

## **Council District Support Fund (CDSF) Policy City of Laredo**

Submitted: July 29, 2025

Next Review: July 2028

### **Purpose:**

The Council District Support Fund (CDSF) is established to provide each City Council Member and the Mayor with structured, transparent, and accountable annual funding to support community projects, official travel, and civic outreach initiatives. This policy defines eligible uses, funding responsibilities, approval processes, and reporting requirements to promote effective and transparent resource allocation. All provisions of this policy shall be implemented in accordance with, and shall not conflict with, applicable City, State, or Federal laws and regulations.

### **Establishment of Fund**

The CDSF is hereby established to allocate annual funding to each Council Member and the Mayor as follows (subject to budget appropriation):

- **\$25,000** for Community Projects
- **\$12,500** for Official Travel
- **\$12,500** for Promotion and Civic Outreach

All expenditures must comply with City financial policies and purchasing procedures.

### **Eligible Uses**

#### **A. Community Projects (\$25,000)**

Funds may support:

- Nonprofit events/programs serving the district or City
- Neighborhood beautification, cleanup, or safety projects
- Educational, cultural, or civic initiatives
- District-sponsored public service efforts
- Personnel, equipment, and supplies necessary for project execution

#### **B. Official Travel (\$12,500)**

Funds may cover registration, transportation, lodging, and per diem for:

- City-authorized conferences
- Training sessions

- Legislative or intergovernmental advocacy

Travel expenses must comply with the City of Laredo Travel Policy.

### **C. Promotion and Civic Outreach (\$12,500)**

Funds may be used for:

- Marketing or promoting City or district-sponsored events
- Newsletters, printed outreach, or constituent engagement
- Sponsorship of public civic events (e.g., town halls, City-supported festivals, safety campaigns)
- Digital and print communications that encourage civic participation

### **Definitions of Events**

#### **A. District-Sponsored Events**

Events initiated and led by a Council Office, branded as City events. The City will support up to six (6) such events annually with in-kind departmental assistance. Additional costs may be funded through CDSF.

#### **B. Community-Requested Events with District Support**

Events initiated by external organizations (e.g., nonprofits, schools) receiving financial or in-kind support from a Council Office. All costs, including City services, must be covered by CDSF or the community sponsor. No City general fund support is provided unless authorized by Council.

### **Use of Employee Resources**

CDSF-funded projects must fully account for all implementation costs, including staff labor, equipment, and materials. Departments may seek reimbursement for employee time spent on CDSF projects based on actual hours worked with proper documentation.

### **Ineligible Uses**

CDSF funds shall not be used for:

- Campaign or election-related activities
- Private events or personal expenses
- Religious or partisan political activities
- Non-City travel or unofficial representation

### **Request Process and Approval**

- All expenses require submission via the official CDSF Request Form.
- Authorization must be signed by the respective Council Member or Mayor.
- Final processing must comply with all City financial policies and internal controls.

### **Reporting and Transparency**

- A public-facing expenditure log will track CDSF spending by district and category.
- The City Manager's Office and Department of Management & Budget will produce an annual CDSF report for City Council summarizing fund usage and impact.

This Council District Support Fund (CDSF) Policy shall be reviewed at least every three years or in conjunction with major updates to the City's Financial Management Policies.