



Aimee Winder Newton,
Chair
District #3

Laurie Stringham
At-Large A

Suzanne Harrison
At-Large B

Jim Bradley
At-Large C

Arlyn Bradshaw
District #1

David Alvord
District #2

Ann Granato
District #4

Sheldon Stewart
District #5

Dea Theodore
District #6

Salt Lake County Council Internal Policy on Discretionary Council Office Funds

Adopted February 21, 2023

The Salt Lake County Council's office budget is approved by the Council when it adopts the annual Salt Lake County budget. As a part of the Council's appropriations for its own budget, the Council may choose to allocate discretionary funds to each individual Councilmember for appropriate uses related to the discharge of their public duties and responsibilities, as well as the management of their individual office. The following internal policy is enacted pursuant to section 2.08.070 of the Salt Lake County Code of Ordinances to provide guidelines for use of discretionary funds by individual Council offices.

- 1) Use of discretionary funds is subject to their availability in the Council office's budget during a particular fiscal year and may be limited to the amount granted to each individual office following an equal distribution to all offices.
- 2) Use of discretionary funds must be for appropriate purposes related to the Councilmember's official public duties, and the expenditure of such funds must be consistent with applicable Utah and Salt Lake County law and policy.
- 3) Use of discretionary funds should be documented in writing from the requesting Councilmember and coordinated with and processed by Council fiscal staff. Council central staff shall assist individual council offices in processing payments and appropriate uses of discretionary funds consistent with county policy.
- 4) The Council's fiscal manager and budget and policy analyst, serving in their role as the financial officers for the Council, have the duty to review requested uses of discretionary funds under this policy and sound fiscal practices. The Council fiscal manager may process use of discretionary funds consistent with this policy, or may refer requests to the Council's Executive Committee for additional review as judgment and circumstances may require.
- 5) The following are appropriate uses of discretionary funds by Councilmembers if processed consistent with this policy and applicable countywide ordinance and policy:
 - Expenses incurred for travel on County business that are not otherwise provided for in the Council's budget.
 - Contributions to eligible nonprofit organizations, which must also be approved by the Council in a public meeting and processed consistent with countywide policy.
 - Payments provided to staff pursuant to: Salt Lake County HR Policy 4-800, § II.A, Awards for Commendable Service; Salt Lake County HR Policy 5-100, § II.I. Bonus Awards; and Salt Lake County HR Policy 5-100, § II.J. Incentive Plans.
 - Office expenses including, but not limited to, the following: stationary, postage, office paint, supplies, subscriptions, registration fees, and other payments for ad hoc expenditures or services related to County business. Expenses related to additional office furnishings and electronic devices that are not otherwise provided for in the Council's budget may also be considered, provided that such furnishings and devices remain the property of the Council office and do not merely serve to duplicate or replace furnishings or devices that have already been provided for in the Council's budget.

Any unexpended portion of the Council's budget -- including discretionary funds provided to individual offices -- returns to the County's general fund at the close of each fiscal year. Councilmembers and staff should use good judgment and discretion in expending County resources.

APPROVED and ADOPTED February 21, 2023.

SALT LAKE COUNTY COUNCIL

By: _____

Aimee Winder Newton, Chair