



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND OR. 97201, 503/221-1646

A G E N D A --- SPECIAL COUNCIL MEETING

Date: SEPTEMBER 29, 1983
Day: THURSDAY
Time: 5:00 P.M.
Place: COUNCIL CHAMBER

Approx.
Time

Presented By

5:00 CALL TO ORDER

Consideration of Guidelines for Council Expenditures

--Resolution No. 83-431, for the purpose of adopting guidelines for the expenditure of Council Per Diem, Expense, and General materials and services accounts.

Kirkpatrick/
Kafoury

--Guidelines for Council Per Diem Payments and Expense Reimbursements (prepared by Councilor Deines in 1981).

--Other Proposals.

7:00 ADJOURN

EXHIBIT "A"

GUIDELINES FOR THE EXPENDITURE OF COUNCIL PER DIEM,
EXPENSE AND GENERAL MATERIALS AND SERVICES ACCOUNTS

COUNCILOR PER DIEM

1. Each Councilor is authorized to receive up to \$2,160 (72 meetings per year) each fiscal year in per diem from the Council Per Diem account.
2. Per diem shall be paid at a rate of \$30 per meeting[, up to six meetings per month].
3. Per diem shall be authorized for attendance at regular and special Council meetings, and regular and special Council committee and task force meetings to which a Councilor has been assigned by the Council. Per diem may also be collected for attendance at a Council committee, [or] task force meeting [to which a Councilor has been invited in writing to attend by the Chair of that committee or task force] or function approved in writing by the Presiding Officer or Chair of Committee.
4. Payments within these limits shall be authorized by the fiscal officer of the Metropolitan Service District.

COUNCILOR EXPENSES

1. Each Councilor is authorized to receive up to \$1,500 each fiscal year as reimbursement for authorized expenses incurred for necessary Council-related activities.
2. Each request for reimbursement must be accompanied by supporting documentation which shall include the nature and purpose of the activity, the names and titles of all persons for whom the expense was incurred, [the duration of the activity,] and receipts justifying the expense as required by the Internal Revenue Service. [No reimbursement shall be authorized for any expense submitted without the above-required documentation.] Any deviation of this requirement, such as lost receipts, will require a written explanation and approval by the [Presiding Officer or Council Coordinating Committee] before any reimbursement will be made.
3. In addition to necessary Council-related travel, meals and lodging expenses, expenses may include:
 - a. Advance reimbursement for specific expenses, provided that any advance reimbursement in excess of actual expenses incurred shall be returned or shall be deducted from subsequent expense reimbursement requests;
 - b. Up to \$200 per year for memberships in non-partisan community organizations;
 - c. Expenses to publish and distribute a Council-related

district newsletter, provided that any such newsletter may not be mailed within 90 days of an election in which a Councilor is a candidate, and further provided that no Metropolitan Service District staff shall assist in the production and distribution of such newsletter;

- d. Council business-related books, publications and subscriptions; [and]
- e. Meeting or conference registration fees[.], and
- f. Child care costs for Metro business with documentation as outlined in No. 2 of this section, including duration of the activity.

4. Reimbursement shall not be authorized for the following:

- a. Alcoholic beverages;
- b. [Laundry or dry cleaning costs] Parking tickets or citations for traffic violations;
- c. [Parking tickets or citations for traffic violations] Contributions to political campaigns of any kind;
- d. [Child care costs;]

- e. [Contributions to political campaigns of any kind]Parking tickets or citations for traffic violations;
 - f. Contributions to fund-raising efforts of any kind;
 - g. Home entertaining or other social functions; or
 - h. Any other costs or purchases considered to be of a personal nature, such as supplies for personal use.
5. Payments within these limits shall be authorized by the fiscal officer of the Metropolitan Service District. Other requests for documented Council-related business must be approved by the Council Coordinating Committee or Presiding Officer.

TRANSFERS

Notwithstanding the limits on per diem and expenses indicated above, the Council Coordinating Committee may, upon advance request by a Councilor, authorize the fiscal officer to transfer funds between a Councilor's per diem and expense accounts. Such transfers may be made only to the extent that the combined total of each Councilor's authorized per diem and expense accounts is not exceeded. Transfers between one Councilor's per diem and/or expense accounts and another Councilor's per diem and/or expense accounts must be authorized by Presiding Officer is not authorized.

GENERAL PROVISIONS

1. A Councilor may receive per diem, plus mileage to the meeting, and/or reimbursement for actual authorized expenses incurred, for attendance at Council, Council Committees or Council task force meetings.
2. Reimbursement for travel and subsistence on official business shall only be for the amount of actual and reasonable expenses incurred during the performance of official duty as a Metro Councilor.

COUNCIL GENERAL ACCOUNT

1. The purpose of the Council General account is to provide support for the General Council, Council committees and Council task forces.
2. Authorized expenses which may be charged to appropriate Materials and Services categories in the Council General account include:
 - a. Meals for regular and special Council, Council committee and Council task force meetings;
 - b. Facilities rentals for public meetings;
 - c. Meeting equipment such as audio-visual aids, public address systems, tape recorders, etc., for public meetings;

- d. Receptions for guests of the Council, Council committees or Council task forces;
- e. Honorarias;
- f. Expenses for official visitors;
- g. General Council, Council committee or Council task force information, publications, promotional materials or supplies;
- h. Remembrances from the Council, Council committee or Council task force;
- i. Professional services for the Council, Council committee or Council task force;
- j. Outside consultants to the Council, Council committee or Council task force; and
- k. Authorized travel on behalf of the Council, Council committee or Council task force.

3. Expenses to the Council General account shall not be authorized for the following:

- a. Alcoholic beverages;
- b. Contributions to political campaigns of any kind;

c. Contributions to fund-raising efforts of any kind; or

d. Social functions including birthday and retirement parties, and holiday observances.

4. Within the Council General account up to \$0,/\$500,/\$1,500 per year shall be reserved for expenses in meetings incurred by the Presiding Officer of the Council in carrying out official duties associated with that office.

5. An individual Councilor may request reimbursement from the Council General account for expenses incurred for general Council business.

6. [All requests for reimbursement or expenditure from the Council General account must be approved by the Council Coordinating Committee. Each request must be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names and titles of all persons for whom the expense was or will be incurred, and receipts justifying the expense]All requests for reimbursement or expenditure from the Council General account must be approved by the Presiding Officer. The Presiding Officer shall submit a budget for the General Account to the Council Coordinating Committee. The Presiding Officer can authorize expenditures within the limits approved by the Council Coordinating Committee. The Fiscal Officer shall provide monthly reports to the Council Coordinating Committee. Each request must be accompanied by supporting documentation which shall include the nature and

purpose of the expense, the names and titles of all persons for
whom the expense was or will be incurred and receipts
justifying the expense.

0015C/353

9/29/83

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING)	RESOLUTION NO. 83-431
GUIDELINES FOR THE EXPENDITURE)	
OF COUNCIL PER DIEM, EXPENSE AND)	Introduced by Councilors
GENERAL MATERIALS AND SERVICES)	Kafoury and Kirkpatrick
ACCOUNTS)	

WHEREAS, The adopted budget of the Metropolitan Service District appropriates funds to Council Per Diem and Council Expense accounts to be equally distributed to each Councilor at the beginning of the fiscal year; and

WHEREAS, The adopted budget of the Metropolitan Service District appropriates funds to a Council General account for Materials and Services expenses for general Council support; and

WHEREAS, ORS 268.160 declares that, "notwithstanding the provisions of ORS 198.195, Councilors shall receive no other compensation for their office than a per diem for meetings, plus necessary meals, travel and other expenses as determined by the Council"; and

WHEREAS, The Council has never defined and adopted guidelines for the expenditure of:

- Individual Councilor per diem appropriations;
- Individual Councilor expense appropriations; and
- Council General account Materials and Services appropriations; now, therefore,

BE IT RESOLVED,

1. That guidelines for the expenditure of Council Per Diem, Expense, and General Council Materials and Services accounts, attached hereto as Exhibit "A," are hereby adopted by the Council of the Metropolitan Service District.

2. That the Metropolitan Service District shall publish and distribute to each Councilor a monthly report documenting all per diem and expense charges and all Council General account Materials and Services charges authorized for the previous month.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1983.

Presiding Officer

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0015C/353
9/19/83

EXHIBIT "A"

GUIDELINES FOR THE EXPENDITURE OF COUNCIL PER DIEM, EXPENSE AND GENERAL MATERIALS AND SERVICES ACCOUNTS

COUNCILOR PER DIEM

1. Each Councilor is authorized to receive up to \$2,160 each fiscal year in per diem from the Council Per Diem account.
2. Per diem shall be paid at a rate of \$30 per meeting, up to six meetings per month.
3. Per diem shall be authorized for attendance at regular and special Council meetings, and regular and special Council committee and task force meetings to which a Councilor has been assigned by the Council. Per diem may also be collected for attendance at a Council committee or task force meeting to which a Councilor has been invited in writing to attend by the Chair of that committee or task force.
4. Payments within these limits shall be authorized by the fiscal officer of the Metropolitan Service District.

COUNCILOR EXPENSES

1. Each Councilor is authorized to receive up to \$1,500 each fiscal year as reimbursement for authorized expenses incurred for necessary Council-related activities.
2. Each request for reimbursement must be accompanied by supporting documentation which shall include the nature and purpose of the activity, the names and titles of all persons for whom the expense was incurred, the duration of the activity, and receipts justifying the expense as required by the Internal Revenue Service. No reimbursement shall be authorized for any expense submitted without the above-required documentation.
3. In addition to necessary Council-related travel, meals and lodging expenses, expenses may include:
 - a. Advance reimbursement for specific expenses, provided that any advance reimbursement in excess of actual expenses incurred shall be returned or shall be deducted from subsequent expense reimbursement requests;
 - b. Up to \$200 per year for memberships in non-partisan community organizations;

- c. Expenses to publish and distribute a Council-related district newsletter, provided that any such newsletter may not be mailed within 90 days of an election in which a Councilor is a candidate, and further provided that no Metropolitan Service District staff shall assist in the production and distribution of such newsletter;
 - d. Council business-related books, publications and subscriptions; and
 - e. Meeting or conference registration fees.
4. Reimbursement shall not be authorized for the following:
- a. Alcoholic beverages;
 - b. Laundry or dry cleaning costs;
 - c. Parking tickets or citations for traffic violations;
 - d. Child care costs;
 - e. Contributions to political campaigns of any kind;
 - f. Contributions to fund-raising efforts of any kind;
 - g. Home entertaining or other social functions; or
 - h. Any other costs or purchases considered to be of a personal nature.
5. Payments within these limits shall be authorized by the fiscal officer of the Metropolitan Service District. Other requests for documented Council-related business must be approved by the Council Coordinating Committee.

TRANSFERS

Notwithstanding the limits on per diem and expenses indicated above, the Council Coordinating Committee may, upon advance request by a Councilor, authorize the fiscal officer to transfer funds between a Councilor's per diem and expense accounts. Such transfers may be made only to the extent that the combined total of each Councilor's authorized per diem and expense accounts is not exceeded. Transfers between one Councilor's per diem and/or expense accounts and another Councilor's per diem and/or expense accounts is not authorized.

GENERAL PROVISIONS

1. A Councilor may receive per diem, plus mileage to the meeting, or reimbursement for actual authorized expenses incurred, for attendance at Council, Council Committees or Council task force meetings.

2. Reimbursement for travel and subsistence on official business shall only be for the amount of actual and reasonable expenses incurred during the performance of official duty as a Metro Councilor.

COUNCIL GENERAL ACCOUNT

1. The purpose of the Council General account is to provide support for the General Council, Council committees and Council task forces.
2. Authorized expenses which may be charged to appropriate Materials and Services categories in the Council General account include:
 - a. Meals for regular and special Council, Council committee and Council task force meetings;
 - b. Facilities rentals for public meetings;
 - c. Meeting equipment such as audio-visual aids, public address systems, tape recorders, etc., for public meetings;
 - d. Receptions for guests of the Council, Council committees or Council task forces;
 - e. Honorarias;
 - f. Expenses for official visitors;
 - g. General Council, Council committee or Council task force information, publications, promotional materials or supplies;
 - h. Remembrances from the Council, Council committee or Council task force;
 - i. Professional services for the Council, Council committee or Council task force;
 - j. Outside consultants to the Council, Council committee or Council task force; and
 - k. Authorized travel on behalf of the Council, Council committee or Council task force.
3. Expenses to the Council General account shall not be authorized for the following:
 - a. Alcoholic beverages;
 - b. Contributions to political campaigns of any kind;

- c. Contributions to fund-raising efforts of any kind; or
 - d. Social functions including birthday and retirement parties, and holiday observances.
4. Within the Council General account up to \$500 per year shall be reserved for expenses incurred by the Presiding Officer of the Council in carrying out official duties associated with that office.
 5. An individual Councilor may request reimbursement from the Council General account for expenses incurred for general Council business.
 6. All requests for reimbursement or expenditure from the Council General account must be approved by the Council Coordinating Committee. Each request must be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names and titles of all persons for whom the expense was or will be incurred, and receipts justifying the expense.

0015C/353
9/19/83

April 1, 1981

GUIDELINES FOR COUNCIL PER DIEM
PAYMENTS AND EXPENSE REIMBURSEMENTS

The Metro budget includes separate line item accounts for Council per diem and Councilor expenses. It is the purpose of these guidelines to allocate those accounts among Councilors and to specify the procedure for payment authorization. These guidelines supersede any prior guidelines on this subject.

1. Per Diem

Each Councilor is authorized to receive, on an annual basis, up to \$2,160 in per diem from the Council per diem account. This allocation is based upon an average of six meetings per month. Payments within these limits shall be authorized by the Executive Officer or his/her delegate upon monthly submission by each Councilor of a request for payment. Each request shall include an itemization of meetings for which payment is requested. Authorized meetings include regular or special Council meetings, Council Committee meetings, and other committee or task force meetings to which a Councilor has been assigned. Except as provided in Section 3 below, no Councilor shall receive more than \$2,160 in per diem payments in any given year.

2. Other Expenses

Each Councilor is authorized to receive, on an annual basis, up to \$1,500 as reimbursement for necessary business-related expenses consistent with Metro Personnel Rules. Payments within these limits shall be authorized by the Executive Officer or his/her delegate upon monthly submission by each Councilor of a request for reimbursement. Such requests may include advance reimbursements for specified expenses, provided that any advance reimbursement in excess of actual expenses shall be returned or deducted from later expense reimbursements.

Authorized expenses may include up to \$100 per year for community organization memberships, and may include reimbursement for newsletters provided that:

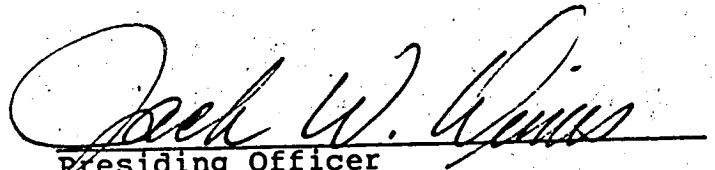
- a. newsletter is clearly designated as a business-related communication from the individual Councilor;
- b. newsletter is not or will not be mailed within two months before an election in which the Councilor is a candidate; and
- c. production of the newsletter does not require assistance of Metro staff members.

Each request for reimbursement shall include an itemization of expenses for which payment is requested.

Payments in excess of \$1,500 may be authorized pursuant to Section 3 below, or, with the specific prior approval of the Presiding Officer, expenses may be reimbursed from the \$5,000 General Account if a Councilor has exceeded his or her \$1,500 annual expense limit in the conduct of Council business. Preference on the draw from this account shall be given to the Presiding Officer and Committee Chairpersons.

3. Account Transfers

Notwithstanding the limits on per diem and expenses indicated above, the Presiding Officer may, upon advance request by Councilors, authorize fund transfers between each Councilor's per diem account and expense account. Such transfers may be made only to the extent that the combined total of each Councilor's per diem and expense accounts are not exceeded.


Presiding Officer

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