

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REVISING  
GUIDELINES FOR COUNCIL PER DIEM,  
COUNCILOR EXPENSE AND GENERAL  
COUNCIL MATERIALS & SERVICES  
ACCOUNTS

) RESOLUTION NO. 93-1746A

) Introduced by the Governmental  
) Affairs Committee  
)

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 revised the guidelines for Councilor per diem, expense and general expenses through adoption of Resolution Nos. 85-541, 88-922, 89-1065A, 90-1281, 91-1468, and 92-1643;

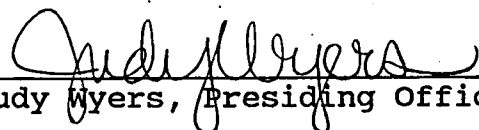
WHEREAS, Voters of the Metro area approved a Metro Charter on November 3, 1992; and

WHEREAS, The Metro Charter removes the authority to pay Metro Councilors a per diem payment and authorizes the payment of a salary to Councilors for services rendered; now, therefore,

BE IT RESOLVED,

That the Metro Council adopts the expenditure guidelines attached as Exhibit A which will supersede any previously adopted guidelines. These guidelines shall become effective on July 1, 1993.

ADOPTED by the Metro Council this 22nd day of April, 1993.

  
\_\_\_\_\_  
Judy Myers, Presiding Officer

## GOVERNMENTAL AFFAIRS COMMITTEE REPORT

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RESOLUTION NO. 93-1746, REVISING GUIDELINES FOR COUNCIL PER DIEM, COUNCILOR EXPENSE AND GENERAL COUNCIL MATERIALS AND SERVICES ACCOUNTS.

Date: April 21, 1993

Presented by: Councilor Moore

**COMMITTEE RECOMMENDATION:** At its April 15, 1993 meeting the Governmental Affairs Committee voted 4-0 to recommend Council adoption of Resolution No. 93-1746. Voting were Councilors Gates, Gardner, Hansen, and Moore. Councilor Wyers was absent.

**COMMITTEE DISCUSSION/ISSUES:** The Governmental Affairs Committee considered Draft Resolution No. 93-1746 on three occasions: January 21, April 1, and April 15. The original draft presented by staff on January 21 only proposed to amend current Councilor expense and per diem policy to conform with Charter provisions. Following the presentation of the draft resolution, an ad hoc committee of Councilors Monroe, Moore, and McFarland was convened to draft recommended revisions to Councilor expense and reimbursement policies. Their report was presented to Governmental Affairs on April 1.

At the April 1 meeting, Councilor Buchanan spoke in opposition to the proposal that meals no longer be provided at Metro's expense for regular Council and Council committee meetings. He said that if those meeting times continued to be set for 4:00, there would often be occasions when a dinner break would be necessary; if food were not provided, logistical problems would be created that would require either long dinner breaks or additional equipment to store and heat Councilors' food. He supported maintaining the current policy of meals being provided for Councilors and Council staff.

Committee discussion at that meeting showed Committee support for the proposed policy to no longer provide meals for regular meetings. There was considerable discussion of how to implement that policy, with no conclusion reached. Other issues included those of mileage reimbursement, out-of-town travel expenses, child care expenses, and the amounts that should be authorized for expense accounts. The committee decided to recommend increasing the amount authorized for each Councilor's expense account - from the recommended \$1,000 to \$1,800 - to give greater discretion to each Councilor for managing his/her account; this increase was designed to give greater latitude to Councilors to travel out of town on Metro business and be reimbursed from their expense accounts rather than the Council General Account. Other results from the April 1 discussion were a direction to counsel to investigate the applicability of IRS restrictions on mileage reimbursement and child care expense reimbursement. The committee also directed the resolution to contain an effective date.

At the April 15 meeting, Council staff Casey Short presented a summary of the changes made from the prior version of the resolution. He said the resolution now contained a clause stating the policy would become effective the day after passage. Exhibit A to the resolution changed the maximum amounts of each Councilor's expense account to \$1,800 per fiscal year (down from the current \$2,500 and up from the recommended \$1,000), with a \$900 maximum for a Councilor whose term begins or ends in the middle of a fiscal year. The Presiding Officer would be allowed an additional \$600 for each six months of his/her term as Presiding Officer. Exhibit A also contained a new provision governing Councilor travel expenses, which provides that out-of-town travel expenses would be reimbursed from a Councilor's expense account rather than the Council General Account.

General Counsel Dan Cooper discussed tax law implications of reimbursing Councilors for mileage expenses to get to and from Metro's offices, and for child care expense reimbursement. Mr. Cooper prefaced his remarks by noting he is not a tax attorney. He noted there is a distinction in law regarding reimbursement for mileage between a person's primary and secondary employment. There could be some difficulties in determining this distinction for Metro Councilors, since some have other "full time" jobs and some do not. His advice was that there would probably not be any adverse tax ruling for Metro in making mileage reimbursements, nor for Councilors who received such reimbursement because the salary level set by the Charter clearly calls for less than full time work. (The case of the Presiding Officer could be different.) He thought such reimbursement for the twelve Councilors would not be considered as additional income above a Councilor's salary, and would therefore not be subject to taxation. Given Mr. Cooper's information, the committee chose to retain current language which allows reimbursement for mileage expenses to and from Metro offices. Councilor Moore said, and Councilor Gardner concurred, that this item would best be left to individual Councilor discretion to determine the appropriateness of receiving mileage expense reimbursement within expense account limits. Regarding child care expenses, Mr. Cooper said there were no federal income tax problems with the existing reimbursement policy, and the committee chose to continue the current policy.

Councilor Buchanan asked for an interpretation of the language pertaining to Councilor meals. Councilor Gardner said the committee had earlier concluded that meals for regular meetings of Council and Council committees should not be provided at public expense. That left open the question of how to provide meals when necessary, and he listed some options the committee had discussed. He and Councilor Moore said the committee had focused its attention in this matter on the issue of whether meals are paid for with public funds or by each Councilor individually; Councilor Moore added that the \$16,000 annual cost of meals did not include the staff time used to arrange for the meals. Councilor Buchanan said he thought the policy for

determining how meal arrangements would be handled should be developed in conjunction with this resolution, and not wait until after the resolution is considered by the Council.

Chair Gates asked Mr. Short to discuss the purpose of the Council General Account. Mr. Short said that account was primarily for the use of Council staff to support Council activities and to provide reimbursement for authorized staff expenses. The question had earlier been raised whether this account needed to be continued, and he said he thought it should in order to provide guidelines and authorization for staff expenses. The committee discussed whether those guidelines should be made more explicit to establish that this account is primarily for staff use and should only be available to Councilors under extraordinary circumstances; they decided the legislative history should be sufficient to show that intent. In order to further clarify the intent, the committee approved an amendment that any Councilor reimbursement from the Council General Account would not only require Presiding Officer approval in advance, but would also have to be reported to the full Council.

EXHIBIT A

GUIDELINES FOR THE EXPENDITURES OF COUNCIL [~~PER DIEM,~~]  
EXPENSE AND GENERAL MATERIALS & SERVICES ACCOUNTS

GENERAL PROVISIONS

1. A Councilor may receive [~~per diem, plus~~] mileage to [~~the~~] authorized meetings, and/or reimbursement for actual authorized expenses incurred [~~, for attendance at Council, Council committee, Council task force meetings or other meetings~~] as provided in these guidelines.
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.

[COUNCILOR PER DIEM ACCOUNTS

1. ~~Each Councilor is authorized to receive up to [\$8,064] \$8,352 each fiscal year in per diem from the Council Per Diem account. A Councilor who leaves the Council at the end of a calendar year or joins the Council at the start of a calendar year is authorized to receive up to [\$4,032] \$4,176 in per diem in that fiscal year.~~
2. ~~Per diem shall be paid at a rate of [\$56] \$58 per day for attendance at an authorized meeting or meetings. The per diem rate shall be revised at the beginning of each fiscal year based on the change in the Portland All Urban Consumer CPI for the prior calendar year. The new per diem rate shall be rounded to the nearest dollar, and the amounts of per diem authorized in subsection 1 of this section shall be revised based on the new per diem rate times 144 meetings per year or 72 meetings for each half year.~~
3. ~~Per diem shall be authorized as follows:~~
  - a. ~~for attendance at any council meeting;~~
  - b. ~~for attendance at any Council standing committee meeting; Council task force or standing committee task force meeting;~~
  - c. ~~for attendance at a meeting of any other committee created by Council action or any meeting of a committee to which the councilor requesting per diem has been appointed by the Presiding Officer; or~~
  - d. ~~for attendance at any other meeting at which District business is discussed.~~

~~Per diem shall be paid only if the councilor attends a substantial portion of the meeting for which the per diem is authorized.~~

~~4. Payments within these limits shall be authorized by the Council Administrator.]~~

COUNCILOR EXPENSE ACCOUNTS

1. Each Councilor is authorized to receive up to [~~\$2,500~~] \$1,800 each fiscal year as reimbursement for authorized expenses incurred for Council-related activities. A Councilor who leaves the Council at the end of a calendar year or joins the Council at the start of a calendar year is authorized to receive up to [~~\$1,250~~] \$900 for authorized expenses for that fiscal year.
  2. The Presiding Officer shall be authorized an additional [~~\$1,000~~] \$600 for each six months of service in his or her individual Councilor expense account for authorized expenses in carrying out official duties associated with that office.
  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, Council committee or Council task force shall 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 mileage reimbursement for the use of a personal auto while on Metro business outside the Metro boundary at a rate of \$.28 per mile.
- [4]5. 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 request;
  - ~~b. Up to \$200 per year for memberships in non-partisan community organizations;]~~
  - b[e]. Mileage reimbursement for use of a personal auto while on [~~district~~] Metro business at a rate of [~~\$.26~~] \$.28 per mile;
  - c[d]. Expenses to publish and distribute a Council-related District newsletter which may not be mailed within 120 days of an election in which the Councilor is a candidate;
  - ~~e. Council business-related books, publications and subscriptions;]~~
  - d[f]. Meeting or conference registration fees;
  - e[g]. Child care costs [~~for necessary~~] incurred while conducting Metro business with documentation as outlined in [~~No. 2~~] No. 3 of this section, including duration of the activity; and

~~f[h]~~. Reimbursement for telephone and facsimile transmission expenses incurred while doing Metro business. ~~[-of the District.]~~

[5]6. Only authorized expenses as identified herein shall qualify for reimbursement.

[6]7. 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 of 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.]~~

#### 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 [regular and special Council, Council committee and Council task force meetings and other]~~ Meals for regular Council and Council committee 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.] [Memorials];~~
- ~~[f.]~~ e. Expenses for official visitors;
- ~~[g.]~~ f. General Council, Council committees or Council task force information, publications, ~~[promotional materials]~~ or supplies;
- ~~[h.] [Remembrances from Council, Council committee or Council task force];~~
- ~~[i.]~~ g. Professional services for the Council, Council committee or Council task force;
- ~~[j.]~~ h. Outside consultants to the Council, Council committee or Council task force; and
- ~~[k.]~~ i. Authorized out-of-town travel on behalf of the Council, Council committee or Council task force. Mileage reimbursement for the use of a personal auto while on District business shall be at a rate of \$.~~[26]~~28 per mile.

3. Only authorized expenses as identified herein shall qualify for reimbursement.
4. An individual Councilor may request reimbursement from the Council General account for expenses incurred for general Council business. All requests by Councilors for reimbursement or expenditure from the Council General account shall be approved in advance in writing by the Presiding Officer, and a report detailing such reimbursement or expenditure shall be provided to the full Council.
5. [~~All requests by Councilors for reimbursement or expenditure from the Council General account shall be approved in advance in writing 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 whom the expense was incurred and the receipts justifying the expense. The Department of Finance and Management Information shall provide timely expenditure reports to Councilors and the Council Department.

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# METRO

2000 SW First Ave.  
Portland, OR 97201-5398  
(503) 221-1646

## Memorandum

DATE: March 25, 1993

TO: The Governmental Affairs Committee

FROM: Councilor Rod Monroe  
Councilor Ruth McFarland  
Councilor Terry Moore

RE: PROPOSED REVISED COUNCILOR EXPENSE GUIDELINES

The purpose of this memo is to transmit the report and recommendations of the Task Force on Councilor Expense Guidelines. The task force met on two separate occasions to discuss revisions to Metro Councilor expense guidelines. Also participating in the discussions were Councilors Jon Kvistad and Mike Gates.

With the passage of the Charter, and the subsequent payment of salaries to Councilors, it was felt certain current Councilor expense provisions were no longer appropriate. The recommended changes will result in a reduction of 60% to the "Individual Councilor Expense" line item. With the exception of recommendation No. 7 regarding a Councilor newsletter, the following recommendations were unanimously agreed upon by those in attendance.

1. The "Individual Councilor Expense" line item per Councilor will drop from its current level of \$2,500 per fiscal year to \$1,000. Councilors serving less than one half of a fiscal year will receive up to \$500 that fiscal year, down from \$1,250.

Justification: The current level of Councilor expense was established because Councilors served in a voluntary capacity, and needed to have funds available to cover all Metro-related expenses. The advent of Councilor salaries eliminates the need for much of this expense reimbursement.

Further justification of this reduction is explained in greater detail in the paragraphs that follow.

2. The additional level of reimbursement for the Presiding Officer will drop from \$2,000 to \$1,000 per fiscal year.

Justification: It was agreed the office of Presiding Officer required additional funds in order to carry out the official duties associated with that office, however, the amount available was reduced for the reasons stated in paragraph No. 1, above.

3. Councilors may no longer claim mileage reimbursement for use of a personal auto from their homes to Metro headquarters and back.

Councilor Expense Guidelines  
page 2

They may, however, claim mileage reimbursement for use of their personal auto to meetings other than those held at Metro headquarters.

Justification: The IRS has concluded that mileage reimbursement from one's residence to his or her primary place of business is considered income. The Charter places a specific limit on Councilor income. It follows that mileage reimbursement of this nature would cause Councilors to receive more income than that legally provided for by the charter.

4. Meals will not be served at any regularly scheduled Council, Council committee, or Council task force meeting. However, coffee, tea, juice, and soda will continue to be provided at these meetings. If a meeting extends past the dinner hour, a break will be scheduled (or called) in order to permit Councilors and staff to obtain a meal. Councilors may bring their own meals (a large refrigerator, microwave oven, and dishwasher are available in the Council kitchen for this purpose) or may choose to patronize any of the various eating establishments located near Metro headquarters. This change will take effect upon moving to the new building.

Meals will continue to be provided at special all-day sessions, such as Council workshops and other special events as in the past.

Justification: It would be prudent for Metro to establish guidelines similar to other agencies in the region. It was noted that no other government agency provided meals for paid elected officials or staff at its meetings. It was also noted that the "Meetings" line item (meals) has increased greatly in recent years, and better use could be made of Metro money.

5. Provisions for reimbursement from the general account for honorials, promotional materials, and remembrances from Council, Council committee or Council task force were eliminated.

Justification: These allowances were deemed to be inappropriate for a government agency.

6. Reimbursements relating to out-of-town travel, including air fare, lodging, conference registration, ground transportation to and from the event, meals consumed while at the event, and other travel related expenses will be paid for out of the Council general account rather than individual Councilor expense accounts. Councilors must obtain written approval from the Presiding Officer to expend Council general account funds prior to doing so. (This change does not preclude Councilors from using their individual expense accounts to fund attendance at conferences.)

Justification: This change will permit individual Councilor expense accounts to be held to lower levels. It will allow greater flexibility in attending pertinent conferences; yet at the same time provide for greater oversight of this expenditure, and allow the amount in this fund to be established at budget time.

Councilor Expense Guidelines  
page 3

7. Approximately \$78,000 will be budgeted in the appropriate line items (\$6,000 per Councilor) to publish and distribute a Council-related newsletter to be distributed to each household in each Council district throughout the region. The newsletter will provide space for individual Councilors to address their constituents. This item will be part of the 93-94 budget discussion.

Justification: Councilors need to communicate with the electors in their districts, however, the cost of a district-wide publication is not within the reach of individual Councilor expense accounts. This newsletter will address these needs and problems.

8. Various housekeeping changes were made to the attached exhibit that were not engrossed in previous versions.

Attached for committee consideration is a copy of draft Resolution 93-1746 which implements the above recommendations except those requiring budget action.

If you have any questions regarding these changes, please feel free to contact any of the Councilors involved.

attachments

cc: Donald E. Carlson  
Lindsey Ray

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**DRAFT**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REVISING  
GUIDELINES FOR COUNCIL PER DIEM,  
COUNCILOR EXPENSE AND GENERAL  
COUNCIL MATERIALS & SERVICES  
ACCOUNTS

) RESOLUTION NO. 93-1746  
)  
) Introduced by the Governmental  
) Affairs Committee  
)

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 revised the guidelines for Councilor per diem, expense and general expenses through adoption of Resolution Nos. 85-541, 88-922, 89-1065A, 90-1281, 91-1468, and 92-1643;

WHEREAS, Voters of the Metro area approved a Metro Charter on November 3, 1992; and

WHEREAS, The Metro Charter removes the authority to pay Metro Councilors a per diem payment and authorizes the payment of a salary to Councilors for services rendered; now, therefore,

BE IT RESOLVED,

That the Metro Council adopts the expenditure guidelines attached as Exhibit A which will supersede any previously adopted guidelines. These guidelines shall become effective on the day following Council adoption.

ADOPTED by the Metro Council this \_\_\_\_\_ day of \_\_\_\_\_,  
1993.

\_\_\_\_\_  
Judy Wyers, Presiding Officer

## EXHIBIT A

### GUIDELINES FOR THE EXPENDITURES OF COUNCIL [~~PER DIEM,~~] EXPENSE AND GENERAL MATERIALS & SERVICES ACCOUNTS

#### GENERAL PROVISIONS

1. A Councilor may receive [~~per diem, plus~~] mileage to [~~the~~] authorized meetings, and/or reimbursement for actual authorized expenses incurred [~~, for attendance at Council, Council committee, Council task force meetings or other meetings~~] as provided in these guidelines.
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.

#### [~~COUNCILOR PER DIEM ACCOUNTS~~]

- ~~1. Each Councilor is authorized to receive up to [~~\$8,064~~] \$8,352 each fiscal year in per diem from the Council Per Diem account. A Councilor who leaves the Council at the end of a calendar year or joins the Council at the start of a calendar year is authorized to receive up to [~~\$4,032~~] \$4,176 in per diem in that fiscal year.~~
- ~~2. Per diem shall be paid at a rate of [~~\$56~~] \$58 per day for attendance at an authorized meeting or meetings. The per diem rate shall be revised at the beginning of each fiscal year based on the change in the Portland All Urban Consumer CPI for the prior calendar year. The new per diem rate shall be rounded to the nearest dollar, and the amounts of per diem authorized in subsection 1 of this section shall be revised based on the new per diem rate times 144 meetings per year or 72 meetings for each half year.~~
- ~~3. Per diem shall be authorized as follows:~~
  - ~~a. for attendance at any council meeting;~~
  - ~~b. for attendance at any Council standing committee meeting, Council task force or standing committee task force meeting;~~
  - ~~c. for attendance at a meeting of any other committee created by Council action or any meeting of a committee to which the councilor requesting per diem has been appointed by the Presiding Officer; or~~
  - ~~d. for attendance at any other meeting at which District business is discussed.~~

~~Per diem shall be paid only if the councilor attends a substantial portion of the meeting for which the per diem is authorized.~~

4. ~~Payments within these limits shall be authorized by the Council Administrator.]~~

## COUNCILOR EXPENSE ACCOUNTS

1. Each Councilor is authorized to receive up to [~~\$2,500~~] [~~\$1,000~~] \$1,800 each fiscal year as reimbursement for authorized expenses incurred for Council-related activities. A Councilor who leaves the Council at the end of a calendar year or joins the Council at the start of a calendar year is authorized to receive up to [~~\$1,250~~] [~~\$500~~] \$900 for authorized expenses for that fiscal year.
  2. The Presiding Officer shall be authorized an additional [~~\$1,000~~] [~~\$500~~] \$600 for each six months of service in his or her individual Councilor expense account for authorized expenses in carrying out official duties associated with that office.
  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, Council committee or Council task force shall 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 mileage reimbursement for the use of a personal auto while on Metro business outside the Metro area at a rate of \$.28 per mile.
- [4]5. 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 request;
  - ~~b. Up to \$200 per year for memberships in non-partisan community organizations.]~~
  - b[e]. Mileage reimbursement for use of a personal auto while on [district] Metro business other than from home to Metro headquarters and back at a rate of [~~\$.26~~] \$.28 per mile;
  - c[d]. Expenses to publish and distribute a Council-related District newsletter which may not be mailed within 120 days of an election in which the Councilor is a candidate;
  - ~~e. Council business-related books, publications and subscriptions.]~~
  - d[~~f~~]. Meeting or conference registration fees;
  - e[g]. Child care costs ~~for necessary~~ incurred while conducting Metro business with documentation as outlined in [~~No. 2~~] No. 3 of this section, including duration of the activity; and

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- ~~f~~[h]. Reimbursement for telephone and facsimile transmission expenses incurred while doing Metro business. [~~of the District.~~]
- [5]6. Only authorized expenses as identified herein shall qualify for reimbursement.
- [6]7. 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 of 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 expenses accounts and another Councilor's per diem and/or expense accounts are not authorized.]~~

## 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 [~~regular and special Council, Council committee and Council task force meetings and other~~] Council-related business other than regular Council and Council committee meetings;
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  - d. Receptions for guests of the Council, Council committees or Council task forces;  
~~[e.] [Honorials;]~~
  - ~~[f.]~~ e. Expenses for official visitors;
  - ~~[g.]~~ f. General Council, Council committees or Council task force information, publications, [~~promotional materials~~] or supplies;
  - ~~[h.]~~ [~~Remembrances from Council, Council committee or Council task force;~~]
  - ~~[i.]~~ g. Professional services for the Council, Council committee or Council task force;
  - ~~[j.]~~ h. Outside consultants to the Council, Council committee or Council task force; and
  - ~~[k.]~~ [~~i.]~~ Authorized out-of-town travel on behalf of the Council, Council committee or Council task force. [~~Mileage reimbursement for the use of a personal auto while on District business shall be at a rate of \$.26 per mile.~~]

~~i. Mileage reimbursement for the use of a personal auto while on Metro business outside the Metro area other than from home to Metro headquarters and back shall be at a rate of \$.28 per mile.~~

3. Only authorized expenses as identified herein shall qualify for reimbursement.
4. An individual Councilor may request reimbursement from the Council General account for expenses incurred for general Council business.
5. All requests by Councilors for reimbursement or expenditure from the Council General account shall be approved in advance in writing 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 whom the expense was incurred and the receipts justifying the expense. The Department of Finance and Management Information shall provide timely expenditure reports to Councilors and the Council Department.

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BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REVISING	)	RESOLUTION NO. 93-1746
GUIDELINES FOR COUNCIL PER DIEM,	)	
COUNCILOR EXPENSE AND GENERAL	)	Introduced by the Governmental
COUNCIL MATERIALS & SERVICES	)	Affairs Committee
ACCOUNTS	)	

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ADOPTED by the Metro Council this \_\_\_\_\_ day of \_\_\_\_\_, 1993.

\_\_\_\_\_  
Judy Wyers, Presiding Officer

## EXHIBIT A

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

#### GENERAL PROVISIONS

1. A Councilor may receive mileage to authorized meetings, and/or reimbursement for actual authorized expenses incurred as provided in these guidelines.
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.

#### COUNCILOR EXPENSE ACCOUNTS

1. Each Councilor is authorized to receive up to \$1,800 each fiscal year as reimbursement for authorized expenses incurred for Council-related activities. A Councilor who leaves the Council at the end of a calendar year or joins the Council at the start of a calendar year is authorized to receive up to \$900 for authorized expenses for that fiscal year.
2. The Presiding Officer shall be authorized an additional \$600 for each six months of service in his or her individual Councilor expense account for authorized expenses in carrying out official duties associated with that office.
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, Council committee or Council task force shall 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 mileage reimbursement for the use of a personal auto while on Metro business outside the Metro boundary at a rate of \$.28 per mile.
5. 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 request;
  - b. Mileage reimbursement for use of a personal auto while on Metro business at a rate of \$.28 per mile;
  - c. Expenses to publish and distribute a Council-related District newsletter which may not be mailed within 120 days of an election in which the Councilor is a candidate;
  - d. Meeting 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; and
  - f. Reimbursement for telephone and facsimile transmission expenses incurred while doing Metro business.
6. Only authorized expenses as identified herein shall qualify for reimbursement.
  7. Payments within these limits shall be authorized by the Council Administrator.

#### 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 other than regular Council and Council committee 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. Expenses for official visitors;
  - f. General Council, Council committees or Council task force information, publications, or supplies;
  - g. Professional services for the Council, Council committee or Council task force;
  - h. Outside consultants to the Council, Council committee or Council task force; and
  - i. Authorized out-of-town travel on behalf of the Council, Council committee or Council task force. Mileage reimbursement for the use of a personal auto while on District business shall be at a rate of \$.28 per mile.
3. Only authorized expenses as identified herein shall qualify for reimbursement.

4. An individual Councilor may request reimbursement from the Council General account for expenses incurred for general Council business. All requests by Councilors for reimbursement or expenditure from the Council General account shall be approved in advance in writing by the Presiding Officer, and a report detailing such reimbursement or expenditure shall be provided to the full Council.
5. 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 whom the expense was incurred and the receipts justifying the expense. The Department of Finance and Management Information shall provide timely expenditure reports to Councilors and the Council Department.

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