

FINANCE COMMITTEE REPORT

**ORDINANCE NO. 90-334, RELATING TO THE REIMBURSEMENT OF
EMPLOYEES FOR USE OF PERSONAL VEHICLES FOR TRAVEL ON OFFICIAL
BUSINESS OF THE DISTRICT**

Date: June 9, 1990

Presented by: Councilor Van Bergen

COMMITTEE RECOMMENDATION: At the June 7, 1990, Finance Committee meeting, all Councilors were present and voted unanimously to recommend Council adopt Ordinance No. 90-334 as amended.

COMMITTEE DISCUSSION/ISSUES: The original intent of Ordinance No. 90-334 was to authorize the Executive Officer to set the mileage reimbursement rate for Metro employees. The Metro Code now provides for the Council to take such action. Committee members noted having the Executive Officer set the employee reimbursement rate while the Council sets its own could result in two different rates. To avoid the potential for establishing two mileage reimbursement rates for the District, the Committee unanimously approved the following amended language for subsection (a):

"(a)[1] Travel on official business by a single individual should be via public carrier or Metro-owned vehicle. If the employee is authorized to use a private vehicle, mileage shall be paid at the same rate set by the Council [-] for Councilors. This rate includes insurance, but not storage expense of the vehicle, which is an eligible expense.

No additional issues or questions were raised. It was noted the Executive Officer's recommended rate of \$0.26 per mile, established by the Internal Revenue Service under Section 247-5T(F) as of January 1, 1990, will be recommended for adoption in the FY90-91 Metro Budget. (See Resolution No. 90-1281)

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METRO

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

Memorandum

DATE: June 7, 1990
TO: Finance Committee
FROM: Donald E. Carlson, Council Administrator *del*
RE: Review of Ordinance No. 90-334

This ordinance amends the Metro Code to authorize the Executive Officer to set the mileage reimbursement rate for Metro employees. Under the Code as written, the Council has that responsibility.

As you know, the Council establishes expenditure guidelines for Council members and Council staff. To avoid the potential for establishing two mileage reimbursement rates for the District, the following language is suggested as a substitute for subsection (a):

"(a)[1] Travel on official business by a single individual should be via public carrier or Metro-owned vehicle. If the employee is authorized to use a private vehicle, mileage shall be paid at the same rate set by the Council[.] for Councilors. This rate includes insurance, but not storage expense of the vehicle, which is an eligible expense."

DEC:aeb
A:\90-334.MEM

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 90-334 RELATING TO
THE REIMBURSEMENT OF EMPLOYEES FOR USE OF PERSONAL
VEHICLES FOR TRAVEL ON OFFICIAL BUSINESS OF THE
DISTRICT

Date: February 20, 1990

Presented by: Neil Saling

FACTUAL BACKGROUND AND ANALYSIS

This Ordinance will amend Metro Code 2.02.080, Travel Expense.

From time to time, the Council has set the rate of reimbursement of expenses incurred by employees using their own vehicles to travel on official business of the District. This amendment will authorize the Executive Officer to set this rate in the same manner as now provided by ordinance for the reimbursement of employees for all other travel expenses for official business of Metro.

The reimbursement rate for employees using their own vehicles for official business is intended to fairly compensate employees for their costs of fuel, maintenance, insurance and other related expenses. The current reimbursement rate is \$0.21 per mile. This rate is no longer sufficient compensation.

The Executive Officer plans to implement a mileage reimbursement rate of \$0.26 per mile upon the adoption of this amendment by the Council. This rate was established by the Internal Revenue Service under Section 247-5T(F), effective January 1, 1990.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends the adoption of Ordinance No. 90-334.



METRO

Memorandum

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

Date: July 2, 1990
To: Rena Cusma, Executive Officer
From: ^{Gwen} Gwen Ware-Barrett, Clerk of the Council
Regarding: TRANSMITTAL OF ORDINANCE NOS. 90-
334, 336, 340A, 349

Attached for your consideration is a true copy of Ordinance Nos. 90-334, 336, 340A and 349 adopted by the Council on June 28, 1990.

If you wish to veto these ordinances, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday July 5, 1990. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, this ordinance will be considered finally adopted.

I, Unette Harley, received this memo and a true copy of Ordinance Nos. 90-334, 336, 340A and 349 from the Council Clerk on July 2, 1990.

Date: July 2, 1990

GWPB:lc
\Mem.Ord.