That the Codified Ordinances of the City of Lyndhurst are hereby supplemented by amending Section 159.05 to read as follows: (new material appears like THIS: deleted materials to appear like ~~this~~) :

159.05 AUTHORIZED TRAVEL EXPENSES.

(a) There is hereby delegated to the Mayor the authority to order such travel by officers, agents and employees of the City as he or she finds necessary or appropriate in the conduct of the City's business.

(b) Upon authorizing any such travel, the Mayor shall issue a written order setting forth the person authorized to travel, the destination, the purpose, date and estimated expense of such travel and whether it is necessary to advance such expense from City funds. The person so authorized shall, within ~~forty-eight hours~~ TEN (10) BUSINESS DAYS after his or her return from such travel, return such order to the Director of Finance, together with his or her certificate as to the actual expenses of such travel, itemized to such extent as the Mayor may require. Such return shall be authority for the Director of Finance to reimburse the authorized person for the actual expenses of such travel. In case the Mayor has certified that an advance of expenses is necessary, the Director of Finance may make such advance and the return of such order shall be accompanied by return of any unexpended balance.

SECTION 2. The Council finds and determines that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council; and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the health, safety and welfare of the residents of Lyndhurst for the reason that it is necessary to enact said amendment immediately in order to comport with the City's Employee Handbook. It shall therefore take effect immediately upon passage by the affirmative vote of not less than five (5) members elected to Council and approved by the Mayor or otherwise at the earliest time allowed by law.

PASSED: October 16, 2017

MAYOR

VICE MAYOR

ATTEST: _____
Clerk of Council

I, the undersigned Clerk of Council of the City of Lyndhurst, hereby certify that there is no newspaper published or having an office of publication in said City, and that I published the foregoing Ordinance by advertising the same by title on one day in each of two consecutive weeks in a newspaper of general circulation in said City, on October 26, 2017 and November 2, 2017 .

Clerk of Council

First Reading: October 16, 2017

Second Reading: Suspended

Third Reading: Suspended

Passed 10-16-2017