

MEMORANDUM

TO: Mayor and Council

FROM: Lori Stelzer, City Clerk

RE: Travel for City Council Members

DATE: December 18, 2014

Following is the informal policy that staff follows:

- ❖ All travel related items included in council's 2014-2015 budget do not require council approval. Following are those items included in this fiscal year's budget:
 1. Florida League of Cities Institute for Elected Municipal Officials (Beginners and Advanced)
 2. Local Meetings - includes registration fees and mileage for out of town meetings, i.e. Sarasota and Fort Myers. Primarily meetings of assigned boards/committees, i.e. Tourist Development Council, Economic Development Council and Manasota League of Cities.

- ❖ Attendance at local meetings, seminars, and social events are limited to the council member who represents that particular interest, i.e. the council member serving on the Economic Development Council would attend functions benefitting the city's interest.

- ❖ Any travel not listed above would require council approval.

xc: Ed Lavalley, City Manager
Dave Persson, City Attorney