

RESOLUTION NO. 2023-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA, ADOPTING A PER DIEM AND TRAVEL EXPENSE POLICY PURSUANT TO SECTION 166.021(9), FLORIDA STATUTES; ADOPTING A PROCEDURAL GUIDE TO IMPLEMENT THE PER DIEM AND TRAVEL EXPENSE POLICY; AUTHORIZING THE CITY MANAGER TO AMEND THE PROCEDURAL GUIDE AS NEEDED; PROVIDING THAT THIS POLICY SUPERSEDES ANY PER DIEM AND TRAVEL POLICIES AND PROCEDURES WITHIN THE CITY'S APPROVED PURCHASING POLICY AND PROCEDURES ADOPTED IN OCTOBER OF 2011; AND PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE, AS PROVIDED HEREIN.

WHEREAS, the City of New Port Richey require sufficient procedures to properly manage travel costs of City officers or council members, employees, and other authorized persons (as defined in section 166.021(9), Florida Statutes) when traveling on behalf of the City; and

WHEREAS, pursuant to section 166.021(9), Florida Statutes, the City desires to establish a per diem and travel expense policy to provide an equitable and consistent reimbursement rate for travel costs throughout the organization for City officers or council members, employees, and other authorized persons; and

WHEREAS, the City also desires to establish a procedural guide to implement the per diem and travel expense policy for the approval of all travel costs of the City; and

WHEREAS, the City Council hereby finds that the adoption of a per diem and travel expense policy and a procedural guide for the equitable and consistent reimbursement of travel costs for City officers or council members, employees, and other authorized persons as set forth herein serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED by the City Council of New Port Richey, Florida, that the New Port Richey Per Diem and Travel Expense Policy in accordance with Section 166.021(9) Florida Statutes attached hereto and incorporated herein as Exhibit "A" is hereby approved and adopted as the City's travel procedural guide, which accompanies the per diem and travel policy to provide specific details on travel costs and reimbursement processes.

IT IS FURTHER RESOLVED that the City Council hereby authorizes the City Manager to amend the travel procedural guide as necessary without further action by the City Council.

IT IS FURTHER RESOLVED that this Resolution supersedes any prior resolution and becomes effective immediately upon passage.

DONE AND RESOLVED on the 5th day of September, 2023.

ATTEST:

Judy Meyers, CMC, City Clerk

Alfred C. Davis, Mayor

Approved as to form:

Timothy P. Driscoll, City Attorney