

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING) RESOLUTION NO. 87-737
RESOLUTION NO. 85-541 ESTABLISHING)
GUIDELINES FOR COUNCILOR PER DIEM) Introduced by
AND EXPENSES) Presiding Officer Waker

WHEREAS, The Metropolitan Service District adopted Resolution No. 83-431 on November 22, 1983, for the purpose of establishing guidelines for the expenditure of Council per diem, expense and general materials and services accounts; and

WHEREAS, Resolution No. 83-431 was amended by Resolution No. 85-541 on February 28, 1985; and

WHEREAS, There is an increase in the number of Metro-related meetings Councilors must attend during one day; and

WHEREAS, The per diem for Metro Councilors has been \$30 since Metro was created; now, therefore,

BE IT RESOLVED,

That Resolution No. 85-541 is hereby amended to increase the Councilor per diem rate and to allow for transfers between per diem and expense accounts as shown in Exhibit A.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1987.

NOT ADOPTED
Richard Waker, Presiding Officer

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6988C/491
02/12/87

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~~] \$45 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;
 - 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 Management Committee.

TRANSFERS

Notwithstanding the limits on per diem and expenses indicated above, [the Council Management Committee may, upon advance request by a Councilor, authorize the fiscal officer to] a Councilor may transfer funds between [a Councilor's] their 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 & 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;
 - 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 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 Management Committee. The Presiding Officer can authorize expenditures within the limits approved by the Council Management Committee. The fiscal officer shall provide monthly reports to the Council Management 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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CONSIDERATION OF RESOLUTION NO. 87-737 FOR THE
PURPOSE OF AMENDING RESOLUTION NO. 85-541
ESTABLISHING GUIDELINES FOR COUNCILOR PER DIEM
AND EXPENSES

Date: February 10, 1987

Presented by: Ray Barker

FACTUAL BACKGROUND AND ANALYSIS

The per diem for Metro Councilors has been \$30 since Metro was created.

Formal guidelines regarding per diem and Council expenses were adopted by Resolution No. 83-431 (November 22, 1983) and amended by Resolution No. 85-541 (February 28, 1985).

State Legislators currently receive \$62 per diem (effective July 1, 1986). In 1983 they received \$43. In November 1985 it was increased to \$56.

\$25,920 is currently budgeted for Councilor's per diem. This provides \$2,160 per Councilor. It provides \$30 for 72 days (an average of six per month).

In light of the increase in the number of Metro-related meetings Councilors must attend in one day, it is recommended that the per diem be increased from \$30 to \$45. It is recommended that the increase be effective July 1, 1987. This would require that this line item in the proposed FY 1987-88 budget be increased from \$25,920 to \$38,880.

Alternatives:

1. Increase the per diem to \$45 (or some other amount) now and tie the next increase to the CPI.
2. Make the per diem 75 percent (or some other percent) of the state Legislators' (75% = \$46.50). When their per diem increases the Metro Councilors' will automatically increase.
3. Adopt a per diem schedule for the next few years,
e.g., July 1, 1987 -- \$45
July 1, 1988 -- \$50
July 1, 1989 -- \$55

Transfers:

Per diem guidelines provide that a Councilor can, with approval from the Management Committee, transfer money between their expense account and their per diem account. It has been recommended that Councilors be able to make transfers between their expense account and per diem account without Management Committee approval to provide more flexibility in responding to changes in Metro assignments and to changes in tax laws.

Adoption of Resolution No. 87-737 would increase the per diem from \$30 to \$45 and allow transfers between per diem and expense accounts without Management Committee approval.

The Council Management Committee is requested to review Resolution No. 87-737 and forward its recommendation to the Metro Council.

EXECUTIVE OFFICER'S RECOMMENDATION

No recommendation.

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