

**Rule 11. Expenditures.**

(a) The members of City Council or staff members authorized by them may spend the money allocated to the member from the Council General Fund budget on the following items:

Payment for the salaries and benefits of the member and staff

Payment for contract employees and consultants

Rental of office space or of a facility for a Council meeting or event; parking for the member, staff, and visitors to the office; and items related to the operation of the City office, such as telephone service, utilities, maintenance, cleaning, snow removal, alarm systems, lawn care, and other such expenses

Purchase, lease, maintenance, and repair of equipment and furniture for the office

Purchase of stamps, office supplies, food items, utensils, coffee cups, napkins, first aid supplies, and similar items needed for the operation of the members City office

Preparation, printing, and distribution of official newsletters and mass mailings from the Council or the Council member to the public, provided the mailings do not urge the public to vote for or against a candidate for any office or for or against any ballot question or advocate for or against any matter in which the City has no direct and lawful interest (for example, labor disputes between a private employer and its employees)

Automobile mileage, leasing and operating City-owned automobiles used in the course of official City business, and other automotive costs related to office functions, provided such expenditures are in compliance with applicable City rules and ordinances

Travel by the member or staff to attend conferences, training, meetings, or events, provided such travel is in compliance with the City's fiscal rules and is related to the official or ceremonial duties of the traveler

Meals for the member, the member's staff, and guests related to the official or ceremonial functions of the member or staff, but only to the extent permitted by subsection (b) of this rule.

Admission to and meals at events related to City business or the member's official or ceremonial duties

Purchase of books and periodicals

Cable television service at the same level as provided in the City and County Building or a similar level of satellite television service, Internet service, and similar services for the Council member's office

Publication of notices or advertisements for the purpose of recruiting staff or notifying the public of City events or services

Dues for organizations to which the member belongs, provided that the membership must be related to the official or ceremonial duties of the member

Payment for the expenses related to participation in the activities of organizations to which the City belongs (by way of example, the Colorado Municipal League)

(b) Money allocated to the member from the Council General Fund budget is not to be used for meals for members or staff if within the Denver Metropolitan Area. Appropriate food and beverage expenditures are for catering official functions (subject to completion of the "official function" form), including an annual budget or planning retreat, for official visitors on City business or related to the member's official or ceremonial duties, or when the member/staff is on travel outside metro Denver. Personal funds are to be used and then reimbursed in line with the City's fiscal rules for all meal expenses except for travel when members should use the Travel Card.

(c) No member of Council or any staff member may use City funds, staff, consultants, equipment, vehicles, or facilities in support of any political action committee or for any purpose related to any ballot issue campaign or any campaign involving the nomination, retention, election, or re-election of any person to any public office. *Code §15-43.*

(d) . Prior to making or committing to make any donation, or event sponsorship in any amount, or purchasing a meeting or event ticket or admission valued at more than \$50, members shall complete a form and provide it to the Executive Director prior to making the expenditure indicating the donation is:

1. For an identifiable public purpose;
2. For the benefit of the City and County of Denver or its citizens;
3. For a non-sectarian purpose;
4. In compliance with all applicable city laws and rules;
5. Not made to any campaign for a candidate or issue;
6. Not made to any political action committee; and
7. Not in support of any litigation or legal action.

(e) By February 1 of each year, members of Council shall disclose in a memorandum to the Clerk and Recorder the amount and the recipient of each donation made during the preceding calendar year as provided in subsection (d) of this rule, and each donation received during the preceding calendar year as provided in subsection (g) of this rule.

(f) Any money allocated to a council member for the purposes set forth in this Rule may, if unspent at the end of the year, be re-appropriated to a special revenue fund and may accumulate in the fund an amount not to exceed \$50,000 for the purpose of making expenditures beneficial to the member's district or to the City as a whole. Any such monies shall be spent solely for capital improvements or capital equipment owned by the City and County of Denver; for travel by the member or staff to attend conferences, training, meetings, or events, provided such travel is in compliance with city fiscal rules and is related to the official or ceremonial duties of the traveler; or to fund the preparation, printing and distribution of official newsletters or mass mailings or other communication from the Council or the Council member to the public, subject to the limitations set forth in paragraph (a) of this Rule; or to pay

the salary of temporary staff in the event of long-term leave or disability of permanent staff as long as those permanent staff continue to be paid out of the monies allocated to the member out of the council general fund budget.

(g) Council members may solicit charitable contributions to the city or to a private charitable organization to the extent and in the manner permitted by the city's code of ethics. Any charitable contribution given directly to the city in support of a project, program, service, or public improvement associated with the city council itself or with any individual council member shall be subject to the following limitations:

1. Any contribution shall be received and accounted for by the manager of finance in the city council donation fund as established by law.

2. The donor shall specify the project, program, service or public improvement to be funded by the contribution.

3. Any contribution shall serve a public purpose benefitting the City and County of Denver or its citizens. In no event shall charitable contributions be used to fund normal city council operational expenses of the type itemized in subsection (a) of this rule.

4. Anonymous contributions shall not be accepted.

5. The city council reserves the right to refuse any unsolicited charitable contributions.

6. To the extent it is determined that any charitable contribution is no longer needed for the purpose for which it was given, the contribution shall be returned to the donor.

7. The city council shall annually report to the clerk and recorder any and all charitable contributions received as provided in subsection (e) of this rule.