

RESOLUTION NO. 3328

A RESOLUTION SETTING FORTH THE COMPENSATION AND REIMBURSEMENT POLICY FOR THE MAYOR AND CITY COUNCIL AND REPEALING RESOLUTION NO. 2780.

WHEREAS, an explanation of the purpose of the Mayor and City Council's monthly compensation is not currently documented; and

WHEREAS, a policy describing when it is appropriate for the Mayor or a City Councilor to seek reimbursement of expenses also has not been set forth and approved; and

WHEREAS, to provide a guideline for elected officials to follow as they carry out City business, the Mayor and City Council deemed it necessary to designate the purpose of their monthly compensation and to set forth a policy on the reimbursement of their out-of-pocket expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE ALBANY CITY COUNCIL that City Councilors shall be compensated at a rate to be determined during the budget process in lieu of ordinary incurred expenses for conduct of in-city municipal business. Due to IRS regulations, this reimbursement is considered as salary. Out-of-city municipal business may be reimbursed at actual cost upon Council approval (either before or after incurring the expense). The exception to this policy is that expenses for in-state travel to activities sponsored by City member agencies (LOC, COG, etc.) shall, upon request, be reimbursed without Council approval. Spouse expenses are not reimbursable by the City. Other extraordinary expenses incurred by the Mayor or Council members in the conduct of their duty may be submitted to the Council for reimbursement consideration.

Requests for reimbursement shall be made in writing in the same manner and subject to the same documentation, as required for requests for employee expense reimbursements (current Employee Expense Reimbursement Policy ERP No. 1.9 attached).

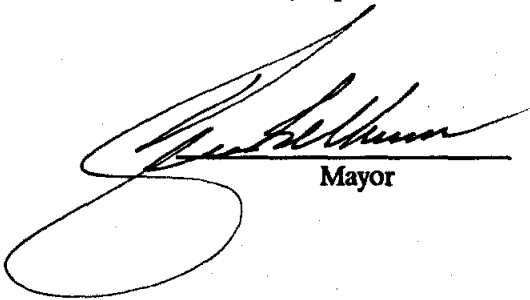
Requests for reimbursement that require Council authorization shall be submitted to the City Manager for inclusion on the next available City Council Agenda as a Consent Calendar item.

BE IT FURTHER RESOLVED that Resolution No. 2780 is hereby repealed.

DATED this 9th day of February 1994.

ATTEST:


Nora C. Withers
Deputy City Recorder


Mayor

MILEAGE TABLE

	Albany	Ashland	Astoria	Baker	Bend	Burns	Coos Bay	Corvallis	Dallas	Eugene	Forest Grove	Grants Pass	Klamath Falls	La Grande	McMinnville	Medford	Newberg	Ontario	Pendleton	Portland	Redmond	Roseburg	Salem	Springfield	The Dalles	Tillamook
Albany	0	219	158	351	123	253	147	11	31	44	73	179	213	329	50	207	50	383	277	69	121	111	24	43	152	92
Arlington	205	370	228	168	169	230	347	216	196	245	160	380	306	124	173	381	159	239	72	136	153	313	182	244	53	210
Ashland	219	0	374	447	200	299	182	222	248	178	290	41	64	472	264	12	269	430	442	285	216	108	240	176	331	309
Astoria	158	374	0	396	255	385	233	151	129	199	80	334	364	352	105	362	106	464	300	95	239	266	136	199	175	66
Baker	351	447	396	0	247	164	466	356	364	356	328	488	383	44	341	459	327	72	96	304	230	421	350	352	221	378
Bandon	171	182	257	490	261	392	24	158	187	140	223	142	245	495	198	170	212	522	443	236	259	85	201	137	318	191
Beaverton	67	282	93	312	167	297	208	79	60	107	15	242	276	268	34	270	20	383	216	9	151	175	44	107	91	67
Bend	123	200	255	247	0	130	237	127	146	128	181	241	137	271	158	212	161	260	241	160	16	192	131	124	131	206
Burns	253	299	385	164	130	0	367	257	276	258	311	339	235	205	288	311	291	130	198	290	146	322	261	253	260	336
Clatskanie	130	347	35	361	221	351	256	128	107	171	56	306	341	317	82	334	82	431	265	61	205	238	108	170	140	93
Condon	220	329	244	199	128	192	347	231	211	237	175	370	265	155	189	341	174	254	103	151	112	302	198	234	69	225
Coos Bay	147	182	233	466	237	367	0	135	164	116	200	142	245	471	174	170	188	498	419	212	235	85	177	113	294	167
Coquille	164	164	251	484	255	385	18	153	182	134	217	124	227	489	192	152	206	516	437	229	253	67	195	131	312	185
Corvallis	11	222	151	356	127	257	135	0	29	40	71	182	213	340	46	210	58	388	288	81	126	111	35	44	163	90
Cottage Grove	60	158	216	370	142	271	96	60	89	20	132	118	181	386	106	146	111	402	334	127	140	51	81	17	209	151
Crater Lake	183	89	335	352	107	236	190	184	213	143	255	94	57	379	229	77	234	367	349	250	124	105	204	141	239	274
Dallas	31	248	129	364	146	276	164	29	0	70	51	208	242	320	25	236	37	406	268	60	144	140	15	73	143	64
Elgin	341	492	364	61	291	225	483	352	332	382	296	517	428	20	309	504	295	134	64	272	275	449	318	382	190	346
Enterprise	386	536	409	106	336	270	528	397	377	426	341	561	473	65	354	548	340	178	109	317	320	494	363	426	234	391
Eugene	44	178	199	356	128	257	116	40	70	0	112	138	172	369	86	166	94	388	318	110	126	71	64	4	193	130
Forest Grove	73	290	80	328	181	311	200	71	51	112	0	250	285	283	26	278	26	398	232	24	166	182	50	115	107	52
Fossil	213	309	264	195	108	172	328	218	231	218	195	350	245	175	209	321	194	233	123	171	92	282	218	214	89	245
Gold Beach	225	175	311	544	316	446	78	213	242	194	278	134	238	549	252	162	267	576	497	290	314	140	255	192	373	247
Grants Pass	179	41	334	488	241	339	142	182	208	138	250	0	104	504	224	29	229	470	452	245	257	68	199	136	327	269
Gresham	78	294	109	293	146	276	223	90	71	119	37	254	283	249	49	282	35	363	197	14	129	186	56	119	72	86
Hepner	260	372	283	155	172	213	391	271	251	301	215	413	309	111	228	384	214	227	59	191	155	346	237	277	109	265
Hillsboro	73	292	87	322	176	306	206	78	57	117	6	252	286	278	31	280	20	391	226	13	160	184	50	117	101	58
Hond River	131	346	154	242	152	282	273	142	122	172	86	307	289	198	99	335	85	312	146	62	136	239	108	171	21	136
Jendence	20	238	134	362	143	273	159	22	12	63	54	198	233	318	28	226	40	404	266	59	141	131	12	67	141	72
Day	257	353	359	94	153	70	372	262	281	262	287	393	290	135	292	365	285	132	127	264	136	327	266	258	190	337
Junction City	31	193	177	358	130	260	116	26	55	14	97	153	187	359	72	181	84	391	308	100	128	85	54	18	183	116
Klamath Falls	213	64	364	383	137	235	245	213	242	172	285	104	0	408	259	76	263	365	378	279	153	171	234	170	268	303
La Grande	329	472	352	44	271	205	471	340	320	369	283	504	408	0	297	484	283	115	52	259	255	437	306	369	177	333
Lake Oswego	63	283	102	311	169	299	216	78	56	108	27	239	273	266	34	271	20	381	215	8	167	176	41	108	89	81
Lakeview	298	160	430	303	174	139	341	301	321	261	357	200	96	344	332	171	335	269	337	335	191	267	306	259	305	380
Lebanon	14	220	169	337	109	239	150	19	45	45	85	180	214	340	61	208	64	369	288	80	107	112	35	45	163	106
Lincoln City	76	289	110	392	189	319	123	74	48	122	76	238	292	348	50	266	65	450	296	88	187	170	57	122	171	44
Madras	147	243	213	240	42	172	262	152	170	151	140	283	179	251	153	255	138	278	199	118	26	216	155	148	89	190
McMinnville	50	264	105	341	158	288	174	46	25	86	26	224	259	297	0	252	14	411	245	38	156	157	26	90	120	67
Medford	207	12	362	459	212	311	170	210	236	166	278	29	76	484	252	0	257	441	454	273	228	96	227	164	343	297
Milton-Freewater	306	471	329	111	271	227	449	317	297	347	261	482	408	69	275	483	260	180	29	237	255	414	284	346	155	311
Milwaukie	71	287	101	309	173	303	220	81	59	112	30	243	277	265	42	275	28	380	214	7	171	179	44	111	88	75
Newberg	50	269	106	327	161	291	188	58	37	94	26	229	263	263	14	257	0	397	231	23	159	161	30	94	106	78
Newport	64	252	135	408	180	310	98	54	70	92	102	212	266	373	76	240	90	442	321	114	178	144	83	95	196	69
North Bend	144	185	230	463	235	364	3	132	161	113	197	145	248	467	171	173	185	495	416	209	233	88	174	111	291	164
Nyssa	386	433	480	85	263	133	501	391	409	391	413	473	368	128	425	445	411	13	180	388	271	456	395	387	305	462
Ontario	383	430	464	72	260	130	498	388	406	388	398	470	365	115	411	441	397	0	167	374	268	453	392	384	293	448
Oregon City	60	276	109	312	158	287	207	71	52	101	36	236	270	268	37	264	23	382	216	13	141	168	38	100	91	88
Oregon Caves	227	90	379	537	290	389	191	231	257	187	299	49	154	553	273	77	278	520	501	294	307	117	248	185	376	318
Pendleton	277	442	300	96	241	198	419	288	268	318	232	452														

AUTO MILEAGE RECORD

	Month	Year	Employee's Name			
Day	Start	Stop	Miles	Tolls & Parking	Miscellaneous	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
			TOTAL MILES			
			@ ¢ per mile	\$		
			TOTALS	\$	\$	\$
TOTAL REIMBURSEMENT						\$ _____

My signature on this document indicates that the mileage and other expenses shown are true and accurate to the best of my knowledge and certifies that I am in compliance with the City's policy regarding driver license requirements. I understand that the City of Albany does not provide collision and comprehensive insurance coverage on employee-owned vehicles used to conduct City business.

Employee's Signature

Supervisor's Signature

1. APPLICATION: All City Employees
2. POLICY: The City will assume all proper expenses involved in carrying out general business subject to the following provisions:
 - A. Employees will be reimbursed for all necessary travel expenses which 1) are directly related to or associated with their performance of the City's business; 2) are properly authorized; and 3) are reasonable expenditures of public funds.
 - B. To obtain reimbursement, employees must submit purchase orders and expense reports completed and substantiated as described in Section 4, Procedure, of this policy.
3. ALLOWANCES:
 - A. Transportation:
 - (1) Except as provided by collective bargaining agreements, employees using their personal vehicles for City business will be reimbursed at the current IRS-approved rate upon submittal of a mileage log. However, the maximum mileage reimbursement to attend a required City activity within the Albany city limits is eight miles or the actual mileage, whichever is less, regardless of where the employee resides.
 - (2) Out-of-state travel reimbursement will be based on the cost of the most reasonable and economical form of available transportation. Receipts or ticket stubs must be attached to the Statement of Expense form. The unused portion of any ticket must be returned to the Finance Department.
 - B. Lodging:
 - (1) The most economical lodging should be arranged at or near the meeting/training site when possible.
 - C. Meals:
 - (1) Meals will be reimbursed at actual cost only, and a receipt for each meal must be provided with the employee's reimbursement request. Meal costs may vary based on location and program; however, generally accepted limits are:

Breakfast	- \$ 6.00
Lunch	- \$ 8.00
Dinner	- \$15.00
 - (2) A 15% gratuity is acceptable.
 - D. Unallowable Expenses:
 - (1) The City does not reimburse for 1) fines and parking tickets, 2) towing or impounding fees, 3) traffic violations, 4) alcoholic beverages, 5) personal entertainment, 6) tobacco, 7) personal telephone calls, and 8) extravagant costs of any kind.

- (2) An employee's family may accompany the employee on City business. The City will not, however, pay the additional expenses incurred including the incremental room costs.

4. PROCEDURE:

A. Statement of Expenses:

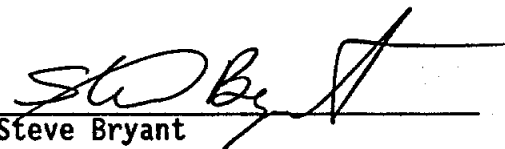
- (1) Whenever possible, expenses should be billed to the City. The vendor's invoice must be signed by the employee incurring the expense.
- (2) All expenses should be detailed on the Statement of Expense form. Receipts are to be attached. All expense reports must be approved by the employee's department head, and expenses totalling more than \$500 must be approved by the City Manager or the Finance Director. Responsibility for compliance with this policy will be up to the person designated as the authorized signature. The Statement of Expense form must be accompanied by an approved purchase order. Use of these forms is described on the attached samples.
- (3) Travel expense reports and Statement of Expense forms are to be submitted within one week following any trip. All unused expense advance funds or funds owed the City are to be returned with the report.

B. Request for Advance:

- (1) Employees may request an advance to cover anticipated expense of at least \$25. Such a request is made using a Request for Advance form and a purchase order. Use of these forms is described on the attached samples. This request must be made not more than 45 days (discount air fares) nor less than one week before departure.
- (2) If an advance was received, the same purchase order that was used to request the advance should be referenced on the Statement of Expense form.

SEE ALSO: Attached Samples
Applicable Labor Agreements
Employee Relations Policy No. 3.6, City Vehicles: Operation, Maintenance,
and Parking

REPLACES: Employee Relations Policy No. 1.9, dated 1/1/91

APPROVED: 
Steve Bryant
City Manager


George Barry
Employee Relations Manager