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# M E M O R A N D U M

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**DATE:** January 22, 2008  
**TO:** City Council Members  
**FROM:** Jennifer Bruno, Policy Analyst  
**RE:** Council Member Allowance/Reimbursement Options for Communication Technology-Related items

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The Council has a policy of encouraging Council Members to use technology wherever possible to increase communication efficiencies. We continue to find that ultimately, it is in the best interest of the taxpayers for Council Members and Council Staff to be in efficient communication. Every item eligible for reimbursement or allowance is included with this goal in mind.

Staff is not proposing to change the amounts of reimbursements, rather this is an effort to streamline the accounting and reimbursement process. The purpose of this memo is to outline two methods by which the Council Office will be able to offer reimbursements for these communication technology monthly service costs. Council Members may choose either of the two options, and may choose a different method for each item. Could Council Members let staff know of their preferences by February 1 or fill out the attachment on the reverse of this memo.

- A. **Services** - The following are technology monthly service items, eligible for reimbursement:
- Cell phone service – \$50 per month
  - Blackberry service - up to \$50 per month
  - At-home high-speed internet service - up to \$50 per month
  - Air-card (wireless internet access card for laptop) – \$ varies
- B. **Devices** - The following are communication devices that Council Members can be reimbursed for, in order to assist them in their role (reimbursement Option 1 and 2 do not apply to these items):
- Blackberry phone – submit receipt for Council Office reimbursement
    - i. Majority Council Office use/Incidental personal use – Council Office pays 100% of price
    - ii. Half Council Office/Half Personal – Council Office pays half of price
  - Computer allowance - \$500 per year (automatically included in bi-weekly paycheck) for the Council Member to use a personal laptop for City business; *OR*, Council Staff can secure a city laptop for Council Member’s City use
- C. **Methods** - The following are the options that Council Members will be able to choose from regarding each of the reimbursables outlined in item A. Council Staff will contact Council Members to establish a preference for each of these monthly service payment reimbursables, or council members can complete the form on the reverse of this memo attachment:

<p><b>OPTION 1</b> - Each reimbursable could be established as an allowance on the Council Members bi-weekly paycheck (this is currently the method for some Council Members’ cell phone service allowance, and for some Council Members’ computer allowances). <i>Note: Monthly and yearly allowances are distributed over 26 pay periods. Please note this is considered taxable income.</i></p>
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<p><b>OPTION 2</b> - Council Members would submit receipt, bill, or invoice to Council Office and would subsequently receive reimbursement check.</p>
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Attachment

Name \_\_\_\_\_

*(Please check the method preferred and return to Council Staff)*

	<b>Option 1</b> <i>(automatic allowance)</i>	<b>Option 2</b> <i>(submit invoice for reimbursement)</i>
At Home Internet	<input type="checkbox"/>	<input type="checkbox"/>
Blackberry Service	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>
Air Card (if desired)	<input type="checkbox"/>	<input type="checkbox"/>