

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REVISING)	RESOLUTION NO. 13-4448
GUIDELINES FOR COUNCILOR EXPENSE)	
AND GENERAL COUNCIL MATERIALS &)	Introduced by Tom Hughes,
SERVICES ACCOUNTS)	Council President

WHEREAS, Metro Code Section 2.01.170(b) requires that the Metro Council adopt by resolution guidelines for reimbursement of councilors for expenditures and expense accounts related to Metro business; and

WHEREAS, The Council revised the guidelines for Councilor expenses and general expenses through adoption of Resolutions No. 85-541, 88-922, 89-1065A, 90-1281, 91-1468, and 92-1643; now, therefore,

WHEREAS, The Metro Council last adopted guidelines for the expenditure of Councilor expense accounts and Council-related expenses through Resolution No. 95-2079; now therefore,

BE IT RESOLVED, that the Metro Council adopts the expenditure guidelines attached as Exhibit A, which will supersede any previously adopted guidelines.

ADOPTED by the Metro Council this 8 day of August, 2013.


Tom Hughes, Council President



Approved as to form:


for Alison Kean Campbell, Metro Attorney

EXHIBIT A
GUIDELINES FOR THE EXPENDITURES OF COUNCIL
EXPENSE AND GENERAL MATERIALS & SERVICES ACCOUNTS

GENERAL PROVISIONS

1. A Councilor may receive reimbursement for mileage to authorized meetings, and/or reimbursement for actual authorized expenses incurred as provided in these guidelines.
2. Reimbursement for travel and expenses on official business shall only be for the amount of actual and reasonable expenses incurred during the performance of official duties.

COUNCILOR EXPENSE ACCOUNTS

1. The Metro Council has established expense accounts to reimburse Councilors for expenses incurred for their work on behalf of the agency. Exact allocations to these accounts shall be determined during each fiscal year's budget process.
2. The Council President may be authorized to receive additional funds in each fiscal year for his or her individual Councilor expense account for authorized expenses in carrying out official duties associated with that office, which shall not in total exceed 25% of the current fiscal year's expense account allocation.
3. 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-named documentation.
4. Expenses for out-of-town travel on behalf of the Council or Council advisory committees may be charged against a Councilor's expense account. Authorized expenses shall be limited to the cost of travel, meals, lodging, and meeting or conference registration fees; the cost of travel may include parking and mileage reimbursement for the use of a personal auto while on Metro business, with mileage reimbursement set at the rate per mile established by Executive Order.
5. In addition to necessary Council-related travel and lodging expenses, other 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. Meals for Council-related business;
 - c. Parking and mileage reimbursement for use of a personal auto while on Metro business, with mileage reimbursement set at the rate per mile established by Executive Order;

Expenses to publish and distribute Council-related District newsletters or other communications, so long as the communication is not made in support of or in opposition to a "candidate" as defined under ORS Chapter 260
 - d. Meeting, professional development or conference registration fees;

- e. Child care costs incurred while conducting Metro business with documentation as outlined in No. 3 of this section, including duration of the activity;
 - f. Reimbursement for telephone and other communication expenses incurred while doing Metro business, where not incorporated in the technology allowance;
 - g. Council business-related books, publications and subscriptions, and other media; and
 - h. Membership dues in non-partisan community organizations.
6. Other expenses may be authorized by the Council President. All requests by members of the Council for reimbursement or expenditure beyond the criteria listed in Item 5 of this section shall be approved in writing by the Council President, and a report detailing such reimbursement or expenditure shall be provided to the full Council.
7. Payments within these limits shall be authorized by the Chief Operating Officer or his/her designee.

COUNCIL GENERAL ACCOUNT

1. The purpose of the Council General Account is to provide support for the Council and the Council staff.
2. Authorized expenses which may be charged to appropriate Materials & Services categories in the Council General account include:
 - a. Meals for Council-related business;
 - b. Facilities rentals for public meetings;
 - c. Meeting equipment such as audio-visual aids, public address systems, audio or video recorders, etc., for public meetings;
 - d. Receptions for guests of the Council;
 - e. Expenses for official visitors;
 - f. General Council information, publications, supplies and other media;
 - g. Remembrances from the Council;
 - h. Professional services for the Council;
 - i. Outside consultants to the Council;
 - j. Authorized out-of-town travel on behalf of the Council. Parking and mileage reimbursement for the use of a personal auto while on Metro business, with mileage reimbursement set at the rate established by Executive Order.
3. Other expenses may be authorized by the Council President.

4. An individual Councilor may request reimbursement from the Council General Account for expenses incurred for general Council business. All requests by members of the Council for reimbursement or expenditure from the Council General account shall be approved in writing by the Council President, and a report detailing such reimbursement or expenditure shall be provided to the full Council.
5. All other requests for reimbursement or expenditure from the Council General Account shall be approved by the Chief Operating Officer or her/his designee. Each request shall be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names of all persons for whom the expense was incurred, and the receipts justifying the expense. The Finance Department shall provide timely expenditure reports to members of the Council and the Council Office.