



Council Sponsorships and Council Requests Process – Follow-up

May 13, 2019



1 – City Council Sponsorships



Purpose

City Council requested review of current event sponsorships in order to determine:

- How does the organization/event benefit the Commerce City Community?
- Are current sponsorship amounts in line with Council desires?
- Is there a need to create a new/different process for future approval of budgeted events?



Current Budget Sponsorships

A report has been provided that reflects 2019 budgeted sponsorships. The report includes:

- Name of event and organization's mission statement
- Budgeted amount
- Date that the event was initially funded
- Link to organization's website
 - Budgeted sponsorships are submitted by individual Council Members, who are in the best position to describe the benefit of participating in the event or providing a donation.

Current Budget Process

The majority of the events have been funded through the City Council's budget for 5+yrs. Some have been funded for 10+yrs.

- In the past 5 years a *request form* was completed by a specific councilmember and brought before the council for approval. Only events approved by the City Council during each budget cycle were added as a final budget line item for future years.
 - Some events have been approved for a specific year, but not approved as line items for future budget years.



City Council Sponsorship Funding Request

Councilor Requesting Sponsorship:

Date:

Event Name:

Date:

Location:

Amount:

Current Year Misc Sponsorship Budget:

Balance of Budget:

Function or activity is of benefit to the City of Commerce City?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is in the public interest or serves a public purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expenditure not already funded in Legislative Budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expenditure is for campaign purposes or for attendance at a partisan political event <i>(a violation of the Fair Campaign Practices Act.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sponsorship Information:

City Council Feedback

- Does the current request form and process still work for you?
- What suggestions do you have to revise the form/process to best meet your expectations?



Commerce
CITY



1 - Council Requests Process



Purpose

In order to better manage City Council requests that have a budget impact or that will require more than 1 hour of staff time, it is imperative to create a procedure that has a Council review and approval process.

- Review City Council Policy #2; Council Norms and Standards of Conduct
- Review proposed process flow and draft request form for action items

Background

City Council Policy #2; Council Norms and Standards of Conduct

(E.1.a): City Manager will limit assignment from an individual Council member to one hour for projects and other time-consuming projects will be referred to Council as a whole for direction.

(E.2.b): Council members will not make any requests of City staff for production of documents without conferring with the City Manager. Pursuant to Section 7.8 of the City Charter, Council members may make inquiry of City staff for information; however, any information request is acceptable only if it doesn't require more than one hour of department work.

Process

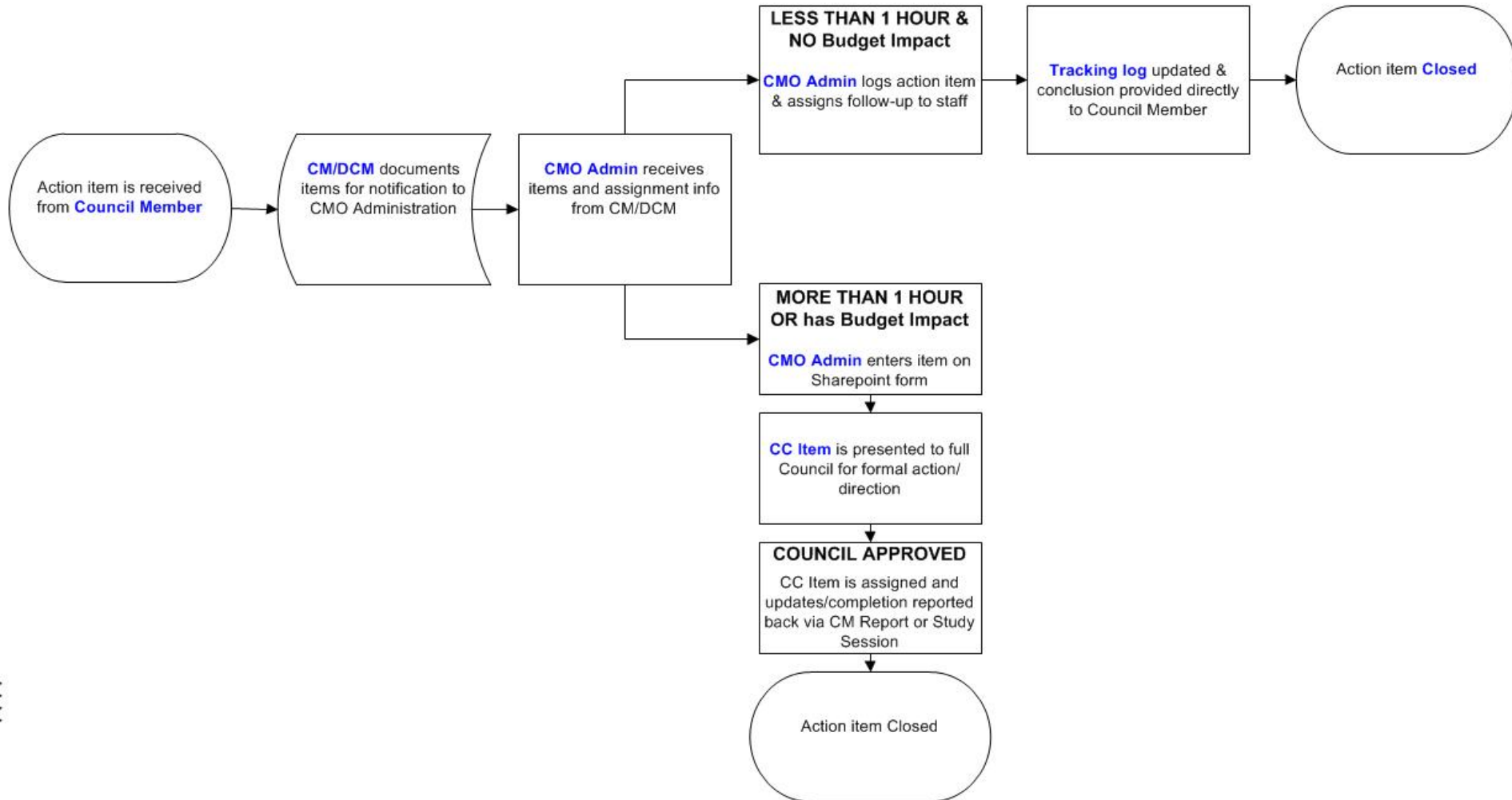
Requests that go beyond 1 hour, or have a budget impact are referred to the full City Council for consideration.

- When an item is raised by a Council Member the staff will prepare a request form that provides a general outline of the request and an estimate of the budget impact.
- The completed request form will be returned to the originating council member for presentation to the full City Council for consideration.

City Council Project Request Tracking	
Title Description	Test
Requestor	Mr. Councilman
Department(s) Affected	Finance
Date Presented to Council	1/21/2019
Council Approval Date	
Request Date	1/21/2019
Scope	
Justification	
Project Visual	
Estimated Budget	
Year of Estimate	2
Projected Start Date	1/21/2019
Projected Completion Date	1/21/2020
CIPP Type	Traditional
Operational Type	Bridges
Ward	City-Wide
Potential Funding Source	GF
Council Goal	Promote a balanced and thriving city
Workplan Outcome	
Priority Outcome	No
Priority Outcome Area	Balanced Mix of Land Uses
Workplan Objective	
Federal or State Mandate	No
Identified in a Strategic Plan	No
Salary Benefit	No
Strategic Plan Page Number	
Status	New
Comments	

City Council Action Items

Follow-up Process



City Council Feedback

- Does the current request form and process still work for you?
- What suggestions do you have to revise the form/process to best meet your expectations?



Commerce
CITY