



METRO

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

Agenda

Meeting: METRO COUNCIL
Date: April 12, 1990
Day: Thursday
Time: 5:30 p.m.
Place: Council Chamber

REVISED AGENDA

*Please note addition of Minority Reports
for Agenda Item Nos. 6.1 and 7.1.

Approx.
Time*

Presented
By

5:30 p.m. **CALL TO ORDER/ROLL CALL**

1. **INTRODUCTIONS**
2. **CITIZEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS**
3. **EXECUTIVE OFFICER COMMUNICATIONS**

5:35
(5 min.) 4. **CONSENT AGENDA** (Action Requested: Motion to Adopt the
Recommendations Listed Below)

4.1 **Minutes of January 25 and February 8, 1990** (Action
Requested: Motion to Approve the Minutes)

REFERRED FROM THE ZOO COMMITTEE

4.2 **Resolution No. 90-1237, Approving a Request for
Proposal Document for Marketing Research Services for a
Three-Year Period at the Metro Washington Park Zoo**
(Action Requested: Motion to Adopt the Resolution)

5:40
(5 min.) 5. **ORDINANCES, FIRST READINGS**

5.1 **Ordinance No. 90-344, For the Purpose of Amending the
Regional Transportation Plan Defining the Priority of
the Hillsboro Extension of the Westside Corridor**
(Referred to Intergovernmental Relations Committee)

5.2 **Ordinance No. 90-346, Amending Ordinance No. 89-294A
Revising the FY 1989-90 Budget and Appropriations
Schedule for the Purposes of Increased Solid Waste
Operations and Establishing a Renewal and Replacement
Reserve in the Solid Waste Capital Fund** (Referred to
Solid Waste Committee)

(continued)

* All times listed on this agenda are approximate. Items may not be
considered in the exact order listed.

6. ORDINANCES, SECOND READINGS

REFERRED FROM THE FINANCE COMMITTEE

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|------------------|---|------------|
| 5:45
(5 min.) | 6.1 Minority Report for Ordinance No. 90-338,
Amending Ordinance No. 89-294A Revising
the Budget and Appropriation Schedules
for Fiscal Year 1989-90 for the Purpose
of Meeting Increased Workload in the
Accounting and Data Processing Sections
of Finance and Administration
Department | Devlin |
| (15 min.) | Consideration of Ordinance No. 90-338A
Amending Ordinance No. 89-294A Revising
the Budget and Appropriation Schedules
for Fiscal Year 1989-90 for the Purpose
of Meeting Increased Workload in the
Accounting and Data Processing Sections
of Finance and Administration
Department (<u>PUBLIC HEARING</u>) (Action
Requested: Motion to Adopt the
Ordinance) | Van Bergen |

7. RESOLUTIONS

REFERRED FROM THE SOLID WASTE COMMITTEE

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| 6:05
(5 min.) | 7.1 Minority Report for Resolution No. 90-1232,
For the Purpose of Reducing the Amount of
Disposable Diapers in the Solid Waste Stream | DeJardin |
| (15 min.) | Consideration of Resolution No. 90-1232,
For the Purpose of Reducing the Amount of
Disposable Diapers in the Solid Waste
Stream (<u>PUBLIC HEARING</u>) (Action
Requested: Motion to Adopt the
Resolution) | Hansen |
| 6:25
(15 min.) | 7.2 Resolution No. 90-1233, For the Purpose of
Approving Projects and Programs for the One
Percent for Recycling Program 1989-90
Fiscal Year (Action Requested: Motion
to Adopt the Resolution) | Wyers |

(continued)

* All times listed on this agenda are approximate. Items may not be considered in the exact order listed.

8. COUNCILOR COMMUNICATIONS & COMMITTEE REPORTS

6:40 (10 min.)	8.1 Budget Committee Report (Information Only; No Action Required)	Van Bergen
6:50 (10 min.)	8.2 Update on Zoo Ballot Measures Campaign (Information Only; No Action Required)	Gardner
7:00	9. ADJOURN	

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METRO

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

Memorandum

Meeting: METRO COUNCIL
Date: April 12, 1990
Day: Thursday
Time: 5:30 p.m.
Place: Council Chamber

Approx.
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Presented
By

5:30 p.m. **CALL TO ORDER/ROLL CALL**

1. **INTRODUCTIONS**
2. **CITIZEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS**
3. **EXECUTIVE OFFICER COMMUNICATIONS**

5:35 4. **CONSENT AGENDA** (Action Requested: Motion to Adopt the
(5 min.) Recommendations Listed Below)

- 4.1 **Minutes of January 25 and February 8, 1990** (Action Requested: Motion to Approve the Minutes)

REFERRED FROM THE ZOO COMMITTEE

- 4.2 **Resolution No. 90-1237, Approving a Request for Proposal Document for Marketing Research Services for a Three-Year Period at the Metro Washington Park Zoo** (Action Requested: Motion to Adopt the Resolution)

5:40 5. **ORDINANCES, FIRST READINGS**
(5 min.)

- 5.1 **Ordinance No. 90-344, For the Purpose of Amending the Regional Transportation Plan Defining the Priority of the Hillsboro Extension of the Westside Corridor** (Referred to Intergovernmental Relations Committee)
- 5.2 **Ordinance No. 90-346, Amending Ordinance No. 89-294A Revising the FY 1989-90 Budget and Appropriations Schedule for the Purposes of Increased Solid Waste Operations and Establishing a Renewal and Replacement Reserve in the Solid Waste Capital Fund** (Referred to Solid Waste Committee)

(continued)

* All times listed on this agenda are approximate. Items may not be considered in the exact order listed.

6. ORDINANCES, SECOND READINGS

REFERRED FROM THE FINANCE COMMITTEE

5:45 (10 min.)	6.1 Ordinance No. 90-338, Amending Ordinance No. 89-294A Revising the Budget and Appropriation Schedules for Fiscal Year 1989-90 for the Purpose of Meeting Increased Workload in the Accounting and Data Processing Sections of Finance and Administration Department (<u>PUBLIC HEARING</u>) (Action Requested: Motion to Adopt the Ordinance)	Van Bergen
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7. RESOLUTIONS

REFERRED FROM THE SOLID WASTE COMMITTEE

5:55 (20 min.)	7.1 Resolution No. 90-1232, For the Purpose of Reducing the Amount of Disposable Diapers in the Solid Waste Stream (<u>PUBLIC HEARING</u>) (Action Requested: Motion to Adopt the Resolution)	Hansen
6:15 (15 min.)	7.3 Resolution No. 90-1233, For the Purpose of Approving Projects and Programs for the One Percent for Recycling Program 1989-90 Fiscal Year (Action Requested: Motion to Adopt the Resolution)	Wyers

8. COUNCILOR COMMUNICATIONS & COMMITTEE REPORTS

6:30 (10 min.)	8.1 Budget Committee Report (Information Only; No Action Required)	Van Bergen
6:40 (10 min.)	8.2 Update on Zoo Ballot Measures Campaign (Information Only; No Action Required)	Gardner

6:50 **9. ADJOURN**

Agenda Item No. 4.1
Meeting Date: April 12, 1990

MINUTES

MINUTES OF THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

January 25, 1990
Regular Meeting

Councilors Present: Tanya Collier (Presiding Officer), Gary Hansen (Deputy Presiding Officer), Lawrence Bauer, Roger Buchanan, Tom DeJardin, Richard Devlin, Jim Gardner, David Knowles, Ruth McFarland, George Van Bergen and Judy Wyers

Councilors Absent: Mike Ragsdale

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

1. INTRODUCTIONS

None.

2. CITIZEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS

None.

3. EXECUTIVE OFFICER COMMUNICATIONS

None.

4. CONSENT AGENDA

The Presiding Officer announced that the following items were on the Consent Agenda for Council consideration:

- 4.1 Minutes of September 14, 1989
- 4.2 Resolution No. 90-1203, For the Purpose of Approving the Appearance by Metro in Estate Proceeding -- In the Matter of the Estate of Stanley L. Smith, Tillamook County Circuit Court Docket No. 4454
- 4.3 Resolution No. 90-1210, For the Purpose of Approving a Metro Center Security Services Contract
- 4.4 Resolution No. 90-1177, Amending the Transportation Policy Alternatives Committee Bylaws
- 4.5 Resolution No. 90-1200, Allocating the Interstate Transfer Regional Reserve and Amending the Transportation Improvement Program Accordingly
- 4.6 Resolution No. 90-1181, For the Purpose of Renewing and Amending the Contract for Personal Services with Stoel, Rives, Boley, Jones & Grey for Assistance as Bond Counsel

- 4.7 Resolution No. 90-1195, For the Purpose of Approving a Request for Proposals Document for the Model Zoning Ordinance
- 4.8 Resolution No. 90-1198, For the Purpose of Supporting Earth Day Activities and Goals in the Metropolitan Region
- 4.9 Resolution No. 90-1205, Authorizing the Executive Officer or Her Designee to Dispose of Residential Property Bequeathed to the Metro Washington Park Zoo

Councilor Van Bergen requested that agenda item number 4.5, Resolution No. 90-1200, Allocating the Interstate Transfer Regional Reserve and Amending the Transportation Improvement Program Accordingly, be removed from the Consent Agenda. The Presiding Officer announced that agenda item number 4.5 would be considered immediately following the Consent Agenda.

Motion: Councilor DeJardin moved, seconded by Councilor Devlin to adopt items number 4.1, 4.2, 4.3, 4.4, 4.6, 4.7, 4.8 and 4.9 of the Consent Agenda.

Vote: The ten councilors present voted aye. Councilors Bauer and Ragsdale were absent.

The motion carried.

4.5 Resolution No. 90-1200, Allocating the Interstate Transfer Regional Reserve and Amending the Transportation Improvement Program Accordingly

Councilor Van Bergen explained that at a prior meeting of the Joint Policy Alternatives Committee on Transportation (JPACT), he had voted against the resolution because he supported funding projects.

Motion: Councilor DeJardin moved, seconded by Councilor Hansen to adopt Resolution No. 90-1200.

Andy Cotugno, Transportation Director, reported that the resolution sought a \$5 million allocation of Interstate Transfer Regional Reserve funds and a \$590,000 allocation of Federal Aid Urban funds for four projects one of which was improvements in the Convention Center area. He noted that while other arterial projects had been considered by the Transportation Policy Advisory Committee (TPAC) they had not been recommended for this funding.

Councilor Devlin said that he would vote in favor of the motion, however, he thought that the action would set a precedent whereby improvements of a local nature, required because of a regional action, were financed, at least in part, by regional funds and the regional funding was an implied commitment of that regional action.

Vote: Ten councilors voted in favor of the motion. Councilor Van Bergen voted against the motion, and Councilor Ragsdale was absent.

The motion carried.

5. ORDINANCES, SECOND READINGS

5.1 Ordinance No. 90-330A, For the Purpose of Adopting a Procedure to Include the Ballot Title, Explanatory Statement and Arguments Relating to Certain District Measures in the State Voters' Pamphlet

The Clerk read the ordinance for a second time by title only. The Presiding Officer announced that Ordinance No. 90-330 was first read before the Council on January 11, 1990 and referred to the Finance Committee. The Committee held a public hearing on January 18 and recommended the Council adopt the ordinance as amended.

Councilor Gardner, Finance Committee member, presented the Committee's report and recommendations. He said that the ordinance was needed as a result of SB 209 which allowed Metro access to the Voters' Pamphlet for its measures. Part of that legislation required Metro to adopt an ordinance which would set out procedures and timelines for developing and filing explanatory statements. Councilor Gardner said that the amendments the Committee had recommended to the ordinance required: 1) General Counsel to file an explanatory statement with the Council at the time Council acted on an ordinance or resolution referring a measure; 2) the Executive Officer to file ballot measure material with the Council Clerk at the time it was filed with the elections office; and 3) the Council Clerk to include the provisions of Ordinance No. 90-330A in the Metro Code.

Motion: Councilor Gardner moved, seconded by Councilor Devlin to adopt Ordinance No. 90-330A

The public hearing was opened and closed. No testimony was offered.

Vote: A roll call vote was taken resulting in the eleven councilors present voting aye. Councilor Ragsdale was absent.

The motion carried unanimously.

5.2 Ordinance No. 90-321, An Ordinance Enacted as a Supplemental Ordinance to Ordinance No. 89-319; Establishing a Plan for Financing the Metro East Transfer Station to Serve as Part of the Metropolitan Service District Solid and Liquid Waste Disposal System; Authorizing the Issuance of the Series A System Bonds for Such Purpose; and Establishing and Determining Other Matters in Connection Therewith

The Clerk read the ordinance for a second time by title only. The Presiding Officer announced that Ordinance No. 90-321 was first read before the Council on January 11, 1990 and referred to the Solid Waste Committee. The Committee held a public hearing on January 16 and recommended the Council adopt the ordinance.

Councilor Hansen, Solid Waste Committee Chair, requested the ordinance be returned to Committee in order to make technical revisions. Dan Cooper, General Counsel, explained it was appropriate for the Council to hold a public hearing because a public notice had been published stating the Council would hold a hearing on that date. Mr. Cooper said that in researching the answer to a question raised by Councilor Wyers at a recent Solid Waste Committee meeting it was discovered that the ordinance needed corrections.

Motion: Councilor Hansen moved, seconded by Councilor Buchanan to return Ordinance No. 90-321 to the Solid Waste Committee.

The public hearing was opened and closed. No one testified. Councilor Van Bergen noted that the ordinance referred to liquid waste, and it was not the intent of the District to assume the functions of sewer districts. Mr. Cooper said that all references to liquid waste had been removed from the ordinance text, and that it was an oversight that it had not been removed from the ordinance title.

Vote: A roll call vote was taken, and the eleven councilors present voted in favor of the motion to return the ordinance to Committee. Councilor Ragsdale was absent.

The motion carried unanimously.

5.3 Ordinance No. 90-326, For the Purpose of Amending the Metro Code Section 4.01.060 Regarding Admission Fees and policies at Metro Washington Park Zoo

The Clerk read the ordinance for a second time by title only. The Presiding Officer announced that Ordinance No. 90-326 was first read before the Council on January 11, 1990 and referred to the Zoo Committee. The Committee held a public hearing on January 18 and recommended the Council adopt the ordinance.

Councilor Knowles, presented the Zoo Committee's report and recommendations. He said that as a result of five-year projections, it was recommended that the Zoo increase admission fees for adults, youth and senior citizens by \$.50 in order to increase revenue. Fees for education groups and their chaperons would remain the same.

Motion: Councilor Knowles moved, seconded by Councilor Devlin to adopt Ordinance No. 90-326.

Councilor Knowles said that the Committee had received information that the Metro Washington Park Zoo had one of the lowest admission charges of zoos with which it competed. Councilor DeJardin stated that the

Committee had also received information that the Zoo compared favorably with other attractions in the region. The public hearing was opened and closed. No one testified.

Vote: A roll call vote was taken resulting in all eleven councilors present voting aye. Councilor Ragsdale was absent.

The motion carried.

5.4 Ordinance No. 90-329, For the Purpose of Submitting a Metropolitan Service District Tax Base Measure for the Metro Washington Park Zoo

The Clerk read the ordinance for a second time by title only. The Presiding Officer announced that Ordinance No. 90-329 was first read before the Council on December 14, 1990 and referred to the Convention, Zoo and Visitor Facilities Committee. The Committee held a public hearing on December 29 and recommended the Council adopt the ordinance as amended. As a result of Resolution No. 90-1207 which restructured Council committees, the Zoo Committee held an additional public hearing on January 18 and recommended additional amendments.

Sherry Sheng, Zoo Director, advised Councilors that since 1976, Zoo operations and capital expenses had been funded through a serial levy. Ms. Sheng said that a tax base would provide a stable source of funding for the Zoo. She said that the tax base would provide for approximately 50 percent of the Zoo's necessary operating funds, with the other 50 percent to be generated through admission fees, enterprising activities and donations. Ms. Sheng said that the tax base would levy a property tax of \$.15 per \$1,000 of assessed value. She said that the current serial levy which would expire in June collected \$.17 per \$1,000. Ms. Sheng also said that the tax base would be dedicated solely to Zoo operations.

Councilor Gardner noted that the Zoo Committee had recommended amending the ordinance to decrease the amount of the tax base by \$200,000. He explained that the \$200,000 represented anticipated expenditures for enrolling Zoo employees in the Public Employees' Retirement System (PERS). He said that the Committee had voted to remove the funds because they felt that the decision to move to PERS and how to fund the cost should be an agency-wide policy decision. He said that he did not feel that the reduction of the amount of the tax base affected any of the proposed programs.

Motion: Councilor Gardner moved, seconded by Councilor Buchanan to adopt Ordinance No. 90-329.

Motion to Amend: Councilor Van Bergen moved, seconded by Councilor Knowles to amend the ballot title contained in Section 7.A. of the ordinance to delete the word "For" and add the words "Dedicated To."

Councilors Van Bergen and Gardner said that they felt that the wording would clarify the purpose of the tax base, and would reflect the District's agreed upon use of the funds. Ms. Sheng also said that the amendment would be helpful to the voters.

Vote on Amendment: The ten Councilors present voted in favor of the amendment. Councilors Hansen and Ragsdale were absent.

The motion carried.

Councilor McFarland said that she was disappointed that the Committee had not recommended that the tax base requested be \$5.3 million. She said that after meeting with Zoo staff, she felt that \$5.3 million was the necessary level and that it would require the same amount of effort to be successful in getting a \$5.1 million tax base approved as a \$5.3 million tax base. Councilor Devlin asked if the budget figures used anticipated an excise tax. Mr. Carlson said that they did not anticipate an excise tax but did project an increased transfer to the general fund. Councilor DeJardin noted that the Friends of the Zoo had conducted a poll that indicated there was support for a tax base.

The public hearing was opened and closed. There was no public testimony.

Vote on Main Motion: A roll call vote was taken, and all eleven councilors present voted aye. Councilor Ragsdale was absent.

The motion carried.

6. RESOLUTIONS

6.1 Resolution No. 90-1194, Approving the Zoo Five-Year Financial Plan and Submitting a Metropolitan Service District Zoo Capital Serial Levy to District Voters

Councilor Gardner presented the Zoo Committee's report and recommendations. He said that the resolution was a companion to Ordinance No. 90-329, the tax base measure, and would be submitted to the voters concurrently. He said that the resolution would approve both the five-year financial plan upon which the tax base measure was premised and fund capital improvements to the children's zoo.

Ms. Sheng said that the proposal would allow the District to levy \$1.5 million dollars per year for three years. She said the funds would provide enhanced educational programs, double number of the exhibits in children's zoo and instill an understanding and appreciation of animals and people.

Motion: Councilor Gardner moved, seconded by Councilor Devlin to adopt Resolution No. 90-1194.

In response to Councilor Wyers' inquiry, Ms. Sheng advised that the levy would impose a \$.04 tax per \$1,000 assessed property value.

Vote: The eleven councilors present voted aye. Councilor Ragsdale was absent.

Councilor Devlin requested that in the future, as five-year financial plans were developed, they receive joint review by both the functional committee and the Finance Committee.

6.2 Resolution No. 90-1100, For the Purpose of Authorizing Issuance of a Request for Bids for Construction of Metro South Modification Operations

Councilor Hansen, Chair of the Solid Waste Committee, presented the Solid Waste Committee's report and recommendations. He said that the resolution would approve a building to house a dual compactor system, a staging area for transport vehicles, a new entrance for Jack Gray Transport vehicles, trailer storage area for Jack Gray Transport, a public parking area, landscaping and an irrigation system.

Motion: Councilor Hansen moved, seconded by Councilor DeJardin to adopt Resolution No. 90-1100.

Councilor DeJardin spoke in favor of the resolution and said that Oregon City was in favor of the modifications. Councilor Van Bergen said that it was the transport contractor's obligation to provide a storage area and said that he objected to Metro paying for those costs since they were to be included in the original contract. He said commercial annual rent for space to house the equipment would cost approximately \$71,000.

Councilor Van Bergen also pointed out that an amendment had been made to the transport contract whereby Jack Gray Transport was to haul not less than 4,000 tons of solid waste to St. Johns rather than the Arlington Landfill. He said that it was Jack Gray's obligation to haul the waste to the Arlington Landfill and to pay for his own storage facility. He said that he had requested that General Counsel provide him a citation of the Executive's authority to amend the transport contract in this matter.

Motion to refer: Councilor Van Bergen moved, seconded by Councilor McFarland to refer Resolution No. 90-1100 back to the Solid Waste Committee for additional review of the use of public property by a private firm and the Executive's ability to amend the existing transport contract.

Councilor Hansen said that he opposed the motion to refer, because he said that it was necessary to have the compactors operational in order for Metro to move the region's solid waste to disposal sites. He said

that it was necessary to "fast track" this request so that Metro would not be at risk of contract violation.

Bob Martin said that the Metro South modifications had been discussed with the DEQ and the City of Oregon City, from the time the plan was conceptual. He said that DEQ had advised that the staging area and installation of new compactor did not need another permit review. Mr. Martin also said that DEQ had determined that the modification plan in total was an activity that required DEQ permit authorization and that the permit would be obtained before the activities commenced. He said that the Oregon City Planning Commission had approved the design.

In response to councilors' questions, Mr. Martin said that Jack Gray would manage the shuttle operation that included positioning the trailers, loading, unloading and parking. He said that a fair market analysis of commercial rent for storage space and the cost of the shuttling operation had determined that they were approximately equal. Councilor McFarland said that she would vote in favor of referral and suggested that if approval of the construction of the building to house the compactors were under a crucial timeline, they be separated from the other modification requests for Metro South.

Councilor Van Bergen said that he had asked Council Analyst Ray Barker to ascertain why in early January, when he was at Metro South one of the pits was nearly filled to capacity with no materials being removed from the pit. Mr. Barker said that he had investigated the situation and that the compactor operator had explained to him that some of the trucks had flat tires on them and the tippers at St. Johns were not operational. Councilor Van Bergen asked Mr. Barker if the situation had reoccurred since then. Mr. Barker said that he had not been to the site again. Councilor Van Bergen said that he also had concerns about further construction because the transfer station was built upon a bog. He also raised liability and insurance questions.

Councilor Wyers questioned the cost figures and said that she was not convinced that the shuttling was a fair trade-off for the storage space. She also asked why councilors had not received notification of the contract amendment and how increased waste disposal at St. Johns affected the transport and operations contract with Arlington.

Bob Martin, Solid Waste Director said that there was possible ambiguity in the Oregon Waste Systems contract. He said that the contract stipulated that in 1990, Metro would send 90 percent of the region's waste delivered to a general purpose landfill to Arlington. He said that the intent was to send only waste collected at Metro South to Arlington because the St. Johns Landfill needed to be filled in order to close it on schedule. He said that he had discussed the matter with General Counsel Dan Cooper and Oregon Waste Systems and that they had reached an agreement in principle and arrived at the number of tons to be delivered at Arlington. He said that they had agreed that between 294,000 and 320,000 tons of waste per month would be delivered to Arlington in 1990. He also said that Jack Gray was transporting more than the 300,000 tons of waste per month committed to in the contract.

Councilor Wyers said that the contract had been modified a number of times and she did not feel it was fair to continue to expect rate payers absorb the costs. Councilor Gardner said that there is nothing before the Council that dealt with the contract amendment, and therefore, he felt that the discussion should be confined to the resolution to approve modifications.

Vote on motion to refer: Councilors McFarland, Van Bergen, Wyers and Collier voted aye. Councilors Bauer, Buchanan, Devlin, DeJardin, Gardner, Hansen and Knowles voted nay. Councilor Ragsdale was absent.

The motion failed to carry.

Motion to amend: Councilor Van Bergen moved, seconded by Councilor McFarland to amend the Request for Bid document to remove all consideration for storage area regarding the Jack Gray contract.

Councilor Hansen spoke in opposition of the motion saying that it would cause delays that would prove a hardship on the waste disposal system.

Vote on motion to amend: Councilors McFarland, Van Bergen, Wyers and Collier voted aye. Councilors Bauer, Buchanan, Devlin, DeJardin, Gardner, Hansen and Knowles voted nay. Councilor Ragsdale was absent.

The motion failed to carry.

Vote on main motion: A roll call vote was taken resulting in Councilors Bauer, Buchanan, Devlin, DeJardin, Gardner, Hansen and Knowles voting aye. Councilors McFarland, Van Bergen, Wyers and Collier voted nay. Councilor Ragsdale was absent.

The main motion carried.

6.3 Resolution No. 90-1199, Authorizing the Award of Furnishings Contracts for the Oregon Convention Center to Krueger, Inc. and Environetics, Inc.

The Presiding Officer recessed the Council and convened the Contract Review Board of the Metropolitan Service District and announced that in accordance with Metro Code Chapter 2.04.044(e), contracts awarded to any bidder other than the apparent low bidder must be approved by the Contract Review Board.

Councilor Knowles called upon Neil McFarlane of the Convention Center Project to explain the contract award. Mr. McFarlane said that staff

recommended a contract be awarded to Krueger, Inc. and Environetics, Inc. for supply of folding chairs and tables at the Convention Center. He said that although Virco Company had submitted the lowest bid, they were not the lowest responsive bidder because they had failed to comply with DBE/WBE requirements and had submitted a bid on products that had been previously rejected by the review committee as unacceptable substitutes for the specified materials.

Motion: Councilor Knowles moved, seconded by Councilor Devlin to adopt Resolution No. 90-1199.

Vote: The nine councilors present voted in favor of the motion. Councilors Gardner, Bauer and Ragsdale were absent.

The motion carried.

6.4 Resolution No. 90-1201, For the Purpose of Authorizing an Exemption to Metro Code Chapter 2.04.043 Competitive Bidding Procedures and Authorizing a Sole Source Agreement with Dun & Bradstreet Corp. for the Purchase of Credit Reporting Services

Councilor Wyers, member of the Finance Committee, explained the Committee's recommendation. She said the contract was for management of the solid waste account collection system. She said that the Committee agreed that a sole source contract with Dun & Bradstreet was appropriate, as they were the only company capable of performing the work. Councilor Wyers also noted that concerns had been raised during the Committee meeting about confidentiality and reliability of reports. She said that General Counsel would be reporting back to the Finance Committee on those issues.

Motion: Councilor Wyers moved, seconded by Councilor Devlin to adopt Resolution No. 1201.

Vote: The ten councilors present voted in favor of the resolution. Councilors Bauer and Ragsdale were absent.

The motion carried.

The Presiding Officer adjourned the Contract Review Board and reconvened the Council.

7. COUNCILOR COMMUNICATIONS & COMMITTEE REPORTS

Councilor Devlin announced that while he was in Washington D. C. attending the National Association of Regional Councils Conference, he would be meeting with legislative staff persons regarding the Parks and Natural Resources Program. The Presiding Officer also announced that she would be meeting with Oregon Congressional delegation staffpersons regarding other Metro programs.

Councilor Van Bergen announced that selection of a performance auditor was proceeding and thanked staff for their work.

Council Meeting of January 25, 1990
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The Presiding Officer announced that she had directed General Counsel to assign a Hearings Officer in the matter of a contested case filed by Rose City Plating.

There was no other business and the meeting was adjourned at 7:35 P.M.

Respectfully submitted,

Gwen Ware-Barrett

Gwen Ware-Barrett
Clerk of the Council

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MINUTES OF THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

February 8, 1990
Regular Meeting

Councilors Present: Tanya Collier (Presiding Officer), Gary Hansen (Deputy Presiding Officer), Lawrence Bauer, Roger Buchanan, Tom DeJardin, Richard Devlin, Jim Gardner, David Knowles, Mike Ragsdale and George Van Bergen

Councilors Absent: Councilors Ruth McFarland and Judy Wyers

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

1. INTRODUCTIONS

None.

2. CITIZEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS

None.

3. EXECUTIVE OFFICER COMMUNICATIONS

None.

4. CONSENT AGENDA

The Presiding Officer announced that the following items were on the Consent Agenda for Council consideration:

4.1 Minutes of November 9 and 21, 1989

4.2 Resolution No. 90-1209, Appointing Alice Schlenker to the Urban Growth Boundary Policy Advisory Committee

The Presiding Officer announced that the Clerk had received from Councilor Devlin a minor correction to the minutes of November 21, which had been distributed to them and would be considered part of a motion for adoption of the Consent Agenda.

Motion: Councilor Van Bergen moved, seconded by Councilor Ragsdale to adopt the Consent Agenda as corrected.

Vote: The nine councilors present voted in favor of the motion. Councilors Bauer, Wyers and McFarland were absent.

The motion carried.

5. ORDINANCES, FIRST READINGS

5.1 Ordinance No. 90-333, An Ordinance for the Purpose of Imposing an Excise Tax

The Clerk read the ordinance for a first time by title only. The Presiding Officer announced that she was referring the ordinance to the Council Finance Committee for public hearings. She announced that in order for the tax to be effective on July 1, 1990, the Council must adopt the ordinance no later than March 22. She said that the public hearings would be held before the Finance Committee on February 15 and March 1 and that on March 8 the ordinance would have a second reading and Council action as appropriate.

Mr. Phil Dreyer, a citizen, asked if the ordinance would be referred to the voters. Councilor Van Bergen said that he was awaiting a legal opinion from General Counsel, but it was his understanding that the measure did not require voter approval. Councilor Van Bergen said that after the hearings, the Committee would decide whether or not to recommend submission to the voters and that the Council as a whole would make the decision.

5.2 Ordinance No. 90-335, AN EMERGENCY ORDINANCE For the Purpose of Correcting the Ballot Title for the Metro Zoo Tax Base Ballot Measure and Declaring an Emergency

The Clerk read the ordinance for a first time by title only. General Counsel Dan Cooper explained the procedure for emergency ordinances. He said that Council rules require two readings on an ordinance and prior publication that the ordinance has been placed on the agenda, unless the ordinance is to meet an emergency situation. Mr. Cooper said that if the purpose of the ordinance was to meet an emergency, and the reasons requiring immediate action were stated in the ordinance, then the Council could act on the ordinance at a first reading.

Mr. Cooper said that the ballot title adopted by Ordinance No. 90-335 contained eleven words, and the maximum allowed was ten. He said that in order to have the ballot title and explanatory statement published in the Voters' Pamphlet, the statutory deadline for receipt of the information was 5:00 p.m., February 22 which would be prior to the Council's next regularly-scheduled meeting. He also said that the ordinance should be acted upon as soon as possible in order to allow adequate time to resolve any ballot title challenge that may arise.

Motion: Councilor DeJardin moved, seconded by Councilor Devlin to adopt Ordinance No. 90-335.

Vote: A roll call vote was taken, resulting in the nine councilors present voting aye. Councilors Bauer, McFarland and Wyers were absent.

The ordinance was adopted by unanimous vote.

6. RESOLUTIONS

6.1 Resolution No. 90-1214, For the Purpose of Approving a Contract with KPMG Peat Marwick for Performance Audit Services

Councilor Gardner presented the Finance Committee's report and recommendations. He said that a task force had helped develop a Request for Proposal document for performance auditing services and subsequently assisted in evaluating the proposals. Councilor Gardner said that five proposals had been received, and the proposal submitted by KPMG Peat Marwick had been selected. He said that the functions to be audited were support services, financial management, contract administration, construction management, data processing and personnel. He said that the Committee had selected the Peat Marwick proposal because they felt it superior in the depth of experience of their personnel and the breadth of experience of the firm. He said that the Committee also thought there may be a potential for cost saving because Peat Marwick was also Metro's financial auditor, and that had indeed proven true, because Peat Marwick had identified some follow-up work they would perform at no charge to Metro.

Motion: Councilor Gardner moved, seconded by Councilor Van Bergen to adopt Resolution No. 90-1214.

Councilor Van Bergen thanked the citizen members of the task force. Councilor Devlin said that the Finance Committee encouraged other councilors to stay involved in the performance audit activities. Councilor Van Bergen also noted the Executive Officer's cooperation.

Vote: All ten councilors present voted aye. Councilors McFarland and Wyers were absent.

The motion carried.

6.2 Resolution No. 90-1212, Appointing the Joint Policy Advisory Committee on Transportation and the Urban Growth Management Policy Advisory Committee as the Local Government Dues Committee

Councilor Gardner presented the Intergovernmental Relations Committee's report and recommendations. He said that Metro was

required to consult with local governments before assessing dues. He said that in previous years, a special purpose advisory committee made up of local government elected officials had been convened. However, since both the Joint Policy Advisory Committee on Transportation (JPACT) and Urban Growth Management Policy Advisory Committee (UGM PAC) were comprised of elected local government officials, it was desired to appoint that joint group as the Local Government Dues Committee.

Motion: Councilor Gardner moved, seconded by Councilor Devlin to adopt Resolution No. 90-1212.

Councilor Bauer commented that he supported the proposal because he felt that through JPACT and UGM PAC, Metro had obtained broad-based local participation. He said that he felt the resolution represented another opportunity to incorporate that local participation.

Vote: The ten councilors present voted aye. Councilors McFarland and Wyers were absent.

The motion carried.

6.3 Resolution No. 90-1216, Authorizing an Exemption to Metro Code Chapter 2.04.043 Competitive Bidding Procedures and Authorizing Payment of Purchase Order No. 5529FM to the Best Lock Company Under Metro Code Chapter 2.04.060 Sole Source Contract Provisions

The Presiding Officer announced that in accordance with Metro Code Chapter 2.04.060, sole source contracts exceeding \$2,500 must receive a specific exemption from public bidding by the Contract Review Board. She recessed the Council, and convened the Contract Review Board.

Councilor DeJardin, presented the Zoo Committee's report and recommendations. He said that Best Lock Company had a patent on the locks they had installed at the Zoo. Because of new construction and maintenance at the Zoo it had become necessary to install some new locks and recore other existing locks. Councilor DeJardin said that the work had previously been authorized and paid through purchase orders, however the Council's change in contract rules now required authorization of a sole source contract exemption.

Motion: Councilor DeJardin moved, seconded by Councilor Buchanan to adopt Resolution No. 90-1216.

Vote: The ten councilors present voted aye. Councilors McFarland and Wyers were absent.

The motion carried.

The Presiding Officer adjourned the Contract Review Board and reconvened the Council.

7. COUNCILOR COMMUNICATIONS & COMMITTEE REPORTS

Councilor Van Bergen advised the Council that he had distributed a memo to them regarding the budget review process and schedule. He said that he had met with Executive Officer Cusma and that she had agreed with the process and schedule. He said that each of the functional committees would forward to the Budget Committee their recommendations for program priorities. He said that he would be meeting with department heads to advise them of the schedule and process.

Councilor Bauer said that he would like the Council to discuss goals and policy direction prior to the budget cycle. Councilors Bauer and Devlin would coordinate selecting a date for the retreat.

Councilor Devlin said that he felt that there should be a closer association and identification between the Metro Council and the Metro Exposition-Recreation Commission (Metro ERC). He said that he may forward a resolution requiring Council confirmation hearings for Metro E-R Commissioners.

Councilor Knowles announced that the February 13 Convention and Visitor Facilities Committee meeting had been cancelled due to lack of significant agenda items.

Councilor Gardner said that he agreed with Councilor Devlin regarding a closer relationship between the Metro Council and Metro ERC. He said that he felt a series of hearings would enable the councilors to become better informed about the appointees, and he felt that a good forum to accomplish that would be through a model similar to the legislative confirmation hearing process. Presiding Officer Collier advised Councilors Devlin and Gardner to discuss the matter with the Convention and Visitor Facilities chairperson, and forward legislation, as appropriate.

Councilor Hansen said that the Finance Committee had considered and tabled Ordinance No. 90-328 relating to a Construction Coordinator Position for solid waste facilities. Subsequently, at the request of the Solid Waste Committee, the Finance Committee had removed the ordinance from the table and a motion to recommend Council adoption failed to carry.

Motion: Councilor Hansen moved, seconded by Councilor Buchanan for Ordinance No. 90-328 to be scheduled on the next Council agenda for consideration by the Council as a whole.

Vote: Six councilors voted in favor of the motion. Councilors Knowles, Ragsdale, Van Bergen and Collier voted nay. Councilors McFarland and Wyers were absent.

The motion carried.

Councilor Ragsdale announced that during the full Council's consideration of Ordinance No. 90-328, he would move to refer the ordinance to committee since he felt that discussion of substantive policy and amendments belonged at the committee, rather than Council, level.

There was no other business, and the meeting was adjourned at 7:05 p.m.

Respectfully submitted,



Gwen Ware-Barrett
Clerk of the Council

gpwb
cn0208.min

Agenda Item No. 4.2
Meeting Date: April 12, 1990

RESOLUTION NO. 90-1237

ZOO COMMITTEE REPORT

**RESOLUTION NO. 90-1237, APPROVING A REQUEST FOR PROPOSAL
DOCUMENT FOR MARKETING RESEARCH SERVICES FOR A THREE-YEAR
PERIOD AT THE METRO WASHINGTON PARK ZOO**

Date: April 5, 1990

Presented by: Councilor McFarland

COMMITTEE RECOMMENDATION: At the April 5, 1990, Zoo Committee meeting, Councilors Gardner, Ragsdale and myself voted unanimously to recommend Council adopt Resolution No. 90-1237. Councilors DeJardin and Knowles were excused.

COMMITTEE DISCUSSION/ISSUES: Zoo Marketing Manager Jane Hartline presented the resolution which approves RFP documents for a three-year marketing research services contract. Ms. Hartline noted the Zoo now has a three-year contract for these services which will expire in May. The contract scope calls for three Zoo admission gate surveys each year -- 1 in the Fall, Spring and Summer -- and a fourth survey to be determined by the Zoo's particular program assessment or market information needs. It was noted the FY90-91 amount budgeted for this contract (\$15,000) is comparable to the FY89-90 budgeted expense (\$13,250). No additional questions or issues were raised regarding the contract.

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BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

DRAFT

FOR THE PURPOSE OF APPROVING A)
REQUEST FOR PROPOSAL DOCUMENT FOR)
MARKETING RESEARCH SERVICES FOR A)
THREE-YEAR PERIOD AT THE METRO)
WASHINGTON PARK ZOO)

RESOLUTION NO. 90-1237

Introduced by the Council
Zoo Committee

WHEREAS, Section 2.04.033 (b) of the Metro Code requires that the Council of the Metropolitan Service District approve certain contract proposal documents; and

WHEREAS, The contract for Marketing Research Services at the Metro Washington Park Zoo requires Council approval and the proposal document has been duly filed with the Clerk of the Council; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District approves the Request for Proposal document for Marketing Research Services at the Metro Washington Park Zoo attached as Exhibit A hereto and authorizes that it be released for response by vendors or proposers.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

jpmfour
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MARKETING RESEARCH REQUEST FOR PROPOSALS

I. INTRODUCTION

The Zoo Department of the Metropolitan Service District (Metro) is requesting proposals for marketing research services for a three-year period. Proposals are due no later than 1990, at Metro Washington Park Zoo, 4001 S.W. Canyon Road, Portland, OR 97221. Details concerning this project and proposal are contained in this document.

II. BACKGROUND OF PROJECT

The Zoo's Marketing Division is a five-person office which is responsible for the promotion of the zoo through advertising (usually on a public service basis), press relations and special events. The Marketing Manager reports to the Zoo Director.

The division coordinates a speakers bureau and sends out a travelling exhibit to shopping centers, fairs and other high-traffic public areas. The division has an aggressive program of marketing the zoo as a place for company picnics and arranged tours (through tour operators).

Gate surveys are used to monitor demographic profiles and habits of zoo visitors, test the popularity of programs and exhibits and evaluate the zoo's promotional efforts. Additional surveys done in past years have included an off-site survey of Portland area tourists, a phone survey of area residents and a zip code analysis of visitors.

III. PROPOSED SCOPE OF WORK/SCHEDULE

Metro is seeking proposals from qualified firms to perform the following services and to deliver the products described:

A. Contractor will conduct interview-type surveys of zoo visitors three times per year. Each survey will have at least 300 respondents and will be conducted over a seven-day period, with at least half of the interviews being conducted on Saturday and Sunday. Survey questions will be developed jointly by the Contractor and the Marketing Manager (most questions remain the same from survey to survey). Surveys will vary from 25 to 35 questions in length.

- III. cont.
- B. Contractor will provide the zoo with three copies of a report on the survey within three weeks after the completion of interviews. Report will include cross-tabulations.
 - C. Contractor will conduct at least one other survey per year of a scope similar to the gate survey.
 - D. Contractor will meet with the Marketing Manager for at least 2 hours per month to provide advice and consultation on a variety of matters concerning marketing research and program evaluation.
 - E. Estimated budget for the project is approximately \$15,000 per twelve-month period.
 - F. The contract is for a one-year period, renewable by mutual agreement for two additional years.

IV. QUALIFICATIONS AND EXPERIENCE

- A. Skill and experience formulating questionnaires and other survey tools
- B. Skill and experience in analyzing statistical data
- C. Skill and experience in interpreting results of surveys
- D. Skill and experience in conducting survey interviews
- E. Experience with zoos or similar tourism attractions

V. PROJECT ADMINISTRATION

The project manager is Jane Hartline, Marketing Manager. Contractor may also work with the zoo director, assistant director, development manager, other Metro staff and advertising agency staff as determined by the project manager.

VI. PROPOSAL INSTRUCTIONS

A. Submission of Proposals

Three copies of the proposal shall be furnished to Metro addressed to:

Jane Hartline, Marketing Manager
Metro Washington Park Zoo
4001 SW Canyon Road
Portland, OR 97221

VI. cont. B. Deadline

Proposals will not be considered if received after 3:00 p.m., 1990. Postmarks are not acceptable.

C. RFP as basis for proposals

This RFP represents the most definitive statement Metro will make concerning information upon which proposals are to be based. Any verbal information which is not contained in this RFP will not be considered by Metro in evaluating the proposals. All questions relating to the RFP, or the project, must be submitted in writing to Jane Hartline. Any questions which in the opinion of Metro warrant a written reply or RFP amendment will be furnished to all parties receiving a copy of this RFP. Metro will not respond to questions received after 1990.

D. Subconsultants; Disadvantaged Business Program

A subconsultant is any person or firm proposed to work for the prime consultant on this project. Metro does not wish any subconsultant selection to be finalized prior to contract award. For any task or portion of a task to be undertaken by a subconsultant, the prime consultant shall not sign up a subconsultant on an exclusive basis.

In the event that any subconsultants are to be used in the performance of this agreement, consultant agrees to make a good faith effort, as that term is defined in Metro's Disadvantaged Business Program (Section 2.04.160 of the Metro Code) to reach the goals of subcontracting 5 percent of the contract amount to Disadvantaged Businesses and 5 percent of the contract amount to Women Businesses. Consultant shall contact Metro prior to negotiating any subcontracts. Metro reserves the right, at all times during the period of this agreement, to monitor compliance with the terms of this paragraph and Metro's Disadvantaged Business Program.

VII. PROPOSAL CONTENTS

Proposals should contain the following information:

- A. How your firm would perform the services described in the Scope of Work.
- B. Resumes of key personnel
- C. Amount of time each key person will be involved with the activities described in the above scope of work

- VII. cont. D. List of subconsultants which might be used including identification of Certified Disadvantaged Business Enterprises and Women-owned Business Enterprises
- E. Work history in terms of similar services
- F. History of successful work previously completed for similar projects and ability to furnish recommendations of satisfied clients
- G. A "not to exceed" fee.

VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

- A. 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. Metro reserves the right to accept or reject any or all proposals as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this RFP.
- B. Metro intends to award a personal services contract with the selected firm for this project. The contract will be for a one-year period, renewable for two additional years upon mutual agreement. A copy of the standard form contract which the successful consultant will be required to execute is attached (Attachment A.)
- C. Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Metro before reimbursement of services can occur. A monthly billing, accompanied by a progress report will be prepared for review and approval.
- D. The proposal shall be considered valid for a period of ninety (90) days at least 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.

IX. EVALUATION OF PROPOSALS

- A. Proposals that conform to the proposal instructions will be evaluated. Proposals will be reviewed by a selection committee and oral presentations will be required of finalists in the selection process.

IX. cont. B. Evaluation criteria

This section provides a description of the criteria which will be used to evaluate proposals submitted to accomplish the work defined in the RFP.

1. Qualifications of principals (30)

2. Previous work (30)

References

Experience (include client list and examples of zoo or similar experience)

3. Proposal (20)

Demonstrated ability to complete the scope of work

4. Fee (20)



METRO

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

Memorandum

DATE: March 20, 1990
TO: Contracts Office
FROM: Paulette Allen, Committee Clerk
RE: RFP FOR MARKETING RESEARCH: CONTRACT TYPE "A"

I certify the above RFP entitled "Marketing Research" was received and filed in the Council Department March 20, 1990.

Paulette Allen 3/20/90
Acting Clerk of the Council Date

cc: Jim Gardner
Neil E. Saling
Sherry Sheng
McKay Rich
Jane Hartline
Jessica Marlitt



METRO

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

Memorandum

Date: March 20, 1990
To: Gwen Ware-Barrett, Clerk of the Council
From: Amha M. Hazen, Contracts Administrator *Amha*
Regarding: RFP: Marketing Research

I have attached the bid entitled "Marketing Research" for filing with Metro Council. The contract is Type "A" Single Year, as designated by the Council during the budge process.

AMH:jp

cc: Neil E. Saring, Acting Director - Finance & Administration
McKay Rich, Assistant Director - Zoo

Attachment

METRO WASHINGTON PARK ZOO

Contract Routing Slip and Attachments List

Date 3/15/90

RE: Marketing Research RFP

To: Amelia Mayer

From: Carol Kruger

List of Attachments:

- ☒ Proposed Request for Quotes/Bids/Proposals
- ☐ Staff Report
- ☐ Resolution
- ☐ Ordinance
- ☐ Grant/Contract Summary
- ☐ Three copies of contract or amendment
- ☐ Copy of Request for Quotes/Bids/Proposals
- ☐ Mailing List/Phone List (with DBE/WBE's marked)
- ☐ Quotes/Bids/Proposals Received
- ☐ Advertisements
- ☐ Bond(s) Type: _____
- ☐ One copy of executed contract or amendment
- ☐ Other _____

These items are:

- ☐ For your approval and routing ☐ Per your request
- ☐ For your retention ☐ Please return by _____
- ☒ Other please file with Council

c.transmit
can

File as an "A"

Agenda Item No. 5.1
Meeting Date: April 12, 1990

ORDINANCE NO. 90-344

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 90-344 FOR THE PURPOSE OF AMENDING THE REGIONAL TRANSPORTATION PLAN DEFINING THE PRIORITY OF THE HILLSBORO EXTENSION OF THE WESTSIDE CORRIDOR

Date: March 20, 1990

Presented by: Andrew C. Cotugno

PROPOSED ACTION

This ordinance would amend the Regional Transportation Plan (RTP) to recognize the Westside Corridor to Hillsboro as the region's number one priority for consideration of LRT construction. The current priority designation is for the Westside Corridor from downtown to 185th Avenue. However, Metro has sought authorization from UMTA to initiate an Alternatives Analysis/Draft EIS for the extension of this corridor from 185th Avenue to Hillsboro.

TPAC has reviewed this RTP amendment and recommends approval of Ordinance No. 90-344.

BACKGROUND

Under UMTA regulations, a local area is allowed to initiate "one corridor at a time" into the Alternatives Analysis and Preliminary Engineering process. In addition, it is up to that region to determine which corridor is its priority for this purpose. Although the request has been submitted to UMTA for the Hillsboro extension, concern has been raised about the status of this corridor in the Regional Transportation Plan since it is described as a long-term priority.

As part of the decision-making process for the Westside project to 185th and the Hillsboro extension from 185th to Hillsboro, consideration will be given as to whether to proceed to construction with LRT and what the terminus is that is recommended for construction. As such, this action is not the final decision on construction of LRT to Hillsboro or short termini options between 185th and Hillsboro.

Adoption of this ordinance is proposed as an emergency, requiring it to be introduced, read once and acted on at a single Council meeting. Approval requires the unanimous support of those present.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 90-344.

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE FOR THE PURPOSE OF)	ORDINANCE NO. 90-344
AMENDING THE REGIONAL TRANSPORTA-)	
TION PLAN DEFINING THE PRIORITY)	Introduced by Mike Ragsdale,
OF THE HILLSBORO EXTENSION OF THE)	Chair, Joint Policy Advisory
WESTSIDE CORRIDOR)	Committee on Transportation

WHEREAS, Ordinance No. 89-282 adopted the Regional
Transportation Plan; and

WHEREAS, The adopted Regional Transportation Plan
recognizes the Westside Corridor from downtown to 185th Avenue as
the top regional priority for light rail transit implementation;
and

WHEREAS, The Metropolitan Service District has re-
quested authorization from the Urban Mass Transportation Admin-
stration (UMTA) to initiate Alternatives Analysis/Draft
Environmental Impact Statement (DEIS) for the extension of the
Westside Corridor project from 185th Avenue to Hillsboro; and

WHEREAS, UMTA regulations allow only one corridor at a
time in the Alternatives Analysis process, requiring Metro to
establish that priority. Therefore, UMTA has required that the
Regional Transportation Plan be amended to reflect the Hillsboro
extension as the region's priority as a prerequisite for autho-
rizing initiation of Alternatives Analysis/Draft EIS; and

WHEREAS, UMTA has agreed to initiate Alternatives
Analysis only if this Regional Transportation Plan is corrected
immediately; therefore, an emergency exists to adopt this
Regional Transportation Plan amendment without causing delay to

the Hillsboro Alternatives Analysis/Draft EIS; now, therefore,
THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That the Regional Transportation Plan Chapters 4 and 5
are hereby amended as reflected in Exhibit A.

ADOPTED by the Council of the Metropolitan Service
District this ____ day of _____, 1990.

Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

90-344.ORD
4-2-90
ACC:lmk

Exhibit A

Regional Transportation Plan Chapter 4

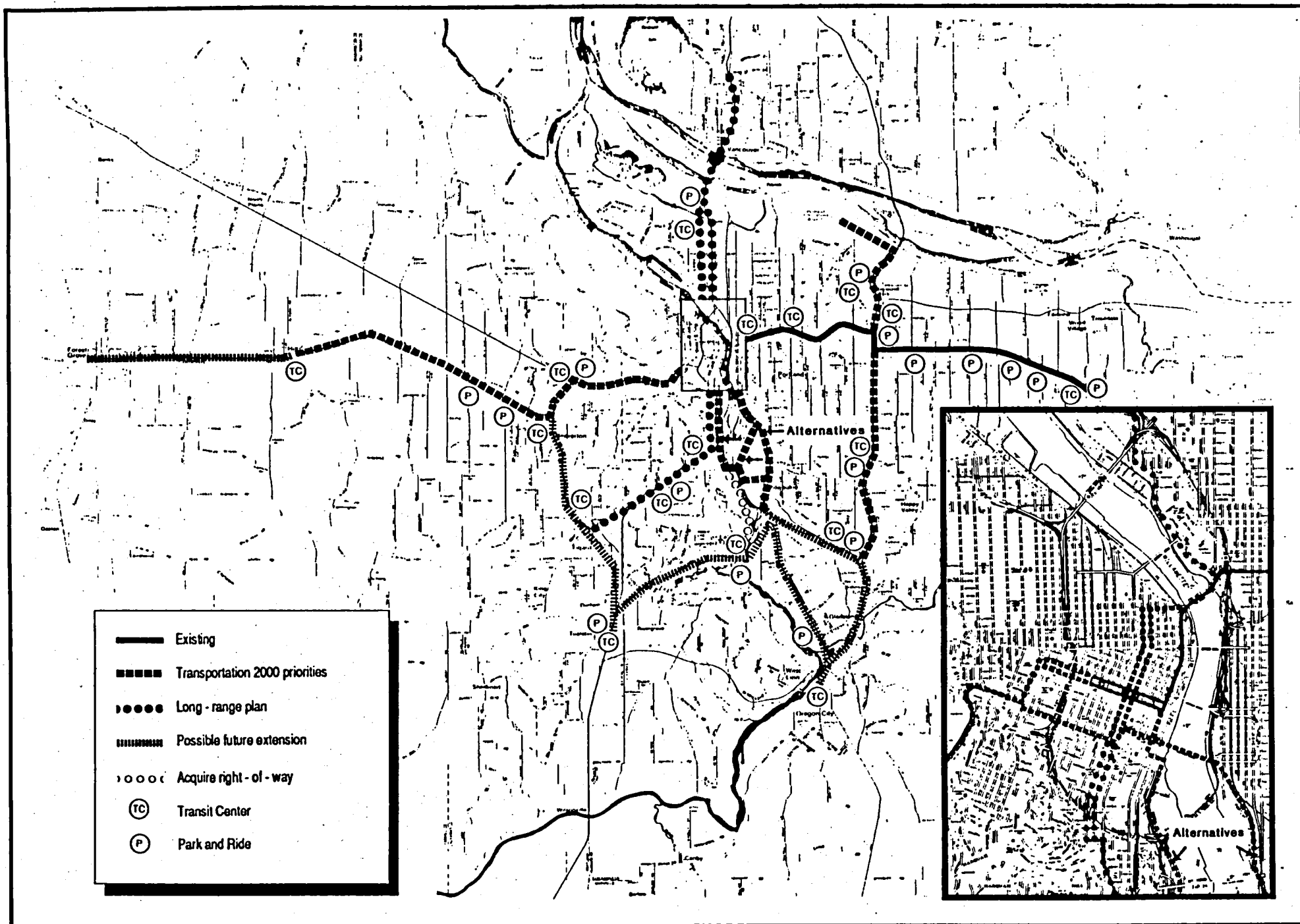
Transitways - The Long Range Transit System

Regional transitways (light rail or exclusive busways) offer an attractive method for providing regional trunk route service on heavily traveled routes. Transitways, with an exclusive right-of-way and larger vehicles, provide greater capacity and higher speed service at a lower operating cost to the public than normal bus operations in mixed traffic. In addition, transitways have the additional benefit of promoting transit-supportive economic development around stations.

Figure 4-5 shows existing, planned and potential routes for regional transitways in each of the regional transit trunk route travel corridors. In the Eastern Corridor, the Banfield LRT (MAX) connecting downtown Portland and Gresham is in place.

Three additional LRT corridors have been identified by JPACT as 10-year priorities and are included in this Plan:

- . In the Western Corridor, the Sunset LRT from downtown Portland to 185th Avenue has been selected as the preferred alternative to connect downtown Portland and Beaverton. In addition, consideration will be given on whether to extend this corridor from 185th Avenue to Hillsboro. The LRT corridor west of Beaverton to Hillsboro would follow the ~~185th-east/west~~ Burlington Northern alignment. The Sunset LRT is the top regional priority for LRT implementation (see Chapter 8).
- . In the Southern Corridor, an LRT line connecting downtown Portland to Milwaukie via the Portland Traction Company or McLoughlin alignments is called for in this Plan.
- . In the I-205 Circumferential Corridor, an LRT line connecting Portland International Airport (PIA) and the Clackamas Town Center (CTC) is called for in the RTP.



Long-Range Regional Transitway System

Beyond these four corridors, the long term regional ~~(beyond 2005)~~ transitway system includes two additional LRT corridors:

- . In the Northern Corridor, an LRT line connecting downtown Portland and Vancouver via either I-5 or Interstate Avenue; and
- . In the Southwestern Corridor, an LRT line connecting downtown Portland with Tigard via Barbur Boulevard.

Possible extensions and future branches of the identified LRT corridors include those to Hillsboro ~~(via Sunset or 185th extension)~~, Forest Grove, Oregon City (via Milwaukie/Highway 224 or I-205 extension), and Tualatin (via Milwaukie extension through Lake Oswego, Barbur extension, or Highway 217 Circumferential extension through Tigard).

The adopted RTP also recommends acquiring the abandoned SPRR right-of-way connecting downtown Portland and Lake Oswego to protect the resource and allow future consideration of this alignment for rail transit in the Macadam/Lake Oswego radial corridor.

Figure 4-6 illustrates the long range LRT alignments developed for downtown Portland. Initial service for the Banfield LRT will be provided via the cross-mall alignment on Morrison and Yamhill streets. As capacity on the cross-mall alignment is needed, a mall alignment using Fifth and Sixth Avenues will be implemented. This north/south corridor would form the backbone of the downtown transit system, serving as the major mode of access to and through downtown. The secondary LRT streets would provide alternative LRT connections as additional LRT corridors are implemented and provide regional transit service to the South Waterfront, RX Zone, Historic Districts and other downtown destinations. As the mall reaches its transit capacity, bus routes currently using the mall will be rerouted to other streets consistent with the Downtown Plan and the Downtown Parking and Circulation Policy (such as 1st and 2nd and 10th and 11th Avenues).

Regional Transportation Plan
Chapter 5

G. WESTERN SECTOR

The adopted plan for the Western Sector (Figure 5-8) combines significant levels of highway and transit investment to:

- reduce congestion in the major radial corridor by:

Committed Projects

- modifying the ramp terminal at the existing Zoo interchange (phase I) with the Sunset (24)
- adding a westbound on-ramp at the Sunset/Zoo interchange (25)
- reconstructing the interchanges of the Sunset Highway with Murray Boulevard (28) and Cornelius Pass Road (29)
- ramp metering the Sunset Highway from Jefferson Street to Cornelius Pass Road (23)
- improving the interchange of the Sunset with Helvetia Road (27)

10-Year Priority Projects

- completing construction of the westbound climbing lane (from the Zoo exit to Sylvan) on the Sunset Highway (26)
- widening the Sunset Highway to six lanes from Sylvan to Cornell/158th (112, 113)
- reconstructing the interchanges of the Sunset Highway with Sylvan Road (112), 158th/Cornell (115), and 185th Avenue (114)

10-20 Year Project

- improving the interchanges of the Sunset Highway with Jackson Road (307)

- reduce congestion in the circumferential corridors by:

10-Year Priority Projects

- constructing the first phase of a Highway 217 widening to include auxiliary lanes from the Sunset to the Hall Boulevard overcrossing (117, 119)
- ramp metering Highway 217 from the Sunset to Scholls Ferry Road (116)
- conducting Preliminary Engineering on the second (Highway 99W to Tualatin Valley Highway - 124) and third (Tualatin Valley Highway to Sunset - 125) phases of the Tualatin-Hillsboro corridor bypass facility

10-20 Year Projects

- constructing the second (Highway 99W to Tualatin Valley Highway - 124) and third (Tualatin Valley Highway to Sunset - 125) phases of the bypass facility in the Tualatin-Hillsboro corridor. Actual construction of Phase II of the Western Bypass is subject to: 1) a determination that the facility is consistent with local comprehensive plans and state land use policies; and 2) a detailed assessment of the impacts associated with such a facility provided through the Environmental Impact Statement (EIS) process. If, at the conclusion of either of these processes, a decision is made to not build this portion of the Western Bypass, a planning study will be initiated to address the circumferential travel problem in some other manner.
- as traffic demand warrants, upgrading the intersections to interchanges on the bypass facility
- as warranted, constructing the second phase of a Highway 217 widening to include six lanes from the Sunset Highway to the Hall Boulevard Overcrossing (117, 119)

improve east/west arterial capacity by:

Committed Projects

- improving the Tualatin Valley Highway/Murray Boulevard intersection (35)
- improving the Scholls Ferry/Old Scholls/135th

intersection (39)

- widening Cornell Road to five lanes from Cornelius Pass Road to Ray Circle (52)

10-Year Priority Projects

- completing the widening of Tualatin Valley Highway from 21st to Oak (135)
- initiating TSM improvements on Tualatin Valley Highway from Highway 217 to 21st (136) and conducting a detailed reconnaissance or Preliminary Engineering study to determine the full extent of improvements required in this section
- constructing some portion of a to-be-designed improvement to Tualatin Valley Highway and parallel facilities in the central Beaverton area (137)
- improving the intersection of Beaverton-Hillsdale Highway/Scholls Ferry Road/Oleson Road (141)
- widening Farmington Road from Murray to 209th (143, 144)
- initiating TSM improvements on Beaverton-Hillsdale Highway from Scholls Ferry Road to Highway 217 (154) and improving the Bertha/Capitol/Beaverton-Hillsdale Highway intersection (153)
- widening Cornell Road from 158th to Cornelius Pass Road (167, 168) and improving the Cornell/Brookwood intersection
- widening Baseline/Jenkins from Cedar Hills Boulevard to Main Street in Hillsboro (185, 186, 187)

10-20 Year Project

- widening Farmington Road from 209th to the bypass (319)

increase access into the existing and planned residential, commercial and industrial developments in the sector by:

Committed Projects

- widening Murray Boulevard from the Sunset Highway to Jenkins Road (35)

- widening Hall Boulevard from Allen to Greenway (54)
- widening 185th from Rock Creek to Tualatin Valley Highway (72)
- widening E Street in Forest Grove (174)

10-Year Priority Project

- constructing the first phase of a 216th/219th widening from the Sunset to Tualatin Valley Highway (125)

10-20 Year Projects

- constructing a 112th arterial (166)
- initiating TSM improvements on Murray Boulevard from Tualatin Valley Highway to Allen (172) and improving the intersection with Farmington Road (171)
- widening Murray Boulevard to five lanes from Allen to Scholls Ferry Road (170) and from the Sunset Highway to Cornell (175)
- improving Murray Boulevard over the BNRR overpass (174)
- upgrading Brookwood from Evergreen to Tualatin Valley Highway (176)
- widening Cornell Road from Sunset to the Barnes Road extension (184)
- upgrading Barnes Road from Leahy to the Multnomah County line (177) and from Highway 217 to Cedar Hills Boulevard (178) and constructing the Barnes Road extension from Cedar Hills Boulevard to Cornell Road (179)
- widening Cornelius Pass Road from Wagon Way to the Sunset Highway (181), providing short term safety and restoration improvements north of West Union and at Skyline (230), and assessing its function in the regional system to determine the long term need associated with the facility
- upgrading facilities in the Hillsboro area such as 229th/231st from Baseline-Evergreen (190, 192)

- widening Cornelius Pass Road from Wagon Way to West Union (181)

10-20 Year Projects

- upgrading Highway 47 to suburban standards (317) north and south of Forest Grove
- widening Cornell Road to three lanes from the Barnes extension to Skyline (326)
- widening 158th to five lanes from Walker to Jenkins (327)
- upgrading 170th from Farmington to Merlo (328)
- realigning Walker Road from 185th to Cornell (329)

improve safety in the area by:

10-Year Priority Project

- upgrading Vermont (331) and Dosch (332) Roads to urban standards

proceed with ~~preliminary engineering on~~ the region's next priority LRT corridor -- the Sunset LRT (Figure 5-3) -- to provide the major transit trunk service connecting downtown Portland with central Washington County and, Beaverton (to 185th) and Hillsboro. This involves completing Preliminary Engineering for the segment from downtown Portland to 185th Avenue and Alternatives Analysis/Draft EIS from 185th Avenue to Hillsboro. The decision to proceed to construction, however, is subject to: 1) an analysis of the facility in relation to updated population and employment forecasts and changes in travel patterns; 2) a final assessment of impacts associated with the facility; 3) an evaluation of the operation of the Banfield LRT; and 4) the development of a funding strategy for the project

provide transit service in the Westside Corridor by trunk routes on Beaverton-Hillsdale Highway/Tualatin Valley Highway, Cornell Road and Highway 217 (Figure 4-4) and an expanded timed-transfer system consisting of major transit stations at Beaverton, Washington Square, Tanasbourne/185th, Sunset/217, Hillsboro, and Burlingame (Figure 5-3)

phase in the planned transit service with development in the sector and implement the service in such a manner as to be compatible with the potential implementation of the Sunset LRT

- improve access to the transit system by providing park-and-ride facilities in Hillsboro, west of Beaverton, at Sunset/Highway 217, Murray Boulevard, 170th and 185th (Figure 5-3)

- construct the programmed regional bicycle facilities in the sector (Figure 4-7)

H. NORTHWEST SECTOR

The investment strategy for the Northwest Sector (Figure 5-9) is composed of highway and transit improvements to:

- reduce congestion in the radial corridor by:

Committed Project

- providing direct connections from U.S. 30/Yeon Avenue to the Fremont Bridge (17)

- remove through traffic from the northwest residential areas by diverting these trips along Yeon Avenue/St. Helens Road and by:

Committed Project

- improving the N.W. 23rd and Burnside intersection and other northwest neighborhood streets (59)

10-Year Priority Project

- completing the programmed analysis in the Cornell/Burnside vicinity and developing recommendations for improvements

- improve circulation and increase access to employment centers in the area by completing the Fremont Bridge connection to U.S. 30 and by:

Committed Project

- improving U.S. 30 (30) and other streets in the area (63, 64)

Agenda Item No. 5.2
Meeting Date: April 12, 1990

ORDINANCE NO. 90-346

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 90-346 AMENDING ORDINANCE NO. 89-294A REVISING THE FY 1989-90 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSES OF INCREASED SOLID WASTE OPERATIONS AND ESTABLISHING A RENEWAL AND REPLACEMENT RESERVE IN THE SOLID WASTE CAPITAL FUND

Date: March 30, 1990

Presented by: Bob Martin

FACTUAL BACKGROUND AND ANALYSIS

This ordinance provides the necessary budget amendments for the following items:

1. Operations Division Fringe Benefit Rate

The fiscal year 1989-90 adopted budget used an average fringe rate to calculate benefits for the Solid Waste Department. This practice assumes consistent average benefit costs in proportion to salary across all appropriation levels. With the appropriation level at the lower program level and the separation of the Budget and Finance section from the Operations Division this practice is no longer feasible. The average fringe rate does not take into consideration the extremely high workers compensation rate for Operation Division employees. In addition, the average salary of the Operation Division is much lower than the rest of the Department. As a result the ratio of fixed fringe benefit costs to salary is correspondingly higher. This problem has been addressed in the preparation of the FY 1990-91 proposed budget but needs to be corrected in FY 1989-90 as well. The effective fringe rate for the Operations Division is approximately 49% compared to approximately 34% for the remainder of the Department. This amendment requests the transfer of \$25,000 from the Operations Division Capital Outlay to Personal Services to fund the additional fringe benefit costs.

2. Office Furniture and Equipment

During fiscal year 1988-89, funds for office panels for new staff was appropriated in a budget adjustment adopted by Council in March 1989. Due to year-end workloads, the panel order was not properly processed. The funds appropriated for panels were carried over as part of the FY 1989-90 beginning fund balance, however, the current FY 1989-90 adopted budget does not include the appropriation for purchase of the panels. The Solid Waste Department is currently renting the required panels. The cost of the needed panels and connectors is \$18,518 with a one time only panel configuration fee of \$1,152. The action requests the transfer of \$19,670 from the Solid Waste Operating Fund Contingency to the following areas:

	<u>Capital</u>	<u>Materials & Services</u>
Budget and Finance	\$ 2,315	\$ 144
Waste Reduction	13,888	864
Engineering/Analyst	<u>2,315</u>	<u>144</u>
	\$18,518	\$1,152

3. Forest Grove Rehabilitation and Enhancement Fees

On July 27, 1989, the Council adopted Resolution No. 89-1102 requiring Metro to remit to the City of Forest Grove, rehabilitation and enhancement fees related to the operation of the Forest Grove Transfer Station. This resolution requires the payments retroactive to January 1, 1989. Although the payments from January 1 through June 30, 1989 were a FY 1988-89 expense, the obligation for this expense was not incurred until FY 1989-90, the date of Council adoption of Resolution No. 89-1102, and could not be charged to the FY 1988-89 budget. The six months of retroactive payments at \$0.50 per ton, are an unbudgeted expense to this fiscal year. This action requests the transfer of \$15,000 from Solid Waste Operating Fund Contingency to the Budget and Finance Division, Materials and Services, Payments to Other Agencies.

4. Establishment of Renewal and Replacement Reserve

The Master Bond Ordinance No. 89-319 adopted by Council November, 1989, required the establishment of a renewal and replacement account for the Solid Waste system. The renewal and replacement requirement shall be determined by a Consulting Engineer and shall commence the first day of the first calendar month following the date of issuance of the first series of Bonds. The first series of bonds for the Metro East Transfer Station was issued March 15, 1990. Metro is required to begin funding the Renewal and Replacement Account April 1, 1990. R.W. Beck, the consulting engineer, has determined the renewal and replacement requirement to be \$17,000 per month from April, 1990 through December, 1991 and \$61,000 from January, 1991 through June, 1992. The minimum requirement that must be funded this fiscal year is \$51,000. The renewal and replacement requirement is to be funded through disposal fees and not bond proceeds.

This action requests the transfer of \$51,000 from the Solid Waste Operating Fund Contingency to the line item "Transfer of Resources to the Solid Waste Capital Fund". The transfer will increase the Solid Waste Capital Fund resources by \$51,000. This amount will be placed in the unappropriated balance of the Capital Fund for the specific purpose, as designated by this ordinance, of funding the Renewal and Replacement Account requirement for FY 1989-90.

Staff Report
Ordinance No. 90-346
Page 3

This action will necessitate the modification of the FY 1990-91 proposed Solid Waste budget. The Solid Waste Capital Fund ending fund balance for FY 1989-90 will be transferred to the Solid Waste Revenue for FY 1990-91. The amount designated for renewal and replacement in FY 1989-90 will be deposited into the beginning equity reserve of the Renewal and Replacement Account on July 1, 1990.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 90-346, increasing Solid Waste Operations and establishing a Renewal and Replacement reserve.

KR:

kr:ord89-90:swoper:sr
3/30/90

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
89-294A REVISING THE FY 1989-90)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSES OF INCREASED SOLID)
WASTE OPERATIONS AND ESTABLISHING A)
RENEWAL AND REPLACEMENT RESERVE)

ORDINANCE NO. 90-346

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has
reviewed and considered the need to modify the FY 1989-90 Budget; and

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

WHEREAS, Ordinance No. 89-319 adopted by the Council in November
1989, requires the establishment of a Renewal and Replacement Account
beginning April 1990; and

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and
Exhibit C, Schedule of Appropriations, are hereby amended as shown in
Exhibits A and B to this Ordinance for the purposes of increased Solid
Waste Operations and establishing a Renewal and Replacement reserve
within the Solid Waste Capital Fund.

ADOPTED by the Council of the Metropolitan Service District this

_____ day of _____, 1990.

Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

kr:ord89-90:swoper:ord
3/29/90

EXHIBIT A
ORDINANCE NO. 90-346

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE OPERATING: Budget and Finance							
	Total Personal Services	6.00	291,562	0.00	0	6.00	291,562
	Materials & Services						
521100	Office Supplies		1,855				1,855
521110	Computer Software		10,770				10,770
524190	Misc. Professional Services		3,000				3,000
525640	Maintenance & Repairs Services-Equipment		2,405		144		2,549
526200	Ads & Legal Notices		3,250				3,250
526310	Printing Services		20,000				20,000
526320	Typesetting & Reprographics Services		1,000				1,000
526420	Postage		49,000				49,000
526500	Travel		3,400				3,400
526800	Training, Tuition, Conferences		6,533				6,533
528100	License, Permits, Payments to Other Agencies		35,000		15,000		50,000
	Total Materials & Services		136,213		15,144		151,357
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		42,560		2,315		44,875
	Total Capital Outlay		42,560		2,315		44,875
	TOTAL EXPENDITURES	6.00	470,335	0.00	17,459	6.00	487,794

EXHIBIT A
ORDINANCE NO. 90-346

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE OPERATING: Operations							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Facilities Superintendent	1.00	39,903			1.00	39,903
	Site Supervisor	2.00	51,410			2.00	51,410
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Scalehouse Clerk	10.00	185,710			10.00	185,710
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Scalehouse Clerk	1.25	23,213			1.25	23,213
511400	OVERTIME		28,000				28,000
512000	FRINGE		111,600		25,000		136,600
	Total Personal Services	14.25	439,836	0.00	25,000	14.25	464,836
	Total Materials & Services		13,119,107		0		13,119,107
	Capital Outlay						
571200	Purchases-Improvements Other Than Buildings		155,000				155,000
571400	Purchases-Equipment & Vehicles		77,400		(25,000)		52,400
571500	Purchases-Office Furniture & Equipment		4,000				4,000
	Total Capital Outlay		236,400		(25,000)		211,400
	TOTAL EXPENDITURES	14.25	13,795,343	0.00	0	14.25	13,795,343

EXHIBIT A
ORDINANCE NO. 90-346

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	PTE	AMOUNT	PTE	AMOUNT	PTE	AMOUNT
SOLID WASTE OPERATING: Engineering and Analysis							
	Total Personal Services	8.42	407,766	0.00	0	8.42	407,766
	Materials & Services						
521100	Office Supplies		2,110				2,110
521110	Computer Software		1,000				1,000
521240	Graphics/Reprographic Supplies		2,500				2,500
524190	Misc. Professional Services		569,500				569,500
525640	Maintenance & Repairs Services-Equipment		0		144		144
525710	Equipment Rental		250				250
526200	Ads & Legal Notices		26,000				26,000
526310	Printing Services		17,700				17,700
526320	Typesetting & Reprographics Services		1,350				1,350
526410	Telephone		575				575
526420	Postage		4,900				4,900
526500	Travel		10,000				10,000
526800	Training, Tuition, Conferences		6,000				6,000
528310	Real Property Taxes		5,500				5,500
529500	Meetings		600				600
	Total Materials & Services		647,985		144		648,129
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		3,600		2,315		5,915
	Total Capital Outlay		3,600		2,315		5,915
	TOTAL EXPENDITURES	8.42	1,059,351	0.00	2,459	8.42	1,061,810

EXHIBIT A
ORDINANCE NO. 90-346

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE OPERATING:Waste Reduction							
	Total Personal Services	14.00	547,136	0.00	0	14.00	547,136
	Materials & Services						
521100	Office Supplies		3,011				3,011
521240	Graphics/Reprographic Supplies		14,650				14,650
521260	Printing Supplies		6,485				6,485
521290	Other Supplies		825				825
521293	Promotion Supplies		4,950				4,950
521310	Subscriptions		2,130				2,130
521320	Dues		535				535
521540	Maintenance & Repairs Supplies-Equipment		1,889				1,889
524130	Promotion/Public Relations		250,000				250,000
524190	Misc. Professional Services		1,317,400				1,317,400
524210	Data Processing Services		1,920				1,920
525640	Maintenance & Repairs Services-Equipment		0		864		864
525710	Equipment Rental		4,200				4,200
526200	Ads & Legal Notices		27,700				27,700
526310	Printing Services		22,708				22,708
526320	Typesetting & Reprographics Services		16,950				16,950
526410	Telephone		6,900				6,900
526420	Postage		5,742				5,742
526500	Travel		14,500				14,500
526800	Training, Tuition, Conferences		9,500				9,500
529500	Meetings		1,361				1,361
	Total Materials & Services		1,713,356		864		1,714,220
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		0		13,888		13,888
	Total Capital Outlay		0		13,888		13,888
	TOTAL EXPENDITURES	14.00	2,260,492	0.00	14,752	14.00	2,275,244

EXHIBIT A
ORDINANCE NO. 90-346

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE OPERATING:General Expenses							
Interfund Transfers							
581010	Trans. Indirect Costs to Gen'l Fund		1,605,069				1,605,069
581513	Trans. Indirect Costs to Bldg. Fund		74,773				74,773
581615	Trans. Indirect Costs to Insurance Fund		38,434				38,434
582513	Trans. Resources to Bldg. Fund		75,000				75,000
582140	Trans. Resources to Plan. Fund		864,368				864,368
582532	Trans. Resources to S.W. Debt Fund		764,749				764,749
582534	Trans. Resources to S.W. Cap. Fund		4,282,000		51,000		4,333,000
582535	Trans. Resources to S.W. Reserve Fund		12,000,000				12,000,000
582768	Trans. Resources to Rehab. & Enhance. Fund		328,500				328,500
583010	Trans. Direct Costs to Gen'l Fund		26,465				26,465
583615	Trans. Direct Costs to Insurance Fund		1,500,000				1,500,000
Total Interfund Transfers			21,559,358		51,000		21,610,358
Contingency and Unappropriated Balance							
599999	Contingency		1,112,422		(85,670)		1,026,752
599000	Unappropriated Fund Balance		844,307				844,307
Total Contingency and Unappropriated Balance			1,956,729		(85,670)		1,871,059
TOTAL EXPENDITURES		51.25	41,468,737	0.00	0	51.25	41,468,737

EXHIBIT A
ORDINANCE NO. 90-346

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE CAPITAL FUND							
	Resources						
299000	Fund Balance		2,112,877				2,112,877
361100	Interest on Investments		1,191,181				1,191,181
385400	Revenue Bond Proceeds		15,700,000				15,700,000
391530	Trans. Resources from S.W. Oper. Fund		4,282,000		51,000		4,333,000
	Total Resources		23,286,058		51,000		23,337,058
	Materials & Services						
	METRO EAST						
524190	Misc. Professional Services		621,000				621,000
	Total Materials & Services		621,000		0		621,000
	Capital Outlay						
	METRO SOUTH						
571200	Purchases-Improvements Other than Buildings		2,200,000				2,200,000
571400	Purchases-Equipment & Vehicles		232,000				232,000
574510	Construction Work Materials		200,000				200,000
	METRO EAST						
574130	Engineering Services		1,000,000				1,000,000
	ST. JOHNS LANDFILL						
574571	Const. Work/Materials-Final Cover & Imp.		1,647,000				1,647,000
	Total Capital Outlay		5,279,000		0		5,279,000
	Interfund Transfers						
582532	Trans. Resources to S.W. Debt Fund		3,688,232				3,688,232
	Total Interfund Transfers		3,688,232		0		3,688,232
	Contingency and Unappropriated Balance						
999999	Unappropriated Fund Balance		13,697,826		51,000		13,748,826
	Total Contingency and Unappropriated Balance		13,697,826		51,000		13,748,826
	Total Requirements		23,286,058		51,000		23,337,058

EXHIBIT B
ORDINANCE NO. 90-346
SCHEDULE OF APPROPRIATIONS FY 1989-90

	Current Appropriation	Revision	Proposed Appropriatio
SOLID WASTE OPERATING FUND			

Administration			
Personal Services	316,969	0	316,969
Materials & Services:	50,160	0	50,160
Capital Outlay:	0	0	0
	-----	-----	-----
Subtotal	367,129	0	367,129
Budget and Finance:			
Personal Services	291,562	0	291,562
Materials & Services:	136,213	15,144	151,357
Capital Outlay:	42,560	2,315	44,875
	-----	-----	-----
Subtotal	470,335	17,459	487,794
Operations			
Personal Services	439,836	25,000	464,836
Materials & Services:	13,119,107	0	13,119,107
Capital Outlay:	236,400	(25,000)	211,400
	-----	-----	-----
Subtotal	13,795,343	0	13,795,343
System Planning & Engineering			
Personal Services	407,766	0	407,766
Materials & Services:	647,985	144	648,129
Capital Outlay:	3,600	2,315	5,915
	-----	-----	-----
Subtotal	1,059,351	2,459	1,061,810
Waste Reduction			
Personal Services	547,136	0	547,136
Materials & Services:	1,713,356	864	1,714,220
Capital Outlay:	0	13,888	13,888
	-----	-----	-----
Subtotal	2,260,492	14,752	2,275,244
General Expense			
Contingency	1,112,422	(85,670)	1,026,752
Transfers	21,559,358	51,000	21,610,358
	-----	-----	-----
Subtotal	22,671,780	(34,670)	22,637,110
Unappropriated Balance	844,307	0	844,307
Total Solid Waste Operating Fund Requirements	41,468,737	0	41,468,737

EXHIBIT B
ORDINANCE NO. 90-346
SCHEDULE OF APPROPRIATIONS FY 1989-90

	Current Appropriation	Revision	Proposed Appropriatio
<hr/>			
SOLID WASTE CAPITAL FUND			

Materials & Services:	621,000	0	621,000
Capital Outlay:	5,279,000	0	5,279,000
Transfers	3,688,232	0	3,688,232
Unappropriated Balance	13,697,826	51,000	13,748,826
	-----	-----	-----
Total Solid Waste Capital Fund Requirements	23,286,058	51,000	23,337,058

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

Agenda Item No. 6.1
Meeting Date: April 12, 1990

ORDINANCE NO. 90-338



METRO

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

Memorandum

Date: April 6, 1990

To: Metro Committee

From: Gwen Ware-Barrett, Clerk of the Council

Regarding: COUNCIL AGENDA ITEM NO. 6.1, ORDINANCE NO. 90-338:
MINORITY REPORT AND FINANCE COMMITTEE REPORT FOR COUNCIL
MEETING APRIL 12, 1990

Ordinance No. 90-338, Amending Ordinance No. 89-294A Revising the Budget and Appropriation Schedules for Fiscal Year 1989-90 for the Purpose of Meeting Increased Workload in the Accounting and Data Processing Sections of Finance and Administration Department, has been recommended for adoption by the Finance Committee. The Committee's report and recommendations, as well as a minority report will be forwarded to Councilors prior to the April 12 Council Meeting. Others wanting copies of the reports should contact the Clerk of the Council at 221-1646 ext. 206.

gpwb

MINORITY REPORT

ORDINANCE NO. 90-338, REVISING THE FY 1989-90 BUDGET
AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF MEETING
INCREASED WORKLOADS IN THE ACCOUNTING AND DATA
PROCESSING SECTIONS OF THE FINANCE AND ADMINISTRATION
DEPARTMENT

Date: April 9, 1990

Presented by: Councilor Devlin

Attached for Council consideration is Ordinance No. 90-338B. This Ordinance is the same as the Ordinance recommended by the Finance Committee except that it includes two additional positions in the budget request. I propose to add an additional Clerk 1 position in the Accounting Division and a Technical Specialist position for the Data Processing Division.

My reason for adding these two positions is that there appears to be substantial evidence at the Budget Committee meetings that these positions will be funded in the FY 1990-91 budget. Adding these positions at this time will enable the Finance and Administration Department to commence the recruitment and selection process and get the people on board as soon as possible.

If Ordinance No. 90-338B is adopted, the summary of added expenditures is as follows:

<u>CATEGORY</u>	<u>GENERAL FUND</u>				<u>BUILDING FUND</u>
	<u>ACCT'G</u>	<u>MGM'T SVC'S</u>	<u>DATA PROCESSING</u>	<u>TOTAL</u>	
Personal Services	\$30,482	\$ 0	\$15,784	\$46,266	\$ 0
Materials & Services	10,095	3,750	10,974	24,819	5,250
Capital Outlay	<u>20,300</u>	<u>0</u>	<u>0</u>	<u>20,300</u>	<u>36,917</u>
TOTAL	\$60,877	\$ 3,750	\$26,758	\$91,385	\$42,167

To pay for these costs, my recommendation includes the following reductions:

Election Expense (F&A: Mgm't Svcs)	\$25,000
Data Processing Capital Outlay	6,000
General Fund Contingency	\$60,385
Building Fund Contingency	\$42,167

The details of the Budget and Appropriations changes are shown in Exhibits A and B of Ordinance No. 90-338B.

RD:DEC:aeb
Attachments

A:\M-R0409.RD

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)	ORDINANCE NO. 90-338B .
89-294A REVISING THE FY 1989-90)	
BUDGET AND APPROPRIATIONS SCHEDULE)	Introduced by Rena Cusma,
FOR THE PURPOSE MEETING INCREASED)	Executive Officer
WORKLOADS IN THE ACCOUNTING AND)	
DATA PROCESSING SECTIONS OF THE)	
FINANCE AND ADMINISTRATION)	
DEPARTMENT)	

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to modify the FY 1989-90 Budget; and

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

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this Ordinance for the purpose of transferring funds from Contingency and establishing new positions to meet the increased workload in the Accounting and Data Processing sections of the Finance and Administration Department.

2. The Pay and Classification Plan is amended to add the classifications described in Exhibits C, D and E.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	PTE	AMOUNT	PTE	AMOUNT	PTE	AMOUNT
GENERAL FUND:Accounting							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Managers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,842
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3		0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.50	7,150	0.50	7,150
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512				1,512
512000	FRINGE		81,653		7,213		88,866
	Total Personal Services	9.16	355,179	1.50	30,482	10.66	385,661
	Materials & Services						
521100	Office Supplies		6,767		9,300		16,067
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500				12,500
529800	Miscellaneous		1,150				1,150
	Total Materials & Services		62,664		10,095		72,759
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
	TOTAL EXPENDITURES	9.16	430,028	1.50	60,877	10.66	490,905

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Management Services							
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		400				400
521310	Subscriptions		124				124
521320	Dues		440				440
521400	Fuels & Lubricants		5,200				5,200
524190	Misc. Professional Services		15,983		3,000		18,983
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		48,679				48,679
525710	Equipment Rental		2,240				2,240
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085				2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		800				800
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700				700
529800	Miscellaneous		50		750		800
531100	Capital Lease Payments-Furniture & Equipment		85,563				85,563
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
	TOTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	PTE	AMOUNT	PTE	AMOUNT	PTE	AMOUNT
GENERAL FUND:Data Processing							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Managers (Finan., Const.)	0.25	14,688			0.25	14,688
	Data Processing Administrator	1.00	45,088			1.00	45,088
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Computer Operator		0	0.25	5,586	0.25	5,586
	D.P. Technical Specialist		0	0.25	6,463	0.25	6,463
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.25	4,495			0.25	4,495
512000	FRINGE		57,539		3,735		61,274
	Total Personal Services	4.67	249,334	0.50	15,784	5.17	265,118
	Materials & Services						
521100	Office Supplies		23,632		2,000		25,632
521110	Computer Software		0		700		700
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies		800				800
521310	Subscriptions		2,200				2,200
524190	Misc. Professional Services		11,500				11,500
525640	Maintenance & Repairs Services-Equipment		54,181		863		55,044
525710	Equipment Rental		1,200				1,200
526200	Ads & Legal Notices		300				300
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		500		13,340
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Payments-Furniture & Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		10,974		292,101
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(6,000)		21,010
	Total Capital Outlay		27,010		(6,000)		21,010
	TOTAL EXPENDITURES	4.67	557,471	0.50	20,758	5.17	578,229

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142			1.00	62,142
	Managers (Finan., Const.)	2.00	115,114			2.00	115,114
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00	45,088			1.00	45,088
	Chief Accountant	1.00	52,454			1.00	52,454
	Sr. Management Analyst	1.50	50,528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	131,754
	Support Services Supervisor	0.50	20,182			0.50	20,182
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk	0.00	0	0.25	6,786	0.25	6,786
	Computer Operator	0.00	0	0.25	5,586	0.25	5,586
	D.P. Technical Specialist		0	0.25	6,463	0.25	6,463
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	2.75	60,981			2.75	60,981
	Secretary	1.00	17,337			1.00	17,337
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Receptionist	1.00	19,237			1.00	19,237
	Reproduction Clerk	1.00	23,519			1.00	23,519
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.50	7,150	0.50	7,150
	Building Operations Worker	0.50	9,437			0.50	9,437
	Office Assistant		0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTIME		4,246				4,246
512000	FRINGE		294,939		10,948		305,887
	Total Personal Services	29.50	1,279,954	2.00	46,266	31.50	1,326,220

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration (cont'd)							
	Materials & Services						
521100	Office Supplies		47,365		11,300		58,665
521110	Computer Software		1,695		1,495		3,190
521240	Graphics/Reprographic Supplies		700				700
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		1,200				1,200
521310	Subscriptions		3,544				3,544
521320	Dues		2,458				2,458
521400	Fuels & Lubricants		5,200				5,200
524110	Accounting & Auditing Services		31,000				31,000
524190	Misc. Professional Services		43,215		3,000		46,215
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,723
525710	Equipment Rental		3,640				3,640
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		18,442				18,442
526310	Printing Services		4,585				4,585
526410	Telephone		36,181				36,181
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		17,041				17,041
526700	Temporary Help Services		3,952				3,952
526800	Training, Tuition, Conferences		27,076		500		27,576
526900	Misc. Other Purchased Services		12,500				12,500
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		1,400				1,400
529800	Miscellaneous		1,700		750		2,450
531100	Capital Lease Payments-Furniture & Equipment		244,161		6,911		251,072
	Total Materials & Services		806,856		(181)		806,675
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		14,300		76,875
	Total Capital Outlay		62,575		14,300		76,875
	TOTAL EXPENDITURES	29.50	2,149,385	2.00	60,385	31.50	2,209,770

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: General Expenses							
	Interfund Transfers						
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
	Total Interfund Transfers		282,105		0		282,105
	Contingency and Unappropriated Balance						
599999	Contingency		87,086		(60,385)		26,701
	Total Contingency and Unappropriated Balance		87,086		(60,385)		26,701
TOTAL EXPENDITURES		60.65	4,313,357	2.00	0	62.65	4,313,357

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendations

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT							
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650				650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				500
521290	Other Supplies		600				600
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Utilities-Electricity		85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Utilities-Natural Gas		24,945				24,945
525190	Utilities-Other		4,156				4,156
525200	Cleaning Services		37,924				37,924
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408				3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050				1,050
526440	Delivery Services		100				100
526500	Travel		420				420
526700	Temporary Help Services		1,884				1,884
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies		4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Meetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingency		42,167		(42,167)		0
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,010

EXHIBIT B
ORDINANCE NO. 90-338B
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 4/6/90 Minority Report Recommendations

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
GENERAL FUND			
Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	0	612
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529	0	463,529
Materials & Services:	69,549	0	69,549
Capital Outlay:	5,330	0	5,330
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	46,266	1,326,220
Materials & Services:	806,856	(181)	806,675
Capital Outlay:	62,575	14,300	76,875
Subtotal	2,149,385	60,385	2,209,770
Public Affairs			
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
Subtotal	495,554	0	495,554
General Expense			
Contingency	87,086	(60,385)	26,701
Transfers	282,105	0	282,105
Subtotal	369,191	(60,385)	308,806
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

EXHIBIT B
ORDINANCE NO. 90-338B
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 4/6/90 Minority Report Recommendations

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
BUILDING MANAGEMENT FUND			
<hr/>			
Personal Services	73,109	0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	0	75,000
	<hr/>	<hr/>	<hr/>
Total Building Management Fund Requirements	680,010	0	680,010
 ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED			

EXHIBIT C

Metro
Class No. 634
Title: Data Processing Operator

Established Mar. 1990
Revised
EEO
AA

Salary Grade: 11 (Subject to Negotiation)

GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.
2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.
3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.
4. Communicate with system users to provide troubleshooting services and assistance.
5. Identifies system problems and proposes solutions.
6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.
7. Monitors inventory or computer supplies; orders as needed.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS;

KNOWLEDGE, SKILL, ABILITY

- Knowledge of data processing operations, equipment, procedures and applications
- Knowledge of automated management information systems
- Ability to document data processing operations concepts and communicate such concepts to a variety of people including non-technical personnel
- Ability to follow oral and written instructions and interpret technical procedural information
- Ability to remain current on technical data processing operations skills
- Ability to work independently or as a member of a team
- Ability to communicate effectively orally and in writing
- Skill in communicating effectively orally and in writing

EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT D

Metro
Class No. 637
Title: Technical Specialist

Established March 1990
Revised
EEO
AA

Salary Grade: 14 (Subject to negotiation)

GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following tasks. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Provides technical assistance and troubleshooting to PC users.
2. Assists in the purchase and installation of new computer (PC) systems.
3. Installs software packages and modems.
4. Provides training in the use of software packages.
5. Pulls communication cables for mainframe
6. Maintains inventory of PC supplies and purchases supplies as needed.
7. Maintains library of technical materials for PCs including technical manuals and software documentation.
8. Serves as backup to A-4 operator.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).
- Some knowledge of mainframe computers
- Knowledge of effective documentation and record keeping methods
- Knowledge of electronic devices (volt/ohm meters)
- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions
- Ability to provide technical training to non-technical staff
- Ability to work independently and as a member of a team
- Ability to communicate effectively orally and in writing

EXPERIENCE AND TRAINING

Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT E

Metro	Established March 1990
Class No. 638	Revised
Title: Programmer Analyst	EEO
	AA
Salary Grade: 16	(Subject to Negotiation)

GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these duties do not include all the specific tasks which an employee may be expected to perform.

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.
2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.
3. Participates in peer reviews.
4. Attends and contributes to departmental and divisional staff meetings.
5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.
6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.
7. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.
- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.
- Knowledge of industry trends and developments
- Knowledge of effective documentation and record keeping requirements.
- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.
- Ability to communicate effectively orally and in writing
- Ability to work independently and as part of a team

FINANCE COMMITTEE REPORT

ORDINANCE NO. 90-338A, REVISING THE FY 1989-90 BUDGET
AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF MEETING
INCREASED WORK LOADS IN THE ACCOUNTING AND DATA
PROCESSING SECTIONS OF THE FINANCE AND ADMINISTRATION
DEPARTMENT

Date: April 9, 1990

Presented by: Councilor Van Bergen

COMMITTEE RECOMMENDATIONS: At the March 19, 1990 meeting, the Committee on a vote of 3 to 1 recommended that the Council adopt Ordinance No. 90-338A. Voting in favor were Councilors Collier, Gardner and Van Bergen. Councilor Devlin voted against the motion and served notice of possibly of filing a minority report. Councilor Wyers was excused.

COMMITTEE DISCUSSION/ISSUES: The staff report was presented by Acting Finance and Administration Director Neil Saling; Jennifer Sims, Financial Services Manager; Don Cox, Accounting Manager; and LeRoy Nollette, Data Processing Manager. The request was to amend the Budgets and Appropriations schedules for a total expenditure increase of \$157,475. The breakdown by major category of expenditure and fund was as follows:

<u>CATEGORY</u>	<u>GENERAL FUND</u>	<u>MERC FUND</u>	<u>BUILDING FUND</u>	<u>TOTAL</u>
Personal Services	\$36,677	\$36,252	\$ 0	\$ 72,929
Materials & Services	19,041	4,538	5,250	28,829
Capital Outlay	<u>13,050</u>	<u>5,750</u>	<u>36,917</u>	<u>55,717</u>
TOTAL	\$68,768	\$46,540	\$42,167	\$157,475

The request included adding the following new positions to the Finance and Administration Department, plus related Materials and Services and Capital Outlay costs (includes funds for building space renovation):

<u>DESCRIPTION</u>	<u>FTE</u>
Accounting Clerk 3	1.0
Accounting Clerk 2	1.0
Accounting Clerk 1	2.5
Office Assistant	1.0
Data Processing Systems Analyst	1.0
Computer Programmer	1.0
Computer Operator	1.0
Computer Specialist	<u>1.0</u>
TOTAL	9.5

To pay for these added costs, the request included transfer from Fund Contingencies to the appropriate fund line items as follows:

FINANCE COMMITTEE REPORT
 April 9, 1990
 Page 2

General Fund, \$68,768; MERC Fund, \$46,540; and Building Fund, \$42,167.

Council staff presented an alternate proposal for Committee consideration (see Carlson memo dated March 19, 1990 - Attachment 1 to this report). The alternate proposal suggested that three positions be added to the Accounting Division (Clerk 3, Clerk 2 and Clerk 1) and two positions be added to the Data Processing Division (Systems Analyst and Computer Operator), plus related Materials and Services costs. The attached recommendations did not address the Building Fund costs. The Council staff recommendation added expenditure authority in the amount of \$49,018 as follows:

<u>CATEGORY</u>	<u>GENERAL FUND</u>		
	<u>ACCOUNTING</u>	<u>DATA PROCESSING</u>	<u>TOTAL</u>
Personal Services	\$15,144	\$10,988	\$26,132
Materials & Services	6,500	3,336	9,836
Capital Outlay	<u>20,300</u>	<u>(7,250)</u>	<u>13,050</u>
TOTAL	\$41,944	\$ 7,074	\$49,018

To pay for these costs, Council staff recommended that the Election Expense line item in the Finance and Administration budget be reduced by \$25,000 (balance remaining of \$65,529) and that \$24,018 be transferred from the General Fund Contingency (remaining balance of \$63,068).

The Committee undertook considerable discussion with the Finance and Administration Department staff regarding Council staff recommendations and the Department's need for additional resources. Based on the discussions, the Committee amended the Ordinance to include the following summary expenditure authorization:

<u>CATEGORY</u>	<u>GENERAL FUND</u>				<u>BUILDING FUND</u>
	<u>ACCT'G</u>	<u>MGM'T SVC'S</u>	<u>DATA PROCESSING</u>	<u>TOTAL</u>	
Personal Services	\$25,799	\$ 0	\$ 7,318	\$33,117	\$ 0
Materials & Services	8,235	3,750	9,624	21,609	5,250
Capital Outlay	<u>20,300</u>	<u>0</u>	<u>0</u>	<u>20,300</u>	<u>36,917</u>
TOTAL	\$54,334	\$ 3,750	\$16,942	\$75,026	\$42,167

The recommended new positions include four in the Accounting Division (Clerk 3, Clerk 2, Clerk 1 and Office Assistant) and one in the Data Processing Division (Computer Operator).

FINANCE COMMITTEE REPORT
April 9, 1990
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To pay for these costs the recommendation includes the following reductions:

Election Expense	\$25,000
Data Processing Capital Outlay	\$ 9,500
General Fund Category	\$40,526
Building Fund Contingency	\$42,167

The details of the Budget and Appropriations changes are shown on Exhibits A and B of Ordinance No. 90-338A.

Ordinance No. 90-338A also amends the Pay and Classification Plan to add classification descriptions for the Computer Operator (Exhibit C); Technical Specialist (Exhibit D); and Computer Programmer (Exhibit E).

DEC:aeb
Attachments

A:\FIN0409.RPT



METRO

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

ATTACHMENT 1 (Fin. Comm. Report)
Ord. 90-338A

Memorandum

DATE: March 19, 1990

TO: Finance Committee

FROM: Donald E. Carlson, ^{DO}Council Administrator

RE: Ordinance No. 90-338 Amending the FY 1989-90 Budget and Appropriations Schedule to Authorize Additional Positions and Related Materials and Services and Capital Outlay Expenses for the Accounting and Data Processing Divisions

The purpose of this memo is to provide an alternate proposal to the budget request included in Ordinance No. 90-338. Based on the need to "gear up" to handle additional work anticipated as a result of merger of the MERC systems into the Metro accounting and data processing systems, Council staff supports the request, but at a reduced level.

Staff recommends that three positions be added to the Accounting Division (Accounting Clerk III, Accounting Clerk II and Accounting Clerk I) and that the Lead Accounting Clerk position be upgraded from a Non-Exempt Wages position to an exempt Salaried position. These recommendations are somewhat in line with the Draft Phase I findings of the Performance Auditors who indicate that approximately 2.25 FTE positions were provided by the City of Portland to the ERC for accounting type functions. In addition to the staffing level recommendation, we recommend that \$6,500 be added to the Accounting Office Supplies line item (three desks at \$1,200/each and three computer terminals at \$800/each) and \$20,300 be added for Capital Outlay (one PC and divider panels).

Regarding the Data Processing Division request, staff recommends that two positions be added; a Data Processing Systems Analyst and a Computer Operator. The Systems Analyst appears to be necessary to meet increased work for the MERC VAX computer system and the Computer Operator was a need identified in the last Financial Audit Management Letter. Staff recommends that the requested \$3,336 in Materials and Services requests be approved as well as the \$7,250 reduction in Capital Outlay.

Attached as Exhibit A is a detailed listing of the recommended changes. It shows that these recommendations would add \$41,944 in expenditure authority for Accounting and \$7,074 for Data Processing. The total for the Finance and Administration Department is \$49,018.

FINANCE COMMITTEE

March 19, 1990

Page Two

To pay for these costs staff recommends that \$25,000 be reduced from the election expense line item in the Finance and Administration Department budget (this would leave a balance of \$65,529) and \$24,018 be transferred from the General Fund Contingency Category (this would leave a balance of \$63,068).

The Ordinance also requests an amendment to the Building Management Fund to transfer funds from Contingency to the Capital Outlay category for office space improvements. Staff has no reaction at this point since we have not discussed office space plans with Finance and Administration management.

DEC:aeb

A:\FIN0319.MEM

EXHIBIT A

ACCOUNTING DIVISION

PERSONNEL SERVICES

Lead Accounting Clerk (400 hrs.)	\$ 4,524
Accounting Clerk III (400 hrs. x \$11.20)	4,480
Accounting Clerk II (400 hrs. x \$9.26)	3,704
Accounting Clerk I (400 hrs. x \$7.63)	3,052
Lead Accounting Clerk (400 hrs.)	(4,200)
Subtotal	\$11,560
Fringe @ 31%	<u>3,584</u>
Subtotal Personnel Services	\$15,144

MATERIALS & SERVICES

Office Supplies	<u>6,500</u>
Subtotal	\$ 6,500

CAPITAL OUTLAY

Office Furniture	<u>20,300</u>
Subtotal	\$20,300
	=====
TOTAL ACCOUNTING	\$41,944

ACCOUNTING DIVISION

PERSONNEL SERVICES

D. P. Analyst (400 hrs. x \$15.77)	\$ 6,308
D. P. Computer Operator (400 hrs. x \$11.70)	<u>4,680</u>
Subtotal	\$10,988

MATERIALS & SERVICES

Office Supplies	\$ 961
Computer Software	1,225
Ads & Legal	300
Training & Tuition	<u>850</u>
Subtotal	\$ 3,336

CAPITAL OUTLAY

Office Furniture	<u>(\$ 7,250)</u>
Subtotal	<u>(\$ 7,250)</u>

TOTAL ACCOUNTING	\$ 7,074
------------------	----------

FINANCE AND ADMINISTRATION DEPARTMENT TOTAL

PERSONAL SERVICES	\$26,132
MATERIALS & SERVICES	9,836
CAPITAL OUTLAY	<u>13,050</u>
TOTAL	\$49,018

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
89-294A REVISING THE FY 1989-90)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE MEETING INCREASED)
WORKLOADS IN THE ACCOUNTING AND)
DATA PROCESSING SECTIONS OF THE)
FINANCE AND ADMINISTRATION)
DEPARTMENT)

ORDINANCE NO. 90-338A

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has
reviewed and considered the need to modify the FY 1989-90 Budget; and

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

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and
Exhibit C, Schedule of Appropriations, are hereby amended as shown in
Exhibits A and B to this Ordinance for the purpose of transferring
funds from Contingency and establishing new positions to meet the
increased workload in the Accounting and Data Processing sections of
the Finance and Administration Department.

2. The Pay and Classification Plan is amended to add the
classifications described in Exhibits C, D and E.

ADOPTED by the Council of the Metropolitan Service District this
_____ day of _____, 1990.

Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Accounting							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Managers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,842
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3		0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.25	3,575	0.25	3,575
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512				1,512
512000	FRINGE		81,653		6,105		87,758
	Total Personal Services	9.16	355,179	1.25	25,799	10.41	380,978
	Materials & Services						
521100	Office Supplies		6,767		7,440		14,207
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500				12,500
529800	Miscellaneous		1,150				1,150
	Total Materials & Services		62,664		8,235		70,899
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
	TOTAL EXPENDITURES	9.16	430,028	1.25	54,334	10.41	484,362

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Management Services							
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		400				400
521310	Subscriptions		124				124
521320	Dues		440				440
521400	Fuels & Lubricants		5,200				5,200
524190	Misc. Professional Services		15,983		3,000		18,983
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		48,679				48,679
525710	Equipment Rental		2,240				2,240
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085				2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		800				800
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700				700
529800	Miscellaneous		50		750		800
531100	Capital Lease Payments-Furniture & Equipment		85,563				85,563
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
	TOTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Data Processing							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Managers (Finan., Const.)	0.25	14,688			0.25	14,688
	Data Processing Administrator	1.00	45,088			1.00	45,088
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Computer Operator		0	0.25	5,586	0.25	5,586
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.25	4,495			0.25	4,495
512000	FRINGE		57,539		1,732		59,271
	Total Personal Services	4.67	249,334	0.25	7,318	4.92	256,652
	Materials & Services						
521100	Office Supplies		23,632		1,000		24,632
521110	Computer Software		0		350		350
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies		800				800
521310	Subscriptions		2,200				2,200
524190	Misc. Professional Services		11,500				11,500
525640	Maintenance & Repairs Services-Equipment		54,181		863		55,044
525710	Equipment Rental		1,200				1,200
526200	Ads & Legal Notices		300				300
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		500		13,340
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Payments-Furniture & Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		9,624		290,751
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(9,500)		17,510
	Total Capital Outlay		27,010		(9,500)		17,510
	TOTAL EXPENDITURES	4.67	557,471	0.25	7,442	4.92	564,913

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142			1.00	62,142
	Managers (Finan., Const.)	2.00	115,114			2.00	115,114
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00	45,088			1.00	45,088
	Chief Accountant	1.00	52,454			1.00	52,454
	Sr. Management Analyst	1.50	50,528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	131,754
	Support Services Supervisor	0.50	20,182			0.50	20,182
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk	0.00	0	0.25	6,786	0.25	6,786
	Computer Operator	0.00	0	0.25	5,586	0.25	5,586
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	2.75	60,981			2.75	60,981
	Secretary	1.00	17,337			1.00	17,337
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Receptionist	1.00	19,237			1.00	19,237
	Reproduction Clerk	1.00	23,519			1.00	23,519
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.25	3,575	0.25	3,575
	Building Operations Worker	0.50	9,437			0.50	9,437
	Office Assistant		0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTIME		4,246				4,246
512000	FRINGE		294,939		7,837		302,776
	Total Personal Services	29.50	1,279,954	1.50	33,117	31.00	1,313,071

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration (cont'd)							
	Materials & Services						
521100	Office Supplies		47,365		8,440		55,805
521110	Computer Software		1,695		1,145		2,840
521240	Graphics/Reprographic Supplies		700				700
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		1,200				1,200
521310	Subscriptions		3,544				3,544
521320	Dues		2,458				2,458
521400	Fuels & Lubricants		5,200				5,200
524110	Accounting & Auditing Services		31,000				31,000
524190	Misc. Professional Services		43,215		3,000		46,215
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,723
525710	Equipment Rental		3,640				3,640
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		18,442				18,442
526310	Printing Services		4,585				4,585
526410	Telephone		36,181				36,181
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		17,041				17,041
526700	Temporary Help Services		3,952				3,952
526800	Training, Tuition, Conferences		27,076		500		27,576
526900	Misc. Other Purchased Services		12,500				12,500
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		1,400				1,400
529800	Miscellaneous		1,700		750		2,450
531100	Capital Lease Payments-Furniture & Equipment		244,161		6,911		251,072
	Total Materials & Services		806,856		(3,391)		803,465
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		10,800		73,375
	Total Capital Outlay		62,575		10,800		73,375
TOTAL EXPENDITURES		29.50	2,149,385	1.50	40,526	31.00	2,189,911

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:General Expenses							
	Interfund Transfers						
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
	Total Interfund Transfers		282,105		0		282,105
	Contingency and Unappropriated Balance						
599999	Contingency		87,086		(40,526)		46,560
	Total Contingency and Unappropriated Balance		87,086		(40,526)		46,560
	TOTAL EXPENDITURES	60.65	4,313,357	1.50	0	62.15	4,313,357

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT							
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650				650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				500
521290	Other Supplies		600				600
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Utilities-Electricity		85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Utilities-Natural Gas		24,945				24,945
525190	Utilities-Other		4,156				4,156
525200	Cleaning Services		37,924				37,924
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408				3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050				1,050
526440	Delivery Services		100				100
526500	Travel		420				420
526700	Temporary Help Services		1,884				1,884
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies		4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Meetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingency		42,167		(42,167)		0
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,010

EXHIBIT B
ORDINANCE NO. 90-338A
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
GENERAL FUND			
Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	0	612
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529	0	463,529
Materials & Services:	69,549	0	69,549
Capital Outlay:	5,330	0	5,330
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	33,117	1,313,071
Materials & Services:	806,856	(3,391)	803,465
Capital Outlay:	62,575	10,800	73,375
Subtotal	2,149,385	40,526	2,189,911
Public Affairs			
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
Subtotal	495,554	0	495,554
General Expense			
Contingency	87,086	(40,526)	46,560
Transfers	282,105	0	282,105
Subtotal	369,191	(40,526)	328,665
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

EXHIBIT B
ORDINANCE NO. 90-338A
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
BUILDING MANAGEMENT FUND			

Personal Services	73,109	0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	0	75,000
	-----	-----	-----
Total Building Management Fund Requirements	680,010	0	680,010
ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED			

Metro
Class No. 634
Title: Data Processing Operator

Established Mar. 1990
Revised
EEO
AA

Salary Grade: 11 (Subject to Negotiation)

GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator .

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.
2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.
3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.
4. Communicate with system users to provide troubleshooting services and assistance.
5. Identifies system problems and proposes solutions.
6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.
7. Monitors inventory or computer supplies; orders as needed.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS;

KNOWLEDGE, SKILL, ABILITY

- Knowledge of data processing operations, equipment, procedures and applications
- Knowledge of automated management information systems
- Ability to document data processing operations concepts and communicate such concepts to a variety of people including non-technical personnel
- Ability to follow oral and written instructions and interpret technical procedural information
- Ability to remain current on technical data processing operations skills
- Ability to work independently or as a member of a team
- Ability to communicate effectively orally and in writing
- Skill in communicating effectively orally and in writing

EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT D

Metro
Class No. 637
Title: Technical Specialist

Established March 1990
Revised
EEO
AA

Salary Grade: 14 (Subject to negotiation)

GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following tasks. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Provides technical assistance and troubleshooting to PC users.
2. Assists in the purchase and installation of new computer (PC) systems.
3. Installs software packages and modems.
4. Provides training in the use of software packages.
5. Pulls communication cables for mainframe
6. Maintains inventory of PC supplies and purchases supplies as needed.
7. Maintains library of technical materials for PCs including technical manuals and software documentation.
8. Serves as backup to A-4 operator.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).
- Some knowledge of mainframe computers
- Knowledge of effective documentation and record keeping methods
- Knowledge of electronic devices (volt/ohm meters)
- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions
- Ability to provide technical training to non-technical staff
- Ability to work independently and as a member of a team
- Ability to communicate effectively orally and in writing

EXPERIENCE AND TRAINING

Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT E

Metro	Established March 1990
Class No. 638	Revised
Title: Programmer Analyst	EEO
	AA
Salary Grade: 16	(Subject to Negotiation)

GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these duties do not include all the specific tasks which an employee may be expected to perform.

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.
2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.
3. Participates in peer reviews.
4. Attends and contributes to departmental and divisional staff meetings.
5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.
6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.
7. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.
- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.
- Knowledge of industry trends and developments
- Knowledge of effective documentation and record keeping requirements.
- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.
- Ability to communicate effectively orally and in writing
- Ability to work independently and as part of a team

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 90-338 AMENDING ORDINANCE NO. 89-294A REVISING THE BUDGET AND APPROPRIATION SCHEDULES FOR FISCAL YEAR 1989-90 FOR THE PURPOSE OF MEETING INCREASED WORKLOAD IN THE ACCOUNTING AND DATA PROCESSING SECTIONS OF FINANCE AND ADMINISTRATION DEPARTMENT

Date: February 11, 1990

Presented by: Ray Phelps

FACTUAL BACKGROUND AND ANALYSIS

Metro's expanding obligations have substantially increased the staffing levels of the agency's operating departments. The staff assigned to the Finance and Administration Department, specifically staff for the accounting and data processing sections, has not increased sufficiently to maintain and deliver established services to the operating departments. At this time, the programs assigned to the department are dangerously deteriorating as a result of the cumulative impact of this expansion. Any new program or the expansion of an existing program will cause the department to fail in its ability to perform assigned tasks.

Fair treatment and proper working conditions for the persons helping me serve Metro are equal to my concern for the continued success of the programs assigned to our department. There is the real prospect, in my opinion, that we may injure and/or lose some of the excellent employees staffing the accounting and data processing sections. Overtime worked (evenings and weekends) is not an option for these employees. Rather, this working condition is a regular event in order for us to merely try to stay abreast of the current workload. The situation, as you may expect, is taking its toll on the ability of our employees to deliver effective service. Financially, the extra work is causing the accrual of a liability for cost of overtime worked.

The accounting staff, for all practical purposes, is no longer able to perform the most basic and essential accounting services. Today, certain tasks are being performed at such minimal levels that costly inefficiencies result for other departments. These tasks include the timely filing of source documents, computer printouts and reports, editing of data, prompt follow-up to problems and correction of errors.

Furthermore, the accounting section recently cutback daily work processing to absorb an unplanned, but needed, special project. This situation has adversely affected operating departments as well as caused an increase in the backlog of work. Certain accounting tasks, such as verifying the mathematical accuracy of vendor invoices, have never been performed for lack of resources. This has resulted in reliance on other Metro departments to perform the function and continual comments in the management letter from our independent auditor.

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Ordinance No.90-338
February 11, 1990

Other examples of critical tasks not performed or seriously backlogged include account and bank reconciliations, maintenance of fixed asset data, installation of internal control systems and the conduct of surprise cash counts.

We have attempted to meet current demand levels in the accounting section by utilizing an additional 1.75 FTE temporary employees on a continuing basis as well as working the staff an enormous amount of overtime. The 1.75 FTE is composed of a .50 FTE temporary clerk, 1.0 FTE office assistant (funded one-half by the Private Industry Council and one-half by temporary personal services), and .25 FTE secretary budgeted for the data processing section. The Private Industry Council and the Collective Bargaining agreement will not allow the continued use of temporary employees to fill otherwise permanent positions. These existing essential resources are threatened and must be changed into regular positions.

The automation of Metro and the corresponding service demands have outpaced the data processing section's capability to provide service. The resources assigned by the agency to this section's work programs have been substantially inadequate.

A recent examination of Metro's Long Range Data Processing Plan, adopted by the Council in 1986, shows that the Council never anticipated the size of the programs now in place at Metro nor the computing resources needed to meet the needs of agency staff for this workload. Several of the agency's programs in place during 1986, and today requiring the resources of the data processing section, were not included in the final plan adopted by the Council.

As you know, we installed new central processing hardware as well as completed a changeover to new financial management software during the past fiscal year. The conversion and modification of various modules continues into this fiscal year. The new system is very powerful and provides much more capability for accurate tracking of financial information than the previous system. The requests for financial information and other applications available within the capabilities of the new system have created the need for resources to meet requests from user departments.

Changing technology has also spurred a significant growth in computing needs and requests for assistance from user departments. Responsibilities have been added with the new financial management software and the convention center operations system.

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This combination of events has created an increased need for programming, analysis and operating assistance which cannot be met by existing resources. Data processing functions are being performed within the operating departments by at least eight (8) employees outside the direction of the agency's data processing section.

Increased growth in the number of data transactions and information has necessitated several additions or upgrades to the A-series central processing hardware in order to meet Metro's needs. We are increasingly consuming more disk space than originally estimated. Current projections estimate that with the rate of transactions now occurring we will use all available disk storage in approximately the next two-to-three months.

In addition, this system has only one tape drive. All updates and backups are dependent on this single drive. The increase in data records has forced the use of multi-reel tape backup. At this time, there is no way internally to make copies of tape backup as part of a disaster recovery plan.

Lastly, the actual number of users connected to the system has grown significantly. We have reached the limit in the number of addresses that can be connected to the system without hardware purchases.

The accounting section, in addition of the current workload, will be assuming many of the responsibilities of the City of Portland for the operation of the E-R facilities of the City and an operating convention center. This program expansion for Metro, at a minimum, will double our current payroll transactions. The accounts payable and accounts receivable transactions are estimated to increase the accounting section's present workload in these areas by at least 30 to 50 percent.

These changes will correspondingly increase the work required to perform the required reporting of withholdings benefit payments, W-2s, 1099s, etc. All of these functions require additional data input, processing, review and editing by our accounting section staff. Additional support for this work from the data processing section will be needed for conversion, analysis, maintenance and storage of data files and hardware.

Simultaneously with the growth of the Metro E-R Commission's program is an expansion of staff time in the accounting section needed for the review of financial data from the solid waste department. This is a requirement to ensure that Metro is in compliance with the various bond covenants stipulated in the

recently issued solid waste revenue bonds.

Between now and July 1, 1990, numerous tasks must be accomplished in order for Metro to perform certain transition work and to be ready to handle the increased workload. Metro E-R Commission staff need to be trained in the processes used by Metro. Our current employees in the accounting section need to become familiar with the nature of the Metro E-R Commission's business operations to assure proper accounting and reporting. This review includes identifying 1099s, payroll and other issues that will affect the accounting section's processing responsibilities as well as financial system file and memory requirements. New personnel in the accounting section will need to be trained in Metro procedures and the use of the financial management system.

I am requesting a budget adjustment, effective no later than March 22, 1990. This request is based on the need for proper staffing of the accounting and data processing sections to meet both the current workload and the known program increase due July 1, 1990. The total amount of this request for a budget adjustment is \$157,475:

Personal Services.....	\$72,929
Materials & Services.....	\$23,579
Capital Outlay.....	\$18,800
Building Fund.....	\$42,167

Attached to this report are several exhibits which will provide a more detailed list of the needed new positions, the tasks and functions to be performed by the two sections of the department and detailed justifications and/or task lists of the new positions requested. Also attached are comparisons of Metro's staffing levels for the accounting and data processing sections with that of other public agencies.

BUDGET IMPACT

The General Fund contingency is not adequate to cover all of the needed increase in appropriation. This proposed amendment can be accomplished with transfers of \$68,768 from the General Fund contingency and \$46,540 from the contingency of either the Convention Center Management Fund or the Metro E-R Commission Fund. In addition, we will need to transfer \$42,167 from the Building Fund contingency to cover the cost of remodeling activities to accommodate the increase in personnel for the accounting and data processing sections.

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The \$46,540 in expenses will be charged to the respective fund for the balance of this fiscal year. The continuing cost of this expense for next fiscal year will be recovered through the cost allocation plan for the Support Services Fund.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 90-338.

**FINANCE & ADMINISTRATION
Accounting and Data Processing
Staffing Needs**

<u>Description</u>	<u>FTE</u>
Accounting Clerk 3	1.0
Accounting Clerk 2	1.0
Accounting Clerk 1	2.5
Office Assistant	1.0
 D.P. Systems Analyst	 1.0
Computer Programmer	1.0
Computer Operator	1.0
Computer Specialist	1.0

DATA PROCESSING TASKS

Activities	hours /Year	Manager	Systems Analyst	Secre- tary	Operator	Techni- cian	Pro- gramer
D.P. Administration	936.00	520.00	108.00	52.00	51.00	52.00	51.00
D.P. Leave Time(1)	1,836.00	232.00	836.00	192.00	191.00	192.00	192.00
Budget Process	416.00	354.00	39.00	13.00	0.00	0.00	0.00
Secretary functions	260.00	0.00	0.00	160.00	0.00	0.00	0.00
Contracts	104.00	52.00	16.00	26.00	0.00	0.00	0.00
Moves and Changes	208.00	26.00	156.00	0.00	0.00	0.00	26.00
D.P. Misc. Activities	468.00	52.00	108.00	52.00	52.00	52.00	52.00
UNISYS Operations	1,820.00	52.00	0.00	208.00	1,540.00	0.00	0.00
UNISYS Operations Support	416.00	0.00	0.00	416.00	0.00	0.00	0.00
UNISYS MCP Administration	416.00	0.00	416.00	0.00	0.00	0.00	0.00
NGSI Program Changes	208.00	0.00	0.00	0.00	0.00	0.00	208.00
NGSI Documentation	104.00	0.00	0.00	0.00	0.00	0.00	104.00
Communications Link	624.00	0.00	572.00	0.00	0.00	0.00	52.00
UNISYS Hardware Support	104.00	0.00	0.00	0.00	0.00	104.00	0.00
Training for staff	832.00	104.00	507.00	13.00	52.00	52.00	104.00
UNISYS Security	156.00	0.00	0.00	156.00	0.00	1.00	0.00
UNISYS COMS Administration	156.00	0.00	0.00	0.00	0.00	156.00	0.00
Conferences	208.00	39.00	156.00	0.00	0.00	0.00	13.00
NGSI Vendor Interface	104.00	0.00	104.00	0.00	0.00	0.00	0.00
UNISYS DBS Administration	208.00	0.00	0.00	0.00	0.00	208.00	0.00
UNISYS RCC Administration	52.00	0.00	0.00	0.00	0.00	52.00	0.00
Masscomp Support H/W	52.00	0.00	0.00	0.00	0.00	52.00	0.00
Masscomp Support S/W	676.00	52.00	468.00	104.00	0.00	0.00	52.00
Masscomp Support Peripherals	26.00	0.00	0.00	0.00	0.00	26.00	0.00
Pixel Support H/W	13.00	0.00	0.00	0.00	0.00	13.00	0.00
Pixel Support S/W	13.00	0.00	10.40	0.00	0.00	0.00	2.60
Pixel Support Peripherals	26.00	0.00	0.00	0.00	0.00	26.00	0.00
GIS Support H/W	13.00	0.00	0.00	0.00	0.00	13.00	0.00
GIS Support S/W	676.00	0.00	468.00	52.00	0.00	0.00	156.00
GIS Support PC Emulator	26.00	0.00	0.00	0.00	0.00	26.00	0.00
GIS Support Peripherals	26.00	0.00	0.00	0.00	0.00	26.00	0.00
Conversion of ER	1,300.00	0.00	780.00	0.00	0.00	0.00	520.00
Conv. Center Start up	728.00	104.00	520.00	104.00	0.00	0.00	0.00
VAX Operations	520.00	0.00	0.00	0.00	520.00	0.00	0.00
VAX Hardware Maintenance	52.00	0.00	0.00	0.00	0.00	52.00	0.00
VAX Software Maintenance	260.00	0.00	208.00	0.00	52.00	0.00	0.00
Network Support	1,352.00	52.00	338.00	0.00	0.00	624.00	338.00
PC User Support	624.00	0.00	208.00	208.00	0.00	156.00	52.00
PC User Training	208.00	0.00	0.00	0.00	0.00	208.00	0.00
PC H/W Trouble Shooting	52.00	0.00	0.00	0.00	0.00	52.00	0.00
PC Peripherals	52.00	0.00	0.00	0.00	0.00	52.00	0.00
Data Processing L.R. Plans	520.00	416.00	0.00	104.00	0.00	0.00	0.00
Disaster Planning	312.00	104.00	0.00	208.00	0.00	0.00	0.00
Council Records	312.00	0.00	312.00	0.00	0.00	0.00	0.00
New System Set ups	208.00	0.00	208.00	0.00	0.00	0.00	0.00
RIC System Support	208.00	0.00	208.00	0.00	0.00	0.00	0.00
Licenses on UNISYS	104.00	0.00	83.20	0.00	0.00	0.00	20.80
Needs Assessment	1,040.00	0.00	1,040.00	0.00	0.00	0.00	0.00
Program Development	1,092.00	52.00	832.00	0.00	0.00	0.00	208.00
PC Inventory	52.00	0.00	0.00	0.00	0.00	52.00	0.00
Special projects	468.00	46.80	327.60	0.00	0.00	46.80	46.80
Mailing List Support	260.00	0.00	0.00	0.00	0.00	260.00	0.00
Electronic Mail	104.00	0.00	83.20	0.00	0.00	0.00	20.80
PERSON HOURS	21,011.00	2,267.80	9,322.40	2,167.00	2,480.00	2,553.80	2,220.00
PERSON NEEDS	10.10	1.09	4.48	1.04	1.19	1.23	1.07

(1) Includes vacations, sick leave and holidays.

BUDGET COMPARED TO PRIOR YEARS
DATA PROCESSING
 by LeRoy Nollette

Year	Agency Budget	D.P. Budget	D.P. FTE	Agency FTE	D.P. as % of Metro
1985-86	\$ 49,928,380	\$116,590	2.91	215.15	1.35%
1986-87	53,319,629	241,249	2.91	230.77	1.26%
1987-88	146,485,336	344,503	4.50	260.49	1.73%
1988-89	163,688,695	527,344	4.67	301.83	1.55%
1989-90	187,755,306	557,471	4.67	340.45	1.37%
89-90 Mid.	187,919,756	572,467	5.36	346.64	1.55% *
1990-91	182,500,776	827,085	9.67	664.50	1.46% *

* PROPOSED

METRO COMPARED TO OTHER AGENCIES
DATA PROCESSING

	Metro Now	Metro 7/1/90 ¹	Metro 7/1/90 ²	Oregon F.&W. ³	Chester County	Clack. County
89-90 Oper. Budget ⁴	45.5	80.9	81.2	50.0	110.0	160.0
Agency Staff	670.00	1200.00	1200.00	900.00	2200.00	1400.00
D.P. Staff	4.67	4.67	9.67	14.00	26.00	20.00

- ¹ No staff increases
² Staff increases 4/1/90
³ Oregon Fish and Wildlife
⁴ Amounts in millions

Accounting Section Major Tasks

Priority	Activities	Hours Worked	Chief	Seniors	Lead Clerk	Clerk 3	Payroll Clerk	Acct Pay Clerk	Acct Rec Clerk	Clerk 2	Clerk 1	Secrty	Office Asst.
1	Payroll Check Issuance	132	0	0	0	0	72					60	
2	Payroll File Data Maintenance	744	0	0	0	0	336			408			
3	Timesheet Input/Edit	1,080	0	0	0	0	504			576			
4	W-2, 941 & Other Reports	73	3	0	7	0	64						
5	Fringe Benefit Processing/Pymt	224	0	0	32	0	96			96			
6	Cash Receipt Input/Edit	1,430	0	0	0	48		200		992			190
7	SW Billing	74	0	0	8	0			118				48
8	SW Daily Transmission Editing	832	0	0	0	0		832					
9	SW Daily Cash Input/Edit	416	0	0	0	0			10	208			208
10	Other Invoicing	648	0	0	28	0		220		400			
11	Purchase Order Input/Processing	2,673	0	781	69	147		520	56	1,100			
12	Payment Authorization Processing	1,283	0	37	69	77		200		1,900			
13	Voucher Payment Process	787	0	0	40	77		286		1,300			208
14	Leave Time	2,984	232	616	232	192	232	192	192	192	480	232	192
15	Journal Entry Prep/Input	721	61	258	52	170	60	62	78				
16	Filing/Archiving	1,666	0	111	35	0	52	52	52	52	150	368	694
17	Balance Sheet Acct Reconciliation	1,444	88	852	133	265	24	24	24	24			
18	Check Recon/Bank Interface	260	0	0	0	0				260			
19	Daily Activity Report Review	227	133	0	20	74							
20	Grant Billing/Matrix Maint.	455	18	71	256	110							
21	Grant Reporting	30	2	28	0	0							
22	Problem ID and Followup	1,548	27	469	147	191	260	154	100	200			
23	Payroll Inquiries	305	10	0	35	0	104			104		52	
24	Accts Receiv. Inquiries	412	0	0	0	0			260		100	52	
25	Accts Payable Inquiries	831	13	92	87	147		440				52	
26	Chart of Accounts Maintenance	61	61	0	0	0							
27	Various Payroll Audit Assistance	19	2	0	7	0	10						
28	Fixed Asset System Maintenance	155	10	85	0	0				60			
29	Financial Report Issuance	71	12	51	8	0							
30	Financial Report Maintenance	78	27	18	33	0							
31	Secretary Functions	1,767	0	0	0	77	30	30	30		200	1,040	360
32	Accounting Administration	1,685	571	389	267	88	54	54	54			104	104
33	Contract Prep/Oversight	159	119	28	0	0						12	
34	Budget Prep/Maintenance	141	92	18	11	0						20	
35	Revenue/Expense Acct Analysis	579	27	483	69	0			0				
36	Fixed Asset Input	400	0	0	0	0				400			
37	Special Projects (OS Review, etc)	199	91	108	0	0							
38	Training for Staff	1,207	41	273	96	277	120	60	18	120	100	65	39
39	FAIS Development/Modif.	136	41	28	67	0							
40	Software Modif. Testing	481	61	111	90	147	24	24	24				
41	Annual Financial Report Prep/Review	159	81	78	0	0							
42	Audit Workpaper Preparation	685	40	515	60	0	20	0	0			5	45
43	Internal Control Documentation	143	53	65	35	0							
44	Procedure Manual Develop/Maint	425	61	284	80	0							
45	Training Metro Staff	197	40	37	18	0	26		78				
46	Disposal Site User Fee Audits	205	31	174	0	0							
47	Surprise Cash Counts	62	5	57	0	0							
48	Grant Compliance	77	6	71	0	0							
49	CAFR Development	116	31	85	0	0							
TOTAL		30,278	2,088	6,264	2,088	2,088	2,088	2,088	2,088	2,088	5,220	2,088	2,088
STANDARD HOURS		30,278	2,088	6,264	2,088	2,088	2,088	2,088	2,088	2,088	5,220	2,088	2,088
OVERAGE			0	0	0	0	0	0	0	0	0	0	0
F.T.E. TOTAL		14.50	1.00	3.00	1.00	1.00	1.00	1.00	1.00	1.00	2.50	1.00	1.00
F.T.E. STANDARD		14.50	1.00	3.00	1.00	1.00	1.00	1.00	1.00	1.00	2.50	1.00	1.00

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ACCOUNTING DIVISION

BUDGET COMPARISON

	Agency Budget	Accounting Budget	Actg. FTE	Agency FTE	Actg. FTE % of Agency FTE
1983-84	38,246,570	240,808	7.67	197.97	3.87
1984-85	45,876,413	251,852	7.67	208.28	3.68
1985-86	49,928,280	253,625	7.17	215.15	3.33
1986-87	53,319,629	255,905	7.17	230.77	3.11
1987-88	146,485,336	311,195	7.50	260.49	2.88
1988-89	163,688,695	376,307	8.41	301.83	2.79
1989-90	187,755,306	430,028	9.16	340.45	2.69
1989-90 (interim)	187,919,756	484,232	10.16	346.64	2.93
1990-91 (est.)	182,500,776	627,656	14.96	664.50	2.25

	Tri-Met	Gresham	Beaverton	Portland	Metro Current Annual	Metro Without Increase	Metro Proposed Annual
No. of Accounting Staff:	15.5	20.0*	17.0	38.0	9.16	9.16	14.96
No. of Employees (Agency):	1668	332	339.5	5,400 (est)	670	1,200	1,200
Agency Budget:	\$93,553,000 (Operating) \$72,645,000 (Capital)	\$97,817,000	\$61,571,930	\$646,157,000	\$187,919,756	\$182,500,776	\$182,500,776

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE)
NO. 89-294A REVISING THE FY 1989-90)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE OF MEETING)
INCREASED WORKLOAD IN THE)
ACCOUNTING AND DATA PROCESSING)
SECTIONS OF THE FINANCE AND)
ADMINISTRATION DEPARTMENT)

ORDINANCE NO. 90-338

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District
has reviewed and considered the need to modify the FY 1989-90 Budget;
and

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

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY
ORDAINS:

That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget,
and Exhibit C, Schedule of Appropriations, are hereby amended as shown
in Exhibits A and B to this Ordinance for the purpose of transferring
funds from Contingency and establishing new positions to meet the
increased workload in the Accounting and Data Processing Sections of
the Finance and Administration Department.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

JS/srs
bud\ord338

EXHIBIT A
ORDINANCE NO. 90-338

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Accounting							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Managers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842	0.25	4,300	1.00	17,142
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3			0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474			2.00	38,474
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512		500		2,012
512000	FRINGE		81,653		5,065		86,718
	Total Personal Services	9.16	355,179	1.00	21,949	10.16	377,128
	Materials & Services						
521100	Office Supplies		6,767		11,160		17,927
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500				12,500
529800	Miscellaneous		1,150				1,150
	Total Materials & Services		62,664		11,955		74,619
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
	TOTAL EXPENDITURES	9.16	430,028	1.00	54,204	10.16	484,232

EXHIBIT A
ORDINANCE NO. 90-338

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Data Processing							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Managers (Finan., Const.)	0.25	14,688			0.25	14,688
	Data Processing Administrator	1.00	45,088			1.00	45,088
	D.P. Systems Analyst	2.00	75,006	0.19	5,612	2.19	80,618
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Computer Operator		0	0.25	5,586	0.25	5,586
	Computer Technical Specialist		0	0.06	1,616	0.06	1,616
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.25	4,495	(0.25)	(4,495)		0
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support		0	0.19	3,010	0.19	3,010
512000	FRINGE		57,539		3,399		60,938
	Total Personal Services	4.67	249,334	0.44	14,728	5.11	264,062
	Materials & Services						
521100	Office Supplies		23,632		961		24,593
521110	Computer Software		0		1,225		1,225
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies		800				800
521310	Subscriptions		2,200				2,200
524190	Misc. Professional Services		11,500				11,500
525640	Maintenance & Repairs Services-Equipment		54,181				54,181
525710	Equipment Rental		1,200				1,200
526200	Ads & Legal Notices		300		300		600
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		850		13,690
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Payments-Furniture & Equipme		158,598				158,598
	Total Materials & Services		281,127		3,336		284,463
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(7,250)		19,760
	Total Capital Outlay		27,010		(7,250)		19,760
	TOTAL EXPENDITURES	4.67	557,471	0.44	10,814	5.11	568,285

EXHIBIT A
ORDINANCE NO. 90-338

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142	0.00	0	1.00	62,142
	Managers (Finan., Const.)	2.00	115,114	0.00	0	2.00	115,114
	Personnel Manager	1.00	48,642	0.00	0	1.00	48,642
	Data Processing Administrator	1.00	45,088	0.00	0	1.00	45,088
	Chief Accountant	1.00	52,454	0.00	0	1.00	52,454
	Sr. Management Analyst	1.50	50,528	0.00	0	1.50	50,528
	Assoc. Management Analyst	4.00	131,754	0.00	0	4.00	131,754
	Support Services Supervisor	0.50	20,182	0.00	0	0.50	20,182
	D.P. Systems Analyst	2.00	75,006	0.19	5,612	2.19	80,618
	D.P. Operations Analyst	1.00	41,987	0.00	0	1.00	41,987
	Senior Accountant	3.00	98,526	0.00	0	3.00	98,526
	Lead Accounting Clerk	0.00	0	0.25	6,786	0.25	6,786
	Computer Operator	0.00	0	0.25	5,586	0.25	5,586
	Computer Technical Specialist	0.00	0	0.06	1,616	0.06	1,616
511221	WAGES-REGULAR EMPLOYEES (full time)		0	0.00	0		
	Administrative Secretary	2.75	60,981	0.00	0	2.75	60,981
	Secretary	1.00	17,337	0.00	(195)	1.00	17,142
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Receptionist	1.00	19,237	0.00	0	1.00	19,237
	Reproduction Clerk	1.00	23,519	0.00	0	1.00	23,519
	Payroll Clerk	1.00	19,824	0.00	0	1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.00	0	2.00	38,474
	Building Operations Worker	0.50	9,437	0.00	0	0.50	9,437
	Office Assistant		0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)		0	0.00	0		
	Temporary Administrative Support	1.25	25,337	0.19	3,010	1.44	28,347
511400	OVERTIME		4,246	0.00	500		4,746
512000	FRINGE		294,939	0.00	8,464		303,403
	Total Personal Services	29.50	1,279,954	1.44	36,677	30.94	1,316,631
	Materials & Services						
521100	Office Supplies		47,365		12,121		59,486
521110	Computer Software		1,695		2,020		3,715
521240	Graphics/Reprographic Supplies		700		0		700
521260	Printing Supplies		33,637		0		33,637
521290	Other Supplies		1,200		0		1,200
521310	Subscriptions		3,544		0		3,544
521320	Dues		2,458		0		2,458
521400	Fuels & Lubricants		5,200		0		5,200
524110	Accounting & Auditing Services		31,000		0		31,000
524190	Misc. Professional Services		43,215		3,000		46,215

EXHIBIT A
ORDINANCE NO. 90-338

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration (cont'd)							
525630	Maintenance & Repairs Services-Vehicles		3,575		0		3,575
525640	Maintenance & Repairs Services-Equipment		102,860		0		102,860
525710	Equipment Rental		3,640		0		3,640
525732	Operating Lease Payments-Vehicles		15,780		0		15,780
526200	Ads & Legal Notices		18,442		300		18,742
526310	Printing Services		4,585		0		4,585
526410	Telephone		36,181		0		36,181
526420	Postage		45,580		0		45,580
526440	Delivery Services		200		0		200
526500	Travel		17,041		0		17,041
526700	Temporary Help Services		3,952		0		3,952
526800	Training, Tuition, Conferences		27,076		850		27,926
526900	Misc. Other Purchased Services		12,500		0		12,500
528100	License, Permits, Payments to Other Agencies		7,640		0		7,640
528200	Election Expense		90,529		0		90,529
529500	Meetings		1,400		0		1,400
529800	Miscellaneous		1,700		750		2,450
531100	Capital Lease Payments-Furniture & Equipment		244,161		0		244,161
	Total Materials & Services		806,856		19,041		825,897
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		13,050		75,625
	Total Capital Outlay		62,575		13,050		75,625
	TOTAL EXPENDITURES	29.50	2,149,385	1.44	68,768	30.94	2,218,153

EXHIBIT A
ORDINANCE NO. 90-338

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: General Expenses							
	Interfund Transfers						
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
	Total Interfund Transfers		282,105		0		282,105
	Contingency and Unappropriated Balance						
599999	Contingency		87,086		(68,768)		18,318
	Total Contingency and Unappropriated Balance		87,086		(68,768)		18,318
	TOTAL EXPENDITURES	60.65	4,313,357	1.44	0	62.09	4,313,357

EXHIBIT A
ORDINANCE NO. 90-338

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT							
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650				650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				500
521290	Other Supplies		600				600
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Utilities-Electricity		85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Utilities-Natural Gas		24,945				24,945
525190	Utilities-Other		4,156				4,156
525200	Cleaning Services		37,924				37,924
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408				3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050				1,050
526440	Delivery Services		100				100
526500	Travel		420				420
526700	Temporary Help Services		1,884				1,884
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies		4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Meetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingency		42,167		(42,167)		0
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,010

EXHIBIT A
ORDINANCE NO. 90-338

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
METRO E-R COMMISSION							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Marketing Manager/Director of Sales and Ma	1.00	38,854			1.00	38,854
	Sales Associate	1.00	27,560			1.00	27,560
	Convention Center Manager	1.00	60,000			1.00	60,000
	Event Coordinator	0.50	10,372			0.50	10,372
	Event Manager	1.00	31,942			1.00	31,942
	Special Projects Coordinator	0.25	7,911			0.25	7,911
	Manager, Technical Services	1.00	31,942			1.00	31,942
	Chief Engineer	0.75	23,956			0.75	23,956
	System Administrator	1.00	31,942			1.00	31,942
	D.P. Systems Analyst		0	0.06	1,871	0.06	1,871
	Computer Programmer		0	0.25	7,125	0.25	7,125
	Computer Technical Specialist		0	0.19	4,847	0.19	4,847
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Merc Secretary	2.00	37,248			2.00	37,248
	Accounting Clerk 2		0	0.25	4,035	0.25	4,035
	Accounting Clerk 1		0	0.63	9,005	0.63	9,005
511235	WAGES-TEMPORARY EMPLOYEES-PART TIME						
	Temporary Administrative Support		0	0.06	1,003	0.06	1,003
	5 positions	3.75	74,224			3.75	74,224
512000	FRINGE		114,027		8,366		122,393
	Total Personal Services	13.25	489,978	1.44	36,252	14.69	526,230
	Materials & Services						
521100	Office Supplies		6,000		2,000		8,000
521110	Computer Software		0		825		825
521290	Other Supplies		300				300
521293	Promotion Supplies		13,600				13,600
521310	Subscriptions		215				215
521320	Dues		3,970				3,970
524190	Misc. Professional Services		1,298,000				1,298,000
525640	Maint. & Repair Services-Equipment		0		863		863
525723	Operating Lease Payments - other		9,036				9,036
526200	Ads & Legal Notices		51,288				51,288
526310	Printing Services		24,800				24,800
526320	Typesetting and Reprographics		5,800				5,800
526410	Telephone		1,680				1,680
526420	Postage		6,600				6,600
526430	Catalogues and Brochures		22,000				22,000
526440	Delivery Service		860				860

EXHIBIT A
ORDINANCE NO. 90-338

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
METRO E-R COMMISSION (cont'd)							
526500	Travel		43,045				43,045
526800	Training, Tuition, Conferences		44,765		850		45,615
528100	License, Permits, Payments to Other Agencies		100,000				100,000
529500	Meetings		5,004				5,004
529800	Miscellaneous		4,500				4,500
	Total Materials & Services		1,641,463		4,538		1,646,001
	Capital Outlay						
571400	Purchases - Equipment and Vehicles		205,663				205,663
571500	Purchases - Office Furniture & Equipment		0		5,750		5,750
	Total Capital Outlay		205,663		5,750		211,413
	Interfund Transfers						
581010	Trans. Indirect Costs to Gen'l Fund		109,936				109,936
581615	Trans. Indirect Cost to Insur. Fund		6,083				6,083
	Total Interfund Transfers		116,019		0		116,019
	Contingency and Unappropriated Balance						
599999	Contingency		433,622		(46,540)		387,082
	Unappropriated Balance		1,500,000				1,500,000
	Total Contingency and Unappropriated Balance		1,933,622		(46,540)		1,887,082
	TOTAL EXPENDITURES	13.25	4,386,745	1.44	0	14.69	4,386,745

EXHIBIT B
ORDINANCE NO. 90-338
SCHEDULE OF APPROPRIATIONS FY 1989-90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
GENERAL FUND			
Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	0	612
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529	0	463,529
Materials & Services:	69,549	0	69,549
Capital Outlay:	5,330	0	5,330
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	36,677	1,316,631
Materials & Services:	806,856	19,041	825,897
Capital Outlay:	62,575	13,050	75,625
Subtotal	2,149,385	68,768	2,218,153
Public Affairs			
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
Subtotal	495,554	0	495,554
General Expense			
Contingency	87,086	(68,768)	18,318
Transfers	282,105	0	282,105
Subtotal	369,191	(68,768)	300,423
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

EXHIBIT B
ORDINANCE NO. 90-338
SCHEDULE OF APPROPRIATIONS FY 1989-90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
BUILDING MANAGEMENT FUND			
Personal Services	73,109	0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	0	75,000
Total Building Management Fund Requirements	680,010	0	680,010
METROPOLITAN EXPOSITION-RECREATION COMMISSION FUND			
Personal Services	489,978	36,252	526,230
Materials & Services:	1,641,463	4,538	1,646,001
Capital Outlay	205,663	5,750	211,413
Transfers	116,019	0	116,019
Contingency	433,622	(46,540)	387,082
Unappropriated Balance	1,500,000	0	1,500,000
Total Metropolitan Exposition-Recreation Commission Fund	4,386,745	0	4,386,745

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

Agenda Item No. 7.1
Meeting Date: April 12, 1990

RESOLUTION NO. 90-1232

SOLID WASTE COMMITTEE REPORT

RESOLUTION NO. 90-1232A, FOR THE PURPOSE OF REDUCING THE AMOUNT OF DISPOSABLE DIAPERS IN THE SOLID WASTE STREAM

Date: April 4, 1990

Presented by: Councilor Gary
Hansen

Committee Recommendation: The Solid Waste Committee voted 4 to 1 to recommend Council adoption of Resolution No. 90-1232A as amended. Voting aye: Councilors Hansen, Bauer, Buchanan, and Wyers. Voting nay: Councilor DeJardin. This action was taken April 3, 1990.

Committee Discussion/Issues: On March 12, 1990, the Solid Waste Committee after holding a public hearing, voted to recommend Council adoption of Resolution No. 90-1232. The Council on March 22, 1990, referred the resolution back to the Solid Waste Committee.

Two new versions of Resolution No. 90-1232 were introduced at the Solid Waste Committee meeting on April 3, 1990: Resolution No. 90-1232A by Councilor Hansen and Resolution No. 90-1232B by Councilor DeJardin. The major differences between the new resolutions are as follows:

1. The "A" version refers to disposable diapers throughout the resolution whereas the "B" version refers to paper and paper products, including disposable diapers.
2. The "B" version includes a statement that the paper industry has committed to work with Metro and others to develop plans for increasing the recycling of paper and paperboard products wherever feasible, and the composting of paper and paperboard products including disposable diapers if recycling is not feasible.
3. The "A" version includes the preparation of an educational brochure regarding alternatives for diapering; the establishment of a task force to make recommendations to local governments and the development of programs for inclusion in future budgets.

Both resolutions were considered at the public hearing held April 3, 1990, by the Solid Waste Committee. Two paper industry representatives spoke in favor of Resolution No. 90-1232B, and indicated the industry's commitment to reducing the amount of paper and paper products, including disposable diapers, going to landfills.

Metro Councilor Knowles; a representative for "Citizens for Cloth Diapers;" a representative of a cloth diaper service; and a citizen indicated their support for the original version of the

SOLID WASTE COMMITTEE REPORT
Resolution No. 90-1232A
April 4, 1990
Page 2

resolution. They expressed their concern over the environmental impacts of disposable diapers.

The Solid Waste Committee again emphasized that Metro is not proposing a ban on disposable diapers. The intent is to reduce the amount of disposable diapers going to the landfill.

The Committee indicated its concern about the limited capacity of the composter. The region cannot send all disposable diapers to the composter. The amount of disposable diapers in the wastestream needs to be reduced.

The Committee stressed the importance of public education--the need to make the public aware of diapering alternatives and their costs and environmental impacts.

Councilor DeJardin stated he supports an approach that does not target a specific product such as disposable diapers; an approach that works closely with the paper industry to reduce the amount of paper products, including disposable diapers, going to the landfill. He moved adoption of Resolution No. 90-1232B. The motion failed 4 to 1.

The majority of the Committee felt Resolution No. 90-1232A would better achieve the objective of reducing the amount of disposable diapers going to the landfill because it is more specific and more complete in its stated actions. Councilor Wyers recommended amendments which were approved by the Committee and are included in the resolution.

GH:RB:pa
RB:166

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REDUCING)	Resolution No. 90-1232A
THE AMOUNT OF DISPOSABLE)	
DIAPERS IN THE SOLID WASTE)	Introduced by Councilor
STREAM)	Gary Hansen

WHEREAS, Metro is committed to reducing the volume of waste landfilled and to promoting alternatives to disposable products; and

WHEREAS, Disposable diapers comprise about one percent of the region's solid waste stream (11,600 tons per year); and

WHEREAS, The average baby requires approximately 3,120 diaper changes a year and which results in over 1,000 pounds of waste per child; and

WHEREAS, As the Metro composting facility and other materials processing facilities come on line, alternatives are being created for recycling and composting waste, such as disposable diapers, which alternatives should be utilized to the maximum extent feasible; now, therefore,

BE IT RESOLVED:

1. That the Metropolitan Service District establish a goal of reduction and diversion of disposable diapers from the landfill to the maximum extent feasible.

2. That Metro shall actively encourage the use of environmentally sound alternatives to disposable diapers.

3. That Metro recognizes composting of disposable diapers is preferable to landfilling of diapers and will work

with the disposable diaper manufacturers and users to encourage composting of disposable diapers.

4. That Metro will actively work with local solid waste collection authorities to encourage diversion of disposable diapers to the composter.

5. That Metro shall advise and assist institutions such as nursing homes, day care centers, housing authorities, and multi-family residences in the transition to [alternative] cloth diapers or composting of disposable diapers.

6. That the goal of reduction of disposable diapers in the landfill to the maximum extent feasible shall be incorporated in all relevant policies and legislative agendas of Metro.

7. The Executive Officer shall be empowered to initiate the following during FY 1990-1991:

- a. Prepare and distribute an educational brochure, explaining costs and environmental impacts, for new parents and available to the general public regarding alternatives for diapering their children.
- b. Establish a task force as part of the Solid Waste Policy Committee to make recommendations to local governments regarding the reduction of disposable diapers in the landfilled waste stream; and
- c. Develop programs for inclusion in future budgets.

ADOPTED by the Council of the Metropolitan Service

District this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

Agenda Item No. 7.2
Meeting Date: April 12, 1990

RESOLUTION NO. 90-1233

SOLID WASTE COMMITTEE REPORT

RESOLUTION NO. 90-1233, FOR THE PURPOSE OF APPROVING PROJECTS AND PROGRAMS FOR THE ONE PERCENT FOR RECYCLING PROGRAM 1989-90 FISCAL YEAR

Date: March 29, 1990

Presented by: Councilor Judy Wyers

Committee Recommendation: The Solid Waste Committee voted unanimously to recommend Council adoption of Resolution 90-1223. Voting: Councilors Hansen, Buchanan, DeJardin and Wyers. Absent: Councilor Bauer. This action taken March 20, 1990.

Committee Discussion/Issues: Solid Waste staff and the chair of the 1% for Recycling Advisory Committee gave a brief review of the 1% for Recycling Program. The program was established in the 1989-90 fiscal year. An advisory committee serves in a review capacity to solicit proposals and make recommendations to the Council. The committee is comprised of seven members, two from each of the three counties in the region and the chair, who is a Metro Councilor.

This year \$450,000 was available for the 1% for Recycling Program. This is the second funding cycle. The Committee selected 10 projects from 52 proposals submitted. The 10 projects total \$449,758.

Each of the Advisory Committee members described the projects that are recommended to receive grants and indicated why these projects were selected. The recommended projects are as follows:

1. Oregon Museum of Science and Industry (OMSI);
Education project to construct recycling exhibit. \$ 40,000
2. Oregon Puppet Theater;
Touring puppet production focusing on recycling
and waste reduction. \$ 17,200
3. Alpine Disposal and Recycling;
Curbside containers. \$ 1,658
4. City of West Linn;
Mixed paper collection from single family
residences. \$ 24,250
5. Morley & Associates;
Latex paint recycling. \$ 50,000
6. Northwest Quality Innovations;
Walking shoes made entirely from recycled
materials. \$110,000
7. Pacific Landings;
Curbside oil recycling. \$ 25,000
8. Protekt, Inc.
Prototype multi-material collection vehicle. \$110,000
9. United Pacific Recycling, Inc.
Reclaimed gypsum. \$ 54,000
10. White, Wykoff and Company;
Yard debris compost bins. \$ 17,650

SOLID WASTE COMMITTEE REPORT
Resolution No. 90-1233
March 29, 1990
Page 2

A public hearing was conducted by the Solid Waste Committee on March 20, 1990. Two individuals in the solid waste collection and recycling business objected to the funding of the materials collection vehicle. They stated that they did not think this project met the criteria of the 1% for Recycling Program. They also felt that to fund the collection vehicle created unfair competition. They said that they too would like to receive a grant for a collection vehicle as they could not afford one or even the finance charges on such equipment.

The Advisory Committee pointed out that the proposed \$110,000 grant to Protekt, Inc., was for a collection vehicle that would include a plastic grinder to granulate plastic collected on collection routes. That is what made this proposal more than just the purchase of a collection vehicle.

Councilor DeJardin suggested Metro consider a program that would help recyclers with the finance costs for purchases of recycling equipment.

The Solid Waste Committee Chair and the Advisory Committee Chair noted the quality of the proposals and the difficulty in selecting the projects to be funded. The Solid Waste Chair suggested that the project criteria for the 1% for Recycling Program be reviewed prior to the next funding cycle.

RB:165

STAFF REPORT

REPORT ON RECOMMENDATIONS OF THE ONE PERCENT FOR RECYCLING ADVISORY COMMITTEE FOR FISCAL YEAR 1989-1990.

Date: March 20, 1990

Presented by: Judith Mandt
Leigh Zimmerman

This staff report presents the recommendations by the 1% For Recycling Advisory Committee for the 1989-90 funding cycle and constitutes the 1% For Recycling Project List. This year, \$450,000 was available for the Program.

History: The program was established in the 1989-1990 fiscal year; this is the second funding cycle. An advisory committee serves in a review capacity to solicit proposals and make recommendations to the Council. The committee is comprised of seven members, two from each of the three counties and appointed by the EO, and the chair, who is a Metro Councilor appointed by the Presiding Officer. The committee began meeting last fall to review and revise the program criteria and guidelines for the 1989-90 fiscal year. These criteria and guidelines as well as the Request For Proposals were presented to and approved by the Council November 1, 1989. Proposals were solicited for a period of 60 days with advertisements placed in newspapers of local circulation. There were 52 proposals submitted by the proposal deadline of 5:00 p.m., January 12, totaling approximately \$4 million.

The proposals, which were divided into two categories, promotion/education and waste reduction were reviewed during January, February, and March. The committee was assisted by Solid Waste and Public Affairs staff in conducting the proposal evaluation; a standard evaluation tool was used to score assigned points to the proposals, based upon the extent to which the program objectives identified in the criteria and guidelines were met. The committee has established the policy of requiring that the proposer's identity be withheld until the review process is completed. This is done in order to protect objectivity and to ensure that proposals are evaluated solely on their merits. Following evaluation, the committee selected 14 proposals for further consideration. Interviews were conducted in Metro offices February 21 and 28 and March 7.

The committee selected 10 projects from this group for a program total of \$449,758. For some proposals, reductions in requested amounts are recommended. Where this occurs, an explanation of the committee's rationale and possible revised versions are included in this report.

A concern of the committee focused on publicizing this program and the projects funded with 1% funds. To assist in addressing this issue, all projects will be required to use signage or include in promotional materials a designation of Metro's contribution; i.e., Metro's "signature" will be required to be used on all publication materials and on-site at physical plants. This requirement will be included in the Scope of Work for each contract. Additionally, both Promotion/Education proposals would require consultation with the Metro Public Affairs Department during development, preparation and or construction.

At the conclusion of each project, an evaluation will be conducted by the proposer and Metro staff using evaluation methods identified in the contract Scope of Work. Conclusions from these assessments will be compiled into a report for presentation to the Council.

The proposals that have been selected by the committee for funding are shown as Exhibit A attached to the Resolution.

EXECUTIVE OFFICER'S COMMENTS

The proposals recommended for funding by the 1% For Recycling Committee meet the criteria established for the program. As such, they represent the Projects List Specified in Metro Code Section 5.04.050(a) for this program.

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROVING)	RESOLUTION NO. 90-1233
PROJECTS AND PROGRAMS FOR THE)	
ONE PERCENT FOR RECYCLING)	Introduced by Rena Cusma,
PROGRAM 1989-90 FISCAL YEAR)	Executive Officer

WHEREAS, A One Percent for Recycling Program was established by Ordinance No. 88-250B on July 14, 1988, to foster implementation of innovative recycling projects and programs; and

WHEREAS, An Advisory Committee was created to develop criteria and guidelines for the One Percent for Recycling Program; and

WHEREAS, Recommended criteria, guidelines and a Request for Proposals were adopted by the Council of the Metropolitan Service District on November 1, 1989, (Resolution No. 89-1167); and

WHEREAS, The Advisory Committee received and evaluated 52 proposals and interviewed 14 proposers; and

WHEREAS, The Recycling Advisory Committee has recommended 10 projects to be funded during this funding cycle; and

WHEREAS, Four hundred and fifty thousand dollars (\$450,000) for recycling projects was appropriated this fiscal year to fund projects; and

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

BE IT RESOLVED, That the Council of the Metropolitan Service District, as provided in Section 5.04.050 (a) of the Metro Code, approves the projects recommended by the One Percent for Recycling Committee as shown in Exhibit A.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

JM:sg
03/14/90
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Exhibit A

PROMOTION/EDUCATION

OMSI
Oregon Museum of Science and Industry
4015 SW Canyon Road
Portland, OR 97221

\$ 40,000

Project Coordinator:
Cory Samia

Waste Shed: Region Wide

Project: "Recyclotron" and Related Computer Game

This is an educational project to construct an interactive sculpture exhibit and related computer game which will be called the "Recyclotron". This Rube Goldbergesque exhibit will be built and installed at the existing OMSI, then moved and re-installed in the Global Issues Hall of the new facility, scheduled to open in spring 1992.

This machine will be an exhibit of solid waste production. The "Recyclotron" integrates solid waste, recycling and landfiling into one see-at-a-glance contraption. The viewer will observe household office and industrial trash handling by watching garbage units traveling in the "Recyclotron". Some units will go to the landfill, some will go to recycling centers. Some will return for immediate reuse while others will remain inert until all of the units are used up and the "Recyclotron" is started again. To activate the machine, the viewer is asked to make choices concerning waste disposal on the computer. The idea is to bring the garbage/recycling experience home by providing choices to personalize the viewer's involvement.

Two phases are proposed for this project. Phase 1 would require \$40,000 and would initiate the development and design of the computer program for the exhibit; initial research and testing is conducted during this phase. Phase 2, for which the committee recommends funds be set aside next year, would require \$60,000 and would complete the design, construction, and installation of the "Recyclotron".

Over 1,000,000 visitors participate annually at OMSI. This exhibit will provide Metro the opportunity, as a partner with OMSI, to sponsor a major exhibit at the new facility. The cost of this exhibit is about 10 cents per visitor for the first year; the value is inestimable as a tool in getting out the recycling and waste reduction message. The exhibit helps visitors recognize solid waste disposal as a connected system, identify personal responsibility for solid waste, and observe the financial and environmental consequences of personal choices. In particular, the committee is persuaded that the youthful audience

OMSI targets will benefit greatly from the lessons to be learned from the "Recyclotron".

The Public Affairs Department will have close involvement in this project, from conceptual designs to actual exhibit development. The contract Scope of Work will be developed jointly by Public Affairs and Solid Waste staff, including a program evaluation at the conclusion of the project. A 24-month timeline is proposed; it is expected that the exhibit will be complete by June, 1992.

Oregon Puppet Theater
PO Box 15203
Portland, OR 97214

\$ 17,200
Project Coordinator:
Susan Barthel

Waste Shed: Region Wide

Project: A Touring Puppet Production Focusing on Recycling and Waste Reduction

The Oregon Puppet Theater will prepare a 12-minute puppet show for schools (children age 6 to 12), teachers, and for community groups. This touring puppet production will be designed to increase awareness of waste reduction, recycling methods, and the need to reuse materials.

The proposers are considered to be the premier puppet company in the Pacific Northwest. They have a strong background in education and training and a reputation for excellent productions. As part of this project, the theater's staff will present 25 performances of the show throughout the Metro region. In addition, they will train Metro staff and volunteers to present performances through September 1, 1992. The proposal also includes preparation of an activity guide showing construction of puppets from recycled materials, and other skits and show themes about recycling.

Metro's current puppet show has been extremely successful and popular. However, a number of schools and community groups have already seen the presentation. Additionally, the set itself is becoming somewhat shop worn. This second production will respond to the strong interest in recycling and provide information in a manner suitable for young children. It will develop new themes and address new audiences as well as expand numerically the number of schools and groups that Metro can serve. The Oregon Puppet Theater will be responsible for basic maintenance of the puppets and scenery through September 1992.

The term of this project is one year from start-up date. The Public Affairs Department will be integrally involved in the project from concept to performance; the Scope of Work will be

developed jointly by Public Affairs and Solid Waste staff. Metro volunteers and staff will continue to present the puppet show after the term of the grant has expired.

WASTE REDUCTION

Alpine Disposal and Recycling
PO Box 16674
Portland, OR 97216

\$ 1,658
Project Coordinator:
Marguerite Truttman

Waste Shed: Portland

Project: Curbside Containers

Last year, the One Percent Program funded the purchase of 1,500 single bin recycling containers for this company operating in northeast Portland. This reduced the number of containers originally requested by the proposer. This year Alpine has asked the committee to fund the purchase of 250 additional containers so that all their customers are equally served.

Offering containers and weekly pick-up on the same day as garbage collection has proved highly successful. Recycling participation rates on Alpine's routes have increased substantially from 58 percent prior to receiving the bins to 84 percent after two months of program operation. Alpine indicates that the availability of containers has heightened their customers' interest in recycling and has increased the types and quantities of materials they recycle. In addition, the container which is made from 25 percent recycled plastic has been durable and easy to handle.

The proposer does not have sufficient resources to purchase recycling containers for the rest of its customer base and customers have been unwilling to purchase bins themselves. The committee selected this proposal because they want to expand the project to all residents in the community. The enhanced program has the potential of achieving even greater waste reduction as well as providing useful data to Metro on the impact of containers on recycling levels.

The proposal should achieve approximately 15 percent waste reduction for this service area. "One Percent" dollars will pay for the recycling containers, educational brochures and decals.

The term of the project is one year from the start-up date. Bins should be delivered about four to six weeks after they are ordered. The proposer will report monthly to Metro and prepare a final report at the end of the project.

City of West Linn
2042 Eighth Avenue
West Linn, OR 97068

\$ 24,250
Project Coordinator:
Ed Druback

Waste Shed: West Linn

Project: Mixed Paper Collection From Single Family Residences

This project will test the economic feasibility of high-grading paper from residential sources. It includes distribution of bags for collecting mixed waste paper, and expansion of West Linn's Recycling Center to sort the materials after collection. At least 500 homes in West Linn will be served.

Specifically, homeowners will receive collection bags at the Center on a first come basis. Bags will be for mixed waste paper; instructions on what types of paper may be placed in them will be provided. When the bag is full, residents will bring them to West Linn's Recycling Center and obtain an empty bag. At the facility, bags will be emptied onto a conveyor. Four "pickers" will pull out specific paper types including magazines/catalogues, white ledger, newsprint, colored ledger, Kraft, OCC and computer, and contaminants. A city employee will supervise the sorting which will be done by individuals referred from the community corrections program.

The committee selected this proposal because it tackles the highest volume commodity still in the residential waste stream that can be recycled. Approximately 22% of the residential waste stream is paper. The targeted residents are avid recyclers and high participation rates are expected. If this demonstration project is successful, it will be expanded to all West Linn residences. This could result in 1,500 tons per year of mixed paper being collected and processed.

"One Percent" funds will be used primarily for capital outlay. A small portion will be allocated to promotion and education. If successful, the project can become self-sustaining. The term of the project is one year from start-up date.

Morley & Associates
Pacific Northwest Society of
Coating Technology, Portland Section
402 Pioneer Building
Seattle, WA 98104

\$ 50,000

Project Coordinator:
Philip Morley

Waste Shed: Region Wide

Project: Latex Paint Recycling Project

This project will set up a paint recycling unit at Metro's fall household hazardous waste collection event, scheduled to be conducted at four sites in the region. The original proposal requested \$74,500 to conduct both a spring and fall event, however, the Spring component was eliminated by the committee because there is not enough time to plan adequately for it. The recommended grant has been reduced to not exceed \$50,000, with approximately \$10,000 in reserve for contingency, with the recognition that some costs will only be so reducible regardless if one or two events are done.

The proposer expects to collect approximately 2,700 gallons of latex paint to be recycled into two marketable products: light interior flat and darker exterior flat. A discrete sorting protocol will be used to sort old latex paint as it is received. It will be batched and tested at a local paint manufacturer, where it will be reprocessed to meet industry quality standards.

The project is a joint undertaking of a Portland based association of paint manufacturers and Morley Associates, the recycling consulting firm that conducted two latex paint recycling projects for the City of Seattle during 1988 and 1989. The paint product derived from Metro's project will be sold through the local outlets of one or more paint retailers.

The region currently has no operation for collecting and recycling paint. In the future, Metro's facilities will be receiving latex paints along with household hazardous wastes for potential recycling; waste exchanges may also be included in the system management. In addition to recycling old paint, it is the intent of this project to obtain important direct experience in this area preparatory to implementation of paint separation at our facilities. Ideally, this proposal would form the foundation for a permanent, self-supporting program in the region, operated by local paint manufacturers; one to which Metro's contractors may direct materials.

The Solid Waste Engineering division will be closely involved in this project, assisting in development of the contract Scope of Work and project oversight during the collection event. Within one year following the event, an evaluation of the project and subsequent marketing activities will be submitted to Metro by the vendor. This project is expected to conclude no later than October, 1991.

Northwest Quality Innovations
18050 S. Skylands Circle
Lake Oswego, OR 97034

\$110,000
Project Coordinator:
Julie Lewis

Waste Shed: Region Wide

Project: Walking Shoe Made Entirely of Recycled Materials
"Dejashoe: It's been there before and it's still
taking you places."

This project will fund the production of a walking shoe made entirely of recycled materials. The product to be called Dejashoe will be a practical consumer item that serves an educational as well as a waste reduction purpose. The shoe will be tangible evidence of a useful, attractive, quality product made from recycled materials.

Using the One Percent grant funds the proposer will manufacture and test market 5000 pairs of these recycled shoes. The shoe uppers will be composed of 100% polypropylene plastic from post-commercial sources in the Portland area. The polypropylene will be made from pellets which are extruded, dyed and woven into a fabric. The remainder of the shoe uppers will be made from reconstructed leather and foam. The shoe soles will be made of 100% reclaimed tire rubber and the insole from recycled paper. Finally, all packaging materials for the shoes, including cartons, tissue, boxes, and promotional materials will be made from recycled paper.

The proposer will receive the polypropylene pellets from a local plastics processor, ship them to a company in Georgia where they will be extruded, dyed and woven into a fabric. The rubber and other recycled materials will be obtained from Oregon companies, and when possible, from the Portland region. The prototype shoe will use standard molds provided by a major producer of athletic shoes headquartered in Beaverton. This company has also agreed to guide the product development and marketing phases of the project. Marketing will occur through direct retail sales or via distributors. Several major companies specializing in catalogue sales have expressed an interest in test marketing the shoes after the prototype is made.

The following quantities of materials will be removed from the waste stream per 5000 pairs of shoes: 1000 pounds of polypropylene, 725 pounds of paper, 97 pounds of reconstructed leather, 50 pounds of reconstituted foam and 2000 pounds of reclaimed tire rubber. Although the initial waste reduction is low, the product offers tremendous potential for growth, the potential to expand into other product lines made of recycled materials, and an opportunity to educate the general public about the attractiveness of recycled products. Additionally, it will reinforce to manufacturers the public's preference and demand for recycled products, which is already a factor in choices made by manufacturers concerning recycled plastic in packaging materials.

In addition to the Metro grant, the proposer is contributing a substantial amount of dollars in personal investment. Eighty-two percent of the Metro grant will cover shoe production costs. The remainder will go towards marketing the product.

The term of this project is one year from the start-up date. Production can occur as soon as start-up funds are received.

Pacific Landings, Ltd.
1208 SW 13th Avenue, Suite 208
Portland, OR 97205

\$ 25,000
Project Coordinator:
Tom Hayden

Waste Shed: Multnomah

Project: Curbside Oil Recycling Pilot Project (Pac-Lube Containers)

This project will implement a curbside oil recycling program utilizing the Pac-Lube Oil Regeneration System. The proposer will provide two oil collection boxes to a targeted group of 5000 single family residences in Gresham. The grant funds will pay for the manufacture and distribution of the oil recycling containers, educational and promotional materials, and a survey of program effectiveness.

The One Percent for Recycling Committee selected this proposal because it targets used motor oil, a material emphasized in the program this year. Currently many "do-it-yourself" oil changers are not recycling used motor oil. Some pour it down storm drains or on the ground. Those who do recycle their motor oil often do not use clean, tightly-sealed containers. This creates problems for garbage haulers. Through this project Metro can conduct a study to determine the impact of special stackable containers and promotion and education materials on oil recycling participation levels.

Specifically, the proposer will work with a franchised hauler in the central Gresham area. The hauler will distribute the two "oil collector" boxes to their clients, pick-up full containers at curbside, and take them to an oil collection tank where the used oil will be emptied and stored prior to transport to a recycling facility. The cardboard box and plastic insert are both recyclable. The proposer will clean plastic bags using an emulsifier at the central collection tank. The cardboard box will be sent to a company in Salem for reprocessing. A plant in central Washington will process the plastic insert for recycling.

The proposer requested \$49,555 to carry out this project. However, the committee reduced the grant to \$25,000 on the premise that only about 50% of the households at most will be likely to participate. As a result, the number of targeted households may be reduced, the education and promotional

materials will be scaled down, and the number of surveys will be reduced.

The term of this project is six-months from the start-up date. The proposer hopes to begin distributing containers in May and conclude the project in November in order to take advantage of the optimum months for oil recycling.

Protekt, Inc.
1995 N. Jantzen Avenue
Portland, OR 97217

\$110,000
Project Coordinator:
Jason Stanton

Waste Shed: Portland

Project: A Prototype Multi-Material Collection Vehicle

This project will design and construct a prototype multi-material collection vehicle which will include a plastic grinder to granulate plastic collected enroute. The project proposers are Elmer's Sanitary, a local collection company in Southeast Portland, and Partek, Inc., a post consumer plastics processor located in Clark County, Washington. Partek is one of two major plastic processors in this area and receives material from collectors all over the region including Oregon Processing and Recovery Center, the Environmental Learning Center, Citistics, Sunflower Recycling, and KB Recycling.

This proposal targets plastic bottles for collection enroute at the same time other residential curbside recyclables are collected. The types of plastic bottles received in this project are HDPE, LDPE, PET, PVC, and PP. The list includes milk jugs, juice and water bottles, and bottles which contained shampoo, household cleaners, soaps, detergents, fabric softeners, motor oils, antifreeze, alcohol, cooking oil, ketchup, mustard, mouthwash, etc. Residents will receive promotional information and preparation instructions similar to other principal recyclable materials.

The route is located in Southeast Portland; the project will begin with 2,000 households in July and add 1,000 households per month through February, 1991, to reach the route total of 9,000 households. At the present rate of recycling on the route, it is anticipated that approximately 50% of the customers, or 4,500 households, will be participating by the end of the project.

The plastic grinder was designed and will be installed on the vehicle by engineers at Partek, Inc. It is a compact, lightweight, fast and quiet piece of equipment. During testing, the machinery has demonstrated the ability to grind material to a volume reduction of 90%. The motor is small with low power demand and can be operated while the truck is running. The vehicle will be designed to house 8 bins of varying sizes for colored glasses, tin, motor oil, old corrugated cardboard, newspaper, and plastics; the plastics bin will be located on the

front of the truck immediately behind the cab. The vehicle is a 1990 International Harvester 4600 series truck with a total payload of 9,500 pounds (4.75 tons).

The attractiveness of this proposal is the potential it represents for application elsewhere. If it can be proven that such equipment will work efficiently, the potential exists that other recycling vehicles can be converted to add plastics collection because granulation equipment is available that works effectively enroute. We know of no other such project anywhere in the country. If it is successful, it will very likely be duplicated elsewhere.

A major potential detractor to the equipment is the mixing of plastic types in one bin. Most processors will not accept material that is mixed, particularly after it has been granulated. Partek, Inc. has developed equipment that will separate the various types of mixed flake in a flotation process and guarantees to purchase the material from the collector. They will pay a premium of 5 cents more per pound for the granulated material, or a total of \$204 per ton. This guarantee, combined with the revenues derived from the sale of other recyclables picked up enroute will make it feasible to continue this program. The estimated life of the equipment is seven years.

The waste reduction for this project is expected to be about 600 tons for the first year and about 1,000 tons per year for each year thereafter. The project is expected to conclude in July, 1991.

United Pacific Recycling, Inc.
17364 SW Boones Ferry Road
Portland, OR 97035

\$ 54,000
Project Coordinator:
Bill Soule

Waste Shed: Region Wide

Project: Reclaimed Gypsum

This project proposes to develop a system to reclaim gypsum contained in scrap dry wall (sheet rock). The gypsum would be combined with tree lignen to produce a pellet for use as a fertilizer in agricultural application. The proposer requests funds to test the feasibility of this process.

The proposer is currently reclaiming gypsum from scrap dry wall and marketing it on a limited basis as a soil enhancer for agricultural purposes in some areas of Oregon. This product is in powdered form and farmers using the material have experienced difficulty with it due to the tendency of the powder to clog the spreading equipment. The proposer has received requests to make the material available in a more efficient form and has assurances of a higher demand if the product is perfected. Gypsum could be pelletized with the introduction of a binding

agent. A commonly found agent is known as lignen, grown in trees. Equipment is available to produce the product.

The proposer has requested funds to procure a pelletizing machine to produce the pellets. His current operation is located in North Plains. It is a plant which receives scrap dry wall from dry wall suppliers in the Metro region. (There are no dry wall manufacturers in the region, the closest plant is located in Tacoma.) The dry wall is shipped to suppliers via rail or truck in large shipments of several hundred sheets. To prevent breakage and slippage during shipment, the sheets are separated by strips of drywall called sleuters. Sleuters are about 4 inches wide and several feet long. Once they are used in shipment, they are discarded along with the broken sheets of dry wall.

The proposer's business is to pick up loads of these sleuters and broken sheets at local suppliers and deliver them to the plant to be recycled. The plant has a large machine which crushes the gypsum into powder, thus separating it from the thick cardboard-like paper backing; the paper is recycled. According to the proposer, there is no further demand for this product as is. There seems to be sufficient demand, however, for a more efficient product in pellet form, which would allow expansion to receive more of this material and for the proposer to seek other sources of dry wall currently being landfilled.

There is a concern with this proposal that contaminated loads not be mixed into the clean scrap material, and about the economic feasibility of separating the material at construction sites. It is currently not considered economically feasible for demolition or construction site separation. The proposer intends to seek materials from small mobile home and recreational vehicle manufacturers, for whom it is economically feasible to separate this material into single drop boxes for removal. The disposal cost savings would offset the added labor costs associated with separating the scrap dry wall material from other drop box loads. It is hoped that once demonstrated, the separation methods could be applied to other manufacturing and construction operations. The recently completed select waste study estimates that 15,000 tons of dry wall are generated and disposed of annually in the Portland-Vancouver area.

This proposal would be conducted in four stages, the first of which involves product testing. A sample of material would be produced for testing purposes from the scrap dry wall and lignen. This is estimated to cost \$5,000. If the laboratory testing did not verify the safety of the product, the project would be terminated. This would take about one month. If laboratory tests demonstrated the material is non-hazardous and usable, the pelletizing equipment would be purchased, installed, tested, and product marketing would commence. The approximate waste reduction is difficult to estimate due to the uncertainties of market demand during the first year and the time constraints

involved in making new contacts and working with scrap dry wall generators to obtain more material. The equipment, however, is expected to be capable of processing up to 48 tons per day. This project is expected to conclude in July, 1991.

White, Wykoff and Company
222 NW Davis #317
Portland, OR 97205

\$ 17,650
Project Coordinator:
Easton Cross

Waste Shed: Region Wide

Project: Yard Debris Compost Bins

The proposer will manufacture, distribute and analyze the effectiveness of a low cost, efficient bin for home composting. The goal of the project is to reduce the nearly 300,000 cubic yards of leaves, grass clippings and other compostable yard waste generated by residents and put into the waste stream annually.

Specifically, the proposer will produce 500 simplified yard debris composting containers designed to hold one-half cubic yard of material. This container is designed not so much for the avid gardener as it is for the casual gardener, a constituent we have yet to reach with the home composting message. The simplicity of design and ease of use are intended to provide a convenient method of composting for those who would otherwise dispose of their yard debris. The containers will be made of wire-mesh and can be folded into a 30 by 30 inch square for shipping and storage. The proposer will distribute the containers through ten retail garden stores in the region. The Portland Nursery Association is actively supporting the proposal.

Each garden store will receive a floor display model of the product. A coupon that allows customers to purchase the containers at a discount will be provided to those who agree to participate in a follow-up survey. The proposer will conduct the follow-up survey of 200 purchasers in early fall. The purpose of the survey will be to determine the effectiveness of the containers and their impact on home composting levels.

The committee selected this proposal because it targets the reduction of yard debris which is a substantial portion of the waste stream. Data on a simplified compost bin will support Metro's Regional Yard Debris Plan and provide valuable information on home composting.

The One Percent grant will cover the costs of container production, sales posters, redeemable coupons, brochures and survey costs. The term of the project is six months from the start-up date.

MINORITY REPORT

RESOLUTION NO. 90-1232A, FOR THE PURPOSE OF REDUCING THE AMOUNT OF DISPOSABLE DIAPERS IN THE SOLID WASTE STREAM

Date: April 12, 1990

Presented by: Councilor Tom
DeJardin

On April 3, 1990, the Solid Waste Committee voted 4 to 1 to recommend Council adoption of Resolution No. 90-1232A as amended. While I support some of the objectives of the resolution, I do not support the resolution as proposed.

At the Solid Waste Committee referred to above, I introduced Resolution No. 90-1232B, For the Purpose of Increasing the Amount of Recycled and Composted Waste. I think this resolution provides a better approach to reducing the amount of waste that is landfilled, and to promoting alternatives to landfilling. It provides an approach that works closely with the paper industry to reduce the amount of paper products, including disposable diapers, going to the landfill. It includes steps to increase the recycling and composting of paper and paperboard products, including disposable diapers.

My main concern with Resolution No. 90-1232A is that it targets a specific product, namely, disposable diapers. Regardless of how many times we say the resolution does not ban disposable diapers, it will still be construed as a ban. In addition, I think the resolution is predicated on public education. Public education to address the problem is good, but we also need the cooperation and resources of the paper industry and others to be successful in our efforts to increase the amount of recycled and composted waste.

The paper industry has committed to work with Metro, local solid waste collection authorities, and operators of the region's transfer stations, landfills, composting and materials processing facilities to develop plans for increasing the recycling of paper and paperboard products wherever feasible, and the composting of paper and paperboard products including disposable diapers, if recycling is not feasible.

Since I think the above approach is better policy, I am recommending the following amendments to Resolution No. 90-1232A.

TD:RB:pa
A:RRB.174

AMENDMENTS TO RESOLUTION #90-1232A

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REDUCING)	Resolution No. 90-1232A
THE AMOUNT OF DISPOSABLE)	
DIAPERS IN THE SOLID WASTE)	Introduced by Councilor
STREAM)	Gary Hansen

WHEREAS, Metro is committed to reducing the volume of waste landfilled and to promoting alternatives to disposable products; and

WHEREAS, Disposable diapers comprise about one percent of the region's solid waste stream (11,600 tons per year); and

~~WHEREAS, The average baby requires approximately 3,120 diaper changes a year and which results in over 1,000 pounds of waste per child; and~~

WHEREAS, As the Metro composting facility and other materials processing facilities come on line, alternatives are being created for recycling and composting waste, such as disposable diapers, which alternatives should be utilized to the maximum extent feasible; now, therefore,

BE IT RESOLVED:

1. That the Metropolitan Service District establish a goal of reduction and diversion of disposable diapers from the landfill to the maximum extent feasible.

2. That Metro shall actively encourage ~~the use of environmentally sound alternatives to disposable diapers~~
consumers and institutions to consider environmental impacts in their selection of diapering products.

3. That Metro recognizes composting of disposable diapers is preferable to landfilling of diapers and will work

with the disposable diaper manufacturers and users to encourage composting of disposable diapers.

4. That Metro will actively work with local solid waste collection authorities to encourage diversion of disposable diapers to the composter.

5. That Metro shall advise and assist institutions such as nursing homes, day care centers, housing authorities, and multi-family residences in the transition to [alternative] cloth diapers or composting of disposable diapers.

6. That the goal of reduction of disposable diapers in the landfill to the maximum extent feasible shall be incorporated in all relevant policies and legislative agendas of Metro.

7. The Executive Officer shall be empowered to initiate the following during FY 1990-1991:

- a. Prepare and distribute an educational brochure, explaining costs and environmental impacts, for new parents and available to the general public regarding alternatives for diapering their children;
- b. Establish a task force as part of the Solid Waste Policy Committee and make recommendations to local governments regarding the reduction of disposable diapers in the landfilled waste stream; and
- c. Develop programs for inclusion in future budgets.

8. That Metro recognizes that recycling, including composting, of disposable diapers is better solid waste policy than a ban.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

AMENDMENTS TO RESOLUTION 90-1232A

1. Delete the third recital (page 1, lines 6-8).

Explanation: The figures in this recital are not accurate. They are based on the number of diaper changes made per year by a user of cloth diapers, and the data from independent, national organizations is clear that disposables need to be, and are, changed far less frequently. The figure for pounds of waste per year is dramatically overstated, and inconsistent with Metro's own data collected in its Waste Characterization Studies.

2. Revise the second numbered paragraph to read: "That Metro shall actively encourage consumers and institutions to consider environmental impacts in their selection of diapering products."

Explanation: As written, this part of the resolution presumes that cloth diapers are superior to disposable diapers when the total environmental impact of both products is compared--and that is not true. Independent analysts, like the National Resources Defense Counsel's Dr. Allen Hershkowitz, have concluded that cloth diapers are not better than disposable diapers in terms of environmental impact, and disposable diapers have some significant personal and public health benefits. Dr. Hershkowitz suggests that consumers ought to be well informed before they choose, and if Metro educates the public, it should be by stating fully and fairly the relevant facts.

3. Add an eighth numbered paragraph to read: "That Metro recognizes that recycling, including composting, of disposable diapers is better solid waste policy than a ban."

Explanation: Although several Metro Councilors have stated that this resolution is not a ban, news media reports of Metro's actions to date have confused the public, many of whom still believe (based on initial reports regarding the original resolution) that Metro favors a ban. This addition will clarify the stated intent of the Metro Council, that this resolution is not a ban.

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF INCREASING) Resolution No. 90-1232
THE AMOUNT OF RECYCLED AND)
COMPOSTED WASTE)

WHEREAS, Metro is committed to reducing the amount of waste that is landfilled, and to promoting alternatives to landfilling waste; and

WHEREAS, Paper and paperboard products are a major part of the region's solid waste stream; and

WHEREAS, Paper and paperboard products are valuable resources that can be recycled, including by composting; and

WHEREAS, Disposable diapers are a paper product that can be recycled or composted instead of being disposed of in landfills; and

WHEREAS, As the Metro composting facility and other materials processing facilities come on line, alternatives are being created for recycling and composting waste, including paper products such as disposable diapers, which alternatives should be utilized to the maximum extent feasible; now, therefore,

BE IT RESOLVED:

1. That the Metropolitan Service District shall take steps to increase the recycling and composting of paper and paperboard products, including disposable diapers, and to reduce the disposal of paper and paperboard products in the region's landfills.

2. The paper industry has committed to work with Metro, local solid waste collection authorities, and operators of

the region's transfer stations, landfills, composting and materials processing facilities to develop plans for increasing the recycling of paper and paperboard products wherever feasible, and the composting of paper and paperboard products including disposable diapers if recycling is not feasible, which plans shall be submitted to the Solid Waste Committee for its consideration within three months of the date the Metro-Riedel composter becomes fully operational.

3. That such plans address how Metro can assist institutions such as nursing homes, day care centers, and hospitals, and consumers on how they can help in achieving higher levels of recycling, including composting, of paper and paperboard products, including disposable diapers.

4. That the goal of reduction of the landfilling of recyclable and compostable materials shall be incorporated in all relevant policies and legislative agendas of Metro.

5. That Metro recognizes recycling, including composting, as a better solid waste policy than artificial restrictions on products if those products can be recycled or composted.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

SOLID WASTE COMMITTEE REPORT

RESOLUTION NO. 90-1232A, FOR THE PURPOSE OF REDUCING THE AMOUNT OF DISPOSABLE DIAPERS IN THE SOLID WASTE STREAM

Date: April 4, 1990

Presented by: Councilor Gary Hansen

Committee Recommendation: The Solid Waste Committee voted 4 to 1 to recommend Council adoption of Resolution No. 90-1232A as amended. Voting aye: Councilors Hansen, Bauer, Buchanan, and Wyers. Voting nay: Councilor DeJardin. This action was taken April 3, 1990.

Committee Discussion/Issues: On March 12, 1990, the Solid Waste Committee after holding a public hearing, voted to recommend Council adoption of Resolution No. 90-1232. The Council on March 22, 1990, referred the resolution back to the Solid Waste Committee.

Two new versions of Resolution No. 90-1232 were introduced at the Solid Waste Committee meeting on April 3, 1990: Resolution No. 90-1232A by Councilor Hansen and Resolution No. 90-1232B by Councilor DeJardin. The major differences between the new resolutions are as follows:

1. The "A" version refers to disposable diapers throughout the resolution whereas the "B" version refers to paper and paper products, including disposable diapers.
2. The "B" version includes a statement that the paper industry has committed to work with Metro and others to develop plans for increasing the recycling of paper and paperboard products wherever feasible, and the composting of paper and paperboard products including disposable diapers if recycling is not feasible.
3. The "A" version includes the preparation of an educational brochure regarding alternatives for diapering; the establishment of a task force to make recommendations to local governments and the development of programs for inclusion in future budgets.

Both resolutions were considered at the public hearing held April 3, 1990, by the Solid Waste Committee. Two paper industry representatives spoke in favor of Resolution No. 90-1232B, and indicated the industry's commitment to reducing the amount of paper and paper products, including disposable diapers, going to landfills.

Metro Councilor Knowles; a representative for "Citizens for Cloth Diapers;" a representative of a cloth diaper service; and a citizen indicated their support for the original version of the

SOLID WASTE COMMITTEE REPORT
Resolution No. 90-1232A
April 4, 1990
Page 2

resolution. They expressed their concern over the environmental impacts of disposable diapers.

The Solid Waste Committee again emphasized that Metro is not proposing a ban on disposable diapers. The intent is to reduce the amount of disposable diapers going to the landfill.

The Committee indicated its concern about the limited capacity of the composter. The region cannot send all disposable diapers to the composter. The amount of disposable diapers in the wastestream needs to be reduced.

The Committee stressed the importance of public education--the need to make the public aware of diapering alternatives and their costs and environmental impacts.

Councilor DeJardin stated he supports an approach that does not target a specific product such as disposable diapers; an approach that works closely with the paper industry to reduce the amount of paper products, including disposable diapers, going to the landfill. He moved adoption of Resolution No. 90-1232B. The motion failed 4 to 1.

The majority of the Committee felt Resolution No. 90-1232A would better achieve the objective of reducing the amount of disposable diapers going to the landfill because it is more specific and more complete in its stated actions. Councilor Wyers recommended amendments which were approved by the Committee and are included in the resolution.

GH:RB:pa
RB:166

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REDUCING)	Resolution No. 90-1232A
THE AMOUNT OF DISPOSABLE)	
DIAPERS IN THE SOLID WASTE)	Introduced by Councilor
STREAM)	Gary Hansen

WHEREAS, Metro is committed to reducing the volume of waste landfilled and to promoting alternatives to disposable products; and

WHEREAS, Disposable diapers comprise about one percent of the region's solid waste stream (11,600 tons per year); and

WHEREAS, The average baby requires approximately 3,120 diaper changes a year and which results in over 1,000 pounds of waste per child; and

WHEREAS, As the Metro composting facility and other materials processing facilities come on line, alternatives are being created for recycling and composting waste, such as disposable diapers, which alternatives should be utilized to the maximum extent feasible; now, therefore,

BE IT RESOLVED:

1. That the Metropolitan Service District establish a goal of reduction and diversion of disposable diapers from the landfill to the maximum extent feasible.
2. That Metro shall actively encourage the use of environmentally sound alternatives to disposable diapers.
3. That Metro recognizes composting of disposable diapers is preferable to landfilling of diapers and will work

with the disposable diaper manufacturers and users to encourage composting of disposable diapers.

4. That Metro will actively work with local solid waste collection authorities to encourage diversion of disposable diapers to the composter.

5. That Metro shall advise and assist institutions such as nursing homes, day care centers, housing authorities, and multi-family residences in the transition to [alternative] cloth diapers or composting of disposable diapers.

6. That the goal of reduction of disposable diapers in the landfill to the maximum extent feasible shall be incorporated in all relevant policies and legislative agendas of Metro.

7. The Executive Officer shall be empowered to initiate the following during FY 1990-1991:

- a. Prepare and distribute an educational brochure, explaining costs and environmental impacts, for new parents and available to the general public regarding alternatives for diapering their children.
- b. Establish a task force as part of the Solid Waste Policy Committee to make recommendations to local governments regarding the reduction of disposable diapers in the landfilled waste stream; and
- c. Develop programs for inclusion in future budgets.

ADOPTED by the Council of the Metropolitan Service

District this _____ day of _____, 1990.

Tanya Collier, Presiding Officer

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REDUCING)	Resolution No. 90-1232A
THE AMOUNT OF DISPOSABLE)	
DIAPERS IN THE SOLID WASTE)	Introduced by Councilor
STREAM)	Gary Hansen

WHEREAS, the Metropolitan Service District is committed to reducing the volume of waste landfilled and to promoting alternatives to disposable products; and

WHEREAS, Disposable diapers comprise about one percent of the region's solid waste stream (11,600 tons per year); and

WHEREAS, Using disposable diapers, the average baby contributes over 1,000 pounds of waste per child per year; and

WHEREAS, As the Metro composting facility and other materials processing facilities come on line, alternatives are being created for recycling and composting waste, such as disposable diapers, which alternatives should be utilized to the maximum extent feasible; now, therefore,

BE IT RESOLVED:

1. That the Metropolitan Service District establishes a goal of reduction and diversion of disposable diapers from landfills.
2. That Metro shall actively encourage the use of environmentally sound alternatives to disposable diapers.
3. That Metro recognizes composting of disposable diapers is preferable to landfilling of diapers and will work with the disposable diaper manufacturers and users to encourage composting of disposable diapers.

4. That Metro will actively work with local solid waste collection authorities to encourage diversion of disposable diapers to the composter.

5. That Metro shall advise and assist institutions such as nursing homes, day care centers, housing authorities, and multi-family residences in the transition to cloth diapers or composting of disposable diapers.

6. That the goal of reduction of disposable diapers in landfills shall be incorporated in all relevant policies and legislative agendas of Metro.

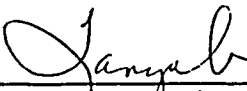
7. The Executive Officer shall initiate the following during FY 1990-1991:

a. Prepare and distribute an educational brochure, explaining costs and environmental impacts, for new parents and available to the general public regarding alternatives for diapering their children;

b. Develop programs for inclusion in future budgets.

8. The Solid Waste Policy Advisory Committee shall establish a task force to make recommendations to local governments regarding the reduction of disposable diapers in the landfilled waste stream; and

ADOPTED by the Council of the Metropolitan Service District this 12th day of April, 1990.



Tanya Collier, Presiding Officer

GH:pa/gpwb
a:\90-1232A.RES



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

April 24, 1990

Executive Officer
Rena Cusma

Metro Council

Tanya Collier
Presiding Officer
District 9

Gary Hansen
Deputy Presiding
Officer
District 12

Mike Ragsdale
District 1

Lawrence Bauer
District 2

Jim Gardner
District 3

Richard Devlin
District 4

Tom DeJardin
District 5

George Van Bergen
District 6

Ruth McFarland
District 7

Judy Wyers
District 8

Roger Buchanan
District 10

David Knowles
District 11

Dear M:

Thank you very much for your interest in the "diaper" issue. Your comments were seriously considered in the attached resolution that was supported on a 10-1 vote.

Please continue sharing your opinion with us; it does make a difference.

Sincerely,

Tanya Collier
Presiding Officer

cc: Metro Council

TC/lc
Dia.ltr.

Paul Cosgrove
Lindsay, Hart, Neil & Weigler
222 SW Columbia #1800
Portland, Oregon 97201

Ron Lustik
Proctor & Gamble
PO Box 599
Cincinnati, Ohio

Tom Novick
3314 NE 65th
Portland, Oregon 97213

Mal Bellafronto
3612 Tempest Dr.
Lake Oswego, OR 97034

Steffanie Anderson
5224 NE 42nd
Portland, Oregon 97218

Dale Sherbourne
5515 SW Corbett
Portland, OR 97201

The Honorable Jane Hardy Cease
Oregon State Senate
Salem, OR 97310

Rachel and Steve Cramer
20220 N.E. San Rafael
Troutdale, OR 97060

Deborah A. Rich
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Portland, OR 97236

Laurie B. Demarest
1314 N. W. Irving St., #409
Portland, OR 97209

Dee Dee Kent-Griffin
1911 S. E. 42nd Ave.
Portland, OR 97215

Citizens for Cloth Diapers
3314 N.E. 65th Avenue
Portland, OR 97213
(503) 282-9749

Testimony of Tom Novick
before the Metro Council
in support of Resolution No. 90-1232
April 12, 1990

Madame Chair and members of the Committee, my name is Tom Novick and I am the spokesperson for Citizens for Cloth Diapers, a coalition of organizations and individuals from the environmental community, recyclers, health care professionals and child care professionals formed to inform the public about the effects of disposable diapers on the environment. Thank you for the opportunity to appear before you this evening.

We strongly support adoption of the resolution before you tonight. Single use "disposable " diapers comprise 2.36 percent of residential solid waste by weight in the Metro area. Because there is an environmentally sound alternative (cloth diapers) readily available, disposable diapers are an excellent target for solid waste reduction efforts. The 1983 Recycling Opportunity Act sets reduction of solid waste as the highest priority in managing solid waste in Oregon. An education campaign as outlined in this resolution which describes diapering alternatives would have a direct impact on reducing solid waste in the Metropolitan Service District. There would be a reduction of over one ton of solid waste generated for each baby whose family chooses an alternative to disposable diapers during the average 2.5 year diapering period. Put into yearly terms, for every one hundred families that do not use disposable diapers, there would be a direct reduction of over 50 tons, per year, of solid waste diverted from the landfill.

Opponents of this resolution, led by the manufacturers of throwaway diapers, will argue that we need to focus on all aspects of paper in our waste stream, not just diapers. We have shown in the past, however, with actions like the bottle bill that targeting particular parts of our waste stream is an effective method of reducing waste.

In disposable diapers we have a consumer product which utilizes resources and ends up in a landfill which can easily be replaced with a reusable alternative. By supporting this proposal Metro would join a growing list of public agencies which have begun to address this important solid waste reduction issue, examples of which include: the Colorado Public Service Agency which included a brochure in all utility bills mailed throughout the state; the City of Berkeley which includes information on this issue in the citywide precycle campaign; the San Francisco County Recycling Agency which dedicates two pages of their twelve page recycling brochure to disposable diapers; the New York State Consumer Protection Board which is producing a brochure for distribution; and the Seattle Solid Waste Utility which funded a brochure and educational program by the King County Nurses Association.

You may be asked to consider amendments which change the focus of this resolution from waste reduction to composting of soiled diapers. Several points should be considered. If you intend to follow the Solid Waste Disposal hierarchy the resolution before you addresses the highest priority; waste reduction. Composting does not do this. The composter will handle roughly 20% of the regions garbage. How will diapers be separated out from the other 80% of our regions waste? Will there be separate collection of soiled diapers? Who will pay the additional cost? Taking action on this resolution and providing citizens with information on diapering alternatives does not preclude Metro from looking at composting for those diapers that remain in the waste stream. In fact the resolution addresses this issue by stating that composting is preferable to landfilling.

In addition to Citizens for Cloth Diapers the following elected officials and organizations also support this resolution; City Commissioner Earl Blumenauer, State Senators Jane Cease and Dick Springer, the Oregon State Public Interest Research Group (OSPIRG) and the Oregon Consumer League.

This resolution is an important step in confronting solid waste problems in our region. By focusing on education and diaper abatement programs we avoid more controversial actions like bans. It is a reasonable, sound approach to dealing with this problem. The resolution can have direct impacts in reducing solid waste. It will also help to show citizens that their consumer choices can have a positive impact on our environment. We strongly encourage your adoption of this resolution. Thank you.

Disposable diapers merit Metro Council targeting

By TOM NOVICK

What product annually consumes 82,000 tons of plastic, 1.3 million tons of wood pulp (about a quarter of a million trees), and makes up 2 percent of solid waste that ends up in landfills?

The single-use, throwaway "disposable" diaper.

According to The New York Times, the throwaway diaper is "emerging as a symbol of the nation's consumer garbage crisis." Due to advertising, disposable diapers are one of the most visible manifestations of this country's throwaway ethic. Both Procter & Gamble and Kimberly Clark — who together control 80 percent of the disposable diaper market — spend hundreds of millions of dollars in advertising and market promotions every year.

The effects of throwaway diapers on the solid-waste crisis can be seen right here in Portland. A baby is changed an average of 2,200 times in a year. If disposable diapers are used, this results in 960 pounds of dirty diapers per baby. Based on figures from the 1987 Waste Stream Characterization Study commissioned by Metro, approximately 48 million single-use, throwaway diapers are deposited annually in landfills in the Metro area. This equals 1.1 percent of all municipal solid waste, and 2.36 percent of residential solid waste by weight.

In addition to solid-waste disposal problems, throwaway diapers pose serious health risks. Human wastes can carry more than 100 types of viruses. Employees of our solid-waste facilities that handle these soiled diapers risk possible infection from these viruses. These viruses can migrate in landfills and contaminate groundwater.

There is a simple and cost-effective alternative to throwaways: reusable cloth diapers. By using a diaper service or washing their own cloth diapers, consumers can have a direct impact on our solid-waste problems and our environment.

In the last year seven major hospitals in the Portland area have switched from throwaways to cloth diapers, citing health and environmental concerns. These hospitals have diverted more than 1.5 million diapers from landfills annually.

A child will use 50 to 80 cloth diapers as opposed to more than 5,000 single-use throwaway diapers during the normal 2½-year diapering period. Cloth diapers will not go to a landfill and the human waste will be in the sewage system instead of our landfills.

Consumers using cloth diapers not only preserve the environment — they can save money at the same time. Both diaper services and washing your own diapers are cheaper than throwaways.

Manufacturers of disposable diapers have reacted to this emerging consumer aware-

Tom Novick is coordinator of Citizens for Cloth Diapers, a group of environmentalists and health and child care providers.

IN MY OPINION

ness by spending even more on advertising and some new companies offer "biodegradable" diapers as an option for consumers. Biodegradable throwaways, however, are not a real solution: They use the same amount of natural resources as conventional disposables; they do not solve the raw sewage and solid-waste problems; and the conditions needed for biodegradability — sunlight, air and water — are not present in modern landfills.

The industry is also attempting to set up and fund pilot projects to recycle and/or compost throwaways. They are expensive attempts to show that single-use throwaways' effect on the environment can be mitigated. It is doubtful that these procedures would be economically viable without the financial backing of the disposable diaper industry. Switching to cloth diapers is still the most sensible cost-effective answer to the problem.

The Metro Council will vote soon on a policy resolution that directly addresses the effects of single-use throwaway diapers. Specifically, the resolution declares that:

- Metro will establish a goal of reduction and diversion of disposable diapers from the landfill to the maximum extent feasible.
- Metro shall actively encourage the use of environmentally sound alternatives to disposables.
- Metro will develop a public education program on diapering options.
- Composting of disposable diapers is preferable to landfilling.
- Specific diaper abatement programs will be included in the Metro budget.
- A task force will be established to make recommendations to local governments regarding reduction of disposable diapers in the waste stream.

The policy is a sound, rational approach to dealing with this pressing problem. It is important to note that this policy is not a ban. It seeks to inform consumers about the effects their choices have on our environment.

The 1983 Opportunity to Recycle Act declared reducing solid waste as the highest priority in solid-waste management. This resolution will directly reduce solid waste by encouraging Metro area residents to switch from a throwaway product to a reusable one.

Metro councilors will no doubt be pressured by the large companies who sell more than \$3.5 billion of disposable diapers every year to reject this resolution. They will argue that we should look at all aspects of our solid-waste stream rather than diapers.

But we have proven in the past with actions like the bottle bill that targeting particular parts of our waste stream is an effective method of reducing waste. By adopting this policy Metro can have a direct positive impact on our environment and on our communities' solid-waste problems.

===== American Paper Institute =====

Statement of Principles on Municipal Solid Waste

Municipal solid waste poses a significant and growing challenge to communities across the country. It is, however, a challenge that is within our ability to manage.

As a prominent industry that manufactures useful materials which enhance countless areas of life and commerce, the U.S. paper industry is also well aware that a significant portion of these materials eventually enter the waste stream. Thus, the paper industry is fully aware of the problem and is determined to be a part of the solution.

We, therefore, subscribe to the following principles:

- The U.S. paper industry is committed to active, constructive participation in the development of government policies and private sector initiatives aimed at solving our nation's solid waste problem.
- The U.S. paper industry supports waste management policies and programs that strive to achieve lasting solutions based on a locally tailored, economically driven integration of the five major disposal strategies -- recycling, source reduction, waste-to-energy, landfilling and composting.
- While already by far the largest recycler of materials in the waste stream, the U.S. paper industry is pledged to expand its recycling programs to the maximum extent technologically and economically feasible.
- The U.S. paper industry will continue its aggressive efforts to reduce the amount of material introduced into the waste stream by recovering and recycling wastes generated during manufacturing and converting processes.
- The U.S. paper industry will seek to play a positive leadership role through educational programs that showcase model waste management techniques and help local officials, communities and the media to better understand the solid waste problem and its potential solutions.
- Where necessary, the U.S. paper industry is resolved to fight unwarranted and/or unduly burdensome governmental responses to waste management issues.
- Lastly, the U.S. paper industry is dedicated to improving the utility, safety and environmental compatibility of all paper products through scientific research and the responsible application of available technology. □

RECYCLING

Waste Management Option

The term recycling refers to a multi-stage process through which waste is transformed into marketable new consumer or industrial products. Generally, reusable waste materials are separated from other trash, collected, sold to identified raw materials markets, processed at manufacturing plants and returned to commerce as new products. These recycled "end products" may be formed in part or entirely from municipal solid waste (MSW).

Paper, paperboard, aluminum, glass, plastics, iron and steel, scrap tires, yard waste and used oil are among those waste materials that can be recycled.

The Current Situation

The U.S. Environmental Protection Agency (EPA) estimates that 17 million tons of post-consumer waste were recovered for recycling in 1986. This accounted for about 10.8 percent of the entire waste stream. Current research suggests that the recovery rate rose to approximately 11 percent in 1988. Significant additional increases are anticipated as new recycling programs are implemented. The EPA has strongly encouraged this trend, setting a national goal of 25 percent waste reduction through recycling and source reduction by 1992.

For many communities, recycling has become the method of choice to avoid increasing waste disposal costs and conserve shrinking landfill space. Hundreds of municipalities and states throughout the country now have organized recycling programs. Many, like Portland, Oregon, Montclair, New Jersey, and Islip, New York, have reported significant waste reduction levels at 26 percent, 30 percent and 35 percent, respectively.

Recycling is regarded positively by both opinion leaders and the public. Not only is the concept of recycling given favorable reviews, recent surveys show a majority of community leaders support mandatory recycling programs.

Points To Consider

Recycling has become the linchpin of most integrated waste management programs because it offers a variety of benefits. An effective recycling program not only reduces the volume of refuse in the waste stream but can conserve natural resources and energy. Thus, the question facing local officials is not whether to recycle, but how to structure an efficient collection program,

stimulate markets for the recyclables collected and arrange for cost-effective disposal alternatives in the event the supply of recyclables exceeds the market demand.

- Collection programs can be voluntary or mandatory. Household separation/curbside collection or drop-off centers where recyclables can be delivered are the most prevalent collection methods. Among the additional program options gaining popularity are centralized recovery, where workers separate recyclables from unsorted trash, and automated material recovery facilities, where mixed recyclables are sorted and processed.
- Although recycling programs cost money, they are often less expensive than other available disposal options (e.g., landfills and/or waste-to-energy). In fact, many recycling programs are profitable when avoided disposal costs and proceeds from material sales are taken into consideration.
- Recycling does not begin and end with materials recovery. Nor does the separation of recyclable materials guarantee that they will, in fact, be recycled. Reusable waste must be converted into useful, marketable end products. Therefore, the success or failure of recycling programs will depend largely on the availability of markets (potential buyers) for recovered materials.
- In 1986, paper and paperboard constituted 85 percent of all post-consumer material recovered for recycling. However, not all grades of paper are suitable for recycling. High quality paper grades, such as old corrugated containers, high-grade deinking papers and pulp substitutes, are currently considered "supply limited." In other words, the demand for these grades matches or exceeds the available supply, making it easy for the market to absorb all that can be recovered. Other paper grades, such as old newspapers and mixed papers, are currently "demand limited." A gap exists between the large amount that potentially can be collected and what actually can be used. To be effective, recycling programs should concentrate on providing a clean and constant supply of the most recyclable grades.
- It is important not to overpromise on the potential for reducing MSW. For example, one national poll found that most Americans believe that recycling 25 to 50 percent of our waste would largely solve the country's garbage disposal problem. Yet, according to 1986 EPA estimates, many industries already have recycling programs that recover significant portions of the products they manufacture (paper and paperboard, 22.6 percent; aluminum, 25 percent; glass, 8.5 percent; ferrous metals, 3.6 percent; plastics, 1 percent). Even if all these industries were to recover

25 percent of post-consumer discards, overall MSW would be reduced by only an additional 7.7 percent.

API Position

The American Paper Institute (API) believes that recycling must play a major role in an integrated plan to manage MSW, but recycling cannot alone solve the waste disposal problem.

API believes that communities and/or states should tailor their recycling programs, including sorting/collection methods and marketing strategies, to effectively address community priorities and circumstances.

API believes the most important role for government is to work with the private sector to increase the collection of clean, high quality recyclables, thus creating usable raw material.

API supports the adoption and/or expansion of systematic, phased-in source separation as a means of maximizing recycling and the cost-effective management of the waste stream.

API urges public officials to consider the following criteria when structuring recycling programs: 1) develop a steady supply of clean, high quality recyclables, 2) emphasize the most recyclable materials in the waste stream, 3) consider the avoided cost of disposal, 4) cooperate with industry and others to develop both domestic and export markets for recyclable raw materials, 5) rely on the existing private recycling infrastructure to the maximum extent possible and 6) ensure the continued availability of the widest possible range of management options.

The paper industry believes it is essential to focus on developing markets and assuring supply when initiating a recycling program. Community leaders and policymakers should understand fully, and communicate clearly to the public, both the benefits and limitations of recycling programs.

API encourages the manufacturers to become increasingly sensitive to the mechanics of recycling when designing their products.

API is committed to working with policymakers at all levels of government to develop constructive, realistic responses to the solid waste problem. API believes that effective waste management requires a locally tailored approach that balances the costs with the objectives and integrates the most productive management options available – recycling, source reduction, waste-to-energy, landfilling and composting – into a comprehensive, long-term plan. □

COMPOSTING

Waste Management Option

Composting is the biological decomposition of organic waste materials under controlled aerobic conditions. During the composting process, municipal solid waste (MSW) is shredded and decomposed by naturally occurring micro-organisms. The process releases carbon dioxide, water vapor and heat as decomposition occurs.

Composting transforms the waste materials into stabilized organic material known as humus or mulch. When applied, these additives enhance the physical properties of soil.

The Current Situation

Composting, traditionally perceived to address only the disposal of garden clippings and yard wastes, is now being viewed as a viable component of an integrated waste management program – a means to address the disposal of not only yard waste, but paper, paperboard, food waste and other organic material as well.

With yard waste accounting for roughly 20 percent of MSW, and food waste, paper and paperboard available candidates for the process as well, communities have begun to identify composting as a means to conserve landfill capacity and produce a useful product. Wisconsin, Illinois, Florida and Minnesota are among the states that have banned leaves, brush and grass clippings from landfills, actively promoting the composting of yard waste. New Jersey has banned leaves from its landfills, with Pennsylvania and Connecticut preparing to follow suit. Cities and towns in many states, including New York and California, have initiated special programs aimed at keeping yard wastes out of landfills. Composting of sewage sludge is also on the rise in many communities.

Co-composting, the mixing of other degradable municipal solid waste with yard waste for composting, is also receiving increased attention. A co-composting facility in Wilmington, Delaware, processes approximately 700 tons of mixed MSW each day and has generated such a high level of interest that a minimum of one tour daily is given to representatives from interested communities in both the U.S. and abroad.

The level of technology employed and the materials to be processed determine the design and construction costs of composting facilities. The low-medium level technology, employed at municipal composting facilities handling yard waste exclusively, keeps costs relatively low. A community can expect to spend \$200,000 to \$300,000 designing and constructing a facility that will handle approximately 10,000 to 20,000 unprocessed tons of yard waste.

Co-composting is considerably more expensive due to the high level of technology employed and the relatively rapid processing time. Costs for such systems, while highly variable, are estimated at well over one million dollars.

Tipping fees vary widely and are not assessed at all in some communities. The fees can range from \$3 per ton to \$80 per ton. Per bag charges are assessed in some communities for yard waste.

Points To Consider

While communities have historically been slow to adopt composting as a component of their waste management programs (generally due to limited awareness regarding the process itself and/or concerns regarding marketing the final product), the composting of yard wastes, food waste and paper and paperboard deserves consideration as an alternative to landfilling and waste-to-energy operations.

- Through composting, not only is a useful soil additive produced – a portion of the waste stream is also diverted from landfills and waste-to-energy operations, thus conserving capacity at these facilities.
- The U.S. Environmental Protection Agency (EPA) has identified a combination of recycling and composting as a technology that can prevent the depletion of landfill capacity, save energy and natural resources, provide useful products from discarded materials – and be considered profitable, when the avoided costs of combustion or landfilling are taken into account.
- Composting on a large scale, while technically feasible, has two principal drawbacks: 1) the availability of potential sites (citizen concerns include odor control, airborne bacteria and possible contamination by fertilizers, pesticides and other alien materials, such as metals and plastics); and 2) market availability for the end product.
- High levels of public acceptance have been achieved in areas where public education efforts were extensive.

API Position

The American Paper Institute (API) believes that composting can be a viable component of an integrated waste management program, and recognizes its potential to prolong landfill life and provide an alternate, less costly, method of MSW disposal/reuse.

API shares EPA's view that recycling and composting should be implemented in tandem, with yard wastes and other degradable materials (e.g., nonrecyclable paper) separated and diverted for composting where practical.

API encourages siting of composting facilities adjacent to proposed or existing landfills or transfer stations as a means to alleviate potential citizen opposition.

API encourages each individual community to evaluate composting and its compatibility with other planned or existing disposal practices.

API views paper and paperboard products as being especially well-suited to the composting process due to their cellulose composition and natural biodegradability.

API supports the strict adherence to EPA established requirements for composting operations and encourages monitoring and periodic analysis of all compost to assure that regulatory requirements for both the production and use of the compost are met.

API recommends the detailed analysis of end-product demand before the adoption of composting on a large scale by any community or municipality.

API acknowledges that an aggressive marketing/public education campaign is essential to a successful composting program. Both the development of educational materials and guidelines for application of the end product are recommended.

API is committed to working with policymakers at all levels of government to develop constructive, realistic responses to the solid waste problem. API believes that effective waste management requires a locally tailored approach that balances the costs with the objectives and integrates the most productive management options available – recycling, source reduction, waste-to-energy, landfilling and composting – into a comprehensive, long-term plan. □



DIAPER COMPOST PROJECT

Procter & Gamble
Recomp, Inc.
Super Cycle

**Interim Report
January 1990**

INTERIM PROGRESS REPORT

A Study of Municipal Solid Waste Composting and the Impact of Disposable Diapers

Lawrence W. King
The Procter & Gamble Company

Background

In order to scientifically study the compostability of current disposable diapers, Procter & Gamble researched the existing municipal solid waste (MSW) compost facilities operating in the United States with the intention of conducting a study of disposable diapers. The Recomp process in St. Cloud, Minnesota was identified as the best candidate for research because of its:

- Intake of only residential municipal solid waste,
- Avoidance of shredding the solid waste,
- Pre-sorting of the recyclables,
- Screening process which would retrieve non-compostable materials and improve the value of the compost,
- In-vessel process which would reduce the odors and could be operated in an urban area.

Objectives

The overall objective of the composting project was to illustrate the viability of composting municipal solid waste (MSW). The objectives of adding more diapers to the MSW composter were:

- To determine the effect of disposable diapers upon the operation of the in-vessel composter (mechanical operation, temperature, carbon dioxide, oxygen, pH, etc.)
- To qualitatively and quantitatively determine the compostability of disposable diapers
- To determine potential benefits of disposable diapers upon the compost process operation (with respect to sources of nitrogen and carbon)
- To examine the quality of the resulting compost (C, N, K, P content, water retention capability, etc.)

Experimental

The study involved increasing the quantity of disposable diapers entering the composter from normal solid waste levels (approx. 2%) to 7.6% and then monitoring the process parameters and compost quality. The additional disposable diapers were collected curbside from volunteer participants in St. Paul, Minnesota and then were transported to the St. Cloud composting facility.

The study was conducted in three phases:

- Control period - no additional disposable diapers — (10/9/89 - 10/21/89)
- Diaper addition phase — (10/23/89 — 11/22/89)
- Control phase of normal operation — (11/23/89 — 12/21/89)

During the control and diaper addition phases, the weight and volume of diapers in the solid waste stream were measured. In addition, the screen rejects were quantified. The vessel conditions were monitored daily for oxygen, carbon dioxide, pH, moisture, ammonia, and temperature. Samples of primary compost were taken for pH, % extractable, carbon, nitrogen, ammonia and nitrate analysis. Final compost (after 120 days of curing) will be analyzed for the same constituents mentioned above plus phosphorus, potassium metals, and pathogen analysis. In addition, the final compost will be evaluated for seed germination, plant growth effects and moisture retention in soils.

Results and Discussion

The results to date show that the increase from 2% to 7.6% disposable diapers had no effect on the operation of the in-vessel composter. The temperature, oxygen, carbon dioxide, moisture, and pH remained unchanged. The numbers of plastic backsheets collected in the final screen increased as expected. These backsheets have been collected for recycle evaluation.

Visibly, the disposable diapers composed very well. The plastic and cellulose components were completely separated during the three day digestion period and the backsheets were easily retrievable via the 1½ inch post screen. The cellulose component of the disposable diaper was indistinguishable from the other soil-like primary compost.

The analytical data of the primary compost are still being acquired. The compost from the active phase is still being cured after which time more analytical data will be generated and the agricultural studies will begin. The curing phase should end in April of 1990 and the final data on the project are expected by June or July 1990.

PHOTOS SUBMITTED WITH
PUBLIC TESTIMONY RE:
DIAPYR COMPOST PROJECT
- PRATER & GAMBLE
RECOMP, INC.



From municipal solid waste



Compost after curing



Compost curing



After 3 days in digester



**Digester vessel
for composting**



Sorting out recyclables

LINDSAY, HART, NEIL & WEIGLER
LAWYERS
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(208) 336-8844
345 CALIFORNIA STREET
SUITE 2200
SAN FRANCISCO, CALIFORNIA 94104
(415) 984-5858

March 22, 1990

By Hand Delivery

Councilor Tom DeJardin
Metro Center
2000 SW First Avenue
Portland, Oregon 97201

Re: Metro Resolution 90-1232/Disposable Diapers

Dear Tom:

Enclosed are 20 copies of the alternate form of resolution we have discussed. The second "Be It Resolved" has been modified as you suggested. I have also included some changes which hopefully clarify that paper and paperboard products should be recycled, and not composted, if recycling is feasible. Obviously, the American Paper Institute wants to recover as much usable fiber as it can and composting should be reserved for low grade paper fibers that cannot be recycled.

At tonight's public hearing, I will be present to give the industry position regarding the existing resolution and express our support for alternatives that encourage recycling and composting. I will not discuss the specifics of this alternative resolution unless you ask me to do so.

I appreciate all of your help on this issue.

Very truly yours,


Paul S. Cosgrove

Enclosures

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SAN FRANCISCO, CALIFORNIA 94104
(415) 984-5858

April 11, 1990

By Hand Delivery

Councilor Tom DeJardin
Metro Center
2000 SW First Avenue
Portland, Oregon 97201

Re: Metro Resolution 90-1232/Disposable Diapers

Dear Councilor DeJardin:

Following our telephone conversation, I have received the commitment from several, large general paper companies for letters supporting resolution 90-1232B, including commitments to work with Metro on improving general paper recycling rates. I should have those letters before the hearing, and I will get them to you as soon as possible.

I have spoken with Bob Martin regarding resolution 90-1232B. He agrees that the direction of that resolution is correct, and Metro has much to gain from a cooperative effort including the paper industry. We talked about some specific goals he has in the paper recycling area. He said that after his staff finish their work on yard waste, the next area they anticipate major action will be to increase "high-grading" of paper and other materials.

With respect to disposable diapers specifically, Bob Martin agreed that it would make sense to convene a meeting including our industry, Metro, Trans-Industries and Riedel to work on the specifics of a system to divert disposable diapers from the landfill to the composter. I know Riedel has reviewed resolution 90-1232B, and I have heard that Riedel believes that this is a workable solution from its viewpoint. Mr. Martin thought these discussions could be held in conjunction with the other system-changes that are being implemented as we move toward opening the Trans-Industries transfer station and the Riedel composter. Although the system might include a source-separation and separate collection system for disposable diapers paid for by

LINDSAY, HART, NEIL & WEIGLER

Councilor Tom DeJardin
April 11, 1990
Page 2

industry, I believe there are other alternatives that have been discussed over the last several weeks that would be equally effective, and would be implemented in conjunction with improvements in the curbside program generally. It appears that the City of Portland is also moving in this direction, based on what I have read of Commissioner Blumenauer's plans for mandatory weekly curbside recycling. (I enclose a copy of the newspaper article that outlines the City of Portland's recent discussions about curbside programs.)

I also include some policy statements adopted by the American Paper Institute which contain API's general positions on municipal solid waste and recycling. These include API's Statement of Principles on Municipal Solid Waste and API's position statements on Recycling and Composting. While these documents are relatively lengthy and undoubtedly do not contain much that is new to a well-versed solid waste policy maker such as you, they do show that API's official policy is both consistent with Metro's goals, and with state and federal policy on solid waste management. They also evidence API's publicly-stated commitment to continue to work with local governments, such as Metro, in implementing these solutions.

I would like to talk to you before the Thursday night meeting regarding what I have learned in my discussions with various Councilors, including those on both sides of this issue. I agree that it will be an uphill battle to stem the tide and move the issue from an attack on one product to a cooperative approach which will insure results in better handling this one product and progress in paper recycling generally. I want to make sure we coordinate our efforts with yours. I think it might also be helpful to discuss fall-back positions.

Very truly yours,



Paul S. Cosgrove

Enclosures

JANE HARDY CEASE
MULTNOMAH COUNTY
DISTRICT 10

REPLY TO ADDRESS INDICATED:

☐ Senate Chamber
Salem, OR 97310
☒ 2625 NE Hancock
Portland, OR 97212



OREGON STATE SENATE
SALEM, OREGON
97310

COMMITTEES
Chairperson:
Revenue & School Finance
Vice-Chairperson:
Government Operations &
Elections
Member:
Transportation
Water Policy
Rules
Legislative Administration

March 20, 1990

Ms. Tanya Collier, Presiding Officer of Council &
Metro Council Members
2000 SW First Ave.
Portland, OR 97201

Tanya
Dear Ms. Collier and Metro Council Members:

Thank you for considering Resolution Number 9-1232. I urge you to support it and to consider making it even stronger.

I believe that Metro's policy should be to refuse to landfill garbage containing disposable diapers contaminated with urine and fecal matter. The current wording of the resolution does not appear to me to achieve that.

Many years ago I chaired the Citizens Advisory Committee which developed the original regional solid waste management plan for the metropolitan service district. I continue to have a strong interest in the issue and have supported most of Metro's efforts to solve the garbage problem.

I am glad to see you take such steps as this resolution. Those of us in positions of elected office must lead the public on these issues. You are to be commended for your environmental and fiscal responsibility.

Thank you for your time.

Sincerely,

Jane Hardy Cease
Jane Hardy Cease
State Senator

March 24, 1990

To: Tonya Collier

As the parents of 2 children in disposable
diapers we are against the proposal to
ban disposable diapers in Multnomah County.
We would be willing to separate the diapers
from other trash and recycle as we do
newspaper, glass and cans.

Your assistance in this matter would be appreciated.

Rachel and Steve Cramer

Dear Mo Collier,

I would like to express my concern over your Committee plan to ban Disposable Diapers in the metro area.

Diapers can be recycled - many cities are already recycling them. I understand we could have such a program in about 8 months!

Also plastic trash bags are used by most people - they do not decompose but can also be recycled.

I am very much against a ban on disposable diapers!

Thanks

Kristi Ewan
15441 SE Taggart
Portland OR
97236
760-8533

Re: The Banning of Disposable Diapers

3/21/90

Tanya,

I was contacted today by a woman regarding the banning of disposable diapers. At this time I have two children in disposable diapers. I told the woman I have looked into the new bio-degradable diapers, but found them to be much too expensive. She then informed me of the fact that the regular disposable diapers can be recycled and reused in other ways. Until she informed me of this I was all for the ban, and was willing to find another means of diapering my children, but knowing now that the disposable diapers can be recycled I am very much against the ban.

I did try cloth diapers before my second child was born and found I was changing my daughters diaper almost every hour and whenever she had a bowel-movement her entire outfit including her shoes got "messy"! For this reason disposable diapers are the best for

→
over

my children and again I'm very
much against the ban of disposable
diapers.

Thank you for your
consideration in this matter,

Deborah A. Rish
384 SE Barnes Ave
Gresham, OR 97080

1314 NW Irving St., #409
Portland, OR 97209
21 March 1990

Tanya Collier
Metro
2000 SW 1st Ave.
Portland, OR 97201

Dear Ms. Collier:

I am writing you to express my concerns over the possible banning of disposable diapers. I am opposed to their banning at this point.

I have a five month old son, and although I have used cotton diapers (through a service) since he was born, there have been and continue to be times when a disposable diaper is still preferable to the cloth diaper. I put a disposable diaper on Harry each night. He sleeps from nine to ten hours each night, and there is no way that a cloth diaper could possibly keep him dry that long. In addition, when Harry was very small he had a recurring problem with diaper rash and a yeast infection. I am convinced that putting a disposable diaper on him at night helped control this problem. We also use disposable diapers when we travel. In February we flew from Portland to Philadelphia and stayed a week; it would have been a nightmare to carry around a bag of wet, soiled diapers that whole time.

I fully understand and support the environmental concerns that non-biodegradable diapers have raised; however, an outright ban at this point seems unnecessary. There are other avenues to explore -- their safe use in landfills, for example -- before such a ban needs to be imposed.

There is one other concern I have with regard to such a ban. It seems to me that banning disposable diapers by its very nature places an unfair additional burden on women. Women are still, and probably always will be, the primary care givers for their children, and there is no denying that in some situations, using cloth diapers is much more cumbersome than using disposable ones. There are still many other ways left for us to improve our environment before Portland needs to impose this penalty on women.

Thank you for your time.

Sincerely,



Laurie B. Demarest

To Tanya Collier or who
it may concern

I am writing to
you about the ban on
disposable diapers. Its
going to be just as easy to
have some kind of compost.
I feel banning them is
the wrong thing to do.

Dee Dee Kent-Buffin
1911 SE 42nd
Portland OR 97215
233-9154



JAMES RIVER CORPORATION

521 S.E. Chkalov Drive
P.O. Box 6099
Vancouver, WA 98668-6099

April 11, 1990

Metro Councilor Tom DeJardin
Metro Center
2000 S.W. First Avenue
Portland, OR 97201

Dear Councilor DeJardin:

Subject: Resolution 90-1232B

James River Corporation supports Metro Resolution 90-1232B, which we understand may be considered by the full Metro Council at its meeting on April 12, 1990.

My company has long been active in supporting recycling efforts and, in our paper operations, we utilize deinked and recycled fibers at 22 of James River's domestic paper mills, including deinked facilities at Green Bay and Ashland, Wisconsin, and Carthage and Glens Falls, New York. We have also announced engineering studies for a Halsey, Oregon, deinked recycled fiber plant to support our Northwest operations.

Although progress has been made in paper recycling in this country, much more needs to be done. My company is anxious to work with Metro to make sure that our collection and disposal systems, and educational efforts, achieve the best possible results in recycling paper products and preventing reusable paper fibers from being deposited in our landfills. We do not support efforts to restrict the use of products, like disposable diapers. Instead, we believe that a partnership between governments like Metro and companies like ours can achieve major improvements in our paper recycling efforts, with a much greater overall impact in solving our solid waste problems.

We urge you to support resolution 90-1232B as part of this effort.

Very truly yours,

Richard R. Fay
Richard R. Fay
Vice President,
Recycled Fiber

0852k

cc Presiding Officer Tanya Collier

To Tanya Collier or who
it may concern

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Sincerely,


Laurie B. Demarest

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3/21/90

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over

Weyerhaeuser Paper Company

5505 Southwest Western Avenue
Beaverton, Oregon 97005
Tel (503) 643 0118
Fax (503) 646 2267



Metropolitan Service District
Attn: Tom D. DeJardin
2000 SW First Avenue
Portland, OR 97201

RE: SOLID WASTE REDUCTION COMMITMENT:
Recycling and Resolution 90-1232B

Weyerhaeuser, in recognition of the increasing solid waste crisis facing this area, and the entire nation, is committed to increasing its already substantial recycling commitments. We believe that the primary industries must be leaders in insuring that their products are recycled in fact. Nationally, paper comprises about 35% of the solid waste stream by weight. As a nation we have only a 30% recovery rate for paper in general. The Metro area is doing much better than the national average. Current recycling programs, Wastech's proposed expansion, better curbside programs, the addition of the eastside transfer station, and a Washington County high grading facility coupled with viable markets, will drive this collection rate much higher in the 90's.

Weyerhaeuser has made significant investments in recycling in this area:

- Started using recycled corrugated in the early 70's
- Currently use 350 Tons per day of old corrugated containers at North Bend, Oregon
- Our Springfield, Oregon Mill uses recycled computer paper in manufacturing white faced linerboard
- The "WOW", (We-Cycle Office Wastepaper), Program is 15 years old and the largest desktop program in the U.S.
- Operate Recycling Plants in Eugene and Beaverton, Oregon and 15 other locations
- As Brokers/Mill Buyers have actively encouraged the recovery of recycled paper throughout the Northwest

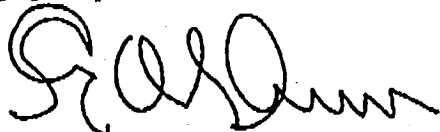
Projected Commitments to Recycling/Waste Reduction:

- The NORPAC Mill in Longview, Washington will use 700 tons per day of Old News by 1991
- Our Springfield, Oregon Mill will use over 400 tons/day of OCC by 1993
- New Boiler capacity at any of our Mills will evaluate select Munciple Solid Waste, (MSW), Pellets as a fuel source
- Composting will be encouraged as a waste reduction program for disposable diapers and wastepapers without viable markets

Weyerhaeuser and Metro have worked closely to maximize paper recoveries throughout this area. With our increasing demand for recycled paper, we obviously intend to re-double these efforts in the 90's.

Metro has supported a multi-program approach towards the reduction of solid waste. Composting has been recognized as being a viable solid waste reduction tool. Weyerhaeuser supports Resolution 90-1232B, as a functional and cost effective way to deal with disposable diapers in the solid waste stream. Enclosed is a letter from Riedel Waste Disposal Systems, supporting the Compost approach for disposable diapers, (Attachment 1). I should point out that the copy that Alex Cross refers to as 90-1232 has since been designated 90-1232B. We would encourage council to authorize a study on a collection and composting system Metro-wide for disposable diapers. Weyerhaeuser would very much like to be part of that study.

In summary, Weyerhaeuser is committed to recycling. Fortunately not all paper products are suitable or desirable for recycling. Pelletized fuel and composting offer viable alternatives to land filling. In the 90's, we will support actively all three approaches to reducing the volume of paper products in the solid waste stream.



Craig O. Sherman
Northwest Brokerage Manager
Secondary Fiber Division

Attachment: 1 copy-Riedel Waste Endorsement

cc: Rena Cusma: METRO
Tanin Collier: METRO
Paul Cosgrove: Lindsey, Hart, Neil & Wrigler
Kelly Conover: Weyerhaeuser



**RIEDEL WASTE
DISPOSAL SYSTEMS, INC.**

MAR 27 REC'D

Corporate:
P.O. Box 5007
Portland, Oregon 97208-5007
(503) 288-4656
FAX (503) 283-2602

March 23, 1990

Mr. Craig Sherman
Secondary Fibre Division
Weyerhaeuser Paper Company
5505 S.W. Western Avenue
Beaverton, Oregon 97005

Dear Craig:

It was good to hear from you last week. I received the FAX copy of resolution #90-1232 (Metro). If this resolution goes forward in this fashion, it certainly should represent no imminent threat to the disposable diaper industry. It appears to provide for an opportunity to develop plans for managing disposable diapers at the Portland Compost Facility in such a way to facilitate proper disposal and maximize recycling and composting.

Riedel can certainly go on record as supporting an approach like this. If we can help in that direction, please let me know.

I enclosed a package of material relative on the Portland Compost Facility, which is under construction right now. As you can see from the flow diagram, there is no point in the system where shredding takes place.

I will be calling you the first part of April to arrange for a couple of my associates and me to come on out and visit your facility in Beaverton. I think it is important to keep the total recycling community in contact with each other, so that our complimentary activities always fit together.

Warm regards,

W. Alex Cross
President

WAC:jak

Enclosure

4811 N. Channel Ave., Portland, Oregon 97217

A Subsidiary of RIEDEL ENVIRONMENTAL TECHNOLOGIES, INC.

assemblyman

WILLIAM
BUSH

reports to
the people



BOOK RATE
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Albany, New York
Permit No 75

*This is
3 sheets
combined* *cc*

FALL 1989

THE DISPOSABLE DIAPER DILEMMA

Despite the growing evidence that disposable diapers are environmentally unsound and more costly to use than other diapering methods (services or home washing), reducing their widespread use by today's "throw-away" society does not appear to have an easy solution.

In my recent survey of residents in the 119th Assembly District, 84 percent of those who responded believe that disposable diapers should be regulated and 68 percent believe that they create a health hazard.

According to a report called, "Diapers in the Waste Stream," which was hailed by environmentalists, "no other consumer product, except newspapers and beverage and food containers, contribute so much to our solid waste."

Disposable diapers are expensive for parents at a cost of between \$500 and \$1,500 per child more than cloth diapers. The expense is also widespread as the community must share in the cost of landfilling single-use diapers.

One of the leading manufacturers of disposable diapers has recently announced it will fund projects to recycle the plastic from disposable diapers. Some states, such as Nebraska, have banned the sale of non biodegradable diapers.

Other suggested solutions to the problem include a proposed tax on single-use diapers in an effort to encourage cotton diaper use. Also, governmental directives outlining the exclusive use of cotton diapers in government-operated hospitals and other use. Also, governmental directives outlining the exclusive use of cotton diapers in government-operated hospitals and other use. Also, governmental directives outlining the exclusive use of cotton diapers in government-operated hospitals and other use.

Nearly 3,000 of you returned your questionnaires, and I appreciate your response and comments. Below is a tabulation of the results, which I thought would be of interest to everyone in the 119th Assembly District.

1989 Questionnaire Results

	YES	NO	NOT SURE
• The Governor has proposed a 15 percent increase in the public assistance basic needs allowance. Do you support this proposed increase?	30%	56%	14%
• The Governor has proposed increasing fines for speeding violations by establishing minimums beginning at \$30 for up to 10 mph over the speed limit, and increasing proportionately up to a maximum of \$120 for speeds in excess of 30 mph over the limit. Do you support this formula for speeding violations?	63%	33%	4%
• Do you support the Governor's proposal that would require registration on motor vehicles to be paid in advance for a two year period, rather than annually?	23%	72%	5%
• Should the Legislature be required to provide detailed itemization of its legislative budget so the taxpayers have access to how their money is being spent?	92%	4%	4%
• Last year, the Legislature passed a State law mandating localities establish a program for source separation of recyclable materials by September 1992.			
A. Do you favor this State Mandate?	79%	14%	7%
B. Do you now separate recyclable materials from other forms of waste?	31%	68%	1%
• Disposable baby diapers now constitute 2% of the materials in our landfills (16 billion are used in the U.S. annually). Many of these diapers are disposed of without emptying the human waste.			
A. Do you believe that disposable baby diapers should be regulated to reduce the amounts entering our landfills?	84%	9%	7%
B. Do you believe disposable diapers constitute a health hazard?	68%	16%	16%
• Would you support teaching sex education in the elementary schools to combat the			



5224 N.E. 42nd/Portland, OR 97218/(503) 280-BABY
1690 S. Bertelsen/Eugene, OR 97402/(503) 484-4449

County	Number of births X 2.5 years a child is in diapers.	Outcome X 2100 diapers a child uses per year.	Outcome ÷ 4500 use diapers in a ton of garbage.	Tons of garbage that would be diverted by using cotton.	Dollars spent for tipping fee on single-use d X \$50.00/fee/to:
570,500 Pop	Births - 8514				
Multnomah	21,285	44,698,500	9,933	9,933	\$496,650.00
262,200 Pop	Births - 3378				
Clackamas	8,445	17,734,500	3,941	3,941	\$197,050.00
187,000 Pop	Births - 4296				
Washington	10,740	22,554,000	5,012	5,012	\$250,600.00
119,000 Pop	Births - 3293				
Marion	8,233	18,637,500	3,842	3,842	\$192,100.00
173,700 Pop	Births - 3550				
Lane	8,875	18,637,500	4,142	4,142	\$207,100.00
188,800 Pop	Births - 1267				
Lynn	3,168	6,652,800	1,478	1,478	\$73,900.00
70,100 Pop	Birhts - 833				
Benton	2,083	4,374,300	972	972	\$48,600.00
	Births - 25,131				
Totals	62,829	131,939,850	29,320	29,320	\$1,466,000.00

JANE HARDY CEASE
MULTNOMAH COUNTY
DISTRICT 10

REPLY TO ADDRESS INDICATED:

☐ Senate Chamber
Salem, OR 97310
☒ 2625 NE Hancock
Portland, OR 97212



OREGON STATE SENATE
SALEM, OREGON
97310

COMMITTEES
Chairperson:
Revenue & School Finance
Vice-Chairperson:
Government Operations &
Elections
Member:
Transportation
Water Policy
Rules
Legislative Administration

March 20, 1990

Ms. Tanya Collier, Presiding Officer of Council &
Metro Council Members
2000 SW First Ave.
Portland, OR 97201

Tanya
Dear Ms. Collier and Metro Council Members:

Thank you for considering Resolution Number 9-1232. I urge you to support it and to consider making it even stronger.

I believe that Metro's policy should be to refuse to landfill garbage containing disposable diapers contaminated with urine and fecal matter. The current wording of the resolution does not appear to me to achieve that.

Many years ago I chaired the Citizens Advisory Committee which developed the original regional solid waste management plan for the metropolitan service district. I continue to have a strong interest in the issue and have supported most of Metro's efforts to solve the garbage problem.

I am glad to see you take such steps as this resolution. Those of us in positions of elected office must lead the public on these issues. You are to be commended for your environmental and fiscal responsibility.

Thank you for your time.

Sincerely,

Jane Hardy Cease
Jane Hardy Cease
State Senator

1% WELL SPENT!

Funding innovative
recycling projects

**STATUS REPORT
FIRST YEAR FUNDING CYCLE
1% FOR RECYCLING GRANTS
MARCH 1990**

In FY 1989-90 nine projects received 1% For Recycling grants and approximately \$250,000 was distributed. Three projects were not initiated due to circumstances that were unforeseen at the time proposals were selected.

All the projects that were funded are now underway and have been positively received in the community. Cooperation from grantees has been excellent, and the information collected is helping Metro evaluate new and innovative approaches to recycling.

The 1989-90 funding cycle covered a range of programs, including plastics, multi-family and yard debris recycling; curbside containers; and promotion and education. A summary of the status of each project follows.

1. CITISTICS - Plastics Collection and Processing, Washington County - \$48,530

Citistics is providing 30-yard drop boxes for plastics recycling throughout Washington county. The drop boxes are separated into two compartments, one for milk jugs and the second for other labeled recyclable plastics. Citistics has also purchased a grinder and established a facility to sort and grind the plastic after collection. So far, they have drop boxes located at eight locations in the County.

A campaign is underway to publicize the program and to instruct residents on how and where to recycle their plastics. Brochures will be included in grocery bags at Lamb's Thriftway, and will be distributed at Payless stores. Citistics will advertise county-wide in newspapers and through newsletters.

Citistics is also working with businesses in the county, including Tektronix and Intel, to increase their plastics recycling. As the program expands, they plan to pick up plastics from industrial and commercial sources.

2. CLACKAMAS COUNTY - Multi-Family Recycling for Mobile Home Parks and two Retirement Homes - \$11,570

Clackamas County, in cooperation with local garbage haulers, has set up recycling programs in three mobile home parks and two retirement centers. They are serving approximately 1000 units. Each complex receives initial promotional/educational material and follow-up brochures are provided on a regular basis.

Some of the complexes are using small, individual bins; others larger, centrally located, multi-material bins. The types of containers that are effective vary depending upon the kind of complex. Single bin containers are generally more effective in mobile home parks; larger, centrally-located bins are effective in multi-story buildings or facilities with shared garbage dumpsters, laundry facilities, etc. The 1% program will provide data on multi-family recycling rates and the effectiveness of specific bins.

Although the county has experienced some difficulty in finding appropriate retirement centers to participate, as a whole the project is showing favorable results so far. Early figures indicate that recycling bins and the promotional program have increased the amount of recyclables received.

3. CLOUDBURST RECYCLING - Collection, chipping and composting of yard debris. Marketing of yard debris compost products - \$20,479

The 1% program helped Cloudburst purchase equipment to provide yard debris chipping services to their customers. Cloudburst will either chip yard debris on route or collect it for composting at their recycling center in Northeast Portland. Cloudburst will sell chips and/or compost back to their customers as a soil amendment called "Eco-mulch." The grantee has purchased the chipper, publicized the program and is currently setting up the composting bins. The service will begin in April.

4. ENVIRONMENTAL LEARNING CENTER - Exhibit and Resource Center for Alternative Waste Technologies - \$20,400

This project was completed in December when the exhibition and resource center was unveiled to the public. The grant funds from Metro helped pay for construction of the building. Exhibits display uses of natural resources and recycling, including oil, wood, plastics, container glass, ferrous and non-ferrous metals. Since the center opened, approximately 20 groups and 575 people have toured the facility.

**5. PLASTICS PARTNERSHIP - Residential Curbside Collection of
Plastics Once a Month - \$60,000**

This project is providing residential curbside collection of plastics for 3,000 targeted households in southeast Portland. These households are currently recycling using the "bag system." The 1½ grant provides an additional bag for mixed plastics. Plastics are taken to Oregon Processing and Recycling Center for sorting and then to Partek Plastics for processing and resale.

An extensive promotion and education campaign was conducted in January and bags were distributed. The participation rate in the program is currently 28 percent. The Plastics Partnership has experienced some difficulty with customers not preparing plastics properly and with the ink fading on the collection bags. These problems are being addressed as the project progresses.

**6. PORTLAND RECYCLING REFUSE OPERATORS (PRROS) - Recycling
Containers for Multi-Family Complexes - \$29,730**

This project promotes recycling by providing multi-material recycling bins for apartment complexes. PRROS distributed a newsletter promoting the project in November and continues promotion and education efforts as new apartment buildings come on-line. They have currently distributed 35 out of the 45 containers they ordered.

The major difficulties PRROS has experienced include distrustful managers and apartment owners, change of management or ownership after getting agreement, concern about litter and garbage around recycling bins and a reluctance to use scarce parking or storage space. However, many of these problems have been overcome as the program progresses and significant amounts of recyclable materials have been collected at those complexes that are participating in the program.

**7. SUNFLOWER RECYCLING COOPERATIVE - (2 projects) Plastics
Grinder, Conveyor, and Drop Boxes; and Yard Debris Compactor**

Plastics Project - \$18,500

In February, Sunflower began accepting at their depot four types of plastic (clear HDPE, colored HDPE, polypropylene and polystyrene) for recycling. They will grind the materials prior to delivering to plastics processors for pelletizing and resale. A newsletter announcing the project was sent to Sunflower's customers in January. Signage and instructional material on sorting has been placed at the drop boxes to help people when they bring their plastics for recycling.

So far, the program has been successful and Sunflower is receiving a substantial amount of plastic. The main problems

have been contaminated material, receiving plastics that currently are not recyclable and difficulties in sorting certain types of plastics. However, the quality of materials is improving as the project progresses and the education process builds.

Yard Debris Project - \$25,000

Sunflower also received funds from the 1% program to purchase two yard debris compactors. The compactors will allow them to pick up yard debris from their customers and to accept yard debris from the general public at their recycling depot. The equipment is currently being installed and the project will begin in May.

8. ALPINE DISPOSAL (KAMPFER DISPOSAL) - Single bin containers and weekly collection of recyclables on the same day as garbage pickup - \$15,000

The project provided 2800 single bin recycling containers for customers of these garbage hauling and recycling companies. The bins, along with promotion and education materials, were distributed in November.

After only one month of operation Alpine's customer recycling participation rate increased from 58 to 67 percent and Kampfer's increased from 47 to 58 percent. In January 84 percent of Alpine's customers set out bins. In February the number stabilized at approximately 67%. The containers, which are made from 25% recycled plastic, have proven to be durable and easy to handle and very few replacements have been necessary. So far this successful project has confirmed that recycling containers and weekly collection increase residential recycling participation.

CITISTICS INC

5150 SW ALGER AVENUE

BEAVERTON OREGON 97005

(503) 526-9225

April 5, 1990

FOR IMMEDIATE RELEASE

For information call Rodger Petherbridge or Tom Miller, 526-9225

Citistics Launches Plastics Recycling Project in Washington County

(Beaverton, OR)--Citistics, Inc., of Beaverton has launched a first-of-its-kind plastics recycling program in Washington County, with the potential to annually divert up to 400,000 pounds of plastic from the region's landfills.

The program, funded by a \$48,000 "1% Well Spent!" grant from the Metropolitan Service District (Metro), includes a convenient drop-box collection system, and a sorting and processing center.

"The public is clearly anxious to participate in whatever plastics recycling programs are available," said Rodger Petherbridge, Citistics project manager. "Our first drop-boxes are filling up quickly even though we haven't publicized or advertised the program. People want to recycle plastics."

Citistics has set up eight 30-cubic yard drop boxes in Southwest Portland and Washington County to collect mixed plastics from post-consumer and commercial sources. The company is currently limited to accepting plastics with known markets and practical recycling technologies. These would include milk, juice and water jugs as well as virtually any other kind of plastic container marked with the SPI voluntary recycling code. The code is displayed on the bottoms and lids of plastic containers.

more...

Citistics, Inc.
Plastics Recycling
Add 1

Drop boxes are located at Lamb's Thriftway on Garden Home Road, at Pay N Pak on Western Avenue in Beaverton, at the Multnomah Disposal yard at 10706 SW Capitol Hwy., and at the following Payless Drug Store locations: Shattuck Road, Aloha, King City, Tigard and Hillsboro (both locations).

Instructions as to which kinds of plastic are acceptable are attached to each of the drop boxes and are available in the adjacent stores.

Plastic from the drop boxes is brought to Citistics' sorting and processing facility near Rt. 217 and Allen Blvd. in Beaverton. There it is manually sorted by a staff of developmentally disabled workers, and processed for sale to final markets.

Plastics represent about 7.2% of the Metro region's wastestream, and account for 24,000 tons of garbage annually in Washington County.

Metro's "1% Well Spent!" program is designed to fund wholly or in part innovative recycling and waste reduction for which conventional financing would not be available.

From: The Rockey Company, Public Relations
1211 SW Fifth Ave., Suite 2740
Portland, OR 97204
Contact: Peter Dorn, vice president: 503/226-6855

For: Plastic Recycling Project
Contact: Kathy Cancilla, PWA Recycling Project Coordinator: 503/761-0210

Test Program To Offer Curbside Plastics Recycling To 3000 Southeast Portland Households

Portland, OR...January 10, 1990...Curbside recycling of plastics will be offered to 3,000 Southeast Portland households beginning this month, under a year-long test program funded by the Metropolitan Service District.

The plastic recycling project -- designed by a group of local recycling businesses -- will encourage participants to place much of their household plastic waste into 20-gallon plastic bags provided to them at no cost. Once each month any participant's full bag will be picked up for free at curbside, and a new bag left in its place.

"Our goals are to test the willingness of Portlanders to recycle plastic, and to find out just how much recyclable plastic is in the ordinary homeowner's monthly waste stream," said project coordinator Kathy Cancilla of Portland Waste Associates (PWA). "To make the recycling easy, participants are being told to rinse each item before placing it in the bag, but not to bother removing labels or sorting materials. All plastic will be accepted, although consumers will be asked not to recycle styrofoam products or items such as old toys that contain metal or other non-plastic parts."

PWA will collect and haul the bags to a waste sorting plant operated by Wastech, Inc., in Northeast Portland. Wastech will sort and bale the material, much of which will be shipped to Partek Corporation in Vancouver, WA for grinding and processing into marketable plastic resin. Partek's unique processing system permits recycling of plastic containers even though paper labels haven't been removed.

"A convenient, easy and reliable system for recycling post-consumer plastics is technically possible and environmentally essential," said Partek chief executive officer Victor Bitar. "This test program will help all of us who are concerned with recycling to build a large-scale and cost-efficient system that eventually will serve all consumers."

The test project, funded by a \$60,000 grant from Metro's "One Percent for Recycling" program, was suggested to Metro last year by a group of businesses including PWA, Wastech, Partek, Computations -- a waste industry consulting firm -- and The Rockey Company -- a public relations and marketing company.

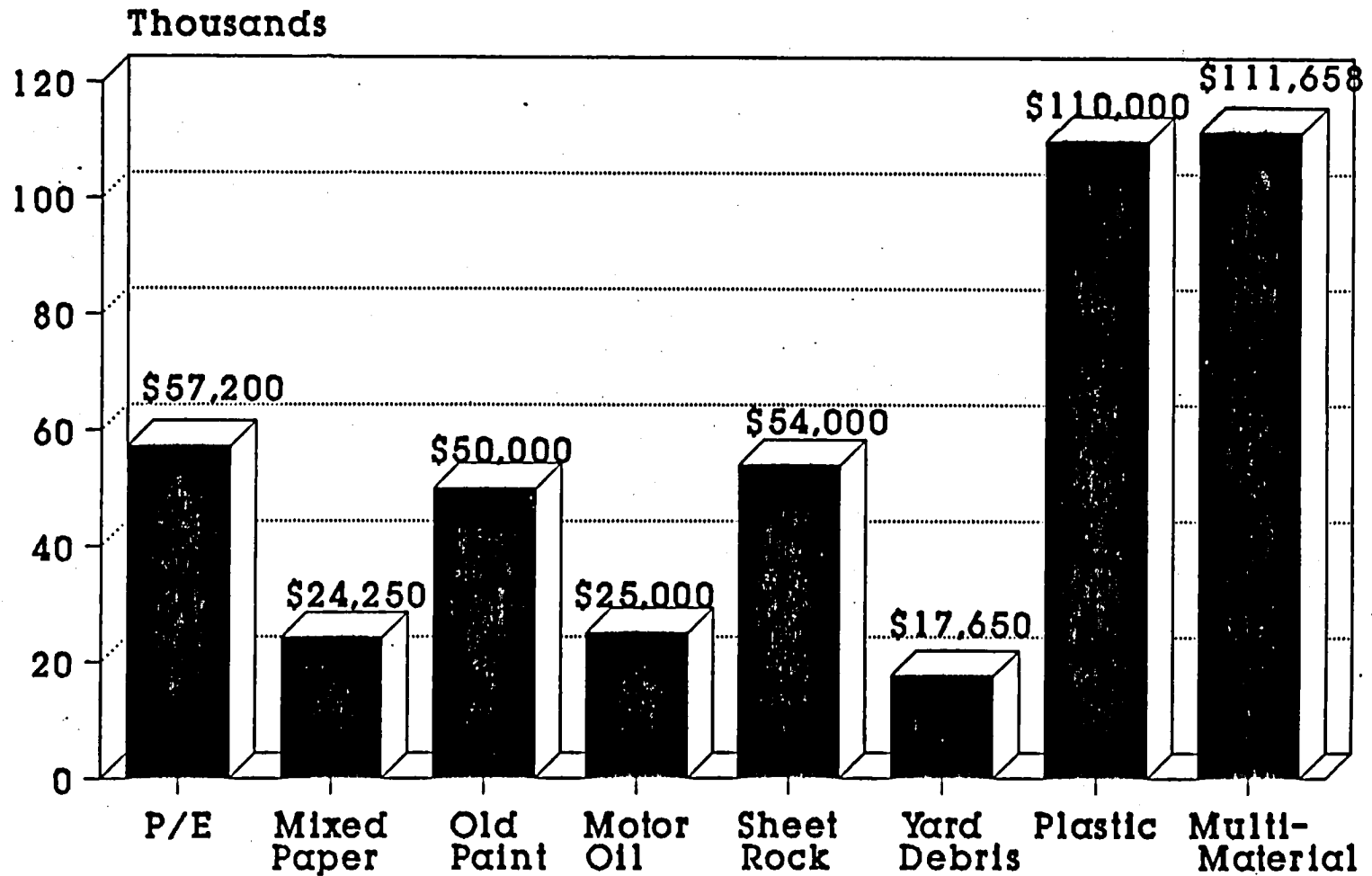
Three thousand households selected from an area south of Division Street and east of 82nd Avenue will be invited to participate in the program this week via a letter from Metro presiding officer Mike Ragsdale and executive officer Rena Cusma. Because the program is a test designed to measure -- among other things -- participation rates, the program will solicit plastic only from households included on the original mailing list. Next week all 3,000 addresses will receive an official "Plastics Recycling Kit," containing a recycling bag and instructions for participation. Bag pick-up will begin in February. The recycling team will make monthly progress reports to Metro detailing participation rates as well as make-up and disposition of the collected plastic.

Metro's "One Percent for Recycling" program sets aside one percent of Metro's solid waste disposal budget to fund innovative recycling projects. For information about the program, contact Metro public affairs director Vickie Rocker, 503/220-1163.

###

1% WELL SPENT!

FY 1989-90



Distribution by Proposal

Promotion/Education

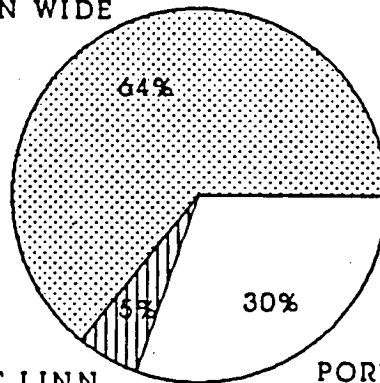
OMSI	\$ 40,000
Oregon Puppet Theater	\$ 17,200

Waste Reduction

Alpine Disposal (multi-material curbside)	\$ 1,658
City of West Linn (paper)	\$ 24,250
Morley & Associates (old paint)	\$ 50,000
NW Quality Innovations (multi-material, shoes)	\$110,000
Pacific Landings (motor oil)	\$ 25,000
Protekt, Inc. (plastics)	\$110,000
United Pacific Recycling (dry-wall)	\$ 54,000
White, Wykoff & Co. (yard debris)	\$17,650

SELECTED 1% GRANTS BY WASTE SHED

REGION WIDE



WEST LINN

PORTLAND/MULT. CO.

TOTAL	\$449,758
Region Wide	\$288,850
Portland/Multnomah County	\$136,658
West Linn	\$ 24,250

WASTE REDUCTION

1% WELL SPENT! PROPOSAL EVALUATION SHEET

Proposal No. _____

INSTRUCTIONS: Score the proposal on a scale of 1 = low to 5 = high as you determine the degree to which the proposal satisfies the criteria and factors listed below:

	0 - 5	Quality* Factor	Points
<u>Criteria:</u>			
Satisfies an element of Metro's Waste Reduction Program		6	
High recovery rates, high volumes removed		5	
Cost effectiveness is demonstrated		3	
Demonstration of reasonable risk		2	
Vendor's ability to implement is demonstrated		2	
Need for facility is demonstrated		4	
Proximity; no direct competition		3	
Meets minimum of 3 guidelines		2	
Innovative approach is demonstrated		3	
Proposal is feasible		3	
There is a market for the product		3	
Probability of success		2	

Suitability to 1% Program:

Size and scale		4	
Not more appropriate to fund elsewhere		3	
Potential for broader application		5	

Results/Benefits:

Number of businesses/households		5	
Extent of geographic effect		4	
Duration		3	

Total

=====

*Multiply 0-5 column number you determine by the number in Quality Factor to get the points column total.

May 10, 1989

PROMOTION/EDUCATION

1% WELL SPENT!
PROPOSAL EVALUATION SHEET

Proposal No. _____

INSTRUCTIONS: Score the proposal on a scale of 1 = low to 5 = high as you determine the degree to which the proposal satisfies the criteria and factors listed below:

	0 - 5	Quality* Factor	Points
<u>Criteria:</u>			
Satisfies an element of Metro's Waste Reduction Program		6	
Program Results, effectiveness measures		5	
Demonstrates consistency with Metro philosophies		3	
Meets minimum of three guidelines		2	
Proposal is feasible		4	
Suitability of program to targeted audience		5	
Probability of success		2	

Suitability to 1% Program:

Size and scale		4	
Not more appropriate to fund elsewhere		3	
Potential for broader application		5	

Results/Benefits:

Number of businesses/households		5	
Extent of geographic effect		4	
Duration		3	

Total

=====

*Multiply 0-5 column number you determine by the number in Quality Factor to get the points column total.

API Position

The American Paper Institute (API) believes that composting can be a viable component of an integrated waste management program, and recognizes its potential to prolong landfill life and provide an alternate, less costly, method of MSW disposal/reuse.

API shares EPA's view that recycling and composting should be implemented in tandem, with yard wastes and other degradable materials (e.g., nonrecyclable paper) separated and diverted for composting where practical.

API encourages siting of composting facilities adjacent to proposed or existing landfills or transfer stations as a means to alleviate potential citizen opposition.

API encourages each individual community to evaluate composting and its compatibility with other planned or existing disposal practices.

API views paper and paperboard products as being especially well-suited to the composting process due to their cellulose composition and natural biodegradability.

API supports the strict adherence to EPA established requirements for composting operations and encourages monitoring and periodic analysis of all compost to assure that regulatory requirements for both the production and use of the compost are met.

API recommends the detailed analysis of end-product demand before the adoption of composting on a large scale by any community or municipality.

API acknowledges that an aggressive marketing/public education campaign is essential to a successful composting program. Both the development of educational materials and guidelines for application of the end product are recommended.

API is committed to working with policymakers at all levels of government to develop constructive, realistic responses to the solid waste problem. API believes that effective waste management requires a locally tailored approach that balances the costs with the objectives and integrates the most productive management options available – recycling, source reduction, waste-to-energy, landfilling and composting – into a comprehensive, long-term plan. □

PROJECT BREAK-EVEN

Project Break-Even is a demonstration project utilizing a federal grant to increase ridership and revenue on the Banfield LRT (MAX) through joint development projects with the private sector. MAX currently operates at 51½ farebox recovery ratio. Project Break-Even proposes to cover the \$2.75 million annual operating cost out of revenue generated from new ridership and lease revenue from the joint development projects so that MAX will break even in 6 to 8 years.

The overall concept for the Gresham Mall portion of PBE is to acquire and lease back 65 to 75 acres of land to a private developer - Winmar. The developer will then construct a 900,000 sq. ft. regional mall and entertainment center (movies and restaurants) near the end of the line in Gresham with a station built directly into the mall. In addition to land acquisition, the project undertaking may include site preparation and site improvements. The definition of the federal project has not yet been determined.

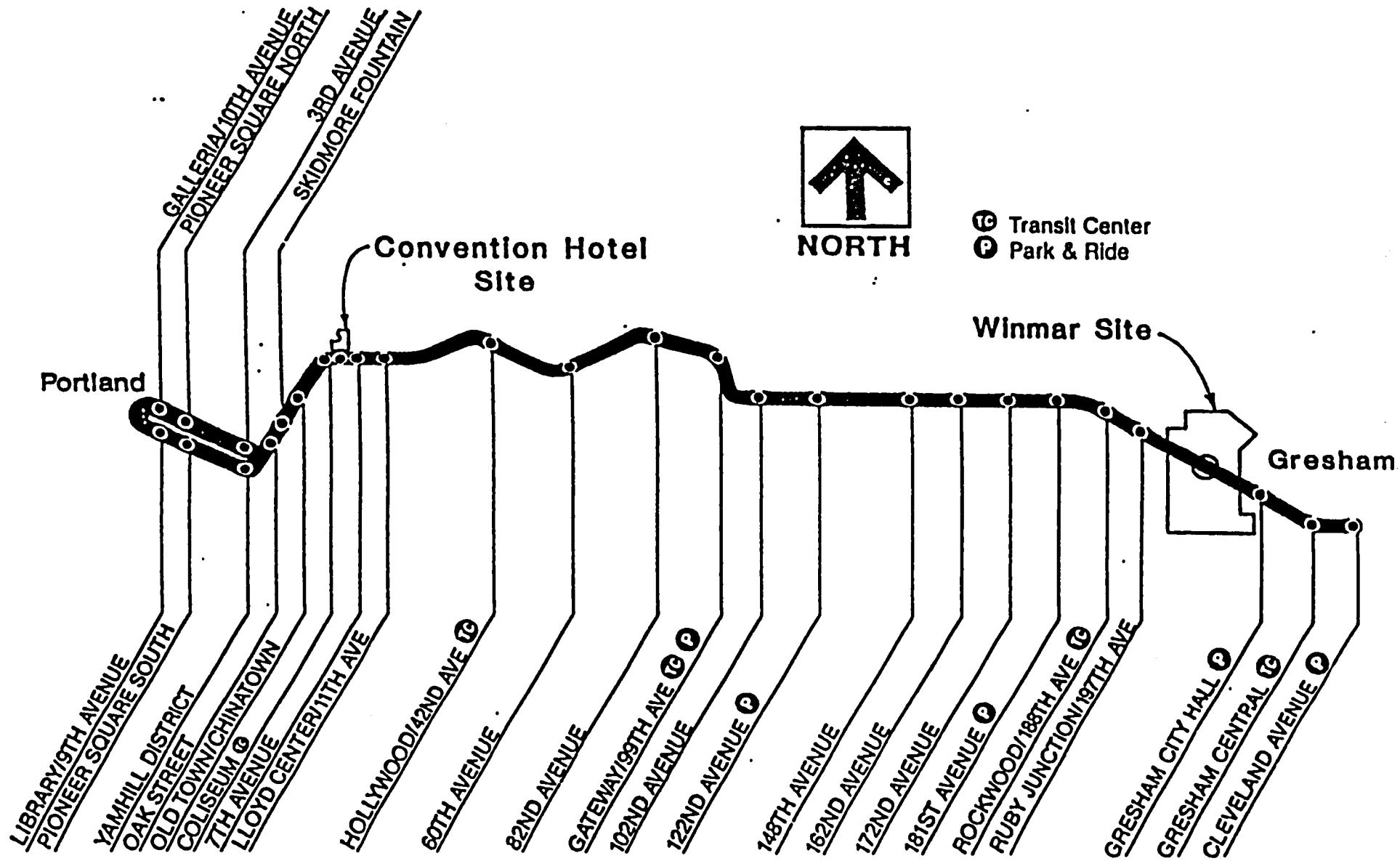
The site topography creates special problems and opportunities. The MAX track is now located in the middle of the proposed shopping center site. The existing Wallula cut creates a topography wherein the terrain on the surrounding site is 26 ft. above the track level, effectively severing the site into two functional sites, neither large enough for a full regional center. However, this cut will allow the regional shopping center to be constructed above and across the tracks, with the station in the middle forming a bridge that ties the two halves together.

The customer using MAX would be able to go from the passenger platform directly up an escalator to the center of the mall - the most convenient method of arriving for a shopping trip. It is anticipated that the mall will generate several thousand new trips per day, and because of its location and use (retail) the trips will be reverse flow and at non-peak demand time allowing for much greater efficiency to the existing system.

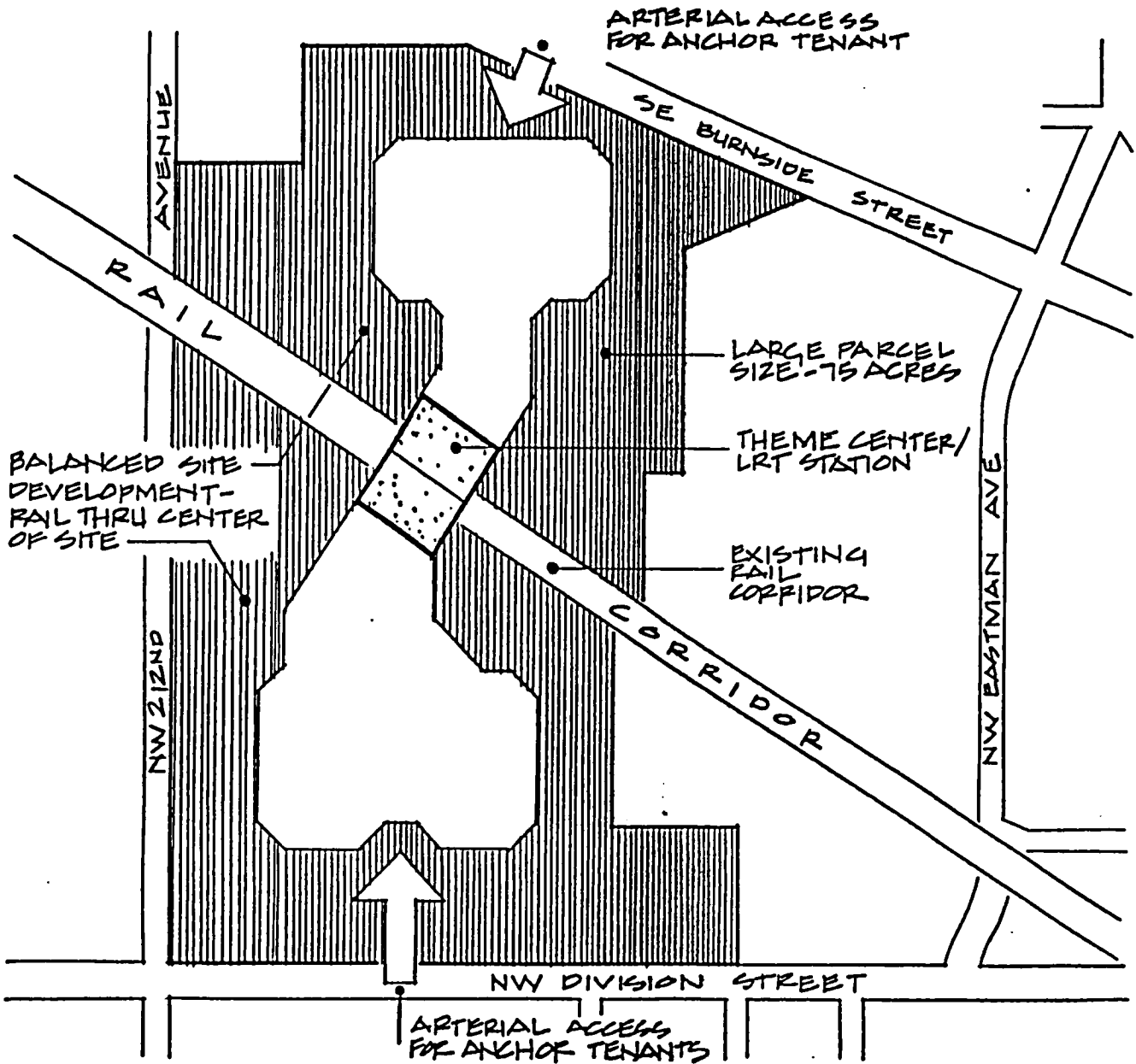
A project such as this is a formidable task for both the public and private sector. On the public side, two acts of Congress have been passed, the comprehensive plan has been approved, zoning is in place, the Environmental Assessment has been completed and public hearings have been held. On the private sector side, the developer has spent more than \$800,000 for site planning, architecture, engineering and marketability; full A & E is to commence next month; negotiations are now taking place with six anchor tenants. It is hoped that construction will begin in 1990, with opening in 1992.

Also envisioned in PBE is a 700 room convention headquarters hotel at a new station to be constructed at the Oregon Convention Center.

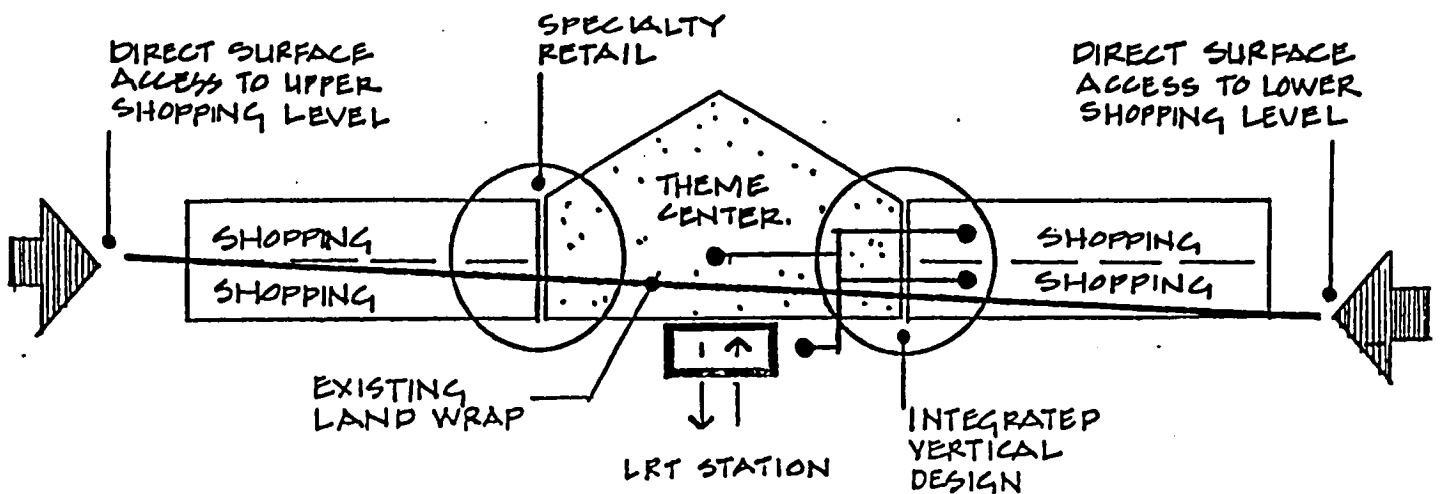
Banfield Line Joint Development Sites

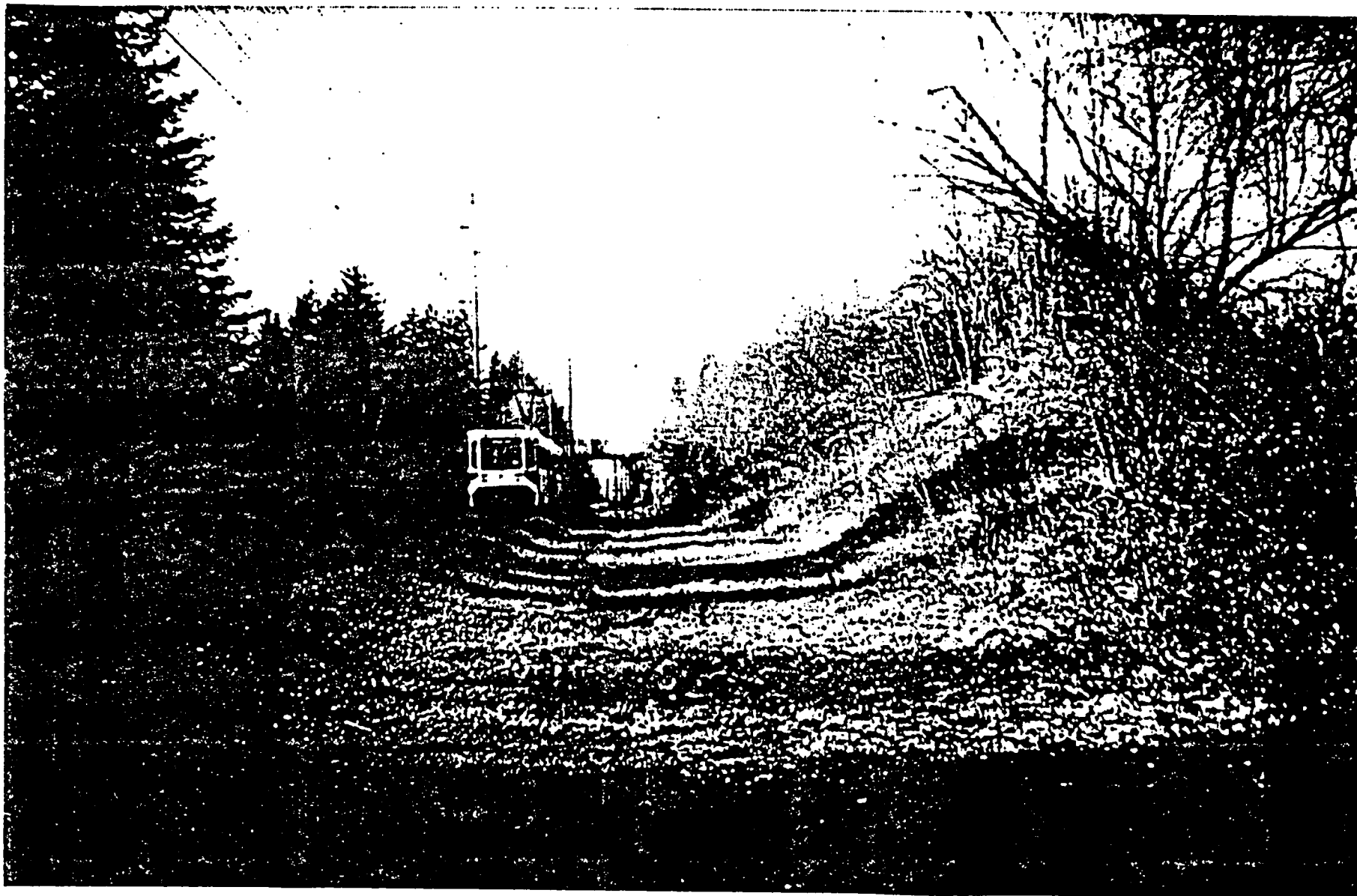


CONCEPT SITE PLAN

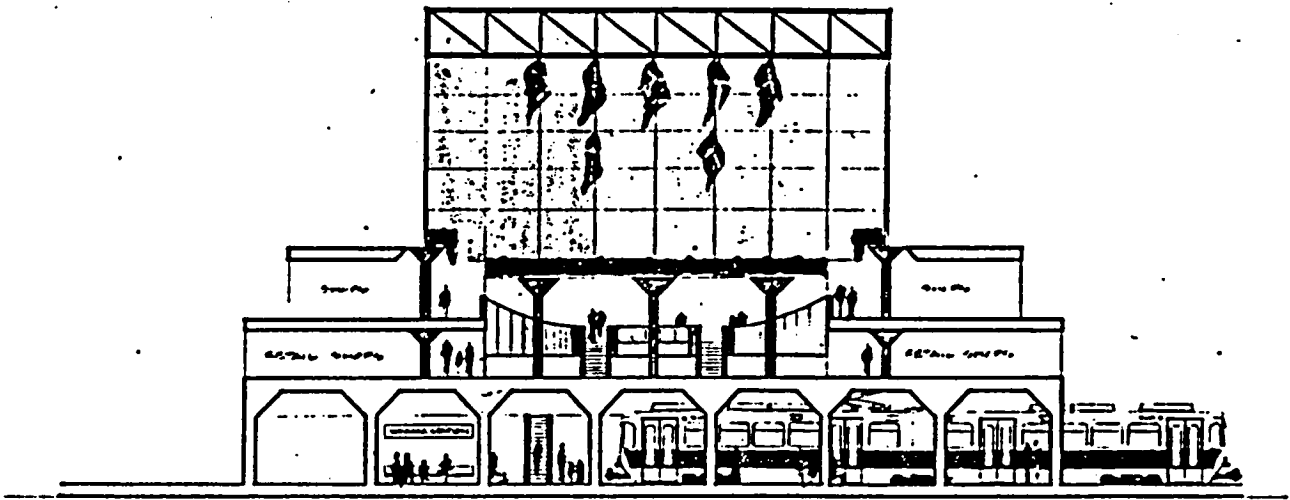


DESIGN SECTION

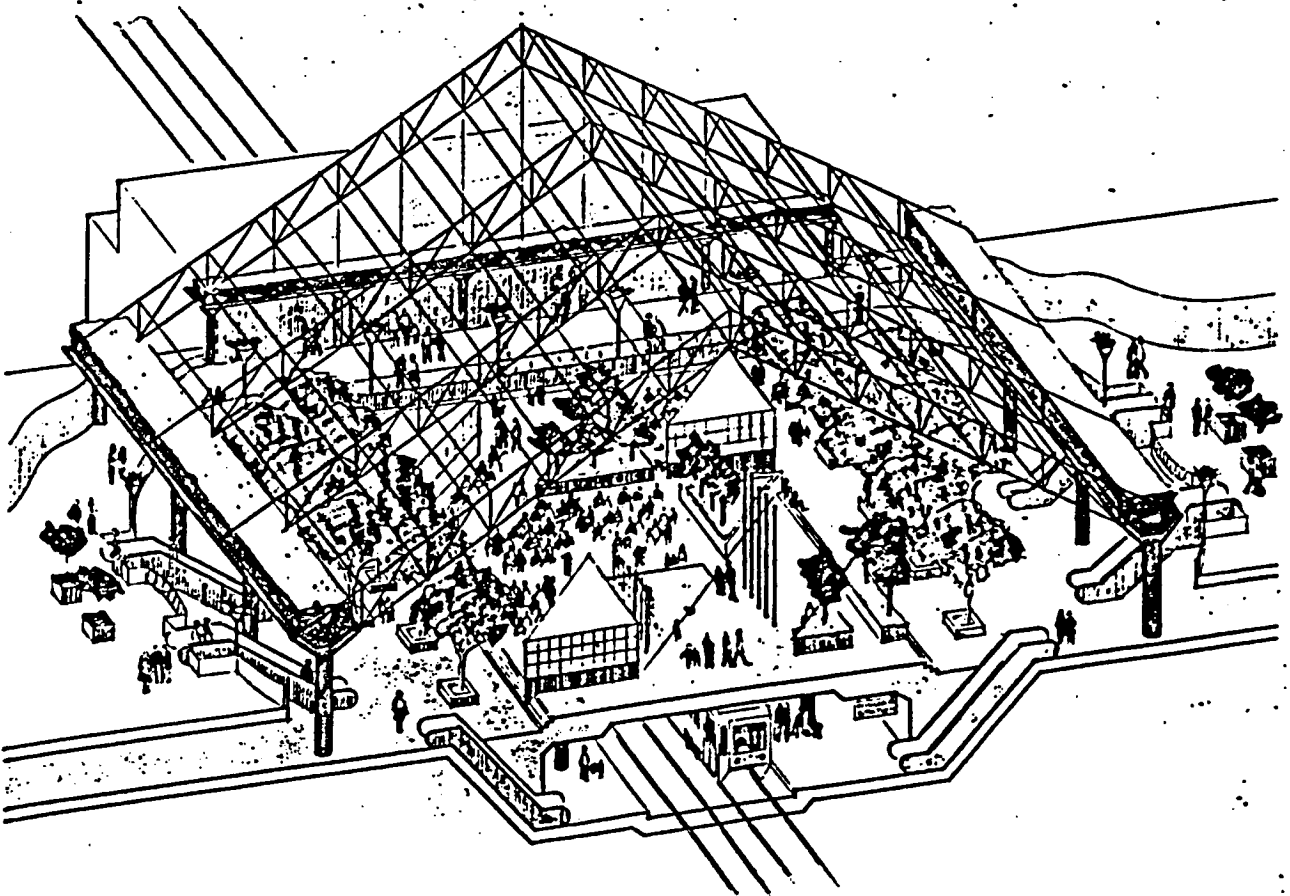


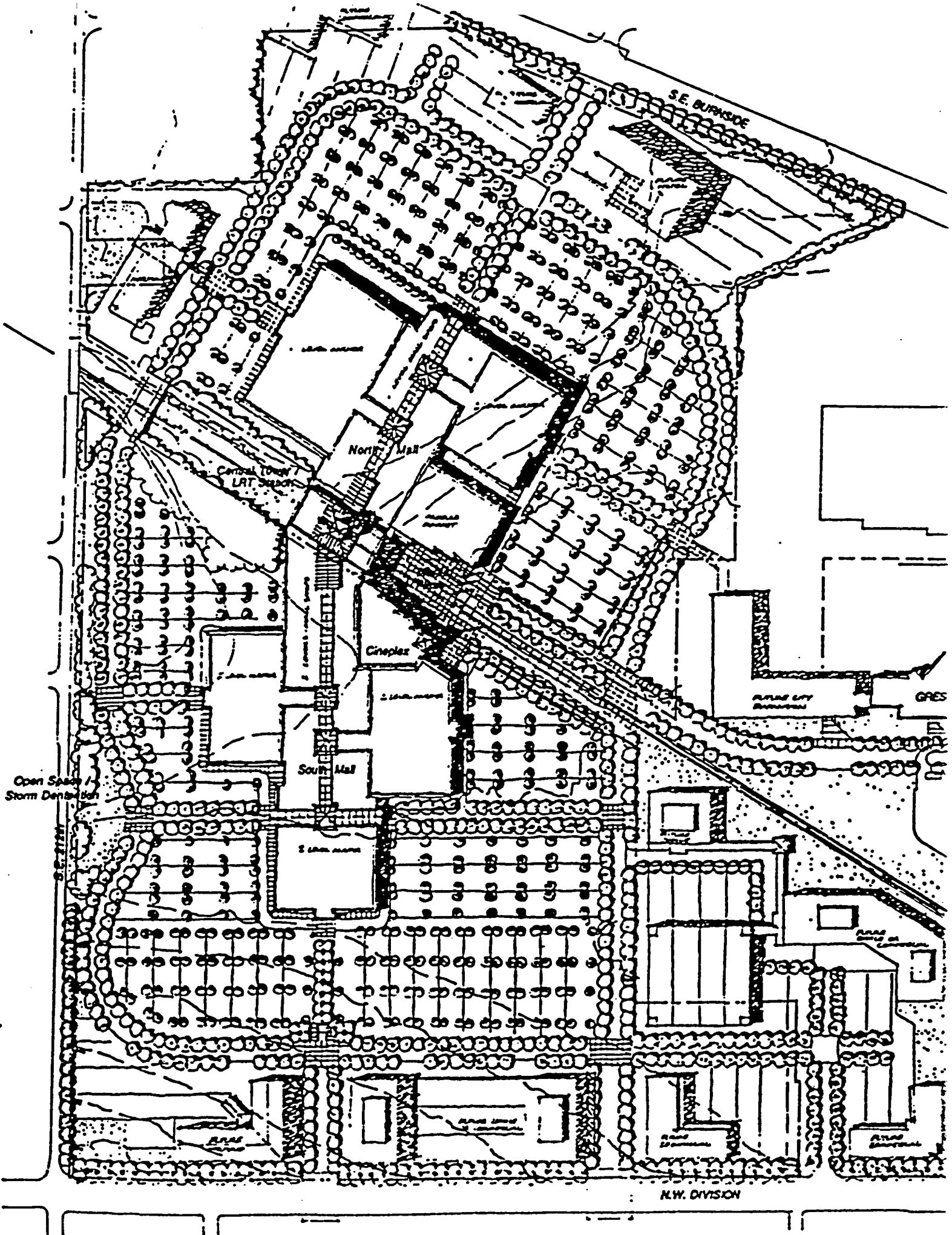


MAX travels through an existing cut in the middle of the site. This cut will allow the regional shopping center to be constructed above and across the track. A customer using MAX would be able to go from the platform directly into the center of the mall - the most convenient method to arrive for a shopping trip.



A properly packaged regional shopping center with a direct connection will yield nearly 75% of annual revenue required to achieve break even from lease revenue and new ridership.





S.E. BURNSIDE

North Mall

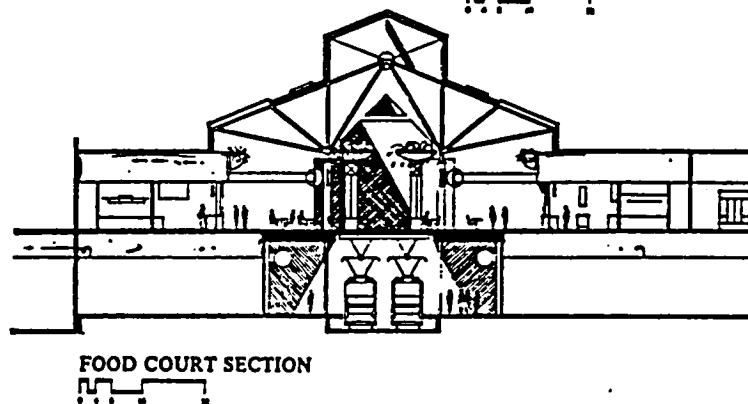
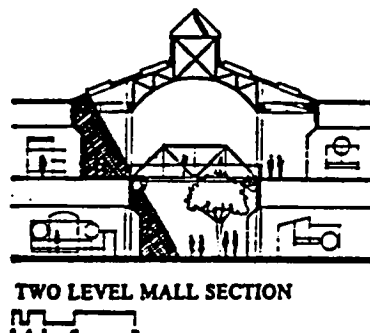
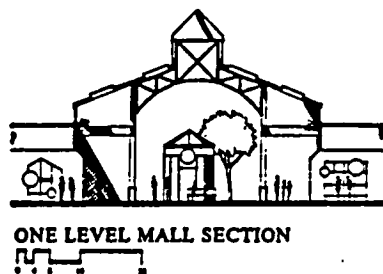
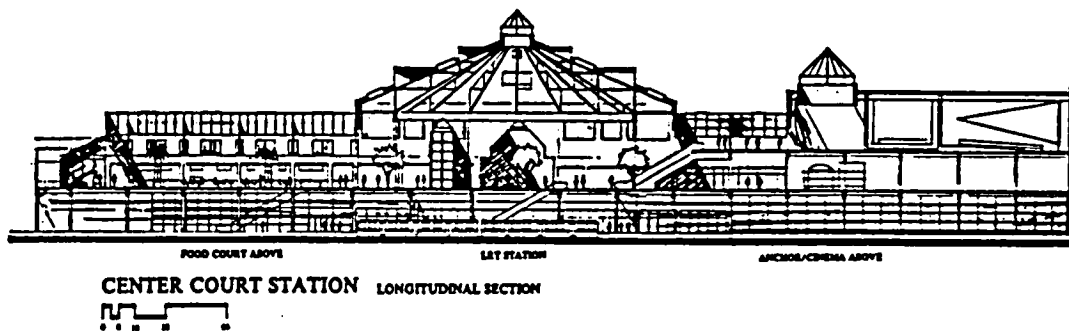
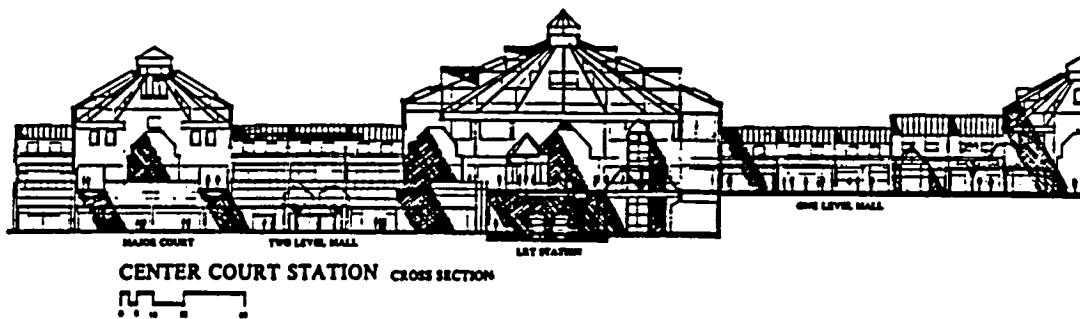
Ginplex

South Mall

Open Space / Storm Detention

Rising City Department

N.W. DIVISION



BUILDING SECTIONS

OWNER
WINMAR COMPANY, INC.
IN COLLABORATION WITH
TRI-MET

GRESHAM STATION

GRESHAM, OREGON

RONALD A. ALTOON, AIA
ARCHITECT
ZIMMER GUNSUL FRASCA
PARTNERSHIP
ARCHITECTS, AIA

WINMAR COMPANY, INC.

SUITE EIGHT HUNDRED
900 FOURTH AVENUE
SEATTLE, WASHINGTON 98164

FOR IMMEDIATE RELEASE
April 3, 1990

Design for Shopping Center Submitted to City

GRESHAM. . . The design for a regional shopping center in Gresham at the end of the MAX light rail line has been submitted today to the City of Gresham, according to a spokesman for the Winmar Company.

"The plan for the center is unique in several ways that we believe will truly benefit the Gresham community," said Winmar spokesman Paul Reinhart.

Reinhart said the center's unique features include:

"One, the MAX light rail station will be the heart of the shopping center. This focus is a first in the nation and is attracting national attention to the center. The transit orientation also meets critical Gresham and regional planning goals.

"Two, the center's design emphasizes light and openness, highlighting a view of Mt. Hood. The center will feature an open public plaza, or 'town square,' available to the community for festivals and special events.

- more -

"Three, to the extent possible, Winmar's plan preserves the natural landscape and topography of the area, with natural buffers and added landscaping to protect neighbors."

Reinhart added that Winmar Development has conducted intensive marketing studies indicating a strong demand for a regional shopping center in the Gresham area.

"Our studies show that Gresham residents are eager to do their shopping in their own city," Reinhart said. "Many of them are now going to Clackamas Town Center."

Following submission of the design review proposal to the City, the 10-member Planning Commission will begin its public review process. The Commission's decision should be completed within 90 days.

Reinhart said the project has undergone two years of comprehensive planning review, extensive public involvement and coordination with city and county officials.

"We will continue to seek input from the community as we progress with the specifics of the design," Reinhart said. "We want the people of Gresham to be as proud of this center as we are."

###

*For further information,
contact Paul Reinhart,
224-0007 or (206) 324-5796.*

**Summary Points
Winmar Design Review Proposal
Submitted to the City Of Gresham
April 3, 1990**

The Winmar Company has submitted to the City of Gresham its **Design Review Proposal** for joint development of a regional shopping center located near the terminus of the MAX light rail line.

The proposed \$122 million project is an historic joint project between the Winmar Company and Tri-Met that is attracting national attention.

The regional shopping center at Gresham is a unique departure from the traditional suburban malls. It breaks with the traditional approach in four significant ways:

- 1. The most dramatic innovation is that the entire center will be focused on, and integral with, MAX.** Nowhere in the country does such a close relationship between transit and a major suburban retail facility exist. Only at the heart of our largest cities is this level of convenience approached for transit riding shoppers.
- 2. The second exciting innovation is the inclusion of an open plaza** overlooked by the center court of the enclosed shopping mall. The light rail station will be a natural extension of the plaza within the building. The open plaza provides a high visible, accessible public square for festivals, special events and market stalls.
- 3. The third major feature is the unusually even spread of potential shoppers and traffic** in all directions from the site; the existence of a **highly developed arterial street system around the center** which is capable of serving the center without creating undue congestion problems; and the **special role of light rail in providing shopper access** to this project.
- 4. The fourth unusual feature is the use of a site of highly variable topography.** MAX uses an old railroad right of way which was built in a cutting through the site. To the north of the cutting, and approximately thirty feet above it, is a flat plateau. To the south, the land falls away into a swale, then climbs steeply to the southwest corner of the property, where the intersection of Division St. and Wallula Ave. is 75 feet above the bottom of the swale.

The project has undergone two years of comprehensive planning review, extensive public input and coordination with city and county officials. The Design Review Proposal is the culmination of this two year planning effort and marks the beginning of a new phase of public involvement.

The Design Review Process

The City of Gresham's design review process is addressed in the City Code.

Following submission of the proposal by Winmar, the 10-member City Planning Commission will begin its public review process. The Commission's decision should be completed within 90 days. It is also possible within the review process for the Gresham City Council to study the proposal as well.

The proposal contains detailed descriptions and diagrams of the proposed center including its situation on the site, a map of stores and commercial areas, landscaping features, parking proposals and preliminary architectural drawings. The proposal also contains a marketing analysis and a thorough traffic management study.

During the design review process, Winmar will continue to meet with neighborhood groups and interested citizens to discuss the proposal and answer questions.

Light Rail Focus Meets Civic and Regional Planning Goals

The feature of the proposal that is gaining national attention is the center's focus on light rail. The primacy given to transit in this proposal is unknown in any regional shopping center in the country. A new Max station is located at the center of the complex and is carefully integrated into the mall so that shopping and public areas are convenient to light rail patrons. The light rail station is actually placed in the mall structure and is topped by a glazed dome structure that will seal it from outdoor elements but still maintain the "openness" theme of the mall's architecture. Driveways and parking have been designed to accommodate bus circulation through the site.

The light rail connection accomplishes several very important civic and public policy objectives for local governments and for Tri-Met. First, it enhances the uniqueness of the center and the exciting image that light rail already enjoys in Gresham. That excitement in turn adds to the prospects for the center becoming a truly public forum and meeting place for residents and visitors to the city.

Second, light rail orientation means that transit and foot traffic will be encouraged in a predominantly auto-oriented district. It is estimated that 10-15% of the trips to the center will be made on light rail and buses. And, growth to the center can be accommodated with less impact on surface streets.

Third, by locating a regional shopping center near the terminus of MAX, transit officials can stimulate their off-peak ridership and continue to offset operational costs with the additional farebox revenues. It is anticipated that the regional center will generate an additional 2000 off-peak trips per day -- trips that can be served at little additional operational cost to the transit district.

"Openness" and Public Spaces: Theme For The Center's Design

Another of the unique features of the mall design is Winmar's combining traditional commercial spaces with open and public spaces. Traditional suburban malls have been built only with an eye to controlling weather and temperature. Winmar breaks with tradition in its design by including large glass structures to maximize light into the center and to highlight the view of Mt. Hood. Indoor courts and outdoor public plazas and gardens will attract planned and spontaneous events.

A light structure of steel and glazed glass will give the public areas a sense of openness and accessibility. A glazed rotunda over a grand central space will connect the north and south malls and will reinforce the mall's focus on the light rail station below .

The glass rotunda will become the landmark both inside and outside the mall. The project is rich in the extent and diversity of public spaces and amenities. The southeast terminus of the structure will be an open plaza sheltered by trees. It will be open to the sun on the south and will overlook a woodland garden with landscaping indigenous to the site. The plaza will be overlooked by the center court of the shopping mall and will be a highly visible focus for festivals and special events. It could also accommodate market stalls (a farmers-type market) and other seasonal retailing.

The indoor counterpart of the plaza will be the center court beneath the glass rotunda. This is also the space into which MAX passengers will ascend the upper level of the mall. The rotunda will extend into the food court and towards the theater and will accomodate those events and exhibits that cannot be conducted in inclement weather.

Landscaping and Natural Buffer Areas

Winmar proposes to take advantage of the unique topographical variety of the site. Most traditional suburban malls are built on a flat plane. The Winmar site, in contrast, includes a swale, a plateau, natural wooded areas and an abandoned railroad right of way. This topographic diversity will enhance the mall's attractiveness as a gathering place for the community and for visitors.

The three major objectives of the landscaping plans are 1) to perpetuate the natural landscape of the area as much as possible; 2) to create natural buffers for adjacent neighborhoods and 3) to soften any expanses of structure walls and parking lots.

The natural buffer area along Walulla Avenue has been mapped out with respect to existing grade and trees. That area will be enhanced with plantings of native species such as firs, Hogan cedars, alders and rhododendrons to further minimize

the impact of the center on the adjacent neighborhood. A portion of the landscaping along the western boundary of the site will be left undisturbed. The overall effect of Winmar's landscape design will be of a compact woodland adapted to an urban context.

Storm Water and Drainage

City Code requires that the project have storm water facilities on site adequate to accommodate run-off. Winmar and the City of Gresham have met periodically over the past nine months to come up with a plan to design and build the facilities necessary.

It is expected that Winmar and the City will conclude on a plan and a fair distribution of costs sometime during the design review process. The process for agreeing on drainage and run off is running concurrent with the design review process.

Auto Traffic And Circulation

Another of the unique features of the Winmar site is the equal distribution of shoppers and potential traffic on all sides of the shopping center. Unlike other suburban shopping malls with major arterial or freeway access on one or two sides only, the Winmar site in Gresham is served by at least four major arterials in addition to the MAX light rail line which runs directly through the heart of the center.

Traffic studies by the City of Gresham and Winmar's traffic consultants indicate that existing arterials can accommodate the anticipated growth in traffic from the shopping center and any future growth in the community before the year 2009 without major reconstruction or modification.

Seventeen intersections within the vicinity of the center were studied and it was determined that only two of these would be impacted enough to require reconstruction before the year 2009. Winmar has agreed to underwrite the portion of these construction costs that is estimated to be attributable to shopping center traffic.

Increased auto traffic has been of concern to the Walulla neighborhood adjacent to the proposed center. In response to neighborhood concerns, there will be no access to the shopping center off Walulla Ave. In addition, "No Through Traffic" signs will be posted at all neighborhood intersections connecting with arterial streets.

Demand For A Regional Shopping Center Is High

Marketing studies conducted by Winmar conclude that there is strong demand in the Gresham area for a regional shopping center. Gresham residents are looking forward to doing their shopping in Gresham. The marketing studies have made several key observations about the Gresham market.

1. Household size and income are higher in Gresham when compared to other areas in Multnomah County.
2. There is excess demand within greater Gresham for full service, non-discount department store shopping. This is especially true for apparel shopping.
3. Even with a regional shopping center, there is room for the growth of specialty shops and other businesses outside the center.
4. A regional shopping center has the potential for improving overall retail traffic into Gresham.

In addition to the market survey, a public opinion survey of Gresham residents indicated that the most important reason for respondents' support for a regional shopping center was that it would give them the opportunity to do their shopping in Gresham. When asked, most respondents said that they did their current shopping at the ClackamasTown Center.

Anchor Store Negotiation

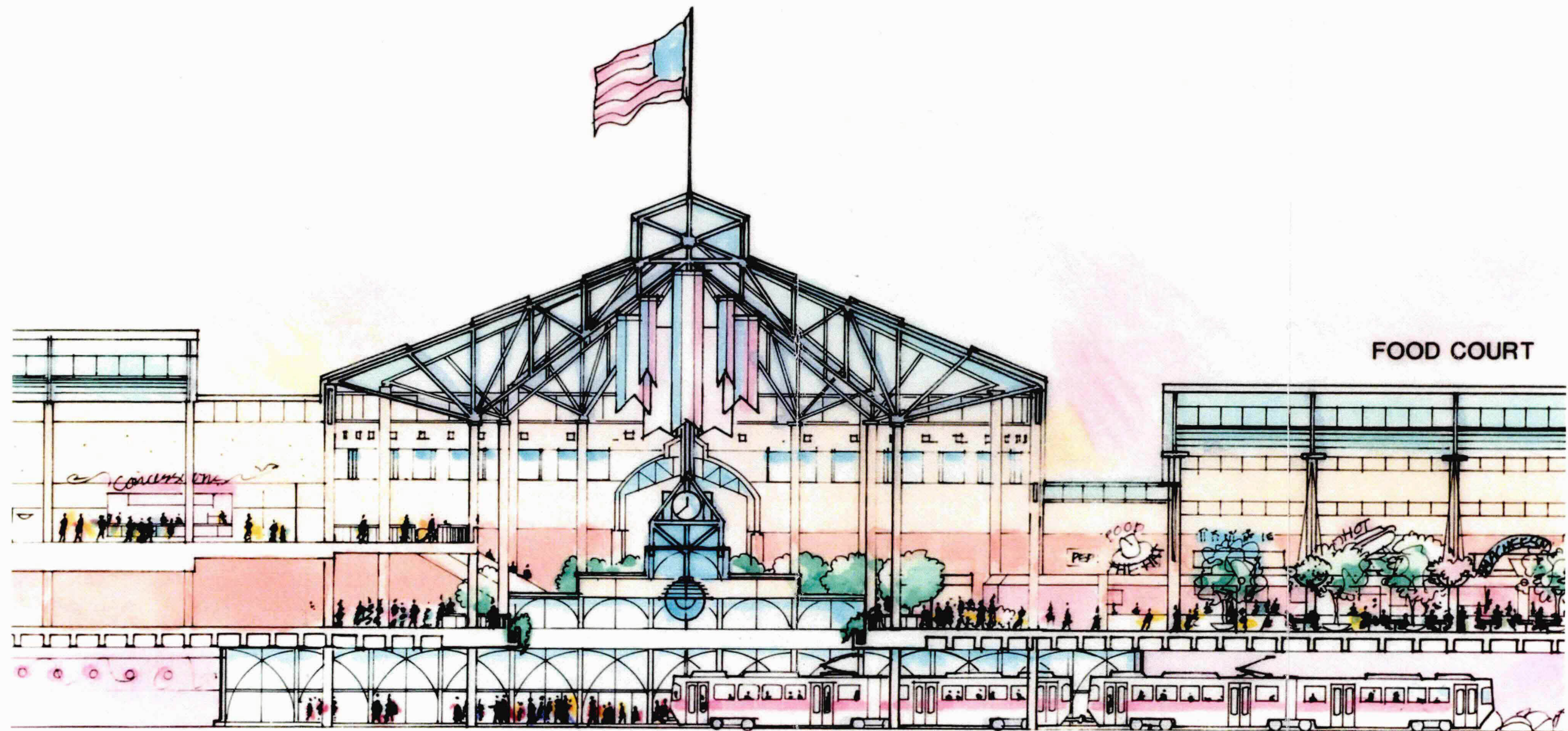
Gresham City Code requires that the regional center provide space for full line department stores. The design proposal anticipates three anchor stores in the initial phase, with room to expand in later stages of development. Winmar Company has maintained ongoing communication with such reputable retailers as Meier and Frank, Frederick and Nelson, the Bon Marche, Sears and J.C. Penneys. Anchor store negotiations will proceed concurrently with the design review process, and it is hoped that tentative agreements can be reached within the next six months.

Conclusion: A Public-Private Partnership

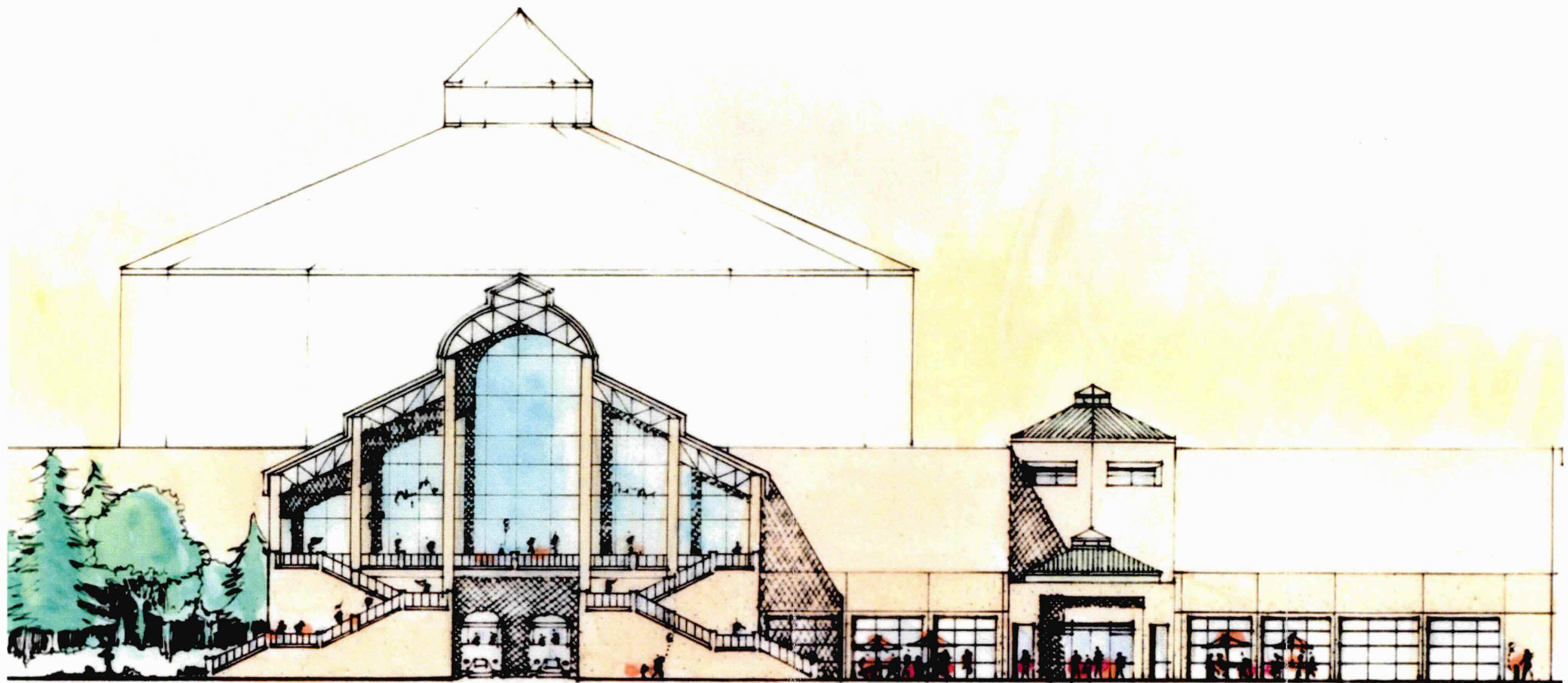
In the Design Review Proposal, Winmar Company has used its extensive experience to develop a regional center that is unique to Gresham and the Northwest, that satisfies Gresham's unmet demand for full service department store shopping, that addresses neighborhood concerns about traffic and buffering, and that can meet the City's requirements for contained and manageable growth.

Moreover, Tri-Met's joint participation with Winmar in the project satisfies important civic and regional planning goals. The integration of light rail into the center will create a high modal split for transit. No other shopping center in the region will be able to offer light rail shoppers the same convenience. It is expected that the shopping center alone will generate over 2000 additional trips per day during the off-peak for transit and these trips translate into farebox revenues that can be used to offset the cost of light rail operations. The center is truly a public-private partnership.

ROTUNDA AT CENTER COURT



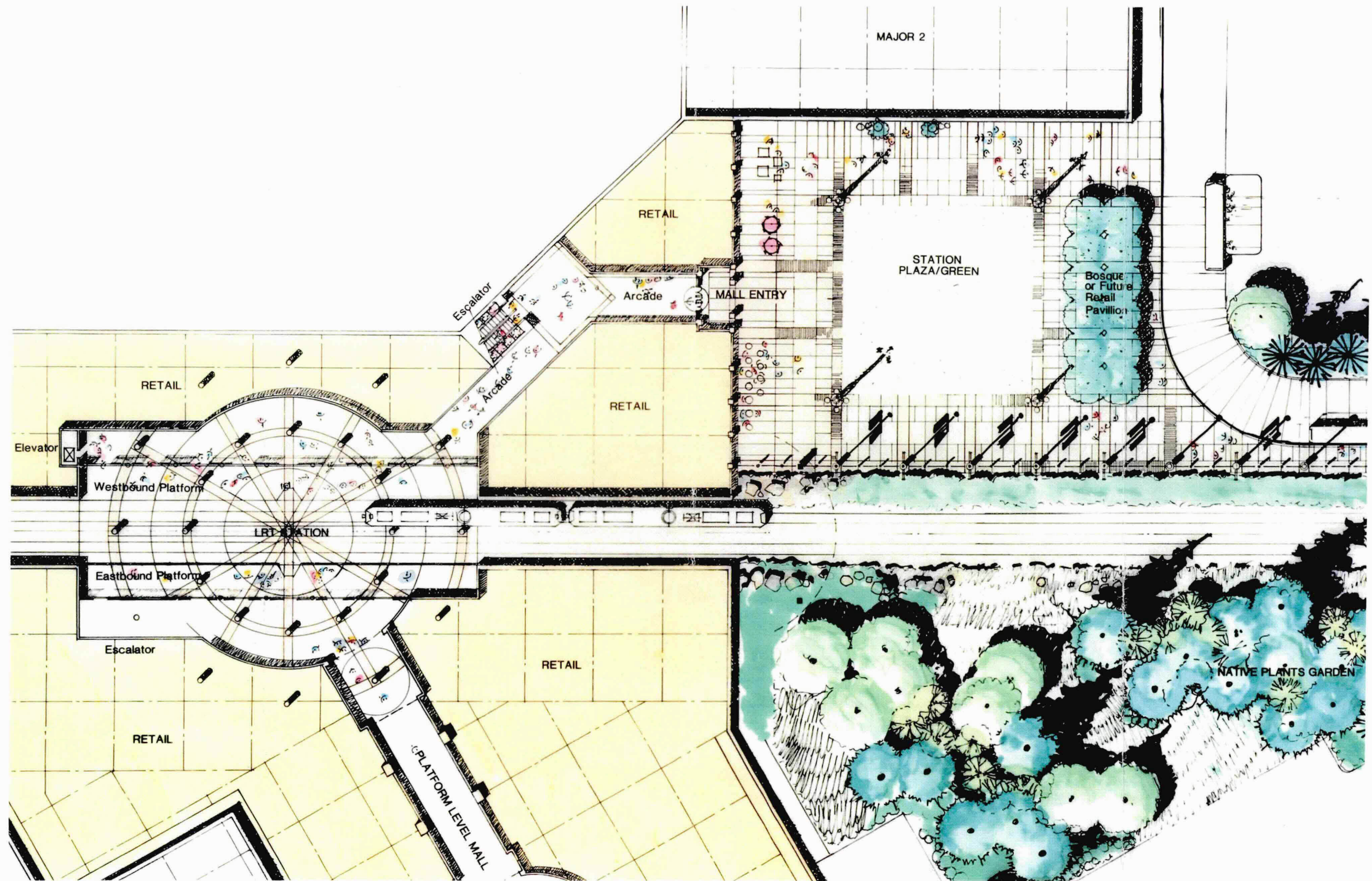
TRANSIT PAVILLION



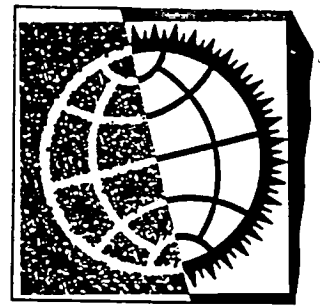
**FOOD COURT ABOVE
LIGHT RAIL STATION**

**MALL ENTRY
ARCADE**

**PLAZA LEVEL
RETAIL**



Contact: Sara Hanson (503) 226-5016
Laurie Dickinson 226-5121



SOLV IT.

CLEAN-UP YOUR NEIGHBORHOOD
AND HELP CLEAN UP THE WORLD

FACT SHEET

SOLV IT: A COMMUNITY-WIDE CLEANUP

EVENT: A community-wide cleanup of 30 neighborhoods and 12 illegal dumpsites (i.e. public parks areas), followed by a volunteer thank-you celebration at the Rose Garden Amphitheater in Washington Park, featuring live music, barbeque, and refreshments.

DATE: Saturday, May 19, 1990

HOURS: Cleanup 9A - 2P Celebration 3P - 6P

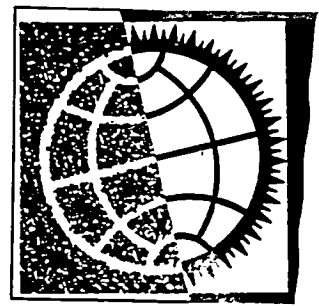
ORGANIZERS: SOLV - Stop Oregon Litter & Vandalism. SOLV, a non-profit organization, was created in 1969 by Governor Tom McCall and others to assist Oregonians in keeping Oregon liveable. SOLV is acting as technical coordinator and benefactor of the event.

MAJOR SPONSORS: KINK FM 102, KATU Television Center, Safeway, and Northwest Natural Gas.

ADDITIONAL SUPPORT: Smith's Home Furnishings, Winterbrook Seltzer (and more to come!!)

VOLUNTEER REGISTRATION: Mail-in volunteer forms and event information will be available in all local-area Safeway stores. The event will also be publicized on KINK FM 102 and KATU, starting April 12 on KINK. For additional event information, or to sign up to volunteer for the cleanup, people will be asked to call SOLV IT's community-wide cleanup hotline number, 636-8490. If you live in Clark County, Washington and want to cleanup Vancouver-area parks or neighborhoods by recycling, call (206) 699-2375. Upon registration, volunteers will be sent a detailed letter of confirmation, outlining specific instructions for May 19, including directions to their chosen site, meeting place for cleanup packet and instructions, appropriate dress, safety tips, and release form.

PARTICIPATING PORTLAND NEIGHBORHOOD ASSOCIATIONS
AND
ILLEGAL DUMP SITES



SOLV IT.
CLEAN UP YOUR NEIGHBORHOOD
AND HELP CLEAN UP THE WORLD

Illegal Dump Sites

NORTHWEST

Forest Park

NORTHEAST

Columbia River

SOUTHEAST

162nd off Vrandenberg

Oaks Bottom Wildlife Refuge

SOUTHWEST

Gabriel Park

Slaven Rd. (Prevention Only)

Raynard Rd. off #219

Clark Rd. off Farmington

Oregon St./ Tualatin-Sherwood Rd.

Neighborhood Associations

NORTH

Arbor Lodge

Boise

Friends of Cathedral Park

Hayden Island

Kenton

King

Portsmouth

St. Johns

University Park

NORTHWEST

Forest Park

Overlook

SOUTHWEST

Goose Hollow

Multnomah

NORTHEAST

Eliot

Grant Park

Irvington

Kerns

Parkrose

Sabin

Sullivan's Gulch

Wilkes

Laurelhurst

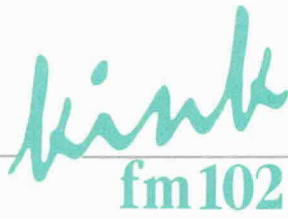
SOUTHEAST

Eastmoreland

Laurelhurst

Sellwood/Moreland

Sunnyside



**AN ENVIRONMENTAL
MARKETING OPPORTUNITY**

**PREPARED BY:
KINK FM 102**

MARCH 1990

Our planet today faces severe environmental crises such as global warming, rain forest devastation, growing world population, and water, land and air pollution.

"The future of the earth depends not only on the governing bodies of nations, nor on the maverick heros who risk their lives to save a tree or a river or a whale. A healthy environment depends on the majority of the people adjusting their lives with the fate of the planet in mind."

"Omni" magazine
September 1989

We want to do our part. This decade, KINK is committed to making a difference in our community by focusing the station's operations (including marketing and promotions, news and public affairs) on restoring and protecting the environment. Our efforts in the '90s will be directed to raising the consciousness of both our listeners and employees about this worldwide problem.

KINK's heritage is richly woven with community events that reflect the social consciousness of the times. Since its inception in 1968, KINK has actively taken positions on timely issues--from the Vietnam War and the first Earth Day in 1970, to recent concerns with feeding Oregon's hungry and the horrors of Sudden Infant Death Syndrome. This tradition of social responsibility has helped KINK develop and hold its dominant position with Portland-area baby boomers.

KINK FM 102 is proud to have the resources to make a difference. The '90s are slated to be the "Decade of the Environment," and we are committed to help save Mother Earth.

KINK and SOLV (Stop Oregon Litter and Vandalism), along with other community-minded sponsors, will join forces to help improve and protect the environment.

SOLV is a 21-year-old, non-profit organization devoted to combating litter and vandalism throughout Oregon. SOLV, an alliance of public agencies and private industry, is technical coordinator and benefactor of this event.

On May 19, we will coordinate a Portland-area clean up of neighborhoods and illegal dump sites. Illegal dump sites are areas such as Forest Park or Oaks Bottom, where people dump garbage, tires, etc., even though it is prohibited. Neighborhood efforts will involve yard, street and park clean ups and beautification. We will also concentrate on preventative measures to discourage future dumping.

The clean up, scheduled from 9 a.m. to 2 p.m., will be focused in 25 neighborhoods and 10 to 15 illegal dump sites. Through marketing, the whole city will be encouraged to get involved. We expect to mobilize between 5,000 to 10,000 volunteers for the one-day clean up.

The day will end with a thank-you celebration at Washington Park. Clean-up volunteers and their families will be invited to join in the celebration, featuring live music, food and beverages. This post-event celebration will provide the sponsors and supporters with high visibility through the attendance of the thousands of volunteers, their families and the local media covering the event.

Major sponsors of the KINK/SOLV clean up will assist in the pre-event publicity. Besides KINK FM 102, Safeway and KATU Television Center will provide event information, volunteer recruitment and recycling tips to hundreds of thousands of Portlanders. Total event publicity is valued at more than \$75,000!

We encourage you to take advantage of this unique marketing opportunity to invest in our community, which has served you so well. Participation in the KINK/SOLV clean up allows you to be actively involved with a major event focusing on the environment and advertise your products and services on KINK FM 102. Your involvement with KINK's clean up will positively associate your company with one of the biggest business issues of the '90s.

"There's money to be made catering to the public's mounting concern for the environment, as astute consumer marketers are beginning to learn. A July 1989 survey conducted for the Michael Peters Group, which provides consulting on products and design, found that 77% of Americans say a company's environmental reputation affects what they buy."

"Fortune"
February 12, 1990

Here's how you can become an "eco-responsible" company....

KINK to provide:

- * Opportunity and vehicle for client to become a visibly "eco-responsible" company within our community
- * Coordination and facilitation of clean-up event with SOLV
- * Fund raising directed toward major corporations to pay for project through sponsorships (Cost: approximately \$125,000)
- * Promotional on-air support of event mentioning major sponsors (Value: \$30,000)
- * Before and after news stories covering event/environmental issues
- * Creative for all graphics:
 - signage
 - T-shirts
 - event publicity
- * Personalities/staff to assist with clean-up efforts
- * Personalities for after-event celebration
- * Inclusion on "What's Going On" line (approximately 1,000 calls/week)
- * Assistance for all sponsors/supporters in commercial-message creative and production

NEIGHBORHOOD SPONSOR

- * Four-week schedule on KINK FM 102
 - 18 (60-sec.) commercials per week
 - (60- sec.) commercials total
- * Adoption of all 35 identified neighborhoods
 - ID signage on location
- * Neighborhood-sponsor identification on KATU's promotional spots^o
- * Promotional mentions on KINK FM 102 (a minimum of 18)**
- * Neighborhood-sponsor identification on:
 - maps
 - volunteer forms
 - promotional fliers

Neighborhood-sponsor identification on after cleanup celebration "thank you" signage

- * Neighborhood-sponsor identification on post-event newspaper ad thanking sponsors and supporters
- * \$500 cash contribution to SOLV (included in sponsorship fees)
- * Governor/state official endorsement
- * KINK's assistance in creating and producing your commercial message
- * One hour of production using KINK's facilities and staff expertise

TOTAL INVESTMENT: \$20,000

(SOLV sponsorship fee: \$10,500)
(Schedule on KINK FM 102: \$9,500)

All sponsorship fees (excluding the KINK schedule invoice) can be paid directly to SOLV, thus allowing your contribution to be tax deductible as the laws.

- ^o dependent upon production capabilities
- ** based on 12 participating sponsors

PARTICIPATION AGREEMENT

Yes! We would like to be a Neighborhood Sponsor for the May 19 metro-area clean up.

Company: _____

Billing Address: _____

Phone: _____

I understand that the Neighborhood Sponsor fee (\$10,500) is due to SOLV no later than Friday, April 13, 1990. Please make check payable to "SOLV" and send it, with a copy of this signed agreement, to:

SOLV
c/o Diane Millemann
Education Service District
11611 N.E. Ainsworth Circle
Portland, Oregon 97220

The invoice for the accompanying schedule on KINK FM 102 for \$ _____ will be sent to you within 30 days of the air dates. Payment to KINK is due as per the terms of agreement in the sales contract.

Signature

Title

Date

The deadline for Neighborhood Sponsor participation is Friday, April 13, 1990.