

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

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

) RESOLUTION NO. 91-1468
)
) Introduced by the
) Government 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, and 90-1281; and

WHEREAS, current expenditure guidelines include a cost of living adjustment for Councilor per diem which necessitates an annual revision of Council expenditures 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, 1991.

ADOPTED by the Council of the Metropolitan Service District
this 13th day of June, 1991.

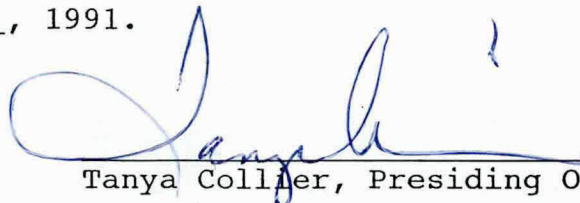

Tanya Collier, Presiding Officer

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~~] \$8,064 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~~] \$4,032 in per diem in that fiscal year.
2. Per diem shall be paid at a rate of [~~\$50~~] \$56 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~~] 144 meetings per year or [~~60~~] 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 [~~\$2,000~~] \$2,200 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~~] \$1,100 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.
6. 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 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, Council committees or Council task forces;
 - e. Honorials;
 - f. Expenses for official visitors;
 - g. 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. 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 \$.26 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 and Management Information shall provide timely expenditure reports to Councilors and the Council Department.

SLmiscA:\91-1468.RES

GOVERNMENTAL AFFAIRS COMMITTEE REPORT

RESOLUTION NO. 91-1468, REVISING GUIDELINES FOR COUNCIL PER DIEM, COUNCILOR EXPENSE AND GENERAL COUNCIL MATERIALS & SERVICES ACCOUNTS

Date: June 7, 1991

Presented by: Councilor DeJardin

COMMITTEE RECOMMENDATION: At its June 6, 1991 meeting the Governmental Affairs Committee voted 3-0 to recommend Council adoption of Resolution No. 91-1468. Voting were Councilors Devlin, DeJardin and Hansen. Councilors Collier and Knowles were excused.

COMMITTEE DISCUSSION/ISSUES: Council Administrator Don Carlson presented the staff report and summarized his June 3 memo on Councilor per diem. He pointed out that in approving the 91-92 budget on May 2, Council had already approved increasing the number of per diem days (from 120 to 144) and the amount of Councilor expense reimbursement (from \$2,000 to \$2,200). The Portland All Urban Consumer CPI is to be the basis for increases in the per diem rate, and the 1990 CPI increase was 6.74%. That increase translates to a \$4 increase in per diem. Annual authorized Councilor per diem will increase to \$8,064 (from \$6,360).

The increase in CPI and consequent increase in per diem will require a budget adjustment, increasing the Council Department budget by \$1,728. This is necessary because the estimate used for the budget was \$55 per meeting, rather than \$56. Councilor Hansen asked why the Council wasn't aware of the right number at budget time. Mr. Carlson answered that he didn't expect the CPI figures to be available in April, as they were not available until July the year before. The budget action authorizing the number of per diem days at an estimated \$55 per meeting set the policy which Resolution No. 91-1468 will implement.

Councilor Devlin pointed out that there will likely be numerous small adjustments to the budget. He also noted that Councilor Wyers' earlier survey showed Councilors in favor of increasing the number of per diem days by a 9-3 margin; that the increase was approved in the budget; that the increase needs to be approved in June to become effective with the new fiscal year on July 1; and that in response to Councilor Bauer's point at an earlier Council meeting, it was not necessary to increase the per diem for the current fiscal year. Both Councilor Devlin and Mr. Carlson added that there were no policy changes in the per diem resolution, only changes in the numbers.



METRO

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

Memorandum

June 3, 1991

TO: Government Affairs Committee

FROM: Donald E. Carlson, ^{DE} Council Administrator

RE: Councilor Per Diem for FY 1991-92

Please be advised the Councilor per diem rate for FY 1991-92 will be \$56. This is an increase of \$4 over the current \$52 rate. The annual per diem rate is calculated based on the policy set forth in Resolution No. 90-1281 which states in part in Exhibit A:

"...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,..."

The change in the All Urban Consumer CPI for calendar year 1990 was 6.74% based on the following information:

| <u>CPI ON</u> | <u>CPI ON</u> | <u>DIFFERENCE</u> | <u>% CHANGE</u> |
|-----------------|-----------------|-------------------|-----------------|
| <u>01/01/90</u> | <u>12/31/90</u> | | |
| 121.6 | 129.8 | +8.2 | 6.74 |

The new per diem rate is determined by the following calculation:

$$\begin{aligned}
 \$52 \times .0674 &= \$3.5048 \\
 \$3.5048 &\text{ rounded to the nearest dollar is } \$4
 \end{aligned}$$

It should be pointed out the current Council expenditure guidelines are out of date as the per diem rate is stated at \$50 and the maximum amount authorized for each Councilor is \$6,360 for a full year and \$3,180 for a half year based on 120 and 60 meetings respectively.

It should also be pointed out the amount of per diem in the FY 1991-92 Approved Budget (approved on May 2, 1991) was based on 144 meetings per year. Given the new per diem rate and the increase in the number of meetings the expenditure guidelines should be changed to 1) set the per diem rate at \$56; 2) increase the number of meetings to 144 on an annual basis and 72 for each half year; and 3) increase the authorized Councilor per diem amount to \$8,064 annually and \$4,032 for Councilors who serve only 6 months.

The expenditure guidelines should also be revised to set each Councilors expense account at \$2,200 annually and \$1,100 for a half year. Again this change reflects the amount of funds included in the approved FY 1991-92 Council Department budget.

Finally if the changes listed above are made the Council Department FY 1991-92 Budget should be amended to increase the Per Diem line item by \$1,728 because the current approved amount was based on an estimated per diem rate of \$55 rather than the \$56 shown above.

Attached for the Committee's consideration is a draft copy of Resolution No. 91-1468 which makes the changes described above.

cc: Metro Council

SLgovtaff a:911468.mem