



METRO

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

Memorandum

Date: April 30, 1987

To: Metro Council
Executive Officer
Department Heads

From: Richard Waker, Presiding Officer

Regarding: Council Budget Work Session Agenda - April 30, 1987

Please find below the agenda for this evening's work session. For each fund to be discussed the following process will be used:

- Brief staff overview of fund
- Budget Committee recommendation
- Department response
- Questions and discussion
- Proposed changes

Times are approximate but we need to stick as closely as possible to the agenda so we can complete the job. Council will approve the budget for submittal to TSCC on May 7, 1987.

A G E N D A

5:30 ZOO

Zoo Operating Fund
Zoo Capital Fund

5:45 SOLID WASTE

Solid Waste Operating Fund
Solid Waste Capital Fund
Solid Waste Debt Service Fund
St. John's Reserve Fund

6:15 IRC

IRC Fund

A G E N D A

6:45 CONVENTION CENTER

Project Management Fund
Project Capital Fund
Project Debt Service Fund
CTS Fund

7:15 GENERAL & SUPPORT SERVICES

General Fund

Council Budget
Executive Management Budget
Finance & Administration Budget
Public Affairs Budget
Transfers & Contingency
Budget Management Fund
Insurance Fund
Rehabilitation and Enhancement Fund

8:00 OTHER MATTERS

Appropriation Level



METRO

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

Memorandum

Date: May 5, 1987

To: Metro Councilors
Executive Officer
Interested Staff

From: Kathy Rutkowski, Analyst, Finance & Administration *Kathy*

Regarding: COUNCIL ACTIONS OF APRIL 30, 1987 BUDGET WORKSHOP
(The actions taken at this meeting are subject to the
final approval of the budget at the May 7, 1987 meeting)

<u>Items</u>	<u>Action Taken</u>
1. Discussion of Zoo Operating and Capital fund budgets as recommended by Budget Advisory Committee	No action taken.
2. Discussion of Solid Waste fund budgets as recommended by the Budget Advisory Committee	Motion received and carried to restore all positions to the Solid Waste budget. Motion received and carried to remove from the budget the potential for increasing fees for creating a fund for giving money to any city or county because of a future policy during the fiscal year of paying those groups for impact because of transfer stations. (The effect of this motion is to delete from the budget the 0.25 per ton fee paid to Oregon City.)
3. Discussion of IRC Operating budget as recommended by the Budget Advisory Committee and discussion of Executive Officer's proposed revisions.	Discussion was deferred to the May 7, 1987 meeting.
4. Discussion of Convention Center Project proposed budgets as recommended by the Budget Advisory Committee.	No action taken.

(continued)

<u>Items</u>	<u>Action Taken</u>
5. Discussion of Council budget as recommended by the Budget Advisory Committee and discussion of revised budget proposed April 30, 1987.	Council decision on audit issue was deferred until stronger language was drafted.
6. Discussion of Executive Management budget as recommended by the Budget Advisory Committee	No action taken. Budget will be approved at the May 7, 1987 Council Meeting
7. Discussion of Finance and Administration budget as recommended by the Budget Advisory Committee and discussion of proposed addition to the Data Processing division budget	No action taken. Budget will be approved at the May 7, 1987 Council meeting
8. Discussion of Public Affairs budget as recommended by the Budget Advisory Committee.	Motion received and carried to approve Public Affairs budget as recommended by the Budget Advisory Committee.
9. Discussion of Rehabilitation and Enhancement fund, CTS fund, Building Management fund and Insurance fund budgets as recommended by the Budget Advisory Committee.	Deferred to May 7, 1987 Council meeting.
10. Discussion of level of appropriations.	Deferred to May 7, 1987 Council Meeting.

1987-88 Solid Waste Budget Overview

Excludes intra-departmental fund transfers

F U N D S

RESOURCES

	Operating	Capital	Debt	St. Johns Reserve
Rates \$17,821,350	Rates & charges \$15,708,347	\$968,749	\$916,261	\$227,993
Fund balance \$5,215,827	Fund Balance \$1,351,000	Fund balance (transfer) \$2,300,000		Fund Balance \$1,564,827
Interest & miscellaneous \$392,941	Interest & miscellaneous \$189,000	Interest \$120,000		Interest \$83,941
Transfer from CTS fund \$560,000	CTS Fund transfer \$560,000			
Revenue bonds \$8,900,000		Bond proceeds \$7,675,000	\$1,225,000	
Total \$32,890,118	\$17,808,347	\$11,063,749	\$2,141,261	\$1,876,761

	Operating fund line items					WTRC Construction \$7,675,000	DEQ Bond payments \$916,261	St. Johns post closure sinking fund \$1,876,761
	FTE	Personal services	Materials & services	Capital Outlay	Transfers Contingency Unappropriated Balance			
User fee programs								
Management & administration 1,587,991	5.78	232,627	78,400	40,000	1,236,964	• Additional land \$400,000 • Engineering & management \$245,000 • Construction FY 88 \$1,966,000 • Unappropriated balance, construction FY 89 \$5,064,000	WTRC financing \$1,225,000	• Unappropriated balance
Facility development 1,344,814	6.98	276,559	1,006,255	2,000				
Waste reduction 376,965	8.57	262,560	109,805	4,600		St. Johns final improvements \$2,831,749	• Construction interest \$555,000 • Unappropriated balance-debt reserve \$670,000	
Systems planning 226,191	3.12	121,516	104,675			• Final cover & improvements \$928,000 • Contingency \$95,000 • Unappropriated balance for future years \$1,808,749		
Disposal operations								
St. Johns Landfill 10,472,890	11.36	306,088	7,563,180	69,000	2,534,622	Facility development \$267,000		
Transfer operations								
CTRC 3,617,119	5.79	152,281	2,715,290	18,800	730,748	• New landfill engineering, analysis & design		
WTRC 182,377	0.93	37,920	28,400	5,000	111,057	Capital reserve \$290,000		
17,808,347	42.53	1,389,551	11,666,005	139,400	4,613,391	• Contingency for future facility repair & pre-development \$250,000 • Unappropriated balance \$40,000		
Summary of transfers, contingency and unappropriated balance								
1,307,372		General fund						
74,923		Building fund						
364,874		Insurance fund (300,000 for EIL)						
277,216		Rehab/Enhancement Fund (50¢/ton)						
7,500		IRC fund						
1,183,086		Contingency (8%)						
1,398,416		Unappropriated balance (1,355,000 operating reserve)						
4,613,391								



METRO

2000 S.W. First Avenue
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503/221-1646

Memorandum

Date: April 30, 1987

To: Metro Council
Tor Lyshaug

From: Tor Lyshaug, Acting Solid Waste Director

Regarding: Solid Waste Staff Work Hours

Our records show that during the months of February and March, 1987, 18 members of the Solid Waste Department staff have accumulated an estimated 901.5 hours worked in excess of 8 hours per day. This means that over the past two months, these staff have averaged over 50 hours each, for more than 5 hours per week of uncompensated time worked on projects.

If you eliminate those staff who have worked less than 30 hours in excess of 8 hours per day during this time period, the average hours worked is 67 hours per person, or 8.5 hours per person per week.

I believe that this amply demonstrates the need to fill the positions requested in the budget as promptly as possible.

It is irresponsible to continue subjecting the staff to this kind of work load, and at the same time it exposes the agency to increased costs resulting from high turn-over, loss of productivity and lowered quality of work -- regardless of how competent the employee. Additionally, this increases the risk of stress claims from plain, ordinary burn-out.

The only compensation allotted is that the staff is allowed Comp Time at the straight time rate which for all practical purposes they have had little or no opportunity to take advantage of. Until the department is adequately staffed and the work load is adequately distributed, this condition will continue.

cc: Rena Cusma, Executive Officer
Dick Engstrom, Deputy Executive Officer



METRO

2000 S.W. First Avenue
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Memorandum

Date: April 30, 1987
To: Metro Council
From: Donald E. Carlson, Council Administrator
Regarding: REVISED COUNCIL DEPARTMENT BUDGET REQUEST

Please find attached for your consideration a revised budget proposal for the Council Department. This revised request reflects the following changes:

1. Deletes the Analyst 3 position (\$26,562 plus fringes)
2. Deletes the financial audit (\$35,000). The financial audit to be budgeted under the Accounting Division.
3. The addition of footnotes regarding the Analyst 3 position and the financial auditors.

DC/RB/gl
7435C/D5

REVISED COUNCIL BUDGET

	FY 1986-87		FY 1987-88	
	Revised YTD		Proposed	
<u>COUNCIL</u>				
Council Administrator	0.25	\$ 13,533	1.00	\$ 51,646
Council Assistant	1.00	36,734	1.00	37,734
Clerk of the Council	0.25	5,974	1.00	24,028
Secretary	1.00	20,178	1.00	20,075
Temporary	0.59	10,094	0.50	5,000
Fringe		<u>24,821</u>		<u>42,930</u>
TOTAL	3.09	\$111,334	4.50	\$181,413
<u>Materials & Services</u>				
Council Per Diem		\$25,920		\$25,920
Councilor Expenses		19,200		19,200
Travel		5,300		5,500
Meetings & Conferences		4,300		4,600
Training & Tuition		200		500
Dues & Subscriptions		100		200
Ads & Legal Notices		500		500
Supplies & Office		500		600
Contractual Services		3,000		3,000
Audit Services		<u>0</u>		<u>10,000</u>
TOTAL		\$59,020		\$70,020
<u>Capital Outlay</u>				
Office Furniture & Equipment		<u>\$0</u>		<u>\$1,860</u>
TOTAL		\$0		\$1,860
TOTAL EXPENDITURES		\$170,354		\$253,293

7306C/D1

Notes

1. Council will closely monitor staff needs during the fiscal year and will consider bringing forth an appropriate proposal for changes.
2. Council Management Committee shall be involved with the selection of the financial auditors and shall periodically meet with the auditors to review their performance.

EXHIBIT A

TRAVEL EXPENSES

For Councilors to attend annual NARC Conference, NARC Federal Briefing, and annual Western COG Conference.	\$4,500
Staff Travel	<u>1,000</u>
Total	\$5,500

MEETINGS AND CONFERENCES

Conference registration fees for Councilors to attend annual NARC Conference, NARC Federal Briefing, and annual Western COG Conference; registration fees for staff.	\$1,200
Meals for Council meetings, committee, task force meetings and workshops; receptions for official visitors.	2,500
Facility rentals for public meetings	300
Supplies and promotional materials	200
Honoraria, remembrances	<u>400</u>
Total	\$4,600

7306C/D1

EXHIBIT B

CONTRACTUAL SERVICES

Outside Legal Counsel	\$ 3,000
Performance Audit Services	<u>\$10,000</u>
TOTAL Contractual Services	\$13,000

CAPITAL OUTLAY

Office Furniture & Equipment	
Computer*	\$ 1,200
Computer Table	200
Desk Chair	250
File Cabinet	<u>210</u>
TOTAL Capital Outlay	\$ 1,860

* A computer is included in the FY 1986-87 Executive Management budget. If it is purchased during the current fiscal year, it will be deleted from this proposed budget.

7306C/D1



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
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Memorandum

Date: April 23, 1987

To: Metro Council

From: Rena Cusma, Executive Officer *RC*

Regarding: RESPONSE TO COUNCIL BUDGET ADVISORY COMMITTEE AND
ADDITIONAL RECOMMENDED BUDGET REVISIONS

The Council Budget Advisory Committee recommendations would have major program and financial impacts if approved in the FY 1987-88 budget. This memo provides information on these impacts which should be considered in conjunction with the Committee's recommendations. There are five primary areas of concern as described below. These are followed by the presentation of two additional recommended revisions to the proposed budget.

RESPONSE TO COMMITTEE RECOMMENDATIONS

1. Recommendation to appropriate at the division and program level.

This change would require extra staffing in Budget and Accounting which would range from 1 FTE to 2 FTE (\$27,930 - \$55,860) plus the need to fast track the acquisition of our new computer system. The Data Processing division costs are explained in a separate section.

As elected officials, the Council and Executive Officer are responsible for meeting state budget law requirements. Specifically ORS 294.435(4) which prohibits overexpenditures and ORS 294.680 which requires TSCC investigation.

This level of detail in appropriations would increase the number of organizational units to be monitored from 19 to 42. Also, the units would be smaller in dollar value. There is a greater likelihood of overexpenditure in smaller units because the room for error is small.

The process for a budget amendment includes five steps:

- a. The operating department identifies a projected overexpenditure or new expenditure need. A staff report is written with explanation and transmitted to the Budget Officer.

- b. The Budget Officer prepares the necessary resolution and prepares the official exhibits for the amended budget and appropriations schedule.
- c. The Council acts on the resolution.
- d. When the resolution is adopted, the Budget Officer transmits the budget changes to Accounting.
- e. The Accounting staff enter the revised budget in the financial reports for accurate budget to actual comparisons.

The actual impact is hard to predict but the following list is a likely result:

- a. Paperwork and staff effort would increase as the number of budget changes (within the allowable level) requested would significantly increase. The Budget staff workload would be greater in preparing Council agenda materials. This would also result in greater accounting and audit staff work effort in preparation of budget audit workpapers.
- b. Departments will have a tendency to revert to manual (or at least "in-department") accounting records to have the most timely information at their disposal. This results in dual effort on the initial transaction and extra effort by Accounting staff to respond to requests for a reconciliation between the departments record and "official" financial report. Our current system provides information 15 days after the end of the month being reported, which is not timely enough to monitor budgets in volatile areas (Zoo, Solid Waste).
- c. Audit fees would increase for additional audit work caused by the materiality level being reduced (legal budget at division level), resulting in more testing and more schedules required to trace original budget through to final; and additional detail required in the Annual Financial Report.
- d. Lead time required for emergency situations and necessary budget changes could result in losses of potential revenue or increased costs due to the inefficiencies caused by the lack of ability to make a timely response to the situation. Typically five weeks lead time is required for preparation of analyses and staff reports to conform to Council meeting schedules.

- e. Accounting staff work effort would increase in review and "enforcement" of account code propriety (Metro departments have a tendency to code expenditures to where budgeted funds are available, rather than to properly reflect the transaction for accounting and management purposes). Significant exposure exists in this area as certain expenditures (e.g., personal services) are not easily identifiable by Accounting staff at the time of the transaction. These can be identified only by subsequent analysis of trends and tests of reasonableness. If unresolved by year end, audit staff will need to address similar issues to ensure no misrepresentation of financial information.
- f. Requests for research and analysis by Accounting staff would significantly increase as departments attempt to determine the status of expenditure accruals at mid-month or end-of-month reporting periods. This effort would increase in the January-June time period, when the accounting workload increases in the normal course of business. This item may be the most significant impact on the Accounting staff.
- g. There would be a tendency to overstate needs in the budget requests. This would increase the effort required for review at all levels.

Finally, these additional staff demands would coincide with the acquisition of and conversion to a new computer system and the new responsibilities for investing and managing bond proceeds.

Executive Officer's Recommendation

I recommend that the Council defer this action until the new central computer system is on-line, which I anticipate with full budget support will occur in FY 1988-89. In the interim, I will provide a written report to the Council on a monthly basis specifying all necessary reallocations of resources between programs/divisions exceeding \$15,000. This is the current dollar value of Council review for contract approval. Furthermore, the report will note expenditure trends that may cause overexpenditures at the program/division level. With the information provided by this report, the Council could take action on any areas of concern while not incurring the staff costs and potential legal ramifications of the more detailed level of appropriation.

2. Recommendation to reduce proposed Solid Waste Department staff increases and reclasses.

The Committee recommendation defers three new positions Analyst 3 (Resource Recovery), Analyst 2 (Markets Assistance), and Analyst 2 (Systems Measurement), and two reclasses (Analyst 2 to Analyst 3) until the Solid Waste Director and two other management positions are filled.

This recommendation will cripple the efforts of the Solid Waste Department in meeting many of the goals and critical deadlines of the individual programs. Metro is faced with a serious situation of limited capacity at the St. Johns Landfill. Additionally, there are a number of priorities for Solid Waste Department staff work that must be done to meet Council approved timelines. In some areas, even with additional staff, timelines will not be met as originally planned. The affect of postponing the hiring of the requested positions -- which are being requested because they are needed -- will have negative rather than positive results.

If the Committee recommendation is adopted the Council would be approving a policy to slow and delay the work now in progress. Currently, Solid Waste staff are not working on the following programs:

Certificate: local government assistance

Markets Assistance: program design and yard debris

Household Hazardous Wastes Resource document

Waste Exchange: Recycling Information Center clearing house for commercial/industrial recyclables and reusable products

Financial Plan: long-range, five-year plan

Franchise Agreements: monitoring individual franchised facilities (audit and manage to ensure proper payment of fees to Metro)

Rate Study recommendation to assist re-sale centers in receiving more materials (to divert and to promote reuse)

Legislative Program (in-depth review and analysis)

System Measurement: goals

Waste Audit and consulting services

Rate Setting Process

Without additional staff, more department projects will be affected and delays in work completion will continue. We will also be hindered in doing a thorough and proper job of the Functional Planning and Resource Recovery projects, presently the top two priorities approved by the Council for this department.

Placing three of the requested positions in contingency until such time as a new Solid Waste Director is hired would normally be a practical approach. However, postponing hiring staff now could delay some of the functions up to seven months.

Given the current workload of the staff, a delay in hiring is not an option which should be considered. One of the first things noted by the new administration was the number of hours of overtime Solid Waste staff are working and in some instances the inadequate salaries paid in proportion to the responsibility borne by various staff. This is why new positions and reclassifications to upgrade existing positions are requested.

Of the three positions which are recommended to be placed in Contingency, there are: An Analyst 3, who would be responsible for assisting the project manager in the contract development stage of the resource recovery project; an Analyst 2 for developing the markets assistance program and implementing the yard debris marketing programs; and an Analyst 2 who would develop and manage the data base and system measurement program (measuring the composition of the solid waste system, its flow and changes that result from recycling and/or diversion). All three of these programs and positions were a result of the Waste Reduction Program and our recognition that the landfill needs to last until 1991. Putting these positions in the Contingency budget would have the following impacts:

1. The Analyst 3 work would be picked up by our consultants (some of the contract work could be done by the new contracts person in Finance and Administration). An Analyst 2 assigned to certification would be put on to assist resource recovery.
2. The Analyst 2 for market assistance would be delayed seven months. Half of the program would be dropped until the new position was hired. The other half (yard debris marketing) would be picked up by the person providing technical assistance to local governments and putting together an office paper recycling program.
3. The Analyst 2 for database/system measurement work would be delayed until the new position was approved or the resource recovery project work load decreased

sufficiently. The result of this would be a significant decrease in staff ability to access our data base for facility development and waste diversion/reduction projects in an expedient manner.

Executive Officer's Recommendation

Adopt the staffing level and reclasses as presented in the proposed budget. Since these positions would not be authorized to begin until July 1, 1987, it should be possible to involve the new Solid Waste Director in the selection processes.

3. Recommendation to implement Resolution No. 87-748A.

Resolution No. 87-748A states that "addition of staff to the Council budget will not result in overall increased staffing levels in the General Fund."

The Council budget recommended by the Council Administrator includes 5.5 FTE. At time this resolution was adopted, I understood the FY 1987-88 Council budget would include 4.0 FTE requiring a reduction of 1 FTE from another part of the General Fund.

Executive Officer's Recommendation

I am recommending implementation of the IRC Transition Committee report which results in a transfer of 4.5 FTE to the General Fund. In that transfer I would recommend the elimination of the Senior Analyst position (1.0 FTE) from Executive Management.

4. Recommendation to budget Public Affairs related costs in Solid Waste rather than Public Affairs.

The proposed General Fund budget reflects my strong opinion that we need to portray the true costs of the fund by budgeting the cost where the work is done. This is especially important in Public Affairs where we are working to improve Metro's image by focusing the work and ensuring we speak with one voice. The Committee's note to coordinate expenditure authorizations through the Public Affairs Director is a recognition of this need.

Executive Officer's Recommendation

Adopt the budget as originally proposed.

5. Recommendation to place various expenditures in contingency.

Prudent budgeting requires that anticipated costs be budgeted. In those cases where the Council needs more information or discussion the Executive Officer can be directed to secure Council approval prior to expenditure.

This has a similar effect as placing the funds in contingency but eliminates the need for a budget resolution. It also more accurately portrays the Council's budget plan for the public. The Council should also be aware that Budget Law restricts transfers from contingency to 15 percent of the total value of the fund.

Executive Officer's Recommendation

I recommend the Council include the proposed expenditures in the appropriate line items rather than contingency and require Council authorization to proceed.

ADDITIONAL REVISIONS TO THE PROPOSED FY 1987-88 BUDGET

The time frame for the new administration's involvement in preparing the proposed budget was very limited. Since the document was issued I have determined that two revisions are in order.

1. Implement IRC Transition Committee Report.

The attached materials were mailed last week. I recommend the Council incorporate this change in the approved budget. Please note that there is no increased cost associated with this change. This is simply a reorganization of functions.

2. Data Processing Plan Implementation.

The original Data Processing Division budget request to me included a new position bringing the staffing level to four. I eliminated this position in keeping with the Data Processing Plan and the concept of having a "hands on" manager. With additional justification by the Data Processing Manager, and review and concurrence of the new Finance and Administration Director, I am recommending that the position be restored. Materials are attached explaining the need and allocation of duties. This position is necessary to implement the Data Processing Plan and is critical if the Council adopts the finer level of detail for appropriations.



METRO

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

Memorandum

Date: April 17, 1987
To: Metro Council
From: Rena Cusma, Executive Officer *RC*
Regarding: RECOMMENDED AMENDMENTS TO THE FY 1987-88 PROPOSED BUDGET

The April 23, 1987, Council agenda includes presentation of the IRC Transition Committee report under Executive Officer Communications. The report which was mailed with your agenda clearly sets forth the findings and recommendations of that group's work. Committee members were:

Jack Caldwell
Patsy Lindsay
Sonna Durdell
Don Rocks

Ashton Marcus
Lyn Musolf
Don Newell
Tyler Marshall

At this time, I am forwarding a package presenting an amended budget for FY 1987-88 which implements the Committee's recommendations. Due to the timing of the transition committee's work this was not included in the proposed budget. The attached amendments were presented to the Council Budget Committee on April 16. They elected to take no action. There remain several opportunities for consideration of and action on this matter. The Council can incorporate this in the approved budget on either April 23, April 30 or May 7, or the Council could include it in the adopted budget on June 25.

The budget changes allow me to organize the staff in the way I prefer in order to effectively administer the agency. Except for the inclusion of the parks study, there are no new costs incurred by this reorganization. This reflects the Committee's recommendations as follows:

1. Discontinue use of the term IRC.
2. Transfer of several functions now shown in the FY 1987-88 proposed budget in IRC to the General Fund including:
 - UGB to Executive Management under General Counsel;
 - Development Services activities to Executive Management; and
 - Local Government Assistance program to Public Affairs.

3. Add Regional Parks to Executive Management.
4. Elevate Transportation to department status including data services functions.
5. Revise IRC and General Fund revenue to reflect the revised expenditures.

General Fund amendments are as follows:

1. Increase revenue for added functions (dues, conferences, parks study funds, beginning fund balance, interest and miscellaneous).
2. Add 3.5 FTE to Executive Management (Director of Development Services, Administrative Assistant, Senior Analyst and Analyst 3 [.5 FTE]).
3. Add associated Materials and Services and \$32,500 parks study to Executive Management.
4. Add 1.0 FTE to Public Affairs (Analyst 3).
5. Add associated Materials & Services and Intern Assistance funds to Public Affairs.

IRC fund amendments are as follows:

1. Amend revenue to reflect transferred functions. Dues and beginning fund balance are decreased. Interest and grants are increased.
2. Consolidate remaining transportation and data services functions under one department budget.
3. Reduce and transfer 4.5 FTE as described above.
4. Reduce and transfer associated Materials and Services as described above.

I recommend and encourage the Council amend the FY 1987-88 proposed budget as shown on the attached budget pages prior to approving the budget.

RC/JS/gl
7370C/D3

RECOMMENDED BUDGET AMENDMENTS
TO IMPLEMENT IRC
TRANSITION COMMITTEE RECOMMENDATIONS

	87-88 Proposed	Revision	87-88 Revised
GENERAL FUND			
Executive Management			
Personal Services	342,755	153,594	496,349
Material & Services	52,600	51,999	104,599
Capital Outlay	3,000	0	3,000
Subtotal	398,355	205,593	603,948
Public Affairs			
Personal Services	372,844	43,152	415,996
Material & Services	318,317	7,200	325,517
Capital Outlay	10,650	0	10,650
Subtotal	701,811	50,352	752,163
Council	167,307	0	167,307
Finance & Administration	1,403,231	0	1,403,231
Transfers	261,839	17,769	279,608
Contingency	320,108	74,433	394,541
Unappropriated Balance	47,500	0	47,500
Subtotal	629,447	92,202	721,649
TOTAL FUND	3,300,151	348,147 *	3,648,298
	=====	=====	=====
INTERGOVERNMENTAL RESOURCE CENTER			
Personal Services	983,698	(200,613)	783,085
Material & Services	146,921	(32,000)	114,921
Capital Outlay	23,710	0	23,710
Transfers	721,979	(136,215)	585,764
Contingency	104,457	(63,757)	40,700
Unappropriated Balance	36,109	3,200	39,309
TOTAL FUND	2,016,874	(429,385) *	1,587,489
	=====	=====	=====

* Functions transferred to the General Fund are not required to pay overhead as they did under IRC, therefore expenses are less

TRANSPORTATION: REVENUE

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
40-XX									
Revenue					Resources				
11,658	19,455		79,448	4300	Fund Balance-Beginning		141,437		
0	0		0	5010	Dues Assessment		382,130		
2,824	3,697		0	5020	Documents & Publications		3,000		
59	10,755		10,000	5030	UGB Fees		0		
2,260	2,560		2,000	5040	Conference Workshops		0		
515,341	489,405			5100	UMTA/EPA				
					FY88 (e)(4)		55,934		
			127,494		FY87 (e)(4)		76,000		
			106,225		FY86 (e)(4)		50,000		
					FY88 Sec B		216,383		
			225,640		FY87 Sec B		19,000		
					FY88 Sec 9-Pass thru from Tri-Met		100,000		
			62,800		FY87 Sec 9-Pass thru from Tri-Met		30,000		
			20,000		FY86 Sec 9-Pass thru from Tri-Met		0		
			11,500		FY85 (e)(4) OR299010-Passthru		21,275		
			0		Phase I-Alt Analy. OR299008-Passthru		23,817		
279,931	219,607			5110	DDOT				
					FY88 Supplemental		87,500		
					FHWA/DDOT		0		
					FY88 PL		249,856		
			257,012		FY87 PL/DDOT		0		
					FY86 PL		44,356		
			70,220		FY86 DDOT		0		
			2,500		FY84 Central Area		0		
			15,000		LCDC		0		
			222,480		TA Expansion		0		
47,426	57,923			5120	Tri-Met				

TRANSPORTATION: REVENUE

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT

					FY88 Sec 8/(e)(4) Match		7,500		
			33,000		FY87 Sec 8/(e)(4) Match		0		
			14,500		FY83 (e)(4) OR239001		0		
			17,854		Westside PE		17,854		
34,690	31,243		11,629	5130	Contract Services		2,500		
9,330	20,876		25,500	5140	Professional Services		24,000		
0	0		0	5600	Interest		16,566		
2,415	1,566		14,000	5670	Miscellaneous		0		
466,887	658,785		723,328	5810	Transfer from General Fund		10,881		
5,000	6,436		5,000	5830	Transfer from S.W. Operating		7,500		
0	50,000		0	5866	Transfer from CTS Fund		0		
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1,377,821	1,572,308		2,057,130		Total Resources		1,587,489		

TRANSPORTATION

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
<hr/>									
40-XX									
IRC									
Personal Services									
<hr/>									
44,342	50,774	1.00	52,889	6010	IRC Administrator	0.00	0		
42,158	49,022	1.00	51,524	6020	Transportation Director	1.00	53,085		
28,740	43,556	1.00	47,584	6030	Technical Manager	1.00	48,167		
29,048	34,817	2.00	38,426	6060	Secretary	1.00	20,076		
111,858	149,437	4.00	145,241	6070	Senior Analyst	3.00	113,265		
149,458	127,161	6.30	172,107	6080	Analyst 3	4.00	121,818		
64,906	74,743	3.00	125,925	6090	Analyst 2	7.00	179,908		
47,010	37,574	2.00	41,257	6100	Analyst 1	1.00	19,861		
0	12,946	0.00	0	6130	Planning Technician	0.00	0		
21,703	23,617	1.00	25,410	6180	Administrative Assistant	1.00	25,505		
7,124	0	0.00	0		System Analyst	0.00	0		
3,510	0	0.00	0		Criminal Justice Dir.	0.00	0		
25,901	22,904	0.86	12,376	6300	Temporary	1.50	19,159		
163,382	150,726	0.00	218,352	6700	Fringe	0.00	182,241		
<hr/>									
739,141	777,277	22.16	931,091		Total Personal Services	20.50	783,085		
Materials & Services									
<hr/>									
2,799	3,875		6,500	7100	Travel		4,500		
3,341	3,460		5,000	7110	Meetings & Conferences		2,000		
215	258		2,500	7120	Training & Tuition		3,500		
1,770	1,543		2,500	7130	Dues & Subscriptions		1,000		
572	777		2,000	7140	Ads & Legal Notices		750		
1,650	1,330		14,500	7150	Printing		20,500		
0	0		2,100	7230	Telephone		0		
627	953		2,000	7300	Postage		1,000		
1,952	2,583		3,000	7410	Supplies- Office		2,250		
60,507	16,423		50,354	7500	Contractual Services		30,354		
280	0		5,000	7510	Payments to Other Agencies		43,817		
6,631	3,691		8,000	7520	Data Processing		3,750		
0	1,950		1,500	7540	Audit Services		1,500		

TRANSPORTATION

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
0	6		0	7900	Miscellaneous		0		
80,346	36,849		104,954		Total Materials & Services		114,921		
					Capital Outlay				
61,184	1,822		80,100	8570	Office Furniture & Equipment		23,710		
61,184	1,822		80,100		Total Capital Outlay		23,710		
					Transfers, Contingency, Unappropriated Balance				
477,693	428,323		557,987	9100	Transfer to General Fund		516,361		
0	261,752		198,345	9130	Transfer to Building Mgmt Fund		61,274		
0	31,344		33,037	9150	Transfer to Insurance Fund		8,129		
0	0		0	9700	Contingency		40,700		
19,457	0		16,724		Unappropriated Fund Balance		39,309		
497,150	721,419		806,093		Total Trans., Contin., Unappr. Fund Bal		665,773		
1,377,821	1,537,367	22.16	1,922,238		TOTAL EXPENDITURES	20.50	1,587,489		

GENERAL FUND: REVENUE

HISTORICAL DATA		FY 1986-87						APPROVED		ADOPTED	
ACTUAL \$		BUDGET									
FY	FY	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
1984-85	1985-86										
10-XX											
G.F. Revenue				Resources							
267,396	529,520	300,000	4300		Fund Balance-Beginning		444,990				
587,259	608,411	618,565	5010		Dues Assessment		243,358				
3,728	4,833	3,500	5020		Documents & Publications		3,500				
			5030		UGB Fees		5,301				
0	0	0	5040		Conferences & Workshops		2,000				
8,311	0	0	5080		Parking Fees		0				
			5110		State Grants (Parks)		10,000				
			5120		Local Grants		12,500				
35,799	5,805	0	5130		Contract Services		3,000				
115,283	82,536	85,500	5600		Interest on Investments		53,434				
150	184	0	5640		Cash Discounts		0				
43,284	21,552	1,400	5670		Miscellaneous Income		71,500				
(8)	0	0	5680		Charge Card Discount		0				
494,223	488,024	489,045	5820		Transfer from Zoo Operating		605,547				
797,546	645,292	824,494	5830		Transfer from Solid Waste Operating		1,307,372				
477,696	428,324	557,987	5850		Transfer from IRC		516,361				
0	0	56,205	5860		Transfer from Conv. Center Mgmt.		88,664				
0	0	0	5852		Transfer from Conv. Center Capital		280,771				
2,830,668	2,814,481	2,936,696			Total Resources		3,648,298				

GENERAL FUND

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
10-XX GEN. FUND TOTAL				Personal Services					
49,823	52,703	1.00	63,248	6000	Executive Officer	1.00	63,096		
0	0	0	0		Director of Development Ser.	1.00	50,133		
45,049	49,403	1.00	51,633	6010	Deputy Executive Officer	1.00	41,859		
70,575	83,649	2.50	118,507	6020	Directors (Mgmt Svs, Pub Aff)	3.00	150,621		
38,869	75,180	2.00	78,934	6030	Managers (Acctng, D.P.)	2.00	80,870		
40,191	44,153	1.00	50,764	6040	General Counsel	1.00	51,779		
0	22,899	1.00	35,369	6050	Personnel Officer	1.00	37,467		
41,033	56,155	4.00	71,353	6060	Secretary	4.75	89,112		
48,363	55,779	1.00	27,669	6080	Analyst 3	4.50	136,307		
0	2,550	1.70	48,280	6090	Analyst 2	2.00	53,013		
16,093	9,755	2.00	37,564	6100	Analyst 1	2.00	37,671		
0	0	1.00	33,424	6105	Director of Legislative Svs.	1.00	32,990		
32,920	36,547	1.00	36,734	6110	Council Assistant	1.00	37,734		
15,134	22,558	1.85	60,394	6115	Public Info Specialist 2	3.00	73,612		
5,138	6,129	0.25	5,992	6120	Support Services Supervisor	0.50	12,887		
0	0	1.00	33,636	6130	D.P. Operations Analyst	1.00	27,435		
24,490	26,073	1.00	28,386	6135	Graphics Coordinator	1.00	29,963		
6,758	8,583	1.00	17,512	6140	Graphics Designer 1	0.00	0		
0	0	0.00	0	6145	Graphics Designer 2	1.00	21,950		
18,806	21,296	1.00	23,557	6150	Clerk of the Council	1.00	24,028		
0	0	0.50	11,698	6170	Information Systems Analyst	0.00	0		
43,075	47,721	1.00	23,125	6180	Administrative Assistant	1.00	21,326		
53,683	44,940	2.00	60,520	6190	Senior Accountant	2.00	62,021		
0	0	0.00	0	6195	Lead Accounting Clerk	1.00	20,738		
16,212	17,689	1.00	19,944	6200	Executive Management Aide	1.00	20,394		
10,071	6,630	1.00	16,681	6205	Receptionist	1.00	16,027		
18,407	20,221	1.00	22,419	6210	Lead Word Processing Operator	1.00	21,959		
18,156	18,667	1.00	20,390	6220	Offset Print Operator	1.00	19,922		
41,932	45,163	3.00	50,045	6230	Accounting Clerk 2	3.00	54,325		
15,634	10,524	0.50	9,389	6240	Word Processing Operator	0.60	10,775		
11,619	9,853	1.00	15,430	6250	Accounting Clerk 1	0.00	0		
6,371	5,245	0.25	3,704	6260	Maintenance Aide	0.25	3,233		

GENERAL FUND

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
19,310	0	0.00	0		Personnel Analyst	0.00	0		
11,339	0	0.00	0		Director of Data Services	0.00	0		
29,014	30,902	0.00	0		Operations Analyst	0.00	0		
20,777	0	0.00	0	6125	D.P. Systems Analyst	1.00	35,706		
0	0	0.00	0		Senior Analyst	1.00	30,894		
12,761	22,524	3.23	42,199	6300	Temporary	0.85	34,296		
840	208	0.00	206	6500	Overtime	0.00	0		
247,887	251,336	0.00	338,391	6700	Fringe	0.00	428,079		
1,030,330	1,105,035	40.78	1,457,097		Total Personal Services	47.45	1,832,222		
Materials & Services									
15,680	17,508		25,920	7010	Council Per Diem		25,920		
10,113	9,143		19,200	7050	Councilor Expenses		19,200		
6,738	10,779		21,056	7100	Travel		20,952		
12,722	12,008		12,120	7110	Meetings & Conferences		14,225		
4,729	3,776		8,047	7120	Training & Tuition		15,705		
10,728	13,913		14,481	7130	Dues & Subscriptions		10,470		
8,556	9,788		8,100	7140	Ads & Legal Notices		46,125		
26,869	32,053		34,300	7150	Printing		58,200		
0	4,124		3,645	7160	Typesetting		13,925		
27,374	0		0	7180	Real Property Taxes		0		
0	40,000		30,000	7190	Election Expenses		120,000		
1,668	0		0	7200	Utilities - Electrical		0		
195	0		0	7210	Utilities - Water		0		
5	0		0	7220	Utilities - Other		0		
55,084	58,142		60,560	7230	Telephone		42,420		
3,083	2,640		3,500	7250	Fuels & Lubricants		3,500		
17,756	28,610		30,810	7300	Postage		44,069		
1,092	561		1,625	7320	Maintenance & Repair-Vehicles		2,070		
41,878	85,302		60,326	7330	Maintenance & Repair-Equipment		83,289		
2,282	1,665		2,317	7360	Equipment Rental		2,980		
17,184	22,896		27,283	7410	Supplies- Office		33,704		
9,960	5,672		4,375	7440	Supplies-Graphics		14,550		

GENERAL FUND

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
411	125		0	7450	Supplies-Other		400		
36,192	26,743		65,906	7500	Contractual Services		325,599		
7,500	7,500		7,660	7510	Payments to Other Agencies		7,660		
15,539	0		0	7530	Insurance		0		
26,000	16,400		20,000	7540	Audit Services		35,000		
0	2,552		0	7700	Principle Payments		0		
370,102	0		1,500	7750	Lease Payment-Building		0		
8,589	9,372		11,000	7760	Lease Payment-Vehicle		12,600		
41,397	15,756		101,152	7770	Lease Pay.-Furniture & Equip.		106,858		
1,478	1,550		3,000	7900	Miscellaneous		1,320		
780,904	438,578		577,883		Total Materials & Services		1,060,741		
					Capital Outlay				
23,026	11,809		15,051	8570	Office Furniture & Equipment		33,686		
0	278,071		0	8600	Leasehold Improvements		0		
23,026	289,880		15,051		Total Capital Outlay		33,686		
					Transfers, Contingency, Unappropriated Balance				
0	0		37,500	9130	Transfer to Building Mgmt Fund		256,434		
0	0		0	9150	Transfer to Insurance		12,293		
466,887	658,785		723,328	9400	Transfer to IRC Fund		10,881		
0	30,190		0	9450	Transfer to CTS Fund		0		
0	0		62,503	9700	Contingency		394,541		
529,521	292,010		63,334		Unappropriated Fund Balance		47,500		
996,408	980,985		886,665		Total Trans., Contin., Unappr. Fund Bal		721,649		
2,830,668	2,814,478	40.78	2,936,696		TOTAL EXPENDITURES	47.45	3,648,298		

GENERAL FUND:EXECUTIVE MANAGEMENT

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET						APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
10-20 EXEC. MGMT.											
				Personal Services							
49,823	52,703	1.00	63,248	6000	Executive Officer	1.00	63,096				
0	0		0		Director of Development Ser.	1.00	50,133				
23,023	24,700	0.75	38,724	6010	Deputy Executive Officer	1.00	41,859				
0	0		0	6020	Directors (Mgmt Svs, Pub Aff)		0				
0	0		0	6030	Managers (Acctng, D.P.)		0				
40,191	44,153	1.00	50,764	6040	General Counsel	1.00	51,779				
0	0		0	6050	Personnel Officer		0				
0	0	0.50	7,758	6060	Secretary	1.00	15,827				
0	0		0	6080	Analyst 3	0.50	14,896				
0	0	1.00	28,314	6090	Analyst 2	1.00	27,135				
0	0		0	6100	Analyst 1		0				
0	0	1.00	33,424	6105	Government Relations Manager	1.00	32,990				
18,806	21,296	1.00	23,557	6150	Clerk of the Council	0.00	0				
0	0		0	6170	Information Systems Analyst		0				
23,464	26,179		0	6180	Administrative Assistant	1.00	21,326				
0	0		0	6190	Senior Accountant		0				
0	0		0	6195	Lead Accounting Clerk		0				
16,212	17,689	1.00	19,944	6200	Executive Management Aide	1.00	20,394				
0	0		0		Senior Analyst	1.00	30,894				
0	0		0		Planning Technician		0				
0	0	2.44	30,761	6300	Temporary	0.50	10,200				
540	208		0	6500	Overtime		0				
0	0		0	6560	Merit		0				
51,316	50,054		85,763	6700	Fringe		115,820				
223,376	236,982	9.69	382,257		Total Personal Services	11.00	496,349				
				Materials & Services							
3,871	6,521		11,405	7100	Travel		8,000				
3,119	3,430		4,815	7110	Meetings & Conferences		6,000				
430	605		1,500	7120	Training & Tuition		2,500				

GENERAL FUND:EXECUTIVE MANAGEMENT

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
1,428	4,163		3,150	7130	Dues & Subscriptions		4,500		
0	0		0	7140	Ads & Legal Notices		1,250		
0	0		380	7230	Telephone		0		
0	0		77	7360	Equipment Rental		0		
820	627		700	7410	Supplies- Office		1,650		
6,849	3,560		34,506	7500	Contractual Services		80,699		
0	0		1,500	7750	Lease Payment-Building		0		
16,515	18,906		58,033		Total Materials & Services		104,599		
					Capital Outlay				
0	0		2,442	8570	Office Furniture & Equipment		3,000		
0	0		2,442		Total Capital Outlay		3,000		
239,891	255,888	9.69	442,732		TOTAL EXPENDITURES	11.00	603,948		

GENERAL FUND:PUBLIC AFFAIRS

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
10-40 PUBLIC AFF.									
Personal Services									
30,438	38,743	1.00	42,681	6020	Directors (Mgmt Svs, Pub Aff)	1.00	47,018		
10,624	18,269	1.00	16,136	6060	Secretary	1.00	18,080		
29,013	30,513		0	6080	Analyst 3	3.00	93,120		
0	2,550	0.70	19,966	6090	Analyst 2		0		
16,093	9,755	2.00	37,564	6100	Analyst 1	1.00	19,114		
15,134	22,558	1.85	60,394	6115	Public Info Specialist 2	3.00	73,612		
24,490	26,073	1.00	28,386	6135	Graphics Coordinator	1.00	29,963		
6,758	8,583	1.00	17,512	6140	Graphics Designer 1		0		
0	0		0	6145	Graphics Designer 2	1.00	21,950		
10,071	6,630	1.00	16,681	6205	Receptionist		0		
10,112	19,970	0.20	1,904	6300	Temporary		17,503		
51,221	57,999		74,381	6700	Fringe		95,636		
204,097	241,643	9.75	315,605		Total Personal Services	11.00	415,996		
Materials & Services									
1,289	1,835		1,246	7100	Travel		2,200		
1,287	1,714		1,075	7110	Meetings & Conferences		2,425		
791	1,189		1,500	7120	Training & Tuition		1,050		
2,271	1,413		1,740	7130	Dues & Subscriptions		3,736		
3,691	3,856		4,000	7140	Ads & Legal Notices		39,175		
13,922	12,538		14,800	7150	Printing		34,300		
0	4,124		3,645	7160	Typesetting		13,625		
1,566	2,450		5,500	7300	Postage		2,122		
128	842		1,100	7330	Maintenance & Repair-Equipment		3,608		
0	0		0	7360	Equipment Rental		1,000		
1,864	1,792		2,000	7410	Supplies- Office		2,726		
9,960	5,672		3,375	7440	Supplies-Graphics		13,550		
2,454	3,857		8,200	7500	Contractual Services		206,000		
39,363	41,282		48,181		Total Materials & Services		325,517		

GENERAL FUND:PUBLIC AFFAIRS

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET						APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<hr/>											
Capital Outlay											
1,534	10,819		3,409	8570	Office Furniture & Equipment		10,650				
1,534	10,819		3,409		Total Capital Outlay		10,650				
244,994	293,744	9.75	367,195		TOTAL EXPENDITURES	11.00	752,163				

BUILDING MANAGEMENT

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
13-XX Bldg. Mgmt.					Resources				
0	68,028		160,471	5070	Rental & Lease Income		163,349		
0	31,583		38,745	5080	Parking Fees		40,348		
0	17,283		0	5670	Miscellaneous Income		0		
0	0		37,500	5810	Transfer from General Fund		256,434		
0	119,887		91,239	5820	Transfer from Zoo Operating		0		
0	284,398		232,487	5830	Transfer from Solid Waste Operating		74,923		
0	261,752		198,345	5850	Transfer from IRC		61,274		
0	0		0	5852	Transfer from Conv. Center Capital		12,757		
0	0		12,731	5860	Transfer from Conv. Center Mgmt.		4,029		
0	782,931		771,518		Total Resources		613,114		
					Personal Services				
0	2,761		0	6060	Secretary	0.25	5,018		
0	24,980	0.75	17,948	6120	Support Services Supervisor	0.50	12,887		
0	2,242	0.25	3,698	6260	Maintenance Aide	0.25	3,233		
0	0		0	6300	Temporary	0.58	17,646		
0	0		0	6560	Merit		0		
0	8,103		6,710	6700	Fringe		8,318		
0	38,086	1.00	28,356		Total Personal Services	1.58	47,102		
					Materials & Services				
0	6		400	7100	Travel		440		
0	21		500	7110	Meetings & Conferences		392		
0	0		0	7120	Training & Conferences		345		
0	0		200	7130	Dues & Subscriptions		150		
0	1,162		800	7140	Ads & Legal Notices		300		
0	31,625		34,000	7180	Real Property Taxes		18,664		
0	70,248		69,956	7200	Utilities - Electrical		76,860		
0	2,078		1,764	7210	Utilities - Water		2,900		
0	27,685		57,208	7220	Utilities - Other		35,640		
0	11,988		0	7230	Telephone		0		

BUILDING MANAGEMENT

HISTORICAL DATA ACTUAL \$		FY 1986-87 BUDGET				APPROVED		ADOPTED	
FY 1984-85	FY 1985-86	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
0	1		0	7300	Postage		0		
0	41,231		51,689	7310	Maintenance & Repair-Buildings		61,713		
0	268		0	7320	Maintenance & Repair-Vehicles		0		
0	267		0	7330	Maintenance & Repairs-Equipment		0		
0	388		50	7410	Supplies-Office		330		
0	0		5,000	7430	Supplies-Custodial		7,140		
0	0		0	7440	Supplies-Graphics		280		
0	3,495		1,000	7450	Supplies-Other		600		
0	97,262		30,507	7500	Contractual Services		3,908		
0	0		0	7510	Payments to Other Agencies		200		
0	889		0	7530	Insurance		0		
0	341,148		234,388	7750	Lease Payment-Building		234,388		
0	156		0	7770	Lease Payments-Equipment		0		
0	4		500	7900	Miscellaneous		250		
0	629,922		487,962		Total Materials & Services		444,500		
					Capital Outlay				
0	0		7,500	8550	Equipment & Vehicles		0		
0	123,247		158,526	8600	Leasehold Improvements		71,512		
0	0		15,000	8630	Engineering Services		0		
0	123,247		181,026		Total Capital Outlay		71,512		
					Transfers, Contingency, Unappropriated Balance				
0	0		74,174	9700	Contingency		50,000		
0	0		74,174		Total Trans., Contin., Unappr. Fund Bal		50,000		
0	791,255	1.00	771,518		TOTAL EXPENDITURES	1.58	613,114		

INSURANCE FUND

HISTORICAL DATA		FY 1986-87				APPROVED		ADOPTED	
ACTUAL \$		BUDGET							
FY	FY	FTE	AMOUNT	ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT
1984-85	1985-86								
15-XX									
Insurance									
					Resources				
0	0	16,350	4300		Fund Balance-Beginning		138,617		
0	4,277	4,500	5600		Interest on Investments		60,000		
0	0	0	5670		Miscellaneous Income		4,000		
0	0	0	5810		Transfer from General Fund		12,293		
0	234,268	253,401	5820		Transfer from Zoo Operating		272,978		
0	54,185	65,020	5830		Transfer from Solid Waste Operating		364,878		
0	31,344	33,037	5850		Transfer from IRC		8,129		
0	0	0	5852		Transfer from Conv. Center Capital		17,073		
0	0	4,896	5860		Transfer from Conv. Center Mgmt.		5,392		
0	324,074	377,204			Total Resources		883,360		
					Requirements				
0	0	0	7130		Dues & Subscriptions		1,500		
0	5,000	3,000	7500		Contractual Services		0		
0	294,872	314,204	7530		Insurance		220,000		
0	0	0	7535		Claims Paid		15,000		
0	0	60,000	9700		Contingency		646,860		
0	299,872	377,204			Total Requirements		883,360		

Data Processing Department's request
for additional personnel
for Fiscal Year 1987-88
LeRoy Nollette

The current status of the Data Processing department maybe described in four different categories: staffing level, hardware, software and the Data Processing Plan.

STAFFING LEVEL

At the present time the Data Processing department is staffed by a technical support person and a manager. The technical support person has been limited to performing only the most critical maintenance on the three systems owned by Metro. This limitation, for example, has resulted in Metro not using a \$10,000 Tektronix plotter due to the department's lack of staff to provide the appropriate interfaces for it. In addition, a project has been delayed several months that would allow multiple users to access a printer on the Pixel computer at the same time. In short, there has been no available staff to address these and other similar issues.

Overall, none of the documentation associated with systems maintenance has been written as well as the documentation of the current operating procedures and audit trails for each of the three computers.

The Data Processing department has been assigned responsibility for providing service for the 26 personal computers installed at Metro. In practice, the Data Processing department has not provided that service except for reviewing budget and purchase requests as provided in Executive Order #28. The manager of the Data Processing department provides that support in addition to managing the department. There is no support for system planning, software evaluation, and technical problem solving for the users of personal computer because of lack of personnel resources and support tools.

There is an approved request and active recruiting for a third technical person. This person is needed for the department to provide the minimum technical support and maintenance for the existing system. This addition allows Data Processing to maintain the engineering and accounting hardware and software and offers limited coverage of support projects. It does not provide support for the Personal Computer user-community beyond that provided by the manager of Data Processing.

The above staffing level does not provide the technical support to prepare and convert the existing accounting system to a new software system. The Data Processing plan cannot be implemented on the time line defined in the plan with a staff of three persons, including a hands-on manager.

Coverage of system needs using 3 people would be:

Function	Need	Coverage	% Coverage
Masscomp	0.7 FTE	0.7 FTE	100
PIXEL	0.6 FTE	0.6 FTE	100
PDP 11/34	0.6 FTE	0.6 FTE	100
D.P. Mgmt.	0.5 FTE	0.5 FTE	100
P.C. Support	0.5 FTE	0.3 FTE	60
New Sys Maint.	0.6 FTE	0.0 FTE	0
Conversion	1.6 FTE	0.3 FTE	23

This means that we would not be able to accomplish any conversion to a new system during fiscal year 1987-88. We would be operating at a "maintenance only" level.

It is proposed that one additional person be added to the fiscal year 1987-88 budget request. That person would be a Data Processing Operations Analyst responsible for providing the P.C. Support, which is currently done on a limited basis by the manager of Data Processing, and to free the present technical person to address conversion to a new computer. This new position also provides back up coverage to allow the computer operations to be covered during illness and vacations. The work breakdown would be:

Function	Need	Coverage	% Coverage
Masscomp	0.7 FTE	0.7 FTE	100
PIXEL	0.6 FTE	0.3 FTE	50
PDP 11/34	0.6 FTE	0.4 FTE	67
D.P. Mgmt.	0.6 FTE	0.5 FTE	83
P.C. Support	0.5 FTE	0.5 FTE	100
New Sys Maint.	0.6 FTE	0.3 FTE	50
Conversion	1.6 FTE	1.3 FTE	81

This is an aggressive program for a staff of 4 people but it does allow for planning and installation of a new system and the beginning of the conversion of major applications.

HARDWARE STATUS

The current hardware that supports the accounting operation at Metro is on its last legs. The manufacturer no longer supports the product and in the past year an extraordinary effort has been necessary merely to keep the accounting system working. Special line filters were added to the system in December, 1986 to enable the disk drives to function properly. Only one disk drive was working for most of 1986. This disk problem resulted in reduced performance.

The ability to do systems back-up to disk has only been available for the last two months. The back-up takes 4 to 5 times longer using tapes rather than using disk. The reliability of this computer is marginal and the confidence by the accounting department is justifiably low.

SOFTWARE STATUS

The accounting software we are using for Metro is not designed to handle the various grant and fund accounting process now in use. When this software was first acquired, it was modified by the vendor to accommodate the needs of our accounting department. The result is that we have a software system that is not totally functional for our needs and this system is not documented. Any effort to make a change or alteration to the existing software is very expensive.

As a last point, any changes to the existing accounting software system draws resources from the conversion process and increases the risks that the system will degrade in performance.

THE DATA PROCESSING PLAN

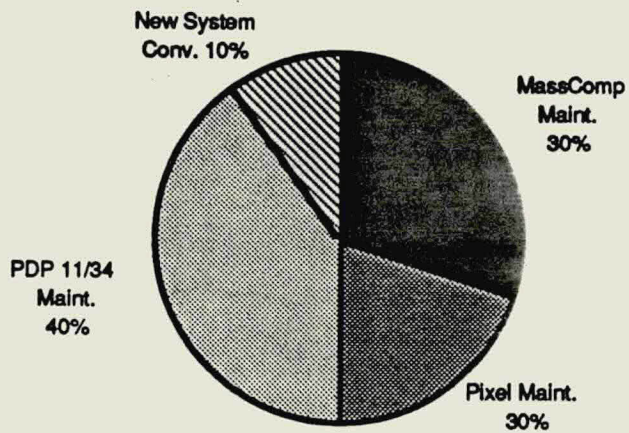
The Data Processing Plan is a year behind schedule. It was approved in the summer of 1986 but was put on hold while a Data Processing Manager could be hired. This took until January. The new Data Processing manager and the new Director of Finance & Administration studied the plan and reviewed its impact on Metro's organization. There are some items that are not addressed in the plan. For example, there is an increased urgency to replace the central computer that was not a priority in the D.P. plan. The plan was well done given the information available at the time.

BUDGET IMPACT

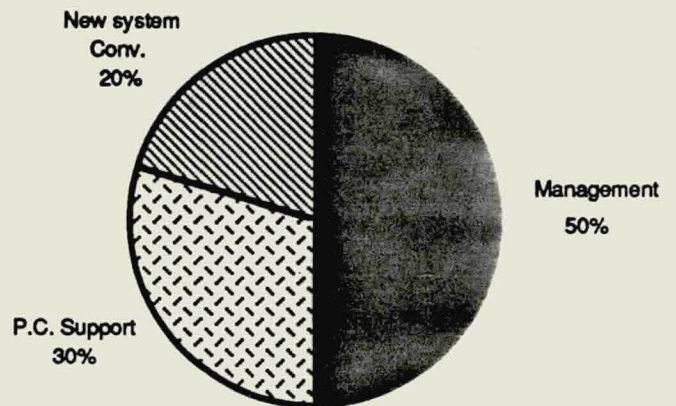
This request is for \$39,850 to reinstate the Data Processing Operations Analyst position.

Three Person Plan

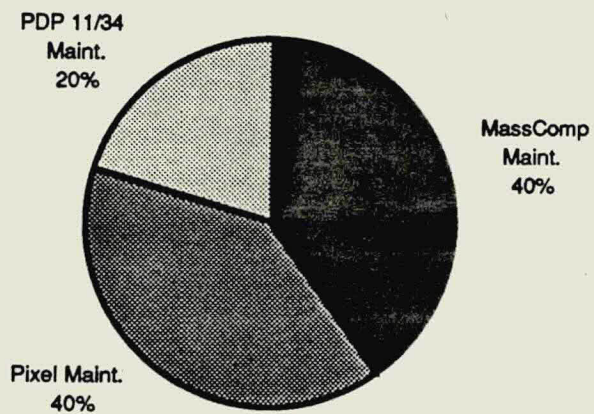
Audrey Lloyd



LeRoy Nollette

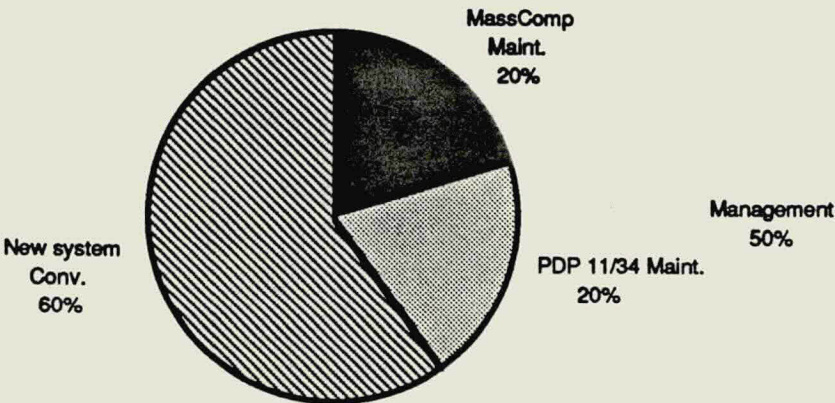


New Hire #1

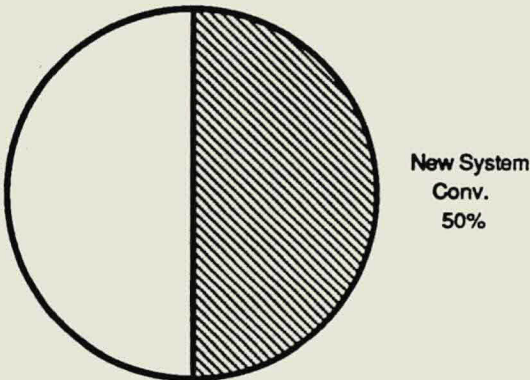


Four Person Plan

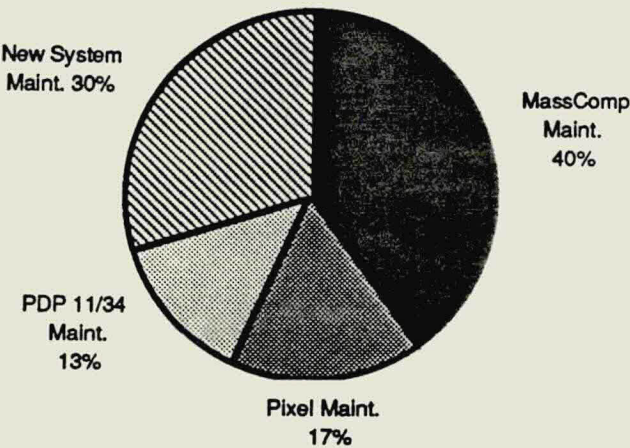
Audrey Lloyd



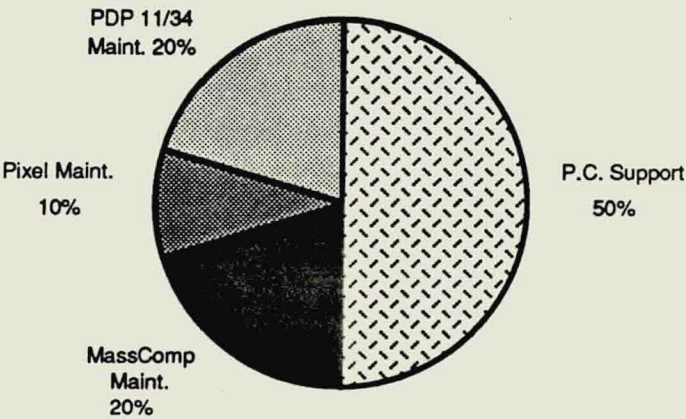
LeRoy Nollette



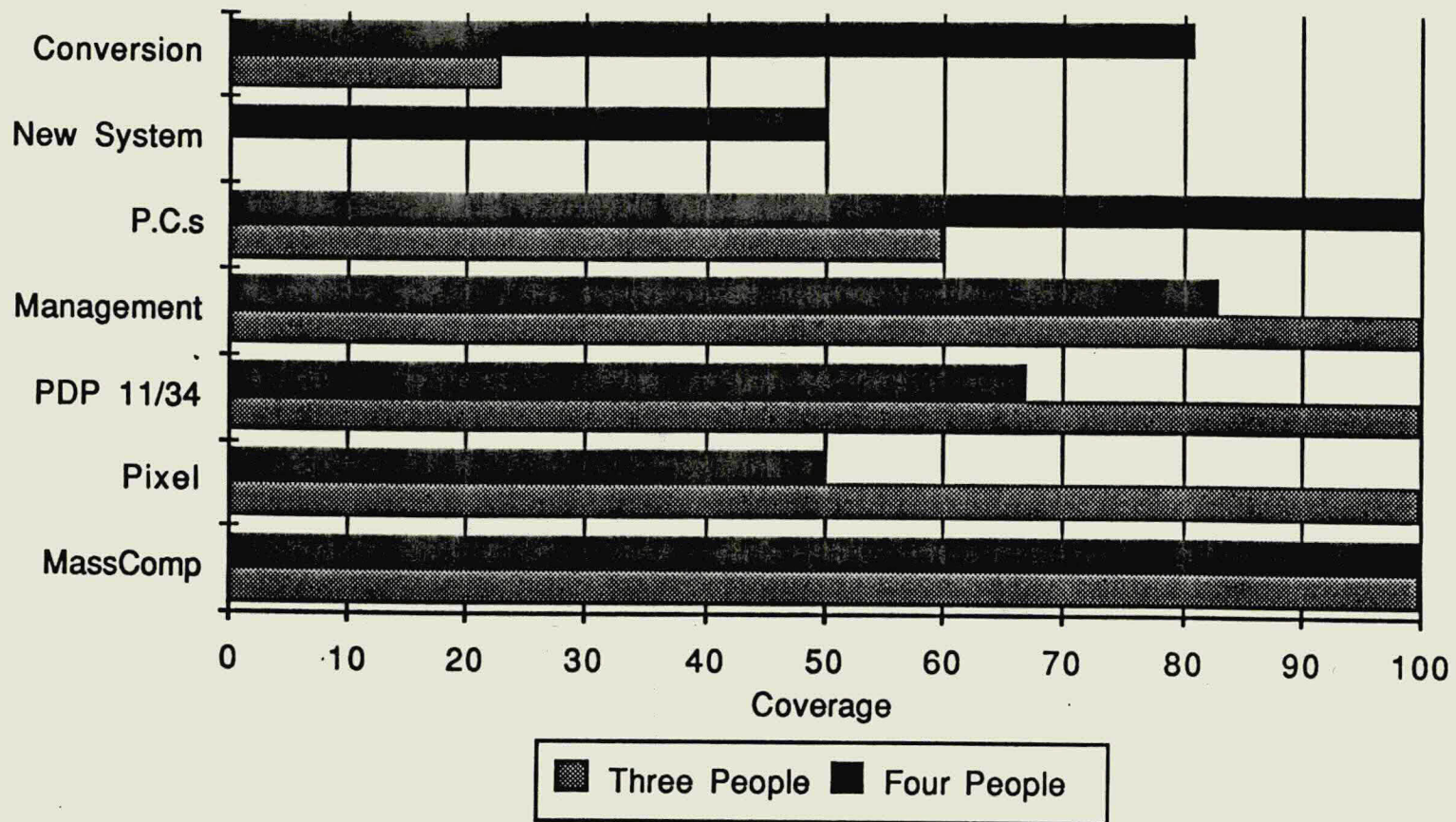
New Hire #1



New Hire #2



Functional Coverage





METRO

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

Memorandum

Date: April 23, 1987
To: Metro Council
From: Councilor Corky Kirkpatrick, Chair
Regarding: COUNCIL BUDGET ADVISORY COMMITTEE RECOMMENDATION

The Council Budget Advisory Committee has reviewed and considered the FY 1987-88 Proposed Budget. Through a series of four meetings the Committee has formulated a recommendation which follows.

Budget pages with recommended changes are attached. The Committee recommendation column shows only those line items with proposed changes. The dollar value shown is the amount of the Committee recommendation. Page numbers correspond to the Proposed Budget. Pages with no changes are not included.

ZOO OPERATING FUND

1. Adopt as submitted. Include the following note:

The appropriation schedule to be changed to appropriate expenditures by organizational divisions: Administration, Animal Management, Buildings and Grounds, Educational Services, Marketing and Visitor Services. In order to make changes between divisions, Council approval will be required.

2. A review of salary levels for the Veterinarian and Veterinarian Technician classifications shall be conducted within the next year.

ZOO CAPITAL FUND

Adopt as submitted. Include the following note:

Appropriations are to be made by project: Education/Interpretive Center, Africa Bush Phases I & II, Africa Bush Phase III, Alaska Exhibit, Bear Grottos, and Capital Outlay.

SOLID WASTE OPERATING FUND

Revenue

Reduce "Landfill Siting Fee" - Public" by \$140,000 due to miscalculation, reduce contingency accordingly.

Personal Services

Approve with addition of only the following new positions and reclasses:

Positions

Engineer 3 -- Landfill Siting
Analyst 3 -- Functional Planning
Office Assistant -- Recycling Info Center
0.5 Secretary -- Administration

Reclasses

Analyst 2 to Senior Analyst -- Alternative Technology
Analyst 2 to Senior Analyst -- System Planning
Program Coordinator to Analyst 3 -- Recycling Info Center

- Budget funds for three other new positions and two additional reclasses in contingency for consideration after Solid Waste Director, Engineering Manager, and Operations Manager positions filled. The above changes result in a total department FTE level of 38.53.

Materials and Services

Approve with following changes or notes:

- St. Johns Landfill -- Budget special diversion program based on potential need with following note -- the diversion request should be reviewed against other alternatives presented in the landfill capacity report so that the most cost effective option is selected to assure that adequate landfill capacity remains pending development of other disposal facilities.
- CTRC -- Move the \$.25 per ton proposed payment to Oregon City (approximately \$68,000) to contingency so Council can consider policy ramifications of proposed expenditure.
- WTRC -- Move \$10,000 Equipment Rental to Contingency.

Capital Outlay

Reduce Furniture purchases for the Facilities Development Program by \$600.

Contingency

Adjust based upon above recommendations.

Other

Adjust appropriations schedule to appropriate funds based on program budgets: Administration, St. Johns, CTCR, WTRC, Facilities Development, Waste Reduction, and System Planning.

SOLID WASTE CAPITAL FUND

Approve as submitted.

Appropriate funds by project -- WTRC, St. Johns, Facilities Development.

SOLID WASTE DEBT SERVICE FUND

Approve as submitted.

ST. JOHNS RESERVE FUND

Approve as submitted.

ST. JOHNS FINAL IMPROVEMENT FUND

Approve as submitted.

IRC

1. Add \$32,500 revenue for Regional Parks Study including \$10,000 transfer from the General Fund. Budget expense under Contractual Services in Development Services.
2. Add \$20,000 interest revenue. Budget \$16,800 as contingency under Office of the Administrator and \$3,200 as unappropriated balance under Data Services.
3. The appropriations schedule to be changed to appropriate expenditures by organizational divisions: Office of the Administrator, Data Services, Transportation, and Development Services.

CONVENTION CENTER PROJECT MANAGEMENT FUND

1. Approve as submitted. Include the following note:

Prior to expenditure of contractual services monies for marketing, the staff will return to Council with a marketing plan for Council approval. This will not bind the Council from making use of short-term opportunities.
2. Once General Obligation bonds are sold, amend the budget to place the appropriate amounts designated for operating reserve in the unappropriated balance.

CONVENTION CENTER PROJECT CAPITAL FUND

Approve as submitted.

CONVENTION CENTER PROJECT DEBT SERVICE FUND

Approve as submitted.

GENERAL FUND

Council

1. Implement Council policy in Resolution No. 87-748A which states that the addition of Council staff will not result in overall increased staffing levels in the General Fund. Request Executive Officer to submit a proposal for implementation of this policy.
2. Approve moving the performance audit for \$10,000 from Executive Management to Council.

Executive Management

Approve with the following changes:

1. Place \$10,000 in Contractual Services for management study in contingency pending further justification for the study.
2. Move \$10,000 in Contractual Services for performance audit to Council budget.

Finance and Administration

Approve as submitted.

Public Affairs

1. Approve with following changes:

Move direct solid waste program expenditures in Materials and Services to Solid Waste Operating Fund and adjust transfer accordingly.

2. Add note that the Public Affairs Director shall approve all expenditures related to community involvement, media relations, and public education from Contractual Services and Printing line items in each department. Similar controls shall be considered for ads and legal notices, typesetting and graphics supplies.

REHABILITATION AND ENHANCEMENT FUND

Approve as submitted. Include the following note:

Staff to return to the Council with a program outlining how the \$40,000 budgeted for contracts for the North Portland Rehabilitation and Enhancement Program would be spent. Council review to occur before any expenditures are made.

CONVENTION, TRADE, AND SPECTATOR FACILITIES FUND

Approve as submitted.

BUILDING MANAGEMENT FUND

Approve as submitted.

INSURANCE FUND

Approve as submitted.

SUMMARY BUDGET COMPARISON

FY 1986-87 CURRENT BUDGET TO FY 1987-88 PROPOSED BUDGET

	Current Budget FY 1986-87	FTE	Proposed Budget FY 1987-88	FTE	Budget Committee Recommendation FY 1987-88	FTE
GENERAL FUND						
Council						
Personal Services	75,646	2.09	108,287	3.10	108,287	3.10
Materials & Services	59,020		59,020		69,020	
Capital Outlay	0		0		0	
Subtotal	134,666		167,307		177,307	
Executive Management						
Personal Services	382,257	9.69	342,755	7.50	342,755	7.5
Materials & Services	58,033		52,600		32,600	
Capital Outlay	2,442		3,000		3,000	
Subtotal	442,732		398,355		378,355	
Finance & Administration						
Personal Services	683,589	19.25	811,590	22.35	811,590	22.35
Materials & Services	412,649		571,605		571,605	
Capital Outlay	9,200		20,036		20,036	
Subtotal	1,105,438		1,403,231		1,403,231	
Public Affairs						
Personal Services	315,605	9.75	372,844	10.00	372,844	10.00
Materials & Services	48,181		318,317		59,617	
Capital Outlay	3,409		10,650		10,650	
Subtotal	367,194		701,811		443,111	
General Expense						
Contingency	62,503		320,108		320,108	
Transfers	760,828		261,839		271,839	
Subtotal	823,331		581,947		591,947	
Unappropriated Balance	63,334		47,500		47,500	
Total General Fund Requirements	2,936,695	40.78	3,300,151	42.95	3,041,451	42.95

	Current Budget FY 1986-87	FTE	Proposed Budget FY 1987-88	FTE	Budget Committee Recommendation FY 1987-88	FTE
<u>INTERGOVERNMENTAL RESOURCE CENTER FUND</u>						
Personal Services	931,091	23.66	983,698	25.00	983,698	25.00
Materials & Services	104,954		146,921		179,421	
Capital Outlay	80,100		23,710		23,710	
Transfers	789,369		721,979		721,979	
Contingency	16,724		104,457		121,257	
Unappropriated Balance	<u>134,892</u>		<u>36,109</u>		<u>39,309</u>	
Total Intergovernmental Resource Center Fund Requirements	2,057,130		2,016,874		2,069,374	
<u>BUILDING MANAGEMENT FUND</u>						
Personal Services	28,356	1.00	47,102	1.58	47,102	1.58
Materials & Services	487,962		444,500		444,500	
Capital Outlay	181,026		71,512		71,512	
Contingency	<u>74,174</u>		<u>50,000</u>		<u>50,000</u>	
Total Building Management Fund Requirements	771,518		613,114		613,114	
<u>ZOO OPERATING FUND</u>						
Personal Services	3,444,553	131.20	3,660,034	139.03	3,660,034	139.03
Materials & Services	2,078,321		2,155,593		2,155,593	
Capital Outlay	422,182		459,476		459,476	
Transfers	3,150,605		3,098,074		3,098,074	
Contingency	442,817		344,146		344,146	
Unappropriated Balance	<u>531,091</u>		<u>820,197</u>		<u>820,197</u>	
Total Zoo Operating Fund Requirements	10,069,569		10,537,520		10,537,520	

	Current Budget FY 1986-87	FTE	Proposed Budget FY 1987-88	FTE	Budget Committee Recommendation FY 1987-88	FTE
<u>SOLID WASTE DEBT SERVICE FUND</u>						
Materials & Services	1,207,100		1,471,261		1,471,261	
Unappropriated Balance	<u>0</u>		<u>670,000</u>		<u>670,000</u>	
Total Solid Waste Debt Service Fund Requirements	1,207,100		2,141,261		2,141,261	
<u>ST. JOHNS RESERVE FUND</u>						
Unappropriated Balance	<u>1,550,700</u>		<u>1,876,761</u>		<u>1,876,761</u>	
Total St. Johns Reserve Fund Requirements	1,550,700		1,876,761		1,876,761	
<u>ST. JOHNS FINAL IMPROVEMENTS FUND</u>						
Capital Projects	805,000		0		0	
Transfers	0		2,300,000		2,300,000	
Contingency	85,000		0		0	
Unappropriated Balance	<u>1,534,500</u>		<u>0</u>		<u>0</u>	
Total St. Johns Final Improvement Fund Requirements	2,424,500		2,300,000		2,300,000	
<u>ST. JOHNS METHANE RECOVERY FUND</u>						
Personal Services	7,295		0		0	
Materials & Services	13,400		0		0	
Unappropriated Balance	<u>16,305</u>		<u>0</u>		<u>0</u>	
Total St. Johns Methane Recovery Fund Requirements	37,000		0		0	
<u>CONVENTION, TRADE, SPECTATOR FACILITY FUND</u>						
Personal Services	0		0		0	
Materials & Services	63,312		58,000		58,000	
Contingency	<u>0</u>		<u>1,812</u>		<u>1,812</u>	
Total Convention, Trade, Spectator Facility Fund Requirements	63,312		59,812		59,812	

	Current Budget FY 1986-87	FTE	Proposed Budget FY 1987-88	FTE	Budget Committee Recommendation FY 1987-88	FTE
<u>ZOO CAPITAL FUND</u>						
Personal Services	48,581	1.0	52,910	1.0	52,910	1.0
Capital Projects	5,962,820		6,835,292		6,835,292	
Contingency	270,236		216,893		216,893	
Unappropriated Balance	<u>2,583,760</u>		<u>2,783,350</u>		<u>2,783,350</u>	
Total Zoo Capital Fund Requirements	8,865,397		9,888,445		9,888,445	
<u>SOLID WASTE OPERATING FUND</u>						
Personal Services	1,113,807	35.84	1,389,551	42.53	1,227,268	38.53
Materials & Services	8,440,320		11,666,005		11,841,705	
Capital Outlay	88,800		139,400		138,800	
Transfers	4,224,360		4,144,892		3,886,192	
Contingency	1,338,485		1,183,086		1,288,369	
Unappropriated Balance	<u>63,333</u>		<u>1,398,416</u>		<u>1,398,416</u>	
Total Solid Waste Operating Fund Requirements	15,269,105		19,921,350		19,780,750	
<u>SOLID WASTE CAPITAL FUND</u>						
Materials & Services	0		260,000		260,000	
Capital Projects	6,080,000		3,546,000		3,546,000	
Transfers	0		1,225,000		1,225,000	
Contingency	0		345,000		345,000	
Unappropriated Balance	<u>0</u>		<u>6,912,749</u>		<u>6,912,749</u>	
Total Solid Waste Capital Fund Requirements	6,080,000		12,288,749		12,288,749	

	Current Budget FY 1986-87	FTE	Proposed Budget FY 1987-88	FTE	Budget Committee Recommendation FY 1987-88	FTE
<u>SEWER ASSISTANCE FUND</u>						
Materials & Services	<u>856,689</u>		<u>0</u>		<u>0</u>	
Total Sewer Assistance Fund Requirements	856,689		0		0	
<u>INSURANCE FUND</u>						
Materials & Services	317,204		236,500		236,500	
Contingency	<u>60,000</u>		<u>646,860</u>		<u>646,860</u>	
Total Insurance Fund Requirements	377,204		883,360		883,360	
<u>REHABILITATION & ENHANCEMENT FUND</u>						
Materials & Services	472,185		40,000		40,000	
Contingency	160,655		0		0	
Unappropriated Balance	<u>0</u>		<u>977,216</u>		<u>977,216</u>	
Total Rehabilitation & Enhancement Fund	632,840		1,017,216		1,017,216	
<u>TRANSPORTATION TECHNICAL ASSISTANCE FUND</u>						
Materials & Services	<u>48,067</u>		<u>0</u>		<u>0</u>	
Total Transportation Technical Assistance Fund Requirements	48,067		0		0	
<u>CONVENTION CENTER PROJECT MANAGEMENT FUND</u>						
Personal Services	226,390	5.0	66,221	1.5	66,221	1.5
Materials & Services	462,910		1,170,000		1,170,000	
Transfers	25,000		658,085		658,085	
Contingency	833,832		715,694		715,694	
Unappropriated Balance	<u>256,587</u>		<u>0</u>		<u>0</u>	
Total Convention Center Project Management Fund Requirements	1,804,719		2,610,000		2,610,000	

	Current Budget FY 1986-87	FTE	Proposed Budget FY 1987-88	FTE	Budget Committee Recommendation FY 1987-88	FTE
<u>CONVENTION CENTER PROJECT DEBT FUND</u>						
Materials & Services	<u>0</u>		<u>2,680,000</u>		<u>2,680,000</u>	
Total Convention Center Project Debt Fund Requirements	0		2,680,000		2,680,000	
<u>CONVENTION CENTER PROJECT CAPITAL FUND</u>						
Personal Services	0	0	208,289	4.50	208,289	4.50
Materials & Services	0		290,300		290,300	
Capital Outlay	730,000		18,863,123		18,863,123	
Transfers	0		870,601		870,601	
Contingency	30,000		2,542,519		2,542,519	
Unappropriated Balance	<u>0</u>		<u>52,113,802</u>		<u>52,113,802</u>	
Total Convention Center Project Capital Fund Requirements	760,000		74,888,634		74,888,634	
GRAND TOTAL	55,811,548	238.48	147,023,247	258.09	146,676,447	254.09

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