

A G E N D A

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METRO

Agenda

MEETING: METRO COUNCIL REGULAR MEETING
DATE: February 12, 1998
DAY: Thursday
TIME: 2:00 PM
PLACE: Council Chamber

Approx.
Time*

Presenter

2:00 PM

CALL TO ORDER AND ROLL CALL

(5 min.)

1. INTRODUCTIONS

(5 min.)

2. CITIZEN COMMUNICATIONS

(5 min.)

3. EXECUTIVE OFFICER COMMUNICATIONS

(10 min.)

4. MPAC COMMUNICATIONS

5. CONSENT AGENDA

2:25 PM

5.1 Consideration of Minutes for the February 5, 1998
Metro Council Regular Meeting.

(5 min.)

6. ORDINANCES - FIRST READING

2:30 PM

6.1 **Ordinance No. 98-728**, Amending the FY 1997-98
Budget and Appropriations Schedule by transferring
\$51,623 from Contingency to Personal Services in
the Zoo Operating Fund to provide for staffing of
the new facilities associated with the Oregon Project;
and declaring an emergency.

(5 min.)

7. ORDINANCES - SECOND READING

2:35 PM

7.1 **Ordinance No. 97-710**, For the Purpose of Establishing
a Coordinated 2017 Population Forecast for Use in
Maintaining and Updating Comprehensive Plans.

(5 min.)

Morissette

2:40 PM (5 min.)	7.2	Ordinance No. 97-719A , Amending the FY 1997-98 Budget and Appropriations Schedule by Transferring .50 FTE from the Office of Citizen Involvement and .50 FTE from the Growth Management Department to the Office of Public and Government Relations in the Support Services Fund to Provide Additional MPAC and MCCI Committee Support, Modifying the Funding Source of the Position, and Declaring an Emergency.	McLain
2:45 PM (5 min.)	7.3	Ordinance No. 98-721A , For the Purpose of Amending Ordinance No. 96-647C and 97-715B to Revise Title 6 Recommendations and Requirements for Regional Accessibility.	McLain
	8.	RESOLUTIONS	
2:50 PM (5 min.)	8.1	Resolution No. 97-2587 , For the Purpose of Confirming the Appointment of Elaine Wilkerson to the Position of Director of the Growth Management Department.	Morissette
2:55 PM (5 min.)	8.2	Resolution No. 97-2588 , For the Purpose of Appointing Members to the Water Resources Policy Advisory Committee.	McLain
3:00 PM (5 min.)	8.3	Resolution No. 98-2593 , For the Purpose of Confirming the Appointment of James E. Diamond, Jr., and John F. Fryer to the Investment Advisory Board.	McFarland
3:05 PM (5 min.)	8.4	Resolution No. 98-2598 , For the Purpose of Authorizing the Release of RFQ #97R-48-REM for Analytical Laboratory Services.	McFarland
3:10 PM (5 min.)	8.5	Resolution No. 98-2601 , For the Purpose of Filling a Vacancy on the Traffic Relief Options Task Force.	McLain
3:15 PM (5 min.)	8.6	Resolution No. 98-2605 , For the Purpose of Authorizing the Auditor to Release a Request for Proposals and Execute a Contract for Independent Audit Services.	McFarland
	9.	CONTRACT REVIEW BOARD	
3:20 PM (5 min.)	9.1	Resolution No. 98-2591 , For the Purpose of Extending the Current Contracts for the Metro 401(k) Salary Savings Plan with William M. Mercer, Inc. (Recordkeeper) and Northwestern Trust (Trustee) to Complete Conversion to the Vanguard Group.	Morissette
3:25 PM (10 min.)	10.	COUNCILOR COMMUNICATION	

ADJOURN

CABLE VIEWERS: Council Meetings, the second and fourth Thursdays of the month are shown on City Net 30 (Paragon and TCI Cablevision) the first Sunday after the meeting at 8:30 p.m. The entire meeting is also shown again on the second Monday after the meeting at 2:00 p.m. on City Net 30. The meeting is also shown on Channel 11 (Community Access Network) the first Monday after the meeting at 4:00 p.m. The first and third Thursdays of the month are shown on Channel 11 the Friday after the meeting at 2:00 p.m. and the first Sunday and Wednesday after the meeting on Channels 21 & 30 at 7:00 p.m.

PUBLIC HEARINGS: Public Hearings are held on all Ordinances second read and on Resolutions upon request of the public. All times listed on the agenda are approximate; items may not be considered in the exact order. For questions about the agenda, call Clerk of the Council, Chris Billington, 797-1542. For assistance per the American Disabilities Act (ADA), dial TDD 797-1804 or 797-1540 (Council Office).

Agenda Item Number 5.1

Consideration of the February 5, 1998 Regular Metro Council meeting minutes.

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

MINUTES OF THE METRO COUNCIL MEETING

February 5, 1998

Council Chamber

Councilors Present: Jon Kvistad (Presiding Officer) Ruth McFarland, Susan McLain, Patricia McCaig, Ed Washington, Lisa Naito, Don Morissette

Councilors Absent:

Presiding Officer Kvistad convened the Regular Council Meeting at 2:25 p.m.

1. INTRODUCTIONS

None.

2. CITIZEN COMMUNICATION

Art Lewelyn, 3205 SE 8th #9, Portland, OR 97202, spoke of his LOTI Project, an alternative to the South North light rail and reviewed the reason that the light rail should be maintained on the east side of the river and not go downtown. His design included building trackless trolleys on the mall and introducing streetcars into the overall transportation picture. He showed his ongoing designs and expressed the need to invest on the east side, an important part of the city. He said the LOTI proposal had the electric buses running on the mall to College Street, OHSU and the Albina district. He had recently added a feeder route into the mall with access to the Ross Island Bridge. He emphasized that the light rail should be the vehicle to come into town as fast as possible and the streetcar/trolley should be the vehicles to get around the downtown area of Portland improving access. He felt this broad proposal would increase transit ridership and reduce the amount of excessive traffic in the downtown.

Richard Ellmyer, 9124 N. McKenna, Portland OR 97203, spoke of concerns about excessive population growth. (A copy of his comments may be found in the permanent record of this meeting located in the Council Office.)

Peter Teneav, a resident of Kenton and an activist in environmental transportation, seconded Mr. Ellmyer's comments. The excessive population growth conference was impressive with an enormous amount of energy. Many of the problems that he dealt with such as surface run-off were ultimately the result of growth. He hoped there was no encouragement of growth because he felt that there had been deterioration of the quality of life in Portland. It was his hope that in all of the Council's deliberations that they continued their awareness of the growth issues.

3. EXECUTIVE OFFICER COMMUNICATIONS

None.

4. MPAC COMMUNICATION

Councilor McLain, said that at the last MPAC meeting, which Councilor Naito also attended, growth management issues and Title III issues were discussed. MPAC would be focusing on Title III issues at their next meeting, next Wednesday. They hoped to have draft recommendations on Title III completed by the time of the Council public hearings on February 17 and 26, 1998. The MPAC Chair, Judie Hammerstad would be bringing her comments to the Council at the February 26th Council meeting. At the Coordinating Committee meeting with MPAC there was a suggestion that there be a Council/MPAC retreat in the March/April time frame. MPAC was willing to take an MPAC meeting off of the calendar to have the retreat.

Councilor Naito added that they had looked at a tentative date, if there was enough interest, on a regularly schedule MPAC evening meeting. She suggested it would be at the Convention Center. She clarified that the meeting was more a joint meeting than a retreat.

Councilor McLain added that the idea of the meeting was more of an informal setting, informal meeting.

Councilor Naito continued that the idea was to spend some time looking at the direction Council and MPAC and what were some of the major issues that the Council was facing with MPAC, such as funding. She thought the meeting would be a work session format with a mediator to help facilitate that discussion.

5. CONSENT AGENDA

5.1 Consideration meeting minutes of the January 22, 1998 Regular Council Meeting.

Motion: Councilor Morissette moved to adopt the meeting minutes of January 22, 1998 Regular Council Meeting.

Seconded: Councilor McLain seconded the motion.

Vote: The vote was 7 aye/ 0 nay/ 0 abstain. The motion passed unanimously.

6 ORDINANCES - FIRST READING

6.1 Ordinance No. 98-725, For the Purpose of Granting a Yard Debris Processing Facility License to the Minsinger's Floral Nursery Inc. to Operate a Yard Debris Composting Facility.

Presiding Officer Kvistad assigned Ordinance No. 98-725 to Regional Environmental Management Committee.

6.2 Ordinance No. 98-727, For the Purpose of Amending Ordinances No. 96-647C and No. 97-715B, the Urban Growth Management Functional Plan, to Clarify Compliance Issues.

Presiding Officer Kvistad assigned Ordinance No. 98-727 to Growth Management Committee.

7. RESOLUTIONS

7.1 Resolution No. 98-2586, For the Purpose of Authorizing the Executive Officer to Execute an Amendment to an Intergovernmental Agreement with the City of Portland Bureau of Environmental Services to Establish Native Vegetation on the Perimeter of St. Johns Landfill.

Motion: Councilor Washington moved to adopt Resolution No. 98-2586.

Seconded: Councilor McLain seconded the motion.

Discussion: Councilor Washington reviewed Resolution No. 98-2586. This resolution would put native vegetation along the perimeter of St. Johns Landfill. Metro had been doing this for quite some time. In 1996, Metro and the City of Portland's Environmental Services entered into an agreement on native vegetation for the St. Johns Landfill. Councilor Washington reviewed some of the seven projects that were planned and noted that the impact would be about \$67,740, most of which would be expended in 1997 and 1998 with the balance completed in 1999. This was part of the process of closing down St. Johns Landfill.

Vote: The vote was 7 aye/ 0 nay/ 0 abstain. The motion passed unanimously.

7.2 Resolution No. 98-2592, For the Purpose of Confirming the Reappointment of Gary Conkling to the Metropolitan Exposition-Recreation Commission.

Motion: Councilor Naito moved to adopt Resolution No. 98-2592.

Seconded: Councilor McLain seconded the motion.

Discussion: Councilor Naito said this was a reappointment of Mr. Conkling to the MERC Board. He was president of Conkling Fiscome and McCormick and had been director of Public Affairs at Textronics as well as having served on the Tri-Met Board of Directors for five years. He had been very active at MERC particularly in looking for solutions for the Stadium. He had extensive record of services and knowledge about government. She suggested he come forward.

Mr. Gary Conkling said he would appreciate the opportunity to be reappointed to extend the service he has had on MERC. It had been an interesting experience learning more about the buildings. It was an important part of our legacy to review these buildings as regional. These buildings were a reflection of why we had regional government. There should not be multiple stadiums and cultural center where the parts of the region compete with each other. It made sense that the region should have facilities that could accommodate the needs of a growing metropolitan community. He felt strongly that these buildings were regional assets and should be managed in this way.

Councilor McFarland asked if Mr. Conkling was in favor of a grass field at Civic Stadium.

Mr. Conkling said he had been an advocate of a grass field considering that Oregon was a major grass seed grower.

Councilor McCaig understood that Mr. Conkling was a nominee from Washington County and she had every intention of supporting his appointment. She asked about the evolving role of the Council and MERC. She felt there was a movement a foot to distance MERC from the agency

and the Council. The Council took relatively decisive action to do that at the Regional Facilities Committee. She asked what Mr. Conkling saw as the evolving role between MERC and the Council in the next four years.

Mr. Conkling viewed fundamentally the changes that had occurred in the last period of time as ones that had as their principle component allowing the management of the buildings to be more entrepreneurial, not necessarily more autonomous. The relationship between MERC and Metro, in his personal view, hadn't really been the issue, the issue was how entrepreneurial could the buildings be run for their best interest as the stewards on behalf of the public. It did no good to have them if they were not operated in a way where they could keep their doors open. There could be friendly disagreements as to the right approach, the right level of management and a commission versus oversight by the Council. He thought a good balance was struck. He did not believe the distance between the Council and MERC had grown, in fact, he argued that the partnership between the two had increased. The Council and MERC had very distinct roles and the roles were more sharply defined than before but not any the lesser roles. The Convention Center was not something where MERC made the decision as to whether or not that election went forward. The Council made that decision, that was their role. While there had been changes, the changes accrued to the favor and the benefit of the buildings and ultimately the public that gave MERC the opportunity to manage them. He was not so sure that he believed that the Council and MERC were further apart, in that they were drifting apart, in fact, MERC needed the Council to be a good partner. It was his hope that the Council would come to depend on MERC and expect MERC to be a good partner to the Council as well.

Councilor McCaig appreciated Mr. Conkling's comments. She believed that there could be cooperation and that level of trust and respect between the two agencies regardless of the bookkeeping and contracting of different services. However, she was fearful that not all members of the MERC Commission felt that way. In fact, there were some members who had expressly pointed to a direction to see a greater distance between Metro and MERC. She was worried about this for the reasons Mr. Conkling spoke to such as that the facilities were regional, were an asset to the region and should be regionally managed. Included in this was the discussion about the Convention Center and the Council's authority to put it on the ballot, MERC could not, this was one of the distinction between the two entities. In the Sizemore initiative, MERC had a different standing, she asked Mr. Conkling to speak to what the initiative provided and MERC's continued existence if Mr. Sizemore was successful.

Mr. Conkling said he had not actually read Mr. Sizemore's initiative but his understanding of it was that some type of entity would continue to manage the regional facilities if their owners chose to do that. Two sets of facilities were currently owned by Metro, two sets of facilities were still owned by the City of Portland. He did not believe the initiative could preclude the city from taking action as it chose to. In some respects the initiative could only hold to those facilities that were related to Metro, the Convention Center and Expo. He was unsure what instinct led to this particular notion. From what Mr. Conkling understood, whoever assisted Mr. Sizemore in drafting this provision took note of this particular contingency and tried to deal with it. Having watched Mr. Sizemore deal daily with the unintended effects of Measure 47, he thought Mr. Sizemore had become more keenly aware that sometimes what had been proposed had other impacts. It was Mr. Conkling's impression that this was Mr. Sizemore's solution to the issue of regional facilities.

Councilor McCaig suggested that the legal counsel, during a Regional Facility Committee meeting, brief the committee on that role because it was distinctly different and provided a different level of protection for MERC than would exist for the Council and the government. She asked about what Mr. Conkling's view was for the next four year on the upcoming issues that needed to be addressed by MERC and Metro in general.

Mr. Conkling said there were three particular issues he would identify: one, MERC needed to do a better job of marketing, he thought this was a shared goal with Metro, in marketing what MERC did, the benefits of what MERC did and how they did it. He said that in many people's minds, the buildings were not succeeding, but in reality, the tally of the tape showed the seats were filled up, these buildings were enormously successful. MERC needed to communicate the success that the buildings had had. They were attracting people, a variety of activities, events, groups to all of the facilities. The second issue was MERC and Metro needed to get serious about finding regional funding strategies for these facilities. MERC needed to take a role in moving toward this goal, talking about what the options were and begin to get some ideas on the table. Third, each and everyone of the buildings had a capital need. These facilities were ready to be expanded or modernized. There was a need for a new theater in this community, they were already bulging from the seams, this was something that hadn't even been addressed. The Expo was a building that was almost full with events that had grown locally. The Convention Center had been very successful and was also full. Finally, the Stadium offered the most puzzling set of challenges yet it was a success in a sense that the community used this facility, lots of the community. The community depended on that facility much more than they realized. He summarized the three challenges as, marketing the success of the buildings, making sure that they were looking for regional funding strategy, and attend to, in the business plans of each of the facilities, the capital plans and see what could be done to move the needle.

Councilor McCaig thanked Mr. Conkling indicating she was glad that he was with MERC, he was a voice of reason and thoughtfulness.

Councilor Washington asked about marketing the facilities. He asked Mr. Conkling to speak to the level of marketing that he saw for each one, where was the best job of marketing being done.

Mr. Conkling answered that first and foremost, Metro had a branding strategy that the Council was looking at. This was one that MERC was associating with, participating with, it was a good thing. Part of his background was doing marketing communications and he felt very strongly that one was never much better than the pitch one was making to one's consumers. They needed to know what you were doing. In some cases, MERC was not letting their own customers know what was happening, where they were at. In some cases, MERC was not talking to potential customers. He suggested that in the theater complexes there was a lot of interest but limited space. MERC needed to be talking more to their customers and to their resident groups, there was a good program already established talking with MERC tenants. MERC needed to talk to everybody about the Stadium, not everyone understood the situation MERC was in with this facility so the marketing challenge was more complex. MERC built the illustration of what they meant for Expo so that when people saw it they understood the importance of the building. The answer for Expo was to develop a good facility and take the time to build the capital resources to do it. With the Convention Center, MERC must make sure that it met their regional objectives which were to help and strengthen the local economy, particularly to strengthen its own neighborhood local economy. It had done all of those things but was now bumping up against its

barrier and MERC needed to make sure they found ways to complete the plan and to execute a full strategy to maximize the community benefit.

Councilor Naito said she supported this course and hoped the Council would go forward with it. She expressed her thanks for the public service involved here, the Council recognized that a great number of hours were put in, Mr. Conkling's very busy schedule and it was appreciated.

Vote: The vote was 7 aye/ 0 nay/ 0 abstain. The motion passed unanimously.

7.3 Resolution No. 98-2596, For the Purpose of Authorizing the Release of a Request for Proposals for Hardware and Software to Refurbish the Computer Network System at the Metro Regional Center.

Motion: Councilor McCaig moved to adopt Resolution No. 98-2596.

Seconded: Councilor Naito seconded the motion.

Discussion: Councilor McCaig noted that Resolution No. 98-2596 was introduced with the slide show presentation for the Council at the last Finance Committee meeting. This was the upgrade and the refurbishment of the network which would allow Metro to do things faster, quicker with more information and provide the firewall. This was the piece in the CIP that was flex time. The actual three year lease was \$130,000, with the first year being paid for by Growth Management, Transportation and Regional Environmental Management Departments. This resolution authorized the request for proposal. The Council had already authorized the money. She urged the Council's support.

Councilor McFarland asked Councilor McCaig what part the Computer Service department had just done.

Councilor McCaig indicated that the department had suggested that Councilor McFarland receive a permanent password so that she did not have difficulty getting into her email every time the Computer support people worked on the email system.

Vote: The vote was 7 aye/ 0 nay/ 0 abstain. The motion passed unanimously.

8. CONTRACT REVIEW BOARD

8.1 Resolution No. 98-2594, For the Purpose of Amending the Contract Between Metro and Performance Abatement Services, Inc. (Contract No. 905855) for Hazardous Material Abatement Services Associated with the Development of a Capital Project at Metro Washington Park Zoo.

Motion: Councilor Naito moved to adopt Resolution No. 98-2594.

Seconded: Councilor Washington seconded the motion.

Discussion: Councilor Naito reviewed Resolution No. 98-2594. Metro had an existing contract at the Zoo with Performance Abatement Services. That contract was to remove all of the paint containing asbestos on the exterior on one level of the feline building. This measure would amend that existing contract to add removal of all of the paint containing

asbestos from the interior and also from two exterior grottos of the same building. The amount of the amendment was \$39,400. There were five different firms that competed for the original bid, this company was approximately half of the next lowest bid, the bid was very good. This change order had been reviewed by staff and was consistent with the original bid in light of the scope of work involved in the contract. It made sense to have one contractor do all the same work since they were already familiar with the project. She urged the Council's support.

Councilor Morissette said usually when a bid was substantially lower than the balance of the bids, it was possible that the contractor had missed something. Councilor Morissette asked if there had been a review of the contract which allowed the contractor the flexibility to raise the bid if more of the contaminated material was found.

Councilor Naito asked Mr. Maxwell to come forward to respond to Councilor Morissette's question. She noted that some of the same questions had been asked in committee.

Jim Maxwell, Capital Project Manager for the Oregon Project, responded that the company had done the abatement for the children's farm area. They were substantially lower in that piece in their original bid also. The company performed very well, there was a consultant that oversaw and approved all of the work done, the company had done a very good job. There was a range on the original bid from just under \$50,000 for the base work to in excess of \$200,000 for the base work. Abatement was an area that had great swings that were not necessarily attached to the mechanics of the scope such as in the building of a building. The most important element was that the company had performed very well on the work they had already accomplished and were committed to finishing the work for the project. The real benefit to Metro and the community was that when all of the abatement was done on the feline building, all of the concrete could be recycled and used as fill material.

Councilor Morissette asked if this was additional work that was decided to be done or the original job that had become more extensive.

Mr. Maxwell responded that it was in addition to the scope. The area was thought to be clean, it was another part of the building. Upon subsequent tests after the work had already been bid, it was discovered that another large area of the building contained an undercoating that was put on concrete after the building was built to seal it. This area had not been bid on in the original package.

Councilor Morissette summarized that each one of the bidders would have then had a corresponding request for additional work to be done, then, had they gotten the contract.

Mr. Maxwell, responded, absolutely.

Councilor Morissette said, so this was separate. He asked Mr. Maxwell if they had gone through and checked the amount of work to be done with this contract, was it a fair percentage to the other work that had already been completed. Did Mr. Maxwell feel comfortable that this was an appropriate price for the current bid?

Mr. Maxwell said that was what Councilor Naito was referring to in the analysis of the square footage involved. Mr. Maxwell had laid it out to the company just as if they were bidding, by square foot. Their proposed bid was consistent with their original bid.

Councilor McFarland said she intended to support this resolution on this basis. She understood the ramifications of this resolution but she was increasingly leery of Metro's tendency to settle for a sole source more times than might be necessary. In the future, she suggested, if it was possible and probable that we can get the same result, we should go out for bids. There needed to be a place where we went back and asked for rebids on such contracts. She suggested that from this point forward these types of jobs should be put out to bid.

Presiding Officer Kvistad asked how everything was going on the Oregon Project, what did the time line look like.

Mr. Maxwell reviewed that they had been concerned about the floor of the conference area being poured so that steel could be erected this week. The contractors had done a good job of fitting it in between rain showers. Once all of the concrete was poured, the structural steel would all be erected by the end of the week. He noted that there were arrangements being discussed to invite the Council to visit and be briefed on the site. At the mountain goat exhibit the structural steel had been put together which would be the foundation for the rock formations. The next step would be to shoot a structural coat, this would occur next week, and then add color, making the rocks look real. In two week the retail building would begin to be built. The entire complex was starting to grow and come out of the ground.

Councilor McCaig noted a story she had heard, there were cameras that had been placed in different parts of the zoo to see if the animals were disturbed by the drilling of the tunnel. The drilling impact was actually positive from some of the animals, particularly the rhinos.

Vote: The vote was 7 aye/ 0 nay/ 0 abstain. The motion passed unanimously.

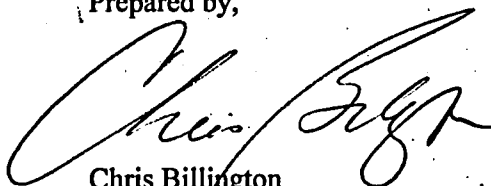
9. COUNCILOR COMMUNICATION

None.

10. ADJOURN

There being no further business to come before the Metro Council, Presiding Officer Kvistad adjourned the meeting at 3:24 p.m.

Prepared by,



Chris Billington
Clerk of the Council

Metro Council Meeting

February 5, 1998

Page 9

Document Number	Document Date	Document Title	TO/FROM	RES/ORD
020598c-01	2/5/98	Metro Presentation on Excessive Population Growth	TO: Metro Council FROM: Richard Ellmyer	none
020598c-02	2/5/98	"Portland can build a light rail to Oregon City and so much more	TO: Metro Council FROM: Art Lewellyn	none

Agenda Item Number 6.1

Ordinance No. 98-728, Amending the FY 1997-98 Budget and Appropriations Schedule by Transferring \$51,623 from Contingency to Personal Services in the Zoo Operating Fund to Provide for Staffing of the New Facilities Associated with the Oregon Project; and Declaring an Emergency.

First Reading

Metro Council Meeting
Thursday, February 12, 1998
Council Chamber

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1997-98)	ORDINANCE NO. 98-728
BUDGET AND APPROPRIATIONS)	
SCHEDULE BY TRANSFERRING \$51,623)	
FROM CONTINGENCY TO PERSONAL)	
SERVICES TO PROVIDE FOR STAFFING OF)	Introduced by Executive Officer
THE NEW FACILITIES ASSOCIATED WITH)	Mike Burton
THE OREGON PROJECT, AND DECLARING)	
AN EMERGENCY)	

WHEREAS, the voters approved a bond measure in September 1996 to add an exhibit at the Zoo called the Oregon Project; and

WHEREAS, additional staffing that could not have been reasonably anticipated at the time the budget was developed is necessary in the current fiscal year to successfully open the new entrance and related facilities; and

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations with the FY 1997-98 Budget; and

WHEREAS, The need for a transfer of appropriation has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 1997-98 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$51,623 from contingency to personal services in the Zoo Operating Fund for the purpose of providing for staffing of the new facilities associated with the Oregon Project.

2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this _____ day of _____, 1998.

Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

Exhibit A
Ordinance No. 98-728
Zoo Operating Fund

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	1.00	94,774	0.00	0	1.00	94,774
	Assistant Director	1.00	72,203	0.00	0	1.00	72,203
	Managers	3.00	185,827	0.00	0	3.00	185,827
	Senior Program Supervisor	1.00	61,116	0.00	0	1.00	61,116
	Program Supervisor	2.00	105,084	0.00	0	2.00	105,084
	Associate Program Supervisor	3.00	158,478	0.00	0	3.00	158,478
	Senior Service Supervisor	2.00	98,058	0.00	0	2.00	98,058
	Service Supervisor	1.00	44,652	1.00	13,780	2.00	58,432
	Senior Public Affairs Specialist	1.00	46,061	0.00	0	1.00	46,061
	Associate Service Supervisor	9.00	317,170	0.00	0	9.00	317,170
	Senior Administrative Service Analyst	1.00	55,457	0.00	0	1.00	55,457
	Research Coordinator	1.00	55,457	0.00	0	1.00	55,457
	Program Coordinator	2.00	64,938	0.00	0	2.00	64,938
	Asst. Pub. Affairs Specialist	1.00	43,869	0.00	0	1.00	43,869
	Graphics/Exhibit Designer	1.00	39,818	0.00	0	1.00	39,818
	Event Technician	1.00	39,463	0.00	0	1.00	39,463
	Restaurant Manager	0.00	0	1.00	9,853	1.00	9,853
	Catering Coordinator	2.00	73,485	0.00	0	2.00	73,485
	Veterinarian	1.00	49,641	0.00	0	1.00	49,641
	Assistant Research Coordinator	1.00	37,438	0.00	0	1.00	37,438
	Administrative Assistant	1.00	36,081	0.00	0	1.00	36,081
511125	SALARIES-REGULAR EMPLOYEES (part time)						
	Graphics/Exhibit Designer	1.00	39,818	0.00	0	1.00	39,818
	Veterinarian	0.50	29,117	0.00	0	0.50	29,117
	Associate Service Supervisor	0.50	19,690	0.00	0	0.50	19,690
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Support Assistant C	2.00	66,127	0.00	0	2.00	66,127
	Administrative Secretary	3.00	89,968	0.00	0	3.00	89,968
	Program Assistant 2	2.00	68,716	0.00	0	2.00	68,716
	Receptionist	1.00	20,487	0.00	0	1.00	20,487
	Program Assistant 2-Graphics	1.00	34,368	0.00	0	1.00	34,368
	Office Assistant	1.00	18,593	0.00	0	1.00	18,593
	Retail Specialist	0.00	0	0.00	0	0.00	0
	Program Assistant 1	1.00	28,272	0.00	0	1.00	28,272
	Security Officer 1	3.00	71,811	0.00	0	3.00	71,811
	Management Intern	0.00	0	0.00	0	0.00	0
	Warehouse Assistant	0.00	0	1.00	9,398	1.00	9,398
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Administrative Secretary	1.60	52,350	0.00	0	1.60	52,350
	Security Officer 1-reg	0.50	10,544	0.00	0	0.50	10,544
	Video/Photography Technician	0.50	15,597	0.00	0	0.50	15,597
	Program Assistant 1	1.40	35,199	0.00	0	1.40	35,199
	Animal Hospital Attendant	1.00	24,485	0.00	0	1.00	24,485
	Office Assistant	0.00	0	0.00	0	0.00	0
	Program Assistant 2	0.50	13,308	0.00	0	0.50	13,308
	Educational Service Aide 2	0.00	0	0.00	0	0.00	0
	Secretary	1.50	32,432	0.25	2,167	1.75	34,599
	Food Service/Retail Specialist	0.00	0	0.00	0	0.00	0

Exhibit A
Ordinance No. 98-728
Zoo Operating Fund

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Program Assistant 2-Graphics	0.50	15,597	0.00	0	0.50	15,597
	Visitor Service Worker 3-reg	4.25	86,761	0.15	1,708	4.40	88,469
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Security Officer 1-temp	1.00	19,105	0.00	0	1.00	19,105
	Education Service Aide I	9.88	156,896	0.00	0	9.88	156,896
	Education Service Aide II	1.96	40,071	0.00	0	1.96	40,071
	Office Assistant	0.20	3,387	0.00	0	0.20	3,387
511241	WAGES-SEASONAL EMPLOYEES						
	Visitor Service Worker 3-temp	5.51	92,844	0.00	0	5.51	92,844
	Visitor Service Worker 2-temp	6.93	133,827	0.00	0	6.93	133,827
	Visitor Service Worker 1-temp	20.50	272,233	0.00	0	20.50	272,233
511321	REPRESENTED 483-REGULAR EMPLOYEES (full time)						
	Veterinary Technician	1.00	35,016	0.00	0	1.00	35,016
	Nutrition Technician	1.00	35,016	0.00	0	1.00	35,016
	Shift Supervisor	1.00	26,538	0.00	0	1.00	26,538
	Maintenance Technician	1.00	41,656	0.00	0	1.00	41,656
	Maintenance Worker 2	7.00	252,510	0.00	0	7.00	252,510
	Senior Gardener	1.00	40,194	0.00	0	1.00	40,194
	Gardener I	7.00	235,873	0.00	0	7.00	235,873
	Custodian	4.00	129,847	0.00	0	4.00	129,847
	Senior Animal Keeper	7.00	258,849	0.00	0	7.00	258,849
	Animal Keeper	25.00	878,582	0.00	0	25.00	878,582
	Maintenance Lead	1.00	43,535	0.00	0	1.00	43,535
	Master Mechanic	1.00	43,535	0.00	0	1.00	43,535
	Maintenance Electrician	1.00	50,196	0.00	0	1.00	50,196
511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
	Animal Keeper-PT	1.50	52,524	0.00	0	1.50	52,524
	Typist/Receptionist Reg.(Part Time)	1.65	41,721	0.00	0	1.65	41,721
	Custodian	2.80	94,479	0.00	0	2.80	94,479
	Clerk/Bookkeeper	1.50	40,497	0.00	0	1.50	40,497
	Maintenance Worker 2-PT	2.22	80,987	0.00	0	2.22	80,987
	Maintenance Worker 1-PT	2.35	77,675	0.00	0	2.35	77,675
511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
	Typist/Receptionist-temp	1.60	33,174	0.00	0	1.60	33,174
	Stationmaster-temp	1.12	28,834	0.00	0	1.12	28,834
	Animal Keeper	0.45	12,450	0.00	0	0.45	12,450
	Custodian	0.72	19,802	0.00	0	0.72	19,802
	Laborer	2.05	48,069	0.00	0	2.05	48,069
	Maintenance Technician	0.34	11,664	0.00	0	0.34	11,664
	Clerk/Bookkeeper	0.60	13,104	0.00	0	0.60	13,104
	Maintenance Worker 3	0.39	12,036	0.00	0	0.39	12,036
511400	OVERTIME	0.00	180,780	0.00	0	0.00	180,780
512000	FRINGE	0.00	1,890,067	0.00	14,717	0.00	1,904,784
Total Personal Services		187.02	7,879,883	3.40	51,623	190.42	7,931,506

Exhibit A
Ordinance No. 98-728
Zoo Operating Fund

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Total Materials & Services			4,807,868		0		4,807,868
Total Capital Outlay			920,402		0		920,402
Total Interfund Transfers			1,310,974		0		1,310,974
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		581,039		(51,623)		529,416
599990	Unappropriated Balance						
	* Unrestricted		4,291,427		0		4,291,427
	* Renewal & Replacement		4,800,000		0		4,800,000
Total Contingency and Unappropriated Balance			9,672,466		(51,623)		9,620,843
TOTAL FUND REQUIREMENTS		187.02	24,591,593	3.40	0	190.42	24,591,593

Exhibit B
Ordinance No. 98-728
FY 1997-98 SCHEDULE OF APPROPRIATIONS

	Current Budget	Revision	Proposed Budget
ZOO OPERATING FUND			
Personal Services	\$7,879,883	\$51,623	\$7,931,506
Materials & Services	4,807,868	\$0	4,807,868
Capital Outlay	920,402	\$0	920,402
Interfund Transfers	1,310,974	\$0	1,310,974
Contingency	581,039	(\$51,623)	529,416
Unappropriated Balance	9,091,427	\$0	9,091,427
Total Fund Requirements	\$24,591,593	\$0	\$24,591,593

ALL OTHER APPROPRIATIONS REMAIN AS ADOPTED

STAFF REPORT

CONSIDERATION OF ORDINANCE 98-728 AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$51,623 FROM CONTINGENCY TO PERSONAL SERVICES IN THE ZOO OPERATING FUND TO PROVIDE FOR STAFFING OF THE NEW FACILITIES ASSOCIATED WITH THE OREGON PROJECT, AND DECLARING AN EMERGENCY.

Date: February 12, 1998

Presented by: Kathy Kiaunis

FACTUAL BACKGROUND AND ANALYSIS

Construction of Phase II of the Oregon Project is underway, with a planned September 1998 opening. Phase II includes the new mountain goat exhibit and the new entrance facilities, which include the restaurant, retail and catering facilities.

Included in the proposed budget for FY 1998-99 are several new positions needed to staff these new facilities. Some positions, however, need to be brought on-line during the current fiscal year to be able to achieve a timely opening and successfully meet the revenue goals for the new project. The positions that are needed during this fiscal year are summarized below:

1.00 FTE	Restaurant Manager	\$ 9,853
1.00 FTE	Warehouse Assistant	9,398
.15 FTE	Visitors Service Worker III	1,708
.25 FTE	Catering Secretary	2,167
1.00 FTE	Service Supervisor	<u>13,780</u>
	Subtotal Salaries and Wages	\$36,906
	Fringe Benefits	<u>\$14,717</u>
	TOTAL	\$51,623

Restaurant Manager

Prior to the opening of the restaurant in September 1998, considerable work will need to be done to coordinate purchasing, hiring and training staff, menu implementation and other activities associated with opening the facility. This coordination effort will occur at the same time as other Food Services staff are busy with managing the operations of the peak season at the Zoo.

Warehouse Assistant

Zoo warehouse operations involve purchasing, receiving, distribution, storing and shipping. With the growth of the catering, food service and retail sections at the Zoo,

warehouse operations will more than double. Additional personnel are essential to staff a second receiving area and support the increased volume.

Prior to the opening of the new retail facilities and restaurant, we will need to order and receive numerous pieces of equipment, supplies and other products. This increased activity is in addition to managing existing zoo warehouse operations during our peak season.

Visitors Services Worker III

The volume of catering activity at the Zoo has grown 22% in the past three years. A substantial increase in volume is projected with the opening of the new catering and banquet facilities. In general, large groups book 6-18 months in advance depending on the type of event. Increasing the current Visitors Services Worker III from .85 FTE to 1.0 FTE will assist in maintaining our current operations while we pre-sell the new facility.

Catering Secretary

Similar to the Visitors Service Worker III, an increase in secretarial support is needed to assist with current increases in catering volume as well as meet the demands of new sales and booking activity associated with the Oregon Project. This position is proposed to increase from .75 FTE to 1.0 FTE.

Service Supervisor

Development of the Zoo's 25-year Capital REplacement Plan has been very beneficial in identifying a needed schedule for maintaining, refurbishing and improving the Zoo's capital assets. We have found over the past two years, however, that we have been unable to complete all needed projects budgeted as a result of inadequate staffing or coordinate the projects. This problem has been exacerbated by the additional demands the Oregon Project has placed on the Facilities Management Division. A Service is requested now to meet the immediate extra work load as a result of the coordination of during the construction of the Oregon Project and to meet needs of other planned capital projects.

FISCAL IMPACT

This action reduces the contingency for the Zoo Operating Fund but sufficient appropriations remain in contingency for other issues as they arise throughout the fiscal year.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 98-728.

Agenda Item Number 7.1

**Ordinance No. 97-710, For the Purpose of Establishing a Coordinated 2017 Population Forecast for use
in Maintaining and Updating Comprehensive Plans.**

Second Reading

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ESTABLISHING) ORDINANCE NO 97-710
A COORDINATED 2017 POPULATION)
FORECAST FOR USE IN MAINTAINING) Introduced by Presiding Officer Kvistad
AND UPDATING COMPREHENSIVE)
PLANS)

WHEREAS, Metro is the land use planning coordinating body under ORS 195.025(1) for the area within its jurisdictional boundaries; and

WHEREAS, Metro is the land use decision maker under ORS 268.390(3) for the regional urban growth boundary (UGB) and related comprehensive plan policies; and

WHEREAS, ORS 195.036 requires Metro as coordinating body to "...establish and maintain a population forecast for the entire area within its boundary for use in maintaining and updating comprehensive plans" which has been coordinated with cities and counties within its boundaries; and

WHEREAS, the 2017 population forecast for the Metro area is contained in the January 26, 1996 document entitled: "Population Forecast County-level;" and

WHEREAS, city, county and state representatives participated in the preparation and review of the 2017 population forecast; and

WHEREAS, the 2017 population forecast has been used by Metro in its five year review of the regional UGB as part of the analysis entitled "The Urban Growth Report" which has been reviewed by city and county representatives and MTAC and MPAC;

NOW, THEREFORE, THE METRO COUNCIL ORDAINS AS FOLLOWS:

Section 1 The 2017 population forecast portion of the "Population Forecast County-level" dated January 26, 1996 attached as Exhibit "A" and incorporated into this ordinance by

reference is hereby established as the coordinated population forecast for use in maintaining and updating comprehensive plans inside Metro's jurisdictional boundary, including the regional UGB and related policies.

Section 2 The Findings of Fact demonstrating compliance with ORS 195.036 and statewide land use Goal 2 are attached as Exhibit "B" and incorporated by reference into this ordinance.

ADOPTED by the Metro Council this _____ day of _____ 1997.

Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

I:\R-O\2017FORE.ORD

Population Forecast

Exhibit A

County-level

(Clackamas, Multnomah, Washington, and Clark counties)

	Population Forecast					
	Multnomah	Clackamas	Washington	Clark	Tri-County	Region
1990	583,887	278,850	311,554	238,053	1,174,291	1,412,344
1991	600,000	288,700	328,500	250,300	1,217,200	1,467,500
1992	605,000	294,500	340,000	257,500	1,239,500	1,497,000
1993	615,000	302,000	351,000	269,500	1,268,000	1,537,500
1994	620,000	305,500	359,500	280,800	1,285,000	1,565,800
1995	624,049	312,590	370,021	290,440	1,306,660	1,597,100
1996	631,919	318,578	379,803	294,676	1,330,301	1,624,976
1997	640,311	325,035	390,640	300,111	1,355,987	1,656,098
1998	650,400	331,897	402,318	306,444	1,384,615	1,691,060
1999	659,605	338,648	413,553	313,213	1,411,806	1,725,020
2000	667,344	345,031	424,254	320,071	1,436,629	1,756,700
2001	673,916	350,916	434,157	326,741	1,458,989	1,785,730
2002	680,453	356,739	444,047	333,781	1,481,239	1,815,020
2003	687,094	362,636	454,408	341,155	1,504,138	1,845,293
2004	693,009	368,339	464,819	348,488	1,526,167	1,874,655
2005	697,810	374,146	475,342	356,302	1,547,298	1,903,600
2006	703,424	379,972	485,902	364,017	1,569,298	1,933,315
2007	709,170	385,815	496,732	372,041	1,591,717	1,963,758
2008	715,028	391,747	507,699	380,278	1,614,474	1,994,751
2009	720,414	397,497	518,668	388,413	1,636,578	2,024,991
2010	725,949	403,363	529,763	396,824	1,659,076	2,055,900
2011	731,491	409,243	540,800	405,446	1,681,534	2,086,980
2012	737,367	415,297	552,241	414,356	1,704,904	2,119,260
2013	742,903	421,234	563,776	423,219	1,727,913	2,151,132
2014	747,619	426,826	574,574	431,834	1,749,019	2,180,853
2015	752,265	432,410	585,536	440,589	1,770,211	2,210,800
2016	756,908	438,060	596,658	449,508	1,791,626	2,241,134
2017	761,142	443,641	607,928	458,434	1,812,710	2,271,144
2018	765,316	449,205	619,507	467,526	1,834,028	2,301,554
2019	769,485	454,822	631,282	476,781	1,855,589	2,332,371
2020	773,647	460,492	643,257	486,204	1,877,396	2,363,600

	Annual Percentage Rate (APR) Growth					
	Multnomah	Clackamas	Washington	Clark	Tri-County	Region
1970-90	6.7%	1.7%	5.0%	4.7%	3.9%	3.6%
1990-95	1.3%	2.3%	3.5%	4.1%	2.2%	2.5%
1995-2017	0.9%	1.6%	2.3%	2.1%	1.5%	1.6%

History: 1990-94, CPRC Portland State University; OFM State of Washington
 Forecast: 1995-2020, Regional Forecast

Findings of Fact - 2017 Population Forecast

The record before the Metro Council for its adoption of the 2017 population forecast demonstrates coordination with affected local and state agencies as follows:

1. Based on 1994 population, a new 2015 forecast was developed and explained in a public memo to the Metro Council dated April 25, 1995.
2. An Economic Advisory Committee of expert economists and demographers was convened to review the new population forecasts on May 10, 1995. As indicated in the May 12, 1995 memo to Mike Burton, State Office of Economic Analysis economists and demographers participated.
3. The three county 2017 population forecast in the January 26, 1996 "Population Forecast County-level" is consistent with
 - (1) the 2017 population forecast in Long-Term Population and Employment Forecasts For Oregon" from the State Office of Economic Analysis dated January, 1997, and
 - (2) "County Population Forecasts" table dated January 1997.
4. City and county policy-makers and technical representatives reviewed the three-county population forecast with Metro economist staff at a May 28, 1995 joint meeting of the Metro Policy Advisory Committee (MPAC) and Metro Technical Advisory Committee (MTAC) prior to the January 26, 1996 report.
5. City and county planning directors and policymakers have reviewed the 2017 population forecast as it was used in the 1997 Urban Growth Report which they recommended for adoption by the Metro Council.
6. Prior to adoption of this ordinance, copies of the ordinance and an explanatory memorandum were distributed to MPAC and MTAC, including the Director of the Department of Land Conservation and Development.

file 9.2.0 5

NOTICE OF PROPOSED AMENDMENT

This form must be received by DLCD at least 45 days prior to the final hearing
ORS 197.610 and OAR Chapter 660, Division 18

See reverse side for submittal requirements

Jurisdiction Metro

Date of Final Hearing October 9, 1997 Local File # _____

Has this proposal been previously submitted to DLCD? _____ Yes No _____ Date _____

- Comprehensive Plan Text Amendment
- Comprehensive Plan Map Amendment
- Land Use Regulation Amendment
- Zoning Map Amendment
- New Land Use Regulation

Briefly summarize the proposal. Do not use technical terms. Do not write "See Attached."

This ordinance formally adopts the 2017 population forecast to comply with
ORS 195.036(1995).

Plan Map Change From _____ to _____

Zone Map Change From _____ to _____

Location: _____ Acres Involved: _____

Specified change in Density: Current Density _____ Proposed Density _____

Applicable Goals: 14 Is an Exception proposed? Yes No

Affected State or Federal Agencies, Local Governments or Special Districts: _____

Cities and counties in Metro, DLCD, Office of Economic Analysis

Local Contact: Larry Shaw Phone: 503-797-1532

Fax: 503-797-1792

Address: Metro, 600 NE Grand Avenue, Portland, OR 97232

DLCD File # _____ Date Rec'd _____ # Days Notice _____

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 97-710, FOR THE PURPOSE OF ESTABLISHING A COORDINATED 2017 POPULATION FORECAST FOR USE IN MAINTAINING AND UPDATING COMPREHENSIVE PLANS

Date: Nov. 25, 1997

Prepared by Michael Morrissey

Proposed Action: Ordinance No. 97-710 complies with state legislation by establishing and maintaining a population forecast for the entire area within its boundary for use maintaining and updating comprehensive plans.

Background: Based on an interpretation of a Land Use Board of Appeals decision, the 2017 Population forecast must be adopted separately from the Urban Growth Report. The 2017 population forecast will be used by cities and counties as they review their comprehensive plans. It is used in the Urban Growth Report, adopted by the Metro Council in October of 1997, and its creation has been coordinated with cities and counties as demonstrated in exhibit B.

A draft version of this ordinance was reviewed in the Growth Management Committee of this year, and it was sent to DLCD for notice on October 9, 1997.

GROWTH MANAGEMENT COMMITTEE REPORT

Ordinance No. 97-710, establishing a coordinated 2017 population forecast for use in maintaining and updating comprehensive plans.

Action Taken: Recommended for Council approval, by a vote of 3-0.

Existing Law: Oregon law requires Metro, as the land use decision maker for the urban growth boundary and related comprehensive plan policies, to establish and maintain a population forecast for the Metro area for use in maintaining and updating comprehensive plans. This population forecast must be "coordinated" with cities and counties within the boundary.

Issue Presented: This ordinance codifies Metro's 2017 population forecast as the state-mandated coordinated population forecast, based on findings of fact (Exhibit B) that, among other things, staff and elected officials from the region's cities and counties participated in its review.

Budget Impact: None.

Committee Discussion: A concern was raised briefly by Councilor Morrisette that this language would set in stone population forecast numbers associated with individual cities. Larry Shaw confirmed that this ordinance only relates to the projected tri-county population figure for the year 2017.

Agenda Item Number 7.2

Ordinance No. 97-719A, Amending the FY 1997-98 Budget and Appropriations Schedule by Transferring .50 FTE from the Office of Citizen Involvement and .50 FTE from the Growth Management Department to the Office of Public and Government Relations in the Support Services Fund to Provide Additional MPAC and MCCI Committee Support, Modifying the Funding Source of the Position, and Declaring an Emergency.

Second Reading

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1997-98)	ORDINANCE NO. 97-719A
BUDGET AND APPROPRIATIONS)	
SCHEDULE BY TRANSFERRING .50 FTE)	
FROM THE OFFICE OF CITIZEN)	Introduced by Executive Officer
INVOLVEMENT AND .50 FTE FROM THE)	Mike Burton
GROWTH MANAGEMENT DEPARTMENT TO)	
THE OFFICE OF PUBLIC AND GOVERNMENT)	
RELATIONS IN THE SUPPORT SERVICES)	
FUND TO PROVIDE ADDITIONAL MPAC AND)	
MCCI COMMITTEE SUPPORT, MODIFYING)	
THE FUNDING SOURCE OF THE POSITION,)	
AND DECLARING AN EMERGENCY)	

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1997-98 Budget; and

WHEREAS, The need for a transfer of appropriation has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 1997-98 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$17,900 from the Support Services Fund contingency to Personal Services and Materials & Services in the Office of Public and Government Relations; transferring \$12,600 from Growth Management Personal Services to the Planning Fund Contingency; and transferring .50 FTE from the Office of Citizen Involvement in the Support Services Fund and .50 FTE from the Growth Management Department of the Planning Fund to the Office of Public and Government Relations in the Support Services Fund to provide additional support to MPAC and

MCCI as well as committee support for the new Affordable Housing Advisory Committee.

2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this _____ day of _____, 1998.

Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

**Exhibit A
Ordinance No. 97-719A**

Planning Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Growth Management							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	Administrative Assistant	1.00	32,739	0	0	1.00	32,739
	Assistant Director	0.01	390	0	0	0.01	390
	Assoc Public Affairs Specialist	0.95	39,877	0	0	0.95	39,877
	Assoc. Management Analyst	1.00	48,379	0	0	1.00	48,379
	Assoc. Regional Planner	4.00	173,874	0	0	4.00	173,874
	Assoc. Trans. Planner	0.05	2,046	0	0	0.05	2,046
	Asst. Regional Planner	9.00	319,656	0	0	9.00	319,656
	Asst. Trans. Planner	0.09	3,226	0	0	0.09	3,226
	Director	0.90	77,386	0	0	0.90	77,386
	DP System Specialist	1.20	57,147	0	0	1.20	57,147
	Manager	0.03	1,546	0	0	0.03	1,546
	Program Supervisor		0	0	0		0
	Senior Accountant	0.30	14,513	0	0	0.30	14,513
	Senior Director	0.10	9,478	0	0	0.10	9,478
	Senior Management Analyst	1.00	53,329	0	0	1.00	53,329
	Senior Manager	0.90	67,196	0	0	0.90	67,196
	Senior Program Supervisor	5.50	320,891	0	0	5.50	320,891
	Senior Regional Planner	8.75	439,147	0	0	8.75	439,147
	Senior Trans. Planner	0.04	2,133	0	0	0.04	2,133
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Secretary	1.00	32,718		0	1.00	32,718
	Office Assistant	0.50	11,032	(0.42)	(9,368)	0.08	1,664
	Planning Technician	1.00	26,267		0	1.00	26,267
	Program Assistant 1	1.00	28,271		0	1.00	28,271
5030	Temporary Employees		54,158		(3,232)		50,926
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		615,979		0		615,979
Total Personal Services		38.32	\$2,431,378	(0.42)	(\$12,600)	37.90	\$2,418,778
Total Materials & Services			\$1,363,738		\$0		\$1,363,738
Total Debt Service			\$188,000		\$0		\$188,000
Total Capital Outlay			\$23,542		\$0		\$23,542
TOTAL REQUIREMENTS		38.32	\$4,006,658	(0.42)	(\$12,600)	37.90	\$3,994,058

**Exhibit A
Ordinance No. 97-719A**

Planning Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
<i>Interfund Transfers</i>							
<i>INTCHG</i>	<i>Internal Service Transfers</i>						
5800	Transfer for Indirect Costs						
	* to Building Management Fund		469,278		0		469,278
	* to Support Services Fund		1,665,150		0		1,665,150
	* to Risk Mgmt Fund-Liability		14,724		0		14,724
	* to Risk Mgmt Fund-Worker Comp		20,384		0		20,384
5820	Transfer for Direct Costs						
	* to Support Services Fund		25,000		0		25,000
Total Interfund Transfers			\$2,194,536		\$0		\$2,194,536
<i>Contingency and Ending Balance</i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency		365,778		12,600		378,378
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance		36,650		0		36,650
Total Contingency and Ending Balance			\$402,428		\$12,600		\$415,028
TOTAL REQUIREMENTS		93.25	\$22,329,786	(0.42)	\$0	92.83	\$22,329,786

**Exhibit A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Public Affairs and Government Relations							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt Sr. Public Affairs Specialist	1.00	44,030		0	1.00	44,030
5015	Reg Empl-Full Time-Non-Exempt Administrative Support Assistant C		0	0.33	10,500	0.33	10,500
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		17,428		3,800		21,228
Total Personal Services		1.00	\$61,458	0.33	\$14,300	1.33	\$75,758
<i>Materials & Services</i>							
<i>GOODS Goods</i>							
5201	Office Supplies		6,720		3,600		10,320
5210	Subscriptions and Dues		4,887		0		4,887
5215	Maintenance & Repairs Supplies		300		0		300
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		26,000		0		26,000
5251	Utility Services		200		0		200
5260	Maintenance & Repair Services		600		0		600
5280	Other Purchased Services		16,860		0		16,860
<i>OTHEXP Other Expenditures</i>							
5450	Travel		400		0		400
5455	Training and Conference Fees		360		0		360
5490	Miscellaneous Expenditures		500		0		500
Total Materials & Services			\$56,827		\$3,600		\$60,427
Total Capital Outlay			\$1,750		\$0		\$1,750
TOTAL REQUIREMENTS		1.00	\$120,035	0.33	\$17,900	1.33	\$137,935

**Exhibit A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Office of Citizen Involvement							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt Administrative Assistant	1.00	34,550		0	1.00	34,550
5015	Reg Empl-Full Time-Non-Exempt Office Assistant	0.50	9,160	(0.42)	(7,901)	0.08	1,259
5030	Temporary Employees		0		7,901		7,901
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		17,921		0		17,921
Total Personal Services		1.50	\$61,631	(0.42)	\$0	1.08	\$61,631
Total Materials & Services			\$22,480		\$0		\$22,480
TOTAL REQUIREMENTS		1.50	\$84,111	(0.42)	\$0	1.08	\$84,111

**Exhibit A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 <u>Adopted</u>		<u>REVISION</u>		FY 1997-98 <u>Revised</u>	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
<i><u>Interfund Transfers</u></i>							
<i>INTCHG</i>	<i>Internal Service Transfers</i>						
5800	Transfer for Indirect Costs						
	* to Building Mgmt Fund		741,176		0		741,176
	* to Risk Mgmt-Liability		29,145		0		29,145
	* to Risk Mgmt-Worker Comp		18,441		0		18,441
Total Interfund Transfers			\$788,762		\$0		\$788,762
<i><u>Contingency and Ending Balance</u></i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency		366,734		(17,900)		348,834
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance		306,414		0		306,414
Total Contingency and Ending Balance			\$673,148		(\$17,900)		\$655,248
TOTAL REQUIREMENTS		89.52	\$9,693,737	(0.09)	\$0	89.43	\$9,693,737

Exhibit B
Ordinance No. 97-719A
Schedule of Appropriations

	<u>Current</u> <u>Appropriation</u>	<u>REVISION</u>	<u>Revised</u> <u>Appropriation</u>
SUPPORT SERVICES FUND			
Administrative Services			
Personal Services	4,382,424	0	4,382,424
Materials and Services	1,126,419	0	1,126,419
Capital Outlay	1,088,547	0	1,088,547
Debt Service	27,232	0	27,232
Subtotal	6,624,622	0	6,624,622
Office of General Counsel			
Personal Services	655,656	0	655,656
Materials and Services	41,856	0	41,856
Capital Outlay	21,644	0	21,644
Subtotal	719,156	0	719,156
Office of Public and Government Relations			
Personal Services	61,458	14,300	75,758
Materials and Services	56,827	3,600	60,427
Capital Outlay	1,750	0	1,750
Subtotal	120,035	17,900	137,935
Council Office of Public Outreach			
Personal Services	100,049	0	100,049
Materials and Services	31,185	0	31,185
Capital Outlay	8,033	0	8,033
Subtotal	139,267	0	139,267
Office of Citizen Involvement			
Personal Services	61,631	0	61,631
Materials and Services	22,480	0	22,480
Capital Outlay	0	0	0
Subtotal	84,111	0	84,111
Auditor's Office			
Personal Services	394,617	0	394,617
Materials and Services	141,413	0	141,413
Capital Outlay	8,606	0	8,606
Subtotal	544,636	0	544,636
General Expenses			
Interfund Transfers	788,762	0	788,762
Contingency	366,734	(17,900)	348,834
Subtotal	1,155,496	(17,900)	1,137,596
Unappropriated Ending Fund Balance	306,414	0	306,414
Total Fund Requirements	\$9,693,737	\$0	\$9,693,737

Exhibit B
Ordinance No. 97-719A
Schedule of Appropriations

	<u>Current Appropriation</u>	<u>REVISION</u>	<u>Revised Appropriation</u>
PLANNING FUND			
Transportation Department			
Personal Services	3,644,106	0	3,644,106
Materials and Services	9,196,092	0	9,196,092
Capital Outlay	2,733,466	0	2,733,466
Debt Service	152,500	0	152,500
Subtotal	<u>15,726,164</u>	<u>0</u>	<u>15,726,164</u>
Growth Management Services			
Personal Services	2,431,378	(12,600)	2,418,778
Materials and Services	1,363,738	0	1,363,738
Capital Outlay	23,542	0	23,542
Debt Service	188,000	0	188,000
Subtotal	<u>4,006,658</u>	<u>(12,600)</u>	<u>3,994,058</u>
General Expenses			
Interfund Transfers	2,194,536	0	2,194,536
Contingency	365,778	12,600	378,378
Subtotal	<u>2,560,314</u>	<u>12,600</u>	<u>2,572,914</u>
Unappropriated Ending Fund Balance	36,650	0	36,650
Total Fund Requirements	<u>\$22,329,786</u>	<u>\$0</u>	<u>\$22,329,786</u>

All other appropriations remain as previously adopted

FINANCE COMMITTEE REPORT

CONSIDERATION OF ORDINANCE NO. 98-719A , AMENDING THE FY 97-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT AND .50 FTE FROM THE GROWTH MANAGEMENT DEPARTMENT TO THE OFFICE OF PUBLIC AND GOVERNMENT RELATIONS IN THE SUPPORT SERVICES FUND TO PROVIDE ADDITIONAL MPAC AND MCCI COMMITTEE SUPPORT, MODIFYING THE FUNDING SOURCE OF THE POSITION, AND DECLARING AN EMERGENCY

Date: February 11, 1998

Presented by: Councilor McLain

Committee Recommendation: At its February 5 meeting, the Committee considered Ordinance No. 98-719A and voted unanimously to send the resolution to the Council with a do pass recommendation. Voting in favor: Councilors Kvistad, McFarland, McLain, Morissette, Naito, Washington and Chair McCaig.

Background

Since the establishment of the MCCI and MPAC under the provisions of the Metro Charter, the support staff for these committees has been funded in a variety of ways. In addition, the staff has been housed in several different departments within Metro, including the Council Office, the Executive Office. Currently, the committees are staffed by an Office Assistant that is funded 50% within the Office of Citizen Involvement (MCCI) and 50% in the Growth Management Department (MPAC). The portion of the position in the Office of Citizen Involvement is funded as an allocated cost in the Support Services Fund and the portion in the Growth Management Department is funded from the excise tax. The position is currently vacant. The prior incumbent was physically located in the work area of the Office of Public and Government Outreach in the Executive Office.

Committee Issues/Discussion: Mike Burton, Metro Executive Officer, presented the staff report. He explained that the purpose of the ordinance was to consolidate the funding for the committee staff within a single funding source, upgrade the position to reflect the actual nature of the work being performed, provide additional support for the committee, and recognize the need to provide initial staff support to the newly created Affordable Housing Advisory Committee.

Burton noted that, as originally drafted, the ordinance would have placed the position in the Growth Management Department, solely funded by the excise tax. Upon further review, staff determined that it would be more appropriate to fund the position as a centrally allocated cost of the entire agency. As a result, the revised ordinance would replace the existing position (Office Assistant) with an Administrative Secretary position that would be placed in the Office of Public and Government Outreach in the Executive Office. It would be funded solely from the Support Services Fund.

Several councilors noted that with the additional work responsibilities associated with the new Affordable Housing Advisory Committee, the staff support for MCCI and MPAC might actually be reduced. Burton responded that the position would only be supporting the Affordable Housing Advisory Committee until full-time technical support staff could be hired for that committee.

Councilor McLain indicated that several MCCI members had expressed concern that the ordinance would not be considered by the Council at its meeting immediately after the Finance Committee meeting. She noted that the committee is currently without staff support and would like to get someone hired as soon as possible. Council Analyst Houser explained that the staff report for the ordinance indicated that the projected starting date for the position would be February 17, 1998. Therefore, he noted that the full Council could consider the ordinance at its February 12 meeting, prior to the projected start date for the position.

STAFF REPORT

CONSIDERATION OF ORDINANCE 97-719A AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT AND .50 FTE FROM THE GROWTH MANAGEMENT DEPARTMENT TO THE OFFICE OF PUBLIC AND GOVERNMENT RELATIONS IN THE SUPPORT SERVICES FUND TO PROVIDE ADDITIONAL MPAC AND MCCI COMMITTEE SUPPORT, MODIFYING THE FUNDING SOURCE OF THE POSITION, AND DECLARING AN EMERGENCY.

Date: January 26, 1998

Presented by: Mike Burton

FACTUAL BACKGROUND AND ANALYSIS

Ordinance 97-719 was originally submitted to the Council for consideration in December of 1997. The purpose of the ordinance was and still is to clarify, consolidate and enhance clerical support provided to the Metro Policy Advisory Committee, the Metro Committee for Citizen Involvement and the newly created Affordable Housing Advisory Committee. The clerical support for these Charter mandated committees is currently at an Office Assistant level and is budgeted 50% in the Office of Citizen Involvement and 50% in the Growth Management Department. This action would upgrade the position to an Administrative Secretary and consolidate the position into one budget -- the Office of Public and Government Relations under the Executive Office.

The original action submitted in December 1997, consolidated the position under the Growth Management Department of the Planning Fund and funded the position entirely with excise tax. However, during the preparation of the FY 1998-99 budget, it was determined that this position would be more appropriately budgeted as a central allocated cost in the Office of Public and Government Outreach under the Executive Office. To provide consistency between budgets, Ordinance 97-719 is requested to be amended to reflect the revised funding proposal for this position.

BUDGET ANALYSIS

The amendment as revised would upgrade the position from an Office Assistant to an Administrative Secretary. In addition, it would transfer the FTE for this position from the Office of Citizen Involvement and the Growth Management Department to the Office of Public and Government Relations under the Executive Office. The revised budget amendment reflects a new anticipated starting date for this position of February 17, 1998. The proposal continues to include \$3,600 for anticipated meetings and postage expense related to the committee.

The original action funded the entire request through excise tax. The revised action would allocate the costs through the cost allocation plan thereby minimizing the impact on excise tax. Shown below is a comparison of the excise tax impact based on a full year's salary

and fringe cost for this position. The amendment also reduces the Office of Citizen Involvement and the Growth Management Department each by 0.42 FTE (leaving 0.08 FTE in each area to reflect that portion already expended). In the Growth Management Department the reduced personal services costs are returned to contingency while in the Office of Citizen Involvement the budget is transferred from regular wages to temporary wages to allow for the hiring of temporary support as needed.

Comparison of Estimated Excise Tax Impact

	Total Cost	Original Proposal	Revised Proposal
Full year salary and fringe costs for Administrative Secretary	\$38,252	\$38,252	\$19,126

In summary, the revised ordinance requests the following actions:

- The upgrade of the Office Assistant position to an Administrative Secretary
- The transfer of this position from the Office of Citizen Involvement and the Growth Management Department to the Office of Public and Government Relations
- The transfer of \$17,900 from the Support Services Fund contingency to personal services and materials & services in the Office of Public and Government Relations
- The transfer of \$12,600 from the Growth Management Department personal services to the Planning Fund Contingency

Since the Support Services Fund contingency is an allocated expense in the FY 1997-98 adopted budget, this action can be accomplished within budgeted transfers and without additional excise tax allocation.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 97-719A.

Ordinance No. 98-721A, For the Purpose of Amending Ordinance No. 96-647C and 97-715B to Revise Title 6 Recommendations and Requirements for Regional Accessibility.

Second Reading

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING) ORDINANCE NO 98-721A
ORDINANCE NO. 96-647C AND 97-715B)
TO REVISE TITLE 6) Introduced by the Council Transportation
RECOMMENDATIONS AND) Committee
REQUIREMENTS FOR REGIONAL)
ACCESSIBILITY)

WHEREAS, the Metro Council adopted the Urban Growth Management Functional Plan in Ordinance No. 96-647C on November 21, 1996, which included Title 6 on Regional Accessibility; and

WHEREAS, the Metro Council adopted the Regional Framework Plan in Ordinance No. 97-715B on December 11, 1997, which included Chapter 2 on regional transportation that includes policies on street design, street connectivity, non-single occupancy vehicle mode split targets, and motor vehicle level-of-service; and

WHEREAS, consideration of Chapter 2 of the Regional Framework Plan included development and adoption of the Regional Street Design Map, identification of acceptable levels of congestion in and outside mixed use areas, amended street connectivity standards, development and adoption of regional non-single occupancy vehicle mode split targets; and

WHEREAS, The Joint Policy Advisory Committee on Transportation (JPACT) and Metro Policy Advisory Committee (MPAC) have recommended consideration of the Regional Street Design Map classifications, amended local street connectivity standards, amended non-single occupancy vehicle mode split targets, amended motor vehicle congestion standards and amended definitions to assist cities and counties in preparation of transportation plans prior to adoption of the 1998 Regional Transportation Plan; and

WHEREAS, functional plans must remain consistent with Regional Framework Plan policies and be included in the implementation portion of that Plan; and

WHEREAS, the Regional Framework Plan has been transmitted to the Land Conservation and Development Commission for initial compliance acknowledgment consistent with Metro Charter Section 5(2)(c)(3) and ORS 197.274; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

Section 1: The Amendments to Title 6 of the Urban Growth Management Functional Plan attached and incorporated into this Ordinance as Exhibit "A" are hereby adopted as the amended Title 6 and amendments to Title 10 in both Ordinance No. 96-647C and Appendix A of Ordinance No. 97-715B with no change in the effective dates of functional plan requirements.

Section 2: The Amendments to Title 6 and 10 attached in Exhibit "A" shall be transmitted to the Land Conservation and Development Commission to be included in Appendix A of Ordinance No. 97-715B for consideration of acknowledgment of compliance with statewide goals consistent with ORS 197.274(1).

ADOPTED by the Metro Council this ____ day of _____ 1998.

Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

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EXHIBIT A to Ordinance No. 98-721A
Amendments to Title 6 of the Urban Growth Management Functional Plan
Approved by the Metro Council Transportation Committee on 1/20/98

1 **TITLE 6: REGIONAL ACCESSIBILITY**

2 **Section 1. Intent**

3 Implementation of the 2040 Growth Concept requires that the region identify key measures of
4 transportation effectiveness which include all modes of transportation. Developing a full array of
5 these measures will require additional analysis. Focusing development in the concentrated
6 activity centers, including the central city, regional centers, town centers and station
7 communities, requires the use of alternative modes of transportation in order to avoid
8 unacceptable levels of congestion. The continued economic vitality of industrial areas and
9 intermodal facilities is largely dependent on preserving or improving access to these areas and
10 maintaining reasonable levels of freight mobility in the region. Therefore, regional congestion
11 standards and other regional system performance measures shall be tailored to reinforce the
12 specific development needs of the individual 2040 Growth Concept design types.

13 These regional standards ~~will be~~ linked to a series of regional street design concepts that fully
14 integrate transportation and land use needs for each of the 2040 land use ~~components~~design types
15 in the Regional Framework Plan. The designs generally form a continuum; a network of
16 throughways (freeway and highway designs) ~~will emphasize~~ auto and freight mobility and
17 connect major activity centers. Slower-speed boulevard designs within concentrated activity
18 centers ~~will balance~~ the multi-modal travel demands for each mode of transportation within these
19 areas. Street and road designs ~~will complete~~ the continuum, with multi-modal designs that
20 reflect the land uses they serve, but also serving as moderate-speed vehicle connections between
21 activity centers that complement the throughway system.—~~While these designs are under~~
22 ~~development, it is important that improvements in the most concentrated activity centers are~~
23 ~~designed to lessen the negative effects of motor vehicle traffic on other modes of travel.~~
24 ~~Therefore, implementation of amenity-oriented boulevard treatment that better serves pedestrian,~~
25 ~~bicycle and transit travel in the central city, regional centers, main streets, town centers, and~~
26 ~~station communities is a key step in the overall implementation of the Metro 2040 Growth~~
27 ~~Concept.~~—It is intended that the entirety of these Title 6 standards will be supplemented by the
28 1998 Regional Transportation Plan (RTP) ~~when the RTP is approved and adopted by the Metro~~
29 ~~Council.~~

30 **Section 2. ~~Boulevard Design~~**

31 ~~Regional routes in the central city, regional centers, station communities, main streets and town~~
32 ~~centers are designated on the Boulevard Design Map. In general, pedestrian and transit-oriented~~
33 ~~design elements are the priority in the central city and regional centers, station communities,~~
34 ~~main streets and town centers. All cities and counties within the Metro region shall implement~~
35 ~~or allow others to implement boulevard design elements as improvements are made to these~~
36 ~~facilities including those facilities built by ODOT or Tri Met. Each jurisdiction shall amend~~
37 ~~their comprehensive plans and implementing ordinances, if necessary, to require consideration or~~
38 ~~installation of the following boulevard design elements when proceeding with right-of-way~~
39 ~~improvements on regional routes designated on the boulevard design map:~~

- 40 ~~A. Wide sidewalks with pedestrian amenities such as benches, awnings and special lighting;~~
- 41 ~~B. Landscape strips, street trees and other design features that create a pedestrian buffer~~
42 ~~between curb and sidewalk;~~
- 43 ~~C. Pedestrian crossings at all intersections, and mid-block crossings where intersection~~
44 ~~spacing is excessive;~~
- 45 ~~D. The use of medians and curb extensions to enhance pedestrian crossings where wide~~
46 ~~streets make crossing difficult;~~
- 47 ~~E. Accommodation of bicycle travel;~~
- 48 ~~F. On-street parking;~~
- 49 ~~G. Motor vehicle lane widths that consider the above improvements;~~
- 50 ~~H. Use of landscaped medians where appropriate to enhance the visual quality of the~~
51 ~~streetcape.~~

52 Section 2. Regional Street Design Guidelines

53

54 Regional routes in each of the 2040 Design Types are designated as one of four major
55 classifications on the Regional Street Design Map, attached in Exhibit "A" The four
56 classifications are: Throughways, Boulevards, Streets and Roads. All cities and counties within
57 the Metro region shall consider the following regional street design elements when planning for
58 improvements to these facilities, including those facilities built by ODOT, Tri-Met or the Port of
59 Portland. "Creating Livable Streets: Street Design for 2040" (1997) is a resource for cities,
60 counties, ODOT, Tri-Met and the Port of Portland to use when prioritizing street design elements
61 within a constrained right-of-way.

62

63 A. Throughways. Throughways connect the region's major activity centers within the
64 region, including the central city, regional centers, industrial areas and intermodal
65 facilities to one another and to points outside the region. Throughways are traffic
66 oriented with designs that emphasize motor vehicle mobility. Throughways are divided
67 into Freeway and Highways designs.

- 68
- 69 1. Freeway Design. Freeways are designed to provide high speed travel for
70 longer motor vehicle trips throughout the region. These designs usually
71 include four to six vehicle lanes, with additional lanes in some situations.
72 They are completely divided, with no left turn lanes. Street connections
73 always occur at separated grades with access controlled by ramps. Cities
74 and counties shall amend their comprehensive plan and implementing
75 ordinances, if necessary, to require consideration of the following Freeway

76 design elements when proceeding with improvements to the right-of-way
77 on regional routes designated on the regional street design map:

- 78 a. high vehicle speeds
- 79 b. improved pedestrian crossings on overpasses
- 80 c. parallel facilities for bicycles
- 81 d. motor vehicle lane widths that accommodate freight movement and
82 high-speed travel

83
84
85 2. Highway Design. Highways are designed to provide high speed travel for
86 longer motor vehicle trips throughout the region while accommodating
87 limited public transportation, bicycle and pedestrian travel. Highways are
88 usually divided with a median, but also have left turn lanes where at grade
89 intersections exist. These designs usually include four to six vehicle lanes,
90 with additional lanes in some situations. Cities and counties shall amend
91 their comprehensive plan and implementing ordinances, if necessary, to
92 require consideration of the following Highway design elements when
93 proceeding with improvements to the right-of-way on regional routes
94 designated on the regional street design map:

- 95 a. high vehicle speeds
- 96 b. few or no driveways
- 97 c. improved pedestrian crossings at overpasses and all intersections
- 98 d. accommodation of bicycle travel through the use of a striped bikeway
- 99 e. sidewalks where appropriate
- 100 f. motor vehicle lane widths that accommodate freight movement and
101 high-speed travel

102
103
104 B. Boulevard Designs. Boulevards serve major centers of urban activity, including the
105 Central City, Regional Centers, Station Communities, Town Centers and some Main
106 Streets. Boulevards are designed with special amenities to favor public transportation,
107 bicycle and pedestrian travel and balance the many travel demands of these areas.
108 Boulevards are divided into regional and community scale designs on the Regional Street
109 Design Map. Regional and Community Boulevards combine motor vehicle traffic with
110 public transportation, bicycle and pedestrian travel where dense development is oriented
111 to the street. Regional Boulevard designs usually include four vehicle lanes, with
112 additional lanes or one-way couplets in some situations. Community Boulevard designs
113 may include up to four vehicle lanes and on-street parking. Fewer vehicle lanes may be
114 appropriate in Community Boulevard designs in some situations, particularly when
115 necessary to provide on-street parking. Cities and counties shall amend their
116 comprehensive plan and implementing ordinances, if necessary, to require consideration
117 of the following Regional and Community Boulevard design elements when proceeding
118 with improvements to the right-of-way on regional routes designated on the regional
119 street design map:

- 121 1. low to moderate vehicle speeds on Regional Boulevard and low vehicle
122 speeds on Community Boulevards
- 123 2. the use of medians and curb extensions to enhance pedestrian crossings
124 where wide streets make crossing difficult
- 125 3. combined driveways
- 126 4. on-street parking where possible
- 127 5. wide sidewalks with pedestrian amenities such as benches, awnings and
128 special lighting
- 129 6. landscape strips, street trees or other design features that create a
130 pedestrian buffer between curb and sidewalk
- 131 7. improved pedestrian crossings at all intersections, and mid-block crossings
132 where intersection spacing exceeds 530 feet
- 133 8. striped bikeways or shared outside lane
- 134 9. motor vehicle lane widths that consider the above improvements
135

136 C. Street Designs. Streets serve the region's transit corridors, neighborhoods and some main
137 streets. Streets are designed with special amenities to balance motor vehicle traffic with
138 public transportation, bicycle and pedestrian travel in the 2040 Design Types they serve.
139 Streets are divided into regional and community scale designs on the Regional Street
140 Design Map. Regional Streets are designed to carry motor vehicle traffic while also
141 providing for public transportation, bicycle and pedestrian travel. Regional street designs
142 usually include four vehicle lanes, with additional lanes in some situations. Community
143 Street designs may include up to four vehicle lanes. Fewer vehicle lanes may be
144 appropriate in Community Street designs in some situations, particularly when necessary
145 to provide on-street parking. Cities and counties shall amend their comprehensive plan
146 and implementing ordinances, if necessary, to require consideration of the following
147 Regional Street design elements when proceeding with improvements to the right-of-way
148 on regional routes designated on the regional street design map:
149

- 150 1. moderate vehicle speeds
- 151 2. the use of medians and curb extensions to enhance pedestrian crossings
152 where wide streets make crossing difficult or to manage motor vehicle
153 access
- 154 3. combined driveways
- 155 4. on-street parking when appropriate
- 156 5. buffered sidewalks with pedestrian amenities such as special lighting and
157 special crossing amenities tied to major transit stops
- 158 6. landscape strips, street trees or other design features that create a
159 pedestrian buffer between curb and sidewalk
- 160 7. improved pedestrian crossings at signaled intersections on Regional
161 Streets and improved pedestrian crossings at all intersections on
162 Community Streets
- 163 8. striped bikeways or shared outside lane
- 164 9. motor vehicle lane widths that consider the above improvements
165

166 D. Urban Roads. Urban Roads serve the region's industrial areas, intermodal facilities and
167 employment centers where buildings are less oriented to the street, and primarily
168 emphasize motor vehicle mobility. Urban Roads are designed to carry significant motor
169 vehicle traffic while providing for some public transportation, bicycle and pedestrian
170 travel. These designs usually include four vehicle lanes, with additional lanes in some
171 situations. Cities and counties shall amend their comprehensive plan and implementing
172 ordinances, if necessary, to require consideration of the following Urban Road design
173 elements when proceeding with improvements to the right-of-way on regional routes
174 designated on the regional street design map:

- 175
- 176 1. moderate vehicle speeds
- 177 2. few driveways
- 178 3. sidewalks
- 179 4. improved pedestrian crossings at major intersections
- 180 5. striped bikeways
- 181 6. center medians that manage access and control left turn movements
- 182 7. motor vehicle lane widths that consider the above improvements

183 **Section 3. Design Standards for Street Connectivity**

184 The design of local street systems, including "local" and "collector" functional classifications, is
185 generally beyond the scope of the Regional Transportation Plan (RTP). However, the aggregate
186 effect of local street design impacts the effectiveness of the regional system when local travel is
187 restricted by a lack of connecting routes, and local trips are forced onto the regional network.
188 Therefore, streets should be designed to keep through trips on arterial streets and provide local
189 trips with alternative routes. The following design and performance options are intended to
190 improve local circulation in a manner that protects the integrity of the regional system.

191 ~~Local jurisdictions~~ Cities and counties within the Metro region are hereby required to amend their
192 comprehensive plans and implementing ordinances, if necessary, to comply with or exceed one
193 of the following options in the development review process:

194 **A. Design Option.** Cities and counties shall ensure that their comprehensive plans,
195 implementing ordinances and administrative codes require demonstration of compliance
196 with the following, consistent with regional street design policies:

- 197 21. New residential and mixed-use developments shall include local street plans that:
 - 198 a. encourage pedestrian and bicycle travel by providing short, direct public
 - 199 right-of-way routes to connect residential uses with nearby existing and
 - 200 planned commercial services, schools, parks and other neighborhood
 - 201 facilities; and
 - 202 b. include no cul-de-sac streets longer than 200 feet, and no more than 25
 - 203 dwelling units on a closed-end street system except where topography,

- 204 barriers such as railroads or freeways, or environmental constraints such as
205 major streams and rivers, prevent street extension; and
206 c. provide bike and pedestrian connections on public easements or right-of-
207 way when full street connections are not possible, with spacing between
208 connections of no more than 330 feet except where prevented by
209 topography, barriers such as railroads or freeways, or environmental
210 constraints such as major streams and rivers, prevent street extension; and
211 d. consider opportunities to incrementally extend and connect local streets in
212 primarily developed areas; and
213 e. serve a mix of land uses on contiguous local streets; and
214 f. support posted speed limits; and
215 g. consider narrow street design alternatives that feature total right-of-way of
216 no more than 46 feet, including pavement widths of no more than 28 feet,
217 curb-face to curb-face, sidewalk widths of at least 5 feet and landscaped
218 pedestrian buffer strips that include street trees; and
219 h. limit the use of cul-de-sac designs and closed street systems to situations
220 where topography, pre-existing development or environmental constraints
221 prevent full street extensions.

222 12. For new residential and mixed-use development, all contiguous areas of vacant
223 and primarily undeveloped land of five acres or more shall be identified by cities
224 and counties and the following will be prepared, consistent with regional street
225 design policies:

226 A map that identifies possible local street connections to adjacent developing
227 areas. The map shall include:

228 a. full street connections at intervals of no more than 660530 feet, except where
229 prevented by topography, barriers such as railroads or freeways, or environmental
230 constraints such as major streams and rivers. Street connections at intervals of no
231 more than 330 feet are recommended in areas planned for the highest density
232 mixed-use development, with more frequent connections in areas planned for
233 mixed-use or dense development.

234 b. accessways for pedestrians, bicycles or emergency vehicles on public
235 easements or right-of-way where full street connections are not possible, with
236 spacing between full street or accessway connections of no more than 330 feet,
237 except where prevented by topography, barriers such as railroads or freeways, or
238 environmental constraints such as major streams and rivers.

239 3. For redevelopment of existing land uses, cities and counties shall develop local
240 approaches for dealing with connectivity.

242 B. **Performance Option.** For residential and mixed use areas, cities and counties shall
243 amend their comprehensive plans, implementing ordinances and administrative codes, if
244 necessary, to require demonstration of compliance with performance criteria in the
245 following manner. Cities and counties shall develop local street design standards in text

246 or maps or both with street intersection spacing to occur at intervals of no ~~more~~less than
247 ~~eight street intersections per mile~~530 feet except where prevented by topography, barriers
248 such as railroads or freeways, or environmental constraints such as major streams and
249 riders, prevent street extension. Street connections at intervals of no more than 330 feet
250 are recommended in areas planned for the highest density mixed-use development.~~The~~
251 ~~number of street intersections should be greatest in the highest density 2040 Growth~~
252 ~~Concept design types.~~ Local street designs for new developments shall satisfy the
253 following additional criteria:

- 254 1. Performance Criterion: minimize local traffic on the regional motor vehicle
255 system, by demonstrating that local vehicle trips on a given regional facility do
256 not exceed the 1995 arithmetic median of regional trips for facilities of the same
257 motor vehicle system classification by more than 25 percent.

- 258 2. Performance Criterion: everyday local travel needs are served by direct,
259 connected local street systems where: (1) the shortest motor vehicle trip over
260 public streets from a local origin to a collector or greater facility is no more than
261 twice the straight-line distance; and (2) the shortest pedestrian trip on public right-
262 of-way is no more than one and one-half the straight-line distance.

263 **Section 4. Transportation Performance Standards**

264 A process to identify transportation mode split targets, transportation needs and
265 appropriate actions to address those targets and needs is included in this section.
266 The intent is to provide guidance to cities, counties, ODOT, Tri-Met and the Port
267 of Portland when developing a transportation system plan, defining a project, or
268 evaluating the potential transportation impacts of a land use action.
269

270 A transportation need is identified when a particular transportation standard or
271 threshold has been exceeded. Standards which may be used in identifying
272 transportation needs include: safety, statewide mobility as identified in the Oregon
273 Transportation Plan, mode splits, motor vehicle congestion analysis, freight
274 mobility or demonstration that lack of access is limiting development of a priority
275 regional land use. Needs are generally identified either through a comprehensive
276 plan amendment review or as result of a system-planning analysis which evaluates
277 forecast travel demand.
278

279 Subsequent to the identification of a need, an appropriate transportation strategy
280 or solution is identified through a two-phased multi-modal planning and project
281 development process. The first phase is multi-modal system-level planning. The
282 purpose of system-level planning is to examine a number of transportation
283 alternatives over a large geographic area such as a corridor or sub-area, or through
284 a local or regional Transportation System Plan (TSP). The purpose of the multi-
285 modal system-level planning step is to 1) consider alternative modes, corridors,
286 and strategies to address identified needs; and 2) determine a recommended set of
287

288 transportation projects, actions, or strategies and the appropriate modes and
289 corridors to address identified needs in the system-level study area.

290
291 The second phase is project-level planning (also referred to as project
292 development). The purpose of project-level planning is to develop project design
293 details and select a project alignment, as necessary, after evaluating engineering
294 and design details and environmental impacts.

295
296 The following sub-sections (A-D): (1) require that cities and counties establish
297 regional mode split targets for all 2040 design types that will be used to guide
298 transportation system improvements; (2) establish optional performance standards
299 and deficiency thresholds intended to identify transportation needs through multi-
300 modal system-level planning and (3) establish the process to identify appropriate
301 recommended solutions to address those needs identified through multi-modal
302 system-level planning and project-level planning.

303
304 **A. Alternative Mode Analysis**

305 1. Person travel represents the largest share of trips for all modes of travel.
306 Improvement in mMode split will be used as the key regional measure for
307 transportation effectiveness assessing transportation system improvements in the
308 Central City, Regional Centers, Town Centers and Station Communities. For
309 other 2040 Growth Concept design types, mode split will be used as an important
310 factor in assessing transportation system improvements. Each jurisdiction shall
311 establish an alternative mode split target (defined as non-Single Occupancy
312 Vehicle person-trips as a percentage of all person-trips for all modes of
313 transportation) for trips into, out of and within each of the central city, regional
314 centers and station communities all 2040 Growth Concept land use design types
315 within its boundaries one year after adoption of the 1998 Regional Transportation
316 Plan. The alternative mode split target shall be no less than the regional targets
317 for these Region-2040 Growth Concept land use components design types to be
318 established in the 1998 Regional Transportation Plan.

319 2. Cities and counties which have Central City, regional centers and station
320 communities shall identify actions which will implement the mode split targets
321 one year after adoption of the 1998 Regional Transportation Plan. These actions
322 should include consideration of the maximum parking ratios adopted as part of
323 Title 2; Section 2: Boulevard Regional Street Design considerations in of this Title;
324 and transit's role in serving the area.

325 **B. Motor Vehicle Congestion Analysis for Mixed Use Areas**

326 1. Motor Vehicle Level-Of-Service (LOS) is a measurement of the use of a
327 road congestion as a share of designed motor vehicle capacity of a road. The
328 following table using Table 3. Motor Vehicle Level Of Service Deficiency

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332
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334

Thresholds and Operating Standards may be incorporated into local comprehensive plans and implementing ordinances to replace current methods of determining motor vehicle congestion on regional facilities, if a city or county determines that this change is needed to permit Title 1, Table 1 capacities in the Central City, Regional Centers, Town Centers, Main Streets and Station Communities for the 2040 design types and facilities as follows:

335
336

General Congestion Performance Standards (using LOS*) Table 3. Motor Vehicle Level of Service Deficiency Thresholds and Operating Standards*

	Preferred	Acceptable	Exceeds
Mid-Day one-hour	<u>C</u> or better	<u>D</u>	<u>E</u> or worse
Peak two-hour	<u>E</u> / <u>E</u> or better	<u>F</u> / <u>E</u>	<u>F</u> / <u>F</u> or worse

337

<u>Location</u>	<u>Mid-Day One-Hour Peak</u>			<u>A.M./P.M. Two-Hour Peak</u>		
	<u>Preferred Operating Standard</u>	<u>Acceptable Operating Standard</u>	<u>Exceeds Deficiency Threshold</u>	<u>Preferred Operating Standard</u>	<u>Acceptable Operating Standard</u>	<u>Exceeds Deficiency Threshold</u>
<u>Central City, Regional Centers, Town Centers, Main Streets and Station Communities</u>	<u>C</u>	<u>E</u>	<u>F</u>	<u>1st hour</u> <u>E</u> <u>2nd hour</u> <u>E</u>	<u>1st hour</u> <u>F</u> <u>2nd hour</u> <u>E</u>	<u>1st hour</u> <u>F</u> <u>2nd hour</u> <u>F</u>
<u>Corridors, Industrial Areas and Intermodal Facilities, Employment Areas and Inner and Outer Neighborhoods</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>1st hour</u> <u>E</u> <u>2nd hour</u> <u>D</u>	<u>1st hour</u> <u>E</u> <u>2nd hour</u> <u>E</u>	<u>1st hour</u> <u>F</u> <u>2nd hour</u> <u>E</u>
<u>Regional Highway Corridors</u>	identify and evaluate on a case-by-case basis** to balance regional and local mobility and accessibility objectives			identify and evaluate on a case-by-case basis** to balance regional and local mobility and accessibility objectives		

338

339 *Level-of-Service is determined by using either the latest edition of the Highway Capacity
340 Manual (Transportation Research Board) or through volume to capacity ratio
341 equivalencies as follows: LOS C = .8 or better; LOS D = .8 to .9; LOS E = .9 to 1.0; and
342 LOS F = ~~greater than 1.0 to 1.1~~. A copy of the Level of Service Tables from the Highway
343 Capacity Manual is attached as Exhibit A. Regional Highway Corridors are identified in
344 the map attached as Figure 2.7.

345
346 ** See Section 4.B.3.
347

348 2. Analysis. A transportation need is identified in a given location when analysis
349 indicates that congestion has reached the level indicated in the "exceeds
350 deficiency threshold" column of Table 3 and that this level of congestion will
351 negatively impact accessibility, as determined through Section 4.B.4, below. The
352 analysis should consider a mid-day hour appropriate for the study area and the
353 appropriate two-hour peak-hour condition, either A.M. or P.M. or both to address
354 the problem. Other non-peak hours of the day, such as mid-day on Saturday,
355 should also be considered to determine whether congestion is consistent with the
356 acceptable or preferred operating standards identified in Table 3. The lead agency
357 or jurisdictions will be responsible for determining the appropriate peak and non-
358 peak analysis periods. The lead agency or jurisdictions will be responsible for
359 determining the appropriate peak analysis period.
360

361 An appropriate solution to the need is determined through multi-modal system-level
362 planning considerations listed in Section 4.C., below. For regional transportation
363 planning purposes, the recommended solution should be consistent with the
364 acceptable or preferred operating standards identified in Table 3. A city or county
365 may choose a higher level-of service operating standard where findings of
366 consistency with Section 4.C. have been developed.
367

368 3. Regional Highways. Exhibit B identifies the Regional Highways specified in
369 Table 3. Each corridor will be evaluated on a case-by-case basis through system-
370 level refinement studies. The studies will identify the performance and operating
371 expectations for each corridor based on their unique operating and geographic
372 characteristics. Appropriate multi-modal solutions to needs identified through these
373 studies will be forwarded for inclusion in the Regional Transportation Plan.
374

375 42. Accessibility. If a congestion-standard deficiency threshold is exceeded on the
376 regional transportation system as identified in Table 34.B-1, cities and counties shall
377 evaluate the impact of the congestion on regional accessibility using the best
378 available methods (quantitative or qualitative) methods. If a determination is made
379 by Metro that exceeding the congestion deficiency threshold negatively impacts
380 regional accessibility, cities and counties local jurisdictions shall follow the
381 congestion management transportation systems analysis and transportation project
382 analysis procedures identified in 4.C. and 4.D. below.

383 53. Consistency. The identified function or the identified capacity of a road may be
384 significantly affected by planning for ~~Central City, Regional Centers, Town Centers,~~
385 ~~Main Streets and Station Communities~~ 2040 Growth Concept design types. Cities
386 and counties shall take actions described in Section 4.C. and 4.D. below, including
387 amendment of their transportation plans and implementing ordinances, if necessary
388 ~~to either change or take actions as described in Section 4.C., below,~~ to preserve the
389 identified function and identified capacity of the road, if necessary, and to retain
390 consistency between allowed land uses and planning for transportation facilities.

391 ~~C. Congestion Management~~ [Note: Deleted text is incorporated in new 4.C. and 4.D.,
392 below]

393 ~~For a city or county to amend their comprehensive plan to add a significant capacity~~
394 ~~expansion to a regional facility, the following actions shall be applied, unless the capacity~~
395 ~~expansion is included in the Regional Transportation Plan:~~

396 1. ~~To address Level of Service, the following shall be implemented:~~

- 397 a. ~~Transportation system management techniques~~
- 398 b. ~~Corridor or site level transportation demand management techniques~~
- 399 c. ~~Additional motor vehicle capacity to parallel facilities, including the~~
400 ~~consideration of a grid pattern consistent with connectivity standards~~
401 ~~contained in Title 6 of this plan~~
- 402 d. ~~Transit service improvements to increase ridership~~

403 2. ~~To address preservation of motor vehicle function:~~

- 404 a. ~~Implement traffic calming~~
- 405 b. ~~Change the motor vehicle function classification~~

406 3. ~~To address or preserve existing street capacity, implement transportation~~
407 ~~management strategies (e.g. access management, signal interties, lane~~
408 ~~channelization)~~

409 C. Transportation Systems Analysis

410 This section applies to city and county comprehensive plan amendments or to any
411 studies that would recommend or require an amendment to the Regional
412 Transportation Plan to add significant single occupancy vehicle (SOV) capacity to
413 multi-modal arterials and/or highways.

414
415 Consistent with Federal Congestion Management System requirements (23 CFR
416 Part 500) and TPR system planning requirements (660-12), the following actions
417 shall be considered through the Regional Transportation Plan when
418 recommendations are made to revise the Regional Transportation Plan and/or
419 local transportation system plans to define the need, mode, corridor and function

420 to address an identified transportation need consistent with Table 3, above, and
421 recommendations are made to add significant SOV capacity:

- 422
- 423 1) regional transportation demand strategies
- 424 2) regional transportation system management strategies, including
425 intelligent Transportation Systems (ITS)
- 426 3) High Occupancy Vehicle (HOV) strategies
- 427 4) regional transit, bicycle and pedestrian system improvements to
428 improve mode split
- 429 5) unintended land use and transportation effects resulting from a
430 proposed SOV project or projects
- 431 6) effects of latent demand from other modes, routes or time of day from
432 a proposed SOV project or projects
- 433 7) If upon a demonstration that the above considerations do not
434 adequately and cost-effectively address the problem, a significant
435 capacity improvement may be included in the Regional Transportation
436 Plan.

437

438 Consistent with Federal Congestion Management System requirements (23 CFR
439 Part 500) and TPR system planning requirements (660-12), the following actions
440 shall be considered when local transportation system plans (TSPs), multi-modal
441 corridor and sub-area studies, mode specific plans or special studies (including
442 land use actions) are developed:

- 443
- 444 1) transportation demand strategies that further refine or implement a
445 regional strategy identified in the RTP
- 446 2) transportation system management strategies, including intelligent
447 Transportation Systems (ITS), that refine or implement a regional
448 strategy identified in the RTP
- 449 3) sub-area or local transit, bicycle and pedestrian system improvements
450 to improve mode split
- 451 4) the effect of a comprehensive plan change on mode split targets and
452 actions to ensure the overall mode split target for the local TSP is
453 being achieved
- 454 5) improvements to parallel arterials, collectors, or local streets,
455 consistent with connectivity standards contained in Section 2 of this
456 Title, as appropriate, to address the transportation need and to keep
457 through trips on arterial streets and provide local trips with alternative
458 routes
- 459 6) traffic calming techniques or changes to the motor vehicle functional
460 classification, to maintain appropriate motor vehicle functional
461 classification
- 462 7) If upon a demonstration that the above considerations do not
463 adequately and cost-effectively address the problem, a significant
464 capacity improvement may be included in the comprehensive plan.

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If Upon a demonstration that the above considerations do not adequately and cost-effectively address the problem and where accessibility is significantly hindered, capacity improvements may be included in the comprehensive plan Metro and the affected city or county shall consider:

- (1) amendments to the boundaries of a 2040 Growth Concept design type;
- (2) amendments or exceptions to land use functional plan requirements;
- and/or
- (3) amendments to the 2040 Growth Concept.

Demonstration of compliance will be included in the required congestion management system compliance report submitted to Metro by cities and counties as part of system-level planning and through findings consistent with the TPR in the case of amendments to applicable plans.

D. ~~Motor Vehicle Congestion Analysis Outside of Mixed Use Areas~~

~~Outside of Central City, Regional Centers, Town Centers, Main Streets and Station Communities, and where cities and counties have not elected to use the General Congestion Performance Standards in subsection 4.B of this Title:~~

~~1. The identified function or the identified capacity of a road may be significantly affected by implementation of this functional plan. Cities and counties shall amend their transportation plans and implementing ordinances to change or take actions as described in Section 4.C., below, to preserve the identified function and identified capacity of the facility, if necessary, to retain consistency between allowed land uses and planning for transportation facilities.~~

~~2. The congestion performance standard for designated state highways as identified in the 1990 Oregon Highway Plan shall be the peak and off peak performance criteria in Appendix F of the 1992 Oregon Transportation Plan.~~

~~3. The congestion performance standard for arterials of regional significance identified at Figure 4.2 of Chapter 4 of the 1992 Regional Transportation Plan should be the peak and off peak performance criteria in Chapter 1, Section D of the 1992 Regional Transportation Plan.~~

~~4. Congestion level of service standards are not required for all other roads.~~

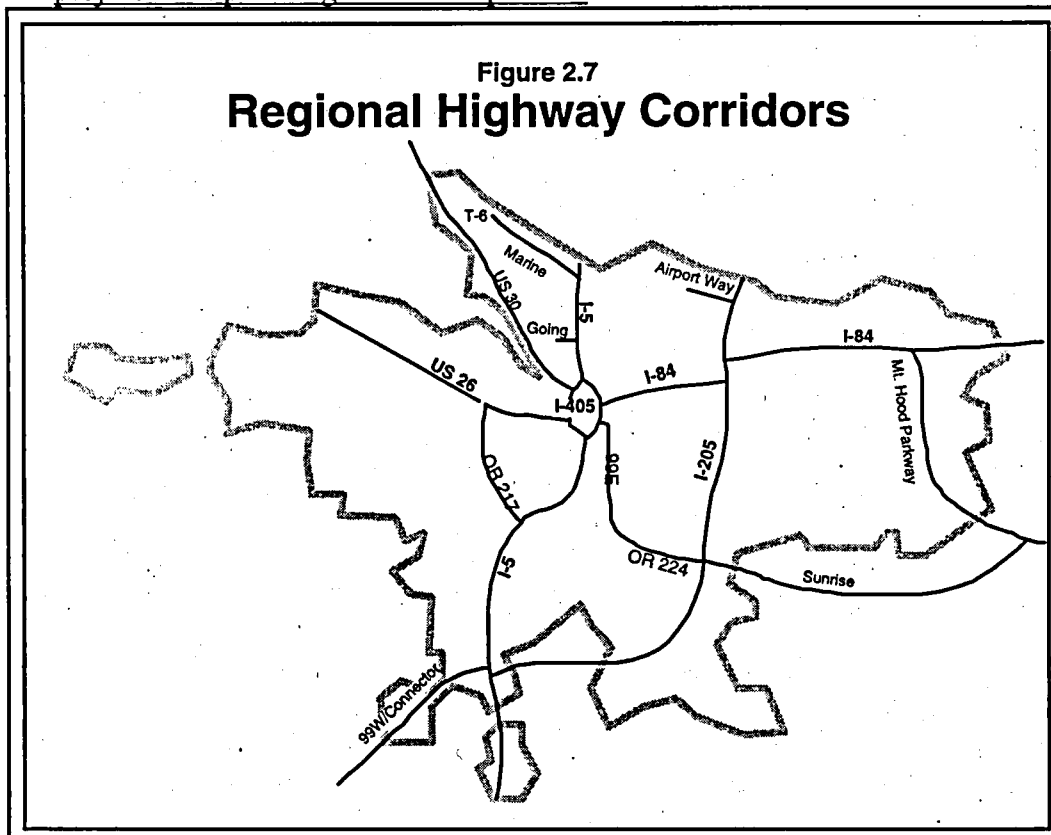
~~5. If the congestion performance for a road is exceeded or the identified function or identified capacity is inconsistent with land uses, cities and counties shall apply the congestion management actions identified in 4.C.1-3, above. If these actions do not adequately and cost effectively address the problem, capacity improvements may be included in the comprehensive plan."~~

504 D. Transportation Project Analysis

505
506 The TPR and Metro's Interim Congestion Management System (CMS) document require
507 that measures to improve operational efficiency be addressed at the project level. Section
508 2 of this Title requires that street design guidelines be considered as part of the project-
509 level planning process. Therefore, cities, counties, Tri-Met, ODOT, and the Port of
510 Portland shall address the following operational and design considerations during
511 transportation project analysis:

- 512
- 513 1. Transportation system management (e.g., access management, signal inter-
514 ties, lane channelization, etc.) to address or preserve existing street
515 capacity.
- 516 2. Guidelines contained in "Creating Livable Streets: Street Design
517 Guidelines for 2040" (1997) and other similar resources to address
518 regional street design policies.
- 519

520 The project need, mode, corridor, and function do not need to be addressed at the project
521 level. This section (4.D) does not apply to locally funded projects on facilities not
522 designated on the Regional Motor Vehicle System Map or the Regional Street Design
523 Map. Demonstration of compliance will be included in the required Congestion
524 Management System project-level compliance report submitted to Metro as part of
525 project-level planning and development."



9-12-97

526

**Definitions to Be Amended
to Title 10 of the Urban Growth Management Functional Plan**

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Accessway. Right-of-way or easement designed for public access by bicycles and pedestrians, and may include emergency vehicle passage.

Full Street Connection. Right-of-way designed for public access by motor vehicles, pedestrians and bicycles.

Improved pedestrian crossing. An improved pedestrian crossing is marked and may include signage, signalization, curb extensions and a pedestrian refuge such as a landscaped median.

Local trips. Local vehicle trips are trips that are five miles or shorter in length.

Mixed-Use Development. Mixed-use development includes areas of a mix of at least two of the following land uses and includes multiple tenants or ownerships: residential, retail and office. This definition excludes large, single-use land uses such as colleges, hospitals, and business campuses. Minor incidental land uses that are accessory to the primary land use should not result in a development being designated as "mixed-use development." The size and definition of minor incidental, accessory land uses allowed within large, single-use developments should be determined by cities and counties through their comprehensive plans and implementing ordinances.

Regional vehicle trips. Regional vehicle trips are trips that are greater than five miles in length.

Significant Increase in Single Occupancy Vehicle (SOV) Capacity for Multi-modal Arterials. An increase in SOV capacity created by the construction of additional general purpose lanes totaling ½ lane miles or more in length. General purpose lanes are defined as through travel lanes or multiple turn lanes. This also includes the construction of a new general purpose highway facility on a new location. Lane tapers are not included as part of the general purpose lane. Significant increases in SOV capacity should be assessed for individual facilities rather than for the planning area.

Significant Increase in Single Occupancy Vehicle (SOV) Capacity for Regional Through-Route Freeways. Any increase in SOV capacity created by the construction of additional general purpose lanes other than that resulting from a safety project or a project solely intended to eliminate a bottleneck. An increase in SOV capacity associated with the elimination of a bottleneck is considered significant only if such an increase provides a highway section SOV capacity greater than ten percent over that provided immediately upstream of the bottleneck. An increase in SOV capacity associated with a safety project is considered significant only if the safety deficiency is totally related to traffic congestion. Construction of a new general purpose highway facility on a new location also constitutes a significant increase in SOV capacity. Significant increase in SOV capacity should be assessed for individual facilities rather than for the planning area.

Exhibit A to Title 6 of the Urban Growth Management Functional Plan

Level-of-Service (LOS) Definitions for Freeways, Arterials and Signalized Intersections

LOS	Freeways (average travel speed assuming 70 mph design speed)	Arterials (average travel speed assuming a typical free flow speed of 40 mph)	Signalized Intersections (stopped delay per vehicle)	Traffic Flow Characteristics
A	Greater than 60 mph Average spacing: 22 car-lengths	Greater than 35 mph	Less than 5 seconds; most vehicles do not stop at all	Virtually free flow; completely unimpeded Volume/capacity ratio less than or equal to .60
B	57 to 60 mph Average spacing: 13 car-lengths	28 to 35 mph	5.1 to 15 seconds; more vehicles stop than for LOS A	Stable flow with slight delays; reasonably unimpeded Volume/capacity ratio .61 to .70
C	54 to 57 mph Average spacing: 9 car-lengths	22 to 28 mph	15.1 to 25 seconds; individual cycle failures may begin to appear	Stable flow with delays; less freedom to maneuver Volume/capacity ratio of .71 to .80
D	46 to 54 mph Average spacing: 6 car-lengths	17 to 22 mph	25.1 to 40 seconds; individual cycle failures are noticeable	High density, but stable flow Volume/capacity ratio of .81 to .90
E	30 to 46 mph Average spacing: 4 car-lengths	13 to 17 mph	40.1 to 60 seconds; individual cycle failures are frequent; poor progression	Operating conditions at or near capacity; unstable flow Volume/capacity ratio of .91 to 1.00
F	Less than 30 mph Average spacing: bumper-to-bumper	Less than 13 mph	Greater than 60 seconds; not acceptable for most drivers	Forced flow, breakdown conditions Volume/capacity ratio of greater than 1.00
>F	Demand exceeds roadway capacity, limiting volume that can be carried and forcing excess demand onto parallel routes and extending the peak period			Demand/capacity ratios of greater than 1.10

*Source: 1985 Highway Capacity Manual (A through F descriptions)
Metro (>F description)*

TRANSPORTATION COMMITTEE REPORT

CONSIDERATION OF ORDINANCE NO. 98-721, FOR THE PURPOSE OF AMENDING ORDINANCE NO. 96-647C AND 97-715B TO REVISE TITLE 6 RECOMMENDATIONS AND REQUIREMENTS FOR REGIONAL ACCESSIBILITY.

Date: January 21, 1998

Presented by: Councilor McLain

Committee Action: At its January 20, 1998 meeting, the Transportation Committee unanimously recommended Council adoption of Ordinance 98-721A. Voting in favor: Councilors Kvistad, McLain and Washington.

Council Issues/Discussion: Andy Cotugno, Transportation Department Director, made the staff presentation, with assistance from Kim White, department staff. This ordinance makes changes to Titles 6 (Regional Accessibility) and 10 (Definitions) of the Urban Growth Management Functional Plan adopted by the Metro Council in November of 1996. These changes are necessary to parallel policies adopted in the Regional Framework Plan, Chapter 2 (Transportation) adopted by the Council in December of 1997. The changes are being recommended by JPACT and MPAC, as work continues to the ultimate completion of the Regional Transportation Plan (RTP) in the spring of 1998. The changes are detailed in the attached staff report dated December 19, 1997.

Mr. Cotugno asked the committee to consider an additional change to Title 10 of the functional plan. This change would further clarify the definition of "mixed use", adding business campuses to a short list of large, single-use land uses to be excluded from the definition. The committee unanimously agreed to this amendment.

During the public hearing section of the meeting, Rex Burkholder, speaking for the Bicycle Transportation Alliance, requested changing language in the street design guidelines on page 4 of Title 6, lines 133 and 163. His change would list striped bikeways as the preferred way to accommodate bicycles with regard to street and boulevard designs, and would not include shared outside lanes as a preferred means. Mr. Cotugno did not support this change, preferring to retain flexibility based on a case-by-case approach.

Councilor McLain moved to amend the main motion to include this amendment, as a matter of child safety. The motion failed 1-2.

The ordinance will also receive consideration at the Growth Management Committee prior to Council consideration.

Amended GROWTH MANAGEMENT COMMITTEE REPORT

Ordinance No. 98-721A, to revise the recommendations and requirements for regional accessibility of Title 6 (Transportation), of the Urban Growth Management Functional Plan.

Action Taken: Recommended for Council approval, by a vote of 2-1, with Councilor Morissette voting against, and Councilors Naito and McCaig voting in favor.

Existing Law: Title 6 of the Urban Growth Management Functional Plan contains implementing recommendations and requirements for transportation planning for cities and counties. The Regional Framework Plan adopts policies relating to transportation planning and accessibility in the region.

Issue Presented: This ordinance brings the Urban Growth Management Functional Plan in line with the policies provided in the Regional Framework Plan and clearly identifies the role that cities and counties will play in implementing the Regional Framework Plan.

Committee Discussion:

Councilor Morissette said that he did not support the transportation section of the Urban Growth Management Functional Plan as adopted by Council because it relies too heavily on alternative modes of transportation. It is his concern that this reliance will inevitably result in higher congestion because the majority of the public prefers automobiles and will not participate in the alternative modes of transportation to the degree anticipated by the Functional Plan. His preference is to create housing near jobs, specifically in Washington County. Councilor Morissette thanked Mr. Cotugno for adding his chart to the functional plan language and requested that the explanation regarding the levels of congestion be placed with the chart rather than in the appendix.

In addition, Councilor McLain mentioned that the Bicycle Transportation Alliance had requested changing the language in the street design guidelines to list striped bikeways as the preferred way to accommodate bicycles for street and boulevard designs. She continues to support this amendment because the language is flexible enough to allow for placement of shared outside lanes where necessary but would establish striped bikeways as the preferred design.

GROWTH MANAGEMENT COMMITTEE REPORT

Ordinance No. 98-721A, to revise the recommendations and requirements for regional accessibility of Title 6 (Transportation), of the Urban Growth Management Functional Plan.

Action Taken: Recommended for Council approval, by a vote of 3-0.

Existing Law: Title 6 of the Urban Growth Management Functional Plan contains implementing recommendations and requirements for transportation planning for cities and counties. The Regional Framework Plan adopts policies relating to transportation planning and accessibility in the region.

Issue Presented: This ordinance brings the Urban Growth Management Functional Plan in line with the policies provided in the Regional Framework Plan and clearly identifies the role that cities and counties will play in implementing the Regional Framework Plan.

Budget Impact: None.

Committee Discussion: The Committee raised no concerns.

Agenda Item Number 8.1

Resolution No. 97-2587, For the Purpose of Confirming the Appointment of Elaine Wilkerson to the Position of Director of the Growth Management Department.

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

**FOR THE PURPOSE OF CONFIRMING)
ELAINE WILKERSON TO THE)
POSITION OF DIRECTOR OF THE)
GROWTH MANAGEMENT DEPARTMENT)**

**RESOLUTION NO. 97-2587
Introduced by Mike Burton,
Executive Officer**

**WHEREAS, The Metro Code requires that the Metro Council confirm the
appointment of Department Directors; and**

**WHEREAS, Elaine Wilkerson has been appointed Director of the Growth
Management Department; now, therefore,**

BE IT RESOLVED,

**That the appointment of Elaine Wilkerson to the position of Director of the
Growth Management Department is confirmed by the Metro Council.**

ADOPTED by the Metro this _____ day of _____

Jon Kvistad, Presiding Officer

Elaine Wilkerson, M.C.I.P., A.I.C.P.

2424 N.E. 25th Avenue
Portland, Oregon 97212
1-503-281-9550

Employment History

Sept. 1995- present City of Beaverton, Oregon, population 66,000

Community Development Director: direct and manage department of 80 staff responsible for City planning, building, transportation and engineering functions; including land use and site development review, economic development, Community Development Block Grant Program, Zoning Code review, mapping and geographic information systems, planning policy, annexation, building plan review and permitting, engineering and building inspection, traffic management, transportation planning, and capital works program(planning, design, and construction); responsible for capital budget totaling approximately \$20 million, plus a departmental budget of \$13 million; represent the City on the Westside Light Rail Project Management Group, the Transit Station Area Planning Committee, and Metro Technical Advisory Committee; City lead for a major downtown, station area, public/private development partnership valued at \$100 million; work with neighborhood, business, and development communities.

Jan. 1995- Aug. 1995 Metro Portland, Oregon, population 1.2 million

Consulting Planner: Part-time assignment on Mainstreet and Corridors Study as liaison/coordinator with consultants team, Metro staff, technical advisory committee, developers, and resident and business stakeholders groups.

Sept. 1989- Aug. 1994 City of North York, Metro Toronto, population 560,000

Commissioner of Planning: As Head of the Planning Department, managed and directed 65 staff responsible for development application process, site plan approvals, zoning by-law review, computerized property-based databases, urban design guidelines, streetscaping, land use and policy planning, and community participation. Major land use planning included secondary plans for the City center, rapid transit corridors and employment areas. Served as the City representative on the Greater Toronto Coordinating Committee.

March 1981-Aug. 1989 City of Scarborough, Metro Toronto, population 500,000

Deputy Commissioner of Planning /Director of Community Planning: carried out Department Head functions in the Commissioner's absence; responsible for Department administration (personnel, training, budget and computerization) and Community Planning Division which processed development applications (approximately 1000 per year) including plan amendments, rezonings, variances, site plan approvals, subdivisions, and condominiums.

Director of Strategic Planning and Administration: responsible for Zoning By-law Review, Official Plan, and Department administration; supervised transportation engineers and planners preparing transportation plans and policy studies in economic development, housing, recreation, and redevelopment, with emphasis on rapid transit station area, City Center, and community plans.

Sept. 1973- Jan. 1981 **Ontario Provincial Ministry of Housing and
Ministry of Municipal Affairs**

Senior Planner, Operations Review Section
Senior Planner, Local Planning Policy Branch
Planning Coordinator, Community Planning Advisory Branch
Planner, Community Planning Advisory Branch
Planner, Official Plans Branch

March 1972-Sept. 1973 **Philips Planning and Engineering Ltd., Consulting Planner**

Education

M.A. Geography, York University (1976)
B.A. Honors Geography, York University (1972)

Memberships

American Planning Association 1990, American Institute of Certified Planners 1997
Canadian Institute of Planners (C.I.P.) 1977
Lambda Alpha (An Honorary Land Economics Society) 1995

Volunteer Experience

United Way Past member of the Allocations Committee for Metro Toronto Community-Based Organizations

Child Care Founding member of Board of Directors for Non-Profit Community-Based School Child Care Center, Petit Pearson, North York

Y.M.C.A. Past member of Regional Council for North York.Y.M.C.A.

C.I.P. Ontario Association of Planners, Past Secretary and Treasurer
Central Ontario Chapter, Past Secretary

STAFF REPORT

RESOLUTION NO. 97-2587, FOR THE PURPOSE OF CONFIRMING THE APPOINTMENT OF ELAINE WILKERSON TO THE POSITION OF DIRECTOR OF THE GROWTH MANAGEMENT DEPARTMENT

Date: November 21, 1997

Presented by: Mike Burton, Executive Officer

BACKGROUND

The current Director of the Growth Management Department, John Fregonese, has tendered his resignation effective January 15, 1998. Executive Officer Mike Burton has appointed Elaine Wilkerson as the new Director of the Growth Management Department, subject to Metro Council confirmation as required in Section 2.02.080(e) of the Metro Code.

Ms. Wilkerson currently serves as the Community Development Director for the City of Beaverton, where she manages a staff of 80 and a budget of \$13 million, and a capital budget of \$20 million. Ms. Wilkerson has provided leadership at the local and regional level, and has worked with Metro and its growth management department as a representative on various committees.

Prior to working at the City of Beaverton, Ms. Wilkerson was a consulting planner for Metro, and was the Commissioner of Planning for the City of North York in Toronto, Ontario. She received a bachelor's degree in Honors Geography from York University, and a Master degree in Geography from York University.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends that Elaine Wilkerson be confirmed as the director of the Growth Management Department. If approved, Ms. Wilkerson would begin serving as director on February 17, 1998.

GROWTH MANAGEMENT COMMITTEE REPORT

Resolution No. 97-2587, confirming the appointment of Elaine Wilkerson to the Position of Director of the Growth Management Department.

Action Taken: Recommended for Council approval, by a vote of 3-0.

Issue Presented: This resolution confirms the appointment of Elaine Wilkerson to replace John Fregonese as Director of the Growth Management Department. Ms. Wilkerson is currently the Director of Community Development for the City of Beaverton.

**Committee
Discussion:**

Councilor McCaig asked Executive Officer Mike Burton why a national search was not made to fill this position. Mr. Burton replied that Ms. Wilkerson is highly qualified and particularly knowledgeable about the unique characteristics of the Portland Metropolitan area. Mr. Burton was of the opinion that a local person is important for this position.

Councilor McCaig asked Ms. Wilkerson to explain her plans and qualifications for this position. Ms. Wilkerson said that she looks forward to working for Metro, that she has experience working with large metropolitan areas (she was previously employed by the City of Toronto), and that her local government experience will be an asset.

Councilor McCaig expressed her feeling that the Council often has to make difficult decisions in order to accomplish its role as a leader in this region and that she hoped that Ms. Wilkerson would be supportive.

Agenda Item Number 8.2

**Resolution No. 97-2588, For the Purpose of Appointing Members to the Water Resources Policy
Advisory Committee.**

**Metro Council Meeting
Thursday February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF APPOINTING) RESOLUTION NO. 97-2588
NEW MEMBERS TO THE WATER)
RESOURCE POLICY ADVISORY) Introduced by Councilor Susan McLain
COMMITTEE) Chair, WRPAC

WHEREAS, The Water Resource Policy Advisory Committee (WRPAC) unanimously approved proposed revisions to their bylaws at their March 27, 1996 meeting; and

WHEREAS, The Metro Council approved the revisions to the bylaws as approved by WRPAC via adoption of Resolution No. 96-2321B and directed WRPAC to seek nominations for voting and non-voting positions; and

WHEREAS, Resolution Nos. 96-2418A, 97-2517 and 97-2717 subsequently established and appointed voting and non-voting members to serve on WRPAC; and

WHEREAS, Some resignations have occurred on WRPAC requiring the Council's approval of replacements for same; now, therefore,

BE IT RESOLVED, That the Metro Council appoints Michael Reed to replace David Benfield of Clackamas County Utilities; appoints Gregory R. Robart as the new member representing the Oregon Department of Fish & Wildlife; that Becky Krieg replaces Kathleen Gardipee as the member representing the Portland Bureau of Environmental Services; that Bill Fujii replaces Rebecca Geisen as the alternate member for the Oregon Water Resources Department; and that Ella Whelan replaces Kurt Hohn as the alternate member for Clackamas County Utilities.

ADOPTED by the Metro Council this _____ day of _____, 19__.

, Presiding Officer

Approved as to Form:

Daniel B. Cooper, General Counsel

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**WATER RESOURCES POLICY ADVISORY COMMITTEE ROSTER
BY JURISDICTION/ORGANIZATION**

As of 12/1/97

JURISDICTION/ ORGANIZATION	MEMBER NAME & ADDRESS & NOS.	ALTERNATE NAME & ADDRESS & NOS.
1. Voting Members (27 total)	Chair Susan McLain Metro Councilor Metro Council Dept. 600 NE Grand Ave Portland OR 97232-2786 Phone: 797-1553 Fax: 797-1793 mclains@metro.dst.or.us	None
2. Tualatin Valley Water District	Jesse Lowman 1850 SW 170th Ave PO Box 745 Beaverton OR 97075 Phone: 642-1511 Fax: 649-2733	Kevin Hanway 1850 SW 170th PO Box 745 Beaverton OR 97075 Phone: 642-1511 Fax: 649-2733
3. Clackamas River Water	Dale Jutila PO Box 2439 Clackamas OR 97015-2439 Phone: 722-9221 Fax: 656-7086 "djutila@crw.clackamas.or.us"	Alan Fletcher PO Box 2439 Clackamas OR 97015-2439 Phone: 722-9222 Fax: 656-7086 "afletcher@crw.clackamas.or.us"
4. Portland Water Bureau	Loma Stickel 1120 SW 5th Ave Set 601 Portland OR 97204-1914 Phone: 823-7502 Fax: 823-6133	Roberta Jortner 1120 SW 5th Ave # 601 Portland OR 97204-1914 Phone: 823-7502 Fax: 823-6133
5. Unified Sewerage Agency	Bill Gaffi 155 N First Ave # 270 Hillsboro OR 97124 Phone: 648-8621 Fax: 640-3525	John Jackson 155 N First Ave # 270 Hillsboro OR 97124 Phone: 648-8621 Fax: 640-3525
6. Oak Lodge Sanitary District	Tom Sandwick PO Box 68245 Portland OR 97268-0245 Phone: Fax:	Kent Squires 14611 SE River Road Portland OR 97267-1198 Phone: 653-1653 Fax: 653-0586
7. Gresham Environmental Services	Mel Miracle 1333 NW Eastman Parkway Gresham OR 97030-3825 Phone: 661-3000 Fax: 661-5927	Greg DiLoreto 1333 NW Eastman Parkway Gresham OR 97030-3825 Phone: 661-3000 Fax: 661-5927

8. Clackamas County Utilities	Michael Reed 16770 SE 82nd Drive #200 Clackamas OR 97015 Phone: 650-3323 Fax: 665-7692	Ella Whelan 16770 SE 82nd Drive #200 Clackamas OR 97015 Phone: 557-6488 Fax: 557-6496
9. Portland Bureau of Environmental Services	Becky Krieg 1120 SW Fifth Ave. #400 Portland OR 97204-1972 Phone: Fax: 823-6995	Dave Kliewer 1120 SW Fifth Ave. #400 Portland OR 97204-1972 Phone: Fax: 823-6995
10. Washington County Soil & Water Conservation District	Gary Clark 1080 SW Baseline Bldg. B #B2 Hillsboro OR 97123-3823 Phone: 681-0953 Fax: 681-9772	Dick Kover 1080 SW Baseline Bldg. B #B2 Hillsboro OR 97123-3823 Phone: 681-0953 Fax: 681-9772
11. Clackamas County Soil & Water Conservation District	Don Guthridge 256 Warner-Milne Road Oregon City, OR 97045 Phone: 656-3499 Fax: 650-2367 E-Mail c/o Susan Hudson; "hudsons@or.nrcs.usda.gov"	None
12. East Multnomah County Soil & Water Conservation District	Patt Opdyke 8971 N Fortune Ave Portland, OR 97203 Phone: 978-1108 Fax: 978-0918	None
13. Oregon Environmental Council	Gayle Killam 520 SW 6th #940 Portland OR 97204 Phone: 222-1963 Fax: 222-1405	None
14. Portland Audubon Society	Mike Houck 5151 NW Cornell Road Portland OR 97210 Phone: 292-6855 x 111 Fax: 292-1021 "houckm@teleport.com"	None
15. Environmental Member at Large	Kendra Smith 7145 N Delaware Ave Portland OR 97217-5703 Phone: 240-9843 Fax:	John LeCavalier Environmental Learning Center 19600 S Molalla Ave Oregon City, OR 97045 Phone: 656-0155 Fax:

16. Fishery Interest - Native Fish Society	Jeffry Gottfried 4015 SW Canyon Road Portland OR 97221 Phone: 246-8916	Guy Orcutt 4041 NE 22nd Ave Portland OR 97212-1504 Phone: 280-0413 Fax (Call first): 280-0413
17. Cities of Clackamas County	Mark Schoening City of Lake Oswego 380 "A" Ave PO Box 369 Lake Oswego OR 97034 Phone: 635-0274 Fax: 635-0269 "mschoening@ci.oswego.or.us"	Nancy Kraushaar City of Oregon City PO Box 351 320 Warner Milne Road Oregon City OR 97045 Phone: 657-0891 Fax: 657-7892
18. Cities of Washington County	David Winship City of Beaverton PO Box 4755 Beaverton OR 97076-4755 Phone: 526-2222 Fax: 526-2479	Mike McKillip City of Tualatin PO Box 369 Tualatin OR 97062-0369 Phone: 692-2000 Fax: 692-5421
19. Metro Greenspaces Advisory Committee	Seth Tane 13700 NW Newberry Road Portland OR 97231-2210 Phone: 286-6339 Fax: 735-0337	Rick Charriere 19595 S Fischers Mill Road Oregon City OR 97045-9687 Phone 631-8140 Fax: 655-1726
20. Natural Resources Conservation Service	Steve Fedji 2115 SE Morrison St. Portland OR 97214 Phone: 231-2270 Fax: 231-2271	None
21. Homebuilders Association	Declined Membership	
22. High Tech Business	Bill Calder Intel 5200 NE Elam Young Parkway MS - JF3-107 Hillsboro OR 97124 Phone: 264-5669 Fax: 264-1823	Dave Schrott Fujitsu 21015 SE Stark St. Gresham OR 97030-2099 Phone: 618-6700 X 143 Fax: 669-6109
23. Nursery Operator	Brad Bloes Panzer Nursery Inc. 17980 W Baseline Road Beaverton OR 97006 Phone: 645-1185 Fax: 629-9023	None

24. Citizen: Tualatin River Watershed	Jacqueline Dingfelder Tualatin River Watershed Council 1080 SW Baseline Road Bldg. B #B-2 Hillsboro OR 97123 Phone: 681-0953 Fax: 681-9772	April Olbrich Tualatin River Watershed Council 17960 SW Kinnaman #8 Aloha OR 97007 Phone: 649-4901
25. Citizen: Clackamas River Watershed	Scott Forrester Clackamas River Basin Council 2030 NW 7th Ave. Place Gresham OR 97030-6619 Phone: 492-1593 Fax:	Lowell Hanna Clackamas River Basin Council Clackamas River Water PO Box 2439 Clackamas OR 97015-2439 Phone: Fax:
26. Citizen: Developer	TBA	TBA
27. Citizen: Lower Willamette River Watershed	Bob Roth Johnson Creek Watershed Council 525 Logus St. Oregon City OR 97045 Phone: 239-3932 Fax: 239-3946 "jcw@ix.netcom.com"	Liz Callison Tryon Resource Management Partnership 6039 SW Knightsbridge Drive Portland OR 97219-4959 Phone: 244-0641
NON-VOTING MEMBERS (12 Total)		
1. Dept. of Land Conservation & Development	Jim Sitzman 800 NE Oregon St. #18 Portland OR 97232-2162 Phone: 731-4065 Fax: 731-4068	None
2. US Army Corps of Engineers	Vacant	None
3. Port of Portland	Mary Gibson PO Box 3529 Portland OR 97208--3529 Phone: 231-5000	Preston Beck PO Box 3529 Portland OR 97208-3529 Phone: 231-5000
4. Environmental Protection Agency	Ralph Rogers 811 SW 6th Ave #300 Portland OR 97204-1315 Phone: 326-3250 Fax: 326-3399	None

5. Portland General Electric	Dave Heintzman 121 SW Salmon St. Portland OR 97204-2901 Phone: 464-8162 Fax: 464-2944 david_heintzman@pgn.com	Gary Hackett 121 SW Salmon St. Portland OR 97204-2901 Phone: 464-8005 Fax: 464-2285 gary_hackett@pgn.com
6. Lower Columbia River Estuary Program	Bill Young 811 SW 6th Ave Portland OR 97204 Phone: 229-6766 Fax: 229-5214	Deborah Marriott 811 SW 6th Ave Portland OR 97204 Phone: 229-5421 Fax: 229-6124
7. Oregon Dept. of Environmental Quality	Bob Baumgartner DEQ-NW Regional Office 2020 SW 4th Ave #400 Portland OR 97201-4987 Phone: 229-5323 Fax: 229-5124	Kevin Downing
8. Oregon Water Resources Dept.	Tom Paul 158 12th St. NE Salem OR 97310 Phone: (503) 378-8455 Fax: (503) 378-8130	Bill Fujii 158 12th St. NE Salem OR 97310 Phone: (503) 378-8455 X 241 Fax: (503) 378-8130
9. Oregon Dept. of Agriculture	Marc Peters Natural Resources Division 635 Capitol St. NE Salem OR 97310	None
10. Oregon Dept. of Forestry	Ken Kushman Molalla Field Office 14995 S Hwy. 211 Molalla OR 97038 Phone: 829-2216	None
11. Oregon Dept. of Fish & Wildlife	Greg Robart ODFW Columbia Region 17330 SE Evelyn St Clackamas OR 97015 Phone: 657-2000 X 241 Fax: 657-2050	None
12. US Fish & Wildlife Service	Jennifer Thompson 2600 SE 98th #100 Portland OR 97266 Phone: 231-6179 Fax: 231-6195	John Marshall

Metro Staff:	John Fregonese Director, Growth Management Services Dept. 600 NE Grand Ave Portland OR 97232-2736 Phone: 797-1738 Fax: 797-1911 fregonesej@metro.dst.or.us	Rosemary Furfey Senior Regional Planner Growth Management Services Dept. 600 NE Grand Ave Portland OR 97232-2736 Phone: 797-1726 Fax: 797-1911 furfeyr@metro.dst.or.us
Growth Management Services Dept. Fax No: 797-1911	Susan Payne Assistant Regional Planner Growth Management Services Dept. 600 NE Grand Ave Portland OR 97232-2736 Phone: 797-1895 Fax: 797-1911 paynes@metro.dst.or.us	Jennifer Budhabhatti Regional Parks & Greenspaces Dept. 600 NE Grand Ave. Portland OR 97232-2736 Phone: 797-1876 Fax: 797-1849 budhabhatti@metro.dst.or.us
	Paulette Copperstone Program Assistant One Growth Management Services Dept. 600 NE Grand Ave Portland OR 97232-2736 Phone: 797-1562 Fax: 797-1911 copperstonep@metro.dst.or.us	

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Call 797-1562 for changes/corrections/additions/deletions to this roster. If/when your data changes, call ASAP. You can also fax changes to 797-1911 c/o Amy Nease.

Corrected/Updated 2/11/97; 7/21/97; 9/9/97; 9/23/97; 12/1/97

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 97-2588, FOR THE PURPOSE OF APPOINTING MEMBERS TO THE WATER RESOURCES POLICY ADVISORY COMMITTEE

Date: December 5, 1997

Prepared by: Rosemary Furfey

BACKGROUND INFORMATION

The Metro Water Resource Policy Advisory Committee (WRPAC) was formed in the early 1980s to advise the Metro Council on technical matters related to regional water resource planning.

WRPAC was formally organized and re-formed via Resolution No. 96-2418A which adopted a membership list of entities/persons to serve on WRPAC.

WRPAC's bylaws were revised and adopted by the Metro Council via Resolution No. 96-2321B. Section 2(B) of the Bylaws states: "Representatives and their alternates will be formally appointed by the Metro Council."

The Council via Resolution No. 97-2588 would appoint members to fill vacancies that have occurred in the membership over the past several months (see Exhibit A).

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 97-2588.

GROWTH MANAGEMENT COMMITTEE REPORT

Resolution No. 97-2588, appointing members to the Water Resources Policy Advisory Committee (WRPAC).

Action Taken: Recommended for Council approval, by a vote of 3-0.

Issue Presented: Vacancies exist in various agency positions on WRPAC. The agencies have recommended the following individuals to fill those vacancies:

- Michael Reed for Clackamas County Utilities
- Gregory R. Robart for the Oregon Department of Fish & Wildlife
- Becky Krieg for the Portland Bureau of Environmental Services
- Bill Fujii as the alternate for the Oregon Water Resources Department, and
- Ella Whelan as the alternate for Clackamas County Utilities

**Committee
Discussion:**

The Committee noted there was no background information on these individuals, but that as agency representatives, none was required.

Agenda Item Number 8.3

**Resolution No. 97-2593, For the Purpose of Confirming the Appointment of James E. Diamond, Jr.,
and John F. Fryer to the Investment Advisory Board.**

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CONFIRMING THE) RESOLUTION NO. 98-2593
APPOINTMENT OF JAMES E. DIAMOND, JR.)
AND JOHN F. FRYER TO THE INVESTMENT) Introduced by Mike Burton
ADVISORY BOARD) Executive Officer

WHEREAS, The Metro Code, Section 2.06.030, provides that the Council confirms members to the Investment Advisory Board; and,

WHEREAS, James E. Diamond, Jr. and John F. Fryer come highly recommended by their background and experience; and,

WHEREAS, The Council finds that James E. Diamond, Jr. and John F. Fryer are exceptionally qualified to perform these duties, now, therefore,

BE IT RESOLVED,

That James E. Diamond, Jr. and John F. Fryer are confirmed as members of the Investment Advisory Board for the term ending October 31, 2000.

ADOPTED by the Metro Council this ____ day of _____, 1998.

Jon Kvistad, Presiding Officer

Approved as to Form:

Daniel B. Cooper, General Counsel

FINANCE COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 98-2593, FOR THE PURPOSE OF CONFIRMING THE APPOINTMENT OF JAMES E. DIAMOND, JR. AND JOHN F. FRYER TO THE INVESTMENT ADVISORY BOARD

Date: February 11, 1998 Presented by: Councilor

Committee Recommendation: At its February 5 meeting, the Committee considered Resolution No. 98-2593 and voted unanimously to send the resolution to the Council with a do pass recommendation. Voting in favor: Councilors Kvistad, McFarland, Mclain, Morissette, Naito, Washington, and Chair McCaig.

Background

The Metro Code (Section 2.06.030) establishes an Investment Advisory Board to oversee the investment of Metro funds, particularly those in unappropriated balances and various reserve accounts. Members generally have an extensive background in banking or finance.

Committee Issues/Discussion: Howard Hansen, Investment and Credit Analyst, reviewed the qualifications of the two nominees for the Investment Advisory Board. Committee members had no questions.

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 98-2593 CONFIRMING THE APPOINTMENT OF JAMES E. DIAMOND, JR. AND JOHN F. FRYER TO THE INVESTMENT ADVISORY BOARD.

Date: December 15, 1997

Presented by: Howard Hansen

FACTUAL BACKGROUND AND ANALYSIS

Metro Code, Section 2.06.030, includes the creation of the Investment Advisory Board. One provision of this Code requires the Investment Officer to recommend to the Council for confirmation those persons who shall serve on the Board to discuss and advise on investment strategies, banking relationships, the legality and probity of investment activities, and the establishment of written procedures for the investment operation.

On April 14, 1994, Virginia V. Benware was appointed to the Investment Advisory Board for the term ending October 31, 1998. Her employment has changed which precludes her completion of this term. Mr. Ralph Wiita, Executive Vice President of Albina Community Bank has suggested James E. Diamond, Jr. as a candidate for a full term to replace Virginia V. Benware.

Mr. Diamond is President and Chief Financial Officer of Paul O. Giesey Adcrafters, Inc. where he has been for five years. His resume (Attachment A) reports a twenty-three year prior history in commercial banking. He is also Trustee and Chair of the Audit Committee of a mutual fund group located in Seattle.

On February 11, 1993, William E. Peressini was appointed for the term ending October 31, 1997. While his services have been practical and constructive, promotions by his employer prohibit his continuation. He recommends John F. Fryer as his replacement. Mr. Fryer performs work similar to Mr. Peressini for the same employer, PacifiCorp. Mr. Fryer has been with PacifiCorp since January 1995. His resume (Attachment B) recaps an eighteen year employment history in cash management, investments and finance.

The Executive Officer, acting as the Investment Officer, recommends appointment of James E. Diamond, Jr. and John F. Fryer for three year terms ending October 31, 2000.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 98-2593

JAMES E. DIAMOND, JR.

1081 Forest Meadows Way
Lake Oswego, Oregon 97034
503-226-3943 (bus)
503-636-2675 (res)
503-226-4655 (fax)

EXPERIENCE AND SELECT ACCOMPLISHMENTS

PAUL O. GIESEY ADCRAFTERS, INC.

President and Chief Financial Officer Portland, Oregon, 1992 – 1997

Responsible for all financial, operating, and administrative decisions for this general commercial printing and typesetting company. Responsible for the successful turnaround of a previously unprofitable company.

RAINIER INVESTMENT MANAGEMENT, INC

Trustee and Chair of Audit Committee, Seattle, Washington, 1994 – 1997

Responsible for assisting in the establishment of a group of mutual funds and for the continuing oversight of their operation and performance. Funds have grown from zero to over \$800 million in three years.

SECURITY PACIFIC BANK

Executive Vice President, Business Banking Group, Portland Oregon, 1988 – 1992

Responsible for all sales, credit administration and operations related to commercial lending in Oregon. 130 employees, \$600 million assets, \$6 million expense budget.

Senior Vice President, National Banking Department, Seattle, Washington 1982 – 1988

Responsible for the management of 40 employees involved in marketing to the Fortune 500. Personally sold complex financial products and services to the CFO's of major corporations. As manager, increased the net income 40% per year.

CITICORP

Assistant Vice President, Citicorp USA, Seattle, Washington 1979 – 1982

Responsible for new business development in Oregon, Washington and Alaska. Marketed a full range of bank products and services. Names West Coast Marketing Officer for the year of 1980.

Account Officer, Citibank, NA, New York, New York 1974 – 1979

Relationship Management and new business development. Successful career in Agribusiness unit specializing in providing banking products and services to commodity traders.

Account Officer, Citicorp Leasing, New York, New York 1974

New business development.

EDUCATION

MBA Finance, University of Pittsburgh, 1974
BS Psychology, University of Pittsburgh, 1973

COMMUNITY SERVICE

American Leadership Forum, Portland, OR – Board Member, Treasurer, Committee Member
School of Champions Football Club, Portland, OR – Board Member, Team Manager
Parry Center for Children, Portland, OR – Board Member, President, Treasurer, Committee Chair
Children's Museum, Portland OR – Board Member
Business Committee for the Arts, Portland, OR – Board Member and Executive Committee
United Way, Portland, OR and Seattle, WA – Security Pacific Campaign Chair, Allocations Panel Member

ATTACHMENT A

JOHN F. FRYER
1998 Greentree Road
Lake Oswego, Oregon 97034

697-1753
731-2866

BUSINESS EXPERIENCE

PACIFICORP, Portland, Oregon
Assistant Treasurer, Treasury Operations

1/5-Present

Responsibilities:

- Manage tax exempt (\$780 million) and taxable (\$on) short term borrowing programs;
- Manage Corporate Cash Management Program;
- Manage Corporate Foreign Exchange Program;
- Manage Corporate Credit Administration Program

Key Accomplishments:

- Consolidated the Pacifcorp Cash Management prn which resulted in a reduction of excess bank balances (billion) and staff (3 FTE);
- Supervised the implementation of a Treasury wotion in connection with the above Cash Management coation;
- Implemented a Credit Administration Program tort financial and physical electricity trading program
- Played a significant role in structuring and nego| the foreign exchange and financing strategies used t of The Energy Group Acquisition.

LATTICE SEMICONDUCTOR, Hillsboro, Oregon
Treasurer

193-1994

Responsibilities:

- Managed corporate investment portfolio (\$150 m;
- Managed Cash Management and Foreign Exchangrams;
- Managed patent and trademark programs.

ATTACHMENT B

Oct 30 '97 13:14 P.02

Fax: 503-731-2092

PACIFICORP

Key Accomplishments:

- Restructured corporate Cash Management program which resulted in a reduction of excess bank balances and cash management costs;
- Implemented a short term cash forecasting program;
- Developed a system for tracking the status of land and trademark negotiations.

NEBCO, Inc., Portland, Oregon
Director Treasury/Corporate Planning

10/6/24/93

Responsibilities:

- Managed long and short term borrowing facilities
- Managed corporate wide cash management program;
- Managed precious metal and energy hedging programs.

Key Accomplishments:

- Restructured corporate Cash Management program which resulted in a reduction of excess bank balances and cash management costs;
- Implemented a short term borrowing program integrated commercial paper and committed bank lines;
- Developed and implemented a strategy for hedge Company's natural gas and crude oil production

THE BANK OF NOVA SCOTIA
Corporate Loan Officer

1/7/30/88

Responsibilities:

- Marketing and structuring financial products to corporations in the Pacific Northwest.

U.S. NATIONAL BANK OF OREGON
Senior Financial Analyst

1/1/88-1/1/87

Responsibilities:

-Various managerial assignments in the Cash management, general accounting, cost accounting and corporate finance areas.

EDUCATION

Bank Administration Institute- University of Wisconsin
1984-1986 Major: Bank Operations

Oregon State University
1976-1978 Degree: MBA- Finance- Management

Manhattan College
1971-1975 Major: BS - Economics/Finance

Agenda Item Number 8.4

Resolution No. 98-2598, For the Purpose of Authorizing the Release of RFQ #97R-48-REM for Analytical Laboratory Services.

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING THE) RESOLUTION NO. 98-2598
RELEASE OF RFQ #97R-48-REM FOR) Introduced by Mike Burton,
ANALYTICAL LABORATORY SERVICES) Executive Officer
)

WHEREAS, it is in the public interest to monitor environmental quality at Metro-owned or managed properties, or properties otherwise being assessed by Metro; and

WHEREAS, environmental quality monitoring at Metro properties (including laboratory analysis) is required under various state and local permits, rules and regulations; and

WHEREAS, it is desirable to maintain consistent quality and cost in laboratory analysis required by Metro programs and operations; and

WHEREAS, Metro will solicit and evaluate qualifications and proposals through a competitive process, and on that basis will select the most qualified proposer for analytical laboratory services; and

WHEREAS, this resolution was submitted to the Executive Officer for consideration and was forwarded to the Council for approval; now therefore,

BE IT RESOLVED

1. That the Metro Council authorizes the release of RFQ #97R-48-REM for analytical laboratory services.

2. That the Metro Council, pursuant to Section 2.04.026(a) of the Metro Code, authorizes the Executive Officer to execute a contract with the most qualified and cost effective proposer for analytical laboratory services, in accordance with requirements of the Metro Code.

ADOPTED by the Metro Council this _____ day of _____, 1998.

Jon Kvistad, Presiding Officer

Approved as to Form:

Daniel B. Cooper, General Counsel

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**Request for
Qualifications
for
Analytical Laboratory
Services**

RFP #97R-48-REM

*Regional Environmental Management
Engineering & Analysis Division*

600 NE Grand Ave
Portland, OR 97232-2736
(503) 797-1650
Fax (503) 797-1795
www.metro.dst.or.us

December 1997



METRO
Regional Services

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CONTACT REM DEPT. AT 797-1650 FOR COPY.

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**EXECUTIVE SUMMARY
RESOLUTION NO. 98-2598
ANALYTICAL LABORATORY SERVICES**

PROPOSED ACTION

Passage of Resolution 98-2598 would authorize the release of RFQ #97R-48-REM for analytical laboratory services.

WHY NECESSARY

- It is in the public interest that certain Metro-owned, managed, or assessed properties, be monitored for environmental quality.
- In order to meet regulatory conditions of state and local permits, rules and regulations, environmental monitoring often requires laboratory analysis. Such monitoring conducted by Metro includes: evaluation of St. Johns Landfill; groundwater monitoring at Metro Transfer Stations and Washington Park Zoo; surface water monitoring at Smith and Bybee Lakes Wildlife Area and Metro Regional Parks; and various assessments at Metro-owned (or prospective) Open Spaces.
- Metro's current contract for analytical laboratory services expires March 31, 1998. A new contract will be needed to continue providing these services.

ISSUES/CONCERNS

- By making analytical services available to all Metro Departments, this contract avoids the costs of executing separate contracts, and guarantees consistent quality and cost.
- A 3-year term facilitates consistency in the quality of analytical results, and may lower overall cost, as no inflation adjustment during the contract term is provided.
- The Regional Environmental Management Department will manage the contract, and will develop routine procedures (with other Departments using the contract) for review of work products and invoice processing.

BUDGET/FINANCIAL IMPACTS

- The services provided under this contract will cost Metro up to \$525,000 over 3 years (\$175,000 per year).
- Funds for this contract are included in Metro's FY 1998-99 Departmental budgets.

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 98-2598 FOR THE PURPOSE OF AUTHORIZING THE RELEASE OF RFQ #97R-48-REM FOR ANALYTICAL LABORATORY SERVICES.

Date: January 5, 1998

Presented by: Bruce Warner, Director
Regional Environmental Management

PROPOSED ACTION

Adopt Resolution No. 98-2598, which authorizes release of RFQ #97R-48-REM for analytical laboratory services.

FACTUAL BACKGROUND AND ANALYSIS

Metro's current contract for analytical laboratory services expires March 31, 1998. At that time, a new contract will be needed to continue providing laboratory services to Metro programs and operations that involve environmental quality monitoring designed to meet requirements of various state and local permits, rules and regulations.

The current laboratory services contract was executed in 1993 to provide services only for St. Johns Landfill and vicinity. It was subsequently amended to meet other needs for such services within Metro, including groundwater monitoring at Metro Central and Metro South Transfer Stations, and at the Metro Washington Park Zoo; surface water monitoring at the Smith and Bybee Lakes Wildlife Area and Metro Regional Parks; and various samplings at Metro-owned (or prospective) Open Spaces.

The contract would primarily serve the implementation of the 1997 Environmental Quality Monitoring Plan (the Plan) for the Smith-Bybee Lakes Wildlife Area, including St. Johns Landfill. Under the Plan, groundwater, stormwater and leachate from the landfill are regularly analyzed according to monitoring requirements specified by the Oregon Department of Environmental Quality and the City of Portland's regulations and permits.

The Plan also includes analysis of surface water and sediment samples to detect contaminants and to assess their environmental impacts, consistent with the policies of the Smith-Bybee Lakes Natural Resources Management Plan.

The contract would provide services integral to Metro's short-term and ongoing environmental quality monitoring needs. By including all Metro programs and operations in its scope, it avoids the costs of executing separate contracts, and guarantees consistent quality and cost.

BUDGET IMPACT

The original budget for Metro's current contract for analytical laboratory services was \$534,411 for a 3-year contract term. The services provided under this contract will cost Metro up to \$525,000 over 3 years (\$175,000 per year).

Funds for this contract are included in the FY 1998-99 budgets of the Regional Environmental Management Department, Engineering and Analysis Division (\$165,000) and Parks and Greenspaces Department, Open Spaces Division (\$10,000).

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 98-2598.

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REGIONAL ENVIRONMENTAL MANAGEMENT COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 98-2598 FOR THE PURPOSE OF AUTHORIZING THE RELEASE OF RFQ #97R-48-REM FOR ANALYTICAL LABORATORY SERVICES

Date: February 4, 1998

Presented by: Councilor McFarland

Committee Recommendation: At its February 3 meeting, the Committee considered Resolution No. 98-2598 and voted unanimously to send the resolution to the Council with a do pass recommendation. Voting in favor: Councilors McFarland, Washington and Chair Morissette.

Background

Metro has historically been responsible for the testing of ground and surface water at the St. Johns Landfill and adjacent areas including the Columbia Slough and Smith and Bybee Lakes. This testing program is required under state and federal law related to the closure of landfill sites. The purpose of the testing program is to insure that the decomposing garbage in the landfill is not contaminating nearby water sources. Metro also conducts similar testing at the transfer stations, the zoo and certain potential open space purchase sites where ground water contamination is suspected.

Committee Issues/Discussion: Bruce Warner, Regional Environmental Management Director, presented the staff report. Warner noted the history of the testing program and explained that the purpose of the proposed resolution was to identify firms that would be qualified to perform the analytical lab work related to the water testing program. One of these firms then would be selected to perform this work under a three-year contract. The total amount of the contract would be a maximum of \$525,000, or \$175,000/year. This fiscal impact is based on expenditures under the existing contract for lab services which expires in March. For the current fiscal year, \$165,000 has been allocated in the REM budget and \$10,000 in the open spaces budget.

Chair Morissette asked how long Metro will be responsible for testing at the St. Johns Landfill. Warner responded that staff will be submitting a 20-year operations and management plan to the

state DEQ within six months. The final closure plan will be subject to DEQ review and approval. Warner indicated that there will likely be some testing responsibilities throughout the entire length of the plan, but that these requirements should lessen as time goes on. The cost of the proposed lab services contract also may be affected by the terms of the final closure plan.

Resolution No. 98-2601, For the Purpose of Filling a Vacancy on the Traffic Relief Options Task Force.

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF FILLING) RESOLUTION NO. 98-2601
A VACANCY ON THE TRAFFIC)
RELIEF OPTIONS TASK FORCE) Introduced by Ed Washington,
Chair, JPACT

WHEREAS, Section 1012(b) of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 authorized the Secretary of Transportation to create a Congestion Pricing Pilot Program to fund a series of demonstration projects and related studies to promote the implementation of congestion pricing; and

WHEREAS, Metro and the Oregon Department of Transportation (ODOT) submitted a joint application to undertake a study to assess public attitudes to the concept; develop and evaluate a number of congestion pricing alternatives; and make a recommendation as to whether an appropriate demonstration project can be established in the Portland metropolitan area; and

WHEREAS, Resolution No. 93-1743A endorsed the region's application for a congestion pricing pilot project and directed Metro and ODOT staff to pursue ISTEA funds for this purpose; and

WHEREAS, Metro and ODOT have received approval and \$1.2 million in funding to undertake a Congestion Pricing Pre-Project Study (the study); and

WHEREAS, Ordinance No. 96-628 amended the FY 1995-96 budget and appropriations schedule for the purpose of conducting the study; and

WHEREAS, Due to the relative newness of the concept and the potential for significant public concern, Metro and ODOT have

agreed to establish a task force of business and community leaders to provide advice and direction on the study; and

WHEREAS, Metro Council on April 25, 1996, passed Resolution No. 96-2333 endorsing the composition and mission of the Congestion Pricing Task Force, Exhibit B includes the task force membership list, for the purpose of providing oversight and direction to the Congestion Pricing Pre-Pilot Study and making a recommendation to the Joint Policy Advisory Committee on Transportation (JPACT) and the Metro Council as to whether a demonstration project of congestion pricing should be undertaken in the Portland metropolitan area and, if so, what its parameters should be; now, therefore,

BE IT RESOLVED:

That the Metro Council finds that Albert R. Bullier, Jr., Senior Vice President for Colliers International, should fill a vacancy on the task force created by Bob Scanlan. As a task force member, Mr. Bullier will be responsible for fulfilling the duties as described in Exhibit A.

ADOPTED by the Metro Council on this _____ day of _____, 1998.

Jon Kvistad, Presiding Officer

Approved as to Form:

Daniel B. Cooper, Legal Counsel

Exhibit A

Role and Responsibilities of the Congestion Pricing Task Force (the Task Force)

Role of the Task Force

The task force will provide a broad-based, long-range perspective into the issues associated with a possible congestion pricing project in this region. The task force will provide oversight to the technical work and public outreach efforts associated with the study and will ensure that the topic is comprehensively addressed. Task force members will also serve as spokespersons within their various fields and communities.

Responsibilities of the Task Force

It is anticipated that the task force will meet approximately once every month throughout the two-year study and will be charged with the following responsibilities:

- . Assess the case for and against congestion pricing and its practical feasibility to reduce peak period congestion, vehicle miles traveled and motor vehicle emissions and other potential effects on the community.
- . Increase awareness and understanding of congestion pricing.
- . Evaluate the results of the study to determine the technical feasibility and public acceptance of congestion pricing in the Portland region.
- . Develop regional consensus on whether a congestion pricing pilot demonstration project should be undertaken and, if so, what its parameters should be.
- . Provide a task force report to the Joint Policy Advisory Committee on Transportation (JPACT), the Metro Council and the Oregon Transportation Commission.

Exhibit B

TRAFFIC RELIEF OPTIONS STUDY
TASK FORCE MEMBERS

Members

Carl HoCarl Hosticka, Chair; Associate Vice President, Statewide Education Services for the University of Oregon, and former state legislator

Betty Atteberry, Director of Sunset Corridor Association

Karen Baird, Director of Products, US West

Ken Baker, attorney and State Senator

Steve Clark, publisher, Community Newspapers, Inc.

Lawrence Dark, President/CEO, The Urban League of Portland

Jon Egge, President, MP Plumbing

Matt Klein, Senior Vice President, Ashforth Pacific, Inc.

Tom Mesher, President, Mesher Supply

Anitra Rasmussen, State Representative

Mark Gorman, Commute Reduction Coordinator, Intel

Robert Scanlan, president, Scanlan, Kemper, Bard Company

Ethan Seltzer, Director, PSU Institute of Metropolitan Studies,
School of Urban Affairs

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 98-2601 FOR THE PURPOSE OF
FILLING A VACANCY ON THE TRAFFIC RELIEF OPTIONS TASK FORCE

Date: January 9, 1998

Presented by: Bridget Wieghart

PROPOSED ACTION

Adoption of this resolution endorses approval of a new member to fill a vacancy on the Traffic Relief Options Study Task Force. It is recommended that Albert R. Bullier, Jr., Senior Vice President of Colliers International, replace sitting member Bob Scanlan, President of Scanlan Kemper Bard Company. Mr. Scanlan has resigned his duties from the task force due to increased commitments related to his business.

JPACT reviewed this matter at its January 15, 1998 meeting and recommended approval of Resolution No. 98-2601.

BACKGROUND

On June 6, 1996, Metro passed Resolution No. 96-2333 for the purpose of endorsing the Congestion Pricing Task Force, a study advisory task force of business and community leaders to oversee the two-year study on Congestion Pricing being undertaken jointly by Metro and ODOT. The task force will be responsible for making a recommendation to JPACT, the Metro Council and the Oregon Transportation Commission as to whether congestion pricing is a traffic management tool that should be pursued within this region and, if so, the parameters of a demonstration pilot to further test the concept.

The task force provides a broad-based, long-range perspective into the issues associated with a possible congestion pricing project in this region. The task force oversees the technical work and public outreach efforts associated with the study to ensure that the topic is comprehensively addressed. Task force members also serve as spokespersons for the study. Further details on the duties and responsibilities of the task force are contained in Exhibit A of this resolution. Exhibit B of this resolution includes a current list of the task force.

We are recommending Albert R. Bullier, Jr. for membership on the task force to replace the vacancy created by the resignation of Bob Scanlan. Mr. Bullier was president of Bullier & Bullier from 1972 until 1996, when Bullier & Bullier was acquired by Colliers Macaulay Nicolls International. Mr. Bullier served as a member by appointment to the State Land Conservation and Development Commission for three years. His in-depth understanding of development issues and experience as a member of LCDC will make Mr. Bullier a valuable addition to the task force.



METRO

TRANSPORTATION PLANNING COMMITTEE REPORT
CONSIDERATION OF RESOLUTION NO. 98-2601, FOR THE PURPOSE OF
FILLING A VACANCY ON THE TRAFFIC RELIEF OPTIONS TASK FORCE.

Date: February 5, 1998

Presented by: Councilor McLain

Committee Action: At its February 3, 1998 meeting, the Transportation Committee recommended Council adoption of resolution no. 98-2601. Voting in favor: Councilors, McLain and Washington.

Council Issues/Discussion:

Andy Cotugno, transportation Department director made the staff presentation. This resolution fills a vacancy on the Traffic Relief Options Task Force, naming Mr. Albert Bullier, Jr. to the position. This task force should conclude its work by the end of this year.

Agenda Item Number 8.6

**Resolution No. 98-2605, For the Purpose of Authorizing the Auditor to Release a Request for Proposals
and Execute a Contract for Independent Audit Services.**

**Metro Council Meeting
Thursday, February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING)
THE AUDITOR TO RELEASE A REQUEST)
FOR PROPOSALS AND EXECUTE A)
CONTRACT FOR INDEPENDENT AUDIT)
SERVICES)

RESOLUTION NO. 98-2605

Introduced by
Alexis Dow, CPA,
Metro Auditor

WHEREAS, State ORS provision 297.465 requires an annual independent audit of Metro's financial statements; and

WHEREAS, Contract No. 904174 with KPMG Peat Marwick, independent Certified Public Accountants, previously utilized for such services, will expire on March 31, 1998; and

WHEREAS, Metro Code Section 2.04.026 requires Council approval prior to issuance of a Request for Proposals (RFP) and the execution of a contract for more than one fiscal year which would have a significant impact on Metro; and

WHEREAS, Metro Code Section 2.04.054 requires competitive proposals for personal services contracts; now, therefore,

BE IT RESOLVED,

That the Metro Council hereby authorizes the Metro Auditor to release a Request for Proposals (RFP) for Independent Audit Services in a form substantially similar to the attached Exhibit A. The Metro Council authorizes the Metro Auditor to execute a contract with the most advantageous proposer.

ADOPTED by the Metro Council this ____ day of _____, 1998.

Jon Kvistad, Presiding Officer

REQUEST FOR PROPOSALS
FOR
INDEPENDENT AUDIT SERVICES
For the Period April 1, 1998 - March 31, 2001

I. INTRODUCTION

The Metro Auditor is requesting proposals for independent audit services. Metro is a regional government organized under the laws of the State of Oregon and the 1992 Metro Charter. Metro is located at 600 NE Grand Avenue, Portland, OR 97232-2736. Proposals will be due no later than 5:00 p.m., March 13, 1998 in Metro's business offices. Details concerning the project and proposal are contained in this document.

A pre-proposal conference will be held at 2:00 p.m. on Friday, February 27, 1998, in Room 601, 600 NE Grand Avenue, Portland, Oregon. Metro staff will be available to answer questions regarding the accounting system, work papers to be prepared by Metro staff, the year-end closing timetable and the bid process. Attendance at this conference is voluntary, however, *please notify the Auditor at 797-1891 if you plan to attend.* In addition to the pre-proposal conference, each proposer may schedule up to ninety (90) minutes with Metro staff to answer additional questions.

II. SERVICES REQUESTED

The Metro Auditor invites qualified independent certified public accountants to submit proposals to examine Metro's annual financial statements for the fiscal years ending June 30, 1998, 1999 and 2000. Metro is seeking proposals to enable selection of the firm best qualified to provide:

- Annual examination of the financial statements for Metro as required under generally accepted auditing standards and the Minimum Standards for Audits of Oregon Municipal Corporations
- Annual "Single Audit" covering Metro's federal awards in accordance with the U.S. Office of Management and Budget Circular A-133 and related necessary reports pertaining to Metro's internal control, compliance with applicable laws, regulations, grants and contracts, and the Schedule of Expenditures of Federal Awards
- Technical assistance to Metro personnel on various accounting and reporting questions
- The audit firm shall review Metro's method of determining Department Assessments under General Revenue Bond covenants, as required by ordinance 91-439, section 501(c) and provide a report of that review before March 1, 2001, including any recommendations for improvements.

III. PROPOSED SCOPE OF WORK

Metro is seeking proposals from qualified firms to perform the following services and to deliver the products described below. Each examination shall be made in accordance with the following standards:

- Generally Accepted Auditing Standards promulgated by the American Institute of Certified Public Accountants
- Minimum Standards for Audits of Oregon Municipal Corporations promulgated by the Secretary of State
- Standards for Audit of Governmental Organizations, Programs, Activities and Functions, published by the U.S. General Accounting Office
- OMB Circular A-133, Expenditures of Federal Awards
- State of Oregon and local laws and regulations

In addition, the audit firm will consider comments received from the GFOA Certificate of Achievement review, as appropriate. The scope of each audit will be planned to preclude the need for exceptions due to scope limitations. A formal audit plan detailing audit scope, audit risks and coverages, and accounting and auditing developments will be reviewed with the Metro Auditor.

Comprehensive Annual Financial Report (CAFR)

A report on the examination of the combined financial statements and related notes thereto, and independent auditor comments and disclosures required by the Minimum Standards for Audits of Oregon Municipal Corporations, shall be issued by the audit firm no later than October 31. Metro staff shall produce a complete copy of the CAFR in draft form by approximately October 23 of each year and shall submit such report to the independent audit firm for review. The combining, individual fund and account group financial statements and schedules, as listed in the supplementary data section of the FY 1996-97 CAFR, are to be examined "in relation to" the general purpose financial statements.

Report on the Single Audit

A report on the results of a single audit of Metro's federal awards in accordance with the U.S. Office of Management and budget Circular A-133. Metro's Planning staff will provide the Schedule of Expenditures of Federal Awards.

The audit firm shall submit two preliminary drafts of the single audit report by October 15 of each year to the Metro Auditor for review and comment. The audit firm will prepare and deliver 75 copies of the final report to the Metro Auditor no later than November 15 of each year.

The report on the single audit shall include:

- Independent Auditors' Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards
- Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133
- Schedule of Expenditures of Federal Awards
- Notes to Schedule of Expenditures of Federal Awards
- Schedule of Findings and Questioned Costs
- Summary Schedule of Prior Audit Findings
- Other statements or reports to satisfy federal, state and local regulations or requirements

Management Recommendations Letter

The audit firm will submit recommendations to the Metro Auditor in letter form. The letter will include any findings, observations, opinions, comments or recommendations relating to internal control; accounting systems; data processing; compliance with laws, rules and regulations; or any other matters that come to the attention of the independent auditor during the course of the examination. These recommendations will not be construed as special or additional studies. They will be limited to those usually associated with the study of internal control systems and procedures as a part of an examination of financial statements. The discussion draft shall be submitted to the Metro Auditor by October 31 of each year. Fifty copies of the final letters are required no later than November 15 of each year. The recommendations will be discussed with the Metro Auditor and other appropriate Metro officials prior to publication.

Secretary of State Summary of Revenues and Expenditures

The audit firm shall prepare the Summary of Revenues and Expenditures required by the Secretary of State for the State of Oregon and deliver the report to Metro no later than November 15 of each year.

Additional Responsibilities and Services

Metro has been awarded the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting for its FY 1992 through 1996 CAFRs. This award demonstrates that Metro's CAFR complies with generally accepted accounting

principles and applicable legal requirements and is readable, efficiently organized and conforms to program standards. Metro intends to annually submit its CAFR to the GFOA Certificate program and to continue to receive the award. Metro may require minor technical assistance from the audit firm relating to presentation or disclosures issues.

Metro expects technical assistance from the audit firm throughout the fiscal year as a part of the overall audit contract. This assistance includes answering accounting, reporting or internal control questions. Proposals shall also contain provisions for dealing with extraordinary circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned.

In addition, the audit firm may be requested to perform special projects for Metro during the year. Because of variations in the demand for additional services, such work will be contracted for, provided and billed separately to Metro on an hourly basis. Proposals should describe the types of services available from the firm and the standard hourly fees to be charged for such services.

Materials and working papers developed during the engagement will be maintained for a minimum of three (3) years from the audit report date. The audit firm will make work papers available to authorized representatives from Metro, the Oversight Federal Audit Agency and the U.S. General Accounting Office.

Proposals shall also contain provisions for dealing with extraordinary circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned.

Audit Contracts

Contract Period — The audit contract will be for a period of three (3) years, May 1, 1998, through April 30, 2001. The successful proposer shall be required to sign Metro's standard Personal Services Agreement (Appendix A) along with the negotiated Scope of Work.

Prime Contractor Responsibilities — Metro will negotiate and contract only with the successful audit firm. The proposer shall have the responsibility to carry out the contract and shall be the only entity recognized to receive payment from Metro.

IV. QUALIFICATIONS AND EXPERIENCE

Proposers must be independent certified public accountants. In addition, proposers will complete Appendix B, Proposer's Qualifications and Representations, and submit the completed document as part of their proposals.

V. PROJECT ADMINISTRATION

Pre-audit conferences with the Metro Auditor and Metro staff will be held no later than May 15 each year to discuss audit schedules. The audit firm will commence the audit at a mutually agreeable date, although Metro's preference is for final full field work to begin approximately in early to mid-September. The audit firm and the Metro Auditor and financial management shall meet periodically to discuss audit-related issues. At a minimum, monthly meetings will be held during the course of the audit engagement to report on the progress of the audit. The audit firm is expected to consult on accounting policy issues and render financial advisory services as deemed necessary. Support and services provided by Metro staff are included in Appendix C. Any unusual conditions encountered during the course of the examination where services of the audit firm must be extended beyond the normal work anticipated will require written notification to the Metro Auditor prior to the commencement of work.

Post-audit conferences to review the various reports and financial statements will be held with the Metro Auditor, Chief Financial Officer, Accounting Manager and other appropriate Metro officials. Audit firm management shall be present at any meetings of the Metro Council and MERC when matters regarding the audit or related reports are discussed. Meetings with individual councilors, commissioners or managers may also be requested.

VI. PROPOSAL INSTRUCTIONS

- A. **Submission of Proposals:** Six (6) copies of the proposal shall be furnished to Metro, addressed to:

Alexis Dow, CPA
Metro Auditor
600 NE Grand Avenue
Portland, OR 97232-2736

- B. **Deadline:** Proposals will not be considered if received after 5:00 p.m., March 13, 1998.
- C. **RFP as Basis for Proposals:** This Request for Proposals represents the most definitive statement Metro will make concerning the information upon which proposals are to be based. Any verbal information which is not addressed in this RFP will not be considered by Metro in evaluating the proposal.

All questions relating to this RFP should be addressed either at the pre-proposal conference or in writing to Metro Auditor Alexis Dow:

email: dowa@metro.dst.or.us

fax: 797-1831

mail: Metro

600 NE Grand Ave.

Portland, OR 97232-2736

Any questions, which in the opinion of Metro, warrant a written reply or RFP amendment will be furnished to all parties receiving this RFP. Metro will not respond to questions received after March 6, 1998.

- D. **Information Release:** All proposers are hereby advised that Metro may solicit and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal all proposers agree to such activity and release Metro from all claims arising from such activity.
- E. **Minority and Women-Owned Business Program:** In the event that any subcontracts are to be utilized in the performance of this agreement, the proposer's attention is directed to Metro Code provisions 2.04.100.

Copies of that document are available from the Risk and Contracts Management Division, Metro, 600 NE Grand Avenue, Portland, OR 97232 or call (503) 797-1717.

VII. PROPOSAL CONTENTS

The proposal should describe the ability of the consultant to perform the work requested, as outlined below. The proposal should be submitted on recyclable, double-sided recycled paper (with post-consumer content). No waxed page dividers or non-recyclable materials should be included in the proposal.

- A. **Transmittal Letter:** Indicate who will be assigned to the project, who will be project manager, and that the proposal will be valid for ninety (90) days.
- B. **Approach/Project Work Plan:** Describe how the work will be done within the given time frame and budget. Include a proposed work plan and schedule.
- C. **Staffing/Project Manager Designation:** Identify specific personnel assigned to major project tasks, their roles in relation to the work required, and special qualifications they may bring to the project. Include resumes of individuals proposed for this contract.

Metro intends to award this contract to a single firm to provide the services required. Proposals must identify a single person as project manager to work with Metro. The consultant must assure responsibility for any subconsultant work and shall be responsible for the day-to-day direction and internal management of the consultant effort.

- D. **Experience:** Indicate how your firm meets the experience requirements listed in section IV. of this RFP. List projects conducted over the past five years which involved services similar to the services required here. For each of these other projects, include the name of the customer contact person, his/her title, role on the project, and telephone number. Identify persons on the proposed project team who worked on each of the other projects listed, and their respective roles.
- E. **Cost/Budget:** Present the proposed cost of the project and the proposed method of compensation. List hourly rates for personnel assigned to the project. Anticipated reimbursable expenses should also be listed. Metro has established budget not to exceed \$261,000 for this project.
- F. **Proposer's Qualifications and Representations:** Complete the form provided in Appendix B.
- G. **Exceptions and Comments:** To facilitate evaluation of proposals, all responding firms will adhere to the format outlined within this RFP. Firms wishing to take exception to, or comment on, any specified criteria within this RFP are encouraged to document their concerns in this part of their proposal. Exceptions or comments should be succinct, thorough and organized.

VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

- A. **Limitation and Award:** This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The Metro Auditor reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.
- B. **Billing Procedures:** Proposers are informed that billings are subject to the review and prior approval of Metro before reimbursement of services can occur. Contractor's invoices shall include an itemized statement of the work done during the billing period, and will not be submitted more frequently than once a month. Metro shall pay Contractor within 30 days of receipt of an approved invoice.

- C. **Validity Period and Authority:** The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Metro is evaluating the proposal.
- D. **Conflict of Interest.** A proposer filing a proposal thereby certifies that no officer, agent, or employee of Metro has a pecuniary interest in this proposal; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer for the same call for proposals; the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

IX. EVALUATION OF PROPOSALS

- A. **Evaluation Procedure:** Proposals received that conform to the proposal instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews may be requested prior to final selection of one firm.
- B. **Evaluation Criteria:** This section provides a description of the criteria which will be used in the evaluation of the proposals submitted to accomplish the work defined in the RFP.

40%	Expertise and Experience
25%	Audit Approach (Work Plan)
25%	Cost
10%	Reference Check

X. NOTICE TO ALL PROPOSERS — STANDARD AGREEMENT

The personal services agreement (included as Appendix A) is a standard agreement approved for use by the Metro Office of General Counsel. This is the contract into which the successful proposer will enter with Metro; it is included for your review prior to submitting a proposal.

XI. BACKGROUND

Background information is provided in Appendix D.

Appendix A

Project _____
Contract No. _____

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 N.E. Grand Avenue, Portland, OR 97232-2736, and _____, referred to herein as "Contractor," located at _____.

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Duration. This personal services agreement shall be effective _____ and shall remain in effect until and including _____, unless terminated or extended as provided in this Agreement.

2. Scope of Work. Contractor shall provide all services and materials specified in the attached "Exhibit A -- Scope of Work," which is incorporated into this Agreement by reference. All services and materials shall be provided by Contractor in accordance with the Scope of Work, in a competent and professional manner. To the extent that the Scope of Work contains additional contract provisions or waives any provision in the body of this Agreement, the Scope of Work shall control.

3. Payment. Metro shall pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the Scope of Work for a maximum sum not to exceed _____ AND _____/100THS DOLLARS (\$_____).

4. Insurance.

a. Contractor shall purchase and maintain at the Contractor's expense, the following types of insurance, covering the Contractor, its employees, and agents:

(1) Broad form comprehensive general liability insurance covering bodily injury and property damage, with automatic coverage for premises, operations, and product liability. The policy must be endorsed with contractual liability coverage; and

(2) Automobile bodily injury and property damage liability insurance.

b. Insurance coverage shall be a minimum of \$500,000 per occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than \$1,000,000.

c. Metro, its elected officials, departments, employees, and agents shall be named as

ADDITIONAL INSUREDS. Notice of any material change or policy cancellation shall be provided to Metro 30 days prior to the change or cancellation.

d. Contractor, its subcontractors, if any, and all employers working under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. Contractor shall provide Metro with certification of Workers' Compensation insurance including employer's liability. If Contractor has no employees and will perform the work without the assistance of others, a certificate to that effect may be attached, as Exhibit B, in lieu of the certificate showing current Workers' Compensation.

e. If required by the Scope of Work, Contractor shall maintain for the duration of this Agreement professional liability insurance covering personal injury and property damage arising from errors, omissions, or malpractice. Coverage shall be in the minimum amount of \$500,000. Contractor shall provide to Metro a certificate of this insurance, and 30 days' advance notice of material change or cancellation.

f. Contractor shall provide Metro with a certificate of insurance complying with this article and naming Metro as an additional insured within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

5. Indemnification. Contractor shall indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Agreement, or with any patent infringement or copyright claims arising out of the use of Contractor's designs or other materials by Metro and for any claims or disputes involving subcontractors.

6. Maintenance of Records. Contractor shall maintain all of its records relating to the Scope of Work on a generally recognized accounting basis and allow Metro the opportunity to inspect and/or copy such records at a convenient place during normal business hours. All required records shall be maintained by Contractor for three years after Metro makes final payment and all other pending matters are closed.

7. Ownership of Documents. All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by Contractor pursuant to this Agreement are the property of Metro, and it is agreed by the parties that such documents are works made for hire. Contractor hereby conveys, transfers, and grants to Metro all rights of reproduction and the copyright to all such documents.

8. Project Information. Contractor shall share all project information and fully cooperate with Metro, informing Metro of all aspects of the project including actual or potential problems or defects. Contractor shall abstain from releasing any information or project news without the prior and specific written approval of Metro.

9. Independent Contractor Status. Contractor shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Contractor be considered an employee of Metro. Contractor shall provide all tools or equipment necessary to carry out this Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Contractor is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for

payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Contractor shall identify and certify tax status and identification number through execution of IRS form W-9 prior to submitting any request for payment to Metro.

10. Right to Withhold Payments. Metro shall have the right to withhold from payments due to Contractor such sums as necessary, in Metro's sole opinion, to protect Metro against any loss, damage, or claim which may result from Contractor's performance or failure to perform under this Agreement or the failure of Contractor to make proper payment to any suppliers or subcontractors.

11. State and Federal Law Constraints. Both parties shall comply with the public contracting provisions of ORS chapter 279, and the recycling provisions of ORS 279.545 - 279.650, to the extent those provisions apply to this Agreement. All such provisions required to be included in this Agreement are incorporated herein by reference. Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations including those of the Americans with Disabilities Act.

12. Situs. The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the state of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

13. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstance, be assigned or transferred by either party.

14. Termination. This Agreement may be terminated by mutual consent of the parties. In addition, Metro may terminate this Agreement by giving Contractor seven days prior written notice of intent to terminate, without waiving any claims or remedies it may have against Contractor. Termination shall not excuse payment for expenses properly incurred prior to notice of termination, but neither party shall be liable for indirect or consequential damages arising from termination under this section.

15. No Waiver of Claims. The failure to enforce any provision of this Agreement shall not constitute a waiver by Metro of that or any other provision.

16. Modification. Notwithstanding and succeeding any and all prior agreement(s) or practice(s), this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing(s), signed by both parties.

_____	METRO
By: _____	By _____
Title: _____	Title: _____
Date: _____	Date: _____

Appendix B

PROPOSER'S QUALIFICATIONS AND REPRESENTATIONS

The Proposer makes the following statements and representations as part of the proposal:

General Information

1. Name (firm or individual) of Proposer. _____
2. Address. _____
3. Federal Employer Identification Number. _____
4. How long have you been in business? _____
5. Are you a corporation? Yes ___ No ___
If yes, please provide the date and state of incorporation, type of corporation, and list the names of all Portland area audit stockholders.
6. Are you a partnership? Yes ___ No ___
If yes, please list names of all Portland area audit partners.
7. Number of professional audit staff employed in the Portland area office. _____
8. In the preceding five years, has the firm audited at least three different local governments serving populations of 30,000 or more with at least one of these being a special district? Yes ___ No ___
9. Does the firm have current experience in assisting audit clients in obtaining and/or retaining the GFOA Certificate of Achievement Yes ___ No ___
10. Does the firm have current experience in the areas of bonds (tax-exempt) and the tax impacts on local government? Yes ___ No ___

11. Has the firm ever bid or submitted a proposal to Metro under another name? Yes____No____

If yes, please list the name(s) used.

12. Does the firm have any outstanding bids or proposals for contracts with Metro? Yes____No____

If yes, please provide the following:

Subject

Requesting Department

13. Does the firm have any current contract awards from Metro? Yes____No____

If yes, please provide the following:

Subject

Requesting Department

Amount

14. Please provide any other information you feel would help the Selection Committee evaluate your firm for this engagement.

ADDITIONAL REPRESENTATIONS

In addition to the foregoing general information, the Proposer certifies that:

15. The Proposer, if an individual, is of lawful age; is the only one interested in this proposal; and that no person, firm or corporation, other than that named, has any interest in the proposal, or in the contract proposed to be entered into.
16. The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
 - a. The prices in the proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restraining competition as to any matter relating to such prices with any other proposer or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the Proposer prior to the proposal deadline, either directly or indirectly, to any other proposer or competitor;
 - c. No attempt has been made nor will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restraining trade;
 - d. No Council member or other officer, employee, or person, whose salary is payable in whole or in part from Metro is directly or indirectly interested in the proposal, or in the services to which it relates, or in any of the profits thereof;
 - e. Said Proposer is not in arrears to Metro upon any debt or contract, and is not a defaulter, as surety or otherwise, upon any obligation to Metro, and has not been declared irresponsible, or unqualified, by any department of Metro or the State of Oregon, nor is there any proceeding pending relating to the responsibility or qualification of the Proposer to receive public contracts, except (if none, Proposer will insert "none").
 - f. Said Proposer meets the independence requirements of the American Institute of Certified Public Accountants and the Standards for Audit of Governmental Organizations, Programs, Activities and Functions, published by the U.S. General Accounting Office.
17. The Proposer has examined all parts of the RFP, including all requirements and contract terms and conditions thereof, and if its Proposal is accepted, the Proposer shall execute the proposed contract.

18. The Proposer is duly licensed to do business in the City of Portland and is licensed by the Oregon State Board of Accountancy as a Certified Public Accountant and Municipal Auditor.
19. The Proposer is and will certify to being an EEO Affirmative Action Employer.
20. The Proposer has or will provide for all persons employed to perform the services covered by the proposal, or for any other contract for service, in accordance with Oregon Revised Statutes Section 656.001 to 656.794, either as a:
 - Carrier-insured employer, or as a
 - Self-insured employer as provided by ORS 656.407.

The Proposer further certifies that evidence of such coverage shall be filed with Metro's Contracts Officer and maintained in effect for the duration of the contract.

21. The Proposer fully understands and submits its proposal with the specific knowledge that:
 - The selected proposal must be approved by the Metro Council.
 - In the event that the Proposer's proposal is accepted and receives all necessary approvals, the proposal will be incorporated into a contract containing general terms and conditions shown in Appendix A, Personal Services Contract.

The undersigned hereby certifies to the truth and accuracy of all statements, answers and data contained in this proposal and application, and hereby authorizes Metro to make any necessary examinations or inquiries in order to make a determination as to the qualifications and responsibility of the Proposer. The undersigned has examined all parts of the Request for Proposals and understands that it is completely discretionary with the Audit Services Selection Committee whether to accept, reject, or negotiate its proposal submitted pursuant thereto.

Signature of Proposer

Title

Appendix C

SUPPORT AND SERVICES PROVIDED BY METRO STAFF

The following work papers are prepared by Metro Accounting Division staff:

AUDIT WORK PAPERS

Trial Balances and Other Financial Statements

- Trial balances with prior year, budget, and actual activity for each budgetary fund. Includes balance sheet and revenue and expenditure accounts.
- Client Adjusting Entries
- GAAP conversion trial balances for all proprietary funds with GAAP journal entries.
- Cash flow statements and support for each applicable fund.
- Completed draft of CAFR including all statements, schedules and note disclosures.

Cash/Investments

- Bank Reconciliations
- Outstanding Check Lists (Operation & Payroll Accounts)
- Deposits In Transit
- Cash Transfers Schedule (June 25 -- July 5)
- Restricted Investments By Fund
- Collateral Requirements Analysis
- Trust Account Lead And Detail Schedules - Convention Center, Debt Service And Solid Waste Revenue Funds

Balance Sheet Analysis - Assets

- Accounts receivable lead schedule
- General Fixed Assets Summary
- General Fixed Assets Combining Schedule
- Fixed Assets - All funds
- Fixed Assets -- Disposals and Transfers
- Enterprise Fund Fixed Assets:
 - Summary of Fixed Assets
 - Summary of Additions
 - Summary of Deletions
- Depreciation Schedule
- Support for Current Year Contributed Capital and Amortization
- Accrued Interest
- Property Tax Accrual

Balance Sheet Analysis - Payables

- A/P Lead Schedule
- Retainage Payable -All funds
- Post-Closure and Liability Support

- Deposits -- Enterprise Fund
- Accounts Payable -- Payroll Lead Schedule
- Accrued Vacation Summary
- Accrued Vacation Supporting Detail
- Lease Payable Schedule
- Analysis of Capital Leases
- Solid Waste Debt Service -- Loans and Bonds Payable Footnote Support
- Arbitrage liability calculation
- General long-term debt account group rollforward schedules

Other

- Property Tax Revenue/Deferred Revenue Lead Schedule
- Property Tax Transactions
- Interfund Transfers -- Lead Schedule
- Due to/due from schedule
- Interest Revenue Reasonableness Test
- Fee Revenue/Tonnage Reconciliation
- Schedule of Tonnage by Facility
- Non-Metro Facility User Fee Revenue
- Metro Sites Revenue Analysis
- Commitments Schedule (contracts)
- New bond issues or refundings detail
- GASB 30 footnote support
- Pension trust fund statements and schedules
- Response to GFOA comments

Grants

Summary Schedule -- Grant Activity and End A/R Balance

- Grant Billings at June 30
- Schedule of Expenditures of Federal Awards
- Schedule of Closed Grants
- Schedule of Indirect Costs
- All grant agreements and amendments

EDP and Other Reports

- June 30 General Ledger
- Affirmative Action Plan
- Indirect Cost Rate Proposal
- Fiscal Year Unified Work Program
- Budget Amendments and Supplemental Budget
- Budget Hearing Notices
- Budget documents

Metro staff will also perform the following:

- Pulling Documents for verification of numbers and information
- Performing physical inventory counts of Zoo concession items.
- Preparation of additional analyses not listed above as required.

Appendix D

BACKGROUND INFORMATION

Metro is the nation's only directly elected regional government. It is governed by the Metro Council, which is composed of seven councilors who represent individual districts inside Metro's jurisdiction. The Metro Council conducts its business in weekly meetings supplemented by various committee meetings held throughout the month. Metro's Executive Officer and Auditor are elected region-wide. The Metro Auditor is responsible for financial and performance audits of Metro's programs and activities. The Executive Officer implements the Metro Council's policies and handles Metro administration. Metro's primary responsibilities include regional planning, solid waste disposal and waste reduction programs, Metro Washington Park Zoo operations, open spaces acquisition, regional park management and operation of the region's spectator facilities. The latter is accomplished through the Metropolitan Exposition-Recreation Commission (MERC).

Metro is in the process of changing financial data processing systems. The following modules have been implemented in the PeopleSoft system: general ledger, accounts payable and purchasing. The implementation schedule for remaining modules is:

Accounts receivable	July 1, 1998
Payroll	Fourth quarter FY 1998
Project costing & asset management	Late FY 1999
Budget	undetermined

Metro currently maintains two checking accounts: 1) accounts payable and 2) payroll (which is a "zero-balance account"). In addition, investments are made with various Oregon financial institutions (certificates of deposit, U.S. Treasury Securities, etc.) in accordance with Metro Code and state law. Metro receives dedicated property tax revenue for bonded debt service and a tax base for zoo operations from three counties — Multnomah, Washington and Clackamas — and has receivable accounts for each. Metro employs approximately 1200 people during a fiscal year.

Funds and account groups used by Metro in fiscal year 1998 are summarized below. Please note that, for budgetary purposes, accounting for all funds is done on a modified accrual basis.

Fund Type	Fund Name	Budgetary Funds	GAAP Basis
Government funds			
General fund	General	General	Modified Accrual
Special Revenue Funds	Zoo	Zoo operating	Modified Accrual
		General Revenue Bond Fund — Zoo	Modified Accrual
	Regional Parks and Expo Planning	Regional Parks and Expo Planning	Modified Accrual
	Spectator facilities operating	Spectator facilities	Modified Accrual
	Coliseum operating	Coliseum	Modified Accrual
	MERC administration	MERC administration	Modified Accrual
Capital Projects Funds	Zoo capital	Zoo capital	Modified Accrual
	Open spaces	Open spaces	Modified Accrual
Debt Service Fund	General Obligation Debt Service	General Obligation Debt Service	Modified Accrual

Fund Type	Fund Name	Budgetary Funds	GAAP Basis
Proprietary funds			
Enterprise Funds	Solid waste fund	Solid waste revenue	Accrual
	Convention Center fund	Convention Center operating	Accrual
		Convention Center project capital	Accrual
Convention Center renewal & replacement		Accrual	
Internal Service Funds	Building management fund	Building management	Accrual
		General Revenue Bond Fund - Building management	Accrual
	Risk management fund	Risk management	Accrual
	Support services fund	Support services	Accrual
Fiduciary Funds			
Expendable Trust Funds	Rehabilitation and enhancement	Rehabilitation and enhancement	Modified Accrual
	Smith and Bybee Lakes trust	Smith and Bybee Lakes trust	Modified Accrual
	Regional parks trust	Regional parks trust	Modified Accrual
Pension Trust Fund	Pension trust fund	(not budgeted)	Accrual
Account Groups			
General Long-term Debt Account Group			
General Fixed Asset Account Group			

Metro's corporate trustee (registrar and co-paying agent) is BNY - Western Trust Company. BNY - Western Trust Company maintains separate accounts for various bond issues including but not limited to bond proceeds, debt service, reserve and rebate accounts. In addition to the above accounts, MERC maintains various checking, vault and other cash accounts used for its operations.

Other systems and procedures include:

- Metro's investment policies: set by ordinance.
- Computerized systems: include payroll, accounts payable, accounts receivable, general ledger, and financial reporting. Each includes manual tasks as well, and some are not integrated on the EDP system.
- MERC: maintains a separate accounting role which monitors its financial operations. It processes documentation and transactions through Metro's accounting section for budget purposes.
- Organizational chart: for the Accounting Services Division is included on page XXXI of the Comprehensive Annual Financial Report for fiscal year ended June 30, 1997 (enclosed).

Other available reports include:

- Reports required by the Single Audit Act
- Adopted budget for fiscal year 1998

These reports can be obtained at the pre-proposal conference February 27, 1998, or by calling Metro Auditor Alexis Dow at (503) 797-1891.

Support provided by Metro staff includes audit work papers on trial balances and other financial statements, cash and investments, balance sheet analyses, grants, and other areas listed in Appendix C. Metro staff will also pull documents for verification of information, perform physical inventory counts of Zoo concession items, and prepare additional analyses as required.

STAFF REPORT

IN CONSIDERATION OF RESOLUTION 98-2605 FOR THE PURPOSE OF AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSALS FOR INDEPENDENT AUDIT SERVICES

Date: January 22, 1998

Presented by: Alexis Dow

PROPOSED ACTION

Adoption of Resolution No. 98-2605 would authorize the Office of the Auditor to release a Request for Proposals for Independent Audit Services covering examinations of Metro's financial statements for fiscal years ended June 30, 1998, 1999 and 2000.

FACTUAL BACKGROUND AND ANALYSIS

State ORS provision 297.465 requires an annual independent audit of Metro's financial statements. The contract with KPMG Peat Marwick for audit services will expire on March 31, 1998.

The Metro Code Chapter 2.04 regarding Metro contract procedures specifies at section 2.04.054 that competitive proposals be solicited at least once every three years with exceptions allowed. The current three-year contract is expiring and it is time to solicit competitive proposals for independent audit services.

BUDGET IMPACT

Audit fees for a particular fiscal year audit cross two fiscal years. There remain funds in the fiscal year 1997-98 budget to cover the estimated \$15,000 cost of work to be performed under the new contract. The amount currently under consideration for audit fees in the fiscal year 1998-99 budget process is \$75,000. It is estimated that an additional \$171,000 will be needed for the remaining fiscal years for a total budget of \$261,000.

AUDITOR RECOMMENDATION

The Metro Auditor recommends approval of Resolution No. 98-2605.

Government Affairs Committee Report

Resolution 98-2605, authorizing the auditor to release a request for proposals and execute a contract for independent audit services.

Action Taken: Recommended for Council approval, by a vote of 3-0.

Existing Law: Oregon law requires an annual Independent audit of Metro's financial statements. Metro Code requires competitive proposals for personal services contracts. Council must approve the issuance of a Request for Proposals (RFP) and the execution of a contract with a duration of more than one year that has a significant impact on Metro.

Background: Metro's three-year contract with KPMG Peat Marwick for auditing services expires March 31, 1998. A new contract is needed for Independent Audit Services for the fiscal years ending June 30, 1998, 1999 and 2000.

Budget Impact: The RFP includes a cost requirement "not to exceed \$261,000." This is a 10% increase over the cost ceiling in the RFP of three years ago. The auditor anticipates bids to come in well below this ceiling.

The 1997-98 budget includes \$15,000 to cover the financial auditing costs incurred from April 1 through June 30, 1998. The audit for 1997 is complete. This \$15,000 would be for the new auditor to come in and set up an audit plan, etc.

Questions:

- If the fiscal year doesn't end until June 30, and the books are not closed until August, is it necessary to contract with an auditor for \$15,000 for the three months prior to the end of the fiscal year? Would it be more cost-effective to begin the contract on July 1?
- If the auditor is the same as in the previous contract (KMPG Peat Marwick), as it has been for many years, is there some cost savings involved because an audit plan already exists and the staff is already familiar with Metro operations?

The auditor's office has requested \$75,000 for this contract for the 1998-99 budget. This is three percent over last year's contract costs. The auditor anticipates a budget request of \$171,000 for the following two years -- a 14% increase over the 1998-99 allocation -- for a total contract amount of \$261,000.

Question:

- Recognizing that the \$261,000 is an estimate, is it higher than necessary, such that it will encourage unnecessarily high bids?

Agenda Item Number 9.1

Resolution No. 98-2591, For the Purpose of Extending the Current Contracts for the Metro 401(k) Salary Savings Plan with William M. Mercer, Inc. (Recordkeeper) and Northwestern Trust (Trustee) to Complete Conversion to the Vanguard Group.

Contract Review Board

**Metro Council Meeting
Thursday February 12, 1998
Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF EXTENDING)	RESOLUTION NO. 98-2591
THE CURRENT CONTRACTS FOR)	
THE METRO 401(k) EMPLOYEE)	
SALARY SAVINGS PLAN WITH)	
WILLIAM M. MERCER, INC.)	
(RECORDKEEPER) and NORTHWESTERN)	Introduced by
TRUST (TRUSTEE) TO COMPLETE)	Mike Burton
CONVERSION TO THE VANGUARD GROUP)	Executive Officer

WHEREAS, the Metro Council established the Metro 401(k) Employee Salary Savings Plan in 1992.

WHEREAS, Metro established a personal services agreement with William M. Mercer, Inc. to provide administrative recordkeeping services and with Northwestern Trust to provide trust services for the Metro 401(k) Employee Salary Savings Plan effective August 1, 1995 through June 30, 1997;

WHEREAS, the 401(k) Advisory Committee has completed an RFP process and interviewed potential vendors;

WHEREAS, the 401(k) Advisory Committee has selected The Vanguard Group as the new vendor for 401(k) recordkeeping and trust services,

WHEREAS, the conversion from William M. Mercer, Inc. and Northwestern Trust is scheduled to be completed by March 31, 1998;

WHEREAS, extensions for William M. Mercer, Inc. and Northwestern Trust have been executed through January 31, 1998;

WHEREAS, additional extensions are required for William M. Mercer, Inc. and Northwestern Trust to March 31, 1998 now, therefore,

BE IT RESOLVED

That the Metro Council authorizes the Executive Officer to extend the current contracts with William M. Mercer, Inc. (recordkeeper) and Northwestern Trust (trustee) from February 1, 1998 to March 31, 1998 to complete conversion to The Vanguard Group.

ADOPTED by the Metro Council on this _____ day of _____, 1997.

Jon Kvistad, Presiding Officer

Approved as to Form:

Daniel B. Cooper, Legal Counsel

METRO

AMENDMENT NO: 4
CONTRACT NO: 904621

This Agreement hereby amends the above-titled contract between Metro, a metropolitan service district, and William M. Mercer, Inc. hereinafter referred to as Contractor".

This amendment is a change order to the original Scope of Work as follows:

Termination date extended from February 1, 1998 to March 31, 1998. Fees agreed to between William M. Mercer and Metro to are as follows:

Monthly Allocations: (February, March 1998) \$3,645.00
Confirmations: \$2.00 each
Quarterly Newsletter: \$190.00
Manual Adjustments/Transfers: \$50.00

Except for the above, all other conditions and covenants remain in full force and effect.

In witness to the above, the following duly-authorized representatives of the parties referenced have executed this agreement.

WILLIAM M. MERCER, INC.

METRO

(Signature)

(Signature)

(Name)

(Name)

(Title)

(Title)

METRO

AMENDMENT NO: 4
CONTRACT NO: 904881

This Agreement hereby amends the above-titled contract between Metro, a metropolitan service district, and Northwestern Trust hereinafter referred to as Contractor.

This amendment is a change order to the original Scope of Work as follows:

Extend the current terms and conditions of the contract from February 1, 1998 through March 31, 1998.

Except for the above, all other conditions and covenants remain in full force and effect.

In witness to the above, the following duly-authorized representatives of the parties referenced have executed this agreement.

NORTHWESTERN TRUST

METRO

(Signature)

(Signature)

(Name)

(Name)

(Title)

(Title)

FINANCE COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 98-2591, FOR THE PURPOSE OF EXTENDING THE CURRENT CONTRACTS FOR THE METRO 401(K) SALARY SAVINGS PLAN WITH WILLIAM M. MERCER, INC. (RECORDKEEPER) AND NORTHWESTERN TRUST (TRUSTEE) TO COMPLETE CONVERSION TO THE VANGUARD GROUP

Date: February 11, 1998 Presented by: Councilor Morissette

Committee Recommendation: At its February 5 meeting, the Committee considered Resolution No. 98-2591 and voted unanimously to send the resolution to the Council with a do pass recommendation. Voting in favor: Councilors Kvistad, McFarland, McLain, Morissette, Naito, Washington and Chair McCaig.

Background

Metro has a 401 (k) salary savings plan for its employees. The plan is administered by a trustee and a recorder that are selected by a competitive bidding process. Metro also has created an internal employee committee that oversees the program.

Committee Issues/Discussion: Andy Cotugno, Chair, Metro 401(k) Advisory Committee, presented the staff report. Cotugno explained that the purpose of the resolution was to extend the existing 401(k) program recordkeeper and trustee contracts until the newly selected recordkeeper and trustee can begin administration of the program on April 1, 1998. The reason that the resolution is before the Council is that the Metro Code does not permit contract extensions for contracts of this type in excess of \$25,000. The proposed extension is \$20,000, but when added to earlier smaller extensions that did not require Council approval, the total amount exceeds the \$25,000 limit.

STAFF REPORT

RESOLUTION NO. 98-2591, FOR THE PURPOSE OF EXTENDING THE CURRENT CONTRACTS FOR THE METRO 401(k) SALARY SAVINGS PLAN WITH WILLIAM M. MERCER, INC. (RECORDKEEPER) AND NORTHWESTERN TRUST (TRUSTEE) TO COMPLETE CONVERSION TO THE VANGUARD GROUP.

January 15, 1998

Presented by: Andy Cotugno, Chair
401(k) Advisory Committee

PROPOSED ACTION

Adoption of this resolution extends the current contract with William M. Mercer, Inc. (recordkeeper) and Northwestern Trust (trustee) from February 1, 1998 to March 31, 1998, when conversion to The Vanguard Group, Metro's newly-selected 401(k) provider, is scheduled to be complete.

BACKGROUND

For a number of years, Metro has sponsored the 401(k) Employee Salary Savings Plan, a voluntary savings plan for employees. Participants can elect to defer up to 20% of their income to a maximum of \$9,500 on a pre-tax basis into this plan. Metro currently provides eight (8) different investment choices for employees to consider.

In 1992 Metro's two separate retirement plans were merged into this 401(k) program and from that point forward Metro's pension program shifted to PERS. Following a succession of vendors, the program now has William M. Mercer, Inc. as recordkeeper and Northwestern Trust as trustee. Those contracts expired on June 30, 1997 although contract extensions have been executed through December 31, 1997.

At Mike Burton's request, a more formal process for selecting Advisory Committee members was developed. Employees were invited to submit proposals to the Executive Officer indicating their interest and qualifications. Ultimately, five (5) Advisory Committee members were confirmed by the Metro Council by Resolution No.96-2382. Committee members work at a number of

different Metro facilities and include both represented and non-represented individuals. They are:

Andy Cotugno, Chair
Kathie Brodie, Zoo
Bruce Burnett, Civic Stadium
Howard Hansen, Administrative Services Department
Gerry Uba, Growth Management

This newly-appointed Committee began meeting on March 5, 1997 and all meetings were open to all employees. The Committee's first order of business was to elect a chair and develop a mission statement, goals, bylaws and operating procedures. The Committee's next charge was to develop an RFP for recordkeeping and trustee services. The RFP was completed and 14 proposals were received and evaluated. After extensive meetings of the Committee and final evaluation of the proposals, the Committee made a preliminary decision on October 22, 1997 to select Vanguard as the combined recordkeeper and trustee for Metro's 401(k) Employee Salary Savings Plan. After consideration of input from employees, at the November 17, 1997 meeting, the Committee made a final selection of The Vanguard Group. This contract is currently being executed.

Since The Vanguard Group is not scheduled to complete conversion until March 31, 1998, the 401(k) Advisory Committee is seeking approval for extension of the current contracts with William M. Mercer, Inc. and Northwestern Trust until conversion with The Vanguard Group is complete. Extension of these contracts from February 1, 1998 to March 31, 1998 will cost approximately \$ 20,000. Please see the proposed contract amendments attached as Exhibits "A & B".

BUDGET IMPACT

The budget for these contracts for last fiscal year was approximately \$75,000. The anticipated cost for FY 97-98 with the Mercer/Northwestern Trust extensions and initiating the Vanguard contract is \$72,000.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of this resolution.

**Please insert the following language in Ordinance 97-710,
Coordinated 2017 Population Forecast for use in
Maintaining and Updating Comprehensive Plans:**

These projections estimate aggregated County growth only over the planning period. These projections make no estimate of the projected population trends of individual cities.

This ordinance does not authorize any city to include in a comprehensive plan or land use regulation any projection for zero growth or a declining population.

Additionally, no city may avoid taking its fair and appropriate share of the regions growth consistent with State and regional law.

**Questions concerning Ordinance 97-710,
Coordinated 2017 Population Forecast for use in
Maintaining and Updating Comprehensive Plans.**

- 1) What methodology was used to determine these numbers? It appears that assumptions were made accelerating the rate of growth in Washington County over that of Clackamas County. What factors account for this disparity during this planning period?
- 2) What urban growth boundaries do these county population numbers assume? Do they assume any changes from the 2040 Plan and the UGB and Urban Reserves recently established by the Council? Are there consistency between Metro policy and these numbers?
- 3) Do these assumptions hold to the "fair share" doctrine, a policy that states that all cities in the region must take their fair share of future population growth? When will we hear from the cities about their population assumption constituent to these county numbers?
- 4) As previously expressed by Councilor Morrisette, are these assumed population numbers "set in stone" or can they be modified? How? By whom? When? Will they be refined to reflect policy choices made concerning the UGB's and reserves?
- 5) How do these numbers relate to land availability? Clackamas County has the most available land, but the growth assumptions appear to give Washington County greater growth. Why?

- 6) We understand there are efforts by cities and developers who were not pleased with Metro's UGB and Urban Reserves decision, to change these boundaries outside the Metro process. Do the numbers before us today reflect any population shifting between counties? Are these efforts to change the decision Metro has made being assisted by Metro, or are being financed by public funds?

- 7) Although required by law, is there any reason these County population assumptions cannot be finalized at a later time, after court challenges to the UGB are resolved and city and county comprehensive plans can rely upon Council passed UGB/Reserve boundaries as final?

- 8) Did any of the growth projections come from individual cities or counties asking for less population? Are cities like Lake Oswego who would like to take less than their fair share of the regions growth trying to influence comprehensive plans through these numbers and the inherent assumptions?