



METRO

2000 S.W. First Avenue
Portland, OR 97201-5394
503 221-1646

Memorandum

DATE: March 11, 1991

TO: Jennifer Sims, Director of Finance and
Management Information

FROM: Donald E. Carlson, Council Administrator *DE*

RE: Funding for Metro Charter Committee

As you know, SB 298 is soon to be passed and signed by the Governor, which means the Charter Committee will be operational by approximately mid-April. The legislation requires the District to provide office space and at least \$100,000 in financial support. Based on my discussion with Presiding Officer Collier and Governmental Affairs Chairman Devlin would you please prepare the necessary budget ordinance for first reading on March 14, 1991 to fund the Charter Committee effort out of the current fiscal year Support Service Fund budget. As you know the Support Service Fund derives its resources from all the District's operating funds and the Charter Committee work will benefit all functions of the District. If the District cannot expense the entire amount this fiscal year, we should obligate it and carry forward the unexpended amount as fund balance in the Support Service Fund to FY 1991-92.

Would you also establish an account to which the Charter Committee can charge expenditures. The account could be similar to that used for the Western COG Conference. It would not be part of our budget and appropriations system, but would enable the District to exercise our fiduciary responsibility.

Expenditure authorization procedures should include review by an appropriate District official to ensure that the funds are for the intended purpose. This is not meant to direct how the Charter Committee spends its money, since they have that discretionary authority, but it's to ensure that expenditures go for purpose of the committee.

It is my understanding that the proposed ordinance will include budget amendments to finance the preparation of historic information about Metro and financial information for presentation to the Charter Committee. These amendments were generally discussed at a recent meeting with Presiding Officer Collier, Councilor Devlin and Executive Officer Cusma.

cc: Tanya Collier, Presiding Officer
Richard Devlin, Governmental Affairs Committee Chair
George Van Bergen, Finance Committee Chair
Rena Cusma, Executive Officer

FINANCE AND GOVERNMENTAL AFFAIRS COMMITTEE REPORT

ORDINANCE NO. 91-392, AMENDING ORDINANCE NO. 90-340A REVISING THE FY 1990-91 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF FUNDING THE CHARTER COMMISSION

Date: March 22, 1991

Presented by: Councilor DeJardin

COMMITTEE RECOMMENDATION: The Finance and Governmental Affairs Committees met jointly on March 21, 1991, and unanimously voted to recommend Council approval of Ordinance No. 91-392. Voting on the Finance Committee were Councilors Van Bergen, Buchanan, Devlin, Hansen, and Wyers. Voting on the Governmental Affairs Committee were Councilors Devlin, Collier, DeJardin, and Hansen. Councilor Knowles was excused.

COMMITTEE DISCUSSION/ISSUES: Jennifer Sims, Director of Finance and Management Information, presented the staff report. She explained that Ordinance No. 91-392 funds the Charter Committee from the Support Services Fund. Senate Bill 298, which establishes the Charter Committee, directs Metro to allocate a minimum of \$100,000 for Charter Committee expenses. That amount will come from the Support Service Fund's contingency. Funds not spent on Charter Committee activities in FY 1990-91 will be carried over to next fiscal year. The Ordinance also captures \$45,000 in salary savings from vacancies in the Office of General Counsel and the Personnel Division to pay start-up expenses in FY 1990-91.

Councilor Devlin opened the public hearing, and no testimony was given. There was no committee discussion.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 91-392 AMENDING ORDINANCE
NO. 90-340A REVISING THE FY 90-91 BUDGET AND APPROPRIATION
SCHEDULE FOR THE PURPOSE OF FUNDING THE CHARTER COMMISSION

DATE: March 12, 1991

PRESENTED BY: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

In November 1990, voters of the region passed Ballot Measure No. 1, approving home rule for the Metro Service District. Senate Bill No. 298, as passed by the 66th Oregon Legislative Assembly, provides for the creation of a District Charter Committee. It is anticipated that the Committee shall be appointed and convene in late April 1991. Section Four of Senate Bill No. 298 requires Metro to make available at least \$100,000 for the purpose of paying expenses of the Committee. The use of the Support Services Fund to finance the Charter Committee's work has been suggested by Council staff in consultation with the Presiding Officer and Governmental Affairs Committee Chair (see Attachment #1). In addition, several start-up needs have been identified, totalling \$45,000.00. A detail of these projected expenses is provided in Attachment #2.

Funding for the Charter Committee and start-up expenses is proposed to be drawn from the Support Services Fund. Because work of the Charter Committee will benefit all organizational units, it is considered a justifiable Support Service expense. Due to vacancies in the Personnel Manager and Legal Counsel positions, unexpended funds in the amount of \$45,000.00 are available for start-up costs. It is proposed that the \$100,000 for Committee expenses be drawn from contingency. Ordinance No. 91-392 provides for a transfer of appropriations from contingency and the personal services appropriation of the Personnel office and the office of the General Counsel to materials and services (professional services) under Finance and Administration. The Executive Officers FY 91-92 proposed budget anticipates the carry over of \$76,500 in the Support Services Fund for Committee work to be conducted next fiscal year.

Executive Officer's Recommendation

The Executive Officer recommends adoption of Ordinance No. 91-392 to provide funding for the Metro Charter Committee and initial preparation expenses.