



METRO

DATE: April 14, 1994  
 MEETING: Metro Council  
 DAY: Thursday  
 TIME: 4:00 p.m.  
 PLACE: Metro Council Chamber

Approx.  
 Time\*

Presented  
 By

4:00 CALL TO ORDER/ROLL CALL

1. INTRODUCTIONS
2. CITIZEN COMMUNICATIONS TO THE COUNCIL ON NON-AGENDA ITEMS

4:05 3. EXECUTIVE OFFICER COMMUNICATIONS

(20 min.) 3.1 Introduction to Oregon Children's Theatre

(20 min.) 3.2 Briefing on Process To-Date Related to Greenspaces Public Opinion and Preliminary Direction for a Bond Measure Proposal

(10 min.) 3.3 Briefing on Metro Washington Park Zoo Parking Lot Issues

4:55 4. CONSENT AGENDA (Action Requested: Motion to Adopt the Consent Agenda)  
 (5 min.)

4.1 Minutes of March 24, 1994

REFERRED FROM THE FINANCE COMMITTEE

4.2 **Resolution No. 94-1928**, For the Purpose of Confirming the Appointment of David Smith to the Investment Advisory Board

4.3 **Resolution No. 94-1924**, For the Purpose of Confirming the Appointment of Peggy J. Miller and Virginia V. Benware to the Investment Advisory Board

REFERRED FROM THE REGIONAL FACILITIES COMMITTEE

4.4 **Resolution No. 94-1931**, For the Purpose of Authorizing the Metro Washington Park Zoo to Establish a Multi-Year Contract for Catering Sales Services

4.5 **Resolution No. 94-1934**, For the Purpose of Authorizing Parks and Greenspaces to Solicit Proposals and Establish a Multi-Year Contract for Video Documentation of Smith & Bybee Lakes

4.6 **Resolution No. 94-1935**, For the Purpose of Authorizing Parks and Greenspaces to Solicit Proposals and Establish a Multi-Year Contract for Paleolimnological Investigation of Smith and Bybee Lakes

For assistance/services per the Americans with Disabilities Act (ADA), dial TDD 797-1804 or 797-1534 (Clerk).

\* Times are approximate; items may not be considered in the exact order listed.

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5:00  
(5 min.)

**5. ORDINANCES, FIRST READINGS**

- 5.1 Ordinance No. 94-539**, 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 (Action Requested: Refer to the Planning and Finance Committees)
- 5.2 Ordinance No. 94-540**, An Ordinance Amending the FY 1993-94 Budget and Appropriations Schedule for the Purpose of Transferring \$28,798 from the Finance and Management Information Capital Outlay Account to Fund the Purchase of Canon Copiers and Network Equipment and Declaring an Emergency (Action Requested: Refer to the Finance Committee)
- 5.3 Ordinance No. 94-541**, An Ordinance Amending the FY 1993-94 Budget and Appropriations Schedule For the Purpose of Reflecting Funding Increases Due to Delivered Solid Waste Tonnage in Excess of Budget Expectations, Restoring Funding for the Neighborhood Annual Cleanup Program, Recognizing New Grant Funds and Related Expenditures, Funding Unanticipated Personal Services Requirements, and Transferring Appropriations Within the Solid Waste Revenue Fund and the Rehabilitation and Enhancement Fund, and Declaring an Emergency (Action Requested: Refer to the Solid Waste and Finance Committee)
- 5.4 Ordinance No. 94-542**, For the Purpose of Repealing Ordinance No. 94-531 Due to Metro Waste Disposal Services Contract Amendment No. 4, Which Will Allow Reduction of Metro's Solid Waste Disposal Rate by Separate Ordinance, and Declaring an Emergency (Action Requested: Refer to the Solid Waste and Finance Committees)
- 5.5 Ordinance No. 94-543**, For the Purpose of Amending Metro Code Chapter 5.02 to Reduce and Otherwise Adjust Disposal Fees Charged at Metro Solid Waste Facilities, Provide for Special Exemptions from Fees and Establish Covered Load Rebates, Effective September 1, 1994 (Action Requested: Refer to the Solid Waste and Finance Committees)
- 5.6 Ordinance No. 94-544**, An Ordinance Amending the FY 1993-94 Budget and Appropriations Schedule to Reflect Operational Needs at MERC Facilities, Complete Work on the MERC Business Plan, and Declare an Emergency (Action Requested: Refer to the Regional Facilities and Finance Committees)
- 5.7 Ordinance No. 94-545**, An Ordinance Amending the FY 1993-94 Budget and Appropriations Schedule to Reflect Operational Needs at the Metro Washington Park Zoo, and Declaring an Emergency (Action Requested: Refer to the Finance Committee)
- 5.8 Ordinance No. 94-546**, For the Purpose of Amending Franchise No. 12 for Pemco, Inc. to Authorize an Additional Temporary Location for Treatment of Petroleum Contaminated Soil and Declaring an Emergency (Action Requested: Refer to the Solid Waste Committee)

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**6. ORDINANCES, SECOND READINGS**

REFERRED FROM THE SOLID WASTE AND FINANCE COMMITTEES

- 5:05  
(10 min.)
- 6.1 Ordinance No. 94-536**, An Ordinance Amending Ordinance No. 93-487A Revising the FY 1993-94 Budget and Appropriations Schedule For the Purpose of Funding a Request from the North Portland Enhancement Committee to Provide Grants from the Rehabilitation and Enhancement Fund, North Portland Enhancement Account, for New Construction to Fund an Improvement Project at Delauney Family of Services and for Project Start-Up of the Multnomah Community Development Corporation; and Declaring an Emergency PUBLIC HEARING (Action Requested: Motion to Adopt the Ordinance)
- Hansen/  
Monroe

REFERRED FROM THE FINANCE COMMITTEE

- 5:15  
(10 min.)
- 6.2 Ordinance No. 94-533**, For the Purpose of Amending Metro Code Sections 5.02.055 and 7.01.080 Relating to the Collection of User Fees and Excise Taxes from Franchised and Other Designated Solid Waste Facilities, and Declaring an Emergency PUBLIC HEARING (Action Requested: Motion to Adopt the Ordinance)
- McLain
- 5:25  
(10 min.)
- 6.3 Ordinance No. 94-538**, An Ordinance Amending Metro Code 2.06.030(b) and 2.06.030(b)(1); and Declaring an Emergency PUBLIC HEARING (Action Requested: Motion to Amend the Ordinance Title and Adopt the Ordinance as Amended)
- Devlin

**7. RESOLUTIONS**

REFERRED FROM THE PLANNING COMMITTEE

- 5:35  
(10 min.)
- 7.1 Resolution No. 94-1947**, For the Purpose of Authorizing a Contract with Spangle Associates for the Development of Model Land Use and Development of Regulation for Mitigating Seismic Risks in the Portland Metropolitan Area (Action Requested: Motion to Adopt the Resolution)
- Gates
- 5:45  
(10 min.)
- 7.2 Resolution No. 94-1950**, For the Purpose of Making Citizen Appointments to the Transportation Policy Alternatives Committee (Action Requested: Motion to Adopt the Resolution)
- Moore

REFERRED FROM THE SOLID WASTE COMMITTEE

- 5:55  
(10 min.)
- 7.3 Resolution No. 94-1940**, For the Purpose of Expressing Metro Council Support for the "Bottoms Up, Threes Down" Campaign to Boycott and Eliminate PVC(#3) Containers (Action Requested: Motion to Adopt the Resolution)
- McLain
- 6:05  
(10 min.)
- 7.4 Resolution No. 94-1941**, For the Purpose of Revising Chapter 5 of the Regional Solid Waste Management Plan and Adjusting Tonnages at Metro Facilities (Action Requested: Motion to Adopt the Resolution)
- Monroe

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REFERRED FROM THE REGIONAL FACILITIES COMMITTEE

- 6:15  
(10 min.)
- 7.5 Resolution No. 94-1942A**, For the Purpose of Establishing a Metropolitan Greenspaces Blue Ribbon Committee to Advise Metro Council on the Characteristics of Greenspaces General Obligation Bond Measure (Action Requested: Motion to Adopt the Resolution)
- Gates

BEFORE THE METRO CONTRACT REVIEW BOARD

- 6:25  
(10 min.)
- 7.6 Resolution No. 94-1946A**, For the Purpose of Authorizing the Release of Request for Proposal for the Metro Washington Park Zoo's Oregon Project and Authorizing a Multi-Year Design Contract with the Selected Design Team (Action Requested: Motion to Adopt the Resolution)
- McFarland
- 6:35  
(10 min.)
- 7.7 Resolution No. 94-1944**, For the Purpose of Confirming the Appointment of Alice Norris to the Metropolitan Exposition-Recreation Commission (Action Requested: Motion to Adopt the Resolution)
- Gates
- 6:45  
(10 min.)
- 7.8 Resolution No. 94-1948**, For the Purpose of Recommending to Multnomah County a Reallocation of \$600,000 of Transient Lodging Tax Proceeds for Three Years, to Provide Operating Support to the Portland Center for the Performing Arts (Action Requested: Motion to Adopt the Resolution)
- Hansen

REFERRED FROM THE FINANCE COMMITTEE

BEFORE THE METRO CONTRACT REVIEW BOARD

- 6:55  
(10 min.)
- 7.9 Resolution No. 94-1929A**, For the Purpose of Authorizing Issuance of a Request for Proposals and Execution of a Multi-Year Consultant Contract for a Metro Information Systems Strategic Plan (Action Requested: Motion to Adopt the Resolution)
- Kvistad
- 7:05
- 8. COUNCILOR COMMUNICATIONS AND COMMITTEE REPORTS**
- 7:15
- ADJOURN**

Meeting Date: April 14, 1994  
Agenda Item No. 4.1

MINUTES



**METRO**

DATE: April 8, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

FROM: Paulette Allen, Clerk of the Council *PA*

RE: AGENDA ITEM NO. 4.1; MINUTES

The Council meeting minutes of March 24, 1994, will be distributed in advance on or before Wednesday, April 13, and copies of same will be available at the Council meeting April 14.

Meeting Date: April 14, 1994  
Agenda Item No. 4.2

RESOLUTION NO. 94-1928

FINANCE COMMITTEE REPORT

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RESOLUTION NO. 94-1928 CONFIRMING THE APPOINTMENT OF DAVID SMITH  
TO THE INVESTMENT ADVISORY BOARD

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Date: April 1, 1994

Presented By: Councilor Devlin

**COMMITTEE RECOMMENDATION:** At its March 23, 1994 meeting the Committee voted unanimously to recommend Council adoption of Resolution No. 94-1928. Committee members present and voting were Councilors Devlin, Kvistad, Monroe and Van Bergen. Councilors Buchanan, Gardner, and McLain were absent...

**COMMITTEE DISCUSSION/ISSUES:** Craig Prosser, Financial Planning Manager, presented the Staff Report. He pointed out that Ordinance No. 94-538 on the Committee's agenda, if adopted, will expand the membership of the Investment Advisory Board from 3 to 5 members. Mr. David Smith is appointed to fill one of the new positions. He stated that Mr. Smith is very qualified to serve as a member of the Advisory Board in that he has served as the Treasurer of the City of Portland for over sixteen years and has administered an investment portfolio in excess of \$300 million. In addition he is a member of a state task force reviewing state legislation concerning public agency investments and has served on the Metro Investment Advisory Board during the 1980's. There were no questions from the Committee.



BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CONFIRMING ) RESOLUTION NO. 94-1928  
THE APPOINTMENT OF DAVID SMITH TO )  
THE INVESTMENT ADVISORY BOARD ) Introduced by Rena Cusma  
 ) Executive Officer

WHEREAS, The Metro Code, Section 2.06.030, provides that the Council confirms members to the Investment Advisory Board; and,

WHEREAS, The Investment Officer recommends David Smith to serve as a new member of the Investment Advisory Board; and,

WHEREAS, The Council finds that David Smith is exceptionally qualified to carry out these duties, now, therefore,

BE IT RESOLVED,

That David Smith is hereby confirmed for appointment as a member of the Investment Advisory Board for the term ending October 31, 1996.

ADOPTED by the Metro Council this \_\_\_\_ day of \_\_\_\_\_, 1994.

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Judy Wyers, Presiding Officer

## STAFF REPORT

### CONSIDERATION OF RESOLUTION NO. 94-1928 CONFIRMING THE APPOINTMENT OF DAVID SMITH TO THE INVESTMENT ADVISORY BOARD.

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Date: March 10, 1994

Presented by: Howard Hansen

#### FACTUAL BACKGROUND AND ANALYSIS

Metro Code, Section 2.06.030, includes the creation of the Investment Advisory Board. One provision of this Code requires the Investment Officer to recommend to the Council for confirmation those persons who shall serve on the Board to discuss and advise on investment strategies, banking relationships, the legality and probity of investment activities, and the establishment of written procedures for the investment operation.

The code section 2.06.030(b) is being amended to expand the board from three to five members.

The Executive Officer, acting as the Investment Officer, recommends confirmation of appointment for David Smith to serve as an additional member of the board, with a term of office ending October 31, 1996.

Mr. Smith has served as Treasurer for the City of Portland for over sixteen years, administering a portfolio of \$300 million. Mr. Smith also serves as Treasurer for the City of Portland Fire and Police Disability and Retirement Board. He is a member of the ORS 294 Task Force which is reviewing state legislation concerning public agency investments, and has served on Metro's Investment Advisory Board in the 1980s. He has earned a degree in Finance from Oregon State University.

#### EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 94-1928.

Meeting Date: April 14, 1994  
Agenda Item No. 4.3

RESOLUTION NO. 94-1924

FINANCE COMMITTEE REPORT

RESOLUTION NO. 94-1924 CONFIRMING THE APPOINTMENT OF PEGGY J. MILLER AND VIRGINIA V. BENWARE TO THE INVESTMENT ADVISORY BOARD

Date: April 1, 1994

Presented By: Councilor Devlin

**COMMITTEE RECOMMENDATION:** At its March 23, 1994 meeting the Committee voted unanimously to recommend Council adoption of Resolution No. 94-1924. Committee members present and voting were Councilors Devlin, Kvistad, Monroe and Van Bergen. Councilors Buchanan, Gardner and McLain were absent.

**COMMITTEE DISCUSSION/ISSUES:** Mr. Craig Prosser, Financial Planning Manager, presented the Staff Report. He pointed out the two appointments are necessary to fill a vacant position and a new position on the Advisory Board which will occur if the Council adopts Ordinance No. 94-538. He indicated that Ms. Virginia Benware has been appointed by the Executive Officer to the vacant position which term ends on October 31, 1995. He referred the Committee to her extensive qualifications for the position which include her current position as a financial planner for IDS Financial Services Inc. and over 12 years experience in public administration in finance and management positions.

Mr. Prosser stated that Ms. Peggy Miller has been appointed to server in the new position which term expires on October 31, 1996. Again he referred the Committee to review her good qualifications for the position including her current position as Chief Financial Officer for Biojet Medical Technologies, Inc. and a past financial positions with OHSU and a senior manager position with Arthur J. Andersen and Co.

There were no questions from the Committee.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CONFIRMING ) RESOLUTION NO. 94-1924  
THE APPOINTMENT OF PEGGY J. MILLER )  
AND VIRGINIA V. BENWARE TO THE ) Introduced by Rena Cusma  
INVESTMENT ADVISORY BOARD ) Executive Officer

WHEREAS, The Metro Code, Section 2.06.030, provides that the Council confirms members to the Investment Advisory Board; and,

WHEREAS, Patricia Shaw has been serving as a member of the Investment Advisory Board since July 22, 1993, and left the Board January 7, 1994; and,

WHEREAS, The Investment Officer recommends Virginia V. Benware to serve the remaining term of Patricia Shaw; and,

WHEREAS, this code section has been amended to increase the size from three to five members; and,

WHEREAS, The Investment Officer recommends Peggy J. Miller to serve as a new member of the Investment Advisory Board; and,

WHEREAS, The Council finds that Virginia V. Benware and Peggy J. Miller are exceptionally qualified to carry out these duties, now, therefore,

BE IT RESOLVED,

That Virginia V. Benware is hereby confirmed for appointment as a member of the Investment Advisory Board for the term ending October 31, 1995, and, Peggy J. Miller is hereby confirmed for appointment as a member of the Investment Advisory Board for the term ending October 31, 1996.

ADOPTED by the Metro Council this \_\_\_\_\_ day of \_\_\_\_\_, 1994.

\_\_\_\_\_  
Judy Wyers, Presiding Officer

## STAFF REPORT

### CONSIDERATION OF RESOLUTION NO. 94-1924 CONFIRMING THE APPOINTMENT OF PEGGY J. MILLER AND VIRGINIA V. BENWARE TO THE INVESTMENT ADVISORY BOARD.

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Date: March 2, 1994

Presented by: Howard Hansen

## FACTUAL BACKGROUND AND ANALYSIS

Metro Code, Section 2.06.030, includes the creation of the Investment Advisory Board. One provision of this Code requires the Investment Officer to recommend to the Council for confirmation those persons who shall serve on the Board to discuss and advise on investment strategies, banking relationships, the legality and probity of investment activities, and the establishment of written procedures for the investment operation.

On July 22, 1993 Patricia Shaw was appointed to the Investment Advisory Board, and she left the board January 7, 1994.

The Executive Officer, acting as the Investment Officer, recommends confirmation of appointment for Virginia V. Benware to serve the remaining term for Ms. Shaw, which ends October 31, 1995.

Ms. Benware is employed as Personal Financial Planner for IDS Financial Services Inc. where she has been since 1991. Her duties include business development, financial analysis and investment advice to a broad range of clientele from small business owners to retirees. She holds the NASD Series 7 and 63 licenses.

She has over twelve years of experience in public administration, general management, finance and budget, organizational and strategic planning, and personnel.

She holds a Bachelor of Arts degree in Sociology from the University of Nevada, and a Master of Public Administration degree from the Kennedy School of Government at Harvard University.

Ms. Benware's educational, employment, and professional experience confirm her ability to assist in the efforts of the Investment Advisory Board.

The code section 2.06.030(b) is being amended to expand the board from three to five members.

The Executive Officer, acting as the Investment Officer, recommends confirmation of appointment for Peggy J. Miller to serve as an additional member of the board, with a term of office ending October 31, 1996.

Staff Report  
Resolution 94-1924

Ms. Miller is employed as Vice President and Chief Financial officer for Bioject Medical Technologies, Inc. where she has been since February 1993. She is one of three senior officers responsible for management of this publicly traded corporation, and her duties include fiscal management and planning, fiscal information systems, investment of reserve funds, and operation of the Accounting and Finance Department.

In previous employment, she has served as Vice President for Finance of Oregon Health Sciences University, Senior Manager for Arthur Andersen and Co., and Vice President for Finance of ALPKEM Corporation.

She holds a Bachelor of Science (with honors) degree from Portland State University, and has held a Certified Public Accountant designation for over ten years.

Ms. Miller's educational, employment, and professional experience confirm her ability to assist in the efforts of the Investment Advisory Board.

**EXECUTIVE OFFICER'S RECOMMENDATION**

The Executive Officer recommends approval of Resolution No. 94-1924.

Meeting Date: April 14, 1994  
Agenda Item No. 4.4

RESOLUTION NO. 94-1931





**METRO**

DATE: April 8, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

FROM: Paulette Allen, Clerk of the Council *PA*

RE: AGENDA ITEM NO. 4.4; RESOLUTION NO. 94-1931

The Regional Facilities Committee report on the above-referenced resolution will be distributed in advance to Councilors and available at the Council meeting April 14, 1994.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING )  
THE METRO WASHINGTON PARK ZOO )  
TO ESTABLISH A MULTI-YEAR )  
CONTRACT FOR CATERING SALES )  
SERVICES )

RESOLUTION NO. 94-1931

Introduced by Rena Cusma  
Executive Officer

WHEREAS, The 1993-94 FY Contracts list authorized the Metro Washington Park Zoo to establish a type "B" contract for the Group Sales Program: Events, Tickets & Tours at a cost of \$28,500; and

WHEREAS, the Zoo initially established a \$28,000 personal services contract no. 902474 with Diane Martin for that purpose and has now limited her duties to strategizing and direct mail activities not to exceed \$14,000; and

WHEREAS, the Zoo now seeks to establish a new \$21,000 multi-year personal services contract for a person to solely sell catered events and plans to fund the contract through the \$14,000 in 1993-94 FY savings and \$7,000 in the proposed 1994-95 budget; and

WHEREAS, section 2.04.033 (1) of the Metro Code requires the Council to approve any contract which commits the District to the expenditure of revenues or appropriations not otherwise provided for in the current fiscal year budget, and

WHEREAS, the proposed action merely divides a contract for a previously approved program, does not propose any additional funding, and an aggressive marketing effort is critical to the accomplishment of the ambitious 12%, 1994-95 sales goal; now, therefore,

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**BE IT RESOLVED,**

That the Metro Council, pursuant to Metro Code Section 2.04.033 (1) hereby authorizes the attached request for proposals for an additional group sales contract, and subsequently authorizes the Executive Officer to execute a multi-year contract with the most advantageous proposer.

**ADOPTED** by the Metro Council this \_\_\_\_\_ day of \_\_\_\_\_, 1994.

\_\_\_\_\_  
**Judy Wyers, Presiding Officer**

## REQUEST FOR PROPOSALS

### I. PROPOSAL

The Metro Washington Park Zoo is soliciting Proposals for firms to act as an independent contractor for the sale of catered events at the Metro Washington Park Zoo to businesses, organizations, convention groups and other groups. Proposals must be enclosed in a sealed envelope and mailed or delivered to Teresa Metke, Visitor Services Manager, Metro Washington Park Zoo, 4001 SW Canyon Road, Portland, Oregon 97221, no later than 3:00 p.m. PDT,.....1994, at which time they will be opened and evaluated in accordance with the process herein outlined.<sup>1</sup>

### II. BACKGROUND OF PROJECT

For several years, the Zoo has been developing a group sales and catering business. We have a banquet room, a full-time catering manager, chef, award-winning group sales promotional materials and a great track record of satisfied clients. Much of the business to date has come by word-of-mouth. The Zoo currently does approximately \$350,000 in catering sales per year. Approximately 75% of this is in company picnics and other outdoor events, 15% is in Christmas parties and 10% is in company dinners and functions. It is the intent of this RFP to build catering sales.

The Zoo anticipates a potential need for such services in an amount not to exceed \$50,000 over a three-year period, but shall only be bound by the hourly rate and other costs incurred in pursuit of the scope of work and at the director of the Zoo Visitor Services Manager.

### III. PROPOSED SCOPE OF WORK

The following tasks are to be undertaken by the contractor:

1. Prepare for review and approval by the Zoo Visitor Services Manager prospect goals for each of the following aspects of group businesses:
  - a) company picnics
  - b) Christmas parties
  - c) receptions, meetings and other corporate and association events
  - d) convention groups
2. Develop and carry out strategies for generating prospects and bookings including
  - a) developing new prospects and following up on past client business for potential future events. (The Zoo currently has a list of more than 1000 prospects plus 600 past customers.)
  - b) phone contacts
  - c) personal visits to potential prospects
  - d) tours of the facilities and familiarization with events
  - e) participation in group sales-related POVA and WCVA sponsored events and activities
3. Turn leads over to the catering staff when specific dates and events are ready to be booked.

### IV. INSURANCE

Section 4 of the attached Personal Services Agreement shall be limited to and revised to read:

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<sup>1</sup> A proposal may not be submitted by facsimile (FAX) transmittal unless so specified in the special conditions hereto attached.

Contractor shall purchase and maintain at Contractor's expense automobile bodily injury and property damage liability insurance. Metro, its elected officials, departments, employees and agents shall be named as additional insureds.

#### **V. QUALIFICATIONS AND EXPERIENCE**

The successful proposer will

- a) possess a demonstrated ability to perform the services requested in the Scope of Work
- b) have experience in sales and/or the hospitality industry
- c) be self motivated and able to work Independently

#### **VI. PROJECT ADMINISTRATION**

Teresa Metke, the Zoo Visitor Services Manager, is responsible for overseeing the contract.

The contractor and the Visitor Services Manager will establish annual and quarterly goals for bookings.

The contractor will meet weekly with the Visitor Services Manager and monthly with the Marketing Manager and Catering Coordinator. At the weekly meetings, a detailed written report will be given to the Visitor Services Manager, listing contacts made, status of potential bookings, etc. A quarterly report will summarize booking for the quarter and progress toward the annual goals.

#### **VII. PROPOSAL INSTRUCTIONS**

1. Three copies of the proposal shall be furnished to Teresa Metke, Metro Washington Park Zoo, 4001 SW Canyon Road, Portland, OR 97221.
2. Proposals will not be considered if received after 3 p.m., .....1994. Postmarks are not acceptable.
3. Proposals shall include the following information:
  - a) A detailed description of how you would perform the duties in the Scope of Work
  - b) Resumes of key persons who would be working on this contract
  - c) Information on past work of a similar in nature and the recommendations of satisfied clients
  - d) An hourly fee for your services.

#### **VIII. GENERAL PROPOSAL CONDITIONS**

1. This RFP represents the most definitive statement Metro will make concerning information upon which proposals are to be based. Any verbal information which is not contained in this RFP will not be considered by Metro in evaluating the proposals. All questions relating to the RFP or the project must be submitted in writing to Teresa Metke. Any questions which in the opinion of Metro warrant a written reply or RFP amendment will be furnished to all parties receiving a copy of this RFP. Metro will not respond to questions received after .....,1994.
2. This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to accept or reject any or all proposals as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this RFP.
3. Metro intends to award a personal services contract to the contractor selected for this project. A copy of the standard form contract which the contractor will be required to execute is attached.
4. Proposers are informed that the billing procedures of the selected contractor are subject to the review and prior approval of Metro before reimbursement of services can occur. A monthly billing, accompanied by a progress report will be prepared for review and approval.

5. References.

Through submission of a proposal, all respondents specifically agree to and release Metro to solicit, secure and confirm all background information provided. fully descriptive and complete information should therefore be provided to assist in this process and ensure the appropriate impact.

6. Non Collusion

All proposals must certify that no officer, agent, or employee of Metro has a pecuniary interest in this project or has participated in contract negotiations on behalf of Metro; that the proposal is made in good faith, without fraud, collusion, or connection of any kind with any other proposer for the same solicitation of proposals; the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person(s) or firm(s).

**IX. EVALUATION OF PROPOSALS**

1. Evaluation Procedure

Proposals that conform to the proposal instructions will be evaluated by a selection committee consisting of the Zoo Marketing Manager, the Zoo Visitor Services Manager, the Zoo Catering Manager and one person from the restaurant / hotel management field from outside the Zoo. The committee will select finalists to make oral presentations.

2. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- |  |           |
|--|-----------|
| a. Qualifications of individual or firm                          | 20 points |
| b. Previous experience (include references)                      | 20 points |
| c. Proposal (demonstrated ability to complete the Scope of Work) | 40 points |
| d. Fee   | 20 points |

**X. TERMS OF PAYMENT**

1. The maximum sum payable under this contract is \$ \_\_\_\_\_ (not to exceed \$50,000) over a three year period. The contract sum includes:

- a) hourly fee of \$ \_\_\_\_\_
- b) mileage at \$.29 per mile
- c) other approved expenditures as noted below

2. Time accounting methods shall include:

- a) detailed entries from calendar log sheets
- b) telephone log sheets

3. All other expenses such as postage, printing, material distribution, lodging and meals shall be billed at cost, must be approved in advance by the contract administrator, and shall not exceed \$500 per year.

4. Contractor shall invoice Metro on a monthly basis. Invoices should be mailed to Metro, 600 NE Grand Avenue, Portland, Oregon 97232-2736, with a duplicate copy to the Visitor Services Division, Metro Washington Park Zoo, 4001 SW Canyon Road, Portland, Oregon 97221.

5. Invoices shall be approved by the Zoo Assistant Director or Visitor Services Manager prior to payment.

6. Approved invoices shall be paid by Metro within a thirty (30) calendar day time frame commencing with receipt of invoice.

## **PERSONAL SERVICES CONTRACT**

The attached personal services contract represents a standard document approved by Metro General Counsel.

Any proposed changes in the language or construction of the document must be raised and resolved as a part of the RFP process.

METRO reserves the right to reevaluate alternative proposals if the finalist later requests material changes to this contract form.

**Personal Services Contract**

Project \_\_\_\_\_  
Contract Number \_\_\_\_\_

### PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between Metro, a metropolitan service district, organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, and \_\_\_\_\_, hereinafter referred to as "Contractor", located at \_\_\_\_\_.

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Duration. This personal services agreement shall be effective \_\_\_\_\_ and shall remain in effect until and including \_\_\_\_\_, unless terminated or extended as provided in this Agreement.
2. Scope of Work. Contractor shall provide all services and materials specified in the attached "Exhibit A - Scope of Work," which is incorporated into this Agreement by reference. All services and materials shall be provided by Contractor in accordance with the Scope of Work, in a competent and professional manner. To the extent that the Scope of Work contains additional contract provisions or waives any provision in the body of this Agreement, the Scope of Work shall control.
3. Payment. Metro shall pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the Scope of Work for maximum a sum not to exceed \_\_\_\_\_ DOLLARS AND \_\_\_\_/100THS (\$ \_\_\_\_).
4. Insurance.
  - a. Contractor shall purchase and maintain at the Contractor's expense, the following types of insurance, covering the Contractor, its employees, and agents:
    - (1) Broad form comprehensive general liability insurance covering bodily injury and property damage; with automatic coverage for premises, operations, and product liability. The policy must be endorsed with contractual liability coverage; and
    - (2) Automobile bodily injury and property damage liability insurance.
  - b. Insurance coverage shall be a minimum of \$500,000 per occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than \$1,000,000.
  - c. Metro, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS. Notice of any material change or policy cancellation shall be provided to Metro 30 days prior to the change or cancellation.



d. Contractor, its subcontractors, if any, and all employers working under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. Contractor shall provide Metro with certification of Workers' Compensation insurance including employer's liability. If Contractor has no employees and will perform the work without the assistance of others, a certificate to that effect may be attached, as Exhibit B, in lieu of the certificate showing current Workers' Compensation.

e. If required by the Scope of Work, Contractor shall maintain for the duration of this Agreement professional liability insurance covering personal injury and property damage arising from errors, omissions, or malpractice. Coverage shall be in the minimum amount of \$500,000. Contractor shall provide to Metro a certificate of this insurance, and 30 days' advance notice of material change or cancellation.

5. Indemnification. Contractor shall indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Agreement, or with any patent infringement or copyright claims arising out of the use of Contractor's designs or other materials by Metro and for any claims or disputes involving subcontractors.

6. Maintenance of Records. Contractor shall maintain all of its records relating to the Scope of Work on a generally recognized accounting basis and allow Metro the opportunity to inspect and/or copy such records at a convenient place during normal business hours. All required records shall be maintained by Contractor for three years after Metro makes final payment and all other pending matters are closed.

7. Ownership of Documents. All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by Contractor pursuant to this Agreement are the property of Metro, and it is agreed by the parties that such documents are works made for hire. Contractor hereby conveys, transfers, and grants to Metro all rights of reproduction and the copyright to all such documents.

8. Project Information. Contractor shall share all project information and fully cooperate with Metro, informing Metro of all aspects of the project including actual or potential problems or defects. Contractor shall abstain from releasing any information or project news without the prior and specific written approval of Metro.

9. Independent Contractor Status. Contractor shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Contractor be considered an employee of Metro. Contractor shall provide all tools or equipment necessary to carry out this Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Contractor is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement;

for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Contractor shall identify and certify tax status and identification number through execution of IRS form W-9 prior to submitting any request for payment to Metro.

10. Right to Withhold Payments. Metro shall have the right to withhold from payments due to Contractor such sums as necessary, in Metro's sole opinion, to protect Metro against any loss, damage, or claim which may result from Contractor's performance or failure to perform under this Agreement or the failure of Contractor to make proper payment to any suppliers or subcontractors.

11. State and Federal Law Constraints. Both parties shall comply with the public contracting provisions of ORS chapter 279, and the recycling provisions of ORS 279.545 - 279.650, to the extent those provisions apply to this Agreement. All such provisions required to be included in this Agreement are incorporated herein by reference. Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations including those of the Americans with Disabilities Act.

12. Situs. The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the state of Oregon and shall be conducted in the circuit court of the state of Oregon, for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

13. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstance, be assigned or transferred by either party.

14. Termination. This Agreement may be terminated by mutual consent of the parties. In addition, Metro may terminate this Agreement by giving Contractor 30 days prior written notice of intent to terminate, without waiving any claims or remedies it may have against Contractor. Termination shall not excuse payment for expenses properly incurred prior to notice of termination, but neither party shall be liable for indirect or consequential damages arising from termination under this section.

15. No Waiver of Claims. The failure to enforce any provision of this Agreement shall not constitute a waiver by Metro of that or any other provision.

16. Modification. Notwithstanding and succeeding any and all prior agreement(s) or practice(s), this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing(s), signed by both parties.

CONTRACTOR

METRO

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT B**

**WORKERS' COMPENSATION EXEMPTION CERTIFICATE**  
**for**  
**SMALL CORPORATIONS**

I certify that all labor necessary to complete the services described in the attached Agreement will be performed only by the undersigned and \_\_\_\_\_, and that each such person is an officer, director and owner of a substantial interest in \_\_\_\_\_, a corporation organized under the laws of the state of \_\_\_\_\_.

Dated this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_

**EXHIBIT B**

**NO EMPLOYEES CERTIFICATE**

The undersigned Contractor in the attached Metro Personal Services Agreement certifies:

1. I provide services under my own name or under the assumed business name shown on the attached agreement.
2. I have no employees.
3. I am not incorporated.
4. No employees of any employer will provide services in the performance of the attached Metro Personal Services Agreement.

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

## STAFF REPORT

### CONSIDERATION OF RESOLUTION NO. 94-1931 FOR THE PURPOSE OF APPROVING AN RFP FOR A NON-BUDGETED CONTRACT FOR CATERING SALES SERVICES

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**Date:** April 6, 1994

**Presented by:** Teresa Metke

#### FACTUAL BACKGROUND AND ANALYSIS

In 92/93, the Zoo entered into a contract, with options to renew subsequent years, with a person to sell catered events and help strategize and produce direct mail campaigns. With the growing attention on the Zoo's Catering Department to increase revenues, our current marketing strategies were evaluated. The results indicated that more of the sales person's time needed to be devoted exclusively to the catering sales rather than that of general marketing.

The current person's expertise is in strategizing and direct mail. With this in mind, we created an additional, new RFP for a person with a strong ability to capture catered events.

We significantly decreased the existing contract and, with the remaining money budgeted, created a new RFP for a person to solely sell catered events. This change does not result in any additional money for fiscal year 93/94, but simply divides money of a current contract.

An aggressive marketing presence, this outside sales effort, is an important link to the projected Catering sales increase. We estimate an additional \$ 132,284 in Catering sales for 93/94, and expect a 12% sales increase in 94/95. These revenue dollars are only attainable from new clients. An aggressive sales approach can help us attain our sales goals.

Meeting Date: April 14, 1994  
Agenda Item No. 4.5

RESOLUTION NO. 94-1934



**METRO**

DATE: April 8, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

FROM: Paulette Allen, Clerk of the Council *PA*

RE: AGENDA ITEM NO. 4.5; RESOLUTION NO. 94-1934

The Regional Facilities Committee report on the above-referenced resolution will be distributed in advance to Councilors and available at the Council meeting April 14, 1994.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING	)	RESOLUTION NO. 94-1934
PARKS AND GREENSPACES TO SOLICIT	)	
PROPOSALS AND ESTABLISH A	)	
MULTI-YEAR CONTRACT FOR VIDEO	)	
DOCUMENTATION OF SMITH AND	)	Introduced by Rena Cusma,
BYBEE LAKES	)	Executive Officer

WHEREAS, The 1993-94 FY Budget authorized the Parks and Greenspaces Department to establish various type "B" contracts for environmental education; and

WHEREAS, Parks and Greenspaces, pursuant to that authorization, intends to pursue an environmental education video documentation of Smith and Bybee Lakes; and

WHEREAS, the development of that video documentation will extend beyond the current fiscal year, and a carry-over of the funding has been requested in the proposed 1994-95 fiscal year budget; and

WHEREAS, Section 2.04.033 (1) of the Metro Code requires the Council to approve any contract which commits the district to the expenditure of revenues or appropriations not otherwise provided for in the current fiscal year budget, and

WHEREAS, the proposed action merely extends a previously authorized program and contract beyond the current fiscal year, does not propose any new funding, and is of utmost importance in documenting the historical, educational, and biological significance of the Smith and Bybee Lakes area; now, therefore,

////



**BE IT RESOLVED,**

**That the Metro Council, pursuant to Metro Code Section 2.04.033 (1) hereby authorizes the release of a request for proposals in substantial compliance with the document attached for Video Documentation of Smith and Bybee Lakes, and subsequently authorizes the Executive Officer to execute a multi-year contract with the most advantageous proposer.**

**ADOPTED by the Metro Council this \_\_\_\_\_ day of \_\_\_\_\_, 1994.**

**\_\_\_\_\_  
Judy Wyers, Presiding Officer**

ATTACHMENT A

REQUEST FOR PROPOSALS

PRODUCTION OF DOCUMENTARY  
VIDEO/FILM OF SMITH AND BYBEE LAKES

PROPOSAL

Metro hereby solicits informal written proposals for development of an audio/visual documentation of the historical, biological, and educational significance of the Smith and Bybee Lakes area in North Portland. The Smith and Bybee Lakes Natural Area is 2000 acres of lakes, wetlands, and uplands located north of the St. Johns community near the confluence of Willamette and Columbia Rivers. The suggested media is video unless film proves to be cost-effective or a preferable quality. Video/film product(s) up to 60 minutes in total length showing the diversity of existing natural resources, and the human resources that have influenced it, will be distributed to a wide audience including schools, environmental organizations, and the general public.

Proposals are due (postmarks not accepted) until 4:30 p.m. on Monday, April 4, 1994, at the Metro Parks and Greenspaces Department, 600 N.E. Grand Avenue, Portland, Oregon 97232-2736, Attention: Jim Morgan. All proposals must be clearly marked "Smith and Bybee Lakes Documentary", and contain all information outlined herein.

Contract Size

Up to \$20,000 is currently available for the project. The proposal selected in this process must be clear in what can be provided for currently available funds. In addition, an expanded, more comprehensive program should be included in the proposal that can utilize additional funds anticipated from other sources (i.e. grants).

Scope of Work

Smith and Bybee Lakes Natural Area was established in November, 1990, with the adoption by Metro, City of Portland, and Port of Portland of the Natural Resources Management Plan for Smith and Bybee Lakes. With lead management assumed by Metro, most of the area is now under public ownership. The area is managed primarily for natural habitat protection and enhancement while providing passive recreational opportunities. Current management activities focus on ecosystem assessment and habitat enhancement. Plans for development of trails, public access and an interpretive center are currently being implemented.

As momentum grows for enhancing the area, a need has become apparent for recording the significance of this development as well as documenting historical perspectives that may be

disappearing. Video and film provide audio/visual media that can record the process as it occurs while incorporating the historical context. With the interpretive center now in the planning stages, a video or film of the area's development can serve as the first installment of a library of recordings anticipated for the interpretive center.

The video/film recording should include:

- (1) the area's cultural history from pre-European settlement to modern times, including the role of local individuals and communities;
- (2) documentation of the natural history of the resource area, including ecological and biological attributes, and the impacts of human development on the natural resources; and,
- (3) the recreational and educational uses envisioned and the balance of uses being sought for the area.

Intended for public outreach and educational presentation, the target audiences include:

- (1) the general public, local communities and eventual use at the planned interpretive center;
- (2) potential funding agencies, groups or individuals seeking general information regarding the area; and,
- (3) schools and environmental organizations.

A final product should be a video tape or series of tapes totalling up to 60 minutes in length. All images acquired through the video production process will be made available to Metro in their original form acquired or in the form of a suitable copy.

Recommendations for additional materials to enhance communications with the intended audiences will be welcomed.

## RFP PROCESS

Metro shall review all responses and request additional information and/or interview respondents as necessary to make a timely decision. Contract negotiations may be pursued with the highest rated respondent or respondents as deemed necessary for an equitable decision and compliance with the inherent project schedule.

### Proposal Content

All respondents must provide at minimum the information requested below. Submissions that do not clearly provide at least the level of information requested may be deemed non-responsive to the requirements of this informal RFP and therefore eliminated from further consideration.

1. Firm name, or the name of each business participant on the consultant team, their form

of organization (individual, corporation, joint venture, partnership, etc.), and an indication if the participant is a State certified Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE) or Women-Owned Business (WBE);

2. Identification of a designated contact person fully knowledgeable, capable and authorized to bind the Proposer;
3. Complete identification of the key individuals and their respective tasks and roles in the project, as well as specific biographical information on their educational background, personal experience and expertise for their respective assignments;
4. A list of the Proposer's relevant past projects, including a description of the type of work and approximate dollar value of those contracts; an outline of the required organizational efforts and managerial controls provided; and an accounting of the number of participants, costs incurred and attendance funds.
5. A detailed proposal to achieve objectives and products as outlined in the Scope of Work section above.
6. An itemized cost estimate of the proposed project.

**Evaluation Criteria**

Each submittal will be evaluated in accordance with the following criteria:

	<u>Points</u>
1. Experience in video/film production, cinematography, post-production . . . .	20
2. Experience, training and qualification of personnel . . . . .	20
3. Innovative and clear proposal . . . . .	30
4. Favorable, appropriate and specific references . . . . .	10
5. Cost of services . . . . .	<u>20</u>
<b>TOTAL . . . . .</b>	<b>100</b>

**Action Steps for Project Completion**

**Date**

Proposal Evaluations Complete . . . . .	April 6, 1994
Contract Execution . . . . .	April 20, 1994

Project Commenced ..... April 22, 1994

Project Completed ..... April 21, 1995

Information and Questions

This solicitation represents the most definitive statement Metro will make concerning this project. Any verbal information which is not specifically contained herein shall not be considered in evaluating the proposals received. Therefore, in order for any information to be binding upon Metro, it must be solicited and issued in writing as part of this competitive process. The Project Manager shall be the sole judge and decision-maker on all inquiries. As such, he will determine if an all-inclusive written response to the questioner and all potential participants is warranted.

RFP Costs

This RFP does not commit Metro to the award of a contract or to pay any costs incurred in the preparation and submission of RFPs. Metro reserves the right to accept or reject any or all proposals received as well as negotiate with any or all respondents. Metro intends to award a contract to the respondent it deems most qualified and capable of performing services which specifically meet Metro needs.

GENERAL CONDITIONS

References

Through submission of a proposal, all respondents specifically agree to and release Metro to solicit, secure and confirm all background information provided. Fully descriptive and complete information should therefore be provided to assist in this process and ensure the appropriate impact.

Non-collusion

All proposals must certify that no officer, agent or employee of Metro has a pecuniary interest in this project or has participated in contract negotiations on behalf of Metro; that the proposal is made in good faith, without fraud, collusion or connection of any kind with any other proposer for the same solicitation of proposals; and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person(s) or firm(s).

## Personal Services Agreement

The personal service contract attached represents a standard format approved by Metro General Counsel. Any proposed changes in the language or construction of the document must be raised and resolved in the RFP process. All participants are therefore required to cite and define any/all proposed changes, additions, deletions or modifications as a condition to acceptance of their RFP. Failure to respond shall will be interpreted as acceptance of the standard terms and conditions for contract and subsequent changes will not be considered.

## PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 N.E. Grand Avenue, Portland, Oregon 97232-2736, and \_\_\_\_\_, referred to herein as "Contractor," located at \_\_\_\_\_.

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Duration. This Personal Services Agreement shall be effective \_\_\_\_\_, 1994, and shall remain in effect until and including \_\_\_\_\_, 1994, unless terminated or extended as provided in this Agreement.

2. Scope of Work. Contractor shall provide all services and materials specified in the attached "Exhibit A -- Scope of Work," which is incorporated into this Agreement by reference. All services and materials shall be provided by Contractor in accordance with the Scope of Work, in a competent and professional manner. To the extent that the Scope of Work contains additional contract provisions or waives any provision in the body of this Agreement, the Scope of Work shall control.

3. Payment. Metro shall pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the Scope of Work for a maximum sum not to exceed \_\_\_\_\_ AND \_\_\_\_/100THS DOLLARS (\$ \_\_\_\_\_).

4. Insurance.

a. Contractor shall purchase and maintain at the Contractor's expense, the following types of insurances, covering the Contractor, its employees and agents:

(1) Broad form comprehensive general liability insurance covering bodily injury and property damage, with automatic coverage for premises, operations and product liability. The policy must be endorsed with contractual liability coverage; and

(2) Automobile bodily injury and property damage liability insurance.

b. Insurance coverage shall be a minimum of \$500,000 per occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than \$1,000,000.

c. *Metro, its elected officials, departments, employees and agents shall be named as **ADDITIONAL INSURED**.* Notice of any material change or policy

cancellation shall be provided to Metro thirty (30) days prior to the change or cancellation.

- d. Contractor, its subcontractors, if any, and all employers working under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. Contractor shall provide Metro with certification of Workers' Compensation insurance including employer's liability. If Contractor has no employees and will perform the work without the assistance of others, a certificate to that effect may be attached, as "Exhibit B," in lieu of the certificate showing current Workers' Compensation.
- e. If required by the Scope of Work, Contractor shall maintain, for the duration of this Agreement, professional liability insurance covering personal injury and property damage arising from errors, omissions or malpractice. coverage shall be in the minimum amount of \$500,000. Contractor shall provide to Metro a certificate of this insurance and thirty (30) days advance notice of material change or cancellation.

5. Indemnification. Contractor shall indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses including attorney's fees, arising out of or in any way connected with its performance of this Agreement, or with any patent infringement or copyright claims arising out of the use of Contractor's designs or other materials by Metro and for any claims or disputes involving subcontractors.

6. Maintenance of Records. Contractor shall maintain all of its records relating to the Scope of Work on a generally recognized accounting basis and allow Metro the opportunity to inspect and/or copy such records at a convenient place during normal business hours. All required records shall be maintained by Contractor for three years after Metro makes final payment and all other pending matters are closed.

7. Ownership of Documents. All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by Contractor pursuant to this Agreement are the property of Metro, and it is agreed by the parties that such documents are works made for hire. Contractor hereby conveys, transfers and grants to Metro all rights of reproduction and the copyright to all such documents.

8. Project Information. Contractor shall share all project information and fully cooperate with Metro, informing Metro of all aspects of the project including actual or potential problems or defects. Contractor shall abstain from releasing any information or project news without the prior and specific written approval of Metro.

9. Independent Contractor Status. Contractor shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Contractor be considered an employee of Metro. Contractor shall provide all tools or equipment necessary to carry out this



Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Contractor is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Contractor shall identify and certify tax status and identification number through execution of IRS Form W-9 prior to submitting any request for payment to Metro.

10. Right to Withhold Payments. Metro shall have the right to withhold from payments due to Contractor such sums as necessary, in Metro's sole opinion, to protect Metro against any loss, damage or claim which may result from Contractor's performance or failure to perform under this Agreement or the failure of Contractor to make proper payment to any suppliers or subcontractors.

11. State and Federal Law Constraints. Both parties shall comply with the public contracting provision of ORS Chapter 279, and the recycling provisions of ORS 279.545 - 279.650, to the extent those provisions apply to this Agreement. All such provisions required to be included in this Agreement are incorporated herein by reference. Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations including those of the Americans with Disabilities Act.

12. Situs. The situs of this Agreement is Portland, Oregon. Any litigation over this Agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the State of Oregon, for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

13. Assignment. This Agreement is binding on each party, its successors, assigns and legal representatives, and may not, under any circumstance, be assigned or transferred by either party.

14. Termination. This Agreement may be terminated by mutual consent of the parties. In addition, Metro may terminate this Agreement by giving Contractor \_\_\_\_\_ days prior written notice of intent to terminate, without waiving any claims or remedies it may have against Contractor. Termination shall not excuse payment for expenses properly incurred prior to notice of termination, but neither party shall be liable for indirect or consequential damages arising from termination under this section.

15. No Waiver of Claims. The failure to enforce any provision of this Agreement shall not constitute a waiver by Metro of that or any other provision.

16. Modification. Notwithstanding and succeeding any and all prior agreement(s) or practice(s), this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing(s), signed by both parties.

\_\_\_\_\_

**METRO**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

e:\pd\forms\psa  
03/05/93

**Exhibit A**  
**Scope of Work**

## STAFF REPORT

### CONSIDERATION OF RESOLUTION NO. 94-1934 FOR THE PURPOSE OF AUTHORIZING PARKS AND GREENSPACES TO SOLICIT PROPOSALS AND ESTABLISH A MULTI-YEAR CONTRACT FOR VIDEO DOCUMENTATION OF SMITH AND BYBEE LAKES

Date: April 6, 1994

Presented by: Jim Morgan

#### Proposed Action

Resolution No. 94-1934 requests that Council authorize Metro Regional Parks and Greenspaces Department to establish a multi-year contract for video documentation of the historical, educational, and biological significance of the Smith and Bybee Lakes area. This expenditure was approved in the FY93-94 budget and given a "B" contract designation. Additional Council action is now required, however, since the contract will extend beyond the current fiscal year and into FY 94-95.

#### Background and Analysis

The Smith and Bybee Lakes area is rich in cultural history. Human use of the area has changed considerably since the turn of the century, particularly in the last two decades. With much of that history stored in the collective minds of our surviving elders and disappearing documents, a conscious effort is needed to record this vital history prior to its disappearance.

The Smith and Bybee Lakes Natural Area is quickly evolving toward a natural area of significance beyond regional boundaries. The recreational and educational programs being developed for the lakes area will evolve into a major regional facility while not compromising the wildlife habitat. A process is currently underway to develop the concept design for the proposed interpretive center for the lakes area. This center has the potential for being the exemplary natural area interpretive facility in our region. This dynamic process needs to be recorded for the inspiration of others.

The present biological characteristics of the lakes area are predominantly a result of human developments in this century. By the disruption of the natural hydrological flow patterns and the introduction of invasive pest plants, the biological systems of the lakes are significantly different from that of the 19th century. In following the policies of the *Natural Resources Management Plan for Smith and Bybee Lakes*, adopted by Metro in 1990, Metro is embarking on a long-term program to restore, to the extent possible, the lakes area to its former natural condition. The present condition and the restoration progress needs to be chronicled.

The Smith and Bybee Lakes Management Committee has reviewed the proposed video documentary concept and has approved its development, according to a scope of work (Attachment A). In the FY93-94 budget, \$40,000 was allocated for environmental education development, given a "B" contract designation. The proposed contract period, April, 1994 through April, 1995, will extend into FY94-95, thereby, requiring Council review.

#### Executive Officer Recommendation

The Executive Officer recommends adoption of Resolution 94-1934.

Meeting Date: April 14, 1994  
Agenda Item No. 4.6

RESOLUTION NO. 94-1935



**METRO**

**DATE:** April 8, 1994

**TO:** Metro Council  
Executive Officer  
Agenda Recipients

**FROM:** Paulette Allen, Clerk of the Council *PA*

**RE:** AGENDA ITEM NO. 4.6; RESOLUTION NO. 94-1935

The Regional Facilities Committee report on the above-referenced resolution will be distributed in advance to Councilors and available at the Council meeting April 14, 1994.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING	)	RESOLUTION NO. 94-1935
PARKS AND GREENSPACES TO SOLICIT	)	
PROPOSALS AND ESTABLISH A	)	
MULTI-YEAR CONTRACT FOR	)	
PALEOLIMNOLOGICAL INVESTIGATION	)	Introduced by Rena Cusma,
OF SMITH AND BYBEE LAKES	)	Executive Officer

WHEREAS, The 1993-94 FY Budget authorized the Parks and Greenspaces Department to establish various type "B" contracts for surface water monitoring; and

WHEREAS, Parks and Greenspaces, pursuant to that authorization, intends to launch a paleolimnological investigation of Smith and Bybee Lakes; and

WHEREAS, those investigative services will extend beyond the current fiscal year, and a carry-over of the funding has been requested in the proposed 1994-95 fiscal year budget; and

WHEREAS, Section 2.04.033 (1) of the Metro Code requires the Council to approve any contract which commits the district to the expenditure of revenues or appropriations not otherwise provided for in the current fiscal year budget, and

WHEREAS, the proposed action merely extends a previously authorized program and contract beyond the current fiscal year, does not propose any new funding, is consistent with Metro's role as environmental monitor of the lakes, and is essential to characterize the present lakes' dynamics; now, therefore,

////

**BE IT RESOLVED,**

**That the Metro Council, pursuant to Metro Code Section 2.04.033 (1) hereby authorizes the release of a request for proposals in substantial compliance with the document attached for Paleolimnological Investigation of Smith and Bybee Lakes, and subsequently authorizes the Executive Officer to execute a multi-year contract with the most advantageous proposer.**

**ADOPTED by the Metro Council this \_\_\_\_\_ day of \_\_\_\_\_, 1994.**

**\_\_\_\_\_  
Judy Wyers, Presiding Officer**



ATTACHMENT A

REQUEST FOR PROPOSALS

PALEOLIMNOGY  
OF SMITH AND BYBEE LAKES

PROPOSAL

Metro hereby solicits informal written proposals for constructing the paleolimnological history of Smith and Bybee Lakes. Lake sediments will be extracted and examined to assess the impact of hydrological changes and nonpoint sources of pollution on lakes' water quality and the ecosystem, in general. Results of this study will aid in decisions in managing the hydrological regime of the lakes.

Proposals are due (postmarks not accepted) until 4:30 p.m. on Monday, May 2, 1994, at the Metro Parks and Greenspaces Department, 600 N.E. Grand Avenue, Portland, Oregon 97232-2736, Attention: Jim Morgan. All proposals must be clearly marked "Smith and Bybee Lakes Paleolimnology", and contain all information outlined herein.

Contract Size

Up to \$20,000 is currently available for the project. The proposal selected in this process must be clear in what can be provided for currently available funds.

Scope of Work

**Background**

Smith and Bybee Lakes Natural Area is a 810-hectare natural area within the City of Portland that contains regional significant wildlife habitat, provides popular warmwater fishery, serves as an increasingly important environmental education site, and provides solace that is accessible to the region's urban dwellers. Smith and Bybee Lakes, with a total surface area of approximately 425 hectares, and their adjacent wetlands and uplands, are mostly under government ownership. A management plan and a recreation plan have been developed to guide decisions governing use of the area, with the aid of zoning ordinances protecting the resources.

The goal of the *Natural Resources Management Plan for Smith and Bybee Lakes* is to protect and manage the area as an environmental and passive recreational resource. The lakes and surrounding natural area will be maintained and enhanced, to the extent possible, in a manner that is faithful to their original natural condition. The *Smith and Bybee Lakes Recreation Master Plan* outlines development of passive recreational opportunities that are compatible with the environmental objectives of the Management Plan.

Metro is responsible for monitoring and maintaining the environmental integrity of the natural area. Metro has been conducting a diagnostic/feasibility study of the lakes to investigate the potential for restoration of these waters to a state closer to their former natural conditions. The initial part of this study has focused on monitoring the water quality of the lakes, while acquiring available information on the surrounding waters of the Columbia Slough, Willamette and Columbia Rivers. This data is being used in a hydrodynamic model to determine the feasibility of augmenting water input into the lakes directly from the Columbia River.

## **Paleolimnology**

Without sufficient historical water quality data for Smith and Bybee Lakes, realistic restoration goals may be difficult to establish. The primary management mission for the lakes, as stated in the *Management Plan*, is to restore the lakes, to the extent possible, to their former natural condition. A history of the lakes, using current methodologies of paleolimnology, can illuminate the vagaries of recent limnological conditions in the lakes. Only with clear restoration goals can we, as managers, strategically plan to restore this system to a condition that is faithful to natural processes.

**Objective:** Reconstruct the recent paleolimnological history of Smith and Bybee Lakes.

### Rationale

The purpose of this objective is to understand how the lakes may have changed in this century, giving Metro, as resource manager, an opportunity to develop management strategies to achieve realistic objectives.

Although sediment samples have been collected in Smith and Bybee Lakes, previous efforts focused on particle size distribution (Fishman Environmental Services [FES] 1987, Clifton 1983) and some chemical characterization (Clifton 1983). The FES (1987) study was based on analysis of sediments collected with an Eckmann grab sampler and provides no analysis of change in sediment. In the USGS study (Clifton 1983), sediments were collected with a tube sampler, but sediments were simply partitioned into upper and lower sediments.

By using current methodology, it is now possible to precisely relate watershed activities to responses in the lakes. By increasing certainty in assessing lake history, it provided a greater chance of achieving desired objectives in lake management.

**RFP PROCESS**

Metro shall review all responses and request additional information and/or interview respondents as necessary to make a timely decision. Contract negotiations may be pursued with the highest rated respondent or respondents as deemed necessary for an equitable decision and compliance with the inherent project schedule.

**Proposal Content**

All respondents must provide at minimum the information requested below. Submissions that do not clearly provide at least the level of information requested may be deemed non-responsive to the requirements of this informal RFP and therefore eliminated from further consideration.

1. Firm name, or the name of each business participant on the consultant team, their form of organization (individual, corporation, joint venture, partnership, etc.), and an indication if the participant is a State certified Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE) or Women-Owned Business (WBE);
2. Identification of a designated contact person fully knowledgeable, capable and authorized to bind the Proposer;
3. Complete identification of the key individuals and their respective tasks and roles in the project, as well as specific biographical information on their educational background, personal experience and expertise for their respective assignments;
4. A list of the Proposer's relevant past projects, including a description of the type of work and approximate dollar value of those contracts; an outline of the required organizational efforts and managerial controls provided; and an accounting of the number of participants, costs incurred and attendance funds.
5. A detailed proposal to achieve objectives and products as outlined in the Scope of Work section above.
6. An itemized cost estimate of the proposed project.

**Evaluation Criteria**

Each submittal will be evaluated in accordance with the following criteria:

	<u>Points</u>
1. Experience in paleolimnological work . . . . .	40
2. Experience, training and qualification of personnel . . . . .	20

3. Innovative and clear proposal . . . . .	20
4. Favorable, appropriate and specific references . . . . .	5
5. Cost of services . . . . .	<u>15</u>
TOTAL . . . . .	100

Action Steps for Project Completion

Date

Proposal Evaluations Complete . . . . .	May 4, 1994
Contract Execution . . . . .	May 18, 1994
Project Commenced . . . . .	May 23, 1994
Project Completed . . . . .	January 30, 1995

Information and Questions

This solicitation represents the most definitive statement Metro will make concerning this project. Any verbal information which is not specifically contained herein shall not be considered in evaluating the proposals received. Therefore, in order for any information to be binding upon Metro, it must be solicited and issued in writing as part of this competitive process. The Project Manager shall be the sole judge and decision-maker on all inquiries. As such, he will determine if an all-inclusive written response to the questioner and all potential participants is warranted.

RFP Costs

This RFP does not commit Metro to the award of a contract or to pay any costs incurred in the preparation and submission of RFPs. Metro reserves the right to accept or reject any or all proposals received as well as negotiate with any or all respondents. Metro intends to award a contract to the respondent it deems most qualified and capable of performing services which specifically meet Metro needs.

## GENERAL CONDITIONS

### References

Through submission of a proposal, all respondents specifically agree to and release Metro to solicit, secure and confirm all background information provided. Fully descriptive and complete information should therefore be provided to assist in this process and ensure the appropriate impact.

### Non-collusion

All proposals must certify that no officer, agent or employee of Metro has a pecuniary interest in this project or has participated in contract negotiations on behalf of Metro; that the proposal is made in good faith, without fraud, collusion or connection of any kind with any other proposer for the same solicitation of proposals; and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person(s) or firm(s).

### Personal Services Agreement

The personal service contract attached represents a standard format approved by Metro General Counsel. Any proposed changes in the language or construction of the document must be raised and resolved in the RFP process. All participants are therefore required to cite and define any/all proposed changes, additions, deletions or modifications as a condition to acceptance of their RFP. Failure to respond shall will be interpreted as acceptance of the standard terms and conditions for contract and subsequent changes will not be considered.

## PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 N.E. Grand Avenue, Portland, Oregon 97232-2736, and \_\_\_\_\_, referred to herein as "Contractor," located at \_\_\_\_\_.

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. **Duration.** This Personal Services Agreement shall be effective \_\_\_\_\_, 1994, and shall remain in effect until and including \_\_\_\_\_, 1994, unless terminated or extended as provided in this Agreement.

2. **Scope of Work.** Contractor shall provide all services and materials specified in the attached "Exhibit A -- Scope of Work," which is incorporated into this Agreement by reference. All services and materials shall be provided by Contractor in accordance with the Scope of Work, in a competent and professional manner. To the extent that the Scope of Work contains additional contract provisions or waives any provision in the body of this Agreement, the Scope of Work shall control.

3. **Payment.** Metro shall pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the Scope of Work for a maximum sum not to exceed

\_\_\_\_\_ AND \_\_\_\_/100THS DOLLARS  
(\$ \_\_\_\_\_).

4. **Insurance.**

a. Contractor shall purchase and maintain at the Contractor's expense, the following types of insurances, covering the Contractor, its employees and agents:

(1) Broad form comprehensive general liability insurance covering bodily injury and property damage, with automatic coverage for premises, operations and product liability. The policy must be endorsed with contractual liability coverage; and

(2) Automobile bodily injury and property damage liability insurance.

b. Insurance coverage shall be a minimum of \$500,000 per occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than \$1,000,000.

c. *Metro, its elected officials, departments, employees and agents shall be named as **ADDITIONAL INSURED**.* Notice of any material change or policy

cancellation shall be provided to Metro thirty (30) days prior to the change or cancellation.

- d. Contractor, its subcontractors, if any, and all employers working under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. Contractor shall provide Metro with certification of Workers' Compensation insurance including employer's liability. If Contractor has no employees and will perform the work without the assistance of others, a certificate to that effect may be attached, as "Exhibit B," in lieu of the certificate showing current Workers' Compensation.
- e. If required by the Scope of Work, Contractor shall maintain, for the duration of this Agreement, professional liability insurance covering personal injury and property damage arising from errors, omissions or malpractice. coverage shall be in the minimum amount of \$500,000. Contractor shall provide to Metro a certificate of this insurance and thirty (30) days advance notice of material change or cancellation.

5. Indemnification. Contractor shall indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses including attorney's fees, arising out of or in any way connected with its performance of this Agreement, or with any patent infringement or copyright claims arising out of the use of Contractor's designs or other materials by Metro and for any claims or disputes involving subcontractors.

6. Maintenance of Records. Contractor shall maintain all of its records relating to the Scope of Work on a generally recognized accounting basis and allow Metro the opportunity to inspect and/or copy such records at a convenient place during normal business hours. All required records shall be maintained by Contractor for three years after Metro makes final payment and all other pending matters are closed.

7. Ownership of Documents. All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by Contractor pursuant to this Agreement are the property of Metro, and it is agreed by the parties that such documents are works made for hire. Contractor hereby conveys, transfers and grants to Metro all rights of reproduction and the copyright to all such documents.

8. Project Information. Contractor shall share all project information and fully cooperate with Metro, informing Metro of all aspects of the project including actual or potential problems or defects. Contractor shall abstain from releasing any information or project news without the prior and specific written approval of Metro.

9. Independent Contractor Status. Contractor shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Contractor be considered an employee of Metro. Contractor shall provide all tools or equipment necessary to carry out this

Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Contractor is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Contractor shall identify and certify tax status and identification number through execution of IRS Form W-9 prior to submitting any request for payment to Metro.

10. Right to Withhold Payments. Metro shall have the right to withhold from payments due to Contractor such sums as necessary, in Metro's sole opinion, to protect Metro against any loss, damage or claim which may result from Contractor's performance or failure to perform under this Agreement or the failure of Contractor to make proper payment to any suppliers or subcontractors.

11. State and Federal Law Constraints. Both parties shall comply with the public contracting provision of ORS Chapter 279, and the recycling provisions of ORS 279.545 - 279.650, to the extent those provisions apply to this Agreement. All such provisions required to be included in this Agreement are incorporated herein by reference. Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations including those of the Americans with Disabilities Act.

12. Situs. The situs of this Agreement is Portland, Oregon. Any litigation over this Agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the State of Oregon, for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

13. Assignment. This Agreement is binding on each party, its successors, assigns and legal representatives, and may not, under any circumstance, be assigned or transferred by either party.

14. Termination. This Agreement may be terminated by mutual consent of the parties. In addition, Metro may terminate this Agreement by giving Contractor \_\_\_\_\_ days prior written notice of intent to terminate, without waiving any claims or remedies it may have against Contractor. Termination shall not excuse payment for expenses properly incurred prior to notice of termination, but neither party shall be liable for indirect or consequential damages arising from termination under this section.

15. No Waiver of Claims. The failure to enforce any provision of this Agreement shall not constitute a waiver by Metro of that or any other provision.

16. Modification. Notwithstanding and succeeding any and all prior agreement(s) or practice(s), this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing(s), signed by both parties.



\_\_\_\_\_

METRO

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

s:\pd\forme\psa  
03/05/93

**Exhibit A  
Scope of Work**

## STAFF REPORT

### CONSIDERATION OF RESOLUTION NO. 94-1935 FOR THE PURPOSE OF AUTHORIZING PARKS AND GREENSPACES TO SOLICIT PROPOSALS AND ESTABLISH A MULTI-YEAR CONTRACT FOR A PALEOLIMNOLOGICAL INVESTIGATION OF SMITH AND BYBEE LAKES

Date: April 6, 1994

Presented by: Jim Morgan

#### Proposed Action

Resolution No. 94-1935 requests that Council authorize Regional Parks and Greenspaces to solicit proposals and establish a multi-year contract for a paleolimnological investigation in Smith and Bybee Lakes. This expenditure was approved in the FY93-94 budget and given a "B" contract designation under surface water monitoring. Additional Council action is now required, however, since the contract will extend beyond the current fiscal year and into FY 94-95.

#### Background and Analysis

With the adoption of the *Natural Resources Management Plan for Smith and Bybee Lakes* by Council, Metro accepted the role as environmental monitor of the Smith and Bybee Lakes Management Area. Assuming that responsibility, staff have embarked on a water quantity and quality monitoring program intended to characterize the present dynamics of the lakes' ecosystem. This information is essential for making sound decisions in managing the natural resources of the area.

According to the Management plan's mission statement, the lakes will be managed, enhanced, and restored in a manner, to the extent possible, faithful their former natural condition. Since there are no data available to fully characterize "former natural conditions", investigative tools must be utilized to reconstruct a history of earlier conditions.

A useful tool for reconstruction natural history of the lakes lays in the field of paleolimnology. In this discipline, lake sediment cores are obtained, incrementally sliced, and analyzed. Analysis will provide inferences as to the sediment age, whether the overlying water at a certain period was from a riverine or lake environment, and the historical water quality of the lakes. This information is necessary to evaluate water management options for the lakes, such as establishing a direct connection between the lakes and the Columbia/Willamette River system.

Preliminary core samples taken from the lakes indicate this approach is viable. Estimated cost of this investigation, as described in the Scope of Work (Attachment A), is approximately \$19,000. A \$25,000 federal grant from the Clean Lakes Program, administered by U.S. Environmental Protection Agency, has been approved for award to Metro in May, 1994. Funds from this grant will be directed toward this investigation. The contract period, May, 1994 through January, 1995, extends into FY94-95, thereby, requiring Council review.

#### Executive Officer Recommendation

The Executive Officer recommends adoption of Resolution 94-1935.

Meeting Date: April 14, 1994  
Agenda Item No. 5.1

ORDINANCE NO. 94-539

## 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

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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
524110	Auditing Services				\$10,000		\$10,000	\$10,000
524190	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
525710	Equipment Rental							
	Presentation Equip		\$4,250		\$750		\$5,000	\$5,000
526200	Ads & Legal Notices							
	South/North AA		\$11,000		\$2,000		\$13,000	\$13,000
526310	Printing							
	North Pre-AA		(\$10,000)		\$14,000		\$4,000	\$4,000

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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
526320	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
526240	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
526440	Delivery Sevices							
	General		\$1,200		\$2,400		\$3,600	\$3,600
526500	Travel							
	In-State	\$0			\$3,600		\$3,600	\$3,600
526510	Mileage Reimbursment							
	General		\$900		\$0		\$900	\$900
526700	Temporary Help							
	General		\$4,000		\$2,000		\$6,000	\$6,000
526800	Trng/Tuition/Conf							
	Local	\$0		\$3,000		\$3,000		\$3,000
528100	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

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25-Mar-94  
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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
	TOTAL M&S	\$5,675	\$500,336	\$13,532	\$1,623,736			\$2,143,279
	TOTAL NEW M&S		\$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
	TOTAL CAPITAL OUTLAY	\$16,520	\$0	\$8,260	\$0	\$24,780		\$24,780
	TOTAL	\$22,195	\$500,336	\$21,792	\$1,623,736	\$24,780		\$2,168,059
	TOTAL PROJECT FUNDED		\$500,336		\$1,623,736			\$2,124,072
	TOTAL GENERAL FUNDED	\$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:

Requested Classification

Approved Classification

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

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## **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 ISTEPA 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

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

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**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.

**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 18, 1994



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## ***Personnel Request***

***Fiscal Year 1993-94***

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### **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.

**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>

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

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**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.

**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>

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## ***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.

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>

ASSTPL.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>

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## **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

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 \_\_\_\_\_ day of \_\_\_\_\_, 1994.

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Judy Wyers, Presiding Officer

ATTEST:

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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 Hillisboro 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 Sourth 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 Gen'l 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**

Meeting Date: April 14, 1994  
Agenda Item No. 5.2

ORDINANCE NO. 94-540



## STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 94-540 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING \$28,978 FROM THE FINANCE AND MANAGEMENT INFORMATION MATERIALS AND SERVICES TO THE FINANCE AND MANAGEMENT INFORMATION CAPITAL OUTLAY ACCOUNT TO FUND THE PURCHASE OF TWO CANON COPIERS AND NETWORK EQUIPMENT AND DECLARING AN EMERGENCY

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Date: March 24, 1994

Presented by: Jennifer Sims  
Ann Clem  
Pam Juett

## BACKGROUND AND ANALYSIS

The proposed budget amendment covers two issues. First is the transfer of \$7,971 from Finance and Management Information, Office Services Materials and Services Capital Lease Payments line item to Capital Outlay. Office Services purchased two Canon copiers in the first quarter of this fiscal year. The copiers had originally been budgeted as a Capital Lease item. However, by purchasing them on the state contract, rather than leasing them over a five year period a significant savings of \$9,941 was achieved. The funds that are being transferred represent the original budgeted funds for the lease payments of the copiers, plus savings resulting from a favorable lease arrangement which was negotiated for the lease purchase of the Kodak 2085 duplicator and mailing machine for the print shop.

The second part of this budget amendment purposes to transfer funds from Finance and Management Information Materials and Services Computer Software and Capital Lease Payments to Capital Outlay to purchase Network Equipment. A detailed listing of the equipment along with Vendors and price details is attached to this staff report. The funds that are being transferred represent the original budgeted funds for the lease payments on network equipment, a communications system, an upgrade to the network backup system and a resource management system. By purchasing these items rather than leasing them over a three year period as originally planned and budgeted, a savings of \$3,600 can be realized.

Total savings for these actions, over the next five years amount to \$13,541.

## EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 94-540.

**Budget Amendment 94-540**

for

**Network Equipment Purchase**

\*\*The winning vendors were selected using Metro's procurement policy

Quantity	Description	**Vendor	Hardware Cost	Software Cost	Total Purchase Amt
2	<b>Wiring Concentrators</b> LattisHub 2813-04 w/adv. mgmt	JRE Consulting Assoc.	\$3,552.00		\$4,307.00
1	LattisHub 2803 w/o adv. mgmt		\$755.00		
1	<b>Async. Comm. system</b> Netblazer	Sji Corporation	\$3,075.00		\$6,269.00
1	T3000 modem		\$569.00		
7	Qblazer modems		\$2,625.00		
1	<b>Tape Backup system</b> ADIC 1200c-2 (autochanger)	Applied Infor. Svcs.	\$7,784.00		\$10,800.20
1	cable		\$45.00		
1	controller card		\$160.00		
1	Cheyenne ARCserve (operating software)			\$1,764.00	
1	Cheyenne Multi-protocol software			\$1,047.20	
1	<b>Mail Server</b> 486DX2/66 EISA 16mb RAM 128K-256K cache 350mb hard disk	JRE Consulting Assoc.	\$2,442.00		\$7,442.00
1	Novell Netware 3.11 (operating software)			\$5,000.00	
1	1yr on-site parts & labor warranty		included		
1	<b>Resource Mgmt system</b> HELP! software (includes training, setup & Lotus Notes)	Northwest NetCom		\$7,995.00	\$7,995.00
1	1 yr support contract				
	<b>Total Amount</b>		<b>\$21,007.00</b>	<b>\$15,806.20</b>	<b>\$36,813.20</b>

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993- )  
94 BUDGET AND APPROPRIATIONS )  
SCHEDULE FOR THE PURPOSE OF )  
TRANSFERRING \$28,798 FROM THE )  
FINANCE AND MANAGEMENT )  
INFORMATION MATERIALS AND SERVICES )  
TO THE FINANCE AND MANAGEMENT )  
INFORMATION CAPITAL OUTLAY )  
ACCOUNT TO FUND THE PURCHASE OF )  
CANON COPIERS AND NETWORK )  
EQUIPMENT AND DECLARING AN )  
EMERGENCY )

ORDINANCE NO. 94-540

Introduced by Rena Cusma,  
Executive Officer

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

THE METRO COUNCIL HEREBY ORDAINS:

1. That 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 transferring \$28,798 from the Support Service Fund, Finance and Management Information Department, Materials and Services, Software and Capital Lease Payments to the Support Service Fund, Finance and Management Information Department, Capital Outlay Account to purchase two Canon copiers and network equipment.

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 \_\_\_\_\_ day of \_\_\_\_\_, 1994.

\_\_\_\_\_  
Judy Wyers, Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of the Council

**Exhibit A  
Ordinance No. 94-540**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Finance &amp; Management Information Department</b>							
<u>Total Personal Services</u>		45.42	2,238,932	0.00	0	45.42	2,238,932
<u>Materials &amp; Services</u>							
521100	Office Supplies		44,961		0		44,961
521110	Computer Software		34,052		(2,538)		31,514
521111	Computer Supplies		20,580		0		20,580
521240	Graphics/Reprographic Supplies		500		0		500
521260	Printing Supplies		57,000		0		57,000
521290	Other Supplies		1,700		0		1,700
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		6,356		0		6,356
521320	Dues		6,950		0		6,950
521400	Fuels & Lubricants		0		0		0
521540	Maintenance & Repairs Supplies-Equipment		3,000		0		3,000
524110	Accounting & Auditing Services		56,000		0		56,000
524190	Misc. Professional Services		52,000		0		52,000
524210	Data Processing Services		12,200		0		12,200
524310	Management Consulting Services		22,500		0		22,500
525630	Maintenance & Repairs Services-Vehicles		0		0		0
525640	Maintenance & Repairs Services-Equipment		173,849		0		173,849
525710	Equipment Rental		725		0		725
525732	Operating Lease Payments-Vehicles		0		0		0
526200	Ads & Legal Notices		700		0		700
526310	Printing Services		6,900		0		6,900
526320	Typesetting & Reprographics Services		500		0		500
526410	Telephone		1,200		0		1,200
526420	Postage		108,000		0		108,000
526440	Delivery Services		1,200		0		1,200
526500	Travel		22,888		0		22,888
526700	Temporary Help Services		9,213		0		9,213
526800	Training, Tuition, Conferences		22,250		0		22,250
526900	Misc Other Purchased Services		28,900		0		28,900
528100	License, Permits, Payments to Other Agencies		200		0		200
528200	Election Expense		0		0		0
529500	Meetings		400		0		400
529800	Miscellaneous		1,400		0		1,400
525740	Capital Lease Payments-Furniture & Equipment		97,717		(26,440)		71,277
<u>Total Materials &amp; Services</u>			794,941		(28,978)		765,963
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		77,891		28,978		106,869
<u>Total Capital Outlay</u>			77,891		28,978		106,869
<b>TOTAL EXPENDITURES</b>		45.42	3,111,764	0.00	0	45.42	3,111,764

**Exhibit A  
Ordinance No. 94-540**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>FOR INFORMATION ONLY</b>							
<b>Finance &amp; Management Information (Office Services)</b>							
<u>Total Personal Services</u>		3.22	121,599	0.00	0	3.22	121,599
<u>Materials &amp; Services</u>							
521100	Office Supplies		21,000		0		21,000
521110	Computer Software		1,555		0		1,555
521260	Printing Supplies		57,000		0		57,000
521290	Other Supplies		1,700		0		1,700
521310	Subscriptions		235		0		235
521320	Dues		150		0		150
524190	Misc. Professional Services		16,000		0		16,000
525640	Maintenance & Repairs Services-Equipment		77,970		0		77,970
526310	Printing Services		4,300		0		4,300
526420	Postage		108,000		0		108,000
526440	Delivery Services		350		0		350
526500	Travel		610		0		610
526700	Temporary Help Services		1,900		0		1,900
526800	Training, Tuition, Conferences		1,125		0		1,125
528100	License, Permits, Payments to Other Agencies		200		0		200
525740	Capital Lease Payments-Furniture & Equipment		18,784		(7,971)		10,813
<u>Total Materials &amp; Services</u>			310,879		(7,971)		302,908
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		13,650		7,971		21,621
<u>Total Capital Outlay</u>			13,650		7,971		21,621
<b>TOTAL EXPENDITURES</b>		3.22	446,128	0.00	0	3.22	446,128

**Exhibit A  
Ordinance No. 94-540**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>FOR INFORMATION ONLY</b>							
<b>Finance &amp; Management Information (Information Services)</b>							
<b>Total Personal Services</b>		<b>13.30</b>	<b>718,172</b>	<b>0.00</b>	<b>0</b>	<b>13.30</b>	<b>718,172</b>
<b>Materials &amp; Services</b>							
521100	Office Supplies		3,524		0		3,524
521110	Computer Software		26,000		(2,538)		23,462
521111	Computer Supplies		19,788		0		19,788
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		3,871		0		3,871
521320	Dues		750		0		750
521540	Maintenance & Repairs Supplies-Equipment		3,000		0		3,000
524210	Data Processing Services		12,200		0		12,200
524310	Management Consulting Services		22,500		0		22,500
525640	Maintenance & Repairs Services-Equipment		94,349		0		94,349
526200	Ads & Legal Notices		250		0		250
526410	Telephone		1,200		0		1,200
526440	Delivery Services		300		0		300
526500	Travel		10,000		0		10,000
526700	Temporary Help Services		7,313		0		7,313
526800	Training, Tuition, Conferences		8,725		0		8,725
529500	Meetings		100		0		100
525740	Capital Lease Payments-Furniture & Equipment		78,933		(18,469)		60,464
<b>Total Materials &amp; Services</b>			<b>293,903</b>		<b>(21,007)</b>		<b>272,896</b>
<b>Capital Outlay</b>							
571500	Purchases-Office Furniture & Equipment		29,241		21,007		50,248
<b>Total Capital Outlay</b>			<b>29,241</b>		<b>21,007</b>		<b>50,248</b>
<b>TOTAL EXPENDITURES</b>		<b>13.30</b>	<b>1,041,316</b>	<b>0.00</b>	<b>0</b>	<b>13.30</b>	<b>1,041,316</b>

**Exhibit B**  
**FY 1993-94 SCHEDULE OF APPROPRIATIONS**  
**Ordinance No. 94-540**

	<u>Current</u> <u>Appropriations</u>	<u>Revision</u>	<u>Proposed</u> <u>Appropriations</u>
<b>SUPPORT SERVICES FUND</b>			
Finance and Management Information			
Personal Services	2,238,932	0	2,238,932
Materials & Services	794,941	-28,978	765,963
Capital Outlay	77,891	28,978	106,869
<b>Subtotal</b>	<b>3,111,764</b>	<b>0</b>	<b>3,111,764</b>
Regional Facilities			
Personal Services	606,467	0	606,467
Materials & Services	362,436	0	362,436
Capital Outlay	5,000	0	5,000
<b>Subtotal</b>	<b>973,903</b>	<b>0</b>	<b>973,903</b>
Personnel			
Personal Services	534,856	0	534,856
Materials & Services	59,646	0	59,646
Capital Outlay	6,675	0	6,675
<b>Subtotal</b>	<b>601,177</b>	<b>0</b>	<b>601,177</b>
Office of General Counsel			
Personal Services	434,876	0	434,876
Materials & Services	23,715	0	23,715
Capital Outlay	1,500	0	1,500
<b>Subtotal</b>	<b>460,091</b>	<b>0</b>	<b>460,091</b>
Public Affairs			
Personal Services	669,686	0	669,686
Materials & Services	91,247	0	91,247
Capital Outlay	3,100	0	3,100
<b>Subtotal</b>	<b>764,033</b>	<b>0</b>	<b>764,033</b>
General Expenses			
Interfund Transfers	579,671	0	579,671
Contingency	160,320	0	160,320
<b>Subtotal</b>	<b>739,991</b>	<b>0</b>	<b>739,991</b>
Unappropriated Balance	151,566	0	151,566
<b>Total Fund Requirements</b>	<b>6,802,525</b>	<b>0</b>	<b>6,802,525</b>

**All Other Appropriations Remain As Previously Adopted**

Meeting Date: April 14, 1994  
Agenda Item No. 5.3

ORDINANCE NO. 94-541



## STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 94-541 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF REFLECTING FUNDING INCREASES DUE TO DELIVERED SOLID WASTE TONNAGE IN EXCESS OF BUDGET EXPECTATIONS, RESTORING FUNDING FOR THE NEIGHBORHOOD ANNUAL CLEANUP PROGRAM, RECOGNIZING NEW GRANT FUNDS AND RELATED EXPENDITURES, FUNDING UNANTICIPATED PERSONAL SERVICES REQUIREMENTS, AND TRANSFERRING APPROPRIATIONS WITHIN THE SOLID WASTE REVENUE FUND AND THE REHABILITATION AND ENHANCEMENT FUND, AND DECLARING AN EMERGENCY

Date: March 25, 1994

Presented by: Roosevelt Carter  
Kathy Rutkowski

## FACTUAL BACKGROUND AND ANALYSIS

This action requests adjustments to the Solid Waste Revenue Fund and the Rehabilitation and Enhancement Fund for the following purposes:

### **SOLID WASTE REVENUE FUND:**

1. Transfer \$41,240 from the Operating Account, Contingency to personal services as follows:
  - a) Transfer \$28,688 to personal services in all divisions except Budget and Finance to fund unanticipated PERS costs.
  - b) Transfer \$3,900 from the Operating Account, Contingency to personal services in all divisions except Budget and Finance to fund the Transportation Demand Management program costs.
  - c) Transfer \$8,652 from the Operating Account, Contingency to personal services in the Recycling Information and Education Division to fund unanticipated salary and fringe costs
2. Transfer \$3,512 from the Budget and Finance division, personal services to the Engineering and Analysis division personal services to fund unanticipated salary and fringe costs.
3. Transfer \$1,840,000 from the Operating Account, Contingency as follows:
  - a) \$1,750,000 to the Operating Account, Materials and Services Category, Operations Division,
  - b) \$55,000 to the Operating Account, Materials and Services Category, Budget & Finance Division,

The above transfers are required to fund increased costs associated with higher than originally estimated tonnage flows through June 30, 1994.

- c) \$35,000 to the Operating Account, Materials and Services Category, Waste Reduction Division to restore funds for the Neighborhood Annual Cleanup Grant Program.
4. Recognize a grant from the U.S. Environmental Protection Agency (EPA) in the amount of \$27,125 and appropriate these funds to the Operating Account, Materials and Services Category, Administration Division, to create a booklet "What's a Household Hazardous Waste Facility?".

## REHABILITATION AND ENHANCEMENT FUND:

1. Transfer \$20,000 from the Forest Grove Account, Contingency Category, as follows:
  - a) \$5,000 to the Forest Grove Account, Materials and Services Category, and
  - b) \$15,000 to the Oregon City Account, Materials and Services Category.

These transfers are required to fund increased costs associated with higher than originally estimated tonnage flows through June 30, 1994.

Each action will be explained separately.

## SOLID WASTE REVENUE FUND:

### PERS Rate Calculations for FY 1993-94 Fringe Benefit Rates

The PERS contribution is divided into two rates -- the employee contribution (known as the employer pick-up) and the employer contribution. The fringe rate estimates for the FY 1993-94 budget assumed that the total contribution rate was the simple sum of the two rates. The rates are, however, applied cumulatively. The dollar amount of the employee contribution is added to the employee's wages before applying the employer contribution rate. The result of the cumulative application of the rates increases the percentage contribution assumed in the fringe benefit rates by 0.7 percent.

In addition, Metro's employer contribution rate increased on July 1, 1993. Since Metro's payroll and benefit payments for the last payroll period in FY 1992-93 were not paid until July 6, 1993, PERS required Metro to pay the increased employer contribution rate on that payroll. The incremental increase in the PERS amount for the June 30, 1993, payroll as a result of the PERS rate increase on July 1, 1993, was not settled in sufficient time to charge it to FY 1992-93. This amount was ultimately charged to FY 1993-94.

The cumulative application of contribution rates is not a new process. However, Financial Planning was not aware of the process until this fiscal year. In each of the two preceding years, Metro had anticipated and budgeted an increase in its PERS contribution rate. This rate increase did not materialize until July 1 of this year, which left unused appropriation in the fringe benefit line item in prior years. As a result, in prior years on a budgetary basis, departments were able to absorb the error in the calculation of the fringe rates within their existing budgets. In late October, 1993, Financial Planning identified the error in the calculation of the fringe rates for FY 1993-94 and became aware of the additional charge for the June 30, 1993, payroll. The Council Finance Committee was informed at its first meeting in November, 1993, that budget actions could be necessary.

This request transfers \$28,688 from the Solid Waste Revenue Fund Contingency to personal services, fringe benefits in the following divisions to fund the unanticipated PERS costs. Due to a vacancy, the Budget and Finance division does not require additional appropriation.

Administration	\$3,395
Operations	\$12,431
Waste Reduction	\$3,594
Engineering and Analysis	\$4,552
Planning & Technical Services	\$2,737
Recycling Information and Education	\$1,979
Total	<u>\$28,688</u>

### Employee Transportation Demand Management Program

During the FY 1993-94 budget process, the Council approved an employee incentive Transportation Demand Management Program (TDM). The estimated cost of the program at that time was approximately \$33,000, to be paid as a fringe benefit out of numerous personal services appropriation categories. Since it was impossible to predict the usage of the program down to the detailed appropriation category, the Administration proposed to implement the program without additional budgetary authority and wait until actual usage data was available to determine budgetary need.

The Solid Waste department is estimated to pay approximately \$4,020 in TDM costs for FY 1993-94. When combined with other necessary unbudgeted expenses, the department cannot absorb the TDM costs within its existing appropriation authority. This request transfers \$3,900 from the Solid Waste Revenue Fund Contingency to personal services, fringe benefits in the following divisions to fund the TDM costs. Due to a vacancy, the Budget and Finance division does not require additional appropriation.

Administration	\$900
Operations	\$360
Waste Reduction	\$600
Engineering and Analysis	\$300
Planning & Technical Services	\$900
Recycling Information and Education	\$840
Total	<u>\$3,900</u>

### Recycling Information Center Division Personal Services

At the end of last fiscal year, there was a vacancy in the Recycling Information Center. The vacancy was filled July 1, 1993, through a transfer of a laid-off Zoo employee. The salary budgeted for the position was based on the former incumbent's pay rate at the third step, range nine of the AFSCME pay plan. The employee transferred from the Zoo on July 1, 1993, was at step six, range nine of the AFSCME pay plan, and shortly thereafter, received an increase to step seven on her anniversary date. Despite careful management of the division's use of temporary and overtime budgets, it is unable to absorb the increase in salary and benefits for this position. The total budget impact of the employee transfer is \$8,652 in salary and fringe. This action requests the transfer of \$8,652 from the Solid Waste Revenue Fund Contingency to the Recycling Information and Education Division, personal services.

### Engineering and Analysis Division Personal Services

During FY 1993-94, the Engineering and Analysis division filled a temporary position at a higher step than was originally budgeted. The higher salary was necessitated by the increased complexity of the work than was originally anticipated. The total increase in salary and fringe for this action is \$3,512, and will be funded through savings in personal services from the Budget and Finance division. This action requests the transfer of \$3,512 from the Budget and Finance division, personal services to the Engineering and Analysis division, personal services.

**Delivered Solid Waste Tonnage in Excess of Budget Expectations**

Metro solid waste facilities are receiving tonnage well in excess of budget estimates for FY 1993-94. These facilities already exceed budget estimates by 29,000 tons year-to-date and are projected to be 46,000 tons (or 6.8%) above by the end of the fiscal year. We now expect to send 43,750 more tons than originally estimated to the Columbia Ridge Landfill after accounting for recycling. Non-Metro facilities are now expected to receive 15,000 fewer tons than budgeted, thus total regional solid waste (Metro and non-Metro) is now expected to exceed budget estimates by 31,600 tons (3.0%) through June 30, 1994.

As noted, the percentage of waste delivered to Metro facilities is growing, while non-Metro facilities are experiencing a decline. Budget assumptions were that 689,000 tons (66%) would be delivered to Metro facilities, and 354,600 tons (34%) would be delivered to non-Metro facilities. This split is now expected to be 735,800 tons (68.4%) for Metro facilities and 339,600 tons (31.6%) for non-Metro facilities.

For each ton delivered to non-Metro facilities in excess of the estimate, Metro receives additional revenue of \$19.00 (the Regional User Fee) and incurs no additional costs. However, if the tonnage delivered to non-Metro facilities is lower than the estimate, Metro does not avoid any costs. Costs funded through the Regional User Fee are considered fixed within the fiscal year and there is a revenue loss of \$19.00 for each ton below the estimate. After deducting excise tax, Metro expects to receive about \$267,000 less revenue from non-Metro facilities than the FY 93-94 budget estimate.

For each ton delivered to Metro facilities in excess of the estimate, Metro receives additional revenue of \$75.00. After deducting excise tax, Metro expects to receive about \$3,272,000 more revenue from Metro facilities than the FY 1993-94 budget estimate. In total, Metro expects to receive \$3,005,000 more revenue than the FY 1993-94 budget estimate from both Metro and non-Metro facilities.

For each ton delivered to Metro facilities in excess of the estimate, additional variable costs may be incurred for station operations, recycling incentive costs, waste transportation, waste disposal, and Department of Environmental Quality (DEQ) payments. The following additional variable costs are estimated based on each ton delivered to the Columbia Ridge Landfill:

- a) \$15.00 for transportation (Jack Gray Transportation), and
- b) \$25.00 for landfill disposal (Columbia Ridge Landfill), and
- c) \$1.25 for DEQ fees.

Additional costs associated with station operations and recycling incentives are expected to be covered within the existing budget.

Therefore, the additional costs associated with the 43,750 additional tons expected to be delivered to the Columbia Ridge Landfill are estimated as follows:

Disposal	\$1,093,750
Transportation	656,250
DEQ Fees	<u>55,000</u>
Total	\$1,805,000

To cover the additional FY 1993-94 tonnage related costs, the Solid Waste Department is requesting a transfer of \$1,805,000 from the Operating Account, Contingency Category to the Operating Account, Materials and Services Category, Operations Division.

In summary, the tonnage delivered to both Metro and Non-Metro Facilities in excess of the budget estimate, is expected to produce additional net revenue of about \$1,200,000.

Although additional revenues will not be recognized in this budget amendment, revenues identified from the additional tonnage will be part of the unappropriated FY 1993-94 ending fund balance. The additional increase in unappropriated fund balance has been taken into consideration in the preparation of the FY 1994-95 Solid Waste Budget to replenish contingency and to avoid a disposal rate increase for FY 1994-95.

### **Neighborhood Annual Cleanup Grant Program**

The Annual Cleanup Matching Grant Program was established to provide partial funding to local governments to help defray the costs of community-based clean-up events and illegal dumpsite clean-ups. Metro's goals are to increase waste recycling opportunities for as many residents as possible, to promote the recycling of source-separated bulky materials which may otherwise be inappropriately disposed, and to provide a visible public service which increases knowledge of anti-litter and anti-vandalism efforts throughout the region.

This is an ongoing program that has been part of the Solid Waste budget since 1990. The Council has clearly indicated its intent that this be an ongoing program. The FY 1992-93 Solid Waste budget included an expenditure authorization of \$30,000 for the Cleanup Program. For FY 1993-94 this program was inadvertently omitted from the line item proposed budget that was presented to Council. When the Waste Reduction Division budget for FY 1993-94 was originally written, it included a \$35,000 request for this program. However, the version presented to Council for budget discussions did not include the request. In the adopted budget, the \$35,000 was not restored to the line item as intended. The Waste Reduction Division FY 1993-94 budget narrative includes this program as part of the Division's ongoing activities and as one of the programs to be continued for FY 1993-94.

The Solid Waste Department is requesting a transfer of \$35,000 from the Operating Account, Contingency Category to the Operating Account, Materials and Services Category, Waste Reduction Division to restore funding for the implementation of the Neighborhood Annual Cleanup Matching Grant Program FY 1993-94.

### **EPA Grant**

Metro requested and was awarded \$27,125 in grant funds from the U.S. Environmental Protection Agency to design and produce 1,500 copies of a booklet entitled, "What's a Household Hazardous Waste Facility?" This brochure will explain what these facilities are and what they do. It will be made available to other governmental agencies, advocacy groups, neighborhood associations and others. The \$27,125 grant will pay \$23,000 for originating author's costs and \$4,125 for costs associated with the printing of the booklet. Metro will furnish \$2,875 of an in-kind match (in the form of staff time for project development and in-house graphic design). This brings the total cost to \$30,000 to create and publish the booklet. All monies will be spent during FY 1993-94.

On January 27, 1994, Metro Council approved Resolution No 94-1887 for the purpose of authorizing the issuance of a request for proposal and authorizing the Executive Officer to enter into a contract for services to create the booklet.

Oregon budget law allows for the recognition and appropriation of grant funds in the year of receipt without a supplemental budget. This request recognizes \$27,125 in new revenue and corresponding expenditures in the Solid Waste Revenue Fund, Materials and Services Category, Administration Division.

## **Rehabilitation and Enhancement Fund**

### **Delivered Solid Waste Tonnage in Excess of Budget Expectations**

The Forest Grove Transfer Station, a privately-owned facility in Forest Grove, collects a Rehabilitation and Enhancement Fee of \$0.50 per ton of material disposed at the Forest Grove Transfer Station. These funds are remitted to Metro, then remitted to the City of Forest Grove and used for community enhancement projects in the vicinity of Forest Grove. Similarly, a Rehabilitation and Enhancement Fee of \$0.50 is collected directly by Metro at the Metro South Transfer Station and then remitted to the City of Oregon City and used for community enhancement projects in the Oregon City area.

The FY 1993-94 budget based Metro's estimated payments to the City of Forest Grove and Oregon City on projections of 62,059 tons and 356,736 tons, respectively. However, based on current projections the Solid Waste Department now estimates payments based on 66,100 tons for the Forest Grove Transfer Station and 374,400 tons for Metro South Station.

The FY 1993-94 adopted budget for the Rehabilitation and Enhancement Fund includes in the Forest Grove Account a \$50,000 contingency to be used for all accounts if needed.

The Solid Waste Department is requesting a \$5,000 transfer of appropriation from the Forest Grove Contingency Account to the Forest Grove Account, Materials and Services Category and a \$15,000 transfer of appropriation from the Forest Grove Contingency Account to the Oregon City Account, Materials and Services Category. These additional appropriations are larger than the current tonnage estimate calls for, in order to insure adequate appropriations in the event that actual tonnage is higher than the latest estimate.

### **EXECUTIVE OFFICER RECOMMENDATION**

The Executive Officer recommends approval of Ordinance No. 94-541.

MR:gbc  
c:kr:ord93-94:940541:SR.DOC

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993-94 )  
BUDGET AND APPROPRIATIONS SCHEDULE FOR )  
THE PURPOSE OF REFLECTING FUNDING )  
INCREASES DUE TO DELIVERED SOLID WASTE )  
TONNAGE IN EXCESS OF BUDGET EXPECTATIONS, )  
RESTORING FUNDING FOR THE NEIGHBORHOOD )  
ANNUAL CLEANUP PROGRAM, RECOGNIZING NEW )  
GRANT FUNDS AND RELATED EXPENDITURES, )  
FUNDING UNANTICIPATED PERSONAL SERVICES )  
REQUIREMENTS, AND TRANSFERRING )  
APPROPRIATIONS WITHIN THE SOLID WASTE )  
REVENUE FUND AND THE REHABILITATION AND )  
ENHANCEMENT FUND, AND DECLARING AN )  
EMERGENCY )

ORDINANCE NO. 94-5541

Introduced by Rena Cusma,  
Executive Officer

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 \$27,125 in new grant funds and related expenditures; transferring \$3,512 from the Budget & Finance Division, Personal Services to the Engineering & Analysis Division, Personal Services; transferring \$1,881,240 from the Solid Waste Revenue Fund Contingency to various appropriation categories as listed in Exhibit A; and transferring \$20,000 from the Rehabilitation and Enhancement Fund Contingency to Materials and Services in the Forest Grove and Oregon City Accounts.

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 \_\_\_\_\_ day of \_\_\_\_\_, 1994.

\_\_\_\_\_  
Judy Wyers, Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of the Council

kr:ord93-94:94-541:ORD.DOC  
March 30, 1994



**Exhibit A**  
**Ordinance No. 94-541**

FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND: Resources</b>													
<u>Resources</u>													
305000	Fund Balance												
	* St. Johns Landfill Closure Account		13,031,671		0		0		0		0		13,031,671
	* Renewal and Replacement		1,527,571		0		0		0		0		1,527,571
	* Construction Account Metro Central		130,000		0		0		0		0		130,000
	* Reserve Account Metro Central		2,842,218		0		0		0		0		2,842,218
	* Metro Central Debt		1,377,439		0		0		0		0		1,377,439
	* General Account (unrestricted)		6,556,438		0		0		0		0		6,556,438
331120	Federal Grants-Operating		200,000		0		0		0		27,125		227,125
341500	Documents & Publications		3,460		0		0		0		0		3,460
343100	Refuse Disposal Charges		330,026		0		0		0		0		330,026
343111	Disposal Fees-Credit		24,490,577		0		0		0		0		24,490,577
343121	User Fees-Credit		22,704,075		0		0		0		0		22,704,075
343131	Regional Transfer Charge-Credit		5,800,631		0		0		0		0		5,800,631
343151	Rehabilitation & Enhancement Fee-Credit		166,225		0		0		0		0		166,225
343171	Host Fees-Credit		259,398		0		0		0		0		259,398
343185	Tire Disposal Fee-Cash		54,195		0		0		0		0		54,195
343195	Yard Debris Disposal Fee-Cash		162,105		0		0		0		0		162,105
343200	Franchise Fees		2,502		0		0		0		0		2,502
343241	Household Hazardous Waste Fees		110,071		0		0		0		0		110,071
343211	DEQ - Orphan Site Account - Credit		103,378		0		0		0		0		103,378
343221	DEQ - Promotional Program - Credit		758,104		0		0		0		0		758,104
343230	Refrigeration Unit Disposal Fee		52,034		0		0		0		0		52,034
343300	Salvage Revenue		62,665		0		0		0		0		62,665
343800	Sublease Income		2,289		0		0		0		0		2,289
343900	Tarp Sales		935		0		0		0		0		935
351000	Fines and Forfeits Revenue		25,000		0		0		0		0		25,000
361100	Interest on Investments		1,700,000		0		0		0		0		1,700,000
363000	Finance Charge		100,000		0		0		0		0		100,000
375000	Pass Through Debt Service Receipts		933,013		0		0		0		0		933,013
379000	Other Miscellaneous Revenue		213,000		0		0		0		0		213,000
385400	Revenue Bond Proceeds		1,919,419		0		0		0		0		1,919,419
393768	Trans. Direct Cost from Rehab. & Enhance.		39,048		0		0		0		0		39,048
<b>TOTAL RESOURCES</b>			<b>85,657,487</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>27,125</b>		<b>85,684,612</b>

**Exhibit A  
Ordinance No. 94-541**

FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Administration)</b>													
<u>Personal Services</u>													
511121	SALARIES-REGULAR EMPLOYEES (full time)												
	Senior Director	1.00	83,123	0	0	0	0	0	0	0	0	1.00	83,123
	Manager	1.00	58,004	0	0	0	0	0	0	0	0	1.00	58,004
	Assoc. Management Analyst	1.00	39,977	0	0	0	0	0	0	0	0	1.00	39,977
	Administrative Assistant	2.00	63,467	0	0	0	0	0	0	0	0	2.00	63,467
511221	WAGES-REGULAR EMPLOYEES (full time)												
	Administrative Secretary	1.00	27,172	0	0	0	0	0	0	0	0	1.00	27,172
	Secretary	2.00	45,803	0	0	0	0	0	0	0	0	2.00	45,803
	Office Assltant	1.00	17,485	0	0	0	0	0	0	0	0	1.00	17,485
511225	WAGES-REGULAR EMPLOYEES (part time)												
	Office Assistant	1.00	16,786	0	0	0	0	0	0	0	0	1.00	16,786
	Program Assistant 1	0.50	10,127	0	0	0	0	0	0	0	0	0.50	10,127
511400	OVERTIME		3,919		0		0		0		0		3,919
512000	FRINGE		150,004		3,395		900		0		0		154,299
<b>Total Personal Services</b>		<b>10.50</b>	<b>515,867</b>	<b>0.00</b>	<b>3,395</b>	<b>0.00</b>	<b>900</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>10.50</b>	<b>520,162</b>
<u>Materials &amp; Services</u>													
521100	Office Supplies		20,980		0		0		0		0		20,980
521220	Custodial Supplies		302		0		0		0		0		302
521260	Printing Supplies		5,800		0		0		0		0		5,800
521291	Packaging Materials		187		0		0		0		0		187
521293	Promotion Supplies		250		0		0		0		0		250
521310	Subscriptions		7,547		0		0		0		0		7,547
521320	Dues		2,510		0		0		0		0		2,510
521540	Maintenance & Repairs Supplies-Equipment		476		0		0		0		0		476
524190	Misc. Professional Services		0		0		0		0		23,000		23,000
525640	Maintenance & Repairs Services-Equipment		1,373		0		0		0		0		1,373
525710	Equipment Rental		1,000		0		0		0		0		1,000
526200	Ads & Legal Notices		1,665		0		0		0		0		1,665
526310	Printing Services		7,840		0		0		0		4,125		11,965
526410	Telephone		7,800		0		0		0		0		7,800
526420	Postage		300		0		0		0		0		300
526440	Delivery Service		1,840		0		0		0		0		1,840
526500	Travel		6,474		0		0		0		0		6,474
526510	Mileage Reimbursement		672		0		0		0		0		672
526700	Temporary Help Services		12,480		0		0		0		0		12,480
526800	Training, Tuition, Conferences		6,615		0		0		0		0		6,615
529500	Meetings		3,060		0		0		0		0		3,060
529800	Miscellaneous		1,500		0		0		0		0		1,500
<b>Total Materials &amp; Services</b>			<b>90,671</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>27,125</b>		<b>117,796</b>
<b>TOTAL EXPENDITURES</b>		<b>10.50</b>	<b>606,538</b>	<b>0.00</b>	<b>3,395</b>	<b>0.00</b>	<b>900</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>27,125</b>	<b>10.50</b>	<b>637,958</b>

**Exhibit A**  
**Ordinance No. 94-541**

FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Budget and Finance)</b>													
<u>Personal Services</u>													
511121	SALARIES-REGULAR EMPLOYEES (full time)												
	Manager	1.00	62,055		0		0		0		0	1.00	62,055
	Sr. Solid Waste Planner	1.00	48,591		0		0		0		0	1.00	48,591
	Sr. Management Analyst	3.00	132,699		0		0		(3,512)		0	3.00	129,187
	Management Technician	1.00	36,778		0		0		0		0	1.00	36,778
511221	WAGES-REGULAR EMPLOYEES (full time)												
	Program Assistant 2	2.00	54,391		0		0		0		0	2.00	54,391
512000	FRINGE		127,115		0		0		0		0		127,115
<b>Total Personal Services</b>		<b>8.00</b>	<b>461,629</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>(3,512)</b>	<b>0.00</b>	<b>0</b>	<b>8.00</b>	<b>458,117</b>
<u>Materials &amp; Services</u>													
521110	Computer Software		12,500		0		0		0		0		12,500
521111	Computer Supplies		1,500		0		0		0		0		1,500
521320	Dues		100		0		0		0		0		100
524190	Misc. Professional Services		66,500		0		0		0		0		66,500
525640	Maintenance & Repairs Services-Equipment		15,000		0		0		0		0		15,000
525740	Capital Lease Payments-Furniture & Equipment		30,310		0		0		0		0		30,310
526200	Ads & Legal Notices		500		0		0		0		0		500
526310	Printing Services		15,500		0		0		0		0		15,500
526320	Typesetting & Reprographics Services		1,000		0		0		0		0		1,000
526410	Telephone		0		0		0		0		0		0
526420	Postage		30,500		0		0		0		0		30,500
526500	Travel		3,350		0		0		0		0		3,350
526510	Mileage Reimbursement		1,000		0		0		0		0		1,000
526612	Disposal Operations-Landfill Disposal		160,083		0		0		0		55,000		215,083
526800	Training, Tuition, Conferences		7,625		0		0		0		0		7,625
528100	License, Permits, Payments to Other Agencies		637,980		0		0		0		0		637,980
529500	Meetings		100		0		0		0		0		100
<b>Total Materials &amp; Services</b>			<b>983,548</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>55,000</b>		<b>1,038,548</b>
<b>TOTAL EXPENDITURES</b>		<b>8.00</b>	<b>1,445,177</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>(3,512)</b>	<b>0.00</b>	<b>55,000</b>	<b>8.00</b>	<b>1,496,665</b>

**Exhibit A  
Ordinance No. 94-541**

FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Operations)</b>													
<u>Personal Services</u>													
511121	SALARIES-REGULAR EMPLOYEES (full time)												
	Senior Manager	1.00	59,324		0		0		0		0	1.00	59,324
	Sr. Solid Waste Planner	1.00	48,591		0		0		0		0	1.00	48,591
	Assoc. Management Analyst	1.00	44,074		0		0		0		0	1.00	44,074
	Associate Program Supervisor	3.00	119,538		0		0		0		0	3.00	119,538
	Hazardous Waste Specialist	5.00	155,218		0		0		0		0	5.00	155,218
	Senior Service Supervisor	1.00	41,196		0		0		0		0	1.00	41,196
	Service Supervisor	2.00	68,904		0		0		0		0	2.00	68,904
511221	WAGES-REGULAR EMPLOYEES (full time)												
	Hazardous Waste Technician	17.00	490,642		0		0		0		0	17.00	490,642
	Scalehouse Technician	14.00	330,733		0		0		0		0	14.00	330,733
511225	WAGES-REGULAR EMPLOYEES (part time)												
	Scalehouse Technician	2.15	48,022		0		0		0		0	2.15	48,022
511235	WAGES-TEMPORARY EMPLOYEES (part time)												
511400	OVERTIME		53,500		0		0		0		0		53,500
512000	FRINGE		627,688		12,431		360		0		0		640,479
<b>Total Personal Services</b>		<b>47.15</b>	<b>2,087,430</b>	<b>0.00</b>	<b>12,431</b>	<b>0.00</b>	<b>360</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>47.15</b>	<b>2,100,221</b>

<u>Materials &amp; Services</u>													
521100	Office Supplies		14,360		0		0		0		0		14,360
521110	Computer Software		500		0		0		0		0		500
521111	Computer Supplies		4,500		0		0		0		0		4,500
521220	Custodial Supplies		1,660		0		0		0		0		1,660
521260	Printing Supplies		6,040		0		0		0		0		6,040
521290	Other Supplies		67,910		0		0		0		0		67,910
521292	Small Tools		4,000		0		0		0		0		4,000
521310	Subscriptions		4,070		0		0		0		0		4,070
521320	Dues		625		0		0		0		0		625
521400	Fuels & Lubricants		4,160		0		0		0		0		4,160
521530	Maintenance & Repairs Supplies-Vehicles		1,500		0		0		0		0		1,500
521540	Maintenance & Repairs Supplies-Equipment		103,930		0		0		0		0		103,930
523200	Merchandise for Resale-Retail		200		0		0		0		0		200
524130	Promotion/Public Relations		11,100		0		0		0		0		11,100
524190	Misc. Professional Services		1,602,386		0		0		0		0		1,602,386
524210	Data Processing Services		51,200		0		0		0		0		51,200
525110	Utilities-Electricity		48,000		0		0		0		0		48,000
525120	Utilities-Water & Sewer		48,000		0		0		0		0		48,000
525610	Maintenance & Repairs Services-Building		13,300		0		0		0		0		13,300

**Exhibit A  
Ordinance No. 94-541**

FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Operations)</b>													
525630	Maintenance & Repairs Services-Vehicles		4,000	0	0		0		0		0		4,000
525640	Maintenance & Repairs Services-Equipment		137,120	0	0		0		0		0		137,120
525710	Equipment Rental		3,000	0	0		0		0		0		3,000
525720	Rentals - Land & Building		14,000	0	0		0		0		0		14,000
525740	Capital Lease Payments-Furniture & Equipment		27,800	0	0		0		0		0		27,800
526200	Ads & Legal Notices		4,480	0	0		0		0		0		4,480
526310	Printing Services		34,300	0	0		0		0		0		34,300
526320	Typesetting & Reprographics Services		300	0	0		0		0		0		300
526410	Telephone		28,032	0	0		0		0		0		28,032
526420	Postage		800	0	0		0		0		0		800
526430	Catalogues & Brochures		2,000	0	0		0		0		0		2,000
526500	Travel		7,300	0	0		0		0		0		7,300
526510	Mileage Reimbursement		6,160	0	0		0		0		0		6,160
526610	Disposal Operations		5,059,114	0	0		0		0		0		5,059,114
526611	Disposal Operations-Transportation		9,738,578	0	0		0		0		656,250		10,394,828
526612	Disposal Operations-Landfill Disposal		19,790,622	0	0		0		0		1,093,750		20,884,372
526613	Disposal Operations-Hazardous Material		1,588,000	0	0		0		0		0		1,588,000
526700	Temporary Help Services		30,000	0	0		0		0		0		30,000
526800	Training, Tuition, Conferences		55,650	0	0		0		0		0		55,650
526910	Uniform Supply & Cleaning Services		49,800	0	0		0		0		0		49,800
526911	Disposal Protective Gear		80,000	0	0		0		0		0		80,000
528100	License, Permits, Payments to Other Agencies		17,875	0	0		0		0		0		17,875
528310	Real Property Taxes		350	0	0		0		0		0		350
529500	Meetings		500	0	0		0		0		0		500
<b>Total Materials &amp; Services</b>			<b>38,667,222</b>	<b>0</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>1,750,000</b>		<b>40,417,222</b>
<b>TOTAL EXPENDITURES</b>		<b>47.15</b>	<b>40,754,652</b>	<b>0.00</b>	<b>12,431</b>	<b>0.00</b>	<b>360</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1,750,000</b>	<b>47.15</b>	<b>42,517,443</b>

**Exhibit A  
Ordinance No. 94-541**

FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Engineering &amp; Analysis)</b>													
<u>Personal Services</u>													
511121	SALARIES-REGULAR EMPLOYEES (full time)												
	Manager	1.00	62,055		0		0		0		0	1.00	62,055
	Sr. Engineer	3.00	150,752		0		0		0		0	3.00	150,752
	Assoc. Engineer	2.00	86,067		0		0		0		0	2.00	86,067
	Sr. Solid Waste Planner	2.00	103,538		0		0		0		0	2.00	103,538
	Construction Coordinator	1.00	56,292		0		0		0		0	1.00	56,292
	Assoc. Solid Waste Planner	1.00	41,984		0		0		0		0	1.00	41,984
511231	WAGES-TEMPORARY EMPLOYEES (full time)												
	Temporary	0.50	10,127		0		0		2,582		0	0.50	12,709
512000	FRINGE		181,340		4,552		300		930		0		187,122
<b>Total Personal Services</b>		<b>10.50</b>	<b>692,155</b>	<b>0.00</b>	<b>4,552</b>	<b>0.00</b>	<b>300</b>	<b>0.00</b>	<b>3,512</b>	<b>0.00</b>	<b>0</b>	<b>10.50</b>	<b>700,519</b>
<b>Total Materials &amp; Services</b>			<b>183,458</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>183,458</b>
<b>TOTAL EXPENDITURES</b>		<b>10.50</b>	<b>875,613</b>	<b>0.00</b>	<b>4,552</b>	<b>0.00</b>	<b>300</b>	<b>0.00</b>	<b>3,512</b>	<b>0.00</b>	<b>0</b>	<b>10.50</b>	<b>883,977</b>

**Exhibit A  
Ordinance No. 94-541**

FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND: Operating Account (Waste Reduction)</b>													
<u>Personal Services</u>													
511121	SALARIES-REGULAR EMPLOYEES (full time)												
	Manager	1.00	62,055		0		0		0		0	1.00	62,055
	Senior Program Supervisor	2.00	90,264		0		0		0		0	2.00	90,264
	Sr. Solid Waste Planner	1.00	46,278		0		0		0		0	1.00	46,278
	Assoc. Solid Waste Planner	5.00	186,786		0		0		0		0	5.00	186,786
512000	FRINGE		142,592		3,594		600		0		0		146,786
<b>Total Personal Services</b>		<b>9.00</b>	<b>527,975</b>	<b>0.00</b>	<b>3,594</b>	<b>0.00</b>	<b>600</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>9.00</b>	<b>532,169</b>
<u>Materials &amp; Services</u>													
521240	Graphics/Reprographic Supplies		1,900		0		0		0		0		1,900
521290	Other Supplies		9,700		0		0		0		0		9,700
521291	Packaging Materials		250		0		0		0		0		250
521293	Promotion Supplies		3,600		0		0		0		0		3,600
521310	Subscriptions		1,682		0		0		0		0		1,682
521320	Dues		625		0		0		0		0		625
524190	Misc. Professional Services		342,000		0		0		0		0		342,000
526200	Ads & Legal Notices		3,250		0		0		0		0		3,250
526310	Printing Services		44,975		0		0		0		0		44,975
526320	Typesetting & Reprographics Services		2,450		0		0		0		0		2,450
526440	Delivery Service		300		0		0		0		0		300
526500	Travel		6,950		0		0		0		0		6,950
526800	Training, Tuition, Conferences		5,200		0		0		0		0		5,200
528410	Grants		533,000		0		0		0		35,000		568,000
529500	Meetings		27,280		0		0		0		0		27,280
<b>Total Materials &amp; Services</b>			<b>983,162</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>35,000</b>		<b>1,018,162</b>
<b>TOTAL EXPENDITURES</b>		<b>9.00</b>	<b>1,511,137</b>	<b>0.00</b>	<b>3,594</b>	<b>0.00</b>	<b>600</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>35,000</b>	<b>9.00</b>	<b>1,550,331</b>

**Exhibit A  
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FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND: Operating Account (Planning and Technical Services)</b>													
<u>Personal Services</u>													
511121	SALARIES-REGULAR EMPLOYEES (full time)												
	Manager	1.00	52,076		0		0		0		0	1.00	52,076
	Sr. Solid Waste Planner	1.00	46,277		0		0		0		0	1.00	46,277
	Assoc. Solid Waste Planner	2.00	78,057		0		0		0		0	2.00	78,057
	Sr. Management Analyst	2.00	84,351		0		0		0		0	2.00	84,351
	Service Supervisor	1.00	39,787		0		0		0		0	1.00	39,787
511235	WAGES-TEMPORARY EMPLOYEES (part time)												
	Temporary	4.50	85,295		0		0		0		0	4.50	85,295
512000	FRINGE		130,779		2,737		900		0		0		134,416
<b>Total Personal Services</b>		<b>11.50</b>	<b>516,822</b>	<b>0.00</b>	<b>2,737</b>	<b>0.00</b>	<b>900</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>11.50</b>	<b>520,259</b>
<b>Total Materials &amp; Services</b>			<b>344,816</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>344,816</b>
<b>TOTAL EXPENDITURES</b>		<b>11.50</b>	<b>861,438</b>	<b>0.00</b>	<b>2,737</b>	<b>0.00</b>	<b>900</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>11.50</b>	<b>865,075</b>



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FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Recycling Information and Education)</b>													
<u>Personal Services</u>													
511121	SALARIES-REGULAR EMPLOYEES (full time)												
	Senior Public Affairs Specialist	1.00	39,983		0		0		0		0	1.00	39,983
	Assoc. Public Affairs Specialist	2.00	70,770		0		0		0		0	2.00	70,770
511221	WAGES-REGULAR EMPLOYEES (full time)												
	Program Assistant 2	4.00	99,780		0		0		6,000		0	4.00	105,780
511225	WAGES-REGULAR EMPLOYEES (part time)												
	Program Assistant 2	0.50	12,319		0		0		0		0	0.50	12,319
511235	WAGES-TEMPORARY EMPLOYEES (part time)												
	Temporary	0.15	3,191		0		0		0		0	0.15	3,191
511400	OVERTIME		6,864		0		0		0		0		6,864
512000	FRINGE		99,129		1,979		840		2,652		0		104,600
<b>Total Personal Services</b>		<b>7.65</b>	<b>332,036</b>	<b>0.00</b>	<b>1,979</b>	<b>0.00</b>	<b>840</b>	<b>0.00</b>	<b>8,652</b>	<b>0.00</b>	<b>0</b>	<b>7.65</b>	<b>343,507</b>
<b>Total Materials &amp; Services</b>			<b>245,240</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>245,240</b>
<b>TOTAL EXPENDITURES</b>		<b>7.65</b>	<b>577,276</b>	<b>0.00</b>	<b>1,979</b>	<b>0.00</b>	<b>840</b>	<b>0.00</b>	<b>8,652</b>	<b>0.00</b>	<b>0</b>	<b>7.65</b>	<b>588,747</b>

**Exhibit A  
Ordinance No. 94-541**

FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Debt Service Account</b>													
<b>Total Requirements</b>			2,890,523	0	0	0	0	0	0	0	0	0	2,890,523
<b>SOLID WASTE REVENUE FUND:Landfill Closure Account</b>													
<b>Total Requirements</b>			10,347,500	0	0	0	0	0	0	0	0	0	10,347,500
<b>SOLID WASTE REVENUE FUND:Construction Account</b>													
<b>Total Requirements</b>			1,780,000	0	0	0	0	0	0	0	0	0	1,780,000
<b>SOLID WASTE REVENUE FUND:Renewal &amp; Replacement Account</b>													
<b>Total Requirements</b>			570,000	0	0	0	0	0	0	0	0	0	570,000
<b>SOLID WASTE REVENUE FUND:General Account</b>													
<b>Total Requirements</b>			440,610	0	0	0	0	0	0	0	0	0	440,610
<b>SOLID WASTE REVENUE FUND:Master Project Account</b>													
<b>Total Requirements</b>			933,013	0	0	0	0	0	0	0	0	0	933,013
<b>SOLID WASTE REVENUE FUND:General Expenses</b>													
<b>Total Interfund Transfers</b>			4,167,887	0	0	0	0	0	0	0	0	0	4,167,887
<b>Contingency and Unappropriated Balance</b>													
599999	Contingency		5,917,571		(28,688)		(3,900)		(8,652)		(1,840,000)		4,036,331
599990	Unappropriated Fund Balance		11,978,552		0		0		0		0		11,978,552
<b>Total Contingency and Unapp. Balance</b>			17,896,123		(28,688)		(3,900)		(8,652)		(1,840,000)		16,014,883
<b>TOTAL REVENUE FUND EXPENDITURES</b>		104.30	85,657,487	0.00	0	0.00	0	0.00	0	0.00	27,125	104.30	85,684,612

**Exhibit A  
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FISCAL YEAR 1993-94		CURRENT BUDGET		PERS CALCULATION		TDM PROGRAM COSTS		PERSONNEL COSTS		OPERATIONAL NEEDS		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Rehabilitation &amp; Enhancement Fund</b>													
<b>Materials &amp; Services</b>													
<b>NORTH PORTLAND ENHANCEMENT ACCOUNT</b>													
524190	Misc. Professional Services		170,000	0	0	0	0	0	0	0	0		170,000
526200	Ads & Legal Notices		500	0	0	0	0	0	0	0	0		500
526310	Printing Services		700	0	0	0	0	0	0	0	0		700
526420	Postage		800	0	0	0	0	0	0	0	0		800
526800	Training, Tultion, and Conferences		500	0	0	0	0	0	0	0	0		500
529500	Meetings		360	0	0	0	0	0	0	0	0		360
<b>COMPOSTER ENHANCEMENT ACCOUNT</b>													
524190	Misc. Professional Services		56,000	0	0	0	0	0	0	0	0		56,000
526200	Ads & Legal Notices		500	0	0	0	0	0	0	0	0		500
526310	Printing Services		500	0	0	0	0	0	0	0	0		500
526420	Postage		300	0	0	0	0	0	0	0	0		300
529500	Meetings		300	0	0	0	0	0	0	0	0		300
<b>METRO CENTRAL ENHANCEMENT ACCOUNT</b>													
524190	Misc. Professional Services		330,000	0	0	0	0	0	0	0	0		330,000
526200	Ads & Legal Notices		500	0	0	0	0	0	0	0	0		500
526310	Printing Services		560	0	0	0	0	0	0	0	0		560
526420	Postage		500	0	0	0	0	0	0	0	0		500
529500	Meetings		500	0	0	0	0	0	0	0	0		500
<b>FOREST GROVE ACCOUNT</b>													
528100	License, Permits, Payments to Other Agencies		31,030	0	0	0	0	0	0	5,000	0		36,030
<b>OREGON CITY ACCOUNT</b>													
528100	License, Permits, Payments to Other Agencies		178,368	0	0	0	0	0	0	15,000	0		193,368
<b>Total Materials &amp; Services</b>			<b>771,918</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>		<b>791,918</b>
<b>Total Interfund Transfers</b>			<b>39,048</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>39,048</b>
<b>Contingency and Unappropriated Balance</b>													
599999	Contingency		334,533	0	0	0	0	0	0	(20,000)	0		314,533
599990	Unappropriated Balance		1,698,702	0	0	0	0	0	0	0	0		1,698,702
<b>Total Contingency and Unappropriated Balance</b>			<b>2,033,235</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(20,000)</b>	<b>0</b>		<b>2,013,235</b>
<b>TOTAL EXPENDITURES</b>			<b>2,844,201</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>2,844,201</b>

Note: Assumes Ordinance 94-536 has been adopted first.

**Exhibit B**  
**FY 1993-94 SCHEDULE OF APPROPRIATIONS**  
**Ordinance No. 94-541**

	<u>Current Appropriation</u>	<u>PERS Calculation</u>	<u>TDM Program Costs</u>	<u>Personnel Costs</u>	<u>Operational Needs</u>	<u>Proposed Appropriation</u>
<b>SOLID WASTE REVENUE FUND</b>						
Administration						
Personal Services	515,867	3,395	900	0	0	520,162
Materials & Services	90,671	0	0	0	27,125	117,796
<b>Subtotal</b>	<b>606,538</b>	<b>3,395</b>	<b>900</b>	<b>0</b>	<b>27,125</b>	<b>637,958</b>
Budget and Finance						
Personal Services	461,629	0	0	(3,512)	0	458,117
Materials & Services	983,548	0	0	0	55,000	1,038,548
<b>Subtotal</b>	<b>1,445,177</b>	<b>0</b>	<b>0</b>	<b>(3,512)</b>	<b>55,000</b>	<b>1,496,665</b>
Operations						
Personal Services	2,087,430	12,431	360	0	0	2,100,221
Materials & Services	38,667,222	0	0	0	1,750,000	40,417,222
<b>Subtotal</b>	<b>40,754,652</b>	<b>12,431</b>	<b>360</b>	<b>0</b>	<b>1,750,000</b>	<b>42,517,443</b>
Engineering & Analysis						
Personal Services	692,155	4,552	300	3,512	0	700,519
Materials & Services	183,458	0	0	0	0	183,458
<b>Subtotal</b>	<b>875,613</b>	<b>4,552</b>	<b>300</b>	<b>3,512</b>	<b>0</b>	<b>883,977</b>
Waste Reduction						
Personal Services	527,975	3,594	600	0	0	532,169
Materials & Services	983,162	0	0	0	35,000	1,018,162
<b>Subtotal</b>	<b>1,511,137</b>	<b>3,594</b>	<b>600</b>	<b>0</b>	<b>35,000</b>	<b>1,550,331</b>
Planning and Technical Services						
Personal Services	516,622	2,737	900	0	0	520,259
Materials & Services	344,816	0	0	0	0	344,816
<b>Subtotal</b>	<b>861,438</b>	<b>2,737</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>865,075</b>
Recycling Information and Education						
Personal Services	332,036	1,979	840	8,652	0	343,507
Materials & Services	245,240	0	0	0	0	245,240
<b>Subtotal</b>	<b>577,276</b>	<b>1,979</b>	<b>840</b>	<b>8,652</b>	<b>0</b>	<b>588,747</b>

**Exhibit B**  
**FY 1993-94 SCHEDULE OF APPROPRIATIONS**  
**Ordinance No. 94-541**

SOLID WASTE REVENUE FUND (continued)	Current Appropriation	PERS Calculation	TDM Program Costs	Personnel Costs	Operational Needs	Proposed Appropriation
Debt Service Account						
Debt Service	2,890,523	0	0	0	0	2,890,523
Subtotal	2,890,523	0	0	0	0	2,890,523
Landfill Closure Account						
Materials & Services	10,347,500	0	0	0	0	10,347,500
Subtotal	10,347,500	0	0	0	0	10,347,500
Construction Account						
Capital Outlay	1,780,000	0	0	0	0	1,780,000
Subtotal	1,780,000	0	0	0	0	1,780,000
Renewal and Replacement Account						
Capital Outlay	570,000	0	0	0	0	570,000
Subtotal	570,000	0	0	0	0	570,000
General Account						
Capital Outlay	440,610	0	0	0	0	440,610
Subtotal	440,610	0	0	0	0	440,610
Master Project Account						
Debt Service	933,013	0	0	0	0	933,013
Subtotal	933,013	0	0	0	0	933,013
General Expenses						
Interfund Transfers	4,167,887	0	0	0	0	4,167,887
Contingency	5,917,571	(28,688)	(3,900)	(8,652)	(1,840,000)	4,036,331
Subtotal	10,085,458	(28,688)	(3,900)	(8,652)	(1,840,000)	8,204,218
Unappropriated Balance	11,978,552	0	0	0	0	11,978,552
<b>Total Fund Requirements</b>	<b>85,657,487</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,125</b>	<b>85,684,612</b>

**Exhibit B**  
**FY 1993-94 SCHEDULE OF APPROPRIATIONS**  
**Ordinance No. 94-541**

	<u>Current Appropriation</u>	<u>PERS Calculation</u>	<u>TDM Program Costs</u>	<u>Personnel Costs</u>	<u>Operational Needs</u>	<u>Proposed Appropriation</u>
<b>REHABILITATION &amp; ENHANCEMENT FUND</b>						
North Portland Enhancement Account						
Materials & Services	172,860	0	0	0	0	172,860
<u>Subtotal</u>	<u>172,860</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>172,860</u>
Composter Enhancement Account						
Materials & Services	57,600	0	0	0	0	57,600
<u>Subtotal</u>	<u>57,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>57,600</u>
Metro Central Enhancement Account						
Materials & Services	332,060	0	0	0	0	332,060
<u>Subtotal</u>	<u>332,060</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>332,060</u>
Forest Grove Account						
Materials & Services	31,030	0	0	0	5,000	36,030
<u>Subtotal</u>	<u>31,030</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>36,030</u>
Oregon City Account						
Materials & Services	178,368	0	0	0	15,000	193,368
<u>Subtotal</u>	<u>178,368</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>193,368</u>
General Expenses						
Interfund Transfers	39,048	0	0	0	0	39,048
Contingency	334,533	0	0	0	(20,000)	314,533
<u>Subtotal</u>	<u>373,581</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(20,000)</u>	<u>353,581</u>
Unappropriated Balance	1,698,702	0	0	0	0	1,698,702
<u>Total Fund Requirements</u>	<u>2,844,201</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,844,201</u>

**ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED**

**NOTE: This action assumes adoption of Ordinance No. 94-536**

Meeting Date: April 14, 1994  
Agenda Item No. 5.4

**ORDINANCE NO. 94-542**

## STAFF REPORT

### **CONSIDERATION OF ORDINANCE NO. 94-542, FOR THE PURPOSE OF REPEALING ORDINANCE NO. 94-531 DUE TO METRO WASTE DISPOSAL SERVICES CONTRACT AMENDMENT NO. 4, WHICH WILL ALLOW REDUCTION OF METRO'S SOLID WASTE DISPOSAL RATE BY SEPARATE ORDINANCE, AND DECLARING AN EMERGENCY**

Date: March 30, 1994

Presented by: Roosevelt Carter

### FACTUAL BACKGROUND AND ANALYSIS

Ordinance No. 94-542, adopted by the Council on March 10, 1994, retained the existing \$75 per ton disposal fee charged at Metro solid waste facilities, adjusted the components of the disposal fees charged at Metro and non-Metro facilities, and made other adjustments to the rates and disposal policies at Metro facilities. Per provisions of Metro's Charter, Section 39(1), the ordinance cannot take effect until at least 90 days after Council adoption.

On March 16, 1994, the Executive Officer signed Amendment No. 4 to the Oregon Waste Systems Agreement. The terms of the amendment provide for a reduced, per ton disposal charge that Metro pays at the Columbia Ridge Landfill. Metro's Rate Review Committee and the Executive Officer recommend this reduction be passed on to Metro's disposal facility customers. Ordinance No. 94-543, introduced as a companion to this ordinance, reduces the system disposal rate to \$74 per ton.

To reduce confusion on the part of Metro's disposal facility customers, Ordinance No. 94-531 should be repealed, and the rate component and disposal policy changes made by Ordinance No. 94-531 should be included in Ordinance No. 94-543 so that all disposal fee and policy changes take effect at the same time.

### EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends Ordinance No. 94-531 be adopted.



BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REPEALING	)	ORDINANCE NO. 94-542
ORDINANCE NO. 94-531 DUE TO METRO	)	
WASTE DISPOSAL SERVICES CONTRACT	)	Introduced by Rena Cusma,
AMENDMENT NO. 4, WHICH WILL ALLOW	)	Executive Officer
REDUCTION OF METRO'S SOLID WASTE	)	
DISPOSAL RATE BY SEPARATE	)	
ORDINANCE, AND DECLARING AN	)	
EMERGENCY	)	

WHEREAS, By Ordinance No. 94-531, Metro adjusted the components of the disposal fee charged at Metro solid waste facilities, retained the existing \$75 per ton disposal fee, and made other adjustments to the rates and disposal policies at Metro facilities; and

WHEREAS, Ordinance No. 94-531 has not yet taken effect; and

WHEREAS, Savings achieved by Amendment No. 4 to the waste disposal services contract between Metro and Oregon Waste Systems, Inc., allow Metro to reduce the disposal fee charged at Metro facilities; and

WHEREAS, Ordinance No. 94-543, to reduce the Metro solid waste disposal fee, has been introduced as a companion to this ordinance, cannot take effect until at least 90 days following adoption; and

WHEREAS, To reduce confusion on the part of Metro disposal facility customers, Ordinance No. 94-531 should be repealed, and the rate component and disposal policy changes made by Ordinance No. 94-531 should be included in Ordinance No. 94-543, which also reduces the total per ton disposal fee, so that all disposal fee and policy changes will take effect at the same time; and

WHEREAS, This Ordinance was submitted to the Executive Officer for consideration and forwarded to the Council for approval; now, therefore,

**THE METRO COUNCIL ORDAINS AS FOLLOWS:**

Section 1. Ordinance No. 94-531 is repealed.

Section 2. This ordinance is necessary for the health, safety, or welfare of the Metro area, because allowing Ordinance No. 94-531 to take effect and making additional changes to

Metro's 1994-95 rate that cannot take effect for 90 days will cause unnecessary confusion for the customers of Metro solid waste disposal facilities. An emergency is therefore declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this \_\_\_\_\_ day of \_\_\_\_\_, 1994.

\_\_\_\_\_  
Judy Wyers, Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of the Council

ds 1153B

Meeting Date: April 14, 1994  
Agenda Item No. 5.5

ORDINANCE NO. 94-543

## STAFF REPORT

### CONSIDERATION OF ORDINANCE NO. 94-543, FOR THE PURPOSE OF AMENDING METRO CODE CHAPTER 5.02, TO REDUCE AND OTHERWISE ADJUST DISPOSAL FEES CHARGED AT METRO SOLID WASTE FACILITIES, PROVIDE FOR SPECIAL EXEMPTIONS FROM FEES AND ESTABLISH COVERED LOAD REBATES

Date: March 30, 1994

Presented by: Roosevelt Carter

#### FACTUAL BACKGROUND AND ANALYSIS

Ordinance No. 94-543 proposes that the System Disposal rate charged at Metro facilities be reduced to \$74.00 per ton for FY 1994-95, that the fee categories compiling the total rate be changed to reflect estimated costs contained in the FY 1994-95 Proposed Budget and that the fees collected for the Department of Environmental Quality (DEQ) reflect actual charges. Additionally, this ordinance:

- deletes all references to the MSW Compost facility;
- inserts provisions that encourage customers to cover their loads to minimize roadside litter;
- inserts a provision that includes "conditionally exempt generators and other wastes" under the Special Waste Surcharge; and Special Waste Permit Application Fees section of the Chapter and provides for collection of applicable excise taxes; and
- provides that Metro fees for disposal of solid waste generated by a public agency, local government or qualified non-profit entity may be waived with the issuance of a special exemption permit.

#### System Disposal Rates

Metro increased its System Disposal rates to \$75.00 per ton on July 1, 1992 and there has not been an increase or other change in disposal rates since then. Ordinance No. 94-543 proposes a decrease in the system disposal rate to \$74.00 per ton and adjusts the fee components that make up the total system disposal rate to reflect: (1) the most recent tonnage estimates; and (2) reallocation of some costs between the components. The latest FY 1994-95 tonnage forecast estimates 1,066,000 region wide tons including 741,000 Metro tons. Renewal and Replacement Account contributions and capital expenses related to the transfer stations have been reallocated to the Metro User Fee category from the Regional User Fee category on the recommendation of Black & Veatch, consultants who were hired to analyze and report on Metro's rate setting practices last fiscal year. Cost estimates used to calculate the proposed rates are those contained in the FY 1994-95 Proposed Budget. As proposed, these rates will produce total revenues of \$58,824,000.

(Attachment "A" to this staff report is a Rate Analysis for FY 1994-95)

(The Rate Review Committee's, March 30, 1994, report to the Council Solid Waste Committee compares current rates to Proposed FY 1994-95 rates.)

### Incentive to Minimize Roadside Litter

Approximately 75 % of cash customers arrive at Metro transfer stations with uncovered loads that create litter on the highways and streets surrounding these facilities. Existing Code language imposes either a \$25.00 or \$100.00 per load surcharge, depending on vehicle capacity, for uncovered loads arriving at the transfer stations. This surcharge is often impossible to collect and results in arguments between cash customers and Metro scalehouse personnel.

This proposed amendment provides that "cash account customers" using Metro South or Metro Central Stations pay a rate of \$98.00 per ton for material delivered. "Cash account customers" who arrive with their load covered with tight fitting tarps will receive a rebate of 25 % off the tip fee. This change in policy provides an incentive to properly cover loads rather than the current disincentive for uncovered loads. The surcharge for "credit account customers" remains unchanged.

The budget impact of this change is expected to be minimal.

### Conditionally Exempt Generators and Other Wastes

The volume of household hazardous waste from non-household sources and the volume of Conditionally Exempt Generator(CEG) waste are expected to increase substantially during FY 1994-95. Non-household sources include such agencies as Goodwill Industries and the Salvation Army, recycling depots, intra-agency (Metro-Washington Park Zoo, Metro regional parks, etc.), and inter-agency activities, orphan waste and illegal disposal cleanup. Metro Hazardous Waste Technicians now pick up hazardous materials either inadvertently left or illegally dumped by the public at facilities such as those noted on an on-call basis.

The volume of CEG waste from business entities not currently served by private commercial disposal is expected to increase due to the Metro/Department of Environmental Quality(DEQ) CEG pilot program. The DEQ estimates that there are at least 2,000 Conditionally Exempt Generators in the region and possibly as many as 7,000. The experience of other communities and other similar CEG pilot programs indicate that about 85 % of known generators participate in the program generating an average of 500 pounds (62 gallons) of such waste each year. A conservative cost estimate for handling this waste next year is \$632,000.  $(2,000 \times .85 \times 62 \times \$6.00)$ . (The average cost of disposal is \$6.00 per gallon.)

Provisions of this amendment will establish charges for household hazardous waste from non-household sources and Conditionally Exempt Generator (CEG) waste based on the actual disposal costs of such waste.

### Public Agency, Local Government or Qualified Non-Profit Entity Waiver

From time-to-time, Metro receives requests from local jurisdictions, other public agencies and not-for-profit entities to waive or reduce disposal charges for illegal dumping on their property or for volunteer cleanup projects they have undertaken. Due to the nature of illegal dumping, these entities may have to divert funds from other needed services that benefit the public in order to pay unexpected disposal costs.

Provisions of this amendment would authorize the Solid Waste Director, on a case-by-case basis, to waive fees for disposal of solid waste generated by a public agency, local government or qualified not-for-profit entity within the Metro region if the following criteria are met:

- (1) Total aggregate disposal fees to be waived for the entity requesting waiver does not exceed \$5,000 per Metro fiscal year;
- (2) The waiver of fees will address or remedy a hardship suffered by the applicant, or the public interest will be served by waiver of the disposal fees;
- (3) The waste in question is acceptable for disposal at a Metro facility;
- (4) The amount of the waiver is covered by budgeted funds; and
- (5) If the applicant for a special exemption permit is a non-profit entity, and is qualified as specified in Code Section 5.07.030(a), (b), (c), (d), and (j).

The proposed Ordinance provides that the Solid Waste Director shall notify the Council 14 days in advance of the date of issuing an exemption permit under section 5.02.075 by filing a written report of the proposed action, including required findings, with the Clerk of the Council. If the Council notifies the Director within the 14-day period of its intent to review the proposed waiver, the Director shall not issue the permit unless so authorized by the Council.

#### EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends Ordinance No. 94-543 be adopted.





## METRO

DATE: March 30, 1994

TO: Metro Council Solid Waste Committee

FROM: Rate Review Committee

RE: FY 94-95 Solid Waste Disposal Rate Report

The Rate Review Committee is required to make an annual recommendation of the Solid Waste Disposal Rate to the Metro Council Solid Waste Committee. The Committee forwarded its recommendation of \$75 per ton to the Solid Waste Committee on February 9, 1994. Subsequent to this action, Metro's Executive Officer signed an amendment to the waste disposal agreement between Metro and Oregon Waste Systems that will result in disposal cost savings to Metro. The Rate Review Committee recommends these savings be passed on to Metro's customers through a reduction in next year's rate.

The Rate Review Committee recommends the following rate and rate policy changes for FY 1994-95:

### 1. Solid Waste Disposal Rate

A maximum total charge of \$74 per ton for disposal of mixed solid waste at Metro South and Metro Central Stations. The table below summarizes the fee components of the total disposal charge.

Fee Component	Tonnage Rate \$/Ton FY 93-94	Originally Proposed \$/Ton FY 94-95	Tonnage Rate \$/Ton FY 94-95
Regional User Fee	\$19.00	\$17.50	\$17.50
Metro User Fee	7.00	9.50	9.50
Regional Transfer Charge	9.00	7.20	7.20
Disposal Fee	38.25	39.25	38.15
DEQ Fees	1.10	0.92	1.02
DEQ Orphan Site Program	0.15	0.13	0.13
Rehabilitation and Enhancement Fee	0.50	0.50	0.50
<b>Total Rate:</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$74.00</b>



## 2. Rate Policy Changes

### A. Rate Methodology Cost Allocation

- 1) Assign the costs of Renewal and Replacement Account contributions to the Metro User Fee component. Previously these costs were included as part of the Regional User Fee component. This change was recommended by the Black & Veatch rate report in June 1993.
- 2) Assign the costs for capital expenses related to the transfer stations to the Metro User Fee component. Previously these costs were included as part of the Regional User Fee component. This change follows the rate setting philosophy of Black & Veatch.

### B. Rate Stabilization Account

The Rate Review Committee supports the establishment of a Rate Stabilization Account within the Solid Waste Revenue Fund to act as a cushion to smooth out the variations of revenue requirements from year to year.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING )  
METRO CODE CHAPTER 5.02 TO REDUCE )  
AND OTHERWISE ADJUST DISPOSAL FEES )  
CHARGED AT METRO SOLID WASTE )  
FACILITIES, PROVIDE FOR SPECIAL )  
EXEMPTIONS FROM FEES AND ESTABLISH )  
COVERED LOAD REBATES, )  
EFFECTIVE SEPTEMBER 1, 1994 )

ORDINANCE NO. 94-543

Introduced by Rena Cusma,  
Executive Officer

WHEREAS, Metro recently executed Amendment No. 4 to the waste disposal services contract between Metro and Oregon Waste Systems, Inc., which allows Metro to reduce the disposal fee charged at Metro facilities; and

WHEREAS, By Ordinance No. 94-531, Metro recently adjusted the components of the disposal fee charged at Metro solid waste facilities, retained the existing \$75 per ton total fee and made other adjustments to the rates and disposal policies at Metro facilities; and

WHEREAS, Ordinance No. 94-542, which is a companion to this ordinance, would repeal Ordinance No. 94-531 before it takes effect;

WHEREAS, This ordinance contains all of the substantive changes that were included in Ordinance No. 94-531, and also reduces the total per ton disposal rate at Metro facilities; and

WHEREAS, Passage of this ordinance and Ordinance No. 94-542 will reduce confusion on the part of Metro disposal facility customers by allowing the disposal rate reduction, and the rate component and disposal policy changes of Ordinance 94-531, to take effect at the same time; and

WHEREAS, This Ordinance was submitted to the Executive Officer for consideration and forwarded to the Council for approval; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

Section 1. Metro Code Section 5.02.010 is amended to read:

5.02.010 Purpose: The purpose of this chapter is to establish base-solid waste disposal rates, and charges and credit policy for the Metro South Station, and Metro Central Station;

~~and the MSW Compost Facility, solid waste user fees, a regional transfer charge, an out of state surcharge and enhancement fees, and to establish a credit policy at Metro disposal facilities.~~

Section 2. Metro Code Section 5.02.015 is amended to read:

5.02.015 Definitions: As used in this chapter, unless the context requires otherwise:

(a) "Acceptable Special Wastes" means those special wastes ~~which~~ that are approved for disposal at Metro South or Metro Central by the Metro Solid Waste Department in the form of a special waste permit. "Unacceptable Waste," as defined in this section, is expressly excluded.

(b) "Cash Account Customer" means ~~those persons~~ a person who pays cash for disposal of solid waste at Metro South Station, or Metro Central Station, ~~or the MSW Compost Facility.~~

(c) "Credit Account Customer" means ~~those persons~~ a person who pays for disposal of solid waste through a charge account at Metro South Station, or Metro Central Station, ~~or the MSW Compost Facility.~~

(d) "Disposal Fee" means those fees which pay the direct unit costs of transportation and disposal of general purpose solid waste. Major cost components are: The long haul transport contract and the Oregon Waste Systems, Inc. disposal contract.

(e) "Enhancement Fees" means those fees collected in addition to general disposal rates that are used to pay for rehabilitation and enhancement projects in the areas immediately surrounding landfills and other solid waste facilities.

(f) "Household Hazardous Waste" means any discarded, useless or unwanted chemical, material substance or product that is or may be hazardous or toxic to the public or the environment and is commonly used in or around households which may include, but is not limited to, some cleaners, solvents, pesticides, and automotive and paint products.

(g) "Limited Purpose Solid Waste" means construction, demolition, process residue, land clearing waste and non-hazardous industrial dust.

(h) "Metro Central Station" is ~~that~~ the Metro solid waste transfer and recycling station located at 6161 N.W. 61st Avenue, Portland, Oregon, 97210.

(i) "Metro Disposal System" means Metro South Station, Metro Central Station, ~~MSW Compost Facility,~~ Columbia Ridge Landfill and such other facilities, or contracts for

service with Metro which transfer or cause solid waste to be disposed at the Columbia Ridge Landfill or other disposal facility.

~~(j) "MSW Compost Facility" is that solid waste mass compost facility located at 5611 N.E. Columbia Boulevard, Portland, Oregon, 97232.~~

~~(k)(l)~~ "Metro South Station" is ~~that~~ the solid waste transfer station owned and operated by Metro and located at 2001 Washington, Oregon City, Oregon 97045.

~~(l)(k)~~ "Metro User Fee (Tier Two)" means those fees which pay for fixed costs of the Metro Disposal System. This fee is imposed upon all solid waste delivered to any Metro Disposal System facility which delivery will affect Metro's reserved space capacity at the Columbia Ridge Landfill. Fixed costs of the Oregon Waste Systems disposal contract, the long haul transport contract, debt service and capital items directly related to the facilities are paid through this fee.

~~(m)(l)~~ "Metro Waste Management System" means all associated Metro solid waste services related to management of the whole recycling, processing and disposal system, including administrative, planning, financial, engineering and waste reduction activities.

~~(n)(m)~~ "Person" means any individual, partnership, association, corporation, trust, firm, estate, joint venture or any other private entity or any public agency.

~~(o)(n)~~ "Regional Transfer Charge" means those fees which pay the direct unit operating costs of the Metro transfer stations ~~and compost facility~~. This fee is imposed upon all solid waste delivered to Metro Disposal System facilities.

~~(p)(o)~~ "Regional User Fee (Tier One)" means those fees which pay for fixed costs associated with administrative, financial and engineering services and waste reduction activities of the Metro Waste Management System. Contingency fees on all costs and general transfers of solid waste funds to other Metro departments for direct services are included in this fee. This fee is collected on all solid waste originating or disposed ~~of~~ within the region.

~~(q)(p)~~ "Special Loads" mean all loads of Household Hazardous Waste that are 35 gallons or more in the aggregate or loads that contain any acutely hazardous waste.

~~(r) "St. Johns Landfill" is that landfill owned and managed by Metro and located at 9363 N. Columbia Boulevard, Portland, Oregon 97203, which is closed to all commercial activities and is now undergoing active closure.~~

**(s)(1)** "Solid Waste" means all putrescible and nonputrescible wastes, including garbage, rubbish, refuse, paper and cardboard, commercial, industrial, demolition and construction waste, home and industrial appliances.

**(s)(2)** "Source Separated Yard Debris" means twigs, branches, grass clippings, leaves, and tree limbs in a form appropriate for mechanical processing for reuse or sale. Source separated yard debris does not include yard or construction debris that is not appropriate for mechanical processing for reuse or sale or that has unacceptable types or amounts of contaminants mixed with it. The operator or person in charge of accepting this waste shall make the final determination of what is source separated yard debris based on the capability of available machinery to process it. The Director of Solid Waste may establish guidelines for determining what is source separated yard debris within the meaning of this chapter.

**(s)(3)** "Special Waste" means any waste (even though it may be part of a delivered load of waste) which is:

- (1) Containerized waste (e.g., a drum, barrel, portable tank, box, pail, etc.) of a type listed in 3 through 9 and 11 of this definition below; or
- (2) Waste transported in a bulk tanker; or
- (3) Liquid waste including outdated, off spec liquid food waste or liquids of any type when the quantity and the load would fail the paint filter liquid (Method 9095, SW-846) test or is 25 gallons of free liquid per load, whichever is more restrictive.
- (4) Containers (or drums) which once held commercial products or chemicals are included unless the container is empty. A container is empty when:
  - (A) All wastes have been removed that can be removed using the practices commonly employed to remove materials from the type of container, e.g., pouring, pumping, crushing, or aspirating.
  - (B) The ends have been removed (for containers in excess of 25 gallons); and
  - (C) No more than one inch thick (2.54 centimeters) of residue remains on the bottom of the container or inner liner; or

- (D) No more than 1 percent by weight of the total capacity of the container remains in the container (for containers up to 110 gallons); or
- (E) No more than 0.3% by weight of the total capacity of the container remains in the container for containers larger than 110 gallons.

Containers which once held acutely hazardous wastes must be triple rinsed with an appropriate solvent or cleaned by an equivalent alternative method. Containers which once held substances regulated under the Federal Insecticide, Fungicide, and Rodenticide Act must be empty according to label instructions or triple rinsed with an appropriate solvent or cleaned by an equivalent method. Plastic containers larger than five (5) gallons that hold any regulated waste must be cut in half or punctured, dry and free of contamination to be accepted as refuse; or

- (5) Sludge waste from septic tanks, food service, grease traps, wastewater from commercial laundries, laundromats or car washes; or
- (6) Waste from an industrial process; or
- (7) Waste from a pollution control process; or
- (8) Residue or debris from the cleanup of a spill or release of chemical substances, commercial products or wastes listed in 1 through 7 or 9 of this definition; or
- (9) Soil, water, residue, debris, or articles which are contaminated from the cleanup of a site or facility formerly used for the generation, storage, treatment, recycling, reclamation, or disposal of wastes listed in 1 through 8 of this definition; or
- (10) Chemical containing equipment removed from service (for example - filters, oil filters, cathode ray tubes, lab equipment, acetylene tanks, CFC tanks, refrigeration units, or any other chemical containing equipment); or
- (11) Waste in waste containers that are marked with a National Fire Protection Association identification label that has a hazard rating of 2, 3, or 4 but not empty containers so marked; or

- (12) Any waste that requires extraordinary management.

Examples of special wastes are: chemicals, liquids, sludge and dust from commercial and industrial operations; municipal waste water treatment plant grits, screenings and sludge; contaminated soils; tannery wastes, empty pesticide containers, and dead animals or by-products.

(v)(t) "Total Fees" means the total per transaction of all tip and special fees.

(w)(u) "Unacceptable Waste" means any and all waste that is either:

- (1) ~~Waste which is p~~rohibited from disposal at a sanitary landfill by state or federal law, regulation, rule, code, permit or permit condition; or
- (2) A hazardous waste; or
- (3) Special waste without an approved special waste permit; or
- (4) Infectious Medical Waste.

Section 3. Metro Code Section 5.02.025 is amended to read:

5.02.025 Disposal Charges at Metro South Station, Metro Central Station and the MSW Compost Facility and the Metro Household Hazardous Waste Facilities:

(a) Total fees for disposal by credit account customers shall be ~~\$75.00 (Seventy-five dollars)~~ \$74 per ton of solid waste delivered for disposal at the Metro South Station, or Metro Central Station and the MSW Compost Facility.

(b) Total fees for disposal by cash account customers shall be \$98 per ton of solid waste delivered for disposal at Metro South Station or Metro Central Station. A cash account customer delivering a load of waste such that no portion of the waste is visible to Metro scalehouse personnel (unless the waste is only visible through a secure covering), shall receive a 25 percent rebate, with the total per ton disposal fee rounded to \$74.

(b)(c) The total disposal fees specified in subsection (a) and (b) of this section include:

- (1) A disposal fee of \$38.15 per ton;
- (2) A regional transfer charge of \$7.20 per ton;
- (3) The user fees specified in Section 5.02.045;

(4) ~~An enhancement fee of \$.50 per ton is established to be charged at the Metro South Station, Metro Central Station and the MSW Compost Facility; and~~

(5) ~~DEQ fees totaling \$1.15 per ton.~~

~~(e)(d) Notwithstanding the provisions of Sections 5.02.025 (a) and (b), persons subsection (b) of this section, cash account customers using Metro South Station or Metro Central Station, other than Credit Account Customers, who have separated and included in their loads at least one half cubic yard of recyclable material (as defined in ORS 459.005) shall receive a \$3.00 credit toward their disposal charge, if their load is transported inside a passenger car or in a pickup truck not greater than a 3/4 ton capacity. The foregoing recyclable material credit shall not apply at Metro Central Station or the MSW Compost Facility.~~

~~(d) The disposal fee and enhancement fee established by this section shall be in addition to other fees, charges and surcharges established pursuant to this chapter.~~

~~(e) The following table summarizes the disposal charges to be collected by the Metropolitan Service District from all persons disposing of solid waste at the Metro South Station, Metro Central Station and the MSW Compost Facility. The minimum charge shall be \$19.00 for all credit account vehicles and shall be \$19.00 \$25.00 for all cash account vehicles. The minimum charge shall be adjusted by the covered load rebate as specified in subsection (b) of this section, and may also be reduced by application of the recycling credit provided in subsection (d) of this section. If both the rebate and the recycling credit are applicable, the rebate shall be calculated first.~~

(f) Total fees assessed at Metro facilities shall be rounded to the nearest whole dollar amount (a \$.50 charge shall be rounded up) for all cash account customers.

(g) A fee of \$5.00 is established to be charged at the Metro Household Hazardous Waste facilities for each load of Household Hazardous Waste.

(h) A fee of \$10.00 is established at the Metro Household Hazardous Waste facilities for special loads.

~~(i) The following table summarizes the disposal charges to be collected by Metro from all persons disposing of solid waste at Metro South Station and Metro Central Station:~~



METRO SOUTH STATION  
 METRO CENTRAL STATION  
 MSW-COMPOST FACILITY

Fee Component	\$/Ton	Tonnage Rate
Disposal Fee		\$38.2538.15
Regional User Fee (Tier One)		\$19.0017.50
Metro User Fee (Tier Two)		7.009.50
Regional Transfer Charge		9.007.20
<b>Total Rate</b>		<b>\$73.2572.35</b>
<b>Additional Fees</b>		
Enhancement Fee		\$ .50
DEQ Fees		1.15
<b>Total Disposal Fee:</b>		<b>\$74.00</b>

**Minimum Charge per Vehicle**

Per Charge Account Vehicle	\$19.00
Per Cash Account Vehicle (subject to possible covered load rebate and recycling credit)	25.00

Tires	Type of Tire	Per Unit
	Car tires off rim	\$1.00
	Car tires on rim	\$3.00
	Truck tires off rim	\$5.00
	Truck tires on rim	\$8.00
	Any tire 21 inches or larger diameter off or on rim	\$12.00

~~\* Total Rate does not include state imposed fees which are currently \$1.10 DEQ Promotion Program Fee and \$.15 DEQ Orphan Site Program Fee and enhancement fees currently \$.50 per ton or taxes other than excise taxes. The actual fees collected after addition of all taxes and fees shall be rounded up to the closest \$.50.~~

Section 4. Metro Code Section 5.02.045 is amended to read:

5.02.035 Litter Control Surcharge: A surcharge of \$100.00 per load shall be levied against a ~~person~~ Metro credit account customer who disposes of waste at a Metro-operated solid waste disposal facility, transfer station, recycling center or compost facility, if when entering the facility any portion of the waste is visible to Metro scalehouse personnel, unless the waste is only visible through a secure covering. The surcharge shall be ~~One Hundred (\$100.00) Dollars for a load delivered by a vehicle greater than three quarter ton capacity, and \$25.00 (Twenty five Dollars) for a load delivered by a vehicle of three quarter ton capacity or less, and shall be collected in the same manner as other disposal fees are collected at the facility.~~

Section 5. Metro Code Section 5.02.040 is repealed.

Section 6. Metro Code Section 5.02.045 is amended to read:

5.02.045 User Fees:

The following user fees ~~are established and~~ shall be collected and paid to Metro by the operators of solid waste disposal facilities, whether within or ~~without~~ outside of the boundaries of Metro, for the disposal of solid waste generated, originating, collected or disposed of within Metro boundaries, in accordance with Metro Code Section 5.01.150:

(a) Regional User Fee (Tier One):

For compacted or noncompacted solid waste, ~~\$19.00~~ 17.50 per ton delivered.

(b) Metro User Fee (Tier Two):

~~\$7.00~~ 5.50 per ton for all solid waste delivered to Metro-owned or operated facilities.

(c) Inert material, including but not limited to earth, sand, stone, crushed stone, crushed concrete, broken asphaltic concrete and wood chips used at the St. Johns Landfill for cover, diking, road base or other internal use shall be exempt from the above user fees.

(d) User fees shall not apply to wastes received at franchised processing centers that accomplish materials recovery and recycling as a primary operation.

(e) Notwithstanding the provisions of (a) and (b) above, Metro User Fees may be assessed as may be appropriate for solid waste which is the subject of a Non-System License under Chapter 5.05 of the Metro Code.

Section 7. Metro Code Section 5.02.050 is repealed.

Section 8. Metro Code Section 5.02.065 is amended to read:

5.02.065 Special Waste Surcharge and Special Waste Permit Application Fees, Conditionally Exempt Generator Waste:

(a) Special Waste.

- (1) ~~There is hereby established a~~ Special Waste Surcharge and a Special Waste Permit Application Fee ~~which shall be collected on all special wastes disposed of at Metro facilities and on all Special Waste Permit Applications. Said~~ The surcharge and fee shall be in addition to any other charge or fee established by this chapter. The purpose of the surcharge and permit application fee is to require disposers of special waste to pay the cost of ~~these services which are provided by the Metro Solid Waste Department to manage special wastes. The said~~ surcharge and fee shall be applied to all acceptable special wastes, ~~as defined in Metro Code Section 5.02.015, with the exception of CFC tanks and refrigeration units.~~
- (2) ~~The amount of t~~The Special Waste Surcharge ~~collected shall be \$4.00 per ton of special waste delivered.~~
- (3) ~~The amount of t~~The Special Waste Permit Application Fee shall be \$25.00. This fee shall be collected at the time Special Waste Permit Applications are received for processing.
- (4) Lab or testing costs ~~which are incurred by Metro for evaluation of a particular waste may be charged to the disposer of that waste.~~
- (5) The amount charged for residential refrigeration units and CFC containing tanks shall be \$15.00.
- (6) The amount charged for commercial refrigeration units shall be \$20.00.
- (7) Refrigeration units that can be certified as free of CFC chemical content shall be considered a recyclable and therefore exempt from any fee.

(b) Conditionally exempt generator (CEG) waste. The amount charged for acceptance of CEG waste and for household hazardous waste from non-household sources

shall be the actual disposal costs of such waste calculated from the current Metro contractor price schedules, Metro and/or contractor labor costs, and all applicable excise taxes.

Section 9. The following Section 5.02.075 is added to and made part of Metro Code Chapter 5.02:

5.02.075 Special Exemption From Disposal Fees

(a) The Solid Waste Director may issue a special exemption permit to a public agency, local government or qualified non-profit entity, waiving fees for disposal of solid waste generated within the Metro region, by making the following findings:

- (1) Total aggregate disposal fees to be waived for the entity requesting waiver does not exceed \$5,000 per Metro fiscal year;
- (2) The waiver of fees will address or remedy a hardship suffered by the applicant, or the public interest will be served by waiver of the disposal fees;
- (3) The waste in question is acceptable for disposal at a Metro facility;
- (4) The amount of the waiver is covered by budgeted funds; and
- (5) If the applicant for a special exemption permit is a nonprofit entity, such entity is qualified as specified in Code Section 5.07.030(a),(b),(c),(d), and (j).

(b) The Solid Waste Director shall notify the Council 14 days in advance of the date of issuance of an exemption permit under this section by filing a written report of the proposed action, including required findings, with the Clerk of the Council. If the Council notifies the Director within the 14-day period of its intent to review the proposed waiver, the Director shall not issue the permit unless so authorized by the Council.

Section 10. This ordinance shall take effect on September 1, 1994.

ADOPTED by the Metro Council this \_\_\_\_ day of \_\_\_\_\_, 1994.

\_\_\_\_\_  
Judy Wyers, Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of the Council

ds 1153A

Meeting Date: April 14, 1994  
Agenda Item No. 5.6

ORDINANCE NO. 94-544

## STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 94-544 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE TO REFLECT OPERATIONAL NEEDS AT MERC FACILITIES, COMPLETE WORK ON THE MERC BUSINESS PLAN, AND DECLARE AN EMERGENCY

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Date: April 4, 1994

Presented by: Pat LaCrosse

### **BACKGROUND AND ANALYSIS**

This action requests adjustments to various funds for the following purposes:

1. To complete work assignments related to the MERC Business Plan approved by the MERC Commission on March 30, 1994,
2. To reflect adjustments in various MERC funds related to operational needs, and
3. To recognize the impact on the Civic Stadium resulting from the loss of Triple A baseball for the FY 1993-94.

Each action will be addressed separately.

### MERC Business Plan

Since January, MERC has been fortunate to utilize a Metro staff employee, Pam Erickson, to assist in the Business Plan process. The initial intent was to use her services until the Business Plans were complete and adopted. In December, 1993, the Metro Council adopted a budget adjustment authorizing additional FTE and appropriation for the period January through March, at a total cost of \$20,000. This cost is paid by MERC through support service transfers. As a result of the Business Plan process, a fairly long list of work items to be accomplished has been developed. These work items are important to complete as MERC considers the Business Plan to be a working document to assist and guide the agency into the future. Therefore, MERC has determined that Ms. Erickson's services will be needed for the remaining quarter of the fiscal year -- April through June.

This action requests the transfer of \$20,000 in total salary and fringe costs for the last quarter of the fiscal year. Ms. Erickson's salary is budgeted in the Program Development division of the Regional Facilities Department, and will be funded through direct support service transfers from the MERC operating funds. Ms. Erickson's salary has historically been budgeted in this division. To maintain consistency in the future identification of expenditures, and to avoid complications resulting from different personnel rules and pay plans between MERC and Metro, we feel it is important to continue to budget her time as it has been for the first three quarters of the fiscal year.

This action would transfer \$20,000 from the Support Services Fund Contingency to Personal Services in the Regional Facilities Department. It also requests an increase in the Spectator Facilities Fund interfund transfers to reflect its share of the increase in direct support transfers. Budget adjustments are not necessary in the Oregon Convention Center Operating Fund and the Expo Center due to savings in other transfer categories.

The total fiscal impact to retain Ms. Erickson's services for the second half of the fiscal year is \$40,000 in salaries and fringe. The initial action adopted by Council in December, 1993, assumed all of Ms. Erickson's time would be devoted to work on the MERC Business Plan, however, circumstances required that she complete some work on the Cultural Funding Task Force during the period from January through March. In the past, her work on the Cultural Funding Task Force has been funded through General Fund sources of revenue. While MERC is prepared to fund her entire salary and fringe costs for the full six months if needed, it is hoped that Metro and the Council would continue to fund that portion of Ms. Erickson's salary spent while completing work for the Cultural Funding Task Force -- approximately \$5,000.

### Operational Needs

**Oregon Convention Center Operating Fund** -- The Oregon Convention Center has experienced an increase in events and catered functions during FY 1993-94 over the amount assumed in the budget. This increase in use has resulted in additional expenditures in part-time employees and overtime to staff the events and functions, as well as increased concessions expense. Additional revenues are being realized but, due to constraints of Oregon Budget Law, are not being recognized as part of this adjustment.

During FY 1993-94, MERC expanded its marketing efforts to directly target minority markets. A contract was signed with Oregon Convention Services Network to perform minority marketing. This contract was not anticipated in the adopted budget, and is over and above the amount assumed in the current budget.

An analysis of the Oregon Convention Center Operating Fund's personal services has indicated several areas where expenditures are exceeding the budget assumptions, primarily in fringe benefits. There are several reasons for the increase in expenditures. The facility budgeted a fringe benefit rate that was a composite rate for both full time and part time employees. The development of that rate assumed the same ratio of full time employees to part time employees. There has been a minor shift in actual salaries from part time to full time. The result is higher expenditures than assumed in the budget. In addition, there has been a shift in the number of employees opting for one medical benefit package over the other medical package, and an increase in unemployment expenses. This has also resulted in a slight increase in expenses. Finally, in spite of best efforts to estimate a correct rate for the facility, it appears the fringe benefit rate used for FY 1993-94 was under-estimated.



**Convention Center Project Capital Fund** -- During the FY 1993-94 budget process, MERC created a new position of Construction Project Manager. This position was budgeted half time in the Convention Center Project Capital Fund and half time in the MERC Administration Fund. Since the position was new, it was budgeted at an entry rate. However, MERC filled the position by retaining an employee who was identified to be laid-off as a result of the loss of the Coliseum. The position was filled at the existing employee's salary which was higher than budgeted but still within the pay range for the position. This action recognizes the additional personal services expense in the Convention Center Project Capital Fund and funds it through a corresponding reduction in materials and services. A corresponding increase is being realized in the MERC Administration Fund, however, due to position vacancies in that fund no adjustment is proposed at this time.

**MERC Administration Fund** -- The loss of the Coliseum necessitated the restructuring of this fund for FY 1993-94. The department was in transition as the fiscal year began and some changes in staffing continued to take place. One of the more significant changes to this budget for 1993-94 was to clearly identify and expense against the fund all charges directly related to administration. Most of these charges were formerly expensed directly to the operating funds. In addition, MERC began an extensive process to prepare business plans for all facilities under its direction. The combination of reasons has resulted in significant changes to the MERC Administration Fund. Further explanation by line item of the changes is provided below.

<u>Line Item</u>	<u>Explanation</u>	<u>Amount</u>
Salaries - Full time	Decrease due to position vacancy. Proposed to offset increase in materials & services	(\$18,500)
Misc. Professional Services	Expenditures have been mostly consulting work for MERC reorganization and Business Plan	\$12,500
Printing Services	Expenditures for bulk stationary, envelopes, etc.	\$6,000
Delivery Services	Expenditures for courier service mail delivery among MERC facilities and delivery service to commissioners	\$10,000
Temporary/Purchased Help	Increased use of temporary labor due to unanticipated position vacancies and assistance with Business Plan	\$25,000
Meetings	Expenditures for monthly commission meetings and Business Plan meetings	\$4,000
Capital Equipment	Purchase of computer upgrade and fax machine replacement	\$6,000
Contingency	Decrease to fund additional appropriation requirements.	(\$45,000)

## Civic Stadium

On July 1, 1993, the Civic Stadium departed from its partnership with the Memorial Coliseum when the Coliseum was transferred to private management. The Stadium now runs a stand-alone operation where it previously had enjoyed shared administrative, marketing and operations services with the Coliseum. The summer of 1993 also saw the departure of the facility's prime tenant, AAA baseball. The combined effect of these two significant events resulted in a major change to the financial picture of the stadium. While Oregon Budget Law does not require an official amendment to reduce a budget, it was felt the change was of significant magnitude to warrant this action.

The Civic Stadium is realizing loss of revenues in all categories for a total of approximately \$959,650. In addition, expenditures have been reduced \$721,009 and contingency has been reduced \$44,880. The net impact of this action is an increase in the projected negative cash flow of approximately \$206,000. This means that for the current year, the Stadium will use more of its fund balance than was originally anticipated.

## **EXECUTIVE OFFICERS RECOMMENDATION**

The Executive Officer recommends adoption of Ordinance No. 93-544.

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE TO REFLECT OPERATIONAL NEEDS AT MERC FACILITIES, COMPLETE WORK ON THE MERC BUSINESS PLAN, AND DECLARE AN EMERGENCY )

ORDINANCE NO. 94-544

Introduced by Rena Cusma, Executive Officer

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, 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 transferring \$21,099 from the Support Services Fund Contingency to the Regional Facilities Department, Personal Services to fund .25 FTE to assist MERC in the completion and implementation of the MERC Business Plan; recognize operational changes in the Convention Center Project Capital Fund, Oregon Convention Center Operating Fund, MERC Administration Fund and Spectator Facilities Fund as identified in Exhibits A and B to this Ordinance; and recognize the change of business resulting from the loss of Triple A baseball at the Civic Stadium.

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 \_\_\_\_\_ day of \_\_\_\_\_, 1994.

Judy Wyers, Presiding Officer

ATTEST:

Clerk of the Council

**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SUPPORT SERVICES FUND:Regional Facilities Department</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.80	57,448		0	0.80	57,448
	Managers	2.15	127,723	0.25	15,514	2.40	143,237
	Associate Program Supervisor	0.45	22,090		0	0.45	22,090
	Principal Administrative Services Analyst	0.50	26,810		0	0.50	26,810
	Sr. Management Analyst	1.00	47,541		0	1.00	47,541
	Assoc. Management Analyst	1.00	37,768		0	1.00	37,768
	Asst. Management Analyst	0.50	16,446		0	0.50	16,446
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	0.50	14,090		0	0.50	14,090
	Accounting Clerk 1	1.00	22,800		0	1.00	22,800
	Building Operations Worker	0.50	13,250		0	0.50	13,250
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Administrative Secretary	1.50	39,166		0	1.50	39,166
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Professional Support	0.50	9,000		0	0.50	9,000
	Temporary Administrative Support	0.25	4,000		0	0.25	4,000
511400	OVERTIME		3,168		0		3,168
512000	FRINGE		165,167		4,486		169,653
<b>Total Personal Services</b>		<b>10.65</b>	<b>606,467</b>	<b>0.25</b>	<b>20,000</b>	<b>10.90</b>	<b>626,467</b>
<b>Total Materials &amp; Services</b>			<b>362,436</b>		<b>0</b>		<b>362,436</b>
<b>Total Capital Outlay</b>			<b>5,000</b>		<b>0</b>		<b>5,000</b>
<b>TOTAL EXPENDITURES</b>		<b>10.65</b>	<b>973,903</b>	<b>0.25</b>	<b>20,000</b>	<b>10.90</b>	<b>993,903</b>

**SUPPORT SERVICES FUND:General Expenses**

<b>Total Interfund Transfers</b>			<b>579,671</b>		<b>0</b>		<b>579,671</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency						
	* General		134,655		(20,000)		114,655
	* Builders License		23,165		0		23,165
599990	Unappropriated Fund Balance-Contractors License		151,566		0		151,566
<b>Total Contingency and Unappropriated Balance</b>			<b>309,386</b>		<b>(20,000)</b>		<b>289,386</b>
<b>TOTAL EXPENDITURES</b>		<b>85.37</b>	<b>6,802,525</b>	<b>0.25</b>	<b>0</b>	<b>85.62</b>	<b>6,802,525</b>

**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b><u>For Information Only</u></b>							
<b>SUPPORT SERVICES FUND:Regional Facilities (Program Development)</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Managers	0.75	46,542	0.25	15,514	1.00	62,056
512000	FRINGE		16,755		4,486		21,241
<b>Total Personal Services</b>		<b>0.75</b>	<b>63,297</b>	<b>0.25</b>	<b>20,000</b>	<b>1.00</b>	<b>83,297</b>
<b>Total Materials &amp; Services</b>			<b>11,842</b>		<b>0</b>		<b>11,842</b>
<b>TOTAL EXPENDITURES</b>		<b>0.75</b>	<b>75,139</b>	<b>0.25</b>	<b>20,000</b>	<b>1.00</b>	<b>95,139</b>

**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Convention Center Project Capital Fund</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time) Manager	0.50	24,000		4,000	0.50	28,000
512000	FRINGES		9,240		3,260		12,500
<b>Total Personal Services</b>		<b>0.50</b>	<b>33,240</b>	<b>0.00</b>	<b>7,260</b>	<b>0.50</b>	<b>40,500</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		500		0		500
524190	Misc. Professional Services		15,000		0		15,000
526200	Ads & Legal Notices		1,000		0		1,000
526310	Printing Services		2,000		0		2,000
526410	Telephone		500		0		500
526420	Postage		300		0		300
526440	Delivery Service		300		0		300
526500	Travel		1,250		0		1,250
526700	Temporary Help Service		1,500		0		1,500
528100	License, Permits, Payments to Other Agencies		15,000		(7,260)		7,740
526800	Training, Tuition and Conferences		1,650		0		1,650
529500	Meetings		500		0		500
<b>Total Materials &amp; Services</b>			<b>39,500</b>		<b>(7,260)</b>		<b>32,240</b>
<b>Total Capital Outlay</b>			<b>1,483,340</b>		<b>0</b>		<b>1,483,340</b>
<b>Total Interfund Transfers</b>			<b>605,920</b>		<b>0</b>		<b>605,920</b>
<u>Contingency and Unappropriated Balance</u>							
599990	Unappropriated Balance		538,000		0		538,000
<b>Total Contingency and Unappropriated Balance</b>			<b>538,000</b>		<b>0</b>		<b>538,000</b>
<b>TOTAL EXPENDITURES</b>		<b>0.50</b>	<b>2,700,000</b>	<b>0.00</b>	<b>0</b>	<b>0.50</b>	<b>2,700,000</b>

**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>MERC Administration Fund</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	General Manager	1.00	86,294		0	1.00	86,294
	Director of Administration	1.00	55,000		0	1.00	55,000
	Construction/Capital/Project Manager	0.50	24,000		0	0.50	24,000
	Systems Administrator	1.00	43,220		0	1.00	43,220
	Purchasing Coordinator	1.00	32,202		0	1.00	32,202
	Accountant	2.00	76,312		0	2.00	76,312
	Executive Secretary	1.00	34,579		0	1.00	34,579
511221	WAGES-REGULAR EMPLOYEES (full-time)						
	Administrative Secretary	1.00	24,513	(0.75)	(18,500)	0.25	6,013
512000	FRINGE		124,120		0		124,120
<b>Total Personal Services</b>		<b>8.50</b>	<b>500,240</b>	<b>(0.75)</b>	<b>(18,500)</b>	<b>7.75</b>	<b>481,740</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		10,000		0		10,000
521310	Subscriptions		500		0		500
524190	Misc. Professional Services		0		12,500		12,500
525710	Equipment Rental		15,000		0		15,000
526310	Printing Services		0		6,000		6,000
526410	Telephone		6,000		0		6,000
526440	Delivery Services		0		10,000		10,000
526500	Travel		10,000		0		10,000
526700	Temporary/Purchased Labor		6,000		25,000		31,000
529500	Meetings		0		4,000		4,000
<b>Total Materials &amp; Services</b>			<b>47,500</b>		<b>57,500</b>		<b>105,000</b>
<u>Capital Outlay</u>							
599999	Contingency		0		6,000		6,000
<b>Total Capital Outlay</b>			<b>0</b>		<b>6,000</b>		<b>6,000</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		80,000		(45,000)		35,000
<b>Total Contingency and Unappropriated Balan</b>			<b>80,000</b>		<b>(45,000)</b>		<b>35,000</b>
<b>TOTAL EXPENDITURES</b>		<b>8.50</b>	<b>627,740</b>	<b>(0.75)</b>	<b>0</b>	<b>7.75</b>	<b>627,740</b>

**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Oregon Convention Center Operating Fund</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Sales/Marketing Manager	1.00	47,584	0	0	1.00	47,584
	Sales Associate	1.00	39,069	0	0	1.00	39,069
	OCC Director	1.00	75,900	0	0	1.00	75,900
	Event Coordinator II	2.00	62,601	0	0	2.00	62,601
	Senior Event Coordinator	1.00	32,202	0	0	1.00	32,202
	Event Services Manager	1.00	43,150	0	0	1.00	43,150
	Operations Manager	1.00	46,455	0	0	1.00	46,455
	Booking Coordinator	1.00	29,098	0	0	1.00	29,098
	Audio Visual Technician	2.00	69,270	0	0	2.00	69,270
	Set-up Supervisor	3.00	91,141	0	0	3.00	91,141
	Telephone System Coordinator	1.00	38,185	0	0	1.00	38,185
	Security Supervisor	1.00	28,352	0	0	1.00	28,352
	Graphics Coordinator	1.00	34,641	0	0	1.00	34,641
	Volunteer Coordinator	0.20	5,415	0	0	0.20	5,415
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	27,030	0	0	1.00	27,030
	Office Clerical/Secretary	5.00	115,072	0	0	5.00	115,072
	Reception	1.00	20,093	0	0	1.00	20,093
	Data Entry	1.00	23,311	0	0	1.00	23,311
	Utility Worker I	7.00	124,082	0	0	7.00	124,082
	Utility Worker II	10.00	200,894	0	0	10.00	200,894
	Utility Lead	7.00	153,104	0	0	7.00	153,104
	Facility Security Agent	8.00	177,381	0	0	8.00	177,381
	Utility Maintenance	2.00	43,502	0	0	2.00	43,502
	Utility-Grounds	2.00	43,308	0	0	2.00	43,308
	Electrician	1.00	39,478	0	0	1.00	39,478
	Operating Engineer	4.00	143,251	0	0	4.00	143,251
	Utility Technician	3.00	91,977	0	0	3.00	91,977
	Event Coordinator I	1.00	26,362	0	0	1.00	26,362
	Lead Engineer	1.00	37,553	0	0	1.00	37,553
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Event Receptionist/Secretarial	1.00	18,087	0	0	1.00	18,087
	Stagehand/Utility Workers	6.00	95,357	1.60	26,000	7.60	121,357
	Security/Medical	6.50	129,637	1.30	26,000	7.80	155,637
	Box Office Supervisor/Sellers	1.25	23,012	0	0	1.25	23,012
	Ushers/Sellers/Gate Attendants	3.50	59,412	0	0	3.50	59,412
	Message Center Operators	0.75	11,232	0	0	0.75	11,232
511400	OVERTIME		61,413		4,000		65,413
512000	FRINGE		819,202		85,000		904,202
<b>Total Personal Services</b>		<b>90.20</b>	<b>3,126,813</b>	<b>2.90</b>	<b>141,000</b>	<b>93.10</b>	<b>3,267,813</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		31,300		0		31,300
521290	Other Supplies		151,150		0		151,150
521292	Small Tools		4,250		0		4,250
521310	Subscriptions		1,100		0		1,100
521320	Dues		6,410		0		6,410
521510	Maintenance and Repair Supplies - Building		20,000		0		20,000
521540	Maintenance and Repair Supplies -Equipment		56,000		0		56,000
523200	Merchandise for Resale-Retail Goods		3,350		0		3,350
524110	Audit Fees		10,000		0		10,000
524120	Legal Fees		7,000		0		7,000
524130	Promotion/Public Relations		89,015		0		89,015



**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Oregon Convention Center Operating Fund</b>							
524190	Misc. Professional Services		1,432,450		150,000		1,582,450
525110	Utilities-Electricity		385,000		0		385,000
525120	Utilities-Water and Sewer		65,580		0		65,580
525130	Utilities-Natural Gas		48,000		0		48,000
525150	Utilities-Sanitation Services		27,500		0		27,500
525190	Utilities-Other		3,700		0		3,700
525610	Maintenance & Repair Services-Building		91,750		0		91,750
525640	Maintenance & Repair Services-Equipment		63,790		0		63,790
525710	Equipment Rental		22,700		0		22,700
525720	Building Rental		36,500		0		36,500
525740	Capital Lease Payments-Office Equipment		6,500		0		6,500
526200	Ads & Legal Notices		5,375		0		5,375
526310	Printing Services		80,900		0		80,900
526320	Typesetting and Reprographics		10,200		0		10,200
526410	Telephone		92,326		0		92,326
526420	Postage		13,770		0		13,770
526440	Delivery Service		500		0		500
526500	Travel		30,425		0		30,425
526690	Concession/Catering Contract		2,492,000		100,000		2,592,000
526691	Parking Contract		36,400		0		36,400
526700	Temporary Help Services		6,500		0		6,500
526800	Training, Tuition, Conferences		30,406		0		30,406
526910	Uniforms and Cleaning		13,950		0		13,950
528100	License, Permits, Payments to Other Agencies		3,200		0		3,200
528500	Government Assessments		722,000		0		722,000
529500	Meetings		3,100		0		3,100
529800	Miscellaneous		19,550		0		19,550
529835	External Promotion Expenses		17,000		0		17,000
529930	Bad Debt Expense		2,000		0		2,000
<b>Total Materials &amp; Services</b>			<b>6,142,647</b>		<b>250,000</b>		<b>6,392,647</b>
<b>Total Capital Outlay</b>			<b>248,000</b>		<b>0</b>		<b>248,000</b>
<b>Total Interfund Transfers</b>			<b>1,170,142</b>		<b>0</b>		<b>1,170,142</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		500,000		(391,000)		109,000
599990	Unappropriated Balance		5,872,450		0		5,872,450
<b>Total Contingency and Unapp. Balance</b>			<b>6,372,450</b>		<b>(391,000)</b>		<b>5,981,450</b>
<b>TOTAL EXPENDITURES</b>		<b>90.20</b>	<b>17,060,052</b>	<b>2.90</b>	<b>0</b>	<b>93.10</b>	<b>17,060,052</b>

**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SPECTATOR FACILITIES FUND:Resources</b>							
<u>Resources</u>							
	Beginning Fund Balance		3,867,491		0		3,867,491
<b>CIVIC STADIUM</b>							
347110	Users' Fee		215,000		(109,250)		105,750
347220	Rentals-Building		275,000		(132,900)		142,100
347311	Food Service-Concessions/Food		1,500,000		(467,400)		1,032,600
347500	Merchandising		50,000		(49,000)		1,000
347700	Commissions		65,000		(58,600)		6,400
347900	Miscellaneous Revenue		40,000		(25,900)		14,100
361100	Interest		50,000		(4,300)		45,700
372100	Reimbursements - Labor		175,000		(112,300)		62,700
<b>PERFORMING ARTS CENTER</b>							
347110	Users' Fee		725,000		0		725,000
347220	Rentals-Building		675,000		0		675,000
347311	Food Service-Concessions/Food		130,000		0		130,000
347500	Merchandising		50,000		0		50,000
347700	Commissions		289,000		0		289,000
347900	Miscellaneous Revenue		91,000		0		91,000
361100	Interest		104,000		0		104,000
372100	Reimbursements - Labor		1,590,000		0		1,590,000
<b>TOTAL FUND RESOURCES</b>			<b>9,891,491</b>		<b>(959,650)</b>		<b>8,931,841</b>

**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SPECTATOR FACILITIES FUND:Civic Stadium Operations</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Stadium Director	1.00	45,406		8,833	1.00	54,239
	Set-up Supervisor	1.00	37,591	(0.40)	(15,662)	0.60	21,929
	Ticker Service Supervisor II	1.00	28,437		0	1.00	28,437
	Senior Event Coordinator	1.00	34,103		0	1.00	34,103
	Maintenance Operation Supervisor	1.00	37,591		0	1.00	37,591
	Box Office Manager	1.00	30,963		0	1.00	30,963
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Utility Lead	2.00	53,944		0	2.00	53,944
	Security Agent	1.00	23,909	(0.30)	(6,900)	0.70	17,009
	Event Coordinator I	1.00	24,556	(1.00)	(24,556)	0.00	0
	Secretary	1.00	22,247	(0.30)	(6,675)	0.70	15,572
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Stagehands/Utility	0.80	23,755		0	0.80	23,755
	Security/Medical	1.64	36,595		0	1.64	36,595
	Ushers/Gatemen	4.44	61,909	(2.50)	(34,982)	1.94	26,927
	Ticket Services	1.85	25,827		0	1.85	25,827
	Merchandising Vendors	0.50	11,736		0	0.50	11,736
	Scoreboard	0.05	1,040		0	0.05	1,040
511400	OVERTIME		2,200		1,699		3,899
512000	FRINGE		153,052		(3,416)		149,636
<b>Total Personal Services</b>		<b>20.28</b>	<b>654,861</b>	<b>(4.50)</b>	<b>(81,659)</b>	<b>15.78</b>	<b>573,202</b>

<u>Materials &amp; Services</u>							
521100	Office Supplies		4,000		(1,400)		2,600
521290	Other Supplies		21,000		(8,300)		12,700
521292	Small Tools		2,500		(1,675)		825
521310	Subscriptions		0		600		600
521320	Dues		0		260		260
521400	Fuels & Lubricants		360		1,120		1,480
521510	Maint & Repair Supplies-Buildings		7,500		3,830		11,330
521540	Maint & Repair Supplies-Equipment		9,300		(6,210)		3,090
521541	Maint & Repair Supplies-Show		0		1,580		1,580
524130	Promotion/Public Relations		57,100		(30,660)		26,440
524190	Misc professional services		8,500		(4,955)		3,545
525110	Utilities-Electricity		85,000		(6,525)		78,475
525120	Utilities-Water and Sewer		20,000		(5,480)		14,520
525150	Utilities-Sanitation Services		15,500		(2,500)		13,000
525610	Maintenance & Repair Services-Building		6,000		(1,385)		4,615
525640	Maintenance & Repair Services-Equipment		5,700		1,200		6,900
525710	Equipment Rental		3,775		1,445		5,220
526310	Printing Services		6,500		(1,450)		5,050
526320	Typesetting & Reprographic		6,500		(5,950)		550
526410	Telephone		9,000		(2,200)		6,800
526420	Postage		3,500		(3,100)		400
526430	Catalogues & Brochures		0		350		350
526440	Delivery Service		0		565		565
526500	Travel		8,300		(3,300)		5,000
526690	Concession/Catering Contract		990,000		(339,835)		650,165
526700	Temporary Help Services		115,000		(51,500)		63,500
526800	Training, Tuition, Conferences		7,000		(5,275)		1,725

**Exhibit A  
Ordinance No. 94-544**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SPECTATOR FACILITIES FUND:Civic Stadium Operations (continued)</b>							
526910	Uniforms and Cleaning		5,000		(2,350)		2,650
528100	Licenses, Permits & Pymts to Agencies		0		770		770
529500	Meetings Expense		0		500		500
529835	External Promotion Expense		0		200		200
529800	Miscellaneous		2,400		(1,380)		1,020
<b>Total Materials &amp; Services</b>			<b>1,399,435</b>		<b>(473,010)</b>		<b>926,425</b>
<u>Capital Outlay</u>							
571200	Improvements Other than Buildings		0		15,500		15,500
571300	Buildings, Exhibits & Related		37,000		(27,000)		10,000
571400	Purchases - Equipment and Vehicles		313,000		(154,840)		158,160
<b>Total Capital Outlay</b>			<b>350,000</b>		<b>(166,340)</b>		<b>183,660</b>
<b>TOTAL EXPENDITURES</b>		<b>20.28</b>	<b>2,404,296</b>	<b>(4.50)</b>	<b>(721,009)</b>	<b>15.78</b>	<b>1,683,287</b>

**SPECTATOR FACILITIES FUND:Performing Arts Center Operations**

<b>Total Personal Services</b>	<b>108.97</b>	<b>3,389,118</b>	<b>0.00</b>	<b>0</b>	<b>108.97</b>	<b>3,389,118</b>
<b>Total Materials &amp; Services</b>		<b>897,715</b>		<b>0</b>		<b>897,715</b>
<b>Total Capital Outlay</b>		<b>180,000</b>		<b>0</b>		<b>180,000</b>
<b>TOTAL EXPENDITURES</b>	<b>108.97</b>	<b>4,466,833</b>	<b>0.00</b>	<b>0</b>	<b>108.97</b>	<b>4,466,833</b>

**SPECTATOR FACILITIES FUND:General Expenses**

<u>Interfund Transfers</u>							
581610	Trans. Indirect Costs to Support Svcs. Fund		228,414		0		228,414
581615	Trans. Indirect Cost to Risk Mgmt. Fund-Gen'l		90,801		0		90,801
581615	Trans. Indirect Cost to Risk Mgmt. Fund-Workers' Cor		50,781		0		50,781
582751	Transfer Resources to Metro ERC Admin. Fund		236,389		0		236,389
583610	Transfer Direct Costs to Support Svcs. Fund		61,772		12,880		74,652
<b>Total Interfund Transfers</b>			<b>668,157</b>		<b>12,880</b>		<b>681,037</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		305,037		(44,880)		260,157
599990	Unappropriated Balance		2,047,168		(206,641)		1,840,527
<b>Total Contingency and Unappropriated Balan</b>			<b>2,352,205</b>		<b>(251,521)</b>		<b>2,100,684</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>129.25</b>	<b>9,891,491</b>	<b>(4.50)</b>	<b>(959,650)</b>	<b>124.75</b>	<b>8,931,841</b>

**Exhibit B**  
**Schedule of Appropriations**  
**Ordinance No. 94-544**

	Current Appropriation	Revision	Proposed Appropriation
<b>SUPPORT SERVICES FUND</b>			
Finance and Management Information			
Personal Services	2,238,932	0	2,238,932
Materials & Services	794,941	0	794,941
Capital Outlay	77,891	0	77,891
<b>Subtotal</b>	<b>3,111,764</b>	<b>0</b>	<b>3,111,764</b>
Regional Facilities			
Personal Services	606,467	20,000	626,467
Materials & Services	362,436	0	362,436
Capital Outlay	5,000	0	5,000
<b>Subtotal</b>	<b>973,903</b>	<b>20,000</b>	<b>993,903</b>
Personnel			
Personal Services	534,856	0	534,856
Materials & Services	59,646	0	59,646
Capital Outlay	6,675	0	6,675
<b>Subtotal</b>	<b>601,177</b>	<b>0</b>	<b>601,177</b>
Office of General Counsel			
Personal Services	434,876	0	434,876
Materials & Services	26,215	0	26,215
Capital Outlay	1,500	0	1,500
<b>Subtotal</b>	<b>462,591</b>	<b>0</b>	<b>462,591</b>
Public Affairs			
Personal Services	669,686	0	669,686
Materials & Services	91,247	0	91,247
Capital Outlay	3,100	0	3,100
<b>Subtotal</b>	<b>764,033</b>	<b>0</b>	<b>764,033</b>
General Expenses			
Interfund Transfers	579,671	0	579,671
Contingency	157,820	(20,000)	137,820
<b>Subtotal</b>	<b>737,491</b>	<b>(20,000)</b>	<b>717,491</b>
Unappropriated Balance	151,566	0	151,566
<b>Total Fund Requirements</b>	<b>6,802,525</b>	<b>0</b>	<b>6,802,525</b>
<b>CONVENTION CENTER PROJECT CAPITAL FUND</b>			
Personal Services	33,240	7,260	40,500
Materials & Services	39,500	(7,260)	32,240
Capital Outlay	1,483,340	0	1,483,340
Interfund Transfers	605,920	0	605,920
Unappropriated Balance	538,000	0	538,000
<b>Total Fund Requirements</b>	<b>2,700,000</b>	<b>0</b>	<b>2,700,000</b>
<b>METRO ERC ADMINISTRATION FUND</b>			
Personal Services	500,240	(18,500)	481,740
Materials & Services	47,500	57,500	105,000
Capital Outlay	0	6,000	6,000
Contingency	80,000	(45,000)	35,000
Unappropriated Balance	0	0	0
<b>Total Fund Requirements</b>	<b>627,740</b>	<b>0</b>	<b>627,740</b>

**Exhibit B  
Schedule of Appropriations  
Ordinance No. 94-544**

	Current Appropriation	Revision	Proposed Appropriation
<b>OREGON CONVENTION CENTER OPERATING FUND</b>			
Personal Services	3,126,813	141,000	3,267,813
Materials & Services	6,142,647	250,000	6,392,647
Capital Outlay	248,000	0	248,000
Interfund Transfers	1,170,142	0	1,170,142
Contingency	500,000	(391,000)	109,000
Unappropriated Balance	5,872,450	0	5,872,450
<b>Total Fund Requirements</b>	<b>17,060,052</b>	<b>0</b>	<b>17,060,052</b>
<b>SPECTATOR FACILITIES OPERATING FUND</b>			
Civic Stadium			
Personal Services	654,861	(81,659)	573,202
Materials & Services	1,399,435	(473,010)	926,425
Capital Outlay	350,000	(166,340)	183,660
<b>Subtotal</b>	<b>2,404,296</b>	<b>(721,009)</b>	<b>1,683,287</b>
Performing Arts Center			
Personal Services	3,389,118	0	3,389,118
Materials & Services	897,715	0	897,715
Capital Outlay	180,000	0	180,000
<b>Subtotal</b>	<b>4,466,833</b>	<b>0</b>	<b>4,466,833</b>
General Expenses			
Interfund Transfers	668,157	12,880	681,037
Contingency	305,037	(44,880)	260,157
<b>Subtotal</b>	<b>973,194</b>	<b>(32,000)</b>	<b>941,194</b>
Unappropriated Balance	2,047,168	(206,641)	1,840,527
<b>Total Fund Requirements</b>	<b>9,891,491</b>	<b>(959,650)</b>	<b>8,931,841</b>

**All Other Appropriations Remain As Previously Adopted**