

North Pacific Fishery Management Council

Clement V. Tillion, Chairman
Jim H. Branson, Executive Director

Mailing Address: P.O. Box 3136DT
Anchorage, Alaska 99510

Suite 32, 333 West 4th Avenue
Post Office Mall Building



STAIR Telephone: (907) 274-4563
FTS 265-5435

John

Guy

FINANCE COMMITTEE AGENDA

MARCH, 1979

I. ADF&G request for \$3600 additional funding for Contract 78-9 "Troll Salmon Observer Program". The Contractor had about a \$7000 overrun on this contract. The contract states "Because the approved price of \$36,210 did not include standard Department of Fish and Game overhead of 10 percent and a value for liability insurance (if any), it is expected that these items will either be covered by the Contract price or requested as an amendment add-on to the Contract at a later date." ADF&G is now requesting the amendment.

Approved

II. ADF&G request to include the Comprehensive Salmon Plan in Contract 79-1 "The Development and Writing of Management Plans". Their request will include travel for some members of the PDT team.

\$2,000

In part our plan - Funds Avail EXIST CONT - \$2000 No Add.

III. Review of new travel and per diem rates per letter from NMFS/Miebohm.

IV. Review of second half of FY79 Administrative Budget.

Approval

V. ADF&G/Comprehensive Salmon PDT request for assistance from a biometrician.

VI. Staff help for SSC working groups.

\$5,600

NORTH PACIFIC FISHERY MANAGEMENT COUNCIL

FY 79 BUDGET - as of 3-79

71105 - Budget
Maggie -
Contract
GSA

	Projected 1st 6 mo. FY 79	Projected 2nd 6 mo. FY 79	Total Projected Expenses	NOAA/NMFS Grant FY79	Projected Balance 9-30-79
PERSONNEL	124 = 45%	154 = 55%	278	273	-5
BENEFITS	18	26	44	44	0
TRAVEL	77 = 34%	*148 = 66%	225	220	-5
EQUIPMENT	3	2	5	5	0
SUPPLIES	4	6	10	8	-2
CONTRACTUAL	10	10	20	21	1
OTHER	<u>38 = 29%</u>	<u>**91 = 69%</u>	<u>131</u>	<u>99</u>	<u>-32</u>
TOTALS	274	437	711	670	-41

* - First half of FY79 only 4 Council meetings
Second half scheduled 5 Council meetings
Second half scheduled up to 6 Public Hearings

** - No management plans printed in first half and up to seven scheduled for printing for the second half
Postage for these plans
Addition of Conference Room
Meeting rooms for Council and AP no longer free as in the past (this changed 1-79).

BREAKDOWN FOR PRINTING COSTS

TANNER CRAB FMP - 300 copies in binders printed at GSA = \$3000
300 copies with regular cover at GSA = 2000

GOA GROUND FISH - same as Tanner Crab

SALMON TROLL - Same as Tanner Crab

BS GROUND FISH - same as Tanner Crab plus in house printing of additional
150 copies for Secretary of Commerce and Council use.

KING CRAB - 700 copies for Public Comment and Council. Summary may be
printed for the Public. 700 x \$7 = \$4900

HERRING - 100 copies for in-house use. 700 copies for Public Comment.
700 x \$6.50 = \$4500

CLAM - total of 500 copies to be printed, including binders cost estimated \$4000

Brochure - 2000 copies = \$2000

General office supplies - printing - \$500

	<u>1st 6 mo. Spent</u>	<u>2nd 6 mo. Budget</u>
Administrative Salaries, Council salaries and benefits, part-time, overtime, consultants	142,000	180,000

Travel

Council member travel: Council meetings:
 \$200 average airfare x 5 meetings x 9 members= 9,000
 \$75 average per diem x 9 members x 5 x 3 days= 10,125

Public Hearings:
 \$275 airfare x 6 trips x 4 members= 6,600
 \$75 per diem x(12 public hearing days + 6 days travel) x 4 members= 5,400

Special travel:
 7 trips, average airfare \$275 1,925
 20 days @ \$75 per diem 1,500

TOTAL COUNCIL TRAVEL 34,550

Operational Travel and Per Diem - STAFF 13,000
 Public hearing travel (6 trips x \$275 x 3 staff) 4,950
 (12 days + 10 travel) x \$75 daily x 3 4,950
 Council Meetings-2 meetings x \$150 airfare x 7 staff 2,100
 \$75 x 7 staff x 4 days x 2 meetings 4,200

TOTAL STAFF TRAVEL 29,200

SSC Travel: Council meetings:
 \$200 airfare x 7 members x 5 meetings 7,000
 \$75 per diem x 7 members x 5 x 4 days 10,500
 Public hearing travel:
 \$275 airfare x 3 members x 6 trips 4,950
 \$75 per diem x 3 x (12 hearing days + 6 travel days) 4,050
 Operational travel to workshops, contract and RFP review, management plan review, etc. 1,250

TOTAL SSC TRAVEL 27,750

1st 6 mo.
Spent .

2nd 6 mo.
Budget

Travel (cont)

Advisory Panel Travel: Council meetings		
\$200 airfare x 15 members x 5 trips		15,000
\$75 per diem x 15 members x 3 days x 5 meetings		16,875
Public hearing travel:		
\$275 airfare x 6 trips x 6 members		9,900
\$75 per diem x (12 public hearing days + 6 days travel) x 6 members		8,100
Operational travel to special workshops, review of RFP and contracts, etc.		1,500
Management Plan Advisory Travel: 2 AP members x 5 meetings x \$275 airfare		2,750
\$75 per diem x 3 days x 5 meetings x 2 members		<u>2,250</u>
TOTAL ADVISORY PANEL TRAVEL		56,375
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TOTAL TRAVEL	77,000	148,000

	<u>Spent</u>	<u>Budget</u>
CONTRACTS - operations only		
Recording meetings:		
5 Council meetings		3,877
6 Public Hearing days @ \$300 daily		11,800
Travel for contractor		2,850
Janitor services @ \$150 per month		900
Transcribing hearings		500
TOTAL OPERATION CONTRACTS	10,000	9,927
OTHER		
Transportation of Things		1,500
Office space		15,792
Meeting space for Council & Public Hearings		3,000
Misc. (car rentals, visual equipment, etc.)		600
Communications: telephone		4,950
Postage- general office and management plans		15,000
Training		500
Printing - general misc. and management plans		35,000
Equipment rental (copy machine, telecopier, etc.)		15,000
TOTAL OTHER	38,000	91,342
SUPPLIES	4,000	6,000
EQUIPMENT	3,000	2,000
TOTAL SPENT AND BUDGET FOR FY79	<u>274,000</u>	<u>437,000</u>

	<u>1st 6 mo. Spent</u>	<u>2nd 6 mo. Budget</u>
Administrative Salaries, Council salaries and benefits, part-time, overtime, consultants	142,000	180,000
Travel		
Council member travel: Council meetings:		
\$200 average airfare x 5 meetings x 9 members=		9,000
\$75 average per diem x 9 members x 5 x 3 days=		10,125
Public Hearings:		
\$275 airfare x 6 trips x 4 members=		6,600
\$75 per diem x (12 public hearing days + 6 days travel) x 4 members=		5,400
Special travel:		
7 trips, average airfare \$275		1,925
20 days @ \$75 per diem		<u>1,500</u>
TOTAL COUNCIL TRAVEL		34,550
Operational Travel and Per Diem - STAFF		13,000
Public hearing travel (6 trips x \$275 x 3 staff)		4,950
(12 days + 10 travel) x \$75 daily x 3		4,950
Council Meetings-2 meetings x \$150 airfare x 7 staff		2,100
\$75 x 7 staff x 4 days x 2 meetings		<u>4,200</u>
TOTAL STAFF TRAVEL		29,200
SSC Travel: Council meetings:		
\$200 airfare x 7 members x 5 meetings		7,000
\$75 per diem x 7 members x 5 x 4 days		10,500
Public hearing travel:		
\$275 airfare x 3 members x 6 trips		4,950
\$75 per diem x 3 x (12 hearing days + 6 travel days)		4,050
Operational travel to workshops, contract and RFP review, management plan review, etc.		<u>1,250</u>
TOTAL SSC TRAVEL		27,750

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March 14, 1979

TO: CHAIRMEN, REGIONAL FISHERY MANAGEMENT COUNCILS
REGIONAL DIRECTOR, NMFS

FROM: F - TERRY L. LEITZELL
/s/ Winfred H. Meibohm

SUBJECT: Travel Allowances for Regional Fishery Management Councils --
POLICY MEMORANDUM

At the Council Chairmen's meeting on November 17, 1978, we discussed the \$50/day trawl allowance limit and agreed to pursue, with NOAA the questions of whether there is a maximum daily actual subsistence limit that could be paid under the provisions of P.L. 94-265.

The following travel allowance policy has NOAA clearance and is to be implemented effective this date:

1. -- All voting Council members (including Federal voting members), the executive directors of the marine fisheries commissions, the extra non-voting Alaska member of the Pacific Council, and the members of the SSC and APs (including Federal members) are entitled to actual travel expenses when on official Council business but are not entitled to per diem in lieu of actual subsistence. There is no statutory limit on the amount of reimbursement.

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2. -- Council staff and any other Federal employees engaged in authorized Council-related activities (including members of the NOAA General Counsel's Office), are entitled to travel expenses in accordance with the regulations promulgated under 5 USC 5702 and 5703, as appropriate. These rates are specified in the NOAA Travel Handbook (i.e., either the standard rate of \$35/day, the designated high geographical rate, or, with prior approval, actual subsistence NTE \$50/day within the continental U.S.).

3. -- In all instances wherein the applicable maximum daily government rate (currently \$50/day) is to be exceeded by the persons indicated in Item 1 above, the Council Chairman shall determine, in advance, an appropriate and reasonable maximum limit of actual expenses for such persons. If the applicable maximum daily government rate is exceeded and an advance determination of the actual expense limit was not made by the Council Chairman, the Council Chairman shall approve the travel voucher prior to payment.

The above will be incorporated into the Final Regulations and the Council Operations Manual at a future date.

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