



## **City of North Miami Beach, Florida**

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### **City Manager's Office**

TO: The Honorable Mayor & City Commission

FROM: Mark A. Antonio, Interim City Manager

CC: Kemarr L. Brown, Assistant City Manager  
Gedel Merzius, Assistant City Manager  
John R. Herin, Jr., Interim City Attorney

DATE: March 27, 2023

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**SUBJECT: City Business Travel Moratorium - Mayor & Commission**

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The purpose of this memorandum is to provide clarification to Mayor and Commission regarding travel expenditures. Resolution 2015-20 provides policies and procedures governing the travel for the City Commission.

Travel for elected officials is defined as travel expenses paid for with City funds over \$100. The resolution outlines that any travel-related expenditures and/or reimbursements shall be for expenses that are incurred while performing official duties that carry out public purpose benefiting the City residents. Eligible travel expenses are incurred while performing official duties that directly benefit residents of the City. Ineligible travel includes travel without an identifiable public purpose, expenses more than \$25 without receipts, and expenses submitted without a signed travel packet/ acknowledgment.

Based on my interpretation of the resolution and to allow for an abundance of caution at this time, the following eligible events, as listed in resolution 2015-20, are authorized for City Commission travel until the policy is amended to include additional events:

- Dade Days
- Chamber of Commerce Conventions
- Florida League of Cities Conferences and Meetings
- Miami-Dade County League of Cities Conferences and Meetings
- Pension Board seminars and conferences
- Committee on the Status of Women meetings
- Legislative lobbying meetings

Other events can be attended using City funds; however, the City Attorney and/or the Miami-Dade Commission on Ethics and Public Trust must determine if it serves a public purpose before travel.

A revised travel authorization form will be forthcoming to include the provisions outlined in resolution 2015-20.

As always, we remain available should you have any questions.