#### **BEFORE THE METRO COUNCIL**

AN ORDINANCE AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT AND .50 FTE FROM THE GROWTH MANAGEMENT DEPARTMENT TO THE OFFICE OF PUBLIC AND GOVERNMENT RELATIONS IN THE SUPPORT SERVICES FUND TO PROVIDE ADDITIONAL MPAC AND MCCI COMMITTEE SUPPORT, MODIFYING THE FUNDING SOURCE OF THE POSITION, AND DECLARING AN EMERGENCY

#### ORDINANCE NO. 97-719A

Introduced by Executive Officer Mike Burton

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1997-98 Budget; and

WHEREAS, The need for a 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 1997-98 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 \$17,900 from the Support Services Fund contingency to Personal Services and Materials & Services in the Office of Public and Government Relations; transferring \$12,600 from Growth Management Personal Services to the Planning Fund Contingency; and transferring .50 FTE from the Office of Citizen Involvement in the Support Services Fund and .50 FTE from the Growth Management Department of the Planning Fund to the Office of Public and Government Relations in the Support Services Fund to provide additional support to MPAC and Ordinance No. 97-719A page 2

MCCI as well as committee support for the new Affordable Housing Advisory Committee.

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 12th day of February, 1998.

Jon Kvistad, Presiding Officer

ATTEST:

Recording Secretar

Approved as to Form:

Daniel B. Cooper, General Counsel

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			997-98 opted	DEN	ISION	FY 1997-98 <u>Revised</u>	
ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
	th Management		7				
Persona	l Services						
SALWGE	Salaries & Wages					•	
5010	Reg Employees-Full Time-Exempt	•	•				
•	Administrative Assistant	. 1.00	32,739	•	0	1.00	32,739
	Assistant Director	. 0.01	390		0	0.01	390
	Assoc Public Affairs Specialist	0.95	39,877		0	0.95	39,87
	Assoc. Management Analyst	1.00	48,379		0	1.00	48,379
• •	Assoc. Regional Planner	4.00	173,874		. 0	4.00	173,874
	Assoc. Trans. Planner	0.05	2,046		0	0.05	2,04
	Asst. Regional Planner	9.00	319,656		0	9.00	319,65
•	Asst. Trans. Planner	0.09	3,226	•.	0	0.09	3,22
•	Director	· 0.90	77;386		` <b>0</b>	0.90	77,38
	DP System Specialist	1.20	57,147		0	1.20	57,14
	Manager	0.03	1,546	•	0	0.03	1,54
1 - E	Program Supervisor		0		0		•
	Senior Accountant	0.30	14,513		0	0.30	14,51
	Senior Director	0.10	9,478		· · 0	0.10	9,47
	Senior Management Analyst	1.00	53,329		0	1.00	53,32
	Senior Manager	0.90	67,196		0	0.90	67,19
	Senior Program Supervisor	· 5.50	320,891		0	5.50	320,89
	Senior Regional Planner	8.75	439,147		0	8.75	439,14
	Senior Trans. Planner	0.04	2,133		0	0.04	2,13
5015	Reg Empl-Full Time-Non-Exempt		-	•			-
	Administrative Secretary	1.00	32,718		. 0	1.00	32.71
· .	Office Assistant	0.50	11,032	(0.42)	(9,368)	0.08	1,66
	Planning Technician	. 1.00	26,267	• •	0	1.00	26,26
	Program Assistant 1	1.00	28,271		0	1.00	28,27
5030	Temporary Employees		54,158		(3,232)		50,92
FRINGE	Fringe Benefits				•		
5100	Fringe Benefits	• •	615,979		0		615,97
Total I	Personal Services	38.32	\$2,431,378	(0.42)	(\$12,600)	37.90	\$2,418,77
Total I	Materials & Services	·	\$1,363,738		· \$0		\$1,363,73
Total I	Debt Service		\$188,000	• .	\$0		\$188,00
Total (	Capital Outlay		\$23,542	•	\$0		\$23,54

		• •		FY 1997-98 <u>Adopted</u>		REVISION		1997-98 evised
	CCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
Ge	ene	ral Expenses						
		•		•				
<u>I</u> 1	nterfun	<u>ud Transfers</u>						
. INTO	CHG	Internal Service Transfers						
5	800	Transfer for Indirect Costs	•					
		* to Building Management Fund		469,278		0		469,27
		* to Support Services Fund	·	1,665,150		0		1,665,15
		* to Risk Mgmt Fund-Liability		14,724		0		14,72
		* to Risk Mgmt Fund-Worker Comp		20,384		0		20,38
5	820	Transfer for Direct Costs						-
		* to Support Services Fund		25,000		0		25,00
<u> </u>	'otal Ir	nterfund Transfers		\$2,194,536		\$0		\$2,194,53
	•							
coi		ency and Ending Balance		·				
	9999	Contingency Contingency		365,778		12,600	•	379 34
UN/		Unappropriated Fund Balance		303,178		12,000		378,31
•		Unappropriated Fund Balance	•	. 36,650	•	. 0		36,6
		Contingency and Ending Balance		\$402,428		\$12,600		\$415,0

	•		997-98		· ·		1997-98
	·		opted		VISION		vised
ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
Publi	c Affairs and Govern	ment R	Relation	S			
<u>Person</u>	al Services		•				
SALWGE	Salaries & Wages						
5010	Reg Employees-Full Time-Exempt						
•	Sr. Public Affairs Specialist	· 1.00	44,030		.0	1.00	44,030
.5015	Reg Empl-Full Time-Non-Exempt			•			
	Administrative Support Assistant C		0	0.33	10,500	0.33	10,500
FRINGE	Fringe Benefits		• .				
5100	Fringe Benefits		17,428		3,800		21,228
Total I	Personal Services	1.00	\$61,458	0.33	\$14,300	1.33	\$75,758
GOODS 5201	•••		6,720		3,600		10,320
5210	Subscriptions and Dues		<b>4,887</b> <sup>·</sup>		0		4,887
5215 <u>.</u> SVCS	Maintenance & Repairs Supplies Services		300		0		300
· 5240	Contracted Professional Svcs		26,000		0		26,000
5251	Utility Services		200		· 0		200
.5260	Maintenance & Repair Services	•	<b>600</b> ·		0		600
5280	Other Purchased Services		16,860		0		16,860
OTHEXP	Other Expenditures					•	
5450	Travel		<b>400</b> <sup>°</sup>		0		. 400
5455	Training and Conference Fees		360		0		360
5490	Miscellaneous Expenditures		500		0	·	500
Total	Materials & Services		\$56,827		\$3,600		\$60,427
Total	Capital Outlay		\$1,750	•	\$0		\$1,750
	• •				· · · · · · · · · · · · · · · · · · ·		

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			1997-98 <u>lopted</u>	RE	REVISION		FY 1997-98 Revised	
ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount	
Offic	e of Citizen Involven	nent		•				
			•					
Person	al Services							
SALWGE	Salaries & Wages							
5010	Reg Employees-Full Time-Exempt							
	Administrative Assistant	1.00	34,550		0	1.00	34,5	
5015	Reg Empl-Full Time-Non-Exempt						•	
	Office Assistant	0.50	9,160	(0.42)	(7,901)	0.08	1,2	
5030	Temporary Employees	•	0		7,901		7,9	
FRINGE	Fringe Benefits							
5100	Fringe Benefits		17,921		0	•	17,9	
Total	Personal Services	1.50	\$61,631	· (0.42)	\$0	1.08	\$61,6	
Total	Materials & Services	· · · · · · · · · · · · · · · · · · ·	\$22,480		\$0	· · · ·	\$22,4	
TOTAL	REQUIREMENTS	1.50	\$84,111	(0.42)	· \$0	1.08	\$84,1	

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	·		1997-98	-		FY 1997-98		
ACCT	DESCRIPTION	FTE AC	<u>lopted</u> Amount	FTE	<u>VISION</u> Amount	FTE	<u>evised</u> Amount	
Gene	eral Expenses		•					
	•							
•								
	und Transfers							
	Internal Service Transfers							
5800 ·					÷.			
	* to Building Mgmt Fund		741,176		0		741,176	
	* to Risk Mgmt-Liability		29,145		0		29,145	
	* to Risk Mgmt-Worker Comp	•	18,441		0		18,441	
Total ]	Interfund Transfers	· · ·	\$788,762		\$0		\$788,762	
Contin	igency and Ending Balance						· ·	
CONT	Contingency							
5999	Contingency		366,734		(17,900)		348,834	
UNAPP	Unappropriated Fund Balance				(3.0)		- <b></b>	
5990	Unappropriated Fund Balance		306,414		0		306,414	
Total	Contingency and Ending Balance	• .	\$673,148		(\$17,900)		\$655,248	

## Exhibit B Ordinance No. 97-719A Schedule of Appropriations

· · · · ·	Current <u>Appropriation</u>	REVISION	Revised Appropriation
PORT SERVICES FUND	Appropriation	ILEVISION	
Administrative Services			
Personal Services	4,382,424	0	4,382,424
Materials and Services	1,126,419	. 0	1,126,419
Capital Outlay	1,088,547	0	1,088,547
Debt Service	27,232	0	27,232
Subtotal	6,624,622	0	6,624,622
· ·			
Office of General Counsel		_	
Personal Services	655,656	. 0	655,656
Materials and Services	41,856	0	41,850
Capital Outlay	21,644		21,644
Subtotal	719,156	0	719,156
Office of Public and Government Relations			
Personal Services	61,458	.14,300	75,758
Materials and Services	56,827	3,600	60,427
Capital Outlay	1,750	0	1,750
Subtotal	120,035	17,900	137,93
	• •		
Council Office of Public Outreach			
Personal Services	100,049	. 0	100,049
Materials and Services	31,185	0	31,18
Capital Outlay Subtotal	8,033	0	8,03
	139,267		139,26
Office of Citizen Involvement			•
Personal Services	61,631	0	61,63
Materials and Services	22,480	.0	22,48
Capital Outlay	. 0	0	
Subtotal	84,111	0	84,11
Auditor's Office		•	
Personal Services	394,617	0	394.61
Materials and Services	141,413	Ó	141,41
Capital Outlay	8,606	0	8,60
Subtotal	544,636	0	
· · · · · · · · · · · · · · · · · · ·		•	•
General Expenses		-	
Interfund Transfers	788,762	0	•
Contingency	366,734	(17,900	
Subtotal	1,155,496	. (17,900	) 1,137,59
Unappropriated Ending Fund Balance	306,414		306,41

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# Exhibit B Ordinance No. 97-719A Schedule of Appropriations

	Current <u>Appropriation</u>	REVISION	Revised Servised
PLANNING FUND	· · · · · · · · · · · · · · · · · · ·		
Transportation Department		·	
Personal Services	3,644,106	0	3,644,106
Materials and Services	9,196,092	<b>0</b>	9,196,092
Capital Outlay	2,733,466	0	2,733,466
Debt Service	152,500	. 0	152,500
Subtotal	15,726,164	0	15,726,164
Growth Management Services			
Personal Services	2,431,378	(12,600)	2,418,778
Materials and Services	1,363,738	0	1,363,738
Capital Outlay	23,542	0	23,542
Debt Service	188,000	. 0	188,000
Subtotal	4,006,658	(12,600)	3,994,058
General Expenses			
Interfund Transfers	2,194,536	0	2,194,536
Contingency	365,778	12,600	378,378
Subtotal	2,560,314	12,600	2,572,914
Unappropriated Ending Fund Balance	36,650	Ō	36,650
Total Fund Requirements	\$22,329,786	\$0	\$22,329,786

All other appropriations remain as previously adopted

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#### STAFF REPORT

CONSIDERATION OF ORDINANCE 97-719A AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT AND .50 FTE FROM THE GROWTH MANAGEMENT DEPARTMENT TO THE OFFICE OF PUBLIC AND GOVERNMENT RELATIONS IN THE SUPPORT SERVICES FUND TO PROVIDE ADDITIONAL MPAC AND MCCI COMMITTEE SUPPORT, MODIFYING THE FUNDING SOURCE OF THE POSITION, AND DECLARING AN EMERGENCY.

Date: January 26, 1998

Presented by: Mike Burton

### FACTUAL BACKGROUND AND ANALYSIS

Ordinance 97-719 was originally submitted to the Council for consideration in December of 1997. The purpose of the ordinance was and still is to clarify, consolidate and enhance clerical support provided to the Metro Policy Advisory Committee, the Metro Committee for Citizen Involvement and the newly created Affordable Housing Advisory Committee. The clerical support for these Charter mandated committees is currently at an Office Assistant level and is budgeted 50% in the Office of Citizen Involvement and 50% in the Growth Management Department. This action would upgrade the position to an Administrative Secretary and consolidate the position into one budget — the Office of Public and Government Relations under the Executive Office.

The original action submitted in December 1997, consolidated the position under the Growth Management Department of the Planning Fund and funded the position entirely with excise tax. However, during the preparation of the FY 1998-99 budget, it was determined that this position would be more appropriately budgeted as a central allocated cost in the Office of Public and Government Outreach under the Executive Office. To provide consistency between budgets, Ordinance 97-719 is requested to be amended to reflect the revised funding proposal for this position.

#### **BUDGET ANALYSIS**

The amendment as revised would upgrade the position from an Office Assistant to an Administrative Secretary. In addition, it would transfer the FTE for this position from the Office of Citizen Involvement and the Growth Management Department to the Office of Public and Government Relations under the Executive Office. The revised budget amendment reflects a new anticipated starting date for this position of February 17, 1998. The proposal continues to include \$3,600 for anticipated meetings and postage expense related to the committee.

The original action funded the entire request through excise tax. The revised action would allocate the costs through the cost allocation plan thereby minimizing the impact on excise tax. Shown below is a comparison of the excise tax impact based on a full year's salary

## Staff Report Ordinance 97-719A

and fringe cost for this position. The amendment also reduces the Office of Citizen Involvement and the Growth Management Department each by 0.42 FTE (leaving 0.08 FTE in each area to reflect that portion already expended). In the Growth Management Department the reduced personal services costs are returned to contingency while in the Office of Citizen Involvement the budget is transferred from regular wages to temporary wages to allow for the hiring of temporary support as needed.

Comparison of Estimated Excise Tax Impact

	Total Cost	Original Proposal	Revised Proposal
Full year salary and fringe costs for Administrative Secretary	\$38,252	\$38,252	\$19,126

In summary, the revised ordinance requests the following actions:

- The upgrade of the Office Assistant position to an Administrative Secretary
  The transfer of this position from the Office of Citizen Involvement and the Growth Management Department to the Office of Public and Government Relations
- The transfer of \$17,900 from the Support Services Fund contingency to personal services and materials & services in the Office of Public and Government Relations
- The transfer of \$12,600 from the Growth Management Department personal services to the Planning Fund Contingency

Since the Support Services Fund contingency is an allocated expense in the FY 1997-98 adopted budget, this action can be accomplished within budgeted transfers and without additional excise tax allocation.

## EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 97-719A.

#### FINANCE COMMITTEE REPORT

CONSIDERATION OF ORDINANCE NO. 98-719A, AMENDING THE FY 97-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT AND .50 FTE FROM THE GROWTH MANAGEMENT DEPARTMENT TO THE OFFICE OF PUBLIC AND GOVERNMENT RELATIONS IN THE SUPPORT SERVICES FUND TO PROVIDE ADDITIONAL MPAC AND MCCI COMMITTEE SUPPORT, MODIFYING THE FUNDING SOURCE OF THE POSITION, AND DECLARING AN EMERGENCY

Date: February 11, 1998 Presented by: Councilor McLain

<u>Committee Recommendation</u>: At its February 5 meeting, the Committee considered Ordinance No. 98-719A and voted unanimously to send the resolution to the Council with a do pass recommendation. Voting in favor: Councilors Kvistad, McFarland, McLain, Morissette, Naito, Washington and Chair McCaig.

#### **Background**

Since the establishment of the MCCI and MPAC under the provisions of the Metro Charter, the support staff for these committees has been funded in a variety of ways. In addition, the staff has been housed in several different departments within Metro, including the Council Office, the Executive Office. Currently, the committees are staffed by an Office Assistant that is funded 50% within the Office of Citizen Involvement (MCCI) and 50% in the Growth Management Department (MPAC). The portion of the position in the Office of Citizen Involvement is funded as an allocated cost in the Support Services Fund and the portion in the Growth Management Department is funded from the excise tax. The position is currently vacant. The prior incumbent was physically located in the work area of the Office of Public and Government Outreach in the Executive Office.

<u>Committee Issues/Discussion:</u> Mike Burton, Metro Executive Officer, presented the staff report. He explained that the purpose of the ordinance was to consolidate the funding for the committee staff within a single funding source, upgrade the position to reflect the actual nature of the work being performed, provide additional support for the committee, and recognize the need to provide initial staff support to the newly created Affordable Housing Advisory Committee.

Burton noted that, as originally drafted, the ordinance would have placed the position in the Growth Management Department, solely funded by the excise tax. Upon further review, staff determined that it would be more appropriate to fund the position as a centrally allocated cost of the entire agency. As a result, the revised ordinance would replace the existing position (Office Assistant) with an Administrative Secretary position that would be placed in the Office of Public and Government Outreach in the Executive Office. It would be funded solely from the Support Services Fund.

Several councilors noted that with the additional work responsibilities associated with the new Affordable Housing Advisory Committee, the staff support for MCCI and MPAC might actually be reduced. Burton responded that the position would only be supporting the Affordable Housing Advisory Committee until full-time technical support staff could be hired for that committee.

Councilor McLain indicated that several MCCI members had expressed concern that the ordinance would not be considered by the Council at its meeting immediately after the Finance Committee meeting. She noted that the committee is currently without staff support and would like to get someone hired as soon as possible. Council Analyst Houser explained that the staff report for the ordinance indicated that the projected starting date for the position would be February 17, 1998. Therefore, he noted that the full Council could consider the ordinance at its February 12 meeting, prior to the projected start date for the position.

### **STAFF REPORT** ·

CONSIDERATION OF ORDINANCE 97-719A AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT AND .50 FTE FROM THE GROWTH MANAGEMENT DEPARTMENT TO THE OFFICE OF PUBLIC AND GOVERNMENT RELATIONS IN THE SUPPORT SERVICES FUND TO PROVIDE ADDITIONAL MPAC COMMITTEE SUPPORT, MODIFYING THE FUNDING SOURCE OF THE POSITION, AND DECLARING AN EMERGENCY.

Date: January 26, 1998

Presented by: Mike Burton

## FACTUAL BACKGROUND AND ANALYSIS

Ordinance 97-719 was originally submitted to the Council for consideration in December of 1997. The purpose of the ordinance was and still is to clarify, consolidate and enhance clerical support provided to the Metro Policy Advisory Committee. The clerical support position is currently at an Office Assistant level and is budget 50% in the Office of Citizen Involvement and 50% in the Growth Management Department. This action would upgrade the position to an Administrative Secretary and consolidate the position into one budget — the Office of Public and Government Relations under the Executive Office.

The original action submitted in December 1997, consolidated the position under the Growth Management Department of the Planning Fund and funded the position entirely with excise tax. However, during the preparation of the FY 1998-99 budget, it was determined that this position would be more appropriately budgeted as a central allocated cost in the Office of Public and Government Outreach under the Executive Office. Although the work of MPAC is currently focused on issues related to Growth Management, that is not the Committee's sole and only purpose. The Committee can (and most likely will in the future) discuss issues related to other aspects of the agency's mission and functions. To provide consistency between budgets, Ordinance 97-719 should be amended to reflect the revised funding proposal for this position.

## **BUDGET ANALYSIS**

The amendment as revised would upgrade the position from an Office Assistant to an Administrative Secretary. In addition, it would transfer the FTE for this position from the Office of Citizen Involvement and the Growth Management Department to the Office of Public and Government Relations under the Executive Office. The revised budget amendment reflects a new anticipated starting date for this position of February 17, 1998. The proposal continues to include \$3,600 for anticipated meetings and postage expense related to the committee.

The original action funded the entire request through excise tax. The revised action would allocate the costs through the cost allocation plan thereby minimizing the impact on excise

tax. Shown below is a comparison of the excise tax impact based on a full year's salary and fringe cost for this position. The amendment also reduces the Office of Citizen Involvement and the Growth Management Department each by 0.42 FTE (leaving 0.08 FTE in each area to reflect that portion already expended). In the Growth Management Department the reduced personal services costs are returned to contingency while in the Office of Citizen Involvement the budget is transferred from regular wages to temporary wages to allow for the hiring of temporary support as needed.

Comparison of Estimated Excise Tax Impact

	Total Cost	Original Proposal	Revised Proposal
Full year salary and fringe costs for Administrative Secretary	\$38,252	\$38,252	\$19,126

In summary, the revised ordinance requests the following actions:

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- The transfer of this position from the Office of Citizen Involvement and the Growth Management Department to the Office of Public and Government Relations
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- The transfer of \$12,600 from the Growth Management Department personal services to the Planning Fund Contingency

Since the Support Services Fund contingency is an allocated expense in the FY 1997-98 adopted budget, this action can be accomplished within budgeted transfers and without additional excise tax allocation.

## EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 97-719A.

### BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT AND .50 FTE FROM THE GROWTH MANAGEMENT DEPARTMENT TO THE OFFICE OF PUBLIC AND GOVERNMENT RELATIONS IN THE SUPPORT SERVICES FUND TO PROVIDE ADDITIONAL MPAC COMMITTEE SUPPORT, MODIFYING THE FUNDING SOURCE OF THE POSITION, AND DECLARING AN EMERGENCY

#### ORDINANCE NO. 97-719A

Introduced by Executive Officer Mike Burton

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1997-98 Budget; and

WHEREAS, The need for a 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 1997-98 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 \$17,900 from the Support Services Fund contingency to Personal Services and Materials & Services in the Office of Public and Government Relations; transferring \$12,600 from Growth Management Personal Services to the Planning Fund Contingency; and transferring .50 FTE from the Office of Citizen Involvement in the Support Services Fund and .50 FTE from the Growth Management Department of the Planning Fund to the Office of Public and Government Relations in the Support Services Fund to provide additional MPAC committee support. Ordinance No. 97-719A page 2

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 \_\_\_\_\_ day of \_\_\_\_\_

Jon Kvistad, Presiding Officer

, 1998.

ATTEST:

Recording Secretary

Approved as to Form:

Daniel B. Cooper, General Counsel

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Growth Management        Personal Services        SALWGE Salaries & Wages        5010      Reg Employees-Full Time-Exempt        Administrative Assistant      1.00      32,739      0      1.00        Assicant Director      0.01      390      0      0.01        Assicant Director      0.01      390      0      0.01        Assoc Public Affairs Specialist      0.95      39,877      0      0.95        Assoc. Regional Planner      4.00      173,874      0      4.00        Assoc. Trans. Planner      0.09      3,226      0      0.09        Director      0.90      77,386      0      0.00        Director      0.90      77,386      0      0.00        Manager      0.03      1,546      0      0.03        Program Supervisor      0      0      0      0      0        Senior Accountant      0.30      14,513      0      0.100        Senior Manager      0.90      67,196      0      0.90        Senior Manager      0.9	•			FY 1997-98 Adopted REVISION		VISION	FY 1997-98 Revised		
Dersonal Services        SMUVGE Salaries & Wages        5010      Reg Employees-Full Time-Exempt        Administrative Assistant      1.00      32,739      0      1.00        Assistant Director      0.01      390      0      0.01        Assoc Public Affairs Specialist      0.95      39,877      0      0.95        Assoc. Management Analyst      1.00      48,379      0      1.00        Assoc. Regional Planner      4.00      173,874      0      4.00        Assoc. Trans. Planner      0.05      2,046      0      0.05        Asst. Trans. Planner      0.09      77,386      0      0.090        Director      0.90      77,386      0      0.00        Brogram Supervisor      0      0      0      0        Senior Accountant      0.30      1.4,513      0      0.30        Senior Manager      0.90      67,196      0      0.90        Senior Manager      0.90      67,196      0      0.90        Senior Trogram Supervisor      5.50      320,891      0      5.	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount	
Salaries & Wages      5010    Reg Employees-Full Time-Exempt      Administrative Assistant    1.00    32,739    0    1.00      Assoc Public Affairs Specialist    0.95    39,877    0    0.95      Assoc. Public Affairs Specialist    0.95    39,877    0    1.00      Assoc. Regional Planner    4.00    173,874    0    4.00      Assoc. Regional Planner    9.00    319,656    0    9.00      Asst. Trans. Planner    0.09    3,226    0    0.99      Director    0.90    77,386    0    0.00      Manager    0.03    1,546    0    0.03      Program Supervisor    0    0    0    0      Senior Accountant    0.30    14,513    0    0.30      Senior Management Analyst    1.00    53,329    0    1.00      Senior Regional Planner    8.75    320,891    0    5.50      Senior Regional Planner    8.75    320,891    0    0.04      Senior Regional Planner    8.75    320,891    0    5.50	Grow	th Management							
5010    Reg Employees-Full Time-Exempt      Administrative Assistant    1.00    32,739    0    1.00      Assistant Director    0.01    390    0    0.01      Assoc Public Affairs Specialist    0.95    39,877    0    0.95      Assoc Public Affairs Specialist    0.95    39,877    0    0.00      Assoc Regional Planner    4.00    173,874    0    4.00      Ass. Regional Planner    9.00    319,656    0    9.00      Asst. Regional Planner    0.09    77,386    0    0.90      Director    0.90    77,386    0    0.30      Director    0.90    77,386    0    0.30      Program Supervisor    0    0    0    0      Senior Accountant    0.30    14,513    0    0.30      Senior Management Analyst    1.00    53,329    0    1.00      Senior Regional Planner    8.75    439,147    0    8.75      Senior Regional Planner    0.04    2,133    0    0.04      Senior Regional Planner    0.50	Persona	I Services							
5010    Reg Employees-Full Time-Exempt      Administrative Assistant    1.00    32,739    0    1.00      Assistant Director    0.01    390    0    0.01      Assoc Public Affairs Specialist    0.95    39,877    0    0.95      Assoc. Management Analyst    1.00    48,379    0    1.00      Assoc. Regional Planner    4.00    173,874    0    4.00      Ass. Regional Planner    9.00    319,656    0    9.00      Asst. Regional Planner    0.09    32,26    0    0.09      Director    0.90    77,386    0    0.30      DF System Specialist    1.20    57,147    0    1.20      Manager    0.03    1,546    0    0.30      Senior Accountant    0.30    14,513    0    0.30      Senior Management Analyst    1.00    53,329    0    1.00      Senior Regional Planner    8.75    439,147    0    8.75      Senior Regional Planner    0.04    2,133    0    0.04      Senior Regional Planner    8.75	ALWGE	Salaries & Wages							
Assistant Director    0.01    390    0    0.01      Assoc Public Affairs Specialist    0.95    39,877    0    0.95      Assoc. Regional Planner    4.00    173,874    0    4.00      Assoc. Regional Planner    0.00    319,655    0    9.00      Asst. Regional Planner    0.00    319,655    0    9.00      Asst. Regional Planner    0.09    3,226    0    0.09      Director    0.90    77,386    0    0.20      Director    0.90    77,386    0    0.03      Program Supervisor    0    0    0    0      Senior Management Analyst    1.00    53,329    0    1.00      Senior Manager    0.90    67,196    0    0.90      Senior Regional Planner    8.75	5010							*	
Assoc Public Affairs Specialist    0.95    39,877    0    0.95      Assoc. Management Analyst    1.00    48,379    0    1.00      Assoc. Regional Planner    4.00    173,874    0    4.00      Assoc. Trans. Planner    0.05    2,046    0    0.05      Asst. Regional Planner    9.00    319,656    0    9.00      Asst. Regional Planner    0.09    3,226    0    0.09      Director    0.90    77,386    0    0.90      Director    0.90    77,147    0    1.20      Manager    0.03    1,546    0    0.03      Program Supervisor    0    0    0    0      Senior Accountant    0.30    14,513    0    0.10      Senior Management Analyst    1.00    53,329    0    1.00      Senior Management Analyst    1.00    53,329    0    1.00      Senior Manager    0.90    67,196    0    0.90      Senior Management Analyst    1.00    32,718    0    1.00      Senior Manager		Administrative Assistant	1.00	32,739		0	1.00	32,739	
Assoc. Management Analyst    1.00    48,379    0    1.00      Assoc. Regional Planner    4.00    173,874    0    4.00      Assoc. Trans. Planner    0.05    2,046    0    0.05      Asst. Regional Planner    9.00    319,656    0    9.00      Asst. Trans. Planner    0.09    3,226    0    0.09      Director    0.90    77,386    0    0.20      DP System Specialist    1.20    57,147    0    1.20      Manager    0.03    1,546    0    0.03      Program Supervisor    0    0    0    0      Senior Accountant    0.30    14,513    0    0.30      Senior Management Analyst    1.00    53,329    0    1.00      Senior Management Analyst    1.00    53,329    0    1.00      Senior Manager    0.90    67,196    0    0.90      Senior Regional Planner    8.75    439,147    0    8.75      Senior Trans. Planner    0.04    2,133    0    0.04      Solts    Reg Emp		Assistant Director	0.01	390		0	0.01	390	
Assoc. Regional Planner    4.00    173,874    0    4.00      Assoc. Trans. Planner    0.05    2,046    0    0.05      Asst. Trans. Planner    9.00    319,656    0    9.00      Asst. Trans. Planner    0.09    319,656    0    0.09      Director    0.90    77,386    0    0.90      DP System Specialist    1.20    57,147    0    1.20      Manager    0.03    1,546    0    0.03      Program Supervisor    0    0    0    0      Senior Accountant    0.30    14,513    0    0.30      Senior Management Analyst    1.00    53,329    0    1.00      Senior Program Supervisor    5.50    320,891    0    5.50      Senior Program Supervisor    5.50    320,891    0    5.50      Senior Program Supervisor    5.50    320,891    0    6.75      Senior Program Supervisor    5.50    320,891    0    8.75      Senior Program Supervisor    5.50    310,32    (0.42)    (9,368)    0.08 <td></td> <td>Assoc Public Affairs Specialist</td> <td>0.95</td> <td>39,877</td> <td></td> <td>. 0</td> <td>0.95</td> <td>39,877</td>		Assoc Public Affairs Specialist	0.95	39,877		. 0	0.95	39,877	
Assoc. Trans. Planner    0.05    2,046    0    0.05      Asst. Regional Planner    9.00    319,656    0    9.00      Asst. Trans. Planner    0.09    3,226    0    0.09      Director    0.90    77,386    0    0.90      Director    0.90    77,386    0    0.90      Manager    0.03    1,546    0    0.03      Program Supervisor    0    0    0    0      Senior Accountant    0.30    14,513    0    0.30      Senior Management Analyst    1.00    53,329    0    1.00      Senior Manager    0.90    67,196    0    0.90      Senior Regional Planner    8.75    439,147    0    8.75      Senior Regional Planner    0.04    2,133    0    0.04      Solis Reg Empl-Full Time-Non-Exempt    -    -    -    -      Administrative Sceretary    1.00    32,718    0    1.00      Office Assistant    0.50    11,032    (0.42)    (9,368)    0.08      Planning Technician<	·	Assoc. Management Analyst	1.00	48,379		0	1.00	48,379	
Asst. Regional Planner    9.00    319,656    0    9.00      Asst. Trans. Planner    0.09    3,226    0    0.09      Director    0.90    77,386    0    0.90      DP System Specialist    1.20    57,147    0    1.20      Manager    0.03    1,546    0    0.03      Program Supervisor    0    0    0      Senior Accountant    0.30    14,513    0    0.30      Senior Director    0.10    9,478    0    0.10      Senior Manager    0.90    67,196    0    0.90      Senior Manager    0.90    67,196    0    0.90      Senior Regional Planner    8.75    439,147    0    8.75      Senior Trans. Planner    0.04    2,133    0    0.04      5015    Reg Empl-Full Time-Non-Exempt    Administrative Sceretary    1.00    32,718    0    1.00      Office Assistant 1    1.00    28,271    0    1.00    1.00    1.00      Program Assistant 1    1.00    28,271    0    1.00		Assoc. Regional Planner	4.00	173,874		0	4.00	173,874	
Asst. Trans. Planner    0.09    3,226    0    0.09      Director    0.90    77,386    0    0.90      DF System Specialist    1.20    57,147    0    1.20      Manager    0.03    1,546    0    0.03      Program Supervisor    0    0    0    0      Senior Accountant    0.30    14,513    0    0.30      Senior Manager    0.90    67,196    0    0.90      Senior Manager    0.90    67,196    0    0.90      Senior Manager    0.90    67,196    0    0.90      Senior Program Supervisor    5.50    320,891    0    5.50      Senior Program Supervisor    5.50    320,891    0    8.75      Senior Trans. Planner    0.04    2,133    0    0.04      5015    Reg Empl-Full Time-Non-Exempt    Administrative Sceretary    1.00    32,718    0    1.00      Office Assistant 1    1.00    26,267    0    1.00    1.00      FRINGE    Fringe Benefits    615,979    0    1.00 <td></td> <td>Assoc. Trans. Planner</td> <td>0.05</td> <td>2,046</td> <td></td> <td>0</td> <td>0.05</td> <td>2,046</td>		Assoc. Trans. Planner	0.05	2,046		0	0.05	2,046	
Director      0.90      77,386      0      0.90        DP System Specialist      1.20      57,147      0      1.20        Manager      0.03      1,546      0      0.03        Program Supervisor      0      0      0        Senior Accountant      0.30      14,513      0      0.30        Senior Management Analyst      1.00      53,329      0      1.00        Senior Management Analyst      1.00      53,329      0      1.00        Senior Manager      0.90      67,196      0      0.90        Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt		Asst. Regional Planner	9.00	319,656		0	9.00	319,656	
DP System Specialist      1.20      57,147      0      1.20        Manager      0.03      1,546      0      0.03        Program Supervisor      0      0      0        Senior Accountant      0.30      14,513      0      0.30        Senior Accountant      0.30      14,513      0      0.30        Senior Accountant      0.30      14,513      0      0.30        Senior Management Analyst      1.00      53,329      0      1.00        Senior Manager      0.90      67,196      0      0.90        Senior Program Supervisor      5.50      320,891      0      5.50        Senior Program Supervisor      5.50      320,891      0      5.50        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt      -      -      -        Administrative Secretary      1.00      32,718      0      1.00        Office Assistant      0.50      11,032      (0.42)      (9,368)      0.08        Planning Technician<		Asst. Trans. Planner	0.09	3,226		. 0	0.09	3,226	
Manager      0.03      1,546      0      0.03        Program Supervisor      0      0      0      0        Senior Accountant      0.30      14,513      0      0.30        Senior Accountant      0.10      9,478      0      0.10        Senior Director      0.10      9,478      0      0.10        Senior Management Analyst      1.00      53,329      0      1.00        Senior Manager      0.90      67,196      0      0.90        Senior Manager      0.90      67,196      0      0.90        Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt      -      -      -        Administrative Secretary      1.00      32,718      0      1.00        Office Assistant      0.50      11,032      (0.42)      (9,368)      0.08        Planning Technician      1.00      28,271      0      1.00        5030 <t< td=""><td></td><td>Director</td><td>0.90</td><td>77,386</td><td></td><td>0</td><td>0.90</td><td>77.386</td></t<>		Director	0.90	77,386		0	0.90	77.386	
Program Supervisor      0      0        Senior Accountant      0.30      14,513      0      0.30        Senior Director      0.10      9,478      0      0.10        Senior Management Analyst      1.00      53,329      0      1.00        Senior Manager      0.90      67,196      0      0.90        Senior Manager      0.90      67,196      0      0.90        Senior Program Supervisor      5.50      320,891      0      5.50        Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt      Administrative Scretary      1.00      32,718      0      1.00        Administrative Scretary      1.00      32,718      0      1.00      0        Planning Technician      1.00      26,267      0      1.00      0        Fringe Benefits      615,979      0      0      1.00      0      32,21      0      1.00      0        T	÷.	DP System Specialist	1.20	57,147		0	1.20	57,147	
Senior Accountant      0.30      14,513      0      0.30        Senior Director      0.10      9,478      0      0.10        Senior Management Analyst      1.00      53,329      0      1.00        Senior Manager      0.90      67,196      0      0.90        Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt      Administrative Secretary      1.00      32,718      0      1.00        Office Assistant      0.50      11,032      (0.42)      (9,368)      0.08        Planning Technician      1.00      26,267      0      1.00        Program Assistant 1      1.00      28,271      0      1.00        5030      Temporary Employees      54,158      (3,232)      7RINGE        Fringe Benefits      615,979      0      1.00      1.00        5030      Feringe Benefits      51,363,738      \$0      1.00        Total Materials & Services      \$1,363,738 </td <td></td> <td>Manager</td> <td>0.03</td> <td>1,546</td> <td></td> <td>· O</td> <td>0.03</td> <td>1,546</td>		Manager	0.03	1,546		· O	0.03	1,546	
Senior Director      0.10      9,478      0      0.10        Senior Management Analyst      1.00      53,329      0      1.00        Senior Manager      0.90      67,196      0      0.90        Senior Manager      0.90      67,196      0      0.90        Senior Program Supervisor      5.50      320,891      0      5.50        Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt		Program Supervisor		0		0		ć	
Senior Management Analyst      1.00      53,329      0      1.00        Senior Manager      0.90      67,196      0      0.90        Senior Manager      0.90      67,196      0      0.90        Senior Program Supervisor      5.50      320,891      0      5.50        Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt		Senior Accountant	0.30	14,513	•	0	0.30	14,513	
Senior Manager      0.90      67,196      0      0.90        Senior Program Supervisor      5.50      320,891      0      5.50        Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt      0      32,718      0      1.00        Administrative Secretary      1.00      32,718      0      1.00        Office Assistant      0.50      11,032      (0.42)      (9,368)      0.08        Planning Technician      1.00      26,267      0      1.00        Program Assistant 1      1.00      28,271      0      1.00        5030      Temporary Employees      54,158      (3,232)      7RINGE        TRINGE      Fringe Benefits      5100      Fringe Benefits      5100      37.90      9        Total Personal Services      38.32      \$2,431,378      (0.42)      (\$12,600)      37.90      9		Senior Director	0.10	9,478		0	0.10	9,478	
Senior Program Supervisor      5.50      320,891      0      5.50        Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt      0      32,718      0      1.00        Administrative Secretary      1.00      32,718      0      1.00        Office Assistant      0.50      11,032      (0.42)      (9,368)      0.08        Planning Technician      1.00      26,267      0      1.00        Program Assistant 1      1.00      28,271      0      1.00        5030      Temporary Employees      54,158      (3,232)        TRINGE      Fringe Benefits      (3,232)      52,431,378      (0.42)      (\$12,600)      37.90      1.00        Total Personal Services      38.32      \$2,431,378      (0.42)      (\$12,600)      37.90      1.00        Total Materials & Services      \$1,363,738      \$0      1.00      1.00      1.00      1.00      1.00      1.00      1.00		Senior Management Analyst	1.00	53,329		0	1.00	53,329	
Senior Regional Planner      8.75      439,147      0      8.75        Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt Administrative Secretary      1.00      32,718      0      1.00        Office Assistant      0.50      11,032      (0.42)      (9,368)      0.08        Planning Technician      1.00      26,267      0      1.00        Program Assistant 1      1.00      28,271      0      1.00        5030      Temporary Employees      54,158      (3,232)      7RINGE      Fringe Benefits      38.32      \$2,431,378      (0.42)      (\$12,600)      37.90      37.		Senior Manager	0.90	67,196		0	0.90	67,196	
Senior Trans. Planner      0.04      2,133      0      0.04        5015      Reg Empl-Full Time-Non-Exempt Administrative Secretary      1.00      32,718      0      1.00        Office Assistant      0.50      11,032      (0.42)      (9,368)      0.08        Planning Technician      1.00      26,267      0      1.00        Program Assistant 1      1.00      28,271      0      1.00        5030      Temporary Employees      54,158      (3,232)        TRINGE      Fringe Benefits      (3,232)        FRINGE      615,979      0        Total Personal Services      38.32      \$2,431,378      (0.42)      (\$12,600)      37.90      37.90		Senior Program Supervisor	5.50	320,891		0	5.50	320,891	
5015    Reg Empl-Full Time-Non-Exempt Administrative Secretary    1.00    32,718    0    1.00      Office Assistant    0.50    11,032    (0.42)    (9,368)    0.08      Planning Technician    1.00    26,267    0    1.00      Program Assistant 1    1.00    28,271    0    1.00      5030    Temporary Employees    54,158    (3,232)      TRINGE    Fringe Benefits    (3,232)      Fringe Benefits    615,979    0      5100    Fringe Benefits    615,979    0      Total Personal Services    \$1,363,738    \$0    37.90		Senior Regional Planner	8.75	439,147		0	8.75	. 439,147	
Administrative Secretary    1.00    32,718    0    1.00      Office Assistant    0.50    11,032    (0.42)    (9,368)    0.08      Planning Technician    1.00    26,267    0    1.00      Program Assistant 1    1.00    28,271    0    1.00      5030    Temporary Employees    54,158    (3,232)      TRINGE    Fringe Benefits    38.32    \$2,431,378    (0.42)    (\$12,600)    37.90    37.90      Total Personal Services    \$1,363,738    \$0    30    30    30    30		Senior Trans. Planner	0.04	2,133		0	0.04	2,133	
Office Assistant      0.50      11,032      (0.42)      (9,368)      0.08        Planning Technician      1.00      26,267      0      1.00        Program Assistant 1      1.00      28,271      0      1.00        5030      Temporary Employees      54,158      (3,232)        TRINGE      Fringe Benefits      (3,232)        5100      Fringe Benefits      615,979      0        Total Personal Services      38.32      \$2,431,378      (0.42)      (\$12,600)      37.90        Total Materials & Services      \$1,363,738      \$0      100      100	5015	Reg Empl-Full Time-Non-Exempt							
Planning Technician      1.00      26,267      0      1.00        Program Assistant 1      1.00      28,271      0      1.00        5030      Temporary Employees      54,158      (3,232)        TRINGE      Fringe Benefits      615,979      0        5100      Fringe Benefits      615,979      0        Total Personal Services      38.32      \$2,431,378      (0.42)      (\$12,600)      37.90      37.90        Total Materials & Services      \$1,363,738      \$0      50      51      50		Administrative Secretary	1.00	32,718		. 0	1.00	32,718	
Program Assistant 1      1.00      28,271      0      1.00        5030      Temporary Employees      54,158      (3,232)        FRINGE      Fringe Benefits      (3,232)        5100      Fringe Benefits      615,979      0        Total Personal Services      38.32      \$2,431,378      (0.42)      (\$12,600)      37.90      3        Total Materials & Services        \$1,363,738      \$0		Office Assistant	0.50	11,032	(0.42)	(9,368)	0.08	1,664	
5030  Temporary Employees  54,158  (3,232)    FRINGE  Fringe Benefits  5100  Fringe Benefits    5100  Fringe Benefits  615,979  0    Total Personal Services  38.32  \$2,431,378  (0.42)  (\$12,600)  37.90    Total Materials & Services    \$1,363,738  \$0		Planning Technician	1.00			• • •	1.00	26,267	
FRINGE  Fringe Benefits  615,979  0    5100  Fringe Benefits  615,979  0    Total Personal Services  38.32  \$2,431,378  (0.42)  (\$12,600)  37.90    Total Materials & Services  \$1,363,738  \$0    Total Debt Service  \$188,000  \$0		Program Assistant 1	1.00	28,271	•	0	1.00	28,27	
TRINGE      Fringe Benefits        5100      Fringe Benefits        5100      Fringe Benefits        615,979      0        Total Personal Services      38.32        52,431,378      (0.42)        Total Materials & Services      \$1,363,738        Total Debt Service      \$188,000	5030	Temporary Employees		•		(3,232)		50,920	
Total Personal Services      38.32      \$2,431,378      (0.42)      (\$12,600)      37.90	FRINGE	Fringe Benefits		-				•	
Total Materials & Services\$1,363,738\$0Total Debt Service\$188,000\$0	5100	Fringe Benefits		615,979		. 0		615,979	
Total Debt Service \$188,000 \$0	Total I	'ersonal Services	38.32	\$2,431,378	(0.42)	(\$12,600)	37.90	\$2,418,77	
	Total N	Aaterials & Services		\$1,363,738		· \$0		\$1,363,73	
Total Capital Outlay \$23,542 \$0	Total I	Debt Service		\$188,000	•	\$0		\$188,00	
	Total C	Capital Outlay		\$23,542		<b>\$</b> 0		\$23,54	
TOTAL REQUIREMENTS 38.32 \$4,006,658 (0.42) (\$12,600) 37.90	TOTAL 1	REQUIREMENTS	18 32	\$4,006,658	(0.47)	(\$12.600)	37 90	\$3,994,05	

		• •	1997-98 dopted	RE	REVISION		1997-98 <u>evised</u>
ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
Gene	ral Expenses						
	-		•				•
	nd <u>Transfers</u>						
NTCHG	Internal Service Transfers						
5800	Transfer for Indirect Costs						
•	* to Building Management Fund	•	469,278		0		469,27
	* to Support Services Fund		1,665,150		Ø		1,665,150
	* to Risk Mgmt Fund-Liability		14,724		0		14,72
	* to Risk Mgmt Fund-Worker Comp		20,384		0		20,384
5820	Transfer for Direct Costs						
	* to Support Services Fund		25,000		0		25,00
Total I	nterfund Transfers		\$2,194,536		\$0		\$2,194,53
Contin	gency and Ending Balance		н. На страната и страната				
CONT	Contingency						
5999	Contingency		365,778		12.600	•	378,37
JNAPP	Unappropriated Fund Balance			. •	,		
5990	Unappropriated Fund Balance		36,650		0		36,65
Total (	Contingency and Ending Balance		\$402,428		\$12,600		\$415,02

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	•	FY 1997-98				FY 1997-98		
		<u>Adopted</u>		REVISION		Revised		
ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount	
Publi	c Affairs and Govern	ment R	elation	S				
<u>Person</u>	al Services		•					
SALWGE	Salaries & Wages							
5010	Reg Employees-Full Time-Exempt							
	Sr. Public Affairs Specialist	1.00	44,030		0	1.00	44,030	
5015	Reg Empl-Full Time-Non-Exempt							
	Administrative Support Assistant C		0	0.33	10,500	0.33	10,500	
FRINGE	Fringe Benefits						•	
5100	Fringe Benefits		17,428 <sup>°</sup>		3,800	. •	21,228	
Total ]	Personal Services	1.00	\$61,458	0.33	\$14,300	1.33	\$75,758	
		•						
	als & Services							
GOODS								
5201	Office Supplies		6,720		3,600		10,320	
5210	Subscriptions and Dues	·	4,887		0		4,883	
5215	Maintenance & Repairs Supplies		300		0		300	
SVCS	Services				_			
5240	Contracted Professional Svcs		26,000		0		26,000	
5251			200		0		200	
.5260	·		600		. 0		600	
5280	Other Purchased Services		16,860		0		16,860	
OTHEXP	•				•			
5450	Travel		400		0		400	
5455	Training and Conference Fees		360		0		36	
5490	Miscellaneous Expenditures		500		0		50	
Total	Materials & Services		\$56,827	-	\$3,600		\$60,42	
Total	Capital Outlay		\$1,750		<u>\$0</u>		\$1,75	
TOTAT	DEOUDEL (ENTR	1.00	A100 027	0.33	64R 0.55	4.00	\$137,93	
JULAL	REQUIREMENTS	1.00	\$120,035	ບ.ວວ	\$17,900	1.33	3137.93	

	. ,	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
Offic	e of Citizen Involven	nent					
Person	al Services						
ALWGE	Salaries & Wages						
5010	Reg Employees-Full Time-Exempt						
	Administrative Assistant	1.00	34,550		.0	1.00	• 34,550
5015	Reg Empl-Full Time-Non-Exempt				•		
	Office Assistant	0.50	9,160	(0.42)	(7,901)	0.08	1,259
5030	Temporary Employees		0		7,901		7,901
RINGE	Fringe Benefits			,			
5100	Fringe Benefits		17,921		0		17,921
Total	Personal Services	1.50	\$61,631	· (0.42)	\$0	1.08	\$61,631
	Materials & Services	•	\$22,480		<u>,</u> \$0		\$22,480

		FY 1997-98			VISION		FY 1997-98 Revised	
ACCT	DESCRIPTION	FTE	<u>lopted</u> Amount	FTE	Amount	FTE	Amount	
Gene	eral Expenses							
 Turkan C								
INTCHG	<u>ind Transfers</u> Internal Service Transfers							
5800	Transfer for Indirect Costs			•		•		
5000	* to Building Mgmt Fund		741,176	•	·. 0		741.17	
	* to Risk Mgmt-Liability		29,145		. 0		29,14	
	* to Risk Mgmt-Worker Comp		18,441		ő		18,44	
Total ]	Interfund Transfers		\$788,762		\$0		\$788,76	
Contin	igency and Ending Balance							
CONT	Contingency							
5999	Contingency		366,734		(17,900)		348,83	
UNAPP	Unappropriated Fund Balance	•.	•				•	
5990	Unappropriated Fund Balance		306,414		0		306,41	
Total	Contingency and Ending Balance		\$673,148		(\$17,900)		\$655,24	

# Exhibit B Ordinance No. 97-719A Schedule of Appropriations

	Current		Revised
	<b>Appropriation</b>	REVISION	<b>Appropriation</b>
PPORT SERVICES FUND	•		
Administrative Services	4 000 404	•	4 000 404
Personal Services	4,382,424	0	4,382,424
Materials and Services	1,126,419	0	1,126,419
Capital Outlay	1,088,547	0	1,088,547
Debt Service	27,232	0	27,232
Subtotal	6,624,622	<u>U</u>	6,624,622
Office of General Counsel		•	
Personal Services	655,656	0	655,656
Materials and Services	41,856	0	41,856
Capital Outlay	21,644	• • • •	21,644
Subtotal	719,156	0	719,156
Office of Public and Government Relations			
Personal Services	61,458	14,300	75,758
Materials and Services	56,827	3,600	60,427
Capital Outlay	1,750	0,000	1,750
Subtotal	120,035	17,900	137,93
Council Office of Public Outreach Personal Services	400.040		400.04
	100,049	· . 0	. 100,049
Materials and Services	31,185	0	31,18
Capital Outlay Subtotal	8,033 139,267	0 0	8,03 139,26
	100,207		103,20
Office of Citizen Involvement	•		
Personal Services	61,631	0	61,63
Materials and Services	22,480	· 0	22,48
Capital Outlay	0	0	
Subtotal	84,111	0	.84,11
Auditor's Office			
Personal Services	394.617	0	394,61
Materials and Services	141,413	0	141,41
Capital Outlay	8,606	0	8,60
Subtotal	544,636	0	544,63
General Expenses			
	. 700 700		. 700 70
Interfund Transfers	788,762		•
Contingency Subtotal	<u> </u>	(17,900) (17,900)	
	1,100,400		
•			
Unappropriated Ending Fund Balance	306,414	0	306,41

## Exhibit B Ordinance No. 97-719A Schedule of Appropriations

	Current <u>Appropriation</u>	REVISION	Revised Appropriation
ANNING FUND	·	· ·	
Transportation Department			
Personal Services	3,644,106 ·	0	3,644,106
Materials and Services	9,196,092	0	9,196,092
Capital Outlay	2,733,466	0	2,733,466
Debt Service	152,500	0	152,500
Subtotal	15,726,164	0	15,726,164
Growth Management Services	· ·		•
Personal Services	2,431,378	(12,600)	2,418,778
Materials and Services	1,363,738	0	1,363,738
Capital Outlay	23,542	0	23,542
Debt Service	188,000	· 0	188,000
Subtotal	4,006,658	(12,600)	3,994,058
General Expenses			
Interfund Transfers	2,194,536	0	2,194,536
Contingency	365,778	12,600	378,378
Subtotal	2,560,314	12,600	2,572,914
Unappropriated Ending Fund Balance	36,650	0	36,650
otal Fund Requirements	\$22,329,786	\$0	\$22,329,786

All other appropriations remain as previously adopted

## BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$9,985 FROM THE GENERAL FUND CONTINGENCY AND TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT TO THE GROWTH MANAGEMENT DEPARTMENT OF THE PLANNING FUND TO PROVIDE ADDITIONAL COMMITTEE SUPPORT, AND DECLARING AN EMERGENCY ORDINANCE NO. 97-719

Introduced by Executive Officer Mike Burton

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1997-98 Budget; and

WHEREAS, The need for a 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 199798 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 \$9,985 from the General Fund contingency and transferring .50 FTE from the Office of Citizen Involvement in the Support Services Fund to the Growth Management Department of the Planning Fund to provide additional support to new committees.

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.

## Ordinance No. 97-719 page 2

ADOPTED by the Metro Council this \_\_\_\_\_ day of \_\_\_\_\_, 1997.

• •

ATTEST:

Recording Secretary

Jon Kvistad, Presiding Officer

Approved as to Form:

## Daniel B. Cooper, General Counsel

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#### Planning Fund FY 1997-98 FY 1997-98 Adopted **REVISION** <u>Revised</u> ACCT DESCRIPTION FTE Amount FTE Amount FTE Amount Resources **Resources** TRANSPORTATION DEPARTMENT BEGBAL **Beginning Fund Balance** \$320,570 \$0 \$320,570 GRANTS Grants 4100 Federal Grants - Direct 10,883,847 0 10,883,847 4105 Federal Grants - Indirect 2,646,716 0 2,646,716 4110 State Grants - Direct 310,000 n 310,000 4120 Local Grants - Direct 1,919,320 0 1,919,320 CHGSVC Charges for Service Contract & Professional Service 4180 19,000 0 19,000 MISCRV Miscellaneous Revenue 4890 Miscellaneous Revenue 150,000 0 150,000 INTSRV Internal Service Transfers 4980 Transfer for Direct Costs \* from SW Revenue Fund 9,500 0 9,500 EQTREV Fund Equity Transfers 4970 Transfer of Resources \* from General Fund 1,149,000 0 1,149,000 **GROWTH MANAGEMENT DEPARTMENT** BEGBAL Beginning Fund Balance \$199,200 \$0 \$199,200 GRANTS Grants Federal Grants - Direct 4100 787,775 0 787,775 4105 Federal Grants - Indirect 345,445 0 345,445 4110 State Grants - Direct 49,375 0 49,375 4120 Local Grants - Direct 37,500 0 37,500 CHGSVC Charges for Service 4180 Contract & Professional Service 465,560 0 465,560 4200 UGB Fees 7,831 0 7,831 MISCRV Miscellaneous Revenue 4890 Miscellaneous Revenue 3,300 0 3,300 INTSRV Internal Service Transfers 4980 Transfer for Direct Costs \* from Regional Parks 16,000 0 16,000 \* from Open Spaces 10,000 0 10,000 \* from SW Revenue Fund 372,489 0 372,489 \* from Smith & Bybee Lakes 1,440 0 1,440 EQTREV Fund Equity Transfers 4970 Transfer of Resources \* from General Fund 2,625,918 9,985 2,635,903 TOTAL RESOURCES \$22,329,786 \$9,985

A-1

\$22.339.771

		FY 1997-98 <u>Adopted</u> <u>REVISION</u>			VISION	FY 1997-98 <u>R</u> evised		
ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount	
Grow	th Management		Fanount		Amount	116	Anount	
01011	in management							
<u>Persona</u>	l Services							
SALWGE	Salaries & Wages							
5010	Reg Employees-Full Time-Exempt			·				
	Administrative Assistant	1.00	32,739		0	1.00	32,739	
•	Assistant Director	0.01	390		0	0.01	· 390	
	Assoc Public Affairs Specialist	0.95	39,877		0	0.95	39,877	
	Assoc. Management Analyst	1.00	48,379		0	1.00	48,379	
•	Assoc. Regional Planner Assoc. Trans. Planner	4.00	173,874		. 0	4.00	173,874	
	Asst. Regional Planner	0.05	2,046		0	0.05	2,046	
	Asst. Trans. Planner	9.00 0.09	319,656		0	9.00	319,656	
	Director	0.90	3,226 77,386		0 0	0.09	3,226	
	DP System Specialist	1.20	57,147		0	0.90 1.20	77,386	
	Manager	0.03	1,546		0	· 0.03	57,147 1,546	
	Program Supervisor	0.05	. 1,540		· 0	0.05	1,540	
	Senior Accountant	0.30	14,513		Ő	0.30	14,513	
•	Senior Director	0.10	9,478		ő	0.10	9,478	
	Senior Management Analyst	1.00	53,329		Ő	1.00	53,329	
	Senior Manager	0.90	67,196		Ő	0.90	67,196	
	Senior Program Supervisor	5.50	320,891		0	5.50	320,89	
	Senior Regional Planner	8.75	439,147		0	8.75	439,14	
	Senior Trans. Planner	0.04	2,133		0	0.04	2,133	
5015	Reg Empl-Full Time-Non-Exempt	•					-,	
	Administrative Secretary	1.00	32,718	0.50	14,115	1.50	46,833	
	Office Assistant	0.50	11,032	(0.42)	(9,368)	0.08	1,664	
	Planning Technician	1.00	26,267		0	1.00	26,267	
	Program Assistant 1	.1.00	28,271		0	1.00	28,27	
5030	Temporary Employees		54,158		1,638		55,796	
FRINGE	Fringe Benefits				·			
5100	Fringe Benefits		615,979		0		615,979	
Total P	ersonal Services	38.32	\$2,431,378	0.08	\$6,385	38.40	\$2,437,763	
Materia	ls & Services	•						
GODS	Goods							
5201	Office Supplies		108,686		1,600		110,280	
5205	Operating Supplies		36,116		1,000		36,116	
5210	Subscriptions and Dues		15,803		Ő		15,803	
SVCS	Services				-		10,000	
5240	Contracted Professional Svcs		748,083		0		748,083	
5251	Utility Services	•	8,755		2,000		10,75	
5260	Maintenance & Repair Services		56,214		0		56,214	
5280	Other Purchased Services	•	208,480		0		208,48	
GEXP	Intergov't Expenditures							
5300	Payments to Other Agencies		149,875		. 0		149,87	
OTHEXP	Other Expenditures							
5450	Travel		19,576		. 0		19,57	
5455	Training and Conference Fees	<u> </u>	12,150		0		12,15	
I OTAL N	Interials & Services		\$1,363,738		\$3,600	<u> </u>	\$1,367,33	
Total I	Debt Service		\$188,000		\$0		\$188,00	
Total C	Capital Outlay		\$23,542		\$0		\$23,54	
FOTAL F	REQUIREMENTS	38.32	\$4,006,658	0.08	\$9,985	38.40	\$4.016.64	
			0000000000	0.00	47,703	30.40	\$4,016,64	

ACCT	DESCRIPTION		1997-98 <u>lopted</u> Amount	<u>ŘE</u> FTE	<u>VISION</u> Amount		1997-98 evised Amount
Gene	ral Expenses					_	
Total P	ersonal Services	21.00	\$1,125,527	0.00	\$0	21.00	\$1,125,52
Total N	laterials & Services		\$517,230		\$0		\$517,23
Total D	ebt Service		\$0		\$0		S
						_	
Total C	apital Outlay		\$33,500	•	\$0		\$33,50
Inte <del>r</del> fu	nd Transfers						
INTCHG	Internal Service Transfers						
5800	Transfer for Indirect Costs						
	* to Building Management Fund		325,053		0		325,05
	* to Support Services Fund		514,499		0 0		514,49
	* to Risk Mgmt Fund-Liability		6,824		0		6,82
	* to Risk Mgmt Fund-Worker Comp		5,941		ů 0		5,94
5820	Transfer for Direct Costs		0,011		v		5,94
	* to Building Management Fund		20,000		0		20.00
EQTCHG			20,000		Ŭ		20,00
5810	Transfer of Resources						
	* to Zoo Operating		219,100		0		219,10
	* to Planning Fund		3,774,918		9,985		3,784,90
	* to Support Services Fund		200,000		0		200,00
	* to Reg. Parks Fund		1,325,590		Õ		1,325,59
	* to Reg. Parks Fund (landbanking)		221,856		0 0		221,85
	* to Reg. Parks Fund (earned on facilities)		127,176		0		127,17
Total I	nterfund Transfers		\$6,740,957		\$9,985		\$6,750,94
<u>Conting</u>	gency and Ending Balance						
CONT	Contingency						
5999	Contingency						
	* General Contingency		444,401		(9,985)		434,41
	* TOD Fund Contingency		100,000		(5,505)		100,00
UNAPP	Unappropriated Fund Balance						100,00
5990	Unappropriated Fund Balance		200,000		0		200,00
Total C	Contingency and Ending Balance		\$744,401		(\$9,985)		<u>·</u> \$734,41
TOTAL	REQUIREMENTS	21.00	£0.1 <i>(</i> 1. <i>(</i> 1.7	0.00			
I VINDI		21.00	\$9,161,615	0.00	<u>\$0</u>	<u>21.00</u>	\$9,161,61

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# Support Services Fund

		A	1997-98 <u>lopted</u>		VISION		1997-98 <u>evised</u>
ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
Offic	e of Citizen Involven	nent					
<u>Persor</u>	nal Services						
SALWGE	Salaries & Wages						
5010	Reg Employees-Full Time-Exempt						
	Administrative Assistant	1.00	34,550		0	1.00	34,550
5015	Reg Empl-Full Time-Non-Exempt						
	Office Assistant	0.50	9,160	(0.42)	(7,901)	0.08	1,259
5030	Temporary Employees		0	. ,	7,901		7,901
FRINGE	Fringe Benefits				•		
5100	Fringe Benefits		17,921		0		17,921
Total	Personal Services	1.50	\$61,631	(0.42)	\$0	1.08	\$61,631
·					-		
Total	Materials & Services		\$22,480		\$0		\$22,480
TOTAL	REQUIREMENTS	1.50	\$84,111	(0.42)	\$0	1.08	\$84,111

## Exhibit B Ordinance No. 97-719 Schedule of Appropriations

	Current		Revised
	Appropriation	REVISION	Appropriation
GENERAL FUND		<u> </u>	<u></u>
Council			
Personal Services	785,665	0	785,665
Materials and Services	135,980	0	135,980
Capital Outlay	30,000	0	30,000
Subtotal	951,645	0	951,645
Executive Management			
Personal Services	339,862	0	339,862
Materials and Services	31,250	0	31,250
Capital Outlay	3,500	0	3,500
Subtotal	374,612	0	374,612
Special Appropriations		· · · ·	
Materials and Services	350,000	0	350.000
Subtotal	350,000	0	<u>350,000</u> 350,000
		0	350,000
General Expenses			
Interfund Transfers	6,740,957	9,985	6,750,942
Contingency	544,401	(9,985)	534,416
Subtotal	7,285,358	0	7,285,358
Unappropriated Ending Fund Balance	200,000	. 0	200,000
Total Fund Requirements	\$9,161,615	\$0	\$9,161,615
PLANNING FUND	•		
Transportation Department			
Personal Services	3,644,106	0	3,644,106
Materials and Services	9,196,092	0	9,196,092
Capital Outlay	2,733,466	0	2,733,466
Debt Service	152,500	0	152,500
Subtotal	15,726,164	0	15,726,164
Growth Management Services			
Personal Services	2,431,378	6,385	0 407 700
Materials and Services	1,363,738	3,600	2,437,763 1,367,338
Capital Outlay		_	• •
Debt Service	23,542	0	23,542
Subtotal	4,006,658	0 	188,000
	4,000,000	9,965	4,016,643
General Expenses			
Interfund Transfers	2,194,536	0	2,194,536
Contingency	365,778	0	365,778
Subtotal	2,560,314	0	2,560,314
Unappropriated Ending Fund Balance	36,650	0	36,650
Total Fund Requirements	\$22,329,786	\$9,985	\$22,339,771

All other appropriations remain as previously adopted

#### STAFF REPORT

CONSIDERATION OF ORDINANCE 97-719 AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$9,985 FROM THE GENERAL FUND CONTINGENCY AND TRANSFERRING .50 FTE FROM THE OFFICE OF CITIZEN INVOLVEMENT TO THE GROWTH MANAGEMENT DEPARTMENT OF THE PLANNING FUND TO PROVIDE ADDITIONAL COMMITTEE SUPPORT, AND DECLARING AN EMERGENCY.

Date: December 1, 1997

Presented by: Mike Burton

### FACTUAL BACKGROUND AND ANALYSIS

Staff support responsibility for the Metro Council for Citizen Involvement (MCCI) and the Metro Policy Advisory Committee (MPAC) is provided by one full time Administrative Assistant for MCCI and a full time Office Assistant whose time is equally divided between MCCI (budgeted in the Office of Citizen Involvement) and MPAC (budgeted in the Growth Management Department). With the proposal to create a new committee on housing and the possibility of an additional new committee for schools, the Executive Officer is proposing a reassignment of staffing. The proposal transfers the .50 FTE Office Assistant currently budgeted in the Office of Citizen Involvement to the Growth Management Department to provide clerical support to the new committees. In addition, the Office Assistant position would be upgraded to Administrative Secretary. The position is proposed to begin January 1, 1998, allowing approximately 6 months of clerical support during FY 1997-98 for the creation and formulation of the committee, the appointment of committee members, and the dissemination of informational materials. The Administrative Assistant position currently budgeted in the Office of Citizen Involvement would remain in that Office.

The professional level support for these initiatives will be addressed in the FY 1998-99 Proposed budget with work to begin July 1, 1998.

#### BUDGET ANALYSIS

The amendment, as proposed, would transfer 0.50 FTE from the Office of Citizen Involvement to Growth Management, and upgrade the full time position to Administrative Secretary, beginning January 1, 1998. The Office Assistant position is currently vacant and was only filled for approximately two months during this fiscal year. The remaining salary and fringe currently budgeted in the Growth Management Department will be used to offset the additional cost of this proposal. The proposal also includes \$3,600 for anticipated meetings and postage expense related to the new committees. The total additional cost of this proposal for FY 1997-98 is \$9,985.

During the FY 1997-98 budget deliberation process, the Council appropriated the Growth Management Department's budgeted discretionary funded contingency to provide local

Staff Report Ordinance 97-719

government assistance in the implementation of the Regional Framework Plan. As a result, the contingency remaining in the Growth Management Department is restricted primarily to grant and data resource center funding, and is unavailable for this proposal. This action requests the transfer of \$9,985 from the General Fund Contingency to the Growth Management Department to fund this proposal.

Finally, the portion of the Office Assistant currently budgeted in the Office of Citizen Involvement is an allocated cost of the agency, with a majority of the expense allocated to non-general funded departments. While the FTE may be transferred resulting in no net increase in FTE for this position, the funding for this half of the position is not transferable. The amendment as proposed reduces the Office of Citizen Involvement by 0.42 FTE (leaving 0.08 FTE to reflect that portion already expended), but transfers the budget from regular wages to temporary wages to allow for the hiring of temporary support as needed.

#### EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 97-719.