

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

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.

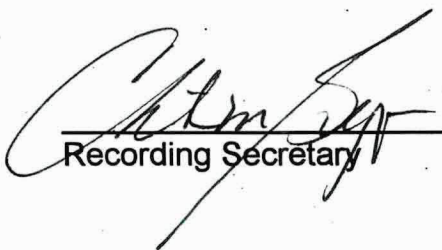
ADOPTED by the Metro Council this 12th day of February, 1998.



Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:



Recording Secretary



Daniel B. Cooper, General Counsel

**Exhibit A
Ordinance No. 97-719A**

Planning Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Growth Management							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
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	4.00	173,874		0	4.00	173,874
	Assoc. Trans. Planner	0.05	2,046		0	0.05	2,046
	Asst. Regional Planner	9.00	319,656		0	9.00	319,656
	Asst. Trans. Planner	0.09	3,226		0	0.09	3,226
	Director	0.90	77,386		0	0.90	77,386
	DP System Specialist	1.20	57,147		0	1.20	57,147
	Manager	0.03	1,546		0	0.03	1,546
	Program Supervisor		0		0		0
	Senior Accountant	0.30	14,513		0	0.30	14,513
	Senior Director	0.10	9,478		0	0.10	9,478
	Senior Management Analyst	1.00	53,329		0	1.00	53,329
	Senior Manager	0.90	67,196		0	0.90	67,196
	Senior Program Supervisor	5.50	320,891		0	5.50	320,891
	Senior Regional Planner	8.75	439,147		0	8.75	439,147
	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	1.00	32,718
	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	28,271
5030	Temporary Employees		54,158		(3,232)		50,926
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		615,979		0		615,979
Total Personal Services		38.32	\$2,431,378	(0.42)	(\$12,600)	37.90	\$2,418,778
Total Materials & Services			\$1,363,738		\$0		\$1,363,738
Total Debt Service			\$188,000		\$0		\$188,000
Total Capital Outlay			\$23,542		\$0		\$23,542
TOTAL REQUIREMENTS		38.32	\$4,006,658	(0.42)	(\$12,600)	37.90	\$3,994,058

**Exhibit A
Ordinance No. 97-719A**

Planning Fund

ACCT	DESCRIPTION	FY 1997-98 <u>Adopted</u>		<u>REVISION</u>		FY 1997-98 <u>Revised</u>	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
<i><u>Interfund Transfers</u></i>							
<i>INTCHG</i>	<i>Internal Service Transfers</i>						
5800	Transfer for Indirect Costs						
	* to Building Management Fund		469,278		0		469,278
	* to Support Services Fund		1,665,150		0		1,665,150
	* to Risk Mgmt Fund-Liability		14,724		0		14,724
	* to Risk Mgmt Fund-Worker Comp		20,384		0		20,384
5820	Transfer for Direct Costs						
	* to Support Services Fund		25,000		0		25,000
Total Interfund Transfers			\$2,194,536		\$0		\$2,194,536
<i><u>Contingency and Ending Balance</u></i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency		365,778		12,600		378,378
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance		36,650		0		36,650
Total Contingency and Ending Balance			\$402,428		\$12,600		\$415,028
TOTAL REQUIREMENTS		93.25	\$22,329,786	(0.42)	\$0	92.83	\$22,329,786

**Exhibit A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Public Affairs and Government Relations							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt Sr. Public Affairs Specialist	1.00	44,030	0	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
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		17,428		3,800		21,228
Total Personal Services		1.00	\$61,458	0.33	\$14,300	1.33	\$75,758
<i>Materials & Services</i>							
<i>GOODS Goods</i>							
5201	Office Supplies		6,720		3,600		10,320
5210	Subscriptions and Dues		4,887		0		4,887
5215	Maintenance & Repairs Supplies		300		0		300
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		26,000		0		26,000
5251	Utility Services		200		0		200
5260	Maintenance & Repair Services		600		0		600
5280	Other Purchased Services		16,860		0		16,860
<i>OTHEXP Other Expenditures</i>							
5450	Travel		400		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
TOTAL REQUIREMENTS		1.00	\$120,035	0.33	\$17,900	1.33	\$137,935

**Exhibit A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Office of Citizen Involvement							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
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
<i>FRINGE Fringe Benefits</i>							
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 A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
<i>Interfund Transfers</i>							
<i>INTCHG Internal Service Transfers</i>							
5800	Transfer for Indirect Costs						
	* 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
<i>Contingency and Ending Balance</i>							
<i>CONT Contingency</i>							
5999	Contingency		366,734		(17,900)		348,834
<i>UNAPP Unappropriated Fund Balance</i>							
5990	Unappropriated Fund Balance		306,414		0		306,414
Total Contingency and Ending Balance			\$673,148		(\$17,900)		\$655,248
TOTAL REQUIREMENTS		89.52	\$9,693,737	(0.09)	\$0	89.43	\$9,693,737

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

	<u>Current Appropriation</u>	<u>REVISION</u>	<u>Revised Appropriation</u>
SUPPORT SERVICES FUND			
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	41,856
Capital Outlay	21,644	0	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	137,935
Council Office of Public Outreach			
Personal Services	100,049	0	100,049
Materials and Services	31,185	0	31,185
Capital Outlay	8,033	0	8,033
Subtotal	139,267	0	139,267
Office of Citizen Involvement			
Personal Services	61,631	0	61,631
Materials and Services	22,480	0	22,480
Capital Outlay	0	0	0
Subtotal	84,111	0	84,111
Auditor's Office			
Personal Services	394,617	0	394,617
Materials and Services	141,413	0	141,413
Capital Outlay	8,606	0	8,606
Subtotal	544,636	0	544,636
General Expenses			
Interfund Transfers	788,762	0	788,762
Contingency	366,734	(17,900)	348,834
Subtotal	1,155,496	(17,900)	1,137,596
Unappropriated Ending Fund Balance	306,414	0	306,414
Total Fund Requirements	\$9,693,737	\$0	\$9,693,737

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

	<u>Current Appropriation</u>	<u>REVISION</u>	<u>Revised Appropriation</u>
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	(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
Total Fund Requirements	\$22,329,786	\$0	\$22,329,786

All other appropriations remain as previously adopted

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

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

Committee Recommendation: 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.

Committee Issues/Discussion: 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.

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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.

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 _____, 1998.

Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

**Exhibit A
Ordinance No. 97-719A**

Planning Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Growth Management							
<i>Personal Services</i>							
<i>SALWGE</i>	<i>Salaries & Wages</i>						
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	4.00	173,874		0	4.00	173,874
	Assoc. Trans. Planner	0.05	2,046		0	0.05	2,046
	Asst. Regional Planner	9.00	319,656		0	9.00	319,656
	Asst. Trans. Planner	0.09	3,226		0	0.09	3,226
	Director	0.90	77,386		0	0.90	77,386
	DP System Specialist	1.20	57,147		0	1.20	57,147
	Manager	0.03	1,546		0	0.03	1,546
	Program Supervisor		0		0		0
	Senior Accountant	0.30	14,513		0	0.30	14,513
	Senior Director	0.10	9,478		0	0.10	9,478
	Senior Management Analyst	1.00	53,329		0	1.00	53,329
	Senior Manager	0.90	67,196		0	0.90	67,196
	Senior Program Supervisor	5.50	320,891		0	5.50	320,891
	Senior Regional Planner	8.75	439,147		0	8.75	439,147
	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	1.00	32,718
	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 I	1.00	28,271		0	1.00	28,271
5030	Temporary Employees		54,158		(3,232)		50,926
<i>FRINGE</i>	<i>Fringe Benefits</i>						
5100	Fringe Benefits		615,979		0		615,979
Total Personal Services		38.32	\$2,431,378	(0.42)	(\$12,600)	37.90	\$2,418,778
Total Materials & Services			\$1,363,738		\$0		\$1,363,738
Total Debt Service			\$188,000		\$0		\$188,000
Total Capital Outlay			\$23,542		\$0		\$23,542
TOTAL REQUIREMENTS		38.32	\$4,006,658	(0.42)	(\$12,600)	37.90	\$3,994,058

**Exhibit A
Ordinance No. 97-719A**

Planning Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
<i>Interfund Transfers</i>							
INTCHG	<i>Internal Service Transfers</i>						
5800	Transfer for Indirect Costs						
	* to Building Management Fund		469,278		0		469,278
	* to Support Services Fund		1,665,150		0		1,665,150
	* to Risk Mgmt Fund-Liability		14,724		0		14,724
	* to Risk Mgmt Fund-Worker Comp		20,384		0		20,384
5820	Transfer for Direct Costs						
	* to Support Services Fund		25,000		0		25,000
Total Interfund Transfers			\$2,194,536		\$0		\$2,194,536
<i>Contingency and Ending Balance</i>							
CONT	<i>Contingency</i>						
5999	Contingency		365,778		12,600		378,378
UNAPP	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance		36,650		0		36,650
Total Contingency and Ending Balance			\$402,428		\$12,600		\$415,028
TOTAL REQUIREMENTS		93.25	\$22,329,786	(0.42)	\$0	92.83	\$22,329,786

**Exhibit A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Public Affairs and Government Relations							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt Sr. Public Affairs Specialist	1.00	44,030	0	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
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		17,428		3,800		21,228
Total Personal Services		1.00	\$61,458	0.33	\$14,300	1.33	\$75,758
<i>Materials & Services</i>							
<i>GOODS Goods</i>							
5201	Office Supplies		6,720		3,600		10,320
5210	Subscriptions and Dues		4,887		0		4,887
5215	Maintenance & Repairs Supplies		300		0		300
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		26,000		0		26,000
5251	Utility Services		200		0		200
5260	Maintenance & Repair Services		600		0		600
5280	Other Purchased Services		16,860		0		16,860
<i>OTHEXP Other Expenditures</i>							
5450	Travel		400		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
TOTAL REQUIREMENTS		1.00	\$120,035	0.33	\$17,900	1.33	\$137,935

**Exhibit A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
Office of Citizen Involvement							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
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
<i>FRINGE Fringe Benefits</i>							
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 A
Ordinance No. 97-719A**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
<i>Interfund Transfers</i>							
<i>INTCHG</i>	<i>Internal Service Transfers</i>						
5800	Transfer for Indirect Costs						
	* 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
<i>Contingency and Ending Balance</i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency		366,734		(17,900)		348,834
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance		306,414		0		306,414
Total Contingency and Ending Balance			\$673,148		(\$17,900)		\$655,248
TOTAL REQUIREMENTS		89.52	\$9,693,737	(0.09)	\$0	89.43	\$9,693,737

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

	<u>Current Appropriation</u>	<u>REVISION</u>	<u>Revised Appropriation</u>
SUPPORT SERVICES FUND			
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	41,856
Capital Outlay	21,644	0	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	137,935
Council Office of Public Outreach			
Personal Services	100,049	0	100,049
Materials and Services	31,185	0	31,185
Capital Outlay	8,033	0	8,033
Subtotal	139,267	0	139,267
Office of Citizen Involvement			
Personal Services	61,631	0	61,631
Materials and Services	22,480	0	22,480
Capital Outlay	0	0	0
Subtotal	84,111	0	84,111
Auditor's Office			
Personal Services	394,617	0	394,617
Materials and Services	141,413	0	141,413
Capital Outlay	8,606	0	8,606
Subtotal	544,636	0	544,636
General Expenses			
Interfund Transfers	788,762	0	788,762
Contingency	366,734	(17,900)	348,834
Subtotal	1,155,496	(17,900)	1,137,596
Unappropriated Ending Fund Balance	306,414	0	306,414
Total Fund Requirements	\$9,693,737	\$0	\$9,693,737

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

PLANNING FUND	Current Appropriation	REVISION	Revised Appropriation
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
Total 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)	ORDINANCE NO. 97-719
BUDGET AND APPROPRIATIONS)	
SCHEDULE BY TRANSFERRING \$9,985)	
FROM THE GENERAL FUND CONTINGENCY)	Introduced by Executive Officer
AND TRANSFERRING .50 FTE FROM THE)	Mike Burton
OFFICE OF CITIZEN INVOLVEMENT TO THE)	
GROWTH MANAGEMENT DEPARTMENT OF)	
THE PLANNING FUND TO PROVIDE)	
ADDITIONAL COMMITTEE SUPPORT, AND)	
DECLARING AN EMERGENCY)	

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.

ADOPTED by the Metro Council this _____ day of _____, 1997.

Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

**Exhibit A
Ordinance No. 97-719**

Planning Fund

ACCT	DESCRIPTION	FY 1997-98 <u>Adopted</u>		<u>REVISION</u>		FY 1997-98 <u>Revised</u>	
		FTE	Amount	FTE	Amount	FTE	Amount
Resources							
<u>Resources</u>							
TRANSPORTATION DEPARTMENT							
BEBAL	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		0		310,000
4120	Local Grants - Direct		1,919,320		0		1,919,320
CHGSVC	Charges for Service						
4180	Contract & Professional Service		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							
BEBAL	Beginning Fund Balance		\$199,200		\$0		\$199,200
GRANTS	Grants						
4100	Federal Grants - Direct		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 * from Open Spaces * from SW Revenue Fund * from Smith & Bybee Lakes		16,000 10,000 372,489 1,440		0 0 0 0		16,000 10,000 372,489 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		\$22,339,771

Exhibit A Ordinance No. 97-719

Planning Fund

ACCT	DESCRIPTION	FY 1997-98 <u>Adopted</u>		<u>REVISION</u>		FY 1997-98 <u>Revised</u>	
		FTE	Amount	FTE	Amount	FTE	Amount
Growth Management							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
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	4.00	173,874		0	4.00	173,874
	Assoc. Trans. Planner	0.05	2,046		0	0.05	2,046
	Asst. Regional Planner	9.00	319,656		0	9.00	319,656
	Asst. Trans. Planner	0.09	3,226		0	0.09	3,226
	Director	0.90	77,386		0	0.90	77,386
	DP System Specialist	1.20	57,147		0	1.20	57,147
	Manager	0.03	1,546		0	0.03	1,546
	Program Supervisor		0		0		0
	Senior Accountant	0.30	14,513		0	0.30	14,513
	Senior Director	0.10	9,478		0	0.10	9,478
	Senior Management Analyst	1.00	53,329		0	1.00	53,329
	Senior Manager	0.90	67,196		0	0.90	67,196
	Senior Program Supervisor	5.50	320,891		0	5.50	320,891
	Senior Regional Planner	8.75	439,147		0	8.75	439,147
	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	28,271
5030	Temporary Employees		54,158		1,638		55,796
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		615,979		0		615,979
Total Personal Services		38.32	\$2,431,378	0.08	\$6,385	38.40	\$2,437,763
<i>Materials & Services</i>							
<i>GOODS Goods</i>							
5201	Office Supplies		108,686		1,600		110,286
5205	Operating Supplies		36,116		0		36,116
5210	Subscriptions and Dues		15,803		0		15,803
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		748,083		0		748,083
5251	Utility Services		8,755		2,000		10,755
5260	Maintenance & Repair Services		56,214		0		56,214
5280	Other Purchased Services		208,480		0		208,480
<i>IGEXP Intergov't Expenditures</i>							
5300	Payments to Other Agencies		149,875		0		149,875
<i>OTHEXP Other Expenditures</i>							
5450	Travel		19,576		0		19,576
5455	Training and Conference Fees		12,150		0		12,150
Total Materials & Services			\$1,363,738		\$3,600		\$1,367,338
Total Debt Service			\$188,000		\$0		\$188,000
Total Capital Outlay			\$23,542		\$0		\$23,542
TOTAL REQUIREMENTS		38.32	\$4,006,658	0.08	\$9,985	38.40	\$4,016,643

Exhibit A Ordinance No. 97-719

General Fund

ACCT	DESCRIPTION	FY 1997-98 Adopted		REVISION		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
Total Personal Services		21.00	\$1,125,527	0.00	\$0	21.00	\$1,125,527
Total Materials & Services			\$517,230		\$0		\$517,230
Total Debt Service			\$0		\$0		\$0
Total Capital Outlay			\$33,500		\$0		\$33,500
<i><u>Interfund Transfers</u></i>							
<i>INTCHG</i>	<i>Internal Service Transfers</i>						
5800	Transfer for Indirect Costs						
	* to Building Management Fund		325,053		0		325,053
	* to Support Services Fund		514,499		0		514,499
	* to Risk Mgmt Fund-Liability		6,824		0		6,824
	* to Risk Mgmt Fund-Worker Comp		5,941		0		5,941
5820	Transfer for Direct Costs						
	* to Building Management Fund		20,000		0		20,000
<i>EQTCHG</i>	<i>Fund Equity Transfers</i>						
5810	Transfer of Resources						
	* to Zoo Operating		219,100		0		219,100
	* to Planning Fund		3,774,918		9,985		3,784,903
	* to Support Services Fund		200,000		0		200,000
	* to Reg. Parks Fund		1,325,590		0		1,325,590
	* to Reg. Parks Fund (landbanking)		221,856		0		221,856
	* to Reg. Parks Fund (earned on facilities)		127,176		0		127,176
Total Interfund Transfers			\$6,740,957		\$9,985		\$6,750,942
<i><u>Contingency and Ending Balance</u></i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency						
	* General Contingency		444,401		(9,985)		434,416
	* TOD Fund Contingency		100,000		0		100,000
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance						
			200,000		0		200,000
Total Contingency and Ending Balance			\$744,401		(\$9,985)		\$734,416
TOTAL REQUIREMENTS		21.00	\$9,161,615	0.00	\$0	21.00	\$9,161,615

**Exhibit A
Ordinance No. 97-719**

Support Services Fund

ACCT	DESCRIPTION	FY 1997-98 <u>Adopted</u>		<u>REVISION</u>		FY 1997-98 <u>Revised</u>	
		FTE	Amount	FTE	Amount	FTE	Amount
Office of Citizen Involvement							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
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
<i>FRINGE Fringe Benefits</i>							
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

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

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

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.