

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REVISING)	RESOLUTION NO. 90-1281
GUIDELINES FOR COUNCIL PER DIEM,)	
COUNCILOR EXPENSE AND GENERAL)	Introduced by Councilor
COUNCIL MATERIALS & SERVICES)	McFarland
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 revised the guidelines for Councilor per diem, expense and general expenses through adoption of Resolution Nos. 85-541, 88-922 and 89-1065A; and

WHEREAS, the Council has reorganized its operation including merging of committees and obtaining additional staff which necessitates a review of Councilor and Councilor-related expenditure guidelines; now, therefore

BE IT RESOLVED,

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

2. That the amended guidelines attached as Exhibit A will be effective on July 1, 1990.

ADOPTED by the Council of the Metropolitan Service District
this 28th day of June, 1990.

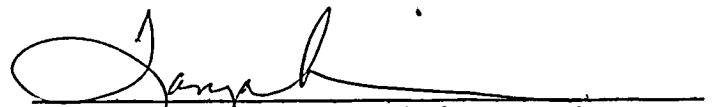

Tanya Collier, Presiding Officer

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 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 \$6,360 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 \$3,180 in per diem in that fiscal year.
2. Per diem shall be paid at a rate of \$50 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 120 meetings per year or 60 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 \$2,000 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 \$1,000 for authorized expenses for that fiscal year.
2. The Presiding Officer shall be authorized an additional \$700 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. 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;
 - c. Mileage reimbursement for use of a personal auto while on district business at a rate of \$.26 per mile;
 - 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;
 - f. Meeting or conference registration fees;
 - g. Child care costs for necessary Metro business with documentation as outlined in No. 2 of this section, including duration of the activity; and

h. Reimbursement for telephone and facsimile transmission expenses incurred while doing business of the District.

5. Only authorized expenses as identified herein shall qualify for reimbursement.
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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 Council-related business;
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 - i. Professional services for the Council, Council committee or Council task force;
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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 which the expense was incurred and the receipts of justifying the expense. The Department of Finance & Administration shall provide timely expenditure reports to Councilors and the Council Department.

DEC:aeb

A:\RES-1281.EXH

FINANCE COMMITTEE REPORT

RESOLUTION NO. 90-1281, REVISING GUIDELINES FOR COUNCIL PER DIEM, COUNCILOR EXPENSE AND GENERAL COUNCIL MATERIALS AND SERVICES ACCOUNT

Date: June 9, 1990

Presented by: Councilor McFarland

COMMITTEE RECOMMENDATION: At the June 7, 1990, Finance Committee meeting, all Councilors were present and voted unanimously to recommend Council adopt Resolution No. 90-1281 as amended.

COMMITTEE DISCUSSION/ISSUES: Resolution No. 90-1281 was developed to respond to Councilors actual meeting attendance requirements and corresponding per diem payments. The current District policy provides each Councilor with a per diem for each day they attend a Council related meeting, up to a total of eight meetings per month. Actual Councilor committee, task force and special meeting assignments exceed the maximum eight meeting allocation. Resolution No. 90-1281 would increase the maximum number of meetings for which a Councilor could receive per diem in one month from eight to ten. The net impact on the FY90-91 budget would be an additional \$15,264 (\$53 x 24 meetings x 12 Councilors).

The Finance Committee further amended the ordinance to:

- 1) increase the mileage reimbursement amount from \$.24 to \$.26 per the Executive Officer's recommendation for consistency with Internal Revenue Service provisions (amendment supported unanimously); and
- 2) increase Councilors' annual expense allowances from the FY90-91 Approved Budget amount of \$1,700 to \$2,000 (amendment supported 3 to 1, Councilor Gardner dissenting).

The net budget impact of all changes as recommended would be as follows:

- 1) increase the General Fund excise tax revenue from the Approved Budget amount of \$2,791,769 to \$2,810,633 (+ \$18,864);
- 2) increase Council Per Diem from \$61,056 total to \$76,320 (+ \$15,264) and Council Expenses from \$21,800 to \$25,400 (+ \$3,600), or a total increase of \$18,864.

With all changes as proposed, the FY90-91 Council budget total would increase from \$666,829 to \$685,693.

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DEC:aeb

A:\90-1281.RES



METRO

Memorandum

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

DATE: May 30, 1990

TO: Councilor McFarland

FROM: Donald E. Carlson, Council Administrator *DEC*

RE: Budget and Expenditure Guideline Changes Necessary to Authorize Per Diem Payments for 10 Meetings Per Month

You have requested information on necessary actions to authorize Councilors to receive per diem payments for ten meetings per month or 120 meetings per year.

Please find attached as Attachment A a copy of the appropriate FY 90-91 budget changes necessary to implement this policy. The net impact on the FY 90-91 budget is an additional \$15,264 (\$53 x 24 meetings x 12 Councilors). The budget adjustment can be made at the June 28 meeting when the Council considers final adoption of the FY 90-91 Budget. As indicated in Exhibit A, the excise tax amount would be increased by \$15,264 to \$2,807,033. If the Council sets the excise tax rate at 5%, there should be sufficient revenue to accommodate this increase. On the expenditure side, the Per Diem line item in the Council Department budget would correspondingly be increased by \$15,264 to \$76,320 and the total Department expenditures would be increased to \$682,093.

The other changes needed to implement this expenditure request is a revision to the Council expenditure guidelines which among other things sets the limit on per diem amounts authorized for each Councilor. Attachment B enclosed is a draft resolution which makes the necessary changes. The changes include increasing the limit on per diem to \$6,360 (120 meetings) on an annual basis and \$3,180 for a half year (60 meetings) for new Councilors. The other change increases the limit for expense reimbursements to \$1,700 and \$850 respectively. This latter change is necessary to implement the FY 90-91 Budget action already approved by the Council.

I am sending this memo to members of the Finance Committee and will discuss with Councilor Van Bergen putting the draft resolution on the next Finance Committee agenda. Please review this material and give me your thoughts as soon as possible.

DEC:aeb
Attachment
cc: Finance Committee

A:MCFARLND.MEM

General Fund: Revenue

HISTORICAL DATA ACTUAL \$		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		APPROVED		ADOPTED	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND REVENUE											
Resources											
88,121	93,828	116,443	299000		Fund Balance		548,000		448,000		
0	0	0	312000		Excise Tax		3,025,000		2,791,769		2,810,633
0	0	0	321100		Building Business License Fee		62,500		0		
0	0	20,000	334210		State Grants-Operating-Non Categorical-Direct		0		0		
1,425	2,131	0	339200		Contract Services		0		0		
1,650	106	0	341500		Documents & Publications		0		0		
29,120	47,859	32,535	361100		Interest on Investments		105,802		75,000		
1,271	1,909	0	379000		Other Miscellaneous Revenue		0		0		
0	0	0	392140		Trans. Resources from Transportation Fund		20,000		0		
159,694	192,705	184,811	392120		Trans. Indirect Costs from Zoo Oper. Fund		0		0		
147,040	129,655	182,876	392140		Trans. Indirect Costs from Transportation Fund		0		0		
295,729	302,917	423,808	392530		Trans. Indirect Costs from S.W. Oper. Fund		0		0		
0	36,197	29,028	392550		Trans. Indirect Costs from OCC Operating Fund		0		0		
23,635	39,780	33,866	392558		Trans. Indirect Costs from Conv. Cnt. Mgmt. Fund		0		0		
74,843	125,970	113,208	392559		Trans. Indirect Costs from Conv. Cnt. Cap. Fund		0		0		
822,528	973,057	1,136,575			Total Resources		3,761,302		3,314,769		3,333,633

General Fund: Council

HISTORICAL DATA ACTUAL \$		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		APPROVED		ADOPTED	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Materials & Services											
2,850	4,801	2,500	521100		Office Supplies		3,300		3,300		
303	253	0	521310		Subscriptions		0		0		
0	50	300	521320		Dues		7,800		7,800		
0	8,900	40,000	524110		Accounting & Auditing Services		50,000		50,000		
3,104	1,187	17,384	524190		Misc. Professional Services		10,000		26,000		
0	0	0	525640		Maintenance & Repairs Services-Equipment		1,000		1,000		
228	133	0	525710		Equipment Rental		0		0		
1,708	239	500	526200		Ads & Legal Notices		500		500		
0	1,389	1,100	526310		Printing Services		1,100		1,100		
281	13	0	526420		Postage		0		0		
0	17	0	526440		Delivery Services		150		150		
5,133	8,580	10,000	526500		Travel		10,500		10,500		
0	1,375	0	526700		Temporary Help Services		0		0		
373	569	2,600	526800		Training, Tuition, Conferences		4,000		4,000		
0	0	0	528200		Election Expense		100,000		100,000		
30,482	30,111	57,600	529110		Council Per Diem		61,056		61,056		76,320
10,229	11,037	20,400	529120		Councilor Expenses		21,800		21,800		25,400
8,187	8,059	5,500	529500		Meetings		6,500		6,500		
Total Materials & Services							277,706		293,706		312,570
Capital Outlay											
4,752	4,829	4,700	571500		Purchases-Office Furniture & Equipment		3,800		3,800		
Total Capital Outlay							3,800		3,800		
TOTAL EXPENDITURES						8.30	650,829	8.30	666,829		685,693

General Fund: Transfers and Contingency

HISTORICAL DATA ACTUAL \$		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		APPROVED		ADOPTED	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
General Expenses											
Interfund Transfers											
62,592	40,618	52,690	581513		Trans. Indirect Costs to Bldg. Fund		117,678		117,577		
0	0	0	581610		Trans. Indirect Costs to Support Svs. Fund		401,868		396,669		
2,655	2,843	8,433	581615		Trans. Indirect Costs to Insurance Fund		6,804		6,804		
21,953	50,709	37,612	582140		Trans. Resources to Transportation Fund		225,606		391,446		
0	0	0	582142		Trans. Resources to Plan. & Dev. Fund		960,050		695,423		
0	0	0	582610		Trans. Resources to Support Svs. Fund		548,000		230,818		
87,200	94,170	98,735			Total Interfund Transfers		2,260,006		1,838,737		
Contingency and Unappropriated Balance											
0	0	17,086	599999		Contingency		56,588		135,000		
103,528	147,375	0			Unappropriated Fund Balance		30,000		65,000		
103,528	147,375	17,086			Total Contingency and Unappropriated Balance		86,588		200,000		
822,528	973,057	16.15	1,136,575		TOTAL EXPENDITURES	19.65	3,761,302	17.10	3,314,769		3,333,633

DRAFT

BEFORE THE COUNCIL OF THE
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FOR THE PURPOSE OF REVISING)
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COUNCIL MATERIALS & SERVICES)
ACCOUNTS)

RESOLUTION NO. 90-1281

Introduced by

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WHEREAS, the Council revised the guidelines for Councilor per diem, expense and general expenses through adoption of Resolution Nos. 85-541, 88-922 and 89-1065A; and

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2. That the amended guidelines attached as Exhibit A will be effective on July 1, 1990.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

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 - 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. Mileage reimbursement for the use of a personal auto while on District business shall be at a rate of \$.24 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 which the expense was incurred and the receipts of justifying the expense. The Department of Finance & Administration shall provide timely expenditure reports to Councilors and the Council Department.

DEC:aeb

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