



AGENDA MEMORANDUM
Action Item for the City Council Meeting June 17, 2025

DATE: February 21, 2025
TO: Mayor & City Council
FROM: Rebecca L. Huerta, City Secretary
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Resolution amending City Council Policy 2 Council Travel/Business Expense to reflect the addition of the travel pool approved for FY 2025.

CAPTION:

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.

SUMMARY:

During the FY 2025 budget approval process, the City Council amended the travel/business expense budget to \$1,000 per council member, with a travel pool of \$15,000 that can be used by Council Members upon request. The next steps are to amend Council Policy 2 Council Travel/Business Expense to reflect the addition.

BACKGROUND AND FINDINGS:

Each council member has a travel/business expense budget that can be used for travel and business-related expenses, 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 the property of the City after the Council Member's term ends.

During the FY 2025 budget, the City Council reduced the council member business/travel budget from \$3,600 to \$1,000 each and instituted a \$15,000 travel pool that council members can use upon request. The attached resolution amends Council Policy No. 2 to add the travel pool and usage guidelines.

FINANCIAL IMPACT:

None

SUPPORTING DOCUMENTS:

Resolution – Amending Council Policy 2