

**CITY OF HUTCHINS
RESOLUTION NO. R2025-11-1304**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 7, TITLED “WORK ENVIRONMENT”, BY AMENDING SECTION 7.06 TITLED “TRAVEL” AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Hutchins (the “City) recognizes the need to maintain clear, consistent, and current policies governing employee travel for official business; and

WHEREAS, the existing travel section of the Personnel Manual has not been updated since January 6, 2020, and does not adequately reflect current practices, reimbursement rates, and procedural requirements; and

WHEREAS, it is the intent of the Council to promote fiscal responsibility, ensure employee safety, and provide equitable reimbursement for authorized travel expenses; then

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, THAT:

SECTION 1. That the City Council hereby approves amending the City of Hutchins Personnel Manual, by amending Chapter 7, titled “Work Environment”, by amending Section 7.06 titled “Travel” with the revised policy attached as Exhibit “A”, and providing for an effective date.

SECTION 2. This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas on the 17th day of November 2025.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary