

Legislation Text

File #: Resolution 20-2019, **Version:** 1

Agenda Date: 03/05/2019

Subject:

Resolution 20-2019: adopting the City Council Travel and Reimbursement Policy

Presented By: Mark Relph, City Manager
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REQUESTED COUNCIL ACTION:

Does city council support adoption of a council travel and reimbursement policy?

BACKGROUND:

In a prior study session, council discussed a reimbursement policy for council members for discretionary public outreach efforts. The Mayor and City Manager have brought forward a proposed addition to the city council's travel reimbursement policy; specifically adding section *C. Other Expenses Eligible for Reimbursement*.

PRIOR ACTIONS OR DISCUSSIONS:

Council discussed this policy at the February 12, 2019 study session. The attached policy highlights the addition of wording related to the Colorado Fair Campaign Practices Act as well as the addition of "but not limited to" in section C.

A question was raised at the study session as to the level of effort the Communications Department may assist individual council members in their public outreach programs. Listed below are the recommended steps staff believes could be taken without interfering with the established priorities and work plan.

1. Communications Department staff will create a one-time print template for an invitation that is suitable for mailing so that the information is consistent (council member name, date, time, location, topics/speakers) and that the city's logo and brand are reinforced. The council member can then print a copy or send the digital file to a private printing company and order what is needed. Stamps can be purchased or the invitations can be metered and the council member may seek reimbursement from the Finance Department for the cost of printing and postage.
2. Communications Department staff will create a print template for the Littleton Report, i.e. "Upcoming Council Outreach Meetings." Staff will provide council the schedule for the Littleton Report with the deadlines and mail delivery dates.
3. Littleton Report submissions for meetings will be posted in the social media calendar so that notice will be published on Next Door, Facebook and Twitter utilizing the automated social media scheduling and publishing software.
4. Any additional materials i.e. name tags, t-shirts, yard signs, banners, etc. are the responsibility of the council members and they may submit receipts to the Finance Department or reimbursement.

STAFF ANALYSIS:

Attached is a council travel and reimbursement policy revised to include a reimbursement of up to \$500 annually to each council member for outreach efforts such as mailings and postage. Receipts must be submitted to the Finance Department in the month following the expenditure for reimbursement.

OPTIONS/ALTERNATIVES:

1. Direct staff to prepare a resolution adopting the revised council travel and reimbursement policy.
2. Make no changes at this time.

FISCAL IMPACTS:

The annual cost for this reimbursement will not exceed \$3,500. Funding would be out of the city council learning and education budget. The 2019 budget for this line item is \$33,000.

STAFF RECOMMENDATION:

Staff supports the formal adoption of a council travel and reimbursement policy.

PROPOSED MOTION:

I move to approve the resolution adopting the city council travel and reimbursement policy.