

**A RESOLUTION OUTLINING THE USE / ACCESSS OF CITY RESOURCES BY  
MAYOR AND CITY COUNCIL**

**WHEREAS**, it is the desire of the City of Shavano Park City Council to be transparent and establish what resources are needed to fulfill the elected officials' job duties; and

WHEREAS, at the City Council meeting held August 27, 2015, City Council deliberated on a listing of resources and directed staff to prepare a resolution outlining approving uses / access of city resources by Mayor and City Council; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS**, the attached "Exhibit A" delineates the use/ access of city resources by Mayor and City Council.

PASSED AND APPROVED this the \_\_\_\_ day of \_\_\_\_\_ 2015

\_\_\_\_\_  
**Robert Werner, Mayor**

\_\_\_\_\_  
Zina Tedford, City Secretary

## USE OF CITY RESOURCES -City Council /Mayor

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>