

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REVISING	)	RESOLUTION NO. 88-922
GUIDELINES FOR THE EXPENDITURE	)	
OF COUNCIL PER DIEM, COUNCILOR	)	Introduced by
EXPENSE AND GENERAL COUNCIL	)	Councilor Ragsdale
MATERIALS & SERVICES ACCOUNTS	)	

WHEREAS, The Council of the Metropolitan Service District adopted guidelines for the expenditure of Councilor per diem and expense accounts and Council-related expenses through Resolution No. 83-431; and


WHEREAS, The Council of the Metropolitan Service District has reorganized its operation including creating new committees and obtaining additional staff which necessitates a review of Councilor and Council-related expenditure guidelines; now, therefore,

BE IT RESOLVED,

1. That the Council of the Metropolitan Service District adopts the expenditure guidelines attached as Exhibit A which will supersede any previous adopted guidelines.

2. That the guidelines attached as Exhibit A will be effective on July 1, 1988.

ADOPTED by the Council of the Metropolitan Service District  
this 9th day of June, 1988.

  
\_\_\_\_\_  
Mike Ragsdale, Presiding Officer

DEC/amn  
9523C/540  
05/18/88

## EXHIBIT A

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

#### COUNCILOR PER DIEM

1. Each Councilor is authorized to receive up to \$2,880 (48 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 meeting or function approved by the Presiding Officer.
4. Payments within these limits shall be authorized by the Council Administrator.

#### COUNCILOR EXPENSES

1. Each Councilor is authorized to receive up to \$1,600 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-mentioned 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 which 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;
  - 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 or equipment for personal use.
5. Payments within these limits shall be authorized by the Council Administrator.

TRANSFERS

Notwithstanding the limits on per diem and expenses indicated above, the Presiding Officer may, upon advance request by a Councilor, authorize the transfer of 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 meetings, 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.
- 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 or Council employee.

COUNCIL GENERAL ACCOUNT

- 1. The purpose of the Council General account is to provide support for the and Council staff.

2. Authorized expenses which may be charged to appropriate Materials & Services categories in the Council General account include:
  - a. Meals for regular and special Council, Council committee and Council task force meetings and other Council-related business.
  - 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. Honorials;
  - f. Expenses for official visitors;
  - g. General Council, Council committees 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; and
  - d. Social functions including birthday and retirement parties, and holiday observances.
4. Within the Council General account up to \$1,200 per year (\$600 each half 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 by Councilors for reimbursement or expenditure from the Council General account shall be approved by the Presiding Officer. All other requests for reimbursement or expenditure shall be approved by the Council Administrator. Each request shall be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names of all persons for which the expense was incurred and the receipts justifying the expense. The Department of Finance & Administration shall provide timely expenditure reports to Councilors and to the Council Department.

9523C/540  
07/11/88

NOTE: These guidelines are effective July 1, 1988, and were adopted by the Metro Council as part of Resolution No. 88-922.

## EXHIBIT A

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

#### COUNCILOR PER DIEM

1. Each Councilor is authorized to receive up to [\$2,160 (36 meetings) \$2,880 (48 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[s] approved by the Presiding Officer.
4. Payments within these limits shall be authorized by the [fiscal officer of the Metropolitan Service District.] Council Administrator.

#### COUNCILOR EXPENSES

1. Each Councilor is authorized to receive up to [\$1,500] \$1,600 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-mentioned 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 which 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;
  - 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 or equipment for personal use.
5. Payments within these limits shall be authorized by the [fiscal officer of the Metropolitan Service District] Council Administrator. [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] Presiding Officer may, upon advance request by a Councilor, authorize the [fiscal officer to] transfer of 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 meetings, 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[.] or Council employee.

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[.] and Council staff.
2. Authorized expenses which may be charged to appropriate Materials & Services categories in the Council General account include:
  - a. Meals for regular and special Council, Council committee and Council task force meetings[.] and other Council-related business.
  - 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. Honorials;
  - f. Expenses for official visitors;
  - g. General Council, Council committees 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; and
  - d. Social functions including birthday and retirement parties, and holiday observances.
4. Within the Council General account up to \$1,200 per year (\$600 each half 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.] All requests by Councilors for reimbursement or expenditure from the Council General account shall be approved by the Presiding Officer. All other requests for reimbursement or expenditure shall be approved by the Council Administrator. Each request shall be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names of all persons for which the expense was incurred and the receipts justifying the expense. The Department of Finance & Administration shall provide timely expenditure reports to Councilors and to the Council Department.



**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Memorandum

Agenda Item No. 4

Meeting Date May 25, 1988

Date: May 19, 1988  
To: Council Internal Affairs Committee  
From: Mike Ragsdale, Presiding Officer  
Regarding: RESOLUTION NO. 88-922 CONSIDERATION OF REVISION TO  
COUNCILOR AND COUNCIL-RELATED EXPENDITURE GUIDELINES

Resolution No. 88-922 is proposed to streamline and update the Councilor and Council-related expenditure guidelines. Since 1983 the Council has changed to a more formal operation with standing committees and more staff. The expenditure guidelines need to be changed to meet the current situation. As indicated in Exhibit A to Resolution No. 88-922, the major changes are as follows:

1. The annual per diem amount is increased from \$2,160 to \$2,880. This enables Councilors to attend 96 meetings per year at \$30 per meeting. This amount corresponds to the approved FY 1988-89 budget.
2. Payment requests for per diem and Councilor expenses may be authorized by the Council Administrator upon submittal of proper justification rather than the Fiscal Officer. This change reflects the changes in Council staffing.
3. The Council staff may be reimbursed for expenses out of the Council general Materials & Services account. This change merely reflects what has been occurring since the development of the new staffing arrangements.
4. The Presiding Officer may authorize transfer of funds between individual Councilor per diem and expense accounts. Currently, the Council Internal Affairs Committee must approve such requests. This change would expedite requests for such transfers.

DEC/sm  
9522C/D2



**METRO**

2000 S.W. First Avenue  
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503/221-1646

# Memorandum

Agenda Item No. 5.2, 5.3

Meeting Date June 9, 1988

Date: June 2, 1988

To: Metro Council

From: Councilor Mike Ragsdale  
Chair, Council Internal Affairs Committee

Regarding: COMMITTEE REPORT ON JUNE 9, 1988, COUNCIL MEETING  
AGENDA ITEMS:

Item 5.3 Consideration of Resolution No. 88-898, for the Purpose of Establishing an Order of Business for Regular Council Meetings

Item 5.2 Consideration of Resolution No. 88-922, for the Purpose of Revising Council Expenditure Guidelines

These matters were considered at the May 26, 1988, meeting of the Council Internal Affairs Committee. Committee members in attendance were Councilors Ragsdale, Hansen, Cooper, Kelley, Knowles and Waker. Councilor Collier was excused.

Resolution No. 88-898 was recommended for approval by the Council by a unanimous vote of the Committee. This resolution is a result of adoption of Ordinance No. 88-241A which amended the Metro Code pertaining to Council organization and procedure. Section 2.01.130(a) provides that "the general order of business for the Council shall be prescribed by resolution." In working on the ordinance it was discovered that the Council's "general order of business" has not been updated since 1980. The "general order of business" described in Resolution No. 88-898 reflects the current mode of operation at Council meetings.

Resolution No. 88-922 was recommended for approval by a unanimous vote of the Committee. It is proposed to streamline and update the Councilor and Council-related expenditure guidelines. Since 1983 the Council has changed to a more formal operation with standing committees and more staff. The expenditure guidelines need to be changed to meet the current situation. As indicated in Exhibit A to Resolution No. 88-922, the major changes are as follows:

1. The annual per diem amount is increased from \$2,160 to \$2,880. This enables Councilors to attend 96 meetings per year at \$30 per meeting. This amount corresponds to the approved FY 1988-89 budget. The annual expense amount is

changed from \$1,500 to \$1,600 again which is reflected in the FY 1988-89 approved budget.

2. Payment requests for per diem and Councilor expenses may be authorized by the Council Administrator upon submittal of proper justification rather than the Fiscal Officer. This change reflects the changes in Council staffing.
3. The Council staff may be reimbursed for expenses out of the Council general Materials & Services account. This change merely reflects what has been occurring since the development of the new staffing arrangements.
4. The Presiding Officer may authorize transfer of funds between individual Councilor per diem and expense accounts. Currently, the Council Internal Affairs Committee must approve such requests. This change would expedite requests for such transfers.

DEC/gl  
9645C/D1

5.2 Consideration of Resolution No. 88-922, for the Purpose of Revising Guidelines for the Expenditure of Council Per Diem, Councilor Expense and General Council Materials and Services Accounts

Motion: Councilor Van Bergen moved to adopt the resolution and Councilor Knowles seconded the motion.

Vote: A vote on the motion resulted in all eleven Councilors voting aye.

The motion carried and Resolution No. 88-922 was adopted.

6. ORDINANCES

6.1 Consideration of Ordinance No. 88-251, for the Purpose of Amending Section 4.01.030 of the Metro Code to Prohibit Illegal Parking in the Zoo Parking Lot and Other Areas Adjacent to the Washington Park Zoo, and Providing for the Issuance of Citations by Metro Personnel (First Reading)

The Clerk read the ordinance a first time by title only. Presiding Officer Ragsdale announced he had referred the ordinance to the Council Intergovernmental Relations Committee for a public hearing, review and recommendation.

6.2 Consideration of Ordinance No. 88-255, for the Purpose of Amending Section 2.04.040 of the Metro Code and Revising the List of Positions Subject to Confirmation by the Council (First Reading)

The Clerk read the ordinance a first time by title only. Presiding Officer Ragsdale announced he had referred the ordinance to the Council Internal Affairs Committee for a public hearing, review and recommendation.

7. RESOLUTIONS

7.1 Consideration of Resolution No. 88-923, for the Purpose of Expressing Appreciation to Lyndon A. S. "Tuck" Wilson for Services Rendered to the Metropolitan Service District

Councilor Cooper, Chair of the Convention Center Committee, read the entire resolution. He reported the Committee unanimously recommended adoption of the resolution.

Motion: Councilor Cooper moved, seconded by Councilor Waker, to adopt Resolution No. 88-923.