

	City of Maricopa COUNCIL POLICY	Effective Date: 4/16/2019
		Prior Revision Date: n/a
Discretionary Funds Policy		

Purpose

The purpose of the Discretionary Funds Policy is to detail the proper procedure and appropriate uses of City Council Discretionary Funds.

Scope

This policy applies to all City of Maricopa Councilmembers and the Mayor. This policy provides for the fiscal limits of Discretionary Funds and both permitted and restricted use of Discretionary Funds.

Limits

The limits for each City Councilmember and the Mayor shall be established and approved by the City Council during the annual budget process.

Permitted Uses

The following are permitted uses of Discretionary Funds:

- Training, conferences and related expenses including, but not limited to, travel and lodging;
- Contributions to organizations for programs or projects that benefit Maricopa residents;
- Payment or reimbursement of expenses such as equipment rentals, solid waste disposal fees, necessary permit and/or use fees incurred as part of local neighborhood or community event;
- Funding City-initiated local, neighborhood or community improvements such as signage, playground or park modification, etc.; and
- Expenses related to City-initiated events. All Council Members, their spouse and children shall be granted free entry to any City-initiated event.

Restrictions

The use of Discretionary Funds must only be for City business. Any property that is acquired with the use of Discretionary Funds will remain the sole property of the City. Any applicable bidding requirements or conditions of the City’s Purchasing Code must be satisfied prior to use of Discretionary Funds. If there is an acknowledgement of the source of funds, the City shall be acknowledged for providing the funds. Such an acknowledgement, however, may say through a Council Member.

Policy Procedure

After the use of discretionary funds, the Councilmember shall provide the following documentation:

1. the recipient of the funds and what the funds were used for;
2. the specific amount used; and
3. an acknowledgement that the money came from the Council Member’s Discretionary Funds.

Violations

Any City Councilmember deemed by the City Manager to be in violation of this Policy may be required to reimburse the City for any funds expended not in accordance with this Policy.