



City Council Community Engagement Fund Policy

Adopted January 14, 2025

I. Purpose

The purpose of the City Council Community Engagement Fund is to empower the Mayor and City Council members to directly support and engage with the community of Rocky Ford. This fund is intended to promote community engagement, enhance public participation, and address localized needs in alignment with the city's mission to improve the quality of life for its residents.

II. Allocation and Funding

1. Annual Budget Allocation (\$7,500):
 - Each City Council member will receive \$1,000 annually (allocated based on council seat, e.g. Ward 1, Ward 1, Ward 2, Ward 2, Ward 3, Ward 3, and Mayor)
 - The Mayor will receive \$1,500 annually.
 - The total allocation for this program will be sourced from the City's Community Development Fund (110-463-03-315).
2. Use of Funds:

Funds may be used at the discretion of the Mayor and Council members for:

- Supporting or sponsoring community events and activities.
- Hosting contests or recognition programs to encourage community involvement.
- Providing sponsorships for individuals or groups contributing positively to the community.
- Awarding mini-grants to local organizations, projects, or initiatives that align with the city's goals.

III. Eligibility and Guidelines for Use

1. General Guidelines:
 - Expenditures must directly benefit the community and be consistent with the city's values and priorities.
 - Funds may not be used for personal expenses or any activity that creates a conflict of interest.
2. Mini-Grants:
 - Mini-grants are limited to \$500 per recipient per fiscal year.
 - Recipients must submit a written proposal outlining the purpose, goals, and anticipated impact of the grant.
 - Grants must be approved by the respective Council member or Mayor overseeing the fund.
3. Sponsorships:
 - Events or initiatives seeking sponsorship must align with the city's goals and priorities.
 - Sponsorships should include acknowledgment of the city's contribution.
4. Prohibited Uses:
 - Campaign-related activities.
 - Gifts or donations to individuals without demonstrated community benefit.
 - Activities that violate local, state, or federal laws.

IV. Expense Submission and Approval Process

1. Submission of Documentation:
 - For each expense, an invoice or letter including the payee's information and details of the expenditure must be submitted to the City Finance Director for approval.
 - The submission must clearly outline the purpose and alignment of the expense with the policy guidelines.
2. Approval and Payment:
 - Upon review and approval by the Finance Director, a check will be processed by Accounts Payable.
 - Processing time for payments is a minimum of 10 business days from the date of submission.
3. Documentation Requirements:
 - All expenditures require supporting documentation (e.g., invoices, receipts, or letters) to ensure transparency and accountability.
 - Expenses without adequate documentation will not be processed.

V. Reporting and Accountability

1. Annual Reporting:
 - Each Council member and the Mayor must submit a written report by November 30 of each year detailing fund usage, including expenditures, beneficiaries, and community impact.
 - Reports will be made available to the public during a City Council meeting.
2. Unused Funds:
 - Any unused funds at the end of the fiscal year will revert to the City's General Fund.
 - Funds may not be carried over to subsequent fiscal years.

VI. Administration and Oversight

1. The City Finance Department will oversee the administration of the Community Engagement Fund, including disbursement, tracking, and reporting.
2. The City Council will review and update this policy every three years to ensure its relevance and effectiveness.

VII. Implementation Date

This policy will take effect on January 1, 2025, upon adoption by the City Council.