

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993- )  
94 BUDGET AND APPROPRIATIONS )  
SCHEDULE FOR THE PURPOSE OF )  
REPLACING THE SOUTH CORRIDOR )  
ALTERNATIVES ANALYSIS/DRAFT )  
ENVIRONMENTAL IMPACT STATEMENT )  
(AA/DEIS) WITH THE SOUTH/NORTH )  
AA/DEIS, AUTHORIZING 1.0 NEW FTE, )  
RECOGNIZING NEW PLANNING GRANTS )  
AND RELATED EXPENDITURES AND )  
DECLARING AN EMERGENCY )

ORDINANCE NO. 94-539

Introduced by Rena Cusma,  
Executive Officer

WHEREAS, The Metro Council has approved the FY 1993-94 Metro Budget including the South Corridor Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) Program; and

WHEREAS, The Metro Council has approved an amendment to the 1993-94 Unified Work Plan that replaces the South Corridor AA/DEIS and the North Corridor AA/DEIS with a single, integrated South/North AA/DEIS Program with a program budget of approximately \$8.25 million; and

WHEREAS, The Metro Council has approved the submittal of an application to the Federal Transit Administration (FTA) to advance the South/North Corridor into AA/DEIS and FTA has approved that request; and

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1993-94 Budget; and

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

WHEREAS, ORS 294.326(2) allows the expenditure in the year of receipt of grants received in trust for specific purpose without a supplemental budget; and

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

THE METRO COUNCIL HEREBY ORDAINS:

1. That Ordinance No. 93-487A, Exhibit B, FY 1993-94 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in the column titled "Revision" of

Exhibits A and B to this Ordinance for the purpose of recognizing \$541,342 in new grants, authorizing new appropriations in the Planning Fund for the same amount, adding 0.75 FTE in the High Capacity Transit Section and 0.25 FTE in the Administration Section within the Planning Department, and transferring \$22,195 from the Planning Fund Contingency.

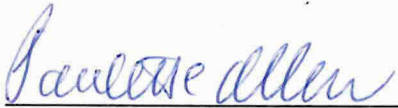
2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 12th day of May, 1994.



Judy Wyers, Presiding Officer

ATTEST:



Clerk of the Council

kr:ord93-94:94-539:ORD.DOC  
March 31, 1994

**Exhibit A**  
**Ordinance No. 94-539**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Planning Fund</b>							
<u>Resources</u>							
305000	Fund Balance		335,000		0		335,000
331110	Federal Grants-Operating-Categorical-Direct						
	FY 93 FTA I-205/Milwaukie		312,800		87,200		400,000
	FY 94 FTA South AA/DEIS		1,265,600		(1,265,600)		0
	FY93 103 e(4) (OR-29-9021)		0		357,032		357,032
	FY93 103 e(4) (OR-29-9022)		0		325,155		325,155
	FEMA (Mapping)		258,500		0		258,500
	FEMA (OEM)		38,000		0		38,000
	Water Quality		296,000		0		296,000
331120	Federal Grants-Operating-Categorical Indirect						
	FY 94 PL/ODOT		694,313		0		694,313
	FY 94 Sec 8 - ODOT		217,000		0		217,000
	FY 93 Sec 8 - ODOT		30,000		0		30,000
	FY 94 STP - ODOT\FHWA		300,000		0		300,000
	FY 93 STP - ODOT\FHWA		808,665		0		808,665
	FY 94 HPR - FHWA		117,382		0		117,382
	FY 93 FHWA (Trans/Land Use Model)		280,000		0		280,000
	FY 93 FHWA (LUTRAC)		110,000		0		110,000
	FY 93 STP		715,501		0		715,501
	FY 93 Transit Station Area Planning Grant		1,000,000		0		1,000,000
	FY 93 Hillsboro PE/FEIS(Tri-Met)		391,000		0		391,000
	FHWA 1000 Friends Grant		70,000		0		70,000
334110	State Grants-Operating-Categorical-Direct						
	FY 94 ODOT Supplemental		225,000		0		225,000
	FY 93 ODOT Supplemental		685,416		0		685,416
	FY 93 ODOT STP		95,093		0		95,093
	DEQ (Air Quality)		61,600		0		61,600
	ODOT - Western Bypass		20,000		0		20,000
334120	State Grants-Operating-Categorical-Indirect						
	C-TRAN I/5-Vancouver (WSDOT)		439,200		(439,200)		0
	C-TRAN S/N (WSDOT)		0		1,152,093		1,152,093
	ODOT S/N Lottery		0		633,012		633,012
	DEQ (Fairview Creek)		15,000		0		15,000
	DLCD		6,500		0		6,500
337110	Local Grants-Operating-Categorical-Direct						
	FY94 Tri-Met General Planning		262,500		0		262,500
	FY93 Tri-Met General Planning		78,600		0		78,600
	Portland HTC Study		77,500		0		77,500
	C-TRAN - HCT Study		112,500		0		112,500
	FY 94 South AA/DEIS Match		316,400		(316,400)		0
	I205/Milwaukie AA match-various jurisdictions		46,000		(24,588)		21,412
	I-5 Portland/Vancouver Pre-AA local match		24,400		(24,400)		0
	FY 90 Westside from Tri-Met		155,000		0		155,000
	S/N Local Match		0		57,038		57,038
337210	Local Grants-Operating-Non-Categorical-Direct						
	Northwest Area Foundation Grant		30,000		0		30,000
339100	Local Government Dues Assessment		597,563		0		597,563
339200	Contract Services		130,000		0		130,000
341310	UGB Fees		5,000		0		5,000
341500	Documents & Publications		75,000		0		75,000
341600	Conferences & Workshops		37,500		0		37,500
361100	Interest on Investments		15,000		0		15,000
365100	Donations and Bequests		50,000		0		50,000
379000	Other Miscellaneous Revenue		56,000		0		56,000
391010	Trans. Resources from Gen1 Fund-Excise Tax		1,786,271		0		1,786,271
391530	Trans. Resources from S.W. Revenue Fund		324,125		0		324,125
<b>Total Resources</b>			<b>12,966,929</b>		<b>541,342</b>		<b>13,508,271</b>

**Exhibit A  
Ordinance No. 94-539**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Planning Fund</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	1.00	75,395		0	1.00	75,395
	Assistant Director	2.00	130,292		0	2.00	130,292
	Manager	5.00	278,802		0	5.00	278,802
	Senior Program Supervisor	3.00	157,327	0.50	24,554	3.50	181,881
	Program Supervisor	1.00	49,228		0	1.00	49,228
	Senior Administrative Services Analyst	1.00	48,685		0	1.00	48,685
	Assoc. Management Analyst	1.00	35,027		0	1.00	35,027
	Senior Public Affairs Specialist	2.00	85,555	(0.25)	(11,692)	1.75	73,863
	Senior Regional Planner	6.00	255,697		0	6.00	255,697
	Senior Management Analyst	1.00	46,108		0	1.00	46,108
	Senior Trans. Planner	11.00	488,224	(0.25)	(11,692)	10.75	476,532
	Assoc Public Affairs Specialist	1.00	36,340	0.25	8,723	1.25	45,063
	DP Technical Specialist	1.00	36,536		0	1.00	36,536
	Assoc. Trans. Planner	7.00	263,281		0	7.00	263,281
	Assoc. Regional Planner	6.90	251,778		0	6.90	251,778
	Asst. Trans. Planner	4.50	145,928	0.25	7,914	4.75	153,842
	Asst. Management Analyst	1.70	65,680	0.25	7,914	1.95	73,594
	Management Technician	1.00	25,179	(0.25)	(7,177)	0.75	18,002
	Asst. Regional Planner	7.00	220,996		0	7.00	220,996
	Assistant Public Affairs Specialist		0	0.25	7,914	0.25	7,914
	Assistant Administrative Services Analyst	1.00	31,574		0	1.00	31,574
511125	SALARIES-REGULAR EMPLOYEES (part time)						
	Assistant Regional Planner	0.50	15,885		0	0.50	15,885
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	30,249		0	1.00	30,249
	Secretary	3.00	74,269	0.25	5,099	3.25	79,368
	Office Assistant	1.00	21,321		0	1.00	21,321
511231	WAGES - TEMPORARY EMPLOYEES (Full-time)						
	Temporary Assistance	0.50	9,284		0	0.50	9,284
512000	FRINGE		1,102,045		9,449		1,111,494
<b>Total Personal Services</b>		<b>71.10</b>	<b>3,980,685</b>	<b>1.00</b>	<b>41,006</b>	<b>72.10</b>	<b>4,021,691</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		44,116		1,200		45,316
521110	Computer Software		62,915		4,475		67,390
521111	Computer Supplies		8,767		0		8,767
521240	Graphics/Reprographic Supplies		21,794		4,000		25,794
521260	Printing Supplies		2,700		0		2,700
521310	Subscriptions		5,112		200		5,312
521320	Dues		6,381		0		6,381
524110	Accounting & Auditing Services		10,000		0		10,000
524190	Misc. Professional Services		3,203,145		63,532		3,266,677
525640	Maint. & Repairs Services-Equipment		84,600		0		84,600
525710	Equipment Rental		1,500		4,250		5,750
526200	Ads & Legal Notices		135,335		11,000		146,335
526310	Printing Services		246,800		35,000		281,800
526320	Typesetting & Reprographics Services		51,000		11,000		62,000
526410	Telephone		12,000		0		12,000
526420	Postage		36,365		4,250		40,615
526440	Delivery Services		6,200		1,200		7,400
526500	Travel		52,565		0		52,565
526510	Mileage Reimbursement		2,000		900		2,900
526700	Temporary Help Services		14,500		4,000		18,500
526800	Training, Tuition, Conferences		41,235		0		41,235

**Exhibit A  
Ordinance No. 94-539**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Planning Fund</b>							
528100	License, Permits, Payments to Other Agencies		2,585,940		353,104		2,939,044
529500	Meetings		20,160		3,000		23,160
529800	Miscellaneous		750		0		750
525740	Capital Lease-Furniture & Equipment		267,122		4,900		272,022
<b>Total Materials &amp; Services</b>			<b>6,923,002</b>		<b>506,011</b>		<b>7,429,013</b>
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		39,500		16,520		56,020
<b>Total Capital Outlay</b>			<b>39,500</b>		<b>16,520</b>		<b>56,020</b>
<u>Interfund Transfers</u>							
581513	Trans. Indirect Costs to Bldg. Fund-Regional Center		275,152		0		275,152
581610	Trans. Indirect Costs to Support Svcs. Fund		1,005,862		0		1,005,862
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Gen'l		9,014		0		9,014
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Workers' Comp		33,039		0		33,039
582160	Trans. Resources to Regional Parks/Expo Fund		114,500		0		114,500
<b>Total Interfund Transfers</b>			<b>1,437,567</b>		<b>0</b>		<b>1,437,567</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		485,175		(22,195)		462,980
599990	Unappropriated Fund Balance		101,000		0		101,000
<b>Total Contingency and Unappropriated Balance</b>			<b>586,175</b>		<b>(22,195)</b>		<b>563,980</b>
<b>TOTAL EXPENDITURES</b>		<b>71.10</b>	<b>12,966,929</b>	<b>1.00</b>	<b>541,342</b>	<b>72.10</b>	<b>13,508,271</b>

**Exhibit B**  
**Schedule of Appropriations**  
**Ordinance No. 94-539**

	Current Appropriation	Revision	Proposed Appropriation
<b>PLANNING FUND</b>			
Personal Services	3,980,685	41,006	4,021,691
Materials & Services	6,923,002	506,011	7,429,013
Capital Outlay	39,500	16,520	56,020
Interfund Transfers	1,437,567	0	1,437,567
Contingency	485,175	(22,195)	462,980
Unappropriated Balance	101,000	0	101,000
<b>Total Fund Requirements</b>	<b>12,966,929</b>	<b>541,342</b>	<b>13,508,271</b>

**All Other Appropriations Remain As Previously Adopted**

FINANCE COMMITTEE REPORT

ORDINANCE NO. 94-539 AMENDS THE FY 1993-94 BUDGET AND APPROPRIATION SCHEDULE TO REPLACE THE SOUTH CORRIDOR ALTERNATIVES ANALYSIS/DRAFT ENVIRONMENTAL IMPACT STATEMENT WITH THE SOUTH/NORTH AA/DEIS, AUTHORIZES 1.0 NEW FTE, RECOGNIZES NEW PLANNING GRANTS AND RELATED EXPENDITURES AND DECLARES AN EMERGENCY

Date: May 12, 1994

Presented By: Councilor McLain

**COMMITTEE RECOMMENDATION:** At its May 11, 1994 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 94-539. Committee members present and voting were Councilors Gardner, McLain, Monroe and Van Bergen. Councilors Buchanan, Devlin and Kvistad were absent.

**COMMITTEE DISCUSSION/ISSUES:** Andy Cotugno, Planning Director, presented the Staff Report. He stated the Ordinance would amend the Planning Fund FY 93-94 Budget to reflect the Council decision to proceed with the South/North High Capacity Transit Corridor Study as a single integrated project and the securing of funds from the various agencies for the \$8.25 million multi-year work program. Specifically, the amendment adds \$541,342 in various federal, state and local grant resources to the FY 93-94 Budget and transfers \$22,195 from the Planning Fund Contingency. On the expenditure side, the ordinance provides an additional \$41,006 in the Personal Services category (adds four positions for the last quarter of the fiscal year and reclasses three positions); it increases the Materials and Services category by \$506,011 (the largest amount of which is to be passed through to other local agencies); and it provides an additional \$16,520 in the Capital Outlay category for the purchase of new furniture and office equipment.

Mr. Cotugno pointed out this matter had been reviewed and approved by the Planning Committee and was consistent with the FY 1994-95 Planning Fund budget recently approved by the Council.

There were no questions or discussion by the Committee.

## PLANNING COMMITTEE REPORT

### **CONSIDERATION OF ORDINANCE NO. 94-539 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF REPLACING THE SOUTH CORRIDOR ALTERNATIVES ANALYSIS / DRAFT ENVIRONMENTAL IMPACT STATEMENT (AA/DEIS) WITH THE SOUTH/NORTH AA/DEIS, AUTHORIZING 1.0 NEW FTE, RECOGNIZING NEW PLANNING GRANTS AND RELATED EXPENDITURES AND DECLARING AN EMERGENCY**

---

Date: May 5, 1994

Presented By: Councilor Moore

**Committee Recommendation:** At the May 5 meeting, the Planning Committee voted unanimously to recommend Council adoption of Ordinance No. 94-539. Voting in favor: Councilors Kvistad, Gates, McLain, Moore, and Washington. Absent: Councilors Gardner, Devlin, and Monroe.

**Committee Issues/Discussion:** Andy Cotugno, Planning Director, with the assistance of Leon Skiles, High Capacity Transit Manager, presented the staff report. This ordinance is an amendment to the FY 1993-94 adopted budget relating to the South/North Transit Study. The Budget Committee has received a cursory briefing on this item as it relates to the FY 1994-95 budget. This ordinance follows up on two previous actions by the Metro Council that consolidate the south (to Clackamas County) and north (I-5 to Vancouver) corridors into a single corridor. This action clarifies the grant funding and budgetary expenditure.

Mr. Cotugno reviewed the funding package and key staffing actions. Staffing changes include reclassification of three positions and approval for four new positions for the remainder of the fiscal year for a total of additional 1.0 FTE.

Mr. Cotugno also reviewed upcoming contracts and intergovernmental agreements (IGA's) that will be before the committee and Council later in the month. He explained that the contracts and IGA's are multi-year. In approving the contracts and IGA's Metro will be committing to the multi-year funding level but only allowing expenditures to the 72.7% current funding level.

Councilor Moore expressed concern about confusion in the public involvement process. She said constituents had voice confusion about what Metro's role was as opposed to local public involvement. Councilor Moore asked whether this will be further clarified. Leon Skiles explained that the purpose of this ordinance is to do exactly that by creating a special public involvement team for this project.



## STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 94-539 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF REPLACING THE SOUTH CORRIDOR ALTERNATIVES ANALYSIS/DRAFT ENVIRONMENTAL IMPACT STATEMENT (AA/DEIS) WITH THE SOUTH/NORTH AA/DEIS, AUTHORIZING 1.0 NEW FTE, RECOGNIZING NEW PLANNING GRANTS AND RELATED EXPENDITURES, AND DECLARING AN EMERGENCY

---

Date: March 31, 1994

Presented by: Andy Cotugno

### BACKGROUND AND ANALYSIS

**Existing Metro Budget and Program.** At the time that the 1993-94 budget for the High Capacity Transit Planning Section was prepared, it was anticipated that two HCT planning projects would emerge from the I-205/Milwaukie and the I-5/I-205 Portland/Vancouver Preliminary Alternatives Analyses, a South Corridor AA and a North Corridor AA. The budget also recognized that the South Corridor AA was the first priority of the region because of the region's commitment to plan a fixed guideway into Clackamas County as its next priority following the Westside Project to downtown Hillsboro. Because funding for the AA was uncertain, the 1993-94 Metro budget included only the South Corridor AA/DEIS. The adopted 1993-94 Unified Work Program also was based on these same recognitions and, while it included both the South and the North AA Programs, they were separate programs and the North AA Program was described as uncertain, a lower priority than the South AA and not included at that time within the proposed Metro budget for 1993-94.

**Adoption and Refinement of the South/North Work Plan.** In April 1993, the two Pre-AAs concluded with adoption of Resolution No. 93-1784 which designated the Milwaukie Corridor in the south and the I-5 Corridor in the north as the region's priority corridors and integrated them into the single, unitary South/North Corridor spanning from Oregon City, Oregon in the south, through the downtowns of Milwaukie, Portland and Vancouver and extending to 179th and I-5 in Clark County, Washington. The Resolution also authorized staff to prepare an integrated work plan and to work with the Federal Transit Administration to advance the corridor into Alternatives Analysis.

In June 1993, Metro submitted its *South/North Preliminary Work Plan* and *South/North Application to Enter Alternatives Analysis* to the FTA. The *Preliminary Work Plan* included a budget estimate of \$8.25 million for the integrated study and included a project funding plan for the same amount. In July 1993, with the adoption of Resolution No. 93-1925, the 1993-94 UWP was amended to replace the South Corridor and North Corridor AA/DEISs with the single, integrated South/North AA/DEIS work element in order to allow grant applications to proceed.

**Securing South/North Study Funding.** In accordance with the funding plan for the study, Metro worked with the South/North Project Management Group to secure the \$8.25 million in funds for the study. First, Metro, C-TRAN and the Southwest Washington Regional Transportation Council submitted an application for partial funding of the study to the Washington State Department of Transportation to use \$2.5 million in High Capacity Transit Development Account funds. The grant request was approved and C-TRAN agreed to contribute approximately \$630,000 to the study as well. An Intergovernmental Agreement between C-TRAN and Metro securing those funds for the study was signed in January 1994.

In June 1993, attached to the application to advance the Corridor into AA, Metro also submitted an Interstate Transfer grant application for \$987,950 in McLoughlin Interstate Transfer funds to the Federal Transit Administration for the study. That grant application was approved by FTA in September 1993.

A second Interstate Transfer grant application was submitted to FTA in September 1993 for \$1.6 million in I-205 Busway Transit funds. That application was approved by FTA in December 1993.

The Oregon State Legislature approved its 1994-96 budget with \$2.0 million in Oregon State Lottery funds dedicated to the South/North Study. An Intergovernmental Agreement between the Oregon Department of Transportation and Metro securing those funds for the South/North Study was executed in January 1994. Additional project funds are available as carryover from the I-205/Milwaukie Pre-AA. Approximately \$400,000 in Interstate Transfer funds and some local match funds are available for the South/North Study. Finally, Metro will seek to secure the remaining local match (\$112,000 minus the remaining Pre-AA local match) from Tri-Met.

**Proposed Amendments to the FY 1993-94 Metro Budget.** With the adoption of an integrated South/North Work Plan and with agreement between Metro and the funding sources for the \$8.25 million in funds for the study, Metro now needs to amend its FY 1993-94 budget for the High Capacity Transit and Administration Sections of the Planning Department to be consistent with the regional effort. This proposed amendment would implement the following changes to the FY 1993-94 budget and is consistent with the proposed budget for FY 1994-95:

- Program Narrative.** This proposed amendment would replace the South Corridor Alternatives Analysis program with the South/North Transit Corridor Alternatives Analysis program. This new program would be divided into two tiers of decision-making spanning from July 1993 through March 1996. Tier I of Alternatives Analysis would concentrate on narrowing the range of alternatives to be studied within the Draft Environmental Impact Statement. It would conclude in August 1994 through the actions of the C-TRAN Board of Directors and the Metro Council in determining which alternatives will be studied further in Tier II. Tier II would involve extensive technical and environmental analysis on the remaining alternatives, the publishing of the DEIS and a comprehensive public comment period concluding with a public hearing on the DEIS. Tier II would conclude in

March 1996 with the adoption of a Locally Preferred Alternative, by the C-TRAN Board of Directors and the Metro Council.

•**Staffing.** This proposed budget amendment would first provide for a re-organization of the HCT Planning Section through the creation of three functional teams, each led by a Senior Program Supervisor. The first team, Transportation Planning, would be headed by the existing Senior Program Supervisor within the HCT Planning Section, John Cullerton. John would oversee the development of the alternatives, travel demand forecasting and the local and system-wide transportation analysis. The second team, Land Use and Environmental Analysis, would be headed by Sharon Kelly Meyer, whose existing position of Senior Transportation Planner would be reclassified to Senior Program Supervisor. Sharon would oversee the technical land use and environmental analysis as well as the preparation of the DEIS. The third team, Public Involvement, would be headed by Gina Whitehill-Baziuk, whose existing position of Senior Public Affairs Specialist would be reclassified to Senior Program Supervisor. Gina would oversee the extensive public involvement program for the study and would coordinate the public activities being undertaken by the 14 participating jurisdictions.

To provide an adequate level of staff resources for this unprecedented undertaking, the proposed budget amendment would also add four additional positions for the last quarter of FY 1993-94 for a total of 1.00 FTE. These positions are also included in the proposed FY 1994-95 budget. First, an Associate Public Affairs Specialist would be added to oversee public involvement in the north area of the Corridor (with the existing Associate Public Affairs Specialist coordinating the south portion of the Corridor). Second, an Assistant Public Affairs Specialist would be added to provide the critical logistic support for public involvement. Duties would include setting up and arranging the hundreds of public meetings that will take place over the 30-month study, production of the project newsletter, mailing list management and numerous other tasks. Third, an Assistant Transportation Planner would be added to assist Sharon Meyer's section in preparing much of the land use and environmental impact data that will be used in both Tier I and Tier II. This position will be carried in the FY 1993-94 budget as a temporary position and will only be filled when needed. Fourth, a Secretary would be added to accommodate the increased workload caused by the program increases and to relieve the existing overload of the one Secretary currently servicing the entire Transportation Division.

Finally, this budget amendment would reclassify the existing but vacant Management Technician to an Assistant Management Analyst. This reclassification is necessary because of the high level of skills and experience that will be needed to provide the management support for the South/North Study, which has doubled in size and will involve the Federal government, two states and 10 local government agencies. The study requires the preparation and management of numerous grants, Intergovernmental Agreements, consultant contracts, purchasing requests, status reports, critical path schedules and budgets, as well as the timely processing of invoices and authorizations. This position would provide management services for 14 Intergovernmental Agreements,

four consultant contracts, six or more grants or funding sources, 3 Metro staff and six project teams. The other positions responsible for grants within the department are classified at this level.

•**Contracts List.** This budget amendment would add six Intergovernmental Agreements for work to be performed for the study to the contract list. In addition, the proposed amendment identifies the five funding IGAs for the study. Further, the anticipated value of the consultant services contract for Tier II of the study would be increased from \$1.0 million to \$1.75 million.

•**Materials and Services.** In addition to the contract and IGA changes described above, the materials and services budget for the department would be changed in several ways. First, General Fund-supported purchases relating to the three new employees would be added to be purchased with funds from the Planning Department Contingency Fund. This would include new software, and office supplies. Second, additional materials and services directly associated with and funded by the study would be added. These additions are required by the significant increase in public involvement activities and generally relate to increased costs for printing, mailings, advertisement fees, equipment rental, and postage. These increases are due to the doubling of the study size as well as better information on the materials and services requirements of the study.

•**Capital Outlay.** Due to the increase in staff, the proposed budget amendment would increase capital outlay for new computer workstations and office furniture for three positions funded with Metro General Funds transferred from the Planning Department Contingency Fund.

**Conclusion.** This proposed budget amendment would increase General Fund expenditures within the Planning Department for FY 93-94 by \$22,195 funded by transfers from the Contingency Fund. Project funded expenditures for the Planning Department for FY 93-94 would increase by \$541,342 funded from the \$8.25 million grant pool.

For additional information and clarification of this request, the following items are attached to the staff report:

Attachment 1 - Detailed materials and services and capital outlay line item request

Attachment 2 - Personnel department's review of position requests

Attachment 3 - Individual Personnel Requests for new positions and reclasses

### EXECUTIVE OFFICERS RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 93-539, recognizing \$541,342 in new grant funds for FY 93-94 and related appropriations, authorizing 1.00 new FTE (for 4 new positions for the remaining quarter of the year) in the Planning Department, and declaring an emergency.

94M&SLST  
25-Mar-94  
08:43 AM

M&S INCREASES FOR HCT BUDGET AMMENDMENT  
(S/N Related Expenses)

Code	Category/Item	New Funds Req from Gen Fund	New Funds Req from Projects	FY94 Budgeted From GF	FY94 Budgeted from Projects	Gen Fund Total	Project Funded Total	Total
521100	General Supplies							
	New Empl Set-up (4)	\$1,200		\$592		\$1,792		\$1,792
521110	Computer Software							
	New Empl Set-up (4)	\$3,200		\$1,600		\$4,800		\$4,800
	Pagemaker	\$500		\$500		\$1,000		\$1,000
	Harvard Graphics	\$375		\$750		\$1,125		\$1,125
	Illustrator	\$400		\$400		\$800		\$800
521240	Graphic/Repro Supplies							
	South/North AA		\$4,000		\$1,900		\$5,900	\$5,900
521310	Subscriptions							
	Community Publications		\$200		\$350		\$550	\$550
521320	Dues							
	Standard			\$1,690		\$1,690		\$1,690
324110	Auditing Services				\$10,000		\$10,000	\$10,000
24190	Misc Prof Sevices							
	S/N Env/Eng/PT/Strategic		(\$271,500)		\$371,500	\$100,000		\$100,000
	BRW Pre-AA/CBD		\$148,164		\$59,686	\$207,850		\$207,850
	SMSA		\$62,868		\$13,050	\$75,918		\$75,918
	Design Services		\$100,000		\$0	\$100,000		\$100,000
	Pre-AA Financial		\$24,000		\$6,000	\$30,000		\$30,000
25710	Equipment Rental							
	Presentation Equip		\$4,250		\$750	\$5,000		\$5,000
26200	Ads & Legal Notices							
	South/North AA		\$11,000		\$2,000	\$13,000		\$13,000
26310	Printing							
	North Pre-AA		(\$10,000)		\$14,000	\$4,000		\$4,000

34M&SLST  
25-Mar-94  
08:43 AM

M&S INCREASES FOR HCT BUDGET AMMENDMENT  
(S/N Related Expenses)

Code	Category/Item	New Funds Req from Gen Fund	New Funds Req from Projects	FY94 Budgeted From GF	FY94 Budgeted from Projects	Gen Fund Total	Project Funded Total	Total
	South Pre-AA		(\$10,000)		\$14,000		\$4,000	\$4,000
	South/North AA		\$55,000		\$15,000		\$70,000	\$70,000
26320	Typesetting & Repro							
	North Pre-AA		(\$7,000)		\$9,000		\$2,000	\$2,000
	South Pre-AA		(\$7,000)		\$9,000		\$2,000	\$2,000
	South/North AA		\$25,000		\$10,000		\$35,000	\$35,000
26240	Postage							
	North Pre-AA		(\$2,500)		\$4,500		\$2,000	\$2,000
	South Pre-AA		(\$2,500)		\$4,500		\$2,000	\$2,000
	South/North AA		\$9,250		\$5,750		\$15,000	\$15,000
26440	Delivery Sevices							
	General		\$1,200		\$2,400		\$3,600	\$3,600
26500	Travel							
	In-State	\$0			\$3,600		\$3,600	\$3,600
26510	Mileage Reimbursment							
	General		\$900		\$0		\$900	\$900
26700	Temporary Help							
	General		\$4,000		\$2,000		\$6,000	\$6,000
26800	Trng/Tuition/Conf							
	Local	\$0		\$3,000		\$3,000		\$3,000
28100	Pay to Other Agencies							
	RTC		\$77,700		\$37,300		\$115,000	\$115,000
	WSDOT-Olympia		\$30,000		\$5,000		\$35,000	\$35,000
	WSDOT-ClarkCo		(\$2,900)		\$17,900		\$15,000	\$15,000
	ODOT		(\$31,650)		\$66,650		\$35,000	\$35,000
	Clark Co		\$3,400		\$11,600		\$15,000	\$15,000
	Multnomah Co		(\$41,350)		\$46,350		\$5,000	\$5,000
	Clackamas Co		(\$50,100)		\$95,100		\$45,000	\$45,000
	Vancouver		\$1,600		\$8,400		\$10,000	\$10,000
	Milwaukie		(\$22,550)		\$47,550		\$25,000	\$25,000
	Portland		(\$62,500)		\$112,500		\$50,000	\$50,000
	Port of Portland		\$5,054		\$5,800		\$10,854	\$10,854

94M&SLST  
25-Mar-94  
08:43 AM

M&S INCREASES FOR HCT BUDGET AMMENDMENT  
(S/N Related Expenses)

Code	Category/Item	New Funds Req from Gen Fund	New Funds Req from Projects	FY94 Budgeted From GF	FY94 Budgeted from Projects	Gen Fund Total	Project Funded Total	Total
	C-TRAN		\$112,100		\$37,900		\$150,000	\$150,000
	Tri-Met		\$334,300		\$565,700		\$900,000	\$900,000
529500	Meetings							
	Room Rentals		\$3,000		\$7,000		\$10,000	\$10,000
	Refreshments			\$5,000		\$5,000		\$5,000
531100	Capital Lease							
	Automobile		\$900			\$900		\$900
	Audio-Visual Equip		\$4,000			\$4,000		\$4,000
	<b>TOTAL M&amp;S</b>	\$5,675	\$500,336	\$13,532	\$1,623,736			\$2,143,279
	<b>TOTAL NEW M&amp;S</b>		\$506,011					
571500	Capital Outlay							
	New PCs (4)	\$8,000		\$4,000		\$12,000		\$12,000
	Furniture (4)	\$8,520		\$4,260		\$12,780		\$12,780
	<b>TOTAL CAPITAL OUTLAY</b>	\$16,520	\$0	\$8,260	\$0	\$24,780		\$24,780
	<b>TOTAL</b>	\$22,195	\$500,336	\$21,792	\$1,623,736	\$24,780		\$2,168,059
	<b>TOTAL PROJECT FUNDED</b>		\$500,336		\$1,623,736			\$2,124,072
	<b>TOTAL GENERAL FUNDED</b>	\$22,195		\$21,792		\$24,780		\$43,987
								<u>\$2,168,059</u>



METRO

March 25, 1994

TO: Larry Sprecher

FROM: Michelle Clinch, Personnel Analyst

RE: FY 93-94 Budget Adjustment--Personnel Requests

I have received and reviewed your Personnel Requests for the FY 93-94 budget adjustment. Following is a summary of your requests and the approved classifications:

<u>Requested Classification</u>	<u>Approved Classification</u>
Sr. Program Supervisor (reclass)	Sr. Program Supervisor
Sr, Program Supervisor (reclass)	Sr. Program Supervisor
Assoc. Public Affairs Specialist (new)	Assoc. Public Affairs Spec.
Asst. Public Affairs Specialist (new)	Asst. Public Affairs Spec.
Asst. Management Analyst (reclass)	Asst. Management Analyst
Secretary (new)	Secretary
Temporary Asst. Transportation Plnr. (new)	Temporary Asst. Transportation Plnr.

As with all classification reviews, these recommendations indicate only that the duties described are appropriate to the recommended classification level as approved by Personnel. These recommendations do not indicate approval or disapproval of the organizational structure or assignment of duties as established by management.

Please feel free to contact me at extension 1569 if you have any questions.

cc: Paula Paris  
Kathy Rutkowski



Planning Department  
High Capacity Transit Section

January 1994  
Page 1 of 2

---

## ***Personnel Request***

## ***Fiscal Year 1993-94***

---

### **Action Requested**

Reclassify the Senior Public Affairs Specialist to a Senior Program Supervisor position in the High Capacity Transit (HCT) Section of the Planning Department.

### **Incumbent**

Gina Whitehill-Baziuk.

### **Duties and Responsibilities**

- Supervise two Associate and one Assistant Public Affairs Specialist;
- Develop and manage HCT Program for Public Involvement;
- Prepare HCT Public Involvement budgets; approve invoices and track spending;
- Coordinate HCT Public Involvement activities by participating jurisdictions;
- Manage the preparation and implementation of major HCT public presentations and meetings;
- Make presentations to a variety of local public, civic, business and neighborhood groups;
- Prepare reports, surveys and newsletters related to HCT public involvement.

### **Justification**

The South/North Transit Corridor Study has been expanded into a single-broad HCT corridor covering over 45 miles in length and incorporating an area from Clackamas County, Oregon, to Clark County, Washington. The Study requires coordination of information dissemination and retrieval among a diverse geographical area encompassing the fourteen active participating jurisdictional agencies, residents, businesses, organizations, and elected bodies throughout one of the most densely populated areas of the region. This position would supervise two Associate and one Assistant Public Affairs Specialists. It would manage the development and implementation of public involvement activities analysis and the Environmental Impact Statement scheduled to conclude in March 1996. The position would be funded through a combination of Federal funds, funds from other state and local agencies, and through a small Metro local match. The position is required because of the complexity and size of undertaking a bi-state, unified South/North Alternatives Analysis and a formal AA/Environmental Impact Statement concurrently with providing public involvement support for other major activities in the HCT and RHCT Sections. This, along with the new aggressive ISTEA Public Involvement requirements, requires the attention, level of commitment and experience of a new Senior Program Supervisor.

Planning Department

January 1994

High Capacity Transit Section

Page 2 of 2

Budget Impact

		Rate	# of hours worked	Amount
Salary	Increase of	\$1.12	522	\$585
Fringe				224
Additional Costs (Transfers)				257
<b>TOTAL</b>				<b>\$1,066</b>

PISUPV.REQ  
March 16, 1994

---

## **Personnel Request**

**Fiscal Year 1993-94**

### **Action Requested**

Reclassify a Senior Transportation Planner to a Senior Program Supervisor position in the High Capacity Transit (HCT) Section of the Planning Department.

### **Incumbent**

Sharon Kelly Meyer.

### **Duties and Responsibilities**

- Supervise a Senior, an Associate and an Assistant Transportation Planner;
- Manage HCT Program for land use and environmental analysis;
- Prepare HCT land use and environmental analysis budgets, approve invoices and track expenses;
- Coordinate HCT land use and environmental activities by participating jurisdictions;
- Manage consultant activities associated with land use and environmental analysis for HCT planning programs and projects;
- Make presentations to a variety of local public, civic, business and neighborhood groups on land use and environmental activities;
- Manage and help with the preparation of reports, work plans, primary data, and technical memoranda related to HCT land use and environmental analysis;
- Ensure that HCT programs, planning activities and documentation complies with applicable state, federal and local land use and environmental rules and regulations.

### **Justification**

The South/North Transit Corridor Study has been expanded into a single, broad HCT corridor covering over 45 miles in length and incorporating an area from Clackamas County, Oregon to Clark County, Washington. The study requires coordination of information dissemination and retrieval among a diverse geographical area encompassing the fourteen active participating jurisdictional agencies, residents, businesses, organizations, and elected bodies throughout one of the most densely populated areas of the region. This position would supervise a Senior, and Associate and an Assistant Transportation Planner assigned to prepare land use and environmental analysis for HCT planning for the South/North and other planning projects. The span of oversight would include preliminary alternatives analysis, alternatives analysis (AA) and the preparation of a draft environmental impact statement (DEIS), the preparation of the final environmental impact statement, and supplementary environmental analysis required during permitting, final design and construction. This position is required because of the complexity and size of undertaking a bi-state, unified South/North AA/DEIS with coordination between the federal and state of Washington environmental procedures and rules. This position would also support station area planning within the Growth Management Planning Section and HCT land use and environmental issues within the Regional Transportation Planning update.

Planning Department

January 1994

High Capacity Transit Section

Page 2 of 2

**Budget Impact**

		Rate	# of hours worked	Amount
Salary	Increase of	\$1.12	522	\$585
Fringe				224
Additional Costs (Transfers)				257
<b>TOTAL</b>				<b>\$1,066</b>

PROSUP.REQ  
March 16, 1994

---

**Personnel Request****Fiscal Year 1993-94****Action Requested**

Reclassify the Management Technician to a Assistant Management Analyst.

**Incumbent**

None

**Duties and Responsibilities**

- The preparation of grants and related invoices, monthly, quarterly and year-end reports and final project closeout activities and coordination with grant audits for HCT Planning Programs;
- The preparation intergovernmental agreements for HCT Planning Programs and related invoices, and monthly and quarterly reports;
- Coordinate the preparation of consultant procurement documentation (except scopes of work), and process related invoices, review related reports, track encumbrances, invoices and payments to private consultants and oversee contract close-out activities;
- Review of purchasing documentation, tracking of purchases by project and Metro budget categories, processing of invoices, coordination with Metro Accounting Department for all purchases for the HCT Planning Section and programs;
- Budget preparation, amendments and reporting for the HCT Planning Section and programs;
- Preparation and management of critical-path schedule for the HCT Planning Section and program, with regular status reports to the program manager and supervisors;
- Administration of various budgeting, accounting and management activities for the HCT Planning Program and projects.

**Justification**

The South/North Transit Corridor Study has been expanded into a single, broad HCT corridor covering over 45 miles in length and incorporating an area from Clackamas County, Oregon to Clark County, Washington. The study requires preparation and management of numerous grants, intergovernmental agreements, consultant contracts, purchasing requests, status reports, critical-path schedules, budgets, invoices and authorizations for payments. There will be retrieval and coordination of these items among a diverse geographical area encompassing the fourteen active participating jurisdictional agencies, one federal agency, two state agencies and up to six consultant teams, as well as staff for a thirteen-member section. This position is required because of the complexity and size of management tasks associated with undertaking a bi-state, unified South/North AA/DEIS with coordination between the project and Metro, local jurisdictions, consultant teams, federal and two state governments.

Planning Department

January 1994

Administration Section

Page 2 of 2

**Budget Impact**

	Rates	# of hours worked	Amount
Salary	\$1.41	522	\$736
Fringe			292
Additional Costs (Transfers)			323
<b>TOTAL</b>			<b>\$1,339</b>

ASSTMG.T.REQ  
March 16, 1994

---

**Personnel Request****Fiscal Year 1993-94****Action Requested**

Create a new Associate Public Affairs Specialist in the High Capacity Transit (HCT) Section of the Planning Department.

**Incumbent**

None.

**Duties and Responsibilities**

- Organize, implement, and staff public involvement workshops, meetings, and briefings.
- Work with individual neighborhoods, businesses, and organizations to build a solid, credible project foundation and network for information distribution and retrieval.
- Write and coordinate the production of newsletters, articles, reports, fact sheets, and other informational materials.
- Staff technical meetings as Metro North Public Involvement representative.
- Coordinate North jurisdictional public involvement supplemental activities.
- Work with graphics and other professional consultants to ensure satisfactory completion of projects/tools.
- Provide assistance to Supervisor to ensure comprehensive public involvement effort for transportation planning programs.

**Justification**

The South/North Transit Corridor Study has been expanded into a single-broad HCT corridor covering over 45 miles in length and incorporating an area from Clackamas County, Oregon, to Clark County, Washington. With the advent of federally required Scoping Meetings in the fall of 1993, the Study will officially enter into Alternatives Analysis (AA). This position will cover the implementation of Public Involvement Activities throughout the North portion (Portland CBD to Clark County) for the AA/Environmental Impact Statement scheduled to conclude in December 1995. The position would be funded through a combination of Federal funds, funds from other state and local agencies, and through a small Metro local match. The position is required because of the enormity of effectively communicating with all the identified publics along the corridor. It is beyond the capacity of a single Associate Planner. The Public Affairs Specialist under the oversight of the proposed Transportation Planning Supervisor for Public Involvement have the responsibility of implementing the Public Involvement/Communications efforts developed by Metro as well as for assisting with the design and implementation of supplemental public involvement efforts from the jurisdictional agencies within their assign areas. They are responsible for developing comprehensive understanding of technicalities and translating these in written documents and presentations of the lay public; the writing and production of Study newsletter articles, fact sheets, flyers, and presentation materials; the arrangement of community meetings, workshops or other means of effective citizen input; assistance with the development of audio-visual support materials; and performing other duties as needed to fulfill the study scope of work.

Planning Department

January 1994

High Capacity Transit Section

Page 2 of 2

Budget Impact

	FTE	Rate	# of hours worked	Amount
Salary	0.25	\$16.71	522	\$8,723
Fringe				3,339
Additional Costs (Transfers)				
<b>TOTAL</b>				<b>\$15,888</b>

ASSOCTP.REQ  
March 16, 1994



---

***Personnel Request******Fiscal Year 1993-94***

---

**Action Requested**

Create a new Assistant Public Affairs Specialist position in the High Capacity Transit (HCT) Section of the Planning Department.

**Incumbent**

None.

**Duties and Responsibilities**

- Schedules Steering Group, Citizen Advisory Committee, Technical Advisory Committee and other South/North Study meetings in coordination with staff from Metro and jurisdictions, compiles and distributes agendas, takes notes and writes meeting reports, and organizes logistics, audio/visual equipment and production/distribution of materials;
- Responds to telephone and written citizen inquiries;
- Coordinates public outreach between jurisdictions concerning public attendance for public involvement meetings;
- Develops, markets, and administers volunteer speakers bureau for South/North Transit Corridor Study, including scheduling of speaking engagements, assigning speakers, coordinating speaker training, coordinating support materials.
- Assisting Supervisor with necessary projects as needed; helping with other HCT projects as needed;
- Coordinates project mailing lists through mailing house; coordinates mailings.

**Justification**

The South/North Transit Corridor Study has been expanded into a single-broad HCT corridor covering over 45 miles in length and incorporating an area from Clackamas County, Oregon to Clark County, Washington. The Study involves fourteen active participating jurisdictional agencies, substantial need to interface information between these jurisdictions, multiple advisory and recommending committees, and the need to plan meetings, events, and activities throughout the AA/EIS period, October 1993 - December 1995. This position would be funded through a combination of Federal funds, funds from other state and local agencies, and through a small Metro local match. The position is required because of the enormity of effectively communicating with all the identified publics along the corridor. This position will support the public outreach efforts of the section, including the establishment, coordination and administering of a speakers bureau, the administrative staffing and scheduling of project committees, the placement of display materials, the development and administration of a support materials library, the scheduling of tours or other support activities, coordinating logistics for meetings/hearings/workshops, and providing budget monitoring support to the Public Involvement Supervisor.

Planning Department

January 1994

High Capacity Transit Section

Page 2 of 2

Budget Impact

	FTE	Rate	# of hours worked	Amount
Salary	0.23	\$15.16	522	\$7,914
Fringe				3,030
Additional Costs (Transfers)				3,471
<b>TOTAL</b>				<b>\$14,415</b>

ASSTPI.REQ  
March 16, 1994

***Personnel Request***

***Fiscal Year 1993-94***

**Action Requested**

Create a new Secretary (Range 5) position in the Administrative Section of the Planning Department.

**Incumbent**

None.

**Duties and Responsibilities**

Provide secretarial support services to the Transportation Division, especially to the South/North AA/DEIS Program.

**Justification**

The amount of secretarial support services needed by the Division will greatly increase with the expansion of the South/North AA/DEIS Program and the doubling of the Public Involvement staff. The existing Administrative Secretary assigned to the Division is presently averaging 20-30 hours of overtime a month and some work is not being completed in a timely manner. Fifty percent of the Administrative Secretary's time will be reassigned to processing Administrative detail now assigned to the Management Analysts.

**Budget Impact**

	Rate	# of hours worked	Amount
Salary	\$9.77	522	\$ 5,100
Fringe			1,950
Materials & Services			4,970
<b>TOTAL</b>			<b>\$12,020</b>

---

***Personnel Request******Fiscal Year 1993-94***

---

**Action Requested**

• Create a new Temporary Assistant Transportation Planner (Land Use and Environment) position in the High Capacity Transit (HCT) Section of the Planning Department.

**Incumbent**

N/A

**Duties and Responsibilities**

- Assist in preparation of land uses and environmental data for use in HCT planning and environmental impact assessments;
- Analyze land use and environmental data for HCT planning and environmental impact assessments;
- Prepare draft and final report on land use and environmental data for HCT planning and environmental impact assessments;
- Review and comment on data, analysis and reports prepared by others on land use and environmental data for HCT planning and environmental impact assessments;
- Make presentations to a variety of local public, civic, business and neighborhood groups on land use and environmental activities;
- Under supervision of lead planners or supervisor, review applicable land use and environmental regulation and prepare memoranda or work elements that respond to and comply with the regulations;

**Justification**

The South/North Transit Corridor Study has been expanded into a single, broad HCT corridor covering over 45 miles in length and incorporating an area from Clackamas County, Oregon to Clark County, Washington. The study requires preparation and collection of data, analysis and reporting for HCT impacts related to land use and environmental. There will be retrieval and coordination of these items among a diverse geographical area encompassing the fourteen active participating jurisdictional agencies, residents, businesses, organizations, and elected bodies throughout one of the most densely populated areas of the region. This position would report to Program Supervisor for High Capacity Transportation Planning assigned to prepare land use and environmental analysis for HCT planning for the South/North and other planning projects. The span of support activities would include preliminary alternatives analysis, alternatives analysis (AA) and the preparation of a draft environmental impact statement (DEIS), the preparation of the final environmental impact statement, and supplementary environmental analysis required during permitting, final design and construction. This position is required because of the complexity and size of undertaking a bi-state, unified South/North AA/DEIS with coordination between the federal and state of Washington environmental procedures and rules. This position would provide assistance in the collections, analysis and documentation of the immense and varied data associated with the South/North and other HCT planning projects. This position would also support station area planning within the Growth Management Planning Section and HCT land use and environmental issues within the Regional Transportation Planning update.

Planning Department

January 1994

High Capacity Transit Section

Page 2 of 2

**Budget Impact**

	<u>FTE</u>	Rate	# of hours worked	Amount
Salary	0.25	\$15.16	522	\$7,914
Fringe				871
Additional Costs (Transfers)				2,787
<b>TOTAL</b>				<b>\$11,572</b>

ASSTPLN.REQ  
March 16, 1994



**METRO**

DATE: May 17, 1994

TO: Rena Cusma, Executive Officer *JA*

FROM: Paulette Allen, Clerk of the Council

RE: TRANSMITTAL OF ORDINANCE NOS. 94-539, 94-540, 94-541, 94-544A  
AND 94-545

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on May 12, 1994.

If you wish to veto any of the ordinances referenced above, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, May 19, 1994. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, these ordinances will be considered finally adopted.

-----

I, Unette B. Shiley received this memo and true copies of Ordinance Nos. 94-539, 94-540, 94-541, 94-544A and 94-545 from the Clerk of the Council on May 17, 1994.