

SUMMARY OF THE COUNCIL BUDGET COMMITTEE MEETING  
OF THE METROPOLITAN SERVICE DISTRICT

Regular Meeting  
April 11, 1990

Committee members present:

Councilors: George Van Bergen (Chair), Judy Wyers (Vice  
Chair), Tanya Collier, Richard Devlin, and Jim  
Gardner  
Citizens: Alan Brickley and David Saucy

Committee members absent:

Councilors: None  
Citizens: Patricia Jernberg, Bob Palmer and Janet Schuster

Other Councilors Present: Ruth McFarland

Chair Van Bergen called the meeting to order at 3:12 p.m.

1. FY90-91 Proposed Budget, Phase III Final Recommendations,  
Budget Committee develops final recommendations to Council  
for amending the FY90-91 Proposed Budget

Don Carlson, Council Administrator, gave the Committee a brief overview of Phase III of the budget process. He said the final Proposed Budget would be before the Committee on April 19 for approval. The following departments were considered for final recommendations: Transportation Department, Planning and Development Department, Support Services Fund Departments, Metropolitan Exposition-Recreation Commission and General Fund. The Solid Waste Department was being continued from the April 9 meeting. Subcommittee and staff recommendations, specific issues and motions are summarized below.

Transportation Department

Councilor McFarland presented the recommendations of the Intergovernmental Relations Committee.

Issue: Local Government Dues Assessment Recommendation

Intergovernmental Relations Committee Recommendations:

IGR Committee members voted 3 to 2 (Councilors Devlin and Gardner dissenting) to recommend the following:

The Local Government Dues for FY90-91 be assessed at 35 cents per capita, consistent with the rate used in the Proposed Budget, and it was requested that Planning & Development and Transportation Department staff work to reallocate the dues revenue between the

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two departments based on program service results. Services which are primarily of benefit to local governments shall be funded by dues revenues; those related primarily to a Metro function shall be funded by excise tax revenues.

Council Administrator Recommended Budget Footnote:

Since its existence, Metro has assessed planning service charges on local governments within its boundaries to carry out planning activities which benefit local governments in the region. Programs carried out by Metro with the assistance of these funds include transportation planning, urban growth management, data resources, and parks and natural area planning. Historically, the District has set the service charge level at the statutory maximum of \$.51 per capita. During the last legislative session, representatives of the District indicated in informal discussions with the Governor and legislative leaders that the service charge assessment could be reduced to \$.35 per capita if the District is successful in implementing the excise tax authority. It is the intent of the Council to achieve that objective in two steps by reducing the service charge level to \$.43 per capita during FY 1990-91 and addressing the next reduction during deliberations in the FY 1991-92 budget. This two phase approach will enable the District to carry out planning programs at a level which continue to benefit local governments in the region and levy the excise tax at a level which will enable it to last for several years at the 6% level set by Council in its levying ordinance.

Motion: Councilor Gardner moved introduction of Council Administrator's Budget Note with the following changes and set the service charge at the recommended \$.43 per capita:

"....service charge assessment potentially could be reduced....achieve that objective in ~~two~~ steps by ....budget. This ~~two~~ phased approach will...."

Vote: Committee members Collier, Devlin, Gardner and Brickley voted aye. Committee members Van Bergen, Wyers and Saucy voted nay. The motion carried.

Issue: Excise Tax

Motion: Councilor Devlin moved to set the maximum amount of excise tax to be considered this evening for implementing the budget is \$2.8 million.

Vote: All Committee members present voted aye. The motion carried unanimously.

**Issue: General Fund Fund Balance**

**Recommendations from Council Administrator:**

To split the General Fund Fund Balance in half; half would remain in the General Fund and be used as the revenue source in the General Fund and half would be transferred to the Support Service Fund next fiscal year as a transfer reduction program.

**Motion:** Councilor Devlin moved that the remaining fund balance be split between the General Fund and the new Support Services Fund with the transfer to the Support Services Fund next fiscal year; the anticipated fund balance being \$448,000.

**Vote:** All Committee members present voted aye. The motion carried unanimously.

**Issue: Planning & Development Department**

**Intergovernmental Relations Committee Recommendations:**

Add the following to the Planning & Development budget:

- o Increase by 1.0 FTE analyst position the staff for the new Housing Program
- o Increase the Urban Growth Management Program staff by .5 FTE analyst position

**Motion:** Councilor Devlin moved to combine the above recommendations, but to reduce the Housing level to .5 FTE, resulting in 1.5 FTE in the Urban Growth Management Program and 1.5 FTE in Housing, but with the recommendation that these be considered programs that are basically all under Urban Growth Management's umbrella.

**Vote:** Committee members Devlin and Gardner voted aye. Committee members Collier, Van Bergen, Wyers, Brickley and Saucy voted nay. The motion failed.

**Main Motion:** Councilor Devlin moved to strike the Intergovernmental Relations Committee recommendations above, reallocate the existing 1.0 FTE in the Executive Officer's budget for Housing by making .5 FTE for Housing and .5 FTE for Urban Growth Management.

**Motion to Amend:** Councilor Collier moved an amendment to Councilor Devlin's motion by removing the reference to

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Housing, allocate it to Urban Growth Management and let the Department decide how to divide the position.

Vote on Amendment: Chair Van Bergen voted nay; all other Committee members present voted aye. The amendment carried.

Vote on Main Motion: Committee members Collier, Devlin, Wyers and Brickley voted aye. Committee members Gardner, Van Bergen and Saucy voted nay. The motion carried.

- o Supporting the Department's need for a public vs. private analysis for the Washington County Solid Waste System

Motion: Councilor Collier moved to recommend approval of the above recommendation.

Vote: Chair Van Bergen voted nay; all other Committee members present voted aye. The motion carried.

- o Supporting the Department's request for \$100,000 for the Thematic Study

Councilor Devlin explained to the Committee what the study would consist of and said he felt it was a very important aspect of the whole Urban Growth Management Program.

Motion: Councilor Gardner moved to recommend approval of the request for \$100,000 for a Thematic Study.

Vote: All Committee members present voted aye. The motion carried unanimously.

- o Adding \$30,000 to fund a consultant in Washington, D.C. for non-transportation issues (Water, Housing, Parks & Natural Areas, etc.)

Motion: Councilor Collier moved to delete this item.

Councilor Devlin explained the IGR Committee's reasoning for the \$30,000 request. Because of the grants Metro hoped to receive, the Committee felt it would be advantageous to have their own representative in Washington, D.C.

Motion: Committee members Collier, Van Bergen, Wyers, Brickley and Saucy voted aye; members Devlin and Gardner voted nay. The motion to delete the item carried.

- o Implement the proposed Earthquake Disaster Planning program initially through Executive Officer staff

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**Motion:** Councilor Gardner moved support of this item with no mention of a specific individual and recommend a date of January 1, 1991.

**Vote:** All Committee members present voted aye. The motion carried unanimously.

**Motion:** Councilor Collier moved to reduce expenditures in the Planning & Development Department budget by \$47,950 in support of the Department Director's recommendation.

**Vote:** All Committee members present voted aye. The motion carried unanimously.

Chair Van Bergen called a recess at 5:00 p.m. The meeting was reconvened at 5:10 p.m.

**Issue:** Excise Tax Distribution

Andy Cotugno, Transportation Director, summarized the memo to the Committee dated April 11, 1990 from Rich Carson and himself.

**Motion:** Councilor Gardner moved that Transportation and Planning & Development return to the Committee before the end of the meeting with a recommended allocation of dues and excise tax between their respective departments.

**Vote:** All Committee members present voted aye. The motion carried unanimously.

**Issue:** Transportation Department Budget

- o Include adequate funds for "Election Costs" to allow for a regional vote on the Vehicle Registration Fee in November 1990

**Motion:** Councilor Devlin moved to recommend \$35,000 be moved from Unappropriated Balance to Contingency to be available if needed for the above purpose.

**Vote:** Committee member Van Bergen voted nay; all other Committee members voted aye. The motion carried.

- o Add \$15,000 to fund cost-share of lobbyist to represent the region in Washington, D.C. on renewal of the Surface Transportation Act

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Motion: Councilor Collier moved recommend the addition of \$15,000 to Contingency with the Budget Note to return to the IGR Committee for recommendation.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Devlin moved the following budget footnote: Although funding is not included in the FY90-91 budget, it is Metro's intent to expand the Regional Land Information System database to include the urbanizable areas in Clackamas, Multnomah and Washington Counties beyond the Urban Growth Boundary for the purposes of supporting Metro's "Urban Growth Futures" project.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Mr. Saucy moved to recommend \$1711 in excise tax revenue be applied to the completion of the Hillsboro Alternative Study.

Vote: All Committee members present voted aye. The motion carried unanimously.

Chair Van Bergen recessed the meeting at 5:45 p.m. for a dinner break. The meeting was reconvened at 6:17 p.m.

Issue: Water Policy Work Plan

Motion: Councilor Collier moved to recommend the Water Policy Division present a work plan to Council no later than July 1, 1990.

Vote: All Committee members present voted aye. The motion carried unanimously.

Support Services Fund Departments

Issue: General Counsel Budget

Recommendations from Council Administrator:

- o Reduce expenditure for Legal Counsel by \$45,000
- o Reduce expenditure for Secretary by \$9,133
- o Reduce overtime by \$3,000
- o Adjust fringe expense accordingly
- o Reduce Materials & Services amounts to reflect reduced staffing level
- o Reduce Office Furniture and Equipment by \$5,000

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**Motion:** Councilor Gardner moved to reduce expenditure for an added Legal Counsel position by \$45,000, authorize 1.0 FTE secretary position, reduce the overtime to \$1,500 and eliminate temporary help line item

**Vote:** All Committee members present voted aye. The motion carried unanimously.

**Motion:** Councilor Gardner moved adoption of proposed Materials & Services and Capital Outlay changes proposed by Council Administrator

**Vote:** All Committee members presented voted aye. The motion carried unanimously.

**Issue:** Public Affairs Budget

**Recommendations from Council Administrator:**

- o Reduce Computer Software by \$4,975
- o Reduce Subscriptions by \$1,538
- o Reduce Printing Services by \$1,500
- o Reduce Telephone by \$1,310
- o Reduce Travel by \$3,060
- o Reduce Office Furniture and Equipment by \$9,934

**Motion:** Councilor Devlin moved adoption of recommended reductions except reduce Computer Software by only one computer including related Office Furniture and Equipment.

**Vote:** Committee members Collier, Devlin, Van Bergen, Brickley and Saucy voted aye; members Gardner and Wyers voted nay. The motion carried.

**Issue:** Finance and Administration

**Accounting**

**Recommendations from Council Administrator:**

- o Reduce Clerk I request by \$7,935 and overtime by \$1,750
- o Reduce Office Supplies by \$2,702
- o Reduce Travel by \$964
- o reduce Training and Conferences by \$500
- o Reduce Other Purchased Services by \$2,000

**Motion:** Councilor Collier moved adoption of recommended reduction of the Clerk I, but keep the \$1,750 for overtime.

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Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Gardner moved adoption of recommended reduction of \$2,702 for Office Supplies, set the Travel line item at \$2,464, set the Training and Conferences line item at \$4,560 and set the Other Purchased Services line item at the originally proposed \$15,000.

Vote: Councilor Devlin voted nay; all other Committee members voted aye. The motion carried.

Support Services:

Recommendations from Council Administrator:

- o Add \$18,803 for salary and adjust fringe cost accordingly (Receptionist position)
- o Delete Courier position and maintain current level of service
- o Reduce Printing Supplier by \$10,277
- o Reduce Fuels and Lubricants by \$1,200
- o Reduce Misc. Professional Services by \$9,261
- o Reduce Maintenance & Repair-Vehicles by \$1,260
- o Reduce Maintenance & Repairs-Equipment by \$22,707
- o Reduce Lease Payments-Vehicles by \$4,500
- o Reduce Telephone by \$7,200
- o Reduce Postage by \$14,935
- o Reduce Office Equipment by \$13,500

Motion: Councilor Collier moved to add \$18,803 for salary and adjust fringe cost accordingly reflecting budgeting Receptionist in the Support Service Fund in F&A where it is currently budgeted, and to delete the Courier position and maintain the current level of service.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Gardner moved to set the Printing Supplies line item at \$50,000.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Gardner moved to accept the recommended budget reductions for Fuels and Lubricants, Lease Payments-Vehicles and Maintenance & Repair-Vehicles.

Vote: All Committee members present voted aye. The motion carried unanimously.



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Motion: Councilor Devlin moved to accept the recommended budget reduction for Misc. Professional Services.

Vote: Chair Van Bergen voted nay, all other Committee members present voted aye. The motion carried.

Motion: Councilor Collier moved a budget note to include direction that there be some type of storage, file review and purging policy agency-wide.

Vote: Councilor Gardner voted nay, all other Committee members present voted aye. The motion carried.

Motion: Councilor Gardner moved to accept the recommended budget reduction for Maintenance & Repair-Equipment.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Collier moved to accept the recommended budget reductions for Telephone and Postage.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Collier moved to ignore the recommended budget reduction in Office Equipment (stapler, cutter and folder) and eliminate an equal sum for that function in the appropriate account.

Vote: All Committee members present voted aye. The motion carried unanimously.

Financial Planning:

Recommendations from Council Administrator:

- o Add the Assistant Regional Planner position responsible for the Administration of the Passport Builders License Program
- o Increase following categories for Passport Builders License Program: Office Supplier, \$300; Travel, \$200; and Meetings, \$200. Add \$500 for Postage and \$39,449 for Payments to Other Agencies
- o Support Service Fund revenue page needs to be changes to reflect addition of Builders Passport License Program; \$62,500 for building license fee receipts, \$20,000 transfer from Planning Fund, \$30,000 included in Support Service Fund unappropriated balance
- o Increase Misc. Professional Services by \$25,000
- o Reduce Office Furniture and Equipment by \$25,000

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Motion: Councilor Gardner moved to put the funding for the Assistant Regional Planner position and all associated Materials & Services costs in Construction Management/Contracts office in F&A and any shortfall associated with the position be made up by transfer of excise tax revenue from the General Fund.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Gardner moved to adopt the recommended increase in Misc. Professional Services and the plan for the scope of the study and the make-up of the committee would return for Council approval prior to expenditures.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Collier moved approval of the recommended reductions in Office Furniture and Equipment.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Devlin moved to add \$1,000 to Misc. Professional Services for the purpose of evaluating additional software "budget module" for next fiscal year.

Vote: Councilor Collier voted nay, all other Committee members present voted aye. The motion carried.

Data Processing:

Recommendations from Council Administrator:

- o Reduce expenditure for DP Analyst position (\$32,809) and DP Programmer position (\$31,049)
- o Reduce expenditure for Secretary by \$14,753
- o Reduce Office Supplies by \$10,114
- o Reduce Computer Software by \$4,940
- o Reduce Subscriptions by \$1,475
- o Reduce Training and Conferences by \$7,825
- o Reduce Office Furniture and Equipment by \$40,000

Robert Wattenburg, Portland, addressed the Committee regarding the DP requests saying he felt the Committee should be supportive of those requests.

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Motion: Councilor Devlin moved to not accept the recommendations for Office Supplies, Computer Software, Subscriptions and to reduce Training and Conferences by only \$2,825.

Vote: Councilors Collier and Wyers voted nay, all other Committee members voted aye. The motion carried.

Motion: Councilor Gardner moved to accept the recommendation to delete the Programmer position, but not to accept the recommendation to delete the System Analyst position and to accept the recommendation to reduce the Secretary position to half time and adjust fringe.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Gardner moved to accept the recommendation to reduce Office Furniture and Equipment.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Collier moved the following budget note: that the Data Processing Department will produce an agency-wide plan including Metro ERC and report to Council with that plan no later than January 1, 1991.

Vote: All Committee members present voted aye. The motion carried unanimously.

Construction Management/Contract Office:

Recommendations from by Council Administrator:

- o Combine Construction Management budget with Contract Office budget; eliminate expenditures to implement a centralized purchasing system; budget funds to undertake purchasing study
- o Include entire Construction Manager position in this budget
- o Delete Purchasing Manager position
- o Restore Senior Management Analyst position
- o Delete two Associate Management Analyst positions
- o Delete one Secretary position; add .5 FTE Accounting Clerk I position
- o Add .20 Administrative Secretary position
- o Eliminate one half temporary Assistant Engineer position
- o Adjust Fringe accordingly
- o Reduce Office Supplies by \$9,005
- o Reduce Computer Software by \$2,000

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- o Reduce Subscriptions by \$300
- o Reduce Ads and Legal by \$3,000
- o Reduce Printing by \$1,500
- o Reduce Travel by \$1,200
- o Reduce Training by \$2,000
- o Reduce Office Equipment by \$8,000

**Motion:** Councilor Collier moved acceptance of all the recommended reductions.

**Vote:** All Committee members present voted aye. The motion carried unanimously.

Chair Van Bergen recessed the meeting at 9:27 p.m. The meeting reconvened at 9:37 p.m.

**Personnel Department:**

**Recommendations from by Council Administrator:**

- o Add \$40,413 for Senior Management Analyst position
- o Delete \$29,812 for Associate Management position
- o Add \$17,962 for Secretary position
- o Delete \$6,903 for full-time Secretary position and budget the position at a half-time level
- o Increase M&S buy \$4,755 to reflect additional costs to provide service to MERC

**Motion:** Councilor Collier moved the Personnel Office budget remain the same as is printed with the exception of an Associate Management Analyst position to be placed in charge of labor relations at the \$40,413 level with appropriate fringes be added to this budget.

**Vote:** All Committee members present voted aye. The motion carried unanimously.

**Issue: Metropolitan Exposition-Recreation Commission**

**Recommendations from Council Administrator**

- o Reduce Personal Services by \$121,572
- o Reduce Miscellaneous Professional Services by \$50,000

**Motion:** Councilor Gardner moved to recommend creation of Metro ERC Management Fund as described in Mr. Carlson's memo, that the Misc. Professional Services line item be increased by \$97,415 and the creation of the \$75,000 Contingency line item.

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Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Collier moved to remove the Purchasing person from the MERC Management Fund budget until the results of the Purchasing Study are known and that Purchasing remain as it is currently and increase Contingency by \$40,000.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Collier moved that the \$56,000 allocated for outside legal assistance pertaining to labor negotiations and OLCC work be eliminated from the MERC Management Fund budget and that the money be put in the appropriate budget's Contingency line item.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Gardner moved that the Committee recommend the Study investigate regional funding sources for the existing system of sports, spectator and performing arts facilities and reduce the total amount to \$50,000 to be shared equally by MERC and Metro through its excise tax revenue.

Vote: Committee members Gardner and Saucy voted aye. All other Committee members present voted nay. The motion failed.

Issue: General Fund

Regional Facilities:

Recommendations from Council Administrator:

- o Eliminate Asst. Regional Planner position
- o Eliminate Sr. Engineer position
- o Add \$5,984 for .2 FTE Admin. Secretary
- o Reduce Office Supplies by \$1,100
- o Reduce Printing Supplies by \$1,250
- o Add \$35,000 to Misc. Professional Services
- o Reduce Maintenance & Repair-Equipment by \$1,000
- o Reduce Printing Services by \$2,500
- o Reduce Typesetting by \$500
- o Reduce Telephone by \$2,200

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- o Reduce Postage by \$4,000, Travel by \$3,250, Training by \$1,500 and Meetings by \$1,250
- o Reduce Purchase of Office

Motion: Councilor Collier moved to accept the above recommendations and move the program from the Executive Management fund to the General Fund.

Vote: Committee members Collier, Devlin, Gardner, Saucy and Brickley voted aye. Committee members Van Bergen and Wyers voted nay. The motion carried.

Motion: Councilor Devlin moved to add \$97,415 to the PULVA contract in the Oregon Convention Center Fund.

Vote: All Committee members present voted aye. The motion carried unanimously.

Executive Management Fund:

Recommendations from the Council Administrator:

- o Reduce Receptionist by \$18,803 and Fringe by \$5,829
- o Reduce Misc. Professional Services by \$10,000
- o Reduce Training and Conferences by \$5,000

Motion: Councilor Wyers moved to accept the recommended reductions in the Executive Management Fund.

Vote: All Committee members present voted aye. The motion carried unanimously.

Council Office

Motion: Councilor Wyers moved to add \$10,000 to Misc. Professional Services for the institution of cable coverage of Council meetings; staff to prepare a resolution to that effect for Council adoption.

Vote: Committee member Saucy voted nay, all other Committee members present voted aye. The motion carried.

Proposed Policy Budget Note Recommended by Council Administrator:

In regard to transfers to the Support Service Fund, the following policies shall apply:

- It is the intent that transfers shall be made on a monthly basis as expenditures occur in the Support Service Fund. The exception to this rule is on July 1, 1990, 2/12th's of

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the budgeted transfer (based on the Cost Allocation Plan) shall be made from each affected fund. Thereafter, transfers shall be made on a monthly basis on the basis of actual monthly costs in the Support Service Fund and a reconciliation on the final transfer amount will be made at the close of the fiscal year.

- The transfer of resources from the General Fund for transfer reduction shall be one-half of the General Fund Beginning Fund Balance, but shall not exceed \$\_\_\_\_\_. It shall be used to reduce transfers from affected funds based on the proportion of those funds' indirect costs. This transfer shall occur no earlier than May 1, 1991.
- The transfer of resources from the General Fund for the Regional Facilities Study shall start no sooner than September 1, 1990.

The transfer of resources from the General Fund to the Planning and Development Fund and the Transportation Fund shall be made monthly on the basis of actual expenditures in the receiving fund.

Motion: Councilor Gardner moved adoption of the Budget Note.

Vote: All Committee members present voted aye. The motion carried unanimously.

Issue: Solid Waste

Recommendations from Council Analyst:

- o Reduce Misc. Professional Services by \$90,000 (\$40,000 for methane gas study, \$50,000 household hazardous waste collection event)

Motion: Councilor Gardner moved adoption of the recommended reduction.

Vote: All Committee members present voted aye. The motion carried unanimously.

- o Reduce Misc. Professional Services for 1% for Recycling Program by \$150,000 (from \$500,000 to \$350,000) and delete \$6,000 for a contract to produce a new puppet show.

Motion: Councilor Devlin moved adoption of the recommended reductions.

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Vote: All Committee members present voted aye. The motion carried unanimously.

Issue: Records Management System for Solid Waste

Bob Martin, Solid Waste Director, outlined for the Committee what would be purchased with the \$50,000 being requested for a records management system for his department.

Motion: Councilor Gardner moved adoption of the Solid Waste Committee's recommendation to add \$50,000 to the Solid Waste budget for a records management system.

Vote: All Committee members present voted aye. The motion carried unanimously.

Motion: Councilor Collier moved the addition of a Zoo Waste Reduction Exhibit line item in the amount of \$20,000.

Vote: All Committee members present voted aye. The motion carried unanimously.

There being no further business, the meeting was adjourned at 12:25 p.m.

Respectfully submitted,



Ann Brunson  
Committee Clerk

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