



City of Largo Agenda Item 7

Meeting Date
10/02/18

Presenter:

Department:

TITLE:

BLANKET AUTHORIZATION FOR MAYOR WOODY BROWN AND COMMISSIONERS JAMIE ROBINSON, MICHAEL SMITH, SAMANTHA FENGER, CURTIS HOLMES, DONNA HOLCK, AND JOHN CARROLL TO ATTEND VARIOUS MEETINGS DURING FY 2019 FOR WHICH THEY MAY BE DESIGNATED TO REPRESENT THE CITY OF LARGO

Legislative Policy 4-1: City Commission Travel Expenses, provides that “In order for the Mayor or a Commissioner to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Commission.” This Policy also indicates that “The Mayor or a Commissioner who is the designated representative of the City to an organization or who serves as a committee member or officer of an organization of which the City is a member, shall seek advance authorization for such expenses, for a period not to exceed one year, at the start of each year.”

There may be a number of important issues considered during the 2019 Legislative Session in Tallahassee that may be of interest to the City of Largo. In addition to providing written input, it is often beneficial to lobby the members of the Legislative body by personal contact, both in Tallahassee and locally. The Mayor may also be invited to participate in and/or find it beneficial to attend various meetings during the fiscal year for the purpose of representing the City's position on matters of interest.

The Mayor and City Commissioners may be appointed or designated to represent the City of Largo on various committees and boards for which travel is sometimes necessary. In order to comply with Legislative Policy 4-1 as shown above, it is necessary to obtain prior approval for this travel in the form of blanket authorization for meetings of the Florida League of Cities, Tampa Bay Regional Planning Council, Pinellas Suncoast Transit Authority, Homeless Leadership Board, Suncoast League of Cities, and Forward Pinellas which are all held in-state. Expenses associated with organizations to which the City belongs, such as the Florida League of Cities, US Congress of Mayors, Central Pinellas Chamber of Commerce, and Suncoast League of Cities are also covered.

Budgeted Amount: Budget Page No(s): Available Amount: Expenditure Amount:

Additional Budgetary Information:

Funding Source(s): Sufficient Funds Available: Yes No Budget Amendment Required: Yes No Source:

City Attorney Reviewed: Yes No N/A Advisory Board Recommendation: For Against N/A Consistent With: Yes No N/A

Potential Motion/Direction Requested:

Staff Contact:

Attachments:

LEGISLATIVE POLICIES

4-1: CITY COMMISSION TRAVEL EXPENSES

Updated: Resolution No. 2099, 05/07/2013

In order for the Mayor or a Commissioner to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Commission. Reimbursement for meals or registration costs associated with attending a local meeting (Pinellas, Pasco and Hillsborough Counties) of an organization to which the City belongs will only be made if the Mayor or Commissioner requesting the reimbursement is the authorized representative of the Commission on such organization.

The Mayor or a Commissioner who is the designated representative of the City to an organization or who serves as a committee member or officer of an organization of which the City is a member, shall seek advance authorization for such expenses, for a period not to exceed one year, at the start of each fiscal year.

The City Commission's secretary will make hotel and airline reservations and conference registrations on behalf of the Mayor and Commissioners. The Mayor and Commissioners will be reimbursed the cost of meals, business telephone calls, cabs, and other customary and reasonable expenses upon the submission of receipts and completion of a travel expense report obtained from the Mayor and Commission secretary. A copy of the completed and signed travel expense report shall be distributed to the City Commission as an attachment to the Weekly City Manager report.

If the Mayor or a Commissioner must cancel an already scheduled trip, the individual must notify the Mayor and Commission secretary at the earliest possible time to cancel reservations and obtain refunds. If the arrangements cannot be canceled, then the individual shall attempt, through the secretary, to find a substitute member of the Commission. If no one else can go, then the individual who canceled is personally responsible for any costs incurred by the City. The City Commission may waive said obligation upon written request if the cancellation was due to personal illness, illness or death of a family member, unforeseen business necessity, or other valid, unavoidable conflict.

One City credit card shall be issued for use by all members of the City Commission for expenses outlined in this policy.

The City Commission, by majority vote, may waive any provision of this policy.