

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF TRANSFERRING	)	ORDINANCE NO. 03- 1029
\$56,070 FROM THE GENERAL FUND	)	
CONTINGENCY TO PERSONAL SERVICES IN	)	Introduced by Mike Jordan, Chief Operating
THE PUBLIC AFFAIRS DEPARTMENT TO ADD	)	Officer, with the concurrence of the Council
1.00 FTE LEGISLATIVE AFFAIRS MANAGER	)	President
(MANAGER II); AND DECLARING AN	)	
EMERGENCY	)	

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

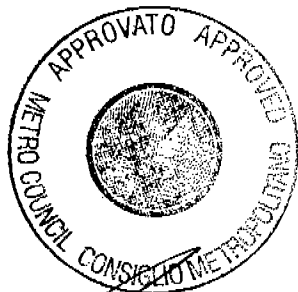
WHEREAS, the need for the transfer of appropriation has been justified; and

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 \$56,070 from the General Fund Contingency to Personal Services in the Public Affairs Department to add 1.00 FTE Legislative Affairs Manager (Manager II).
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 18<sup>th</sup> day of December, 2003.



*David Bragdon*  
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 David Bragdon, Council President

Attest:

*Christina Billington*  
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 Christina Billington, Recording Secretary

Approved as to Form:

*Daniel B. Cooper*  
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 Daniel B. Cooper, Metro Attorney

**Exhibit A**  
**Ordinance No. 03-1029**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>General Fund - Public Affairs Department</b>							
<i><b>Personal Services</b></i>							
<i>SALWGE</i>	<i>Salaries &amp; Wages</i>						
5010	Reg Employees-Full Time-Exempt						
	Director I	1.00	91,800		0	1.00	91,800
	Senior Public Relations Coordinator	2.00	122,400		0	2.00	122,400
	Associate Public Relations Coordinator	1.00	56,100		0	1.00	56,100
	Public Relations Support Specialist	1.00	35,700		0	1.00	35,700
	Manager II	0.00	0	1.00	40,050	1.00	40,050
<i>FRINGE</i>	<i>Fringe Benefits</i>						
5100	Fringe Benefits		122,400		16,020		138,420
<b>Total Personal Services</b>		<b>5.00</b>	<b>428,400</b>	<b>1.00</b>	<b>56,070</b>	<b>6.00</b>	<b>484,470</b>
<b>Total Materials &amp; Services</b>			<b>167,975</b>		<b>0</b>		<b>167,975</b>
<b>TOTAL REQUIREMENTS</b>		<b>5.00</b>	<b>\$596,375</b>	<b>1.00</b>	<b>\$56,070</b>	<b>6.00</b>	<b>\$652,445</b>

**General Fund - General Expenses**

<i><b>Contingency and Ending Balance</b></i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency						
	* General Contingency		500,000		(56,070)		443,930
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance						
	* Ending balance		583,942		0		583,942
	* Rate stabilization reserve		109,000		0		109,000
<b>Total Contingency and Ending Balance</b>			<b>\$1,192,942</b>		<b>(\$56,070)</b>		<b>\$1,136,872</b>

**Exhibit B**  
**Ordinance No. 03-1029**  
**FY 2003-04 SCHEDULE OF APPROPRIATIONS**

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Amended Appropriation</u>
<b>GENERAL FUND</b>			
Council Office/Public Affairs			
Operating Expenses (PS & M&S)	\$1,996,482	\$56,070	\$2,052,552
Subtotal	1,996,482	56,070	2,052,552
Special Appropriations			
Materials & Services	340,000	0	340,000
Subtotal	340,000	0	340,000
General Expenses			
Interfund Transfers	8,041,194	0	8,041,194
Contingency	500,000	(56,070)	443,930
Subtotal	8,541,194	(56,070)	8,485,124
Unappropriated Balance	692,942	0	692,942
<b>Total Fund Requirements</b>	<b>\$11,570,618</b>	<b>\$0</b>	<b>\$11,570,618</b>

*All Other Appropriations Remain as Previously Adopted*

## STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 03-1029, FOR THE PURPOSE OF TRANSFERRING \$56,070 FROM THE GENERAL FUND CONTINGENCY TO PERSONAL SERVICES IN THE PUBLIC AFFAIRS DEPARTMENT TO ADD 1.00 FTE LEGISLATIVE AFFAIRS MANAGER (MANAGER II); AND DECLARING AN EMERGENCY

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Date: November 26, 2003

Prepared by: Kate Marx

### BACKGROUND

After several years using a contracted public relations firm to represent Metro's legislative agenda at all levels of government, Council has determined that there are performance efficiencies available by managing legislative work using in-house staff. In addition, feedback offered from legislative staff at the federal level suggests that a more personalized and dedicated approach to communications regarding legislation and policy development would enhance Metro's profile in DC among the delegation. This request is for the addition of 1.00 FTE and the funding of a Legislative Affairs Manager, reporting to the Public Affairs & Government Relations director.

### 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 is anticipated to increase the accountability for, thus the effectiveness of, work performed to advance Metro's strategic agenda and legislative goals. As a member of the Metro workforce, the person performing the duties of this position will be more attuned to Metro's messaging and strategic intent as it is modified to respond to externalities.
- 4. Budget Impacts** This action would add 1.00 new FTE for a Legislative Affairs Manager to the Public Affairs & Government Relations Department. In addition, this action would transfer \$56,070 from the contingency in the General Fund to provide for the salary and fringe benefits for the position for six months, through the end of the current fiscal year. This is a permanent position, and would add \$118,798 in salary and fringe, as well as additional material & service expenses to the Public Affairs budget in the 2004-05 fiscal year. At this point, no analysis has been done as to the ongoing impact on materials & services. This action would reduce/eliminate the lobbyist contract formerly in the Office of the Metro Attorney. The contract was budgeted at \$70,000 in the 2003-04 fiscal year and \$131,400 in 2002-03.

### RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this ordinance.