



**CITY OF OPELIKA
CITY COUNCIL
ORGANIZATIONAL MEETING AGENDA
300 Martin Luther King Blvd.
November 3, 2025
TIME: 6:00 PM**

1. A CALL TO ORDER
 1. City Clerk - Russell A. Jones, MMC.
2. ROLL CALL
3. INVOCATION
 1. Tom Tippet from Christian Care Ministries.
4. PLEDGE OF ALLEGIANCE
 1. City Clerk - Russell A. Jones, MMC.
5. SWEARING-IN CEREMONY AND SIGNING OF OATHS OF OFFICE
 1. Administer Oath of Office - Mayor - Eddie Smith.
 2. Administer Oath of Office - City Council Ward 1 - George Allen.
 3. Administer Oath of Office - City Council Ward 2 - Janataka Hughley-Holmes.
 4. Administer Oath of Office - City Council Ward 3 - Leigh Whatley.
 5. Administer Oath of Office - City Council Ward 4 - Chuck Beams.
 6. Administer Oath of Office - City Council Ward 5 - Todd Rauch.
6. REMARKS BY THE MAYOR
 1. Mayor - Eddie Smith.
7. ELECTION OF THE CITY COUNCIL PRESIDENT
 1. Nomination and Approval of the President of the City Council.
8. ELECTION OF THE CITY COUNCIL PRESIDENT PRO-TEMPORE
 1. Nomination and Approval of the President Pro-Tempore of the City Council.
9. ADOPTION OF RULES OF PROCEDURE

1. Amend Chapter 2 of the City Code of Ordinances: Adopt Rules of Procedure for the City Council - 1st Reading.

10. ADJOURN

1. Motion to Adjourn.

“In compliance with the Americans with Disabilities Act, the City of Opelika will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the ADA Coordinator 72 hours prior to the meeting at (334)705-5130.”

STATE OF ALABAMA
COUNTY OF LEE

**OATH OF OFFICE OF EDDIE SMITH AS MAYOR,
OF THE CITY OF OPELIKA, ALABAMA**

I, **EDDIE SMITH**, solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Alabama so long as I continue a citizen thereof, and that I will faithfully and honestly discharge the duties of the office upon which I am about to enter, to the best of my ability, so help me God.



EDDIE SMITH

SWORN TO AND SUBSCRIBED before me this the 3rd day of November, 2025.



NOTARY PUBLIC
MY COMMISSION EXPIRES: _____
JUDGE JERE COLLEY

STATE OF ALABAMA
COUNTY OF LEE

**OATH OF OFFICE OF GEORGE ALLEN AS COUNCIL MEMBER,
WARD NUMBER ONE OF THE CITY COUNCIL
OF THE CITY OF OPELIKA, ALABAMA**

I, **GEORGE ALLEN**, solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Alabama so long as I continue a citizen thereof, and that I will faithfully and honestly discharge the duties of the office upon which I am about to enter, to the best of my ability, so help me God.



GEORGE ALLEN

SWORN TO AND SUBSCRIBED before me this the 3rd day of November, 2025.



NOTARY PUBLIC
MY COMMISSION EXPIRES: _____
JUDGE WES McCOLLUM

STATE OF ALABAMA
COUNTY OF LEE

**OATH OF OFFICE OF JANATAKA HUGHLEY-HOLMES AS COUNCIL MEMBER,
WARD NUMBER TWO OF THE CITY COUNCIL
OF THE CITY OF OPELIKA, ALABAMA**

I, **JANATAKA HUGHLEY-HOLMES**, solemnly swear (or affirm, as the case may be)
that I will support the Constitution of the United States and the Constitution of the State of
Alabama so long as I continue a citizen thereof, and that I will faithfully and honestly discharge
the duties of the office upon which I am about to enter, to the best of my ability, so help me God.



JANATAKA HUGHLEY-HOLMES

SWORN TO AND SUBSCRIBED before me this the 3rd day of November, 2025.



NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

JUDGE BEN HAND

STATE OF ALABAMA
COUNTY OF LEE

**OATH OF OFFICE OF LEIGH WHATLEY AS COUNCIL MEMBER,
WARD NUMBER THREE OF THE CITY COUNCIL
OF THE CITY OF OPELIKA, ALABAMA**

I, **LEIGH WHATLEY**, solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Alabama so long as I continue a citizen thereof, and that I will faithfully and honestly discharge the duties of the office upon which I am about to enter, to the best of my ability, so help me God.


LEIGH WHATLEY

SWORN TO AND SUBSCRIBED before me this the 3rd day of November, 2025.


NOTARY PUBLIC
MY COMMISSION EXPIRES: _____
JUDGE WES MCCOLLUM

STATE OF ALABAMA
COUNTY OF LEE

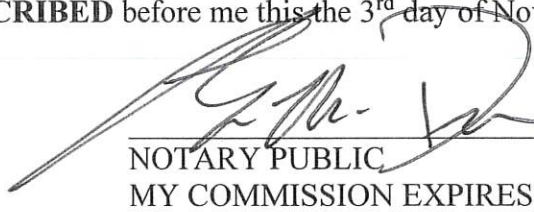
**OATH OF OFFICE OF CHUCK BEAMS AS COUNCIL MEMBER,
WARD NUMBER FOUR OF THE CITY COUNCIL
OF THE CITY OF OPELIKA, ALABAMA**

I, **CHUCK BEAMS**, solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Alabama so long as I continue a citizen thereof, and that I will faithfully and honestly discharge the duties of the office upon which I am about to enter, to the best of my ability, so help me God.

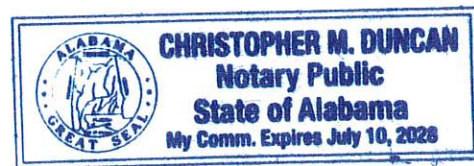


CHUCK BEAMS

SWORN TO AND SUBSCRIBED before me this the 3rd day of November, 2025.



NOTARY PUBLIC
MY COMMISSION EXPIRES: 7-10-28



STATE OF ALABAMA
COUNTY OF LEE

**OATH OF OFFICE OF TODD RAUCH AS COUNCIL MEMBER,
WARD NUMBER FIVE OF THE CITY COUNCIL
OF THE CITY OF OPELIKA, ALABAMA**

I, **TODD RAUCH**, solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Alabama so long as I continue a citizen thereof, and that I will faithfully and honestly discharge the duties of the office upon which I am about to enter, to the best of my ability, so help me God.



TODD RAUCH

SWORN TO AND SUBSCRIBED before me this the 3rd day of November, 2025.



NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

JUDGE BEN HAND

ORDINANCE NO. 032-25

AN ORDINANCE AMENDING ARTICLE V OF CHAPTER 2 OF THE CODE OF ORDINANCES OF THE CITY OF OPELIKA PERTAINING TO THE RULES OF PROCEDURE OF THE CITY COUNCIL

BE IT ORDAINED by the City Council (the “City Council”) of the City of Opelika, Alabama (the “City”) as follows:

Section 1. Amendment of Section 2-162. That Section 2-162 of the *Code of Ordinances* of the City of Opelika is hereby amended to read as follows:

Sec. 2-162. Order of Business.

At all regular meetings, business shall be taken up and disposed of generally in the following order. The council president may adjust the format from time-to-time as deemed necessary to provide for the orderly conduct of council business.

- (1) A Call to Order.
- (2) Roll call.
- (3) Invocation.
- (4) Pledge of allegiance.
- (5) Adoption of the Agenda.
- (6) Approval of the Minutes of Previous Meeting(s).
- (7) Unfinished Business.
- (8) Mayor Comments and Recognitions.
- (9) Public Hearings.
- (10) Agenda-Related Public Comments. (This portion of the meeting is reserved for persons wishing to address the council on matters relating to the specific content of items on the meeting agenda.)
- (11) Consent Agenda.
- (12) General Business.
- (13) Awarding of Bids.
- (14) Resolutions.
- (15) Ordinances.
- (16) Appointments.
- (17) Second Roster of Public Comments. (This portion of the meeting is reserved for persons wishing to address the council on non-agenda matters relating to city business.)
- (18) Adjourn.

Section 2. New Section 2-169. That the *Code of Ordinances* of the City of Opelika, Alabama, is hereby amended by adding a section to be numbered 2-169, which said section shall read as follows:

Sec. 2-169. Rules of Procedure. For the orderly transaction of business, the provisions of this section are adopted for the government of the city council. These Council Rules of Procedure (“Rules”) apply when not in conflict with the provisions of this Article 5, the Constitution or laws of the State of Alabama. Until such time as they are amended or new rules are adopted, these Rules govern the order and conduct of the business of the city council.

Rule 1. Agenda.

- a. Prior to any meeting of the council, the president of the city council shall establish and make public a preliminary agenda. The agenda shall be posted in accordance with the provisions of Section 36-25A-3, *Code of Alabama*.
- b. At the meeting of the council, items not on the published agenda established by the president may be added by motion for consideration or action by a council member during the “Adoption of the Agenda” step in the order of business. The addition of an agenda item may be approved by a simple majority of the council membership. A change in the order of the agenda items may be made by the president or by request of a simple majority of the council membership.
- c. Each item submitted must be sponsored by a member of the council or the mayor. Each item submitted must be identified with the sponsor’s name. The president of the city council may delete any item not properly submitted.
- d. Resolutions and ordinances sponsored by council members shall be reviewed by the legal department before introduction.
- e. An item on the published agenda may be removed or postponed by the sponsor without approval of the city council prior to the meeting or prior to the agenda being adopted by the council at the meeting. If the sponsor will not be present at the meeting, he/she may submit a written request to remove or postpone the item to the presiding officer prior to the meeting. Otherwise, once an item is established on an adopted agenda, it may be removed or postponed only upon an affirmative vote of a majority of the council membership. This Rule shall not preclude more than one council member from sponsoring the same item.

Rule 2. Call to order.

At the appointed hour, the president of the city council shall take the chair, call the council to order and, if a quorum is present, proceed to business. Those members present and absent will be noted in the minutes of the meeting.

Rule 3. Quorum.

A majority of the council membership shall constitute a quorum.

Rule 4. President pro tempore.

If the president shall be absent, the president pro tempore shall act as president.

Rule 5. Procedural rules.

Except as provided in this division, the council shall adhere to the procedural rules contained in the latest edition of Robert’s Rules of Order, Newly Revised.

Rule 6. Points of order.

The president of the council shall preserve order and decorum in the transaction of business during each sitting of the council, and on points of order may speak in preference to any council member.

Rule 7. Questions of order.

The president of the council shall decide all questions of order, but from his/her decision an appeal may be taken, which appeal shall be decided without debate. The question shall be, “Shall the decision of the president of the council stand?”, and such question must be approved by a two-thirds vote of the council membership.

Rule 8. Calling members to order.

If in speaking, or if in any way, a council member should violate any rule, the president of the council or any council member may call him/her to order.

Rule 9. Priority of speakers.

When two or more council members shall speak at the same time, the president of the council shall decide who is entitled to speak; however, a council member shall always have priority over any speaker not a member of the city council.

Rule 10. Public comments on claims, lawsuits.

The council shall not hear public comments on formally filed claims or lawsuits.

Rule 11. Confidentiality.

Whenever the city attorney advises the council that a matter presented to the council or to any councilmember, whether verbally or in writing, should, in the opinion of the city attorney, remain confidential, the council shall abide by the request of the city attorney and shall refrain from any public comment, discussion or dissemination of information with regard to the matter.

Rule 12. Motions.

When a motion is made, it shall be stated by the president of the council, if verbal; if in writing, it shall be read by the city clerk; and, on the request of the president or any council member, all motions shall be put in writing. When so stated or read, the president of the council shall put all motions to the vote of the council members.

Rule 13. Amended motions.

In all cases where an amendment is offered and seconded, the question shall be taken on the motion, resolution or ordinance as amended.

Rule 14. Lost amendment.

If an amendment is lost, the original motion, resolution or ordinance shall be put upon its passage.

Rule 15. Motion to adjourn.

A motion to adjourn shall always be in order and shall be decided without second and any debate.

Rule 16. Priority of previous question.

The previous question shall have preference over all other motions (except a motion to adjourn and a motion to lay on the table), and shall, if sustained by a two-thirds vote of the council membership present, preclude all debate and all amendments.

Rule 17. Ordinances, resolutions in writing.

Any ordinance or resolution presented to the council for consideration or action must be in writing.

Rule 18. Reconsideration of question.

Any council member having voted with the majority on any question may move for a reconsideration of the question at that meeting or at the next meeting of the council.

Rule 19. Adoption of ordinance or resolution.

No ordinance or resolution intended to be of permanent operation shall be adopted by the council at the same meeting at which it is introduced unless unanimous consent of those present is given for the immediate consideration of such ordinance or resolution, such consent to be shown by a vote taken by ayes or nays; and the names of the members voting shall be entered upon the minutes; and no ordinance or resolution intended to be of permanent operation shall become a law unless on its final passage a majority of the members elected to the council shall vote in its favor.

Rule 20. Voting.

- (a) A council member may or may not vote on any item at his/her option.
- (b) Unless otherwise expressly provided by ordinance or state law, any matter presented to the council for action, regardless of whether the council is acting in its legislative capacity or otherwise, shall be approved only upon the affirmative vote of a majority of the council membership.

Rule 21. Recording of ayes and nays.

Whenever requested by one or more council members, the ayes and nays shall be taken. The city clerk shall record the ayes and nays whenever taken.

Rule 22. Entering of protest on minutes.

The president or any member of the council shall have the right to have his or her protest to the passage of any measure entered on the minutes if it is in respectful language, of which the president of the council shall judge.

Rule 23. Riders, qualifications must be pertinent.

Nothing shall be introduced as a rider or as a condition or qualification to any ordinance unless the same shall be pertinent to the subject of the ordinance.

Rule 24. Temporary abandonment of chair by president.

The president of the council may, at any meeting, call the president pro tempore to the chair temporarily for a stated purpose.

Rule 25. Censure authorized.

If the president of the council or any council member shall willfully violate any of the Rules promulgated in this division, he or she shall suffer such censure as the council may direct. Any censure must be approved by a two-thirds vote of the remaining council members. Censure may include public criticism and admonition.

Rule 26. Suspension of Rules.

Except as otherwise provided by state law, any one of the Rules promulgated in this division may be suspended by the vote of two-thirds of the council members present at any meeting of the council, but never by less than a majority of the council membership.

Rule 27. Consent Agenda.

A consent agenda contains routine and non-controversial items, which do not need further discussion and may be approved with a single motion and vote. The president of the council, in consultation with the mayor, shall be responsible for compiling the consent agenda for each regular council meeting. Consent agenda items may include, but are not limited to, alcoholic beverage license requests, approval of bids or contracts previously budgeted, authorization of refunds of taxes and/or utility service paid in error, approval of travel expense reports, authorization for the disposition of surplus municipal personal property and right-of-way and easement dedications. Ordinances or agenda items requiring a public hearing will not be included on the consent agenda. Any council member may, without a motion or second, request the removal of an item on the consent agenda. The removal of an item for separate discussion shall be automatic upon such request. After any removal, a motion may be made and seconded to approve all remaining items on the consent agenda in a single motion. The motion to approve the consent agenda shall not be debatable. Following the motion and second, a single vote will be taken. Items removed from the consent agenda shall be placed on the regular agenda and the president of the council shall determine the proper placement.

Section 3. New Section 2-170. That the *Code of Ordinances* of the City of Opelika, Alabama, is hereby amended by adding a section to be numbered 2-170, which said section shall read as follows:

Sec. 2-170. Duties and responsibilities of council president.

- (a) Preparation of preliminary agendas. Prior to any meeting of the council, the president of the council shall establish and make public a preliminary agenda.
- (b) Presiding at meetings. The president of the council shall preside at regular council meetings, work sessions, special meetings, emergency meetings and employee hearings held by the council.
- (c) Official documents. The president of the council shall sign all resolutions, contracts and other official documents enacted or authorized by the council.
- (d) Purchases and expenditures. The president of the council shall approve all purchases and expenditures for the legislative department.
- (e) Performance evaluations. The president of the council shall submit an annual performance evaluation of the City Clerk to the Mayor and/or City Administrator.
- (f) Committee appointments. The president of the council shall appoint members to all committees of the council.
- (g) Representation at functions. The president of the council shall represent the council at official and civic functions as requested. If the president is not able to attend, the president pro tempore shall attend in the president's place as representative of the council. If both the president and the president pro tempore are unable to attend, other council members shall be contacted, in order of seniority if possible, until a replacement representative is available.
- (h) Act as mayor pro tempore. In case of the absence of the mayor, or his inability to serve on account of sickness, temporary disability or other good reason, the president of the council shall act as mayor pro tempore with the power and authority of the mayor during such time. While the president of the council is serving as mayor pro tempore, he/she shall receive no additional compensation, and may vote on any matters before the council. In the event of a failure or refusal of the president of the council to act as mayor pro tempore, the council may appoint one of its members to act as mayor pro tempore with like effect, which appointment shall be entered in the minutes of the council.

Section 4. New Section 2-171. That the *Code of Ordinances* of the City of Opelika, Alabama, is hereby amended by adding a new section to be numbered 2-171, which said section shall read as follows:

Sec. 2-171. Duties and responsibilities of president pro tempore. In case of the absence of the president of the council, or his/her inability to serve on account of sickness, temporary disability or other good reason, the president pro tempore shall act as president of the council with the power and authority of the president of the council during such time.

Section 5. New Section 2-172. That the *Code of Ordinances* of the City of Opelika, Alabama, is hereby amended by adding a new section to be numbered 2-172, which said section shall read as follows:

Sec. 2-172. Organizational meeting. The newly elected city council shall assemble and organize on the first Monday in November following the election at a time designated by the city council. The mayor-elect and members-elect of the city council shall take and subscribe the oath of office. Following the oath of office, the members of the city council shall elect, by majority vote of the council membership, a president and president pro tempore from among their number. Council members may vote for themselves for the offices of president and president pro tempore of the city council. The president and president pro tempore of the council shall hold their respective offices until the next council takes office, unless otherwise provided by law.

Section 6. New Section 2-173. That the *Code of Ordinances* of the City of Opelika, Alabama, is hereby amended by adding a new section to be numbered 2-173, which said section shall read as follows:

Sec. 2-173. City Council travel policies and procedures. The City shall be responsible for paying the expenses incurred by members of the city council while traveling to authorized meetings and/or educational events on city business. Authorized meetings and/or educational events include, but are not limited to conferences, classes or educational events, trade meetings and events of boards or committees to which council members have been appointed by the city or related entities.

(a) Pre-approval requirements.

Travel on official city business outside of Lee County must be authorized by the president of the council. A travel authorization form must be completed describing the travel requested, the purpose of the proposed trip, the proposed departure date and time and the proposed return date and time. The travel authorization form should include all known or estimated expenses, including, but not limited to

1. Registration (conference or training)
2. Meals
3. Lodging
4. Transportation (airfare, mileage, rental cars)
5. Other required expenses (shuttle, taxi service, parking, etc.)

Documentation must be provided to support the estimated cost of the trip. Conference registration forms and agendas provide the best documentation. No registration/reservations should be made before travel has been approved.

(b) Transportation.

1. Use of air or private car shall be selected on the basis of the most cost-effective and appropriate method, taking into consideration distance as calculated by an Internet calculator such as Google Maps, and total costs to the city after all expense items are tabulated. Trips should be via the most direct and commonly traveled routes. Other routes may be authorized when official business requires their use. Costs associated with indirect routes, stops along the way for personal reasons or extending the time beyond what is required for official business will

not be paid for or reimbursed by the city. Once booked, changes to flights should be avoided whenever possible to minimize cost to the city.

2. If a council member wishes to drive rather than fly to a destination, the city will reimburse the council member the lesser of the mileage rate to and from the site or the amount of lowest cost airline coach fare within one week after the meeting or conference is booked, plus the cost of transportation from the airport to the meeting or conference site for the time necessary for business travel.

The city will not cover the cost of additional expenditures, such as meals, lodging, parking and any other cost incurred as a result of additional time required to travel by automobile.

3. Reimbursement for mileage shall be the prevailing IRS established rate, and mileage shall be calculated from the home of the council member or city hall. Use of a privately-owned vehicle on city business requires the driver to possess a valid Alabama driver's license and to carry automobile liability insurance. Any damage to the vehicle or service repairs of a personal nature, are not reimbursable by the city, and the city shall assume no liability.
4. Expenditures deemed as allowable by the GSA, such as tolls, parking, Internet service and checked baggage for airlines will be fully reimbursed upon presentation of the original receipts for the period of travel time required for city business. If a council member chooses to extend the trip for additional days, expenditures for those days will not be paid or reimbursed by the city.
5. When the use of public air transportation is approved, travel for domestic flights shall be in coach or comfort/economy plus. Private automobile use to and from the airport shall be reimbursed for all miles at the current IRS mileage rate. Long-term parking at the airport must be used for travel exceeding 24 hours.

(c) Lodging.

1. Lodging shall be obtained at the most economical rate available for good quality accommodations. In general, the city will cover the cost of hotel accommodations at the standard room rate, government room rate, or conference attendance rate, whichever is less. Upgrades to accommodations are not covered and must be paid for directly by the council member.
2. If lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
3. The city will pay for a single occupancy room (including taxes, parking and other allowable expenses) for as many nights as it is necessary to attend the meeting or conference based on the applicable agenda. Any extension of time for personal use is not covered and must be paid for directly by the council member. Lodging will be provided for a council member the night prior to the meeting or conference when flight schedules do not allow for arrival on the day of the event prior to the start. Lodging will be provided on the last day of the event only if the event ends late in the day and no return flights are available. Council members must cancel any reservations that will not be used.
4. A council member may stay with a friend or relative while attending an out-of-town meeting or conference; however, the city will not reimburse the council member for any payment to the friend or relative for lodging, meals or transportation.

(d) Meals, incidental and allowable expenses.

1. For trips requiring an overnight stay, the allowable cost of meals at a hotel, restaurant, cafeteria, café or deli consumed by the council member while on

required business travel will be reimbursed when documented by appropriate receipts. The cost includes non-alcoholic beverages, taxes and a 20% tip.

- i. Receipts must show the itemized meal and beverages. Credit card receipts with no detail are not acceptable documentation.
 - ii. Other expenditures deemed by the GSA as an allowable expense (i.e., checked baggage for airlines) are reimbursable.
 - iii. Council members are required to submit supporting documentation and receipts for all reimbursable purchases, including the council member's name and the nature of the business.
2. For trips not requiring overnight stays, the actual cost of meals at a hotel, restaurant, cafeteria, café or deli consumed by the council member while on business travel will be reimbursed when documented by appropriate receipts. The cost includes non-alcoholic beverages, taxes and a 20% tip.
- i. Receipts must show the itemized meal and should have council member's name and the nature of the business documented.
 - ii. Meals for travel under 24 hours may be taxed according to IRS regulations.
 - iii. Council members will not be reimbursed for meals if the location of the meeting or conference is within the city, since the council member could have the meal in the manner they normally choose.
 - iv. Council members will not be reimbursed for meals which are already included in the conference registration fee.

(e) Cash advances.

If a council member requires a cash advance for travel expenditures related to city business, he/she shall submit a request to the city clerk. The cash advance must be approved by resolution of the city council. The resolution must state the purpose and objective of the proposed trip. When funds are advanced to a council member, an itemized statement must be made on the basis of actual expenses. If actual expenses exceed the amount received, any additional expenses will be reimbursed. If actual expenses do not exceed the amount of the advance, the council member shall reimburse the city for the unused portion within ten days of filing the expense report.

(f) Other provisions.

1. Spouses and guests are permitted to accompany the council member on city travel and at conferences, seminars and meetings, except when such accompaniment would interfere with the conduct of city business. Any additional costs associated with the participation of the spouse or other guests are the council member's responsibility.
2. If Internet access is necessary for city-related business, the city will reimburse Internet access connection and/or usage fees away from home during the authorized business travel period. The rate must be listed as such on the invoice, so as not to be confused with other incidental costs.
3. Baggage handling fees of a generally accepted, reasonable amount and gratuities of up to 20% will be reimbursed.

(g) Unauthorized expenses.

1. Items of a personal nature are not reimbursable, including: movies, entertainment, premium television services, alcoholic beverages, snacks, gift certificates, laundering or dry-cleaning, spas, gyms, barbers, magazines, shoeshine, travel insurance, purchase of clothing or toiletries, loss of tickets, fines or traffic violations, non-mileage personal automobile expenses, including repairs, insurance or gasoline, personal losses incurred while on city business, excess baggage, spouse and/or guest accommodations, office equipment and other items of a personal nature.
2. Spouses or guests are allowed to accompany a council member on city travel at conferences, seminars and meetings when using public or private transportation. The city does not reimburse for spousal accompaniment unless the spouse fulfills a necessary business purpose, which should be documented on the Travel Expense Form. If the council member's spouse accompanies the council member for personal purposes, the spouse's expenses should be excluded from the travel reimbursement request. Any additional costs associated with the participation of the spouse or other guests for personal purposes are the council member's responsibility including airfare for the spouse or guest, and any increased lodging rate due to double occupancy. Any increase in cost due to a spouse or guest accompanying a council member is not to be charged to the city and must be paid for directly by the council member.
3. Expenses for which council members receive reimbursement from another agency are not reimbursable.
4. If unauthorized expenses have been paid by the city, the council member will be responsible for immediate reimbursement to the city by cash or personal check. If payment has not been received within ten (10) calendar days after the event, the amount due will be deducted from the council member's next monthly stipend.

(h) Travel/Expense Form.

Upon return from the event, the council member must submit an approved Travel/Expense Form to the city clerk within ten (10) calendar days. This form itemizes all expenses associated with the event. All original receipts must be attached, as well as a copy of the conference schedule. Electronic receipts will also be accepted.

Section 7. Repealer Clause. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance are repealed.

Section 8. Severability. If any section, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of any competent jurisdiction, said holding shall not affect any other section, clause, provision or portion of this Ordinance which is not in or of itself invalid or unconstitutional.

Section 9. Effective Date. This Ordinance shall take effect upon its adoption and publication as required by law.

Section 10. Publication. The City Clerk of the City of Opelika is hereby authorized and directed to cause a copy of this Ordinance to be published one (1) time in a newspaper of general circulation in the City of Opelika, Alabama.

ADOPTED AND APPROVED this the 3rd day of November, 2025.

/s/ W. George Allen

PRESIDENT OF THE CITY COUNCIL OF THE
CITY OF OPELIKA, ALABAMA

ATTEST:

/s/ Russell A. Jones, MMC

CITY CLERK

TRANSMITTED TO MAYOR this the 4th day of November, 2025.

/s/ Russell A. Jones, MMC

CITY CLERK

ACTION BY MAYOR

APPROVED this the 4th day of November, 2025.

/s/ Eddie Smith

MAYOR

ATTEST:

/s/ Russell A. Jones, MMC

CITY CLERK