

# Agenda Report

**DATE:** JUNE 14, 1999  
**TO:** CITY COUNCIL  
**FROM:** CYNTHIA J. KURTZ, CITY MANAGER  
**SUBJECT:** POLICY FOR CITY COUNCIL EXPENSE ALLOWANCE

**RECOMMENDATION:**

It is recommended that the Council adopt a policy for expenditure of City Council expense allowance.

**BACKGROUND:**

On February 22, 1999 City Council approved recommendations from the Committee on City Council Compensation to increase the monthly expense allowance for Council members from \$150 per month to \$300 per month and from \$300 per month to \$500 per month for the Mayor. At that meeting, Council members requested that staff return with guidelines for expenditure of the new expense allowance.

In addition to the expense allowance and monthly stipend, City Council members receive \$150 per month, and the Mayor \$300 per month, for telecommunications. Council members and the Mayor also receive \$5,000 each per term for computer equipment and software. Travel and office supplies are generally included in the City Council budget rather than individual allowances.

***Proposed Policy For Monthly Expense Allowance***

General expense allowances are intended to support the city-related business activity of the council member. Funds are to be used to either reimburse Council members or their field representatives for costs associated with the performance of their duties while on the City Council. These expenses include:

- mileage;
- parking;
- meals during business meetings;
- preparation, printing and mailing/distribution of flyers relating to city business;
- other city related postage;
- refreshments for constituent meetings;

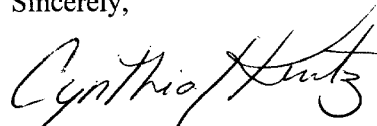
- costs associated with attending banquets and receptions related to city business;
- child care associated with attending business functions;
- business supplies not typically included in the City Council budget, such as special calendars or home office supplies.

Funds should not be used in any way that might be considered a gift or donation to an individual, group or non-profit organization. In order to remain fair in the use of public dollars, city funds to local organizations and non-profits are distributed through the appropriate competition and evaluation processes. For the same reason, funds should not be used to supplement community or neighborhood improvements and activities typically funded by a city department.

**FISCAL IMPACT:**

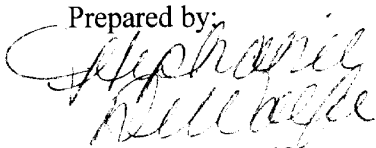
There is no fiscal impact associated with this recommendation. Funds for City Council expenses have been allocated in the City Council budget.

Sincerely,



Cynthia J. Kurtz  
City Manager

Prepared by:



Stephanie DeWolfe  
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Approved by:



Robert K. Person  
Assistant to the City Manager