

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

For the Purpose of Approving an)	RESOLUTION NO. 90-1182
Intergovernmental Agreement With)	
the Intergovernmental Resource)	Introduced by
Center for Bi-State Policy Advisory)	Councilor Lawrence Bauer
Staff)	

WHEREAS, On October 26, 1989, the Council of the Metropolitan Service District (Metro) adopted Resolution No. 89-1088A continuing the Bi-State Policy Advisory Committee (Bi-State) which was established jointly by the Metro Council and the Intergovernmental Resource Center (IRC) Board of Directors in 1981; and

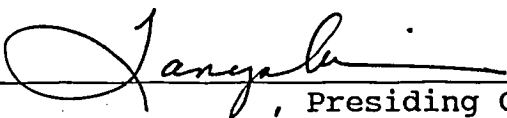
WHEREAS, For fiscal year 1989-1990, Bi-State unanimously endorsed review, discussion, and development of recommendations to IRC and Metro regarding seven issues: Columbia River resource management, land use planning, air quality, economic development joint objectives, hazardous household waste disposal coordination, telecommunications, and tourism; and

WHEREAS, IRC and Metro provide clerical support for Bi-State meeting preparation and coordination, but neither entity has budgeted funds for professional staff to conduct the research, analysis, report preparation, and liaison work necessary to support the Bi-State 1989-1990 issues agenda; and

WHEREAS, At the regular November 9, 1989 meeting, Bi-State unanimously endorsed the attached FY89-90 staff funding proposal (Exhibit B hereto) and directed staff to prepare the necessary intergovernmental agreement to implement the staff proposal, attached hereto as Exhibit A; now, therefore,

BE IT RESOLVED, That the Council of the Metropolitan Service District approves the intergovernmental agreement with the Intergovernmental Resource Center attached hereto as Exhibit A conditioned upon Council approval of the accompanying funding mechanism under Ordinance No. 90-323.

ADOPTED, By the Council of the Metropolitan Service District this 11th day of January, 1990.


_____, Presiding Officer

LB:JPM
BISTATE b:\901182.res

EXHIBIT A

AGREEMENT BETWEEN THE
METROPOLITAN SERVICE DISTRICT
AND THE
INTERGOVERNMENTAL RESOURCE CENTER

ESTABLISHING A COORDINATOR POSITION FOR THE
BI-STATE POLICY ADVISORY COMMITTEE

WHEREAS, This agreement, entered into by and between the Intergovernmental Resource Center (hereinafter called IRC) and the Metropolitan Service District (hereinafter called Metro), is to establish a Bi-State Coordinator position for the Bi-State Policy Advisory Committee (hereinafter called Committee); and

WHEREAS, Since 1983 Metro and IRC have jointly chaired the Committee which meets on a bi-monthly basis; and

WHEREAS, The Committee was established to enhance understanding between Oregon and Washington policy-makers of metropolitan issues of mutual concern; to promote recognition of the commonality of problems and encourage cooperative mutually beneficial solutions; and

WHEREAS, The Committee has expanded their membership and extended their mission for an additional two years; and

WHEREAS, Bylaws providing for membership and the Committee's purpose have been approved by the Metro Council and the IRC Board of Directors; and

WHEREAS, Professional staff support to the Committee shall be necessary for the remainder of fiscal year 1989-1990 to support the Committee's goal of addressing seven issues of concern -- Columbia River resource management, land use planning, air quality, economic development joint objectives, hazardous household waste disposal coordination, telecommunications, tourism -- as well as other issues which may be identified during the year; to facilitate the flow of pertinent issue information; and to assist the Committee in identifying and analyzing critical elements of the issues; now,

THEREFORE, Metro and IRC hereby mutually agree to the following:

SECTION 1

BI-STATE COORDINATOR DUTIES AND RESPONSIBILITIES

1. The IRC shall provide to the Committee the services of a Bi-State Coordinator at approximately 50 percent of an FTE (Full-time Staff Equivalent) or not more than 90 hours per month. The Coordinator shall provide staff assistance to the Committee as follows:
 - A. Develop and distribute agendas in a timely fashion consistent with applicable Washington and Oregon public meeting law requirements;

- B. Prepare reports or other materials as requested by the Committee and facilitate the presentation of materials and appropriate briefings on matters of interest to the Committee;
 - C. Oversee the recording and distribution of meeting minutes and Committee actions;
 - D. Prepare necessary resolutions or other appropriate vehicles for the IRC Board of Directors and the Metro Council to act on Bi-State recommendations, actions or other information consistent with the respective jurisdiction's formats and procedures for handling such actions; and
 - E. Maintain all necessary records, bylaws, contractual agreements and any other appropriate materials in conformance with applicable Washington and Oregon public meeting law requirements;
 - F. Provide other assistance as requested by the Committee.
2. The Coordinator shall provide continual administrative and professional staff support to the Committee for the term of this agreement. The Coordinator shall be accessible and responsible to the Committee Co-Chairs.

SECTION 2 BUDGET

The total budget for the staff position of Bi-State Coordinator is \$13,973 for the term stated in this agreement. A detailed budget is attached as Exhibit B. The Bi-State Coordinator position shall be funded at a rate of \$13.31 per hour of time billed each month up to a maximum of 90 hours per month or a total of \$1,198.

SECTION 3 METHOD OF PAYMENT, ACCOUNTING

1. IRC shall bill Metro monthly for the Bi-State Coordinator position consistent with the terms described in Section 2 herein. IRC shall provide to Metro a monthly accounting of the Coordinator's hours and expenses charged to the Committee.
2. IRC shall contribute \$1,966 in cash at the beginning of the contract period. \$3,623 in-kind support shall be contributed throughout the contract period. In-kind services shall include but will not necessarily be limited to the following expenses: office supplies; rent; phone; postage; photocopying; and administrative support. In-kind services are determined by IRC's approved indirect cost rate of 35 percent applied to the total salary and benefit expense of the Bi-State Coordinator.
3. All expenses associated with the coordination of the Committee, other than the in-kind services described in Subsection 3.2 herein shall be divided in accordance with the proportional cost contributions by Metro and IRC for coordination of the Committee.

**SECTION 4
PERIOD OF AGREEMENT**

The term of agreement shall commence on December 1, 1989 and shall terminate on June 30, 1990, unless terminated earlier pursuant to Section 5.

**SECTION 5
TERMINATION OF AGREEMENT**

This agreement shall be terminated upon the recommendation of the Bi-State Committee and mutual written concurrence from Metro and IRC. The date of the last correspondence from either Metro or IRC stipulating termination of this agreement shall be the date of termination. No additional expenses shall be incurred by IRC on coordination of the Bi-State Committee following the date of termination.

**SECTION 6
TERMS OF AGREEMENT**

Agreement is premised on continued existence of the Bi-State Policy Advisory Committee in a form substantially similar to the form provided in the bylaws approved by the Metro Council and the IRC Board of Directors. This agreement shall neither require nor prejudice any further agreement between the parties. The invalidity, in whole or in part, of any provision of this agreement shall not affect the validity of any other provisions.

IRC will maintain direct responsibility for staffing of the Bi-State Coordinator position. Principal managerial staff at IRC will provide advice to the Bi-State Coordinator on matters relating to intergovernmental affairs. IRC will not assign the staffing of the Bi-State Committee to any other agency or party.

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ADOPTED this 11th day of January, 1989:

INTERGOVERNMENTAL RESOURCE CENTER

By: _____

Jane Van Dyke
Jane Van Dyke, Chair,
Board of Directors

By: _____

Gil Mallery
Gil Mallery, Executive Director

METROPOLITAN SERVICE DISTRICT

By: _____

Rena Cusma
Rena Cusma,
Executive Officer

APPROVED AS TO FORM:

D. S. Coyle

Metro General Counsel

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EXHIBIT B

BI-STATE COORDINATOR POSITION FUNDING

EXPENDITURES

PERSONNEL

Bi-State Coordinator @ \$1,880 per month	
a. Salary for 85 hours/month for 7 months (hourly rate = \$10.85)	\$6,456.00
- Fringe Benefits	3,099.00
b. Salary for 5 hours/month for 7 months (hourly rate = \$15.58)	545.00
- Fringe Benefits	<u>250.00</u>
 TOTAL PERSONNEL EXPENSE	 \$10,350.00

MATERIALS & SERVICES

Indirect Costs (35%)	
- Office Supplies, Rent, Phone, Postage, Photocopying	\$3,623.00
 TOTAL M & S EXPENSE	 <u>\$3,623.00</u>
 TOTAL PROGRAM COST	 \$13,973.00

REVENUES

Metro	\$8,384.00
IRC (\$3,623 in-kind, \$1,966 cash)	<u>5,589.00</u>
 TOTAL REVENUE	 \$13,973.00

* Note: Metro will pay IRC @ a rate of \$13.31 per hour of time billed each month up to a maximum of 90 hours per month (\$1,198).

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BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.) ORDINANCE NO. 90-323
89-294A REVISING THE FY 1989-90)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE OF PROVIDING STAFF)
SERVICES TO THE BI-STATE POLICY)
ADVISORY COMMITTEE)

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

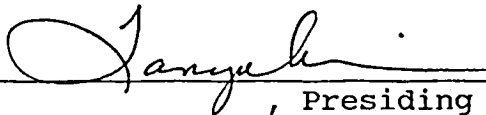
WHEREAS, The need for a modified budget plan has been justified; and

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this ordinance for the purpose of providing staff services to the Bi-State Policy Advisory Committee.

ADOPTED by the Council of the Metropolitan Service District this 11th day of January, 1990.


_____, Presiding Officer

ATTEST:



Clerk of the Council

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EXHIBIT A
ORDINANCE NO. 90-323

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Council							
Personal Services							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Council Administrator	1.00	62,182			1.00	62,182
	Sr. Management Analyst	2.00	81,663			2.00	81,663
	Clerk of the Council	1.00	29,980			1.00	29,980
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	3.00	66,882			3.00	66,882
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	0.30	5,264			0.30	5,264
512000	FRINGE		73,791				73,791
	Total Personal Services	7.30	319,762	0.00	0	7.30	319,762
Materials & Services							
521100	Office Supplies		2,500				2,500
521320	Dues		300				300
524110	Accounting & Auditing Services		40,000				40,000
524190	Misc. Professional Services		9,000		8,384		17,384
526200	Ads & Legal Notices		500				500
526310	Printing Services		1,100				1,100
526500	Travel		10,000				10,000
526800	Training, Tuition, Conferences		2,600				2,600
529110	Council Per Diem		57,600				57,600
529120	Councilor Expenses		20,400				20,400
529500	Meetings		5,500				5,500
	Total Materials & Services		149,500		8,384		157,884
Capital Outlay							
571500	Purchases-Office Furniture & Equipment		4,700				4,700
	Total Capital Outlay		4,700				4,700
	TOTAL EXPENDITURES	7.30	473,962	0.00	8,384	7.30	482,346

EXHIBIT A
ORDINANCE NO. 90-323

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:General Expenses							
	Interfund Transfers						
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
	Total Interfund Transfers		282,105		0		282,105
	Contingency and Unappropriated Balance						
599999	Contingency		100,000		(8,384)		91,616
	Total Contingency and Unappropriated Balance		100,000		(8,384)		91,616
	TOTAL EXPENDITURES	60.65	4,313,357	0.00	0	60.65	4,313,357

EXHIBIT B
ORDINANCE NO. 90-323
SCHEDULE OF APPROPRIATIONS FY 1989-90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
GENERAL FUND			
<hr/>			
Council			
Personal Services	319,762		319,762
Materials & Services:	149,500	8,384	157,884
Capital Outlay:	4,700		4,700
	-----	-----	-----
Subtotal	473,962	8,384	482,346
General Counsel			
Personal Services	253,022		253,022
Materials & Services	23,039		23,039
Capital Outlay:	2,412		2,412
	-----	-----	-----
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529		463,529
Materials & Services:	66,305		66,305
Capital Outlay:	8,574		8,574
	-----	-----	-----
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954		1,279,954
Materials & Services:	806,856		806,856
Capital Outlay:	62,575		62,575
	-----	-----	-----
Subtotal	2,149,385	0	2,149,385
Public Affairs			
Personal Services	422,207		422,207
Materials & Services:	68,167		68,167
Capital Outlay:	650		650
	-----	-----	-----
Subtotal	491,024	0	491,024
General Expense			
Contingency	100,000	(8,384)	91,616
Transfers	282,105		282,105
	-----	-----	-----
Subtotal	382,105	(8,384)	373,721
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

FINANCE COMMITTEE REPORT

ORDINANCE NO. 90-323, AMENDING ORDINANCE NO. 89-294A REVISING THE FY 1989-90 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF PROVIDING STAFF SERVICES TO THE BI-STATE POLICY ADVISORY COMMITTEE

Date: January 4, 1990

Presented by: Councilor Devlin

COMMITTEE RECOMMENDATION: At the December 21, 1989, Finance Committee meeting, all members were present and voted unanimously to recommend Council adoption of Ordinance No. 90-323 as amended.

COMMITTEE DISCUSSION/ISSUES: Ordinance No. 90-323 is the budget action to fund the Bi-State Policy Advisory Committee staffing agreement presented under Resolution No. 90-1182. In recommending approval of Resolution No. 90-1182, the Committee concurred with the Intergovernmental Relations Committee amendments which reduced the cost for Metro from an original \$12,000 projection to a final maximum amount of \$8,384. Ordinance No. 90-323, therefore, was amended to show a budget amendment of \$8,384 transferred from General Fund contingency to Council Department, "Miscellaneous Professional Services." The Intergovernmental Relations Committee report following details the total funding package for the Bi-State Coordinator position.

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INTERGOVERNMENTAL RELATIONS
COMMITTEE REPORT

ORDINANCE NO. 90-323, AMENDING ORDINANCE NO. 89-294A REVISING
THE FY 1989-90 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE
PURPOSE OF PROVIDING STAFF SERVICES TO THE BI-STATE POLICY
ADVISORY COMMITTEE

Date: December 20, 1989

Presented By: Councilor Bauer

COMMITTEE RECOMMENDATION: At the December 19, 1989, Intergovernmental Relations Committee meeting, all members were present and voted unanimously to recommend Council adoption of Ordinance No. 90-323 as amended.

COMMITTEE DISCUSSION/ISSUES: The Committee considered Ordinance No. 90-323 concurrently with Resolution No. 90-1182 (see Committee Report for Resolution No. 90-1182), both of which implement a Bi-State staffing agreement with the Intergovernmental Resource Center (IRC) in Vancouver. Responding to Finance Committee comments of December 7, 1989, staff revised the Bi-State Coordinator position funding to support a part-time position of up to 90 hours per month for 7 months (December 1, 1989 through June 30, 1990). The actual funding breaks out to 85 hours maximum per month for the Bi-State Coordinator and 5 hours maximum per month for the related costs of the Coordinator's supervisor at IRC. The total revised funding package recommended by the Committee is \$13,973 of which Metro's maximum contribution will be \$8,384. The amount of the contingency tap to the Council Department fund, "Miscellaneous Professional Services", would be for \$8,384. A public hearing was opened but no testimony was received and the Committee raised no additional issues on the ordinance.

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BI-STATE COORDINATOR POSITION FUNDING

EXPENDITURES

PERSONNEL

Bi-State Coordinator @ \$1,880. per month	
- Salary @ .45 FTE for 85 hours for 7 months (hourly rate = \$10.85)	\$ 6,456.00
- Fringe Benefits ¹	3,099.00
- Salary @ .05 FTE for 5 hours for 7 months (hourly rate = \$14.48)	\$ 545.00
- Fringe Benefits ¹	<u>250.00</u>
TOTAL PERSONNEL EXPENSE	\$10,350.00

¹See attached fringe benefit worksheet. Based on actual benefits.

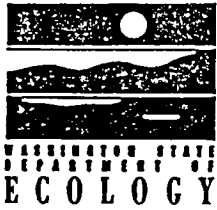
MATERIALS & SERVICES

Indirect Costs (35%)	\$ 3,623.00
Office Supplies	
Rent	
Phone	
Postage	
Photocopying	
	<u>\$ 3,623.00</u>
TOTAL MATERIALS & SERVICES EXPENSE	\$ 3,623.00
TOTAL PROGRAM COST	\$13,973.00

REVENUES

METRO	\$ 8,384.00 (60% Cost)
IRC (\$3,623.00 in-kind, \$1,966 cash)	<u>5,589.00 (40% Cost)</u>
TOTAL	\$13,973.00

NOTE: METRO will pay IRC @ at rate of \$13.31 per hour billed each month up to a maximum of 90 hours per month, (\$1,198.00).



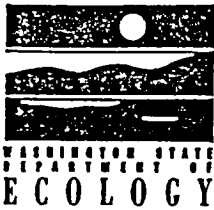
Conversion to a Composite Hourly Billing Rate for an Employee

This schedule can be used for all salaried full-time employees. It was developed to provide a calculated cost of an employee and to include his/her benefits, vacation time, retirement benefits, sick leave benefits and any item paid by an employer for the return of services provided by an employee.

EMPLOYEE'S NAME Rod Orlando DATE 12-13-89

FIGURED ON MONTHLY COST:

1. Enter the amount of monthly salary 1. 2700.00
2. Benefits: Social Security _____ % X LINE 1 (wages) 2. NA
(Employer's rate)
3. Benefit (worker's compensation) Class Code 5306
 Employer's Rate _____ % X 160 hours 3. 6.91
4. Unemployment Insurance Rate _____ % X LINE 1 (wages) ... 4. NA
5. Medical Benefits per month 5. 173.36
6. Retirements per month 6. 164.13
7. Pension Plan or Matching Plans 7. 126.25
8. Other _____ 8. NA
9. TOTAL MONTHLY COSTS (add lines 1 through 8) 9. 3170.65
10. LINE 9 X 12 months = TOTAL YEARLY COST 10. 38047.80
11. Work hours in a year:
 - A. 52 Weeks per year X 5 work days per week = 260 days
 260 days X 8 hours per day = potential work hours per year A: 2080 hours
 - PAID DAYS OFF PER YEAR:
 - Annual Leave: 13.34 hours per month X 12 months = 160.08 hours
 - Sick Leave: 14 hours per month X 12 months = 168 hours.
 - Holidays: 10 days per year X 8 hours = 80 hours.
 - B. TOTAL HOURS OF ACCRUED LEAVE PER YEAR B: 408.08 hours
12. SUBTRACT LINE "B" from LINE "A" = YEARLY HOURS WORKED 12. 1671.92
13. DIVIDE LINE 10 BY LINE 12 (total yearly cost + yearly hours worked)
 = COMPOSITE HOURLY RATE 13. 22.75



Conversion to a Composite Hourly Billing Rate for an Employee

This schedule can be used for all salaried full-time employees. It was developed to provide a calculated cost of an employee and to include his/her benefits, vacation time, retirement benefits, sick leave benefits and any item paid by an employer for the return of services provided by an employee.

EMPLOYEE'S NAME Ingrid Lantz DATE 12-13-89

FIGURED ON MONTHLY COST:

1. Enter the amount of monthly salary1. 1880.00
2. Benefits: Social Security _____ % X LINE 1 (wages)2. NA
(Employer's rate)
3. Benefit (worker's compensation) Class Code _____
Employer's Rate, 2530 % X 160 hours3. 40.48
4. Unemployment Insurance Rate _____ % X LINE 1 (wages) ...4. NA
5. Medical Benefits per month5. 153.85
6. Retirements per month6. 122.20
7. Pension Plan or Matching Plans7. 94.00
8. Other _____8. NA
9. TOTAL MONTHLY COSTS (add lines 1 through 8)9. 2290.53
10. LINE 9 X 12 months = TOTAL YEARLY COST10. 27,486.36
11. Work hours in a year:
 - A. 52 Weeks per year X 5 work days per week = 260 days
260 days X 8 hours per day = potential work hours per yearA: 2080 hours
 - PAID DAYS OFF PER YEAR:
 - Annual Leave: 10 hours per month X 12 months =120 hours
 - Sick Leave:14 hours per month X 12 months =168 hours.
 - Holidays:10 days per year X 8 hours =80 hours.
 - B. TOTAL HOURS OF ACCRUED LEAVE PER YEARB: 368 hours
12. SUBTRACT LINE "B" from LINE "A" = YEARLY HOURS WORKED12. 1712
13. DIVIDE LINE 10 BY LINE 12 (total yearly cost + yearly hours worked)
= COMPOSITE HOURLY RATE13. 16.05



METRO

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

Memorandum

Date: December 12, 1989

To: Intergovernmental Relations Committee
Finance Committee

From: Jessica *JPM* Marlitt, Council Analyst

Regarding: BI-STATE COORDINATOR POSITION FUNDING -- RESOLUTION NO.
89-1182 AND ORDINANCE NO. 89-323

At the December 5, 1989 Intergovernmental Relations Committee (IGR) meeting, Resolution No. 89-1182 and Ordinance No. 89-323, regarding the Bi-State Policy Advisory Committee Coordinator position, were deferred due to the lack of a quorum. The Finance Committee was also scheduled to consider these items December 7, but deferred formal action until the IGR Committee, as the functional oversight body, made recommendations. The Finance Committee did review both items, however, and requested Council staff work through the funding figures to clarify the proposed agreement. Outlined below is Council staff's understanding of how the numbers result for the Coordinator position at an annual salary rate of \$1,880 per month, 90 hours per month for 7 months (December, 1989 through June, 1990). This revised funding proposal has been sent to IRC for review and comment.

BI-STATE COORDINATOR POSITION
EXPENDITURES

PERSONNEL

Bi-State Coordinator @ \$1,880 per month	
- Salary for 90 hours/month for 7 months	\$6,835.00
- Fringe Benefits @ 39%	<u>2,666.00</u>
TOTAL PERSONNEL EXPENSE	\$9,501.00
(\$15.08/hour)	

MATERIALS & SERVICES

Indirect Costs (35%)	
- Office Supplies, Rent, Phone, Postage, Photocopying	\$3,326.00
TOTAL M & S EXPENSE	<u>\$3,326.00</u>
TOTAL PROGRAM COST	\$12,827.00

REVENUES

Metro	\$7,696.00
IRC (\$3,326 in-kind, \$1,805 cash)	<u>5,131.00</u>
TOTAL REVENUE	\$12,827.00

* Note: Metro will pay IRC @ a rate of \$12.21 per hour of time billed each month up to a maximum of 90 hours per month (\$1,099).

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FINANCE COMMITTEE REPORT

RESOLUTION NO. 90-1182, APPROVING AN AGREEMENT WITH THE
INTERGOVERNMENTAL RESOURCE CENTER FOR BI-STATE POLICY ADVISORY
COMMITTEE STAFF

Date: January 4, 1990

Presented by: Councilor Devlin

COMMITTEE RECOMMENDATION: At the December 21, 1989, Finance Committee meeting, all members were present and voted unanimously to recommend Council adoption of Resolution No. 90-1182 as amended by the Intergovernmental Relations Committee, December 19, 1989.

COMMITTEE DISCUSSION/ISSUES: Councilor Bauer, Bi-State Policy Advisory Committee Co-Chair, presented the resolution as amended by the Intergovernmental Relations Committee. Based on Finance Committee comments of December 7, Council staff and Intergovernmental Resource Center (IRC) staff worked with the Intergovernmental Relations Committee to address cost calculations, total position time funded and payment form and processing issues. The amended resolution provides for a part-time staff position, up to 90 hours per month, for 7 months (December 1, 1989 through June 30, 1990). IRC will bill Metro monthly based on actual hours charged to Bi-State work. The position cost also reflects a fringe rate of 48 percent which is IRC's actual cost based on grant calculations incorporating vacation and sick leave benefits. The Committee did not raise any issues or questions for further discussion. Ordinance No. 90-323 is the accompanying budget action to provide the Council Office contingency funds for this agreement.

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INTERGOVERNMENTAL RELATIONS
COMMITTEE REPORT

RESOLUTION NO. 90-1182, APPROVING AN AGREEMENT WITH THE
INTERGOVERNMENTAL RESOURCE CENTER FOR BI-STATE POLICY ADVISORY
COMMITTEE STAFF

Date: December 20, 1989

Presented By: Councilor Bauer

COMMITTEE RECOMMENDATION: At the December 19, 1989, Intergovernmental Relations Committee meeting, all members were present and voted unanimously to recommend Council adoption of Resolution No. 90-1182 as amended.

COMMITTEE DISCUSSION/ISSUES: The Committee briefly reviewed issues raised by the Finance Committee, December 7, regarding the original Bi-State staff funding proposal -- issues of cost calculations, total position time funded, and form of payment from Metro to IRC. Per Finance Committee discussion, Council staff revised the intergovernmental agreement to provide for a monthly billing system for Metro to pay IRC. IRC and Council staff had each amended the original funding outline to reflect clearly the position's cost up to 90 hours per month for 7 months, December 1, 1989 through June 30, 1990. Copies of the funding updates were distributed at the meeting with the sole difference being the fringe benefit rate used; Council staff applied 39 percent (the original rate) and IRC staff showed 48 percent. The Committee discussed the different fringe rates and concluded the 48 percent was appropriate because it reflected the actual fringe costs based on IRC grant calculations. IRC staff Rod Orlando and Ingrid Lantz, present at the meeting, confirmed the fringe rate incorporates position costs for vacation and sick leave benefits. No other issues were raised and the Committee directed staff to incorporate the IRC updated figures into the intergovernmental agreement.

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