

2022 Council Resource Guide



SPECIAL PROJECT REQUEST GUIDELINES

Future Council Agenda Items

The Mayor or City Manager may add an item to a council agenda. City Council members are able to propose future agenda item requests at the end of each regular city council meeting. The Mayor may agree to the addition of the agenda item or a total of three council members may agree that it is worthy of discussion. The future council agenda items also allow for discussion and consideration of a council initiative that has a cost and staff time associated with it, but is not identified in the city's budget. Goodyear City Council has funds available in their individual discretionary accounts and through a special project fund. Below is an explanation of the funds and guidelines for project requests and the use of these funds.

Discretionary Funds

Council requests with an expense of \$2,500 or less that requires little or no staff time will be funded from the individual councilmember's discretionary account.

The Goodyear City Council has discretionary funds that total \$18,000 (\$2,500 for each councilmember and \$3,000 for the Mayor). These funds are intended to be used by Mayor and Council for nominal expenses that are not otherwise budgeted for.

Appropriate use of Council Discretionary Funds include:

- Travel, lodging and registration for professional development and other work-related events, conferences, seminars, retreats, etc. that is not already in the budget;
- Community outreach events and other expenses related to constituent communications;
- Allocations to charitable or internal organizations that benefit Goodyear residents, including tickets and table reservations/sponsorships; or
- Lunches and events related to council duties and responsibilities.

There are some annual events for which the city of Goodyear has traditionally purchased tables under departmental budgets. These types of events will continue to be funded by the relevant city department. Tickets for any other events could be handled through discretionary funds, unless it is determined that it is in the city's best interest to purchase a table(s). Table(s) for events other than what was planned in the annual budget will be purchased at the discretion of the City Manager's Office.

Citywide dues and memberships such as GPEC, WESTMARC and League of Arizona Cities and Towns will also continue to be funded out of departmental budgets.

Any individual dues or memberships not already budgeted could be considered for funding through individual discretionary funds and could be considered as a budget item for the following fiscal year if requested.

Special Projects Fund

The Special Projects Fund will be replenished to \$100,000 each fiscal year. These funds are intended to be used by Mayor and Council for larger neighborhood projects or activities that have a majority council approval and are not funded in the budget. Appropriate use of the Special Project Fund could include neighborhood improvement projects, community outreach events and special projects.

Ineligible Uses of Discretionary and/or Special Project Funds

Ineligible uses of either fund would include:

- Contributions, donations or any expense that would benefit another political subdivision of the state other than the City of Goodyear;
- Any expenditure that would create a new ongoing maintenance and/or operational expense for the city;
- Any promotional item that may appear to be potentially campaign motivated and designed only to promote the image of an individual councilmember; or
- Travel and entertainment expenses that are not work related.

Additional questions about eligible and ineligible uses of funds should be referred to the City Attorney's office.

TRAVEL FUND

Specific funds have been allocated in the City's budget to cover the costs of airfare, fuel, lodging, meals, and other travel expenses. Costs not covered by the City are: movie rentals, alcohol, and meals for spouses or guests. There are three specific travel opportunities that will be available to you each year:

- National League of Cities Annual Congressional City Conference (March, Washington DC)
- League of Arizona Cities and Towns Annual Conference (August, location varies within AZ)
- National League of Cities Annual City Summit Conference (November, location varies)

Additional travel opportunities may arise, and those opportunities will be evaluated and organized on a case-by-case basis. Depending upon the conference and number of Council participants, the Assistant to the Council and/or the Assistant to the Mayor may accompany you.

Per-diem fees may be provided to you to cover meals not included when you attend these in-state and out-of-state conferences. These per-diem payments are based on a schedule issued annually by the federal General Services Administration (standard rate). You will receive a check or ACH to cover the cost of your travel expenses, including per diem, in advance of your departure and/or following your return.

Should you have any questions about travel plans or arrangements, please contact the Executive Assistant to the Mayor and Council.

New Councilmembers are encouraged to attend the League of Arizona Cities and Towns New Councilmember Orientation. Staff will provide information about the opportunity to participate in that training when it is offered.