

RESOLUTION NO. 2016-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENICE, SARASOTA COUNTY, FLORIDA, CREATING AN AUTHORIZED TRAVEL POLICY FOR THE MAYOR AND CITY COUNCILMEMBERS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Chapter 2, Administration, Article III, Officers and Employees, Division 1, in General and Article IV, Finance, Division 3, Travel, of the Code of Ordinances governs expenses incurred by city employees who travel out of the city on authorized city business; and

WHEREAS, city council wishes to adopt a policy for travel reimbursement for the mayor and councilmembers who travel out of the city on authorized city business.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, as follows:

SECTION 1. The whereas clauses above are ratified and confirmed as true and correct.

SECTION 2. The mayor and councilmembers are subject to the provisions in Chapter 2, Administration, Article III, Officers and Employees, Division 1, in General and Article IV, Finance, Division 3, Travel, of the Code of Ordinances.

SECTION 3. Travel related items included in each city council fiscal year budget do not require subsequent council approval. The city clerk will distribute a memorandum annually after adoption of the budget listing the budgeted travel related items.

SECTION 4. Attendance at local meetings, seminars and social events are limited to the councilmember who represents that particular interest. For example, the councilmember who serves on the Economic Development Council (EDC) may attend activities related to the EDC and be reimbursed for travel expenses. Some of these local meetings include, but are not limited to, Tourist Development Council, Manasota League of Cities and Southwest Florida Regional Planning Council. If the assigned member is unable to attend, another member may be reimbursed when covering the meeting for the absent council member.

SECTION 5. Mileage is reimbursed for travel outside the city limits only.

SECTION 6. The city clerk's office may make arrangements for airfare, lodging, rental car and registration using a purchasing card. Upon completion of travel and receipt of documentation from the mayor or councilmember, the city clerk's office will prepare the travel expense report for signature and submittal to the finance department.

SECTION 7. Any travel requests not addressed in this resolution shall require city council

approval.

SECTION 8. This Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON THE 23RD DAY OF FEBRUARY 2016.

John W. Holic, Mayor

ATTEST

Lori Stelzer, MMC, City Clerk

I, Lori Stelzer, MMC, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City Council of the City of Venice, Florida, at a meeting thereof duly convened and held on the 23rd day of February 2016, a quorum being present.

WITNESS my hand and official seal of said City this 23rd day of February 2016.

Lori Stelzer, MMC, City Clerk

(S E A L)

Approved as to form:

David Persson, City Attorney