



## **EL PASO COUNTY COMMISSIONERS COURT**

**Adopted Date: April 30, 2018**

**Revised Date:**

### **Use of County Funds by State, County, and Precinct Officials When They Have Not Sought or Secured Re-Election**

#### **Purpose**

The purpose of this policy is to responsibly manage County funds and establish rules regarding expenditures by officeholders who are either not seeking re-election or who have not secured re-election.

#### **Applicability**

This policy is applicable to all State, County, and Precinct officeholder positions in the County of El Paso when they have not secured re-election after the time the primary election is canvassed or election returns are announced and when incumbents have not filed for re-election by the filing date. It is effective from the applicable date and while that elected official completes the remainder of their term in office.

#### **Policy**

In cases of State, County, and Precinct officeholder positions who have not sought re-election by the filing date or who have not secured re-election after the time the primary election is canvassed or election returns are announced the following rules will apply:

##### **A. Travel Expenditures**

Travel for State, County, or Precinct officers that occurs more than 30 days after the filing date or primary canvass (as applicable) will require placement on the Commissioners Court agenda for public discussion and approval. To be considered, the travel requested should be required to perform the duties of office or to advance County interests. The State, County, or Precinct Officer must provide written confirmation with their travel request whether other training options, at no or lesser cost, are available to meet these requirements. A State, County, or Precinct officer may provide additional justification for Commissioners Courts consideration.

##### **B. Office Operating Expenditures**

Expenditure of funds for operating purposes will require placement on the Commissioners Court agenda for public discussion and appropriate action when the amounts to be spent exceed what the Purchasing Agent or County Auditor considers sufficient or reasonable for the remainder of the State, County, or Precinct officer's

term. Generally, amounts expended should not deplete percentages of the budget at a rate greater than the percent of fiscal year lapsed. (For example, in December, expenditures should not exceed 25 percent of the budget as only 25 percent of the fiscal year will have lapsed.) Additionally, supplies should not be purchased in quantities that will exceed the need for the time the State, County, or Precinct officer will be in office. (For example, in September, business cards, letterhead, and preprinted envelopes should not be ordered in large quantities.)

C. Personnel Changes

Personnel changes will require standard County procedures to review the necessity of the requested change. Additional consideration will be given to whether the change requested is required and whether it could wait until the next term of office begins.

D. Equipment and Capital Expenditures

Equipment and capital expenditures will require additional review to evaluate the necessity of the expenditure. Additional consideration will be given to whether the purchase is necessary to conduct business or whether it could wait until the next term of office begins.