

RESOLUTION AMENDING CITY COUNCIL POLICY 2 "COUNCIL TRAVEL/BUSINESS EXPENSE" TO ADD NEW SUBSECTION I TO ESTABLISH GUIDELINES FOR THE SHARED TRAVEL/BUSINESS EXPENSE POOL

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORPUS CHRISTI, TEXAS:

Section 1. That City Council Policy 2, "Council travel/business expense" is amended by adding new subsection "I", to read as follows:

2. Council travel/business expense.

City Council travel/business expenses are for the purpose of training, exchange of new ideas, accomplishment of a specific purpose, solution of a definite problem, or purchase of items related to Council business. Each Council Member will carry out the purpose of his/her trip in an effective and economical manner. The City will reimburse Council Members for all reasonable expenses which are incurred while on City business up to the approved annual budgeted amount for individual Council travel/business expenses.

- a. The City Council will approve a Mayor and Council travel/business related expense budgets annually. The Council budget will be divided equally among the eight members of the City Council. Mayor and Council Members shall not spend more than one-quarter ($\frac{1}{4}$) of their budget during the first fiscal quarter (October-December) in an election year. Newly elected Mayor and Council Members will be allocated - the remaining three-quarters ($\frac{3}{4}$) of the fiscal annual allocation upon taking office.
- b. Expenses reimbursed to Council Members for Council travel and business related charges will not exceed the amount allocated to each Council Member.
- c. Each Council Member will in his/her reasonable discretion individually determine the necessity for and benefits to be derived from travel or business related charges to be incurred. However, reimbursement will be allowed only up to the amount allocated for each Council Member as approved in the annual budget. Transferring between individual Council Member budgets will not be allowed.
- d. As authorized by Section 39-321(b), Code of Ordinances, Reimbursement will be on an actual basis as supported by a travel expense report with supporting documentation or as provided in City Policy No. G-13.0.
- e. Other business related expenses include items such as: luncheon/banquet or similar type ticket charges where the Council Members will be representing the City, subscriptions to periodicals/publications and individual membership dues to associations, leagues, etc. that will benefit the member in the conduct of City business, and other business related meeting expenses. Physical property purchased by individual Council Members will remain property of the City after the Council Member's term ends.

- f. Council Member's spouse or guest related expenses will not be reimbursed.
- g. Except as noted above, general procedures and policies related to City employee travel will be adhered to by Council Members.
- h. Where a Council Member's presence is needed by a specific department of the City for attendance at a meeting, function, or event, that department requesting the Council Member's attendance will bear the cost incurred and such requests shall be approved by the City Manager.

"i. When the City Operating Budget includes funds for a shared Council travel/business expense pool, the following guidelines shall apply:

1. Council Members may request funds from the pool for travel/business expense purposes described herein when their individual travel/business account is or will be exhausted due to the request. Requests must be made in writing to the City Secretary's office.

2. Use of the shared travel/business expense pool is on first-come, first-served basis until the account is exhausted."

PASSED and APPROVED on the _____ day of _____, 2025.

ATTEST:

Paulette Guajardo, Mayor

Rebecca Huerta, City Secretary