

TOWN OF TUSAYAN RESOLUTION
ESTABLISHING THE POLICY FOR ELECTRONIC COMMUNICATIONS ALLOWANCE
FOR COUNCIL MEMBERS

WHEREAS, the Town of Tusayan (the "Town") is a municipal body, corporate and politic, governed as a General Law Town by an elected Mayor and four Council members (all referred to as "Elected Officials"); and

WHEREAS, the elected Officials address complex issues facing the Town as part of their responsibilities and, in order to do so, they are required to be available to Town staff, other elected officials and residents of the Town via telephone, cellular phone, fax or electronic mail; and

WHEREAS, the inability to timely contact Elected Officials and share with them documents, information and data may hinder staff in the performance of their duties and impair the efficient functioning of the Town, including the ability to respond in a timely manner to an emergency or natural disaster affecting the residents of the Town; and

WHEREAS, a policy that would provide for Town reimbursement for Town business calls that must be sorted from billings which involve non-Town calls requires considerable time and effort on the part of Town staff to conduct inquiries into the purpose of every call, and sometimes calls are of a dual nature, i.e., business and personal; and

WHEREAS, staff inquiries, reviews and audits of communications bills use staff time that can be more productively dedicated to the Town's principal purpose of serving the needs of the residents and business community; and

WHEREAS, the dissemination of information including agenda packets to Elected Official via email can result in savings to the Town by the elimination of postage and photocopying charges, as well as costs of staff time in handling such information; and

WHEREAS, elected Officials are aware that the setting of a flat electronic communications allowance may, at time, result in Town-related expenses for which reimbursement may not be obtained from the Town, but the Elected Officials are willing to trade the possible loss of such reimbursement for the convenience of flat electronic communications allowance in order to relieve staff from the accounting and inquiry effort, and disputes associated with what may or may not be "Town business" in determining what may be allowed as an expense related to the Town's business, move to a more environmentally sensitive policy that reduces photocopying needs in a material way, and permits the Elected Officials more immediate input and response to staff on Town issues.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF TUSAYAN, ARIZONA DOES
RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Council hereby adopts this resolution providing for an electronic communications allowance (the "Communications Allowance") to be paid to the Elected Officials to facilitate Town operations and free staff to direct their energies to the Town's principal purpose of serving the residents.

Section 2. The Communications Allowance shall permit the Town to pay for the items enumerated below. An Elected Official may decline any or all of the provisions contained in the Communications Allowance and elect reimbursement on the basis of actual expenses presented and approved by the Council:

- A. A monthly payment of \$250.00. This payment shall be in lieu of the acquisition for an Elected Official by the Town of any telephone, cellular phone, printer/fax/scanner, camera, computer, electronic media or other equipment and supplies except as provided in this resolution, and the payment or reimbursement for any telephone call, cellular phone and data access, internet access fees, or similar expenditures.
- B. Elected Officials shall be required to present documentation and receipts for payment of the sum set out at item 1, above, or to verify that they have obtained an appropriate service and equipment that will permit the Town to reach the Elected Official via telephone, cell phone or electronic mail with the utmost dispatch.
- C. The following is a list of possible equipment, supplies and approximate prices for the acquisition that is referenced in this resolution: telephone (\$100), cell phone (\$200), printer (\$150), camera (\$150), computer (\$500-\$1000), telephone service (\$25 p/mth), cell phone plan (\$125 p/mth), internet service (\$25 p/mth), printer cartridges (\$20 p/mth), print/copy paper (\$5 p/mth).

Section 3. It is the Council's intention in adopting this resolution to relieve the Town staff of the review and audit function presently associated with expense reimbursement requests from Elected Officials relative to media associated with Elected Official communications.

Notwithstanding said intent, each Elected Official shall verify to the Town not less than annually that he or she maintains the necessary telephonic, cellular and electronic mail means of communications for which this allowance is provided.

Section 4. The provisions of this resolution shall in no way limit an elected Official's choice of service, service provider, equipment, or media by which the communications subject of this resolution may be accomplished.

Section 5. The Council finds in adopting this resolution the Communications Allowance constitutes a reasonable estimate of the costs associated in providing Elected Officials the necessary tools to more appropriately perform their duties, and that the provision of the Communications Allowance results in considerable savings of staff time and expenses that justify the granting of the Communications Allowance.

PASSED, APPROVED, AND ADOPTED THIS TWENTY EIGHTH DAY OF JUNE, 2011, by the Mayor and Town Council of the Town of Tusayan this 28th day of June 2011:

APPROVED AS TO FORM:
William L. Sims, Town Attorney

ATTEST:
Grey Bryan, Mayor
William B. Sutton, Town Clerk