

[REDACTED]

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 22nd day of November, 1983.


Deputy 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 (36 meetings per half year, i.e., July-December/January-June) 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.
3. Per diem shall be authorized for attendance at regular and special Council meetings, and regular and special Council committee and task force meetings. Per diem may also be collected for attendance at a task force meeting or function approved by the Presiding Officer.
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 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;

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- c. Expenses to publish and distribute a Council-related district newsletter may not be mailed within 120 days of an election in which a Councilor is a candidate;
 - d. Council business-related books, publications and subscriptions;
 - e. Meeting or conference registration fees; and
 - f. Child care costs for necessary 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;
 - c. Contributions to political campaigns of any kind;
 - d. Parking tickets or citations for traffic violations;
 - e. Contributions to fund-raising efforts of any kind;
 - f. Entertaining or other social functions; or
 - g. 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 Metro-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 are 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 committee, Council task force meetings or other meetings approved by the Presiding Officer or chair of a committee.
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. Honoraria;
 - 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.

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- 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 \$1,200 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 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.

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