



STAFF REPORT

MEETING DATE: December 17, 2024

TITLE:

Consider and act on Resolution No. R-2024-187 regarding a request from Council Member Lee to authorize the City Manager to pay for travel in the amount of three hundred forty-eight dollars and 35/100 (\$348.35).

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The City Council is allocated funds each year for training and travel. This fiscal year, that amount is \$12,290, or approximately \$2,048 per council member. It consists of the following:

- TML Texas Association of Mayors, Councilmembers, & Commissioners (TAMCC) Elected Official training
- TML Annual Conference and Exhibition
- TML Economic Development Conference
- TML Newly Elected Officials
- Small Cities Conference
- Region Meetings

Council Member Lee has become a board member of a TML affiliate organization, TABCCM (Texas Association of Black City Council Members), and seeks to travel for the organization's meetings. She submitted an email directing the Assistant City Secretary to pay for the travel she had organized.

As there is no policy on what travel/training the Council can partake in, it is the responsibility of the Council to regulate itself. Thus, the response to Council Member Lee from the City Manager's Office was that the request should go before the City Council and if the expense needed to be had before then, she could seek reimbursement from the Council.

This agenda item seeks Council action directing the staff to fund the travel.

FISCAL IMPACT:

\$348.35 to the General Fund, City Council allocation

RECOMMENDATION:

Approve the travel and develop a policy on travel authorization each year as part of the budget adoption process.

ATTACHMENTS:

1. Email from Council Member Lee to Assistant City Secretary and associated backup for payment.