

## **RESOLUTION NO. 2025-012**

### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, ESTABLISHING A FORMAL POLICY GOVERNING OFFICIAL REPRESENTATION OF THE TOWN BY ELECTED OFFICIALS ON EXTERNAL BOARDS, COMMITTEES, OR AT EVENTS; PROVIDING FOR PROCEDURES, LIMITATIONS ON EXPENDITURES, AND AN EFFECTIVE DATE.**

**WHEREAS**, it is in the interest of the Town of Howey-in-the-Hills to ensure that any official representation by elected officials at external conferences, committees, boards, or other functions is conducted in a manner consistent with the collective direction of the Town Council and in service of the Town's best interests; and

**WHEREAS**, the Town Council recognizes the value of participation in regional, state, and national organizations but also affirms the necessity of establishing clear, consistent procedures to authorize such representation and the use of public funds; and

**WHEREAS**, the Town Council acknowledges that many conferences and meetings conducted by the Florida League of Cities (and similar organizations) are open to all elected city officials and senior management without the need for prior municipal approval, and that the Town Council has no legal authority to restrict attendance at such meetings; and

**WHEREAS**, the Town Council also recognizes that reimbursement for expenses incurred in the course of such attendance is a policy matter within its discretion, and that preapproval—while encouraged—should not be the sole means of eligibility for reimbursement; and

**WHEREAS**, the Town Council further acknowledges that some municipalities elect to provide individual budgets for elected officials to attend conferences, seminars, and other events relating to their duties without requiring further approval, and that such an approach is legally permissible should the Town choose to adopt it.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, THAT:**

#### **Section 1. Purpose and Intent.**

The purpose of this resolution is to establish a uniform process by which elected officials may seek authorization to represent the Town in an official capacity on external boards, committees, task forces, or at conferences and events, and to regulate the expenditure of public funds in connection therewith. This resolution is not intended to limit attendance at

events that are open to all elected officials—such as those hosted by the Florida League of Cities—but rather to define the circumstances under which an attendee will be recognized as an *official representative of the Town* and thereby eligible for Town-funded expense reimbursement.

## **Section 2. Requirement for Council Authorization.**

A. An elected official shall be considered an official representative of the Town on any external board, committee, liaison position, or at any event only if such role has been formally authorized by a majority vote of the Town Council at a duly noticed public meeting.

B. Nothing herein shall be construed to prohibit any elected official from attending events open to the general membership of an organization (including the Florida League of Cities) without prior authorization. However, absent such authorization, the official shall not be deemed an official representative for purposes of Sections 3 and 4 of this resolution.

C. Requests for authorization shall be made in writing to the Town Manager, who shall place the matter on the next available Council agenda for discussion and action.

## **Section 3. Eligibility for Town-Funded Expenses.**

A. Town funds may be expended on registration fees, travel, lodging, meals, or other costs associated with an event if:

1. The Council Member has been authorized as an official representative of the Town in accordance with Section 2; and
2. The expenses have been pre-approved through the Town's administrative purchasing and travel protocols.

B. In the interest of flexibility, the Town Council may also consider post-event reimbursement requests for attendance at events that were not pre-approved, if it determines that the event furthered the official duties of the attendee and the expenses incurred were reasonable.

C. The Town Council may, as part of the annual budget process, allocate individual professional development budgets for each elected official, from which event attendance expenses may be drawn without the need for further approval, should it choose to implement such a policy.

## **Section 4. Mayoral Invitations and Ceremonial Roles.**

Nothing in this resolution shall preclude the Mayor from fulfilling ceremonial duties or responding to formal invitations directed specifically to the Office of the Mayor, as provided under the Town Charter. The Mayor shall report such meeting invitations at

the next regularly scheduled Town Council meeting, as well as provide a synopsis of said meetings during his time at the “Council Member Comment” section of the following Town Council meeting.

**Section 5. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 5. Severability.**

If any section, subsection, sentence, clause, phrase, or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**Section 6. Effective Date.**

This resolution shall become effective immediately upon its adoption.

*Signatures on the following page.*

**PASSED AND ADOPTED** this 11<sup>th</sup> day of August, 2025 by the Town Council of the Town of Howey-in-the-Hills, Florida.

**TOWN OF HOWEY-IN-THE-HILLS,  
FLORIDA**

By: its Town Council

---

Graham Wells, CMC, Mayor

**ATTEST:**

---

John Brock, Town Clerk

Approved as to form and legality:  
(for the use and reliance of the Town only)

---

Tom Wilkes, Town Attorney

Councilor Jon Arnold  
Councilor Reneé Lannamañ  
Councilor David Miles  
Mayor Pro-Tem Tim Everline  
Mayor Graham Wells

_____yea	_____nay
_____yea	_____nay
_____yea	_____nay
_____yea	_____nay
_____yea	_____nay