

**RESOLUTION AMENDING COUNCIL POLICY #CP-5
REGARDING COUNCIL EXPENDITURES FOR AUTHORIZED EVENTS AND TRAVEL
NO. 2016-138**

WHEREAS, Council Policy #CP-5 provides for the use of City funds by City Council for attendance at authorized events and City-related business travel; and

WHEREAS, paragraph C of #CP-5 provides direction for the authorization of said expenses; and

WHEREAS, this City Council desires to amend paragraph E of #CP-5 to provide for a standardized mileage stipend for the Mayor and all Councilmembers in lieu of reimbursement based on mileage, effective December 26, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE CITY, COLORADO AS FOLLOWS:

1. Paragraph E of Council Policy #CP-5 regarding the payment of travel, lodging, and meal expenses for is amended to read as follows:

E. Payment

Payment shall be made for the travel expenses specified below and incurred by the Council member only. Alternate arrangements for personal use are not payable by the City. Receipts are required for any expense submitted for payment. In order to qualify for payment, a claim for payment of expenses must be filed within thirty (30) days of the date it was incurred except for extenuating circumstances approved by the City Manager. All claims will be filed on forms provided by the City Manager.

1. **Air travel.** City staff shall use reasonable efforts to locate an economical non-stop coach airfare based on availability.
2. **Bus or rail – instead of air travel.** Payment is limited to cost of equivalent airfare.
3. **Auto rental.** Rental cars may be procured only if the use of such a vehicle provides the most economical means of transportation available to provide the necessary connections, and to accommodate meeting schedules. Payment is limited to actual cost for City business. Rental usage limited to Council member only.
4. **Parking – garage.** Payment is limited to actual cost.
5. **Private car.** The Mayor and each Council member shall receive a stipend of \$250.00 per month for all costs of the use of their private vehicles in the conduct of business on behalf of the City (excluding parking). Vehicles must be insured at all times. The Mayor and Council members are responsible for the tracking of mileage for individual tax purposes.
6. **Taxi or shuttle.** Payment is limited to actual cost for travel to and from conference events and on City business only. Payment of a gratuity for a taxi shall not exceed 15% of the taxi fare.

7. **Lodging.** Payment is limited to actual reasonable occupancy rate for Council member for the minimum number of nights required to attend a City function. Reservations at hotels or motels are to be made well in advance of the conference or meeting dates. If attending a formal conference, lodging will normally be at the conference or headquarters, or hotel or comparable facility nearby. Payment of a gratuity for maid service shall not exceed \$2.00 per day.

8. **Meals – related to conventions, training, conferences and seminars.** Payment is limited to per diem based on federal guidelines. The per diem amount includes meal gratuities. For any meal paid for by others, the per diem paid to the Council member for such meal shall be reimbursed by the Council member to the City. Payment of a meal gratuity for service shall not exceed 20% of the cost of the meal.

9. **Registration fees.** Payment is limited to the actual cost for the Council member only.

10. **Business meals.** Payment is limited to the reasonable cost to conduct City business at a business meeting at breakfast, lunch or dinner for promoting or benefiting the City. Payment includes reasonable gratuity not to exceed 20% of the cost of the meal unless there is a specific restaurant gratuity charge. Information required for payment shall include the name of the individual(s) present for the meeting and the nature or purpose of meeting. Meals with constituents are not payable by the City. The cost of alcoholic beverages will not be paid by the City.

11. **Other regularly scheduled meetings, banquets, ceremonial events, etc.** Payment shall be made for the actual cost for attendance by a Council member at (1) regularly scheduled dinner meetings budgeted in the City budget or authorized by the City Council; (2) awards or recognition banquets for boards and commissions on which the City has representation; (3) ceremonial events at which a Council member is authorized by City Council to represent the City; and (4) other meetings as authorized by the City Council where a Council member is required to attend to represent the City. Payment for costs incurred by a spouse or companion of a Council member attending an event authorized in this Council Policy with a Council member shall only be made for events in the Denver metropolitan area. The cost of alcoholic beverages will not be reimbursed.

Examples of awards or recognition banquets, ceremonial events or other meetings in this paragraph may include, but are not limited to: Metro North Chamber Banquet, DRCOG awards banquet, and ADCOG July and December meetings. Specific fund-raising events as designated by Council are also allowed.

In the event a Council member responds to an invitation to a function or activity paid for by the City that he/she will attend and then fails to do so without giving the City Manager's office reasonable opportunity to fill the vacancy, the cost will be charged personally to the absent Council member and the proceeds deposited into the general fund except in the event of extenuating circumstances approved by the City Manager.

12. **City-issued purchasing cards.** Only the Mayor, if requested by the Mayor, shall be issued a City purchase card in accordance with the City's employee purchasing card policy. Use of the card is restricted to City business.

13. **Prohibition of use of funds for campaign purposes.** In no event shall any City funds be expended for campaign purposes which would violate the Fair Campaign Practices Act or for attendance at a partisan political event.
2. All other terms and provisions of Council Policy #CP-5 remain unchanged and in full force and effect.
3. This Resolution shall be effective December 26, 2016.

RESOLVED AND PASSED THIS 5TH DAY OF DECEMBER 2016.

CITY OF COMMERCE CITY, COLORADO

BY: _____
Sean Ford, Mayor

ATTEST:

Laura J. Bauer, MMC, City Clerk