



**DATE:** June 10, 2019  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** City Branded Clothing Policy

<b>Budgeted Amount:</b> N/A	<b>Estimated Amount:</b> \$700	<b>Funding Source:</b> General Fund
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**Council Should Consider**

The Council should consider approving the proposed City Branded Clothing policy.

**Background**

The Personnel Committee has discussed putting forth a policy regarding the distribution of City branded clothing to permanent employees that do not receive an annual uniform allowance. In previous years, City practice has varied from providing employees with polos, sweatshirts, allowing employees to choose their own items, to not providing any items. Staff researched what other cities provide employees, and there is not a set standard. It can range from not supplying any items, to providing specific items, to an annual stipend for employees to purchase City branded clothing. Following discussion by the Personnel Committee, it was determined to bring forward the attached policy; to summarize, it states that employees will receive one pre-determined article of clothing each year and employees that have more frequent field-contact with external customers will also receive a logoed button-down shirt, annually. This policy will go into effect immediately and employees will receive an item for 2019. This policy will ensure a standard going forward and consistency with future employees.

**Budget Impact**

This item is not previously budgeted, but its impact is minimal (approximately \$700 per year) and will not cause the General Fund to exceed budget.

**Attachments**

Attachment A: City Branded Clothing Policy