



CITY COUNCIL MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: October 13, 2025

ITEM TITLE: A Resolution Establishing Policies for the Expenditure of Funds for Public Purposes

BACKGROUND:

As discussed at the October 9, 2025, City Council Work Session, the City of Independence, like other public organizations, must determine that certain expenditures serve a public purpose before using public funds. This resolution is proposed because the staff believes it is in the best interest of the residents to establish a formal policy for spending funds on employee and volunteer recognition, among other provisions outlined in the document. This policy aims to provide clear guidance and ensure transparency.

DISCUSSION:

This resolution formalizes a policy that defines appropriate public purposes for the expenditure of tax revenues. The policy is intended to help maintain employee morale and promote the community.

It establishes clear guidelines and specific monetary limits for various expenditures, including:

- **Awards and Recognition:** Plaques, gift cards, and other items for public service recognition, with a cumulative annual limit of **\$100.00** per employee.
- **Retirement:** A gift value not to exceed **\$250.00**, and up to **\$200.00** for a reception.
- **Flowers and Memorials:** A maximum of **\$100.00** for flowers or cards and an option for a **\$75.00** memorial donation to a charity in lieu of flowers.
- **Other Items:** The policy also covers meals for official events, sustenance supplies for City use, wellness program incentives, and community promotion expenses.

Any expenditure must comply with the City's current purchasing policy or be included in the approved annual budget.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of **supporting high-quality City services** and **efficient and effective planning and prioritizing of all available resources**.

This policy helps achieve that vision by formally recognizing employees and volunteers, which boosts morale and supports the delivery of high-quality city services. It also promotes the efficient use of resources by providing clear and consistent spending guidelines, ensuring all such expenditures serve a defined public purpose.

FINANCIAL CONSIDERATION:

While some of the expenditures covered by this policy are not new, some of these are items that we have not done in the past. These costs will either be included in future budgets or, in some cases, already are typically included in the annual operating budgets of various City departments. This resolution does not authorize new spending; rather, it creates a governing framework for expenditures that are already part of the annual budget approved by the City Council.

RECOMMENDATION:

Staff recommends a motion to approve and authorize the Mayor to sign the Resolution Establishing Policies for the Expenditure of Funds for Public.