METRO

Agenda

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

Meeting: METRO COUNCIL (SPECIAL MEETING)
Date: May 3, 1990
Day: Thursday
Time: 5:30 p.m.
Place: Council Chamber

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	4. Minutes of February 22, 1990 (Action Requested: Motion to Adopt the Minutes)	
5:40 (30 min.)	5. REPORT ON PERFORMANCE AUDIT (Information Only; No Action Required)	Van Bergen
	6. RESOLUTIONS	
	NON-REFERRED RESOLUTIONS	
6:10 (30 min.)	6.1 Resolution No. 90-1257, For the Purpose of Approving the FY 1990-91 Budget and Transmitting the Approved Budget to the Tax Supervising and Conservation Commission (PUBLIC HEARING) (Action Requested: Motion to Adopt the Resolution)	Van Bergen
6:40	7. ADJOURN	

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

MINUTES OF THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

March 22, 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, George Van Bergen and Judy Wyers

Councilors Absent: Ruth McFarland

1. INTRODUCTIONS

None.

2. CITIZEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS

Ms. Berna Plummer, 13740 N. E. Fremont, Portland, OR, 97230, requested the Council hold a special meeting to consider a matter regarding a Metro Solid Waste contract on which she was a subcontractor. Ms. Plummer alleged that she had received unfair treatment and that there was a conspiracy on behalf of the prime contractor and a subcontractor to eliminate her participation in the contract. She said that she had appeared at a previous Solid Waste Committee meeting, and was told that she should first discuss the matter with General Counsel. Ms. Plummer said that she was told that the Solid Waste Department Director would contact her, and as of the meeting date, she had not been contacted. Ms. Plummer said that the contract was being performed at that time and was for a period of ten days, of which six had already elapsed. The Presiding Officer asked Ms. Plummer to meet with Solid Waste Director Bob Martin and General Counsel Daniel Cooper during the meeting, and if she still had further concerns, address the Council at that point.

3. EXECUTIVE OFFICER COMMUNICATIONS

3.1 Smith and Bybee Lakes Management Plan

Executive Officer Rena Cusma introduced Jim Sjulin of the Portland Parks Bureau, Brian Campbell of the Port of Portland and Paul Fishman of Fishman Environmental Services. She said that informal discussions had occurred regarding Metro's role in Smith and Bybee Lakes as it related to the St. Johns Landfill closure and she had requested the representatives give the Council a general briefing in advance of the Council's discussions of policy issues related to the closure.

The representatives then summarized the Smith and Bybee Lakes Management Plan which had been previously distributed to the Council. The representatives emphasized that the Plan's goals were to maintain and enhance the area as a part of the Columbia River wetlands and preserve and manage fish and wildlife. They

noted that property ownership was divided between the Port of Portland, City of Portland, private business and citizens. Mr. Sjulin said that the property owners, Metro and resource agencies had been involved in developing the Plan. Mr. Sjulin said that the Plan had been submitted to the City of Portland for review and adoption and would be submitted to Metro and the Port of Portland. He urged the Council to refer the Plan to the appropriate committee and work cooperatively with the City and Port to assure that each jurisdiction adopted the same plan. Mr. Campbell noted that the lakes were a regional resource, and Mr. Fishman invited Councilors to contact him for a tour of the lakes.

Councilors Devlin and Hansen spoke in favor of the cooperative interagency efforts the Plan represented. In response to water quality questions raised by Councilor Bauer, Mr. Campbell said that the Plan recommended a water-quality monitoring program for the lakes. Councilor Ragsdale suggested that at some phase, the Management Plan include the entire Columbia Slough. Councilor Collier stated that the Plan would be referred to the Intergovernmental Relations Committee.

4. CONSENT AGENDA

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

4.1 Minutes of October 12, 1989 (Action Requested: Motion to Approve the Minutes)

4.2 Resolution No. 90-1211, For the Purpose of Approving a Request for Proposal Document for Broker of Record for Employee Benefits (Action Requested: Motion to Adopt the Resolution)

4.3 Resolution No. 90-1213, Providing for the Assessment of Dues to Local Governments for 1990-91 (Action Requested: Motion to Adopt the Resolution)

4.4 Resolution No. 90-1218, Amending the Region's Highway Improvement Plan for Inclusion in the 1991-96 Oregon Department of Transportation Six-Year Highway Program (Action Requested: Motion to Adopt the Resolution)

4.5 Resolution No. 90-1024, For the Purpose of Approving the issue of a Request for Proposal for Engineering Services Related to the Closure of the St. Johns Landfill (Action Requested: Motion to Adopt the Resolution)

4.6 Resolution No. 90-1215, For the Purpose of Authorizing Execution of a Contract with David C. Smith & Associates for Photogrammetric Services at St. Johns Landfill (Action Requested: Motion to Adopt the Resolution)

4.7 Resolution No. 90-1217, For the Purpose of Approving the Boundary and Criteria for Receipt of Community Enhancement Funds for the City of Forest Grove with Respect to the Forest Grove Transfer Station (Action Requested: Motion to Adopt the Resolution)

4.8 Resolution No. 90-1219, For the Purpose of Approving an Agreement with Marion County for the Disposal of up to 40,000 Tons per Year of Solid Waste at the Marion County Waste to Energy Facility (Action Requested: Motion to Adopt the Resolution)

At the request of Councilor Wyers, Item Nos. 4.5 (Resolution No. 90-1024, For the Purpose of Approving the issue of a Request for Proposal for Engineering Services Related to the Closure of the St. Johns Landfill) and 4.8 (Resolution No. 90-1219, For the Purpose of Approving an Agreement with Marion County for the Disposal of up to 40,000 Tons per Year of Solid Waste at the Marion County Waste to Energy Facility) were removed from Consent Agenda. The Presiding Officer announced that the items would be considered immediately after the Consent Agenda.

Motion: Councilor Devlin moved, seconded by Councilor DeJardin to adopt Item Nos. 4.1, 4.2, 4.3, 4.4, 4.6 and 4.7 of the Consent Agenda.

Vote: The eleven councilors present voted in favor of the motion. Councilor McFarland was absent.

The motion carried.

4.5 Resolution No. 90-1024, For the Purpose of Approving the issue of a Request for Proposal for Engineering Services Related to the Closure of the St. Johns Landfill

Councilor Wyers said that at the time the resolution had been considered by the Solid Waste Committee, she had asked for a report on the Department of Environmental Quality's (DEQ) response to the closure plan and a DEQ representative was present to give that report. Joe Gingerich, DEQ Project Engineer said that he would forward comments regarding the Plan to Metro by the end of March and public hearings would be scheduled after DEQ's review. He said that he had just reviewed the Plan that day, and from that initial review, it appeared that he would be requesting more technical data.

Motion: Councilor Wyers moved, seconded by Councilor Bauer to adopt Resolution No. 90-1024.

Vote: The eleven councilors present voted in favor of the motion. Councilor McFarland was absent.

The motion carried unanimously.

4.8 Resolution No. 90-1219, For the Purpose of Approving an Agreement with Marion County for the Disposal of up to 40,000 Tons per Year of Solid Waste at the Marion County Waste to Energy Facility

Councilor Wyers said that she had removed the resolution from the Consent Agenda in order to amend the resolution to put the transportation services portion of the contract out to bid.

Motion: Councilor Knowles moved, seconded by Councilor Devlin to adopt Resolution No. 90-1219.

Motion to Amend: Councilor Wyers moved, seconded by Councilor Gardner to amend Resolution No. 90-1219 as follows: 1) after the sixth "WHEREAS" clause add:

"WHEREAS, The new agreement provides that Metro deliver up to 40,000 tons of solid waste per year to the WTEF by its contractor or allows delivery by a third party hauler; and

"WHEREAS, Putting the transportation services out to bid will likely generate competition and result in lower hauling costs and provide an opportunity for Oregon business to bid; and" 2) in the "BE IT RESOLVED" section, after number 1., amend as follows:

2. The transportation services for hauling solid waste to Marion County Waste to Energy Facility shall be put out to bid.

[2] 3. The METRO Executive Officer is hereby authorized to execute . . . (underlines indicate additions, brackets indicate deletions).

Councilors Hansen and Knowles said that they supported the amendment. Councilor Ragsdale said that he opposed the amendment because he felt it should have been introduced either by minority report or referred back to the Committee. He said that he would oppose all future amendments that came before the Council that were not advanced via minority report or committee referral.

In response to questions raised by Councilor Devlin, Bob Martin, Solid Waste Director, said that Marion County's need for waste for this facility was cyclical, with the winter being the highest demand period and the summer the lowest. Mr. Martin said that an RFP would be prepared for the transportation portion of the contract, and in the interim both Marion County and Jack Gray Transport would be solicited for bids to haul the waste to Marion

County until such time as a contractor was selected. He also pointed out that the short-haul contract was beneficial to both Metro and Marion County, because it would allow the Marion County facility to operate at optimum and disposal costs for Metro at the waste-to-energy facility were lower than landfilling. He said that the short-haul transportation bids would be evaluated on price, equipment and time. Councilor Devlin also asked if haulers could haul directly to the Marion County facility. Mr. Martin said that there was a long-standing agreement with United Hauling that allowed them to take a limited tonnage directly to the Marion County facility; however with the recently-adopted flow control ordinance, they would need to apply for a permit, and that application would be reviewed consistent with the Solid Waste Management Plan.

In response to questions raised by Councilor DeJardin, Mr. Martin said that 40,000 tons represented approximately 5 percent of Metro's total waste disposal. Councilor DeJardin said that he, too, would be voting against the amendment because of the procedural issues that Councilor Ragsdale had previously raised. Clarifying the legislative intent of the resolution, Councilor Gardner stated that bids would be solicited to haul waste to Marion County until such time an RFP could be issued and subsequent long-term contract signed. Councilor Wyers pointed out that the equipment required for hauling waste to Marion County was of a different configuration than the equipment for hauling waste to the Arlington Landfill, and therefore, there were more vendors with the capability of performing the Marion County transport contract.

Vote on Amendment: Nine councilors voted in favor of the motion. Councilors Ragsdale and DeJardin voted nay. Councilor McFarland was absent.

The motion carried.

Councilor Van Bergen asked if the agreement with Marion County violated Metro's agreement with Oregon Waste System. Mr. Cooper replied that the contract with Oregon Waste System guaranteed that 90 percent of the region's waste delivered to a general purpose landfill would be sent to the Arlington Landfill, and the 40,000 tons of waste involved in Resolution No. 90-1219 would be delivered to the waste-to-energy facility. He said that the residue ash from the waste-to-energy facility was Marion County's disposal responsibility. Mr. Cooper also said that during negotiations on the Arlington Landfill, Metro had solicited a bid from Oregon Waste Systems for disposal of ash, and Oregon Waste Systems had declined to bid. Mr. Cooper said that it was clear that ash disposal was outside the scope of work for the Oregon Waste Systems contract. Councilor Van Bergen also inquired about disposal of the residue from the composter. Mr. Cooper said that the Riedel compost service agreement specifically provided that

the residue from the compost plant would be delivered to the Arlington Landfill.

Vote on main motion: The eleven councilors present voted aye. Councilor McFarland was absent.

The motion carried unanimously.

The Presiding Officer announced that Agenda Item No. 7.1, Resolution No. 90-1224, For the Purpose of Confirming the Reappointment of Mitzi Scott to the Metropolitan Exposition-Recreation Commission would be the next order of business.

Councilor Knowles presented the Convention and Visitor Facilities Committee's report and recommendations and said that the Committee had unanimously recommended Council adoption of the resolution. He said that several of the Committee members felt that Ms. Scott had been a valuable member of the Metro ERC and the City's ERC. Councilor Knowles said that Ms. Scott had also been helpful during development of the consolidation agreement.

Motion: Councilor Knowles moved, seconded by Councilor Buchanan to adopt Resolution No. 90-1224.

Ms. Scott said that she had been a Metro E-R commissioner for the prior two years and a City E-R commissioner for four years. She said that she had requested reappointment to the Metro ERC and also served on the Convention Center Project Advisory Committee on Design and Construction (ACDC). Ms. Scott also complimented the Metro ERC staff in place for their commitment and expertise.

In response to questions from Councilor Gardner regarding a regional stadium and funding sources, Ms. Scott said that she thought a thorough marketing study should be undertaken. She said from previous studies, she had learned that in order to support spectator facilities, there needed to be a firm market in place. In the area of funding, Ms. Scott said that she would like to see new facilities receive more public funding because public benefit was derived from these type of facilities. She said that as the facilities' benefit was spread, so should the funding responsibility.

Councilor Devlin asked Ms. Scott for her views about Phase II of the consolidation agreement. Councilor Devlin said that he felt during Phase II, if the facilities were funded regionally, they should also be regionally managed. Ms. Scott said that Phase II should deal with financial matters including transfer of assets. She said that since benefits from the facilities were derived on a region-wide basis, the burden should also be shared.

Vote: The eleven councilors present voted in favor of the motion. Councilor McFarland was absent.

The motion carried unanimously.

Councilor Ragsdale noted that there was a vacancy on the Metro ERC for a Washington County representative. He said that if Washington County did not forward a recommendation within a reasonable period of time, he would be introducing a resolution to amend the appointment process.

Dan Cooper, General Counsel, reported on a meeting he had just completed with Solid Waste Director Bob Martin and Ms. Berna Plummer who had testified earlier in the meeting under "Citizen Communication to Council on Non-Agenda Items" regarding a solid waste contract. Mr. Cooper said that Mr. Martin would investigate the matter to determine whether the contractor was in compliance with his contract with Metro.

Mr. Cooper said that he had advised Ms. Plummer to discuss the matter with her own legal representative, to determine if she had grounds for individual action against the contractor. He said that he had also told Ms. Plummer that she may have grounds for the Governor's advocate for emerging small business to investigate compliance with State law. Mr. Cooper said that he felt Ms. Plummer understood that while the matter was under investigation by the Solid Waste Director, there was no need for Council action. However, he noted that at a future date, the matter may come before the Council if it involved litigation with Metro as a party. Councilor Van Bergen asked what the subject matter of the contract was. Counsel Cooper said that it involved a waste characteristic study.

5. ORDINANCES, FIRST READINGS

5.1 Ordinance No. 90-334, Relating to the Reimbursement of Employees for Use of Personal Vehicles for Travel on Official Business of the District

The Clerk read the ordinance for a first time by title only. The Presiding Officer referred the ordinance to the Finance Committee for public hearing.

5.2 Ordinance No. 90-337, For the Purpose of Amending Metro Code Chapter 5.02 Establishing Solid Waste Disposal Rates for F 1990-91

The Clerk read the ordinance for a first time by title only. The Presiding Officer referred the ordinance to the Solid Waste Committee for public hearing.

5.3 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

The Clerk read the ordinance for a first time by title only. The Presiding Officer referred the ordinance to the Finance Committee for public hearing.

6. ORDINANCES, SECOND READINGS

6.1 Ordinance No. 90-321, 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's Solid Waste Disposal System; Authorizing the issuance of the Metro East Transfer Station Bonds for such Purpose; and Establishing and Determining other Matters in Connection therewith

The Clerk read the ordinance by title only for a second time. The Presiding Officer announced that Ordinance No. 90-321 was first read before the Council on October 12, 1989 and referred to the Solid Waste Committee. The Solid Waste Committee held public hearings on November 2, 1989 and January 16 and February 6, 1990.

Councilor Hansen presented the Solid Waste Committee's report and recommendations. He advised the Council that a master ordinance had already been adopted for financing solid waste projects, and Ordinance No. 90-321 would provide for financing for construction of the Metro East Transfer Station and retiring a debt due the Oregon Department of Environmental Quality.

Motion: Councilor Hansen moved, seconded by Councilor Devlin to adopt Ordinance No. 90-321.

The public hearing was opened and closed. No one testified.

Vote: A roll call vote was taken resulting in the ten councilors present voting aye. Councilors Knowles and McFarland were absent.

The motion carried unanimously.

6.2 Ordinance No. 90-328, Amending Ordinance No. 89-294A Revising the F 1989-90 Budget and Appropriations Schedule for the Purpose of Adding a Construction Coordinator Position in the Solid Waste Department

The Clerk read the ordinance by title only for a second time. The Presiding Officer announced that Ordinance No. 90-328 was first read before the Council on December 14, 1989 and referred to the Finance Committee. The Finance Committee held a public hearing on the ordinance on December 21, 1989, and a motion carried to table the ordinance. The Solid Waste Committee subsequently discussed the matter, and at the February 8 Council

meeting, a motion carried for the Council as a whole to consider the ordinance. At the request of Councilor Hansen, this item was considered later in the agenda in order get supplemental materials for his presentation.

7. RESOLUTIONS

7.1 Resolution No. 90-1224, For the Purpose of Confirming the Reappointment of Mitzi Scott to the Metropolitan Exposition-Recreation Commission

This item was considered earlier in the agenda, and a motion carried to adopt the resolution.

7.2 Resolution No. 90-1206, Confirming Citizen Member Appointments to the Transportation Policy Alternatives Committee (TPAC)

Councilor Gardner presented the Intergovernmental Relations Committee's report and recommendations. He said that applications had been solicited for citizen members for TPAC. A subcommittee of the Intergovernmental Relations Committee had reviewed the 25 applications submitted, conducted interviews with 13 applicants and subsequently forwarded eight candidate's names to the Intergovernmental Relations Committee. Of those eight, the subcommittee definitely recommended three candidates, and the IGR Committee selected the other three candidates from the five remaining. Councilor Gardner said that the selection criteria had been geographic distribution, balance of interest groups and the candidate's experience in community involvement or transportation issues.

Motion: Councilor Gardner moved, seconded by Councilor DeJardin to adopt Resolution No. 90-1206.

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

The motion carried.

7.3 Resolution No. 90-1221, Approving a Contract for Construction of the Africa Rain Forest Exhibit at the Metro Washington Park Zoo

Councilor Gardner presented the Zoo Committee's report and recommendations. He advised that an RFP for the exhibit's construction had been issued, resulting in receipt of two bids. L. D. Madsen, the lowest responsive, responsible bidder, had been recommended for the contract by Zoo staff and the Executive Officer. Councilor Gardner also noted that L.D. Madsen had met or exceeded the W/DBE requirements.

Motion: Councilor Gardner moved, seconded by Councilor DeJardin to adopt Resolution No. 90-1221.

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

The motion carried.

6.2 Ordinance No. 90-328, Amending Ordinance No. 89-294A Revising the FY 1989-90 Budget and Appropriations Schedule for the Purpose of Adding a Construction Coordinator Position in the Solid Waste Department

Councilor Hansen said that the purpose of the ordinance was to create a temporary position to oversee construction at Metro East and South Transfer Stations and limited oversight in composter construction. He said that he felt Metro's interest would be best served by adopting the ordinance and at the earliest possible date filling the position so that there was someone on-site protecting Metro's interests. Councilor Hansen said that during the budget process, a discussion of long-term solutions could be worked out.

Main Motion: Councilor Hansen moved, seconded by Councilor Bauer to adopt Ordinance No. 90-328.

Councilor Van Bergen said that there was already a Construction Coordinator for the Zoo and two for the Convention Center. He said that he did not agree that there should be a Construction Coordinator for each project. He said that the issue should be addressed through the budget process. He said that he also disagreed that the department didn't have staff already hired that were qualified to perform the work.

As a point of clarification, Councilor Devlin advised that the motion that placed the ordinance on the agenda advanced Ordinance No. 90-328 which added a permanent construction coordinator position. The item in the agenda packet and presented by Councilor Hansen, was Ordinance No. 90-328A which requested temporary employment of a construction coordinator.

Motion to Amend: Councilor Hansen moved, seconded by Councilor Devlin to amend Ordinance No. 90-328 to conform with Ordinance No. 90-328A.

Vote on Amendment: Ten councilors voted in favor of the amendment. Councilor Van Bergen voted against the amendment. Councilor McFarland was absent.

Councilor Hansen urged the Council to support the ordinance. He said that time delays in construction of Metro East could be

costly for Metro and that construction of the second compactor at Metro South was more complex than the first. Councilor Hansen said that the adopted budget for the Solid Waste Department had a specific work program and to adjust staffing to accommodate a new program would mean a unilateral staff adjustment. Councilor Van Bergen said that he felt that in the past, the department had shifted staff for other projects. He said that in this case, the discussion was about one FTE and he felt the department should be flexible enough to accomplish unanticipated tasks. Executive Officer Cusma said that she was troubled that two major projects, Metro East and the compactor did not have anyone who was the owner's representative overseeing construction. She said that she did not feel that the Solid Waste Department had any existing resources to divert to this activity.

Councilors Buchanan and Devlin pointed to the need for the position and asked that other councilors support the ordinance. Councilor Gardner said that he could support the position on a temporary basis, and an examination of the position on a permanent basis should be a part of the budget deliberations.

Councilor Collier said that she would not support the ordinance because she did not feel adequate staff work had been performed. She said that she did not feel that adequate preparation or justification had been given to the Finance Committee when the ordinance had been presented. The public hearing was opened and closed; no one testified.

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

The motion carried, and the ordinance was adopted as amended.

The Presiding Officer announced that the Council, in its capacity as the District's Contract Review Board, would consider the next two resolutions which requested authorization to enter into sole source agreements. She recessed the Council and convened the Contract Review Board.

7.4 Resolution No. 90-1220, Authorizing an Exemption to Metro Code Chapter 2.04.044 Competitive Bidding Procedures and Authorizing a Sole Source Agreement with ESRI Systems, Inc. for Purchase of Software

Councilor Devlin presented the Intergovernmental Relations Committee's report and recommendations. He said that for software purchases, the Metro Code called for a request for proposal process, and ESRI Systems had been previously selected through such a process to provide software for the Transportation

Department. The software being purchased through Resolution No. 90-1220 was for additional work stations for the Planning and Development Department which would allow that department to access the Transportation Department's information.

Motion: Councilor Devlin moved, seconded by Councilor Ragsdale to adopt Resolution No. 90-1220.

Vote: There were eight Councilors present who all voted in favor of the motion. Councilors Bauer, Knowles, Hansen and McFarland were absent.

The motion carried.

7.5 Resolution No. 90-1222, For the Purpose of Approving a Sole Source Contract with TAK Associates Engineering Consultants for a Waste Tire Recycling Technical Assistance Project

Councilor Wyers presented the Solid Waste Committee's report and recommendations. She noted that the resolution would fund a demonstration project whose end product would be development of specifications for use of waste tires in asphalt paving. Councilor Wyers said that the process was being done in other states. She pointed out that the Council had received correspondence from Congressman Ron Wyden supporting the project. Councilor Wyers also said that the project would be for two years with half of the cost being shared by DEQ. Councilor Wyers said that TAK Associates had experience in this area and were licensed professional engineers.

Motion: Councilor Wyers moved, seconded by Councilor DeJardin to adopt Resolution No. 90-1222.

Councilor Hansen said he was opposed to Metro funding the project. He said that he felt that if DEQ were accepting leadership in the tire recycling field, they should also fund the project. He said that private funding should also be explored. Councilor Hansen also said that the One-Percent for Recycling Program would be an appropriate funding source for such demonstration projects. Councilor Hansen also asked which other states had experience in this type of project. He also reminded the Council that an important policy decision was the question of at what point in the solid waste hierarchy does one move from one set of solutions to another e.g. recycle to reuse.

In response to Councilor Hansen's questions, Heidi Sieberts introduced Dr. Takallou, one of the principals of TAK Associates. Dr. Takallou said that New York and Florida were involved in projects using recycled tires for paving materials. Deanna Mueller of DEQ, in response to funding questions, said that DEQ had a reimbursement program, but they were restricted in the way

that they could use those funds. She said, however, that DEQ would participate as a partner with Metro.

Vote: Ten councilors voted in favor of the motion. Councilor Hansen voted against the motion, and Councilor McFarland was absent.

The motion carried.

8. COUNCILOR COMMUNICATIONS & COMMITTEE REPORTS

Councilor Devlin reminded councilors that the Council retreat was scheduled for April 14. He said that he felt a discussion of the solid waste solution hierarchy would be appropriate at that meeting.

Councilor Van Bergen announced that he had received communication from the Executive Officer indicating that the Executive's proposed budget would be issued approximately three weeks later than requested. He said that he was uncomfortable with that delay and would be seeking a resolution. Presiding Officer Collier said that she had met with Ms. Cusma that day, and Ms. Cusma would be meeting with department heads to expedite the budget.

Councilor Ragsdale gave an update on Ballot Measure 1 regarding amending the Oregon Constitution to allow local voters to decide what type of transportation programs in their community could be funded through use of vehicle registration fees. He said that the measure would be on the ballot in May and fact sheets were available from the Transportation Department. He urged councilors to campaign for the measure in their districts. Mr. Cotugno urged councilors to advise him or the Public Affairs Director if they wished to volunteer for the speaker's bureau on Ballot Measure 1. He noted that the measure would not provide for authority for local jurisdictions to impose a vehicle registration fee, since local governments already had the authority to ask voters to impose a fee. He said the measure would allow local voters to decide if they wanted to use that fee in their community for transit purposes. Currently, the fees are constitutionally restricted to road purposes.

There was no other business, and the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Gwen Ware-Barrett
Clerk of the Council

cn0222.min

Agenda Item No. 5
Meeting Date: May 3, 1990

METRO

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

Memorandum

Date: May 1, 1990

To: Metro Council
Executive Officer
Interested Parties

From: Gwen Ware-Barrett, Clerk of the Council

Regarding: AGENDA ITEM NO. 5: PERFORMANCE AUDIT, for May 3, 1990 Council Meeting

The Report of the Metropolitan Service District Council Regarding the Performance Audit of the Finance and Administration Department, Final Report, May 3, 1990 prepared by KPMG Peat Marwick has been distributed to Councilors. A reference copy is available in the Council Office. Persons wanting to review the report should contact the Clerk of the Council at 221-1646, ext. 206.

gpwb

Recycled Paper

Agenda Item No. 6.1
Meeting Date: May 3, 1990

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROVING THE FY 1990-91 BUDGET AND TRANSMITTING THE APPROVED BUDGET TO THE TAX SUPERVISING AND CONSERVATION COMMISSION	RESOLUTION NO. 90-1257 Introduced by the Council Budget Committee

WHEREAS, The Council of the Metropolitan Service District, convened as the Budget Committee, has reviewed the FY 1990-91 Proposed Budget; and

WHEREAS, The Council, convened as the Budget Committee, has conducted a public hearing on the FY 1990-91 Proposed Budget; and

WHEREAS, Pursuant to Oregon Budget Law, the Council, convened as the Budget Committee, must approve the FY 1990-91 Budget, and said approved budget must be transmitted to the Tax Supervising and Conservation Commission for public hearing and review; now, therefore,

BE IT RESOLVED,

1. That the Proposed FY 1990-91 Budget as amended by the Council of the Metropolitan Service District, convened as the Budget Committee, which is on file at the Metro offices, is hereby approved.

2. That the Executive Officer is hereby directed to submit the Approved FY 1990-91 Budget and Appropriations Schedule to the Tax Supervising and Conservation Commission for public hearing and review.

ADOPTED by the Council of the Metropolitan Service District this 3rd day of May, 1990.

Tanya Collier, Presiding Officer

gpwb/90-1257.res

COUNCIL STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 90-1257 FOR THE PURPOSE OF APPROVING THE FY 1990-91 BUDGET AND TRANSMITTING IT TO THE TAX SUPERVISING AND CONSERVATION COMMISSION

Date: April 26, 1990 Presented by: Donald E. Carlson

FACTUAL BACKGROUND AND ANALYSIS

Consideration of Resolution No. 90-1257 is the initial step of the Council leading toward final adoption of the budget in June.

The annual budget is a key policy document and management tool for the organization. Through the budget process, department work programs are established and authorized spending levels are set. Oregon Budget Law (ORS 294.635) requires that Metro submit its approved budget to the Tax Supervision and Conservation Commission (TSCC) by May 15. The TSCC will hold a hearing on the approved budget in June. The TSCC will certify the budget for adoption noting any objections or recommendations. Adoption of the budget by the Council, via adoption of Ordinance No. 90-340, is scheduled for June 28, 1990.

Five citizens and five Councilors served on the Council Budget Committee to make recommendations on the FY 1990-91 Budget. The Executive Officer's Proposed FY 1990-91 Budget was issued on March 8, 1990. The Committee held nine meetings. Through these meetings the Committee formulated recommendations which are included in the revised Budget Document.

After the Council approves the budget, the total number of funds and the maximum tax levy is set and can be changed only with TSCC review. Also, the level of expenditure for each fund may be increased no more than 10 percent.

BUDGET COMMITTEE RECOMMENDATION

The Council Budget Committee recommends approval of the FY 1990-91 Proposed Budget with amendments as included in the Committee's revised Budget Document.

DEC:aeb
A:\RES1257.RPT

A:\RES1257.RPT

METRO

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

Memorandum

Date: May 1, 1990

To: Metro Council
Executive Officer
Interested Parties

From: Gwen Ware-Barrett, Clerk of the Council

Regarding: AGENDA ITEM NO. 6.1: RESOLUTION NO. 90-1257, FOR THE PURPOSE OF APPROVING THE FY 1990-91 BUDGET AND TRANSMITTING THE APPROVED BUDGET TO THE TAX SUPERVISING AND CONSERVATION COMMISSION

The Budget Committee's report and recommendation and the Proposed FY 1990-91 Budget as recommended by the Budget Committee has been previously distributed to Councilors and Department Heads. Because of the volume of the documents, they have not been included in this agenda packet. Persons wanting copies should contact the Clerk of the Council at 221-1646, ext. 206.

gpwb

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METRO

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

Memorandum

Date: May 3, 1990

To: Metro Council

From: Jessica P. Marlitt,
Council Analyst

Regarding: MAY 2, 1990 MEMO FROM RICHARD H. CARSON, PLANNING & DEVELOPMENT DEPARTMENT DIRECTOR REQUESTING AN FY1990-91 BUDGET ADJUSTMENT

This memo is to inform you that I have reviewed Mr. Carson's May 2, 1990 memo requesting an amendment to the FY90-91 Budget to reflect a fund balance increase of $26,582, thereby allowing a fund carry-over to complete this year's natural areas inventory contract (Phase II of the overall Natural Areas Project). The request is consistent with the project's current status and the requested amendment would have no impact on funding for other FY90-91 programs or projects.

As you may recall, the Council approved the scope of work for a "Regional Natural Areas Inventory and Analysis" through adoption of Resolution No. 89-1129 on August 24, 1989. (See Attachment A hereto) While Planning & Development only had $20,000 budgeted for the project during FY89-90, the resolution specifically endorsed the complete five-step scope of work, estimated at $60,806, and supported "continued efforts to secure additional outside resources to fund the entire scope of work as proposed."

During the course of this fiscal year, Planning & Development was able to secure additional project funding towards the $60,806 goal and to use untapped expenditure authority within its "Materials & Services" budget category to fund the work beyond its original $20,000 appropriation.

Incorporating the requested budget adjustment for FY90-91 will ensure completion of Phase II of the natural areas project without jeopardizing funding or initiation of the Phase III work during the new fiscal year.

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ATTACHMENT A

COUNCIL INTERGOVERNMENTAL RELATIONS COMMITTEE REPORT

Agenda Item No. 7.1

Meeting Date August 24, 1989

RESOLUTION NO. 89-1129, ENDORSING THE METRO PLANNING & DEVELOPMENT DEPARTMENT SCOPE OF WORK FOR A REGIONAL NATURAL AREAS INVENTORY AND ANALYSIS

Date: August 22, 1989 Presented By: Councilor Gardner

COMMITTEE RECOMMENDATION: At the August 15, 1989 Intergovernmental Relations Committee meeting, members present -- Councilors Bauer, DeJardin, Devlin and myself -- voted unanimously to recommend Council adoption of Resolution No. 89-1129. Councilor Collier was absent.

COMMITTEE DISCUSSION/ISSUES: The Committee reviewed the resolution with Planning and Development Director Rich Carson and Parks Program Coordinator Mel Huie. Resolution No. 89-1129 provides a vehicle for the Council to express support of the Metro Planning & Development Department's proposed scope of work for conducting the FY89-90 natural areas inventory and analysis. Staff walked through the scope of work to be conducted by Portland State University under an Intergovernmental Agreement with Metro. The FY89-90 Metro Budget identifies $20,000 for the natural areas project but the actual budget for the complete 5-step scope of work developed by PSU and Metro Planning & Development is $60,806. Planning & Development staff has worked to secure additional outside revenues to fund the $40,806 gap, with grants and contributions raised to date totalling $13,761. The balance of funds to raise is $27,045. The Committee noted there were no anticipated requests for additional Metro funds this fiscal year. The scope of work provides for the study to cover natural areas outside of the District as well because those areas could be important in long-term land use planning and management.

Urban Naturalist Mike Houck with the Audubon Society testified in support of the proposed scope of work, noting he had never seen a more "fundable" project because it was extremely popular throughout the region. Mr. Houck identified foundations and persons he had contacted who are likely to contribute.

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BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ENDORSING THE METRO PLANNING & DEVELOPMENT DEPARTMENT SCOPE OF WORK FOR A REGIONAL NATURAL AREAS INVENTORY AND ANALYSIS	)))))	RESOLUTION NO. 89-1129 Introduced by the Council Intergovernmental Relations Committee

WHEREAS, On February 9, 1989, by Resolution No. 89-1043, the Council of the Metropolitan Service District expressed its support of a continued parks planning and coordination role for the Metropolitan Service District, including preparation of an FY89-90 program to coordinate natural areas planning in the region; and

WHEREAS, The Metro FY89-90 Adopted Budget, in support of the natural areas program, provides $20,000 for the Planning & Development Department to conduct a natural areas inventory and analysis; and

WHEREAS, Per the FY89-90 Budget program outline, the Planning & Development Department, with the support and cooperation of the Metro Parks & Natural Areas Advisory Group, purchased 1989 infrared aerial photographs of the region (Clackamas, Multnomah and Washington counties in Oregon, Clark County in Washington) to provide a base for a natural areas survey and assessment of the greater Portland metropolitan region; and

WHEREAS, The Metro Planning & Development Department, with the continued support of the Parks & Natural Areas Advisory Group and in conjunction with experts in environmental and related sciences, has developed a comprehensive five step scope of work, attached as Exhibit A hereto, for a regional natural areas inventory and analysis which shall be conducted by intergovernmental agreement with Portland State University; and

WHEREAS, Metro's FY89-90 budgeted amount of $20,000 will fund steps one and two of the natural areas scope of work but additional outside revenues will be required to complete the project; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District endorses the five-step scope of work for a regional natural areas inventory and analysis, attached hereto as Exhibit A, and supports the Metro Planning & Development Department's continued efforts to secure additional outside resources to fund the entire scope of work as proposed.

ADOPTED by the Council of the Metropolitan Service District this 24th day of August, 1989.

Mike Ragsdale

Mike Ragsdale, Presiding Officer

Scope of Work:
METRO NATURAL AREAS INVENTORY

I. PROJECT DESCRIPTION

A. Project Summary

This project involves the collection, compilation and organization of data concerning natural areas in the Portland Metro Region. Five discrete tasks are identified:

1. Design of data collection schemes appropriate for mapping natural areas, from air photos and for collection of natural area field observations:
2. Preparation of a map of the natural areas in the Portland Metro region using airphoto interpretation techniques and employing the data collection scheme identified in Task 1;
3. Collection of detailed data of a large cross-section of sites in the Portland Metro region using field survey techniques and employing the data collection scheme identified in Task 1;
4. Review of existing data sources that would be of use in conjunction with the natural areas map and field data and a discussion of how these data might be analyzed;
5. Preparation of an air photo mosaic of the region to provide a detailed overview of the region, including development patterns, natural areas distribution, and transportation density.

B. Project Goals and Purpose

In 1988 Metro contracted to have a "Natural Areas" map prepared for the Metropolitan Service Area. That map was developed from aerial photography flown in 1980 and included brief descriptions of the major sites. During the first half of 1989 Metro coordinated an interagency cooperative effort to acquire new photography for the four-county metropolitan region, and flights to obtain that photography occurred during May and June.

The purpose of this project is to develop an updated and more detailed inventory of the natural areas. The study area for this inventory includes the areas within the Metropolitan Service District boundaries, plus the area within the immediate vicinity of Scoggins Valley Park - Hagg Lake in Washington County. Additional areas outside the Metro boundaries may also be included (though at a lesser degree of detail) because of their ecological significance and role as connections to natural areas within the Metro boundaries.

The inventory will include the preparation of a new

map based on the 1989 photography, and a fuller and more detailed set of site descriptions based on a combination of a collation of the existing knowledge base of local environmental experts and field inventory. The site descriptions will include information on vegetation, fish and wildlife habitat, unique/fragile plant and wildlife sites (e.g., heron rookeries), adjacent land uses, zoning, and surrounding development activity. Together, the map and the descriptions will constitute an up-to-date inventory of the location, extent and character of natural areas in the region. In addition, a survey will be performed to identify kinds of other available data, sources of the data, and how the data might be used in subsequent analyses.

This project is primarily a data collection effort and it has as its goal the collection and compilation of information that will provide the basis on which to:

1. identify areas of region-wide, local (city-county), and neighborhood importance;
2. assess changes in the extent of natural areas since the initial (1980) map;
3. develop a short-term strategy for the monitoring and protection of natural areas;
4. develop a long-term plan for the acquisition, permanent protection and management of natural areas;
5. develop a digital database of natural areas information that can serve as a component of Metro's developing RLIS system.

C. Task Descriptions

This project has been divided into five separate tasks for planning and funding purposes. However, the sequence of the tasks is critical to the efficient completion of the project and work on the various tasks needs to be carefully coordinated.

The division of the project into separate tasks is necessitated by the fact that Metro presently has the funds available to complete only the first portion of the project. However, since it is anticipated that outside revenues may be forthcoming to finance additional tasks, the project is described as and should be viewed as a whole. As additional funds become available, Portland State University will be notified by a contract amendment from Metro to proceed on the additional task(s).

The description of the tasks below follows the sequence in which they should be performed for logical management of the project.

1. Design Data Collection Schemes

Two complementary data collection schemes will be developed, one for mapping from the aerial photographs and one for organizing and recording

field observations during site visits. These schemes will be reviewed by a technical advisory committee (TAC) to be appointed by Metro from a list provided by the project team. All TAC members will be locally recognized as having technical training and expertise in their respective fields.

1.1 Review applicable literature and design a preliminary natural area mapping scheme. This scheme will incorporate a classification scheme and photo interpretation guidelines for mapping and will include developing a photo interpretation key, minimum mapping unit criteria, and coding methods for describing natural area features. Factors to be considered in the design of the classification scheme include the number and density of vegetation layers, dominant plant types (e.g., deciduous vs. coniferous trees, shrubs, herbaceous vegetation), and topographic location (upland, riparian, wetland, aquatic.)

1.2 Review applicable literature and design a preliminary field data collection scheme. References to be consulted include the schemes used by the Lane Council of Governments, New York City Parks, the London Ecology Unit (England), King County (Washington), and East Bay Regional Parks (California.)

1.3 Meet with the TAC to review the two proposed data schemes and to obtain comments and suggestions. Pay special attention to the interaction between the two data schemes to ensure that they complement each other. Revise the data collection schemes in response to the comments received from the TAC.

1.4 Present the revised data collection schemes to the Metro's Parks and Natural Areas Advisory Group for review and comment. Revise the data collection schemes in response to the comments received.

1.5 Design a Natural Sites Database which will allow for easy entry, manipulation and retrieval of the data collected using the final field data collection scheme.

1.6 Prepare a Final Report describing the data classification schemes for the mapping and the field work, the rationale behind them, and the

procedure used to develop the schemes.

2. Update Map

An updated urban natural areas map will be prepared from the 1989 aerial photos. The map will be compiled on mylar copies of the existing Metro base at a scale of 1:24,000 (1"=2,000') and utilizing the classification scheme developed in Task 1.

2.1 Perform a training session for all photo interpretation personnel to familiarize them with the classification scheme and interpretation key, and to assure consistency of interpretation procedures.

2.2 Interpret (approximately) 75 photos, recording the data on the 1:24,000 scale mylar base maps.

2.3 Field check any unusual or anomalous areas.

2.4 Conduct quality assurance/quality control check of photo interpretation.

2.5 Transfer compiled information to a mylar overlay registered to the 1:48,000 (1"= 4,000') Metro base used for the earlier "Natural Areas, 1980" map. Ink and annotate as appropriate for use as a diazo master.

2.6 Perform some general comparisons of patterns between the 1980 and the 1989 maps. This will include items such as identification of natural areas lost, new areas not noted on the earlier map, and measurement of area sizes.

2.7 Prepare summary of procedures and results of the map update task. This will include a discussion of the patterns on the "Natural Areas, 1989" map and significant changes / differences from the "Natural Areas, 1980" map.

3. Collect Site Data / Conduct Field Survey

Detailed data on individual sites will be collected via two different mechanisms: a Delphi-like approach drawing on the knowledge that various individuals already have as a result of prior field experience, and a field survey of a representative sample of sites in the Metro region.

3.1 Conduct a two-day Metropolitan Natural Areas Information-Sharing Workshop involving a limited group of individuals having field experience and detailed first-hand knowledge about local natural areas. The goals of the workshop are (1) to collaborate in the collection and documentation of existing knowledge about as many areas as possible, and (2) to develop a preliminary list of sites for field survey.

This workshop will make use of the air photos and the "Natural Areas, 1989" map (with a superimposed grid) as aids to identifying and locating natural areas under discussion.

3.2 Enter information collected during the workshop into the Natural Sites Database.

3.3 Select a number of areas for site visits and field survey. The criteria for selection of these areas are that each be (a) representative of the range of natural resource areas within the study area, and/or (b) of special significance or interest.

Sites meeting the specified criteria will be identified during the Natural Areas Workshop, as a result of recommendations from the TAC, and during the photo interpretation for the map update (based on appearance, geographic and topographic location, size, and level of surrounding development activity.) Consideration of the amount of information already known about an area will also be a factor in the selection process.

3.4 Design, review, and finalize field survey data sheets with the assistance of the TAC. The data sheets will be designed to facilitate entry into the Natural Sites Database.

Survey methodologies to be used will be recognized in their fields as valid. The information gathered will be consistent with applicable Goal 5 elements and will ensure that information will be available to provide assistance to jurisdictions during future periodic reviews.

A preliminary list of information to be gathered includes the following: vegetation, wildlife, habitat types, quality, rarity, diversity, level of disturbance, size, interspersion/corridor connections, fragility,

enhancement potential, wetland function, intrinsic appeal, values (social, educational, economic, recreational), linkages with regional corridors and trails, and regional/local significance.

3.5 Conduct field surveys of a representative sample of sites. These field surveys will be done by individuals qualified in botany and wildlife ecology, and with experience in delineating wetland areas. These field surveys will be designed to last for at least 30 minutes at each site, and will be conducted during the spring of 1990.

3.6 Enter field data into database, perform quality control on the entries, and prepare listings of the database.

3.7 Prepare a Final Report describing the procedures employed in the field survey, summarizing and discussing the data collected in the Natural Areas Database.

4. Identify Additional Data

A variety of other spatial data would have analytical importance if used in conjunction with the inventory data that this project will generate. Zoning is probably the item of highest priority, particularly as it relates to the amount of protection given to a natural area. Additional items would include present and future land use, ownership, transportation plans, environmental overlays (such as the E-Zone in Portland), and other types of data.

Most of this data already exists in the form of printed maps, but is scattered in the offices of various public and private agencies, in various formats, and at various scales. Actual collection and analysis of these other data is beyond the range of this project. However, these data should be considered for incorporation in subsequent detailed analyses, probably utilizing geographic information system technology of the kind employed by Metro's RLIS.

In recognition of this need for further analysis, this project will review the types of additional data that would likely be of interest, identify the sources of these data, and make specific suggestions as to how these other data might be used in conjunction with the inventory data

developed in this project to perform further analysis.

4.1 Visit various jurisdiction offices to survey available map and spatial data and collect information about it (e.g., format, date, areas covered, categories employed, projected changes / updates, implementation of plans, etc.)

4.2 Organize results of survey into a consistent and organized format. Prepare estimates of the time and effort involved in entering these data into the RLIS.

4.3 Identify ways that the various data sets may be combined, correlated, and analyzed to answer questions about natural areas on a regional, local and neighborhood level.

4.4 Prepare a Final Report summarizing the additional data that is available and how it might be used in subsequent analyses.

5. Prepare Mosaic

An uncontrolled photomosaic of the Metro area (Metropolitan Service District boundaries plus Sauvie Island) will be prepared from the 1989 photographs. Due to the large size (approximately 9' x 9'), the mosaic will need to be assembled in about five sections.

5.1 Order semi-rectified prints at scale of 1:24,000 (1"=2,000') on single-weight paper. Organize prints into mosaic format and tape each print in place.

5.2 Identify appropriate match lines, mark photos, and trim as necessary. Registration of features between photos will be kept at maximum within the constraints of the semi-rectification process.

5.3 Working outward from center of mosaic area, cement trimmed photos to foam core board (or similar material.)

5.4 Have several large-format (8" x 10") copy negatives prepared of the entire mosaic and of various portions of it.

5.5 Have three prints (40" x 60") of the entire Metro region made from the copy negative.

5.6 Prepare summary of procedures and results of mosaic preparation task.

II. UPDATES AND BRIEFINGS

Metro will be provided with progress reports on a regular basis, both in the form of written status reports and verbal briefings.

A. Personnel

Principle Investigator for the contractor will be Joseph Poracsky (Associate Professor of Geography, Portland State University.) In addition to overall project supervision, he will have direct supervision of the design of the mapping scheme, photo interpretation / map update, and preparation of the photomosaic. Work on these areas will be performed by students at PSU. Other PSU faculty will be Richard Forbes and Robert Tinnin (both Professors of Biology, Portland State University), who will be involved in the design of the field data collection scheme, the Workshop portion of the data collection, and the actual field data collection.

Lynn Sharp (Environmental Consultant) will be responsible for the design of the field data collection scheme and the performance of the field data collection. Esther Lev (Environmental Consultant) will be working with her. They will be assisted by at least one student from PSU and, for the field collection, by at two other individuals with appropriate field experience.

Primary Metro contacts will be personnel from the Planning and Development Department, Richard Carson (Director), Patrick Lee (Regional Planning Supervisor), and Mel Huie (Senior Planner.)

B. Coordination with Urban Wildlife Refuge System

The goals of this project closely relate to the efforts of the Audubon Society of Portland to establish an Urban Wildlife Refuge System in the Portland Metropolitan region. Successful completion of the aerial photography required for this project was the result of a cooperative effort with Portland Audubon. It is anticipated that work on this inventory will continue to be coordinated with the Audubon Society's efforts surrounding the Refuge System.

C. Schedule of Progress Reports

On the 15th of each month Metro will receive a memo describing progress to date, significant problems /

questions encountered, and anticipated progress over the next one month period. At the completion of each major task (map, mosaic, data collection design, field data collection) there will be a detailed briefing of the Metro Staff.

III. PROJECT PRODUCTS

A. Description of Products

1. Description of Data Classification Schemes

A written report will be prepared, containing:

a. A brief outline of the project, discussing the role of the data classification schemes and the procedure used to develop them;

b. A description and explanation of the data classification schemes developed for the mapping and field data collection portions of the project;

2. Map and Discussion of Significant Patterns

A map showing "Natural Areas, 1989" will be produced and provided to Metro in the form of a mylar-based, diazo-reproducible copy. The map will be registered to the Metro 1:48,000 (1"=4,000') scale base, making it readily comparable with the earlier "Natural Areas, 1980" map at the same scale. In addition, Metro will receive the 1:24,000 (1"=2,000') compilation map. This compilation constitutes the best possible source for later entry of the data into RLIS.

A brief report will also be included that will discuss the patterns on the "Natural Areas, 1989" map and significant changes / differences from the "Natural Areas, 1980" map;

3. Final Report on Field Data Collection and Database

A report will be prepared which discusses summarizes the data in the Natural Sites Database and the techniques employed in the data collection effort. Appendices to the report will include the actual data from the Natural Sites Database and the detailed information collected on the additional data sources.

In addition, the data from the Natural Sites Database will be supplied to Metro on floppy disk in a standard retrieval format.

4. Final Report on Additional Data Sources

A report will be prepared that discusses kinds

and sources of additional data that are available and how this data would be used in subsequent analyses.

5. Aerial Photo Mosaic

An air photo mosaic of the Metro region will be prepared from the 1989 color infrared photography and provided to Metro. Metro will receive a large-format (8" x 10") copy negative and three 40" x 60" prints. In addition, several other copy negatives of subsections of the mosaic will be delivered. Metro will then be able to have various size prints (e.g., 16" x 20", 20" x 24", 40" x 60") made from the copy negatives.

IV. COMPENSATION SUMMARY

Portland State will enter into this price and performance contract on a task-by-task basis. Each task or group of tasks will require a written agreement between the two parties stipulating the fixed price cost for each task in question, the period of service for completing the task(s), and directing Portland State to proceed on a specific task or tasks.

Payment shall be made for each task upon the delivery to Metro of the final product(s) identified for that task and the receipt of an invoice from Portland State University.

Budget Estimate:
METRO NATURAL AREAS INVENTORY

Task		Por	Sharp	Lev	Field	GRA	Supp's	Total
1	**DESIGN DATA COLLECTION**							
1.1	Design Map Scheme	18	6	6		8		38
1.2	Design Field Schem	4	6	6		8		24
1.3	TAC Review/Revise	8	8	8				24
1.4	Pks/NA AG Revise	4	4	4		8		20
1.5	Design NA Database	2	6	6				14
1.6	Prepare Report	20	18	18		28		84
	COST	2,632	2,880	2,400		728	1,100	11,201
2	**UPDATE MAP**							
2.1	PI Training	6	6			6		18
2.2	Interpret photos	8				160		168
2.3	Field check areas	8		8		8		24
2.4	QA/QC Interp	32				8		40
2.5	Map to 1:48,000	8				80		88
2.6	Make Comparisons	16				24		40
2.7	Prepare Report	20	2	2		18		42
	COST	4,606	480	500		4,256	2,585	14,291
3	**FIELD SURVEY**							
3.1	Conduct Workshop	16				32		48
3.2	Data into NSD	4	8			64		76
3.3	Select Sites	4	4	4		2		14
3.4	Final Data Sheets	2	8	8		8		26
3.5	Field Survey	8	8	48	128	16		208
3.6	Data into NSD	4	2	8		80		94
3.7	Prepare Report	12	12	12		8		44
	COST	2,350	2,520	4,000	3,840	2,940	1,675	19,924
4	**ID ADDITIONAL DATA**							
4.1	Survey Sources	40	4	4		40		88
4.2	Organize Results	8	2	2		8		20
4.3	ID Analyses	12	8	8		12		40
4.4	Prepare Report	16	6	6		34		62
	COST	3,572	1,200	1,000		1,316	495	8,720
5	**PREPARE MOSAIC**							
5.1	Organize Prints	4				8		12
5.2	Mark & Trim Prints	16				32		48
5.3	Cement Photos	8				16		24
5.4	Shoot Copy Negs	2				2		4
5.5	Have Prints Made	2				2		4
5.6	Prepare Report	12				18		30
	COST	2,068				1,092	2,640	6,670
	PROJECT TOTALS	15,228	7,080	7,900	3,840	10,332	8,495	60,806

Por -- Joseph Poracsky, PSU Geography Department
Sharp -- Lynn Sharp, Environmental Consultant
Lev -- Esther Lev, Environmental Consultant
Field -- Field Crew
GRA -- Graduate Research Assistants

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Budget Estimate:
METRO NATURAL AREAS INVENTORY

Task		Por	Sharp	Lev	Field	GRA	Supp's	Total
1	**DESIGN DATA COLLECTION**							
1.1	Design Map Scheme	18	6	6		8		38
1.2	Design Field Scheme	4	6	6		8		24
1.3	TAC Review/Revise	8	8	8				24
1.4	Pks/NA AG Revise	4	4	4		8		20
1.5	Design NA Database	2	6	6				14
1.6	Prepare Report	20	18	18		28		84
	COST	2,632	2,880	2,400		728	1,100	**11,201**

Task 1 was included in the original $20,000 IGA with PSU.

2	**UPDATE MAP**							
2.1	PI Training	6	6			6		18
2.2	Interpret photos	8				160		168
2.3	Field check areas	8		8		8		24
2.4	QA/QC Interp	32				8		40
2.5	Map to 1:48,000	8				80		88
2.6	Make Comparisons	16				24		40
2.7	Prepare Report	20	2	2		18		42
	COST	4,606	480	500		4,256	2,585	**14,291**

Task 2 was included in the original $20,000 IGA with PSU.

3	**FIELD SURVEY**							
3.1	Conduct Workshop	16				32		48
3.2	Data into NSD	4	8			64		76
3.3	Select Sites	4	4	4		2		14
3.4	Final Data Sheets	2	8	8		8		26

Tasks 3.1 through 3.4 were included in Amendment #1 which totaled $15,156.

3.5	Field Survey	8	8	48	128	16		208
3.6	Data into NSD	4	2	8		80		94
3.7	Prepare Report	12	12	12		8		44
	COST	2,350	2,520	4,000	3,840	2,940	1,675	**19,924**

Tasks 3.5 through 3.7 will be included in Amendment #2.

4	**ID ADDITIONAL DATA**							
4.1	Survey Sources	40	4	4		40		88
4.2	Organize Results	8	2	2		8		20
4.3	ID Analyses	12	8	8		12		40
4.4	Prepare Report	16	6	6		34		62
	COST	3,572	1,200	1,000		1,316	495	**8,720**

This task is to be deferred to FY 90-91.

5	**PREPARE MOSAIC**						
5.1	Organize Prints	4			8		12
5.2	Mark & Trim Prints	16			32		48
5.3	Cement Photos	8			16		24
5.4	Shoot Copy Negs	2			2		4
5.5	Have Prints Made	2			2		4
5.6	Prepare Report	12			18		30
	COST	2,068			1,092	2,640	**6,670**

This task was included in Amendment #1 which totaled $15,156.

PROJECT TOTALS	15,228	7,080	7,900	3,840	10,332	8,495	**60,806**

Por -- Joseph Poracsky, PSU Geography Department
Sharp -- Lynn Sharp, Environmental Consultant
Lev -- Esther Lev, Environmental Consultant
Field -- Field Crew
GRA -- Graduate Research Assistants

Bud.Est3

Summary of Amendment #2

Multnomah County add-on, Field Survey and Digitizing

Task 2	Complete the same tasks for the geographic area of Multnomah County outside of Metro, but excluding the Mount Hood National Forest	$ 7,000
Task 3.5	Field Survey	$ 9,367
Task 3.6	Data into NSD	2,217
Task 3.7	Prepare Report	2,554
		$14,138
Task 6	Digitizing the natural areas inventory into an ArcInfo/GIS system which is transferable to Metro's RLIS	$ 5,444
	TOTAL	$26,582

Original IGA	$20,000
Amendment #1	15,156
Amendment #2	26,582
Total	$61,738

SUPPORT SERVICE FUND TRANSFER & DIRECT PERSONNEL COSTS

	ORIGINAL PROPOSED TRANSFER	REVISED PROPOSED TRANSFER	BUDGET COMMITTEE RECOMMENDED
GROSS	752,320	558,363	612,988
* REDUCTION	(38,080)	(28,797)	(30,418)
NET	714,240	529,566	582,570
	16.56%	12.76%	14.36%
DIRECT PERSONNEL COSTS	121,572	121,572	0
TOTAL COSTS	835,812	651,138	582,570

* ~~ADJUSTED~~ TO REFLECT COMMON TRANSFER REDUCTION AT $224,000 LEVEL.

PREPARED BY DEC
5/3/90

METRO

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

Memorandum

Date: May 2, 1990
To: Metro Council
From: Richard H. Carson, Director
Planning & Development Department
Regarding: FY 1990-91 budget adjustment

It now appears that Metro Contract No. 901009-PD, an intergovernmental agreement with Portland State University for a natural areas inventory, field surveys and mapping project, will not be completed within the current fiscal year as planned.

Please adjust the 1990-91 budget to reflect a fund balance increase of $26,582 and a like amount under miscellaneous professional services. This will also impact the transfer from the Transportation Fund.

Attached are affected budget sheets with corrections.

Recycled Paper

Transportation

Planning Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TRANSPORTATION PLANNING RESOURCES											
					Resources						
162,183	146,935		250,914	299000	Fund Balance		176,733				176,733 -203,315
0	41,580		106,043	321100	Builders Business License		0				0
565,360	366,674		0	331110	Federal Grants-Operating-Categorical-Direct		0				0
					FY 91 Sec. 8		186,248				186,248
			223,620		FY 90 Sec. 8		0				0
			75,000		FY 90 103(e)(4) UMTA		40,000				40,000
			315,369		UMTA 103(e)(4) Ph. II AA/DEIS-I205		678,361				678,361
			76,250		UMTA 103(e)(4) Milwaukie AA		980,058				980,058
			70,800		FY 88 Sec 8-Pub/Priv (OR-08-0054)		36,000				36,000
			0		Hillsboro Ext AA-Sec 9-Pass thru from Tri-Met		247,978				247,978
			0		FY 91 Sec 9-Pass thru from Tri-Met		150,000				150,000
			0		FY88 Sec 8 (OR-08-0051)		10,000				10,000
			39,202		FY89 Sec 8 UMTA		0				0
			139,546		FY90 Sec 9-Pass thru from Tri-Met		0				0
			12,000		FY89 Sec 9-Pass thru from Tri-Met		16,500				16,500
348,579	505,586		0	334110	State Grants-Operating-Categorical-Direct		0				0
					FY 91 PL		239,501				239,501
					FY 91 FHWA-HPR		150,000				150,000
					FY 91 FHWA TA-HPR		21,500				21,500
			316,521		FY90 pl/ODOT		0				0
			56,710		FY90 FHWA (e)(4)		35,000				35,000
			73,564		FY89 FHWA (e)(4)		50,463				50,463
					FY 91 ODOT Supplemental		150,000				150,000
			135,305		FY 90 ODOT Supplemental		0				0
					Westside Bypass - ODOT		30,000				30,000
0	0		0	334210	State Grants-Operating-Non-Categorical-Direct		0				0
			30,000		DLCD		0				0
			10,000		State Parks		0				0
198,212	235,133		0	337110	Local Grants-Operating-Categorical-Direct		0				0
			48,455		Ph.II AA/DEIS Local Match-I205		109,242				109,242
			11,538		Milwaukie AA Local Match		150,348				150,348
			27,200		FY 90 Tri-Met Match		0				0
			58,758		FY 90 Westside from Tri-Met		10,000				10,000
			261,200		FY 91 Tri-Met Sec 8/(e)(4)/Sec 9 match		22,000				22,000
			60,241		Hillsboro AA - local match		58,705		(1,711)		56,994

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
			31,750		Bi-State Study - IRC		15,000				15,000
0	0		0	337210	Local Grants-Operating-Non-Categorical-Direct		0				0
			16,846		Parks Study		0				0
			25,000		Regional Economic Study		0				0
625,488	631,590		644,773	339100	Local Government Dues Assessment		455,410		(140,410)		315,000
60,050	50,089		47,500	339200	Contract Services		25,753		236		25,989
4,943	3,380		2,800	341310	UGB Fees		0				0
3,804	6,604		17,500	341500	Documents & Publications		21,551		(52)		21,499
660	0		21,000	341600	Conferences & Workshops		0				0
17,838	45,333		12,000	361100	Interest on Investments		12,000				12,000
2,390	4,030		89,997	379000	Other Miscellaneous Revenue		46,353				46,353
21,953	50,709		37,612	391010	Trans. Resources from Gen'l Fund		225,606		165,840		391,446
7,500	491,648		864,368	391530	Trans. Resources from S.W. Oper. Fund		208,153				208,153
2,018,960	2,579,291		4,209,402		Total Resources		4,558,463		23,903		4,582,366-4,608,948

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		1,450	521260	Printing Supplies		0		0		0
1,550	3,570		1,723	521310	Subscriptions		570		0		570
0	150		1,900	521320	Dues		1,100		0		1,100
0	0		5,000	524110	Accounting & Auditing Services		5,000		0		5,000
233,848	107,437		857,472	524190	Misc. Professional Services		1,147,000		5,000		1,152,000
13,353	2,605		1,500	524210	Data Processing Services		750		0		750
0	187		37,375	525640	Maint. & Repairs Services-Equipment		36,985		0		36,985
1,468	1,378		5,000	526200	Ads & Legal Notices		2,500		0		2,500
17,158	10,772		32,900	526310	Printing Services		29,350		0		29,350
0	83		2,480	526320	Typesetting & Reprographics Services		1,000		0		1,000
281	28		5,000	526410	Telephone		6,060		0		6,060
518	(481)		5,850	526420	Postage		500		0		500
0	43		350	526440	Delivery Service		350		0		350
5,725	11,218		34,150	526500	Travel		21,000		0		21,000
0	1,184		0	526700	Temporary Help Services		0		0		0
2,063	2,078		12,000	526800	Training, Tuition, Conferences		6,720		0		6,720
1,383	60,597		289,195	528100	License, Permits, Payments to Other Agencies		1,015,000		0		1,015,000
3,996	7,071		24,793	529500	Meetings		1,000		0		1,000
0	35		1,000	529800	Miscellaneous		1,000		0		1,000
0	0		0	531100	Capital Lease-Furniture & Equipment		69,101		0		69,101
284,941	217,621		1,361,843		Total Materials & Services		2,387,056		5,000		2,392,056
					Capital Outlay						
0	3,860		30,850	571400	Purchases-Equipment & Vehicles		0		0		0
19,741	162,246		77,691	571500	Purchases-Office Furniture & Equipment		74,285		0		74,285
19,741	166,106		108,541		Total Capital Outlay		74,285		0		74,285
					Interfund Transfers						
147,040	129,655		182,876	581910	Trans. Indirect Costs to Gen'l Fund						
76,842	56,650		79,810	581513	Trans. Indirect Costs to Bldg. Fund		94,142		(80)		94,062
408,029	429,529		509,722	581610	Trans. Indirect Costs to Support Svs. Fund		314,629		3,799		320,428
10,097	6,791		19,355	581615	Trans. Indirect Costs to Insurance Fund		5,897		0		5,897
0	0		0	582142	Trans. Resources to Planning & Development Fund		85,000		0		85,000 111,582
0	0		0	582010	Trans. Resources to General Fund		20,000		(20,000)		0
0	0		0	582610	Trans. Resources to Support Svs. Fund		0		20,000		20,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION		
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
0	0		38,137	583610	Trans. Direct Costs to Support Svs. Fund		42,528		0		42,528	
641,918	613,671		829,900		Total Interfund Transfers		564,196		3,719		567,915	594,497
					Contingency and Unappropriated Balance							
0	0		62,817	599999	Contingency		77,479		15,000		92,479	
146,935	325,212		66,531		Unappropriated Fund Balance		18,660		184		18,844	
146,935	325,212		129,348		Total Contingency and Unappropriated Balance		96,139		15,184		111,323	
2,018,960	2,579,291	40.86	4,209,402		TOTAL EXPENDITURES	30.50	4,558,463	0.00	23,903	30.50	4,582,366	4,608,948

Planning and Development Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION		
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
P&D Resources												
					Resources							
				331110	Federal Grants-Operating-Categorical-Direct							
					Natural Areas 3		75,000				75,000	
					Natural Areas 4		20,000				20,000	
				331120	Federal Grants-Operating-Categorical-Indirect							
					Soil Digitization		50,000				50,000	
				334210	State Grants-Operating-Non-Categorical-Direct							
					Water Quality				40,000		40,000	
					OLCD		25,000				25,000	
					Nat Areas 3		10,000				10,000	
					Nat Areas 4		5,000				5,000	
				337210	Local Grants-Operating-Non-Categorical-Direct							
					Parks, Natural Areas 3		20,500				20,500	
					Soils Digitization		40,000				40,000	
				339100	Local Government Assessment Dues				240,149		240,149	
				341310	UGB Fees		1,423		6		1,429	
				341500	Documents & Publications		9,488		36		9,524	
				341600	Conferences & Workshops		18,977		71		19,048	
					Donations and Bequests		12,500				12,500	
				391010	Trans. Resources from Gen'l Fund		960,050		(264,627)		695,423	
				391531	Trans. Resources from S.W. Rev. Fund		953,450		138,662		1,092,112	
				392140	Trans. Resources from Transportation Fund		85,000				85,000	111,582
0	0		0		Total Resources		2,286,388		154,297		2,440,685	2,467,267

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Total Planning & Development											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Director of Planning & Develop	1.00	62,220	0.00	0	1.00	62,220
					Regional Planning Supervisor	2.00	91,511	0.00	0	2.00	91,511
					Assoc. Solid Waste Planner	2.00	67,635	0.00	0	2.00	67,635
					Senior Regional Planner	4.00	160,067	0.00	0	4.00	160,067
					Senior Management Analyst	4.00	147,527	0.00	0	4.00	147,527
					Assoc. Regional Planner	1.00	31,439	0.00	0	1.00	31,439
					Assoc. Management Analyst	1.00	34,662	0.00	0	1.00	34,662
					Administrative Assistant	1.00	28,501	0.00	0	1.00	28,501
				511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
					Administrative Secretary	1.00	23,459	0.00	0	1.00	23,459
					Secretary	1.00	17,495	0.00	0	1.00	17,495
				512000	FRINGE	0.00	206,000	0.00	0	0.00	206,000
0	0	0.00	0		Total Personal Services	18.00	870,516	0.00	0	18.00	870,516
					Materials & Services						
				521100	Office Supplies		10,650		0		10,650
				521110	Computer Software		7,955		0		7,955
				521240	Graphics/Reprographic Supplies		7,500		0		7,500
				521260	Printing Supplies		5,175		0		5,175
				521290	Promotion Supplies		300		0		300
				521310	Subscriptions		4,695		0		4,695
				521320	Dues		3,325		0		3,325
				524190	Misc. Professional Services		657,000		187,000		844,000 870,582
				525640	Maint. & Repairs Services-Equipment		7,550		0		7,550
				525710	Equipment Rental		750		0		750
				526200	Ads & Legal Notices		5,900		(1,400)		4,500
				526310	Printing Services		55,500		(10,500)		45,000
				526320	Typesetting & Reprographics Services		9,000		0		9,000
				526410	Telephone		6,310		0		6,310
				526420	Postage		24,400		(9,400)		15,000
				526440	Delivery Service		3,000		0		3,000
				526500	Travel		34,400		(11,000)		23,400

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION		
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
				526700	Temporary Help Services		10,500		(8,000)		2,500	
				526800	Training, Tuition, Conferences		25,650		(5,650)		20,000	
				529500	Meetings		13,300		0		13,300	
0	0		0		Total Materials & Services		892,860		141,050		1,033,910	1,060,492
					Capital Outlay							
				571400	Purchases-Equipment & Vehicles		17,050		0		17,050	
				571500	Purchases-Office Furniture & Equipment		1,600		0		1,600	
0	0		0		Total Capital Outlay		18,650		0		18,650	
					Interfund Transfers							
				581010	Trans. Indirect Costs to Gen'l Fund		285,202		13,283		298,485	
				581513	Trans. Indirect Costs to Bldg. Fund		41,982		(36)		41,946	
				581615	Trans. Indirect Costs to Insurance Fund		5,897		0		5,897	
0	0		0		Total Interfund Transfers		333,081		13,247		346,328	
					Contingency and Unappropriated Balance							
				599999	Contingency		171,281		0		171,281	
0	0		0		Total Contingency and Unappropriated Balance		171,281		0		171,281	
0	0	0.00	0		TOTAL EXPENDITURES	18.00	2,286,388	0.00	154,297	18.00	2,440,685	2,467,267

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION		
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
Land Use/UGB												
					Personal Services							
				511121	SALARIES-REGULAR EMPLOYEES (full time)							
					Director of Planning & Develop	1.00	62,220	(0.50)	(31,110)	0.50	31,110	
					Regional Planning Supervisor	2.00	91,511	(1.00)	(44,243)	1.00	47,268	
					Assoc. Solid Waste Planner	2.00	67,635	(2.00)	(67,635)		0	
					Senior Regional Planner	4.00	160,067	(0.50)	(18,186)	3.50	141,881	
					Senior Management Analyst	4.00	147,527	(3.00)	(107,406)	1.00	40,121	
					Assoc. Regional Planner	1.00	31,439	0.00	0	1.00	31,439	
					Assoc. Management Analyst	1.00	34,662	0.00	0	1.00	34,662	
					Administrative Assistant	1.00	28,501	(0.50)	(14,251)	0.50	14,250	
				511221	WAGES-REGULAR EMPLOYEES (full time)							
					Administrative Secretary	1.00	23,459	(0.50)	(11,729)	0.50	11,730	
					Secretary	1.00	17,495	(0.50)	(8,747)	0.50	8,748	
				512000	FRINGE		206,000	0.00	(94,025)		111,975	
0	0	0.00	0		Total Personal Services	18.00	870,516	(8.50)	(397,332)	9.50	473,184	
					Materials & Services							
				521100	Office Supplies		10,650		(5,150)		5,500	
				521110	Computer Software		7,955		(4,875)		3,080	
				521240	Graphics/Reprographic Supplies		7,500		(5,000)		2,500	
				521260	Printing Supplies		5,175		(4,050)		1,125	
				521290	Promotion Supplies		300		0		300	
				521310	Subscriptions		4,695		(1,835)		2,860	
				521320	Dues		3,325		(1,325)		2,000	
				524190	Misc. Professional Services		657,000		(115,000)		542,000	568,582
				525640	Maint. & Repairs Services-Equipment		7,550		(6,000)		1,550	
				525710	Equipment Rental		750		0		750	
				526200	Ads & Legal Notices		5,900		(3,700)		2,200	
				526310	Printing Services		55,500		(28,300)		27,200	
				526320	Typesetting & Reprographics Services		9,000		(4,500)		4,500	
				526410	Telephone		6,310		(3,100)		3,210	
				526420	Postage		24,400		(16,200)		8,200	
				526440	Delivery Service		3,000		(1,500)		1,500	
				526500	Travel		24,400		(12,050)		12,350	

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION		
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
				526700	Temporary Help Services		10,500		(9,500)		1,000	
				526800	Training, Tuition, Conferences		25,650		(16,450)		9,200	
				529500	Meetings		13,300		(5,250)		8,050	
0	0		0		Total Materials & Services		892,860		(253,785)		639,075	665,657
					Capital Outlay							
				571400	Purchases-Equipment & Vehicles		17,050		(10,300)		6,750	
				571500	Purchases-Office Furniture & Equipment		1,600		(1,250)		350	
0	0		0		Total Capital Outlay		18,650		(11,550)		7,100	
					Interfund Transfers							
				581610	Trans. Indirect Costs to Support Svs. Fund		285,202		(122,946)		162,256	
				581513	Trans. Indirect Costs to Bldg. Fund		41,982		(19,843)		22,139	
				581615	Trans. Indirect Costs to Insurance Fund		5,897		(2,785)		3,112	
0	0		0		Total Interfund Transfers		333,081		(145,574)		187,507	
					Contingency and Unappropriated Balance							
				599999	Contingency		171,281		(129,574)		41,707	
0	0		0		Total Contingency and Unappropriated Balance		171,281		(129,574)		41,707	
0	0	0.00	0		TOTAL EXPENDITURES	18.00	2,286,388	(8.50)	(937,815)	9.50	1,348,573	1,375,155

METRO

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

Memorandum

DATE: April 27, 1990

TO: Metro Council

FROM: George Van Bergen, Budget Committee Chair G.V.B.

RE: Budget Committee Report and Recommendations on the FY 1990-91 Budget

The purpose of this memo is to transmit to the Council the report and recommendations of the Budget committee on the Proposed FY 1990-91 Budget. The Council received the Executive Officer's Proposed Budget on March 8, 1990. The Committee started its deliberations on March 15, 1990, and completed its work on April 19, 1990. During this five week period it heard presentations from each Metro department explaining and justifying requests; received analyses from Council staff; received recommendations and requests from Council standing committees and individual Councilors; and received testimony from interested citizens.

Included in this report is a summary of the changes recommended for each fund in the Proposed Budget. Several tables are attached which summarize by appropriate fund the most significant proposed changes. Detailed changes in each line item for each fund are shown in the budget document titled "Budget Committee Recommendations - FY 1990-91" which was distributed on April 26, 1990. This report also includes recommended Budget Notes for various funds (Exhibit A); a revised Cost Allocation Plan (Exhibit B); and a summary of cost reductions for the Metro ER Commission relative to the issue of support services (Exhibit C -- see discussion below in Support Service Fund section and MERC Management Fund section).

Summary of Entire Budget

Table 1 provides an overview of the entire Budget by individual fund total. As indicated, the total District budget is proposed to increase from $220,438,509 to $223,321,622. The major reason for the increase is the carryover of $2,000,000 in the Solid Waste Revenue Fund for construction of the East Transfer Station. Because of a delay in issuance of building permits, more funds will be expended in the next fiscal year than originally anticipated. This is a timing issue which does not affect the total cost of the project. Of the 20 proposed funds, seven are recommended to increase, three are recommended to decrease and

Recycled Paper

ten are recommended to stay the same as far as the total size of the fund is concerned.

General Fund

Table 2 provides a summary of the resources and requirements for the General Fund. The General Fund is recommended to be reduced by $452,533. In regard to resources, the Fund Balance is reduced by $100,000 based on a revised estimate by the Department of Finance and Administration. Excise tax revenue is reduced by $239,231 to a level of $2,785,769. The Budget Committee set a target for the excise tax of $2,800,000 (approximate rate of 4.75%). This target was based on a desire by the Committee to have the excise tax last for a period of three years at the 6% rate set in Ordinance No. 90-333. The revenue base for the excise tax is approximately $61.4 million. A 6% rate would produce approximately $3,684,000. Based on the initial levy of $2.8 million, this leaves approximately $884,000 for future increases in the tax, assuming no increase in the revenue base. Because the excise tax is new and the District has no prior experience in collections of this revenue, the Budget Committee recommends that the excise tax be set at 5% (to be considered when the Budget Ordinance is adopted in June). Any combination of over collections or under expenditure in the General Fund will result in an ending fund balance for carryover to the next fiscal year. Based on this recommended policy, all the revenue estimates in the various funds affected by the excise tax were revised to reflect the 5% rate. The Building License Fee revenue was eliminated because that function is proposed to be moved to the Support Service Fund.

Table 2 shows recommended changes in expenditures in the General Fund. Major changes include elimination of the proposed Regional Facilities Department. While the "Department" is recommended to be eliminated, two of the major functions were moved as follows: the Regional Facilities Development and Financing Project remains in the General Fund and is included in the Executive Management budget, and the Builders Business License Program is included in the Department of Finance and Administration budget in the Support Services Fund. The other major function (proposed Model Development Standards Program) has been eliminated from the budget. The Council budget is recommended to increase by $10,000 for possible television coverage of Council meetings over cable public access channels.

Table 2 shows that the transfers to other funds have been reduced. The Support Service Fund transfer reduction reflects a recommendation to use only one half of the Fund Balance to reduce

the Cost Allocation Plan interfund transfers, rather than using all of the Fund Balance for this purpose. The changes in the transfers to the Planning and Development Fund (reduction of $264,627) and Transportation Fund (increase of $165,840) reflect a recommendation to set the local government dues assessment level at $.43 per capita (increase of $.08 over the proposed budget) and allocate the dues to appropriate planning programs in each of those planning funds.

The Contingency was increased to provide funds for election costs in November for the possible regional transportation financing proposal.

Exhibit A includes several recommended Budget Notes for the General Fund activities.

Support Service Fund

Table 3 provides a summary of the resources and requirements for the Support Service Fund. As indicated, the fund is recommended to be reduced by $259,320. The purpose of this fund is to budget and account for the District's central service functions. The resources for the fund are derived from transfers from other District funds based on the Cost Allocation Plan which is attached as Exhibit B.

The proposed budget for this fund was approximately 44% higher than the current year budget. All departments in the fund requested substantial increases to: 1) handle anticipated work load increases resulting from the MERC consolidation; and 2) to "catch up" on service demands resulting from growth in other District activities. The Budget Committee approach to these requests was to provide additional resources to meet service demands on the Support Service departments and yet maintain the level of transfers from the other funds somewhat close to the projections utilized when the Council adopted the excise tax ordinance. For the most part, this objective was realized.

Another issue faced by the Budget Committee was to resolve perceived duplication of support type services budgeted in the Support Service Fund and the MERC funds. The services scrutinized by Committee were personnel, purchasing and data processing. In the area of data processing, the Committee found that there was no duplication in the requests so the recommendation is to approve most of the request for additional personnel in the central Data Processing Division and approve the request for a System Administrator in the MERC budget. In the area of purchasing, the Committee recommends the elimination of

the request for a central purchasing function in the Support Service Fund and the request for a Purchasing/Contract Coordinator position in the MERC budget (funds for this position were placed in Contingency in the MERC Management Fund). Prior to funding increased purchasing programs, the Committee recommends obtaining additional information on the benefits and costs of such a program (see discussion below on proposed study).

In the area of personnel, the Committee found that the proposed budget did provide for duplication of effort. The Personnel Office budget in the Support Service Fund included a request for 6.25 FTE to provide personnel services agency-wide including the MERC. The MERC Management Fund included a request for 3.0 FTE for personnel services. The total amount of both requests for personnel was $424,526 (9.25 FTE). The Budget Committee recommends that the three positions be eliminated from the MERC Management Fund and that resources be added to the central Personnel Office to fund a total of 7.75 FTE for an agency-wide Personnel Office. The total recommended Personnel budget is $369,024. The Committee recognizes the need of the MERC for increased personnel service and further recommends that two positions (Assistant Personnel Director and a personnel clerk) be located at the MERC offices. A sub-issue regarding labor negotiations was raised several times during the Committee deliberations (requests of General Counsel for an additional attorney and outside legal services for MERC). The Committee's recommendation for the Personnel Office includes a position for a labor representative to work on labor negotiations and labor contract administration. Depending on the level of effort required, this position can also provide other personnel services to the various departments.

During the deliberations on these budgets the Executive Officer submitted a revised recommendation to reduce the central personnel office budget and the proposed central purchasing program. The Executive's revised proposal included a recommendation to include the personnel and purchasing positions in the MERC budget and include $35,000 for a study of these functions during the next fiscal year. The Budget Committee concurred with the Executive that additional information is needed regarding some of these functions (particularly purchasing) and included $35,000 in the Finance and Administration Department for a study of central vs. decentralized provision of services.

A brief summary of the Committee's recommendations by Support Service Fund Departments is as follows:

F&A: Accounting: Substantially agreed with the request for additional personnel. Recommends approval of an addition of 5.29 FTE.

F&A: Support Services: Moved the receptionist back into this budget from Executive Management Department as proposed and eliminated request for full time courier service. Recommend maintaining courier service at the current level.

F&A: Finance/Risk Management: Included $35,000 for purchasing and other central services study. Eliminated request for computerized budgeting module.

F&A: Contracts/Construction Management: Eliminated request for central purchasing department pending further information on costs and benefits. Moved Construction Manager position back into this budget at full FTE level. This budget includes the Builders Business License Program (.5 FTE plus related costs).

F&A: Data Processing: Substantially agreed with request for additional personnel. Recommend approval of additional 3.25 FTE. Budget includes $16,000 for update of District-wide Data Processing Plan.

Personnel Office: Recommend to increase budget by $66,070 (1.5 FTE) to provide agency-wide personnel services including services to the MERC (see discussion above).

Office of General Counsel: Recommend to add full time secretary position to this office and eliminate request for an additional attorney. The Finance Committee will monitor the work of the office during the fiscal year to assess the work load level of the office and any further resource needs.

Public Affairs Department: Recommend to add additional position for Waste Reduction Education Program and an additional position for graphics work. Also, add two enhanced personal computers for graphics work.

Building Management Fund

The purpose of this fund is to account for the revenue and expenditures for the operation of the Metro Center building. The Budget Committee recommendation provides for the fund total to remain unchanged. The changes in the fund are a result of setting the excise tax at a 5% level and minor revisions to the Cost Allocation Plan.

Insurance Fund

The purpose of this fund is to provide for the revenues and expenditures related to administration of the District's risk management and self-insurance program. The size of the fund is recommended to stay the same. The only change is a reallocation of costs between the Convention Center Operating Fund and the Spectator Facilities Fund.

Zoo Operating Fund

Table 4 summarizes the resources and requirements by division of the Zoo Operating Fund. The Budget Committee has recommended only 1 change to the Zoo budget which is to add a landscaping/ horticultural project for a total of $75,000. As shown in the requirements table, $25,000 for the project is placed directly in the Facilities Management budget to provide for trees and shrubs to define public circulation spaces and create a more park-like atmosphere. The project's remaining $50,000 is recommended for expenditure based on a 50 percent cash or in-kind match donation and is budgeted in contingency. Revenue for the $25,000 will come from increased donations budgeted in the Zoo's Development program and the $50,000 is transferred from Unappropriated Balance.

Zoo Capital Fund

The Budget Committee recommends that the total revenue and expenditures remain unchanged. The only change is the elimination of .20 FTE for the Construction Manager position which is budgeted fully in the Support Service Fund.

Solid Waste Revenue Fund

Table 5 provides a summary of the resources and requirements for the Solid Waste Revenue Fund. The Budget Committee recommends revisions to the proposed Solid Waste Revenue Fund resources and expenditures that result in a total budget of $98,336,521. Resources were increased by $2,988,493 to reflect adoption of the excise tax, the carryover of funds for the Metro East Transfer Station, and other necessary changes. Expenditures were increased by $2,988,493 to reflect required changes to the Construction Account and the Renewal and Replacement Account.

The Committee recommends additions and reductions to the Solid Waste Revenue Operating Account that result in a reduction

$239,776 to the Operating Account. The major recommended changes to the Solid Waste Revenue Fund are shown below:

- Change the method of calculating the funding level for the 1% for Recycling Program resulting in a program budget of $350,000 compared to the $500,000 proposed. The recommended funding is based upon 1 percent of the Solid Waste Operating Account. Previously, it was based upon 1 percent of the Operating Fund which included Personal Services, Materials & Services, Capital Outlay, Interfund Transfers, Contingency, and Unappropriated Balance. The new Operating Account includes Personal Services and Materials & Services only.

- Increase the Renewal and Replacement Account by $258,000 to reflect the recommendation of an independent consultant.

- Increase the Construction Account by $1,983,570 to reflect the delay in issuance of building permits for the Metro East Station.

- Reduce the amount budgeted for a methane gas collection study at St. John's Landfill from $75,000 to $35,000. It is estimated that for $35,000, enough information can be obtained to determine whether or not to proceed with the project. In the meantime, negotiations with the City of Portland will continue regarding post-closure relationships. The results of the negotiations will likely affect the decision regarding methane gas collection.

- Add $9,500 to provide for the production and distribution of a diaper alternatives educational brochure which explains costs and environmental impacts for new parents and the general public.

- Increase the amount budgeted for grants for neighborhood clean-up programs from $33,000 to $71,000 to provide for disposal costs of yard debris and mixed waste. The proposed program did not include yard debris.

Solid Waste Operating Fund

This fund is proposed to be eliminated. The Budget Committee recommends a minor change to increase the fund balance.

Solid Waste Capital Fund

This fund is proposed to be eliminated. The Budget Committee recommends a minor change to increase the fund balance.

Solid Waste Reserve Fund

This fund is proposed to be eliminated. The Budget Committee recommends no changes to the proposed budget.

Rehabilitation and Enhancement Fund

The purpose of this fund is to account for revenue and expenditures for the North Portland (St. John's Landfill) Rehabilitation and Enhancement Program. The Budget Committee recommends no changes to the proposed budget.

Transportation Planning Fund

For FY 1990-91, the Transportation Department and Planning & Development Department each have their own designated fund. Table 6 summarizes the resources and requirements for the Transportation Planning Fund, which is recommended to increase by $23,903. Under the Proposed Budget, resources for Transportation included all of the Local Government Dues revenues. In the past, the dues were split approximately one-third to Planning & Development and two-thirds to Transportation. The Proposed Budget called for Planning & Development programs not to receive dues revenues, but to be funded largely from the District's excise tax revenues.

The Budget Committee is recommending the dues be split between the two departments, based on actual program services. For example, Transportation services which have a direct benefit to local governments and districts would be funded by dues revenues and services which are more regional or Metro-specific would be funded by excise tax revenues. As a result, the Transportation Dues Assessment revenues would decrease by $140,410, from $455,410 to $315,500 and excise tax revenues, "Transfer from the General Fund", would increase by $165,000.

As noted earlier, it is recommended to set the due assessment level at $.43 per capita, up 8 cents from the Proposed Budget amount of $.35. A footnote (Exhibit A) is included to clarify the Council's intent to reduce the dues assessment level in the future to $.35, responding to informal commitments made to State

representatives and the Governor during the 1989 Legislative session.

The Committee also recommended two changes: 1) adding $15,000 to fund a cost-share of a lobbyist to represent the region in Washington, D.C. on renewal of the Surface Transportation Act; a footnote specifies expenditure is contingent upon a cost-share arrangement with other jurisdictions; 2) adding $5,000 to purchase an RLIS address database file. Another footnote, in addition to those already noted, is also recommended to extend the RLIS implementation deadline from May 1991 to July 1991 to free up staff time for integrating RLIS tables produced by Planning & Development next year.

Planning and Development Fund

The Planning and Development Fund is summarized in Table 7, with recommended changes adding $154,297 to the budget, increasing it from the proposed $2.28 to $2.44 million. The budget changes incorporated a number of actions:

- Reducing various Materials and Services line items for a total of $47,905;
- Adding $100,000 in Solid Waste Planning for a public vs. private analysis of the Washington County solid waste system;
- Adding a new $40,000 revenue line item and corresponding expenditures for anticipated State water resource funding;
- Increasing the Urban Growth Management funding for the "Thematic/Urban Futures Study" from $61,000 to $100,000;
- Adding $10,000 for the Illegal Dumping Survey which had been incorrectly listed as a $10,000 project, but actually will cost $20,000.

The Budget Committee also included a budget footnote on the Water Resources Management Program, setting a July 1, 1990 deadline for the department to submit an FY 1990-91 Water Resources work plan with specific projects, tasks, target dates and deadlines.

Convention Center Project Management Fund

The purpose of this fund is to account for the revenue and expenditures for managing the Convention Center Project Office.

The only recommended changes result from revision of the Cost Allocation Plan.

Convention Center Project Capital Fund

The purpose of this fund is to account for the revenue and expenditures for the construction of the Oregon Convention Center which is scheduled to open in September 1990. The Budget Committee recommends minor revisions to the fund, but the total amount of the fund is unchanged for the Proposed Budget. The only policy issue recommended by the Budget Committee deals with the expenditure of the bond interest earnings ($2.1 million) which is included in a budget note in Exhibit A.

Convention Center Project Debt Service Fund

The purpose of this fund is to account for the revenue and expenditures for the debt service payments on the $65 million convention center general obligation bonds. The Budget Committee recommends no changes in this fund.

Metro ER Commission Management Fund

Table 8 provides a summary of resources and requirements for the Metro ER Commission Management Fund. As indicated, this fund is recommended by the Budget Committee to be created to account for the central management activities of the Metro ER Commission. The Proposed Budget included these costs in the Oregon Convention Center Fund designated as "MERC Management Pool." Most of the resources to this fund are provided by transfers from the Oregon Convention Center Fund and the Spectator Facilities Fund.

Table 8 shows that four positions are recommended to be eliminated. These include three personnel positions (Manager, Coordinator and Clerk) and the Purchasing/Contracts Coordinator (see discussion in Support Service Fund above). The Budget Committee recommendation reduces the expenditures of the MERC for support service functions (personnel, purchasing and legal) by $262,568 from the original Proposed Budget and by $120,585 from the Executive Officer's Proposed Revised Budget for these funds (see Exhibit C attached). Regarding the purchasing and legal costs, it should be noted that the funds were placed in the Contingency line items in the appropriate MERC operating funds. It should also be noted that the MERC Management Fund includes $82,216 in the Miscellaneous Professional Services line item of unrestricted money which could be used for outside legal services

should the need arise. This same line item is recommended to be reduced by $50,000 to reflect that half the costs of consulting work for the Regional Facilities Project are budgeted in the General Fund (Executive Management Department) and half are included in the MERC Management Fund.

Oregon Convention Center Operating Fund

Table 9 provides a summary of the resources and requirements for the Convention Center Operating Fund. As indicated, the major revisions to this fund recommended by the Budget Committee reflect the movement of the "MERC Management Pool" expenditures to the recommended new MERC Management Fund. Other changes recommended are the addition of $97,415 to the Miscellaneous Professional Services line item for the Portland Oregon Visitors Association Contract (to fund costs related to the Grand Opening) and the elimination of $3,000 for legal services by placing the funds in Contingency.

Spectator Facilities Operating Fund

Table 10 provides a summary of the resources and requirements for the Spectator Facilities Operating Fund. This fund accounts for the revenue and expenditures for operating the Coliseum, Stadium and Performing Arts Center. The major change recommended by the Budget Committee is moving $25,000 from the Legal Services line item in the Coliseum program to the Contingency. Other changes reflect the revision of the Cost Allocation Plan.

Portland Center for the Performing Arts Capital Fund

The purpose of this fund is to account for revenue and expenditures for capital improvements to the Winningstad and Intermediate Theaters. The Budget Committee recommends no change to the Proposed Budget.

* * * * *

This report summarizes a lot of hours of work on the part of department personnel, Council staff and the Budget Committee. Much information was generated in the process of developing these recommendations. If you have any questions or need additional information, please do not hesitate to contact a member of the Finance Committee or Council staff prior to the May 3, 1990 meeting.

TABLE 1

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY FUND TOTAL - FY 1990-91 BUDGET

FUND	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
GENERAL	$3,761,302	(452,533)	$3,308,769
SUPPORT SERVICES	4,636,442	(259,320)	4,377,122
BUILDING MANAGEMENT	806,699	0	806,699
INSURANCE	4,189,790	0	4,189,790
ZOO OPERATING	12,398,617	45,126	12,443,743
ZOO CAPITAL	7,284,491	0	7,284,491
SOLID WASTE REVENUE	95,348,028	2,988,493	98,336,521
SOLID WASTE OPERATING*	7,852,751	40,000	7,892,751
SOLID WASTE CAPITAL*	2,338,061	51,000	2,389,061
SOLID WASTE RESERVE*	26,375,520	0	26,375,520
REHAB & ENHANCEMENT	2,228,402	0	2,228,402
TRANSPORATION PLANNING	4,558,463	23,903	4,582,366
PLANNING & DEVELOPMENT	2,286,388	154,297	2,440,685
CONV CENTER PROJECT MGMT	326,523	0	326,523
CONV CENTER PROJECT CAPITAL	12,478,752	0	12,478,752
CONV CENTER DEBT	5,925,063	0	5,925,063
MERC MANAGEMENT	0	1,010,342	1,010,342
OCC OPERATING	8,207,484	(718,195)	7,489,289
SPECTATOR FAC OPERATING	18,365,265	0	18,365,265
PCPA CAPITAL	1,070,468	0	1,070,468
TOTAL BUDGET	$220,438,509	$2,883,113	$223,321,622

* These funds are to be eliminated with resources to be transferred to the Solid Waste Revenue Fund for expenditure.

SUM-1

TABLE 2

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

GENERAL FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
FUND BALANCE	$548,000	(100,000)	$448,000
EXCISE TAX	3,025,000	(239,231)	2,785,769
BUILDING LICENSE FEE	62,500	(62,500)	0
INTEREST	105,802	(30,802)	75,000
TRANS FROM TRANSPORTATION FUND	20,000	(20,000)	0
TOTAL RESOURCES	$3,761,302	($452,533)	$3,308,769

SUM-6

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

GENERAL FUND REQUIREMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
COUNCIL	$650,829	10,000	$660,829
FTE	8.30		8.30
EXECUTIVE MANAGEMENT	508,108	101,095	609,203
FTE	8.50	.30	8.80
REGIONAL FACILITIES	255,771	(255,771)	0
FTE	2.85	(2.85)	0
SUBTOTAL	$1,414,708	($144,676)	$1,270,032
	19.65	(2.55)	17.10
TRANSFERS TO:			
SUPPORT SERVICES FUND	$949,868	(322,381)	$627,487
BUILDING FUND	$117,678	(101)	$117,577
INSURANCE FUND	$6,804	0	$6,804
PLANNING & DEVELOPMENT FUND	$960,050	(264,627)	$695,423
TRANSPORTATION FUND	$225,606	165,840	$391,446
SUBTOTAL	$2,260,006	($421,269)	$1,838,737
CONTINGENCY	$56,588	78,412	$135,000
UNAPPROPRIATED BALANCE	30,000	35,000	65,000
TOTAL REQUIREMENTS	$3,761,302	($452,533)	$3,308,769

SUM-6A

TABLE 3

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

SUPPORT SERVICE FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
TRANSFERS FROM:			
GENERAL FUND	$949,868	(322,381)	$627,487
ZOO OPERATING FUND	626,979	(16,255)	610,724
TRANSPORTATION FUND	359,157	23,799	382,956
PLANNING & DEVELOPMENT FUND	285,202	13,283	298,485
SOLID WASTE REVENUE FUND	1,557,806	65,202	1,623,008
OCC OPERATING FUND	248,016	(23,286)	224,730
SPECTATOR FACILITIES FUND	411,601	(53,757)	357,844
CONV CENTER MGMT FUND	43,514	45	43,559
CONV CENTER CAPITAL FUND	145,679	150	145,829
INTEREST	8,620	(8,620)	0
BUILDERS LICENSE FUND	0	62,500	62,500
TOTAL RESOURCES	$4,636,442	($259,320)	$4,377,122

SUM-8

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

SUPPORT SERVICES REQUIREMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
FINANCE & ADMINISTRATION			
F&A: ACCOUNTING	649,287	(22,425)	626,862
FTE	14.96	(.50)	14.46
F&A: SUPPORT SVCS	638,037	(68,055)	569,982
FTE	5.02	0	5.02
F&A: FINANCE/RISK MGMT	293,773	(2,617)	291,156
FTE	4.30	0	4.30
F&A: CONTRACTS/CONST MGMT	286,040	17,804	303,844
FTE	5.30	(.80)	4.50
F&A: DATA PROCESSING	887,246	(109,692)	777,554
FTE	9.42	(1.50)	7.92
SUBTOTAL: F&A	2,754,383	(184,985)	2,569,398
FTE	39.00	(2.80)	36.20
PERSONNEL	$302,954	66,070	$369,024
FTE	6.25	1.50	7.75
GENERAL COUNSEL	399,498	(75,965)	323,533
FTE	6.00	(1.00)	5.00
PUBLIC AFFAIRS	674,529	(15,261)	659,268
FTE	12.75	0	12.75
ENGINEERING/CONST MGMT*	78,966	(78,966)	0
FTE	1.40	(1.40)	0
SUBTOTAL	$1,455,947	($104,122)	$1,351,825
	65.40	(3.70)	61.70
TRANSFERS TO:			
BUILDING FUND	$249,350	(213)	$249,137
INSURANCE FUND	26,762	0	26,762
SUBTOTAL	$276,112	($213)	$275,899
CONTINGENCY	$150,000	0	$150,000
UNAPPROPRIATED BALANCE	0	30,000	30,000
TOTAL EXPENDITURES	$4,636,442	($259,320)	$4,377,122

* A portion of the expenditures are included in the Contracts/ Construction Management Program in the Finance and Administration Department.

SUM-8A

TABLE 4

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

ZOO OPERATING FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
FUND BALANCE	$1,493,142	0	$1,493,142
PROPERTY TAXES	5,065,000	0	5,065,000
FEDERAL GRANT	100,000	0	100,000
ENTERPRISE REVENUE	5,396,009	20,126	5,416,135
INTEREST	88,815	0	88,815
DONATIONS	165,000	25,000	190,000
ALL OTHER	90,651	0	90,651
TOTAL RESOURCES	$12,398,617	$45,126	$12,443,743

SUM-9

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

ZOO OPERATING FUND REQUIREMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
ADMINISTRATION	$937,303	0	$937,303
FTE	16.90		16.90
ANIMAL MANAGEMENT	2,049,349	0	2,049,349
FTE	42.41		42.41
FACILITIES MANAGEMENT	3,204,164	25,000	3,229,164
FTE	37.84		37.84
EDUCATION SERVICES	947,362	0	947,362
FTE	19.85		19.85
MARKETING	487,610	0	487,610
FTE	4.00		4.00
VISUAL SERVICES	2,324,196	0	2,324,196
FTE	58.45		58.45
SUBTOTAL	$9,949,984	$25,000	$9,974,984
	179.45		179.45
TRANSFERS TO:			
SUPPORT SERVICES FUND	$626,979	(16,255)	$610,724
INSURANCE FUND	173,275	0	173,275
SUBTOTAL	$800,254	($16,255)	$783,999
CONTINGENCY	$430,009	66,255	$496,264
UNAPPROPRIATED BALANCE	1,218,371	(29,874)	1,188,497
TOTAL EXPENDITURES	$12,398,617	$45,126	$12,443,743

SUM-9A

TABLE 5

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

SOLID WASTE REVENUE FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
FUND BALANCE	$12,472,239	2,258,000	$14,730,239
DISPOSAL FEES	19,970,694	67,941	20,038,635
USER FEES	18,011,215	551,104	18,562,319
TRANSFER CHARGE	3,401,526	12,635	3,414,161
REHAB & ENHANCEMENT FEE	126,601	451	127,052
MITIGATION FEE	149,708	556	150,264
HOST FEES	108,999	29,960	138,959
DEQ FEES	967,892	(23,916)	943,976
SPECIAL WASTE FEE	277,635	1,032	278,667
INTEREST	3,215,617	0	3,215,617
TRANSFERS	36,570,815	91,000	36,661,815
ALL OTHER	75,087	(270)	74,817
TOTAL RESOURCES	$95,348,028	$2,988,493	$98,336,521

SUM-10

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

SOLID WASTE REVENUE FUND REQUIREMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
OPERATING ACCOUNT			
ADMINISTRATION	$456,953	(3,231)	$453,722
FTE	8.50		8.50
BUDGET & FINANCE	581,165	(1,250)	579,915
FTE	6.00		6.00
OPERATIONS	29,651,933	(57,000)	29,594,933
FTE	27.75		27.75
ENGINEERING & ANALYSIS	1,102,865	(93,100)	1,009,765
FTE	8.50		8.50
WASTE REDUCTION	4,546,769	(85,195)	4,461,574
FTE	15.00		15.00
SUBTOTAL	$36,339,685	($239,776)	$36,099,909
	65.75		55.75
DEBT SERVICE ACCOUNT	$1,360,427	0	$1,360,427
L.F. CLOSURE ACCOUNT	$6,155,000	0	$6,155,000
CONSTRUCTION ACCOUNT	$10,427,677	1,983,570	$12,411,247
FTE	1.20	(.20)	1.00
RENEW & REPLACE ACCOUNT	$261,000	258,000	$519,000
GENERAL ACCOUNT	$5,960,268	0	$5,960,268
TRANSFERS TO:			
SUPPORT SERVICES FUND	$1,557,806	65,202	$1,623,008
BUILDING FUND	$132,500	(92)	$132,408
INSURANCE FUND	$546,267	0	$546,267
TRANSPORTATION FUND	$208,153	0	$208,153
PLANNING & DEVELOPMENT FUND	$953,450	138,662	$1,092,112
REHAB & ENHANCEMENT FUND	133,405	0	133,405
SUBTOTAL	$3,531,581	$203,772	$3,735,353
CONTINGENCY	$2,205,368	16,430	$2,221,798
UNAPPROPRIATED BALANCE	29,107,024	766,497	29,873,521
TOTAL REQUIREMENTS	$95,348,028	$2,988,493	$98,336,521

TABLE 6

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

TRANSPORTATION PLANNING FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
FUND BALANCE	$176,733	0	$176,733
FEDERAL GRANTS	2,345,145	0	2,345,145
STATE GRANTS	676,464	0	676,464
LOCAL GRANTS	365,295	(1,711)	363,584
DUES ASSESSMENT	455,410	(140,410)	315,000
TRANS FROM GENERAL FUND	225,606	165,840	391,446
TRANS FROM SOLID WASTE FUND	208,153	0	208,153
ALL OTHER	105,657	184	105,841
TOTAL RESOURCES	$4,558,463	$23,903	$4,582,366

SUM-5

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

TRANSPORTATION PLANNING FUND REQUIREMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
PERSONAL SERVICES	$1,436,787	0	$1,436,787
FTE	30.50		30.50
MATERIALS & SERVICES	2,387,056	5,000	2,392,056
CAPITAL OUTLAY	74,285	0	74,285
SUBTOTAL	$3,898,128	5,000	$3,903,128
TRANSFERS TO:			
SUPPORT SVCS FUND	$359,157	23,799	$382,956
BUILDING FUND	94,142	(80)	94,062
INSURANCE FUND	5,897	0	5,897
PLAN & DEV FUND	85,000	0	85,000
GENERAL FUND	20,000	(20,000)	0
SUBTOTAL	$564,196	$3,719	$567,915
CONTINGENCY	$77,479	15,000	$92,479
UNAPPROPRIATED BALANCE	18,660	184	18,844
TOTAL REQUIREMENTS	$4,558,463	$23,903	$4,582,366

SUM-5A

TABLE 7

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

PLANNING AND DEVELOPMENT FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
FEDERAL GRANTS	$145,000	0	$145,000
STATE GRANTS	40,000	40,000	80,000
LOCAL GRANTS	60,500	0	60,500
DUES ASSESSMENT	0	240,149	240,149
TRANS FROM GENERAL FUND	960,050	(264,627)	695,423
TRANS FROM SOLID WASTE FUND	953,450	138,662	1,092,112
TRANS FROM TRANSPORATION FUND	85,000	0	85,000
ALL OTHER	42,388	113	42,501
TOTAL RESOURCES	$2,286,388	$154,297	$2,440,685

SUM-4

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

PLANING AND DEVELOPMENT FUND REQUIREMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
LAND USE/URBAN GROWTH MGMT*	-	-	$1,119,359
FTE	9.50		9.50
SOLID WASTE PLANNING*	-	-	$803,717
FTE	8.50		8.50
SUBTOTAL	$1,782,026	$141,050	$1,923,076
FTE	18.00	0	18.00
TRANSFERS TO:			
SUPPORT SERVICES FUND	$285,202	13,283	$298,485
INSURANCE FUND	$41,982	(36)	$41,946
MERC MANAGEMENT FUND	$5,897	0	$5,897
SUBTOTAL	$333,081	$13,247	$346,328
CONTINGENCY	$171,281	0	$171,281
TOTAL REQUIREMENTS	$2,286,388	$154,297	$2,440,685

* Proposed budget did not break out two major programs.

SUM-4A

TABLE 8

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

METRO ER COMMISSION MANAGEMENT FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
INTEREST	$0*	35,000	$35,000
TRANS FROM OCC FUND	0*	374,141	374,141
TRANS FROM SPECTATOR FAC FUND	0*	601,201	601,201
TOTAL RESOURCES	$0*	$1,010,342	$1,010,342

* Resources for this fund were included in the Oregon Convention Center Operating fund in the proposed budget.

SUM-3

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

METRO ER COMMISSION MANAGEMENT FUND REQUIREMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET		REVISION	COMMITTEE RECOMMENDATION
PERSONAL SERVICES	$907,463	*	(164,337)	$743,126
FTE	16.00		(4.00)	12.00
MATERIALS & SERVICES	202,216	*	(50,000)	152,216
CAPITAL OUTLAY	0		0	0
SUBTOTAL	$1,109,679	*	(214,337)	$895,342
CONTINGENCY	$0		115,000	* $115,000
TOTAL REQUIREMENTS	$1,109,679	*	($99,337)	$1,010,342

* These expenditures were included in the Oregon Convention Center Fund in the proposed budget. They are shown here for comparative purposes only.

SUM-3A

TABLE 9

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

OREGON CONVENTION CENTER OPERATING FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
FUND BALANCE	$1,802,961	0	$1,802,961
HOTEL/MOTEL TAX	2,900,000	0	2,900,000
ENTERPRISE REVENUE	2,665,469	(21,441)	2,644,028
INTEREST	177,300	(35,000)	142,300
TRANS FROM SPECTATOR FAC FUND	661,754	(661,754)	0
TOTAL RESOURCES	$8,207,484	($718,195)	$7,489,289

SUM-2

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

OREGON CONVENTION CENTER OPERATING FUND REQURIEMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
PERSONAL SERVICES	$2,825,983	(907,463)	$1,918,520
FTE	84.13	(16.00)*	68.13
MATERIALS & SERVICES	3,372,874	(107,801)	3,265,073
CAPITAL OUTLAY	200,000	0	200,000
SUBTOTAL	$6,398,857	(1,015,264)	$5,383,593
TRANSFERS TO:			
SUPPORT SERVICES FUND	$248,016	(23,286)	$224,730
INSURANCE FUND	$69,927	1,413	$71,340
MERC MANAGEMENT FUND	$0	374,141	$374,141
SUBTOTAL	$317,943	$352,268	$670,211
CONTINGENCY	$300,000	3,000	$303,000
UNAPPROPRIATED BALANCE	1,190,684	(58,199)	1,132,485
TOTAL REQUIREMENTS	$8,207,484	($718,195)	$7,489,289

* Of these positions, twelve are budgeted for direct expenditure in the MERC Management Fund and funds for one are included in the Contingency in the Management Fund.

SUM-2A

TABLE 10

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

SPECTATOR FACILITIES FUND RESOURCES

RESOURCES	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
FUND BALANCE	$2,615,000	0	$2,615,000
COLISEUM			
ENTERPRISE REVENUE	9,981,455	0	9,981,455
INTEREST	350,000	0	350,000
MISCELLANEOUS	150,000	0	150,000
SUBTOTAL	$10,481,455	$0	$10,481,455
STADIUM			
ENTERPRISE REVENUE	1,623,425	0	1,623,425
MISCELLANEOUS	20,000	0	20,000
SUBTOTAL	$1,643,425	$0	$1,643,425
PERFORMING ARTS CENTER			
ENTERPRISE REVENUE	3,441,935	0	3,441,935
INTEREST	40,000	0	40,000
MISCELLANEOUS	143,450	0	143,450
SUBTOTAL	$3,625,385	$0	$3,625,385
TOTAL RESOURCES	$18,365,265	$0	$18,365,265

SUM-7

SUMMARY OF BUDGET COMMITTEE RECOMMENDATIONS
BY ORGANIZATIONAL UNIT AND FUND - FY 1990-91 BUDGET

SPECTATOR FACILITIES FUND REQUIREMENTS

DEPARTMENT/PROGRAM	PROPOSED BUDGET	REVISION	COMMITTEE RECOMMENDATION
COLISEUM	$8,841,374	(25,000)	$8,816,374
FTE	108.20		108.20
STADIUM	1,688,841	0	1,688,841
FTE	19.61		19.61
PERFORMING ARTS CENTER	4,088,394	0	4,088,394
FTE	101.61		101.61
SUBTOTAL	$14,618,609	($25,000)	$14,593,609
	229.42		229.42
TRANSFERS TO:			
SUPPORT SERVICES FUND	$411,601	(53,757)	$357,844
INSURANCE FUND	$116,049	(1,413)	$114,636
MERC MANAGEMENT FUND	$0	601,201	$601,201
OCC OPERATING FUND	$661,754	(661,754)	$0
SUBTOTAL	$1,189,404	($115,723)	$1,073,681
CONTINGENCY	$665,000	25,000	$690,000
UNAPPROPRIATED BALANCE	1,892,252	115,723	2,007,975
TOTAL REQUIREMENTS	$18,365,265	$0	$18,365,265

SUM-7A

EXHIBIT A

GENERAL FUND BUDGET NOTES

- Earthquake Disaster Planning Program

  For FY 1990-91, the Metro Executive Officer is directed to assign one of her Executive Management staff to conduct preliminary research and data gathering regarding earthquake preparedness in the metropolitan region and to report back to the Council by January 1, 1991 with recommendations for an earthquake disaster planning program.

- General Fund Transfers to Planning Fund and Transportation Planning Fund

  The transfer of resources from the General Fund to the Planning Fund and the Transportation Planning Fund shall be made monthly on the basis of actual expenditures in the receiving fund.

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SUPPORT SERVICE FUND BUDGET NOTE

- In regard to transfers to the Support Service Fund, the following policies shall apply:

  - It is the intent that transfers shall be made on a monthly basis as expenditures occur in the Support Service Fund. The exception to this rule is on July 1, 1990, 2/12th's of the budgeted transfer (based on the Cost Allocation Plan) shall be made from each affected fund. Thereafter, transfers shall be made on a monthly basis on the basis of actual monthly costs in the Support Service Fund and a reconciliation on the final transfer amount will be made at the close of the fiscal year.

  - The transfer of resources from the General Fund for transfer reduction shall be one-half of the General Fund Beginning Fund Balance, but shall not exceed $224,000. It shall be used to reduce transfers from affected funds based on the proportion of those funds' indirect costs. This transfer shall occur no earlier than May 1, 1991.

SUPPORT SERVICE FUND BUDGET NOTE

- Finance and Administration: Support Service Program

  The Support Services Program budget contains funds for a records microfilming project. The expenditure of funds for such purpose is contingent upon the Finance and Administration Department preparing an agency-wide policy on the purging of records from agency files. The Department will discuss the records purging policy with the Finance Committee when it is in draft form.

- Finance and Administration: Financial Planning Program

  The Financial Planning Program has $35,000 budgeted in Miscellaneous Professional Services to undertake a study of central/decentralized support services including purchasing, personnel, and data processing. The study shall be a cooperative effort including participation from representative user departments such as the Metro ER Commission, Solid Waste, Zoo, etc. Prior to the execution of a contract, the scope of work and make up of the advisory committee shall be presented to the Finance Committee and Council for review.

- Finance and Administration: Data Processing Program

  The Data Processing Program has $16,000 for Management Consulting Services for an update of the Metro Data Processing Plan. Data Processing will prepare an updated Plan for the entire agency, including the Metro ER Commission, and submit it to the Council for review and approval no later than January 1, 1991.

ZOO OPERATING FUND BUDGET NOTE

- Horticultural/Landscaping Project

  In support of a horticultural project to define public circulation spaces with trees and shrubs and to add "color spots" throughout the Zoo grounds, providing a more park-like atmosphere, $50,000 has been earmarked for the project in the Zoo Operating Fund Contingency, line item no. 599999. These funds will only be available for expenditure by the Facilities Management Division, for the purpose of the horticultural project, based on a 50 percent cash or in-kind match donation received as a designated donation for the project.

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SOLID WASTE FUND BUDGET NOTES

- Rate Discount Study for Thrift Stores

  The Request for Proposals (RFP) to perform a rate discount study for not-for-profit thrift entities shall be reviewed by the Solid Waste Committee prior to its release.

- 1% for Recycling Program

  Prior to November 1, 1990, a recommended policy regarding the funding of the 1% for Recycling Program shall be prepared, reviewed by the 1% for Recycling Advisory Committee and the Solid Waste Committee and approved by Council.

- Records Management System

  The development of a Records Management System for the Solid Waste Department shall be carefully coordinated with any similar efforts in other Metro departments in order to maximize the benefits of the system.

- The transfer of resources to the Planning and Development Fund shall be made monthly on the basis of actual expenditures in the Planning and Development Fund for Solid Waste planning purposes.

PLANNING AND DEVELOPMENT FUND
TRANSPORTATION PLANNING FUND
BUDGET NOTE

LOCAL GOVERNMENT PLANNING SERVICE CHARGE:

Since its existence, Metro has assessed planning service charges on local governments within its boundaries to carry out planning activities which benefit local governments in the region. Programs carried out by Metro with the assistance of these funds include transportation planning, urban growth management, data resources, and parks and natural area planning. Historically, the District has set the service charge level at the statutory maximum of $.51 per capita. During the last legislative session, representatives of the District indicated in informal discussions with the Governor and legislative leaders that the service charge assessment potentially could be reduced to $.35 per capita if the District is successful in implementing the excise tax authority. It is the intent of the Council to achieve that objective in steps by reducing the service charge level to $.43 per capita during FY 1990-91 and addressing the next reduction during deliberations in the FY 1991-92 budget. This phased approach will enable the District to carry out planning programs at a level which continue to benefit local governments in the region and levy the excise tax at a level which will enable it to last for several years at the 6% level set by Council in its levying ordinance.

TRANSPORTATION PLANNING FUND BUDGET NOTES

- Lobbyist Cost-share for Surface Transportation Act Renewal

  Within the Transportation Planning Fund Contingency, line item no. 599999, $15,000 is earmarked for expenditure on a lobbyist position in Washington, D.C., contingent upon a cost-share arrangement with other local jurisdictions, through the JPACT (Joint Policy Advisory Committee on Transportation) process, and review and approval of the Council Intergovernmental Relations Committee and the Metro Council.

- Funding for the Regional Land Information System (RLIS)

  Although funding is not included in the FY 1990-91 budget, it is Metro's intent to expand the Regional Land Information System (RLIS) database to include the urbanizable areas in Clackamas, Multnomah and Washington Counties beyond the Urban Growth Boundary for the purposes of supporting Metro's "Urban Growth Futures" project.

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PLANNING FUND BUDGET NOTE

- Water Resources Management Program Workplan

  By July 1, 1990, the Planning and Development Department's Water Resources Management Program shall present a workplan for FY 1990-91 and the near future, with specific projects, tasks and target dates and deadlines, to the Council Intergovernmental Relations Committee for review and subsequent approval by the full Metro Council.

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CONVENTION CENTER PROJECT CAPITAL FUND BUDGET NOTE

- First priority for the use of the Bond interest earnings remaining (approximately $2.1 million) shall be settlement of construction claims. Second priority shall be the completion of the Skyview Terraces, provided however, that expenditure of these funds for such work shall not be authorized by the Executive Officer without the prior approval of the Council, and providing the Council the opportunity to review the status of construction claims.

- Expenditures from Account #574500 ($2.1 million in bond interest earnings) shall be in accordance with the following procedures:

  1. Claims/Construction Cost Settlement: Any construction costs or claims ensuing from the current construction contract (within the overall scope as currently approved by the Council), shall be reviewed with the Council Convention and Visitor Facilities Committee prior to formal approval by the Executive Officer.

  2. Scope Increases: Any new or substantially improved additions to the building spaces shall be approved by the Council prior to authorizing the contractor to proceed.

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FISCAL YEAR 1990-91 COST ALLOCATION PLAN SUMMARY

DESCRIPTION	PLANNING & DEVELOP.	SOLID WASTE	ZOO OPERATING	CONVENTION CENTER PROJECT	MERC OPERATIONS	TRANSP. PLANNING	GENERAL FUND	DIRECT COSTS	TOTAL
FINANCE & RISK	4,364	123,765	37,474	5,226	64,756	7,265	17,431	30,874	291,155
OFFICE OF GENERAL COUNSEL	20,714	123,955	20,714	33,539	51,618	31,238	41,756		323,534
ENGINEERING/CONST. MGMT	0	44,863	10,724	29,402	4,379	0	0		89,368
ACCOUNTING	11,788	232,093	176,584	11,042	159,304	25,636	10,415		626,862
SUPPORT SERVICES	77,489	151,475	20,723	22,476	17,377	103,720	176,720		569,980
PERSONNEL	21,040	60,816	100,267	3,312	75,558	18,410	13,150	76,471	369,024
PURCHASING	5,967	34,586	69,199	16,242	6,901	19,434	2,829		155,158
DATA PROCESSING	29,204	358,348	151,062	22,271	90,101	46,327	37,713	42,528	777,554
PUBLIC AFFAIRS	101,508	310,292	14,355	39,341	18,248	31,006	27,915	116,600	659,265
BUILDING-POOLED	32,637	64,277	12,955	9,218	12,457	43,101	74,492		249,137
INSURANCE-POOLED	375	2,890	10,866	161	11,668	375	428		26,763
CONTINGENCY	10,350	57,900	23,250	8,550	24,150	11,550	14,250		150,000
FUND BALANCE REDUCTION	(16,951)	(89,726)	(37,449)	(11,392)	(30,418)	(17,634)	(20,430)		(224,000)
SUPPORT SERVICE TRANSFER	298,485	1,475,534	610,724	189,388	506,099	320,428	396,669	266,473	4,063,800
Percent of Total	7.34%	36.31%	15.03%	4.66%	12.45%	7.88%	9.76%	6.56%	100.00%
BUILDING FUND TRANSFER	41,946	107,408	0	25,422	0	94,062	117,577	0	386,415
INSURANCE FUND TRANSFER	5,897	46,267	173,275	2,722	185,976	5,897	6,804	500,000	926,838
TOTAL TRANSFERS	346,328	1,629,209	783,999	217,532	692,075	420,387	521,050	766,473	5,377,053

Explanation of Direct Costs:

Finance ($30,874) - 0.75 FTE Associate Management Analyst to perform credit functions for Solid Waste Department

Data Processing ($42,528) - Direct personal service charge to Transportation Department for support of computers specific to that department.

Personnel (76,471) - 1.0 FTE Assistant Personnel Manager, 1.0 FTE Personnel Clerk.

Public Affairs ($116,600) - 0.75 FTE Public Information Supervisor, 1.0 FTE Associate Public Affairs Specialist, 1.0 FTE Assistance Public Affairs Specialist. All positions support Waste Reduction/Education programs of Solid Waste.

FY 1990-91 BUDGET DEVELOPMENT HISTORY

	Proposed 03/08/90	Revised Proposed 03/28/90	Budget Committee Recommendation 04/19/90
Metro ERC Direct Costs			
Personnel	121,572 (3.0 FTE)	121,572	0
Purchasing	42,765	42,765	0
Legal	28,000	28,000	0
Subtotal	192,337	192,337	0
Metro ERC Indirect Costs (Cost Allocation Plan)			
Personnel	125,970	65,470	152,029
Purchasing	91,071	9,588	6,901
Legal	63,728	63,738	51,618
Subtotal	280,779	138,796	210,548
Total Cost	473,116	331,133	210,548

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EXHIBIT C

KPMG Peat Marwick

Management Consulting

Report to the

Metropolitan Service District Council

Regarding the

Performance Audit of the Finance and Administration Department

Final Report

May 3, 1990

KPMG Peat Marwick

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May 3, 1990

Mr. Donald E. Carlson
Council Administrator
Metropolitan Service District
2000 S.W. First Avenue
Portland, Oregon 97201-5398

Dear Mr. Carlson:

KPMG Peat Marwick is pleased to submit its final report on the results of the performance audit of the Metropolitan Service District's (Metro's) Finance and Administration Department.

The audit report is presented in three sections. The first section discusses background information related to Metro's Finance and Administration Department. It also describes our scope and methodology for conducting the performance audit. The second section presents our performance audit findings in nine areas that we reviewed in detail during Phase II of the audit. Finally, the third section of the report summarizes our recommendations for addressing each of our findings.

Peat Marwick has appreciated the opportunity to conduct this performance audit for Metro. We would like to thank the Metro Council, the Metro management and staff, the Metro ERC, and the City of Portland for their assistance in conducting the audit.

Very truly yours,

KPMG Peat Marwick

Member Firm of
Klynveld Peat Marwick Goerdeler

Table of Contents

CHAPTER		PAGE
I.	**INTRODUCTION**	
	Background	I-1
	Scope and Methodology	I-2
	Study Limitations	I-4
II.	**FINDINGS**	
	Staffing Adjustments Need to Be Made in the Finance and Administration Department	II-1
	Need to Continue to Monitor the Impact of the Metro/ Metro ERC Consolidation	II-21
	The Opportunity Exists to Shorten the Contracting Process	II-31
	Metro Should Consider a Centralized Procurement Function	II-32
	Need to Consolidate Procurement of Administrative Supplies	II-34
	Need to Assure Adequate Metro Oversight of Construction Projects	II-35
	Need to Reconsider Existing Risk Management Strategies	II-36
	Need to Plan and Prioritize Data Processing Goals	II-41
	Need for Oversight Monitoring of Cash Collection Activities	II-45
III.	**SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS**	
	Conclusions	III-1
	Recommendations	III-1

CHAPTER I

INTRODUCTION

I. INTRODUCTION

The Metropolitan Service District Council contracted with KPMG Peat Marwick to conduct a performance audit of the Metropolitan Service District's (Metro's) Finance and Administration Department. The performance audit was conducted in accordance with "Government Auditing Standards," issued by the Comptroller General of the United States, which became effective in January 1989.

The performance audit was conducted in two phases. Phase I involved a preliminary survey of the organization, management, operation and performance of Metro's Finance and Administration Department. Phase I identified issue areas or concerns that warranted in-depth review in Phase II of the audit. Peat Marwick presented a report to the Council's Finance Committee regarding Phase I on March 19, 1990. At that time, the Committee approved the issue areas for the Phase II, in-depth audit. This report presents the results of the in-depth audit we conducted during the second phase of work.

This section of the report presents background information regarding the Finance and Administration Department. It also describes our scope and methodologies for conducting the performance audit, as well as specific limitations in conducting the audit.

BACKGROUND

The Finance and Administration Department is responsible for Metro's financial management and administrative service functions. The Department has an adopted budget of $1,962,000 for fiscal year 1989-90 and a staff of 25.45 full-time equivalent positions. The Department is currently comprised of two major divisions: Financial Services and Construction Management.

The Financial Services Division has four sections. These include:

- **Accounting Section** - Responsible for the recording and processing of all cash receipts and accounts receivable, processing all cash disbursements and accounts payable, processing all payroll items, and preparing payroll reports. The section also is responsible for processing and controlling purchase commitments, preparing financial reports, maintaining accounting records, assisting in year-end audit report preparation, and providing effective internal accounting controls for Metro's assets;

- **Data Processing Section** - Responsible for providing information processing tools and services to Metro departments. These services include short- and long-range planning, review of department requests for hardware and software, operation and maintenance of equipment and software. In addition, the Section provides programming services, responds to user requests, and assists with new system acquisition, installation, conversion and operation;

- **Finance Section** - Responsible for coordinating the preparation of the annual budget, monitoring financial status of departments in relation to the budget, and preparing necessary budget amendments. This Section manages Metro's programs for insurance and risk, long-range financial planning and credit. It also is responsible for investing excess cash in accordance with Metro's policies; and

- **Support Service Section** - Provides central services such as printing, telephone, deliveries, fleet and building management.

The Construction Management Division is responsible for providing coordination of construction for Metro departments to assure that construction projects are performed in compliance with job specifications, completion schedules, and Metro Code requirements. It has the authority to take the necessary steps to bring contracts into compliance and it coordinates construction projects with designated department staff and outside project management firms. The Division also provides the central administration for contracts executed by Metro and monitors contracts for compliance with Metro's disadvantaged business enterprise/women-owned business enterprise ordinance.

The personnel function was formerly part of the Finance and Administration Department, but during fiscal year 1989-90, the personnel function was shifted out of the Department and now reports to the Metro Executive Officer.

The Finance and Administration Department is presently involved in the negotiations regarding the consolidation of regional convention, trade, spectator and performing arts facilities owned and operated by the City of Portland. In December 1989, the City of Portland, Metro, and the City of Portland Exposition - Recreation Commission (ERC) signed an agreement to transfer the operations and management of ERC facilities to the Metro ERC. Effective January 4, 1990, Metro assumed certain personnel related responsibilities under this agreement. Commencing on July 1, 1990, Metro will assume additional responsibilities, including specific financial and budgetary authority. In support of the consolidation agreement, the staff at Metro and at the Metro ERC are presently working to identify the specific type and level of support services that Metro will provide to the Metro ERC.

SCOPE AND METHODOLOGY

As previously mentioned, the performance audit was divided into two phases. The objectives of the preliminary survey conducted during Phase I of the performance audit of the Finance and Administration Department were to do the following:

- Review the major duties, responsibilities and functions of the Department;

- Review the economy, efficiency and effectiveness of the Department's operations;
- Identify areas offering potential benefits that should be the subject of an in-depth audit in Phase II of the study; and
- Develop a work plan for conducting the in-depth audit of selected areas in Phase II.

To accomplish these objectives, the members of the project team performed the following activities:

- Collected and reviewed key documents regarding the Department's organization, management structure, staffing and activities;
- Conducted interviews with management and staff in the Finance and Administration Department, other Metro departments, the Metro ERC, the City of Portland, the Metro Council, and other concerned individuals/officials;
- Identified and reviewed major manual and automated systems and processes in use by the Finance and Administration Department; and
- Observed and reviewed the Department's current procedures and practices.

Phase II of the performance audit involved the in-depth review of issues or concerns identified in Phase I. The objectives of Phase II were to:

- Conduct additional detailed analysis within specific issue areas to gain further understanding of the major issues;
- Develop audit findings, as appropriate, within each issue area;
- Develop recommendations for support service improvements within the Finance and Administrative Department; and
- Prepare the final performance audit report.

To meet the objectives of Phase II, the members of the project team collected and reviewed additional documents and information available from the Department, performed additional interviews with management and staff, and performed additional analysis of the Department's procedures, practices and performance.

STUDY LIMITATIONS

The performance audit included a review of the Finance and Administration Department's activities, excluding the Support Services Section. In addition, it included a review of the Personnel office which was shifted out of the Department during fiscal year 1989-90, and which now reports to the Executive Officer.

During the performance audit of the Department, Peat Marwick collected and received a wide variety of information, some of which was compiled by the Department's staff. While the information provided by Metro's staff was reviewed for reasonableness and accuracy, it was not audited back to source documents.

CHAPTER II

FINDINGS

II. FINDINGS

Our performance audit of the Finance and Administration Department identified nine findings that presented opportunities to improve the Department's financial management and administrative service functions. Each of the findings are discussed separately in the following sections of this report.

STAFFING ADJUSTMENTS NEED TO BE MADE IN THE FINANCE AND ADMINISTRATION DEPARTMENT

Metro has grown steadily in recent years, and its new responsibility for the Metro ERC facilities, including the Oregon Convention Center, will significantly add to Metro's size. This section addresses the potential need for additional support service staff which may have resulted from historic growth, changing functional responsibilities, or due to the responsibility for the new facilities.

The staffing needs analyzed in this section of the report include those of the Personnel Office, the Data Processing Division, and the Accounting Section. Staffing issues concerning Engineering and Construction Management, and the proposed Purchasing Division are addressed separately in the sections of this report which addresses those functions. Specifically, this section discusses:

- Current staffing level determination practices.
- Staffing levels, work loads, and requested staff increases in the proposed budget for the Personnel Office, the Accounting Section, and the Data Processing Division. Both Metro divisions and Metro ERC functions are described for each of these areas; and
- Observations which may help evaluate the need for additional staff.

This section provides information and analysis that will assist the Council in evaluating staffing levels in specific functional areas in which additional staff have been requested.

Current Staffing Level Determination Practices

Staffing requests are made through the annual budgeting process, and sometimes through budget amendment requests. .We have found that staffing requests in both of these processes usually do not include detailed information on changes in work load as justification for additional staff. According to the fiscal year 1990-91 Metro Budget Manual, which directs Metro Departments as to how to prepare their budget requests, a new position request must include the following:

- Action requested (new position, reclassification, etc.);
- Name of the incumbent, if the request is for a reclassification or increase in the position's full-time-equivalency;

- Duties and responsibilities specific to the position;
- Qualifications, education and skills required for the position;
- Justification of the need for the request in a detailed narrative; and
- Budget impact (monetary cost of salary or wage, fringe, and applicable overhead).

All staffing requests we reviewed included the action requested, the name of the incumbent (if any), and the budget impact. We found that in the Metro ERC's budget submittal to Metro, no descriptions of duties, qualifications, or justifications were presented. If such budgetary support were submitted to the Metro Council, instances in which Metro and Metro ERC divisions staff requests duplicate each other may more likely be identified. Similarly, if each assumes the other will perform a function, that assumption may not be clear during the budgeting process if specific staff request support is not submitted.

We also found that position justifications took a wide variety of forms. Generally, justifications did not include reference to specific changes in work load. Examples of work load changes include: (a) the number of employees recruited, a Personnel Office work load measure, and (b) the number of vendor checks issued, an Accounting Section work load measure. Though certain work load data is maintained, and used to allocated overhead costs to operating departments for example, that work load data generally has not been used to support requests for additional staff. While Metro has described work load indicators as part of its budget presentation, Metro does not have a work load measurement system that would enable work load changes to be translated into staffing changes. As a result, it is difficult to determine the need for additional staff, and how many additional staff may be needed. Additionally, we believe that indicators may be inconsistently defined from one year to the next.

To conduct our evaluation of staffing, we requested work load data from each Section discussed here, and related work load data which has been used by the Financial Services Division to allocate overhead costs.

Recommendation:

- Each Metro Department Should Develop Work load Measures Which are Specifically Applicable to the Tasks Performed Within That Department - Measures should ideally gauge outcomes (the ultimate desirable results of the department's work), but may instead gauge outputs (units of activity performed). These measures should be consensually developed, but should be approved by Metro's Executive Management. Each department's measures (or its subsidiary division's) should be reported in the annual budget, and may be accompanied by effectiveness or efficiency ratios which relate departmental (or divisional) costs to those measures.

Staffing Levels and Proposed Staffing Increases

This subsection discusses Metro's past, existing, and proposed staffing levels for fiscal years 1988-89, 1989-90, and 1990-91; current responsibilities and staffing within the Metro ERC; changing work loads; and potential duplication within budget requests.

Personnel

Metro's Personnel Office assists operating departments with recruitment and selection, coordinates affirmative action, plans and administers employee benefits, enters personnel action form data into the payroll system (personnel actions can include hire, separation, change in employee status, address, benefit selection, etc.), implements personnel rules, supports labor negotiations, and provides counseling and employees relations services.

The Personnel Office was a part of the Finance and Administration Department until midway through fiscal year 1989-90. It is now a separate Office reporting directly to Executive Management, though it is funded in the proposed Support Services Fund for fiscal year 1990-91. Exhibit II.1 below shows past, current, and proposed staffing for the Personnel Office.

Exhibit II.1
SUMMARY OF STAFFING FOR THE PERSONNEL OFFICE
Fiscal Year 1988-89 Through Proposed Fiscal Year 1990-91

	1988-89	1989-90	Original Proposed 1990-91	Revised Proposed 1990-91
Director of Finance and Administration	.30	.30	---	---
Personnel Manager	1.00	1.00	1.00	1.00
Associate Management Analyst	1.50	1.50	3.00	2.00
Accounting Clerk	---	---	1.00	.50
Administrative Secretary	1.00	1.00	1.00	1.00
Temporary Administrative Support	.00	.25	.25	.25
TOTAL	3.80	4.05	6.25	4.75

Source: Proposed and Approved Metro Budgets for Fiscal Years 1988-89 through 1990-91.

Exhibit II.1 shows that, if the current requested staffing level is approved, the number of staff will grow from 3.8 to 4.75 between fiscal years 1988-89 and 1990-91, an increase of 25 percent. No part of the Director of Finance and Administration's time is budgeted in the Personnel Office in fiscal year 1990-91 because, as noted, the Personnel Office has been removed from the Finance and Administration Department.

During Metro's fiscal year 1990-91 budgeting process, the proposed budget for the personnel function has gone through several iterations. The Personnel Office at Metro and the Metro ERC each submitted budget requests which included requests for the personnel function. These requests were compiled in the budget proposal originally published in March, 1990.

The Metro Personnel Office's original budget proposal requested 6.25 FTE staff, an increase of 2.2 FTE compared to the 4.05 positions in the prior approved budget. The requested increase actually amounted to an increase of 2.5 FTEs because 0.3 FTE of the Finance and Administration Director's time was removed from the Personnel Office's budget when the Personnel Office was separated from the Finance and Administration Department. The Metro ERC's budget proposal requested 3.0 new positions with personnel responsibilities in its new central management pool.

The total of the Metro and Metro ERC requests for new personnel function staff is 5.5 (2.5 Metro and 3.0 Metro ERC). Our analysis indicated that approximately 3.5 to 4.5 positions of the total 5.5 requested are necessary (a) to assume functions previously performed by the City of Portland for the Metro ERC, (b) to address Metro's growth, and (c) to serve the needs of the Oregon Convention Center. We believe that the Personnel Office and the Metro ERC both anticipate serving a large portion of the Metro ERC's personnel needs, and that as a result, one to two of the total 5.5 requested positions were unnecessary and duplicative in the original budget.

Upon consideration, Metro's Executive Officer revised the original budget request on March 28, 1990. The amendment reduced the Metro Personnel Office request by 1.5 FTE, from 6.25 to 4.75, and left the Metro ERC request unchanged.

As the Metro Council considers its proposed budget, it will need to determine both the appropriate level of staffing, and the appropriate organizational configuration through which to provide the personnel functions and activities. Compared to the fiscal year 1989-90 Metro and ERC budgets, the Metro Council will need to add an estimated 3.5 to 4.5 full-time-equivalent staff for fiscal year 1990-91 to assume the functions previously performed by the City of Portland, to serve Metro's growing personnel needs, and to serve the needs of the Convention Center.

In terms of the organizational structure for conducting the personnel function and activities, the Metro Council may wish to consider two major options. One option would be to centralize the funding and administration of the personnel function within Metro's Personnel Office, while

providing certain personnel assistance to the Metro ERC through Metro Personnel Office staff outstationed at the Metro ERC's offices.

Another organizational structure option to provide the personnel function and activities for the Metro ERC would be to delegate to the Metro ERC the responsibility for performing certain personnel functions, such as recruiting, record keeping, and benefits administration.

Consistent with Metro Code and consistent with the agreement transferring management and operating responsibility for the ERC facilities from the City of Portland to Metro, the Metro ERC will retain authority to employ, manage, and terminate personnel. Until July 1, 1990, the Metro ERC's personnel records will be maintained by the City of Portland, while the ERC is responsible for recruiting, selection, affirmative action, and most other personnel functions. The ERC staff person performing these functions has been the Special Events Coordinator, and she has been assisted by accounting staff.

In the current budget proposal, the Metro ERC requested a Personnel Manager (separate from the continuing Special Events Coordinator position); an Assistant Personnel Coordinator, and a Clerical Assistant for its personnel activities in the fiscal year 1990-1991 budget.

The Executive Officer presented a revised budget recommendation on March 28, 1990, which requested that the Metro ERC have authority to recruit and select its employees during fiscal year 1990-91 as the Oregon Convention Center is opened. The Executive Officer suggested that Metro provide central record keeping, and back-up advice and assistance on personnel issues to the Metro ERC.

Work Load Indicators and Trends

Personnel work load indicators that are currently available include: Personnel Action Forms processed, employees recruited, and total employees. Exhibit II.2 on the following page shows the change in each of these measures at Metro for the past two years, estimates the workload for Metro and the Metro ERC in fiscal year 1989-90, and projects the workload for the Oregon Convention Center (OCC) in fiscal year 1990-91.

Exhibit II.2
SUMMARY OF PERSONNEL DEPARTMENT WORKLOAD MEASURES
Fiscal Years 1988-89 Through 1990-91

			Estimated		Projected
Function	Metro 1987-88	Metro 1988-89	Metro 1989-90	Metro ERC 1989-90	OCC 1990-91
Personnel Action Forms/Notices	1,032	1,109	1,961	260	N/A
Employees Recruited	N/A	118	140	160	77
Total Employees	381	393	466	480	83

N/A - Not Available

Source: Metro data: Overhead Cost Allocation Model, Finance and Administration Department.

Metro ERC data: Interviews with Metro ERC staff, and the Metro ERC/City of Portland response to a Metro data inquiry.

As can be seen in Exhibit II.2, the number of Personnel Action Forms/Notices processed has grown significantly in the past two years. The increase from 1,032 in fiscal year 1987-88 to an estimated 1,961 in fiscal year 1989-90 amounts to a 90 percent increase. The tasks primarily related to Personnel Action Forms/Notices include data entry onto the mainframe computer system, data entry review, adjustment of entries, and filing. Metro's Administrative Secretary and Associate Management Analysts have performed these functions, and the requested part-time Accounting Clerk and additional 0.5 full-time equivalent (FTE) Associate Management Analyst would take on part or all of these responsibilities. As mentioned previously, the Executive Officer submitted a revised budget recommendation which deleted the request for the part-time Accounting Clerk and one Associate Management Analyst. The Metro ERC has requested a full time Personnel Clerical Assistant. A staffing increase for either the Metro ERC or Metro seems appropriate, because neither was previously responsible for entering the Metro ERC's Personnel Action Notices onto a payroll system. (Prior to the ERC transfer, the City of Portland input Personnel Action Notices into its own payroll system.)

The total number of Metro employees has increased as well, but not as dramatically as the number of Personnel Action Forms/Notices. The increase from 381 in fiscal year 1987-88 to an estimated 466 in fiscal year 1989-90 amounts to a 22 percent increase. The estimated 563 additional Metro

ERC and OCC employees will also increase the Metro Personnel Office's work load. The tasks the Metro Personnel Office will perform related to Metro ERC employees will primarily include filing and record keeping if the Metro Council accepts the Executive Officer's proposal for the Metro ERC to perform its own personnel functions.

Exhibit II.3, on the next page, summarizes the staffing requests recently made by Metro and the Metro ERC in the personnel function for fiscal year 1990-91. It also provides specific commentary on these requests.

Recommendation:

- Metro Should Add Between 3.5 and 4.5 Full-Time-Equivalent Staff to Perform Personnel Functions for Metro and the Metro ERC - The resulting fiscal year 1990-91 staffing level for the personnel function would be between 7.25 and 8.25 FTE positions to perform personnel functions and activities for Metro and the Metro ERC. We believe that this increased staffing level will be sufficient to perform Metro's existing personnel functions, those Metro ERC functions currently performed by the City of Portland, and those new functions related to the operation of the Oregon Convention Center.

Summary of the Staffing Requests for the Personnel Function Made by Metro and Metro ERC for Fiscal Year 1990–91

Function
Preparation and key data entry of Personnel Action Forms/Notices (PAF/Ns) and maintenance of employee files.

Metro Staff Request	Metro ERC Staff Request
0.5 Accounting Clerk.	1.0 Clerical Assistant, Personnel.

Comments
Metro ERC data entry will be additional work for Metro. Metro ERC previously prepared PAF/N's for key data entry by the City of Portland. Metro will need to enter Metro ERC's PAF/Ns in the future so as to coordinate with the payroll function.

Metro's work load has grown. Metro's PAF/Ns work load has grown by 90% since 1987–88. The number of Metro employees has grown by 22% to 466 in 1989–90.

Function
Classification, job descriptions, recruiting, selection, affirmative action, benefits analysis, communications and administration.

Metro Staff Request	Metro ERC Staff Request
0.5 Associate Management Analyst. (Transfer from Management Services) for: Benefit Analysis.	1.0 Personnel Manager. 1.0 Assistant Personnel Coordinator.

Comments
Metro ERC currently employs approximately 480 part-time and full-time staff, and expects the Convention Center to employ 83 more.

Metro ERC has done much of its own personnel work. Metro ERC previously conducted recruiting and selection on its own behalf and the Executive Officer has suggested that it continue to do so for fiscal year 1990–91.

Metro ERC will need to recruit and select the Convention Center employees in the coming year, while Metro recruiting efforts have grown by 19% in the past year.

Benefits will need to be analyzed. The transfer of Metro ERC to Metro will cause a need to evaluate and possibly reconcile benefit packages available to Metro and Metro ERC staffs.

Accounting

Metro's Accounting Section is responsible for performing the following major activities:

- Records and processes cash receipts and accounts receivable;
- Processes all disbursements and accounts payable;
- Processes all payroll items;
- Processes and controls purchase commitments;
- Prepares financial reports and assists with the annual year-end audit; and
- Takes steps necessary to safeguard District assets by implementing and maintaining effective internal accounting controls.

The Accounting Section is a part of the Department of Finance and Administration, reporting through the Manager of the Financial Services Division to the Director of the Department. Exhibit II.4 shows the past, current, and proposed staffing for the Accounting Section.

Exhibit II.4
SUMMARY OF STAFFING FOR THE ACCOUNTING SECTION
Fiscal Years 1988-89 Through Proposed Fiscal Year 1990-91

	1988-89	1989-90	Proposed 1990-91
Director of Finance and Administration	.16	.16	.16
Manager of Financial Services	.25	.25	.30
Chief Accountant	1.00	1.00	1.00
Senior Accountant	3.00	3.00	3.00
Accounting Supervisor	---	---	1.00
Payroll Clerk	1.00	1.00	1.00
Lead Accounting Clerk	1.00	1.00	1.00
Accounting Clerk II	2.00	2.00	3.00
Accounting Clerk I	---	---	2.50
Office Assistant	---	---	1.00
Secretary	--	.75	1.00
TOTAL	8.41	9.16	14.96

Source: Proposed and Approved Metro Budgets for Fiscal Years 1988-89 through 1990-91.

Exhibit II.4 shows that, if the currently requested staffing level is approved, the number of accounting staff will grow from 8.41 to 14.96 between fiscal years 1988-89 and 1990-91, an increase of 78 percent.

Senior level staff in the Accounting Section have indicated that additional staffing is necessary to keep up with increased clerical duties resulting from growth and increased responsibilities. The increase in these clerical activities has been assumed by existing senior level staff. As a result, the senior staff have had to reduce their supervisory and control activities. Accordingly, Accounting Section staff requested in Metro's proposed fiscal year 1990-91 budget are primarily clerical, non-salaried staff, which would enable the senior staff to perform the activities which staff indicate are now unperformed or underperformed.

Work Load Indicators and Trends

Accounting Section work load indicators which are currently available are shown below in Exhibit II.5. The indicators have been separated into three major functional areas of the Section: accounts payable/disbursements, accounts receivable/cash receipts, and payroll.

Exhibit II.5
SUMMARY OF ACCOUNTING SECTION WORK LOAD MEASURES
Fiscal Years 1987-88 Through 1990-91

Function	Metro 1987-88	Estimated Metro 1988-89	Estimated Metro 1989-90	Estimated Metro ERC 1989-90	Projected OCC 1990-91
Accounts Payable Disbursements					
Purchase orders	4,100	4,410	7,026	953	N/A
Checks issued	7,741	9,180	8,423	1,430	N/A
Accounts Receivable/Cash Receipts					
Solid waste credit transactions	183,600	210,000	261,000	---	---
Solid waste cash transactions	21,900	22,000	30,240	---	---
Zoo cash packages (one package represents one work shift for a cashier).	3,285	3,600	6,075	---	---
Payroll					
Paychecks	9,154	9,433	11,187	11,520	1,992

N/A - Not Available

Sources: Metro Financial Services Manager and Metro ERC Controller.

Each of the three functional areas shown in Exhibit II.5 are discussed separately in the following sections.

Accounts Payable and Cash Disbursements

Exhibit II.5 above shows that the number of purchase orders processed by Metro increased from 4,410 to an estimated 7,026 between the fiscal year 1988-89 and 1989-90, a 59 percent increase. However, part of this increase was caused because Metro adopted more formalized purchase order procedures in the Fall of 1989. The shift to purchase orders from less formal and controlled procurement methods increased the number of purchase orders, even though the overall number of Metro procurement did not increase as much. The number of checks issued increased from 7,741 in fiscal year 1987-88 to an estimated 8,423 in fiscal year 1989-90, an increase of only 9 percent. The former computer system did not allow integrated purchase order/accounts payable data input or encumbrance information. The new system allows such input and provides encumbrance information which is required to be input on a more timely basis. This increases work load demands over prior work requirements and further compounds the increase in work associated with purchase orders. Moreover, departments such as the Zoo have requested more detailed financial information which has required more data entry for cash receipts and accounts payable. So, although the actual volume of procurement-related transactions as reflected by the number of checks issued has grown only slightly, the volume of accounting work to process and review purchasing transactions has increased significantly with the new purchasing procedures.

As can also be seen in Exhibit II.5, the Metro ERC estimated purchase order work load is relatively small compared to that of Metro. However, projections were not available for the Convention Center. We recommend in a later section of this Chapter that the Metro ERC submit a purchase order, invoice, and payment authorization together for each payable item. If this recommendation is adopted, this practice would substantially reduce Metro's potential work load when serving Metro ERC and Convention Center vendor payment needs.

Currently, one Accounting Clerk II is responsible for processing most accounts payable transactions. The clerk currently holding that position performs most of the accounts payable and purchase order filing. Accounts payable processing is reviewed by the Lead Accounting Clerk. The proposed Metro budget would convert to a full-time permanent accounting position an Office Assistant position which is now funded partly through Federal Job Training Partnership Act money and partly through money budgeted for temporary help. The Office Assistant's responsibilities currently include financial report and computer printout filing, payroll documentation filing, solid waste daily cash report input, and purchase order input.

The proposed budget requests a new Accounting Clerk III to assume some responsibility for accounts payable processing and data entry, in addition to certain training, work review, and editing functions. The budget also requests an Office Assistant position, which would replace the current temporary employee position. Some of the Office Assistant's responsibilities for purchase

order entry and filing appear to duplicate responsibilities which had been proposed for an Administrative Secretary in Purchasing; however, the Executive Officer has since amended the proposed budget to eliminate the administrative secretary position in purchasing.

Accounts Receivable and Cash Receipts

Metro's major sources of non-tax, non-grant revenues include commercial solid waste haulers who often have credit accounts with Metro, general public cash charges paid at solid waste facilities, and admission fees and retail revenue from the Zoo. Exhibit II.5 above shows accounting work load measures for each of these revenue sources.

As can be seen in Exhibit II.5, the number of credit transactions by commercial solid waste haulers has grown by 42 percent between fiscal years 1987-88 and 1989-90, from 183,600 to an estimated 261,000. (One credit transaction is processed each time a commercial hauler's vehicle discharges a load at a solid waste facility. If the hauler has established a credit account with Metro, the transaction must be included on the itemized monthly statement sent to the hauler.) Accounting staff indicate that the number of transactions has grown because (a) Metro has about 9% more customers in the current (1989-90) fiscal year than it had in fiscal year 1988-89, and (b) several other area landfills have closed or reduced the amount of fill that they will accept. Though the credit account and billing statement functions have recently been put on an automated system, implementation of the function and correction of computer "bugs" was time consuming for Solid Waste Department staff, Accounting Section staff, and Data Processing Division staff.

Accounting work load related to cash collection at the zoo and at solid waste facilities include reconciliation of cash counts and deposits to register tapes from the zoo, or to "ticket" receipt summaries from solid waste facilities. For both solid waste transactions and cash receipts, the revenue transaction must be manually entered into the automated system. A supervisor reviews the work, including the deposit reconciliation.

Though the Metro ERC was not able to provide a firm estimate of the number of individual cash receipt transactions, the Controller estimated that approximately 1,500 cash packages might be prepared in a year. (A cash package represents one work shift for one cashier.) The number of cash packages is smaller than at the Zoo since there are fewer cashiers at the box offices, but the dollar volume of each package is likely to be much larger. The volume of accounting work related to cash packages has grown more than actual revenues has because more detail is now reported about revenues both at solid waste facilities and at the Zoo. For example, in order to perform better revenue analysis, the Zoo now prepares separate cash packages for each individual concession kiosk or stand, whereas previously, revenue for many kiosks or stands might have been grouped into one cash package for reporting to accounting.

The Metro ERC also receives cash revenues from concessionaires, merchandisers, and the parking contractor. The recording and deposit of these cash receipts will present a significant additional work load for the Metro Accounting Section. In a separate section in this report, we discuss the need for the Metro Finance and Administration Department to strengthen its oversight of internal accounting controls over cash collection activities at the Zoo, Solid Waste facilities, and the Metro ERC facilities.

One Accounting Clerk II position is responsible for accounts receivable, but currently that position is vacant. Daily deposits are prepared by a secretary, who also opens and distributes mail. Bank statement reconciliations of deposits and checks issued are now performed almost exclusively by a senior accountant.

Metro's proposed budget includes a new Account Clerk I who would assist in entering cash receipts, assist in preparing and reviewing solid waste statements, and assist in maintaining credit files.

Payroll

Accounting processes timesheets; calculates wage or salary and payroll deductions; prints, signs and distributes paychecks; posts salary and fringe costs to Departmental accounts; prepares and runs payroll reports from the automated system; and performs other related tasks. Most of these tasks are related directly to the number of paychecks issued. Exhibit II.5 shows that the number of paychecks Metro issued has grown from 9,154 in fiscal year 1987-88 to an estimated 11,187 in fiscal year 1990-91, a 22 percent increase. As can also be seen, the Metro ERC will require an estimated 11,520 paychecks (assuming that the Metro ERC converts to Metro's 24 pay periods per year), while Convention Center employees will require a projected 1,992 checks. Clearly, Metro's payroll work load in fiscal year 1990-91 will be more than double what it was in 1987-88.

Metro currently has electronic time clocks in place at the Zoo, though the automated system has not yet been adapted to permit the direct input of timesheet data from the timeclocks into the payroll system. The Metro ERC is considering installing electronic timeclocks as well. By making the appropriate system modifications, timesheet data entry can be significantly reduced, though the electronic data will need to be reviewed to assure the adequacy of controls over accuracy of the data. Other functions could be automated also. For example, by implementing a direct payroll deposit program, Metro could reduce the time needed to prepare and sign payroll checks, as well as reduce the number of negotiable checks it has to handle.

Metro payroll functions are currently performed by a Payroll Clerk, and supervised by the Lead Accounting Clerk. Metro's Accounting Section has proposed the addition of one Accounting Clerk II to perform some of the growing payroll responsibilities, with periodic assistance from the proposed Accounting Clerk III. The proposed budget does suggest that the requested Office

Assistant perform payroll filing, and that the requested Clerk III will review payroll work. In the past, the Metro ERC's payroll has been processed by the City of Portland, based upon Timesheet and Attendance Reports (TARs) submitted by the Metro ERC for each employee.

Purchasing Commitments

Staffing issues for the purchasing and contracting functions are discussed in the purchasing section of this report, rather than in this staffing section.

Preparation of Financial Statements and Assistance With Financial Audits

Metro's Accounting Section has prepared financial statements and has provided a high level of support during annual audits. Recent audits have required additional efforts and time commitment by Accounting staff. These audits have been necessary (a) for a revenue bond offering; (b) preparation for the ERC transfer; and (c) for a due diligence review after the Director of Finance and Administration's resignation. The automation of many accounting functions may require additional Metro effort to demonstrate the internal controls of Metro's systems, and the ERC transfer will create some additional work load for preparation of financial statements for the audit.

Most work to prepare financial statements and assist with audits is performed by Senior Accountants or the Chief Accountant, though the Lead Accounting Clerk also assists.

Exhibit II.6, beginning on the next page, summarizes the staffing requests recently made by Metro and the Metro ERC for the accounting function for fiscal year 1990-91. The exhibit also provide commentary on these requests.

Recommendation:

- Metro Should Add Between Four and Five Full-Time Equivalent Staff Positions to the Accounting Section - The resulting fiscal year 1990-91 staffing level would be between 13.16 and 14.16 FTE positions. Metro may choose to make one of these a temporary position, budgeting it only until the Metro ERC transition is complete and identified changes have been made to the automated financial and accounting system. If the Accounting Section's work load continues to increase, as demonstrated by the work load indicators developed and agreed upon per the above recommendation, the temporary position should be made permanent.

Summary of the Staffing Requests for the Accounting Function Made by Metro and Metro ERC for Fiscal Year 1990–91

Function
Accounts receivable, including cash receipts, credit files, billing and collection deposit preparation, data entry, filing and related tasks.

Metro Staff Request	Metro ERC Staff Request
1.0 Clerk for: Entering-reconciling Metro and MERC cash receipts.	None.

Comments
Metro ERC has extensive cash receipts. The number of cash transactions at Metro ERC is not readily available, but its cash intake through box offices, parking and food concessions is significant. Since Metro ERC retains a percentage of net revenue from both parking and food concessions, it has a direct interest in those cash transactions also.

Function
Accounts payable, petty cash review of purchase orders/authorization/requisitions for approval and to match with receiving copy and invoices, detaching check printing, signing and mailing, filing and related tasks.

Metro Staff Request	Metro ERC Staff Request
1.0 Office Assistant. 0.5 Clerk II.	None.

Comments
More Metro cash receipt transactions. Cash packet transactions at the zoo increased by 85% since fiscal year 1987–88, while individual cash transactions at solid waste facilities grew by 38% during the same period.

Metro billing statements. Since fiscal year 1987–88, the number of solid waste billing statements has grown by 113%.

Metro expects to issue 9% more checks this year than it did two years ago. Since purchase orders are now required in many cases where they previously were not, the number of purchase orders has increased by 71% during the same period.

Metro work load. The number of Metro payroll checks expected to be issued this year is 466 per pay period, or 22% more than the 381 per pay period in fiscal year 1987–88.

Summary of the Staffing Requests for the Accounting Function Made by Metro and Metro ERC for Fiscal Year 1990–91

Metro ERC-related work load. Metro ERC will require 480 paychecks per period and the Oregon Convention Center (OCC) will require about 83 for a total 563 additional persons on payroll. That 563 will be a 121% increase over Metro's current payroll work load.

Function

Payroll timesheet entry, prepare and print checks, sign checks, distribute checks.

Metro Staff Request	Metro ERC Staff Request
1.0 Clerk II for: addition of Metro ERC and OCC employees to Metro payroll. Part of 1.5 Clerk I's.	None.
1.0 Clerk III to: Relieve work load of the lead accounting clerk and chief accountant.	
0.25 Secretary.	

Comments

The Office Assistant position would have partly duplicated staff requested in the original budget proposal for Metro purchasing. Proposed office assistant functions include purchase order data entry and filing. These functions would appear to duplicate some of those performed by an Administrative Secretary requested for the purchasing function. The Executive Officer's proposed budget revisions, dated March 28, 1990, deleted the purchasing function request for an Administrative Secretary, removing the duplication.

Metro ERC purchases required only one sixth as many checks be issued as were issued by Metro last year.

Metro's Accounting section faces difficult but short-term challenges. Implementation and customization of the Moore Governmental Systems software must be completed, the Metro ERC transition must be smoothly accomplished, and new needs of the Convention Center must be met. Each of these challenges will require dedicated staff effort, but we believe that a portion of the effort will be temporary. Metro senior and supervisory accounting staff indicate that they are performing a significant number of clerical tasks. Though one supervisory position is requested (the Clerk III), Metro staff anticipate that additional clerical assistance will allow them to meet these challenges and accomplish other underperformed functions.

Data Processing

Metro's Data Processing Division is responsible for:

- Supporting personal computers (PCs) and four networks which interconnect some of those computers;
- Supporting non-personal computer-based systems, such as the automated financial and accounting system, and the three Transportation Department computer systems, and working with other Departments to identify needs and evaluate opportunities for new applications for computer resources; and
- Attending the daily functions of non-PC-based systems in Metro's Data Center.

Supporting the various computers includes (a) assistance with selecting, purchasing, and installing hardware and software; (b) training users and answering questions; and (c) solving hardware and software problems as they arise. As with Personnel Office and Accounting Section staffing, we have given particular attention to those Data Processing Division functions for which additional staff have been requested.

The Data Processing Division is part of the Department of Finance and Administration. Exhibit II.7 shows the past, current, and proposed staffing for the Data Processing Division.

Exhibit II.7
SUMMARY OF PROPOSED STAFFING FOR THE DATA PROCESSING DIVISION
Fiscal Year 1988-89 Through Proposed Fiscal Year 1990-91

	1988-89	1989-90	Proposed 1990-91
Director of Finance and Administration	.17	.17	.17
Manager of Financial Services	.25	.25	.25
Data Processing Administrator	1.00	1.00	1.00
Data Processing Systems Analyst	1.00	2.00	4.00
Data Processing Operations Analyst	2.00	1.00	---
Data Processing Computer Operator	---	---	1.00
Data Processing Computer Technician	---	---	1.00
Secretary	---	.25	1.00
TOTAL	4.42	4.67	8.42

Source: Proposed and Approved Metro Budgets for Fiscal Years 1988-89 through 1990-91.

In Exhibit II.7, the fiscal year 1990-91 proposed budget is shown as amended by the Executive Officer's March 28, 1990 memorandum.

Exhibit II.7 shows that, if the currently requested staffing level is approved, the number of Data Processing staff will grow from 4.42 to 8.42 between fiscal years 1988-89 and 1990-91, an increase of 90 percent.

The Data Processing Division has been faced with an important and time consuming challenge in implementing and debugging the Unisys/Moore system, a task which is not yet fully complete. Data processing staff request justifications indicate that a significant part of the Division's budget request is addressed to meet another challenge -- that of converting the Metro ERC's data and systems into a format that is compatible with Metro formats. Our review indicates that, given the relative lack of computer systems at the Metro ERC, this conversion process will not require a large staff effort. Discussions with the City of Portland indicate that files such as employee

records and supplier records can be translated in less than one staff week. Ensuring that future data collected is compatible with Metro systems will require additional coordination and planning by Data Processing. For example, it appears that Metro's budget request does not contemplate sufficient staffing (a) for analyzing and planning to meet the Metro ERC's future data processing needs, or (b) for implementation, debugging and support of the DEC/RIC system at the Metro ERC.

Work Load Indicators and Trends

Data Processing Division work load indicators are shown below in Exhibit II.8.

Exhibit II.8
SUMMARY OF DATA PROCESSING DIVISION WORK LOAD MEASURES

Calendar Years 1986 and 1990

		Estimated		Projected
	Metro 1986	Metro 1990	Metro ERC 1990	OCC 1990
Personal Computer Users	15	125	N/A	---
Number of Non-Personal Computer-Based Systems	3	5	1	---
Non-PC System Users	5	25	5	---
Number of Computer Programs Operated	9	33	2	---

N/A - Not Available

Source: Metro Data Processing Division

Ideally, rather than indicating work load based on the number of computers such as those above, Data Processing Division work load indicators might include the number of requests for assistance from computer users, the number of new personal computers installed, the number of computer attendant tasks (such as mounting a tape or preparing a print run) required, or other more direct indicators of work load requirements growth. However, records are not kept for these more direct work load indicators.

The remainder of this section discusses Data Processing functions, especially as those area in which Metro's budget proposal requests additional staff. Previous parts of this staffing section have described the staff currently assigned to the functions discussed (for example, the specific accounting staff performing the payables function). Within the Data Processing Division, however, staff do not specialize in any single function, making it impossible to determine how many staff members perform each data processing function. Justifications are more specific for the additional staff requested in the proposed Metro budget, as a result, we have general information on the functions to which additional staff will be assigned.

Personal Computer Support

As can be seen in Exhibit II.8, the number of Personal Computer (PC) users (and personal computers) has grown from 15 to 125 over the past four years, an eight-fold increase. Metro has established standardized specifications for PCs, and obtains updated bids every 90 days, allowing user departments to purchase their own PCs after obtaining Data Processing Division approval. Usually, the Data Processing Division will prepare the PC for use, install any necessary software, and provide some basic user training. Some training, as well as most hardware support and repairs under warranty for newer machines are provided by the computer supplier which helps to reduce Metro's work load of maintaining newer PCs. In addition, the Data Processing staff diagnoses, repairs, and provides troubleshooting for software problems.

The current Data Processing Division staffing mix is such that the Division uses Systems Analysts or Operations Analysts to provide basic PC support. Even the Data Processing Administrator sometimes helps diagnose and repair defective PCs.

One full-time Computer Technician has been requested to assume responsibility for personal computer support throughout Metro.

Support of Non-PC-Based Systems, and Needs Identification and Evaluation

In the past three years, the Data Processing Division has helped develop requests for bids, evaluate, and install the Unisys/Moore system, and the DEC/RIC system for the Metro ERC. Neither of these installations are fully complete. The addition of a purchasing module is tentatively planned for the Unisys/Moore system, and some bugs need to be addressed and modifications remain to be made. Though the DEC/RIC system has been selected, purchased,

...at Metro's offices, it is in the process of being installed and having ...ed and debugged. Complete implementation of both of these systems can ...re significant staffing resources, primarily at the System Analyst level.

...proposal includes one full-time Systems Analyst to coordinate the merger of ...Metro ERC's records and data flows, and to analyze the Metro ERC's data ...ses.

...ending Daily Computer Operations (Unisys/Moore and DEC/RIC Systems)

...no work load measure is available for the computer operating function, our interviews ...ate that performance of this function is dispersed throughout both the Data Processing ...ision and the Accounting Section. These functions include mounting and dismounting ...mputer tapes and printer paper, managing and allocating disk space, distributing printed reports, and scheduling operations. As with PC support, the only Data Processing staff currently available to perform these functions are Systems Analysts. In addition, Accounting Clerks often help perform this function.

Exhibit II.9 summarizes the staffing requests recently made by Metro and the Metro ERC for the Data Processing function for fiscal year 1990-91. The Exhibit also provides commentary on these requests.

Recommendation:

- **Metro Should Add Between Two and Three Full-Time-Equivalent Staff Positions to the Data Processing Division** - The resulting fiscal year 1990-91 staffing level for the Data Processing Division would be between 6.67 and 7.67 FTE positions. The Executive Officer's revised budget request also reduced the number of positions proposed for the Data Processing Division, based on the expectation of the Metro ERC assuming a larger responsibility for its own needs. We do not believe a significant staff increase is needed to complete the conversion of Metro ERC data and processes to make them compatible with those of Metro. However, we do foresee a potential need for Metro to provide the Metro ERC with data processing planning, and with assistance in automating certain additional Metro ERC functions such as timeclocks, and point of sale devices.

Summary of the Staffing Requests for the Data Processing Function Made by Metro and Metro ERC for Fiscal Year 1990–91

Function
Systems analysis, troubleshooting, applications, development planning, modification and documentation user support for non-PC systems.

Metro Staff Request	Metro ERC Staff Request
1.0 Systems Analyst for: Analysis of ERC merger and needs.	1.0 System Administrator for: Managing applications for the DEC/RIC system.

Comments
Metro ERC should develop a data processing plan. Metro ERC's accounting, budgeting, personnel, timesheets, and most other functions are primarily manual. Metro's Unisys system may be capable of automating many Metro ERC functions, but careful needs analyses, plans, and system modifications should be made.

Metro should continue to modify its system to meet user needs. Metro has and should continue to perform this function on its own behalf as the Unisys system is better adapted to Metro user's needs, and full advantage is taken of its capabilities.

Function
Computer operations, including printing, distributing reports, attending tape drives, scheduling and ordering supplies.

Metro Staff Request	Metro ERC Staff Request
1.0 Computer Operator for: Relieve System Analyst and accounting staff work load.	None.

Comments
User support will be ongoing but transition and the DP plan are short-term projects. User support for both the Unisys and the DEC/RIC systems will be a permanent function. However, the transition of certain Metro ERC activities onto the Unisys, the development of a Metro ERC needs analysis/plan, and the opening of the Convention Center will require substantial short-term efforts, but those efforts are not expected to continue over the longer term.

Summary of the Staffing Requests for the Data Processing Function Made by Metro and Metro ERC for Fiscal Year 1990–91

Function
Personal computer user support.

Metro Staff Request	Metro ERC Staff Request
1.0 Technical Specialist for: Relieve System Analyst work load to permit work on Metro ERC transition.	None.

Comments
Initially, the data processing department planned for its systems analysts to operate the Unisys system. An increase in other work loads for systems analysts make computer operation a logical function to separate. Analysts must continue to modify the system to meet user needs and must support at least 25 users of major Metro computer systems.

Function
Support and supervision.

Metro Staff Request	Metro ERC Staff Request
0.75 secretary for answering phones and clerical support.	None.

Comments
The addition of a secretary could assist in coordination of data processing functions and requests for assistance when division staff are working at remote sites, however the full time computer operator will remain on site at Metro headquarters, and could take on some such division coordinating responsibilities.

Voice mail/telephone answering devices accept phone messages electronically for Data Processing Division staff.

The Data Processing Division secretary (a 0.25 FTE position) is currently shared with the Accounting Section (which budgets the remaining 0.75 FTE). Data Processing is requesting that its 0.25 secretary be converted to a full 1.0 FTE secretary in part because it will be moving physically away from the Accounting Section. We are not aware of any efforts to arrange a similar budget sharing relationship with divisions which may be physically proximate in the future, though such an arrangement might be desireable.

As with the Accounting Section staff, Metro may choose to make one of these a temporary position, budgeting it only until the Metro ERC transition is complete and identified changes have been made to the automated financial and accounting system. If the Accounting Section's work load continues to increase, as demonstrated by the work load indicators developed and agreed upon per the above recommendation, the temporary position should be made permanent.

NEED TO CONTINUE TO MONITOR THE IMPACT OF THE METRO / METRO ERC CONSOLIDATION

Metro and the Metro ERC have been planning the transition in a series of working group meetings between staff and executives of both agencies. Many of the transitional issues have been effectively resolved at that level, and the working group seems to be addressing the transition comprehensively. As a beneficial side effect, practices and procedures at both Metro and the Metro ERC are being better defined, more widely communicated, and are sometimes being reconsidered during this process.

There remain a number of differences in practices and procedures between the two agencies, however, and several policy decisions must be made before the transition can be completed. This section is organized to address those differences in the major functional transition areas being studied by the Metro/Metro ERC Transition Working Group, including:

- Accounting
  - Timesheets/Payroll
  - Vendor Payments
  - Petty Cash Accounts
  - Bank Account Structure and Access
  - Box Office Operation
  - Event Settlement Requirements
  - Audits
  - Fixed Asset / Capital Depreciation
  - Recordkeeping
  - Budget Process
- Personnel
- Employee Benefits
- Liability and Property Insurance
- Legal
- Data Processing
- Engineering / Construction Support / Facility Maintenance
- Contracts / Central Purchasing
- Public Affairs / Graphics

For each of these services, this section reviews the current provision mechanisms for support type services within Metro and within the Metro ERC. It then summarizes the transition process status, and makes recommendations for the resolution of remaining differences between Metro practices and procedures and those of the Metro ERC.

Accounting: Timesheets/Payroll

Metro Practices - Metro employees fill out and sign timesheets semi-monthly (24 times per year). The Payroll Clerk or Lead Accounting Clerk enter data from the timesheets into the automated finance and accounting computer system, where it is processed to produce payroll amounts, deductions, and benefit costs. The Lead Accounting Clerk reviews the data and entries before paychecks are printed. A separate individual then reviews and imprints the paychecks with a signature before the paychecks are distributed.

Metro ERC Practices - Metro ERC employees fill out timesheets biweekly (26 times per year). Their timesheets are summarized by a Metro ERC accounting clerk on a Time and Attendance Report (TAR). The TAR is submitted to the City of Portland (City), which enters timesheet data into its computer system, processes the data, and prints paychecks. A Metro ERC employee then picks up the checks and distributes them.

Current Status of Transition - Metro has arranged with the City for the City to provide historic payroll data (employee names, addresses, pay rates, year-to-date deductions, etc.) in a format which can be read by Metro's computers. Metro and the Metro ERC have tentatively agreed that Metro ERC employees will submit timesheets to Metro, where the Accounting division will enter them onto the automated finance and accounting computer system, and process them as it does Metro payroll. The primary policy difference that has not been addressed is the number of pay periods per year. Also, as stated previously, Metro and Metro ERC are considering the use of electronic time clocks to input data directly into the data processing system.

Recommendation

- The Metro ERC Should Strive to Adopt a 24-Pay Period Year - A 24-period year would allow easy incorporation of Metro ERC payroll costs into Metro's monthly financial and personnel data processing reports. That change is most efficient because the Metro ERC does not have automated financial reporting in place at this time, and because changing the time period basis of the financial reports would necessitate significant computer programming changes. Though the Metro ERC's current labor agreements may not permit a 24-pay period year, Metro and the Metro ERC should pursue the 24-pay period year as agreements are negotiated in the future.

Accounting: Vendor Payments

Metro Practices - Metro departments issue a purchase order (except for payments under a valid contract, which use purchase authorizations.), and send a copy to Accounting and to the vendor. Accounting verifies the authorization of each purchase order, and ensures that the purchase will not exceed budget. The department later confirms receipt of the goods or services by sending a "receiving" copy of the purchase order to Accounting. Accounting is supposed to receive invoices directly from vendors, but the department which generated the purchase order often receives the invoice first, and must forward it to Accounting. Accounting then matches the original purchase order with the receiving copy and the invoice, to determine that the received and invoiced items are consistent with those originally ordered and approved. At each step of this process, Accounting enters relevant data onto the Unisys/Moore system. Finally, Accounting generates a check, and mails it to the vendor. Purchase authorizations are similar, but need not be received by Accounting before the invoice is received (no encumbrance is generated).

Metro ERC Practices - The Metro ERC has similar methods for generating purchase orders, though it uses purchase authorizations more widely. Instead of using a separate receiving copy, Metro ERC department heads must sign the invoice once it is received, indicating that the goods or services have been received. Then ERC accounting staff prepare a payment authorization, which must be approved by Metro ERC's Controller or Assistant General Manager for Finance and Administration. The signed payment authorization is then sent to the City along with the original invoice and a copy of the original purchase order. The City mails a check to the vendor, or at Metro ERC request, will return a check payable to the vendor directly to the Metro ERC.

Current Status of Transition - Metro has tentatively agreed that, at least initially, the Metro ERC should continue to match purchase orders with acknowledgement of receipt and with invoices, as opposed to Metro itself matching the documents. This would require that Metro perform a similar role for the Metro ERC to that which the City performed. This method will not allow the Metro ERC to take advantage of financial reports from the Unisys/Moore system which relate to purchasing commitments. However, Metro will still have the ability to review documents for consistency between goods or services ordered, received, and paid for by Metro ERC. Also, Metro will be able enter Metro ERC purchases and accounting codes into the Metro general ledger. Finally, the Metro ERC already has staff and experience to continue its current methods, while Metro might need additional staff to accomplish these functions.

Recommendation:

- **Metro Should Make Payments to Metro ERC Vendors Based Upon a Payment Authorization Procedure Similar to That Used By the City of Portland for the ERC** - In the short term, the Metro ERC practice could continue to be used. Over the long term, Metro and the Metro ERC may want better information about purchase commitments, actual goods and services expenditures to-date, and budget dollars

remaining available to purchase goods or services. Such management information is available through the Unisys/Moore system, but would require that the Metro Accounting Section receive a copy of purchase orders as soon as they are generated, rather than when payment is requested. Also, a single system of vendor payment procedures would standardize Metro's accounting procedures.

Accounting: Petty Cash Accounts

We have not identified substantial unresolved differences between Metro and ERC petty cash practices.

Accounting: Bank Account Structure and Access

Metro Practices - Metro bank accounts are maintained under the authority of the Chief Accountant, who acts as treasurer.

Metro ERC Practices - The ERC has maintained separate bank accounts for its facilities, concession, and parking contracts. These bank accounts are separate from the ERC's funds maintained by the City of Portland.

Current Status of Transition - We are not aware of any changes planned for the structure of Metro ERC bank accounts.

Recommendation:

- The Metro ERC Should, for the Immediate Future, Retain Its Existing Bank Accounts - Metro is not currently capable of preparing event settlement calculations, nor is it capable of issuing a check for an event on the night the event is takes place. If a settlement is required at that time. Metro should, however, ensure that sufficient internal controls are in place, and that documentation is available to allow the audit of event settlements.

Accounting: Box Office Operation

This issue is discussed in the Cash Collection section of this chapter.

Accounting: Audits

Metro Practices - Metro awards a multi-year contract for financial audit services based upon responses received to a Request For Proposals (RFP). KPMG Peat Marwick has been retained as Metro's auditor.

Metro ERC Practices - Metro ERC has had its financial audits prepared separately from the City of Portland. Metro ERC has also contracted for audit services based upon response to an RFP. Coopers and Lybrand has been retained as the Metro ERC's auditor.

Current Status of Transition - For the year ending June 30, 1990, Metro and the Metro ERC will be audited separately. Agreement has recently been reached that a single firm will be asked to audit Metro and the Metro ERC in future years.

Recommendation:

- Metro's Financial Audit Should be Expanded to Include the Metro ERC Operations. A close interrelationship will exist between the two agencies, and Metro ERC's revenues, expenses, assets and liabilities will be accounted for within Metro's automated finance and accounting computer system. We believe these two factors will make it less costly and less time consuming for Metro and Metro ERC staff to work with a single audit firm.

Accounting: Fixed Asset / Capital Depreciation

Metro Practices - Metro recently contracted for an inventory of its fixed assets. That inventory has not yet been entered onto the Unisys/Moore system fixed asset record. Inventory data for each item includes the item's cost, useful life, and expected residual value. When the computerized asset record is used, it will automatically calculate (and post) depreciation costs or list part or all of the inventory. When a capital equipment item is purchased, the Unisys/Moore system can enter it onto the fixed asset record automatically from data on the purchase order records. As part of the fixed asset inventory, a bar code label was placed on most fixed assets to assist in later inventory reconciliations.

Metro ERC Practices - Currently, when a purchase order is approved for a capital items, a copy of the purchase order and invoice are sent to a Metro ERC Accountant who is responsible for establishing a depreciation schedule for the asset.

Current Status of Transition - As part of the transition process, an inventory of the Metro ERC's fixed assets is in progress. To our knowledge, no other transition plans are yet complete.

Recommendation:

- The Metro ERC's Fixed Asset Inventory Should Be Entered and Maintained on Metro's Automated Financial and Accounting System. By entering all Metro and Metro ERC fixed assets on the system which will hold all Metro and Metro ERC accounting records, depreciation processes can be automated, thereby saving time.

Recordkeeping

Metro Practices - Metro retains financial and most other records for the current and past one to two fiscal years in filing cabinets, as required by the State of Oregon's record retention schedule and other legal requirements. Older records are placed in boxes and moved to storage rooms on site at Metro. The only off site storage currently used is within the City of Portland's archive facility. Metro's current budget proposal includes funding for conversion of about half of Metro's historical documents to microfilm, as well as funding for microfilm readers.

A related issue is a data processing Disaster Recovery Plan, which was recommended in KPMG Peat Marwick's management letter to Metro. To-date, Metro has regularly backed up critical electronic records produced by the Unisys/Moore system. Metro has not, however, made provisions to store backups of those records off-site, in case Metro Offices are damaged or destroyed. Provisions or plans have not been made for emergency functioning in the event of a disaster.

Metro ERC Practices - Most Metro ERC records are maintained on site at Metro ERC facilities. Certain records generated by the City of Portland, however, are maintained in the City's archives.

Current Status of Transition - Metro and Metro ERC have not yet determined which agency shall have responsibility for retaining records. The issue is partly a question of which agency must provide storage space, and partly a question of which agency will need the most convenient access to documents. Generally, when records are passed between Metro and Metro ERC, there will be duplicate copies so that each agency could retain documents such as Metro ERC purchase orders or Metro ERC Personnel Action Forms.

Recommendation:

- Metro and Metro ERC Records Should be Stored by the Agency or Department With Responsibility for the Action Which Generated the Transaction - For example, when the Metro ERC hires a person, the Personnel Action Form (PAF) evidencing that hire should ultimately be stored by the Metro ERC. In this instance, if the Metro Personnel Office determines that it needs to retain the PAF after entering it onto the automated finance and accounting system, it should retain a duplicate copy.

Budget Process

Metro Practices - A budget manual containing directions and examples is provided by the Finance and Administration Department to a budget contact person in each department. In addition, that contact person receives an automatic spreadsheet with historical budget data for the department. That person and others in the Department plans, prepares, and submits a budget request to the Finance and Administration Department by mid-to-late January preceding each fiscal year. The

Finance and Administration then compiles the budget for review and revision by Executive Management before the budget is submitted to Council.

Each department's budget submission must include:

- Line item budget amounts proposed, by descriptive accounting code, for:
  - Personal services (salaries, wages and fringe benefits);
  - Materials and services; and
  - Capital outlays.
- A department overview;
- Program overviews;
- Justification of requests for new positions/increased FTE/reclassification;
- Justifications for proposed revenue and expenditure line items;
- A list of contracts in force or proposed;
- An organization chart; and
- Computer equipment purchase requests.

Although some department's budgets contain more information than others, Metro departments do not include work load measures of changing work load to justify requested staff increases. Also, justifications for additional staff resources usually do not include an outline of proposed responsibilities for the positions proposed, making it difficult for the Executive Officer and the Metro Council to judge whether proposed programs and staffing are consistent with those of other departments and consistent with Metro's policy directions.

Metro ERC Practices - Previous ERC budgets have been submitted to the City of Portland after approval by the Metro ERC/ERC Metro Commission. According to Metro ERC management, those budget submittals have been accepted for inclusion in the City's budget with little or no modification by the City. The Metro ERC components of the City budget, however, provide relatively little information justifying changes in staffing or materials and services budget item requests.

Current Status of Transition - The Metro ERC submitted its fiscal year 1990-91 budget to Metro in the format used by the City of Portland. The budget then had to be converted by the Metro Finance Section to the Metro format. This was the first time that the Metro ERC used the Metro budget format. The Metro ERC's budget, which had been approved by the Metro ER Commission, included line item amounts, department overviews, program overviews, and contract lists. However, justifications for most budget items provide some data (the employee's name, for example), but do not describe discuss changing functions or growth which might warrant additional staff or materials and services expenditures.

Recommendation:

- Both Metro and the Metro ERC Should Provide Additional Detail Justifying Budget Requests - Additional detail, especially work load measures and position responsibility descriptions, will help Metro Executive staff, Metro Council and the Metro ERC/ERC Commission to better evaluate the need for requested budget expenditures. Importantly as well, this budget detail will help Metro Executive staff, Metro Council and the Metro ERC/ERC Commission determine whether positions are duplicative, and whether a staff position is assigned to the most appropriate place in the organization.

Personnel

Metro Practices - Metro departments initiate their own recruitments, and ultimately select the candidates who will be hired, subject to the approval of the Executive Officer. The Metro Personnel Office must be notified of the recruitment, however, and will:

- Assist with development of a position description;
- Advertise the position internally and externally, consistent with Metro Code and other law;
- Receive and forward applications to the recruiting department; and
- Prepare letters to candidates who are not selected by the recruiting department.

Once a person is hired, or if a continuing employee changes status (moves, is promoted, gets a raise, is transferred, etc.) the department employing that person completes a Personnel Action Form (PAF). The PAF is sent to the Metro Personnel Office, where it is reviewed, entered into the automated financial and accounting system for payroll purposes, and then filed.

Metro ERC Practices - The Metro ERC has acted independently from the City of Portland in its recruiting practices. In July 1988, the Metro ERC adopted personnel policies which provided that:

- Recruiting efforts are to be conducted by the Personnel Manager, in cooperation with the hiring department;
- The Personnel Manager or department head will determine whether applicants meet the minimum qualifications listed in the job description; and

- The Metro ERC General Manager's approval is required for all hiring decisions and subsequent appointments.

Once a person is hired, the Personnel Manager prepares and sends a Personnel Action Notice to the City of Portland for entry onto the payroll system. The Metro ERC Personnel Manager maintains a permanent file of all personnel records. At present, the Metro ERC's personnel function is performed by a person who is the Special Events Coordinator, with assistance from Metro ERC accounting clerks.

Current Status of Transition - The Metro ERC's proposed fiscal year 1990-91 budget includes new positions for a full time Personnel Manager, Assistant Personnel Coordinator, and a Clerical Assistant, Personnel. In a revised budget recommendation dated March 28, 1990, Metro's Executive Officer recommended that the Metro ERC handle its own personnel function. Since Metro will assume payroll responsibilities for Metro ERC employees from the City of Portland, it will need to enter Personnel Action Notice/Form data onto the automated finance and accounting system for that purpose.

Recommendation:

- Metro Should Continue to Study Centralization Options for Personnel and Other Functions - The Executive Officer's March 28, 1990 revised budget recommendation proposed that Metro ERC staff provide personnel services for Metro ERC. The Executive Officer has established a working group to consider options for facilitating the transition of the ERC to Metro. We recommend that Metro continue to study and evaluate its centralization options in areas such as personnel.

Employee Benefits

Our review did not include the Employee Benefits function, since it is not under the jurisdiction of Metro's Finance and Administration Department.

Liability and Property Insurance

This issue is discussed in a separate section in this report.

Legal

Our review did not include the Office of General Counsel, since it is not under the jurisdiction of Metro's Finance and Administration Department.

Data Processing

This issue is discussed in a separate section of this chapter.

Engineering / Construction Support / Facility Maintenance

Metro Practices - Metro currently provides construction management oversight through the Construction Management Division of the Finance and Administration Department. Construction projects are underway at the Zoo, and at several solid waste sites. The largest construction responsibility within Metro currently is the Oregon Convention Center. The Convention Center project is overseen directly by an independent construction manager who reports regularly on the general contractor's progress and performance. Metro construction management practices are discussed further in another section in this chapter.

ERC Practices - The ERC has overseen three construction-related projects recently: Remodeling of a part of the Arlene Schnitzer Concert Hall at the Center for the Performing Arts, installation of new artificial turf in the Civic Stadium, and asbestos abatement at the Coliseum and the Civic Auditorium. The Metro ERC does not plan any major construction projects which will require construction management services in the near future.

Current Status of Transition - There is no mutually agreed upon plan for Metro construction management staff to provide advice or assistance to Metro ERC facilities.

Recommendation:

- Metro and the Metro ERC Should Jointly Agree to the Nature and Quantity of Support Which Metro Construction Management Staff Will Provide to Metro ERC - Levels of support for Metro ERC may be small in the near future, since Metro ERC plans no major projects. As Metro becomes more familiar with the Metro ERC's needs, and the Metro ERC become more familiar with Metro staff's construction management and engineering capabilities, the appropriate level of support can be determined and budgeted more accurately.

Contracts / Central Purchasing

This issue is discussed in separate findings of this chapter.

Public Affairs / Graphics

Our review did not include Public Affairs or Graphics functions, since they are not under the jurisdiction of Metro's Finance and Administration Department.

THE OPPORTUNITY EXISTS TO SHORTEN THE CONTRACTING PROCESS

The Metro Code contains extensive detailed procedures on contracting for goods and services. Our evaluation of the contracting procedures was based on the existing code requirements; however, we believe that an in-depth review of the contracting procedures is warranted to determine if charges should be made to simplify and streamline the contracting process. Some desirable changes may require revision of the existing code.

Under the Metro Code, the Executive Officer provides to Council a listing of proposed contracts for the ensuing fiscal year. The Council designates the proposed contracts as either "A" or "B". The proposed "A" contracts require further Council review and approval actions. The proposed contracts designated as "B" contracts can be released to potential bidders without further actions by the Council. Copies of the bid documents on proposed "B" contracts are filed with the Clerk of the Council.

Proposed contracts that have been designated as "A" contracts, must be filed with the Metro Council 35 days prior to release to potential bidders. If Metro Council elects to schedule a hearing on the proposed contract, the release of the proposed contract will be postponed pending the hearing. If no hearing is scheduled within 14 days of filing with the Council, the proposed contract can be released. In any event, the proposed contract will be released by the 35th day after filing with the Council.

A proposed contract that covers future years and which has been designated as an "A" contract is subject to another Council approval prior to award. The period for this Council review is not specified. The Metro Code provides that the Council may waive the requirements for a second review. Our review disclosed that it has been the practice to route all proposed contracts covering future years and designated as "A" contracts to the Council for approval prior to award.

Exhibit II.10 presents a summary of the "A" contracts that were submitted to the Council in the twelve month period ended February 28, 1990. During this period, 26 contracts were submitted to the Council for approval prior to award. The time period for this review ranged from 8 to 105 days for an average 26.3 days. We were informed that Council action on these proposed contracts generally did not result in any major change actions taken as a result of this second review.

In our opinion, the need for a second Council review prior to award would appear necessary only if the proposed contract had been significantly or materially changed from the proposed procurement that had been previously reviewed by the Metro Council.

PORTLAND METROPOLITAN SERVICE DISTRICT EXHIBIT II.10

Review of "A" Multiyear Contracts by Metro Council Prior to Award for Twelve Month Period Ending February 28, 1990

Contract Number	Date Forwarded for Review	Date of Resolution of Approval	Days Elapsed
901113	1/6/90	1/25/90	19
901072	9/1/89	9/28/89	27
901170	12/16/89	1/25/90	40
901110	11/26/89	12/14/89	18
901104	12/1/89	12/14/89	13
901157	1/29/90	2/28/90	30
901164	1/6/90	1/25/90	19
901176	2/6/90	2/22/90	16
900901	4/1/89	4/27/89	27
901121	12/12/89	1/11/90	30
901131	11/9/89	11/21/89	12
900980	7/18/89	7/27/89	9
900042	7/24/89	8/1/89	8
901019	6/23/89	7/27/89	34
900713	4/27/89	5/25/89	28
910750	4/11/89	5/11/89	30
900777	3/20/89	4/13/89	24
901112	12/13/89	1/11/90	29
901023	3/7/89	3/15/89	8
900881	4/11/89	4/27/89	16
900878	3/14/89	4/13/89	30
990119	1/4/90	1/25/90	21
901004	10/10/89	11/9/89	30
900186	4/11/89	5/11/89	30
900261	4/11/89	5/11/89	30
901195	4/13/89	7/27/89	105

Number of Contracts—26

Average Number of Days Elapsed—26.3

Range in Number of Days—8 to 105

The elimination of the second Metro Council review would reduce the overall time frame for contract processing, which would be desirable for both Metro and the prospective contractor, and would improve the efficiency of the contracting operation.

Recommendation

- Modify the Review Process for Proposed "A" Contracts - We recommend that Metro contract processing practices be revised to provide that proposed "A" contracts that had been previously reviewed by the Council be resubmitted for review only if (a) specifically requested by the Council, or (b) the proposed contract has been significantly or materially changed from the proposed procurement that had been previously reviewed by the Metro Council; and

- Review Metro Code Contracting Requirements - We recommend that the Metro Code provisions for letting of contracts be reviewed with the goal of streamlining and simplifying contracting procedures. Changes in the code may be required to accomplish this goal.

METRO SHOULD CONSIDER A CENTRALIZED PROCUREMENT FUNCTION

Each Metro Department is responsible for their own procurement of goods and services. Under this decentralized procurement arrangement, initiating departments conduct a series of activities, including:

(a) Prepare bid specifications and a listing of potential bidders;

(b) Review and respond to comments from the contract administrator, insurance coordinator and Office of General Council;

(c) Submit the final proposed proposal to the contract administrator;

(d) Advertise the proposed procurement;

(e) Receive the bids and forward them to the contractor's administrator;

(f) Notify the successful bidder of contract award;

(g) Obtain the required contract documents, such as performance bond and insurance certificates; and

(h) Receive and distribute the signed contract to the vendor and other Metro departments.

Exhibit II.11 presents a summary of the contracts awarded by Metro for the 12-month period ended February 28, 1990. The exhibit shows that Metro awarded 243 contracts totaling more than $247 million in the 12-month period. Exhibit II.12 summarizes purchase orders issued by various Metro activity areas, for the twelve month period ended February 28, 1990. This Exhibit shows that over 6,700 purchase orders, totalling more than $600,000, were issued during that period.

In our opinion, the establishment of a centralized procurement function could streamline the procurement process by reducing the delays resulting from the initiating department responding to questions and comments raised in reviews of the proposed procurement. Also, we believe that it would be more efficient for the proposed procurement documents to be prepared by a centralized group that has developed expertise on the procurement process.

The originally proposed fiscal year 1990-91 budget requested three full-time positions and approximately $124,000 in funding for a centralized procurement function in the Finance and Administration Department. We believe that as a first step, the benefits and costs of a centralized procurement function should be evaluated. Specifically, the Department should perform a review of the cost/benefit of such a function. The evaluation should include a review of the following:

(a) The potential additional efficiency of a centralized procurement function in reducing the time required for procurement;

(b) The potential reduction of administrative work load in responding to questions and comments that are presently being referred back to the originating departments;

(c) The potential reduction of work load in the departments that are presently performing tasks that would be transferred to a central procurement group; and

(d) the potential cost/benefit impact of establishing a centralized procurement function.

Recommendation

- **Perform an Evaluation of the Cost/Benefit of a Centralized Procurement Operations** - We recommend that Metro proceed with an evaluation of the cost/benefits from a centralized procurement operation. The study should consider the advantages of decreasing the time and administrative effort required under the current decentralized procurement procedures, compared with the staffing requirements of a centralized procurement operation, as well as the associated cost/benefit impacts.

Summary of Contracts Awarded by Departments Within Metro
for the Period March 1, 1989 through February 28, 1990

Department	Number of Contracts	Dollar Value of Contracts
Finance & Administration	26	$655,717
Convention Center	20	3,293,500
Council	3	44,132
Executive Management	1	10,000
Metro ERC	8	1,684,515
Public Affairs	5	32,028
Planning & Development	12	169,871
Solid Waste	71	235,272,917
Transportation	19	1,252,301
Zoo	78	4,713,394
Totals	243	$247,128,375

Source: Metro Contracts Administrator

PORTLAND METROPOLITAN SERVICE DISTRICT EXHIBIT II.12

Summary of Purchase Orders Issued, by Activity, Within Metro for the Period March 1, 1989 through February 28, 1990

Activity	Number of Purchase Orders	Dollar Value of Purchase Orders
General Fund (Council, Executive Management, Public Affairs, Personnel, and Finance and Administration)	1,208	$33,454
Zoo Operations	4,094	290,587
Planning Fund	344	31,434
Zoo Capital Fund	11	655
Building Management	57	1,596
Solid Waste Operations	704	23,624
Solid Waste Capital Fund	2	11,480
Metro ERC	151	182,541
Convention Center Project Mgmt.	20	10,500.00
Convention Center Capital Fund	122	17,035
TOTAL	6,713	$602,906

Source: Metro Contracts Administrator

NEED TO CONSOLIDATE PROCUREMENT OF ADMINISTRATIVE SUPPLIES

Each Metro department is currently responsible for procurement of goods and services. As presented earlier in this report, we are recommending that Metro consider a centralized procurement function. Under the present decentralized procurement arrangement, each department also currently procures their own administrative supplies, such as paper, pencils and other consumable items. The volume of administrative supplies is not readily available from the Metro records; however, the fiscal year 1989-90 budget includes about $785,000 for administrative supplies and services.

We believe that it would be advantageous to establish blanket purchase arrangements to procure administrative supplies from a single or limited number of vendors. The use of a blanket purchase arrangement would allow using departments to place orders against an existing contract, reducing the administrative effort of each department contracting for and selecting suppliers. Also, the use of a competitive procurement process to select a contractor for administrative supplies would encourage price savings through a larger volume of business with the successful vendor. The number of individual purchase orders also would be reduced, which would further reduce the Finance and Administration Department work load of processing vendor payments.

Moreover, many administrative items are available to Metro through the use of existing contracts issued by the State of Oregon and from the administrative stores operated by Multnomah County. Our review indicated that Metro is not currently utilizing the existing contracts issued by the State of Oregon or from the administrative stores operated by Multnomah County. In our opinion, when it is cost advantageous and convenient to do so, these contracts and stores should be considered by Metro as sources of administrative supplies.

Recommendations

- **Use Competitively Awarded Blanket Purchase Orders to Procure Administrative Supplies** - We recommend that the Finance and Administration Department develop the use of competitively awarded blanket purchase orders for administrative supplies used by Metro departments.

- **Use Existing State of Oregon and Multnomah County Contracts and Stores to Purchase Administrative Supplies** - When it is cost advantageous, Metro should consider the use of existing State of Oregon and Multnomah County contracts and stores as a source of administrative supplies.

NEED TO ASSURE ADEQUATE METRO OVERSIGHT OF CONSTRUCTION PROJECTS

Metro has an active construction program at the Zoo, solid waste disposal facilities, and the Convention Center. The proposal Metro budget for fiscal year 1990-91 includes significant expenditures for proposed major capital projects. Exhibit II.13 summaries the proposed expenditures for these projects.

Metro has had construction management personnel on-site at the Zoo and at the Convention Center project. In addition, Metro has contracted for construction management support of Convention Center projects. There has not been full-time construction management personnel on-site at the solid waste projects which are located at widely disposed sites in the Portland metropolitan area.

The responsibilities of construction management personnel include monitoring of the following construction activities:

- Change orders;
- Construction priorities;
- Project schedule;
- Progress payments; and
- Materials testing.

A temporary construction coordinator position was authorized by Metro Council in the fiscal year 1989-90 budget period. The fiscal year 1990-91 budget includes a request for a full-time construction coordinator for solid waste projects. The fiscal year 1990-91 budget also includes the establishment of a regional facilities department, which is to combine the existing construction coordinator functions with project development for future facilities.

Metro Construction Coordinator for the solid waste projects are currently being provided by the recently established temporary coordinator position and assistance is provided by solid waste engineering staff. Upon completion of the Oregon Convention Center project, personnel will be realigned to perform construction coordinator of the solid waste projects and, if approved, to staff the regional facilities department.

In our opinion, it is essential that adequate on-site construction coordinator be provided for the large Metro construction projects to assure that:

(a) Projects are constructed in accordance with contract specifications;

(b) Materials are tested;

(c) Contract payments are proper;

Summary of Metro's Proposed Major Capitol Project Expenditures

Department	Project	Proposed Expenditures Fiscal Year 1990–91 (In Millions)
Solid Waste*		
	Metro East Transfer Station	$10.0
	Household Hazardous Waste Collection Facility	.3
	St. John's Landfill Closure	
	— Gas Wells and Monitoring Wells	1.2
	— Construction of Closure Improvements	3.8
	Metro South Renovation	4.0
	Subtotal	19.3
Zoo	Africa Phase III Exhibit	3.1
	Miscellaneous Improvement Projects	.1
	Mini Trolley Construction	.2
	Subtotal	3.4
Convention Center	Construction of Oregon Convention Center	5.0
	Light Rail and Street Construction	.6
	Subtotal	5.6
	Total Proposed Expenditures	$28.3

* Note: The Metro/Riedel Municipal Composting Facility is being constructed and will be operated by the contractor. Metro will monitor the construction, performance testing, and operations of the facility.

Source: Metro Fiscal Year 1990–91 proposed budget.

(d) Progress payments are monitored; and

(e) Contract change orders are controlled.

Recommendation

- Provide Construction Management Oversight for Solid Waste Projects - We recommend that Metro, upon completion of the Oregon Convention Center construction project, construction coordinator resources be reallocated to ongoing solid waste projects to assure that adequate Metro oversight of these projects is provided.

NEED TO RECONSIDER EXISTING RISK MANAGEMENT STRATEGIES

The transfer to Metro of operating responsibility for the Metro ERC facilities provides Metro with an opportunity to reconsider its risk management practices and insurance coverage. Although we did not perform an evaluation of various risk management alternatives available to Metro, our review of Metro risk management included analyses of:

- Metro's current coverage, premium expense, and claims history;
- Self-insurance and self-insurance pool opportunities; and
- Metro's claims and risk management practices.

Generally, however, we concluded that Metro's assumption of responsibility for the Metro ERC could make it easier for Metro consider alternatives such as self-insurance, as well as make Metro a more attractive customer for insurance underwriters. The following paragraphs discuss each are of the areas listed above.

Current Coverage, Premium Expense, and Claims History

Exhibit II.14 below shows, for Metro's four most expensive types of insurance coverage: the amount of coverage, including retention (deductible) and limits; current annual premium; and the average (of the last five years) annual losses, whether borne by Metro or by Metro's insurers. Builder's risk insurance for the Convention Center is not included here because it will not continue to be purchased after completion of the Convention Center.

Exhibit II.14
METRO INSURANCE COVERAGE, PREMIUM EXPENSE, AND CLAIMS HISTORY
Calendar Year 1990

	Retention	Limit	Current Annual Premium	Premium Per $1,000 of Coverage	Average Annual Losses
Property	$ 1,000	$ 31,140,000	$ 37,144[1]	$ 1.19	$ 0
General Liability	100,000	5,000,000	180,653[2]	36.87	6,552
Crime	500	125,000	5,956	47.84	0
Other (Premium Only)			8,933[3]		Not Available
TOTAL Premiums			$ 232,686		

Notes

1. Premium includes special property coverage.
2. Premium includes automobile liability and automobile physical damage coverage.
3. Premium includes liquor liability, boiler and machinery, faithful performance blanket bond, and public official bond coverage.

Source: Metro's Annual Insurance Report for 1990, prepared by J.B.L. & K. Insurance.

As can be seen in Exhibit II.14, Metro's total insurance premium expense in calendar year 1990 was $232,686. In addition to the above coverage, Metro has built up an Environmental Impairment reserve of $3,206,421, to which the Solid Waste Operating Fund will contribute $1,500,000 in fiscal year 1989-90 and $500,000 in fiscal year 1990-91. This reserve represents Metro's self-insurance of its environmental impairment risk, since Metro has been unable to obtain insurance coverage of the risk.

Exhibit II.15
INSURANCE COSTS FOR METRO AND FOR METRO ERC
Fiscal Year 1989-90

		Insurance Costs	
1988-90 Metro ERC Insurance Costs:			
Coliseum	$ 123,727		
Stadium	10,332		
Performing Arts Center	73,710		
Total 1988-89 Metro ERC Insurance Cost		$ 207,769	
Total 1988-89 Metro Insurance Cost		242,544	
TOTAL			$ 450,313
Estimated 1990-91 Premium Costs For Metro and Metro ERC			$ 381,043

Sources: Fiscal Year 1988-89 Costs - Audited Financial Statements for ERC and for Metro;

The fiscal year 1990-91 estimated premium costs do not include estimated losses to be paid directly by Metro (deductibles). Despite this difference, Exhibit II.15 indicates that Metro's insurance costs, after the consolidation of the Metro ERC, could be less than the separate costs of the individual agencies. This may be due, in part, to the Metro's increasing attractiveness to underwriters as an insurance customer.

Metro already self-insures for the first $100,000 per occurrence of general liability claims. The question of self insurance for general liability, then, is whether Metro should select a significantly higher "deductible," $250,000 or $500,000, for example. Exhibit II.16 presents an analysis of the changing costs per thousand dollars of coverage of Metro's general liability coverage.

Exhibit II.16
METRO'S COST PER $1,000 OF COVERAGE FOR GENERAL LIABILITY INSURANCE
Fiscal Year 1985-86 Through Calendar Year 1990

YEAR	Retention	Limit	Limit Minus Retention	Annualized Premium	Premium Per $1,000 Coverage
1985-86	$ 100,000	$ 500,000	$ 400,000	$ 98,263	$ 246
1986-87[1]	100,000	300,000	200,000	76,472	382
1987	100,000	300,000	200,000	75,402	377
1988	100,000	500,000	400,000	90,047	225
1989	100,000	1,000,000	900,000	145,014	161
1990	100,000	5,000,000	4,900,000	177,111	36

Source: Metro's Annual Insurance Report for 1990, prepared by J.B.L. & K. Insurance.

1. Renewal date changed from July 1 to January 1. This premium covered 7/1/86 through 12/31/86. The $38,236 premium for six months was annualized to $76,472 for ease of comparison. Subsequent year premiums are for calendar years.

Self-Insurance and Self-Insurance Pool Opportunities

Metro has been considering the option of self-insurance of risks, especially with the recent transfer of the Metro ERC from the City of Portland. As part of our audit, we surveyed self-insurance by municipal governments within Oregon. We found that the cities of Salem, Eugene, and Portland, and the Counties of Multnomah and Washington self insure, as does the Port of Portland. Many other smaller governmental entities in Oregon participate in a self-insurance pool, such as the Cities/Counties Pool.

Recommendation:

- **Metro Should Proceed with Plans to Contract for An Actuarial Study** - Such a study will help Metro determine the feasibility of self insuring, and the appropriate contribution amounts and reserve levels for general liability, environmental impairment, and crime insurance.

Metro's Claims and Risk Management Practices

Metro does not employ a full time staff person to analyze and work to minimize the risk of loss. Even so, Metro's claims history and safety record is quite good. Metro departments do conduct periodic safety meetings, and Financial Planning/Risk Management staff meet at least quarterly with Metro's insurance brokers to review Metro's insurance coverage and discuss loss prevention. Most of Metro's loss prevention activity involving a professional risk manager occurs after the fact, however, when a claims adjuster makes suggestions for safety improvements at the site of an accident.

Much of Metro's current liability exposure lies in four major areas:

- Visitors to the Zoo;
- Visitors to the Metro ERC facilities;
- Pollution from a solid waste facility; and
- Users of solid waste facilities.

Metro is currently (or soon will) undergo significant changes of exposure in two of these three areas: Metro has just assumed responsibility for risk management at the Metro ERC facilities, and will soon face operating exposure at the Oregon Convention Center; Metro plans to close the St. John's Landfill; Metro plans to open the Metro East Transfer Station; and Metro may have some exposure for planned operations at the Metro/Riedel Compost facility. The presence of large numbers of persons, or the potential of hazardous waste pollution present serious liability risks.

Recommendation:

- Metro Should Hire, or Contract for the Services of a Risk Management or Loss Avoidance Expert With Experience in Public Facilities and Solid Waste Disposal - By hiring or contracting for the services of a loss avoidance expert, Metro could reduce its insurance premium costs, or minimize the likelihood of self-insured losses. If Metro contracts for such services, a comprehensive analysis of Metro's operations could be performed periodically, or whenever Metro's operations change substantially.

NEED TO PLAN AND PRIORITIZE DATA PROCESSING GOALS

The Metro Data Processing Division provides information processing tools and services to Metro. The Division is charged with:

- Short- and long-range planning;
- Review of department requests for hardware and software;
- Operation and maintenance of equipment and software;
- Programming;
- Response to staff requests for help and information concerning the use of hardware and software; and
- New system acquisition, installation, conversion, and operation.

As a support service division, Data Processing must interrelate with, and provide services to, all Metro departments. We found, however, that interdepartmental communication was not as effective as it should be. Data Processing Division staff indicated that they often learn of computer and automation needs or plans only through Council agenda items or budget requests made by user departments. Metro does not have a data processing users group which could meet to discuss user needs and the Division's plans affecting users.

There are two facets to this issue: (a) user departments are not aware of, or choose not to take advantage of Data Processing staff's availability to help resolve computer related questions, and sometimes have not responded to Data Processing staff's offers of assistance; and (b) Data Processing staff have not actively sought out opportunities to assist user departments in solving computer-related problems, and sometimes have not responded to department requests for assistance.

Recommendations:

- Data Processing Division and User Department Staff Should Regularly Meet to Communicate Needs, Available Technology, and Current Activities and Plans - There is currently no regular channel for communication between the Data Processing Division and user departments. The meetings recommended here could take place monthly or bi-monthly, with representatives from all departments present, while conferences to an individual department's needs could be scheduled as needed.

- User Departments Should be Assigned a Data Processing Department Contact Person - Each user department should be assigned a single primary contact person within the Data Processing Division. As a secondary organization structure, each major data processing function should be assigned to a Data Processing staff person.

Within the past year, the Data Processing Division may not have been responsive to all departmental requests because much of the Division's attention has been concentrated on selection, installation and debugging of the new automated finance and accounting information system. Metro's Data Processing Division and Accounting Section indicate that while this process is substantially complete, some work remains to be done. The system currently performs most basic functions which are expected of it, but some of its advanced features have not yet been implemented. Several of these features could save staff time throughout Metro, and could improve the accuracy or speed of certain Metro functions. Examples of such modifications include:

- Redesign the format and content of the monthly budget-to-actual financial reports provided to each Metro Department so that actual expenditure categories in the reports correspond to budgets prepared by the Departments;

- Direct deposit of payroll into employee bank accounts (reduces need to prepare and distribute checks);

- Automatic posting of purchased capital equipment to fixed asset inventories and depreciation schedules;

- Automatic entry of accounting codes during data entry, where feasible;

- Automatic allocation of interest earned on deposits to the appropriate Fund;

- Automated transmittal of timesheet data from electronic timeclocks at the Zoo.

These type of modifications, as well as any remaining technical problems or malfunctions should be a top priority within Metro, so that future staff efforts can be applied as productively as possible.

Recommendation:

- Data Processing Should Work With the Accounting Section and User Departments to Itemize Report Changes, Data Collection Changes and System Modifications Which Should be Made to the Automated Financial and Accounting Computer System - The system vendor should be asked to make these modifications before the software warranty period expires, if possible. Otherwise, modifications should be discussed and prioritized for appropriate action by the Data Processing Division.

Many potential users of the automated finance and accounting system do not know how to take advantage of the system's capabilities. These users originally received system training in October 1989, in most cases, two to five months before their remote terminals were installed. Inability to practice the training, and apply it to their department's needs has left these users without the knowledge to effectively use the system.

Since the system's installation, the Data Processing Division has concentrated on resolving technical problems with high priority system functions, such as issuing solid waste billing statements. Many lower priority modifications have not yet been made. The result is that even for those persons with terminals, who recall the training, some features of the system do not meet their needs.

Recommendations:

- Provide Additional Training to Users of the Automated Finance and Accounting System - Data Processing indicates that the system's vendor is contractually obligated to provide Metro a second training session similar to the week-long session held in October. Such training should rely in part upon written documentation of system functions, such as a user manual, which can be referenced later.

More broadly, to resolve the problems of communicating and setting data processing priorities, we recommend that Metro develop a comprehensive Data Processing Plan. Metro developed a data processing plan in 1985 with assistance from an outside consultant. That plan has not been regularly updated, and does not address:

- Needs of Transportation Data Resource Center, which gained the authority to sell data products and services after the data processing plan was adopted; or

- Needs of the Metro ERC or the Oregon Convention Center, which were established after the data processing plan's adoption.

The Data Processing Division contemplates a significant work load from integration of existing Metro ERC and Metro systems. We do not believe that the transition related work load will be significant, however, since the Metro ERC has relatively few automated systems. However, because of the lack of automation at Metro ERC, we believe there is a significant need for Data Processing planning within the Metro ERC. There appears to be several opportunities for efficiency improvements through automation at the Metro ERC, including electronic timeclocks, and point of sale systems. As well, Metro ERC staff will need training on, and may request modifications to Metro's automated finance and accounting system.

Changing technology, changing Metro functions and needs, and Metro's growth over the past five years have also affected Metro's data processing needs. Lack of an up-to-date data processing plan makes it difficult for the Data Processing Division to:

- Coordinate the compatibility of existing systems with other existing systems, and with needed computer systems;
- Prioritize work, especially selection, installation, and customization of computer applications;
- Recognize opportunities for improved efficiency - staff time savings, and better use of facilities and equipment;
- Plan and prepare for potential disasters; and
- Improve service quality and effectiveness.

Some of the above issues will require policy decisions by the Metro Executive Officer and Council. For example, Executive Order 28 requires that departments obtain Data Processing Division approval before purchasing a personal computer (PC). No such approval is required before a department purchases non-PC-based systems, or before departments purchase major software, computer peripherals (printers, disk drives, modems, etc.), or consulting services. Other issues will simply require the regular communication, advice, and agreement discussed in this section above.

Recommendation:

- Develop a Comprehensive Data Processing Plan Covering both Metro and the Metro ERC and Update the Plan Annually - Metro user departments and the Metro ERC should develop a preliminary needs analysis with advice from Data Processing or a consultant. Departments should be provided with a model needs analysis, and with a guideline for needs analysis preparation (like the budget manual). The actual management information system plan which specifies types of equipment and software, implementation timelines, training, and other parameters should be drafted by Data Processing or a consultant, with regular input and review by user departments.

NEED FOR OVERSIGHT MONITORING OF CASH COLLECTION ACTIVITIES

Metro currently is responsible for the zoo and solid waste disposal sites, which generate large amounts of cash revenues. In the fiscal year 1990-91 budget, zoo revenues for admissions, rentals, food service, retail sales and railroad rides are estimated at about $5.3 million. The solid waste fiscal year 1990-91 budget indicates total revenues of about $42.7 million, of which about $3.8 million are from public user fees. The budgetary data does not show the portion of revenues that are collected in cash.

The Finance and Administrative Department has responsibility for:

(a) Designing and developing effective internal accounting controls to safeguard Metro assets;

(b) Ensuring compliance with internal accounting controls through testing; and

(c) Performing surprise cost counts at various Metro locations.

Recent financial audit management letters have commented that the surprise cash counts have not been performed as planned. Finance and Administrative Department comments on the management letter attribute the lack of conformance with the cash count plans to a shortage of staff.

In mid 1990, the Metro ERC operation will become part of Metro. These operations include the Coliseum, Civic Stadium, Performing Acts Center and will include the Oregon Convention Center, which is scheduled to begin operations in fiscal year 1990-91. The fiscal year 1990-91 budget for these facilities include about $9.6 million in revenues from food service, merchandising and parking fees.

Presently, the review of controls over collection of these Metro ERC revenues is primarily conducted by the Metro ERC's staff and is subject to review by external auditors during the financial audit of the Metro ERC. Determination of responsibility for oversight monitoring of the Metro ERC's collection activities had not been agreed upon at the time of our review.

In our opinion, Metro needs to assure full and proper accountability for all revenues that are due. We believe that it is essential to have a sound system of internal accounting controls over cash collections and that the internal controls be reviewed periodically to assure that they are effective and that they are being followed. The fiscal year 1990-91 budget indicates that the Finance and Administrative Department intends to perform reviews of internal accounting controls over cash collections activities on a periodic basis.

Recommendations

- Provide Oversight Reviews of Metro's Internal Controls Over Cash Collection Activities - We recommend that responsibility for oversight reviews of internal accounting controls over cash collections be performed by the Finance and Administration Department.

- Continue to Perform Reviews of Metro ERC Cash Collection Activities - We recommend that Metro ERC staff continue to perform its review of cash collection activities.

- Review the Metro ERC's Internal Controls Over Cash Collections Activities - We recommend that Metro's Finance and Administrative Department review the adequacy of the internal accounting controls at the Metro ERC and that the Metro ERC is conforming with those controls in practice.

CHAPTER III

SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

III. SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

This section of the report presents a summary of the conclusions and recommendations that Peat Marwick has made in its performance audit of Metro's Finance and Administration Department.

CONCLUSIONS

The Finance and Administration Department is responsible for providing financial management and administrative service functions to Metro. In recent years, the responsibilities and work load of the Department have increased significantly due in part to the following:

- Growth in the size of Metro's operations and the concomitant growth necessitated in financial management and administrative service activities and work load;
- Development and implementation of an automated accounting and financial management information system in the Department; and
- Consolidation of Metro and the City of Portland Exposition - Recreation Commission which will be fully in place by July 1, 1990.

While these major changes have occurred, the Finance and Administration Department's staffing has not kept pace with the increased responsibilities and work load. As a result, the Department has not been able to perform the full-range of financial, administrative, supervisory and control activities that are required to ensure adequate financial management, services and control at Metro.

To alleviate work load problems and provide sufficient staff to carry out the Department's responsibilities, Metro has requested additional staffing for the Finance and Administration Department for fiscal year 1990-91. The performance audit provides analysis of the specific staffing requests made by Metro and the Metro ERC to enhance their support services capabilities. While the majority of the staffing requests are warranted, the performance audit identified some staffing requests that were not well-supported by work load measurements, or which appeared to have been duplicated by Metro and the Metro ERC.

The performance audit also identified opportunities to improve the operation and performance of Metro in various functional areas, including contracting, procurement, construction management, management information systems, cash management and risk management.

RECOMMENDATIONS

Peat Marwick believes that the implementation of our recommendations will improve the organization, operation, and performance of the Finance and Administration Department. Specifically, we make the following recommendations:

Staffing Adjustments Need to be Made in the Finance and Administration Department

1. Each Metro Department should develop work load measures which are specifically applicable to the tasks performed within that Department.

2. Metro should add between 3.5 and 4.5 full-time equivalent staff to perform personnel functions for Metro and the Metro ERC.

3. Metro should add between four and five full-time equivalent staff positions to the accounting section.

4. Metro should add between two and three full-time equivalent staff positions to the Data Processing Division.

Need to Continue to Monitor the Impact of the Metro / Metro ERC Consolidation

5. The Metro ERC should strive to adopt a 24-pay period year.

6. Metro should make payments to Metro ERC vendors based upon a payment authorization procedure similar to that used by the City of Portland for the ERC.

7. The Metro ERC should, for the immediate future, retain its existing bank accounts.

8. Metro's financial audit should be expended to include the Metro ERC operations.

9. The Metro ERC's fixed asset inventory should be entered and maintained on Metro's automated financial and accounting system.

10. Metro and Metro ERC records should be stored by the agency or department with responsibility for the action which generated the transaction.

11. Both Metro and the Metro ERC should provide additional detail justifying budget requests.

12. Metro should continue to study centralization options for personnel and other functions.

13. Metro and the Metro ERC should jointly agree to the nature and quantity of support which Metro construction management staff will provide to Metro ERC.

The Opportunity Exists to Shorten the Contracting Process

14. Modify the review process for proposed "A" contracts.

15. Review Metro Code contracting requirements.

Metro Should Consider a Centralized Procurement Function

16. Perform an evaluation of the cost/benefit of a centralized procurement operations.

Need to Consolidate Procurement of Administrative Supplies

17. Use competitively awarded blanket purchase orders to procure administrative supplies.

18. When cost effective, use existing State of Oregon and Multnomah County contracts and stores to purchase administrative supplies.

Need to Assure Adequate Metro Oversight of Construction Projects

19. Provide construction management oversight for solid waste projects.

Need to Reconsider Existing Risk Management Strategies

20. Metro should proceed with plans to contract for an actuarial study.

21. Metro should hire, or contract for the services of a risk management or loss avoidance expert with experience in public facilities and solid waste disposal.

Need to Plan and Prioritize Data Processing Goals

22. Data Processing Division and user department staff should regularly meet to communicate needs, available technology, and current activities and plans.

23. User Departments should be assigned a Data Processing Department contact person.

24. Data Processing should work with the Accounting Section and user departments to itemize report changes, data collection changes and system modifications which should be made to the automated finance and accounting computer system.

25. Provide additional training to users of the automated finance and accounting system.

26. Develop a comprehensive data processing plan covering both Metro and Metro ERC, and update the plan annually.

Need for Oversight Monitoring of Cash Collection Activities

27. Provide oversight reviews of Metro's internal controls over cash collection activities.

28. Continue to perform reviews of Metro ERC cash collection activities.

29. Review the Metro ERC's internal controls over cash collections activities.

BUDGET COMMITTEE RECOMMENDATIONS

FY 1990-91

	PAGE
GENERAL FUND	2
SUPPORT SERVICE FUND	13
BUILDING MANAGEMENT FUND	38
INSURANCE	42
ZOO OPERATING FUND	44
ZOO CAPITAL FUND	65
SOLID WASTE REVENUE FUND	69
OTHER SOLID WASTE FUNDS	88
REHABILITATION & ENHANCEMENT FUND	97
TRANSPORTATION PLANNING FUND	99
PLANNING & DEVELOPMENT FUND	109
CONVENTION CENTER PROJECT MANAGEMENT FUND	117
CONVENTION CENTER PROJECT CAPITAL FUND	121
CONVENTION CENTER PROJECT DEBT SERVICE FUND	125
METROPOLITAN EXPOSITION RECREATION COMMISSION	127
OREGON CONVENTION CENTER OPERATING FUND	131
SPECTATOR FACILITIES OPERATING FUND	139
PORTLAND CENTER FOR THE PERFORMING ARTS CAPITAL FUND	150

General Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND REVENUE											
					Resources						
88,121	93,828		116,443	299000	Fund Balance		548,000		(100,000)		448,000
0	0		0	312000	Excise Tax		3,025,000		(239,231)		2,785,769
0	0		0	321100	Building Business License Fee		62,500		(62,500)		0
0	0		20,000	334210	State Grants-Operating-Non Categorical-Direct		0		0		0
1,425	2,131		0	339200	Contract Services		0		0		0
1,650	106		0	341500	Documents & Publications		0		0		0
29,120	47,859		32,535	361100	Interest on Investments		105,802		(30,802)		75,000
1,271	1,909		0	379000	Other Miscellaneous Revenue		0		0		0
0	0		0	392140	Trans. Resources from Transportation Fund		20,000		(20,000)		0
159,694	192,705		184,811	392120	Trans. Indirect Costs from Zoo Oper. Fund		0		0		0
147,040	129,655		182,876	392140	Trans. Indirect Costs from Transportation Fund		0		0		0
295,729	302,917		423,808	392530	Trans. Indirect Costs from S.W. Oper. Fund		0		0		0
0	36,197		29,028	392550	Trans. Indirect Costs from OCC Operating Fund		0		0		0
23,635	39,780		33,866	392558	Trans. Indirect Costs from Conv. Cnt. Mgmt. Fund		0		0		0
74,843	125,970		113,208	392559	Trans. Indirect Costs from Conv. Cnt. Cap. Fund		0		0		0
822,528	973,057		1,136,575		Total Resources		3,761,302		(452,533)		3,308,769

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND TOTAL											
					Personal Services						
0	0	0.00	0	511110	ELECTED OFFCIALS	0.00	0	0.00	0	0.00	0
64,805	65,898	1.00	67,600		Executive Officer	1.00	67,000	0.00	0	1.00	67,000
0	0	0.00	0	511121	SALARIES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
44,215	46,427	1.00	51,893		Deputy Executive Officer	1.00	58,464	0.00	0	1.00	58,464
53,595	57,495	1.00	62,182		Council Administrator	1.00	63,120	0.00	0	1.00	63,120
0	0	0.00	0		Managers (Finan., Const.)	0.30	18,432	0.00	0	0.30	18,432
19,886	0	0.00	0		General Counsel	0.00	0	0.00	0	0.00	0
2,248	0	0.00	0		Legal Counsel	0.00	0	0.00	0	0.00	0
0	0	0.00	0		Senior Engineer	0.75	40,113	(0.75)	(40,113)	0.00	0
0	109,851	4.00	158,737		Sr. Management Analyst	4.40	177,382	0.00	0	4.40	177,382
32,936	0	0.85	29,930		Assoc. Management Analyst	0.00	0	0.00	0	0.00	0
862	0	0.00	0		Asst. Management Analyst	0.40	12,576	0.00	0	0.40	12,576
7,756	52,242	1.00	58,240		Government Relations Mgr.	1.00	58,506	0.00	0	1.00	58,506
38,105	0	0.00	0		Council Assistant	0.00	0	0.00	0	0.00	0
0	0	0.50	16,149		Sr. Public Info. Specialist	0.50	20,055	0.00	0	0.50	20,055
0	0	0.00	0		Asst. Regional Planner	1.00	28,501	(1.00)	(28,501)	0.00	0
0	23,453	1.00	26,803		Administrative Assistant	1.00	28,362	0.00	0	1.00	28,362
21,133	0	0.00	0		Executive Management Aide	0.00	0	0.00	0	0.00	0
25,028	24,468	1.00	29,980		Clerk of the Council	1.00	27,310	0.00	0	1.00	27,310
0	0	0.00	0	511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
0	66,141	4.00	88,012		Administrative Secretary	4.00	89,846	0.20	5,984	4.20	95,830
41,226	0	0.00	0		Secretary	0.00	0	0.00	0	0.00	0
0	0	0.00	0		Receptionist	1.00	18,803	(1.00)	(18,803)	0.00	0
0	0	0.00	0	511235	WAGES-TEMPORARY EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0
0	0	0.80	13,005		Temporary Administrative Support	1.30	19,765	0.00	0	1.30	19,765
31,837	11,739	0.00	0		Temporary	0.00	0	0.00	0	0.00	0
1,306	53	0.00	0	511400	OVERTIME	0.00	0	0.00	0	0.00	0
97,769	122,951	0.00	180,760	512000	FRINGE	0.00	225,752	0.00	(25,244)	0.00	200,508
482,707	580,718	16.15	783,291		Total Personal Services	19.65	953,987	(2.55)	(106,677)	17.10	847,310
					Materials & Services						
3,919	7,450		9,065	521100	Office Supplies		8,541		(1,100)		7,441
0	0		290	521110	Computer Software		500		0		500
0	0		0	521260	Printing Supplies		1,250		(250)		1,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		0	521290	Other Supplies		100		0		100
11,436	11,079		823	521310	Subscriptions		3,158		0		3,158
0	65		9,008	521320	Dues		22,505		0		22,505
0	8,900		40,000	524110	Accounting & Auditing Services		50,000		0		50,000
20,336	9,709		43,884	524190	Misc. Professional Services		35,000		35,000		70,000
55	0		100	525640	Maintenance & Repairs Services-Equipment		2,956		(1,000)		1,956
711	1,121		648	525710	Equipment Rental		1,170		0		1,170
397	1,658		1,050	525731	Operating Lease Payments-Building		2,700		0		2,700
1,708	411		500	526200	Ads & Legal Notices		2,320		0		2,320
21	1,605		1,750	526310	Printing Services		8,056		(2,500)		5,556
11	0		0	526320	Typesetting & Reprographics Services		1,050		500		1,550
0	485		0	526410	Telephone		6,070		(2,200)		3,870
347	438		500	526420	Postage		7,390		(4,000)		3,390
0	17		150	526440	Delivery Services		1,300		(1,000)		300
8,470	18,198		21,680	526500	Travel		33,205		(3,250)		29,955
0	1,375		0	526700	Temporary Help Services		1,000		(1,000)		0
1,524	3,013		8,755	526800	Training, Tuition, Conferences		16,665		(6,500)		10,165
39,000	20,189		0	528100	License, Permits, Payments to Other Agencies		39,449		(39,449)		0
0	0		0	528200	Election Expense		100,000		0		100,000
30,482	30,111		57,600	529110	Council Per Diem		61,056		0		61,056
10,229	11,037		20,400	529120	Councilor Expenses		21,800		0		21,800
12,670	14,281		10,860	529500	Meetings		14,910		(1,250)		13,660
36	0		370	529800	Miscellaneous		370		0		370
141,352	141,142		227,433		Total Materials & Services		442,521		(27,999)		414,522
					Capital Outlay						
7,741	9,652		10,030	571500	Purchases-Office Furniture & Equipment		18,200		(10,000)		8,200
7,741	9,652		10,030		Total Capital Outlay		18,200		(10,000)		8,200
					Interfund Transfers						
0	0		0	581610	Trans. Indirect Costs to Support Svs. Fund		401,868		(5,199)		396,669
62,592	40,618		52,690	581513	Trans. Indirect Costs to Bldg. Fund		117,678		(101)		117,577
2,655	2,843		8,433	581615	Trans. Indirect Costs to Insurance Fund		6,804		0		6,804
				582610	Trans. Resources to Support Svs. Fund		548,000		(317,182)		230,818
0	0		0	582142	Trans. Resources to Plan. & Dev. Fund		960,050		(264,627)		695,423

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
21,953	50,709		37,612	582140	Trans. Resources to Transportation Fund		225,606		165,840		391,446
87,200	94,170		98,735		Total Interfund Transfers		2,260,006		(421,269)		1,838,737
					Contingency and Unappropriated Balance						
0	0		17,086	599999	Contingency		56,588		78,412		135,000
103,528	147,375		0		Unappropriated Fund Balance		30,000		35,000		65,000
103,528	147,375		17,086		Total Contingency and Unappropriated Balance		86,588		113,412		200,000
822,528	973,057	16.15	1,136,575		TOTAL EXPENDITURES	19.65	3,761,302	(2.55)	(452,533)	17.10	3,308,769

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
COUNCIL											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
53,595	57,495	1.00	62,182		Council Administrator	1.00	63,120			1.00	63,120
0	73,518	2.00	81,663		Sr. Management Analyst	3.00	117,721			3.00	117,721
862	0		0		Asst. Management Analyst						
38,105	0		0		Council Assistant						
25,028	24,468	1.00	29,980		Clerk of the Council	1.00	27,310			1.00	27,310
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	48,089	3.00	66,882		Administrative Secretary	3.00	67,775			3.00	67,775
25,084	0		0		Secretary						
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0	0.30	5,264		Temporary Administrative Support	0.30	6,000			0.30	6,000
10,246	7,216		0		Temporary						
1,146	53		0	511400	OVERTIME						
41,077	59,229		73,791	512000	FRINGE		87,397				87,397
195,143	270,068	7.30	319,762		Total Personal Services	8.30	369,323	0.00	0	8.30	369,323
					Materials & Services						
2,850	4,801		2,500	521100	Office Supplies		3,300				3,300
303	253		0	521310	Subscriptions						
0	50		300	521320	Dues		7,800				7,800
0	8,900		40,000	524110	Accounting & Auditing Services		50,000				50,000
3,104	1,187		17,384	524190	Misc. Professional Services		10,000		10,000		20,000
0	0		0	525640	Maintenance & Repairs Services-Equipment		1,000				1,000
228	133		0	525710	Equipment Rental						
1,708	239		500	526200	Ads & Legal Notices		500				500
0	1,389		1,100	526310	Printing Services		1,100				1,100
281	13		0	526420	Postage						
0	17		0	526440	Delivery Services		150				150
5,133	8,580		10,000	526500	Travel		10,500				10,500
0	1,375		0	526700	Temporary Help Services						
373	569		2,600	526800	Training, Tuition, Conferences		4,000				4,000
0	0		0	528200	Election Expense		100,000				100,000
30,482	30,111		57,600	529110	Council Per Diem		61,056				61,056
10,229	11,037		20,400	529120	Councilor Expenses		21,800				21,800

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
8,187	8,059		5,500	529500	Meetings		6,500				6,500
62,878	76,713		157,884		Total Materials & Services		277,706		10,000		287,706
					Capital Outlay						
4,752	4,829		4,700	571500	Purchases-Office Furniture & Equipment		3,800				3,800
4,752	4,829		4,700		Total Capital Outlay		3,800		0		3,800
262,773	351,610	7.30	482,346		TOTAL EXPENDITURES	8.30	650,829	0.00	10,000	8.30	660,829

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EXECUTIVE MANAGEMENT:Executive Office											
					Personal Services						
				511110	ELECTED OFFCIALS						
64,805	65,898	1.00	67,600		Executive Officer	1.00	67,000			1.00	67,000
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
44,215	46,427	1.00	51,893		Deputy Executive Officer	1.00	58,464			1.00	58,464
19,886	0		0		General Counsel						
2,248	0		0		Legal Counsel						
0	36,333	2.00	77,074		Sr. Management Analyst	1.00	43,617			1.00	43,617
32,936	0	0.85	29,930		Assoc. Management Analyst						
7,756	52,242	1.00	58,240		Government Relations Mgr.	1.00	58,506			1.00	58,506
0	0	0.50	16,149		Sr. Public Info. Specialist	0.50	20,055			0.50	20,055
0	23,453	1.00	26,803		Administrative Assistant	1.00	28,362			1.00	28,362
21,133	0		0		Executive Management Aide						
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	18,052	1.00	21,130		Administrative Secretary	1.00	22,071			1.00	22,071
16,142	0		0		Secretary						
0	0		0		Receptionist	1.00	18,803	(1.00)	(18,803)	0.00	0
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0	0.50	7,741		Temporary Administrative Support	1.00	13,765			1.00	13,765
21,591	4,523		0		Temporary						
160	0		0	511400	OVERTIME						
56,692	63,722		106,969	512000	FRINGE		102,499		(5,829)		96,670
287,564	310,650	8.85	463,529		Total Personal Services	8.50	433,142	(1.00)	(24,632)	7.50	408,510
					Materials & Services						
1,069	2,649		6,565	521100	Office Supplies		3,141				3,141
0	0		290	521110	Computer Software		500				500
11,133	10,826		823	521310	Subscriptions		3,008				3,008
0	15		8,708	521320	Dues		14,705				14,705
17,232	8,522		26,500	524190	Misc. Professional Services		10,000		(10,000)		0
55	0		100	525640	Maintenance & Repairs Services-Equipment		456				456
483	988		648	525710	Equipment Rental		1,170				1,170
397	1,658		1,050	525731	Operating Lease Payments-Building		2,700				2,700
0	172		0	526200	Ads & Legal Notices		320				320
21	216		650	526310	Printing Services		456				456

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
11	0		0	526320	Typesetting & Reprographics Services		50				50
0	485		0	526410	Telephone		2,370				2,370
66	425		500	526420	Postage		390				390
0	0		150	526440	Delivery Services		150				150
3,337	9,618		11,680	526500	Travel		15,455				15,455
1,151	2,444		6,155	526800	Training, Tuition, Conferences		10,165		(5,000)		5,165
39,000	20,189		0	528100	License, Permits, Payments to Other Agencies						
4,483	6,222		5,360	529500	Meetings		5,160				5,160
36	0		370	529800	Miscellaneous		370				370
78,474	64,429		69,549		Total Materials & Services		70,566		(15,000)		55,566
					Capital Outlay						
2,989	4,823		5,330	571500	Purchases-Office Furniture & Equipment		4,400				4,400
2,989	4,823		5,330		Total Capital Outlay		4,400		0		4,400
369,027	379,902	8.85	538,408		TOTAL EXPENDITURES	8.50	508,108	(1.00)	(39,632)	7.50	468,476

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EXECUTIVE MANAGEMENT:Regional Facilities											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		Managers (Finan., Const.)	0.30	18,432		0	0.30	18,432
0	0		0		Senior Engineer	0.75	40,113	(0.75)	(40,113)		0
0	0		0		Sr. Management Analyst	0.40	16,044		0	0.40	16,044
0	0		0		Asst. Management Analyst	0.40	12,576		0	0.40	12,576
0	0		0		Asst. Regional Planner	1.00	28,501	(1.00)	(28,501)		0
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	0		0		Administrative Secretary		0	0.20	5,984	0.20	5,984
0	0		0	512000	FRINGE		35,856		(19,415)		16,441
0	0	0.00	0		Total Personal Services	2.85	151,522	(1.55)	(82,045)	1.30	69,477
					Materials & Services						
0	0		0	521100	Office Supplies		2,100		(1,100)		1,000
0	0		0	521260	Printing Supplies		1,250		(250)		1,000
0	0		0	521290	Other Supplies		100		0		100
0	0		0	521310	Subscriptions		150		0		150
0	0		0	524190	Misc. Professional Services		15,000		35,000		50,000
0	0		0	525640	Maintenance & Repairs Services-Equipment		1,500		(1,000)		500
0	0		0	526200	Ads & Legal Notices		1,500		0		1,500
0	0		0	526310	Printing Services		6,500		(2,500)		4,000
0	0		0	526320	Typesetting & Reprographics Services		1,000		500		1,500
0	0		0	526410	Telephone		3,700		(2,200)		1,500
0	0		0	526420	Postage		7,000		(4,000)		3,000
0	0		0	526440	Delivery Services		1,000		(1,000)		0
0	0		0	526500	Travel		7,250		(3,250)		4,000
0	0		0	526700	Temporary Help Services		1,000		(1,000)		0
0	0		0	526800	Training, Tuition, Conferences		2,500		(1,500)		1,000
0	0		0	528100	License, Permits, Payments to Other Agencies		39,449		(39,449)		0
0	0		0	529500	Meetings		3,250		(1,250)		2,000
0	0		0		Total Materials & Services		94,249		(22,999)		71,250
					Capital Outlay						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		0	571500	Purchases-Office Furniture & Equipment		10,000		(10,000)		0
0	0		0		Total Capital Outlay		10,000		(10,000)		0
0	0	0.00	0		TOTAL EXPENDITURES	2.85	255,771	(1.55)	(115,044)	1.30	140,727

Support Services Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND REVENUE											
					Resources						

244,534	304,358		324,557	299000	Fund Balance		0		0		0
0	0		0	321100	Builders License Fee		0		62,500		62,500
3,953	6,913		0	339200	Contract Services		0		0		0
4,580	342		0	341500	Documents & Publications		0		0		0
80,806	155,246		90,680	361100	Interest on Investments		8,620		(8,620)		0
3,528	6,192		0	379000	Other Miscellaneous Revenue		0		0		0
0	0		0	391010	Trans. of Resources from General Fund		548,000		(317,182)		230,818
0	0		0	371140	Trans. of Resources from Transportation Fund		0		20,000		20,000
0	0		0	382010	Trans. Indirect Costs from General Fund		401,868		(5,199)		396,669
443,143	625,098		515,116	392120	Trans. Indirect Costs from Zoo Oper. Fund		626,979		(16,255)		610,724
408,029	420,575		509,722	392140	Trans. Indirect Costs from Transportation		316,629		3,799		320,428
0	0		0	382142	Trans. Indirect Costs from Plan. & Dev. Fund		285,202		13,283		298,485
820,634	982,601		1,181,261	392530	Trans. Indirect Costs from S.W. Oper. Fund		0		0		0
0	0		0	392531	Trans. Indirect Costs from S.W. Revenue Fund		1,526,932		(51,398)		1,475,534
0	117,415		80,908	392550	Trans. Indirect Costs from OCC Operating Fund		248,016		(53,876)		194,140
65,585	129,038		94,393	392558	Trans. Indirect Costs from Conv. Cnt. Mgmt. Fund		43,514		45		43,559
207,688	408,622		315,543	392559	Trans. Indirect Costs from Conv. Cnt. Cap. Fund		145,679		150		145,829
0	0		0	382750	Trans. Indirect Costs from Spec. Fac. Fund		411,601		(99,642)		311,959
0	0		38,137	393140	Trans. Direct Costs from Transportation		42,528		0		42,528
0	0		26,465	393530	Trans. Direct Costs from S.W. Oper. Fund		0		0		0
0	0		0	383531	Trans. Direct Costs from S.W. Revenue Fund		30,874		116,600		147,474
0	0		0	383550	Trans. Direct Costs from OCC Operating Fund		0		30,590		30,590
0	0		0	383750	Trans. Direct Costs from Spec. Fac. Fund		0		45,885		45,885
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2,282,480	3,156,400		3,176,782		Total Resources		4,636,442		(259,320)		4,377,122

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND TOTAL											
					Personal Services						
0	0	0.00	0	511121	SALARIES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
142,638	112,302	2.00	116,669		Directors	2.00	130,354	0.00	0	2.00	130,354
103,547	105,063	2.00	115,114		Managers (Finan., Const.)	1.50	92,547	0.50	31,118	2.00	123,665
30,017	60,388	1.00	60,890		General Counsel	1.00	67,464	0.00	0	1.00	67,464
8,252	74,294	2.00	97,275		Legal Counsel	3.00	156,030	(1.00)	(45,000)	2.00	111,030
37,811	48,094	1.00	48,642		Personnel Manager	1.00	51,197	0.00	0	1.00	51,197
0	0	0.00	0		Assistant Personnel Manager	0.00	0	1.00	40,413	1.00	40,413
0	42,226	1.00	45,088		Data Processing Administrator	1.00	50,550	0.00	0	1.00	50,550
0	45,977	1.00	52,454		Chief Accountant	1.00	57,441	0.00	0	1.00	57,441
0	0	0.00	0		Purchasing Manager	1.00	42,136	(1.00)	(42,136)	0.00	0
69,225	32,522	1.50	50,528		Sr. Management Analyst	1.00	45,852	2.00	78,123	3.00	123,975
100,245	68,837	4.00	131,754		Assoc. Management Analyst	7.00	244,697	(3.00)	(94,811)	4.00	149,886
42,075	15,550	0.00	0		Asst. Management Analyst	0.00	0	0.00	0	0.00	0
0	0	0.00	0		Asst. Regional Planner	0.00	0	0.50	14,251	0.50	14,251
0	32,744	1.00	35,606		Public Information Supervisor	1.00	40,591	0.00	0	1.00	40,591
0	29,092	1.50	46,303		Sr. Public Info. Specialist	2.50	89,377	0.00	0	2.50	89,377
0	56,057	2.00	61,361		Assoc. Public Info. Specialist	3.00	100,808	0.00	0	3.00	100,808
0	24,204	1.00	26,559		Asst. Public Info. Specialist	1.00	27,142	0.00	0	1.00	27,142
14,832	12,599	0.50	20,182		Support Services Supervisor	0.50	22,123	0.00	0	0.50	22,123
37,362	59,559	3.00	116,993		D.P. Systems Analyst	4.00	159,217	0.00	0	4.00	159,217
44,426	42,547	0.00	0		D.P. Operations Analyst	0.00	0	0.00	0	0.00	0
0	0	0.00	0		D.P. Computer Programmer	1.00	31,049	(1.00)	(31,049)	0.00	0
23,338	26,618	1.00	29,282		Graphics Coordinator	0.00	0	0.00	0	0.00	0
0	0	0.00	0		Administrative Assistant	0.75	21,407	0.00	0	0.75	21,407
61,769	84,235	3.00	98,526		Senior Accountant	3.00	116,551	0.00	0	3.00	116,551
16,894	21,782	1.00	24,101		Graphics/Exhibit Designer	1.00	27,144	0.00	0	1.00	27,144
0	0	0.00	0		Lead Accounting Clerk	1.00	34,337	0.00	0	1.00	34,337
0	0	0.00	0	511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
0	0	0.00	0		D.P. Computer Operator	1.00	24,339	0.00	0	1.00	24,339
0	0	0.00	0		D.P. Computer Technician	1.00	27,821	0.00	0	1.00	27,821
0	68,740	4.75	107,483		Administrative Secretary	6.15	146,611	(1.20)	(26,238)	4.95	120,373
54,904	18,240	1.00	17,337		Secretary	3.00	65,205	(0.50)	(14,753)	2.50	50,452
0	13,005	1.00	21,937		Program Assistant 2	2.00	45,790	0.00	0	2.00	45,790
20,553	25,495	1.00	25,200		Lead Accounting Clerk	0.00	0	0.00	0	0.00	0
15,542	6,482	1.00	19,237		Receptionist	0.00	0	1.00	18,803	1.00	18,803
22,386	1,365	0.00	0		Lead Word Processing Operator	0.00	0	0.00	0	0.00	0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0	0.00	0		Personnel Clerk	0.00	0	1.00	17,962	1.00	17,962
19,961	21,213	1.00	23,519		Reproduction Clerk	1.00	24,638	0.00	0	1.00	24,638
0	18,188	1.00	19,824		Payroll Clerk	1.00	23,469	0.00	0	1.00	23,469
0	0	0.00	0		Accounting Clerk 3	1.00	23,291	0.00	0	1.00	23,291
45,928	34,942	2.00	38,474		Accounting Clerk 2	3.00	60,778	0.00	0	3.00	60,778
0	0	0.00	0		Accounting Clerk 1	3.50	55,557	(0.50)	(6,896)	3.00	48,661
0	6,137	0.50	9,437		Building Operations Worker	1.50	28,943	(1.00)	(18,304)	0.50	10,639
0	0	0.00	0		Office Assistant	1.00	14,378	0.00	0	1.00	14,378
0	0	0.00	0	511225	WAGES-REGULAR EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0
235	7,413	0.00	0		Word Processing Operator	0.00	0	0.00	0	0.00	0
0	0	0.00	0	511235	WAGES-TEMPORARY EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0
0	0	0.15	3,360		Temporary Professional Support	1.00	21,155	(0.50)	(12,155)	0.50	9,000
0	0	1.35	26,457		Temporary Administrative Support	1.00	16,803	0.00	0	1.00	16,803
56,116	70,989	0.25	4,520		Temporary	0.00	0	0.00	0	0.00	0
355	2,578	0.00	9,846	511400	OVERTIME	0.00	6,750	0.00	(3,500)	0.00	3,250
264,529	347,000	0.00	451,225	512000	FRINGE	0.00	705,016	0.00	(54,213)	0.00	650,803
1,232,940	1,636,477	44.50	1,955,183		Total Personal Services	65.40	2,898,558	(3.70)	(148,385)	61.70	2,750,173
					Materials & Services						
34,829	76,635		57,007	521100	Office Supplies		85,313		(10,907)		74,406
0	11,246		3,270	521110	Computer Software		24,720		(4,736)		19,984
7,285	8,849		2,700	521240	Graphics/Reprographic Supplies		3,000		0		3,000
0	9,772		38,286	521260	Printing Supplies		56,677		(5,000)		51,677
392	5,451		4,520	521290	Other Supplies		6,680		(3,180)		3,500
0	0		0	521291	Small Tools		800		0		800
8,746	11,307		11,482	521310	Subscriptions		16,008		(1,638)		14,370
0	1,490		4,178	521320	Dues		5,761		(150)		5,611
3,285	4,164		5,200	521400	Fuels & Lubricants		8,400		(1,200)		7,200
0	0		0	521540	Maintenance & Repairs Supplies-Equipment		100		0		100
19,100	25,500		31,000	524110	Accounting & Auditing Services		38,500		0		38,500
0	0		0	524130	Promotion/Public Relations Services		11,250		0		11,250
54,541	39,418		50,215	524190	Misc. Professional Services		66,061		(3,261)		62,800
0	0		0	524210	Data Processing Services		12,500		0		12,500
0	0		0	524310	Management Consulting Services		16,000		0		16,000
858	1,278		3,575	525630	Maintenance & Repairs Services-Vehicles		3,760		(1,260)		2,500
71,677	91,472		103,220	525640	Maintenance & Repairs Services-Equipment		145,227		(22,707)		122,520
4,167	5,236		3,890	525710	Equipment Rental		4,622		0		4,622

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
9,608	14,413		15,780	525732	Operating Lease Payments-Vehicles		32,400		(4,500)		27,900
15,377	33,099		25,342	526200	Ads & Legal Notices		40,700		(400)		40,300
44,787	46,831		24,315	526310	Printing Services		30,035		(3,000)		27,035
3,370	4,870		2,500	526320	Typesetting & Reprographics Services		3,000		0		3,000
40,708	39,150		36,331	526410	Telephone		57,744		(8,710)		49,034
44,833	59,693		51,580	526420	Postage		80,298		(14,635)		65,663
0	233		500	526440	Delivery Services		1,460		0		1,460
8,042	22,729		23,762	526500	Travel		32,796		(4,060)		28,736
0	8,604		8,952	526700	Temporary Help Services		11,900		(1,675)		10,225
6,710	26,510		33,987	526800	Training, Tuition, Conferences		48,195		(6,765)		41,430
0	0		12,500	526900	Misc Other Purchased Services		17,621		0		17,621
7,500	28,419		7,640	528100	License, Permits, Payments to Other Agencies		259		39,449		39,708
65,261	28,626		90,529	528200	Election Expense		0		0		0
2,983	5,230		2,190	529500	Meetings		3,670		580		4,250
1,684	2,046		1,900	529800	Miscellaneous		2,150		0		2,150
64,541	215,496		244,161	531100	Capital Lease Payments-Furniture & Equipment		274,983		0		274,983
520,284	827,767		900,512		Total Materials & Services		1,142,590		(57,755)		1,084,835
					Capital Outlay						
48,897	38,582		67,717	571500	Purchases-Office Furniture & Equipment		169,182		(82,967)		86,215
48,897	38,582		67,717		Total Capital Outlay		169,182		(82,967)		86,215
					Interfund Transfers						
178,145	139,110		158,070	581513	Trans. Indirect Costs to Bldg. Fund		249,350		(213)		249,137
7,556	9,736		25,300	581615	Trans. Indirect Costs to Insurance Fund		26,762				26,762
185,701	148,846		183,370		Total Interfund Transfers		276,112		(213)		275,899
					Contingency and Unappropriated Balance						
0	0		70,000	599999	Contingency		150,000				150,000
294,658	504,728		0		Unappropriated Fund Balance		0		30,000		30,000
294,658	504,728		70,000		Total Contingency and Unappropriated Balance		150,000		30,000		180,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT # DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
2,282,480	3,156,400	44.50	3,176,782	TOTAL EXPENDITURES	65.40	4,636,442	(3.70)	(259,320)	61.70	4,377,122

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
PERSONNEL											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	10,750	0.30	18,655		Directors						
0	48,094	1.00	48,642		Personnel Manager	1.00	51,197			1.00	51,197
					Assistant Personnel Manager			1.00	40,413	1.00	40,413
0	0		0		Sr. Management Analyst			1.00	40,413	1.00	40,413
0	32,920	1.50	54,897		Assoc. Management Analyst	3.00	101,337	(1.00)	(29,812)	2.00	71,525
0	15,550		0		Asst. Management Analyst						
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	7,207	1.00	23,519		Administrative Secretary	1.00	21,271			1.00	21,271
					Personnel Clerk			1.00	17,962	1.00	17,962
0	0		0		Accounting Clerk 1	1.00	15,884	(0.50)	(6,903)	0.50	8,981
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0	0.25	4,281		Temporary Administrative Support	0.25	4,374			0.25	4,374
0	22,598		0		Temporary						
0	30,758		44,836	512000	FRINGE		60,160		19,242		79,402
0	167,877	4.05	194,830		Total Personal Services	6.25	254,223	1.50	81,315	7.75	335,538
					Materials & Services						
0	1,008		781	521100	Office Supplies		500		500		1,000
0	2,039		0	521110	Computer Software						0
0	20		0	521290	Other Supplies						0
0	953		177	521310	Subscriptions		400		200		600
0	380		953	521320	Dues		500		250		750
0	7,908		10,732	524190	Misc. Professional Services		20,000		(20,000)		0
				524210	Data Processing Services		7,500				7,500
0	11,817		2,142	526200	Ads & Legal Notices		7,400		2,600		10,000
0	25		0	526310	Printing Services						0
0	20		677	526500	Travel		675				675
0	1,828		0	526700	Temporary Help Services		4,000		825		4,825
0	2,662		2,777	526800	Training, Tuition, Conferences		2,200				2,200
0	444		0	529500	Meetings		120		380		500
0	29,104		18,239		Total Materials & Services		43,295		(15,245)		28,050

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					Capital Outlay						
0	0		3,700	571500	Purchases-Office Furniture & Equipment		5,436				5,436
0	0		3,700		Total Capital Outlay		5,436		0		5,436
0	196,981	4.05	216,769		TOTAL EXPENDITURES	6.25	302,954	1.50	66,070	7.75	369,024

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OFFICE OF GENERAL COUNSEL											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
30,017	60,388	1.00	60,890		General Counsel	1.00	67,464			1.00	67,464
8,252	74,294	2.00	97,275		Legal Counsel	3.00	156,030	(1.00)	(45,000)	2.00	111,030
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	21,812	1.00	25,926		Administrative Secretary	1.00	28,390			1.00	28,390
0	0		0		Secretary	1.00	18,267			1.00	18,267
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0	0.15	3,360		Temporary Professional Support						
0	0	0.10	1,120		Temporary Administrative Support						
8,318	3,298		0		Temporary						
0	240		5,600	511400	OVERTIME		5,000		(3,500)		1,500
12,480	39,732		58,851	512000	FRINGE		85,297		(15,035)		70,262
59,067	199,764	4.25	253,022		Total Personal Services	6.00	360,448	(1.00)	(63,535)	5.00	296,913
					Materials & Services						
0	3,083		4,642	521100	Office Supplies		2,595				2,595
0	0		375	521110	Computer Software		1,125		(450)		675
0	0		3,020	521290	Other Supplies		5,180		(3,180)		2,000
345	3,223		4,400	521310	Subscriptions		4,400				4,400
0	20		1,126	521320	Dues		1,600		(400)		1,200
0	149		160	525640	Maintenance & Repairs Services-Equipment		700				700
0	279		100	526310	Printing Services		200				200
0	0		150	526410	Telephone		400		(200)		200
18	12		150	526420	Postage		350		(200)		150
0	0		300	526440	Delivery Services		300				300
0	799		1,100	526500	Travel		1,100				1,100
0	0		5,000	526700	Temporary Help Services		2,500		(2,500)		0
0	716		3,716	526800	Training, Tuition, Conferences		4,500		(500)		4,000
0	760		400	529500	Meetings		400				400
0	5		200	529800	Miscellaneous		200				200
363	9,046		24,839		Total Materials & Services		25,550		(7,430)		18,120
					Capital Outlay						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	6,237		612	571500	Purchases-Office Furniture & Equipment		13,500		(5,000)		8,500
0	6,237		612		Total Capital Outlay		13,500		(5,000)		8,500
59,430	215,047	4.25	278,473		TOTAL EXPENDITURES	6.00	399,498	(1.00)	(75,965)	5.00	323,533

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
PUBLIC AFFAIRS											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
46,427	48,748	1.00	54,527		Directors	1.00	62,640			1.00	62,640
47,004	0		0		Sr. Management Analyst						
77,633	0		0		Assoc. Management Analyst						
18,992	0		0		Asst. Management Analyst						
0	32,744	1.00	35,606		Public Information Supervisor	1.00	40,591			1.00	40,591
0	29,092	1.50	46,303		Sr. Public Info. Specialist	2.50	89,377			2.50	89,377
0	56,057	2.00	61,361		Assoc. Public Info. Specialist	3.00	100,808			3.00	100,808
0	24,204	1.00	26,559		Asst. Public Info. Specialist	1.00	27,142			1.00	27,142
23,338	26,618	1.00	29,282		Graphics Coordinator						
16,894	21,782	1.00	24,101		Graphics/Exhibit Designer	1.00	27,144			1.00	27,144
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	18,890	1.00	20,576		Administrative Secretary	1.00	21,277			1.00	21,277
14,323	0		0		Secretary						
0	13,005	1.00	21,937		Program Assistant 2	2.00	45,790			2.00	45,790
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0		0		Temporary Administrative Support	0.25	3,429			0.25	3,429
16,396	18,853	0.25	4,520		Temporary						
70,515	82,247		97,435	512000	FRINGE		129,641				129,641
331,522	372,240	10.75	422,207		Total Personal Services	12.75	547,839	0.00	0	12.75	547,839
					Materials & Services						
2,255	7,189		5,000	521100	Office Supplies		6,483				6,483
0	579		1,200	521110	Computer Software		8,280		(2,286)		5,994
5,729	7,742		2,000	521240	Graphics/Reprographic Supplies		3,000				3,000
0	0		4,649	521260	Printing Supplies		1,400				1,400
0	467		300	521290	Other Supplies		300				300
4,974	4,203		3,538	521310	Subscriptions		6,538		(1,538)		5,000
0	631		594	521320	Dues		756				756
				521540	Maintenance & Repairs Supplies-Equipment		100				100
0	0		0	524130	Promotion/Public Relations Services		11,250				11,250
3,983	3,328		7,000	524190	Misc. Professional Services						0
				524210	Data Processing Services		3,000				3,000
1,326	1,357		200	525640	Maintenance & Repairs Services-Equipment		200				200

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
25	219		250	525710	Equipment Rental		1,500				1,500
3,223	7,202		6,900	526200	Ads & Legal Notices		14,000				14,000
18,294	21,422		19,630	526310	Printing Services		24,950		(1,500)		23,450
3,350	4,870		2,500	526320	Typesetting & Reprographics Services		3,000				3,000
0	0		0	526410	Telephone		1,510		(1,310)		200
1,206	1,270		5,850	526420	Postage		4,953				4,953
0	182		0	526440	Delivery Services		360				360
1,577	2,707		5,621	526500	Travel		9,605		(3,060)		6,545
0	0		0	526700	Temporary Help Services		2,500				2,500
834	2,807		3,195	526800	Training, Tuition, Conferences		4,170		(600)		3,570
1,155	1,110		390	529500	Meetings		1,000				1,000
50	188		0	529800	Miscellaneous		100				100
47,981	67,473		68,817		Total Materials & Services		108,955		(10,294)		98,661
					Capital Outlay						
16,047	6,546		4,530	571500	Purchases-Office Furniture & Equipment		17,735		(4,967)		12,768
16,047	6,546		4,530		Total Capital Outlay		17,735		(4,967)		12,768
395,550	446,259	10.75	495,554		TOTAL EXPENDITURES	12.75	674,529	0.00	(15,261)	12.75	659,268

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ENGINEERING/CONSTRUCTION MGMT											
					Personal Services						
0	0		0	511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		Managers (Finan., Const.)	0.50	31,118	(0.50)	(31,118)	0.00	0
0	0		0	511221	WAGES-REGULAR EMPLOYEES (full time)						
0	0		0		Administrative Secretary	0.40	11,968	(0.40)	(11,968)	0.00	0
0	0		0	511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0		0		Temporary Professional Support	0.50	12,155	(0.50)	(12,155)	0.00	0
0	0		0	512000	FRINGE		17,125		(17,125)		0
0	0	0.00	0		Total Personal Services	1.40	72,366	(1.40)	(72,366)	0.00	0
					Materials & Services						
0	0		0	521100	Office Supplies		750		(750)		0
0	0		0	521310	Subscriptions		600		(600)		0
0	0		0	526200	Ads & Legal Notices		1,000		(1,000)		0
0	0		0	526440	Delivery Services		250		(250)		0
0	0		0	526500	Travel		1,000		(1,000)		0
0	0		0	526800	Training, Tuition, Conferences		2,000		(2,000)		0
0	0		0	529500	Meetings		1,000		(1,000)		0
0	0		0		Total Materials & Services		6,600		(6,600)		0
0	0	0.00	0		TOTAL EXPENDITURES	1.40	78,966	(1.40)	(78,966)	0.00	0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
FINANCE & ADMINISTRATION TOTAL											
					Personal Services						
0	0	0.00	0	511121	SALARIES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
96,211	52,804	0.70	43,487		Directors	1.00	67,714	0.00	0	1.00	67,714
103,547	105,063	2.00	115,114		Managers (Finan., Const.)	1.00	61,429	1.00	62,236	2.00	123,665
37,811	0	0.00	0		Personnel Manager	0.00	0	0.00	0	0.00	0
0	42,226	1.00	45,088		Data Processing Administrator	1.00	50,550	0.00	0	1.00	50,550
0	45,977	1.00	52,454		Chief Accountant	1.00	57,441	0.00	0	1.00	57,441
0	0	0.00	0		Purchasing Manager	1.00	42,136	(1.00)	(42,136)	0.00	0
22,221	32,522	1.50	50,528		Sr. Management Analyst	1.00	45,852	1.00	37,710	2.00	83,562
22,612	35,917	2.50	76,857		Assoc. Management Analyst	4.00	143,360	(2.00)	(64,999)	2.00	78,361
23,083	0	0.00	0		Asst. Management Analyst	0.00	0	0.00	0	0.00	0
					Asst. Regional Planner	0.00	0	0.50	14,251	0.50	14,251
14,832	12,599	0.50	20,182		Support Services Supervisor	0.50	22,123	0.00	0	0.50	22,123
37,362	59,559	3.00	116,993		D.P. Systems Analyst	4.00	159,217	0.00	0	4.00	159,217
44,426	42,547	0.00	0		D.P. Operations Analyst	0.00	0	0.00	0	0.00	0
0	0	0.00	0		D.P. Computer Programmer	1.00	31,049	(1.00)	(31,049)	0.00	0
0	0	0.00	0		Administrative Assistant	0.75	21,407	0.00	0	0.75	21,407
61,769	84,235	3.00	98,526		Senior Accountant	3.00	116,551	0.00	0	3.00	116,551
0	0	0.00	0		Lead Accounting Clerk	1.00	34,337	0.00	0	1.00	34,337
0	0	0.00	0	511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
0	0	0.00	0		D.P. Computer Operator	1.00	24,339	0.00	0	1.00	24,339
0	0	0.00	0		D.P. Computer Technician	1.00	27,821	0.00	0	1.00	27,821
0	20,831	1.75	37,462		Administrative Secretary	2.75	63,705	(0.80)	(14,270)	1.95	49,435
40,581	18,240	1.00	17,337		Secretary	2.00	46,938	(0.50)	(14,753)	1.50	32,185
20,553	25,495	1.00	25,200		Lead Accounting Clerk	0.00	0	0.00	0	0.00	0
15,542	6,482	1.00	19,237		Receptionist	0.00	0	1.00	18,803	1.00	18,803
22,386	1,365	0.00	0		Lead Word Processing Operator	0.00	0	0.00	0	0.00	0
19,961	21,213	1.00	23,519		Reproduction Clerk	1.00	24,638	0.00	0	1.00	24,638
0	18,188	1.00	19,824		Payroll Clerk	1.00	23,469	0.00	0	1.00	23,469
0	0	0.00	0		Accounting Clerk 3	1.00	23,291	0.00	0	1.00	23,291
45,928	34,942	2.00	38,474		Accounting Clerk 2	3.00	60,778	0.00	0	3.00	60,778
0	0	0.00	0		Accounting Clerk 1	2.50	39,673	0.00	7	2.50	39,680
0	6,137	0.50	9,437		Building Operations Worker	1.50	28,943	(1.00)	(18,304)	0.50	10,639
0	0	0.00	0		Office Assistant	1.00	14,378	0.00	0	1.00	14,378
0	0	0.00	0	511225	WAGES-REGULAR EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0
235	7,413	0.00	0		Word Processing Operator	0.00	0	0.00	0	0.00	0
0	0	0.00	0	511235	WAGES-TEMPORARY EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0	0.00	0	511235	Temporary Professional Support	0.50	9,000	0.00	0	0.50	9,000
0	0	1.00	21,056		Temporary Administrative Support	0.50	9,000	0.00	0	0.50	9,000
31,402	26,240	0.00	0		Temporary	0.00	0	0.00	0	0.00	0
355	2,338	0.00	4,246	511400	OVERTIME	0.00	1,750	0.00	0	0.00	1,750
181,534	194,263	0.00	250,103	512000	FRINGE	0.00	412,793	0.00	(41,295)	0.00	371,498
842,351	896,596	25.45	1,085,124		Total Personal Services	39.00	1,663,682	(2.80)	(93,799)	36.20	1,569,883
					Materials & Services						
32,574	65,355		46,584	521100	Office Supplies		74,985		(10,657)		64,328
0	8,628		1,695	521110	Computer Software		15,315		(2,000)		13,315
1,556	1,107		700	521240	Graphics/Reprographic Supplies		0		0		0
0	9,772		33,637	521260	Printing Supplies		55,277		(5,000)		50,277
392	4,964		1,200	521290	Other Supplies		1,200		0		1,200
0	0		0	521291	Small Tools		800		0		800
3,427	2,928		3,367	521310	Subscriptions		4,070		300		4,370
0	459		1,505	521320	Dues		2,905		0		2,905
3,285	4,164		5,200	521400	Fuels & Lubricants		8,400		(1,200)		7,200
19,100	25,500		31,000	524110	Accounting & Auditing Services		38,500		0		38,500
50,558	28,182		32,483	524190	Misc. Professional Services		46,061		16,739		62,800
0	0		0	524210	Data Processing Services		2,000		0		2,000
0	0		0	524310	Management Consulting Services		16,000		0		16,000
858	1,278		3,575	525630	Maintenance & Repairs Services-Vehicles		3,760		(1,260)		2,500
70,351	89,966		102,860	525640	Maintenance & Repairs Services-Equipment		144,327		(22,707)		121,620
4,142	5,017		3,640	525710	Equipment Rental		3,122		0		3,122
9,608	14,413		15,780	525732	Operating Lease Payments-Vehicles		32,400		(4,500)		27,900
12,154	14,080		16,300	526200	Ads & Legal Notices		18,300		(2,000)		16,300
26,493	25,105		4,585	526310	Printing Services		4,885		(1,500)		3,385
20	0		0	526320	Typesetting & Reprographics Services		0		0		0
40,708	39,150		36,181	526410	Telephone		55,834		(7,200)		48,634
43,609	58,411		45,580	526420	Postage		74,995		(14,435)		60,560
0	51		200	526440	Delivery Services		550		250		800
6,465	19,203		16,364	526500	Travel		20,416		0		20,416
0	6,776		3,952	526700	Temporary Help Services		2,900		0		2,900
5,876	20,325		24,299	526800	Training, Tuition, Conferences		35,325		(3,665)		31,660
0	0		12,500	526900	Misc Other Purchased Services		17,621		0		17,621
7,500	28,419		7,640	528100	License, Permits, Payments to Other Agencies		259		39,449		39,708
65,261	28,626		90,529	528200	Election Expense		0		0		0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
1,828	2,916		1,400	529500	Meetings		1,150		1,200		2,350
1,634	1,853		1,700	529800	Miscellaneous		1,850		0		1,850
64,541	215,496		244,161	531100	Capital Lease Payments-Furniture & Equipment		274,983		0		274,983
471,940	722,144		788,617		Total Materials & Services		958,190		(18,186)		940,004
					Capital Outlay						
32,850	25,799		58,875	571500	Purchases-Office Furniture & Equipment		132,511		(73,000)		59,511
32,850	25,799		58,875		Total Capital Outlay		132,511		(73,000)		59,511
1,347,141	1,644,539	25.45	1,932,616		TOTAL EXPENDITURES	39.00	2,754,383	(2.80)	(184,985)	36.20	2,569,398

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ACCOUNTING											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
7,832	10,328	0.16	9,949		Directors	0.16	10,834			0.16	10,834
43,075	13,595	0.25	14,745		Managers (Finan., Const.)	0.30	18,429			0.30	18,429
0	45,977	1.00	52,454		Chief Accountant	1.00	57,441			1.00	57,441
61,769	84,235	3.00	98,526		Senior Accountant	3.00	116,551			3.00	116,551
					Lead Accounting Clerk	1.00	34,337			1.00	34,337
				511221	WAGES-REGULAR EMPLOYEES (full time)						
2,891	39	0.75	12,842		Secretary	1.00	23,470			1.00	23,470
20,553	25,495	1.00	25,200		Lead Accounting Clerk						
0	18,188	1.00	19,824		Payroll Clerk	1.00	23,469			1.00	23,469
					Accounting Clerk 3	1.00	23,291			1.00	23,291
45,928	34,942	2.00	38,474		Accounting Clerk 2	3.00	60,778			3.00	60,778
0	0		0		Accounting Clerk 1	2.50	39,673	(0.50)	(7,935)	2.00	31,738
0	0		0		Office Assistant	1.00	14,378			1.00	14,378
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
6,678	8,306		0		Temporary						
0	1,041		1,512	511400	OVERTIME		1,750				1,750
52,649	66,671		81,653	512000	FRINGE		140,052		(10,948)		129,104
241,375	308,817	9.16	355,179		Total Personal Services	14.96	564,453	(0.50)	(18,883)	14.46	545,570
					Materials & Services						
5,905	6,417		6,767	521100	Office Supplies		13,802		(2,702)		11,100
0	596		1,695	521110	Computer Software		480				480
425	957		443	521310	Subscriptions		467				467
0	414		1,065	521320	Dues		1,145				1,145
19,100	25,500		31,000	524110	Accounting & Auditing Services		38,500				38,500
11,768	4,269		0	524190	Misc. Professional Services						0
0	0		0	525640	Maintenance & Repairs Services-Equipment		660				660
809	778		2,464	526500	Travel		2,464				2,464
0	0		1,020	526700	Temporary Help Services						0
2,370	1,267		4,560	526800	Training, Tuition, Conferences		5,400		(840)		4,560
0	0		12,500	526900	Misc Other Purchased Services		15,000				15,000
0	282		0	529500	Meetings						0
418	501		1,150	529800	Miscellaneous		1,000				1,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
40,795	40,981		62,664		Total Materials & Services		78,918		(3,542)		75,376
					Capital Outlay						
535	0		12,185	571500	Purchases-Office Furniture & Equipment		5,916				5,916
535	0		12,185		Total Capital Outlay		5,916		0		5,916
282,705	349,798	9.16	430,028		TOTAL EXPENDITURES	14.96	649,287	(0.50)	(22,425)	14.46	626,862

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
78,706	18,584	0.17	10,571		Directors	0.12	8,126			0.12	8,126
0	31,119	0.50	29,232		Managers (Finan., Const.)	0.15	9,214			0.15	9,214
37,811	0		0		Personnel Manager						
21,625	0	0.50	14,419		Sr. Management Analyst						
22,612	35,917	2.50	76,857		Assoc. Management Analyst						
23,083	0		0		Asst. Management Analyst						
14,832	12,599	0.50	20,182		Support Services Supervisor	0.50	22,123			0.50	22,123
0	0		0		Administrative Assistant	0.35	9,990			0.35	9,990
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	20,831	0.75	17,640		Administrative Secretary	0.40	11,258			0.40	11,258
25,998	0		0		Secretary						
15,542	6,482	1.00	19,237		Receptionist			1.00	18,803	1.00	18,803
22,386	1,365		0		Lead Word Processing Operator						
19,961	21,213	1.00	23,519		Reproduction Clerk	1.00	24,638			1.00	24,638
0	6,137	0.50	9,437		Building Operations Worker	1.50	28,943	(1.00)	(18,304)	0.50	10,639
				511225	WAGES-REGULAR EMPLOYEES (part time)						
235	7,413		0		Word Processing Operator						
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0		0		Temporary Professional Support	0.50	9,000			0.50	9,000
0	0	1.00	21,056		Temporary Administrative Support	0.50	9,000			0.50	9,000
24,724	17,759		0		Temporary						
142	13		0	511400	OVERTIME						
85,712	52,114		72,645	512000	FRINGE		43,656		(2,491)		41,165
393,369	231,546	8.42	314,795		Total Personal Services	5.02	175,948	0.00	(1,992)	5.02	173,956
					Materials & Services						
11,856	28,437		14,185	521100	Office Supplies		17,390				17,390
0	1,399		0	521110	Computer Software		1,150				1,150
1,556	1,107		500	521240	Graphics/Reprographic Supplies						0
0	9,772		33,637	521260	Printing Supplies		55,277		(5,000)		50,277
392	4,964		400	521290	Other Supplies		400				400
1,388	533		124	521310	Subscriptions						0
0	45		440	521320	Dues		300				300

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
3,285	4,164		5,200	521400	Fuels & Lubricants		8,400		(1,200)		7,200
33,922	13,501		15,983	524190	Misc. Professional Services		29,261		(9,261)		20,000
858	1,278		3,575	525630	Maintenance & Repairs Services-Vehicles		3,760		(1,260)		2,500
33,859	40,780		48,679	525640	Maintenance & Repairs Services-Equipment		82,707		(22,707)		60,000
2,146	4,132		2,240	525710	Equipment Rental		2,322				2,322
9,608	14,413		15,780	525732	Operating Lease Payments-Vehicles		32,400		(4,500)		27,900
10,482	415		1,000	526200	Ads & Legal Notices						0
26,409	25,105		2,085	526310	Printing Services		2,085				2,085
20	0		0	526320	Typesetting & Reprographics Services						0
36,116	34,332		33,045	526410	Telephone		52,200		(7,200)		45,000
43,602	58,411		45,580	526420	Postage		74,935		(14,935)		60,000
0	0		200	526440	Delivery Services		200				200
1,872	2,303		800	526500	Travel		300				300
0	5,897		2,592	526700	Temporary Help Services		1,600				1,600
1,095	350		3,750	526800	Training, Tuition, Conferences		850				850
0	0		0	526900	Misc Other Purchased Services		2,621				2,621
7,500	7,520		7,640	528100	License, Permits, Payments to Other Agencies		259				259
65,261	28,626		90,529	528200	Election Expense						0
1,680	1,461		700	529500	Meetings		250				250
1,180	1,352		50	529800	Miscellaneous		50				50
56,555	80,533		85,563	531100	Capital Lease Payments-Furniture & Equipment		61,672				61,672
350,642	370,830		414,277		Total Materials & Services		430,389		(66,063)		364,326
					Capital Outlay						
26,275	16,488		8,800	571500	Purchases-Office Furniture & Equipment		31,700				31,700
26,275	16,488		8,800		Total Capital Outlay		31,700		0		31,700
770,286	618,864	8.42	737,872		TOTAL EXPENDITURES	5.02	638,037	0.00	(68,055)	5.02	569,982

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
FINANCE & RISK MANAGEMENT											
					Personal Services						
0	0		0	511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		Directors	0.25	16,929			0.25	16,929
0	0		0		Managers (Finan., Const.)	0.30	18,429			0.30	18,429
0	0		0		Sr. Management Analyst	1.00	45,852			1.00	45,852
0	0		0		Assoc. Management Analyst	2.00	78,361			2.00	78,361
0	0		0		Administrative Assistant	0.40	11,417			0.40	11,417
0	0		0	511221	WAGES-REGULAR EMPLOYEES (full time)						
0	0		0		Administrative Secretary	0.35	9,851			0.35	9,851
0	0		0	512000	FRINGE		59,677		(3,617)		56,060
0	0	0.00	0		Total Personal Services	4.30	240,516	0.00	(3,617)	4.30	236,899
					Materials & Services						
0	0		0	521100	Office Supplies		2,424				2,424
0	0		0	521110	Computer Software		995				995
0	0		0	521310	Subscriptions		328				328
0	0		0	521320	Dues		760				760
0	0		0	524190	Misc. Professional Services		16,000		26,000		42,000
0	0		0	526500	Travel		800				800
0	0		0	526800	Training, Tuition, Conferences		3,250				3,250
0	0		0	529500	Meetings		300				300
0	0		0		Total Materials & Services		24,857		26,000		50,857
					Capital Outlay						
0	0		0	571500	Purchases-Office Furniture & Equipment		28,400		(25,000)		3,400
0	0		0		Total Capital Outlay		28,400		(25,000)		3,400
0	0	0.00	0		TOTAL EXPENDITURES	4.30	293,773	0.00	(2,617)	4.30	291,156

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
PURCHASING/ENGINEERING/CONSTRUCTION											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
1,100	14,914	0.20	12,436		Directors	0.30	20,314			0.30	20,314
22,756	50,620	1.00	56,449		Managers (Finan., Const.)			1.00	62,236	1.00	62,236
					Purchasing Manager	1.00	42,136	(1.00)	(42,136)	0.00	0
596	32,522	1.00	36,109		Sr. Management Analyst			1.00	37,710	1.00	37,710
0	0		0		Assoc. Management Analyst	2.00	64,999	(2.00)	(64,999)	0.00	0
					Asst. Regional Planner			0.50	14,251	0.50	14,251
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	0	1.00	19,822		Administrative Secretary	2.00	42,596	(0.80)	(14,270)	1.20	28,326
8,844	18,133		0		Secretary						
0	0		0		Accounting Clerk 1			0.50	7,942	0.50	7,942
213	1,284		2,734	511400	OVERTIME						
8,829	31,641		38,266	512000	FRINGE		56,115		(3,174)		52,941
42,338	149,114	3.20	165,816		Total Personal Services	5.30	226,160	(0.80)	(2,440)	4.50	223,720
					Materials & Services						
2,247	1,220		2,000	521100	Office Supplies		15,255		(7,955)		7,300
0	301		0	521110	Computer Software		2,750		(2,000)		750
1,458	652		600	521310	Subscriptions		300		300		600
0	0		0	521320	Dues		300				300
1,416	2,625		5,000	524190	Misc. Professional Services						0
153	0		0	525640	Maintenance & Repairs Services-Equipment						0
0	0		200	525710	Equipment Rental						0
1,328	13,663		15,000	526200	Ads & Legal Notices		18,000		(2,000)		16,000
84	0		2,500	526310	Printing Services		2,500		(1,500)		1,000
0	0		0	526410	Telephone		330				330
7	0		0	526420	Postage				500		500
0	5		0	526440	Delivery Services				250		250
51	1,333		1,700	526500	Travel		3,150		0		3,150
0	879		0	526700	Temporary Help Services						0
0	2,780		3,149	526800	Training, Tuition, Conferences		3,000		0		3,000
0	20,899		0	528100	License, Permits, Payments to Other Agencies				39,449		39,449
116	508		400	529500	Meetings		300		1,200		1,500

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
6,860	44,865		30,549		Total Materials & Services		45,885		28,244		74,129
					Capital Outlay						
6,040	0		10,880	571500	Purchases-Office Furniture & Equipment		13,995		(8,000)		5,995
6,040	0		10,880		Total Capital Outlay		13,995		(8,000)		5,995
55,238	193,979	3.20	207,245		TOTAL EXPENDITURES	5.30	286,040	(0.80)	17,804	4.50	303,844

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
DATA PROCESSING											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
8,573	8,978	0.17	10,531		Directors	0.17	11,511			0.17	11,511
37,716	9,729	0.25	14,688		Managers (Finan., Const.)	0.25	15,357			0.25	15,357
0	42,226	1.00	45,088		Data Processing Administrator	1.00	50,550			1.00	50,550
37,362	59,559	3.00	116,993		D.P. Systems Analyst	4.00	159,217			4.00	159,217
44,426	42,547		0		D.P. Operations Analyst						
0	0		0		D.P. Computer Programmer	1.00	31,049	(1.00)	(31,049)	0.00	0
				511221	WAGES-REGULAR EMPLOYEES (full time)						
					D.P. Computer Operator	1.00	24,339			1.00	24,339
					D.P. Computer Technician	1.00	27,821			1.00	27,821
2,848	68	0.25	4,495		Secretary	1.00	23,468	(0.50)	(14,753)	0.50	8,715
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	175		0		Temporary						
34,344	43,837		57,539	512000	FRINGE		113,293		(21,065)		92,228
165,269	207,119	4.67	249,334		Total Personal Services	9.42	456,605	(1.50)	(66,867)	7.92	389,738
					Materials & Services						
12,566	29,281		23,632	521100	Office Supplies		26,114				26,114
0	6,332		0	521110	Computer Software		9,940				9,940
0	0		200	521240	Graphics/Reprographic Supplies						0
0	0		800	521290	Other Supplies		800				800
				521291	Small Tools		800				800
156	786		2,200	521310	Subscriptions		2,975				2,975
0	0		0	521320	Dues		400				400
3,452	7,787		11,500	524190	Misc. Professional Services		800				800
				524210	Data Processing Services		2,000				2,000
				524310	Management Consulting Services		16,000				16,000
36,339	49,186		54,181	525640	Maintenance & Repairs Services-Equipment		60,960				60,960
1,996	885		1,200	525710	Equipment Rental		800				800
344	2		300	526200	Ads & Legal Notices		300				300
0	0		0	526310	Printing Services		300				300
4,592	4,818		3,136	526410	Telephone		3,304				3,304
0	0		0	526420	Postage		60				60
0	46		0	526440	Delivery Services		350				350

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
3,733	14,789		11,400	526500	Travel		13,702				13,702
0	0		340	526700	Temporary Help Services		1,300				1,300
2,411	15,928		12,840	526800	Training, Tuition, Conferences		22,825		(2,825)		20,000
32	665		300	529500	Meetings		300				300
36	0		500	529800	Miscellaneous		800				800
7,986	134,963		158,598	531100	Capital Lease Payments-Furniture & Equipment		213,311				213,311
73,643	265,468		281,127		Total Materials & Services		378,141		(2,825)		375,316
					Capital Outlay						
0	9,311		27,010	571500	Purchases-Office Furniture & Equipment		52,500		(40,000)		12,500
0	9,311		27,010		Total Capital Outlay		52,500		(40,000)		12,500
238,912	481,898	4.67	557,471		TOTAL EXPENDITURES	9.42	887,246	(1.50)	(109,692)	7.92	777,554

Building Management Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT											
					Resources						

147,590	131,808		166,589	347220	Sublease Income		94,732		354		95,086
126	0		0	361100	Interest on Investments						
45,166	50,893		50,995	374000	Parking Fees		50,871		190		51,061
220	245		0	379000	Other Miscellaneous Revenue						
0	0		75,000	391530	Trans. Resource from S.W. Oper. Fund						
				391531	Trans. Resource from S.W. Revenue Fund		25,000		0		25,000
62,592	40,618		52,690	392010	Trans. Indirect Costs from Gen'l Fund		117,678		(101)		117,577
76,842	56,650		79,810	392140	Trans. Indirect Costs from Transportation		94,142		(80)		94,062
				392142	Trans. Indirect Costs from Plan. & Dev. Fund		41,982		(36)		41,946
75,640	64,405		74,773	392530	Trans. Indirect Costs from S.W. Oper. Fund				0		
				392531	Trans. Indirect Costs from S.W. Revenue Fund		107,500		(92)		107,408
0	18,209		0	392550	Trans. Indirect Costs from OCC Operating Fund		0		0		0
4,038	4,370		5,079	392558	Trans. Indirect Costs from Conv. Cnt. Mgmt. Fund		5,852		(5)		5,847
12,786	13,839		17,004	392559	Trans. Indirect Costs from Conv. Cnt. Cap. Fund		19,592		(17)		19,575
178,145	139,110		158,070	392610	Trans. Indirect Costs from Support Svs. Fund		249,350		(213)		249,137
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603,145	520,147		680,010		Total Resources		806,699		0		806,699
					Personal Services						

				511121	SALARIES-REGULAR EMPLOYEES (full time)						
10,257	16,850	0.50	20,187		Support Services Supervisor	0.50	22,123			0.50	22,123
					Administrative Assistant	0.25	5,830			0.25	5,830
				511221	WAGES-REGULAR EMPLOYEES (full time)						
5,334	13,058	0.25	5,880		Administrative Secretary	0.25	6,468			0.25	6,468
0	5,952	0.50	9,437		Building Operation Worker	0.50	10,639			0.50	10,639
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0	0.58	20,733		Temporary Administrative Support	0.60	18,512			0.60	18,512
21,911	7,956				Temporary						
9,427	12,180		16,872	512000	FRINGE		19,707				19,707
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46,929	55,996	1.83	73,109		Total Personal Services	2.10	83,279	0.00	0	2.10	83,279
					Materials & Services						

259	1,056		650	521100	Office Supplies		300				300

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	837		0	521110	Computer Software		350				350
6,440	3,676		10,520	521220	Custodial Supplies		10,520				10,520
2,461	57		500	521240	Graphics/Reprographic Supplies		1,000				1,000
1,859	1,502		600	521290	Other Supplies		600				600
0	37		750	521292	Small Tools		500				500
250	0		75	521310	Subscriptions						
0	0		175	521320	Dues		175				175
0	32,962		2,000	521510	Maintenance & Repairs Supplies-Building		2,000				2,000
8,788	10,186		2,619	524190	Misc. Professional Services		28,536				28,536
67,662	75,638		85,416	525110	Utilities-Electricity		88,833				88,833
2,814	4,695		3,415	525120	Utilities-Water & Sewer		3,566				3,566
19,597	5,926		24,945	525130	Utilities-Natural Gas		25,895				25,895
0	13,394		4,156	525190	Utilities-Other		4,245				4,245
0	7,059		37,924	525200	Cleaning Services		38,114				38,114
75,313	21,735		24,689	525610	Maintenance & Repairs Services-Building		29,175				29,175
0	1,260		3,408	525620	Maintenance & Repairs Services-Grounds		4,495				4,495
0	4,105		0	525640	Maintenance & Repairs Services-Equipment		100				100
0	121		0	525690	Maintenance & Repairs Services-Other		40,000				40,000
234,388	234,388		234,388	525731	Operating Lease Payments-Building		239,086				239,086
416	0		1,050	526200	Ads & Legal Notices		1,050				1,050
0	69		0	526410	Telephone						
0	0		100	526440	Delivery Services						
565	921		420	526500	Travel		500				500
0	0		1,884	526700	Temporary Help Services		1,380				1,380
353	116		1,000	526800	Training, Tuition, Conferences		1,000				1,000
126	4,377		4,550	528100	License, Permits, Payments to Other Agencies		250				250
14,520	16,523		16,600	528310	Real Property Taxes		16,600				16,600
99	0		300	529500	Meetings		100				100
269	269		1,300	529800	Miscellaneous		50				50
436,179	440,909		463,434		Total Materials & Services		538,420		0		538,420
					Capital Outlay						
1,492	0		0	571400	Purchases-Equipment & Vehicles						
1,155	0		6,800	571500	Purchases-Office Furniture & Equipment						
117,390	23,242		19,500	574570	Construction Work/Materials-Leasehold Imp.		110,000				110,000
120,037	23,242		26,300		Total Capital Outlay		110,000		0		110,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					Contingency and Unappropriated Balance						
0	0		42,167	599999	Contingency		50,000				50,000
0	0		75,000		Unappropriated Balance		25,000				25,000
0	0		117,167		Total Contingency and Unappropriated Balance		75,000		0		75,000
603,145	520,147	1.83	680,010		TOTAL EXPENDITURES	2.10	806,699	0.00	0	2.10	806,699

Insurance

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
INSURANCE FUND											
					Resources						
184,572	616,870		1,229,250	299000	Fund Balance		2,959,435		0		2,959,435
45,026	105,657		191,000	361100	Interest on Investments		276,755		0		276,755
2,655	2,843		8,433	392010	Trans. Indirect Costs from Gen'l Fund		6,804		0		6,804
272,978	169,684		174,748	392120	Trans. Indirect Costs from Zoo Oper. Fund		173,275		0		173,275
10,007	6,791		19,355	392140	Trans. Indirect Costs from Transportation		5,897		0		5,897
				392142	Trans. Indirect Costs from Planning & Develop.		5,897		0		5,897
364,878	559,684		38,434	392530	Trans. Indirect Costs from S.W. Oper. Fund		0		0		0
				392531	Trans. Indirect Costs from S.W. Revenue Fund		46,267		0		46,267
0	8,832		6,083	392550	Trans. Indirect Costs from OCC Operating Fund		69,927		1,413		71,340
5,392	2,248		954	392558	Trans. Indirect Costs from Conv. Cnt. Mgmt. Fund		626		0		626
17,073	57,119		3,194	392559	Trans. Indirect Costs from Conv. Cnt. Cap. Fund		2,096		0		2,096
7,556	9,736		25,300	392610	Trans. Indirect Costs from Support Svs. Fund		26,762		0		26,762
				392750	Trans. Indirect Costs from Spec. Fac. Fund		116,049		(1,413)		114,636
0	0		1,500,000	393530	Trans. Direct Costs from S.W. Oper. Fund		0		0		0
				393531	Trans. Direct Costs from S.W. Revenue Fund		500,000		0		500,000
910,137	1,539,464		3,196,751		Total Resources		4,189,790		0		4,189,790
					Requirements						
0	815		0	521290	Supplies-Other		0				0
0	1,500		1,500	521320	Dues		1,600				1,600
41,164	8,500		0	524190	Misc. Professional Services		20,000				20,000
242,236	216,349		260,000	526100	Insurance		382,000				382,000
	67			526200	Ads & Legal Notices		0				0
9,867	15,313		15,000	529810	Claims Paid		50,000				50,000
0	0		408,847	599999	Contingency		529,769				529,769
616,870	1,296,920		2,511,404		Unappropriated Balance		3,206,421				3,206,421
910,137	1,539,464		3,196,751		Total Requirements		4,189,790		0		4,189,790

Zoo Operating Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO REVENUE											
					Resources						
1,846,819	2,010,538		1,885,667	299000	Fund Balance		1,493,142		0		1,493,142
5,091,353	5,024,329		5,005,000	311110	Real Property Taxes-Current Year		4,590,000		0		4,590,000
361,100	378,777		425,300	311120	Real Property Taxes-Prior Year		475,000		0		475,000
	19,078			318100	In Lieu of Property Taxes		0		0		0
103,526	79,079		0	319110	Interest & Penalties-Real Property Taxes		0		0		0
77,020	1,856		75,000	331210	Federal Grants-Operating-Non Categorial-Direct		100,000		0		100,000
1,515,004	1,816,946		2,105,870	347100	Admissions		2,208,262		8,252		2,216,514
19,874	30,037		29,100	347210	Rental-Conveyances		37,384		140		37,524
160	610		0	347220	Rentals-Buildings		0		0		0
1,318,375	1,704,957		1,492,300	347311	Food Service-Regular/Food		1,774,763		6,632		1,781,395
0	0		52,000	347312	Food Service-Regular/Beer & Wine		49,339		184		49,523
0	0		170,000	347321	Food Service-Catering/Food		249,544		932		250,476
0	0		22,000	347322	Food Service-Catering/Beer & Wine		33,209		124		33,333
423,624	516,317		452,200	347400	Retail Sales		496,138		1,854		497,992
40	21		32,300	347410	Retail Sales-Vending		44,738		167		44,905
9,196	1,900		5,000	347901	Sale of Animals		10,000		0		10,000
47,917	114,407		94,854	347910	Tuition & Lectures		106,456		398		106,854
11,705	12,800		12,000	347920	Exhibit Shows/Zoo		12,335		46		12,381
346,591	383,002		378,300	347930	Railroad Rides		373,841		1,397		375,238
128,681	165,002		113,140	361100	Interest on Investments		88,815		0		88,815
90,893	157,954		163,000	365100	Donations & Bequests		165,000		25,000		190,000
34,279	33,166		37,180	365200	Zoo Parents		40,898		0		40,898
41,839	8,500		43,680	379000	Other Miscellaneous Revenue		45,427		0		45,427
4,576	0		4,160	381100	Sale of General Fixed Assets		4,326		0		4,326
11,472,572	12,459,276		12,598,051		Total Resources		12,398,617		45,126		12,443,743

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO TOTAL											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
31,024	63,484	1.00	70,142		Director	1.00	75,753	0.00	0.00	1.00	75,753
51,055	51,152	1.00	56,449		Assistant Director	1.00	61,431	0.00	0.00	1.00	61,431
34,903	37,793	1.00	40,908		Curator	1.00	45,205	0.00	0.00	1.00	45,205
38,336	47,590	1.00	46,283		Veterinarian	1.00	48,150	0.00	0.00	1.00	48,150
146,440	139,119	4.00	161,248		Managers (B&G, Const, VS, Ed, PR)	4.00	171,916	0.00	0.00	4.00	171,916
31,160	33,190	1.00	39,463		Food Service Supervisor	1.00	39,500	0.00	0.00	1.00	39,500
11,819	29,896	1.00	32,299		Sr. Management Analyst	1.00	36,253	0.00	0.00	1.00	36,253
24,743	27,133	1.00	34,404		Retail Supervisor	1.00	32,320	0.00	0.00	1.00	32,320
36,020	34,396	1.00	38,087		Research Coordinator	1.00	43,681	0.00	0.00	1.00	43,681
32,208	34,524	1.00	38,476		Development Officer	1.00	41,687	0.00	0.00	1.00	41,687
0	34,635	1.00	38,087		Assistant Curator	1.00	44,180	0.00	0.00	1.00	44,180
63,748	0	0.00	0		Foreman (Maint, Animal Keeper)	0.00	0	0.00	0.00	0.00	0
0	22,727	1.00	32,299		Maintenance Supervisor	1.00	36,026	0.00	0.00	1.00	36,026
22,559	24,617	1.00	27,220		Program Coordinator	1.00	29,926	0.00	0.00	1.00	29,926
28,443	29,721	1.00	33,003		Ed. Service Specialist	1.00	34,158	0.00	0.00	1.00	34,158
19,499	24,682	1.00	26,566		Volunteer Coordinator	1.00	28,501	0.00	0.00	1.00	28,501
21,845	27,065	1.00	29,188		Assoc. Pub. Affairs Specialist	1.00	32,913	0.00	0.00	1.00	32,913
0	24,170	1.00	26,555		Asst. Pub. Affairs Specialist	1.00	29,817	0.00	0.00	1.00	29,817
21,652	23,828	1.00	26,566		Safety/Security Supervisor	1.00	28,691	0.00	0.00	1.00	28,691
28,443	29,721	1.00	33,003		Graphics Coordinator	1.00	34,158	0.00	0.00	1.00	34,158
37,309	41,447	1.00	24,111		Graphics/Exhibit Designer	1.00	27,142	0.00	0.00	1.00	27,142
46,239	69,922	3.75	81,993		Food Service Coordinator	4.00	94,456	0.00	0.00	4.00	94,456
0	0	1.00	21,866		Retail Coordinator	1.00	23,615	0.00	0.00	1.00	23,615
					Fac. Mgmt. Project Coordinator	1.00	29,806	0.00	0.00	1.00	29,806
					Fac. Mgmt. Work Center Coordinator	0.50	14,196	0.00	0.00	0.50	14,196
0	0	0.00	0	511125	SALARIES-REGULAR EMPLOYEES (part time)	0.00	0	0.00	0.00	0.00	0
0	10,033	0.50	12,087		Assist. Research Coordinator	0.00	0	0.00	0.00	0.00	0
0	0	1.00	24,111		Graphics/Exhibit Designer	1.00	26,495	0.00	0.00	1.00	26,495
0	0	0.00	0	511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0.00	0.00	0
114,754	127,485	6.00	136,352		Administrative Secretary	6.00	142,462	0.00	0.00	6.00	142,462
26,892	28,398	1.00	31,204		Veterinary/Research Assistant	1.00	32,573	0.00	0.00	1.00	32,573
0	0	1.00	21,769		Records Specialist	1.00	28,254	0.00	0.00	1.00	28,254
41,692	31,564	2.00	41,632		Program Assistant 2	2.00	45,745	0.00	0.00	2.00	45,745
0	18,264	1.00	20,299		Graphics Technician	1.00	21,272	0.00	0.00	1.00	21,272
18,046	20,519	1.00	21,866		Storekeeper	1.00	23,615	0.00	0.00	1.00	23,615

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET				PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
2,458	0	0.00	0		Program Assistant 1	0.00	0	0.00	0.00	0.00	0
34,158	15,543	2.00	35,102		Security 2	3.00	55,292	0.00	0.00	3.00	55,292
0	0	0.00	0	511225	WAGES-REGULAR EMPLOYEES (part time)	0.00	0	0.00	0.00	0.00	0
0	51,614	2.75	42,766		Security 1-reg	3.40	52,573	0.00	0.00	3.40	52,573
0	9,199	0.50	10,902		Photographer	0.50	12,288	0.00	0.00	0.50	12,288
4,013	7,995	0.70	11,424		Animal Hospital Attendant	0.70	12,045	0.00	0.00	0.70	12,045
18,732	7,241	0.50	10,571		Office Assistant	0.50	11,417	0.00	0.00	0.50	11,417
1,468	2,665	0.35	4,827		Educational Service Aide	0.50	7,534	0.00	0.00	0.50	7,534
2,417	0	0.60	10,274		Secretary (Temporary)	0.77	13,421	0.00	0.00	0.77	13,421
0	3,294	5.50	72,005		Visitor Service Worker 3-reg	5.50	81,393	0.00	0.00	5.50	81,393
0	1,356	0.35	4,073		Visitor Service Worker 2-reg	0.50	6,226	0.00	0.00	0.50	6,226
0	10,048	1.30	15,126		Visitor Service Worker 1-reg	2.25	26,243	0.00	0.00	2.25	26,243
0	0	0.00	0	511231	WAGES-TEMPORARY EMPLOYEES(Full Time)	0.00	0	0.00	0.00	0.00	0
0	0	5.12	71,789		Educational Service Aide I	5.12	71,087	0.00	0.00	5.12	71,087
0	0	0.59	9,462		Educational Service Aide II	0.59	9,676	0.00	0.00	0.59	9,676
0	0	0.00	0		Management Intern	1.00	20,000	0.00	0.00	1.00	20,000
0	0	0.00	0	511235	WAGES-TEMPORARY EMPLOYEES (part time)	0.00	0	0.00	0.00	0.00	0
0	6,628	1.35	20,981		Security 1-temp	1.50	23,353	0.00	0.00	1.50	23,353
44,837	53,803	0.19	2,602		Education Service Aide	0.25	3,542	0.00	0.00	0.25	3,542
39,308	0	0.50	5,846		Staff Assistant	0.50	7,204	0.00	0.00	0.50	7,204
3,863	8,411	0.50	8,561		Management Intern	0.71	13,580	0.00	0.00	0.71	13,580
55,542	35,679	0.00	0		Fm Mgmt Inventory Plan Work Study (MAM)	0.00	0	0.00	0.00	0.00	0
0	0	0.11	1,499		Program Assistant I	0.00	0	0.00	0.00	0.00	0
0	0	0.00	0	511241	WAGES-SEASONAL EMPLOYEES	0.00	0	0.00	0.00	0.00	0
7,931	20,882	0.50	6,546		Visitor Service Worker 3-temp	0.50	6,610	0.00	0.00	0.50	6,610
39,515	48,917	4.00	42,929		Visitor Service Worker 2-temp	4.00	49,811	0.00	0.00	4.00	49,811
249,870	282,707	23.35	214,025		Visitor Service Worker 1-temp	28.25	285,522	0.00	0.00	28.25	285,522
0	0	0.00	0	511321	REPRESENTED 483-REGULAR EMPLOYEES (full time	0.00	0	0.00	0.00	0.00	0
22,072	24,174	1.00	25,442		Nutrition Technician	1.00	26,705	0.00	0.00	1.00	26,705
60,430	58,072	1.00	16,933		Typist/Receptionist-reg	1.00	17,773	0.00	0.00	1.00	17,773
41,013	0	0.00	0		Clerk/Bookkeeper	0.00	0	0.00	0.00	0.00	0
45,485	50,684	2.00	54,393		Maintenance Worker 3	2.00	56,867	0.00	0.00	2.00	56,867
0	10,416	1.00	26,151		Maintenance Technician	1.00	28,434	0.00	0.00	1.00	28,434
140,553	171,537	7.00	180,391		Maintenance Worker 2	7.00	188,718	0.00	0.00	7.00	188,718
123,674	128,648	7.00	164,394		Maintenance Worker 1	7.00	173,306	0.00	0.00	7.00	173,306
26,661	24,913	1.00	29,170		Senior Gardener	1.00	30,514	0.00	0.00	1.00	30,514
4,081	17,643	1.00	24,016		Gardener 2	1.00	26,957	0.00	0.00	1.00	26,957
118,868	104,424	5.00	115,673		Gardener 1	5.75	138,273	0.00	0.00	5.75	138,273
135,104	177,372	7.00	188,225		Senior Animal Keeper	7.00	197,463	0.00	0.00	7.00	197,463

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
508,588	526,971	23.00	588,891		Animal Keeper	24.00	642,029	0.00	0.00	24.00	642,029
25,620	32,825	1.00	28,359		Maintenance Mechanic	1.00	29,661	0.00	0.00	1.00	29,661
22,686	24,964	1.00	28,293		Master Mechanic	1.00	33,051	0.00	0.00	1.00	33,051
30,821	32,343	1.00	34,719		Maintenance Electrician	1.00	36,234	0.00	0.00	1.00	36,234
0	0	0.00	0	511325	REPRESENTED 483-REGULAR EMPLOYEES (part time	0.00	0	0.00	0.00	0.00	0
12,044	19,422	1.25	30,077		Animal Keeper-PT	1.75	45,847	0.00	0.00	1.75	45,847
0	31,987	2.25	38,100		Typist/Receptionist Reg. (part time)	2.25	39,988	0.00	0.00	2.25	39,988
0	0	1.50	29,517		Cashroom Clerk	1.50	31,141	0.00	0.00	1.50	31,141
0	29,021	0.42	10,225		Maintenance Worker 3-PT	0.77	21,894	0.00	0.00	0.77	21,894
0	3,741	0.50	12,008		Maintenance Worker 2-PT	0.85	23,430	0.00	0.00	0.85	23,430
0	7,285	0.50	10,516		Maintenance Worker 1-PT	0.50	12,178	0.00	0.00	0.50	12,178
0	0	0.00	0	511331	REPRESENTED 483-TEMPORARY EMPLOYEES(Full Tim	0.00	0	0.00	0.00	0.00	0
26,044	17,013	1.21	22,441		Laborer	0.79	15,298	0.00	0.00	0.79	15,298
31,877	6,599	1.22	29,700		Maintenance Worker 3-PT	0.52	14,478	0.00	0.00	0.52	14,478
18,667	16,346	0.70	16,029		Maintenance Worker 2-PT	0.70	17,588	0.00	0.00	0.70	17,588
4,747	11,158	1.05	22,086		Maintenance Worker 1-PT	0.69	14,993	0.00	0.00	0.69	14,993
0	8,348	0.00	0		Electrician	0.00	0	0.00	0.00	0.00	0
0	0	0.00	0	511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part ti	0.00	0	0.00	0.00	0.00	0
0	12,551	1.50	22,395		Typist/Receptionist-temp	1.50	23,737	0.00	0.00	1.50	23,737
29,879	29,805	2.00	40,660		Stationmaster-temp	2.20	47,377	0.00	0.00	2.20	47,377
0	2,201	0.14	2,900		Animal Keeper	0.14	3,370	0.00	0.00	0.14	3,370
0	9,570	0.72	15,729		Temporary Keeper/Support	1.00	22,926	0.00	0.00	1.00	22,926
0	4,856	0.75	14,759		Cashroom Clerk	1.00	18,282	0.00	0.00	1.00	18,282
91,459	90,994	0.00	90,939	511400	OVERTIME	0.00	97,392	0.00	0.00	0.00	97,392
878,208	1,008,761	0.00	1,233,336	512000	FRINGE	0.00	1,395,180	0.00	0.00	0.00	1,395,180
3,831,522	4,347,701	166.72	5,015,313		Total Personal Services	179.45	5,643,798	0.00	0	179.45	5,643,798
					Materials & Services						
30,507	35,572	0.00	29,069	521100	Office Supplies		37,997	0	0		37,997
0	697	0.00	6,226	521110	Computer Supplies		4,861	0	0		4,861
38,483	38,546	0.00	27,800	521210	Landscape Supplies		31,720	0	0		31,720
38,740	61,750	0.00	39,872	521220	Custodial Supplies		43,067	0	0		43,067
22,522	31,658	0.00	28,600	521230	Vet & Medical Supplies		36,850	0	0		36,850
24,754	18,687	0.00	32,200	521240	Graphics/Reprographic Supplies		52,600	0	0		52,600
35,401	48,333	0.00	91,660	521250	Tableware Supplies		92,453	0	0		92,453
0	4,537	0.00	24,665	521260	Printing Supplies		45,538	0	0		45,538
106,923	108,631	0.00	114,620	521270	Animal Food		129,800	0	0		129,800

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
102,708	127,667	0.00	145,528	521290	Other Supplies		144,368	0	0		144,368
0	3,828	0.00	10,867	521293	Promotional Supplies		18,180	0	0		18,180
0	0	0.00	10,420	521300	Small Tools		5,800	0	0		5,800
13,117	8,419	0.00	6,927	521310	Subscriptions & Publications		12,141	0	0		12,141
0	8,269	0.00	10,389	521320	Dues		12,292	0	0		12,292
16,190	17,980	0.00	23,920	521400	Fuels & Lubricants		24,877	0	0		24,877
123,006	117,289	0.00	98,760	521510	Maintenance & Repairs Supplies-Building		121,368	0	0		121,368
36,250	33,086	0.00	12,670	521520	Maintenance & Repairs Supplies-Grounds		14,945	0	0		14,945
13,385	20,746	0.00	18,824	521530	Maintenance & Repairs Supplies-Vehicles		17,081	0	0		17,081
28,155	29,318	0.00	10,540	521540	Maintenance & Repairs Supplies-Equipment		11,702	0	0		11,702
27,040	24,816	0.00	25,500	521550	Maintenance & Repairs Supplies-Railroad		30,160	0	0		30,160
0	333	0.00	6,000	521590	Maintenance & Repairs Supplies-Other		6,240	0	0		6,240
311,381	406,105	0.00	451,438	523100	Merchandise for Resale-Food		577,321	0	0		577,321
209,876	242,788	0.00	251,940	523200	Merchandise for Resale-Retail		307,822	0	0		307,822
0	225	0.00	4,000	524120	Legal Fees		2,001	0	0		2,001
0	26,461	0.00	41,600	524130	Promotional Services		43,700	0	0		43,700
175,497	135,025	0.00	173,381	524190	Misc. Professional Services		343,643	0	25,000		368,643
0	3,912	0.00	10,652	524210	Data Processing Services		0	0	0		0
0	0	0.00	12,200	524300	Management Consultant Services		12,900	0	0		12,900
173,483	188,846	0.00	211,000	525110	Utilities-Electricity		226,616	0	0		226,616
288,272	292,680	0.00	336,440	525120	Utilities-Water & Sewer		346,999	0	0		346,999
0	32,041	0.00	120,000	525130	Utilities-Natural Gas		115,440	0	0		115,440
77,229	70,100	0.00	24,000	525190	Utilities-Other		40,560	0	0		40,560
0	1,058	0.00	16,300	525200	Cleaning Services		14,768	0	0		14,768
0	9,190	0.00	67,400	525610	M&R-Bldg(Contrac/Agreement)		83,408	0	0		83,408
0	9,824	0.00	31,200	525620	M&R-Grnds(Contract/Agreement)		54,808	0	0		54,808
0	37	0.00	2,000	525630	M&R-Vehicles(Contract/Agreement)		5,408	0	0		5,408
12,762	19,124	0.00	52,350	525640	M&R-Equipment(Contract/Agreement)		75,723	0	0		75,723
0	5,394	0.00	0	525650	M&R-Railroad(Contract/Agreement)		3,120	0	0		3,120
0	3,175	0.00	900	525690	M&R-Other(Contract/Agreement)		1,248	0	0		1,248
7,891	15,213	0.00	4,585	525710	Equipment Rental		14,431	0	0		14,431
0	199	0.00	850	525720	Land & Building Rental		900	0	0		900
0	13,663	0.00	1,000	525731	Operating Lease Payments-Buildings		2,496	0	0		2,496
4,786	2,074	0.00	2,040	525732	Operating Lease Payments-Vehicles		2,122	0	0		2,122
2,873	3,815	0.00	10,182	526200	Ads & Legal Notices		27,012	0	0		27,012
42,798	61,908	0.00	128,405	526310	Printing Services		142,146	0	0		142,146
5,878	5,271	0.00	9,750	526320	Typesetting & Reprographics Services		10,058	0	0		10,058
36,431	39,836	0.00	43,372	526410	Telephone		49,296	0	0		49,296
15,282	21,617	0.00	19,455	526420	Postage		27,679	0	0		27,679

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET				PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	363	0.00	850	526440	Delivery Services		1,375	0	0		1,375
21,821	32,966	0.00	37,374	526500	Travel		43,190	0	0		43,190
0	0	0.00	5,900	526700	Temporary Help Services		2,416	0	0		2,416
5,212	8,382	0.00	18,161	526800	Training, Tuition, Conferences		18,436	0	0		18,436
0	0	0.00	35,785	526900	Miscellaneous Other Professional Services		55,939	0	0		55,939
0	4,005	0.00	35,500	526910	Uniform Supply & Cleaning		40,508	0	0		40,508
2,984	20,898	0.00	16,175	528100	License, Permits, Payments to Other Agencies		17,282	0	0		17,282
0	0	0.00	55,000	528200	Election Expense		57,200	0	0		57,200
11,614	8,416	0.00	5,915	529500	Meetings		6,130	0	0		6,130
32,109	75,630	0.00	75,000	529700	Animal Purchases		50,000	0	0		50,000
27,876	10,690	0.00	2,438	529800	Miscellaneous		2,968	0	0		2,968
18,670	0	0.00	0	531100	Capital Lease Payments-Furniture & Equipment		0	0	0		0
2,141,906	2,511,093		3,089,595		Total Materials & Services		3,721,109		25,000		3,746,109
					Capital Outlay						
72,418	44,657	0.00	2,198	571200	Purchases-Improvements Other than Buildings		0	0	0		0
184,160	121,861	0.00	0	571300	Purchases-Buildings, Exhibits & Related		26,500	0	0		26,500
63,672	112,096	0.00	114,780	571400	Purchases-Equipment & Vehicles		82,945	0	0		82,945
66,595	54,077	0.00	73,176	571500	Purchases-Office Furniture & Equipment		82,271	0	0		82,271
6,397	36,409	0.00	10,000	571600	Purchases-Railroad Equipment & Facilities		10,400	0	0		10,400
0	0	0.00	7,800	574120	Architectural Services		20,800	0	0		20,800
0	1,220	0.00	4,700	574130	Engineering Services		1,040	0	0		1,040
0	9,873	0.00	104,400	574510	CnstnWrk/Mtrl-Improvement Other Than Building		39,520	0	0		39,520
0	3,128	0.00	191,100	574520	CnstnWrk/Mtrl-Building,Exhibit, Related		300,800	0	0		300,800
0	449	0.00	15,000	574560	CnstnWrk/Mtrl-Railroad Equipment/Facilities		20,800	0	0		20,800
393,242	383,770		523,154		Total Capital Outlay		585,076		0		585,076
					Interfund Transfers						
159,694	192,705		184,811	581010	Trans. Indirect Costs to Gen'l Fund						
443,143	625,098		515,116	581610	Trans. Indirect Costs to Support Svs. Fund		626,979		(16,255)		610,724
272,978	169,684		174,748	581615	Trans. Indirect Cost to Insur. Fund		173,275				173,275
2,219,549	1,987,662		1,809,794	582325	Trans. Resources to Zoo Cap. Fund						
3,095,364	2,975,149		2,684,469		Total Interfund Transfers		800,254		(16,255)		783,999

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91			PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					Contingency and Unappropriated Balance							
0	0		328,252	599999	Contingency			430,009		66,255		496,264
2,010,538	2,241,563		957,268		Unappropriated Balance			1,218,371		(29,874)		1,188,497
2,010,538	2,241,563		1,285,520		Total Contingency and Unappropriated Balance			1,648,380		36,381		1,684,761
11,472,572	12,459,276	166.72	12,598,051		TOTAL EXPENDITURES		179.45	12,398,617	0.00	45,126	179.45	12,443,743

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ADMINISTRATION											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
31,024	63,484	1.00	70,142		Director	1.00	75,753			1.00	75,753
51,055	51,152	1.00	56,449		Assistant Director	1.00	61,431			1.00	61,431
11,819	29,896	1.00	32,299		Sr. Management Analyst	1.00	36,253			1.00	36,253
32,208	34,524	1.00	38,476		Development Officer	1.00	41,687			1.00	41,687
0	0		0		Safety/Security Supervisor	1.00	28,691			1.00	28,691
				511221	WAGES-REGULAR EMPLOYEES (full time)						
38,246	40,909	2.00	44,970		Administrative Secretary	2.00	50,162			2.00	50,162
10,442	12,600	1.00	20,819		Program Assistant 2	1.00	23,404			1.00	23,404
2,458	0		0		Program Assistant 1						
0	0		0		Security 2	1.00	19,423			1.00	19,423
				511225	WAGES-REGULAR EMPLOYEES (part time)						
0	0		0		Security 1-reg	3.40	52,573			3.40	52,573
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0		0		Security 1-temp	1.50	23,353			1.50	23,353
3,863	8,411	0.50	8,561		Management Intern	0.50	9,246			0.50	9,246
14,954	403		0		Temporary						
				511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
0	31,987		0		Typist/Receptionist Reg.(Part Time)						
0	0	1.50	29,517		Cashroom Clerk	1.50	31,141			1.50	31,141
				511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
0	4,856	0.75	14,759		Cashroom Clerk	1.00	18,282			1.00	18,282
80	859		1,177	511400	OVERTIME		5,272				5,272
51,161	74,928		89,519	512000	FRINGE		138,235				138,235
247,310	354,009	9.75	406,688		Total Personal Services	16.90	614,906	0.00	0	16.90	614,906
					Materials & Services						
14,934	16,495		16,000	521100	Office Supplies		17,676				17,676
0	345		500	521110	Computer Supplies		1,040				1,040
0	2,901		4,090	521260	Printing Supplies		6,490				6,490
2	513		700	521290	Other Supplies		6,381				6,381
5,443	500		1,664	521310	Subscriptions & Publications		2,931				2,931
0	8,114		7,280	521320	Dues		8,930				8,930
0	225		4,000	524120	Legal Fees		2,001				2,001

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
20,769	15,658		2,500	524190	Misc. Professional Services		96,700				96,700
0	0		10,000	524300	Management Consultant Services		12,900				12,900
12,762	11,312		15,478	525640	M&R-Equipment(Contract/Agreement)		20,197				20,197
2,873	3,680		9,382	526200	Ads & Legal Notices		4,757				4,757
5,182	3,672		11,120	526310	Printing Services		11,565				11,565
213	492		200	526320	Typesetting & Reprographics Services		208				208
35,261	39,836		0	526410	Telephone						
15,282	21,586		19,280	526420	Postage		27,504				27,504
0	200		500	526440	Delivery Service		1,000				1,000
9,689	9,266		10,252	526500	Travel		10,716				10,716
0	0		400	526700	Temporary Help Services		416				416
678	4,815		4,278	526800	Training, Tuition, Conferences		6,486				6,486
0	0		0	526910	Uniform Supply & Cleaning		1,900				1,900
0	0		0	528100	License, Permits, Payments to Other Agencies		12,000				12,000
0	0		55,000	528200	Election Expense		57,200				57,200
4,329	4,794		4,500	529500	Meetings		4,680				4,680
8,573	3,731		1,000	529800	Miscellaneous		1,040				1,040
135,990	148,135		178,124		Total Materials & Services		314,718		0		314,718
					Capital Outlay						
27,685	12,959		3,737	571500	Purchases-Office Furniture & Equipment		7,679				7,679
27,685	12,959		3,737		Total Capital Outlay		7,679		0		7,679
410,985	515,103	9.75	588,549		TOTAL EXPENDITURES	16.90	937,303	0.00	0	16.90	937,303

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ANIMAL MANAGEMENT											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
34,903	37,793	1.00	40,908		Curator	1.00	45,205			1.00	45,205
38,336	47,590	1.00	46,283		Veterinarian	1.00	48,150			1.00	48,150
36,020	34,396	1.00	38,087		Research Coordinator	1.00	43,681			1.00	43,681
0	34,635	1.00	38,087		Assistant Curator	1.00	44,180			1.00	44,180
32,756	0		0		Foreman (Maint, Animal Keeper)						
				511125	SALARIES-REGULAR EMPLOYEES (part time)						
0	10,033	0.50	12,087		Assist. Research Coordinator	0.00	0			0.00	0
				511221	WAGES-REGULAR EMPLOYEES (full time)						
20,268	21,225	1.00	23,519		Administrative Secretary	1.00	24,845			1.00	24,845
26,892	28,398	1.00	31,204		Veterinary/Research Assistant	1.00	32,573			1.00	32,573
0	0	1.00	21,769		Records Specialist	1.00	28,254			1.00	28,254
8,907	0		0		Program Assistant 2						
				511225	WAGES-REGULAR EMPLOYEES (part time)						
4,013	7,995	0.70	11,424		Animal Hospital Attendant	0.70	12,045			0.70	12,045
5,189	7,241		0		Office Assistant						
				511231	WAGES-TEMPORARY EMPLOYEES (Full Time)						
0	0	0.00	0		Management Intern	1.00	20,000			1.00	20,000
				511235	WAGES-TEMPORARY EMPLOYEES (Part Time)						
0	0	0.50	5,846		Staff Assistant	0.50	7,204			0.50	7,204
0	0		0		Management Intern	0.21	4,334			0.21	4,334
29,473	20,192		0		Temporary Employees						
				511321	REPRESENTED 483-REGULAR EMPLOYEES (full time)						
22,072	24,174	1.00	25,442		Nutrition Technician	1.00	26,705			1.00	26,705
135,104	177,372	7.00	188,225		Senior Animal Keeper	7.00	197,463			7.00	197,463
485,383	503,525	22.00	563,449		Animal Keeper	23.00	613,988			23.00	613,988
				511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
0	5,846	0.50	12,721		Animal Keeper-PT	1.00	24,816			1.00	24,816
				511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
0	9,570	0.72	15,729		Temporary Keeper/Support	1.00	22,926			1.00	22,926
38,662	38,674		44,117	511400	OVERTIME		47,500				47,500
300,541	342,327		400,272	512000	FRINGE		447,793				447,793
1,218,519	1,350,986	39.92	1,519,169		Total Personal Services	42.41	1,691,662	0.00	0	42.41	1,691,662
					Materials & Services						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					Office Supplies						
396	654		624	521100	Office Supplies		750				750
0	0		1,400	521110	Computer Supplies		300				300
22,522	31,658		28,600	521230	Vet & Medical Supplies		36,850				36,850
106,923	108,631		114,620	521270	Animal Food		129,800				129,800
34,405	36,242		42,200	521290	Other Supplies		58,662				58,662
2,368	2,660		2,020	521310	Subscriptions & Publications		2,101				2,101
0	0		580	521320	Dues		600				600
1,197	1,208		0	521540	Maintenance & Repairs Supplies-Equipment		0				0
0	0		6,000	521590	Maintenance & Repairs Supplies-Other		6,240				6,240
21,252	20,363		0	524190	Misc. Professional Services		22,419				22,419
0	0		10,502	524210	Data Processing Services						
0	174		2,000	525640	M&R-Equipment(Contract/Agreement)		3,500				3,500
0	74		0	526440	Delivery Service		0				0
6,726	13,317		12,660	526500	Travel		13,000				13,000
999	892		2,945	526800	Training, Tuition, Conferences		2,225				2,225
0	1,232		13,000	526910	Uniform Supply & Cleaning		15,040				15,040
245	1,491		1,500	528100	License, Permits, Payments to Other Agencies		1,700				1,700
1,238	1,189		0	529500	Meetings		0				0
32,109	75,630		75,000	529700	Animal Purchases		50,000				50,000
29	15		0	529800	Miscellaneous						
230,409	295,430		313,651		Total Materials & Services		343,187		0		343,187
					Capital Outlay						
12,170	21,381		18,150	571400	Purchases-Equipment & Vehicles		11,500				11,500
1,403	500		6,925	571500	Purchases-Office Furniture & Equipment		3,000				3,000
13,573	21,881		25,075		Total Capital Outlay		14,500		0		14,500
1,462,501	1,668,297	39.92	1,857,895		TOTAL EXPENDITURES	42.41	2,049,349	0.00	0	42.41	2,049,349

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
FACILITIES MANAGEMENT											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
37,406	38,828	1.00	44,192		Managers (B&G, Const, VS, Ed, PR)	1.00	40,019			1.00	40,019
30,992	0		0		Foreman (Maint, Animal Keeper)						
0	22,727	1.00	32,299		Maintenance Supervisor	1.00	36,026			1.00	36,026
					Fac. Mgmt. Project Coordinator	1	29,806			1	29,806
					Fac. Mgmt. Work Center Coordinator	0.50	14,196			0.50	14,196
				511221	WAGES-REGULAR EMPLOYEES (full time)						
16,613	23,289	1.00	19,822		Administrative Secretary	1.00	21,590			1.00	21,590
				511225	WAGES-REGULAR EMPLOYEES (part time)						
2,417	0	0.60	10,274		Secretary	0.77	13,421			0.77	13,421
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	13,950		0		Temporary						
				511321	REPRESENTED 483-REGULAR EMPLOYEES (full time)						
45,485	50,684	2.00	54,393		Maintenance Worker 3	2.00	56,867			2.00	56,867
0	10,416	1.00	26,151		Maintenance Technician	1.00	28,434			1.00	28,434
140,553	171,537	7.00	180,391		Maintenance Worker 2	7.00	188,718			7.00	188,718
123,674	128,648	7.00	164,394		Maintenance Worker 1	7.00	173,306			7.00	173,306
26,661	24,913	1.00	29,170		Senior Gardener	1.00	30,514			1.00	30,514
4,081	17,643	1.00	24,016		Gardener 2	1.00	26,957			1.00	26,957
118,868	104,424	5.00	115,673		Gardener 1	5.75	138,273			5.75	138,273
25,620	32,825	1.00	28,359		Maintenance Mechanic	1.00	29,661			1.00	29,661
22,686	24,964	1.00	28,293		Master Mechanic	1.00	33,051			1.00	33,051
30,821	32,343	1.00	34,719		Maintenance Electrician	1.00	36,234			1.00	36,234
				511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
0	29,021	0.42	10,225		Maintenance Worker 3-PT	0.77	21,894			0.77	21,894
0	3,741	0.50	12,008		Maintenance Worker 2-PT	0.85	23,430			0.85	23,430
0	7,285	0.50	10,516		Maintenance Worker 1-PT	0.50	12,178			0.50	12,178
				511331	REPRESENTED 483-TEMPORARY EMPLOYEES(Full Time)						
26,044	17,013	1.21	22,441		Laborer	0.79	15,298			0.79	15,298
31,877	6,599	1.22	29,700		Maintenance Worker 3-PT	0.52	14,478			0.52	14,478
18,667	16,346	0.70	16,029		Maintenance Worker 2-PT	0.70	17,588			0.70	17,588
4,747	11,158	1.05	22,086		Maintenance Worker 1-PT	0.69	14,993			0.69	14,993
0	8,348		0		Electrician						
				511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
36,339	31,808		27,036	511400	OVERTIME		27,000				27,000
245,653	275,567		347,279	512000	FRINGE		375,816				375,816

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
989,204	1,104,077	36.20	1,289,466		Total Personal Services	37.84	1,419,748	0.00	0	37.84	1,419,748
					Materials & Services						
2,298	5,089		1,650	521100	Office Supplies		2,132				2,132
38,483	38,546		27,800	521210	Landscape Supplies		31,720				31,720
38,740	61,750		39,872	521220	Custodial Supplies		43,067				43,067
0	30		0	521240	Graphics/Reprographic Supplies						
0	0		775	521260	Printing Supplies		1,248				1,248
5,630	6,901		19,765	521290	Other Supplies		16,422				16,422
0	0		9,820	521300	Small Tools		5,200				5,200
1,228	775		160	521310	Subscriptions & Publications		174				174
0	125		770	521320	Dues		718				718
16,190	17,980		23,920	521400	Fuels & Lubricants		24,877				24,877
123,006	116,772		98,760	521510	Maintenance & Repairs Supplies-Building		121,368				121,368
36,250	33,086		12,670	521520	Maintenance & Repairs Supplies-Grounds		14,945				14,945
13,385	20,746		18,824	521530	Maintenance & Repairs Supplies-Vehicles		17,081				17,081
9,804	9,346		9,040	521540	Maintenance & Repairs Supplies-Equipment		9,402				9,402
27,040	24,816		25,500	521550	Maintenance & Repairs Supplies-Railroad		30,160				30,160
0	333		0	521590	Maintenance & Repairs Supplies-Other		0				0
9,226	11,333		24,746	524190	Misc. Professional Services		10,400		25,000		35,400
0	2,781		150	524210	Data Processing Services		0				0
173,483	188,846		211,000	525110	Utilities-Electricity		226,616				226,616
288,272	292,680		336,440	525120	Utilities-Water & Sewer		346,999				346,999
0	32,041		120,000	525130	Utilities-Natural Gas		115,440				115,440
77,229	70,100		24,000	525190	Utilities-Other		40,560				40,560
0	1,058		16,300	525200	Cleaning Services		14,768				14,768
0	9,070		67,400	525610	M&R-Bldg(Contract/Agreement)		83,408				83,408
0	9,824		31,200	525620	M&R-Grnds(Contract/Agreement)		54,808				54,808
0	37		2,000	525630	M&R-Vehicles(Contract/Agreement)		5,408				5,408
0	2,979		1,670	525640	M&R-Equipment(Contract/Agreement)		1,924				1,924
0	5,394		0	525650	M&R-Railroad(Contract/Agreement)		3,120				3,120
0	3,175		900	525690	M&R-Other(Contracts/Agreements)		1,248				1,248
4,844	10,895		3,000	525710	Equipment Rental		6,656				6,656
0	13,663		1,000	525731	Operating Lease Payments-Buildings		2,496				2,496
4,786	2,074		2,040	525732	Operating Lease Payments-Vehicles		2,122				2,122
0	446		350	526310	Printing Services		598				598
1,170	0		43,372	526410	Telephone		49,296				49,296

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	15		0	526440	Delivery Services		0				0
1,802	1,763		3,230	526500	Travel		3,546				3,546
2,378	1,063		4,485	526800	Training, Tuition, Conferences		3,090				3,090
0	0		24,285	526900	Miscellaneous Other Purchased Services		22,939				22,939
0	2,773		13,800	526910	Uniform Supply/Cleaning Services		14,352				14,352
310	1,425		1,425	528100	License, Permits, Payments to Other Agencies		1,482				1,482
3,243	229		250	529500	Meetings		260				260
2,302	1,211		500	529800	Miscellaneous		520				520
18,670	0		0	531100	Capital Lease Payments-Furniture & Equipment						
899,769	1,001,170		1,222,869		Total Materials & Services		1,330,570		25,000		1,355,570
					Capital Outlay						
72,418	44,657		2,198	571200	Purchases-Improvements Other than Buildings		0				0
184,160	121,861		0	571300	Purchases-Buildings, Exhibits & Related		0				0
51,502	78,858		86,630	571400	Purchases-Equipment & Vehicles		50,294				50,294
3,925	11,717		4,000	571500	Purchases-Office Furniture & Equipment		10,192				10,192
6,397	36,409		10,000	571600	Purchases-Railroad Equipment & Facilities		10,400				10,400
0	0		7,800	574120	Architectural Services		20,800				20,800
0	1,220		4,700	574130	Engineering Services		1,040				1,040
0	9,873		104,400	574510	CnstnWrk/Mtrl-Improvement Other Than Building		39,520				39,520
0	3,128		191,100	574520	CnstnWrk/Mtrl-Building, Exhibit, Related		300,800				300,800
0	449		15,000	574560	CnstnWrk/Mtrl-Railroad Equipment/Facilities		20,800				20,800
318,402	308,172		425,828		Total Capital Outlay		453,846		0		453,846
2,207,375	2,413,419	36.20	2,938,163		TOTAL EXPENDITURES	37.84	3,204,164	0.00	25,000	37.84	3,229,164

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EDUCATION SERVICES											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
36,324	24,532	1.00	34,097		Managers (B&G, Const, VS, Ed, PR)	1.00	40,121			1.00	40,121
22,559	24,617	1.00	27,220		Program Coordinator	1.00	29,926			1.00	29,926
28,443	29,721	1.00	33,003		Ed. Service Specialist	1.00	34,158			1.00	34,158
19,499	24,682	1.00	26,566		Volunteer Coordinator	1.00	28,501			1.00	28,501
28,443	29,721	1.00	33,003		Graphics Coordinator	1.00	34,158			1.00	34,158
37,309	41,447	1.00	24,111		Graphics/Exhibit Designer	1.00	27,142			1.00	27,142
				511125	SALARIES-REGULAR EMPLOYEES (part time)						
0	0	1.00	24,111		Graphics/Exhibit Designer	1.00	26,495			1.00	26,495
				511221	WAGES-REGULAR EMPLOYEES (full time)						
20,268	21,121	1.00	23,526		Administrative Secretary	1.00	24,605			1.00	24,605
0	18,964	1.00	20,813		Program Assistant 2	1.00	22,341			1.00	22,341
0	18,264	1.00	20,299		Graphics Technician	1.00	21,272			1.00	21,272
34,158	15,543	1.00	17,118		Program Assistant 1	2.00	35,869			2.00	35,869
				511225	WAGES-REGULAR EMPLOYEES (part time)						
13,543	0		0		Office Assistant						
				511231	WAGES-TEMPORARY EMPLOYEES(Full Time)						
0	0	5.12	71,789		Education Service Aide I	5.12	71,087			5.12	71,087
0	0	0.59	9,462		Education Service Aide II	0.59	9,676			0.59	9,676
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
44,837	53,803	0.19	2,602		Education Service Aide I	0.25	3,542			0.25	3,542
11,115	1,134		0		Temporary						
				511321	REPRESENTED 483-REGULAR EMPLOYEES (full time)						
23,205	23,446	1.00	25,442		Animal Keeper	1.00	28,041			1.00	28,041
				511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
12,044	13,576	0.75	17,356		Animal Keeper-PT	0.75	21,031			0.75	21,031
				511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
0	2,201	0.14	2,900		Animal Keeper	0.14	3,370			0.14	3,370
1,013	1,559		3,903	511400	OVERTIME		4,660				4,660
91,450	98,827		125,792	512000	FRINGE		144,458				144,458
424,210	443,158	18.79	543,113		Total Personal Services	19.85	610,453	0.00	0	19.85	610,453
					Materials & Services						
7,693	5,198		5,155	521100	Office Supplies		6,329				6,329

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	40		2,346	521110	Computer Supplies		1,946				1,946
24,754	18,657		32,200	521240	Graphics/Reprographic Supplies		52,600				52,600
0	1,636		19,800	521260	Printing Supplies		37,800				37,800
19,603	24,472		26,903	521290	Other Supplies		33,603				33,603
0	0		600	521300	Small Tools		600				600
2,084	1,389		1,525	521310	Subscriptions/Publications		4,675				4,675
0	30		534	521320	Dues		784				784
2,288	2,806		1,500	521540	Maintenance & Repairs Supplies-Equipment		2,300				2,300
13,945	6,666		57,250	524190	Misc. Professional Services		62,750				62,750
0	1,131		0	524210	Data Processing Services						
0	758		2,550	525640	M&R-Equipment(Contract/Agreement)		4,200				4,200
4	0		200	525710	Equipment Rental		1,690				1,690
0	0		850	525720	Land & Building Rental		900				900
11,512	26,499		36,735	526310	Printing Services		32,030				32,030
5,145	3,706		7,850	526320	Typesetting & Reprographics Services		8,150				8,150
0	31		175	526420	Postage		175				175
0	5		50	526440	Delivery Services		75				75
985	2,319		3,632	526500	Travel		6,178				6,178
0	0		5,500	526700	Temporary Help Services		2,000				2,000
130	197		2,235	526800	Training, Tuition, Conferences		2,800				2,800
0	0		11,500	526900	Miscellaneous Other Professional Services		33,000				33,000
0	0		1,500	526910	Uniform Supply		2,016				2,016
1,374	1,246		175	529500	Meetings		150				150
603	26		638	529800	Miscellaneous		1,108				1,108
90,120	96,812		221,403		Total Materials & Services		297,859		0		297,859
					Capital Outlay						
0	0		0	571300	Purchases-Buildings, Exhibits & Related		26,500				26,500
0	0		0	571400	Purchases-Equipment & Vehicles		12,550				12,550
11,028	15,281		13,904	571500	Purchases-Office Furniture & Equipment						
11,028	15,281		13,904		Total Capital Outlay		39,050		0		39,050
525,358	555,251	18.79	778,420		TOTAL EXPENDITURES	19.85	947,362	0.00	0	19.85	947,362

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
MARKETING											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
34,584	35,719	1.00	38,715		Managers (B&G, Const, VS, Ed, PR)	1.00	43,992			1.00	43,992
21,845	27,065	1.00	29,188		Assoc. Pub. Affairs Specialist	1.00	32,913			1.00	32,913
0	24,170	1.00	26,555		Asst. Pub. Affairs Specialist	1.00	29,817			1.00	29,817
				511221	WAGES-REGULAR EMPLOYEES (full time)						
22,343	0		0		Program Assistant 2						
				511225	WAGES-REGULAR EMPLOYEES (part time)						
0	9,199	0.50	10,902		Program Assistant I/Photographer	0.50	12,288			0.50	12,288
1,468	2,665	0.35	4,827		Educational Service Aide	0.50	7,534			0.50	7,534
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0	0.11	1,499		Program Assistant I		0				0
				511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
0	72		0	511400	OVERTIME						
22,019	27,848		33,506	512000	FRINGE		39,229				39,229
102,259	126,738	3.96	145,192		Total Personal Services	4.00	165,773	0.00	0	4.00	165,773
					Materials & Services						
5,112	7,570		5,040	521100	Office Supplies		10,010				10,010
0	312		885	521110	Computer Supplies		785				785
7,787	20,034		0	521290	Other Supplies						
0	3,828		10,867	521293	Promotion Supplies		18,180				18,180
1,756	2,128		1,308	521310	Subscriptions		1,608				1,608
0	0		670	521320	Dues		760				760
389	234		0	521540	Maintenance & Repairs Supplies-Equipment						
0	26,461		41,600	524130	Promotional Services		43,700				43,700
75,888	72,789		78,185	524190	Misc. Professional Services		142,074				142,074
0	153		652	525640	M&R-Equipment(Contract/Agreement)		902				902
688	1,480		785	525710	Equipment Rental		3,585				3,585
0	199		0	525720	Land & Building Rental						
0	135		800	526200	Ads & Legal Notices		22,255				22,255
26,104	31,291		56,200	526310	Printing Services		61,853				61,853
520	1,073		1,700	526320	Typesetting & Reprographics Services		1,700				1,700
0	69		300	526440	Delivery Service		300				300
617	3,485		3,700	526500	Travel		4,750				4,750

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
138	0		935	526800	Training, Tuition, Conferences		985				985
1,912	759		1,250	528100	License, Permits, Payments to Other Agencies		1,350				1,350
1,177	519		790	529500	Meetings		790				790
108	179		300	529800	Miscellaneous		300				300
122,196	172,698		205,967		Total Materials & Services		315,887		0		315,887
					Capital Outlay						
6,344	3,458		3,615	571500	Purchases-Office Furniture & Equipment		5,950				5,950
6,344	3,458		3,615		Total Capital Outlay		5,950		0		5,950
230,799	302,894	3.96	354,774		TOTAL EXPENDITURES	4.00	487,610	0.00	0	4.00	487,610

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
VISITOR SERVICES											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
38,126	40,040	1.00	44,244		Managers (B&G, Const, VS, Ed, PR)	1.00	47,784			1.00	47,784
31,160	33,190	1.00	39,463		Food Service Supervisor	1.00	39,500			1.00	39,500
24,743	27,133	1.00	34,404		Retail Supervisor	1.00	32,320			1.00	32,320
21,652	23,828	1.00	26,566		Safety/Security Supervisor						
46,239	69,922	3.75	81,993		Food Service Coordinator	4.00	94,456			4.00	94,456
0	0	1.00	21,866		Retail Coordinator	1.00	23,615			1.00	23,615
				511221	WAGES-REGULAR EMPLOYEES (full time)						
19,359	20,941	1.00	24,515		Administrative Secretary	1.00	21,260			1.00	21,260
18,046	20,519	1.00	21,866		Storekeeper	1.00	23,615			1.00	23,615
0	0	1.00	17,984		Security 2						
				511225	WAGES-REGULAR EMPLOYEES (part time)						
0	51,614	2.75	42,766		Security 1-reg						
0	0	0.50	10,571		Office Assistant	0.50	11,417			0.50	11,417
0	3,294	5.50	72,005		Visitor Service Worker 3-reg	5.50	81,393			5.50	81,393
0	1,356	0.35	4,073		Visitor Service Worker 2-reg	0.50	6,226			0.50	6,226
0	10,048	1.30	15,126		Visitor Service Worker 1-reg	2.25	26,243			2.25	26,243
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	6,628	1.35	20,981		Security 1-temp						
39,308	0		0		Staff Assistant						
				511241	WAGES-SEASONAL EMPLOYEES						
7,931	20,882	0.50	6,546		Visitor Service Worker 3-temp	0.50	6,610			0.50	6,610
39,515	48,917	4.00	42,929		Visitor Service Worker 2-temp	4.00	49,811			4.00	49,811
249,870	282,707	23.35	214,025		Visitor Service Worker 1-temp	28.25	285,522			28.25	285,522
				511321	REPRESENTED 483-REGULAR EMPLOYEES (full time)						
60,430	58,072	1.00	16,933		Typist/Receptionist-reg	1.00	17,773			1.00	17,773
41,013	0		0		Clerk/Bookkeeper						
				511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
0	0	2.25	38,100		Typist/Receptionist Reg. (part time)	2.25	39,988			2.25	39,988
				511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
0	12,551	1.50	22,395		Typist/Receptionist-temp	1.50	23,737			1.50	23,737
29,879	29,805	2.00	40,660		Stationmaster-temp	2.20	47,377			2.20	47,377
15,365	18,022		14,706	511400	OVERTIME		12,960				12,960
167,384	189,264		236,968	512000	FRINGE		249,650				249,650
850,020	968,733	58.10	1,111,685		Total Personal Services	58.45	1,141,257	0.00	0	58.45	1,141,257

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					Materials & Services						
74	566		600	521100	Office Supplies		1,100				1,100
0	0		1,095	521110	Computer Supplies		790				790
35,401	48,333		91,660	521250	Tableware Supplies		92,453				92,453
35,281	39,505		55,960	521290	Other Supplies		29,300				29,300
238	967		250	521310	Subscriptions/Publications		652				652
0	0		555	521320	Dues		500				500
0	517		0	521510	Maintenance & Repairs Supplies-Building						
14,477	15,724		0	521540	Maintenance & Repairs Supplies-Equipment						
311,381	406,105		451,438	523100	Merchandise for Resale-Food		577,321				577,321
209,876	242,788		251,940	523200	Merchandise for Resale-Retail		307,822				307,822
34,417	8,216		10,700	524190	Misc. Professional Services		9,300				9,300
0	0		2,200	524300	Management Consultant Services						
0	120		0	525610	M&R-Bldg(Contract/Agreement)						
0	3,748		30,000	525640	M&R-Equipment(Contract/Agreement)		45,000				45,000
2,355	2,838		600	525710	Equipment Rental		2,500				2,500
0	0		24,000	526310	Printing Services		36,100				36,100
2,002	2,816		3,900	526500	Travel		5,000				5,000
889	1,415		3,283	526800	Training, Tuition, Conferences		2,850				2,850
0	0		7,200	526910	Uniform Supply & Cleaning		7,200				7,200
517	17,223		12,000	528100	License, Permits, Payments to Other Agencies		750				750
253	439		200	529500	Meetings		250				250
16,261	5,528		0	529800	Miscellaneous						
663,422	796,848		947,581		Total Materials & Services		1,118,888		0		1,118,888
					Capital Outlay						
0	11,857		10,000	571400	Purchases-Equipment & Vehicles		8,601				8,601
16,210	10,162		40,995	571500	Purchases-Office Furniture & Equipment		55,450				55,450
16,210	22,019		50,995		Total Capital Outlay		64,051		0		64,051
1,529,652	1,787,600	58.10	2,110,261		TOTAL EXPENDITURES	58.45	2,324,196	0.00	0	58.45	2,324,196

Zoo Capital Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO CAPITAL											
					Resources						
7,362,624	4,126,250		4,649,288	299000	Fund Balance		4,715,764				4,715,764
0	0		0	311100	Property Taxes-Current Year		1,360,781				1,360,781
450,152	399,242		278,957	361100	Interest on Investments		282,946				282,946
382,885	489,808		75,000	365100	Donations & Bequests		925,000				925,000
190	0		0	379000	Other Miscellaneous Revenue		0				0
2,219,549	1,987,662		1,809,794	391120	Trans. of Resources from Zoo Operating		0				0
10,415,400	7,002,962		6,813,039		TOTAL RESOURCES		7,284,491		0		7,284,491
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Construction Manager	0.20	12,447	(0.20)	(12,447)	0.00	0
40,724	41,274	1.00	46,405		Construction Coordinator	1.00	52,061			1.00	52,061
					SALARIES-REGULAR EMPLOYEES (Part Time)						
0	0	0.50	8,201		Secretary	0.50	9,039			0.50	9,039
11,957	11,702		15,289	512000	FRINGE		21,329		(3,610)		17,719
52,681	52,976	1.50	69,895		Total Personal Services	1.70	94,876	0.00	(16,057)	1.50	78,819
					Materials & Services						
				521100	Office Supplies		468				468
				521110	Computer Software		494				494
0	0		100	521320	Dues		104				104
0	0		910	526500	Travel		988				988
0	0		475	526800	Training,Tuition & Conferences		515				515
0	0		1,485		Total Materials & Services		2,569		0		2,569
					Capital Projects						
40,283	1,976		2,000	571500	Purchases-Office Furniture & Equipment		2,184				2,184
					ALASKA EXHIBIT						
0	345		0	574130	Engineering Services		0				0
3,254	305		5,000	574190	Other Construction Services		2,600				2,600

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					ELEPHANT MUSEUM						
1,891	0		0	574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		0				0
					ADMIN./EDUC. CENTER						
133,374	19,642		0	574130	Engineering Services		0				0
728,740	14,221		0	574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		0				0
					MISC. EXHIBIT IMPROVEMENTS						
				574120	Architectural Services		15,000				15,000
1,500	6,295		15,000	574130	Engineering Services		4,000				4,000
63,441	4,090		60,000	574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		106,000				106,000
					UPDATE MASTER PLAN						
0	0		0	574120	Architectural Services		100,000				100,000
					AFRICA-PHASE 1 @ 2						
882,302	41,362		0	574130	Engineering Services		0				0
	4,178			571190	Other Construction Services		0				0
4,365,318	1,432,033		10,000	574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		0				0
					AFRICA RAIN FOREST						
	52,350			574120	Architectural Services		77,000				77,000
16,366	404,292		179,123	574130	Engineering Services		23,000				23,000
	1,000			574190	Other Construction Services						
0	11,070		3,560,427	574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		3,065,181				3,065,181
					BEAR GROTTOS						
0	0		280,000	574130	Engineering Services		0				0
0	0		0	574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		0				0
					RESEARCH AND PROPAGATION CENTER						
				574120	Architectural Services		8,000				8,000
0	0		5,000	574130	Engineering Services		2,000				2,000
0	0		105,000	574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		115,000				115,000
			10,000		AFRICAFE BASEMENT						
	2,728			574130	Engineering Services						
	92,388			574520	Const. Work/Materials-Bldgs, Exhibit & Rel.		0				0
					ANIMALS AROUND US						
					Architectural Services		780,000				780,000
					MINI TRAIN/TROLLEY						
0	0		0	574130	Engineering Services		50,000				50,000
0	0		0	574520	Const. Work/Materials-Bldgs, Exhibit & Rel.		200,000				200,000
6,236,469	2,088,275		4,231,550		Total Capital Projects		4,549,965		0		4,549,965
					Contingency and Unappropriated Balance						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		142,511	599999	Contingency		150,000		16,057		166,057
4,126,250	4,861,711		2,367,598	599990	Unappropriated Balance		2,487,081		0		2,487,081
4,126,250	4,861,711		2,510,109		Total Contingency and Unappropriated Balance		2,637,081		16,057		2,653,138
10,415,400	7,002,962	1.50	6,813,039		TOTAL REQUIREMENTS	1.70	7,284,491	0.00	0	1.50	7,284,491

Solid Waste

Revenue Fund

HISTORICAL DATA ACTUAL $ FY 1987-88	HISTORICAL DATA ACTUAL $ FY 1988-89	FY 1989-90 ADOPTED BUDGET FTE	FY 1989-90 ADOPTED BUDGET AMOUNT	ACCOUNT #	FISCAL YEAR 1990-91 DESCRIPTION	PROPOSED FTE	PROPOSED AMOUNT	REVISION FTE	REVISION AMOUNT	BUDGET COMMITTEE RECOMMENDATION FTE	BUDGET COMMITTEE RECOMMENDATION AMOUNT
SOLID WASTE REVENUE											
					Resources						
					Fund Balance						
					* Construction Account		9,880,239		2,000,000		11,880,239
					* Reserve Account		2,592,000		258,000		2,850,000
				341500	Documents & Publications		2,372		9		2,381
				343111	Disposal Fees-Commercial		18,173,650		508,478		18,682,128
				343115	Disposal Fees-Public		1,797,044		(440,537)		1,356,507
				343121	User Fees-Commercial		16,495,729		770,701		17,266,430
				343125	User Fees-Public		1,515,486		(219,597)		1,295,889
				343131	Regional Transfer Charge-Commercial		3,025,318		111,676		3,136,994
				343135	Regional Transfer Charge-Public		376,208		(99,041)		277,167
				343151	Rehabilitation & Enhancement Fee-Commercial		119,955		427		120,382
				343155	Rehabilitation & Enhancement Fee-Public		6,646		24		6,670
				343161	Mitigation Fee-Commercial		126,005		468		126,473
				343165	Mitigation Fee-Public		23,703		88		23,791
				343171	Host Fees-Commercial		103,763		29,941		133,704
				343175	Host Fees-Public		5,236		19		5,255
				343211	DEQ - Orphan Site Account - Commercial		341,607		0		341,607
				343215	DEQ - Orphan Site Account - Public		35,449		0		35,449
				343221	DEQ - Promotional Program - Commercial		544,242		(23,916)		520,326
				343225	DEQ - Promotional Program - Public		46,594		0		46,594
				343180	Special Waste Fee		277,635		1,032		278,667
				343200	Franchise Fees		1,139		4		1,143
				343300	Salvage Revenue		6,000		0		6,000
				343900	Tarp Sales		759		3		762
				347220	Sublease Income		6,000		(286)		5,714
				361100	Interest on Investments		3,215,617		0		3,215,617
				363000	Finance Charge		50,000		0		50,000
				379000	Other Miscellaneous Revenue		8,817		0		8,817
				391530	Trans. Resources from S.W. Oper. Fund		7,852,751		40,000		7,892,751
				391534	Trans. Resources from S.W. Capital Fund		2,338,061		51,000		2,389,061
				391535	Trans. Resources from St. Johns Reserve Fund		26,375,520		0		26,375,520
				393768	Trans. Direct Cost from Rehab. & Enhance.		4,483		0		4,483
0	0		0		Total Resources		95,348,028		2,988,493		98,336,521

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT TOTAL											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)		0		0		0
					Dir. of Solid Waste Planning	1.00	75,484	0.00	0	1.00	75,484
					Budget and Finance Manager	1.00	56,318	0.00	0	1.00	56,318
					Engineering Manager	1.00	48,646	0.00	0	1.00	48,646
					Facilities Superintendent	1.00	45,815	0.00	0	1.00	45,815
					Sr. Engineer	2.00	76,208	0.00	0	2.00	76,208
					Assoc. Engineer	2.00	65,826	0.00	0	2.00	65,826
					Sr. Solid Waste Planner	5.00	202,027	0.00	0	5.00	202,027
					Assoc. Solid Waste Planner	8.00	273,569	0.00	0	8.00	273,569
					Sr. Management Analyst	4.00	160,573	0.00	0	4.00	160,573
					Assoc. Management Analyst	1.00	32,913	0.00	0	1.00	32,913
					Asst. Management Analyst	1.00	34,590	0.00	0	1.00	34,590
					Assoc. Public Affairs Spec.	1.00	32,913	0.00	0	1.00	32,913
					Administrative Assistant	1.00	28,434	0.00	0	1.00	28,434
					Waste Reduction Manager	1.00	46,352	0.00	0	1.00	46,352
					Site Supervisor	3.00	67,057	0.00	0	3.00	67,057
					Hazardous Waste Specialist	2.00	34,500	0.00	0	2.00	34,500
				511221	WAGES-REGULAR EMPLOYEES (full time)		0		0		0
					Administrative Secretary	1.00	23,404	0.00	0	1.00	23,404
					Secretary	2.00	36,657	0.00	0	2.00	36,657
					Program Assistant 2	1.00	23,404	0.00	0	1.00	23,404
					Program Assistant 1	4.00	76,293	0.00	0	4.00	76,293
					Hazardous Waste Technician	4.00	56,722	0.00	0	4.00	56,722
					Scalehouse Clerk	15.00	209,115	0.00	0	15.00	209,115
					Office Assistant	1.00	17,456	0.00	0	1.00	17,456
				511225	WAGES-REGULAR EMPLOYEES (part time)		0		0		0
					Office Assistant	1.00	16,273	0.00	0	1.00	16,273
					Scalehouse Clerk	1.75	46,001	0.00	0	1.75	46,001
				511235	WAGES-TEMPORARY EMPLOYEES (part time)		0		0		0
					Temporary		2,056		0		2,056
				511400	OVERTIME		23,841		0		23,841
				512000	FRINGE		651,631		0		651,631
0	0	0.00	0		Total Personal Services	65.75	2,464,077	0.00	0	65.75	2,464,077
					Materials & Services						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
				521100	Office Supplies		62,225		(7,970)		54,255
				521110	Computer Software		21,965		0		21,965
				521220	Custodial Supplies		955		0		955
				521240	Graphics/Reprographic Supplies		21,650		(200)		21,450
				521260	Printing Supplies		8,740		0		8,740
				521290	Other Supplies		10,120		(300)		9,820
				521293	Promotion Supplies		6,150		(150)		6,000
				521310	Subscriptions		11,899		(1,899)		10,000
				521320	Dues		5,320		0		5,320
				521400	Fuels & Lubricants		450		0		450
				521530	Maintenance & Repairs Supplies-Vehicles		450		0		450
				521540	Maintenance & Repairs Supplies-Equipment		4,145		0		4,145
				523200	Merchandise for Resale-Retail		1,800		0		1,800
				524130	Promotion/Public Relations		270,850		0		270,850
				524190	Misc. Professional Services		2,495,052		(206,000)		2,289,052
				524210	Data Processing Services		25,400		(5,000)		20,400
				525610	Maintenance & Repairs Services-Building		10,300		0		10,300
				525110	Utilities-Electricity		192		0		192
				525120	Utilities-Water & Sewer		48,000		0		48,000
				525620	Maintenance & Repairs Services-Grounds		39,500		(37,500)		2,000
				525630	Maintenance & Repairs Services-Vehicles		2,000		0		2,000
				525640	Maintenance & Repairs Services-Equipment		40,963		0		40,963
					Maintenance & Repairs Services-Other		1,500		0		1,500
				525710	Equipment Rental		15,850		0		15,850
				525733	Operating Lease Payments-Other		16,840		(2,500)		14,340
					Purchased Property Services		6,000		0		6,000
				526200	Ads & Legal Notices		129,440		(3,200)		126,240
				526310	Printing Services		136,544		4,306		140,850
				526320	Typesetting & Reprographics Services		8,925		0		8,925
				526410	Telephone		38,996		(486)		38,510
				526420	Postage		79,173		(2,980)		76,193
				526500	Delivery Service		1,410		0		1,410
				526500	Travel		55,712		(5,087)		50,625
				526610	Disposal Operations		27,149,012		0		27,149,012
				526610	Temporary Help Services		6,000		0		6,000
				526800	Training, Tuition, Conferences		67,015		(5,400)		61,615
				526910	Uniform Supply & Cleaning Services		18,950		0		18,950
				528100	License, Permits, Payments to Other Agencies		3,030,583		38,000		3,068,583

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET				PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
				528310	Real Property Taxes		5,500		0		5,500
				529500	Meetings		20,030		(3,410)		16,620
0	0		0		Total Materials & Services		33,875,606		(239,776)		33,635,830
0	0	0.00	0		TOTAL EXPENDITURES	65.75	36,339,683	0.00	(239,776)	65.75	36,099,907

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT:Administration											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Dir. of Solid Waste Planning	1.00	75,484			1.00	75,484
					Sr. Management Analyst	1.00	43,942			1.00	43,942
					Administrative Assistant	1.00	28,434			1.00	28,434
				511221	WAGES-REGULAR EMPLOYEES (full time)						
					Administrative Secretary	1.00	23,404			1.00	23,404
					Secretary	2.00	36,657			2.00	36,657
					Program Assistant 1	0.50	10,611			0.50	10,611
					Office Assistant	1.00	17,456			1.00	17,456
				511225	WAGES-REGULAR EMPLOYEES (part time)						
					Office Assistant	1.00	16,273			1.00	16,273
				511400	OVERTIME		1,447				1,447
				512000	FRINGE		81,187				81,187
0	0	0.00	0		Total Personal Services	8.50	334,896	0.00	0	8.50	334,896
					Materials & Services						
				521100	Office Supplies		10,955		(200)		10,755
				521220	Custodial Supplies		55				55
				521310	Subscriptions		7,438		(938)		6,500
				521320	Dues		2,620				2,620
				521540	Maintenance & Repairs Supplies-Equipment		420				420
				524190	Misc. Professional Services		50,000				50,000
				525640	Maintenance & Repairs Services-Equipment		813				813
				526200	Ads & Legal Notices		1,470				1,470
				526310	Printing Services		3,150				3,150
				526410	Telephone		11,486		(486)		11,000
				526420	Postage		4,543				4,543
				526440	Delivery Service		1,050				1,050
				526500	Travel		9,757		(1,607)		8,150
				526700	Temporary Help Services		6,000				6,000
				526800	Training, Tuition, Conferences		6,080				6,080
				529500	Meetings		6,220				6,220
0	0		0		Total Materials & Services		122,057		(3,231)		118,826

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT # DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0	0.00	0	TOTAL EXPENDITURES	8.50	456,953	0.00	(3,231)	8.50	453,722

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT:Budget & Finance											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Budget and Finance Manager	1.00	56,318			1.00	56,318
					Sr. Solid Waste Planner	2.00	80,710			2.00	80,710
					Assoc. Solid Waste Planner	2.00	70,856			2.00	70,856
					Sr. Management Analyst	1.00	34,590			1.00	34,590
				512000	FRINGE		77,591				77,591
0	0	0.00	0		Total Personal Services	6.00	320,065	0.00	0	6.00	320,065
					Materials & Services						
				521100	Office Supplies		2,350				2,350
				521110	Computer Software		6,000				6,000
				524190	Misc. Professional Services		104,000				104,000
				525640	Maintenance & Repairs Services-Equipment		12,500				12,500
				526200	Ads & Legal Notices		3,600				3,600
				526310	Printing Services		27,500		(500)		27,000
				526320	Typesetting & Reprographics Services		1,000				1,000
				526420	Postage		59,500		(750)		58,750
				526500	Travel		4,500				4,500
				526800	Training, Tuition, Conferences		5,150				5,150
				528100	License, Permits, Payments to Other Agencies		35,000				35,000
0	0		0		Total Materials & Services		261,100		(1,250)		259,850
0	0	0.00	0		TOTAL EXPENDITURES	6.00	581,165	0.00	(1,250)	6.00	579,915

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT:Operations											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Facilities Superintendent	1.00	45,815			1.00	45,815
					Assoc. Solid Waste Planner	1.00	31,417			1.00	31,417
					Site Supervisor	3.00	67,057			3.00	67,057
					Hazardous Waste Specialist	2.00	34,500			2.00	34,500
				511221	WAGES-REGULAR EMPLOYEES (full time)						
					Hazardous Waste Technician	4.00	56,722			4.00	56,722
					Scalehouse Clerk	15.00	209,115			15.00	209,115
				511225	WAGES-REGULAR EMPLOYEES (part time)						
					Scalehouse Clerk	1.75	46,001			1.75	46,001
				511400	OVERTIME		21,154				21,154
				512000	FRINGE		235,418				235,418
0	0	0.00	0		Total Personal Services	27.75	747,197	0.00	0	27.75	747,197
					Materials & Services						
				521100	Office Supplies		40,150		(7,000)		33,150
				521110	Computer Software		15,000				15,000
				521220	Custodial Supplies		900				900
				521260	Printing Supplies		8,200				8,200
				521290	Other Supplies		7,200				7,200
				521400	Fuels & Lubricants		450				450
				521530	Maintenance & Repairs Supplies-Vehicles		450				450
				521540	Maintenance & Repairs Supplies-Equipment		3,500				3,500
				523200	Merchandise for Resale-Retail		1,800				1,800
				524130	Promotion/Public Relations		4,400				4,400
				524190	Misc. Professional Services		217,990				217,990
				524210	Data Processing Services		22,400		(5,000)		17,400
				525610	Maintenance & Repairs Services-Building		10,300				10,300
				525110	Utilities-Electricity		192				192
				525120	Utilities-Water & Sewer		48,000				48,000
				525620	Maintenance & Repairs Services-Grounds		39,500		(37,500)		2,000
				525630	Maintenance & Repairs Services-Vehicles		2,000				2,000
				525640	Maintenance & Repairs Services-Equipment		24,850				24,850
				525710	Equipment Rental		11,100				11,100

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
				525733	Operating Lease Payments-Other		16,840		(2,500)		14,340
				526200	Ads & Legal Notices		2,670				2,670
				526310	Printing Services		11,800				11,800
				526410	Telephone		24,860				24,860
				526420	Postage		300				300
				526500	Travel		2,675				2,675
				526610	Disposal Operations		27,149,012				27,149,012
				526800	Training, Tuition, Conferences		38,000		(5,000)		33,000
				526910	Uniform Supply & Cleaning Services		18,950				18,950
				528100	License, Permits, Payments to Other Agencies		1,181,247				1,181,247
0	0		0		Total Materials & Services		28,904,736		(57,000)		28,847,736
0	0	0.00	0		TOTAL EXPENDITURES	27.75	29,651,933	0.00	(57,000)	27.75	29,594,933

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT:Engineering & Analysis											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Engineering Manager	1.00	48,646			1.00	48,646
					Sr. Engineer	2.00	76,208			2.00	76,208
					Assoc. Engineer	2.00	65,826			2.00	65,826
					Sr. Solid Waste Planner	1.00	48,646			1.00	48,646
					Assoc. Solid Waste Planner	1.00	32,913			1.00	32,913
					Sr. Management Analyst	1.00	42,031			1.00	42,031
				511221	WAGES-REGULAR EMPLOYEES (full time)						
					Program Assistant 1	0.50	10,611			0.50	10,611
				512000	FRINGE		103,962				103,962
0	0	0.00	0		Total Personal Services	8.50	428,845	0.00	0	8.50	428,845
					Materials & Services						
				521240	Graphics/Reprographic Supplies		1,450				1,450
				521290	Other Supplies		120				120
				521310	Subscriptions		500				500
				521320	Dues		1,200				1,200
				524190	Misc. Professional Services		585,000		(90,000)		495,000
				525710	Equipment Rental		250				250
				526200	Ads & Legal Notices		29,500		(1,000)		28,500
				526310	Printing Services		25,400		(1,000)		24,400
				526320	Typesetting & Reprographics Services		800				800
				526420	Postage		2,600				2,600
				526500	Travel		12,000		(700)		11,300
				526800	Training, Tuition, Conferences		9,300		(400)		8,900
				528310	Real Property Taxes		5,500				5,500
				529500	Meetings		400				400
0	0		0		Total Materials & Services		674,020		(93,100)		580,920
0	0	0.00	0		TOTAL EXPENDITURES	8.50	1,102,865	0.00	(93,100)	8.50	1,009,765

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT:Waste Reduction											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Sr. Solid Waste Planner	2.00	72,671			2.00	72,671
					Assoc. Solid Waste Planner	4.00	138,382			4.00	138,382
					Sr. Management Analyst	1.00	40,010			1.00	40,010
					Assoc. Management Analyst	1.00	32,913			1.00	32,913
					Asst. Management Analyst	1.00	34,590			1.00	34,590
					Assoc. Public Affairs Spec.	1.00	32,913			1.00	32,913
					Waste Reduction Manager	1.00	46,352			1.00	46,352
				511221	WAGES-REGULAR EMPLOYEES (full time)						
					Program Assistant 2	1.00	23,404			1.00	23,404
					Program Assistant 1	3.00	55,071			3.00	55,071
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
					Temporary		2,056				2,056
				511400	OVERTIME		1,240				1,240
				512000	FRINGE		153,473				153,473
0	0	0.00	0		Total Personal Services	15.00	633,075	0.00	0	15.00	633,075
					Materials & Services						
				521100	Office Supplies		8,770		(770)		8,000
				521110	Computer Software		965				965
				521240	Graphics/Reprographic Supplies		20,200		(200)		20,000
				521260	Printing Supplies		540				540
				521290	Other Supplies		2,800		(300)		2,500
				521293	Promotion Supplies		6,150		(150)		6,000
				521310	Subscriptions		3,961		(961)		3,000
				521320	Dues		1,500				1,500
				521540	Maintenance & Repairs Supplies-Equipment		225				225
				524130	Promotion/Public Relations		266,450				266,450
				524190	Misc. Professional Services		1,538,062		(116,000)		1,422,062
				524210	Data Processing Services		3,000				3,000
				525640	Maintenance & Repairs Services-Equipment		2,800				2,800
				525690	Maintenance & Repairs Services-Other		1,500				1,500
				525710	Equipment Rental		4,500				4,500
				525000	Purchased Property Services		6,000				6,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
				526200	Ads & Legal Notices		92,200		(2,200)		90,000
				526310	Printing Services		68,694		5,806		74,500
				526320	Typesetting & Reprographics Services		7,125				7,125
				526410	Telephone		2,650				2,650
				526420	Postage		12,230		(2,230)		10,000
				526440	Delivery Service		360				360
				526500	Travel		26,780		(2,780)		24,000
				526800	Training, Tuition, Conferences		8,485				8,485
				528100	License, Permits, Payments to Other Agencies		1,814,337		38,000		1,852,337
				529500	Meetings		13,410		(3,410)		10,000
0	0		0		Total Materials & Services		3,913,694		(85,195)		3,828,499
0	0	0.00	0		TOTAL EXPENDITURES	15.00	4,546,769	0.00	(85,195)	15.00	4,461,574

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91			PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
DEBT SERVICE ACCOUNT												
					Requirements							
					Metro East Financing							
				533220	Revenue Bond-Interest			1,360,427				1,360,427
0	0		0		Total Requirements			1,360,427		0		1,360,427

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91			PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
LANDFILL CLOSURE ACCOUNT												
					Requirements							
				574130	Engineering Services			1,220,000				1,220,000
				574510	Const. Work/Materials-Impvmts Other than Bldgs.			4,455,000				4,455,000
				574571	Const. Work/Materials-Final Cover & Imp.			480,000				480,000
0	0		0		Total Requirements			6,155,000		0		6,155,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
CONSTRUCTION ACCOUNT											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Construction Manager	0.20	12,447	(0.20)	(12,447)	0.00	0
					Construction Coordinator	1.00	46,399			1.00	46,399
				512000	FRINGE		18,831		(3,983)		14,848
0	0		0		Total Personal Services	1.20	77,677	(0.20)	(16,430)	1.00	61,247
					Capital Outlay						
					METRO EAST						
				574130	Engineering Services		50,000				50,000
				574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		10,300,000		2,000,000		12,300,000
0	0		0		Total Capital Outlay		10,350,000		2,000,000		12,350,000
0	0		0		Total Requirements	1.20	10,427,677	(0.20)	1,983,570	1.00	12,411,247

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
RENEWAL & REPLACEMENT ACCOUNT											
					Requirements						
				574130	Engineering Services		25,000		25,000		50,000
				574520	Const. Work/Materials-Bldgx, Exhibits & Rel.		236,000		233,000		469,000
0	0		0		Total Requirements		261,000		258,000		519,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL ACCOUNT											
					Requirements						
					BUDGET AND FINANCE						
				571500	Purchases-Office Furniture & Equipment		21,000				21,000
					OPERATIONS						
				571200	Purchases-Improvements Other Than Buildings		155,000				155,000
				571400	Purchases-Equipment & Vehicles		79,000				79,000
				571500	Purchases-Office Furniture & Equipment		60,000				60,000
				574510	Construction Work Materials		65,000				65,000
					WASTE REDUCTION						
				571500	Purchases-Office Furniture & Equipment		20,268				20,268
					METRO SOUTH						
				571200	Purchases-Improvements Other than Buildings		800,000				800,000
				571300	Purchases-Buildings, Exhibits & Related		40,000				40,000
				574130	Engineering Services		3,130,000				3,130,000
				574510	Const. Work/Materials-Bldgx, Exhibits & Rel.		300,000				300,000
					GENERAL SERVICES (ZOO)						
				574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		40,000				40,000
					ST. JOHNS LANDFILL						
				574571	Const. Work/Materials-Final Cover & Imp.		1,250,000				1,250,000
0	0		0		Total Requirements		5,960,268		0		5,960,268

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET				PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE REVENEUE GENERAL EXPENSES											
					Interfund Transfers						
					OPERATING ACCOUNT						
				581610	Trans. Indirect Costs to Support Svs. Fund		1,526,932		(51,398)		1,475,534
				581513	Trans. Indirect Costs to Bldg. Fund		107,500		(92)		107,408
				581615	Trans. Indirect Costs to Insurance Fund		46,267		0		46,267
				582513	Trans. Resources to Bldg. Fund		25,000		0		25,000
				582140	Trans. Resources to Transport. Plan. Fund		208,153		0		208,153
				582142	Trans. Resources to Plan. & Developmt Fund		953,450		138,662		1,092,112
				582768	Trans. Resources to Rehab. & Enhance. Fund		133,405		0		133,405
				583610	Trans. Direct Costs to Supp. Svs. Fund		30,874		116,600		147,474
				583615	Trans. Direct Costs to Insurance Fund		500,000		0		500,000
0	0		0		Total Interfund Transfers		3,531,581		203,772		3,735,353
					Contingency and Unappropriated Balance						
					OPERATING ACCOUNT		1,000,000				1,000,000
					LANDFILL CLOSURE ACCOUNT		615,500				615,500
					CONSTRUCTION ACCOUNT		0		16,430		16,430
					RENEWAL & REPLACEMENT ACCOUNT		26,100				26,100
					GENERAL ACCOUNT		563,768				563,768
0	0		0	599999	Contingency		2,205,368		16,430		2,221,798
					OPERATING ACCOUNT		2,001,087		508,497		2,509,584
					LANDFILL CLOSURE ACCOUNT		22,755,062				22,755,062
					CONSTRUCTION ACCOUNT		29,129				29,129
					GENERAL ACCOUNT		1,729,746				1,729,746
					RESERVE ACCOUNT		2,592,000		258,000		2,850,000
0	0		0	599990	Unappropriated Fund Balance		29,107,024		766,497		29,873,521
0	0		0		Total Contingency and Unappropriated Balance		31,312,392		782,927		32,095,319
0	0	0.00	0		TOTAL REVENUE FUND EXPENDITURES	66.95	95,348,028	(0.20)	2,988,493	66.75	98,336,521

Other

Solid Waste

Funds

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE OPERATING FUND REVENUE											
					Resources						
3,053,985	4,132,785		5,489,404	299000	Fund Balance		7,852,751		40,000		7,892,751
425	1,110		2,120	341500	Documents & Publications						
6,080,037	15,077,425		23,119,000	343111	Disposal Fees-Commercial						
869,264	874,343		1,513,958	343115	Disposal Fees-Public						
2,982,292	3,845,368		3,918,500	343121	User Fees-Commercial						
247,745	296,534		372,750	343125	User Fees-Public						
1,853,899	3,099,857		4,831,250	343131	Regional Transfer Charge-Commercial						
448,602	311,235		252,083	343135	Regional Transfer Charge-Public						
781,446	869,643		837,000	343141	Convenience Charge-Commercial						
88,712	71,157		104,167	343145	Convenience Charge-Public						
329,135	324,748		309,500	343151	Rehabilitation & Enhancement Fee-Commercial						
19,947	14,860		19,000	343155	Rehabilitation & Enhancement Fee-Public						
0	92,098		139,500	343161	Mitigation Fee-Commercial						
0	0		20,833	343165	Mitigation Fee-Public						
0	0		31,500	343171	Forest Grove Rehab. & Enhance. Fee-Commercial						
0	0		3,500	343175	Forest Grove Rehab. & Enhance. Fee-Public						
6,950	11,934		9,150	343180	Special Waste Fee						
658,356	586,665		0	343191	Landfill Siting Fee-Commercial						
40,268	12,731		0	343195	Landfill Siting Fee-Public						
200	600		1,500	343200	Franchise Fees						
9,800	6,923		6,280	343300	Salvage Revenue						
2,273	1,450		674	343900	Tarp Sales						
1,970	6,260		0	347220	Sublease Income						
180,954	294,006		49,578	361100	Interest on Investments						
31,415	113,010		424,670	363000	Finance Charge						
8,664	27,079		8,000	379000	Other Miscellaneous Revenue						
427,002	0		0	391558	Trans. Resources from Conv. Cnt. Mgmt. Fund						
0	0		4,820	393768	Trans. Direct Cost from Rehab. & Enhance.						
18,123,341	30,071,821		41,468,737		Total Resources		7,852,751		40,000		7,892,751

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE OPERATING FUND											
					Personal Services						
0	0	0.00	0	511121	SALARIES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
67,679	72,267	1.00	65,481		Dir. of Solid Waste Planning	0.00	0	0.00	0	0.00	0
37,058	46,369	1.00	51,242		Budget and Finance Manager	0.00	0	0.00	0	0.00	0
18,443	40,965	1.00	46,592		Engineering Manager	0.00	0	0.00	0	0.00	0
31,927	36,151	1.00	39,903		Facilities Superintendent	0.00	0	0.00	0	0.00	0
61,728	57,211	2.00	67,547		Sr. Engineer Planner	0.00	0	0.00	0	0.00	0
13,060	14,399	2.00	61,266		Assoc. Engineer Planner	0.00	0	0.00	0	0.00	0
129,893	0	0.00	0		Senior Analyst	0.00	0	0.00	0	0.00	0
0	18,707	1.00	44,262		Solid Waste Supervisor	0.00	0	0.00	0	0.00	0
106,740	137,170	6.00	214,788		Sr. Solid Waste Planner	0.00	0	0.00	0	0.00	0
111,774	153,105	6.00	190,112		Assoc. Solid Waste Planner	0.00	0	0.00	0	0.00	0
0	64,699	4.00	135,079		Sr. Management Analyst	0.00	0	0.00	0	0.00	0
0	2,080	1.00	29,174		Assoc. Management Analyst	0.00	0	0.00	0	0.00	0
0	5,460	1.00	26,461		Asst. Management Analyst	0.00	0	0.00	0	0.00	0
0	0	0.00	0		Sr. Regional Planner	0.00	0	0.00	0	0.00	0
13,581	0	0.00	0		Asst. Solid Waste Planner	0.00	0	0.00	0	0.00	0
0	0	0.00	0		Program Coordinator	0.00	0	0.00	0	0.00	0
0	26,362	1.00	29,282		Assoc. Public Affairs Spec.	0.00	0	0.00	0	0.00	0
21,245	22,980	1.00	25,189		Administrative Assistant	0.00	0	0.00	0	0.00	0
50,441	0	0.00	0		Waste Reduction Manager	0.00	0	0.00	0	0.00	0
42,502	42,030	2.00	51,410		Site Supervisor	0.00	0	0.00	0	0.00	0
614	0	0.00	0		Public Info Specialist	0.00	0	0.00	0	0.00	0
0	0	0.00	0	511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
24,600	14,339	1.00	19,835		Administrative Secretary	0.00	0	0.00	0	0.00	0
0	18,838	2.00	36,002		Secretary	0.00	0	0.00	0	0.00	0
0	8,961	1.00	20,819		Program Assistant 2	0.00	0	0.00	0	0.00	0
0	33,414	3.00	53,026		Program Assistant 1	0.00	0	0.00	0	0.00	0
146,251	160,075	10.00	185,710		Scalehouse Clerk	0.00	0	0.00	0	0.00	0
47,814	26,614	1.00	15,529		Office Assistant	0.00	0	0.00	0	0.00	0
10,245	5,201	0.00	0		Receptionist	0.00	0	0.00	0	0.00	0
0	0	0.00	0	511225	WAGES-REGULAR EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0
0	0	1.00	17,416		Office Assistant	0.00	0	0.00	0	0.00	0
		1.25	23,213		Scalehouse Clerk	0.00	0	0.00	0	0.00	0
0	0	0.00	0	511235	WAGES-TEMPORARY EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0
77,434	47,574	0.00	591		Temporary	0.00	0	0.00	0	0.00	0
12,503	18,378	0.00	29,333	511400	OVERTIME	0.00	0	0.00	0	0.00	0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
321,803	346,797	0.00	502,949	512000	FRINGE	0.00	0	0.00	0	0.00	0
1,347,335	1,420,146	51.25	1,982,211		Total Personal Services	0.00	0	0.00	0	0.00	0
					Materials & Services						
14,474	16,492		18,736	521100	Office Supplies		0		0		0
0	786		12,770	521110	Computer Software		0		0		0
0	68		850	521220	Custodial Supplies		0		0		0
0	0		0	521230	Vet & Medical Supplies		0		0		0
3,110	7,158		17,150	521240	Graphics/Reprographic Supplies		0		0		0
0	0		0	521250	Tableware/Retail Supplies		0		0		0
0	121		8,385	521260	Printing Supplies		0		0		0
6,487	3,369		6,770	521290	Other Supplies		0		0		0
0	0		4,950	521293	Promotion Supplies		0		0		0
3,415	4,588		8,855	521310	Subscriptions		0		0		0
0	321		2,960	521320	Dues		0		0		0
0	152		900	521400	Fuels & Lubricants		0		0		0
3,493	3,537		0	521510	Maintenance & Repairs Supplies-Building		0		0		0
0	700		0	521520	Maintenance & Repairs Supplies-Grounds		0		0		0
447	1,974		600	521530	Maintenance & Repairs Supplies-Vehicles		0		0		0
9,605	14,863		5,889	521540	Maintenance & Repairs Supplies-Equipment		0		0		0
0	0		400	523200	Merchandise for Resale-Retail		0		0		0
0	0		1,000	524120	Legal Fees		0		0		0
0	45,543		252,200	524130	Promotion/Public Relations		0		0		0
0	0		0	523900	Freight In		0		0		0
6,265,236	2,163,174		2,142,705	524190	Misc. Professional Services		0		0		0
9,019	6,071		12,520	524210	Data Processing Services		0		0		0
0	270		4,900	525610	Maintenance & Repairs Services-Building		0		0		0
122	118		192	525110	Utilities-Electricity		0		0		0
24,313	13,453		48,000	525120	Utilities-Water & Sewer		0		0		0
5,613	4,343		0	525190	Utilities-Other		0		0		0
0	99		0	525200	Cleaning Services		0		0		0
0	338		8,000	525620	Maintenance & Repairs Services-Grounds		0		0		0
0	18		1,500	525630	Maintenance & Repairs Services-Vehicles		0		0		0
0	2,012		11,180	525640	Maintenance & Repairs Services-Equipment		0		0		0
21,803	5,357		14,250	525710	Equipment Rental		0		0		0
759	876		0	525731	Operating Lease Payments-Building		0		0		0
0	0		12,840	525733	Operating Lease Payments-Other		0		0		0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
18,436	66,367		61,885	526200	Ads & Legal Notices		0		0		0
25,329	116,418		68,508	526310	Printing Services		0		0		0
2,087	4,008		19,300	526320	Typesetting & Reprographics Services		0		0		0
11,510	12,551		26,775	526410	Telephone		0		0		0
5,157	100,770		63,972	526420	Postage		0		0		0
0	1,728		1,000	526500	Delivery Service		0		0		0
23,929	18,966		34,127	526500	Travel		0		0		0
0	4,444,440		11,136,790	526610	Disposal Operations		0		0		0
0	9,599		3,600	526610	Temporary Help Services		0		0		0
9,623	19,744		30,206	526800	Training, Tuition, Conferences		0		0		0
0	25,243		0	526900	Miscellaneous Purchased Services		0		0		0
0	42		1,000	526910	Uniform Supply & Cleaning Services		0		0		0
1,782,447	1,051,649		1,608,850	528100	License, Permits, Payments to Other Agencies		0		0		0
5,009	5,557		5,500	528310	Real Property Taxes		0		0		0
16,377	12,989		2,921	529500	Meetings		0		0		0
1,104	211		0	529800	Miscellaneous		0		0		0
0	0		0	531100	Capital Lease Payments-Furniture & Equipment		0		0		0
8,268,904	8,186,083		15,662,936		Total Materials & Services		0		0		0
					Capital Outlay						
0	0		155,000	571200	Purchases-Improvements Other Than Buildings		0		0		0
0	0		0	571300	Purchases-Buildings, Exhibits & Related		0		0		0
2,344	3,475		77,400	571400	Purchases-Equipment & Vehicles		0		0		0
64,163	91,549		46,560	571500	Purchases-Office Furniture & Equipment		0		0		0
0	0		0	571700	Purchases-Leasehold Improvements		0		0		0
0	0		0	574510	Construction Work Materials		0		0		0
66,507	95,024		278,960		Total Capital Outlay		0		0		0
					Interfund Transfers						
295,729	302,917		423,808	581010	Trans. Indirect Costs to Gen'l Fund						
75,640	64,405		74,773	581513	Trans. Indirect Costs to Bldg. Fund						
820,634	982,601		1,181,261	581610	Trans. Indirect Costs to Support Svs. Fund						
364,878	559,684		38,434	581615	Trans. Indirect Costs to Insurance Fund						
0	0		75,000	582513	Trans. Resources to Bldg. Fund						
7,500	491,648		864,368	582140	Trans. Resources to Plan. Fund						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
				582531	Trans. Resources to S.W. Revenue Fund		7,852,751		40,000		7,892,751
916,260	683,918		793,292	582532	Trans. Resources to S.W. Debt Fund						
1,096,692	284,254		4,282,000	582534	Trans. Resources to S.W. Cap. Fund						
382,012	10,429,010		12,000,000	582535	Trans. Resources to S.W. Reserve Fund						
0	0		0	582536	Trans. Resources to S.W. Final Imprvmnt. Fund						
0	0		0	582537	Trans. Resources to S.W. Methane Fund						
0	0		0	582558	Trans. Resources to Conv. Cnt. Mgmt Fund						
348,465	344,964		328,500	582768	Trans. Resources to Rehab. & Enhance. Fund						
0	0		26,465	583010	Trans. Direct Costs to Gen'l Fund						
0	0		1,500,000	583615	Trans. Direct Costs to Insurance Fund						
4,307,810	14,143,401		21,587,901		Total Interfund Transfers		7,852,751		40,000		7,892,751
					Contingency and Unappropriated Balance						
0	0		1,112,422	599999	Contingency						
4,132,785	6,227,167		844,307	599000	Unappropriated Fund Balance						
4,132,785	6,227,167		1,956,729		Total Contingency and Unappropriated Balance		0		0		0
18,123,341	30,071,821	51.25	41,468,737		TOTAL EXPENDITURES	0.00	7,852,751	0.00	40,000	0.00	7,892,751

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT # DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SW CAPITAL										
				Resources						
0	2,349,563		2,112,877	299000 Fund Balance		2,338,061		51,000		2,389,061
152,263	140,987		1,191,181	361100 Interest on Investments						
3,804	0		0	379000 Other Miscellaneous Revenue						
0	0		15,700,000	385400 Revenue Bond Proceeds						
1,096,692	284,254		4,282,000	391530 Trans. Resources from S.W. Oper. Fund						
1,858,669	0		0	391536 Trans. Resources from S.W. Reserve Fund						
3,111,428	2,774,804		23,286,058	Total Resources		2,338,061		51,000		2,389,061
				Materials & Services						
				METRO EAST						
0	0		621,000	524190 Misc. Professional Services						
0	0		621,000	Total Materials & Services		0		0		0
				Capital Outlay						
				METRO SOUTH						
7,497	0		2,200,000	571200 Purchases-Improvements Other than Buildings						
0	0		232,000	571400 Purchases-Equipment & Vehicles						
0	0		200,000	574510 Construction Work Materials						
				WTRC						
3,568			0	571200 Purchases-Improvements Other than Buildings						
10,439	0		0	574130 Engineering Services						
				METRO EAST						
0	0		1,000,000	574130 Engineering Services						
				ST. JOHNS LANDFILL						
0	125,694			571200 Purchases-Improvements Other than Buildings						
0	18,317			574130 Engineering Services						
740,361	1,196,369		1,647,000	574571 Const. Work/Materials-Final Cover & Imp.						
761,865	1,340,380		5,279,000	Total Capital Outlay		0		0		0
				Interfund Transfers						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
				582531	Trans. Resources to S.W. Revenue Fund		2,338,061		51,000		2,389,061
0	0		3,688,232	582532	Trans. Resources to S.W. Debt Fund						
0	0		3,688,232		Total Interfund Transfers		2,338,061		0		2,389,061
					Contingency and Unappropriated Balance						
0	0		0	599999	Contingency						
2,349,563	1,434,424		13,697,826	999999	Unappropriated Fund Balance						
2,349,563	1,434,424		13,697,826		Total Contingency and Unappropriated Balance		0		0		0
3,111,428	2,774,804		23,286,058		Total Requirements		2,338,061		0		2,389,061

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ST. JOHNS RESERVE											
					Resources						
1,636,362	2,150,991		13,049,236	299000	Fund Balance		26,375,520				26,375,520
132,617	363,703		1,333,447	361100	Interest on Investments						
382,012	10,429,010		12,000,000	391530	Trans. Resources from S.W. Oper. Fund						
2,150,991	12,943,704		26,382,683		Total Resources		26,375,520		0		26,375,520
					Requirements						
				582531	Trans. Resources to S.W. Revenue Fund		26,375,520				26,375,520
2,150,991	12,943,704		26,382,683	999999	Unappropriated Balance						
2,150,991	12,943,704		26,382,683		Total Requirements		26,375,520		0		26,375,520

Rehabilitation

and

Enhancement

Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
REHAB. & ENHANCE											
					Resources						
708,123	1,094,249		1,434,778	299000	Fund Balance		1,934,871				1,934,871
63,342	111,906		111,582	361100	Interest on Investments		160,126				160,126
348,465	344,964		328,500	391530	Trans. Resources from S.W. Oper. Fund		0				0
0	0		0	391531	Trans. Resources from S.W. Rev. Fund		133,405				133,405
1,119,930	1,551,119		1,874,860		TOTAL RESOURCES		2,228,402		0		2,228,402
					Materials & Services						
0	0		40	521100	Office Supplies		0				0
25,628	54,652		457,000	524190	Misc. Professional Services		550,000				550,000
53	0		620	526200	Ads & Legal Notices		300				300
0	29		300	526310	Printing Services		620				620
0	0		645	526420	Postage		980				980
25,681	54,681		458,605		Total Materials & Services		551,900		0		551,900
					Interfund Transfers						
0	0		4,820	583531	Trans. Direct Costs to S.W. Rev. Fund		4,483				4,483
0	0		4,820		Total Interfund Transfers		4,483		0		4,483
					Contingency and Unappropriated Balance						
0	0		10,000	599999	Contingency		20,000				20,000
1,094,249	1,496,438		1,401,435		Unappropriated Balance		1,652,019				1,652,019
1,094,249	1,496,438		1,411,435		Total Contingency and Unappropriated Balance		1,672,019		0		1,672,019
1,119,930	1,551,119		1,874,860		TOTAL EXPENDITURES		2,228,402		0		2,228,402

Transportation

Planning Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TRANSPORTATION PLANNING RESOURCES											
					Resources						
162,183	146,935		250,914	299000	Fund Balance		176,733				176,733
0	41,580		106,043	321100	Builders Business License		0				0
565,360	366,674		0	331110	Federal Grants-Operating-Categorical-Direct		0				0
					FY 91 Sec. 8		186,248				186,248
			223,620		FY 90 Sec. 8		0				0
			75,000		FY 90 103(e)(4) UMTA		40,000				40,000
			315,369		UMTA 103(e)(4) Ph. II AA/DEIS-I205		678,361				678,361
			76,250		UMTA 103(e)(4) Milwaukie AA		980,058				980,058
			70,800		FY 88 Sec 8-Pub/Priv (OR-08-0054)		36,000				36,000
			0		Hillsboro Ext AA-Sec 9-Pass thru from Tri-Met		247,978				247,978
			0		FY 91 Sec 9-Pass thru from Tri-Met		150,000				150,000
			0		FY88 Sec 8 (OR-08-0051)		10,000				10,000
			39,202		FY89 Sec 8 UMTA		0				0
			139,546		FY90 Sec 9-Pass thru from Tri-Met		0				0
			12,000		FY89 Sec 9-Pass thru from Tri-Met		16,500				16,500
348,579	505,586		0	334110	State Grants-Operating-Categorical-Direct		0				0
					FY 91 PL		239,501				239,501
					FY 91 FHWA-HPR		150,000				150,000
					FY 91 FHWA TA-HPR		21,500				21,500
			316,521		FY90 pl/ODOT		0				0
			56,710		FY90 FHWA (e)(4)		35,000				35,000
			73,564		FY89 FHWA (e)(4)		50,463				50,463
					FY 91 ODOT Supplemental		150,000				150,000
			135,305		FY 90 ODOT Supplemental		0				0
					Westside Bypass - ODOT		30,000				30,000
0	0		0	334210	State Grants-Operating-Non-Categorical-Direct		0				0
			30,000		DLCD		0				0
			10,000		State Parks		0				0
198,212	235,133		0	337110	Local Grants-Operating-Categorical-Direct		0				0
			48,455		Ph.II AA/DEIS Local Match-I205		109,242				109,242
			11,538		Milwaukie AA Local Match		150,348				150,348
			27,200		FY 90 Tri-Met Match		0				0
			58,758		FY 90 Westside from Tri-Met		10,000				10,000
			261,200		FY 91 Tri-Met Sec 8/(e)(4)/Sec 9 match		22,000				22,000
			60,261		Hillsboro AA - local match		58,705		(1,711)		56,994

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
			31,750		Bi-State Study - IRC		15,000				15,000
0	0		0	337210	Local Grants-Operating-Non-Categorical-Direct		0				0
			16,846		Parks Study		0				0
			25,000		Regional Economic Study		0				0
625,488	631,590		644,773	339100	Local Government Dues Assessment		455,410		(140,410)		315,000
60,050	50,089		47,500	339200	Contract Services		25,753		236		25,989
4,943	3,380		2,800	341310	UGB Fees		0				0
3,804	6,604		17,500	341500	Documents & Publications		21,551		(52)		21,499
660	0		21,000	341600	Conferences & Workshops		0				0
17,838	45,333		12,000	361100	Interest on Investments		12,000				12,000
2,390	4,030		89,997	379000	Other Miscellaneous Revenue		46,353				46,353
21,953	50,709		37,612	391010	Trans. Resources from Gen'l Fund		225,606		165,840		391,446
7,500	491,648		864,368	391530	Trans. Resources from S.W. Oper. Fund		208,153				208,153
2,018,960	2,579,291		4,209,402		Total Resources		4,558,463		23,903		4,582,366

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TRANSPORTATION PLANNING FUND TOTAL											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
9,196	45,432	1.00	51,448		Director of Planning & Develop	0.00	0	0.00	0	0.00	0
53,595	56,237	1.00	62,035		Transportation Director	1.00	67,714	0.00	0	1.00	67,714
0	42,115	1.00	43,171		Trans. Planning Manager	1.00	53,959	0.00	0	1.00	53,959
48,648	50,551	1.00	56,308		Technical Manager	1.00	55,729	0.00	0	1.00	55,729
45,803	0	0.00	0		Manager of Development Services	0.00	0	0.00	0	0.00	0
0	71,302	2.00	85,639		Regional Planning Supervisor	1.00	52,179	0.00	0	1.00	52,179
0	41,109	1.75	73,349		Trans. Planning Supervisor	3.00	142,855	0.00	0	3.00	142,855
144,000	0	0.00	0		Senior Analyst	0.00	0	0.00	0	0.00	0
0	34,478	1.00	37,090		Senior Solid Waste Planner	0.00	0	0.00	0	0.00	0
0	54,055	2.00	61,808		Assoc. Solid Waste Planner	0.00	0	0.00	0	0.00	0
0	123,319	5.40	201,495		Senior Regional Planner	3.00	115,299	0.00	0	3.00	115,299
0	35,765	4.00	133,662		Senior Management Analyst	1.00	39,609	0.00	0	1.00	39,609
176,157	125,840	4.50	154,584		Senior Trans. Planner	4.00	145,042	0.00	0	4.00	145,042
111,745	63,385	2.75	81,557		Assoc. Trans. Planner	5.00	155,878	0.00	0	5.00	155,878
0	37,599	1.00	29,845		Assoc. Regional Planner	0.00	0	0.00	0	0.00	0
53,429	73,021	3.00	81,206		Asst. Trans. Planner	3.00	89,995	0.00	0	3.00	89,995
0	943	1.50	38,177		Asst. Regional Planner	2.00	54,324	0.00	0	2.00	54,324
45,509	50,657	2.00	54,353		Administrative Assistant	1.00	29,921	0.00	0	1.00	29,921
0	0	0.00	0	511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
20,212	21,044	2.00	44,251		Administrative Secretary	1.00	26,520	0.00	0	1.00	26,520
56	25,227	1.00	20,202		Secretary	1.00	21,840	0.00	0	1.00	21,840
0	12,915	0.00	0		Planning Technician	1.00	19,258	0.00	0	1.00	19,258
0	0	0.00	0	511225	WAGES-REGULAR EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0
0	0	0.00	0		Secretary	0.50	10,000	0.00	0	0.50	10,000
0	0	0.00	0	511235	WAGES TEMPORARY EMPLOYEES (part time)	0.00	0	0.00	0	0.00	0
13,783	13,990	2.95	58,874		Temporary	1.00	16,662	0.00	0	1.00	16,662
203,292	277,697	0.00	410,716	512000	FRINGE	0.00	340,003	0.00	0	0.00	340,003
925,425	1,256,681	40.86	1,779,770		Total Personal Services	30.50	1,436,787	0.00	0	30.50	1,436,787
					Materials & Services						
2,598	7,082		29,330	521100	Office Supplies		24,380		0		24,380
0	0		9,225	521110	Computer Software		15,000		0		15,000
0	2,584		4,150	521240	Graphics/Reprographic Supplies		2,690		0		2,690

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		1,450	521260	Printing Supplies		0		0		0
1,550	3,570		1,723	521310	Subscriptions		570		0		570
0	150		1,900	521320	Dues		1,100		0		1,100
0	0		5,000	524110	Accounting & Auditing Services		5,000		0		5,000
233,848	107,437		857,472	524190	Misc. Professional Services		1,147,000		5,000		1,152,000
13,353	2,605		1,500	524210	Data Processing Services		750		0		750
0	187		37,375	525640	Maint. & Repairs Services-Equipment		36,985		0		36,985
1,468	1,378		5,000	526200	Ads & Legal Notices		2,500		0		2,500
17,158	10,772		32,900	526310	Printing Services		29,350		0		29,350
0	83		2,480	526320	Typesetting & Reprographics Services		1,000		0		1,000
281	28		5,000	526410	Telephone		6,060		0		6,060
518	(481)		5,850	526420	Postage		500		0		500
0	43		350	526440	Delivery Service		350		0		350
5,725	11,218		34,150	526500	Travel		21,000		0		21,000
0	1,184		0	526700	Temporary Help Services		0		0		0
2,063	2,078		12,000	526800	Training, Tuition, Conferences		6,720		0		6,720
1,383	60,597		289,195	528100	License, Permits, Payments to Other Agencies		1,015,000		0		1,015,000
3,996	7,071		24,793	529500	Meetings		1,000		0		1,000
0	35		1,000	529800	Miscellaneous		1,000		0		1,000
0	0		0	531100	Capital Lease-Furniture & Equipment		69,101		0		69,101
284,941	217,621		1,361,843		Total Materials & Services		2,387,056		5,000		2,392,056
					Capital Outlay						
0	3,860		30,850	571400	Purchases-Equipment & Vehicles		0		0		0
19,741	162,246		77,691	571500	Purchases-Office Furniture & Equipment		74,285		0		74,285
19,741	166,106		108,541		Total Capital Outlay		74,285		0		74,285
					Interfund Transfers						
147,040	129,655		182,876	581010	Trans. Indirect Costs to Gen'l Fund						
76,842	56,650		79,810	581513	Trans. Indirect Costs to Bldg. Fund		94,142		(80)		94,062
408,029	420,575		509,722	581610	Trans. Indirect Costs to Support Svs. Fund		316,629		3,799		320,428
10,007	6,791		19,355	581615	Trans. Indirect Costs to Insurance Fund		5,897		0		5,897
0	0		0	582142	Trans. Resources to Planning & Development Fund		85,000		0		85,000
0	0		0	582010	Trans. Resources to General Fund		20,000		(20,000)		0
0	0		0	582610	Trans. Resources to Support Svs. Fund		0		20,000		20,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		38,137	583610	Trans. Direct Costs to Support Svs. Fund		42,528		0		42,528
641,918	613,671		829,900		Total Interfund Transfers		564,196		3,719		567,915
					Contingency and Unappropriated Balance						
0	0		62,817	599999	Contingency		77,479		15,000		92,479
146,935	325,212		66,531		Unappropriated Fund Balance		18,660		184		18,844
146,935	325,212		129,348		Total Contingency and Unappropriated Balance		96,139		15,184		111,323
2,018,960	2,579,291	40.86	4,209,402		TOTAL EXPENDITURES	30.50	4,558,463	0.00	23,903	30.50	4,582,366

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Transportation											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
53,595	56,237	1.00	62,035		Transportation Director	1.00	67,714			1.00	67,714
0	42,115	1.00	43,171		Trans. Planning Manager	1.00	53,959			1.00	53,959
48,648	50,551	1.00	56,308		Technical Manager	1.00	55,729			1.00	55,729
0	41,109	1.00	44,130		Regional Planning Supervisor	1.00	52,179			1.00	52,179
0	41,109	1.75	73,349		Trans. Planning Supervisor	3.00	142,855			3.00	142,855
114,379	0	0.00	0		Senior Analyst	0.00	0			0.00	0
0	31,268	2.40	85,339		Senior Regional Planner	3.00	115,299			3.00	115,299
0	34,503	1.00	37,166		Senior Management Analyst	1.00	39,609			1.00	39,609
134,116	125,840	4.50	154,584		Senior Trans. Planner	4.00	145,042			4.00	145,042
111,745	63,385	2.75	81,557		Assoc. Trans. Planner	5.00	155,878			5.00	155,878
0	37,599	1.00	29,845		Assoc. Regional Planner	0.00	0			0.00	0
53,429	73,021	3.00	81,206		Asst. Trans. Planner	3.00	89,995			3.00	89,995
0	0	1.00	25,455		Asst. Regional Planner	2.00	54,324			2.00	54,324
25,840	26,895	1.00	29,168		Administrative Assistant	1.00	29,921			1.00	29,921
0	0	0.00	0	511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0			0.00	0
20,212	21,044	1.00	23,462		Administrative Secretary	1.00	26,520			1.00	26,520
0	9,647	1.00	20,202		Secretary	1.00	21,840			1.00	21,840
0	12,915	0.00	0		Planning Technician	1.00	19,258			1.00	19,258
				511225	WAGES-REGULAR EMPLOYEES (part time)						
					Secretary	0.50	10,000			0.50	10,000
0	0	0.00	0	511235	WAGES-TEMPORARY EMPLOYEES (part time)	0.00	0			0.00	0
11,983	2,460	2.70	54,139		Temporary	1.00	16,662			1.00	16,662
161,976	192,678	0.00	270,335	512000	FRINGE		340,003				340,003
735,923	862,376	27.11	1,171,451		Total Personal Services	30.50	1,436,787	0.00	0	30.50	1,436,787
					Materials & Services						
1,928	3,809		22,600	521100	Office Supplies		24,380				24,380
0	0		8,125	521110	Computer Software		15,000				15,000
0	2,584		3,650	521240	Graphics/Reprographic Supplies		2,690				2,690
1,037	1,248		500	521310	Subscriptions		570				570
0	0		1,000	521320	Dues		1,100				1,100
0	0		5,000	524110	Accounting & Auditing Services		5,000				5,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
208,046	91,057		577,610	524190	Misc. Professional Services		1,147,000		5,000		1,152,000
13,353	2,605		1,500	524210	Data Processing Services		750				750
0	187		37,375	525640	Maint. & Repairs Services-Equipment		36,985				36,985
1,117	0		3,000	526200	Ads & Legal Notices		2,500				2,500
15,018	8,992		22,600	526310	Printing Services		29,350				29,350
0	83		2,480	526320	Typesetting & Reprographics Services		1,000				1,000
281	28		5,000	526410	Telephone		6,060				6,060
518	(570)		1,000	526420	Postage		500				500
0	0		200	526440	Delivery Services		350				350
4,195	8,656		20,000	526500	Travel		21,000				21,000
1,873	484		5,000	526800	Training, Tuition, Conferences		6,720				6,720
1,375	37,509		207,380	528100	License, Permits, Payments to Other Agencies		1,015,000				1,015,000
2,742	2,878		20,500	529500	Meetings		1,000				1,000
0	0		1,000	529800	Miscellaneous		1,000				1,000
			0	531100	Capital Lease-Furniture & Equipment		69,101				69,101
251,483	159,550		945,520		Total Materials & Services		2,387,056		5,000		2,392,056
					Capital Outlay						
15,617	96,739		77,691	571500	Purchases-Office Furniture & Equipment		74,285				74,285
15,617	96,739		77,691		Total Capital Outlay		74,285		0		74,285
1,003,023	1,118,665	27.11	2,194,662		TOTAL EXPENDITURES	30.50	3,898,128	0.00	5,000	30.50	3,903,128

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Planning & Development											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
9,196	45,432	1.00	51,448		Director of Planning & Develop		0		0		0
45,803	0		0		Manager of Development Services		0		0		0
0	30,193	1.00	41,509		Regional Planning Supervisor		0		0		0
29,621	0		0		Senior Analyst		0		0		0
0	34,478	1.00	37,090		Senior Solid Waste Planner		0		0		0
0	54,055	2.00	61,808		Assoc. Solid Waste Planner		0		0		0
0	92,051	3.00	116,156		Senior Regional Planner		0		0		0
0	1,262	3.00	96,496		Senior Management Analyst		0		0		0
42,041	0		0		Senior Trans. Planner		0		0		0
	943	0.50	12,722		Asst. Regional Planner		0		0		0
19,669	23,762	1.00	25,185		Administrative Assistant		0		0		0
			0	511221	WAGES-REGULAR EMPLOYEES (full time)		0		0		0
0	0	1.00	20,789		Administrative Secretary		0		0		0
56	15,580		0		Secretary		0		0		0
			0	511235	WAGES-TEMPORARY EMPLOYEES (part time)		0		0		0
1,800	11,530	0.25	4,735		Temporary		0		0		0
41,316	85,019		140,381	512000	FRINGE		0		0		0
189,502	394,305	13.75	608,319		Total Personal Services	0.00	0	0.00	0	0.00	0
					Materials & Services						
1,670	3,273		6,730	521100	Office Supplies		0		0		0
0	0		1,100	521110	Computer Software		0		0		0
0	0		500	521240	Graphics/Reprographic Supplies		0		0		0
0	0		1,450	521260	Printing Supplies		0		0		0
513	2,322		1,223	521310	Subscriptions		0		0		0
0	150		900	521320	Dues		0		0		0
25,802	16,380		279,862	524190	Misc. Professional Services		0		0		0
351	1,378		2,000	526200	Ads & Legal Notices		0		0		0
2,140	1,780		10,300	526310	Printing Services		0		0		0
0	89		4,850	526420	Postage		0		0		0
0	43		150	526440	Delivery Service		0		0		0
1,530	2,562		14,150	526500	Travel		0		0		0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	1,184		0	526700	Temporary Help Services		0		0		0
190	1,594		7,000	526800	Training, Tuition, Conferences		0		0		0
8	23,088		81,815	528100	License, Permits, Payments to Other Agencies		0		0		0
1,254	4,193		4,293	529500	Meetings		0		0		0
0	35		0	529800	Miscellaneous		0		0		0
33,458	58,071		416,323		Total Materials & Services		0		0		0
					Capital Outlay						
0	3,860		30,850	571400	Purchases-Equipment & Vehicles		0		0		0
4,124	65,507		0	571500	Purchases-Office Furniture & Equipment		0		0		0
4,124	69,367		30,850		Total Capital Outlay		0		0		0
227,084	521,743	13.75	1,055,492		TOTAL EXPENDITURES	0.00	0	0.00	0	0.00	0

Planning and Development Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
P&D Resources											
					Resources						
				331110	Federal Grants-Operating-Categorical-Direct						
					Natural Areas 3		75,000				75,000
					Natural Areas 4		20,000				20,000
				331120	Federal Grants-Operating-Categorical-Indirect						
					Soil Digitization		50,000				50,000
				334210	State Grants-Operating-Non-Categorical-Direct						
					Water Quality				40,000		40,000
					DLCD		25,000				25,000
					Nat Areas 3		10,000				10,000
					Nat Areas 4		5,000				5,000
				337210	Local Grants-Operating-Non-Categorical-Direct						
					Parks, Natural Areas 3		20,500				20,500
					Soils Digitization		40,000				40,000
				339100	Local Government Assessment Dues				240,149		240,149
				341310	UGB Fees		1,423		6		1,429
				341500	Documents & Publications		9,488		36		9,524
				341600	Conferences & Workshops		18,977		71		19,048
					Donations and Bequests		12,500				12,500
				391010	Trans. Resources from Gen'l Fund		960,050		(264,627)		695,423
				391531	Trans. Resources from S.W. Rev. Fund		953,450		138,662		1,092,112
				392140	Trans. Resources from Transportation Fund		85,000				85,000
0	0		0		Total Resources		2,286,388		154,297		2,440,685

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET				PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Total Planning & Development											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Director of Planning & Develop	1.00	62,220	0.00	0	1.00	62,220
					Regional Planning Supervisor	2.00	91,511	0.00	0	2.00	91,511
					Assoc. Solid Waste Planner	2.00	67,635	0.00	0	2.00	67,635
					Senior Regional Planner	4.00	160,067	0.00	0	4.00	160,067
					Senior Management Analyst	4.00	147,527	0.00	0	4.00	147,527
					Assoc. Regional Planner	1.00	31,439	0.00	0	1.00	31,439
					Assoc. Management Analyst	1.00	34,662	0.00	0	1.00	34,662
					Administrative Assistant	1.00	28,501	0.00	0	1.00	28,501
				511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0.00	0	0.00	0
					Administrative Secretary	1.00	23,459	0.00	0	1.00	23,459
					Secretary	1.00	17,495	0.00	0	1.00	17,495
				512000	FRINGE	0.00	206,000	0.00	0	0.00	206,000
0	0	0.00	0		Total Personal Services	18.00	870,516	0.00	0	18.00	870,516
					Materials & Services						
				521100	Office Supplies		10,650		0		10,650
				521110	Computer Software		7,955		0		7,955
				521240	Graphics/Reprographic Supplies		7,500		0		7,500
				521260	Printing Supplies		5,175		0		5,175
				521290	Promotion Supplies		300		0		300
				521310	Subscriptions		4,695		0		4,695
				521320	Dues		3,325		0		3,325
				524190	Misc. Professional Services		657,000		187,000		844,000
				525640	Maint. & Repairs Services-Equipment		7,550		0		7,550
				525710	Equipment Rental		750		0		750
				526200	Ads & Legal Notices		5,900		(1,400)		4,500
				526310	Printing Services		55,500		(10,500)		45,000
				526320	Typesetting & Reprographics Services		9,000		0		9,000
				526410	Telephone		6,310		0		6,310
				526420	Postage		24,400		(9,400)		15,000
				526440	Delivery Service		3,000		0		3,000
				526500	Travel		34,400		(11,000)		23,400

HISTORICAL DATA ACTUAL $ FY 1987-88	HISTORICAL DATA ACTUAL $ FY 1988-89	FY 1989-90 ADOPTED BUDGET FTE	FY 1989-90 ADOPTED BUDGET AMOUNT	ACCOUNT #	FISCAL YEAR 1990-91 DESCRIPTION	PROPOSED FTE	PROPOSED AMOUNT	REVISION FTE	REVISION AMOUNT	BUDGET COMMITTEE RECOMMENDATION FTE	BUDGET COMMITTEE RECOMMENDATION AMOUNT
				526700	Temporary Help Services		10,500		(8,000)		2,500
				526800	Training, Tuition, Conferences		25,650		(5,650)		20,000
				529500	Meetings		13,300		0		13,300
0	0		0		Total Materials & Services		892,860		141,050		1,033,910
					Capital Outlay						
				571400	Purchases-Equipment & Vehicles		17,050		0		17,050
				571500	Purchases-Office Furniture & Equipment		1,600		0		1,600
0	0		0		Total Capital Outlay		18,650		0		18,650
					Interfund Transfers						
				581010	Trans. Indirect Costs to Gen'l Fund		285,202		13,283		298,485
				581513	Trans. Indirect Costs to Bldg. Fund		41,982		(36)		41,946
				581615	Trans. Indirect Costs to Insurance Fund		5,897		0		5,897
0	0		0		Total Interfund Transfers		333,081		13,247		346,328
					Contingency and Unappropriated Balance						
				599999	Contingency		171,281		0		171,281
0	0		0		Total Contingency and Unappropriated Balance		171,281		0		171,281
0	0	0.00	0		TOTAL EXPENDITURES	18.00	2,286,388	0.00	154,297	18.00	2,440,685

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Land Use/UGB											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Director of Planning & Develop	1.00	62,220	(0.50)	(31,110)	0.50	31,110
					Regional Planning Supervisor	2.00	91,511	(1.00)	(44,243)	1.00	47,268
					Assoc. Solid Waste Planner	2.00	67,635	(2.00)	(67,635)		0
					Senior Regional Planner	4.00	160,067	(0.50)	(18,186)	3.50	141,881
					Senior Management Analyst	4.00	147,527	(3.00)	(107,406)	1.00	40,121
					Assoc. Regional Planner	1.00	31,439	0.00	0	1.00	31,439
					Assoc. Management Analyst	1.00	34,662	0.00	0	1.00	34,662
					Administrative Assistant	1.00	28,501	(0.50)	(14,251)	0.50	14,250
				511221	WAGES-REGULAR EMPLOYEES (full time)						
					Administrative Secretary	1.00	23,459	(0.50)	(11,729)	0.50	11,730
					Secretary	1.00	17,495	(0.50)	(8,747)	0.50	8,748
				512000	FRINGE		206,000	0.00	(94,025)		111,975
0	0	0.00	0		Total Personal Services	18.00	870,516	(8.50)	(397,332)	9.50	473,184
					Materials & Services						
				521100	Office Supplies		10,650		(5,150)		5,500
				521110	Computer Software		7,955		(4,875)		3,080
				521240	Graphics/Reprographic Supplies		7,500		(5,000)		2,500
				521260	Printing Supplies		5,175		(4,050)		1,125
				521290	Promotion Supplies		300		0		300
				521310	Subscriptions		4,695		(1,835)		2,860
				521320	Dues		3,325		(1,325)		2,000
				524190	Misc. Professional Services		657,000		(115,000)		542,000
				525640	Maint. & Repairs Services-Equipment		7,550		(6,000)		1,550
				525710	Equipment Rental		750		0		750
				526200	Ads & Legal Notices		5,900		(3,700)		2,200
				526310	Printing Services		55,500		(28,300)		27,200
				526320	Typesetting & Reprographics Services		9,000		(4,500)		4,500
				526410	Telephone		6,310		(3,100)		3,210
				526420	Postage		24,400		(16,200)		8,200
				526440	Delivery Service		3,000		(1,500)		1,500
				526500	Travel		34,400		(22,050)		12,350

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
				526700	Temporary Help Services		10,500		(9,500)		1,000
				526800	Training, Tuition, Conferences		25,650		(16,450)		9,200
				529500	Meetings		13,300		(5,250)		8,050
0	0		0		Total Materials & Services		892,860		(253,785)		639,075
					Capital Outlay						
				571400	Purchases-Equipment & Vehicles		17,050		(10,300)		6,750
				571500	Purchases-Office Furniture & Equipment		1,600		(1,250)		350
0	0		0		Total Capital Outlay		18,650		(11,550)		7,100
					Interfund Transfers						
				581610	Trans. Indirect Costs to Support Svs. Fund		285,202		(122,946)		162,256
				581513	Trans. Indirect Costs to Bldg. Fund		41,982		(19,843)		22,139
				581615	Trans. Indirect Costs to Insurance Fund		5,897		(2,785)		3,112
0	0		0		Total Interfund Transfers		333,081		(145,574)		187,507
					Contingency and Unappropriated Balance						
				599999	Contingency		171,281		(129,574)		41,707
0	0		0		Total Contingency and Unappropriated Balance		171,281		(129,574)		41,707
0	0	0.00	0		TOTAL EXPENDITURES	18.00	2,286,388	(8.50)	(937,815)	9.50	1,348,573

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Solid Waste Planning											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Director of Planning & Develop		0	0.50	31,110	0.50	31,110
					Regional Planning Supervisor		0	1.00	44,243	1.00	44,243
					Assoc. Solid Waste Planner		0	2.00	67,635	2.00	67,635
					Senior Regional Planner		0	0.50	18,186	0.50	18,186
					Senior Management Analyst		0	3.00	107,406	3.00	107,406
					Assoc. Regional Planner		0	0.00	0		0
					Assoc. Management Analyst		0	0.00	0		0
					Administrative Assistant		0	0.50	14,251	0.50	14,251
				511221	WAGES-REGULAR EMPLOYEES (full time)						
					Administrative Secretary		0	0.50	11,729	0.50	11,729
					Secretary		0	0.50	8,747	0.50	8,747
				512000	FRINGE		0	0.00	94,025		94,025
0	0	0.00	0		Total Personal Services	0.00	0	8.50	397,332	8.50	397,332
					Materials & Services						
				521100	Office Supplies		0		5,150		5,150
				521110	Computer Software		0		4,875		4,875
				521240	Graphics/Reprographic Supplies		0		5,000		5,000
				521260	Printing Supplies		0		4,050		4,050
				521290	Promotion Supplies		0		0		0
				521310	Subscriptions		0		1,835		1,835
				521320	Dues		0		1,325		1,325
				524190	Misc. Professional Services		0		302,000		302,000
				525640	Maint. & Repairs Services-Equipment		0		6,000		6,000
				525710	Equipment Rental		0		0		0
				526200	Ads & Legal Notices		0		2,300		2,300
				526310	Printing Services		0		17,800		17,800
				526320	Typesetting & Reprographics Services		0		4,500		4,500
				526410	Telephone		0		3,100		3,100
				526420	Postage		0		6,800		6,800
				526440	Delivery Service		0		1,500		1,500
				526500	Travel		0		11,050		11,050

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
				526700	Temporary Help Services		0		1,500		1,500
				526800	Training, Tuition, Conferences		0		10,800		10,800
				529500	Meetings		0		5,250		5,250
0	0		0		Total Materials & Services		0		394,835		394,835
					Capital Outlay						
				571400	Purchases-Equipment & Vehicles		0		10,300		10,300
				571500	Purchases-Office Furniture & Equipment		0		1,250		1,250
0	0		0		Total Capital Outlay		0		11,550		11,550
					Interfund Transfers						
				581010	Trans. Indirect Costs to Gen'l Fund		0		136,229		136,229
				581513	Trans. Indirect Costs to Bldg. Fund		0		19,807		19,807
				581615	Trans. Indirect Costs to Insurance Fund		0		2,785		2,785
0	0		0		Total Interfund Transfers		0		158,821		158,821
					Contingency and Unappropriated Balance						
				599999	Contingency		0		129,574		129,574
0	0		0		Total Contingency and Unappropriated Balance		0		129,574		129,574
0	0	0.00	0		TOTAL EXPENDITURES	0.00	0	8.50	1,092,112	8.50	1,092,112

Convention

Center

Project

Management

Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
CCP Mgmt											
					Resources						
0	1,331,738		529,119	299000	Fund Balance		302,336				302,336
2,410,814	0		0	338100	Hotel/Motel Tax						
56,611	74,321		37,038	361100	Interest on Investments		24,187				24,187
261	3,851		0	379000	Other Miscellaneous Revenue						
0	0		0	391530	Trans. Resources from S.W. Oper. Fund						
427,002	0		0	391559	Trans. Resources from Conv. Cnt. Cap. Fund						
2,894,688	1,409,910		566,157		Total Resources		326,523		0		326,523
PROJECT OFFICE											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	5,942	0.40	29,714		Project Manager	0.30	17,555			0.30	17,555
0	6,153		0		Construction Coordinator						
8,230	0		0		Senior Analyst						
4,138	19,554	0.40	13,946		Senior Management Analyst	0.30	11,501			0.30	11,501
9,882	0		0		Technical Manager						
8,603	9,807	0.30	8,967		Administrative Assistant						
					Assistant Management Analyst	0.20	6,138			0.20	6,138
12,350	1,753		0		Conv. Center Project Director						
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	2,149	0.30	7,318		Administrative Secretary	0.20	5,744			0.20	5,744
4,070	0		0		Secretary						
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0		0		Management Analyst						
0	8,362	0.12	3,219		Temporary Professional Support						
82	0		0	511400	OVERTIME						
19,876	12,913		15,417	512000	FRINGE		12,281				12,281
67,231	66,633	1.52	78,581		Total Personal Services	1.00	53,219	0.00	0	1.00	53,219
					Materials & Services						
1,264	9		1,000	521100	Office Supplies		550				550
				521200	Operating Supplies						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	6		0	521240	Graphics/Reprographic Supplies						
	160			521293	Promotion Supplies						
0	249		0	521310	Subscriptions						
0	0		0	521510	Maintenance & Repairs Supplies-Building						
955,405	51,903		303,029	524190	Misc. Professional Services		215,712		(40)		215,672
70	0		0	524210	Data Processing Services						
88	0		0	525110	Utilities-Electricity						
0	0		702	525640	Maintenance & Repairs Services-Equipment		553				553
1,010	0		0	525710	Equipment Rental						
66	0		212	526200	Ads & Legal Notices						
2,948	0		0	526310	Printing Services						
62	0		0	526320	Typesetting & Reprographics Services						
40	79		1,514	526410	Telephone		900				900
528	0		447	526420	Postage		340				340
595	1,066		2,000	526500	Travel		2,000				2,000
0	0		3,500	526700	Temporary Help Services						
0	0		483	526800	Training, Tuition, & Conferences		1,620				1,620
0	0		0	528100	License, Permits, Payments to Other Agencies						
0	0		0	528200	Election Expense						
1,030	161		1,000	529500	Meetings						
963,106	53,633		313,887		Total Materials & Services		221,675		(40)		221,635
					Capital Outlay						
0	0		0	571400	Purchases-Equipment & Vehicles						
0	0		650	571500	Purchases-Office Furniture & Equipment						
0	0		650		Total Capital Outlay		0		0		0
1,030,337	120,266	1.52	393,118		TOTAL EXPENDITURES	1.00	274,894	0.00	(40)	1.00	274,854
MERC											
					Materials & Services						
6,961	0		0	528100	License, Permits, Payments to Other Agencies						
6,961	0		0		Total Materials & Services		0		0		0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
6,961	0	0.00	0		TOTAL EXPENDITURES	0.00	0	0.00	0	0.00	0
GENERAL EXPENSES											
					Interfund Transfers						
23,635	39,780		33,866	581010	Trans. Indirect Costs to Gen'l Fund						
4,038	4,370		5,079	581513	Trans. Indirect Costs to Bldg Fund		5,852		(5)		5,847
65,585	129,038		94,393	581610	Trans. Indirect Costs to Support Svs. Fund		43,514		45		43,559
5,392	2,248		954	581615	Trans. Indirect Cost to Insur. Fund		626				626
427,002	0		0	582530	Trans. Resources to S.W. Oper. Fund						
0	500,000		0	582551	Trans. Resources to Metro E-R Commission						
0	0		0	582559	Trans. Resources to Conv. Cnt. Cap Fund						
525,652	675,436		134,292		Total Interfund Transfers		49,992		40		50,032
					Contingency and Unappropriated Balance						
0	0		38,747	599999	Contingency		1,637				1,637
1,331,738	614,208		0		Unappropriated Balance						
1,331,738	614,208		38,747		Total Contingency and Unappropriated Balance		1,637		0		1,637
2,894,688	1,409,910.	1.52	566,157		TOTAL EXPENDITURES	1.00	326,523	0.00	0	1.00	326,523

Convention

Center

Project Capital

Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
CCP CAPITAL											
					Resources						
0	51,135,013		34,326,129	299000	Fund Balance		12,371,252				12,371,252
50,000	0		0	331110	Federal Grants-Operating-Categorical-Direct						
0	0		45,000	331310	Federal Grants-Capital						
0	7,425,055		7,500,000	334110	State Grants-Operating-Categorical-Direct						
0	0		10,000	334310	State Grants-Capital						
0	0		4,500,000	337310	Local Grants-Capital-Direct						
0	0		0	338100	Hotel/Motel Tax						
0	2,180,995		0	339210	Local Improvement District						
4,010,718	4,435,603		1,217,000	361100	Interest on Investments						
0	3,000		45,000	365100	Donations & Bequests		95,000				95,000
				373500	Sale of Proprietary Assets		12,500				12,500
330	7,818		300,000	379000	Other Miscellaneous Revenue						
65,000,000	0		0	385100	General Obligation Bond Proceeds						
0	0		0	391558	Trans. Resources from Conv. Cnt. Mgmt. Fund						
69,061,048	65,187,484		47,943,129		Total Resources		12,478,752		0		12,478,752
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Construction Manager	0.10	6,224	(0.10)	(6,224)	0.00	0
0	19,831	1.00	49,104		Construction Coordinator	0.25	12,639			0.25	12,639
0	16,806	0.60	27,769		Project Manager	0.40	23,406			0.40	23,406
17,208	51,752	1.60	55,783		Senior Management Analyst	0.90	34,502			0.90	34,502
47,617	7,905		0		Conv. Center Project Director						
21,885	18,321	0.70	20,924		Administrative Assistant						
					Assistant Management Analyst	0.40	12,276			0.40	12,276
15,421	0		0		Technical Manager						
29,750	0		0		Senior Analyst						
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	5,180	0.70	17,076		Administrative Secretary	0.40	11,488			0.40	11,488
10,403	0		0		Secretary						
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
12,744	15,233	0.48	12,876		Temporary Professional Support	0.25	5,788			0.25	5,788
192	0		0	511400	OVERTIME						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
33,323	35,236		53,225	512000	FRINGES		31,897		(1,867)		30,030
188,543	170,264	5.08	236,757		Total Personal Services	2.70	138,220	(0.10)	(8,091)	2.60	130,129
					Materials & Services						
3,873	3,743		2,200	521100	Office Supplies		2,000				2,000
0	80		1,000	521110	Computer Software						
				521200	Operating Supplies						
0	0		200	521220	Custodial Supplies		300				300
110	2,590		0	521240	Graphics/Reprographic Supplies						
0	0		1,500	521260	Printng Supplies		1,000				1,000
0	91		1,000	521293	Promotion Supplies						
679	208		700	521310	Subscriptions		700				700
0	891		5,000	524120	Legal Fees		5,000				5,000
112,208	16,247		15,000	524190	Misc. Professional Services		13,200				13,200
173	0		0	524210	Data Processing Services						
0	0		500	525640	Maintenance & Repairs Services - Equipment		875				875
4,758	2,786		0	525710	Equipment Rental						
0	0		3,600	525733	Operating Lease Payments - Other		3,314				3,314
5,217	2,659		5,000	526200	Ads & Legal Notices		3,000				3,000
33,940	11,577		6,000	526310	Printing Services		20,000				20,000
612	2,953		500	526320	Typesetting & Reprographics Services		1,000				1,000
82	1,709		2,000	526410	Telephone		1,200				1,200
6,784	6,050		2,000	526420	Postage		1,000				1,000
0	320		2,600	526440	Delivery Service		2,000				2,000
14,745	1,250		4,500	526500	Travel						
0	22		1,500	526700	Temporary Help Service		1,500				1,500
31,875	10		0	528100	License, Permits, Payments to Other Agencies						
0	0		1,200	526800	Training, Tuition and Conferences						
3,650	4,452		3,500	529500	Meetings		2,000				2,000
218,706	57,638		59,500		Total Materials & Services		58,089		0		58,089
					Capital Outlay						
10,708,592	699,593		75,000	571100	Purchases-Land		75,000				75,000
0	151,366		496,000	571300	Purchases-Buildings, Exhibits & Related		300,000				300,000
4,443	1,183		0	571400	Purchases-Equipment & Vehicles						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
2,008	1,705		4,300,000	571500	Purchases-Office Furniture & Equipment		2,800,909		8,091		2,809,000
591,526	719,791		1,125,000	574110	Construction Management		240,000				240,000
0	196,283		400,000	574120	Architectural Services		500,000				500,000
2,949,199	1,068,789		295,000	574130	Engineering Services		140,000				140,000
0	218,629		49,000	574190	Other Construction Services		10,000				10,000
				574500	Construction Work/Material		2,115,544				2,115,544
0	132,736		1,827,200	574510	Construction Work Other than Bldg		900,000				900,000
813,345	20,666,939		36,515,179	574520	Const. Work/Materials-Bldgs, Exhibits & Rel.		5,029,619		(133)		5,029,486
15,069,113	23,857,014		45,082,379		Total Capital Outlay		12,111,072		7,958		12,119,030
					Interfund Transfers						
74,843	125,970		113,208	581010	Trans. Indirect Costs to Gen'l Fund						
12,786	13,839		17,004	581513	Trans. Indirect Costs to Bldg Fund		19,592		(17)		19,575
207,688	408,622		315,543	581610	Trans. Indirect Costs to Support Svs. Fund		145,679		150		145,829
17,073	7,119		3,194	581615	Trans. Indirect Cost to Insur. Fund		2,096				2,096
1,710,281	0		0	582251	Trans. Resources to Conv. Cnt. Debt						
427,002	0		0	582558	Trans. Resources to Conv. Cnt. Mgmt Fund						
0	50,000		0	583615	Trans. Direct Costs to Insurance Fund						
2,449,673	605,550		448,949		Total Interfund Transfers		167,367		133		167,500
					Contingency and Unappropriated Balance						
0	0		2,115,544	599999	Contingency		4,004				4,004
51,135,013	40,497,018		0		Unappropriated Balance						
51,135,013	40,497,018		2,115,544		Total Contingency and Unappropriated Balance		4,004		0		4,004
69,061,048	65,187,484	5.08	47,943,129		TOTAL EXPENDITURES	2.70	12,478,752	(0.10)	0	2.60	12,478,752

Convention

Center

Project

Debt Service

Fund

HISTORICAL DATA ACTUAL $ FY 1987-88	HISTORICAL DATA ACTUAL $ FY 1988-89	FY 1989-90 ADOPTED BUDGET FTE	FY 1989-90 ADOPTED BUDGET AMOUNT	ACCOUNT #	FISCAL YEAR 1990-91 DESCRIPTION	PROPOSED FTE	PROPOSED AMOUNT	REVISION FTE	REVISION AMOUNT	BUDGET COMMITTEE RECOMMENDATION FTE	BUDGET COMMITTEE RECOMMENDATION AMOUNT
CCP Debt					Resources						

0	112,302		0	305000	Fund Balance						
2,515,431	5,708,506		5,469,253	311110	Real Property Taxes-Current Year		5,625,063				5,625,063
0	100,126		250,000	311120	Real Property Taxes-Prior Year		300,000				300,000
0	21,593		0	318100	In Lieu of Property Taxes						
0	14,087		0	319110	Property Taxes - Interest & Penalties						
95,671	77,551		0	361100	Interest on Investments						
200,432	0		0	385100	General Obligation Bond Proceeds						
1,710,281	0		0	391559	Trans. Resources from Conv. Cnt. Cap. Fund						
4,521,815	6,034,165		5,719,253		Total Resources		5,925,063		0		5,925,063
					Debt Service						

0	990,000		1,045,000	533110	General Obligation Bond-Principal		1,110,000				1,110,000
4,409,513	4,765,828		4,674,253	533120	General Obligation Bond-Interest		4,815,063				4,815,063
4,409,513	5,755,828		5,719,253		Total Debt Service		5,925,063		0		5,925,063
					Contingency and Unappropriated Balance						

112,302	278,337		0		Unappropriated Balance						
112,302	278,337		0		Total Contingency and Unappropriated Balance		0		0		0
4,521,815	6,034,165		5,719,253		TOTAL EXPENDITURES		5,925,063		0		5,925,063

Metropolitan

Exposition

Recreation

Commission

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
MERC MANAGEMENT POOL FUND REVENUE											
					Resources						
0	0		0	361100	Interest on Investments	0			35,000		35,000
0	0		0	393550	Transfer from OCC Operating Fund	0			374,141		374,141
0	0		0	393750	Transfer from Spectator Facilities Operating Fund	0			601,201		601,201
0	0		0		Total Resources	0			1,010,342		1,010,342

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
MERC MANAGEMENT POOL FUND											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		General Manager		0	1.00	80,000	1.00	80,000
0	0		0		Assistant General Manager		0	1.00	67,600	1.00	67,600
0	0		0		Convention Center Manager		0	1.00	65,000	1.00	65,000
					Assistant General Manager, Operation		0	1.00	56,247	1.00	56,247
0	0		0		Special Services Director		0	1.00	44,520	1.00	44,520
0	0		0		Admissions Director		0	1.00	40,413	1.00	40,413
					Personnel Manager		0		0	0.00	0
0	0		0		Controller		0	1.00	38,528	1.00	38,528
					Manager, Technical Services		0	1.00	34,933	1.00	34,933
					Systems Administrator		0	1.00	33,540	1.00	33,540
0	0		0		Administrative Assistant		0	1.00	33,220	1.00	33,220
0	0		0		R&D/Special Project		0	1.00	31,678	1.00	31,678
					Purchasing/Contracts Coordinator		0		0	0.00	0
					Assistant Personnel Coordinator		0		0	0.00	0
					Graphics Coordinator		0	1.00	24,785	1.00	24,785
0	0		0		Clerk/Bookkeeper		0		0	0.00	0
0	0		0	512000	FRINGE		0		192,662		192,662
0	0	0.00	0		Total Personal Services	0.00	0	12.00	743,126	12.00	743,126
					Materials & Services						
0	0		0	524190	Misc. Professional Services		0		132,216		132,216
0	0		0	526500	Travel		0		20,000		20,000
0	0		0		Total Materials & Services		0		152,216		152,216
					Capital Outlay						
0	0		0	571400	Purchases - Equipment and Vehicles		0				0
0	0		0	571500	Purchases - Office Furniture and Equipment		0				0
0	0		0		Total Capital Outlay		0		0		0
					Interfund Transfers						

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					Trans. Indirect Costs to Support Svs. Fund						
0	36,197		29,028	581610	Trans. Indirect Costs to Bldg Fund		0		0		0
0	18,209		0	581513	Trans. Indirect Costs to Support Svs. Fund		0		0		0
0	117,415		80,908	581610	Trans. Indirect Cost to Insur. Fund		0		0		0
0	8,832		6,083	581615	Trans. Resources to MERC Management Pool		0		0		0
					Trans. Resources to General Fund		0		0		0
0	0		0	582010	Total Interfund Transfers		0		0		0
0	180,653		116,019		Contingency and Unappropriated Balance						
					Contingency		0		115,000		115,000
0	0		433,622	599999	Unappropriated Balance		0		0		0
0	1,698,962		1,500,000	599990	Total Contingency and Unappropriated Balance		0		115,000		115,000
0	1,698,962		1,933,622		TOTAL EXPENDITURES	0.00	0	12.00	1,010,342	12.00	1,010,342
0	1,879,615	0.00	2,049,641								

Oregon

Convention

Center

Operating

Fund

HISTORICAL DATA ACTUAL $ FY 1987-88	HISTORICAL DATA ACTUAL $ FY 1988-89	FY 1989-90 ADOPTED BUDGET FTE	FY 1989-90 ADOPTED BUDGET AMOUNT	ACCOUNT #	FISCAL YEAR 1990-91 DESCRIPTION	PROPOSED FTE	PROPOSED AMOUNT	REVISION FTE	REVISION AMOUNT	BUDGET COMMITTEE RECOMMENDATION FTE	BUDGET COMMITTEE RECOMMENDATION AMOUNT
OREGON CONVENTION CENTER OPERATIONS FUND REVENUE											
					Resources						
					OREGON CONVENTION CENTER OPERATIONS						
0	0		1,455,000	299000	Fund Balance		1,802,961		0		1,802,961
0	2,691,778		2,800,000	338100	Hotel/Motel Tax		2,900,000		0		2,900,000
0	0		27,745	337210	Local Grants - Operating-Non-Categorical-Direct				0		
				347220	Rentals-Building		658,345		(10,261)		648,084
				347230	Rentals-Equipment		51,000		(227)		50,773
				347311	Food Service-Concessions/Food		1,061,042		10,333		1,071,375
				347600	Utility Services		314,247		(6,628)		307,619
				347810	Management Fee Income		185,532		(2,681)		182,851
0	45,534		104,000	361100	Interest on Investments		142,300		0		142,300
				374000	Parking		395,303		(11,977)		383,326
0	6,190		0	379000	Miscellaneous Revenue				0		
0	500,000		0	391558	Trans. Resources from Conv. Cnt. Mgmt. Fund				0		
					OPERATIONS MANAGEMENT POOL				0		
0	0		0	361100	Interest		35,000		(35,000)		0
0	0		0	393750	Transfer from Spectator Facilities Operating Fund		661,754		(661,754)		0
0	3,243,502		4,386,745		Total Resources		8,207,484		(718,195)		7,489,289

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TOTAL OREGON CONVENTION CENTER OPERATIONS FUND											
0	111,318	13.25	489,978		TOTAL PERSONAL SERVICES	84.13	2,825,983	(16.00)	(907,463)	68.13	1,918,520
0	1,252,569		1,641,463		TOTAL MATERIALS & SERVICES		3,372,874		(107,801)		3,265,073
0	0		205,663		TOTAL CAPITAL OUTLAY		200,000		0		200,000
					Interfund Transfers						
0	36,197		29,028	581010	Trans. Indirect Costs to General Fund		0		0		0
0	18,209		0	581513	Trans. Indirect Costs to Bldg Fund		0		0		0
0	117,415		80,908	581610	Trans. Indirect Costs to Support Svs. Fund		248,016		(53,876)		194,140
0	8,832		6,083	581615	Trans. Indirect Cost to Insur. Fund		69,927		1,413		71,340
					Trans. Resources to MERC Management Pool		0		374,141		374,141
0	0		0		Trans. Direct Costs to Support Svs. Fund		0		30,590		30,590
0	180,653		116,019		Total Interfund Transfers		317,943		352,268		670,211
					Contingency and Unappropriated Balance						
0	0		433,622	599999	Contingency		300,000		3,000		303,000
0	1,698,962		1,500,000	599990	Unappropriated Balance		1,190,684		(58,199)		1,132,485
0	1,698,962		1,933,622		Total Contingency and Unappropriated Balance		1,490,684		(55,199)		1,435,485
0	3,243,502	13.25	4,386,745		TOTAL EXPENDITURES	84.13	8,207,484	(16.00)	(718,195)	68.13	7,489,289

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OCC OPER											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		Administrative Assistant						
0	22,659	1.00	38,854		Marketing Manager/Director of Sales and Ma	1.00	36,643			1.00	36,643
0	0		0		Assistant General Manager						
0	19,476	1.00	27,560		Sales Associate	1.00	28,682			1.00	28,682
0	28,840	1.00	60,000		Convention Center Manager						
0	0	0.50	10,372		Event Coordinator	2.00	43,562			2.00	43,562
0	0		0		General Manager						
0	0	1.00	31,942		Event Manager	1.00	34,932			1.00	34,932
0	0	0.25	7,911		Special Projects Coordinator						
0	0	1.00	31,942		Manager, Technical Services						
0	0	0.75	23,956		Chief Engineer	1.00	36,643			1.00	36,643
0	0	1.00	31,942		System Administrator						
					Electrician	1.00	33,220			1.00	33,220
					Operating Engineer	2.75	71,580			2.75	71,580
					Set-up Superintendent	0.92	25,126			0.92	25,126
					Utility Technician	2.00	54,622			2.00	54,622
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	14,851	2.00	37,248		Secretary	2.00	39,090			2.00	39,090
					Bookkeeper	1.00	23,631			1.00	23,631
					Clerical/Receptionist	3.33	57,036			3.33	57,036
					Lead Engineer/Mechanic	0.92	30,562			0.92	30,562
					Maintenance/Utility Lead	16.50	350,064			16.50	350,064
					Security Watch staff	5.83	91,222			5.83	91,222
					Sound/Audio Visual Technician	1.00	24,784			1.00	24,784
					Supervisor	1.83	45,355			1.83	45,355
					Telephone System Coordinator	0.92	25,126			0.92	25,126
					Utility Maintenance	1.83	47,633			1.83	47,633
					Utility-Grounds	2.75	54,225			2.75	54,225
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
					Secretary/Receptionist	1.50	26,945			1.50	26,945
					Operations Workers	5.00	72,800			5.00	72,800
					Facility Security	1.50	27,249			1.50	27,249
					Data Entry Clerk	1.00	16,388			1.00	16,388
0	0	3.75	74,224		5 positions						
					Box Office Supervisor	0.41	10,156			0.41	10,156

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					Ticket Sellers	1.64	25,560			1.64	25,560
					Head Gate Attendant	0.41	8,307			0.41	8,307
					Gate Attendant	2.25	35,145			2.25	35,145
					Uniformed Security Supervisor	0.82	17,892			0.82	17,892
					Uniformed Agent	2.46	44,065			2.46	44,065
					Medical Specialist	0.56	12,138			0.56	12,138
				511400	OVERTIME						
0	25,492		114,027	512000	FRINGE		468,137				468,137
0	111,318	13.25	489,978		Total Personal Services	68.13	1,918,520	0.00	0	68.13	1,918,520
					Materials & Services						
0	1,070		6,000	521100	Office Supplies		6,000				6,000
0	175		300	521290	Other Supplies		70,500				70,500
				521292	Small Tools		4,000				4,000
0	4,762		13,600	521293	Promotion Supplies						
0	2,235		215	521310	Subscriptions		215				215
0	1,676		3,970	521320	Dues		4,770				4,770
				521540	Maintenance and Repair Supplies -Equipment						
				524110	Audit Fees						
0	806		0	524120	Legal Fees		3,000		(3,000)		0
				524130	Promotion/Public Relations		74,288				74,288
0	1,079,785		1,298,000	524190	Misc. Professional Services		1,306,000		97,415		1,403,415
0	0		0	524210	Data Processing Services						
				525110	Utilities-Electricity		266,200				266,200
				525120	Utilities-Water and Sewer		30,300				30,300
				525130	Utilities-Natural Gas		92,000				92,000
				525190	Utilities-Other		11,500				11,500
				525610	Maintenance & Repair Services-Building		61,000				61,000
				525640	Maintenance & Repair Services-Equipment		20,000				20,000
0	301		0	525710	Equipment Rental		20,000				20,000
				525720	Building Rental		7,500				7,500
0	0		9,036	525723	Operating Lease Payments - other						
0	25,808		51,288	526200	Ads & Legal Notices		15,820				15,820
0	36,329		24,800	526310	Printing Services		55,000				55,000
0	2,803		5,800	526320	Typesetting and Reprographics		5,800				5,800
0	252		1,680	526410	Telephone		71,200				71,200
0	2,781		6,600	526420	Postage		16,360				16,360

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		22,000	526430	Catalogues and Brochures						
0	424		860	526440	Delivery Service		360				360
0	24,958		43,045	526500	Travel		19,195				19,195
				526690	Concession/Catering Contract		906,065				906,065
				526691	Parking Contract		40,841				40,841
0	300		0	526700	Temporary Help Services						
0	867		44,765	526800	Training, Tuition, Conferences		8,869				8,869
				526900	Miscellaneous Other Purchased Services						
				526910	Uniforms and Cleaning		20,500				20,500
0	51,583		100,000	528100	License, Permits, Payments to Other Agencies						
0	5,896		5,004	529500	Meetings		4,500				4,500
0	3,899		4,500	529800	Miscellaneous		7,000				7,000
0	25		0	529835	External Promotion Expenses		12,600				12,600
0	5,834		0	531100	Capital Lease Payments-Office Equipment		9,275				9,275
0	1,252,569		1,641,463		Total Materials & Services		3,170,658		94,415		3,265,073
					Capital Outlay						
0	0		205,663	571400	Purchases - Equipment and Vehicles		55,000				55,000
0	0		0	571500	Purchases - Office Furniture and Equipment		123,000				123,000
				574520	Construction Work/ Building		22,000				22,000
0	0		205,663		Total Capital Outlay		200,000		0		200,000
0	1,363,887	13.25	2,337,104		TOTAL EXPENDITURES	68.13	5,289,178	0.00	94,415	68.13	5,383,593

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET		FISCAL YEAR 1990-91		PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
MERC MANAGEMENT POOL											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		General Manager	1.00	80,000	(1.00)	(80,000)	0.00	0
0	0		0		Assistant General Manager	1.00	67,600	(1.00)	(67,600)	0.00	0
0	0		0		Convention Center Manager	1.00	65,000	(1.00)	(65,000)	0.00	0
					Assistant General Manager, Operation	1.00	56,247	(1.00)	(56,247)	0.00	0
0	0		0		Special Services Director	1.00	44,520	(1.00)	(44,520)	0.00	0
0	0		0		Admissions Director	1.00	40,413	(1.00)	(40,413)	0.00	0
					Personnel Manager	1.00	40,413	(1.00)	(40,413)	0.00	0
0	0		0		Controller	1.00	38,528	(1.00)	(38,528)	0.00	0
					Manager, Technical Services	1.00	34,933	(1.00)	(34,933)	0.00	0
					Systems Administrator	1.00	33,540	(1.00)	(33,540)	0.00	0
0	0		0		Administrative Assistant	1.00	33,220	(1.00)	(33,220)	0.00	0
0	0		0		R&D/Special Project	1.00	31,678	(1.00)	(31,678)	0.00	0
					Purchasing/Contracts Coordinator	1.00	31,678	(1.00)	(31,678)	0.00	0
					Assistant Personnel Coordinator	1.00	31,678	(1.00)	(31,678)	0.00	0
					Graphics Coordinator	1.00	24,785	(1.00)	(24,785)	0.00	0
0	0		0		Clerk/Bookkeeper	1.00	17,962	(1.00)	(17,962)	0.00	0
0	0		0	512000	FRINGE		235,268		(235,268)		0
0	0	0.00	0		Total Personal Services	16.00	907,463	(16.00)	(907,463)	0.00	0
					Materials & Services						
0	0		0	524190	Misc. Professional Services		182,216		(182,216)		0
0	0		0	526500	Travel		20,000		(20,000)		0
0	0		0		Total Materials & Services		202,216		(202,216)		0
					Capital Outlay						
0	0		0	571400	Purchases - Equipment and Vehicles						
0	0		0	571500	Purchases - Office Furniture and Equipment						
0	0		0		Total Capital Outlay		0		0		0
0	0	0.00	0		TOTAL EXPENDITURES	16.00	1,109,679	(16.00)	(1,109,679)	0.00	0

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TOTAL OREGON CONVENTION CENTER OPERATIONS FUND											
0	111,318	13.25	489,978		TOTAL PERSONAL SERVICES	84.13	2,825,983	(16.00)	(907,463)	68.13	1,918,520
0	1,252,569		1,641,463		TOTAL MATERIALS & SERVICES		3,372,874		(107,801)		3,265,073
0	0		205,663		TOTAL CAPITAL OUTLAY		200,000		0		200,000
					Interfund Transfers						
0	36,197		29,028	581010	Trans. Indirect Costs to General Fund		0		0		0
0	18,209		0	581513	Trans. Indirect Costs to Bldg Fund		0		0		0
0	117,415		80,908	581610	Trans. Indirect Costs to Support Svs. Fund		248,016		(53,876)		194,140
0	8,832		6,083	581615	Trans. Indirect Cost to Insur. Fund		69,927		1,413		71,340
					Trans. Resources to MERC Management Pool		0		374,141		374,141
0	0		0		Trans. Direct Costs to Support Svs. Fund		0		38,590		38,590
0	180,653		116,019		Total Interfund Transfers		317,943		360,268		678,211
					Contingency and Unappropriated Balance						
0	0		433,622	599999	Contingency		300,000		3,000		303,000
0	1,698,962		1,500,000	599990	Unappropriated Balance		1,190,684		(66,199)		1,124,485
0	1,698,962		1,933,622		Total Contingency and Unappropriated Balance		1,490,684		(63,199)		1,427,485
0	3,243,502	13.25	4,386,745		TOTAL EXPENDITURES	84.13	8,207,484	(16.00)	(718,195)	68.13	7,489,289

Spectator

Facilities

Operating

Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SPECTATOR FACILITIES FUND TOTAL											
0	0		0		TOTAL PERSONAL SERVICES	229.42	6,514,552	0.00	0	229.42	6,514,552
0	0		0		TOTAL MATERIALS & SERVICES		7,501,282		(25,000)		7,476,282
0	0		0		TOTAL CAPITAL OUTLAY		602,775		0		602,775
					Interfund Transfers						
0	0		0	581610	Trans. Indirect Costs to Support Svs. Fund		411,601		(99,642)		311,959
0	0		0	581615	Trans. Indirect Cost to Insur. Fund		116,049		(1,413)		114,636
0	0		0	582550	Transfer Resources to OCC Operating Fund		661,754		(661,754)		0
				582751	Transfer Resources to MERC Management Pool		0		601,201		601,201
				583610	Transfer Direct Costs to Support Svs. Fund		0		45,885		45,885
0	0		0		Total Interfund Transfers		1,189,404		(115,723)		1,073,681
					Contingency and Unappropriated Balance						
0	0		0	599999	Contingency		665,000		25,000		690,000
0	0		0	599990	Unappropriated Balance		1,892,252		115,723		2,007,975
0	0		0		Total Contingency and Unappropriated Balance		2,557,252		140,723		2,697,975
0	0		0		TOTAL EXPENDITURES	229.42	18,365,265	0.00	0	229.42	18,365,265

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SPECTATOR FACILITIES FUND REVENUE											
					Resources						
					COLISEUM						
0	0		0	299000	Beginning Balance		2,615,000				2,615,000
0	0		0	347110	Users' Fee		950,000				950,000
0	0		0	347220	Rentals-Building		1,500,000				1,500,000
0	0		0	347311	Food Service-Concessions/Food		4,663,375				4,663,375
0	0		0	347500	Merchandising		400,000				400,000
0	0		0	347600	Electrical Contract		55,000				55,000
0	0		0	347700	Commissions		140,000				140,000
0	0		0	347810	Management Fee Income		596,742				596,742
0	0		0	361100	Interest		350,000				350,000
0	0		0	374000	Parking		1,676,338				1,676,338
0	0		0	379000	Other Miscellaneous Revenue		150,000				150,000
					CIVIC STADIUM						
0	0		0	347110	Users' Fee		157,400				157,400
0	0		0	347220	Rentals-Building		175,000				175,000
0	0		0	347311	Food Service-Concessions/Food		1,127,225				1,127,225
0	0		0	347500	Merchandising		40,000				40,000
0	0		0	347700	Commissions		13,000				13,000
0	0		0	347810	Management Fee Income		110,800				110,800
0	0		0	379000	Other Miscellaneous Revenue		20,000				20,000
					PERFORMING ARTS CENTER						
0	0		0	347110	Users' Fee		740,000				740,000
0	0		0	347220	Rentals-Building		975,000				975,000
0	0		0	347311	Food Service-Concessions/Food		165,000				165,000
0	0		0	347500	Merchandising		75,000				75,000
0	0		0	347700	Commissions		495,000				495,000
0	0		0	347810	Management Fee Income		991,935				991,935
0	0		0	361100	Interest		40,000				40,000
0	0		0	379000	Other Miscellaneous Revenue		143,450				143,450
0	0		0		Total Resources		18,365,265		0		18,365,265

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
COLISEUM											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		Coliseum/Stadium Manager	0.75	42,750			0.75	42,750
0	0		0		Accountant	1.00	34,932			1.00	34,932
0	0		0		Assistant Accountant	1.00	26,029			1.00	26,029
0	0		0		Assistant Director of Security	1.00	33,220			1.00	33,220
0	0		0		Admissions Assistant Director	1.00	33,280			1.00	33,280
0	0		0		Admissions Supervisor	1.00	48,423			1.00	48,423
0	0		0		Event Manager	1.00	38,528			1.00	38,528
0	0		0		Customer Services Representative	3.00	74,444			3.00	74,444
0	0		0		Sales Manager	1.00	42,465			1.00	42,465
0	0		0		Promotions Coordinator	1.00	30,137			1.00	30,137
0	0		0		Group Sales Coordinator	1.00	21,574			1.00	21,574
0	0		0		Sales Associate	1.00	26,029			1.00	26,029
0	0		0		Lead Engineer	1.00	33,220			1.00	33,220
0	0		0		Operations Engineer	4.00	126,548			4.00	126,548
0	0		0		Maintenance Section Superintendent	1.00	40,413			1.00	40,413
0	0		0		Set-Up Supervisor	2.00	55,993			2.00	55,993
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	0		0		Bookkeeper II	1.00	22,561			1.00	22,561
0	0		0		Bookkeeper I	1.00	19,682			1.00	19,682
0	0		0		Accounting Clerk	1.00	18,052			1.00	18,052
0	0		0		Office Assistant	1.00	20,585			1.00	20,585
0	0		0		Switchboard/Receptionist	1.00	20,585			1.00	20,585
0	0		0		Data Entry Clerk	1.00	17,963			1.00	17,963
0	0		0		Marketing Staff Assistant	1.00	17,963			1.00	17,963
0	0		0		Security Watchman	2.00	37,548			2.00	37,548
0	0		0		Security Secretary	1.00	20,585			1.00	20,585
0	0		0		Marketing Secretary	1.00	20,585			1.00	20,585
0	0		0		Utility/Grounds	1.00	22,318			1.00	22,318
0	0		0		Utility Lead	15.00	346,948			15.00	346,948
0	0		0		Utility Maintenance	3.00	67,372			3.00	67,372
0	0		0		Set Up Staff Assistant	1.00	23,631			1.00	23,631
0	0		0	511225	WAGES-REGULAR EMPLOYEES (part time)	55.45	1,043,798			55.45	1,043,798
0	0		0	511400	OVERTIME		45,132				45,132
0	0		0		PREMIUM PAY		8,519				8,519
0	0		0	512000	FRINGE		814,036				814,036

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0	0.00	0		Total Personal Services	108.20	3,295,848	0.00	0	108.20	3,295,848
					Materials & Services						
0	0		0	521100	Office Supplies		25,000				25,000
0	0		0	521290	Other Supplies		82,909				82,909
0	0		0	521292	Small Tools		12,715				12,715
0	0		0	521400	Fuels & Lubricants		3,350				3,350
0	0		0	524110	Audit Services		2,000				2,000
0	0		0	524120	Legal Fees		25,000		(25,000)		0
0	0		0	524130	Promotion/Public Relation Services		137,025				137,025
0	0		0	524190	Misc Professional Services		11,682				11,682
0	0		0	524310	Management Consulting Services		4,000				4,000
0	0		0	525110	Utilities-Electricity		262,851				262,851
0	0		0	525120	Utilities-Water and Sewer		64,468				64,468
0	0		0	525130	Utilities-Natural Gas		2,297				2,297
0	0		0	525140	Utilities-Heating Oil		44,688				44,688
0	0		0	525190	Utilities-Other		33,881				33,881
0	0		0	525610	Maintenance & Repair Services-Building		155,848				155,848
0	0		0	525710	Equipment Rental		31,598				31,598
0	0		0	526310	Printing Services		25,862				25,862
0	0		0	526410	Telephone		50,923				50,923
0	0		0	526420	Postage		25,500				25,500
0	0		0	526500	Travel		29,800				29,800
0	0		0	526690	Concessions/Catering Contract		3,391,375				3,391,375
0	0		0	526691	Parking Contract		421,338				421,338
0	0		0	526700	Temporary Help Services		357,280				357,280
0	0		0	526800	Training, Tuition, Conferences		10,500				10,500
0	0		0	526910	Uniforms and Cleaning		23,611				23,611
0	0		0	529800	Miscellaneous		41,525				41,525
0	0		0		Total Materials & Services		5,277,026		(25,000)		5,252,026
					Capital Outlay						
0	0		0	571400	Purchases - Equipment and Vehicles		36,500				36,500
0	0		0	571500	Purchases - Office Furniture and Equipment		30,000				30,000
0	0		0	574510	Construction Work Other Than Building		76,000				76,000

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		0	574520	Construction Work - Building		126,000				126,000
0	0		0		Total Capital Outlay		268,500		0		268,500
0	0	0.00	0		TOTAL EXPENDITURES	108.20	8,841,374	0.00	(25,000)	108.20	8,816,374

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
CIVIC STADIUM											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		Coliseum/Stadium Manager	0.25	14,250			0.25	14,250
0	0		0		Set-up Supervisor	1.00	30,137			1.00	30,137
0	0		0		Admissions Supervisor	2.00	46,538			2.00	46,538
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	0		0		Utility Lead	2.00	46,800			2.00	46,800
0	0		0		Assistant Set-up Supervisor	1.00	28,682			1.00	28,682
0	0		0		Security Watch Staff	1.00	18,782			1.00	18,782
				511225	WAGES-REGULAR EMPLOYEES (part time)	12.36	204,303			12.36	204,303
0	0		0	511400	OVERTIME		7,506				7,506
0	0		0		PREMIUM PAY		307				307
0	0		0	512000	FRINGE		119,640				119,640
0	0	0.00	0		Total Personal Services	19.61	516,945	0.00	0	19.61	516,945
					Materials & Services						
0	0		0	521100	Office Supplies		600				600
0	0		0	521290	Other Supplies		16,210				16,210
0	0		0	521292	Small Tools		1,415				1,415
0	0		0	521400	Fuels & Lubricants		1,733				1,733
0	0		0	524190	Misc professional services		9,432				9,432
0	0		0	525110	Utilities-Electricity		88,555				88,555
0	0		0	525120	Utilities-Water and Sewer		8,955				8,955
0	0		0	525190	Utilities-Other		12,425				12,425
0	0		0	525610	Maintenance & Repair Services-Building		27,591				27,591
0	0		0	525710	Equipment Rental		9,809				9,809
0	0		0	526310	Printing Services		1,000				1,000
0	0		0	526410	Telephone		2,000				2,000
0	0		0	526420	Postage		500				500
0	0		0	526690	Concession/Catering Contract		842,225				842,225
0	0		0	526700	Temporary Help Services		121,046				121,046
0	0		0	526910	Uniforms and Cleaning		4,500				4,500
0	0		0	529800	Miscellaneous		2,200				2,200
0	0		0		Total Materials & Services		1,150,196		0		1,150,196

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET				FISCAL YEAR 1990-91 PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
					Capital Outlay						
0	0		0	571400	Purchases - Equipment and Vehicles		7,500				7,500
0	0		0	571500	Purchases - Office Furniture and Equipment		5,000				5,000
0	0		0	574520	Construction Work/Materials - Buildings, Exhibits		9,200		---		9,200
0	0		0		Total Capital Outlay		21,700		0		21,700
0	0	0.00	0		TOTAL EXPENDITURES	19.61	1,688,841	0.00	0	19.61	1,688,841

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
PERFORMING ARTS CENTER											
					Personal Services						
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		PAC Manager	1.00	54,881			1.00	54,881
0	0		0		Program Development Manager	1.00	39,478			1.00	39,478
0	0		0		Booking coordinator	1.00	26,029			1.00	26,029
0	0		0		PAC Events Director	1.00	36,650			1.00	36,650
0	0		0		Operations Engineer	1.00	31,637			1.00	31,637
0	0		0		Stage/Operations Coordinator	1.00	33,220			1.00	33,220
0	0		0		Building Maintenance Supervisor	1.00	30,137			1.00	30,137
0	0		0		Box Office Manager	1.00	27,311			1.00	27,311
0	0		0		Box Office Supervisor	4.00	92,382			4.00	92,382
0	0		0		Customer Service Representative	2.00	44,135			2.00	44,135
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	0		0		Utility Lead	4.00	87,922			4.00	87,922
0	0		0		Switchboard/Receptionist	1.00	18,774			1.00	18,774
0	0		0		Administrative Secretary	1.00	20,585			1.00	20,585
0	0		0		Secretary	1.00	18,774			1.00	18,774
0	0		0		Data Entry	1.00	17,963			1.00	17,963
0	0		0		Staff Assistant	1.00	22,561			1.00	22,561
0	0		0		Security Watchman	3.00	53,030			3.00	53,030
				511235	WAGES-TEMPORARY EMPLOYEES (part time)	75.61	1,449,842			75.61	1,449,842
0	0		0	511400	OVERTIME		23,092				23,092
0	0		0		PREMIUM PAY		1,200				1,200
0	0		0	512000	FRINGE		572,156				572,156
0	0	0.00	0		Total Personal Services	101.61	2,701,759	0.00	0	101.61	2,701,759
					Materials & Services						
0	0		0	521100	Office Supplies		16,000				16,000
0	0		0	521290	Other Supplies		62,718				62,718
0	0		0	521292	Small Tools		1,600				1,600
0	0		0	524130	Promotion/Public Relation Services		60,400				60,400
0	0		0	524190	Misc. Professional Services		4,340				4,340
0	0		0	525110	Utilities-Electricity		198,000				198,000
0	0		0	525120	Utilities-Water and Sewer		16,486				16,486
0	0		0	525130	Utilities-Natural Gas		54,251				54,251

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		0	525190	Utilities-Other		12,038				12,038
0	0		0	525610	Maintenance & Repair Services-Building		81,775				81,775
0	0		0	525710	Equipment Rental		16,612				16,612
0	0		0	525720	Building Rental		94,200				94,200
0	0		0	526310	Printing Services		118,750				118,750
0	0		0	526410	Telephone		59,060				59,060
0	0		0	526420	Postage		11,200				11,200
0	0		0	526500	Travel		7,000				7,000
0	0		0	526700	Temporary Help Services		13,300				13,300
0	0		0	526800	Training, Tuition, Conferences		2,300				2,300
0	0		0	526910	Uniforms and Cleaning		17,118				17,118
0	0		0	528100	License, Permits, Payments to Other Agencies		18,887				18,887
0	0		0	529800	Miscellaneous		83,025				83,025
0	0		0	529835	External Promotion Expenses		125,000				125,000
0	0		0		Total Materials & Services		1,074,060		0		1,074,060
					Capital Outlay						
0	0		0	571400	Purchases - Equipment and Vehicles		17,975				17,975
0	0		0	571500	Purchases - Office Furniture and Equipment		6,300				6,300
0	0		0	574520	Construction Work/Materials - Buildings, Exhibits		288,300				288,300
0	0		0		Total Capital Outlay		312,575		0		312,575
0	0	0.00	0		TOTAL EXPENDITURES	101.61	4,088,394	0.00	0	101.61	4,088,394

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SPECTATOR FACILITIES FUND TOTAL											
0	0		0		TOTAL PERSONAL SERVICES	229.42	6,514,552	0.00	0	229.42	6,514,552
0	0		0		TOTAL MATERIALS & SERVICES		7,501,282		(25,000)		7,476,282
0	0		0		TOTAL CAPITAL OUTLAY		602,775		0		602,775
					Interfund Transfers						
0	0		0	581610	Trans. Indirect Costs to Support Svs. Fund		411,601		(99,642)		311,959
0	0		0	581615	Trans. Indirect Cost to Insur. Fund		116,049		(1,413)		114,636
0	0		0	582550	Transfer Resources to OCC Operating Fund		661,754		(661,754)		0
				582751	Transfer Resources to MERC Management Pool		0		601,201		601,201
				583610	Transfer Direct Costs to Support Svs. Fund		0		57,885		57,885
0	0		0		Total Interfund Transfers		1,189,404		(103,723)		1,085,681
					Contingency and Unappropriated Balance						
0	0		0	599999	Contingency		665,000		25,000		690,000
0	0		0	599990	Unappropriated Balance		1,892,252		103,723		1,995,975
0	0		0		Total Contingency and Unappropriated Balance		2,557,252		128,723		2,685,975
0	0		0		TOTAL EXPENDITURES	229.42	18,365,265	0.00	0	229.42	18,365,265

Portland

Center for the

Performing

Arts

Capital Fund

HISTORICAL DATA ACTUAL $		FY 1989-90 ADOPTED BUDGET			FISCAL YEAR 1990-91	PROPOSED		REVISION		BUDGET COMMITTEE RECOMMENDATION	
FY 1987-88	FY 1988-89	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
PCPA CAPITAL FUND											
					Resources						
0	0		0	299000	Beginning Balance		70,468				70,468
0	0		0	365100	Donations and Bequests		1,000,000				1,000,000
0	0		0		Total Resources		1,070,468		0		1,070,468
					Capital Outlay						
0	0		0	574110	Construction Management		15,000				15,000
0	0		0	574100	Architectural Fees		75,000				75,000
0	0		0	574510	Construction Work/Materials-Improvements		10,000				10,000
0	0		0	574520	Construction Work/Materials-Buildings		865,000				865,000
0	0		0		Total Capital Outlay		965,000		0		965,000
					Contingency and Unappropriated Balance						
0	0		0	599999	Contingency		105,468				105,468
0	0		0		Total Contingency and Unapp. Balance		105,468		0		105,468
0	0		0		TOTAL EXPENDITURES		1,070,468		0		1,070,468