

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 2001-02 )  
BUDGET AND APPROPRIATIONS SCHEDULE BY )  
TRANSFERRING \$31,000 FROM CONTINGENCY TO )  
OPERATING EXPENSES IN THE BUILDING )  
MANAGEMENT FUND, AND DECLARING AN )  
EMERGENCY )

ORDINANCE NO. 02-934  
Introduced by Mike Burton,  
Executive Officer

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations within the FY 2001-02 Budget; and

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

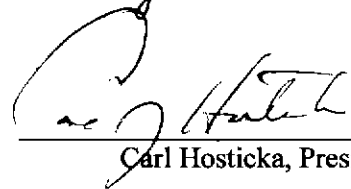
WHEREAS, adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

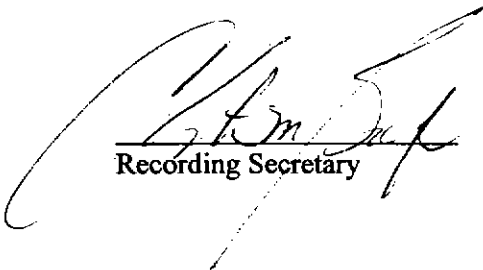
1. That the FY 2001-02 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibit A to this Ordinance for the purpose of transferring funds from contingency to operating expenses in the Building Management Fund to support the security needs of the Metro Regional Center and to provide for hearing impaired staff and visitors.

2. That because this Ordinance is 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 28<sup>th</sup> day of February, 2002.

  
\_\_\_\_\_  
Carl Hosticka, Presiding Officer

ATTEST:

  
\_\_\_\_\_  
Recording Secretary

Approved as to Form:

  
\_\_\_\_\_  
Daniel B. Cooper, General Counsel

**Exhibit A**  
**Ordinance No. 02-934**  
**FY 2001-02 SCHEDULE OF APPROPRIATIONS**

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Amended</u> <u>Appropriation</u>
<b>Building Management Fund</b>			
Operating Expenses (PS & M&S)	\$805,048	\$31,000	\$836,048
Capital Outlay	65,000	0	65,000
Interfund Transfers	1,703,436	0	1,703,436
Contingency	31,000	(31,000)	0
Unappropriated Balance	1,399,178	0	1,399,178
<b>Total Fund Requirements</b>	<b>\$4,003,662</b>	<b>\$0</b>	<b>\$4,003,662</b>

*All Other Appropriations Remain as Previously Adopted*

## **BUDGET AND FINANCE COMMITTEE REPORT**

CONSIDERATION OF ORDINANCE NO. 02-934, FOR THE PURPOSE OF AMENDING THE FY 2001-2002 BUDGET AND APPROPRIATIONS SCHEDULE TRANSFERRING \$31,000 FROM CONTINGENCY TO OPERATING EXPENSES IN THE BUILDING MANAGEMENT FUND, AND DECLARING AN EMERGENCY

---

Date: February 15, 2002

Presented by: Councilor Bragdon

**Committee Action:** At its February 13, 2002 meeting, the Budget and Finance Committee voted 5-0 to recommend Council adoption of Resolution 02-934. Voting in favor: Councilors Atherton, Bragdon, McLain, Monroe and Burkholder.

**Background** Jennifer Sims, ASD Director, made the staff presentation. ASD is requesting a transfer of funds in the Building Management Fund to implement three projects.

1. Visitor Management Pilot Project--\$12,000.
  2. Adding Internal Security Cameras and recording equipment to Metro Central as a means for enhancing security--\$9,000.
  3. Enhancements for hearing impaired in council chamber and 370 A&B—\$10,000.
- Existing Law: ORS 294.450 provides for transfers of appropriations within a fund, if such transfers are authorized by official resolution or ordinance of the local jurisdiction's governing body.
  - Budget Impact: The request is to transfer \$31,000 from contingency to operating expenses in the Building Management Fund. Operating expenses are increased to \$836,048, contingency is reduced to \$000.

**Committee Issues/Discussion:** In response to committee questions Ms. Sims said the security pilot plan would not include changes to physical attributes of the building, other than movable equipment to guide guests in desired directions.

## **STAFF REPORT**

ORDINANCE NO. 02-934, FOR THE PURPOSE OF AMENDING THE FY 2001-02 BUDGET AND APPROPRIATIONS SCHEDULE, TRANSFERRING \$31,000 FROM CONTINGENCY TO OPERATING EXPENSES IN THE BUILDING MANAGEMENT FUND; AND DECLARING AN EMERGENCY

Date: January 15, 2002

Presenter: Jennifer Sims

### **DESCRIPTION**

The Administrative Services Department (ASD) is requesting a transfer of \$31,000 in appropriation authority in the Building Fund from contingency to operating expenses (personal services and materials and services) for three projects: to implement a pilot project for visitor management; to improve the sound system in the Council Chamber and rooms 370 A&B; and to purchase additional security cameras and recording devices.

### **EXISTING LAW**

ORS 294.450 provides for transfers of appropriations within a fund if such transfers are authorized by official resolution or ordinance of the local jurisdiction's governing body.

### **BACKGROUND AND DISCUSSION**

It is proposed to decrease contingency by \$31,000 and increase temporary employees in personal services by \$12,000, and maintenance repairs and services by \$19,000. The change would provide for the unanticipated costs detailed below.

#### **Visitor Management Pilot Project - \$12,000**

In July 2001, the Executive Office formed a task force examining security in the Metro Regional Center for the following reasons:

- Several incidences in the building caused staff to question the role of security.
- In the wake of the tragic terrorism events on September 11, 2001, it was prudent to examine security efforts.
- Based on a random survey of employees, seventy-six percent (76%) responded that they did not feel trained about what to do in an emergency situation.
- Employees and visitors expect a secure environment.

The task force recommended a Visitor Management Plan. It is recommended that a pilot project be conducted to evaluate a Visitor Management Plan. The pilot project includes hiring a temporary receptionist, provides for a warm welcome for visitors and to allow greater mobility for security officers throughout the building.

Metro receives several significant advantages with the addition of this position. They are as follows:

- 1) Improved security. This position would assume receptionist duties currently handled by security officers. The officers would then have the mobility to respond to emergency situations, make appointed security rounds, attend training, provide training, prepare standard procedures, etc.
- 2) The receptionist would provide a warm welcome to Metro visitors.
- 3) The receptionist would administer the visitor management program
- 4) The receptionist would assume duties being handled in other parts of the agency.

### **Additional Security Cameras and Recording Equipment - \$9,000**

Metro Regional Center does not have any internal cameras. In order to improve security for visitors and staff, internal cameras and recording equipment are necessary. This would allow a picture be obtained of people entering and exiting the building. A recording device is also required. With new digital technology, pictures are able to be enhanced and sent over the e-mail system. The cameras would act to deter crime and identify criminals.

### **Enhancements for the Hearing Impaired in Council Chamber and 370 A & B - \$10,000**

Facility staff have received complaints from the hearing impaired in the Council Chamber and rooms 370 A & B. A hearing loop can be placed in the Council Chamber. This would send electronic sound waves to hearing aids or devices supplied by Metro to the hearing impaired. Rooms 370 A & B require a new microphone and speaker system. Both locations can be improved for approximately \$5,000 each.

### **BUDGET IMPACT**

The adopted budget for the Building Management Fund included contingency appropriations for unknown expenses. This action does not increase the Building Fund's total appropriation authority, but moves appropriation to the personal services and materials and services to allow for these unanticipated expenditures.

The proposed action would leave the contingency balance at zero.

### **OUTSTANDING QUESTIONS**

None.

### **EXECUTIVE OFFICER'S RECOMMENDATION**

The Executive Officer recommends approval of Ordinance No. 02-934.