

RESOLUTION NO. 2015-R-54

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, ESTABLISHING POLICY GUIDELINES GOVERNING TRAVEL EXPENDITURES FOR THE MAYOR AND CITY COUNCIL; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

**WHEREAS**, the City North Miami Council wishes to adopt certain policies governing travel expenditures; and

**WHEREAS**, Section 112.061, Florida Statutes (2014), recognizes that reasonable and necessary travel-related expenses incurred while performing official duties that carry out a valid “public purpose” and are therefore reimbursable expenditures by a municipality (See Exhibit A); and

**WHEREAS**, although City of North Miami Administrative Policy 1-12, details the process and procedures for travel expenditures and reimbursement, it does not define “public purpose” and reimbursable or acceptable travel; (See Exhibit B); and

**WHEREAS**, the Mayor and City Council wish to establish the following Policy Guidelines governing Mayor and Council travel expenditures and reimbursements to provide guidance on acceptable or reimbursable travel; and

**WHEREAS**, the Mayor and City Council believe it is in the best interests of the City to adopt this Resolution.

**NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:**

**Section 1. Recitals.** The above recitals are true and correct and incorporated herein by this reference.

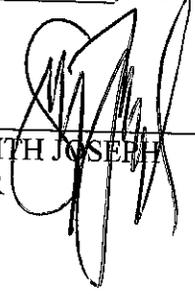
**Section 2. Adoption of Travel Policy.** Travel expenses, paid for with City funds, shall only be eligible for reimbursement/expenditure when there is a legitimate identifiable public purpose, as follows:

- A. Eligible travel expenses shall be reasonable and necessary expenses incurred while performing official duties that directly benefit residents and property owners of North Miami.
- B. Eligible events for travel expenditure/reimbursements shall include attendance while performing official duties that directly benefit residents and property owners at the following events, or similar events, including but not limited to:
- i. Dade Days (Tallahassee, Florida) ;
  - ii. Chamber of Commerce Conventions;
  - iii. Florida League of Cities Conferences and Meetings;
  - iv. Miami-Dade County League of Cities Conferences and Meetings;
  - v. Seminars and conferences related to official city business;
  - vi. Legislative lobbying meetings;
  - vii. U.S. Conference of Mayors;
  - viii. International City/County Management Association (ICMA);
  - ix. Conference of Black Mayors/African American Mayor's Association; and
  - x. Travel approved by the North Miami City Council.
- C. Ineligible travel expenses shall be expenses:
- i. Without an identifiable public purpose as defined above; or
  - ii. Not accompanied by receipts substantiating each expenditure; or
  - iii. Submitted without a signed travel reimbursement/expenditure request in a form to be provided by the City Manager and an acknowledgement pursuant to Florida Statute 166.021(9)(c); or
  - iv. Travel not approved by the North Miami City Council.
- D. The City Manager or his/her designee shall ensure that travel related funds are available for travel expenditures/reimbursement submitted in accordance with this policy.

**Section 3.** **Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by a 5 - 0 vote of the Mayor and City Council of the City of North Miami, Florida, this 9th day of June, 2015.

DR. SMITH JOSEPH  
MAYOR



ATTEST:



MICHAEL A. ETIENNE, ESQ.  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

REGINE M. MONESTIME, ESQ.  
CITY ATTORNEY

SPONSORED BY: COUNCILWOMAN CAROL KEYS, ESQ.

Moved by: Galvin

Seconded by: Keys

**Vote:**

Mayor Smith Joseph, D.O., Pharm. D.  
Vice Mayor Carol Keys, Esq.  
Councilman Scott Galvin  
Councilman Philippe Bien-Aime  
Councilman Alix Desulme

X (Yes) \_\_\_\_\_ (No)  
X (Yes) \_\_\_\_\_ (No)  
X (Yes) \_\_\_\_\_ (No)  
X (Yes) \_\_\_\_\_ (No)  
X (Yes) \_\_\_\_\_ (No)