

BEFORE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF MONROEVILLE

AN ORDINANCE OF MUNICIPAL)
COUNCIL OF THE MUNICIPALITY OF)
MONROEVILLE AMENDING THE) Ordinance No. 1524
ADMINISTRATIVE CODE TO DEFINE)
ACTIVITIES TO BE PERFORMED BY)
MEMBERS OF THE MUNICIPAL COUNCIL)
AND THE MAYOR AND DEFINING AND)
PROVIDING FOR EXPENSES TO BE)
REIMBURSED)

AND NOW, on April 8, 1986, it is ORDAINED AND
ENACTED by Municipal Council of the Municipality of Monroeville as
follows:

Section 1: The Administrative Code, Ordinance No. 1510,
is amended by adding thereto, Chapter 202 entitled
"Activities of Council and the Mayor and Expense
Reimbursement" the language of which is attached hereto.

Section 2: The Administrative Code, Ordinance No. 1510,
as amended is hereby reenacted, and any ordinance or part of
an ordinance inconsistent therewith, or inconsistent with
this ordinance, is hereby repealed to the extent of any such
inconsistency.

MUNICIPALITY OF MONROEVILLE

Attest:

By Walter C. Allen By D. M. George

ENTERED INTO LEGAL BOOK ON: _____

Section 1: Activities of Council and Mayor and Expense Reimbursements.

- A. "Activities To Be Performed" means in addition to attending meetings or committee meetings of Council and participating therein and exercising discretion in respect to the taking of official action:
- (1) Face to face, telephonic and written non-partisan communications with residence concerning the availability, delivery and quality of Municipal Services;
 - (2) Face to face, telephonic and written communications with representatives of County, State and Federal Governments and Agencies and with representatives of other municipal governments and agencies;
 - (3) Face to face, telephonic and written communications with vendors, contractors, professionals and developers conducting business with or within the Municipality and prospective vendors, contractors, professionals and developers;
 - (4) Educational workshops, seminars and meetings having as subject matter Municipal Government and Management thereof, as well as the impact of State and Federal laws affecting Municipal affairs.
- B. "Expense" means:
- (1) The actual cost of telephonic communications, including a telephone expense allowance when utilizing personally owned or leased telephonic equipment;
 - (2) The actual cost of written non-partisan communications, including reimbursement for supplies, photo copying, postage and labor associated therewith when not prepared or provided by Municipal employees;
 - (3) The actual cost of travel, including a mileage allowance when utilizing a personally or family owned vehicle;

B. "Expenses" (Cont'd.)

- (4) The actual cost of loss of work in respect of those Activities To Be Performed, which can only be performed during hours of regular employment, provided written documentation and certification thereof is submitted.

Section 2: Expense Vouchers. Members of Council and the Mayor shall be reimbursed for any Expense arising out of Activities To Be Performed by them, provided the allowance therefore is claimed, or the actual cost thereof is documented and submitted by an Expense Voucher.

Section 3: Provision for Expense Reimbursement and Documentation Or Formulas for Certain Expense Allowances.

- A. Reimbursement of Expense for Activities To Be Performed by Members of Council and the Mayor, shall not exceed those amounts set forth for such Expense in the Annual Budget.
- B. Telephonic Expense shall include either charges for a telephone certified by a member of Council or the Mayor as being used solely and exclusively for Activities To Be Performed in respect of outgoing telephone calls, or if a member of Council or the Mayor has no telephone solely and exclusively used for Activities To Be Performed in respect of outgoing telephone calls, then 50% of a Council person's basic telephone charges, plus those toll charges certified as being related to the conduct of Activities To Be Performed, shall be the telephonic Expense.
- C. Travel Expense shall be actual charges incurred for transportation relating to Activities To Be Performed, however, if travel associated with activities to be performed as certified to have been accomplished exclusively through the use

C. (Cont'd.)

of a personally or family owned vehicle of a member of Council or the Mayor, then a vehicle reimbursement allowance for travel within the Municipality of Monroeville shall be allowed at the rate of \$25.00 per month, and travel outside of the Municipality of Monroeville, shall be submitted by way of voucher at the rate of 23.5¢ per mile, plus actual charges for parking. Travel outside the Municipality of Monroeville solely and exclusively for Activities To Be Performed, may be made utilizing a Municipal vehicle.

- D. Non-telephonic communications Expense referenced in Section 1 A (2) includes both designated Municipal facilities, Municipal services, Municipal supplies and Municipal employees in the Municipal building and non-Municipal facilities, non-Municipal services, non-Municipal supplies and non-Municipal personnel either at the Municipal building, or not at the Municipal building, provided however, any such utilization of facilities, services, supplies and personnel shall be solely and exclusively for Activities To Be Performed.