

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO. )                   ORDINANCE NO. 88-262  
88-247 REVISING THE FY 1988-89 )  
BUDGET AND APPROPRIATIONS SCHEDULE )                   Introduced by Rena Cusma,  
TO PROVIDE FUNDING FOR CONTRACT )                   Executive Officer  
WITH PRESTON, THORGRIMSON, ELLIS )  
AND HOLMAN )

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered various needs to modify the FY 1988-89 Budget; and

WHEREAS, The need for a modified budget plan has been justified; and

WHEREAS, Adequate funds exist for identified needs; now, therefore,

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That Ordinance No. 88-247, Exhibit B, FY 1988-89 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this Ordinance.

ADOPTED by the Council of the Metropolitan Service District this

\_\_\_\_\_ day of \_\_\_\_\_, 1988.

VOID  
\_\_\_\_\_  
Mike Ragsdale, Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of the Council

a(res1):\ord88-262

*Motion carried on 10/13/88  
to file the ordinance  
& to not consider it  
further.*

EXHIBIT A  
ORDINANCE NO. 88-262

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>50-00 CONVENTION CENTER PROJECT MANAGEMENT FUND</b>							
<u>Personal Services</u>							
6010	Conv. Center Project Director	0.20	13,456			0.20	13,456
6060	Secretary	0.30	6,280			0.30	6,280
6080	Senior Management Analyst	0.70	28,357			0.70	28,357
6180	Administrative Assistant	0.30	8,311			0.30	8,311
6700	Fringe		18,746				18,746
	<b>Total Personal Services</b>	<b>1.50</b>	<b>75,150</b>	<b>0.00</b>	<b>0</b>	<b>1.50</b>	<b>75,150</b>
<u>Materials &amp; Services</u>							
7100	Travel		1,000				1,000
7110	Meetings & Conferences		2,000				2,000
7150	Printing		500				500
7300	Postage		500				500
7500	Misc. Professional Services		70,000		25,000		95,000
	<b>Total Materials &amp; Services</b>		<b>74,000</b>		<b>25,000</b>		<b>99,000</b>
<u>Transfers, Contingency, Unappropriated Balance</u>							
9100	Transfer to General Fund		169,975				169,975
9130	Transfer to Building Management		4,553				4,553
9150	Transfer to Insurance Fund		2,248				2,248
9550	Transfer to Metro E-R Commission		500,000				500,000
9700	Contingency		200,000		(25,000)		175,000
	Unappropriated Balance		136,114				136,114
	<b>Total Trans., Contin., Unappr. Fund Balance</b>		<b>1,012,890</b>		<b>(25,000)</b>		<b>987,890</b>
<b>TOTAL EXPENDITURES</b>		<b>1.50</b>	<b>1,162,040</b>	<b>0.00</b>	<b>0</b>	<b>1.50</b>	<b>1,162,040</b>

EXHIBIT B  
 ORDINANCE NO. 88-262  
 SCHEDULE OF APPROPRIATIONS FY 1988-89

	CURRENT APPROPRIATION	REVISION	REVISED APPROPRIATION
<hr style="border-top: 1px dashed black;"/>			
<b>CONVENTION CENTER PROJECT MANAGEMENT FUND</b>			
<hr style="border-top: 1px dashed black;"/>			
Personal Services	75,150		75,150
Materials & Services	74,000	25,000	99,000
Transfers	676,776		676,776
Contingency	200,000	(25,000)	175,000
Unappropriated Balance	136,114		136,114
	<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>
Total Convention Center Project Management Fund Requirements	1,162,040	0	1,162,040

ALL OTHER APPROPRIATIONS REMAIN THE SAME

SCOPE OF WORK

Contractor will manage activities necessary for the inclusion of a seven and one-half million dollar appropriation from the State Lottery Funds to the Metropolitan Service District for the construction of the Oregon Convention Center. Activities will include regular communication with the Department of Economic Development during its 1989-91 budget process to ensure appropriate inclusion of the appropriation. Activities further will include monitoring and lobbying legislators, legislative committees and caucuses on behalf of the appropriation, and related issues.

Contractor will monitor amendments to the existing Regional Strategies program through which the Convention Center construction funds are allocated. Contractor will provide advice about the program and its affect on the Convention Center project to the Department of Economic Development and the Legislature. Contractor will advise Metro of any policy changes to the program affecting the construction of the Convention Center.

Contractor will keep the chairs of the Multnomah, Clackamas and Washington County commissions apprised of the Convention Center funding progress during the 1989 Legislative Session.

Contractor will provide transitional administrative and advisory services to the Oregon Tourism Alliance as it assumes managerial control of its activities. Services shall include briefing of new OTA staff, administrative work plan review, August board meeting agenda coordination, advisory services to Metro's Alliance appointees, orderly transfer of Metro OTA files, and other services as necessary.

Contractor will coordinate all work with the appropriate designee or designees of the Executive Officer.

Contractor designates Kim Duncan, Government Relations Specialist, as the principle coordinator for this contract. Contractor will make available other resources and personnel as necessary to the project.

Metro will reimburse Contractor at the rate of \$1,400.00 monthly plus allowable expenses. Allowable expenses include long distance telephone calls, FAX charges, mileage for travel necessary to conduct this work, copying charges and postage expenses. Other expenses shall be allowed only if approved in advance by Metro.

Contractor shall bill Metro monthly. Metro shall pay Contractor within thirty (30) days of receipt of the approved invoice.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 88-262 AMENDING  
ORDINANCE NO. 88-247 REVISING THE FY 1988-89 BUDGET AND  
APPROPRIATIONS SCHEDULE TO PROVIDE FUNDING FOR CONTRACT  
WITH PRESTON, THORGRIMSON, ELLIS AND HOLMAN

---

Date: August 29, 1988

Presented By: Ray Phelps

FACTUAL BACKGROUND AND ANALYSIS

The attached ordinance provides the necessary budget amendment for the following item:

1. Preston, Thogrimson, Ellis and Holman

A proposal for a contract with Preston, Thogrimson, Ellis and Hollman for the services of Kim Duncan is to be considered as a separate agenda item at the Internal Affairs Committee meeting on September 8, 1988. The contract would include the management of activities necessary for the second \$7,500,000 appropriation from the State Lottery funds to Metro for the construction of the Oregon Convention Center. This proposed budget action would transfer \$25,000 from Contingency to Miscellaneous Professional Services in the Convention Center Project Management fund to pay for the contract work.

EXECUTIVE OFFICERS'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 88-262.

a(res1):\sr88-262



**METRO**

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

# Memorandum

Agenda Item No. 6.6

Meeting Date October 13, 1988

Date: October 13, 1988

To: Metro Council

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

Regarding: OCTOBER 13, 1988 MEETING AGENDA ITEM 6.6:  
Consideration of Ordinance No. 88-262, Amending Budget  
and Appropriations Schedule for Contract with Preston,  
Thorgrimson et al.

The purpose of this memo is to provide information received today which indicates Ordinance No. 88-262 is not needed to provide funding for the Preston, Thorgrimson et al. contract. Council staff has received Resolution No. 88-1003 which is for a contract with Portland's Finest, Inc. for the purpose of providing support for the International Association of Chiefs of Police convention. The contract obligates Metro for only \$35,000. The amount budgeted for this purpose in the Convention Center Management Fund (Miscellaneous Professional Services line item) was \$70,000. There remains \$35,000 in this line item which can be used for expenditures such as contemplated in the Preston, Thorgrimson et al. contract. Attached for Council consideration is 1) a copy of Resolution No. 88-1003 (to be considered by the Internal Affairs Committee at its next meeting); 2) the first page of the proposed contract with Portland's Finest, Inc. (shows the amount as \$35,000); and 3) a copy of Chief Richard Walker's request for the \$35,000.

## Recommendation

Council staff recommends adoption of a motion for the ordinance to be filed and receive no further consideration. General Counsel has advised that this is the proper way to dispose of an ordinance in this situation according to Metro Code Section 2.01.070.

DEC:gpwb  
ORD88.262

BEFORE THE INTERNAL AFFAIRS COMMITTEE OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING A	)	RESOLUTION NO. 88-1003
CONTRACT WITH PORTLAND'S FINEST,	)	
INC. TO SUPPORT THE INTERNATIONAL	)	Introduced by Rena Cusma,
ASSOCIATION OF CHIEFS OF POLICE	)	Executive Officer
CONVENTION IN PORTLAND OCTOBER 12,	)	
1988, THROUGH OCTOBER 20, 1988	)	

WHEREAS, In April 1987 the region faced losing the opportunity to host the International Association of Chiefs of Police Convention for lack of public support; and

WHEREAS, The Council of the Metropolitan Service District in April 1987 authorized the Metro Executive to commit to \$70,000 to Portland's Finest, Inc., the hosts of the International Association of Chiefs of Police Convention on certain conditions; and

WHEREAS, Portland's Finest, Inc. has identified that it needs only \$35,000 of the \$70,000 originally committed; now, therefore,

BE IT RESOLVED,

That the Internal Affairs Committee of the Metropolitan Service District authorizes the Executive Officer to enter into a contract with Portland's Finest, Inc. to support the International Association of Chiefs of Police Convention in the form attached hereto, and for an amount of \$35,000.

ADOPTED by the Internal Affairs Committee of the Metropolitan Service District this \_\_\_\_\_ day of \_\_\_\_\_, 1988.

\_\_\_\_\_  
Mike Ragsdale, Presiding Officer



CONTRACT

THIS Contract is entered into between the METROPOLITAN SERVICE DISTRICT, a municipal corporation, whose address is 2000 S. W. First Avenue, Portland, Oregon 97201-5398, hereinafter referred to as "METRO," and PORTLAND'S FINEST, INC., whose address is 1111 S. W. Second Avenue, Suite 1526, Portland, Oregon 97204, hereinafter referred to as the "CONTRACTOR."

THE PARTIES AGREE AS FOLLOWS:

ARTICLE I

SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to METRO the goods described in the Scope of Work attached hereto as Attachment A. All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

ARTICLE II

TERM OF CONTRACT

The term of this Contract shall be for the period commencing April 16, 1987, through and including October 31, 1988.

ARTICLE III

CONTRACT SUM AND TERMS OF PAYMENT

METRO shall compensate the CONTRACTOR for work performed and/or goods supplied in the amount of \$35,000.00.

ARTICLE IV

LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR's labor, and assumes full responsibility for all lia-



October 3, 1988

Mr. Don Rocks  
Metropolitan Service District  
2000 S.W. First Avenue  
Portland, Oregon 97201

Dear Don:

In April, 1987, Metropolitan Service District responded to a critical need and offered financial assistance to help us host the IACP Conference. At that time the budgets were estimated to be approximately \$650,000. Since that time, we have been able to establish firm budgets which total some \$780,000. As you know, we have obtained funding from the city, state and various private sources to allow us to host this event.

At this time, I am requesting Metro to provide a cash donation of \$35,000 to round out the support we need to successfully complete the conference. With the exposure that the metropolitan area and the State of Oregon will receive with regard to this conference, it is important that we handle every detail in a manner which does nothing less than make this great city and beautiful state shine.

Therefore, the support of Metropolitan Service District to complete our funding source is very important. I would appreciate your action as soon as possible. Please feel free to contact myself or Deputy Chief Dan Noelle at 796-3000 if we can provide any additional information.

Very truly yours,

*Richard D. Walker*

RICHARD D. WALKER  
Chief of Police

RDW/vah



**METRO**

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

# Memorandum

Agenda Item Nos. 6.6, 7.1

Meeting Date Oct. 13, 1988

Date: October 5, 1988  
To: Metro Council  
From: Tanya Collier, Finance Committee Chair  
Regarding: FINANCE COMMITTEE REPORT ON OCTOBER 13, 1988, COUNCIL MEETING AGENDA ITEMS:

- Item 6.7 Ordinance No. 88-262, Amending the Budget and Appropriations Schedule to Provide Funding for Contract with Preston, Thorgrimson, Ellis and Holman
- Item 7.1 Resolution No. 88-972, Approving a Contract with Preston, Thorgrimson, Ellis and Holman

The Committee considered Ordinance No. 88-262 at its September 29, 1988, meeting. Committee members in attendance were Councilors Coleman, Collier, DeJardin, Gardner and Van Bergen. While Resolution No. 88-972 technically was not before the Committee (it was referred from the Internal Affairs Committee to the full Council for consideration along with Ordinance No. 88-262) the Committee did consider the purposes and need for the contract with Preston, Thorgrimson because the budget and appropriations change is for the purpose of funding the contract.

Appearing at the hearing in support of the Ordinance No. 88-972 were Ray Phelps, Director of Finance & Administration, and Councilor Knowles as Chair of the Convention Center Committee. Three reasons were given in support of the budget and appropriations change:

1. The services of Ms. Duncan would provide insurance for the District to obtain the second \$7,500,000 Convention Center appropriation without onerous conditions from the State;
2. There may be potential legislative initiatives by other parties which would be unfavorable to the purposes of the District which Ms. Duncan could help avoid; and
3. Ms. Duncan's general knowledge of Metro and the District's prior legislative efforts will be helpful to the District's Government Affairs Manager.

Memorandum - Metro Council  
October 5, 1988  
Page 2

Both Mr. Phelps, on behalf of the Administration, and Councilor Knowles emphasized that the availability of Ms. Duncan to work on Metro's behalf was paramount in the decision to enter into the contract. If her services were not available, there would be no contract.

After considerable discussion the Committee voted 4 to 1 (Councilor Van Bergen dissenting) to recommend Council approval of Ordinance No. 88-962 and that the Scope of Work for the contract be changed as follows:

1. Clarify that Ms. Duncan would perform the work called for;
2. Ms. Duncan would coordinate with and report directly to Metro's Government Relations Manager; and
3. Ms. Duncan's services would be expanded to work on other legislative issues identified by Metro.

The proposed, revised Scope of Work is attached as Exhibit A to this report. If it is acceptable, it should be attached to the contract requested for approval by Resolution No. 88-972.

The contract has been processed as a sole source contract. General Counsel was asked by the Internal Affairs Committee to review and comment on using such procedure for this contract. General Counsel has orally given an opinion to Council staff that based on information provided by Mr. Phelps and Councilor Knowles regarding the availability of Ms. Duncan as a reason for the contract, the Council may find that using the sole source procedure is appropriate.

DEC/amn  
0220D/D1  
10/05/88

## SCOPE OF WORK

Contractor will manage activities necessary for the inclusion of a seven and one-half million dollar appropriation from the State Lottery Funds to the Metropolitan Service District for the construction of the Oregon Convention Center. Activities will include regular communication with the Department of Economic Development during its 1989-91 budget process to ensure appropriate inclusion of the appropriation. Activities further will include monitoring and lobbying legislator, legislative committees and caucuses on behalf of the appropriation, and related issues.

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Contractor will keep the chairs of the Multnomah, Clackamas and Washington County commissions apprised of the Convention Center funding progress during the 1989 Legislative Session.

Contractor will provide transitional administrative and advisory services to the Oregon Tourism Alliance as it assumes managerial control of its activities. Services shall

include briefing of new OTA staff, administrative work plan review, August board meeting agenda coordination, advisory services to Metro's Alliance appointees, orderly transfer of Metro OTA files, and other services [as necessary.] related to legislative issues identified by Metro.

[Contractor will coordinate all work with the appropriate designee or designees of the Executive Office.] Metro designates its Government Relations Manager as the project director for this contract. Contractor will coordinate and report all activities to the project director.

Contractor designates Kim Duncan, Government Relations Specialist, as the principle coordinator for this contract. Contractor will make available other resources and personnel as necessary to the project. Contractor may not remove Kim Duncan as its project coordinator without the prior consent of Metro.

Metro will reimburse Contractor at the rate of \$1,400.00 monthly plus allowable expenses. Allowable expenses include long distance telephone calls, FAX charges, mileage for travel necessary to conduct this work, copying charges and postage expenses. Other expenses shall be allowed only if approved in advance by Metro.

Contractor shall bill Metro monthly. Metro shall pay Contractor within thirty (30) days of receipt of the approved invoice.

4. COUNCILOR COMMUNICATIONS

Presiding Officer Ragsdale announced the Internal Affairs Committee scheduled for 4:00 p.m. this afternoon would be postponed until after the Council meeting due to a lack of quorum earlier in the day.

5. CONSENT AGENDA

Motion: Councilor Waker moved, seconded by Councilor DeJardin, to approve items 5.1 through 5.5 of the Consent Agenda.

Vote: A vote on the motion resulted in all eight Councilors present voting aye. Councilors Coleman, Cooper, Kirkpatrick and Knowles were absent.

The motion carried and the following items were approved:

- 5.1 Minutes of August 11, 1988
- 5.2 Resolution No. 88-894A, Amending the Classification and Pay Plans for the Metropolitan Service District
- 5.3 Resolution No. 88-979, Increasing the Contract Allowance for Metro Washington Park Zoo Africa Exhibit Gunite Work
- 5.4 Resolution No. 88-982, Authorizing a Contract Amendment with Dames & Moore for Convention Center Site Environmental Work
- 5.5 Resolution No. 88-983, Authorizing an Insurance Contract with CIGNA Insurance for Convention Center Project Builder's Risk Insurance

6. ORDINANCES

- 6.1 Consideration of Ordinance No. 88-262, for the Purpose of Amending Ordinance No. 88-247, Revising the FY 1988-89 Budget and Appropriations Schedule to Provide Funding for a Contract with Preston, Thorgrimson, Ellis and Holman (for the Convention Center Project) (First Reading)

The Clerk read the ordinance by title only a first time. Presiding Officer Ragsdale announced he had referred the ordinance to the Council Finance Committee for a public hearing and consideration on September 29, 1988.

Agenda Item No. 5.1

Meeting Date Oct. 13, 1988

MINUTES OF THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

September 8, 1988

Councilors Present: Mike Ragsdale (Presiding Officer), Tanya Collier, Larry Cooper, Tom DeJardin, Jim Gardner, Gary Hansen, Sharron Kelley, David Knowles, George Van Bergen and Richard Waker

Councilors Absent: Corky Kirkpatrick (Deputy Presiding Officer) and Elsa Coleman

Others Present: Rena Cusma, Executive Officer  
Dan Cooper, General Counsel

Presiding Officer Ragsdale called the meeting to order at 5:30 p.m.

1. INTRODUCTIONS

None.

2. CITIZEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS

None.

3. EXECUTIVE OFFICER COMMUNICATIONS

Executive Officer Cusma reported she and Councilor Knowles had recently briefed Multnomah County Commissioners on the Convention Center project, Metro's relationship with the Greater Portland Convention and Visitors' Association and the hotel/motel tax.

Due to recent Portland City Council discussions concerning transfer stations, the Executive Officer had invited City Councilors to tour Metro South Transfer Station (formerly called the Clackamas Transfer & Recycling Center).

The Executive Officer announced she would request Council confirmation of Bill Naito to fill a vacant position on the Citizen Investment Committee.

The Executive Officer had recently testified before the Oregon Environmental Quality Commission and would distribute copies of her written testimony to Councilors.