

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REVISING) RESOLUTION NO. 95-2079
GUIDELINES FOR COUNCILOR EXPENSE)
AND GENERAL COUNCIL MATERIALS &) Introduced by Presiding
SERVICES ACCOUNTS) Officer Ruth McFarland

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 Resolutions No. 85-541, 88-922, 89-1065A, 90-1281, 91-1468, and 92-1643; and

WHEREAS, The Metro Council eliminated the per diem payment guidelines pursuant to the terms of the 1992 Metro Charter and revised the guidelines for Council expenses and general expenses through adoption of Resolution No. 93-1746A; 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 26 day of Jan.,
1995.



J. Ruth McFarland, Presiding Officer

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 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 \$4,000 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 \$2,000 for authorized expenses for that fiscal year.
2. The Presiding Officer may be authorized an additional \$500 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 the rate per mile established by Executive Order.
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 requests;
 - b. Mileage reimbursement for use of a personal auto while on Metro business at the rate per mile established by Executive Order;
 - 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;
 - f. Reimbursement for telephone and facsimile transmission expenses incurred while doing Metro business;
 - g. Council business-related books, publications and subscriptions; and
 - h. Up to \$200 per year for membership in non-partisan community organizations.
6. Other expenses may be authorized by the Presiding Officer.
 7. Payments within these limits shall be authorized by the Presiding 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, tape recorders, etc., for public meetings;
 - d. Receptions for guests of the Council;
 - e. Expenses for official visitors;
 - f. General Council information, publications, or supplies;
 - 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. Mileage reimbursement for the use of a personal auto while on Metro business shall be at the rate established by Executive Order.

3. Other expenses may be authorized by the Presiding Officer.
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 Presiding 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 Councilors and the Council Department.