

- G. Consultants hired by the City shall be considered staff members for purposes of governance.

VII. MISCELLANEOUS COUNCIL POLICIES

- A. *Citizen comments.* Citizen comments will be restricted to three (3) minutes unless otherwise determined by a majority vote of the Council. The Mayor will enforce the time limit.
- B. *Business Cards.* Elected or appointed officials who want business cards, other than those outlined in the personnel policy (Management Staff and Mayor) may order them through the city but will be required to reimburse the city.
- C. *Functions.* The city will pay for Council members and one guest to attend functions related to city business, e.g., TML Region 8 dinners, Mayor's Council dinner, Chamber dinners, up to the dollar amount allocated for each council member as approved during the budget process. If a council member signs up for an event and does not attend, the Council Member shall reimburse the city for any amounts already paid that cannot be refunded.
- D. *City Shirts.* City shirts or other similar items may be purchased by Council Members at their own expense.
- E. *Council Expense Reimbursement.* All Council Members are required to participate in "Automatic Payroll Deposit" to receive payments or reimbursements due to them. This is required of all city employees, and the City Council will abide by the same rules. Monthly checks will no longer be issued after thirty days following the adoption of this policy. Once an automatic payroll deposit account is set up any payments shall be made electronically. The Mayor is responsible for approving all reimbursement requests submitted by a Council Member.
- F. *Training.* ~~Any training expenses incurred by Council Members in the performance of their official duties and in accordance with these policies, shall be reimbursed by the City upon submission of appropriate documentation and receipts to the Mayor or the City Manager in the Mayor's absence. In addition to the required training, Council members are encouraged to attend at least one training event per year, and others as found beneficial to the performance of their elective duties, subject to the availability of funds as appropriated in the annual budget for the Mayor and each Council member.~~

At a minimum, funds will be appropriated annually for three council members to attend the annual TML Training Conference. Accordingly, Places 1, 3, and 5 will attend in odd-numbered years while Places 2, 4, and 6 will attend in even-numbered years. These allocations are transferrable only in the event that a Council member is unable to attend and that both council members are in agreement on the transfer. Additionally, funds will be appropriated annually for the Mayor to attend one conference.

The following criteria must be met for expenses to be eligible for reimbursement:

1. All training must be approved in advance by the Mayor.