

RESOLUTION 103 – 25

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CAPE CORAL, FLORIDA, AMENDING RESOLUTION 66-06, RELATING TO THE ESTABLISHMENT OF A UNIFORM PROCEDURE FOR THE PAYMENT OF ACTUAL AND NECESSARY TRAVEL EXPENSES THAT ARE REIMBURSABLE TO THE MAYOR AND CITY COUNCIL MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 4.08 of the City Charter of the City of Cape Coral states that Mayor and Council Members shall receive their actual and necessary expenses incurred in their performance of their duties of office; and

WHEREAS, the Mayor and City Council of the City of Cape Coral desire to establish a procedure to efficiently approve, reimburse, and otherwise pay for the actual and necessary travel expenses incurred by the Mayor and the City Council Members in the performance of their official duties; and

WHEREAS, the Mayor and City Council have determined that the establishment of this uniform procedure for the reimbursement of actual and necessary travel expenses is appropriate in order to properly facilitate these reimbursements.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. ——— Resolution 09-05 is hereby repealed.

Section 1. The Mayor and City Council shall establish by budgetary action an annual amount of money to be authorized for the actual and necessary expenses of the Mayor and the other members of the City Council in the performance of their official duties.

Section 2. The Mayor and any councilmember may apply for payment of or reimbursement of actual and necessary expenses in the performance of their duties. If the Mayor or other councilmember desires to attend an event that is held outside the jurisdictional boundaries of the City, that does not exceed fifty (50) miles travel one way, he or she shall submit a statement identifying the nature of the duty for which the expense was incurred or is being incurred, such as seminar, conference, or other function registration fee, together with the receipts for such actual and necessary expenses or, for mileage expenses, a statement as to the actual number of miles traveled and the purpose of such travel. Actual and necessary expenses for mileage that are not supported by receipts shall be reimbursed to the Mayor or to the councilmember who incurred the expense at the prevailing rate paid to City employees for mileage expenses at the time the expenses are incurred. For reimbursement of expenses or payment of expenses pursuant to this Section of this Resolution, "actual and necessary expenses" shall be deemed to include, but not be limited to, motor vehicle mileage expenses incurred in connection with the performance of official duties, and registration, enrollment, and/or other attendance fees for attending conferences, seminars, or other functions that are related to the performance of official duties. Reimbursement of motor vehicle mileage expenses shall be computed to and from the event from City Hall. All actual and necessary expenses incurred or to be incurred by any councilmember other than the Mayor that do not exceed \$1,000 shall be approved by the Mayor, acting as office manager. All actual and necessary expenses incurred or to be incurred by the Mayor that do not exceed \$1,000 ~~\$100~~, may be approved by the Mayor, ~~but any amounts~~ All actual and necessary expenses incurred or to be incurred by the Mayor and any councilmember in excess of \$1,000 ~~\$100~~ must be approved by the City Council through a Consent Agenda item.

Section 3. A monthly accounting of all expense requests and the decisions by the Mayor, including expenses of the Mayor that do not exceed \$1,000 ~~\$100~~, will be provided to City Council showing all amounts requested and the amounts approved or disapproved. In the event any councilmember objects to the payment of, reimbursement of, or disapproval of any actual and necessary expense included on the monthly accounting, he or she shall do so no later than two (2) regular meetings from the date of receipt of the monthly accounting and the Mayor and City Council, by majority vote, shall have the authority to affirm or reverse the decision. In the event that the Mayor and City Council disapproves of a particular expense and the funds were already paid to the Mayor or other councilmember, the disapproved funds shall be reimbursed to the Mayor and City Council budget account within thirty (30) days from the disapproval.

Section 4. ~~If the Mayor or other councilmember desires to travel more than fifty (50) miles one way for a conference, training, or other event beneficial to the City, he or she shall discuss that trip prior to travel through inclusion in his or her Council Report. If the Council does not object to the proposed travel, then the actual and necessary expenses known at the time of discussion with City Council, including but not limited to, seminar, conference, or other function registration fee, shall be paid to the Mayor or to the councilmember desiring to travel. Any additional actual and necessary expenses incurred during the travel shall be submitted in accordance with Section 3 above upon the return of the Mayor or other councilmember. The Mayor or councilmember who attended the function shall provide a brief summary of the event, including any benefits to the City of Cape Coral, during his or her Council Report no later than two (2) regular meetings after returning from the seminar, conference, or other function. In the event that more than one (1) member of Council is approved to attend such an event, each member who attends shall provide the foregoing summary of the event to Council.~~

Section 4. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CAPE CORAL, FLORIDA, AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

JOHN GUNTER, MAYOR

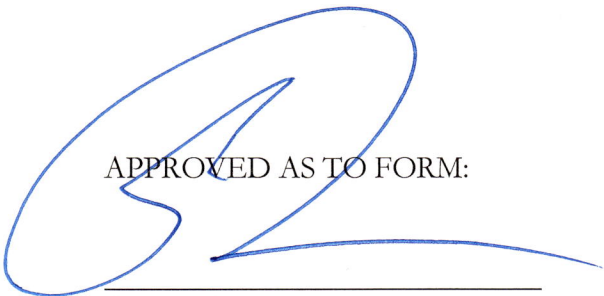
VOTE OF MAYOR AND COUNCILMEMBERS:

GUNTER	_____	LAstra	_____
STEINKE	_____	KILRAINE	_____
LEHMANN	_____	LONG	_____
DONNELL	_____	KADUK	_____

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____, 2025.

KIMBERLY BRUNS
CITY CLERK

APPROVED AS TO FORM:



ALEKSANDR BOKSNER
CITY ATTORNEY
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