

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REVISING)	RESOLUTION NO. 92-1643
GUIDELINES FOR COUNCIL PER DIEM,)	
COUNCILOR EXPENSE AND GENERAL)	Introduced by the
COUNCIL MATERIALS & SERVICES)	Government Affairs Committee
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, 89-1065A, 90-1281, and 91-1468;

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 previously adopted guidelines.
2. That the amended guidelines attached as Exhibit A will be effective on July 1, 1992.

ADOPTED by the Council of the Metropolitan Service District
this 25th day of June, 1992.



Jim Gardner, 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 [~~\$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 [~~\$2,200~~] \$2,500 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 [~~\$1,100~~] \$1,250 for authorized expenses for that fiscal year.
2. The Presiding Officer shall be authorized an additional [~~\$700~~] \$1,000 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.



METRO

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Portland, OR 97201-5398
503/221-1646

Memorandum

June 16, 1992

TO: Government Affairs Committee
FROM: Donald E. Carlson, ^{DEC} Council Administrator
RE: Councilor Per Diem and Expense for FY 1992-93

Please be advised the Councilor per diem rate for FY 1992-93 will be \$58. This is an increase of \$2 over the current \$56 rate. The annual per diem rate is calculated based on the policy set forth in Resolution No. 91-1468 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 1991 was 4.08% based on the following information:

<u>CPI ON</u>	<u>CPI ON</u>	<u>DIFFERENCE</u>	<u>% CHANGE</u>
01/01/91	12/31/91		
129.8	135.1	+5.3	4.08

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

\$56 X .0408 = \$2.2848
\$2.2848 rounded to the nearest dollar is \$2.

It should be pointed out the current Council expenditure guidelines are out of date as the per diem rate is stated at \$56 and the maximum amount authorized for each Councilor is \$8,064 for a full year and \$4,032 for a half year based on 144 and 72 meetings respectively.

Given the new per diem rate, the expenditure guidelines should be changed to 1) set the per diem rate at \$58; and 2) increase the authorized Councilor per diem amount to \$8,352 annually and \$4,176 for Councilors who serve only 6 months.

The expenditure guidelines should also be revised to set each Councilors expense account at \$2,500 annually and \$1,250 for a half year. This change reflects the amount of funds included in the Approved FY 1992-93 Council Department budget.

Attached for the Committee's consideration is a draft copy of Resolution No. 92-1643 which makes the changes described above.

GOVERNMENTAL AFFAIRS COMMITTEE REPORT

RESOLUTION NO. 92-1643, REVISING GUIDELINES FOR COUNCIL PER DIEM,
COUNCILOR EXPENSE AND GENERAL COUNCIL MATERIALS & SERVICES ACCOUNTS

Date: June 19, 1992

Presented by: Councilor Collier

COMMITTEE RECOMMENDATION: At its June 18, 1992 meeting the Governmental Affairs Committee voted 3-0 to recommend Council adoption of Resolution No. 92-1643. Voting were Councilors Collier, Devlin, and Gronke. Councilors Bauer and Wyers were absent.

COMMITTEE DISCUSSION/ISSUES: Council Analyst Casey Short presented the staff report. He said this is an annual housekeeping item to adjust Councilor per diem based on the consumer price index. The Councilor per diem rate will increase by \$2, from \$56 to \$58. The amounts authorized in the resolution for per diem and expenses are consistent with budgeted amounts for FY 92-93.