

RESOLUTION NO. 07-29

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, ADOPTING A POLICY CONCERNING LEGISLATIVE TRAVEL; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village Council is desirous of remaining responsive to the needs of the residents; and

WHEREAS, the Mayor and Village Council desire to adopt a policy that defines how legislative travel shall be conducted.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1: The legislative travel policy of the Village is defined as follows:

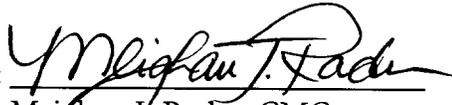
- A. All travel is restricted to only travel that is reasonably necessary to transact village business.
- B. The stated purpose must be the primary purpose of the trip and not ancillary to another matter.
- C. The individual requesting travel must demonstrate that the expenditures are necessary and that the goals of the trip cannot be obtained by dealing through the local offices of the agencies/public officials.
- D. All travel must be cleared with the village manager and coordinated through the state or federal lobbyists in order to ensure that the goals of the trip are consistent and will not conflict with any lobby plan in place.
- E. All trips should involve the fewest number of travelers that are needed.
- F. The Department Director and Village Manager must approve in writing any travel for any staff members. The approval form must show that purposes A through E stated above are met.
- G. Travel of any Department Director or Village Manager must be documented by memorandum advising the village council of the trip and must demonstrate that purposes A through E stated above are met.

H. Any person traveling at Village expense must, within 3 business days after the trip is concluded, provide a memorandum advising their Department Director and Village Manager of the details of the trip, all village business transacted, any follow up required and the benefits to the village taxpayers. In any cases of travel by the Department Directors or Village Manager, the memorandum shall be provided to the members of the Village Council and all charter officers.

I. Approval of the village lobbyist, as stated in paragraph D, shall be required in the event that the travel of the staffer, department head or village charter officer, is not being paid through village funds, but desires to lobby on behalf of the village.

Section 2: This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this 5th day of March, 2007.

Attest: 
Meighan J. Rader, CMC
Village Clerk


Eugene P. Flinn, Jr.
Mayor

APPROVED AS TO FORM:


Eve A. Boutsis, Village Attorney
Nagin, Gallop & Figueredo

FINAL VOTE AT ADOPTION:

Mayor Eugene P. Flinn, Jr.	<u>YES</u>
Vice Mayor Linda Robinson	<u>YES</u>
Council Member Edward Feller	<u>YES</u>
Council Member Paul Neidhart	<u>YES</u>
Council Member Shelley Stanczyk	<u>YES</u>