Islamorada, Village of Islands

# REGULAR VILLAGE COUNCIL MEETING

October 9, 2025 - 5:30 PM
Founders Park Community Center
87000 Overseas Highway
Islamorada, FL 33036

Virtual participation is available to the public. Please see the last page of the agenda for participation details.

## AGENDA

**I. CALL TO ORDER / ROLL CALL**

**II. PLEDGE OF ALLEGIANCE**

**III. AGENDA: Requests for Deletion / Emergency Additions**

**A.** Continuation of Agenda Items from October 7, if necessary

**IV. MAYOR / COUNCIL COMMUNICATIONS**

**V. VILLAGE ATTORNEY / VILLAGE MANAGER COMMUNICATIONS**

**A.** Discussion of Baseball Field

**VI. PUBLIC COMMENT**

This is general public comment. It provides an opportunity for the public to speak about matters that are pertinent to the Village but not scheduled elsewhere on the agenda. The mayor opens public comment on agenda items throughout the meeting.)

**VII. CONSENT AGENDA**

**A.** Resolution Authorizing Vice Mayor Don Horton to attend the Florida League of Cities Legislative Conference Marne McGrath, Village Clerk

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING VICE MAYOR DON HORTON TO ATTEND THE 2025 FLORIDA LEAGUE OF CITIES LEGISLATIVE CONFERENCE IN ORLANDO, FLORIDA; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE**

**VIII. RESOLUTIONS**

**IX. MOTIONS**

**X. ADJOURNMENT**

**Options for Viewing the Village Council Meeting:**
The public is encouraged to watch the meeting on Monroe County's MCTV Comcast Channel 77. Alternatively, the public may view the meeting streamed live on the Village website from their personal computer, tablet or phone via the following link:
https://www.islamorada.fl.us/departments/communications/live_village_broadcast_meeting.php

[PUBLIC_PARTICPATION]

**Option 1: Email your comments.**
**1.** Public comment should be submitted via email to: public.comment@islamorada.fl.us
**2.** The email should contain "Public Comment" in the subject line.
**3.** The name and address of the submitter shall be included in the email.
**4.** Public comment should be submitted by 9 a.m. the day before the meeting. Public comment will be sent to the Village Councilmembers for consideration prior to the meeting. Public comments will not be read during the meeting.

**Option 2: Call in During the Meeting.**
**1.** If phoning in, dial 305-224-1968 and enter the webinar **ID: 911 0656 4166** followed by #. When the Mayor opens public comment pertaining to the agenda item you are interested in dial ***9** to be recognized by the Zoom meeting monitor. The Monitor will call you by the last four digits of your phone number. Please be sure to unmute your phone when you are called upon.

**2.** If watching online via Zoom: Open the Zoom webinar link https://zoom.us/j/91106564166 and follow the prompts to join the webinar. When the Mayor opens public comment use the "raise your hand" feature to be recognized by the meeting monitor. Public comments will be heard in the order in which they are received.

**ADA Assistance:**
These meetings are open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the ADA Coordinator at (305) 664-6448 or by email at ADA@islamorada.fl.us at least 48 hours before the scheduled meeting.

[VERBATIM_RECORD]

# Council Communication

**To:** Mayor and Village Council
**From:** Ron Saunders, Village Manager
**Date:** October 9, 2025
**SUBJECT:** **Discussion of Baseball Field**

**Background:**

**Analysis:**

**Budget Impact:**

**Staff Impact:**

**Recommendation:**

**Attachments:** None

# Council Communication

**To:** Mayor and Village Council
**From:** Marne McGrath, Village Clerk
**Date:** October 9, 2025
**SUBJECT:** **Resolution Authorizing Vice Mayor Don Horton to attend the Florida League of Cities Legislative Conference**

**Background:**
The Florida League of Cities is the primary municipal advocacy organization in the state. The FLC hosts a variety of educational and networking opportunities throughout the year. In December, the League holds a Legislative Conference to discuss and set its legislative priorities for the upcoming session.

**Analysis:**
At its May 6, 2025, the Village Council adopted an updated personnel policy, which included Administrative Procedure FIN001 - Travel Authorization & Expense Reimbursement. Before the adoption of this Administrative Procedure, when Council Members wished to travel to conferences and events, the Village Clerk would create a travel authorization request to be approved by the Finance Director and Village Manager.

Part III of the Administrative Procedure for Travel Authorization for Elected Officials and Charter Officers states:

> Any elected official or charter officer wishing to travel on official business and represent the Village should seek the approval of the members of the Village Council at a public meeting before the travel takes place

**Budget Impact:**
The estimated cost of attendance for Vice Mayor Horton is $1,328.26. This is a budgeted request.

**Staff Impact:**
The Finance staff processes the travel authorization, which is coordinated and submitted by the Village Clerk.

**Recommendation:**
Approve the resolution authorizing Council Member travel for Vice Mayor Don Horton to attend the upcoming FLC Legislative Conference.

**Attachments:** 1. Approving Council Travel - FLC Legislative Conference
2. Council Travel Policy

**RESOLUTION NO. 25-**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING VICE MAYOR DON HORTON TO ATTEND THE 2025 FLORIDA LEAGUE OF CITIES LEGISLATIVE CONFERENCE IN ORLANDO, FLORIDA; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Florida League of Cities is the primary municipal advocacy organization in the state, and it hosts a variety of educational and networking opportunities throughout the year; and

**WHEREAS**, the FLC annually hosts a Legislative Conference, which brings together elected municipal officials to discuss issues and finalize and adopt the League's legislative priorities; and

**WHEREAS**, Vice Mayor Don Horton would like to attend the Legislative Conference; and

**WHEREAS**, it is in the public interest for elected officials to attend conferences and events to learn municipal government best practices and expand their network with other Florida elected officials; and

**WHEREAS**, at its May 6, 2025, the Village Council adopted an updated personnel policy, which included Administrative Procedure FIN001 - Travel Authorization & Expense Reimbursement; and

**WHEREAS**, Part III of the Administrative Procedure for Travel Authorization for Elected Officials and Charter Officers states: Any elected official or charter officer wishing to travel on official business and represent the Village should seek the approval of the members of the Village Council at a public meeting before the travel takes place; and

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals**. The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2. Authorization of Village Officials**. The Village Manager and/or his designee and the Village Clerk are authorized to take all necessary steps to register and make travel arrangements for the Council Members listed in this resolution.

**Section 3. Authorization of Fund Expenditure**. Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds for Vice Mayor Don Horton to attend the Florida League of Cities Legislative Conference in Orlando.

**Section 4. Date.** This Resolution shall take effect immediately for the Village Clerk to take the necessary steps to register Vice Mayor Don Horton and make travel arrangements.

**(REMAINDER OF PAGE LEFT INTENTIONALLY BLANK)**

Motion to adopt by ________________________, second by _______________________.

**FINAL VOTE AT ADOPTION**

Mayor Sharon Mahoney ____
Vice Mayor Don Horton ___
Council Member Steve Friedman ___
Council Member Deb Gillis ___
Council Member Anna Richards ___

**PASSED AND ADOPTED THIS ___ DAY OF ______________, 2025.**

_____________________________________
SHARON MAHONEY, MAYOR

ATTEST:

____________________________________
MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND
LEGALITY FOR THE USE AND BENEFIT
OF ISLAMORADA, VILLAGE OF ISLANDS:

____________________________________
JOHN J. QUICK, VILLAGE ATTORNEY

## I. PURPOSE AND APPLICATION

The attendance of Village staff and elected officials at professional meetings, conference, training courses, or Village-sponsored events to conduct official Village business benefits employees and the Village through increased awareness of technical and administrative developments and through the exchange of ideas with peers. Additionally, travel may be part of an employee's official duties.

This procedure applies to pre-approved travel authorization and reimbursement of costs after travel completion for Village employees, elected officials, and other authorized persons. The purpose of the procedure is to:

a. Provide a reasonable and systematic means by which travel for Village purposes may be approved and controlled, consistent with efficient and economical operation, and
b. Standardize reimbursable travel costs and procedures, approval, and submittal of such costs for Village employees and officials regardless of funding source or purpose of trip.

## II. TRAVEL AUTHORIZATION – VILLAGE EMPLOYEES

Although travel costs are generally included in Village's Fund and Departmental budgets, all travel undertaken by Village employees paid for by the Village must be authorized in advance by the employee's Department Head/Director, the Finance Director, and the Village Manager. Village employees shall obtain written approval to perform the travel, attend the meeting, etc., with estimated cost information including, support documents, before making any commitment to pay registration fees, purchase tickets, or incur any other costs.

In order to obtain approval, all individuals proposing to travel at Village expense must prepare and submit a Travel Authorization Request form (Attachment A) approved and signed by the Department Head/Director and submitted to the Finance Department. The Finance Department will verify that sufficient funds are available within the budgeted travel line item, and the Finance Director will sign off to confirm this verification. The Finance Department will forward the request to the Village Manager for final approval.

Failure to obtain the proper authorization prior to departing for the trip or incurring travel-related expenses relieves the Village of any responsibility to reimburse the costs of such travel from Village funds. When utilizing a Village vehicle for travel outside of Islamorada, failure to obtain the proper travel authorization prior to departing for the trip may result in disciplinary action.

## III. TRAVEL AUTHORIZATION – ELECTED OFFICIALS & CHARTER OFFICERS

The Village will directly pay travel-related expenses for elected officials and charter officers, including the Mayor, Vice Mayor, and Council Members, or will reimburse expenses incurred by elected officials or charter officers for travel related to official duties. Payment to elected officials or charter officers for official travel will not exceed the expenses actually and necessarily incurred in carrying out official duties. The Village Clerk will assist elected officials in arranging travel and in preparing travel authorizations to determine estimated costs prior to travel. Any elected official or charter officer wishing to travel on official business and represent the Village should seek the approval of the members of the Village Council at a public meeting before the travel takes place.

## IV. TRAVEL AUTHORIZATION – CONTRACTORS OR CONSULTANTS

Advance authorization of travel to be undertaken at Village expense by Village contractors or consultants shall be in accordance with the specific contractual requirements of the agreement between the Village and the contractor or consultant.

## V. TRAVEL EXPENSES

Employees, elected officials, contractors or consultants traveling on Village business shall receive reimbursement of reasonable transportation costs and reasonable lodging costs in accordance with this procedure. Meals shall be reimbursed at either per-diem rates, or at actual reasonable expense supported by itemized receipts. Other reasonable incidental travel expenses, such as taxi fares, tolls, parking fees and registration fees, will be reimbursed at actual cost with a receipt or proof of payment. Excessive or unwarranted expenses will not be reimbursed. The following is the basis upon which reimbursement of travel expenses will be approved.

a. Transportation

i. Travelers are expected to use the mode of travel that is most advantageous to the Village. All travel, whether by public transportation, privately-owned vehicle, or for-hire conveyance shall be the most direct, practical route. In cases where an employee travels by an indirect route for his or her own convenience, any extra costs will be borne by the employee. Reimbursement for expenses shall be based on the charges that would have occurred by a usually traveled route. Any deviations from a direct route must be explained on the Travel Authorization Request and/or Travel Expense Report.

ii. The use of privately-owned vehicles for official travel is allowed when appropriate Village-owned vehicles are not available or upon prior approval by Department Head/Director and Village Manager. Whenever travel is by private vehicle, the traveler shall be entitled to a mileage reimbursement at the fixed rate specified in the current year IRS Standard Mileage Rates. When two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive such mileage reimbursement. Mileage shall be from point of origin to point of destination.

iii. Employees shall use a Village Sun Pass transponder, available from the Finance Department if not already assigned to a vehicle, when traveling in Village vehicles and on the Florida toll road system. Employees shall also use the Village's fuel card assigned to each Village vehicle when traveling using a Village vehicle.

iv. Air travel must be booked using economy or tourist class air fares unless no other alternative is available. Air travelers must attach their boarding passes or print a "screen shot" of their electronic boarding pass to the completed Travel Expense Report. If a ticket is canceled or changed strictly for the convenience of the traveler, the cancellation or associated change fees may not be reimbursable from Village funds. Travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of airline tickets.

v. Vouchers submitted for payment of unused nonrefundable airline tickets, cancellation penalties or exchange penalties must include documentation indicating that the costs were necessarily incurred in conducting Village business or the costs were incurred because of the illness of the traveler or the illness or death of a member of the traveler's immediate family.

vi. Airport shuttle services may be considered when extended trips would result in airport parking charges in excess of the cost of the shuttle service. Reasonable shuttle services with fares most advantageous to the Village must be utilized.

vii. Car rentals will be reimbursed at actual cost for the days approved for Village-reimbursable travel. A detailed receipt/invoice from the car rental agency must be provided with the complete Travel Expense Report.

viii. Reimbursements for taxicabs, Uber, Lyft, or similar ride-share services to and from airports or events, parking fees and tolls will be reimbursed at actual costs only when receipts are provided. Maximum reimbursable tip is 20% for services.

b. Lodging

i. Lodging expenses may vary with the area traveled, but all expenditures must be reasonable. Elected officials, employees and contractors traveling on official business for the Village are expected to use reasonably priced lodging accommodations. If a traveler chooses to upgrade a room due to personal preference (view, amenities, etc.), the traveler may be responsible for the cost difference between the standard room and upgraded room.

ii. When traveling within the State of Florida, the traveler must make every effort to seek exemption from payment of sales and resort taxes on rental of hotel rooms. The Finance Department will supply the Village's Tax-Exempt certificate to employees and elected officials along with a Village travel credit card. It is the traveler's responsibility to confirm all hotel charges upon check-out, verify there are no additional unauthorized fees and that the taxes have been removed. If a traveler fails to have the taxes removed it will be their responsibility to contact the hotel for a refund.

iii. A traveler may not claim subsistence allowance, per diem or lodging reimbursement for overnight travel within 50 map miles of his or her headquarters or residence (whichever is closer) unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the Department Director and Village Manager.

iv. The Village is responsible for lodging expenses for nights required for travel. The Village is not responsible for additional lodging charges. If an employee or elected official arrives earlier than necessary or extends more days than necessary for the purpose of the travel, the employee or elected official is responsible for payment of those expenses.

c. Meals

i. The Per Diem reimbursement for meals without a receipt will be at the current amounts specified annually by the Federal Government by the General Services Administration as set forth in 41 C.F.R. Section 301-11.6, as amended, for the Miami area. Meal periods designated for reimbursement are as follows:

1. Breakfast: When travel begins before 6:00 am and extends beyond 8:00 am
2. Lunch: When travel begins before 12 Noon and extends beyond 2:00 pm
3. Dinner: When travel begins before 6:00 pm and extends beyond 8:00 pm, or when travel occurs during nighttime hours due to special assignment

ii. As an alternative to the per diem rates specified above, reimbursement for meals may be based on reasonable actual expenditures supported by the submission of detailed receipts. A receipt for a meal must include both an itemized listing of the food and beverage items purchased and proof of payment with a maximum reimbursable tip of 20% for services. The Village will not reimburse receipts without detail.

iii. The Village will not reimburse the cost of alcoholic beverages or the associated costs such as taxes and tips. Separate checks are recommended for the purchase of alcoholic beverages.

iv. The total reimbursement for any combination of per diem and actual meal expenses will not exceed $85.00 per day for an individual traveler unless the circumstances necessitating the excessive costs are fully explained in writing by the traveler and approved by the Village Manager.

v. Maximum reimbursement for tips is 20% of the total cost of food and non-alcoholic beverages.

vi. Charter Officers (Village Manager and in-house Village Attorney) may pay for or be reimbursed for meals during meetings with at least one other guest and wherein official Village business is discussed. The reimbursement amount may be for the actual cost of the meals, excluding alcoholic beverages, with a maximum tip of 20%. A detailed receipt must be provided to the Finance Department with the reimbursement request or to support a Village credit card charge. The name(s) of the guest(s) shall be provided with the reimbursement request.

d. <u>Other expenses</u>

i. Reimbursement for training, registration, and conference fees related to Village business will be based on actual cost. When requesting reimbursement, a brochure, agenda, invoice or other document detailing such fees and what they include must be provided with the Travel Expense Report. Any meals, lodging or other reimbursable expenses included in the registration fee will be deducted in accordance with the allowances provided for those items. Pre-planning to obtain advance registration discount rates and minimizing the number of staff who attend the same training session or conference is encouraged.

ii. The employee may be reimbursed for the actual and necessary fees for attending additional educational opportunities which are not included in the basic registration fees that directly relate to the employee's position. Such expenses may include, but are not limited to, additional training sessions and other meal functions. It shall be the responsibility of the employee to substantiate that the charges are proper and necessary.

iii. Miscellaneous tips for services outside the business purpose of the travel may be reimbursed if verifiable with a receipt. Excessive or generous tips may not be reimbursed even with receipts.

## VI. TRAVEL ADVANCES

The Finance Department will make payments in advance to vendors for room deposits, registration or tuition fees and tickets on common carriers to cover the costs of travel that has been approved by the Village Manager. Such advances will be made to a vendor with the appropriate invoices or documentation along with a check request or credit card authorization request.

Cash Advances for travelers are available and must be requested one week prior to departure. Travel advance requests received less than 24 hours prior to travel could result in the travel advance not being processed before the expected departure time. Travelers may request a cash advance equal to the estimated mileage reimbursement and cost of meals based on per diem rates. The traveler will still need to complete the travel expense report upon returning from the travel. If the traveler fails to submit the travel expense report within 30 days of return from travel, the Village may require the traveler to refund any cash advance provided.

## VII. REIMBURSEMENT

a. Within thirty (30) days after return from authorized travel, the Village employee, official or contractor shall complete the Travel Expense Report form (Attachment B) which itemizes actual trip expenses and submit it to the Finance Department for reimbursement. Receipts for lodging, registration fees, transportation, and all other expenses for which reimbursement of costs is requested or has been made in advance must be attached to the Travel Expense Report form, as well as any other documentation required by Section 3.0. If itemized receipts for meal expenses are not provided, such meals may be reimbursed at the specified per diem rates.

b. All expenses must be included on the report, including any advance items paid for by the Village. If the total amount of the Travel Expense Report exceeds the total cost authorized by the Village Manager on the associated Travel Authorization Request, additional Village Manager review/approval will be required prior to issuance of the reimbursement.
c. The Finance Director will verify the amount of reimbursement based on the provisions of this procedure. The Finance Director may require an explanation of any expenditure considered excessive or questionable and/or may request Village Manager review of such questions prior to issuance of the reimbursement.
d. Expense reimbursement to Village employees and elected officials will be done through payroll.
e. Expense reimbursement to other authorized persons shall be done by check request through the Finance Department.