



# City Council Community Outreach Funds

## Allocation and Spending Policy Guidelines

Adopted *(insert date)*

*As elected members of the Mesa City Council, the Mayor and Councilmembers (“Council” or “Councilmembers”) have established the following guidelines related to budgetary spending. It is the goal of the Council to be conservative and fiscally responsible with the entrusted City funds, and to voluntarily abide by this document in the spirit of transparent self-governance. As such, the following definitions, procedures, and policies are mutually agreed upon to ensure individual and collective fiscal accountability to the citizens of Mesa.*

### Funding Categories

**Community Partnership:** Funds annually allocated to be used to benefit neighborhood and community projects within the City of Mesa.

Examples of expenditures using Community Partnership funds include:

- Contributions to local, neighborhood or HOA community projects that benefit the citizens of Mesa.
- Payment or reimbursement of expenses such as equipment rentals, solid waste disposal fees, necessary permit and/or user fees, incurred as part of a local neighborhood or HOA community event.
- Funding City-initiated local, neighborhood or HOA improvements such as signage, playground equipment, park modifications, etc.
- Expenses related to City-supported and City-initiated activities such as outreach events or meetings.

**Discretionary:** Funds annually allocated to be used to benefit the citizens of Mesa that may not be directly tied to projects or events, such as through charitable contributions, professional growth and networking, equipment, and other items used in furtherance of Council duties.

Examples of expenditures using Discretionary funds include:

- Training, conferences, seminars, and travel expenses, other than those related to the National League of Cities, Arizona League of Cities and Towns and U.S. Conference of Mayors.
- Allocations to charitable or volunteer organizations for programs or projects that benefit the citizens of Mesa.
- Office equipment, software, or other items purchased in furtherance of Council duties, outside of those covered by City Staff maintained funds.
- Any expenses acknowledged as Community Partnership expenses.

## **Mayor and Councilmember Fund Allocations**

### **Community Partnership**

- Mayor - \$6,000
- Councilmembers - \$5,000

### **Discretionary**

- Mayor - \$12,000
- Councilmembers - \$9,000

(Community Outreach funds are allocated per fiscal year and cannot be carried over.)

## **Procedures**

1. New members of the Council will receive training in fiscal related matters by City Staff.
2. City Council Assistants will receive training in fiscal matters related to Council expenditures.
3. City Staff will provide members of the Council an annual (fiscal year) expenditure report of Community Partnership and Discretionary expenditures.
4. Councilmembers will comply with the same expense-related policies followed by City of Mesa employees, as provided in City of Mesa Management Policies 200 (Purchasing Policy and Procedures), 201 (Travel Authorization and Expenses), and 211 (Procurement Card Program).
5. Expenditures made with allotted Council funds will benefit the citizens of Mesa, and any material items purchased for business use during a Councilmember's tenure, remain the property of the City of Mesa.
6. Documentation of expenditures from Council allotted funds:
  - a. Expenditures over \$50 – An executed "Community Outreach Funds Expenditure Form" will be provided with the receipt/invoice as backup to the transaction in the City's financial system.
  - b. Expenditures under \$50 – An executed "Monthly Community Outreach Funds Expenditure Form" will be forwarded to the City Manager Council liaison (each month) for retention.