



**CITY OF SHAVANO PARK**  
**900 Saddletree Court**  
**Shavano Park, TX 78231**

**CITY POLICY NO. 5**

SUBJECT: Use / Access of City Resources by Mayor and Council

September 28, 2015

**1. References.**

- a) Resolution R-2015-015
- b) Minutes of September 28, 2015 City Council Meeting

**2. Purpose.** The Purpose of this policy is to define the proper use and access of City resources by Mayor and Council.

**3. Policy.**

**USE OF CITY RESOURCES -City Council /Mayor**  
**EXHIBIT A**

Seminars/Conferences/Classes	for education purpose (limit 1k per CC per yr)	<b>yes</b>
Travel	In state only	<b>yes</b>
Meals at meetings	workshop/ back to back mtgs/AACOG	<b>yes</b>
Memberships	AACOG/TML	<b>yes</b>
Water @ meetings		<b>yes</b>
Ipad	separate policy	<b>yes</b>
Business Cards	use phone number CC request	<b>yes</b>
Name Plates	dias	<b>yes</b>
Shirts	may be worn @city events/functions/mtngs	<b>yes</b>
Cell Phones	no action	<b>n/a</b>
Website photo	all CC should have photos on website	<b>yes</b>
City email address	necessary for records retention	<b>yes</b>
Discretionary Funds	CC decide how funds spent for recognition	<b>yes</b>
Reimbursements	only for approved budget items	<b>yes</b>
City vehicle	to attend meetings on behalf of city	<b>no</b>
City credit card	only for pre-budgeted items for CC	<b>no</b>
Staff time	use of staff time for non city business	<b>no</b>
Key FOB	City Council / Mayor	<b>no/yes</b>
Keys to City Bldg	City Council / Mayor -Front door	<b>no/yes</b>
Security Code to access Bldg	City Council / Mayor	<b>no/yes</b>

Access to City Bldg	City Council/ Mayor -outside regular bus.hrs	<b>no/no</b>
Designated city office space -Mayor/CC	City Council / Mayor	<b>no/yes</b>
Reserved Parking	for meeting days	<b>no</b>
Use of personal contacts to benefits city	use of contacts for discounted goods/svcs	<b>yes</b>