

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF TRANSFERRING)	ORDINANCE NO. 03- 1028
\$67,959 FROM THE PLANNING FUND)	
CONTINGENCY TO PERSONAL SERVICES TO)	Introduced by Mike Jordan, Chief Operating
ADD .50 FTE ASSOCIATE PUBLIC AFFAIRS)	Officer, with the concurrence of the Council
SPECIALIST AND PROVIDE FOR)	President
TEMPORARY ASSISTANCE IN THE)	
PLANNING FUND; AND DECLARING AN)	
EMERGENCY)	

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations within the FY 2003-04 Budget; and

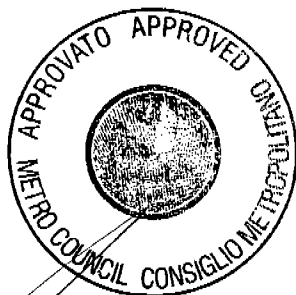
WHEREAS, the need for the transfer of appropriation has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2003-04 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$67,959 from the Planning Fund Contingency to Personal Services to add .50 FTE Associate Public Affairs Specialist and provide for temporary assistance in the Planning Fund.
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 20th day of November, 2003.



[Handwritten Signature]

 David Bragdon, Council President

Attest:

[Handwritten Signature]

 Christina Billington, Recording Secretary

Approved as to Form:

[Handwritten Signature]

 Daniel B. Cooper, Metro Attorney

**Exhibit A
Ordinance No. 03-1028**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Planning Fund							
<i>Personal Services</i>							
<i>SALWGi Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	Director II	1.00	113,665	-	0	1.00	113,665
	Manager I	3.00	234,370	-	0	3.00	234,370
	Manager II	8.00	687,896	-	0	8.00	687,896
	Program Director I	1.00	96,787	-	0	1.00	96,787
	Program Director II	1.00	96,793	-	0	1.00	96,793
	Program Director III	1.00	108,881	-	0	1.00	108,881
	Program Supervisor II	8.00	577,658	-	0	8.00	577,658
	Administrative Assistant	2.00	71,188	-	0	2.00	71,188
	Assoc Public Affairs Specialist	2.00	96,039	0.50	24,675	2.50	120,714
	Assoc. Management Analyst	1.00	56,201	-	0	1.00	56,201
	Assoc. Regional Planner	9.00	504,062	-	0	9.00	504,062
	Assoc. Trans. Planner	7.00	363,798	-	0	7.00	363,798
	Asst. Regional Planner	4.00	192,820	-	0	4.00	192,820
	Asst. Trans. Planner	1.00	43,670	-	0	1.00	43,670
	Management Technician	1.00	37,995	-	0	1.00	37,995
	Principal Regional Planner	4.00	291,754	-	0	4.00	291,754
	Principal Transportation Planner	2.00	154,283	-	0	2.00	154,283
	Program Analyst III	1.00	65,048	-	0	1.00	65,048
	Senior Management Analyst	1.00	61,916	-	0	1.00	61,916
	Senior Regional Planner	4.00	262,013	-	0	4.00	262,013
	Senior Trans. Planner	9.00	598,937	-	0	9.00	598,937
	Senior Public Affairs Specialist	1.00	61,974	-	0	1.00	61,974
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Secretary	1.00	37,995	-	0	1.00	37,995
	Program Assistant 2	1.00	39,954	-	0	1.00	39,954
	Secretary	1.00	34,681	-	0	1.00	34,681
5020	Reg Employees-Part Time-Exempt						
	Associate Regional Planner	0.75	44,267	-	0	0.75	44,267
	Assistant Management Analyst	0.75	31,120	-	0	0.75	31,120
	Principal Transportation Planner	0.90	61,084	-	0	0.90	61,084
	Senior Trans. Planner	0.80	54,658	-	0	0.80	54,658
	Asst. Regional Planner	0.90	38,502	-	0	0.90	38,502
5025	Reg Employees-Part Time-Non-Exempt						
	Office Assistant	0.50	10,839	-	0	0.50	10,839
5030	Temporary Employees		2,912		30,656		33,568
5080	Overtime		5,000		0		5,000
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		2,055,505		12,628		2,068,133
Total Personal Services		79.60	\$7,194,265	0.50	\$67,959	80.10	\$7,262,224

Exhibit A
Ordinance No. 03-1028

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Planning Fund							
	Total Materials & Services		\$8,561,505		\$0		\$8,561,505
	Total Debt Service		\$44,212		\$0		\$44,212
	Total Capital Outlay		\$54,200		\$0		\$54,200
	Total Interfund Transfers		\$2,437,286		\$0		\$2,437,286
<i>Contingency and Ending Balance</i>							
	<i>CONT Contingency</i>						
	5999 Contingency		369,499		(67,959)		301,540
	<i>UNAPP Unappropriated Fund Balance</i>						
	5990 Unappropriated Fund Balance						
	* Computer Replacement Reserve		90,000		0		90,000
	Total Contingency and Ending Balance		\$459,499		(\$67,959)		\$391,540
TOTAL REQUIREMENTS		79.60	\$18,750,967	0.50	\$0	80.10	\$18,750,967

Exhibit B
Ordinance No. 03-1028
FY 2003-04 SCHEDULE OF APPROPRIATIONS

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Amended</u> <u>Appropriation</u>
PLANNING FUND			
Operating Expenses (PS & M&S)	\$15,755,770	\$67,959	\$15,823,729
Debt Service	44,212	0	44,212
Capital Outlay	54,200	0	54,200
Interfund Transfers	2,437,286	0	2,437,286
Contingency	369,499	(67,959)	301,540
Unappropriated Balance	90,000	0	90,000
Total Fund Requirements	\$18,750,967	\$0	\$18,750,967

All Other Appropriations Remain as Previously Adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 03-1028 FOR THE PURPOSE OF TRANSFERRING \$67,959 FROM THE PLANNING FUND CONTINGENCY TO PERSONAL SERVICES TO ADD .50 FTE ASSOCIATE PUBLIC AFFAIRS SPECIALIST AND PROVIDE FOR TEMPORARY ASSISTANCE IN THE PLANNING FUND; AND DECLARING AN EMERGENCY

Date: October 20, 2003

Prepared by: Andy Cotugno

BACKGROUND

This request is for funding of .50 FTE of an Associate Public Affairs Specialist and .73 FTE of temporary public outreach support. These two amendments will support decision-making processes in the Long-range Planning and Community Planning and Regional Transportation Planning sections of the department, particularly the Goal 5 Fish and Wildlife Habitat Program, Periodic Review and the Regional Transportation Plan update.

The .50 FTE of an Associate Public Affairs Specialist, through an inter-departmental agreement provides for the temporary, rotational assignment of Karen Withrow from the Public Affairs & Government Relations Department to the Planning Department. This temporary assignment responds to the outreach workload for the Goal 5 Fish and Wildlife Habitat program, providing dedicated staff at specified intervals. While on rotation, Withrow will perform such tasks as organization and implementation of outreach events, development of educational and presentation materials, web interface, notification, meeting facilitation, response to and documentation of public comments. Providing for this budget amendment and rotational assignment in the Planning Department will, in turn, free up .50 FTE of budget authority within the Public Affairs & Government Relations Department for assignments and priorities as determined by the Public Affairs Director.

The .73 FTE of temporary support will provide assistance, as needed on the Fish and Wildlife Habitat public outreach in addition to the Urban Growth Boundary Periodic Review, completion of the Regional Transportation Plan (RTP) update and initiation of the FY 08-09 update to the Metropolitan Transportation Improvement Program (MTIP). Assignments will include setting up of meetings with the community and stakeholders, preparation of meeting materials, meeting notification, documentation of public comments and writing distribution materials.

ANALYSIS/INFORMATION

1. **Known Opposition** None known.
2. **Legal Antecedents** ORS 294.450 provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction.
3. **Anticipated Effects** This action would increase effectiveness of public outreach performed in support of Council decision-making processes during the remainder of the fiscal year.

4. **Budget Impacts** This action would transfer \$67,959 from contingency to personal services to provide for the related salary and fringe benefits for the positions. The department had set aside funds in contingency to accommodate this request pending review and approval of the need by various parties including the Chief Operating Officer, Council President and the Public Affairs & Government Relations Director.

The interdepartmental agreement for the rotational assignment includes .21 FTE in FY04-05, estimated at about \$16,000. This will be reflected in the FY04-05 budget.

RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this ordinance.