City of Arvada
City Council Agenda
OCTOBER 7, 2024
STUDY SESSION

Councilmembers:
Lauren Simpson, Mayor
Randy Moorman, Mayor Pro-Tem
Shawna Ambrose, District 2
Sharon Davis, At large
Lisa Feret, At large
Bob Fifer, District 4
John Marriott, District 3

Staff Members Usually Present:
Linda Haley, Acting City Manager
Don Wick, Deputy City Manager
Rachel Morris, City Attorney
Jacqueline Rhoades, Director of Public Works
Sharon Israel, Director of Utilities
Jessica Garner, Director of Community & Econ. Dev.
Bryan Archer, Director of Finance
Gabriella Bommer, Director of Human Resources
Rachael Kuroiwa, Director of Communications & Engagement
Kristen Rush, City Clerk

Info: 720-898-7550

THIRD FLOOR CONFERENCE ROOM
The study session can only be watched via Zoom
https://arvadaco-gov.zoom.us/j/89475850775?pwd=84m1LiQXxLFnKPPpF9bJ4fWRKglTxN.1
4:00 PM

1. Call to Order/Roll Call of Councilmembers
2. Study Session Topics
   A. City Council Vacancy Policy Discussion
   B. City Council Expense Reimbursement Policy Discussion
3. Adjournment

CITY OF ARVADA

REPORT TO CITY COUNCIL STUDY SESSION

AGENDA ITEM 2.A.

TO: THE HONORABLE CITY COUNCIL DATE: October 7, 2024

SUBJECT: City Council Vacancy Policy Discussion

Report in Brief

The City Attorney's Office will present a draft version of the City Council Vacancy Policy and facilitate a discussion regarding the proposed Policy. The team is looking for feedback and direction as to whether any changes need to be made to the draft version of the policy before it is formally presented to the Council at a business meeting.

Background

Section 4.6 of the Arvada City Charter declares that a vacancy on the City Council is created when a Councilmember or Mayor is recalled, dies, becomes incapacitated, resigns, is convicted of a felony, ceases to be an Arvada resident, ceases to be a resident of the district from which they were appointed, or fails to attend three consecutive regular meetings without being excused. While Section 4.6 establishes the timeline and votes necessary to fill a vacancy, Section 4.6 does not establish an actual procedure for filling the vacancy.

The attached draft of the City Council Policy pertaining to Council Vacancies establishes the procedure by which a vacancy may be declared and filled. Upon City Council's approval, this Policy will be added to the City Council Policy Manual. The City Team is seeking feedback on the proposed Policy generally and would also like input on whether the Council would like to see a voting procedure that is more complex than the current majority vote for selecting a person to fill a vacancy (see Sections 2.6 and 3.2.2). At this Study Session, the City Attorney's Office will summarize how the policy addresses the following:

- How vacancies are declared,
- The process for filling a vacancy for both a Councilmember and the Mayor,
- The documents supporting the application process (notice of vacancy template and applicant scoring sheet), and
- Term of any appointment.

Strategic Alignment

This policy discussion supports the following strategic goals: OSE3, in which the City provides legal services to the City Council so that the Council may enforce the law, avoid or mitigate risks, and promote safety associated with City operations and protect the legal interests of the City; and OSE4, in which the City provides leadership services to ensure appropriate staffing, financial, and technology resources to all work systems to achieve strategic and operational results.

Next Steps

As a result of this Study Session, the team will take the feedback and direction from the City Council and revise the policy to create a final draft. The team will then present the final draft of the policy to the Council at a business meeting for approval.

Prepared by:
Laura Hemler, Assistant City Attorney

Reviewed by:

Approved by:

Rachel Morris, City Attorney 9/12/2024
Linda Haley, Acting City Manager 9/12/2024

Enclosure, exhibits & attachments required to support the report

CITY COUNCIL POLICY

Authorized by City Council: Resolution No. 24-###

Council Policy No. ####
Effective date: DATE
Revision date: DATE

TITLE: **Council Vacancies**

PURPOSE: To establish the procedure for filling a vacancy on the Arvada City Council.

POLICY: Section 4.6 of the Arvada City Charter establishes the circumstances under which a vacancy on the Arvada City Council may occur and the timeline for filling a vacancy. The City will follow the procedure set forth in this policy in order to fill a vacancy in a standardized, timely, and efficient manner and in accordance with Section 4.6 of the City Charter.

AUTHORITY: Resolution 14-008 adopted on January 6, 2014, establishing a City Council Policy Manual; Section 4.6 of the Arvada City Charter pertaining to vacancies.

SCOPE: This policy applies to the filling of any vacancy resulting from a councilmember or mayor's resignation, recall, death, felony conviction, incapacity, three or more unexcused absences, or any other reason for a vacancy as provided by the Arvada City Charter.

DEFINITIONS:

Applicant means a person applying to fill a vacancy.

Application means the letter and certification described in Section 2.2.

Appointee means the applicant selected by the City Council to fill a vacancy pursuant to section 2.6.

Arvada or *City* means the City of Arvada.

Charter means the Arvada City Charter.

City clerk means the Arvada city clerk or their designee.

City Council means the Arvada City Council comprised of councilmembers and the mayor.

City manager means the Arvada city manager or their designee, including a deputy city manager.

Councilmember means a person elected to and currently serving on the City Council, excluding the mayor.

Day means a calendar day unless otherwise specified.

Election district means a district created for the purposes of City Council election under Section 4.1.1 of the Charter.

Mayor means the mayor of the City Council.

Mayor pro tem means the mayor pro tem of the City Council.

Nominee means a councilmember nominated to fill a mayoral vacancy.

Notice means a notice created and published by the city clerk to announce and advertise a vacancy.

Position means a seat on the City Council, excluding the mayor's seat.

Unexcused absence means a councilmember or mayor's failure to attend a regular or special City Council meeting without being excused by the City Council.

Vacancy means an unoccupied position or mayor's seat on the City Council.

PROCEDURES:

1. CREATION OF A VACANCY

1.1 Vacancy declared by the city clerk. The city clerk must declare a vacancy and initiate the process for filling the vacancy pursuant to Section 2 upon receipt of sufficient notice and documentation of the following events from a councilmember, mayor, or their representative:

1.1.1 Resignation,

1.1.2 Recall,

1.1.3 Death,

1.1.4 Felony conviction, or

1.1.5 Non-residency within the City or election district, as applicable.

1.2 Vacancy declared by the city council. The City Council, by majority vote in a regular or special meeting, may declare a vacancy and order the city manager to direct the city clerk to initiate the process for filling a vacancy if a position or the mayor's seat has become vacant due to:

1.2.1 Incapacitation, or

1.2.2 Three or more unexcused absences.

1.3 Three or more simultaneous vacancies. If three or more vacancies exist simultaneously and there will not be a regular municipal election within 90 days, the remaining City Council shall call for a special election to fill such vacancies at the next regular City Council meeting.

1.4 Records. The city clerk shall maintain an official file documenting the effective date of a vacancy, copies of the notice, applications submitted, and City Council records related to filling the vacancy.

2. APPOINTMENT TO FILL A COUNCILMEMBER VACANCY

2.1 Announcement and advertisement. Except for a vacancy of the mayor's seat, upon declaring a vacancy or being directed to initiate the process for filling a vacancy by the city manager under Section 1, the city clerk must officially announce and advertise the vacancy using the notice of position vacancy template. The notice must describe the qualifications for the position, provide directions for applying to fill the vacancy, and a deadline by which applications must be received by the city clerk. The notice must be posted electronically on the City's website, in paper on the City's official posting location at City Hall, or by any means permitted by law or by City Council resolution for the posting of meeting notices. The city clerk may also choose to post the notice by additional means as the city clerk deems necessary or advisable.

2.2 Application. Any person wishing to fill a vacancy must submit a letter to the City Council addressing all items required by the notice and a signed eligibility certificate by the deadline set forth in the notice. The city clerk may reject any incomplete or untimely application. Should the city clerk reject an application on these grounds, the city clerk will inform the applicant. If the application deadline has not passed, an applicant may submit a revised application.

2.2.1 A member of the public may submit a communication to the city clerk in support of or in disfavor of a particular applicant in a manner established by the city clerk. The city clerk will include this communication in the application provided to the City Council.

2.3 City clerk review. Following the application deadline, the city clerk will review all timely received applications to determine whether an individual application is complete and whether the applicant is qualified under Section 4.3 of the Charter to fill the vacancy.

2.3.1 If the city clerk determines an application is complete and the applicant is qualified, the city clerk will forward the application and any communications received under Section 2.2.1 to the City Council for review.

2.3.2 If the city clerk determines an application is incomplete or an applicant is not qualified, the city clerk will inform the applicant and the application will not be provided to City Council for review.

2.4 City council review. Each councilmember and the mayor must independently review each application and complete an applicant scoring sheet for each applicant. Each scoring sheet will be submitted to the mayor or mayor pro tem, who will total the scores for each applicant and select the applicants with the highest scores for an interview with the City Council. City Council may limit the number of high-scoring applicants that receive the opportunity to interview. The City Council will then coordinate with the city clerk to schedule interviews with the applicant(s) selected for interviews. The city clerk will publish the completed scoring sheets for each applicant and the names of the applicants selected for an interview prior to the meeting where the interviews will occur.

2.5 Interviews. The City Council will interview each selected applicant in a properly posted public meeting. After all interviews are completed, the City Council may discuss the interviews, but will not attempt to reach a collective decision or ranking of the interviewed applicants.

2.6 Selection. At the next regular City Council meeting, or in a special meeting called for the specific purpose of appointment, the City Council shall publicly vote for one of the interviewed applicants. The appointee will be determined by majority vote.

2.7 Appointment and term.

2.7.1 The appointee will take the oath of office at the next regular City Council meeting or at a special meeting called for the purpose of taking such oath.

2.7.2 The appointee will serve until a successor is appointed at the next regularly scheduled election.

2.8 Timeline. The city clerk may establish any deadlines necessary to accomplish the actions set forth in this section. All actions must be completed, and a vacancy filled, within 45 days of the vacancy occurring.

3. APPOINTMENT TO FILL A MAYORAL VACANCY

3.1 Declaration of vacancy. If the vacancy is for the mayor's seat, the seat must be declared vacant according to Section 1.

3.2 Selection.

3.2.1 Following the declaration of a mayoral vacancy and within 45 days of the vacancy, the mayor pro tem must invite the remaining councilmembers to nominate themselves or another councilmember to fill the vacancy at either a regular or special meeting. No other person may apply or be considered for the position of mayor.

3.2.2 The city clerk shall collect all proposed nominations and facilitate a public vote at a regular or special meeting. The nominee selected to fill the mayoral seat vacancy will be determined by majority vote.

3.3 Appointment and term.

3.3.1 The selected nominee will fill the mayoral seat and take the oath of office at the next regular City Council meeting or at a special meeting called for the purpose of administering the oath. If the selected nominee was previously the mayor pro tem, the selected nominee will also facilitate a vote for a new mayor pro tem in accordance with the City Council Rules of Procedures Governing Meetings at this meeting. The elected successor Mayor Pro Tem will serve until the next regularly scheduled election.

3.3.2 If the selected nominee is not the current mayor pro tem, the mayor pro tem retains their designation as the mayor pro tem and no election for a new mayor pro tem shall occur.

3.3.3 The selected nominee will serve until the next regularly scheduled election.

3.4 Additional vacancy. When a councilmember is appointed to mayor under this section, the resulting councilmember vacancy will be filled in accordance with the procedure stated in Section 2.

4. FORMS

4.1 Creation and maintenance. The forms and templates necessary to implement this policy will be created and maintained by the city clerk's office in either digital or hard copy as determined by the city clerk. A form may be revised or updated by the city clerk's office on an as-needed basis and such revision will not be deemed a revision of the policy. The forms necessary to implement this policy include but are not limited to the:

Notice of position vacancy template, including the City Council eligibility certification, and

Applicant scoring sheet.

CITY OF ARVADA
APPLICANT SCORING SHEET

Please use the criteria set forth below to evaluate an applicant for City Council when a vacancy occurs under Section 4.6 of the Arvada City Charter and in accordance with City Council Policy No. #######. Each criterion should be evaluated independent from any other councilmember. Ratings must be based solely on the applicant's submitted application and given prior to any interview.

Applicant Name:________________________ **Evaluator Name:**_________________________

Criterion	**Rating (1=low/does not meet criterion, 10=high/exceeds criterion)**
1. Applicant has lived in Arvada for one year or longer.	
2. Applicant has education experience relevant to local government, leadership, teamwork, the City Council, or the City Arvada.	
3. Applicant has employment/professional experience related to local government, leadership, teamwork, the City Council, or the City of Arvada.	
4. Applicant has experience serving as a member of a board, committee, or commission.	
5. Applicant indicates availability to attend regular and special City Council meetings and workshops.	
6. Applicant indicates a willingness to serve on City Council appointed boards and commissions.	
7. Applicant indicates a willingness to attend retreats, trainings, and ceremonial events.	
8. Applicant demonstrates an interest in serving on the City Council.	
9. Applicant demonstrates connection to the Arvada community.	
10. Applicant demonstrates an interest in the Arvada community.	
Total:	**/100**

CITY OF ARVADA
NOTICE OF POSITION VACANCY
CITY COUNCIL [MEMBER/MAYOR] – POSITION

The City of Arvada is accepting applications for the unexpired term for [Position; e.g. Council Member District 1]. The term for this position will be from the date of the appointee taking the Oath of Office until the City of Arvada's next regular election in [MONTH, YEAR]. Applicants must have resided in [Location; e.g. District 1] for the past one (1) year and meet all other qualifications as set out in the Arvada City Charter. A boundary map of [Location; e.g. District 1] is available on the City's website. **Applications will be accepted by the City Clerk's Office until 12:00 Noon on [Day of the week], [MONTH, DAY] at 8101 Ralston Road, Arvada, CO 80002. The tentative schedule calls for names of the finalists to be posted on the City's website by 5:00 p.m. on [Day of the week], [MONTH, DAY]at which time the public will be invited to comment on the finalists either by letter or email sent to Arvada City Clerk's Office, 8101 Ralston Road, Arvada CO 80002 or by email to [email address]. The deadline for public comments is [DATE] at [TIME]. Interviews of the finalists will take place on [DATE] with an appointment tentatively scheduled to be made the same day.**

Applicants shall submit the following two application documents to the Arvada City Council, through the City Clerk's Office:

1. A letter of interest addressed to the Arvada City Council that contains the following minimum information:

    a. Detailed contact information including name, address, phone numbers, and email address,

    b. How long you have lived in the City of Arvada,

    c. Education,

    d. Employment/professional experience,

    e. Experience as a member of a board, committee, or commission charged with deliberative decision-making. Include length of time served, attendance record, leadership positions, and specific contributions,

    f. Availability for attendance at regular and special City Council meetings and workshops,

    g. Availability and willingness to serve on City Council appointed boards and commissions, and attend retreats, trainings, and ceremonial events (City Council members generally spend 10-20 hours per week on city business), and

    h. A statement as to why you want to serve on the Arvada City Council.

2. A completed City Council Eligibility Certification (below).

City Council Eligibility Certification

I, _________________________________, do hereby certify that I meet all the qualifications to run for City Council as set out in the Arvada City Charter and State Municipal Election Code and stated below:

- Registered elector of the City of Arvada and have resided in [District] for one (1) year
- At least 18 years of age
- A citizen of the United States for at least one (1) year
- No council member shall be a salaried employee of the City nor any other municipality during their term of office
- No individual shall be eligible to hold the office of city council member who has been convicted of a felony in any court of the United States within ten (10) years of the date of assuming the office of city council member

_______________________________________ Signature

___________________ Date

CITY OF ARVADA

REPORT TO CITY COUNCIL STUDY SESSION	AGENDA ITEM 2.B.

TO: THE HONORABLE CITY COUNCIL DATE: October 7, 2024

SUBJECT: City Council Expense Reimbursement Policy Discussion

Report in Brief

The City Attorney's Office will present a draft version of the revised City Council Policy pertaining to the reimbursement of expenses incurred by Councilmembers and the Mayor and facilitate a discussion of the revisions. The team is looking for feedback and direction as to whether any changes need to be made to the draft version of the policy before it is formally presented to the Council at a business meeting.

Background

The City Council Policy Manual currently has an Expense Reimbursement Policy (No. 3001.1). This Policy was implemented on January 6, 2014, and has not been updated. As a significant amount of time has passed since the Policy's initial implementation, the City team is proposing the attached draft to revise the current Policy. The revised Policy provides more detail than the current Policy, addresses the issuance of a P-Card to a Councilmember or the Mayor, and aligns the approval and expense submission process with current practices. The City team is seeking input and feedback on these revisions. The City team would also like to know if the Council would like to see any specific parameters on approving travel outside the United States (see Section 3.2.1 of the attached policy).

At this Study Session, the City Attorney's Office will also summarize how the policy addresses the following:

- Travel and guest expenses,
- Other eligible expenses and payment terms,
- Approval procedure,
- Issuance and use of a P-Card, and
- Submission of expenses for reimbursement.

Strategic Alignment

This policy discussion supports the following strategic goals: OSE3, in which the City provides legal services to the City Council so that the Council may enforce the law, avoid or mitigate risks, and promote safety associated with City operations and protect the legal interests of the City; OSE4, in which the City provides leadership services to ensure appropriate staffing, financial, and technology resources to all work systems to achieve strategic and operational results; and OSE5, in which the City provides financial management services to facilitate responsible resource allocation and sustain current service levels while identifying revenue requirements to promote long term financial resilience.

Next Steps

As a result of this Study Session, the team will take the feedback and direction from the City Council and revise the policy to create a final draft. The team will then present the final draft of the policy to the Council at a business meeting for approval.

Prepared by:

Laura Hemler, Assistant City Attorney

Reviewed by:

Approved by:

Bryan Archer, Director of Finance	9/10/2024
Rachel Morris, City Attorney	9/12/2024
Linda Haley, Acting City Manager	9/12/2024

Enclosure, exhibits & attachments required to support the report

CITY OF ARVADA

CITY COUNCIL POLICY

Authorized by City Council: Resolution No. 14-008

Council Policy No. 300.1
Effective date: January 6, 2014
Revision date: DATE

TITLE: **Expense Reimbursement**

PURPOSE: To determine the payment or reimbursement of expenses incurred by members of the Arvada City Council for attending position-related meetings, conferences, seminars, trainings, and other similar professional development opportunities.

POLICY: The City of Arvada encourages each member of the Arvada City Council to seek out and take advantage of trainings and professional development opportunities related to the councilmember's duties in order to broaden their understanding of municipal government functions and their role as an elected official. Councilmembers are eligible for payment or reimbursement for all reasonable and necessary expenses to attend meetings, conferences, trainings, and other similar opportunities related to the councilmember's duties as an elected official on the Arvada City Council subject to proper documentation and adherence with this policy.

AUTHORITY: Resolution 14-008 adopted on January 6, 2014, establishing a City Council Policy Manual, including this Policy No. 400.1.

SCOPE: This policy applies to the reimbursement of expenses incurred by a councilmember.

DEFINITIONS:

Arvada or *City* means the City of Arvada.

City Council means the Arvada City Council.

City manager means the Arvada city manager or their designee, including a deputy city manager.

Councilmember means a person elected to and currently serving on the City Council, including the Mayor.

Day means a calendar day unless otherwise specified.

Eligible expense means an expense authorized for payment or reimbursement by the

City under Section 2.

Event means a meeting, conference, seminar, training, or other similar professional development opportunity.

Expense means a reasonable cost or amount of money spent to pay for goods and services relating to a councilmember attending an event.

Expense reimbursement means the process set forth in Section 5.

Finance director means the director of finance or their designee.

Guest means a non-City employee or elected official or a City employee or elected official who would not be attending the event but who accompanies a councilmember in their travel to an event. A guest includes spouses, significant others, family members, and friends.

Mayor means the Mayor of the City Council or the *Mayor Pro Tem* of the City Council if the Mayor is unavailable.

Per diem rate means a daily rate for food, meal, and incidental expenses incurred for attending an event that is established by the Federal General Services Administration (GSA).

Personal expense means an amount of money incurred for a personal purpose and unrelated to the event or travel to, from, or within the event.

P-card means a card issued pursuant to City of Arvada Policy No. 3300.07 – Purchasing Card Program.

Purchasing card administrator or *P-card administrator* means the employee(s) assigned to administer the Purchasing Card Program by the finance director. The purchasing card administrator includes any backup administrator.

Pre-meeting dinner means the dinner that occurs immediately before a City Council business meeting or workshop.

GENERAL PRINCIPALS:

1. **BUDGET; AUTHORIZATION; TAX.**

1.1 <u>Budget.</u> The City maintains an annual "travel budget" to fund expenses incurred under this Policy. The travel budget is reviewed and approved by the City Council during the annual budget process.

1.2 <u>General authorization.</u> An expense incurred by a councilmember is eligible for payment or reimbursement by the City when:

1.2.1 The expense is reasonable and necessary for the councilmember to attend an event relating to the councilmember's role as an elected official on the City Council,

1.2.2 The expense is an eligible expense as described in Section 2, and

1.2.3 The expense received the requisite approval under Section 3.

1.3 Personal expenses and travel.

1.3.1 The City will not pay or reimburse a councilmember for any expenses incurred for personal purposes.

1.3.2 A councilmember may combine travel for an event with personal travel at the beginning or end of a trip, but any expenses incurred for personal purposes will not be paid or reimbursed by the City.

1.3.3 If a councilmember's airfare to travel to an event includes additional airfare for personal travel and the cost of such airfare is greater than the portion of the airfare being used to travel to the event, the councilmember will pay or reimburse the City for the personal portion of the airfare if the City pays the entire airfare. If the councilmember pays the entire airfare, the City will reimburse the councilmember only for the portion of the airfare relating to traveling to the event.

1.4 Attendance of guests. The City will not pay or reimburse any expense incurred by any guest in accompanying a councilmember in their travel to or attendance at an event unless the event is deemed to be a special occasion for the councilmember and the reimbursement of such expense is approved in advance by the City Council. A special occasion means an event where a councilmember is individually honored for their work as an elected official. For example, a councilmember is receiving an award for outstanding governance at an annual conference.

1.5 Tax exempt transactions. A councilmember must use their best efforts to ensure all transactions are tax exempt. The City will not reimburse a councilmember for any tax and a councilmember may be responsible for reimbursing any inappropriately paid taxes.

2. **ELIGIBLE EXPENSES AND PAYMENT TERMS**. The expenses in this section are eligible for payment or reimbursement by the City in the manner set forth below.

2.1 Registration expenses: the actual cost of registration, including fees or tuition, for an event.

2.2 Transportation expenses:

2.2.1 Primary transportation expenses: the actual cost of reasonable transportation to and from the event destination. Transportation expenses include the costs associated with air, rail, bus, and rental car travel. Primary transportation expenses do not include a councilmember's use of a personal car to travel to, from, or within an event, which are covered separately in Sections 2.2.2 and 2.2.4 below. Primary transportation expenses will be paid in advance, by expense reimbursement, or by P-Card.

2.2.1.1 Air, rail, and bus travel will be via coach or economy class unless special situations require other arrangements and are expressly approved by the

Mayor. A councilmember may pay the difference in cost for upgrades from coach or economy class.

2.2.1.2 If the councilmember travels by rail, bus, or rental car in lieu of air travel, the cost shall not exceed the cost of airline travel unless expressly authorized by the Mayor.

2.2.1.3 If a councilmember travels by rental car, the councilmember is encouraged to carpool with other councilmembers or City staff. To the extent a larger vehicle is not required for a group, the City will pay the prevailing rate for the lowest priced mid-size or smaller vehicle. Rental cars may be paid by using a P-card. If a P-card is used, additional rental liability insurance is not necessary. If the P-card is not used, the councilmember must accept the collision and comprehensive insurance offered on the rental agreement. The City is not responsible for reimbursing traffic or parking tickets.

2.2.2 Secondary transportation expenses: the actual cost of transportation to travel within the event destination for event or City-related purposes excluding fees for rental mobility devices such as bicycles or scooters. Secondary transportation includes subway and light rail travel, taxi and rideshare travel, and toll fees. Examples of secondary transportation include a councilmember taking the subway from their hotel to the convention center hosting the event, a councilmember using a rideshare to travel from the airport to their hotel, or any similar type of short-distance travel related to the event. Fees to rent personal mobility devices such as bicycles and scooters are not eligible for reimbursement unless such rental is necessary as a reasonable accommodation for a councilmember with a disability. Eligible secondary transportation expenses may be paid in advance, by expense reimbursement, or by P-card.

2.2.3 Parking expenses: actual expenses necessary to park a personal vehicle or rental car for the duration of the event. Parking expenses may be paid in advance, by expense reimbursement, or by P-card. The City will not pay or reimburse costs associated with parking tickets or towing charges.

2.2.4 Personal vehicle expenses: a mileage reimbursement paid in advance or by expense reimbursement under Section 5 in an amount consistent with the current standard mileage rates established by the Internal Revenue Service (IRS) for use of a personal vehicle to travel to, from, or at an event located 50 or more miles from City Hall.

2.2.5 Mileage reimbursement will be measured from either the councilmember's home or City Hall, whichever is less. Mileage will be measured from City Hall to the event destination if the councilmember must stop at City Hall either immediately before or after the event.

2.2.6 The City does not provide insurance coverage for use of personal vehicles in case of an accident. Personal vehicles used for traveling to, from, or at an event must have vehicle liability insurance with liability limits at least as high as the minimum liability specified by the State of Colorado and maintain proof of insurance as required by law. The City is not responsible for maintenance, repairs, or moving violations for a personal vehicle.

2.2.7 Mileage reimbursement requests must be submitted pursuant to Section 5 on a quarterly basis.

2.2.8 Fuel expenses for use of a City-owned vehicle: the actual cost of fuel for a City-owned vehicle or a vehicle rented for purposes of traveling to and from the event, or at the event may be reimbursed through expense reimbursement or paid by P-Card.

2.2.9 Emergency vehicle repairs: the actual cost of an emergency repair to a City-owned vehicle or to a vehicle rented by the councilmember for purposes of traveling to and from the event.

2.3 Social expenses: the actual cost of attending a social or entertainment function related to an event only with the written approval of the Mayor pursuant to Section 3. Social expenses will be paid in advance or by expense reimbursement.

2.4 Lodging expenses: the actual, reasonable cost of overnight lodging necessary to attend an event located 50 or more miles outside of City Hall. Lodging expenses incurred within the 50-mile radius are not eligible for payment or reimbursement unless expressly approved in writing by the Mayor, or the director of finance if the lodging is for the Mayor. Lodging reservations will be made in advance and may be paid in advance, by expense reimbursement, or by P-card.

2.4.1 Only lodging expenses for the dates of the event are eligible for reimbursement unless extending the dates will result in an overall lower total cost of the eligible expenses for attending the event. For example, a councilmember may stay at a hotel an extra night in order to take advantage of cheaper airfare the following day if the lower airfare results in a lower the total cost of the trip (also taking into consideration lodging, food, and transportation expenses).

2.4.2 The City will not reimburse a councilmember for in-room movies, fitness center charges, or baby-sitting services.

2.4.3 The councilmember is responsible for any cancellations. The City will not pay for lodging expense reservations not canceled unless expressly approved by the Mayor. The councilmember should be aware of any lodging cancellation policies.

2.5 Meal and food expenses or per diem reimbursement:

2.5.1 A councilmember may elect to either receive a per diem reimbursement or an actual cost reimbursement for food and beverages (excluding alcoholic beverages). A councilmember receiving a per diem reimbursement will not be eligible for actual cost reimbursement. The City will only provide a per diem reimbursement or reimburse the councilmember for the actual cost of food and beverage expenses if attending an event requires an overnight stay.

2.5.2 For actual cost reimbursement, the City may reimburse a councilmember for the actual, reasonable cost of meals (food and non-alcoholic beverages) for the councilmember, any other councilmembers, or any other City employees attending the event unless meals are included in the event fee. The City will not reimburse a councilmember for a guest's food and beverage costs unless expressly approved by the Mayor. Food and beverages may be paid by expense reimbursement or P-card.

2.5.3 For per diem reimbursement, the City will pay the councilmember a per diem rate for each day the councilmember will be attending the event. If a councilmember elects per diem reimbursement, the City will not pay or reimburse a councilmember for any additional expenses incurred outside of the per diem amount provided. The City will not provide a guest with a per diem reimbursement.

2.5.3.1 When meals are included in the event fee, the City will deduct the following from the daily per diem rate:

Breakfast: 20% of the full day per diem,
Lunch: 28% of the full day per diem, and
Dinner: 52% of the full day per diem.

2.5.4 The City will not pay or reimburse a councilmember for any purchase of an alcoholic beverage or any purchase from the mini bar regardless of the selection made pursuant to Section 2.5.1.

2.5.5 Councilmembers may tip no more than 20% of the total cost for a restaurant meal.

2.6 Incidental expenses: no more than $10 per day of minor, personal expenses incurred as a result of a councilmember's travel to and from an event. Incidental expenses include gratuities (excluding restaurant tips), valet service fees, postage, telephone charges related to non-City business, laundry/dry cleaning fees if the travel is less than seven consecutive days, and other similar minor, personal expenses.

2.6.1 Incidental expenses are only eligible for payment or reimbursement if attending the event requires an overnight stay.

2.6.2 Payment or reimbursement of the following types of incidental expenses will be reimbursed through an expense reimbursement or P-card payment.

2.7 Miscellaneous expenses: the actual cost of the following expenses: City-related fax or internet charges, laundry/dry cleaning fees if the travel is seven or more consecutive days, excess baggage fees relating to City purposes, training materials, City-related shipping expenses, and City-related office supplies. Miscellaneous expenses will be reimbursed through an expense reimbursement or P-card payment.

3. **APPROVAL PROCEDURE**

3.1 Request. Any councilmember seeking to travel to and attend an event may make a verbal request to the Mayor or finance director at the City Council pre-meeting dinner. All requests must contain a cost estimate of the total eligible expenses based on documentation and be made and approved by the Mayor prior to the councilmember incurring any eligible expenses.

3.2 Approval. Following a request made pursuant to Section 3.1, the Mayor will lead the councilmembers present at the pre-meeting dinner in a discussion as to whether the request pertains to an event that is directly related to the councilmember's role as an elected official and whether the request is appropriate in accordance with this policy. Unless the request is made by the Mayor, the Mayor will make the final approval in consultation with the finance director. If the request is made by the Mayor, the finance director will make the final approval.

3.2.1 The Mayor or finance director must specifically approve a councilmember to incur social expenses, travel to an event outside of the United States, or to submit eligible expenses to pay for or reimburse a guest under Section 1.4.

Commented [LH1]: Council - would you like any additional parameters here?

3.2.2 Following approval by the Mayor or finance director as appropriate, the councilmember must submit a written copy of the approved request to the finance director.

3.3 Arrangements. Following approval pursuant to Section 3.2, the councilmember shall work with the appropriate City staff to schedule and pay for as many eligible expenses in advance as is feasible. For other eligible expenses not paid in advance, the councilmember shall work with City staff to appropriately use a P-card under Section 4 or submit a reimbursement request under Section 5.

4. ISSUANCE, USE, AND CANCELLATION OF A P-CARD

4.1 Issuance.

4.1.1 A councilmember may request a P-card by contacting the P-card administrator at pcard@arvada.org and completing the p-card application provided by the purchasing card administrator.

4.1.2 Prior to issuance, the councilmember must agree to and sign any documentation required by the finance department.

4.2 Use and required documentation.

4.2.1 A councilmember may use a P-card to cover certain eligible expenses as described in Section 2. Under no circumstances shall a councilmember use a P-card for a personal expense.

4.2.2 A councilmember must use a P-card in accordance with this Policy and in accordance with the following sections of the City's Purchasing Card Manual:

4.2.2.1 Card limits, card profiles, and merchant category codes,

4.2.2.2 Changes to cardholder information (requests must be submitted to the city manager and the P-card administrator),

4.2.2.3 Renewal of existing purchasing cards,

4.2.2.4 Reassignment of purchasing cards,

4.2.2.5 Lost or stolen purchasing cards,

4.2.2.6 Making a purchase,

4.2.2.7 Prohibited transactions,

4.2.2.8 Transaction audit,

4.2.2.9 Recordkeeping,

4.2.2.10 Meals, catering and food receipts,

4.2.2.11 Disputed charges, and

4.2.2.12 Declined transactions.

4.2.3 A councilmember may not purchase a gift card or any sort of gift without prior authorization from the finance director.

4.3 Cancellation. The P-card administrator may cancel a P-card when:

4.3.1 The councilmember holding the P-card is no longer on the City Council; or

4.3.2 The city manager, in consultation with the finance director, determines the councilmember holding the P-card violated this Policy. The City retains the right to pursue legal action to recover costs and attorney fees.

4.4 Documentation. A councilmember using a P-card must submit all itemized receipts for all P-card transactions to the administrative team for the City Manager's Office within seven days of the purchase. If the P-card was used for a meal for a non-City employee, the councilmember must also submit a list of attendees and a description of the purpose for the meeting along with the itemized receipt. The P-card administrator will upload the transaction into the appropriate accounting system.

5. SUBMISSION OF EXPENSE REIMBURSEMENT REPORT

5.1 Travel Reimbursement and Expense Report. Councilmembers must submit the Travel Reimbursement and Expense Report as described in Section 6 (the "report") to the administrative team for the City Manager's Office via email within 14 days following the completion of travel to the event. The administrative team will ensure the completed Travel Reimbursement and Expense Report is approved by the mayor for councilmembers other than the mayor or the finance director for the Mayor. The report must include all required itemized receipts. The City, in its sole discretion, may decline to pay or reimburse any eligible expenses that are not properly documented or are not timely submitted.

5.2 Open Records. The report may be published and is subject to disclosure under the Colorado Open Records Act (C.R.S. §§24-72-200.1 *et seq.*)(CORA).

6. FORMS

6.1 Creation and maintenance. The forms necessary to implement this policy will be created and maintained by the finance department in either digital or hard copy as determined by the finance director. A form may be revised or updated by the finance department on an as-needed basis and such revision will not be deemed a revision of the policy. The forms necessary to implement this policy include but are not limited to the:

City of Arvada Travel Reimbursement and Expense Report.

6.2 Completion. Each form that must be submitted under this policy must be complete upon submission. Each form must be signed by the councilmember responsible for completing and submitting it. The City may return any incomplete form to a councilmember and decline to reimburse any eligible expenses until the form is completed.

~~***REDLINE/STRIKEOVER VERSION***~~

TITLE: EXPENSE REIMBURSEMENT

~~**PURPOSE:** The purpose of this policy is to establish the procedures and conditions under which the city's elected officials will be reimbursed for attendance at conferences, meetings and trainings.~~

~~**POLICY:** Council members may be reimbursed for all reasonable and necessary expenses incurred in furtherance of council-related duties.~~

PURPOSE: To determine the payment or reimbursement of expenses incurred by members of the Arvada City Council for attending position-related meetings, conferences, seminars, trainings, and other similar professional development opportunities.

POLICY: The City of Arvada encourages each member of the Arvada City Council to seek out and take advantage of trainings and professional development opportunities related to the councilmember's duties in order to broaden their understanding of municipal government functions and their role as an elected official. Councilmembers are eligible for payment or reimbursement for all reasonable and necessary expenses to attend meetings, conferences, trainings, and other similar opportunities related to the councilmember's duties as an elected official on the Arvada City Council subject to proper documentation and adherence with this policy.

AUTHORITY: Resolution 14-008 adopted on January 6, 2014, establishing a City Council Policy Manual, including this Policy No. 400.1.

SCOPE: This policy applies to the reimbursement of expenses incurred by a councilmember.

DEFINITIONS: ~~Expenses shall mean amounts~~

Arvada or *City* means the City of Arvada.

City Council means the Arvada City Council.

City manager means the Arvada city manager or their designee, including a deputy city manager.

Councilmember means a person elected to and currently serving on the City Council, including the Mayor.

Day means a calendar day unless otherwise specified.

Eligible expense means an expense authorized for payment or reimbursement by the City under Section 2.

Event means a meeting, conference, seminar, training, or other similar professional development opportunity.

Expense means a reasonable cost or amount of money spent to pay for goods and services relating to ~~Council-related conferences, meetings, training and other official duties.~~a councilmember attending an event.

~~**PROCEDURE:**~~

~~Use~~*Expense reimbursement* means the process set forth in Section 5.

Finance director means the director of finance or their designee.

Guest means a non-City employee or elected official or a City employee or elected official who would not be attending the event but who accompanies a councilmember in their travel to an event. A guest includes spouses, significant others, family members, and friends.

Mayor means the Mayor of the City Council or the *Mayor Pro Tem* of the City Council if the Mayor is unavailable.

Per diem rate means a daily rate for food, meal, and incidental expenses incurred for attending an event that is established by the Federal General Services Administration (GSA).

Personal ~~Vehicle:~~*expense* means an amount of money incurred for a personal purpose and unrelated to the event or travel to, from, or within the event.

~~Council members may~~*P-card* means a card issued pursuant to City of Arvada Policy No. 3300.07 – Purchasing Card Program.

Purchasing card administrator or *P-card administrator* means the employee(s) assigned to administer the Purchasing Card Program by the finance director. The purchasing card administrator includes any backup administrator.

Pre-meeting dinner means the dinner that occurs immediately before a City Council business meeting or workshop.

GENERAL PRINCIPALS:

7. BUDGET; AUTHORIZATION; TAX.

7.1 Budget. The City maintains an annual "travel budget" to fund expenses incurred under this Policy. The travel budget is reviewed and approved by the City Council during the annual budget process.

7.2 General authorization. An expense incurred by a councilmember is eligible for payment or reimbursement by the City when:

7.2.1 The expense is reasonable and necessary for the councilmember to attend an event relating to the councilmember's role as an elected official on the City Council,

7.2.2 The expense is an eligible expense as described in Section 2, and

7.2.3 The expense received the requisite approval under Section 3.

7.3 Personal expenses and travel.

7.3.1 The City will not pay or reimburse a councilmember for any expenses incurred for personal purposes.

7.3.2 A councilmember may combine travel for an event with personal travel at the beginning or end of a trip, but any expenses incurred for personal purposes will not be paid or reimbursed by the City.

7.3.3 If a councilmember's airfare to travel to an event includes additional airfare for personal travel and the cost of such airfare is greater than the portion of the airfare being used to travel to the event, the councilmember will pay or reimburse the City for the personal portion of the airfare if the City pays the entire airfare. If the councilmember pays the entire airfare, the City will reimburse the councilmember only for the portion of the airfare relating to traveling to the event.

7.4 Attendance of guests. The City will not pay or reimburse any expense incurred by any guest in accompanying a councilmember in their travel to or attendance at an event unless the event is deemed to be a special occasion for the councilmember and the reimbursement of such expense is approved in advance by the City Council. A special occasion means an event where a councilmember is individually honored for their work as an elected official. For example, a councilmember is receiving an award for outstanding governance at an annual conference.

7.5 Tax exempt transactions. A councilmember must use their best efforts to ensure all transactions are tax exempt. The City will not reimburse a councilmember for any tax and a councilmember may be responsible for reimbursing any inappropriately paid taxes.

8. **ELIGIBLE EXPENSES AND PAYMENT TERMS**. The expenses in this section are eligible for payment or reimbursement by the City in the manner set forth below.

8.1 Registration expenses: the actual cost of registration, including fees or tuition, for an event.

8.2 Transportation expenses:

8.2.1 Primary transportation expenses: the actual cost of reasonable transportation to and from the event destination. Transportation expenses include the costs associated with air, rail, bus, and rental car travel. Primary transportation expenses do not include a councilmember's use of a personal car to travel to, from, or within an event, which are covered separately in Sections 2.2.2 and 2.2.4 below. Primary transportation expenses will be paid in advance, by expense reimbursement, or by P-Card.

8.2.1.1 Air, rail, and bus travel will be via coach or economy class unless special situations require other arrangements and are expressly approved by the Mayor. A councilmember may pay the difference in cost for upgrades from coach or economy class.

8.2.1.2 If the councilmember travels by rail, bus, or rental car in lieu of air travel, the cost shall not exceed the cost of airline travel unless expressly authorized by the Mayor.

8.2.1.3 If a councilmember travels by rental car, the councilmember is encouraged to carpool with other councilmembers or City staff. To the extent a larger vehicle is not required for a group, the City will pay the prevailing rate for the lowest priced mid-size or smaller vehicle. Rental cars may be paid by using a P-card. If a P-card is used, additional rental liability insurance is not necessary. If the P-card is not used, the councilmember must accept the collision and comprehensive insurance offered on the rental agreement. The City is not responsible for reimbursing traffic or parking tickets.

8.2.2 Secondary transportation expenses: the actual cost of transportation to travel within the event destination for event or City-related purposes excluding fees for rental mobility devices such as bicycles or scooters. Secondary transportation includes subway and light rail travel, taxi and rideshare travel, and toll fees. Examples of secondary transportation include a councilmember taking the subway from their hotel to the convention center hosting the event, a councilmember using a rideshare to travel from the airport to their hotel, or any similar type of short-distance travel related to the event. Fees to rent personal mobility devices such as bicycles and scooters are not eligible for reimbursement unless such rental is necessary as a reasonable accommodation for a councilmember with a disability. Eligible secondary transportation expenses may be paid in advance, by expense reimbursement, or by P-card.

8.2.3 Parking expenses: actual expenses necessary to park a personal vehicle or rental car for the duration of the event. Parking expenses may be paid in advance, by expense reimbursement, or by P-card. The City will not pay or reimburse costs associated with parking tickets or towing charges.

8.2.4 Personal vehicle expenses: a mileage reimbursement paid in advance or by expense reimbursement under Section 5 in an amount consistent with the current standard mileage rates established by the Internal Revenue Service (IRS) for use of a personal vehicle to travel to, from, or at an event located 50 or more miles from City Hall.

8.2.5 Mileage reimbursement will be measured from either the councilmember's home or City Hall, whichever is less. Mileage will be measured from City Hall to the event destination if the councilmember must stop at City Hall either immediately before or after the event.

8.2.6 The City does not provide insurance coverage for use of personal vehicles in case of an accident. Personal vehicles used for traveling to, from, or at an event must have vehicle liability insurance with liability limits at least as high as the minimum liability specified by the State of Colorado and maintain proof of insurance as required by law. The City is not responsible for maintenance, repairs, or moving violations for a personal vehicle.

8.2.7 Mileage reimbursement requests must be submitted pursuant to Section 5 on a quarterly basis.

8.2.8 Fuel expenses for use of a City-owned vehicle: the actual cost of fuel for a City-owned vehicle or a vehicle rented for purposes of traveling to and from the event, or at the event may be reimbursed through expense reimbursement or paid by P-Card.

8.2.9 Emergency vehicle repairs: the actual cost of an emergency repair to a City-owned vehicle or to a vehicle rented by the councilmember for purposes of traveling to and from the event.

8.3 Social expenses: the actual cost of attending a social or entertainment function related to an event only with the written approval of the Mayor pursuant to Section 3. Social expenses will be paid in advance or by expense reimbursement.

8.4 Lodging expenses: the actual, reasonable cost of overnight lodging necessary to attend an event located 50 or more miles outside of City Hall. Lodging expenses incurred within the 50-mile radius are not eligible for payment or reimbursement unless expressly approved in writing by the Mayor, or the director of finance if the lodging is for the Mayor. Lodging reservations will be made in advance and may be paid in advance, by expense reimbursement, or by P-card.

8.4.1 Only lodging expenses for the dates of the event are eligible for reimbursement unless extending the dates will result in an overall lower total cost of the eligible expenses for attending the event. For example, a councilmember may stay at a hotel an extra night in order to take advantage of cheaper airfare the following day if the lower airfare results in a lower the total cost of the trip (also taking into consideration lodging, food, and transportation expenses).

8.4.2 The City will not reimburse a councilmember for in-room movies, fitness center charges, or baby-sitting services.

8.4.3 The councilmember is responsible for any cancellations. The City will not pay for lodging expense reservations not canceled unless expressly approved by the Mayor. The councilmember should be aware of any lodging cancellation policies.

8.5 Meal and food expenses or per diem reimbursement:

8.5.1 A councilmember may elect to either receive a per diem reimbursement or an actual cost reimbursement for food and beverages (excluding alcoholic beverages). A councilmember receiving a per diem reimbursement will not be eligible for actual cost reimbursement. The City will only provide a per diem reimbursement or reimburse the councilmember for the actual cost of food and beverage expenses if attending an event requires an overnight stay.

8.5.2 For actual cost reimbursement, the City may reimburse a councilmember for the actual, reasonable cost of meals (food and non-alcoholic beverages) for the councilmember, any other councilmembers, or any other City employees attending the event unless meals are included in the event fee. The City will not reimburse a councilmember for a guest's food and beverage costs unless expressly approved by the Mayor. Food and beverages may be paid by expense reimbursement or P-card.

8.5.3 For per diem reimbursement, the City will pay the councilmember a per diem rate for each day the councilmember will be attending the event. If a councilmember elects per diem reimbursement, the City will not pay or reimburse a councilmember for any additional expenses incurred outside of the per diem amount provided. The City will not provide a guest with a per diem reimbursement.

8.5.3.1 When meals are included in the event fee, the City will deduct the following from the daily per diem rate:

Breakfast: 20% of the full day per diem,
Lunch: 28% of the full day per diem, and
Dinner: 52% of the full day per diem.

8.5.4 The City will not pay or reimburse a councilmember for any purchase of an alcoholic beverage or any purchase from the mini bar regardless of the selection made pursuant to Section 2.5.1.

8.5.5 Councilmembers may tip no more than 20% of the total cost for a restaurant meal.

8.6 Incidental expenses: no more than $10 per day of minor, personal expenses incurred as a result of a councilmember's travel to and from an event. Incidental expenses include gratuities (excluding restaurant tips), valet service fees, postage, telephone charges related to non-City business, laundry/dry cleaning fees if the travel is less than seven consecutive days, and other similar minor, personal expenses.

8.6.1 Incidental expenses are only eligible for payment or reimbursement if attending the event requires an overnight stay.

8.6.2 Payment or reimbursement of the following types of incidental expenses will be reimbursed ~~for the use of personal vehicles to attend meetings and events that are~~ through an expense reimbursement or P-card payment.

8.7 Miscellaneous expenses: the actual cost of the following expenses: City-related fax or internet charges, laundry/dry cleaning fees if the travel is seven or more consecutive days, excess baggage fees relating to City purposes, training materials, City-related shipping expenses, and City-related office supplies. Miscellaneous expenses will be reimbursed through an expense reimbursement or P-card payment.

9. APPROVAL PROCEDURE

9.1 Request. Any councilmember seeking to travel to and attend an event may make a verbal request to the Mayor or finance director at the City Council pre-meeting dinner. All requests must contain a cost estimate of the total eligible expenses based on documentation and be made and approved by the Mayor prior to the councilmember incurring any eligible expenses.

9.2 Approval. Following a request made pursuant to Section 3.1, the Mayor will lead the councilmembers present at the pre-meeting dinner in a discussion as to whether the request pertains to an event that is directly related to ~~performing their Council duties and assignments.~~the councilmember's role as an elected official and whether the request is appropriate in accordance with this policy. Unless the request is made by the Mayor, the Mayor will make the final approval in consultation with the finance director. If the request is made by the Mayor, the finance director will make the final approval.

~~Conferences, Events and Meetings:~~

~~Council members may be reimbursed for travel, meal, lodging and incidental expenses for attendance at conferences, events and meetings. Council members may attend two National League of Cities conferences each year, the annual Colorado Municipal League conference, plus one additional out-of-state conference per year. Council members may also be reimbursed for attendance at meetings of boards and commissions to which they have been appointed or elected. Any other out-of-state meetings must be pre-approved by the City Council at a regular business meeting.~~

~~Limitations:~~

- ~~Only those expenses directly related to the Council member's official duties shall be reimbursable. Expenses incurred by a spouse/significant other shall not be reimbursable. However, the City will pay for, or reimburse the Council member for the cost of attendance of a~~

  ~~spouse/significant other at an official event within the metropolitan Denver area.~~
- ~~Expenses for the purchase of alcohol shall not be reimbursed.~~
- ~~Participation in golf tournaments or other recreational activities shall not be reimbursed.~~
- ~~Unless there is prior documented justification, first class travel, above standard hotel rooms or premium services shall not be reimbursed.~~

~~Miscellaneous Expenses:~~

~~Miscellaneous expenses (e.g. meals, postage, transportation, parking etc.) which are incurred in the performance of council duties and assignments shall be reimbursable.~~

~~City Purchasing Card:~~

~~A Council member may request, through the City Manager's Office, a City Purchasing Card for direct payment of authorized travel expenditures. The Council member shall adhere to all conditions and requirements of the Finance Department in its use.~~

~~Reporting of Expenses:~~

~~Reimbursement for expenses shall be submitted on the Monthly~~

~~Expense Report form which is provided to Council members and is also available in the City Manager's Office. Appropriate receipts must be submitted with the report. Reports shall be submitted to the City Manager's Office no later than sixty days after the end of the month in which the expenses were incurred.~~

~~Approval of Expenses:~~

~~Monthly Expense Report forms shall be forwarded from the City Manager's Office to the Finance Department. The forms will be reviewed for compliance with this Policy statement, fiscal rules and documentation requirements. If all requirements are met, the expenses shall be authorized for reimbursement.~~

~~Attachment:~~

~~Monthly Expense Report Form~~

9.2.1 ~~Effective July 1, 2011~~The Mayor or finance director must specifically approve a councilmember to incur social expenses, travel to an event outside of the United States, or to submit eligible expenses to pay for or reimburse a guest under Section 1.4.

9.2.2 Following approval by the Mayor or finance director as appropriate, the councilmember must submit a written copy of the approved request to the finance director.

9.3 Arrangements. Following approval pursuant to Section 3.2, the councilmember shall work with the appropriate City staff to schedule and pay for as many eligible expenses in advance as is feasible. For other eligible expenses not paid in advance, the councilmember shall work with City staff to appropriately use a P-card under Section 4 or submit a reimbursement request under Section 5.

10. ISSUANCE, USE, AND CANCELLATION OF A P-CARD

10.1 Issuance.

10.1.1 A councilmember may request a P-card by contacting the P-card administrator at pcard@arvada.org and completing the p-card application provided by the purchasing card administrator.

10.1.2 Prior to issuance, the councilmember must agree to and sign any documentation required by the finance department.

10.2 Use and required documentation.

10.2.1 A councilmember may use a P-card to cover certain eligible expenses as described in Section 2. Under no circumstances shall a councilmember use a P-card for a personal expense.

10.2.2 A councilmember must use a P-card in accordance with this Policy and in accordance with the following sections of the City's Purchasing Card Manual:

10.2.2.1 Card limits, card profiles, and merchant category codes,

10.2.2.2 Changes to cardholder information (requests must be submitted to the city manager and the P-card administrator),

10.2.2.3 Renewal of existing purchasing cards,

10.2.2.4 Reassignment of purchasing cards,

10.2.2.5 Lost or stolen purchasing cards,

10.2.2.6 Making a purchase,

10.2.2.7 Prohibited transactions,

10.2.2.8 Transaction audit,

10.2.2.9 Recordkeeping,

10.2.2.10 Meals, catering and food receipts,

10.2.2.11 Disputed charges, and

10.2.2.12 Declined transactions.

10.2.3 A councilmember may not purchase a gift card or any sort of gift without prior authorization from the finance director.

10.3 Cancellation. The P-card administrator may cancel a P-card when:

10.3.1 The councilmember holding the P-card is no longer on the City Council; or

10.3.2 The city manager, in consultation with the finance director, determines the councilmember holding the P-card violated this Policy. The City retains the right to pursue legal action to recover costs and attorney fees.

10.4 Documentation. A councilmember using a P-card must submit all itemized receipts for all P-card transactions to the administrative team for the City Manager's Office within seven days of the purchase. If the P-card was used for a meal for a non-City employee, the councilmember must also submit a list of attendees and a description of the purpose for the meeting along with the itemized receipt. The P-card administrator will upload the transaction into the appropriate accounting system.

11. SUBMISSION OF EXPENSE REIMBURSEMENT REPORT

11.1 Travel Reimbursement and Expense Report. Councilmembers must submit the Travel Reimbursement and Expense Report as described in Section 6 (the "report") to the administrative team for the City Manager's Office via email within 14 days following the completion of travel to the event. The administrative team will ensure the completed Travel Reimbursement and

Expense Report is approved by the mayor for councilmembers other than the mayor or the finance director for the Mayor. The report must include all required itemized receipts. The City, in its sole discretion, may decline to pay or reimburse any eligible expenses that are not properly documented or are not timely submitted.

11.2 Open Records. The report may be published and is subject to disclosure under the Colorado Open Records Act (C.R.S. §§24-72-200.1 *et seq.*)(CORA).

12. FORMS

12.1 Creation and maintenance. The forms necessary to implement this policy will be created and maintained by the finance department in either digital or hard copy as determined by the finance director. A form may be revised or updated by the finance department on an as-needed basis and such revision will not be deemed a revision of the policy. The forms necessary to implement this policy include but are not limited to the:

City of Arvada Travel Reimbursement and Expense Report.

12.2 Completion. Each form that must be submitted under this policy must be complete upon submission. Each form must be signed by the councilmember responsible for completing and submitting it. The City may return any incomplete form to a councilmember and decline to reimburse any eligible expenses until the form is completed.

CITY OF ARVADA
CITY COUNCIL POLICY

Authorized by City Council: Resolution No. 14-008

Policy No. 300.1
Page 1 of 2

Effective date: Jan. 6, 2014
Revision date: __________

TITLE: **Expense Reimbursement**

PURPOSE: The purpose of this policy is to establish the procedures and conditions under which the city's elected officials will be reimbursed for attendance at conferences, meetings and trainings.

POLICY: Council members may be reimbursed for all reasonable and necessary expenses incurred in furtherance of council-related duties.

DEFINITIONS: Expenses shall mean amounts of money spent to pay for goods and services relating to Council-related conferences, meetings, training and other official duties.

PROCEDURE: Use of Personal Vehicle:

Council members may be reimbursed for the use of personal vehicles to attend meetings and events that are directly related to performing their Council duties and assignments.

Conferences, Events and Meetings:

Council members may be reimbursed for travel, meal, lodging and incidental expenses for attendance at conferences, events and meetings. Council members may attend two National League of Cities conferences each year, the annual Colorado Municipal League conference, plus one additional out-of-state conference per year. Council members may also be reimbursed for attendance at meetings of boards and commissions to which they have been appointed or elected. Any other out-of-state meetings must be pre-approved by the City Council at a regular business meeting.

Limitations:

1. Only those expenses directly related to the Council member's official duties shall be reimbursable. Expenses incurred by a spouse/significant other shall not be reimbursable. However, the City will pay for, or reimburse the Council member for the cost of attendance of a

spouse/significant other at an official event within the metropolitan Denver area.

2. Expenses for the purchase of alcohol shall not be reimbursed.
3. Participation in golf tournaments or other recreational activities shall not be reimbursed.
4. Unless there is prior documented justification, first class travel, above standard hotel rooms or premium services shall not be reimbursed.

Miscellaneous Expenses:

Miscellaneous expenses (e.g. meals, postage, transportation, parking etc.) which are incurred in the performance of council duties and assignments shall be reimbursable.

City Purchasing Card:

A Council member may request, through the City Manager's Office, a City Purchasing Card for direct payment of authorized travel expenditures. The Council member shall adhere to all conditions and requirements of the Finance Department in its use.

Reporting of Expenses:

Reimbursement for expenses shall be submitted on the Monthly Expense Report form which is provided to Council members and is also available in the City Manager's Office. Appropriate receipts must be submitted with the report. Reports shall be submitted to the City Manager's Office no later than sixty days after the end of the month in which the expenses were incurred.

Approval of Expenses:

Monthly Expense Report forms shall be forwarded from the City Manager's Office to the Finance Department. The forms will be reviewed for compliance with this Policy statement, fiscal rules and documentation requirements. If all requirements are met, the expenses shall be authorized for reimbursement.

Attachment:

Monthly Expense Report Form

CITY OF ARVADA
TRAVEL REIMBURSEMENT AND EXPENSE REPORT

Name: ______________________ Date: ______________________

Reason for expense: ______________________

* **IF MEAL PER DIEM IS USED, NO RECEIPTS ARE REQUIRED.**

	Lodging	Meal and Misc per diem	Trans-portation	Regis-tration	Misc. Expenses	**Total**	Explanation	Amount Paid with P-card	*Amt paid with COA Check
Date	**Attach receipts, if applicable to this report**								
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
Total	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -

*This includes travel advance

Mileage Reimbursement - Use of Personal Car

Date	Miles	Purpose			
Total	-	miles at	$ **0.560**	=	$ -

Total Expenses and Mileage	$ -
Less Amounts on Purchasing Card or paid by check	$ -
Employee Reimbursable Expenses less travel advance	$ -

Amount Due to City $ -

I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS

______________________ ______________________

Employee/Date Department Director/Date

Charge expense to:

Acct #: __________ Amount: __________ Project #: __________ Task #: Org: Exp Type:

Acct #: __________ Amount: __________ Project #: __________ Task #: Org: Exp Type:

Acct #: __________ Amount: __________ Project #: __________ Task #: Org: Exp Type:

Acct #: __________ Amount: __________ Project #: __________ Task #: Org: Exp Type: