

A G E N D A

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METRO

Agenda

MEETING: METRO COUNCIL REGULAR MEETING
DATE: January 26, 2006
DAY: Thursday
TIME: 2:00 PM
PLACE: Metro Council Chamber

CALL TO ORDER AND ROLL CALL

1. INTRODUCTIONS

2. CITIZEN COMMUNICATIONS

3. MCTV VIDEO AWARDS Sherick/Quinn

4. FINANCIAL STATEMENT AUDIT Dow

5. CONSENT AGENDA

5.1 Consideration of Minutes for the January 19, 2006 Metro Council Regular Meeting.

6. ORDINANCES – FIRST READING

6.1 **Ordinance No. 06-1112**, Amending the Provisions of Metro Code Chapter 2.17 to modify the Expiration Dates of Lobbyist Registrations and to Repeal References to State Government Standards and Practices Commission.

7. ORDINANCES – SECOND READING

7.1 **Ordinance No. 06-1098**, Amending Metro Code Chapter 5.01 and 5.05 and the Regional Solid Waste Management Plan to Impose a Temporary Moratorium Until December 31, 2007, on Certain New Non-Putrescible, Mixed Solid Waste Material Recovery or Reload Facilities, and Certain Non-system Licenses; and Declaring an Emergency. Park

7.2 **Ordinance No. 06-1099**, Amending Metro Code Section 5.02.075 Regarding Waivers of Fees for Disposal of Solid Waste from the Metro Region. Liberty

- 7.3 **Ordinance No. 06-1109**, For the Purpose of Amending Metro Code, Burkholder
Title X, Metro Regional Parks and Greenspaces, to adjust Park Use
and Rental Fees.

8. RESOLUTIONS

- 8.1 **Resolution No. 06-3655**, For the Purpose of Consideration of Regional Newman
Travel Options Program work plans and Funding Sub-Allocations for
Fiscal Year 05-06 and 06-07.

9. CHIEF OPERATING OFFICER COMMUNICATION

10. COUNCILOR COMMUNICATION

ADJOURN

Television schedule for Jan. 26, 2006 Metro Council meeting

<p>Clackamas, Multnomah and Washington counties, and Vancouver, Wash. Channel 11 -- Community Access Network www.yourtv.org -- (503) 629-8534 2 p.m. Thursday, Jan. 26 (live)</p>	<p>Portland Channel 30 (CityNet 30) -- Portland Community Media www.pcmtv.org -- (503) 288-1515 8:30 p.m. Sunday, Jan. 29 2 p.m. Monday, Jan. 30</p>
<p>Gresham Channel 30 -- MCTV www.mctv.org -- (503) 491-7636 2 p.m. Monday, Jan. 30</p>	<p>Washington County Channel 30 -- TVC-TV www.tvctv.org -- (503) 629-8534 11 p.m. Saturday, Jan. 28 11 p.m. Sunday, Jan. 29 6 a.m. Tuesday, Jan. 31 4 p.m. Wednesday, Feb. 1</p>
<p>Oregon City, Gladstone Channel 28 -- Willamette Falls Television www.wftvaccess.com -- (503) 650-0275 Call or visit website for program times.</p>	<p>West Linn Channel 30 -- Willamette Falls Television www.wftvaccess.com -- (503) 650-0275 Call or visit website for program times.</p>

PLEASE NOTE: Show times are tentative and in some cases the entire meeting may not be shown due to length. Call or check your community access station web site to confirm program times.

Agenda items may not be considered in the exact order. For questions about the agenda, call Clerk of the Council, Chris Billington, (503) 797-1542. Public hearings are held on all ordinances second read and on resolutions upon request of the public. Documents for the record must be submitted to the Clerk of the Council to be considered included in the decision record. Documents can be submitted by e-mail, fax or mail or in person to the Clerk of the Council. For additional information about testifying before the Metro Council please go to the Metro website www.metro-region.org and click on public comment opportunities. For assistance per the American Disabilities Act (ADA), dial TDD 797-1804 or 797-1540 (Council Office).

BEFORE THE METRO COUNCIL

AMENDING THE PROVISIONS OF METRO) ORDINANCE NO. 06-1112
CODE CHAPTER 2.17 TO MODIFY THE)
EXPIRATION DATES OF LOBBYIST) Introduced by Chief Operating Officer
REGISTRATIONS AND TO REPEAL) Michael J. Jordan, with the concurrence of
REFERENCES TO STATE GOVERNMENT) Council President David Bragdon
STANDARDS & PRACTICES COMMISSION)

WHEREAS, in 1999 the Metro Council adopted Metro Code Chapter 2.17, the Code of Ethics for Metro Officials and Requirements for Lobbyists, to ensure that Metro serves the public and informs the public fully concerning its decision making; and

WHEREAS, the provisions of Metro Code Chapter 2.17 specify that the date of expiration of a lobbyist's registration shall be one year following the date on which the lobbyist files or refiles a lobbyist registration; and

WHEREAS, amending the provisions for the dates of expiration of lobbyists' registrations to a date certain and providing for a two-year period of registration would improve and provide for more efficient administration of lobbyists' registrations; now therefore,

THE METRO COUNCIL ORDAINS as follows:

Section 1. Metro Code Section 2.17.110 is amended to read as follows:

2.17.110 Registration of Lobbyists

(a) Within three (3) working days after exceeding the limit of time specified in Code Section 2.17.120(a)(5), each lobbyist shall register with the Oregon Government Standards and Practices Commission by filing with the Commission and Council a statement containing the following information:

- (1) The name and address of the lobbyist.
- (2) The name and address of each person or agency by whom the lobbyist is employed or in whose interest the lobbyist appears or works, a description of the trade, business, profession or area of endeavor of that person or agency, and a designation by each such person or agency that the lobbyist is officially authorized to lobby for that person or agency.
- (3) The name of any member of the Metro Council who is in any way employed by the lobbyist employer designated in paragraph (b) of this subsection or who is employed by the lobbyist or whether the lobbyist and member are associated with the same business. Ownership of stock in a publicly traded corporation in which a member of the Metro Council also owns stock is not a relationship which need be stated.
- (4) The general subject or subjects of the legislative interest of the lobbyist.

(b) The designation of official authorization to lobby shall be signed by an officer of each such corporation, association, organization or other group or by each individual by whom the lobbyist is employed or in whose interest the lobbyist appears or works.

(c) A lobbyist must revise the statements required by subsection (a) of this section if any of the information contained therein changes within 30 days of the change.

(d) (1) Except as provided in subsection (d)(2), a lobbyist registration expires on January 31 of the next odd-numbered year after the date of filing or refiling.

(2) A lobbyist registration filed on or after July 1 of any even-numbered year expires on January 31 of the second odd-numbered year after the date of filing or refiling.

Section 2. Metro Code Section 2.17.130 is amended to read as follows:

2.17.130 Statements of Lobbying Expenses

Any lobbyist who engages in any lobbying activities shall file with the Council by January 31 of each year a statement for the preceding calendar year showing the name of any Metro official who attended a fund raising event for a non-profit tax exempt entity as a guest of the lobbyist, including the date, name of the non-profit entity and amount of that expenditure.

Section 3. Metro Code Section 2.17.140 is amended to read as follows:

2.17.140 Employers of Lobbyists Expense Statements

Any person employing a lobbyist who was registered or who was required to register with the Oregon Government Standards and Practices Commission shall file with the Council by January 31 a statement for the preceding calendar year showing the name of any Metro official who attended a fund raising event for a non-profit tax exempt entity as a guest of the employer of a lobbyist, but not including information previously reported in compliance with Section 2.17.130 and the date, name of the non-profit entity and amount of expenditure.

Section 4. Metro Code Section 2.17.170 is amended to read as follows:

2.17.170 Sanctions for Violations

A person who violates any provision of this Chapter or fails to file any report, registration or statement or to furnish any information required by this Chapter shall be subject to a civil penalty in an amount not greater than \$500. However, no Metro official shall be subject to any sanction for a violation of this Chapter that resulted from the receipt of any gift, meal, or entertainment from any person who is not currently registered with Metro as a lobbyist or is not designated on a lobbyist's registration as the employer of a lobbyist.

Section 5. Metro Code Section 2.17.180 is repealed.

ADOPTED by the Metro Council this _____ day of _____, 2006.

David Bragdon, Council President

Attest:

Approved as to Form:

Christina Billington, Recording Secretary

Daniel B. Cooper, Metro Attorney

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 06-1112, AMENDING THE PROVISIONS OF METRO CODE CHAPTER 2.17 TO MODIFY THE EXPIRATION DATES OF LOBBYIST REGISTRATIONS AND TO REPEAL REFERENCES TO STATE GOVERNMENT STANDARDS & PRACTICES COMMISSION

Date: January 10, 2006

Prepared by: Randy Tucker

BACKGROUND

In Ordinance 99-795B, For the Purpose of Adopting a Code of Ethics for Metro Officials and Requiring Registration of Lobbyists, adopted March 4, 1999, the Metro Council established a Code of Ethics for Metro and requirements, including registration requirements, for lobbyists appearing before Metro. The registration requirements are intended to provide transparent information to the public about the interests who regularly attempt to influence actions by the Metro Council.

Ordinance 99-795B, codified in Chapter 2.17 of the Metro Code, specifies that lobbyist registrations expire one year after the date of filing. In practice this means that registrations expire at random times throughout the year, which results in piecemeal efforts by both lobbyists and Metro staff to ensure registrations are kept current. Administrative efficiency can be achieved by setting a uniform expiration date and sending out renewal notices all at once. Moreover, the benefit of annual registration is unclear; biennial registration seems sufficient to satisfy the public's interest in transparent information.

Accordingly, staff recommends that the duration of lobbyist registrations be extended from one year to two years, and that all registrations expire on January 31 of odd-numbered years, which would align lobbyist registrations with the beginning of a new biennial session of the Council.

Finally, Ordinance 99-795B contemplated the possibility that the Oregon Government Standards and Practices Commission (GSPC) might in the future assume administrative and enforcement authority over the requirements of Metro's Code of Ethics. This now seems highly unlikely, and the provisions of Chapter 2.17 that refer to the GSPC are confusing to lobbyists and the public. Staff recommends deleting these references. Staff also recommends several non-substantive housekeeping edits.

ANALYSIS/INFORMATION

1. **Known Opposition:** none
2. **Legal Antecedents:** Ordinance 99-795B
3. **Anticipated Effects:** Improve clarity of Metro lobbyist registration requirements; improve efficiency of administering these requirements.
4. **Budget Impacts:** None

RECOMMENDED ACTION

Staff recommends approval of Resolution No. 06-1112.

BEFORE THE METRO COUNCIL

AMENDING METRO CODE CHAPTERS 5.01)	
AND 5.05 AND THE REGIONAL SOLID WASTE)	
MANAGEMENT PLAN TO IMPOSE A)	ORDINANCE NO. 06-1098
TEMPORARY MORATORIUM UNTIL)	
DECEMBER 31, 2007, ON CERTAIN NEW NON-)	Introduced by Councilor Rod Park
PUTRESCIBLE, MIXED SOLID WASTE)	
MATERIAL RECOVERY OR RELOAD)	
FACILITIES, AND CERTAIN NON-SYSTEM)	
LICENSES; AND DECLARING AN EMERGENCY)	

WHEREAS, it is in the public interest to ensure that the regional solid waste system operates efficiently; and,

WHEREAS, Metro is updating the Regional Solid Waste Management Plan and such update will involve facility regulation issues including the appropriate tonnage allocation among existing transfer stations, whether new waste transfer and material recovery facilities in the region should be authorized and how out of region facilities are affected by the system, including facilities that receive certain waste via non-system license authorizations; and

WHEREAS, the Metro Council has imposed a moratorium until December 31, 2007 on applications for and authorizations of new solid waste transfer stations; and

WHEREAS, a temporary moratorium on new non-putrescible mixed solid waste material recovery or reload facilities that accept solid waste originating, generated, or collected within the Metro region, including a temporary moratorium on any changes of authorizations to allow existing facilities to begin new non-putrescible waste material recovery or reload operations involving solid waste originating, generated, or collected within the Metro region, and a temporary moratorium on certain non-system licenses, will provide the time necessary to resolve solid waste facility issues through the Disposal System Planning project; now therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

SECTION 1. Metro Code Section 5.01.060 is amended to read as follows:

5.01.060 Applications for Licenses or Franchises

(a) Applications for a Franchise or License or for renewal of an existing Franchise or License shall be filed on forms or in the format provided by the Chief Operating Officer.

(b) In addition to any information required on the forms or in the format provided by the Chief Operating Officer, all applications shall include a description of the Activities proposed to be conducted and a description of Wastes sought to be accepted.

(c) In addition to the information required on the forms or in the format provided by the Chief Operating Officer, applications for a License or Franchise shall include the following information to the Chief Operating Officer:

- (1) Proof that the applicant can obtain the types of insurance specified by the Chief Operating Officer during the term of the Franchise or License;
- (2) A duplicate copy of all applications for necessary DEQ permits and any other information required by or submitted to DEQ;
- (3) A duplicate copy of any closure plan required to be submitted to DEQ, or if DEQ does not require a closure plan, a closure document describing closure protocol for the Solid Waste Facility at any point in its active life;
- (4) A duplicate copy of any documents required to be submitted to DEQ demonstrating financial assurance for the costs of closure, or if DEQ does not require such documents, proof of financial assurance for the costs of closure of the facility;
- (5) Signed consent by the owner(s) of the property to the proposed use of the property. The consent shall disclose the property interest held by the Licensee or Franchisee, the duration of that interest and shall include a statement that the property owner(s) have read and agree to be bound by the provisions of Section 5.01.180(e) of this chapter if the License or Franchise is revoked or any License or Franchise renewal is refused;
- (6) Proof that the applicant has received proper land use approval; or, if land use approval has not been obtained, a written recommendation of the planning director of the local governmental unit having land use jurisdiction regarding new or existing disposal sites, or alterations, expansions, improvements or changes in the method or type of disposal at new or existing disposal sites. Such recommendation may include, but is not limited to a statement of compatibility of the site, the Solid Waste Disposal Facility located thereon and the proposed operation with the acknowledged local comprehensive plan and zoning requirements or with the Statewide Planning Goals of the Land Conservation and Development Commission; and
- (7) Identify any other known or anticipated permits required from any other governmental agency. If application for such other permits has been previously made, a copy of such permit application, and any permit that has been granted shall be provided.

(d) An application for a Franchise shall be accompanied by an analysis of the factors described in Section 5.01.070(f) of this chapter.

(e) Notwithstanding any other provision in this Section, the Chief Operating Officer shall not accept for filing any application for authority to operate a Transfer Station during the period commencing August 19, 2004 and continuing until December 31, 2007.

(f) Notwithstanding any other provision in this Section, the Chief Operating Officer shall not accept for filing any application for authority to accept non-putrescible solid waste originating, generated or collected within the Metro region for the purpose of conducting material recovery or reloading during the period commencing with the effective date of this Ordinance and continuing until December 31, 2007.

SECTION 2. Metro Code Section 5.01.067 is amended to read as follows:

5.01.067 Issuance and Contents of Licenses

(a) Applications for Licenses filed in accordance with Section 5.01.060 shall be subject to approval or denial by the Chief Operating Officer, with such conditions as the Chief Operating Officer may deem appropriate.

(b) The Chief Operating Officer shall make such investigation concerning the application as the Chief Operating Officer deems appropriate, including the right of entry onto the applicant's proposed site.

(c) Prior to determining whether to approve or deny each License application, the Chief Operating Officer shall provide public notice and the opportunity for the public to comment on the License application.

(d) On the basis of the application submitted, the Chief Operating Officer's investigation concerning the application, and public comments, the Chief Operating Officer shall determine whether the proposed License meets the requirements of Section 5.01.060 and whether to approve or deny the application.

(e) Notwithstanding the authority to approve or deny any application for a solid waste license set forth in subsection (d), if the Chief Operating Officer (i) decides to approve an application for a new license for any facility whose operations will have a substantial effect on any adjacent residential neighborhood, or (ii) decides to approve an amendment to an existing solid waste license to allow for a substantial change in the configuration used at a site for processing solid waste or to allow for a substantial change in the type or quantity of solid waste processed at the facility, the Chief Operating Officer shall inform the Council President in writing no fewer than ten (10) days before the Chief Operating Officer approves any such solid waste license application. The Council President shall immediately cause copies of the notice to be furnished to all members of the Council. Thereafter, the majority of the Council may determine whether to review and consider the license application within 10 days of receipt of the notice from the Chief Operating Officer. If the Council determines to review and consider the application for the license, execution by the Chief Operating Officer shall be subject to the Council's authorization. If the Council determines not to review and consider the application, the Chief Operating Officer may execute the license. For the purpose of this subsection (e), a "substantial effect" shall include any occurrence that arises from the solid waste operation conditions that are regulated under the license and affects the residents' quiet enjoyment of the property on which they reside.

(f) If the Chief Operating Officer does not act to grant or deny a License application within 120 days after the filing of a complete application, the License shall be deemed granted for the Solid Waste Facility or Activity requested in the application, and the Chief Operating Officer shall issue a License containing the standard terms and conditions included in other comparable licenses issued by Metro.

(g) If the applicant substantially modifies the application during the course of the review, the review period for the decision shall be restarted. The review period can be extended by mutual agreement of the applicant and the Chief Operating Officer. An applicant may withdraw its application at any time prior to the Chief Operating Officer's decision and may submit a new application at any time thereafter.

(h) If a request for a License is denied, no new application for this same or substantially similar License shall be filed by the applicant for at least six months from the date of denial.

(i) Licenses shall specify the Activities authorized to be performed, the types and amounts of Wastes authorized to be accepted at the Solid Waste Facility, and any other limitations or conditions attached by the Chief Operating Officer.

(j) The term of a new or renewed License shall be not more than five years.

(k) Notwithstanding any other provision in this Section, no authority to accept mixed non-putrescible solid waste originating, generated, or collected within the Metro region for the purpose of conducting material recovery or reloading shall be granted during the period commencing with the effective date of this Ordinance and continuing until December 31, 2007.

SECTION 3. Metro Code Section 5.05.035 is amended to read as follows:

5.05.035 License to Use Non-System Facility

A waste hauler or other person may transport solid waste generated within Metro to, or to utilize or cause to be utilized for the disposal or other processing of any solid waste generated within Metro, any non-system facility only by obtaining a non-system license in the manner provided for in this Section 5.05.035. Applications for non-system licenses for Non-putrescible waste, Special waste and Cleanup Material Contaminated By Hazardous Substances shall be subject to approval or denial by the Chief Operating Officer. Applications for non-system licenses for Putrescible waste shall be reviewed by the Chief Operating Officer and are subject to approval or denial by the Metro Council.

(a) Application for License. Any waste hauler or other person desiring to obtain a non-system license shall make application to the Chief Operating Officer, which application shall be filed on forms or in the format provided by the Chief Operating Officer. Applicants may apply for a limited-duration non-system license which has a term of not more than 120 days and is not renewable. An application for any non-system license shall set forth the following information:

- (1) The name and address of the waste hauler or person making such application;
- (2) The location of the site or sites at which the solid waste proposed to be covered by the non-system license is to be generated;
- (3) The nature of the solid waste proposed to be covered by the non-system license;
- (4) The expected tonnage of the solid waste proposed to be covered by the non-system license:
 - (A) The total tonnage if the application is for a limited duration non-system license; or
 - (B) The annual tonnage if the application is for any other non-system license;
- (5) A statement of the facts and circumstances, which, in the opinion of the applicant, warrant the issuance of the proposed non-system license;

- (6) The non-system facility at which the solid waste proposed to be covered by the non-system license is proposed to be transported, disposed of or otherwise processed; and
- (7) The date the non-system license is to commence; and, for limited duration non-system licenses, the period of time the license is to remain valid not to exceed 120 days.

In addition, the Chief Operating Officer may require the applicant to provide, in writing, such additional information concerning the proposed non-system license as the Chief Operating Officer deems necessary or appropriate in order to determine whether or not to issue the proposed non-system license.

(b) Every application shall be accompanied by payment of an application fee, part of which may be refunded to the applicant in the event that the application is denied, as provided in this section. The following application fees shall apply:

- (1) For an application for a limited duration non-system license, the application fee shall be two hundred fifty dollars (\$250), no part of which shall be refunded to the applicant in the event that the application is denied.
- (2) For an application for a non-system license seeking authority to deliver no more than 500 tons of solid waste per year to a non-system facility, the application fee shall be five hundred dollars (\$500), two hundred fifty dollars (\$250) of which shall be refunded to the applicant in the event the application is denied. For an application for a change in authorization to an existing non-system license authorizing the delivery of no more than 500 tons of solid waste per year to a non-system facility, the application fee shall be two hundred fifty dollars (\$250); provided, however, that if the result of granting the application would be to give the applicant the authority to deliver more than 500 tons of solid waste per year to a non-system facility, the application fee shall be \$500, two hundred fifty dollars (\$250) of which shall be refunded to the applicant in the event the application is denied. An application for renewal of a non-system license authorizing the delivery of no more than 500 tons of solid waste per year to a non-system facility shall be one hundred dollars (\$100).
- (3) For all applications for a non-system license seeking authority to deliver more than 500 tons of solid waste per year to a non-system facility, whether they be new applications or applications for the renewal of existing licenses, the application fee shall be one thousand dollars (\$1,000), five hundred dollars (\$500) of which shall be refunded to the applicant in the event the application is denied. For an application for a change in authorization to an existing non-system license authorizing the delivery of more than 500 tons of solid waste per year to a non-system facility, the application fee shall be two hundred fifty dollars (\$250).
- (4) For an application for a non-system license seeking to deliver solid waste that is exempt from paying the Metro fees described in Section 5.01.150, the application fee shall be one hundred dollars (\$100) as well as a fifty dollar (\$50) fee to either renew or amend such licenses.

(c) Determination Whether to Issue Non-System License. Within 60 days after receipt of a completed application for a non-system license for Non-putrescible waste, Special waste, Cleanup Material Contaminated By Hazardous Substances, or any other solid waste other than Putrescible waste, including receipt of any additional information required by the Chief Operating Officer in connection therewith, the Chief Operating Officer shall determine whether or not to issue the non-system license and shall inform the applicant in writing of such determination. After receipt of a completed application for a non-system license for Putrescible waste, including receipt of any additional information required by the Chief Operating Officer in connection therewith, the Chief Operating Officer shall formulate and provide to the Council recommendations regarding whether or not to issue the non-system license. If the Chief Operating Officer recommends that the non-system license be granted, the Chief Operating Officer shall recommend to the council specific conditions of the non-system license. Within 120 days after receipt of a completed application for a non-system license for Putrescible waste, including receipt of any additional information required in connection therewith, the Council shall determine whether or not to issue the non-system license and shall direct the Chief Operating Officer to inform the applicant in writing of such determination. In making such determination, the Chief Operating Officer or Metro Council, as applicable, shall consider the following factors to the extent relevant to such determination:

- (1) The degree to which prior users of the non-system facility and waste types accepted at the non-system facility are known and the degree to which such wastes pose a future risk of environmental contamination;
- (2) The record of regulatory compliance of the non-system facility's owner and operator with federal, state and local requirements including but not limited to public health, safety and environmental rules and regulations;
- (3) The adequacy of operational practices and management controls at the non-system facility;
- (4) The expected impact on the region's recycling and waste reduction efforts;
- (5) The consistency of the designation with Metro's existing contractual arrangements;
- (6) The record of the applicant regarding compliance with Metro ordinances and agreements or assistance to Metro in Metro ordinance enforcement and with federal, state and local requirements including but not limited to public health, safety and environmental rules and regulations; and
- (7) Such other factors as the Chief Operating Officer deems appropriate for purposes of making such determination.

At the discretion of the Chief Operating Officer or the Council, the Chief Operating Officer or Council may impose such conditions on the issuance of a non-system license as deemed necessary or appropriate under the circumstances.

(d) Issuance of Non-System License; Contents. Each non-system license shall be in writing and shall set forth the following:

- (1) The name and address of the waste hauler or other person to whom such non-system license is issued;

- (2) The nature of the solid waste to be covered by the non-system license;
- (3) The maximum total, weekly, monthly or annual quantity of solid waste to be covered by the non-system license;
- (4) The non-system facility or facilities at which or to which the solid waste covered by the non-system license is to be transported or otherwise processed;
- (5) The expiration date of the non-system license, which date shall be not more than 120 days from the date of issuance for limited-duration non-system licenses, and two years from the date of issuance for all other non-system licenses; and
- (6) Any conditions imposed by the Chief Operating Officer as provided above which must be complied with by the licensee during the term of such non-system license, including but not limited to conditions that address the factors in Section 5.05.035(c).

(e) Requirements to be met by License Holder. Each waste hauler or other person to whom a non-system license is issued shall be required to:

- (1) Maintain complete and accurate records regarding all solid waste transported, disposed of or otherwise processed pursuant to the non-system license, and make such records available to Metro or its duly designated agents for inspection, auditing and copying upon not less than three days written notice from Metro;
- (2) Report in writing to Metro, not later than the 15th day of each month, commencing the 15th day of the month following the month in which the non-system license is issued and continuing through the 15th day of the month next following the month in which the non-system license expires, the number of tons of solid waste transported, disposed or otherwise processed pursuant to such non-system license during the preceding month; and
- (3) Pay to Metro, not later than the 15th day of each month, commencing the 15th day of the month following the month in which the non-system license is issued and continuing through the 15th day of the month next following the month in which the non-system license expires, a fee equal to the Regional System Fee multiplied by the number of tons (or fractions thereof) of solid waste transported, disposed or otherwise processed pursuant to such non-system license during the preceding month.

(f) Failure to Comply with Non-System License. In the event that any waste hauler or other person to whom a non-system license is issued fails to fully and promptly comply with the requirements set forth in Section 5.05.035(e) above or any conditions of such non-system license imposed pursuant to Section 5.05.035(c), then, upon discovery of such non-compliance, the Chief Operating Officer shall issue to such licensee a written notice of non-compliance briefly describing such failure. If, within 20 days following the date of such notice of non-compliance or such longer period as the Chief Operating Officer may determine to grant as provided below, the licensee fails to:

- (1) Demonstrate to the satisfaction of the Chief Operating Officer either that the licensee has at all times fully and promptly complied with the foregoing

requirements and the conditions of such non-system license or that the licensee has fully corrected such non-compliance; and

- (2) Paid in full, or made arrangements satisfactory to the Chief Operating Officer for the payment in full of, all fines owing as a result of such non-compliance;

Then, and in such event such non-system license shall automatically terminate, effective as of 5:00 p.m. (local time) on such 20th day or on the last day of such longer period as the Chief Operating Officer may determine to grant as provided below. If, in the judgment of the Chief Operating Officer, such non-compliance cannot be corrected within such 20-day period but the licensee is capable of correcting it and within such 20-day period diligently commences such appropriate corrective action as shall be approved by the Chief Operating Officer, then and in such event such 20-day period shall be extended for such additional number of days as shall be specified by the Chief Operating Officer in writing, but in no event shall such the local period as so extended be more than 60 days from the date of the notice of non-compliance.

(g) Notwithstanding any other provision in this Section, the Chief Operating Officer shall not accept any application for, and neither the Chief Operating Officer, nor the Metro Council shall issue a non-system license for mixed putrescible solid waste or mixed non-putrescible solid waste that has not first been delivered to a Metro licensed or franchised Processing facility for material recovery during the period commencing with the effective date of this Ordinance and continuing until December 31, 2007; provided, however, that a licensee may request, and the Chief Operating Officer or Metro Council may issue, a replacement license with an effective date beginning the day after an existing license expires if the replacement license is to authorize the licensee to deliver the same type and quantity of solid waste to the same non-system facility as the existing license.

SECTION 4. The provisions of “Business Waste Reduction Practices: 4. Regional processing facilities for mixed dry waste,” located on pages 7-17 to 7-18 of the Regional Solid Waste Management Plan, are amended to include the following paragraph:

Notwithstanding any other provision in this Plan, Metro shall not accept or grant any application seeking authority to accept mixed non-putrescible solid waste originating, generated, or collected within the Metro region for the purpose of conducting material recovery or reloading during the period commencing with the effective date of this Ordinance and continuing until December 31, 2007.

SECTION 5. The provisions of “Building Industries (Construction and Demolition) Waste Reduction Practices” located on pages 7-19 to 7-22 of the Regional Solid Waste Management Plan, are amended to include the following paragraph:

Notwithstanding any other provision in this Plan, Metro shall not accept or grant any application seeking authority to accept mixed non-putrescible solid waste originating, generated, or collected within the Metro region for the purpose of conducting material recovery or reloading during the period commencing with the effective date of this Ordinance and continuing until December 31, 2007.

SECTION 6. The provisions of “Solid Waste Facilities and Services: Transfer and Disposal System” located on pages 7-25 to 7-27 of the Regional Solid Waste Management Plan, are amended to include the following paragraph:

Notwithstanding any other provision in this Plan, Metro shall not accept or grant any application seeking authority to accept mixed non-putrescible solid waste originating, generated, or collected within the Metro region for the purpose of conducting material recovery or reloading during the period commencing with the effective date of this Ordinance and continuing until December 31, 2007.

SECTION 7. This Ordinance is necessary for the health, safety, and welfare of the Metro area in order to ensure that the Regional Solid Waste Management Plan may be updated and implemented as efficiently as possible. An emergency therefore is declared to exist, and this Ordinance shall take effect immediately, pursuant to Metro Charter Section 39(1).

ADOPTED by the Metro Council this ____ day of _____, 2006.

David Bragdon, Council President

Attest:

Approved as to Form:

Christina Billington, Recording Secretary

Daniel B. Cooper, Metro Attorney

BM:bjl
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STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 06-1098 AMENDING METRO CODE CHAPTERS 5.01 AND 5.05 AND THE REGIONAL SOLID WASTE MANAGEMENT PLAN TO IMPOSE A TEMPORARY MORATORIUM UNTIL DECEMBER 31, 2007, ON CERTAIN NEW NON-PUTRESCIBLE, MIXED SOLID WASTE MATERIAL RECOVERY OR RELOAD FACILITIES, AND CERTAIN NON-SYSTEM LICENSES; AND DECLARING AN EMERGENCY

Date: January 12, 2006

Prepared by: Bill Metzler

SUMMARY

This report recommends that Chapters 5.01 and 5.05 of the Metro Code and the Regional Solid Waste Management Plan (RSWMP) be amended to implement a temporary moratorium on new, non-putrescible, mixed solid waste material recovery or reload facilities and new non-system licenses until December 31, 2007, to coincide with the completion of the RSWMP Update. The proposed moratorium will not impact renewals of existing solid waste licenses or franchises.

Updating the Regional Solid Waste Management Plan involves facility planning and regulation issues including: the appropriate tonnage allocation among existing transfer stations; whether additional waste transfer and material recovery facilities in the region should be authorized; and how out-of-region facilities affect the system, including facilities that receive waste via non-system license authorizations.

In September 2005, Metro Council extended a moratorium on new transfer stations through December 31, 2007 (Ordinance No. 05-1093). The moratorium was based on current transfer overcapacity in the region, as well as the need to defer consideration of new facilities until the RSWMP planning process had concluded. It is now recognized that, during this planning period, consideration of new, non-putrescible, mixed solid waste material recovery facilities and reloads, as well as new non-system licenses, should be deferred as well.

The region has adequate processing capacity for non-putrescible mixed dry waste at present, with 9 facilities that processed a total of 303,921 tons in the past year, recovering a total of 94,470 tons of recyclable materials, with an average recovery rate of 27.5%.

The following graph provides a twelve-month summary of the performance of the region's existing material recovery facilities that accept and process mixed dry solid waste. The tonnage summaries and estimated recovery rates are based on tons reported from October 2004 through September 2005.

Tonnage Summaries – Facilities that Conduct Material Recovery

Facility Name	Mixed Dry Waste Accepted (tons) *	Amount Recovered (tons)*	% Recovery Rate* (12-month average)
Aloha Garbage	2,833	822	29%
East County Recycling (ECR)**	83,638	45,929	54.9%
KB Recycling***	--	--	--
Metro Central**	41,383	7,970	19.2%
Metro South**	52,075	7,349	14.1%
Pride Recycling	21,018	5,196	24.7%
Troutdale Transfer Station	18,329	4,611	25.2%
Wastech	20,712	5,478	26.4%
Willamette Resources Inc. (WRI)	63,933	17,115	26.8%
Total	303,921	94,470	

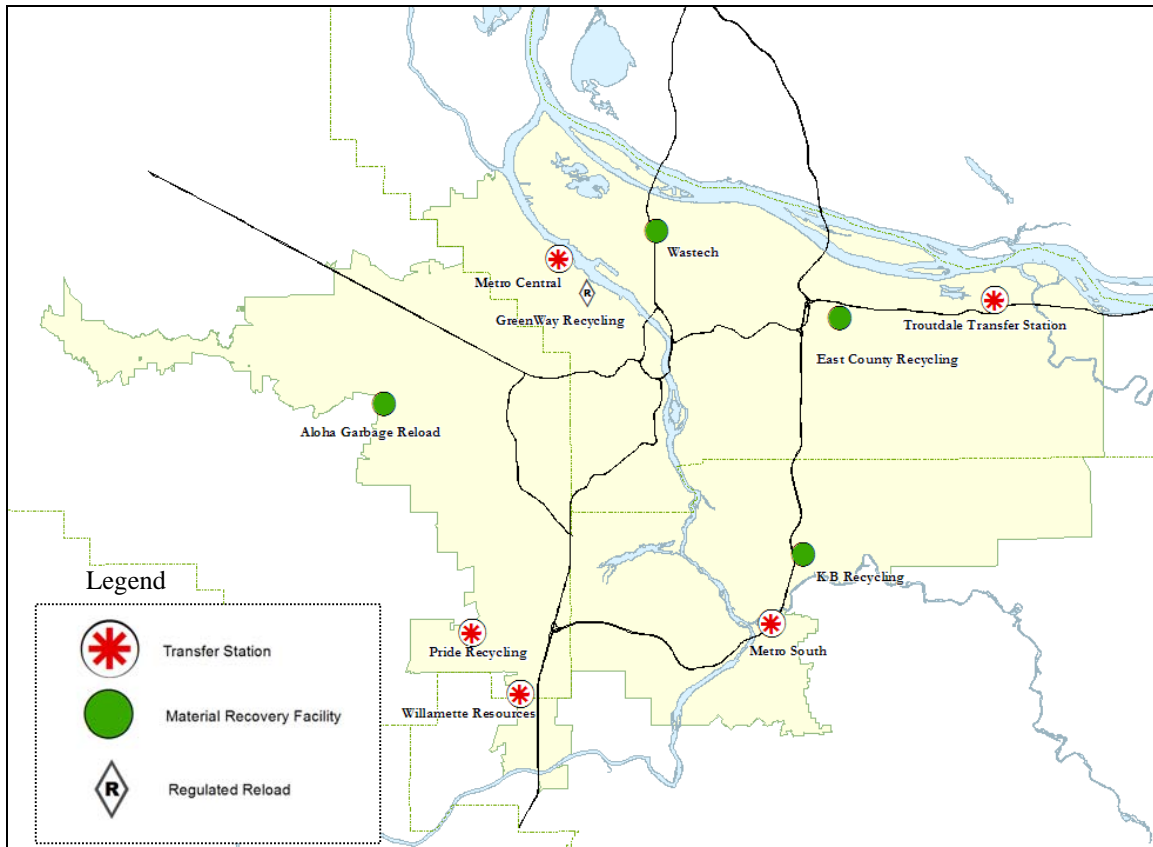
* Tonnages and recovery rates for 10/2004 through 09/2005.

** Facilities that accept dry waste from the general public.

*** KB Recycling is authorized by Metro to operate as a mixed dry waste material recovery facility, but currently accepts primarily source-separated recyclables.

The following map illustrates Metro-authorized solid waste facilities located in the region that currently accept non-putrescible, mixed solid waste for the purpose of conducting material recovery or reloading.

Facilities accepting mixed non-putrescible solid waste for recovery or reloading



Proposed New Material Recovery Facilities or Reloads

The proposed moratorium may impact at least three applicants that are in the process of applying for Metro authorization (a Metro Solid Waste Facility License) to conduct material recovery from non-putrescible mixed solid waste originating, generated, or collected within the Metro region. These are:

- Pacific Land Clearing III (PLC III), located at 4044 N. Suttle Road in Portland. PLC III is an existing Metro licensed roofing recycling and yard debris reload facility. Status: PLC III's license application was considered complete on November 22, 2005, and its application is currently under review.
- Dan Obrist Recycling, located at 4542 SE 174th Ave., in Portland. Dan Obrist Recycling is currently a non-regulated wood waste and inert materials processor. Status: License application not complete.
- Urban Vision Corporation, located at 5339 NE 115th Ave. in Portland. Status: License application not complete.

Staff have not received any new non-putrescible reload applications.

Non-System Licenses

The proposed moratorium will apply to new non-system license applications for putrescible waste and non-putrescible, unprocessed, mixed solid waste. There are no anticipated applications for these types of NSLs.

The proposed moratorium will not apply to NSLs for special waste, clean-up waste, and residual from a material recovery facility.

ANALYSIS/INFORMATION

1. **Known Opposition.** Entities that would seek Metro authority to accept non-putrescible mixed solid waste originating, generated, or collected within the Metro region to conduct material recovery or reloading or obtain a new non-system license may oppose this ordinance.
2. **Legal Antecedents.** The Regional Solid Waste Management Plan and Metro Code Chapter 5.01 and 5.05.
3. **Anticipated Effects.** Ordinance No. 06-1098 will amend Chapters 5.01 and 5.05 of the Metro Code and the Regional Solid Waste Management Plan to implement a temporary moratorium on applications for and authorizations for the purpose of accepting non-putrescible mixed solid waste originating, generated, or collected within the Metro region to conduct material recovery or reloading and certain non-system licenses until December 31, 2007, when the RSWMP update is complete.

Ordinance No. 06-1098 amending Chapters 5.01 and 5.05 of the Metro Code and the Regional Solid Waste Management Plan are necessary for the immediate preservation of public health, safety and welfare by providing for the effective and comprehensive management of the regional solid waste system. An emergency is therefore declared to exist, and this ordinance shall take effect immediately, pursuant to Metro Charter section 39(1).

4. **Budget Impacts.** There are no budget impacts.

RECOMMENDED ACTION

The Chief Operating Officer recommends approval of Ordinance No. 06-1098.

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BEFORE THE METRO COUNCIL

AMENDING METRO CODE SECTION) ORDINANCE NO. 06-1099
5.02.075 REGARDING WAIVERS OF)
FEES FOR DISPOSAL OF SOLID) Introduced by Chief Operating Office,
WASTE FROM THE METRO REGION) Michael J. Jordan with the concurrence of
) Council President, David Bragdon

WHEREAS, pursuant to Metro Code 2.20.030, the Chief Operating Officer is responsible for the proper administration of all affairs of Metro, including the administration of collection of fees related to the disposal of solid waste; and

WHEREAS, the Metro Council has directed the Chief Operating Officer to develop and implement improvements to the granting of permits for waiving fees for the disposal of solid waste from the Metro Region; and

WHEREAS, the efficient administration of Metro solid waste management regularly requires changes to Metro's rules and practices dealing with solid waste; and

WHEREAS, it is appropriate to delegate to the Chief Operating Officer the full authority to implement Council directives and carry out his duties as Metro's chief administrative officer; and

WHEREAS, the Metro Council desires to delegate to the Chief Operating Office authority to develop, maintain, administer and enforce such permits for the waiver of fees for disposal of solid waste generated within the Metro region; now therefore,

THE METRO COUNCIL ORDAINS that Metro Code Section 5.02.075 is amended as follows:

5.02.075 Special Exemption from Disposal Fees

The Chief Operating Officer may issue on such terms as the Chief Operating Officer finds appropriate a special exemption permit to a public agency, local government, or qualified non-profit entity as specified in Code Section 5.07.030(a), (b), (c), (d) and (j) for the purpose of waiving fees for disposal of solid waste generated within the Metro region.

ADOPTED by the Metro Council this ___ day of _____, 2006.

David Bragdon, Council President

Attest:

Approved as to form:

Christina Billington, Recording Secretary

Daniel B. Cooper, Metro Attorney

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 06-1099 FOR THE PURPOSE OF AMENDING METRO CODE SECTION 5.02.075 REGARDING WAIVERS OF FEES FOR DISPOSAL OF SOLID WASTE FROM THE METRO REGION

January 12, 2006

Drafted by: Jan O'Dell

BACKGROUND

A special exemption from disposal fees currently exists in Metro Code to allow the Metro Council to waive disposal fees for solid waste generated in the Metro region in order to "address or remedy a hardship suffered by the applicant, or the public interest will be served." The Code specifies that only non-profit entities are eligible, stipulates a \$5,000 per agency cap, requires that the waste be acceptable for disposal at a Metro facility, and requires a 14-day Council notification process for fee waivers to be issued. This ordinance will remove much of the administrative language from Metro Code in order to give the Metro Council greater flexibility for making changes to the program, and would result in a program that can be more efficiently managed.

PROGRAM HISTORY

The original Code pertaining to disposal fee waivers was enacted to provide financial relief from the impacts of illegal dumping on the community; however, the demands on the program have changed over time. Metro's illegal dumping program has matured and SOLV's annual clean-up activities have minimized the number and frequency of illegal dumpsites in the region. Last year, for example, less than 3 percent of the fee waiver budget was expended on hardship and nuisance requests.

While Metro, SOLV and other groups have been working to address the problems of illegal dumping, neighborhood associations and other non-profits have mobilized citizens in recent years to clean up and enhance the appearance of their neighborhoods. These groups have turned increasingly to Metro's disposal fee waivers to cover the costs of disposing of waste collected as these local events. Currently, neighborhood cleanup events account for nearly 78 percent of the waiver expenditures.

The Code specifies that the Metro COO notify the Metro Council 14 days in advance of issuing waivers, a requirement that is labor-intensive to fulfill. The Code also includes broadly defined eligibility criteria that have made the program difficult to manage within budget.

REASON FOR CODE CHANGE

The amended Code language retains the Chief Operating Officer's authority to waive disposal fees for a variety of activities that serve the public good (e.g.: community clean-up events, flood debris removal, illegal dumpsite clean ups.) Amending the Metro Code to remove the administrative procedures will result in a program that provides for greater flexibility to respond to future needs, is less labor-intensive to administer and should help keep the program within budget. The Metro Council can direct changes to the program, including changing the criteria for eligible activities and events, during each budget cycle, without needing to change Metro Code.

A Community Cleanup program will be clearly identified in the department 2006-2007 budget and include the following administrative procedures and criteria:

- Only non-profit groups are eligible
- \$5,000 per agency annual cap
- Only activities which serve to clean up or enhance the appearance of community are eligible (includes neighborhood clean-ups and rehabilitation of low-income housing; excludes parades and concerts that by their nature create trash)
- Recycling opportunities must be provided at the event
- Organization must apply for disposal waivers two weeks prior to event
- Eligible organizations should apply for Community Enhancement and Nature in Neighborhood grants
- Event publicity should make clear that Metro has provided disposal of the waste collected at the event, despite any organization fund-raising that has been included as part of the event.

ANALYSIS/INFORMATION

1. Known Opposition

There is no known opposition.

2. Legal Antecedents

This requires a change to Metro Code.

3. Anticipated Effects

This Ordinance changes Metro Code by eliminating language about eligibility criteria and administrative procedures. Criteria and procedures will be spelled out in administrative procedures.

4. Budget Impacts

It is anticipated that the changes to the program will enable staff to better manage the program within Council-approved budget.

RECOMMENDED ACTION

The Chief Operating Officer recommends approval of Ordinance No. 06-1099.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING METRO)	ORDINANCE NO. 06-1109
CODE TITLE X, METRO REGIONAL PARKS)	
AND GREENSPACES, METRO CODE)	Introduced by Chief Operating Officer
CHAPTER 10.02 REGIONAL PARK FEES,)	Michael J. Jordan, with the concurrence of
SECTION 10.02.020, TO ADJUST PARK USE)	Council President David Bragdon
AND RENTAL FEES)	

WHEREAS, the Metro Regional Parks and Greenspaces Department conducts their annual survey of park, marine and event facilities in the Portland metropolitan region;

WHEREAS, the Metro Regional Parks and Greenspaces Department is recommending rate increases and rate reductions and times operations of the park, marine and event facilities;

WHEREAS, the Metro Regional Parks and Greenspaces Department is recommending to adjust the ending time of the Blue Lake Park Lake House events from 12:00 midnight to 11:00 p.m.;

WHEREAS, Metro’s regional park fees were increased in 2003 via Ordinance No. 03-1008 (For the Purpose of Amending Metro Code Title X, Metro Regional Parks and Greenspaces, to Increase Park Fees), adopted on June 5, 2003; and

WHEREAS, Metro Code Section 2.01.070, user fees for Regional Parks and Greenspaces facilities were established by Metro Council ordinance and may only be amended by Metro Council ordinance; now therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

Effective April 1, 2006, Metro Code Chapter 10.02 Regional Park Fees, Section 10.020 Park Fees, shall be amended to read as follows:

“10.02.020 Park Fees

The following fees shall be charged and collected by Metro for and prior to the following park uses and activities:

(a) Reservation fees for shelters and reservable picnic areas at Blue Lake Park shall be set forth in Appendix "A" to Chapter 10.02. However, reservation fees for weekday events (except holidays) shall be reduced by 20 percent. Off-season reservation fees (November 1 through May 14) shall be reduced by 50 percent.

(b) Fees for alcohol permits at Blue Lake Park shall be ~~\$225.00 for all areas as follows:~~

~~(1) \$225.00 for areas with capacity of 51 or more.~~

~~(2) \$125.00 for areas with a capacity of 50 or less.~~

(c) Overnight camping fees at Oxbow Park shall be \$15.00 per site per night. Permit must be displayed. The fee for each additional vehicle shall be \$4.00 per night. Each vehicle must pay entry fee on initial day of entry.

(d) Entry fees at Blue Lake Park and Oxbow Park shall be \$4.00 per motorized vehicle on all days and \$7.00 per bus on all days.

(e) Boat launching and/or parking fees at the M. James Gleason Boat Ramp shall be ~~\$5.00~~~~\$4.00~~ and fees at the Chinook Landing Marine Park shall be \$5.00 per motorized vehicle on all days.

(f) Fees for special events shall be set by the Director of the Regional Parks and Greenspaces Department.

(g) Fees for nightly use of overnight group camps at Oxbow Park by nonprofit and youth organizations shall be as follows:

(1) \$25.00 minimum for the first 10 people for Group Camps #2-~~and #3~~ and then ~~\$2.50~~~~\$2.00~~ per person up to a ~~\$87.50~~~~\$70.00~~ maximum (this does not include the vehicle entry fee). 35 people per night maximum per site.

(2) \$50.00 minimum for the first 20 people for Group Camp #1 and then ~~\$2.50~~~~\$2.00~~ per person up to a ~~\$325.00~~~~\$300.00~~ maximum (this does not include the vehicle entry fee). 150 people maximum per night.

(3) A reservation fee of \$10.00 will be charged to all groups.

(h) Picnic area reservation fees at Oxbow Park shall be as follows (does not include vehicle entry fees):

Area A - \$280.00

Area B - \$170.00

Area C - \$215.00

Area D - \$260.00

However, reservation fees for weekday events (except holidays) shall be reduced by 20 percent. Off-season reservation fees (November 1 through May 14) shall be reduced by 50 percent.

(i) The fee for annual passes in lieu of daily entrance fees, launching and/or parking fees at Blue Lake Park, Oxbow Park, Chinook Landing, and M. James Gleason Boat Ramp shall be as follows:

(1) Regular: \$40.00 per year (January 1 through December 31)

(2) Seniors: \$30.00 per year (January 1 through December 31)

(3) Low-Income/Disabled: \$10.00 per year (January 1 through December 31)

(j) Entrance fees at Blue Lake Park and Oxbow Regional Park shall be waived for any police officer (officers' fees are waived also at Chinook Landing Marine Park and the Gleason Boat Ramp) or

Metro employee who presents valid current identification at the park entrance. Fee waivers shall not apply to any special events or other facilities.

(k) Except for use by Metro, rental fees, along with \$300.00 refundable deposit, for “The Lake House” at Blue Lake Park shall be:

- (1) April 1 to October 31 (Friday after 5:00 p.m. and Sundays):
10:00 a.m. to 4:00 p.m. ~~\$1,000.00~~ ~~\$800.00~~
6:00 p.m. to ~~11:00 p.m.~~ ~~midnight~~ ~~\$1,000.00~~ ~~\$800.00~~
10:00 a.m. to 10:00 p.m. ~~\$1,500.00~~ ~~\$1,300.00~~
- (2) April 1 to October 31 (Saturday):
10:00 a.m. to 4:00 p.m. ~~\$1,100.00~~ ~~\$900.00~~
6:00 p.m. to ~~11:00 p.m.~~ ~~midnight~~ ~~\$1,100.00~~ ~~\$900.00~~
10:00 a.m. to 10:00 p.m. ~~\$1,600.00~~ ~~\$1,400.00~~
- (3) November 1 to March 30 (Friday after 5:00 p.m. and Sundays):
10:00 a.m. to 4:00 p.m. ~~\$700.00~~ ~~\$500.00~~
6:00 p.m. to ~~11:00 p.m.~~ ~~midnight~~ ~~\$700.00~~ ~~\$500.00~~
10:00 a.m. to 10:00 p.m. ~~\$1,050.00~~ ~~\$850.00~~
- (4) November 1 to March 30 (Saturday)
10:00 a.m. to 4:00 p.m. ~~\$800.00~~ ~~\$600.00~~
6:00 p.m. to ~~11:00 p.m.~~ ~~midnight~~ ~~\$800.00~~ ~~\$600.00~~
10:00 a.m. to 10:00 p.m. ~~\$1,150.00~~ ~~\$950.00~~
- (5) Weekdays (Monday through Thursday and Friday until 5:00 p.m.):
\$40.00 per hour (10:00 a.m. - 5:00 p.m.) with a three-hour minimum charge
\$60.00 per hour (5:00 p.m. ~~- midnight~~ ~~11:00 p.m.~~) with a three-hour minimum charge”

All other provisions of Metro Code Chapter 10.02 remain the same.

ADOPTED by the Metro Council this _____ day of January, 2006.

David Bragdon, Council President

Attest:

Approved as to Form:

Christina Billington, Recording Secretary

Daniel B. Cooper, Metro Attorney

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 06-1109 FOR THE PURPOSE
OF AMENDING METRO CODE, TITLE X, METRO REGIONAL PARKS
AND GREENSPACES, METRO CODE CHAPTER 10.02 REGIONAL PARK
FEES, SECTION 10.02.020, TO ADJUST PARK USE AND RENTAL FEES

Date: January 5, 2006

Prepared by: Teri Dresler

BACKGROUND

Metro Regional Parks and Greenspaces conducts an annual survey of comparable park, marine and event facilities in the region. Our strategy has been to remain competitive in the regional market. The last time fees were increased was in 2003 and 2004. Since that time attendance has remained flat or decreased at all of our facilities and the revenue generated through enterprise activities at those facilities has decreased. The one exception to that is rental events at the Lake House at Blue Lake Park, where we have experienced increases in rental events for 2005 under in-house management. This proposal includes both recommended rate increases and rate reductions. User fees for Regional Parks and Greenspaces facilities are a part of Metro Code Title X. Any changes to these user fees are subject to Metro Council approval.

Based on fee survey information, facility improvements and revenue decreases, Metro Regional Parks and Greenspaces Department is proposing adjusting a limited number of user fees. Consequently, the following proposal includes increases to fees at the Lake House, Gleason Boat Ramp, and Oxbow Park, and decreases in fees for weekday rentals of picnic areas at Blue Lake Park.

ANALYSIS/INFORMATION

1. Known Opposition

No known opposition.

2. Legal Antecedents

Metro Code Section 2.01.070 provides that all legislative actions of Metro, including amendments, corrections or repeal of portions of the Metro Code, be accomplished by Metro Council ordinance. Metro Code Section 10.01.010 provides regulations governing the use of Metro owned or operated Regional Parks and Greenspaces facilities while Section 10.02.020 establishes park fees pursuant to Section 10.01.010. Ordinance No. 03-1008 (For the Purpose of Amending Metro Code Title X, Metro Regional Parks and Greenspaces, to Increase Park Fees), adopted on June 5, 2003. Ordinance No. 04-1047 (For the Purpose of Amending Metro Code Chapter 10.02 to Increase the Refundable Deposit at the Lake House at Blue Lake Regional Park), adopted on June 3, 2004.

3. Anticipated Effects

The following is a summary of proposed changes:

FEES

Entry Fees	<u>Current</u>	<u>Proposed</u>
James Gleason Marine Facility	\$4.00 / \$7.00	\$5.00 / \$7.00

Blue Lake Park:

Reduce weekday reserved picnic area rates to:

\$50 for a covered picnic shelter (currently \$108-\$172)

\$25 for uncovered picnic area (currently \$40- \$52)

Weekday park attendance is extremely low. With reduced fees, we will have an increased sales opportunity to sell reserved picnic areas. These fees coupled with the vehicle revenue should generate additional revenue. Looking at our 2003 survey of other park systems, our fees are currently at the high end for weekday rentals.

Oxbow Park:

Increase fees for additional campers in group camp sites from \$2.00 to \$2.50 per individual.

Additional camper fees for group camp sites would then be in keeping with camper fees at our family campground sites (6 people X \$2.50= \$15)

Lake House:

Increase all rental fees by \$200.

This additional fee will cover the labor expense to perform set up and clean up duties.

Adjust ending times from 12 midnight to 11 PM. This change would apply to all events in the Lake House.

4. Budget Impacts

The revenue impact at M. James Gleason Marine Facility is expected to be an increase of \$11,000.00 annually. It is believed that the net effect of the other proposed fee changes is zero.

RECOMMENDED ACTION

Metro staff recommends the adoption of Ordinance 06-1109.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CONSIDERATION OF) RESOLUTION NO. 06-3655
REGIONAL TRAVEL OPTIONS PROGRAM)
WORK PLANS AND FUNDING SUB-) Introduced by Councilor Rex Burkholder
ALLOCATIONS FOR FISCAL YEARS 05-06)
AND 06-07)

WHEREAS, the Metro Council approved a five-year strategic plan for the Regional Travel Options Program on January 15, 2004 that placed an emphasis on coordinating regional marketing activities and shifted the lead role for managing the program from TriMet to Metro via Resolution No. 04-3400 (For the Purpose of Adopting the Regional Travel Options Program 5-Year Strategic Plan); and

WHEREAS, the Metro Council and Joint Policy Advisory Committee on Transportation (JPACT) established funding levels for the Regional Travel Options Program in the Metropolitan Transportation Improvement Program (MTIP) through the Transportation Priorities funding process adopted by Resolution No. 05-3606 (For the Purpose of Approving the 2006-09 Metropolitan Transportation Improvement Program for the Portland Metropolitan Area), on August 18, 2005; and

WHEREAS, the Regional Travel Options Subcommittee of the Transportation Policy Alternatives Committee (TPAC) adopted proposed work plans and funding sub-allocations to Metro, TriMet and Wilsonville SMART for Regional Travel Options program activities in fiscal years 2005-2006 and 2006-2007 on December 8, 2005; and

WHEREAS, the proposed work plans and funding sub-allocations support implementation of the Regional Travel Options Program five-year strategic plan; now therefore,

BE IT RESOLVED, that the Metro Council:

1. Supports and approves the Regional Travel Options Program fiscal year 2005-2006 and 2006-2007 work plans and funding sub-allocations; and
2. The Metropolitan Transportation Improvement Program will be amended to match the organization of the work program categories.

ADOPTED by the Metro Council this _____ day of January, 2006.

David Bragdon, Council President

APPROVED AS TO FORM:

Daniel B. Cooper, Metro Attorney

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 06-3655, FOR THE PURPOSE OF CONSIDERATION OF REGIONAL TRAVEL OPTIONS PROGRAM WORK PLANS AND FUNDING SUB-ALLOCATIONS FOR FISCAL YEARS 05-06 AND 06-07

Date: January 5, 2006

Prepared by: Pam Peck

BACKGROUND

The Regional Travel Options (RTO) Program implements regional policy to reduce reliance on the automobile and promote alternatives to driving for all trips. The program emphasizes all alternative modes of travel and all trip purposes, reflecting policies in the Regional Transportation Plan. The Metro Council approved a five-year strategic plan for the Regional Travel Options program in January 2004 that placed an emphasis on coordinating regional marketing activities and shifted the lead role for managing the program from TriMet to Metro.

Key components of the RTO program include a collaborative marketing program, regional rideshare program, transportation management association program, and grant program that provides funds to partner agencies and organizations through a competitive project selection process. Most program activities are implemented by partner organizations and agencies or consultant contracts administered by Metro.

The Metro Council and Joint Policy Advisory Committee on Transportation established funding levels for the Regional Travel Options Program in the 2004-2007 Metropolitan Transportation Improvement Program through the Transportation Priorities funding process. The Regional Travel Options Subcommittee of TPAC is charged with recommending detailed work plans and funding sub-allocations to partner agencies and organizations to support program implementation activities.

The subcommittee adopted the attached proposed work plans for fiscal year 2005-2006 and 2006-2007 at their December 8, 2005 meeting. The work plans implement the program's five-year strategic plan and include a narrative for program activities and recommendations for sub-allocation of program funds to Metro, TriMet, Wilsonville SMART, and area transportation management associations.

The Metropolitan Transportation Improvement Program (MTIP) will be amended to match the organization of the work program categories. The proposed funding sub-allocations include the following changes to the current MTIP allocation:

- Increases the funds available for TriMet's employer program in FY 06-07 from \$195,000 to \$350,000, to maintain the program's current staffing levels and meet the objectives for the employer program detailed in the RTO strategic plan.
- Moves \$100,000 for the regional evaluation program from TriMet to Metro per the proposed work plans and program strategic plan.
- Moves \$54,000 for promotion of the Oregon Department of Energy (ODOE) Business Energy Tax Credit and Telework programs to employers to the Metro material and services budget for marketing. Metro will amend the proposed work plans to include this work after further discussions with ODOE about the specific scope of work and timing for these activities and coordination with other employer outreach efforts. The tasks would be carried out through an intergovernmental agreement between Metro and ODOE.

ANALYSIS/INFORMATION

1. **Known Opposition:** None.
2. **Legal Antecedents:** Resolution No. 04-3400 (For the Purpose of Adopting the Regional Travel Options Program 5-Year Strategic Plan), adopted on January 15, 2004 and Resolution No. 05-3606 (For the Purpose of Approving the 2006-09 Metropolitan Transportation Improvement Program for the Portland Metropolitan Area), adopted on August 18, 2005.
3. **Anticipated Effects:** Provides certainty on funding sub-allocations levels for RTO partner agencies and organizations.
4. **Budget Impacts:** None anticipated, however the program relies on revenue generated through Business Energy Tax Credit (BETC) Program to meet local matching requirements for federal grant funds. The BETC program is currently under review by the Oregon Department of Energy. Revised rules may impact project eligibility requirements and could decrease the amount of revenue available through this program. In FY 2005/2006 the RTO program will explore and develop additional matching fund options.

RECOMMENDED ACTION

Metro staff recommends approval of Resolution 05-3655.

Regional Travel Options Subcommittee of TPAC

Regional Travel Options Program
Proposed FY 05/06 work plan

Regional Travel Options Program
Proposed FY 05/06 work plan

Adopted Dec. 8, 2005 by the Regional Travel Options Subcommittee of TPAC

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Regional Travel Options Subcommittee of TPAC

- Lenny Anderson, Swan Island TMA
- Dan Bower, City of Portland
- Jan Bowers, City of Vancouver
- Rhonda Danielson, TriMet
- Sandra Doubleday, City of Gresham
- Susan Drake, DEQ
- Mohammed Fatthi, Clackamas County
- Kathryn Harrington, citizen
- Dan Kaempff, ODOT
- Matt Larsen, Multnomah County
- Gregg Leion, Washington County
- Jen Massa, City of Wilsonville SMART
- Pam Peck, Metro
- Gregg Snyder, citizen
- Greg Theisen, Port of Portland
- Rick Wallace, Oregon Office of Energy
- Dan Zalkow, citizen

Background

The Regional Travel Options (RTO) Program implements regional policy to reduce reliance on the automobile and promote alternatives to driving for all trips. The program emphasizes all alternative modes of travel and all trip purposes, reflecting policies in the Regional Transportation Plan.

This scope of work continues implementation of the Regional Travel Options 5-Year Strategic Plan developed by the RTO subcommittee of the Transportation Policy Alternatives Committee (TPAC) in 2003. The strategic plan was adopted by the Joint Policy Advisory Committee on Transportation in December 2003 and by the Metro Council in January 2004. The strategic plan established the following program goals:

Goal 1 -- Develop a collaborative marketing campaign that is an “umbrella” for all travel options programs being implemented throughout the region.

Goal 2 -- Work with senior managers to become key advocates for RTO program and funding support at TPAC, JPACT and Metro Council.

Goal 3 -- Develop performance measures for all RTO programs, evaluate the success of these programs on an annual basis and use the results to refine future program investments and marketing strategies.

Goal 4 -- Develop an integrated RTO program organizational structure that supports a more collaborative approach to Regional Travel Options program implementation and decision making.

Goal 5 -- Develop regional policies that integrate RTO programs into other regional land use and transportation programs including the Centers Program, TOD Program, Corridors program, water quality programs and TriMet’s Transit Investment Plan.

Goal 6 -- Develop a funding plan that helps create a sustainable Regional Travel Options program.

Key program objectives for fiscal year 2005-2006

- Complete all elements of program transition from TriMet to Metro, including TMA program, 2040 grant program and vanpool program.
- Complete Rideshare Program market analysis and implementation plan study and begin development of Regional Commuter Services Program in coordination with partner agencies and organizations.
- Develop regional marketing media and advertising campaign in partnership with ODOT, coordinate local marketing and outreach activities to support campaign, launch campaign in January 2006.
- Develop monitoring and evaluation strategy and complete 2004-2005 evaluation report.

Relationship to Metro Council goals and success factors

The Regional Travel Options Program supports the following Metro Council goals and objectives*:

1.0 Encourage a strong and equitable regional economy.

1.4 Provide efficient access to jobs, services, centers, and industrial areas.

RTO strategies support economic growth by increasing the capacity of current transportation infrastructure by providing and promoting alternatives to driving alone. The RTO program works directly with employers to find the best travel options for their employees through TriMet's Employer Outreach Program and local transportation management associations (TMAs). Services provided through the RTO program, such as carpool matching, vanpools and transit pass program ensure access to jobs for low-income residents of the region.

3.0 Conserve Resources.

3.4 Use transportation investments and market responsive strategies to promote efficient and compact development, particularly in 2040 mixed-use areas and new urban areas.

3.6 Decrease the region's dependency on and consumption of fossil fuels.

The RTO program can be used to increase the number of people bicycling and walking in centers. TMAs provide local leadership, which is one of the most critical components of developing successful community centers. The RTO program works to reduce drive-alone trips and vehicle miles of travel which results in decreased dependency on and consumption of fossil fuels.

6.0 Protect and restore the natural environment, and integrate the natural and urban landscapes

6.2 Reduce pollution of air, water, and soil.

Motor vehicles are the largest single source of air pollution in the Portland area. The RTO program will continue to work with Oregon DEQ to monitor progress towards reducing commute trips and the resulting air quality improvement. Stormwater runoff from street rights of way is the number one cause of water quality degradation in urban areas. Reducing the number of people driving prevents the expansion of roadways, which in turns prevent the amount of impervious surface being added to watersheds.

*Metro Council Goals and Objectives, Jan. 6, 2005: This document is not, in itself, a strategic plan as it does not define Metro's role in creating these outcomes, nor does it prescribe actions Metro may take. Metro's role in each outcome and the specific initiatives Metro will implement are being developed by the Metro Council through its strategic budget initiative and policy making processes. The Metro Council has committed to work with local governments, stakeholder groups, the region's residents, and Metro employees to collaboratively achieve the outcomes expressed in this document.

Program administration

This scope of work continues implementation of the Regional Travel Options 5-Year Strategic Plan and supports the program structure called for by the strategic plan including administration and management of RTO program functions by Metro and better integration of RTO programs with Metro's Centers, TOD and Corridor programs.

The 1.2 FTE RTO program staff will:

- Chair and support RTO Subcommittee of TPAC, including logistics, scheduling and meeting summaries.
- Update RTO subcommittee bylaws to better support RTO program structure and decision-making.
- Conduct quarterly meetings of the Senior Managers group.
- Lead strategic planning for RTO Subcommittee including annual retreat and update of the strategic plan.
- RTO Subcommittee research and support on technical and financial issues.
- Create presentations about RTO programs for Metro committees and regional partners.
- Administer contracts for RTO programs.
- Develop and submit FTA application for CMAQ grant funds and administer grants for RTO programs.
- Identify local matching funds sources for future years.
- Complete Business Energy Tax Credit (BETC) applications and identify local pass through partner.
- Develop RTO program budgets and MTIP funding applications.
- Provide local transportation system plan support on achieving 2020 non-SOV targets.
- Define RTO program staff role in corridor planning studies, including development and analysis of TDM strategies.
- Define RTO program staff and subcommittee role in Regional Transportation Plan Update, including development and analysis of TDM strategies.
- Represent RTO program at Metro committees and jurisdictions and agency meetings.

Key milestones for FY 05/06

- Nov/Dec 05 – RTO work programs and budgets reviewed and adopted by RTO subcommittee
- Jan 06 -- RTO work programs and budgets reviewed and adopted by TPAC, JPACT and the Metro Council
- Jan 06 – BETC applications completed
- Jan 06 – Program transition from TriMet to Metro complete
- March 06 – MTIP pre-application reviewed by RTO subcommittee
- April 06 – RTO subcommittee bylaws drafted
- May 06 – RTO subcommittee bylaws forwarded to TPAC, for review and approval
- May 06 – MTIP application reviewed and approved by RTO subcommittee
- June 06 – MTIP application submitted

- June 06 – RTO subcommittee annual retreat

Deliverables

- FY 06/07 budget
- RTO subcommittee meeting summaries
- Revised bylaws
- Updated strategic plan
- RTO annual retreat summary

Collaborative Marketing Program

The RTO Collaborative Marketing Program coordinates all marketing and outreach efforts of the regional partners to create a broader public awareness of the travel options available to people traveling around the region and to reach new, targeted audiences. The overall program includes a regional marketing media and advertising campaign under development in coordination with ODOT and partner agencies from across Oregon, TriMet's Employer Outreach Program, Wilsonville SMART's TDM Program, and coordination of local partner marketing activities.

Metro's scope of work will focus on coordination of marketing activities carried out by all RTO partners to maximize the program's reach and effectiveness. In addition, the program will work to leverage the state's investment in the regional travel options marketing media and advertising campaign by conducting outreach at neighborhood and community events, providing incentives and giveaways to encourage behavior change, and aligning the messages and outreach strategies used by RTO partners with the messages developed for the advertising campaign.

The 1 FTE RTO program staff, augmented by internships and contracted professional services, will carry out the following tasks:

- Develop scope of services for employer outreach, determine what types of services will be provided, target markets, primary contacts for employers, collateral materials needs, training needs, quarterly outreach goals and tracking methods. Structure partner agreements and contracts to provide information needed for program evaluation.
- Develop RTO collateral materials consistent with the travel options marketing media and advertising campaign brand, including fact sheets, brochures, web pages, event display, and other collateral materials.
- Conduct outreach at key community events, including fairs, festivals and farmers markets, to provide information about travel options and one-on-one consultations with individuals and families willing to make behavior change. Develop a display booth consistent with the travel options marketing media and advertising campaign brand. Offer a commitment form, backed up with incentives for those who follow through by making behavior change.
- Revise the Carefree Commuter Challenge to reach greater numbers of commuters in suburban communities and leverage the travel options marketing media and advertising campaign. (Tentative – pending discussions with Westside Transportation Alliance [WTA])
- Develop regional calendar of events and coordinate presence of RTO partners.
- Support marketing working group for effective coordination and partner communication.
- Research and develop white papers on relationship of the use of travel options to health and economic development.
- Implement marketing plan for Bike There! map, coordinate map updates with Regional Transportation Planning staff, develop workplan for 2007 Bike There!

map, develop proposal for online bike trip planning tool and identify funding to support tool development.

Key milestones for FY 05-06

- Jan 06 -- Kick-off of regional travel options marketing media and advertising campaign.
- Jan 06 – White papers completed.
- March 06 – Events calendar completed
- April 06 – Collateral materials and events display completed.
- April 06 – Scope of services for employer outreach completed.
- May to June 06 -- Outreach at neighborhood and community events.
- June 06 – Bike There! workplan for 2007 map completed (milestones for map development will be included in the workplan)
- Spring 06 (tentative) – Carefree Commuter Challenge
- Ongoing – Implement Bike There! map marketing strategy

Deliverables

- Scope of services and partnership agreements for employer outreach
- RTO collateral materials and events display
- Regional calendar of events
- White papers on relationship of the use of travel options to health and economic development
- Revised Carfree Commuter Challenge defined
- Bike There! 2007 workplan, including online tool defined

Regional Rideshare - Vanpool Program

This program markets carpooling and vanpooling, provides internet-based ride matching services through CarpoolMatchNW.org, and provides vanpool services. Program elements are in the process of transitioning from TriMet and the city of Portland to Metro and will be integrated in a regional rideshare program.

Metro's scope of work focuses on completing program transition activities, assuming operation of vanpool services in January 2006, and strengthening inter-regional ridesharing through enhanced carpooling and vanpooling services and development of a one stop shop for regional commuter services.

The .25 FTE RTO program staff, augmented by contracted professional services, will carry out the following tasks:

- Complete market research and implementation study.
- Release a request for proposals for vanpool operations and program management and develop agreements with vendors for provision of services.
- Develop a financial plan for vanpool operations including proposed policies for vanpool subsidies, pricing structure for passenger fares, provision of matching funds, target markets for new vanpool services, and scope for referral/incentive program.
- Update strategic plan program goals for starting new vanpool groups based on resource identified in the financial plan.
- Work with van vendors and area transit agencies to develop a system for reporting vanpool mileage to National Transit Data (NTD) and obtaining 5307 funds to create an additional funding source for vanpool operations in FY 08.
- Develop a "one-stop shop" for regional rideshare services including vanpool operations, carpool matching, and marketing of services. Develop a program work plan that includes objectives/targets for services, outreach and formation of new carpools, methods for tracking and reporting performance, and a marketing plan that identifies marketing messages, branding opportunities, such as a unified phone number and URL, and collateral materials needs including fact sheets, brochures, web pages and other collateral.
- Participate in development of statewide ridematching system, assist with defining specifications for system needs to meet the needs of the regional rideshare program.
- Improve CarpoolMatchNW web site by adding greater depth of knowledge and create more interactive functionalities.
- Support rideshare working group of RTO Subcommittee for effective coordination and partner communication.

Key milestones for FY 05-06

- Jan 06 -- Transition vanpool program from TriMet to Metro.
- March 06 – Draft vanpool operations financial plan forwarded to RTO subcommittee for review and approval
- April 06 – Plan for one-stop shop for regional rideshare services program forwarded to RTO subcommittee for review and approval (program launch date and additional milestones to be determined in the plan)

- June 06 – Vanpool mileage reporting systems in place

Deliverables

- Market research and implementation plan study
- Financial plan for vanpool services
- Regional Rideshare Services Program workplan defined, including performance targets and marketing plan

Transportation Management Association (TMA) Program

The TMA Program operates under the policy direction as provided in Metro Resolutions No.98-2676 and No.02-3183. TMAs are important private/public partnership tools that can be used effectively in the Central City, Regional Centers, Industrial Areas, and some Town Centers. TMAs provide important leadership development in Region 2040 centers that catalyze economic and community development.

The following TMAs provide trip reduction services to employers in the Portland metropolitan area: Clackamas Regional TMA, Gresham TMA, Lloyd TMA, Swan Island TMA, Troutdale TMA, and Westside Transportation Alliance.

RTO program staff will work with the TMAs to (note that Metro staff support for the tasks listed below is included in Program Administration):

- Complete transition of TMA program administration from TriMet to Metro.
- Involve TMAs in development of scope of services for employer outreach (as detailed in the Collaborative Marketing section of the workplan on page 5).
- Review TMA work plans for FY 06-07.
- Develop and administer TMA funding agreements.
- Hold quarterly meetings of TMA directors for effective coordination and partner communication.

Key milestones for FY 05-06

- Aug 05 – TMA program transitioned to Metro
- Nov 05 – TMA directors meeting held
- Jan 06 – TMA directors meeting held
- April 06 – TMA directors meeting held
- May 06 – TMA funding agreements for FY 06-07 executed
- June 06 – TMA directors meeting held

Deliverables

- TMA funding agreements
- Summaries of quarterly TMA director meetings
- Quarterly progress reports

2040 Initiatives Grant Program

This program is administered by Metro with oversight from the RTO subcommittee. Grant funds are allocated bi-annually and fund TDM services and programs implemented by local jurisdictions, TMAs and non-profit groups located within Metro's boundary. Projects funded with 2040 grants must strive to reduce the usage of single occupant vehicles and/or daily vehicle miles traveled within a specific geographic location. All projects must quantify this reduction and quantify CO2 reduction or other air quality improvements.

In FY 06 the program will be administering grants the second year of grant funding awarded by the RTO subcommittee for 2004-2006. Grant administration FTE is included in Program Administration. In addition, RTO program staff will work with the RTO subcommittee to develop a grant allocation process, selection criteria, evaluation measures, budget and schedule for future grant allocations.

Applicant/Project	FY 06 Funding
SMART Walking Program	\$16,000
Lloyd District Pedestrian Program	\$10,925
Swan Island Vanpool Program	\$12,500
Portland/CarpoolMatchNW	\$60,000
Gresham TMA Bike Program	\$14,950
WTA Car Free Carefree	\$35,653

Key milestones for FY 05-06

- March 06 – Grant allocation process, selection criteria, evaluation measures, budget and schedule for future grant allocations forwarded to RTO subcommittee for review and approval. (Additional milestones will be included in the allocation schedule.)
- June 06 – Completion of 2004-2006 projects.

Deliverables

- Revised grant allocation process defined
- Quarterly progress reports

Evaluation Program

This program collects, analyzes and reports data for each RTO program to ensure that RTO program funds are invested in the most cost effective ways. This scope of work transitions primary responsibility for evaluation of the regional program from TriMet to Metro.

The .25 FTE RTO program staff, augmented by contracted professional services and with guidance from an evaluation working group, will work to identify and implement standard and consistent data collection methods for measuring program effectiveness. This effort will be informed by the recommendations in the *UrbanTrans Rideshare Program Market Research and Implementation Plan* report, as well as the *Metro 2040 Modal Targets Study* report. RTO program staff will be responsible for on going and consistent data collection and tracking.

RTO program staff will provide data to an independent third party, such as Portland State University Transportation Research Center, to produce a program evaluation report for 2004 –2005. The evaluation report will be used to refine program development, marketing and implementation. Previously the program has produced an annual evaluation report, with the last report documenting 2003 program impacts.

In addition, RTO program staff and the evaluation working group will participate in the development of Metro's Travel Behavior Survey of 6,000 households. Metro will track the travel behavior of 1,000 of these households for up to five years, providing the RTO program with the ability to examine many factors related to travel behavior and to track the long-term impact of transportation demand management strategies.

The .5 FTE RTO program staff will:

- Support an evaluation working group that includes members of the RTO subcommittee and TPAC. The working group will review the draft 2004-2005 evaluation report and will work with staff to develop a recommended framework for evaluating RTO programs.
- Determine awareness, participation, customer satisfaction and program impact measures that will be tracked and used to evaluate RTO programs.
- Identify land use measures that can be monitored and related to travel behavior data.
- Conduct on going data collection and tracking for all RTO funded programs.
- Develop a set of prediction factors that would be used to select the most cost-effective RTO programs for implementation.
- Evaluate Region 2040 Centers on a biannual basis to determine progress towards non-SOV modal targets.

Key milestones for FY 05-06

- Jan 06 – Scope of work and production schedule for 2004-2005 evaluation report defined
- Jan 06 – Kick-off meeting for evaluation working group
- Feb 06 -- Process for developing prediction factors defined

- May 06 – 2004 to 2005 evaluation report forwarded to RTO subcommittee for initial review and discussion
- June 06 – 2004 to 2005 evaluation report presented to TPAC, JPACT and the Metro Council

Deliverables

- Evaluation working group formed
- 2004-2005 program evaluation report
- Data collection and tracking methods for future evaluation efforts defined

Budget

Regional Travel Options Program Revenue FY 06	
FFY 04 MTIP carry over revenue	
Metro RTO Program	\$227,106
FFY 05 MTIP categories (FFY 05 MTIP = Metro FY 06)	
Core TDM Program (TriMet)	\$403,000
Metro RTO Program	\$562,494
SMART TDM Program	\$55,000
Carryover from TriMet/Metro IGA	\$312,361
Total Grants	\$1,559,961
Other program revenue sources	
ODOT TDM funds	\$1,036,600
BETC (expected to be received in 05/06)	\$101,217
BETC carryover from FY 05	\$43,000
Local match (partners)	\$95,225
Total other sources	\$1,276,042
Total revenues	\$2,836,003

Revenue source	Grants	Match/Metro	Match/local	ODOT	Total
Program administration					
Metro Program Manager (.5 FTE)	56,486	6,465			62,951
Metro Assoc Trans Planner (.25 FTE)	20,091	2,299			22,390
Administrative staff (.45 FTE)	35,292	4,040			39,332
Contingency and shared cost	3,033	347			3,380
Total program administration					128,053
Collaborative marketing					
Travel Options Marketing Campaign				1,036,600	1,036,600
Marketing/outreach interns (4 interns/160 hours each)	17,368	1,988			19,356
Metro Program Manager (.5 FTE)	56,486	6,465			62,951
Metro Program Assistant 2 (.5 FTE)	28,892	3,307			32,199
Materials and services (display, collateral, incentives)	73,266	8,385			81,651
TriMet employer program**	303,000		34,680		337,680
SMART TDM Program**	55,000		6,295		61,295
Total collaborative marketing					1,631,732
Region 2040 Initiatives Grants**	170,000		19,457		189,457
Transportation Management Assoc. Program**	174,000		19,915		193,915
Regional Rideshare Program					
Regional vanpool fleet operations (20% match)	130,248	32,562			162,810
Rideshare marketing materials and services	25,000	2,861			27,861
CarpoolMatch NW (customer service)***	30,000		3,433		33,433
Metro Assoc Management Analyst (.25 FTE)	19,150	2,192			21,342
Total regional rideshare program					245,446
Evaluation and tracking					
Regional evaluation (1 FTE TriMet)	100,000		11,445		111,445
Metro Travel Behavior Household Survey	22,433	2,567			25,000
Metro Assoc Trans Planner (.25 FTE)	20,091	2,299			22,390
Contracted professional services	35,892	4,108			40,000
Total evaluation and tracking					198,835
Grant carry over for 2040 Initiatives Grants in FY 07	184,233				184,233
BETC carry over for future local match					64,332
Program total*	1,559,961	79,885	95,225	1,036,600	\$2,836,003

Budget notes:

*Proposed Metro staff support totals 2.7 FTE

**Funding sub-allocations to TriMet, Wilsonville SMART, TMAs and 2040 grant recipients

***An additional \$60,000 for improvements to the CarpoolMatchNW web site is included in the Region 2040 Initiatives Grants Program budget

Regional Travel Options Subcommittee of TPAC

Regional Travel Options Program
Proposed FY 06/07 work plan

Regional Travel Options Program
Proposed FY 06/07 work plan

Adopted Dec. 8, 2005 by the Regional Travel Options Subcommittee of TPAC

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Regional Travel Options Subcommittee of TPAC

- Lenny Anderson, Swan Island TMA
- Dan Bower, City of Portland
- Jan Bowers, City of Vancouver
- Rhonda Danielson, TriMet
- Sandra Doubleday, City of Gresham
- Susan Drake, DEQ
- Mohammed Fatthi, Clackamas County
- Kathryn Harrington, citizen
- Dan Kaempff, ODOT
- Matt Larsen, Multnomah County
- Gregg Leion, Washington County
- Jen Massa, City of Wilsonville SMART
- Pam Peck, Metro
- Gregg Snyder, citizen
- Greg Theisen, Port of Portland
- Rick Wallace, Oregon Office of Energy
- Dan Zalkow, citizen

Background

The Regional Travel Options (RTO) Program implements regional policy to reduce reliance on the automobile and promote alternatives to driving for all trips. The program emphasizes all alternative modes of travel and all trip purposes, reflecting policies in the Regional Transportation Plan.

This scope of work continues implementation of the Regional Travel Options 5-Year Strategic Plan developed by the RTO subcommittee of the Transportation Policy Alternatives Committee (TPAC) in 2003. The strategic plan was adopted by the Joint Policy Advisory Committee on Transportation in December 2003 and by the Metro Council in January 2004. The strategic plan established the following program goals:

Goal 1 -- Develop a collaborative marketing campaign that is an “umbrella” for all travel options programs being implemented throughout the region.

Goal 2 -- Work with senior managers to become key advocates for RTO program and funding support at TPAC, JPACT and Metro Council.

Goal 3 -- Develop performance measures for all RTO programs, evaluate the success of these programs on an annual basis and use the results to refine future program investments and marketing strategies.

Goal 4 -- Develop an integrated RTO program organizational structure that supports a more collaborative approach to Regional Travel Options program implementation and decision making.

Goal 5 -- Develop regional policies that integrate RTO programs into other regional land use and transportation programs including the Centers Program, TOD Program, Corridors program, water quality programs and TriMet’s Transit Investment Plan.

Goal 6 -- Develop a funding plan that helps create a sustainable Regional Travel Options program.

Key program objectives for fiscal year 2006-2007

- Implement year two of the regional travel options marketing media and advertising campaign.
- Recommend target area for TravelSmart individual/household based marketing campaign in fiscal year 2007-2008.
- Launch one-stop shop for Regional Rideshare Program.
- Develop criteria for formation of new TMAs.
- Recommend prediction factors for selecting cost-effective RTO programs that produce desired program impacts.

Relationship to Metro Council goals and success factors

The Regional Travel Options Program supports the following Metro Council goals and objectives*:

1.0 Encourage a strong and equitable regional economy.

1.4 Provide efficient access to jobs, services, centers, and industrial areas.

RTO strategies support economic growth by increasing the capacity of current transportation infrastructure by providing and promoting alternatives to driving alone. The RTO program works directly with employers to find the best travel options for their employees through TriMet's Employer Outreach Program and local transportation management associations (TMAs). Services provided through the RTO program, such as carpool matching, vanpools and transit pass program ensure access to jobs for low-income residents of the region.

3.0 Conserve Resources.

3.4 Use transportation investments and market responsive strategies to promote efficient and compact development, particularly in 2040 mixed-use areas and new urban areas.

3.6 Decrease the region's dependency on and consumption of fossil fuels.

The RTO program can be used to increase the number of people bicycling and walking in centers. TMAs provide local leadership, which is one of the most critical components of developing successful community centers. The RTO program works to reduce drive-alone trips and vehicle miles of travel that results in decreased dependency on and consumption of fossil fuels.

6.0 Protect and restore the natural environment, and integrate the natural and urban landscapes

6.2 Reduce pollution of air, water, and soil.

Motor vehicles are the largest single source of air pollution in the Portland area. The RTO program will continue to work with Oregon DEQ to monitor progress towards reducing commute trips and the resulting air quality improvement. Stormwater runoff from street rights of way is the number one cause of water quality degradation in urban areas. Reducing the number of people driving prevents the expansion of roadways, which in turns prevent the amount of impervious surface being added to watersheds.

*Metro Council Goals and Objectives, Jan. 6, 2005: This document is not, in itself, a strategic plan as it does not define Metro's role in creating these outcomes, nor does it prescribe actions Metro may take. Metro's role in each outcome and the specific initiatives Metro will implement are being developed by the Metro Council through its strategic budget initiative and policy making processes. The Metro Council has committed to work with local governments, stakeholder groups, the region's residents, and Metro employees to collaboratively achieve the outcomes expressed in this document.

Program administration

This scope of work continues implementation of the Regional Travel Options 5-Year Strategic Plan and supports the program structure called for by the strategic plan including administration and management of RTO program functions by Metro and better integration of RTO programs with Metro's Centers, TOD and Corridor programs.

The 1.3 FTE RTO program staff will:

- Chair and support RTO Subcommittee of TPAC, including logistics, scheduling and meeting summaries.
- Conduct quarterly meetings of the Senior Managers group.
- Lead strategic planning for RTO Subcommittee including annual retreat and update of the strategic plan.
- RTO Subcommittee research and support on technical and financial issues.
- Create presentations about RTO program for Metro committees and regional partners.
- Administer contracts for RTO programs.
- Develop and submit FTA application for CMAQ grant funds and administer grants for RTO programs.
- Identify local matching funds sources for future years.
- Complete Business Energy Tax Credit (BETC) applications and identify local pass through partner.
- Develop RTO program budget for FY 07-08.
- Track MTIP funding process and provide updates to RTO subcommittee members and other program partners.
- Provide local transportation system plan support on achieving 2020 non-SOV targets.
- Provide staff support for development and analysis of TDM strategies in corridor planning studies.
- Provide staff support for development and analysis of TDM strategies included in the Regional Transportation Plan Update.
- Represent RTO program at Metro committees and jurisdictions and agency meetings.

Key milestones for FY 06/07

- Sept 06 – RTO 07/08 work programs and budgets reviewed and adopted by RTO subcommittee
- Oct 06 – RTO 07/08 work programs and budgets reviewed and adopted by TPAC, JPACT and the Metro Council
- Nov 06 – BETC applications completed
- June 07 – RTO subcommittee annual retreat
- Ongoing – Track MTIP allocation process
- Ongoing – Participate in Regional Transportation Plan Update and corridor planning studies.

Deliverables

- FY 07/08 budget
- RTO subcommittee meeting summaries
- Updated strategic plan
- RTO annual retreat summary

Collaborative Marketing Program

The RTO Collaborative Marketing Program coordinates all marketing and outreach efforts of the regional partners to create a broader public awareness of the travel options available to people traveling around the region and to reach new, targeted audiences. The program includes implementation of the second year of a regional marketing media and advertising campaign, TriMet's Employer Outreach Program, Wilsonville SMART's TDM Program, and coordination of local partner marketing activities.

Metro's scope of work will focus on coordination of marketing activities carried out by all RTO partners to maximize the program's reach and effectiveness. In addition, the program will leverage the state's investment in the regional travel options marketing media and advertising campaign by conducting outreach at neighborhood and community events, providing incentives and giveaways to encourage behavior change.

The 1.5 FTE RTO program staff, augmented by contracted professional services, will carry out the following tasks:

- Develop RTO collateral materials consistent with the regional travel options marketing media and advertising campaign brand, including fact sheets, brochures, web pages, and other collateral materials.
- Create an RTO presence at key community events, including fairs, festivals and farmers markets, to provide information about travel options and one-on-one consultations with individuals and families willing to make behavior change. Offer a commitment form, backed up with incentives for those who follow through by making behavior.
- Develop regional calendar of events and coordinate presence of RTO partners.
- Support marketing working group for effective coordination and partner communication.
- Audit existing school outreach and marketing programs and recommend RTO role in reaching families with children through school-based outreach.
- Recommend target market(s) for TravelSmart individual/household marketing project(s) funded in the 2006-2009 MTIP. Forward recommendations to the RTO subcommittee, TPAC, JPACT and the Metro Council as part of the RTO budget for fiscal years 2007-2008 and 2008-2009.

Key milestones for FY 06-07

- July-Aug 06 -- Outreach at neighborhood and community events.
- Aug 06 – Recommendation on RTO role in school-based outreach forwarded to RTO subcommittee.
- Sept 06 – Recommendation on target area(s) for TravelSmart individual/household marketing project(s) in fiscal years 2008 and 2009 forwarded to RTO subcommittee.
- Oct 06 – Recommendation on target area(s) for TravelSmart project(s) forwarded to TPAC, JPACT and the Metro Council.
- March 07 – Events calendar completed
- May to June 07 -- Outreach at neighborhood and community events.

- Ongoing – Implement year two of the regional travel options marketing media and advertising campaign.
- Ongoing – Implement Bike There! map marketing strategy
- Milestones to be determined – Coordinate update, printing and marketing of 2007 Bike There! map, and possible development of online trip planning tool

Deliverables

- RTO collateral materials
- Regional calendar of events
- TravelSmart target areas defined

Regional Rideshare - Vanpool Program

This program markets carpooling and vanpooling to employers, provides internet-based ride matching services through CarpoolMatchNW.org, and provides vanpool and shuttle services. The scope of work for fiscal year 2006-2007 includes development of new resources, launch of new or increased services in target markets identified in the August 2005 *Rideshare Program Market Research and Implementation Plan* report, and public launch of the one stop shop for provision of rideshare services.

The .5 FTE RTO program staff, augmented by contracted professional services, will carry out the following tasks:

- Work with van vendors and area transit agencies to report vanpool mileage to National Transit Data (NTD) to secure 5307 funds for vanpool operations in FY 08.
- Refine program financial plan.
- Implement vanpool pilot projects in target markets in collaboration with local outreach partners, including TMAs, with the goal of starting 10 new vanpool groups.
- Promote carpooling in targeted markets to meet targets/goals established in FY 06.
- Develop collateral materials including fact sheets, brochures, web pages, testimonials, and other collateral.
- Implement visual brand for program developed in FY 2005-2006 and launch one stop shop to the public.
- Continue participation in development of statewide ridematching system; determine timeline for migrating the regional system to the statewide system.
- Maintain CarpoolMatchNW web site until statewide matching system is available to provide these services for the region.
- Refine targets for services and outreach.
- Track and report on program performance.
- Support rideshare working group of RTO Subcommittee for effective coordination and partner communication.

Key milestones for FY 06-07

- Milestones to be determined – Launch, administer and evaluate one-stop shop for regional rideshare services.
- Ongoing -- Implement vanpool mileage reporting strategy.

Deliverables

- Promotion and marketing plan for 2007
- Regional rideshare services collateral materials
- Updated program financial plan

Transportation Management Association (TMA) Program

The TMA Program operates under the policy direction as provided in Metro Resolutions No.98-2676 and No.02-3183. TMAs are important private/public partnership tools that can be used effectively in the Central City, Regional Centers, Industrial Areas, and some Town Centers. TMAs provide important leadership development in Region 2040 centers that catalyze economic and community development.

The following TMAs provide trip reduction services to employers in the Portland metropolitan area: Clackamas Regional TMA, Gresham TMA, Lloyd TMA, Swan Island TMA, Troutdale TMA, and Westside Transportation Alliance.

RTO program staff will work with the TMAs to (note that FTE for these tasks is included in Program Administration):

- Conduct a study to better understand why the Tualatin and Columbia Corridor TMAs were not successful and use the results to create new criteria for the TMA approval process.
- Explore opportunities to develop TMAs in regional centers where significant transportation investments are being made. Over the next 3-5 years this will include proposed TMA start-ups in Hillsboro, Washington Square, Gateway and Oregon City (if they are ripe for TMA formation).
- Develop work plans for each TMA that support the unique character of each regional center and industrial areas and recognizing that at different levels of development.
- Hold quarterly meetings of TMA directors.
- Track TMA performance toward meeting outreach and performance targets.
- Recommend options for better linking TMA performance to funding.
- Develop performance measures for TMAs.
- Recommend options for better linking performance to funding.

Key milestones for FY 06-07

- Oct 06 – TMA directors meeting held
- Jan 07 – TMA directors meeting held
- April 07 – TMA directors meeting held
- May 07 – TMA funding agreements for FY 06-07 executed
- June 07 – TMA directors meeting held
- Milestones to be determined – Recommend criteria for formation of new TMAs.

Deliverables

- Report on factors that create a successful TMA
- TMA agreements
- Summaries of quarterly TMA director meetings
- Quarterly progress reports

2040 Initiatives Grant Program

This program is administered by Metro with oversight from the RTO subcommittee. Grant funds are allocated bi-annually and fund TDM services and programs implemented by local jurisdictions, TMAs and non-profit groups located within Metro's boundary. Projects funded with 2040 grants must strive to reduce the usage of single occupant vehicles and/or daily vehicle miles traveled within a specific geographic location. All projects must quantify this reduction and quantify CO2 reduction or other air quality improvements.

In FY 07 the program will be administering grants awarded by the RTO subcommittee for 2006-2008. Grant administration FTE is included in Program Administration. 2040 grant funds available for 2006-2008 total \$291,350 for a 2-year program total of \$324,696.

Key milestones for FY 05-06

- July 06 – Work on 2006-2008 projects begins.
- Oct 06 – Quarterly progress reports submitted to Metro
- Jan 07 – Quarterly progress reports submitted to Metro
- April 07 – Quarterly progress reports submitted to Metro
- July 07 – Quarterly progress reports submitted to Metro

Deliverables

- Quarterly progress reports

Evaluation Program

This program collects, analyzes and reports data for each RTO program to ensure that RTO program funds are invested in the most cost effective ways. A biannual evaluation report is used to refine program development, marketing and implementation to ensure that limited program dollars are invested in the most cost effective ways.

The .65 FTE RTO program staff will be responsible for on going and consistent data collection and tracking that will be used to produce an evaluation report for 2006-2007 in fiscal year 08. RTO program staff and the evaluation working group will continue to participate in the development of Metro's longitudinal Travel Behavior Survey of 1,000 households for up to five years and recommend survey projects for future years that will assist with evaluation of the RTO program and could result in models that would better predict the impact of investments in TDM strategies and infrastructure for travel options.

The .65 FTE RTO program staff will:

- Support RTO evaluation working group for effective partner involvement in the RTO evaluation program.
- Conduct on going data collection and tracking for all RTO funded programs.
- Create a central database for the RTO program that can be used in conjunction with other regional travel behavior data to monitor each program component.
- Develop a set of prediction factors that would be used to select RTO programs for implementation based on cost-effectiveness and ability to achieve desired program impacts.
- Recommend options for RTO participation in the longitudinal Travel Behavioral Survey.

Key milestones for FY 06-07

- July 06 – Workplan for development of program database and prediction factors completed. The plan will identify milestones for the evaluation program in FY 06-07.
- Ongoing – Data collection and program tracking.

Deliverables

- Program effectiveness prediction factors.
- Central database completed.

Budget

Regional Travel Options Program Revenue FY 07

FFY 06 MTIP categories (FFY 06 MTIP = Metro FY 07)

Regional evaluation (TriMet)	\$100,000	
TriMet employer program	\$195,000	
Core TDM Program	\$987,000	
Telework (ODOE)	\$27,000	
BETC (ODOE)	\$27,000	
SMART TDM Program	\$121,000	
Carry over for 2040 Initiatives Grants	\$184,233	
Total grant revenue		\$1,641,233
Other program revenue sources		
ODOT TDM funds	\$823,435	
BETC (expected to be received in 06/07)	\$112,037	
BETC carryover from FY 06	\$64,332	
Local match (partners)	\$91,010	
Total other sources		\$1,090,814

Total revenues		\$2,732,047
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Revenue source	Grants	Match/Metro	Match/Local	ODOT	Total
Program administration					
Metro Program Manager (.5 FTE)	\$57,306	\$6,559			\$63,865
Metro Assoc Trans Planner (.5 FTE)	\$42,805	\$4,899			\$47,704
Administrative staff (.3 FTE)	\$18,145	\$2,077			\$20,222
Contingency and shared cost	\$20,324	\$2,326			\$22,650
Total program administration					\$154,441
Collaborative marketing					
Travel Options Marketing Campaign				\$823,435	\$823,435
Metro Program Manager (.5 FTE)	\$57,306	\$6,559			\$63,865
Marketing/outreach interns (4 interns/320 hours each)	\$35,228	\$4,032			\$39,260
Metro Program Assistant 2 (1 FTE)	\$57,784	\$6,614			\$64,398
Materials and services (collateral, incentives)	\$29,415	\$3,366			\$32,781
TriMet employer program*	\$350,000			\$40,059	\$390,059
SMART TDM Program (07 and 08)*	\$121,000			\$13,849	\$134,849
Total collaboration marketing					\$1,548,647
Region 2040 Initiatives Grants (2006-2008)*	\$145,675		\$16,673		\$162,348
Transportation Management Assoc. (TMA) Program*	\$148,500		\$16,996		\$165,496
Regional rideshare program					
Regional vanpool fleet operations (20% match)	\$130,248	\$32,562			\$162,810
Vanpool pilot projects operations (20% match)	\$88,000	\$22,000			\$110,000
Rideshare marketing materials and services	\$40,000	\$4,578			\$44,578
CarpoolMatch NW (maintenance)	\$30,000			\$3,433	\$33,433
Metro Assoc Management Analyst (.5 FTE)	\$40,766	\$4,666			\$45,432
Total regional rideshare program					\$396,253
Evaluation and tracking					
Metro Travel Behavior Household Survey	\$22,433	\$2,567			\$25,000
Metro Assoc Trans Planner (.5 FTE)	\$42,805	\$4,899			\$47,704
Data Resources and Transportation Research (.15 FTE)	\$17,817	\$2,039			\$19,856
Total evaluation and tracking					\$92,560
Grant carry over for 2040 Initiatives Grants in FY 08**	\$145,675				\$145,675
BETC carry over for future local match					\$66,627
Program total***	\$1,641,232	\$109,743	\$91,010	\$823,435	\$2,732,047

Regional Travel Options Program
Proposed FY 06-07 work plan, adopted Dec. 8, 2005

Budget notes:

*Funding sub-allocations to TriMet, Wilsonville SMART, TMAs and 2040 grant recipients

**2040 grant funds available for 7/06-6/08 will total \$291,350 for a 2-year program total of \$324,696

***Proposed Metro staff totals 3.95 FTE