

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, UPDATING THE TRAVEL POLICY AND PROCEDURE FOR CITY EMPLOYEES TRAVELING ON CITY BUSINESS.

WHEREAS, the City has had an administrative policy governing travel for City employees on City business that was last updated on January 18, 2023 (“Travel Policy”); and

WHEREAS, the City wishes to update its Travel Policy and Procedure to reflect updated process and procedures; and

WHEREAS, the proposed revisions are necessary to streamline and clarify travel procedures; and

WHEREAS, the revisions include, among other minor adjustments and formatting, clarifying and/or updating the travel procedures for the following:

- 1) Airline travel and documenting lowest costs,
- 2) Rideshare, personal vehicle, and carpooling usage,
- 3) Eligibility for mileage reimbursement,
- 4) Travel expense reimbursement documentation and submission procedures, and
- 5) Internal Revenue Service (“IRS”) compliance requirements; and

WHEREAS, the City wishes to update the Travel Policy and Procedure that implements the improved processes and procedures.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That the foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are incorporated into this Resolution.

Section 2: That it revises the Travel Policy and Procedure attached to this Resolution, and it is the intention of the City Commission that this Travel Policy and Procedure will be the Policy utilized by the City to govern travel and reimbursements for travel by City employees effective upon adoption.

Section 3: That it continues to specifically exempt the City and its employees from the provisions of Section 112.061, Florida Statutes, and it is the intent of the City Commission that this Resolution and the accompanying Travel Policy, as it is and as it may be amended from time to time, will prevail over any conflicting provisions in Section 112.061, Florida Statutes.

Section 4: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2025.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM:

DAMARIS Y. HENLON
INTERIM CITY ATTORNEY