



**METRO**

DATE: May 12, 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**
3. **EXECUTIVE OFFICER COMMUNICATIONS**
4. **OTHER BUSINESS**

5:00  
TIME  
CERTAIN  
(20 min.)

- 4.1 **Consideration and Review of MERC Resolution No. 94-20**

REFERRED FROM THE FINANCE COMMITTEE

- 4.2 **Resolution No. 94-1955, For the Purpose of Reiterating Council Policy Regarding Support Services Cost Allocations (Action Requested: Motion to Adopt the Resolution)**

4:10  
(5 min.)

5. **CONSENT AGENDA** (Action Requested: Motion to Adopt the Consent Agenda)

- 5.1 **Minutes of April 14 and 28, 1994**

4:15  
(5 min.)

6. **ORDINANCES, FIRST READINGS**

- 6.1 **Ordinance No. 94-547, An Ordinance Amending Ordinance No. 93-487A Revising the FY 1993-94 Budget and Appropriations Schedule For the Purpose of Reflecting Expenditure Increases Due to Delivered Tonnage in Excess of Budget Expectations, Costs Associated with Household Hazardous Waste Events and Shift Coverage; and Declaring an Emergency (Action Requested: Refer to the Solid Waste and the Finance Committees)**

- 6.2 **Ordinance No. 94-548, An Ordinance Amending the FY 1993-94 Budget and Appropriations Schedule For the Purpose of Funding Salary and Fringe for the Office of Government Relations; and Declaring an Emergency (Action Requested: Refer to the Governmental Affairs and the Finance Committees)**

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.

METRO COUNCIL AGENDA

May 12, 1994

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**6. ORDINANCES, FIRST READINGS** (Continued)

- 6.3 Ordinance No. 94-550**, An Ordinance Amending the FY 1993-94 Budget and Appropriations Schedule to Revise the Regional Parks and Expo Fund Budget to Reflect the January 1, 1994, Transfer of Operations, and Declaring an Emergency (Action Requested: Refer to the Regional Facilities and Finance Committees)
- 6.4 Ordinance No. 94-551**, An Ordinance Amending the FY 1993-94 Budget and Appropriations Schedule to Revise the Building Management Fund to Reflect the Change in Operational Requirements, and Declaring an Emergency (Action Requested; Refer to the Finance Committee)
- 6.5 Ordinance No. 94-552**, Amending the FY 1993-94 Budget and Appropriations Schedule For the Purpose of Transferring \$31,000 from the Zoo Operating Fund, Facilities Management Division Capital Outlay to the Facilities Management Division Materials and Services to Fund the Purchase of Higher than Expected Utility Costs, and Declaring an Emergency (Action Requested: Refer to the Regional Facilities and Finance Committees)

**7. ORDINANCES, SECOND READINGS**

REFERRED FROM THE SOLID WASTE AND FINANCE COMMITTEES

- 4:20  
(10 min.)
- 7.1 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: Motion to Adopt the Ordinance Dependent on Finance Committee Action Taken May 11, 1994)

REFERRED FROM THE PLANNING AND FINANCE COMMITTEES

- 4:30  
(10 min.)
- 7.2 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: Motion to Adopt the Ordinance Dependent Upon Finance Committee Action Taken May 11, 1994)

REFERRED FROM THE REGIONAL FACILITIES AND FINANCE COMMITTEES

- 4:40  
(10 min.)
- 7.3 Ordinance No. 94-544A**, 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: Motion to Adopt the Ordinance)

Hansen/  
Moore

METRO COUNCIL AGENDA

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**7. ORDINANCES, SECOND READINGS** (Continued)

REFERRED FROM THE FINANCE COMMITTEE

4:40 (10 min.)      **7.4 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: Motion to Adopt the Ordinance)      Washington

5:25 (10 min.)      **7.5 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 & Management Information and Materials to the Finance and Management Information Capital Outlay Account to Fund the Purchase of Canon Copiers and Network Equipment and Declaring an Emergency (Action Requested: Motion to Adopt the Ordinance)      Kvistad

**8. NON-REFERRED RESOLUTIONS**

5:35 (10 min.)      **8.1 Resolution No. 94-1956**, In Memory of Glenn E. Otto in Appreciation for His Contributions to the Greater Portland Metropolitan Area (Action Requested: Motion to Adopt the Resolution)      Wyers/  
Monroe

**9. RESOLUTIONS**

REFERRED FROM THE PLANNING COMMITTEE

5:45 (10 min.)      **9.1 Resolution No. 94-1953**, For the Purpose of Expressing Support for the Pacific Northwest Rail Corridor Passenger Service Objectives (Action Requested: Motion to Adopt the Resolution)      Gardner

REFERRED FROM THE SOLID WASTE COMMITTEE

5:55 (10 min.)      **9.2 Resolution No. 94-1952**, For the Purpose of Authorizing an Intergovernmental Agreement with Clackamas County to Provide Litter Collection Services (Action Requested: Motion to Adopt the Resolution)      McLain

6:05      **10. COUNCILOR COMMUNICATIONS AND COMMITTEE REPORTS**

6:15      **ADJOURN**

Meeting Date: May 12, 1994  
Agenda Item No. 4.1

MERC RESOLUTION NO. 94-20

**METRO**

DATE: April 28, 1994

TO: Paulette Allen, Clerk of the Council

FROM: Councilor Jim Gardner *JG*  
Councilor Sandi Hansen *SH*  
Councilor Rod Monroe *RM*

RE: MERC RESOLUTION NO. 94-20

Please be advised that we, Councilors Gardner, Hansen and Monroe, are requesting review of Metropolitan Exposition-Recreation Commission Resolution No. 94-20. Per Metro Code Section 6.01.080(b), we are:

- 1) Requesting review of Resolution No. 94-20, Adopting the Support Costs Analysis Report dated March 1994 and establishing guideline parameters as contained in the report.
- 2) We are requesting review of this resolution because the proposed policies for allocation of support services costs are counter to current Metro policies and practices and such proposed policies could jeopardize the integrity of the District's cost allocation plan.
- 4) Councilors Gardner, Hansen and Monroe may be contacted at 797-1700, 600 NE Grand, Portland, Oregon, 97232.

Please schedule Resolution No. 94-20 on the May 12 Council agenda for the Council's review and/or action.

c: Metro Council  
MERC  
Rena Cusma  
Dan Cooper  
Mark Williams  
Don Carlson  
Casey Short  
Pat LaCrosse

RECEIVED APR 25 1994

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 94-20**

Adopting the Support Costs Analysis Report dated March, 1994 and establishing guideline parameters as contained in the report.

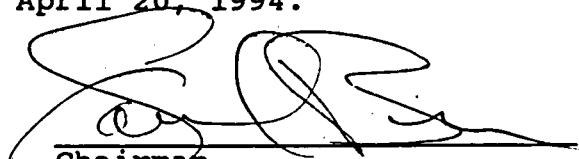
**The Metropolitan Exposition-Recreation Commission finds:**


1. That Resolution No. 94-15 is hereby revoked and replaced by this Resolution;
2. There has been a shift in support services from MERC to Metro;
3. The support service costs have been analyzed;
4. Concerns have been raised regarding the rate of growth of support costs;
5. Resolution No. 94-10 recommending reallocation of hotel tax funds to support the PCPA requires that guideline parameters for support costs be established;
6. It is prudent to establish guideline parameters for support costs to ensure these costs are consistent with the size of business;
7. These guideline parameters will be used as a benchmark during the annual budget process whereby these parameters will be compared against the proposed budgeted support costs as a function of a facility's overall budget;
8. That if the budgeted support cost amount is within these guideline parameters, the support costs will be deemed reasonable;
9. That if the budgeted support cost amount is outside these guideline parameters, further analysis and discussion of the support costs will be performed;
10. That if after further analysis and discussion, MERC staff still has concerns, the MERC Commission will be informed and they will determine whether the Commission will address the issue with the Regional Facilities Committee and the Metro Council;

Metropolitan Exposition-Recreation Commission  
Resolution No. 94-20  
Page 2

BE IT THEREFORE RESOLVED that MERC Resolution No. 94-15 is hereby repealed; and that the Commission adopts the Support Cost Analysis Report and recognizes the proposed guideline parameters as an administrative standard to be used according to the procedures stated above.

Passed by the Commission on April 20, 1994.

  
Chairman

  
Secretary-Treasurer

APPROVED AS TO FORM:  
Daniel B. Cooper, General Counsel

By:   
Mark B. Williams  
Senior Assistant Counsel

**M.E.R.C.**

**SUPPORT BUSINESS PLAN**

**REPORT 1:**

**Support Cost Analysis**

**March 1994**



**MERC STAFF REPORT  
SUPPORT COSTS ANALYSIS  
MARCH, 1994**

Presented By: Pat LaCrosse and Heather Teed

**BACKGROUND**

The Stadium, PCPA, OCC and Expo Center pay for support services provided by both Metro and MERC Administration. The types of support services provided to the facilities include general management, finance, accounting, personnel, insurance and legal.

Metro support service costs are charged to MERC, as a whole unit/department based on an elaborate allocation plan. The Metro allocation plan incorporates various factors to determine the allocation percentage applicable to MERC. These factors, which include the number of accounting transactions, number of employees, property values and estimated time based on projects, are intended to reflect the level of support services used by MERC.

Once the Metro charges are calculated for MERC, these charges along with the MERC Administration charges are divided among the facilities via a MERC "internal" allocation plan. This internal allocation plan incorporates some of the same factors as used in the Metro plan. Again, the intent of the internal allocation plan is to charge the facilities based on their respective use of the support services.

**HISTORY**

When the facilities were transferred to Metro, consolidation of functions did not occur immediately; some duplication of functions occurred during the first few years. However, as Metro and MERC became more familiar with one another, it was clear that some efficiencies could be obtained by consolidating certain functions. Metro conducted several studies to obtain the expertise necessary to decide how best to provide these various support services. The consolidation of the support services met considerable resistance by the MERC Administration department, which resulted in more time involved to streamline the operation than anticipated. Nonetheless, the past two years have seen a hand-off of certain functions to Metro such as personnel and accounting. MERC continues to maintain overall management and industry-specific functions such as event settlements. This overall consolidation has worked well without much duplication of effort by MERC and Metro.

MERC STAFF REPORT  
SUPPORT COSTS ANALYSIS  
Page 2

From this consolidation, a few complications have arisen in regard to the charges by Metro. The first complication was Metro's decision to become self-insured beginning with fiscal year 91-92. This required a \$1 million investment over two years to build up an insurance fund. However, in the long run, the program will reduce overall insurance costs. A second complication was the loss of the Coliseum. That meant that administrative and support costs had to be spread across a smaller base, thus increasing the cost to each individual facility.

In order to understand the support service costs and their relationship to the MERC facilities, staff reviewed and analyzed these costs along with all other facility costs. From a historical perspective, the Metro and MERC charges were reviewed for fiscal years 90-91 through the current projected budget for 94-95. The costs were detailed by the type of functions and analyzed in relation to the business for the respective year (see Exhibits 1 & 2).

As can be seen in Exhibits 1 & 2, the combined Metro and MERC support costs historically have been reasonable. Exhibit 2 graphically shows the hand-off of support services from MERC to Metro in FY 93-94 and the fairly steady combined support services costs over the five years.

After four years' experience, overall support and administrative costs have declined from a high of \$2.2 million in FY 92-93 to a proposed \$1.8 million in the FY 94-95 budget. Significant decreases are shown in MERC Administration, insurance and information systems; increases have been experienced in accounting, procurement and personnel charges.

While some of the increase reflects a transfer of functions to Metro, continued increase in light of the loss of the Coliseum and other business is of some concern. Looking at these costs as a percentage of the total MERC budget, they have remained between 8% and 11% during the entire period. In fiscal year 90-91, they were at a low of 8.3% and rose to 10% in fiscal year 93-94. This increase was primarily due to the loss of the Coliseum's \$9 million budget. A loss of that size dramatically reduces the base upon which to spread fixed costs.

In the upper half of Exhibit 2, the loss of the Coliseum in FY 93-94 is evident from the sharp decline in total MERC costs. Overall support costs did decrease with the loss of the Coliseum, but not at the same level. The total budget decrease from fiscal year 92-93 to 93-94 was -28.9% while Metro support service charges went down 15.3% and MERC Administration decreased by 20.8%.

### CURRENT STATUS

Since the loss in July 1993 of the Memorial Coliseum (or the "cash cow" as it was called), MERC recognized a need to evaluate the remaining facilities and set a course for the future to better manage costs. The Business Plan project, which is in the final phase, has done this.

One issue that has been raised in the Business Planning process is the need to have the support service costs more closely reflect the business needs and, in turn, the changes in business. Furthermore, there needs to be a way to manage these costs, rather than simply budget for them without control. This same issue has been raised in various meetings by the PCPA Advisory Committee, the Tri County Lodging Association and MERC facility management, as well as by others.

### CONCLUSION & ESTABLISHING GUIDELINE LIMITS

The need for cost containment leads staff to propose that guideline limits be established for managing Metro and MERC support costs.

Staff proposes establishing separate guideline limits for Metro support and insurance charges and MERC support charges. During the annual budget process, these guideline limits would then be applied to the proposed total facility budgeted expenditures less transfers and reimbursements to determine if support costs are reasonable as compared to the projected business.

Staff has calculated the guideline limits using the fiscal year 93-94 budget (see Exhibit 3). Fiscal year 93-94 was used since it is the most recent fiscal year, it does not include the Memorial Coliseum and it was presumed to be a reasonable financial indicator of an average/usual year for each facility. The initial guideline limits were determined by taking the MERC and Metro transfers (separately) as a percentage of total facility budgeted expenditures less transfers and contingency.

Once staff determined the initial percentage guideline limits, we prepared an analysis which applied the limits back historically to fiscal years 90-91, 91-92 and 92-93 (see Exhibit 4). The purpose of this analysis was to determine if the initial percentage guideline limits were indeed reasonable and within the general range of where actual transfer costs were historically.

MERC STAFF REPORT  
SUPPORT COSTS ANALYSIS  
Page 4

After analysis, discussion and some minor adjustments, staff proposes the following percentage guideline limits for each facility:

	<u>MERC Support</u>	<u>Metro Support</u>
Stadium	3.7%	6.0%
PCPA	3.7%	7.0%
OCC	3.5%	7.0%

An analysis of these proposed guideline limits compared to the proposed fiscal year 94-95 budget is attached (see Exhibit 5).

01/26/94  
 02/04/94 REVISED  
 02/15/94 REVISED

METRO SUPPORT SERVICES, INSURANCE AND MERC ADMIN CHARGES

DESCRIPTION	BUDGET FY 90-91	BUDGET FY 91-92	BUDGET FY 92-93	BUDGET FY 93-94	PROPOSED FY 94-95
<b>SUPPORT SERVICES:</b>					
FINANCE	\$64,756	\$60,472	\$74,539	\$50,140	\$63,964
LEGAL	51,618	55,155	62,892	37,766	39,638
ACCOUNTING	159,304	192,521	233,604	287,913	298,403
OFFICE SERVICES	0	3,038	11,009	0	1,583
PERSONNEL	152,033	185,813	211,379	195,086	203,036
PROCUREMENT	6,901	587	19,144	27,130	13,278
PUBLIC AFFAIRS	18,248	4,688	6,578	2,110	406
INFORMATION SYS	90,101	144,903	129,234	94,084	99,032
CONSTR/CODE SUPP	21,756	7,019	18,026	0	0
GRAPHICS	0	0	0	0	514
GENERAL EXPENSES	0	0	0	0	21,356
INDIRECT/POOLED	17,857	100,072	83,267	48,770	85,198
FACILITIES MGMNT	0	507	0	0	0
<b>SUPPORT SERVICES</b>	<b>582,574</b>	<b>754,775</b>	<b>849,672</b>	<b>742,999</b>	<b>826,408</b>
<b>OTHER:</b>					
INSURANCE	185,976	510,177	535,611	327,068	236,703
EXPO CENTER ALLOC	0	0	0	103,331	108,521
<b>TOTAL METRO CHRGS</b>	<b>768,550</b>	<b>1,264,952</b>	<b>1,385,283</b>	<b>1,173,398</b>	<b>1,171,632</b>
<b>MERC ADMIN</b>	<b>976,725</b>	<b>832,999</b>	<b>782,191</b>	<b>619,740</b>	<b>633,612</b>
<b>TOTAL ALL CHARGES</b>	<b>\$1,745,275</b>	<b>\$2,097,951</b>	<b>\$2,167,474</b>	<b>\$1,793,138</b>	<b>\$1,805,244</b>

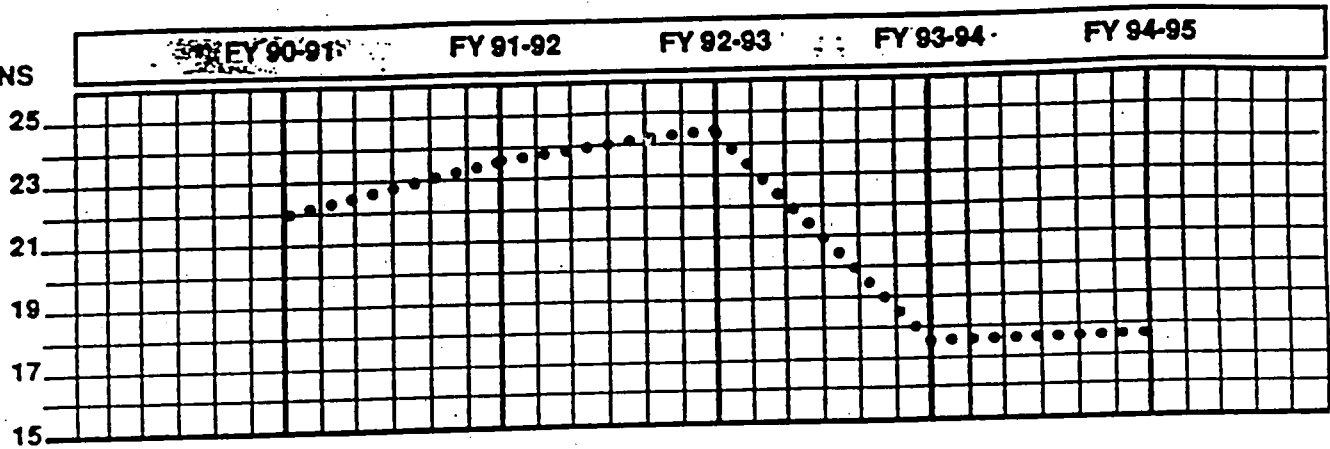
ALLOCATION OF CHARGES BY FACILITY

DESCRIPTION	ACTUAL 90-91	ACTUAL 91-92	ACTUAL 92-93	BUDGET 93-94	PROPOSED 94-95
PERFORMING ARTS	\$288,001	\$391,066	\$413,770	\$443,213	\$476,164
STADIUM	133,463	180,958	195,207	224,944	145,757
MEMORIAL COLISEUM	478,040	656,501	693,137	0	0
CONVENTION CENTER	559,279	692,432	753,222	951,642	1,001,302
EXPO CENTER	0	0	0	173,339	182,021
<b>TOTAL ALLOCATION</b>	<b>\$1,458,783</b>	<b>\$1,920,957</b>	<b>\$2,055,336</b>	<b>\$1,793,138</b>	<b>\$1,805,244</b>

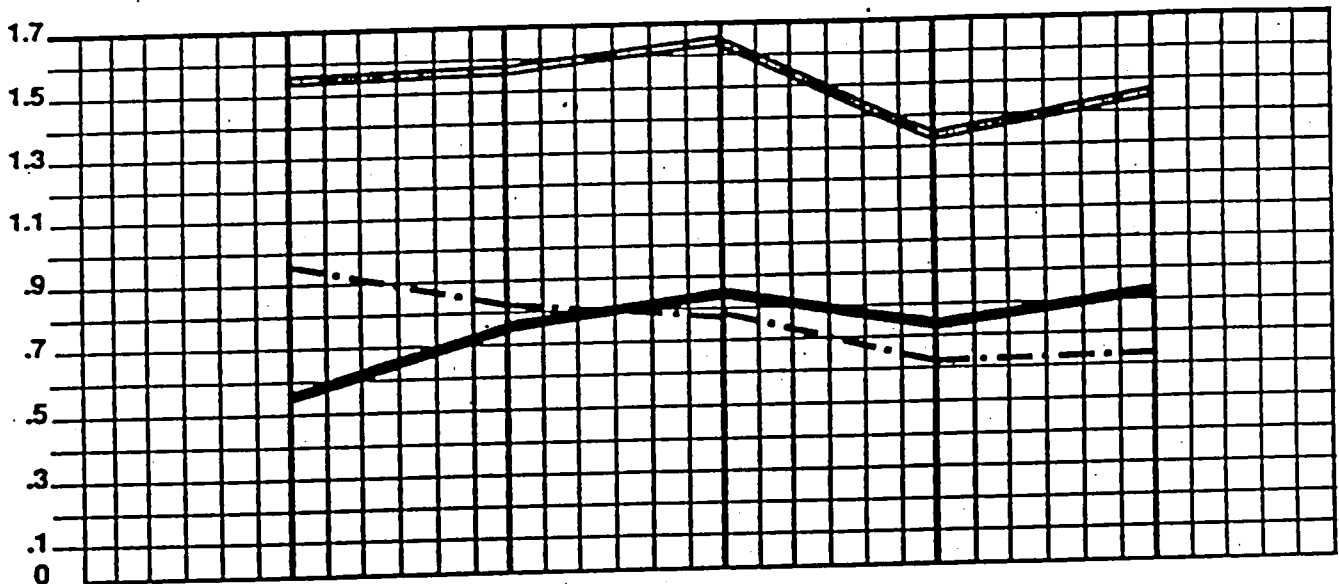
TOTAL MERC EXPEND.  
 LESS METRO TRNSF  
 LESS RENEWAL/REPLAC  
 LESS CONTINGENCY \$22,087,200 \$23,470,850 \$24,379,367 \$17,402,154 \$17,744,431

IN MILLIONS

Expenditures (1)



Budgeted Support Costs(2)



— Metro      — Combined MERC/Metro  
- - - MERC      . . . . . MERC Expenditures

(1) MERC Expenditures are total expenditures less Metro transfers, renewal & replacement transfers and contingency.

(2) Budgeted Metro support costs exclude insurance and Expo Center allocation.

MERC  
 CALCULATE GUIDELINE LIMITS FOR SUPPORT COSTS  
 BASED ON FY 93-94 BUDGET  
 PREPARED FEBRUARY 15, 1994

FACILITY	TOTAL EXPENDITURES LESS TRNSF & CONTINGENCY	MERC SUPPORT TRANSFERS	% LIMIT	METRO SUPPORT TRANSFERS	% LIMIT	COMBINED SUPPORT TRANSFERS	% LIMIT
Stadium	\$2,404,291	\$82,736	3.4%	\$142,483	5.9%	\$225,219	9.4%
PCPA	\$4,466,833	\$153,653	3.4%	\$289,285	6.5%	\$442,938	9.9%
OCC	\$8,795,463	\$313,351	3.6%	\$638,291	7.3%	\$951,642	10.8%

MERC  
 HISTORICAL COMPARISON OF  
 CALCULATED GUIDELINE LIMITS  
 PREPARED FEBRUARY 15, 1994

COMPARED TO ACTUAL FY 92-93:

FACILITY	TOTAL EXPENDITURES LESS TRNSF	MERC SUPPORT TRANSFERS	ACTUAL %	% LIMIT	\$ DIFF FROM ACTUAL TO LIMIT	METRO SUPPORT TRANSFERS	ACTUAL %	% LIMIT	\$ DIFF FROM ACTUAL TO LIMIT	COMBINED SUPPORT TRANSFERS	ACTUAL %	% LIMIT	TOTAL \$ DIFF FROM ACTUAL TO LIMIT
Stadium	\$1,710,223	\$74,817	4.4%	3.4%	\$16,669	\$120,390	7.0%	5.9%	\$19,487	\$195,207	11.4%	9.4%	\$36,156
PCPA	\$4,585,666	\$164,715	3.6%	3.4%	\$8,802	\$249,055	5.4%	6.5%	(\$49,013)	\$413,770	9.0%	9.9%	(\$40,211)
OCC	\$7,850,345	\$232,036	3.0%	3.6%	(\$50,576)	\$521,186	6.6%	7.3%	(\$51,889)	\$753,222	9.6%	10.8%	(\$102,465)

COMPARED TO ACUTAL FY 91-92:

FACILITY	TOTAL EXPENDITURES LESS TRNSF	MERC SUPPORT TRANSFERS	ACTUAL %	% LIMIT	\$ DIFF FROM ACTUAL TO LIMIT	METRO SUPPORT TRANSFERS	ACTUAL %	% LIMIT	\$ DIFF FROM ACTUAL TO LIMIT	COMBINED SUPPORT TRANSFERS	ACTUAL %	% LIMIT	TOTAL \$ DIFF FROM ACTUAL TO LIMIT
Stadium	\$1,777,991	\$72,996	4.1%	3.4%	\$12,544	\$107,962	6.1%	5.9%	\$3,061	\$180,958	10.2%	9.4%	\$15,605
PCPA	\$3,621,363	\$155,783	4.3%	3.4%	\$32,657	\$235,283	6.5%	6.5%	\$0	\$391,066	10.8%	9.9%	\$32,657
OCC	\$6,878,551	\$229,665	3.3%	3.6%	(\$17,963)	\$462,767	6.7%	7.3%	(\$39,367)	\$692,432	10.1%	10.8%	(\$57,330)

COMPARED TO ACTUAL FY 90-91:

FACILITY	TOTAL EXPENDITURES LESS TRNSF	MERC SUPPORT TRANSFERS	ACTUAL %	% LIMIT	\$ DIFF FROM ACTUAL TO LIMIT	METRO SUPPORT TRANSFERS	ACTUAL %	% LIMIT	\$ DIFF FROM ACTUAL TO LIMIT	COMBINED SUPPORT TRANSFERS	ACTUAL %	% LIMIT	TOTAL \$ DIFF FROM ACTUAL TO LIMIT
Stadium	\$1,467,380	\$68,651	4.7%	3.4%	\$18,761	\$64,812	4.4%	5.9%	(\$21,763)	\$133,463	9.1%	9.4%	(\$3,002)
PCPA	\$4,124,133	\$146,709	3.6%	3.4%	\$6,488	\$141,292	3.4%	6.5%	(\$126,777)	\$288,001	7.0%	9.9%	(\$120,289)
OCC	\$6,436,494	\$281,217	4.4%	3.6%	\$49,503	\$278,062	4.3%	7.3%	(\$191,802)	\$559,279	8.7%	10.8%	(\$142,299)



MERC  
 COMPARISON OF PROPOSED GUIDELINE LIMITS  
 TO PROPOSED FY 94-95 BUDGET  
 PREPARED FEBRUARY 15, 1994  
 (Revised 2/24/94)

FACILITY	TOTAL EXPENDITURES LESS TRNSF & CONTINGENCY	MERC SUPPORT TRANSFERS	PROPOSED %	% LIMIT	\$ DIFF FROM PROPOSED TO LIMIT	METRO SUPPORT TRANSFERS	PROPOSED %	% LIMIT	\$ DIFF FROM PROPOSED TO LIMIT	COMBINED SUPPORT TRANSFERS	PROPOSED %	% LIMIT	TOTAL \$ DIFF FROM PROPOSED TO LIMIT
Stadium	\$1,869,616	\$50,295	2.7%	3.7%	(\$18,881)	\$95,462	5.1%	6.0%	(\$16,715)	\$145,757	7.8%	9.7%	(\$35,596)
PCPA	\$4,112,038	\$164,306	4.0%	3.7%	\$12,161	\$311,858	7.6%	7.0%	\$24,015	\$476,164	11.6%	10.7%	\$36,176
OCC	\$9,934,371	\$345,511	3.5%	3.5%	\$0	\$655,791	6.6%	7.0%	(\$39,615)	\$1,001,302	10.1%	10.5%	(\$39,615)

Meeting Date: May 12, 1994  
Agenda Item No. 4.2

RESOLUTION NO. 94-1955

## FINANCE COMMITTEE REPORT

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### RESOLUTION NO. 94-1955 FOR THE PURPOSE OF REITERATING COUNCIL POLICY REGARDING SUPPORT SERVICE COST ALLOCATION

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Date: May 3, 1994

Presented By: Councilor Monroe

**COMMITTEE RECOMMENDATION:** At its April 27, 1994 meeting the Committee voted unanimously to introduce and recommend Council adoption of Resolution No. 94-1955. Committee members present and voting were Councilors Devlin, Gardner, Kvistad, Monroe and Van Bergen. Councilors Buchanan and McLain were absent.

**COMMITTEE DISCUSSION/ISSUES:** Don Carlson, Council Administrator, and Jennifer Sims, Finance Director, presented the Staff Report. Mr. Carlson stated that the draft resolution was brought to the Committee because of the recent resolutions approved by the Metro ER Commission (Nos. 94-15 and 94-20) which adopt policies or guidelines for the setting of support service costs. He pointed out that Ms. Sims and he felt it important that the Council reiterate the Metro policy for the allocation of support service costs for all Metro functions so that it is clear to all concerned what the basis of the allocation is. He explained to the Committee that the draft resolution does the following:

1. It states that the costs are set by the Council in the annual budget process and that they are allocated on the basis of benefit received or level of use by Metro operating departments. The "benefit or use" basis is important since most of Metro's funding is dedicated for specific purposes and it is legally necessary to establish a benefit or use connection to the function with dedicated funding.
2. It states that the Council may establish cost limits for a function or fund and pay the difference between the allocation and the limit out of discretionary funds. The Council has done this during the annual budget process since the beginning for the Planning function which is funded substantially with Federal Grants. There are certain allocated costs which are disallowed through Federal regulations. It has been the policy of the Council to pay these costs with discretionary funds.
3. It states the Council will use its FY 94-95 Budgeted Performance Audit funds (\$30,000) to review the Cost Allocation Plan to provide the departments with the most cost effective and appropriate method for allocating costs. The MERC Business Support Plan included some valid observations about the current system of allocating costs particularly the lack of incentives to control usage. These issues need to be reviewed in a systematic manner to look for ways to improve the Cost Allocation Plan.

4. It states that all department and MERC budgets shall be based on the Cost Allocation Plan as prepared by the Executive Officer and adopted by the Council. This is important to insure the consistency and integrity of the Plan. Also, most of the data which supports the specific basis of the allocations is collected and analyzed by the Department of Finance and Management Information.
5. It states that all departments including MERC are encouraged to communicate with Support Service Directors regarding quality of service and other matters to facilitate smooth operations. The MERC Business Support Plan referred to difficulties in receiving quality service. While these are internal administrative issues for the Executive Officer to address, it is important for the Council to express its expectation that such matters will be addressed and resolved.
6. It reconfirms the policy stated in the Metro Code regarding the provision of support services by Metro central agencies to MERC and repeals MERC Resolutions 94-15 and 94-20 and the policies, standards and strategies of the MERC Support Business Plan. It is important that the MERC understand that it will continue to receive support services in the same manner as other Metro functions and that there not be different adopted policies within the various functions of the organization which state how support service costs are to be determined. If different policies are adopted by various parts of the organization they can lead to dysfunctional working relationships such as was the case between Metro and the MERC in past years.

Ms. Sims stated that one of her principal concerns is to maintain the integrity of the support service cost allocation system. It would be a mistake to allow each operating unit to determine the basis for paying support service costs.

Councilor Gardner expressed support for the resolution and moved to introduce it for filing with the Council Clerk and to recommend Council adoption of the resolution.


In response to a request from Councilor Hansen regarding the review of Metro ER Commission resolutions by the Council, Dan Cooper explained his recent opinion on the matter (See Attachment 1 to this Committee Report). He pointed out that in his opinion the Council had jurisdiction over MERC Resolution No. 94-15 even though the MERC had rescinded it and replaced it with Resolution 94-20. He also pointed out that the proper way for the Council to repeal a MERC resolution is through the adoption of an ordinance. The Code states that the Council by motion may approve a Commission action, modify the action, or return it to the Commission. He recommended changing the language in Section 6 of the draft resolution to put a period after the letter (m) and delete the rest

of the sentence which repeals MERC Resolutions 94-15 and 94-20. He stated that if the Council wants to stop either one of those resolutions it can adopt a motion at the appropriate Council meeting to return the resolution to the MERC. Councilor Gardner accepted Dan Coopers suggestion for changing Section 6 of the draft resolution as a friendly amendment and the Committee adopted the motion.



ATTACHMENT 1  
(Fin. Comm. Rpt./Res 94-1955)

## METRO

Date: April 27, 1994  
To: Councilor Sandi Hansen  
From: Daniel B. Cooper, General Counsel   
Regarding: METRO ERC RESOLUTION REVIEW  
Our file: 2.G

---

Pursuant to your inquiry of April 22, 1994, I have reviewed Metro Code section 6.01.080 which provides for Metro Council review of Metropolitan Exposition-Recreation Commission actions taken in the form of resolutions.

The question you asked is what is the affect on the Metro Council's power to review Resolution No. 94-15 given that the Commission has acted to rescind the resolution in between the time the request to review was filed and the Council reviewed the matter.

The specific question you asked is generated by the fact that three Councilors, pursuant to section 6.01.080(b) of the Metro Code, have formally requested Council review of Metro ERC Resolution No. 94-15 in a timely fashion. Pursuant to the provisions of the Metro Code the review of this Metro ERC resolution was scheduled to occur at the Metro Council meeting to be held on April 28, 1994. After the three Councilors filed their request for review, the Commission by adoption of Resolution No. 94-20 on April 20, 1994, rescinded Resolution No. 95-15. In requesting review of Resolution No. 94-15, the Councilors requested that the Council review the matter because they felt that the Council had the sole power to set the policies that would have been established by Resolution No. 94-15.

For the reasons set forth below, I believe that the Council continues to have jurisdiction over Metro ERC Resolution No. 94-15 notwithstanding the Metro ERC action to rescind it. Since this conclusion is not totally clear we recommend that if the Council agrees with this conclusion it should amend the Code section to clarify its intent. If it intended a different result, then the Code should be amended to state the conclusion the Council desires.

Pursuant to Metro Code 6.01.080(b) the Council has the power during the review that has been scheduled to "upon adoption of a motion," act to approve the Commission action, modify the action, or return the matter to the Commission. If the Council approves or

Councilor Sandi Hansen

April 27, 1994

Page 2

modifies the resolution, the resolution becomes effective immediately including any modifications thereto. If the Council returns the resolution to the Commission, it does not become effective until such time as the Commission takes further action on the matter subject to the review procedures of the Code. Since the Code clearly provides that Metro ERC resolutions approved or modified by the Council "become effective immediately" a Metro ERC action rescinding a resolution while review is pending should not defeat the Council's ability to modify a resolution and have it become effective immediately.

In State ex rel Martin v. Ervin, 80 Or App 555, 722 P2d 1289 (1986) the Court of Appeals held that the repeal by a county of an ordinance after a valid referendum petition had been filed rendered moot the plaintiffs' request for an order of mandamus requiring the placement of the referendum on the ballot. The court's reasons given in that case would not apply to this matter since Council review of a Metro ERC resolution allows for Council modification as well as nullification. However, this case does show that the matter is not free from doubt and is one reason why the Council should consider clarifying its intent by revising the Code.

Since the result the Councilors who have requested review of Resolution No. 94-15 apparently seek is to have the Council render the resolution ineffective, there is little substantive difference between having the Council by motion return the resolution to the Commission, and having the Council take no action at all on Resolution No. 94-15.

I will be available to discuss this matter further with the Council at the Council meeting on April 28, 1994, or at any Council Committee meeting where it would appear relevant to do so.

gl

1826

cc: Metro Council  
Don Carlson ✓

**BEFORE THE METRO COUNCIL**

FOR THE PURPOSE OF REITERATING )  
COUNCIL POLICY REGARDING )  
SUPPORT SERVICES COST )  
ALLOCATION

RESOLUTION NO. 94-1955

Introduced by Finance Committee

WHEREAS, the Metro Council has established in the Metro Code, Chapter 6 - Metropolitan Exposition-Recreation, Section 6.01.040 (m) that, "Services of the District including accounting, legal, personnel, risk management, public affairs, and other services shall be provided by the District subject to compensation being provided by the Commission to the District as the District may require;.." and,

WHEREAS, Metro E-R Commission Resolution 94-15, the MERC Support Business Plan, and the newly revised Commission Resolution 94-20 attempt to establish that the Commission can set guideline limits or parameters for support services standards and costs, and that the Commission can determine what it considers to be appropriate compensation for these important support services provided by Metro; and,

WHEREAS, three Councilors have requested council review of Commission Resolution 94-15; and,

WHEREAS, The Metro ER Commission rescinded Commission Resolution 94-15 and took similar action through adoption of Resolution 94-20; and,

WHEREAS, MERC Resolution 94-15 and the MERC Support Business Plan state "there needs to be a way to manage these costs, rather than simply budget for them without any control."; and MERC Resolution 94-20 states, "That if the budgeted support cost amount is within these guideline parameters, the support costs will be deemed reasonable [by the Commission]" and,



WHEREAS, the Council fully understands the fiscal impact of support service costs within all of Metro and does control them through the normal budget process and has established what services will be provided and at what cost, now, therefore,

**BE IT RESOLVED,**

1. That Support Services costs are set by the Council in the annual budget process and are allocated through a Cost Allocation Plan which is based on benefit received or level of use of Metro operating departments;
2. That Support Services cost limits may be established by the Council and any difference between the limit and allocated cost will be paid from discretionary funds in an amount to be determined by Council;
3. That the Council will review the Cost Allocation Plan with FY 94-95 Performance Audit funds to provide departments the most cost effective and appropriate method for allocating costs;
4. That all department and MERC budgets shall be based on the Cost Allocation Plan as prepared by the Executive Officer and adopted by Council;
5. That departments and MERC are encouraged to maintain ongoing communications with Support Service Directors regarding quality of service, emerging issues and other applicable matters to facilitate smooth operations; and,
6. That the Metro Council reconfirms and reiterates its established ordinance, Chapter 6, Section 6.01,040 (m).

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

---

Judy Wyers, Presiding Officer



METRO

Date: April 26, 1994

To: Council Finance Committee

From: Don Carlson, Council Administrator  
Jennifer Sims, Director of Finance and Management Information

Re: Council Policy Regarding Support Services Cost Allocations

**Background:** All of Metro's centralized support services are paid by the operating departments based on a Cost Allocation Plan. Support Services includes all of the functions provided by the Offices of General Counsel, Public and Government Relations, and Personnel and the Departments of Finance and Management Information and General Services. In FY 1994-95 the Committee for Citizen Involvement will be added as a support service. For at least the last 15 years, the same methodology has been used to determine benefit received and usage and to charge the departments accordingly. Until FY 1990-91 all of the above listed activities plus those of the current General Fund were budgeted in the General Fund and allocated. When the excise tax was implemented, "general government" costs were retained in the General Fund and a new separate Support Services Fund was established. The Cost Allocation Plan and Support Services Fund transfer revenues are administered by the Finance and Management Information Department.

The major tenet of the cost allocation plan is "Benefit or Use". Costs are allocated to the operating funds on the basis of use or benefit to the respective functions. This is critically important since most of Metro's funding sources are dedicated to specific functions. It is important therefore, to establish a "Benefit or Use" relationship with the respective allocations.

The various operating departments which pay for the Support Services costs through transfers have historically had concerns about the cost of central services and their lack of direct control over cost and quality of service. This "dynamic tension" exists in all organizations. The Council balances the needs and costs through the budget process and the Executive Officer carries this out with ongoing management review. Of course, any department can initiate discussion of these issues with the service provider(s).

MERC recently passed three resolutions regarding Support Services and adopted the "MERC Support Business Plan," (attached). These reference the need to limit Support Services costs and establish strategies to develop a different basis for the allocation of support service costs. The basis suggested is a percent of operation rather than use or benefit.

These actions appear to be in conflict with current practices for allocating Support Services and Chapter 6 of the Metro Code. This chapter creates MERC and defines the relationship between MERC and Metro, including Support Services.

It appears necessary for the Council to clearly establish and communicate the basis for allocating support service costs to all operating departments in Metro and the process by which the allocation is done.

**Recommended Action:** The attached draft resolution addresses several key issues raised by MERC's actions. The resolution would do the following:

1. Reiterate and reconfirm that the Council sets Support Services costs.
2. Clarify that Support Services cost limits may be set by Council with differences paid from discretionary funds.
3. Dedicate the Council's FY 1994-95 performance audit funds to a review of the Cost Allocation Plan.
4. Establish that all department and MERC budgets shall be based on the Cost Allocation Plan.
5. Encourage departments and MERC to work together on Support Services issues.
6. Reiterate and reconfirm Chapter 6, Section 6.01.040(m) and repeal MERC Resolutions 94-15 and 94-20 and the policies, standards and strategies of the MERC Support Business Plan.

cc: Rena Cusma, Executive Officer  
Metro Councilors  
MERC Commissioners  
Dick Engstrom  
Pat LaCrosse  
Dept. Directors

BEFORE THE METRO COUNCIL

**D R A F T**

FOR THE PURPOSE OF REITERATING )  
COUNCIL POLICY REGARDING )  
SUPPORT SERVICES COST )  
ALLOCATION )

RESOLUTION NO. 94-1955

Introduced by Finance Committee

WHEREAS, the Metro Council has established in the Metro Code, Chapter 6 - Metropolitan Exposition-Recreation, Section 6.01.040 (m) that, "Services of the District including accounting, legal, personnel, risk management, public affairs, and other services shall be provided by the District subject to compensation being provided by the Commission to the District as the District may require;.." and,

WHEREAS, Metro E-R Commission Resolution 94-15, the MERC Support Business Plan, and the newly revised Commission Resolution 94-20 attempt to establish that the Commission can set guideline limits or parameters for support services standards and costs, and that the Commission can determine what it considers to be appropriate compensation for these important support services provided by Metro; and,

WHEREAS, three Councilors have requested council review of Commission Resolution 94-15; and,

WHEREAS, The Metro ER Commission rescinded Commission Resolution 94-15 and took similar action through adoption of Resolution 94-20; and,

WHEREAS, MERC Resolution 94-15 and the MERC Support Business Plan state "there needs to be a way to manage these costs, rather than simply budget for them without any control."; and MERC Resolution 94-20 states, "That if the budgeted support cost amount is within these guideline parameters, the support costs will be deemed reasonable [by the Commission]" and,

WHEREAS, the Council fully understands the fiscal impact of support service costs within all of Metro and does control them through the normal budget process and has established what services will be provided and at what cost, now, therefore,

BE IT RESOLVED,

1. That Support Services costs are set by the Council in the annual budget process and are allocated through a Cost Allocation Plan which is based on benefit received or level of use of Metro operating departments;

2. That Support Services cost limits may be established by the Council and any difference between the limit and allocated cost will be paid from discretionary funds in an amount to be determined by Council;

3. That the Council will review the Cost Allocation Plan with FY 94-95 Performance Audit funds to provide departments the most cost effective and appropriate method for allocating costs;

4. That all department and MERC budgets shall be based on the Cost Allocation Plan as prepared by the Executive Officer and adopted by Council;

5. That departments and MERC are encouraged to maintain ongoing communications with Support Service Directors regarding quality of service, emerging issues and other applicable matters to facilitate smooth operations; and,

6. That the Metro Council reconfirms and reiterates its established ordinance, Chapter 6, Section 6.01,040 (m) , and repeals MERC Resolutions 94-15 and 94-20 and the policies, standards and strategies of the MERC Support Business Plan.

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

---

Judy Wyers, Presiding Officer

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 94-20**

Adopting the Support Costs Analysis Report dated March, 1994 and establishing guideline parameters as contained in the report.

**The Metropolitan Exposition-Recreation Commission finds:**

1. That Resolution No. 94-15 is hereby revoked and replaced by this Resolution;
2. There has been a shift in support services from MERC to Metro;
3. The support service costs have been analyzed;
4. Concerns have been raised regarding the rate of growth of support costs;
5. Resolution No. 94-10 recommending reallocation of hotel tax funds to support the PCPA requires that guideline parameters for support costs be established;
6. It is prudent to establish guideline parameters for support costs to ensure these costs are consistent with the size of business;
7. These guideline parameters will be used as a benchmark during the annual budget process whereby these parameters will be compared against the proposed budgeted support costs as a function of a facility's overall budget;
8. That if the budgeted support cost amount is within these guideline parameters, the support costs will be deemed reasonable;
9. That if the budgeted support cost amount is outside these guideline parameters, further analysis and discussion of the support costs will be performed;
10. That if after further analysis and discussion, MERC staff still has concerns, the MERC Commission will be informed and they will determine whether the Commission will address the issue with the Regional Facilities Committee and the Metro Council;

BE IT THEREFORE RESOLVED that MERC Resolution No. 94-15 is hereby repealed; and that the Commission adopts the Support Cost Analysis Report and recognizes the proposed guideline parameters as an administrative standard to be used according to the procedures stated above.

Passed by the Commission on April 20, 1994.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary-Treasurer

APPROVED AS TO FORM:  
Daniel B. Cooper, General Counsel

By: \_\_\_\_\_  
Mark B. Williams  
Senior Assistant Counsel

RECEIVED APR 04 1994

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 94-15


Adopting the Support Costs Analysis Report dated March, 1994 and establishing guideline limits as contained in the report.


The Metropolitan Exposition-Recreation Commission finds:

1. There has been a shift in support services from MERC to Metro;
2. The support service costs have been analyzed;
3. Concerns have been raised regarding the rate of growth of support costs;
4. Resolution No. 94-10 recommending reallocation of hotel tax funds to support the PCPA requires that guideline limits for support costs be established;
5. It is prudent to establish guideline limits for support costs to ensure these costs are consistent with the size of business;


BE IT THEREFORE RESOLVED that the Commission adopts the Support Costs Analysis Report and recognizes the proposed guideline limits as an administrative standard to be used and reviewed annually during the budget process.

Passed by the Commission March 30, 1994.

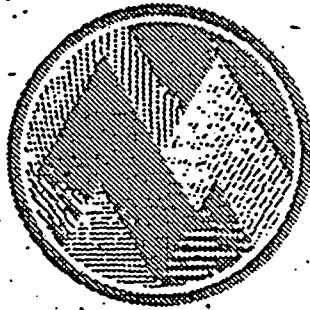
  
Chairman

  
Secretary-Treasurer

Approved As To Form:  
Daniel B. Cooper, General Counsel

By:   
Mark B. Williams  
Senior Assistant Counsel





Metropolitan Exposition-Recreation Commission

**Support Business Plan**

March 30, 1994

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## MERC SUPPORT BUSINESS PLAN

### BACKGROUND

The Stadium, PCPA, OCC and Expo Center pay for support services provided by both Metro and MERC Administration. The types of support services provided to the facilities include general management, finance, accounting, personnel, insurance and legal. A complete listing of services and charges is shown on illustration 1.

Metro support service costs are charged to MERC based on an elaborate allocation formula using various factors such as the number of accounting transactions, number of employees, and other measures that are intended to reflect the level of support services used by MERC. The basis for each service charge is described in illustration 1.

Once the Metro charges are calculated for MERC, these charges along with the MERC Administration requirements are divided among the facilities via a MERC "internal" allocation plan. This internal allocation plan incorporates some of the same factors used in the Metro plan. Again, the intent of the internal allocation plan is to charge the facilities based on their respective use of the support services.

### HISTORY

In the first few years of MERC, the majority of support services were provided by the MERC Administration department. In 1991, Metro commissioned a study of its support services to obtain expertise on the best configuration for MERC as well as for other Metro departments. That study, conducted by the firm of Benson and McLaughlin, analyzed each service in considerable detail and made recommendations regarding whether each should be centralized or decentralized. Largely based on the results of that study, certain functions were consolidated with the result that all personnel activities and some accounting functions were transferred to Metro. MERC continues to maintain overall management and industry-specific functions such as event settlements. This overall consolidation has worked well in the sense that there is now very little duplication of effort by MERC and Metro.

### CURRENT STATUS

As of July 1993, the Memorial Coliseum is no longer a MERC-managed facility. Because of the loss of this "cash cow", MERC recognized a need to evaluate the remaining facilities and set a course for the future to better manage costs via the Business Plan. One issue that has been raised in the Business Planning process is the need to have the support service costs reflect the business needs and, in turn, the changes in business. Furthermore, there needs to be a way to manage these costs, rather than simply budget for them without any control. This same issue has been raised in various meetings by the PCPA Advisory Committee, the Tri County Lodging Association and MERC facility management.

Illustration 1

**Metro Support Services, Insurance and MERC Administration Charges**

Description	Budget FY 90-91	Budget FY 91-92	Budget FY 92-93	Budget FY 93-94	Proposed 94-95
<b>Support Services</b>					
Finance	64,756	60,472	74,539	50,140	63,964
Legal	51,618	55,155	62,892	37,766	39,638
Accounting	159,304	192,521	233,604	287,913	298,403
Office Svcs.	0	3,038	11,009	0	1,583
Personnel	152,033	185,813	211,379	195,086	203,036
Procurement	6,901	587	19,144	27,130	13,278
Public Affairs	18,248	4,688	6,578	2,110	406
Information Sys.	90,101	144,903	129,234	94,084	99,032
Const/Code Sup.	21,756	7,019	18,026	0	0
Graphics	0	0	0	0	514
General Expenses	0	0	0	0	21,356
Indirect/Pooled	17,857	100,072	83,267	48,770	85,198
Facilities Mgmt.	0	507	0	0	0
<b>Support Services</b>	<b>582,574</b>	<b>754,775</b>	<b>849,672</b>	<b>742,999</b>	<b>826,408</b>
<b>Other:</b>					
Insurance	185,976	510,177	535,611	327,068	236,703
Expo Ctr. Alloc.	0	0	0	103,331	108,521
<b>Total Metro Chrgs.</b>	<b>768,550</b>	<b>1,264,952</b>	<b>1,385,283</b>	<b>1,173,398</b>	<b>1,171,632</b>
<b>Total MERC Admin.</b>	<b>976,725</b>	<b>832,999</b>	<b>782,191</b>	<b>619,740</b>	<b>633,612</b>
<b>Total All Charges:</b>	<b>1,745,275</b>	<b>2,097,951</b>	<b>2,167,474</b>	<b>1,793,138</b>	<b>1,805,244</b>

**Allocation of Charges by Facility**

Description	Actual 90-91	Actual 91-92	Actual 92-93	Budget 93-94	Proposed 94-95
Performing Arts	288,001	391,066	413,770	443,213	476,164
Civic Stadium	133,463	180,958	195,207	224,944	145,757
Mem. Coliseum	478,040	656,501	693,137	0	0
Convention Ctr.	559,279	692,432	753,222	951,642	1,001,302
Expo Center	0	0	0	173,339	182,021
<b>Total Allocation</b>	<b>1,458,783</b>	<b>1,920,957</b>	<b>2,055,336</b>	<b>1,793,138</b>	<b>1,805,244</b>
MERC (above) costs less Metro Transfer, renewal/replacemt and Contingency	22,087,200	23,470,850	24,379,367	17,402,154	17,744,431

In order to understand the support service costs and their relationship to the MERC facilities, staff reviewed and analyzed these costs along with all other facility costs. From a historical perspective, the Metro and MERC charges were reviewed for fiscal years 90-91 through the current projected budget for 94-95. The costs were detailed by the type of functions and analyzed in relation to the business for the respective year (see Illustrations 1 & 2).

As can be seen in Illustrations 1 & 2 the combined Metro and MERC support costs historically have been reasonable, Illustration 2 graphically shows the hand-off of support services from MERC to Metro in FY 93-94 and the fairly steady combined support services costs over the five years.

In fiscal year 93-94, the loss of the Coliseum is evident from the sharp decline in total MERC costs in the upper half of Illustration 2. However, the reduction in support costs, apparent in both Illustration 1 & 2, does not appear to be at the same level as costs previously allocated to the Coliseum. While certain mitigating circumstances exist, the lack of expected decrease raises the concern of managing support costs for the MERC facilities in the future.

#### ADEQUACY OF PRESENT SERVICE CONFIGURATION

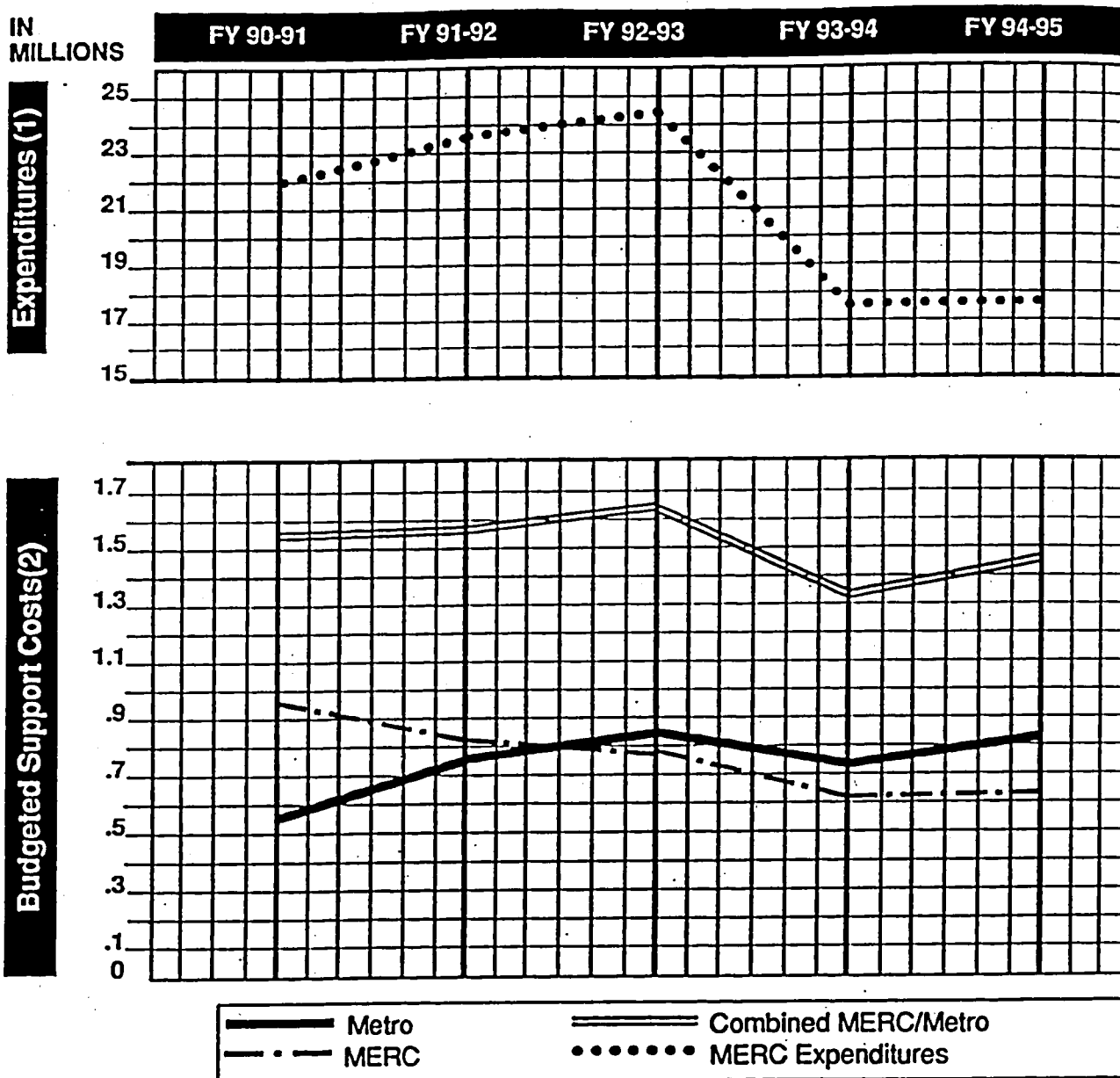
Beyond cost, there are other issues: satisfaction with the individual services, the need for additional capabilities, and the cost-benefit of further centralization of functions.

The system at Metro has no formal mechanism for the "paying department" to control cost or quality of the service provided. Indeed, there is not always a clear understanding of exactly what services will be provided and at what standard. Part of the reason for this is that to a significant degree the service charges are considered fixed costs, not a "pay as you go" arrangement. The allocation formula is merely a way to spread typical overhead charges. It is unlikely that Metro will, or even can, completely change the system. Nevertheless, some modification might be possible whereby the paying department could be given some degree of control over cost and quality. This would reduce overall frustration for everyone.

A review of the range of services suggests only a few capabilities are lacking. MERC has no public information/public relations staff nor does it use such services available at Metro. Given that MERC's function is quite different from other government functions, it may require a person with expertise and knowledge of MERC's business. MERC also has no planning staff. In the past, facility planning and development has been done at Metro in the Regional Facilities Department. However, Metro is currently undergoing reorganization and continuation of that function at Metro is unclear. MERC has future needs for planning expertise for its Convention Center masterplan and for continuation of the Business Plan process. Finally, MERC has had a lack of management information and analysis in the past. This is a function best done in house since the data is not available on any of Metro's computer system and because the function should be a regular part of MERC's management. Recently, MERC has upgraded its fiscal management staff and is building greater capability for management analysis.

Illustration 2

**MERC Expenditures and Metro support costs over five year period: 1990-1995**



(1) MERC Expenditures are total expenditures less Metro transfers, renewal & replacement transfers and contingency.

(2) Budgeted Metro support costs exclude insurance and Expo Center allocation.

In the past, there was greater centralization of operational function such as admissions, special services, and technical services. With the loss of the Coliseum, these services were decentralized and absorbed by the individual facilities. There is some sharing of the admissions (event services) function although it is now housed at the PCPA. Whether this arrangement works well or whether consolidation should be reconsidered should be addressed at some point.

### CONCLUSIONS

\*A means to manage support service costs is needed to ensure that they are consistent with levels of business.

\*MERC currently lacks support capabilities for public information, planning and management information and analysis.

\*Review of the current decentralized operational functions is needed to assess cost-benefit.

### STRATEGIES

1. Establish guideline limits for support costs. The need to manage cost suggests that guideline limits for Metro and MERC support are needed.

These guideline limits should be separate for Metro support and insurance charges and MERC support charges. During the annual budget process, these guideline limits could be applied to the proposed facility budget to determine if support costs are reasonable as compared to projected business.

Staff has calculated the proposed guideline limits using the fiscal year 93-94 budget (see *Illustration 3*). Fiscal year 93-94 was used since it is the most recent fiscal year, it does not include the Memorial Coliseum and it was presumed to be a reasonable financial indicator of an MERC average/usual year for each facility. The initial guideline limits were determined by taking the MERC and Metro transfers (separately) as a percentage of total facility budgeted expenditures less transfers and contingency.

The initial percentage guideline limits were applied historically to fiscal years 90-91, 91-92 and 92-93 as well as to the 94-95 proposed budget (see *Illustration 4*). The purpose was to determine if the initial percentage guideline limits were indeed reasonable and within the general range of where actual transfer costs were historically.

Illustration 3

**1993-94 budget data used to establish guideline limits for support costs**

Facility	Total Expenditures Less Transfer & Contingency	MERC Support Transfers	% Limit	Metro Support Transfers	% Limit	Combined Support Transfers	% Limit
Stadium	\$2,404,291	\$ 82,736	3.4%	\$142,483	5.9%	\$225,219	9.4%
PCPA	\$4,466,833	\$ 153,653	3.4%	\$289,285	6.5%	\$442,938	9.9%
OCC	\$8,795,463	\$ 313,351	3.6%	\$638,291	7.3%	\$951,642	10.8%



Illustration 4

% Guideline Limits Historical Comparison

<b>Compared to actual 92-93</b>													
Facility	Total expenditures less transfers	MERC support transfers	actual %	% limit	\$ Diff. from actual to limit	Metro support transfers	actual %	% limit	\$ Diff. from actual to limit	Combined support transfers	actual %	% limit	Total \$ Diff. from actual to limit
Stadium	\$1,710,223	\$ 74,817	4.4%	3.4%	\$16,669	\$120,390	7.0%	5.9%	\$19,487	\$195,207	11.4%	9.4%	\$ 36,156
PCPA	\$4,585,666	\$164,715	3.6%	3.4%	\$ 8,802	\$249,055	5.4%	6.5%	(\$49,013)	\$413,770	9.0%	9.9%	(\$ 40,211)
OCC	\$7,850,345	\$232,036	3.0%	3.6%	(\$50,576)	\$521,186	6.6%	7.3%	(\$51,889)	\$753,222	9.6%	10.8%	(\$102,465)
<b>Compared to actual 91-92</b>													
Facility	Total expenditures less transfers	MERC support transfers	actual %	% limit	\$ Diff. from actual to limit	Metro support transfers	actual %	% limit	\$ Diff. from actual to limit	Combined support transfers	actual %	% limit	Total \$ Diff. from actual to limit
Stadium	\$1,777,991	\$ 72,996	4.1%	3.4%	\$ 12,544	\$107,962	6.1%	5.9%	\$ 3,061	\$180,958	10.2%	9.4%	\$ 15,605
PCPA	\$3,621,363	\$155,783	4.3%	3.4%	\$ 32,657	\$235,283	6.5%	6.5%	\$ 0	\$391,066	10.8%	9.9%	\$ 32,657
OCC	\$6,878,551	\$229,665	3.3%	3.6%	(\$17,963)	\$462,767	6.7%	7.3%	(\$39,367)	\$692,432	10.1%	10.8%	(\$ 57,330)
<b>Compared to actual 90-91</b>													
Facility	Total expenditures less transfers	MERC support transfers	actual %	% limit	\$ Diff. from actual to limit	Metro support transfers	actual %	% limit	\$ Diff. from actual to limit	Combined support transfers	actual %	% limit	Total \$ Diff. from actual to limit
Stadium	\$1,467,380	\$ 68,651	4.7%	3.4%	\$ 18,761	\$ 64,812	4.4%	5.9%	(\$ 21,763)	\$133,463	9.1%	9.4%	(\$ 3,002)
PCPA	\$4,124,133	\$146,709	3.6%	3.4%	\$ 6,488	\$141,292	3.4%	6.5%	(\$126,777)	\$288,001	7.0%	9.9%	(\$120,289)
OCC	\$6,436,494	\$281,217	4.4%	3.6%	\$ 49,503	\$278,062	4.3%	7.3%	(\$191,802)	\$559,279	8.7%	10.8%	(\$142,299)

Based on the analysis, discussion and some minor adjustments the proposed guideline limits for each facility are:

	<u>MERC Support</u>	<u>Metro Support</u>
Stadium	3.7%	6.0%
PCPA	3.7%	7.0%
OCC	3.5%	7.0%

An analysis of these proposed guideline limits compared to the proposed fiscal year 94-95 budget is attached (see *Illustration 5*).

2. Negotiate service standards with Metro

MERC should work with Metro to develop agreements concerning what services will be provided, the standards for such services and a means for addressing dissatisfaction with service provision. This should be done for the major services MERC uses first such as personnel, accounting and, if successful, continued with other services.

3. Assess future needs for planning and public information

MERC should do a comprehensive assessment of all public information and planning needs and, determine how best to meet them within the resources available. Alternatives such as short term contracts, additional staff, and use of Metro services should be considered.

4. Develop in-house capability for management information and analysis

A determination of needs for management information, performance standards and analysis should be made. Staff capabilities in these areas should be developed using current staff supplemented by contractual work. As business increases, additional staff might be considered.

5. Continued to assess cost-benefit of centralizing operational functions

Centralization of functions such as admissions (event services), ticketing, concessions, marketing, etc. should be reviewed to assess cost benefit. Impact on service to the individual facility and patrons should be a strong consideration.

Illustration 5

Percentage guideline limits comparison to proposed FY 94-95 budget

Compared to proposed 94-95													Total
Facility	\$ Diff. Total expenditures less transfers	MERC support transfers	actual %	% limit	\$ Diff. from actual to limit	Metro support transfers	actual %	% limit	\$ Diff. from actual to limit	Combined support transfers	actual %	% limit	\$ Diff. from actual to limit
Stadium	\$1,869,616	\$ 50,295	2.7%	3.4%	(\$13,272)	\$ 95,462	5.1%	5.9%	(\$ 14,845)	\$ 145,757	7.8%	9.4%	(\$ 28,117)
PCPA	\$4,112,038	\$164,306	4.0%	3.4%	\$24,497	\$311,858	7.6%	6.5%	\$ 44,576	\$ 476,164	11.6%	9.9%	\$ 69,073
OCC	\$9,934,371	\$345,511	3.5%	3.6%	(\$12,126)	\$655,791	6.6%	7.3%	(\$69,418)	\$1,001,302	10.1%	10.8%	(\$ 81,544)

## DESCRIPTION OF SUPPORT SERVICES PROVIDED BY METRO AND MERC

### Metro Services and Allocation Basis

**Finance**--MERC's share of Metro's Finance Division, based on size of budget, interest earned and outstanding issues. This Division does financial planning, cash investments, supervising preparation of the budget, and financial analysis.

**Legal**--Assessment for share of Office of General Counsel based on estimated time needed for projects. Primarily pays for MERC Counsel, Mark Williams' time.

**Accounting**--This pays for MERC's share of Metro's Accounting Division based on a weighted average of transactions--accounts receivable, payable and payroll. MERC does the majority of its own accounts receivable. Services include payroll, accounts payable, regular fiscal reports, etc.

**Office Services**--These are printing, copying and mail services. Since MERC has its own capabilities to do these things, MERC is usually not charged or charged very little based on its actual use of printing services.

**Personnel**--This Metro Division provides recruitment, training, benefits management, labor negotiation and processes all personnel action paperwork. MERC is charged based on a weighted average of recruitment, number of positions hired and number of personnel action forms completed.

**Procurement**--This Division provides technical expertise in contracting and procurement regulations and is responsible for program requirements for special classes (minority, women, disadvantaged, small business). Cost is based on a weighted average of contracts, bids, and dollar value of new contracts.

**Public Affairs**--Public Affairs does public information production, public relations, and press contacts. The allocation is based on time spent per project. MERC has not used these services to any extent and the resultant charge is very small.

**Information Systems**--This Division maintains all of Metro's computer system and provides technical assistance. Although MERC has its own computer system, all of its accounting transactions are on the Metro system. This, then, is the basis for the Metro charges since MERC does not use other services.

**Construction/Code Support**--MERC does not currently use these services and is, therefore not charged.

**Graphics**--MERC generally does not use this service.

**General Expenses**--These miscellaneous expenses which are often financed under contingency.

**Indirect/Pooled**--This is MERC's share of services needed for staff who provide support services such as their payroll and personnel expenses.

**Insurance**--Since Metro is self-insured, funds have gone to initially to build up the fund. At the present time, the allocation is based on incurred losses in workers compensation, the liability program, attendance, as well as total property values and bonds. Services include risk management training, case processing.

**Expo Center Allocation**--This was a special, one time allocation, since there is not MERC/Metro experience on which to base an allocation.

#### **MERC SERVICES \***

**General Management**--MERC's general manager provides overall direction and management for the MERC system.

**Commission staffing**--The general manager and an executive secretary provide staffing for the Commission and its meetings.

**Computer systems**--A systems administrator maintains all of MERC's computer systems for all of its facilities.

**Construction/Capital projects**--A projects manager handles all capital projects for all facilities.

**Purchasing/Contracts**--A coordinator manages all contracts and purchasing for all facilities.

**Financial management**--Two professional staff manage all finances of MERC, prepare the budget, prepare financial reports and manage the event settle aspect of accounting.

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\*The cost allocation for the MERC services is done by MERC itself.

RECEIVED MAR 15 1994

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 94-10

Authorizing the Chairman and Secretary-Treasurer to forward a recommendation to the Metro Council that Metro, forward the same recommendation to the Multnomah County Board of Commissioners to amend the County Code Section 5.50.050(5) to authorize MERC to reallocate \$600,000 of Hotel Tax currently collected for the Oregon Convention Center to the Portland Center for the Performing Arts to be used for operational support for a three year period only and subject to certain conditions.

**The Metropolitan Exposition-Recreation Commission Finds:**

1. That the Portland Center for the Performing Arts is in dire need of new, outside financial resources to assist in paying for operational costs or the center will face closure;

2. That the MERC Chair and other Commissioners have met 3 times with members of the Tri County Lodging Association and have discussed the financial needs of both the Oregon Convention Center and Portland Center for the Performing Arts;

3. That the Tri County Lodging Association, other interested parties, and the public have the right to review later Metro/MERC actions implementing this resolution and may at their discretion petition Multnomah county to cancel this "resolution" for cause.

4. That the Tri County Lodging Association has recognized the value of the Arts to the greater community and has agreed to support the allocation of \$600,000 a year for 3 years to the Performing Arts Center from the current hotel tax designated for the Oregon Convention Center subject to the following:

**BE IT THEREFORE RESOLVED** that the Chairman and Secretary-Treasurer are hereby authorized to forward the Hotel Tax reallocation recommendations contained in this resolution to the Metro Council for forwarding to the Multnomah County Board for adoption.

A. That Multnomah County Code Section 5.50.050(5) be amended as proposed in Exhibit "A" attached to authorize MERC to use \$600,000 a year of existing Multnomah County Hotel Tax for the operation only of the Portland Center for the Performing Arts; and that Multnomah County be requested to reference this and/or a subsequent Metro Resolution as justification for the proposed reallocation.

B. That this authorization be limited to three years starting with the 1994/95 fiscal year and at the end of this three year period, the last being fiscal year 1996/97, this authorization shall automatically expire, without the necessity of any further action.

C. That the use of these funds for the PCPA operation is subject to cancellation in any year if an emergency need is identified at the Oregon Convention Center. The MERC is the body charged with identifying such emergencies including, but not limited to:

- (1) "Current Resources except beginning fund balance do not meet current expenditures less renewal and replacement fund transfer and unappropriated balance.
- (2) Revenues from the hotel/motel tax drop by more than 25% in any year when measured against the prior year.
- (3) A major structural failure (not otherwise insured) such that total reserves are insufficient to repair the damage without the use of all or part of the 3 year \$1,800,000 commitment.
- (4) Or any other situation that threatens the normal operation of the convention center.

D. That Metro agree that it will not initiate any new hotel tax nor any increase to existing hotel tax during the time that this reallocation for the PCPA is in effect.

E. That the MERC will issue annually a written "Business Plan" report as to progress made in increasing the business and income for the PCPA and lowering the costs towards minimizing the PCPA financial gap.

F. That percentage guideline limits for MERC and Metro overhead/ support costs be set and results reported annually as part of "E" above.

G. That Multnomah County, Metro and MERC recognize that the overall solution to the region's funding for the Arts crisis does not rest with the hotel tax and that a broad regional solution needs to be found within the 3 year time frame stated here.

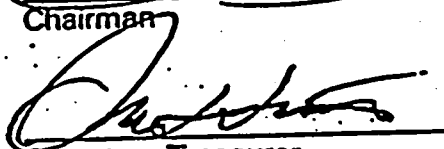
H. That MERC recognizes that the business at the PCPA may be increased by more focused marketing to visitors and agrees to consider increased visitor marketing.

I. That Metro and Multnomah County will amend the 6/24/86 Intergovernmental Agreement as necessary to implement these actions.

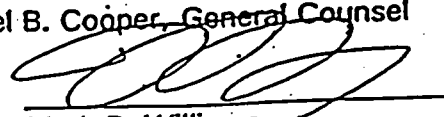
J. That the MERC and Metro recognize that the Tri County Lodging Association has been creative and cooperative in helping to identify interim solutions to the problem of funding the PCPA facilities and thanks them for their efforts.

Passed by the Commission on March 15, 1994.

  
Chairman

  
Secretary-Treasurer

APPROVED AS TO FORM:  
Daniel B. Cooper, General Counsel

By:   
Mark B. Williams  
Senior Assistant Counsel

**AMENDMENTS TO MULTNOMAH COUNTY  
TRANSIENT LODGING TAX****5.50.050. Tax imposed.**

- \* \* \*
- (5) After voters have approved issuance of general obligation bonds to finance or partially finance construction of the convention and trade show center or financing for construction has been obtained by some other means, funds deposited in the convention and trade show center special fund shall be used to assist the lead agency for the following purposes:
- (a) First, to pay any expenses incurred on activities identified under MCC 5.50.050(B)(4);
  - (b) Second, if all expenses identified in subsection (a) above have been satisfied, to pay any unfunded annual operating expenses that may have been incurred by the convention and trade show center;
  - (c) Third, if all expenses identified in subsection (a) above have been satisfied and if no otherwise unfunded annual operating expenses exist or if funds remain after the otherwise unfunded annual operating expenses have been paid, to provide for the promotion, solicitation, procurement, and service of convention business at the convention and trade show center to the extent necessary to fully implement the annual marketing program adopted by the lead agency;
  - (d) Fourth, if the needs identified in the foregoing subsections (a) through (c) have been fully satisfied, to pay ancillary costs associated with the development, construction and operation of the convention and trade show center, including but not limited to site acquisition costs and construction costs including financing of those costs;
  - (e) Notwithstanding the limitations on spending in subparagraphs (a) through (d), an amount not to exceed \$70,000.00 one time only may be used by the lead agency for the promotion, solicitation, procurement, and service of the 1988 International Association of Chiefs of Police convention in Multnomah County.



- (f) Notwithstanding the limitations on spending in subparagraphs (a) through (e), the lead agency may use an amount not to exceed \$600,000 per year, for three years beginning with the lead agency's fiscal year 1994-1995, for operation of the Portland Center for the Performing Arts.

Meeting Date: May 12, 1994  
Agenda Item No. 5.1

MINUTES



**METRO**

DATE: May 5, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

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

RE: AGENDA ITEM NO. 5.1; MINUTES OF APRIL 14 AND 28, 1994

The minutes will be provided in advance to Councilors and available at the Council meeting on May 12, 1994.

Meeting Date: May 12, 1994  
Agenda Item No. 6.1

ORDINANCE NO. 94-547

## STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 94-547 AMENDING THE FY 93-94 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF REFLECTING EXPENDITURE INCREASES DUE TO DELIVERED TONNAGE IN EXCESS OF BUDGET EXPECTATIONS, COSTS ASSOCIATED WITH HOUSEHOLD HAZARDOUS WASTE EVENTS AND SHIFT COVERAGE; AND DECLARING AN EMERGENCY.

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Date: April 18, 1994

Presented by: Roosevelt Carter

### FACTUAL BACKGROUND AND ANALYSIS

This action requests adjustments to the Solid Waste Revenue Fund for the following purposes

1. Transfer \$60,600 from the Operations Division, Materials and Services Category as follows:

- a) \$30,600 to the Operations Division, Personal Services Category to fund costs associated with hazardous waste collection events.
- b) \$30,000 to the Operations Division, Personal Services Category to fund costs associated with shift coverage.

2. Transfer \$938,500 from the Operating Account, Contingency as follows:

- a) \$910,000 to the Operating Account, Materials and Services Category, Operations Division
- b) \$28,500 to the Operating Account, materials and Services Category, Budget & Finance Division

Each action will be explained separately.

### Household Hazardous Waste Collection Events

The Solid Waste Department has recently scheduled two satellite hazardous waste collection events: one in Aloha, and one in Gresham. These events represent additional personal services costs which were not included in the FY 93-94 Budget. The total increase in salary and fringe is \$30,600. Students from the hazardous waste training programs at local community colleges are hired to provide labor for these events. This provides temporary help that already has some necessary training and the students gain practical experience. This action requests the transfer of \$30,600 from the Materials and Services Categories to the Personal Services Category to cover additional costs for thirty temporary employees (30 x 60 hours x \$17/hour) as follows:

Wages - Temporary Employees	\$27,568
Fringe Benefits	\$ <u>3,032</u>
Total	\$30,600

This amount will be funded through savings in Materials and Services, Hazardous Waste Disposal due to the new hazardous waste disposal contracts.

### Shift Coverage

Personal Services in the Operations Division is expected to exceed current appropriations due to scalehouse technician shift coverage costs caused by paid leaves; *i.e.*, vacation, illness, holiday, and disability. Replacement hours are generated by the operational need to schedule a full complement of staff at each position in the scalehouses during open hours. It is not possible to leave a station short-handed due to the traffic flow. We do not "go bare" when an employee calls in sick, or uses vacation or any other leave time.

The FY 1993-94 budget did not include funds for scalehouse technician leave - time replacement. The FY 1993-94 budget included \$30,000 for Temporary Help Services. However, various Occupational Safety Health Administration regulations make it easier to hire temporary workers on the Metro payroll, rather than using a temporary services contract. It is anticipated that our replacement usage of temporary workers on the Metro payroll will be approximately 300 hours per pay period for the last quarter of FY 1993-94, for a total of 1,800 hours. The total increase in salary and fringe for this action is \$30,000 and will be funded through the transfer of \$30,000 from the Operations Materials and Services, Temporary Help Services, to the Operations Division Personal Services as follows:

Wages - Temporary Employees	\$27,027
Fringe Benefits	\$ <u>2,973</u>
Total	\$30,000

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

The Solid Waste Department requested an amendment to the FY 93-94 Budget on March 28, 1994, through Ordinance No 94-541 to increase appropriations to cover expenditures related to solid waste tonnage in excess of budget estimates for FY 93-94. Projections were based on actuals received through February 1994. Tonnage was expected to be about 46,000 tons (or 6.8%) above the original estimate by the end of the fiscal year. In that action, the Solid Waste Department requested additional appropriations of \$1,805,000 to cover costs associated with 43,750 additional tons to be delivered to the landfill.

Actual March tonnage was 16% above the original estimate and 8% above the revised estimate used for the March budget amendment. If this trend continues for the remainder of the fiscal year the additional appropriation requested in March will not be sufficient to cover additional variable costs. Therefore, for budgetary purposes and in order to assure enough appropriation for FY 93-94, the Solid Waste Department

projects that Metro facilities will receive 16% more tonnage than originally estimated for the April-June period.

For the purpose of this budget amendment, Metro facilities' tonnage is expected to be about 70,000 tons above the original estimate and 24,000 tons above the revised estimate used for the March budget amendment. Metro will receive about \$1,682,000 more revenue from the additional 24,000 tons.

Metro is expected to deliver 66,500 more tons than originally estimated to the Columbia Ridge Landfill after accounting for recycling. Additional appropriations were requested in March in Ordinance No 94-541 to cover 43,750 tons. This budget amendment requests an additional \$938,500 appropriation to cover variable costs for the remaining 22,750 tons.

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.

Therefore, the additional costs associated with the 22,750 additional tons expected to be delivered to the Columbia Ridge landfill are estimated as follows:

Transportation	\$341,250
Disposal	568,750
DEQ Fees	<u>28,500</u>
Total	\$938,500

To cover the additional FY 1993-94 tonnage related costs, the Solid Waste Department is requesting a transfer of \$ 910,000 from the Operating Account, Contingency Category to the Operating Account, Materials and Services Category, Operations Division; and a transfer of \$28,500 from the Operating Account, Contingency Category to the Operating Account, Materials and Services Category, Budget & Finance Division.

In summary, Metro expects net revenue of about \$743,500 from the additional 24,000 tons. Although additional revenue will not be recognized in this budget amendment, revenue identified from the additional tonnage will be part of the FY 1993-94 ending fund balance.

#### EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 94-547.

RC:RSR

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BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING ORDINANCE )	ORDINANCE NO. 94-547
NO. 93-487A REVISING THE FY 1993-94 )	
BUDGET AND APPROPRIATIONS )	Introduced by Rena Cusma,
SCHEDULE FOR THE PURPOSE OF )	Executive Officer
REFLECTING EXPENDITURE INCREASES )	
DUE TO DELIVERED TONNAGE IN EXCESS )	
OF BUDGET EXPECTATIONS, COSTS )	
ASSOCIATED WITH HOUSEHOLD )	
HAZARDOUS WASTE EVENTS AND SHIFT )	
COVERAGE; AND DECLARING AN )	
EMERGENCY )	

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 columns titled "Household Hazardous Waste Collection", "Shift Coverage", and "Additional Solid Waste Tonnage" of Exhibits A and B to this Ordinance for the purpose transferring \$30,600 from the Solid Waste Fund Operations Division Materials and Services to the Solid Waste Fund Operations Division Personal Services to fund household hazardous waste collection events, \$30,000 from the Solid Waste Fund Operations Division Materials and Services to the Solid Waste Fund Operations Division Personal Services to fund costs associated with shift coverage, and \$910,000 from the Solid Waste Fund Contingency to the Solid Waste Fund Operations Division Materials and Services and \$28,500 from the Solid Waste Fund Contingency to the Solid Waste Fund Budget and Finance Division to fund costs associated with transportation and disposal of additional solid waste tonnage above the estimate used in developing the budget.

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

RSR:WINWORD\SOLIDW94-528OR.DOC  
May 3, 1994

**Exhibit A  
Ordinance No. 94-547**

FISCAL YEAR 1993-94		CURRENT BUDGET		Household Hazardous Waste Collection		Shift Coverage		Additional Solid Waste Tonnage		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Administration)</b>											
<b>Total Personal Services</b>		<b>10.50</b>	<b>520,162</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>10.50</b>	<b>520,162</b>
<b>Total Materials &amp; Services</b>			<b>117,796</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>117,796</b>
<b>TOTAL EXPENDITURES</b>		<b>10.50</b>	<b>637,958</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>10.50</b>	<b>637,958</b>

**SOLID WASTE REVENUE FUND:Operating Account (Budget and Finance)**

<b>Total Personal Services</b>		<b>8.00</b>	<b>458,117</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8.00</b>	<b>458,117</b>		
<b>Materials &amp; Services</b>											
521110	Computer Software		12,500		0		0		0		12,500
521111	Computer Supplies		1,500		0		0		0		1,500
521320	Dues		100		0		0		0		100
524190	Misc. Professional Services		66,500		0		0		0		66,500
525640	Maintenance & Repairs Services-Equipment		15,000		0		0		0		15,000
525740	Capital Lease Payments-Furniture & Equipment		30,310		0		0		0		30,310
526200	Ads & Legal Notices		500		0		0		0		500
526310	Printing Services		15,500		0		0		0		15,500
526320	Typesetting & Reprographics Services		1,000		0		0		0		1,000
526420	Postage		30,500		0		0		0		30,500
526500	Travel		3,350		0		0		0		3,350
526510	Mileage Reimbursement		1,000		0		0		0		1,000
526612	Disposal Operations-Landfill Disposal		215,083		0		0		28,500		243,583
526800	Training, Tuition, Conferences		7,625		0		0		0		7,625
528100	License, Permits, Payments to Other Agencies		637,980		0		0		0		637,980
529500	Meetings		100		0		0		0		100
<b>Total Materials &amp; Services</b>			<b>1,038,548</b>		<b>0</b>		<b>0</b>		<b>28,500</b>		<b>1,067,048</b>
<b>TOTAL EXPENDITURES</b>		<b>8.00</b>	<b>1,496,665</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>28,500</b>	<b>8.00</b>	<b>1,525,165</b>

**Exhibit A  
Ordinance No. 94-547**

FISCAL YEAR 1993-94		CURRENT BUDGET		Household Hazardous Waste Collection		Shift Coverage		Additional Solid Waste Tonnage		PROPOSED BUDGET	
ACCT #	DESCRIPTION	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	1.00	59,324
	Sr. Solid Waste Planner	1.00	48,591		0		0		0	1.00	48,591
	Assoc. Management Analyst	1.00	44,074		0		0		0	1.00	44,074
	Associate Program Supervisor	3.00	119,538		0		0		0	3.00	119,538
	Hazardous Waste Specialist	5.00	155,218		0		0		0	5.00	155,218
	Senior Service Supervisor	1.00	41,196		0		0		0	1.00	41,196
	Service Supervisor	2.00	68,904		0		0		0	2.00	68,904
511221	WAGES-REGULAR EMPLOYEES (full time)										
	Hazardous Waste Technician	17.00	490,642		0		0		0	17.00	490,642
	Scalehouse Technician	14.00	330,733		0		0		0	14.00	330,733
511225	WAGES-REGULAR EMPLOYEES (part time)										
	Scalehouse Technician	2.15	48,022		0		0		0	2.15	48,022
511235	WAGES-TEMPORARY EMPLOYEES (part time)										
	Temporary		0		27,568		27,027		0		54,595
511400	OVERTIME		53,500		0		0		0		53,500
512000	FRINGE		640,479		3,032		2,973		0		646,484
<b>Total Personal Services</b>		<b>47.15</b>	<b>2,100,221</b>		<b>30,600</b>		<b>30,000</b>		<b>0</b>	<b>47.15</b>	<b>2,160,821</b>

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

**Exhibit A  
Ordinance No. 94-547**

FISCAL YEAR 1993-94		CURRENT BUDGET		Household Hazardous Waste Collection		Shift Coverage		Additional Solid Waste Tonnage		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Operations continued)</b>											
525630	Maintenance & Repairs Services-Vehicles		4,000		0		0		0		4,000
525640	Maintenance & Repairs Services-Equipment		137,120		0		0		0		137,120
525710	Equipment Rental		3,000		0		0		0		3,000
525720	Rentals - Land & Building		14,000		0		0		0		14,000
525740	Capital Lease Payments-Furniture & Equipment		27,800		0		0		0		27,800
526200	Ads & Legal Notices		4,480		0		0		0		4,480
526310	Printing Services		34,300		0		0		0		34,300
526320	Typesetting & Reprographics Services		300		0		0		0		300
526410	Telephone		28,032		0		0		0		28,032
526420	Postage		800		0		0		0		800
526430	Catalogues & Brochures		2,000		0		0		0		2,000
526500	Travel		7,300		0		0		0		7,300
526510	Mileage Reimbursement		6,160		0		0		0		6,160
526610	Disposal Operations		5,059,114		0		0		0		5,059,114
526611	Disposal Operations-Transportation		10,394,828		0		0		341,250		10,736,078
526612	Disposal Operations-Landfill Disposal		20,884,372		0		0		568,750		21,453,122
526613	Disposal Operations-Hazardous Material		1,588,000		(30,600)		0		0		1,557,400
526700	Temporary Help Services		30,000		0		(30,000)		0		0
526800	Training, Tuition, Conferences		55,650		0		0		0		55,650
526910	Uniform Supply & Cleaning Services		49,800		0		0		0		49,800
526911	Disposal Protective Gear		80,000		0		0		0		80,000
528100	License, Permits, Payments to Other Agencies		17,875		0		0		0		17,875
528310	Real Property Taxes		350		0		0		0		350
529500	Meetings		500		0		0		0		500
<b>Total Materials &amp; Services</b>			<b>40,417,222</b>		<b>(30,600)</b>		<b>(30,000)</b>		<b>910,000</b>		<b>41,266,622</b>
<b>TOTAL EXPENDITURES</b>		<b>47.15</b>	<b>42,517,443</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>910,000</b>	<b>47.15</b>	<b>43,427,443</b>

**SOLID WASTE REVENUE FUND:Operating Account (Engineering & Analysis)**

<b>Total Personal Services</b>	<b>10.50</b>	<b>700,519</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</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>183,458</b>
<b>TOTAL EXPENDITURES</b>	<b>10.50</b>	<b>883,977</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>10.50</b>	<b>883,977</b>

**Exhibit A  
Ordinance No. 94-547**

FISCAL YEAR 1993-94		CURRENT BUDGET		Household Hazardous Waste Collection		Shift Coverage		Additional Solid Waste Tonnage		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Operating Account (Waste Reduction)</b>											
	Total Personal Services	9.00	532,169	0.00	0	0.00	0	0.00	0	9.00	532,169
	Total Materials & Services		1,018,162		0		0		0		1,018,162
	<b>TOTAL EXPENDITURES</b>	<b>9.00</b>	<b>1,550,331</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>9.00</b>	<b>1,550,331</b>
<b>SOLID WASTE REVENUE FUND:Operating Account (Planning and Technical Services)</b>											
	Total Personal Services	11.50	520,259	0.00	0	0.00	0	0.00	0	11.50	520,259
	Total Materials & Services		344,816		0		0		0	0.00	344,816
	<b>TOTAL EXPENDITURES</b>	<b>11.50</b>	<b>865,075</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>11.50</b>	<b>865,075</b>
<b>SOLID WASTE REVENUE FUND:Operating Account (Recycling Information and Education)</b>											
	Total Personal Services	7.65	343,507	0.00	0	0.00	0	0.00	0	7.65	343,507
	Total Materials & Services		245,240		0		0		0	0.00	245,240
	<b>TOTAL EXPENDITURES</b>	<b>7.65</b>	<b>588,747</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>7.65</b>	<b>588,747</b>
<b>SOLID WASTE REVENUE FUND:Debt Service Account</b>											
	Total Requirements		2,890,523		0		0		0		2,890,523
<b>SOLID WASTE REVENUE FUND:Landfill Closure Account</b>											
	Total Requirements		10,347,600		0		0		0		10,347,600
<b>SOLID WASTE REVENUE FUND:Construction Account</b>											
	Total Requirements		1,780,000		0		0		0		1,780,000

**Exhibit A  
Ordinance No. 94-547**

FISCAL YEAR 1993-94		CURRENT BUDGET		Household Hazardous Waste Collection		Shift Coverage		Additional Solid Waste Tonnage		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>SOLID WASTE REVENUE FUND:Renewal &amp; Replacement Account</b>											
<b>Total Requirements</b>			<b>570,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>670,000</b>
<b>SOLID WASTE REVENUE FUND:General Account</b>											
<b>Total Requirements</b>			<b>440,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>440,610</b>
<b>SOLID WASTE REVENUE FUND:Master Project Account</b>											
<b>Total Requirements</b>			<b>933,013</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>933,013</b>
<b>SOLID WASTE REVENUE FUND:General Expenses</b>											
<b>Total Interfund Transfers</b>			<b>4,167,887</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,167,887</b>
599999	Contingency		4,036,331	0	0	0	0	(938,500)	0		3,097,831
599990	Unappropriated Fund Balance		11,978,552	0	0	0	0	0	0		11,978,552
<b>Total Contingency and Unapp. Balance</b>			<b>16,014,883</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(938,500)</b>	<b>0</b>	<b>0</b>	<b>15,076,383</b>
<b>TOTAL REVENUE FUND EXPENDITURES</b>		<b>104.30</b>	<b>85,684,612</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>85,684,612</b>

**NOTE: This action assumes adoption of Ordinance No. 94-541**

**Exhibit B**  
**FY 1993-94 SCHEDULE OF APPROPRIATIONS**  
**Ordinance No. 94-547**

<b>SOLID WASTE REVENUE FUND</b>	<b>Current Appropriation</b>	<b>Household Hazardous Waste Collection</b>	<b>Shift Coverage</b>	<b>Additional Solid Waste Tonnage</b>	<b>Proposed Appropriation</b>
<b>Administration</b>					
Personal Services	520,162	0	0	0	520,162
Materials & Services	117,796	0	0	0	117,796
<b>Subtotal</b>	<b>637,958</b>				<b>637,958</b>
<b>Budget and Finance</b>					
Personal Services	458,117	0	0	0	458,117
Materials & Services	1,038,548	0	0	28,500	1,067,048
<b>Subtotal</b>	<b>1,496,665</b>			<b>28,500</b>	<b>1,525,165</b>
<b>Operations</b>					
Personal Services	2,100,221	30,600	30,000	0	2,160,821
Materials & Services	40,417,222	(30,600)	(30,000)	910,000	41,266,622
<b>Subtotal</b>	<b>42,517,443</b>	<b>0</b>	<b>0</b>	<b>910,000</b>	<b>43,427,443</b>
<b>Engineering &amp; Analysis</b>					
Personal Services	700,519	0	0	0	700,519
Materials & Services	183,458	0	0	0	183,458
<b>Subtotal</b>	<b>883,977</b>				<b>883,977</b>
<b>Waste Reduction</b>					
Personal Services	532,169	0	0	0	532,169
Materials & Services	1,018,162	0	0	0	1,018,162
<b>Subtotal</b>	<b>1,550,331</b>				<b>1,550,331</b>
<b>Planning and Technical Services</b>					
Personal Services	520,259	0	0	0	520,259
Materials & Services	344,816	0	0	0	344,816
<b>Subtotal</b>	<b>865,075</b>				<b>865,075</b>
<b>Recycling Information and Education</b>					
Personal Services	343,507	0	0	0	343,507
Materials & Services	245,240	0	0	0	245,240
<b>Subtotal</b>	<b>588,747</b>				<b>588,747</b>

SOLID WASTE REVENUE FUND (continued)	<u>Current Appropriation</u>	<u>Household Hazardous Waste Collection</u>	<u>Shift Coverage</u>	<u>Additional Solid Waste Tonnage</u>	<u>Proposed Appropriation</u>
Debt Service Account Debt Service	2,890,523	0	0	0	2,890,523
<b>Subtotal</b>	<b>2,890,523</b>				<b>2,890,523</b>
Landfill Closure Account Materials & Services	10,347,500	0	0	0	10,347,500
<b>Subtotal</b>	<b>10,347,500</b>				<b>10,347,500</b>
Construction Account Capital Outlay	1,780,000	0	0	0	1,780,000
<b>Subtotal</b>	<b>1,780,000</b>				<b>1,780,000</b>
Renewal and Replacement Account Capital Outlay	570,000	0	0	0	570,000
<b>Subtotal</b>	<b>570,000</b>				<b>570,000</b>
General Account Capital Outlay	440,610	0	0	0	440,610
<b>Subtotal</b>	<b>440,610</b>				<b>440,610</b>
Master Project Account Debt Service	933,013	0	0	0	933,013
<b>Subtotal</b>	<b>933,013</b>				<b>933,013</b>
General Expenses Interfund Transfers	4,167,887	0	0	0	4,167,887
Contingency	4,036,331	0	0	(938,500)	3,097,831
<b>Subtotal</b>	<b>8,204,218</b>			<b>(938,500)</b>	<b>7,265,718</b>
Unappropriated Balance	11,978,552	0	0	0	11,978,552
<b>Total Fund Requirements</b>	<b>85,684,612</b>				<b>85,684,612</b>

**NOTE: This action assumes adoption of Ordinance No. 94-541**



Meeting Date: May 12, 1994  
Agenda Item No. 6.2

ORDINANCE NO. 94-548

## STAFF REPORT

### CONSIDERATION OF ORDINANCE NO. 94-548 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF FUNDING SALARY AND FRINGE FOR THE OFFICE OF GOVERNMENT RELATIONS; AND DECLARING AN EMERGENCY

---

Date: May 3, 1994

Presented by: Richard D. Engstrom  
Kathy Rutkowski

## BACKGROUND AND ANALYSIS

This action requests adjustments to the Office of Government Relations for the following purposes.

1. Transfer \$1,960 from Contingency to Personal Services to properly reflect the salary and benefits of the current employee, and;
2. Transfer \$481 from Contingency to Personal Services to fund unanticipated PERS costs.

Each action will be addressed separately.

### Personal Service Adjustment

At the time the FY 93-94 budget was approved by Council, the Council also approved an employee classification and pay plan study for non-represented employees. The study provided for a 4% increase in non-represented salaries in lieu of a COLA. Adjustments were made to the FY 93-94 budget to reflect the new classification titles and salary amounts for all non-represented employees.

In the Office of Government Relations, the calculations for the new salary were based on the salary of the former incumbent, who was on leave, but expected to return before the end of that fiscal year. When that employee chose not to return from leave in late June, the current incumbent was appointed at a slightly higher rate of pay. The implementation of the non-represented pay and class study on July 1, 1993, increased this amount by 4%. The total increase in salary over the amount budgeted is \$1,420 plus \$540 in benefits. Since there is only one employee in this department, it is impossible for the department to absorb the additional cost within the current appropriation level.

PERS rate calculations for FY 1993-94 fringe benefit rates

During this fiscal year, Metro also became aware of the cumulative application of PERS contribution rates. The PERS contribution is composed of the employee contribution (known as the employer pick-up) and the employer contribution. Fringe rate estimates for FY 1993-94 assumed that the total contribution rate was the simple sum of the two rates. These rates, however, are applied cumulatively, with the dollar amount of the employee contribution 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 by 0.7 per cent.

Also, 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.

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 1994, which left unused appropriation in the fringe benefit line item in prior years. As a result, departments were able to absorb the error in the calculation of the fringe rates within their existing budgets. In late October, 1993, the error in the calculation of the fringe rates for FY 1993-94 was identified, and the additional charge for the June 30, 1993 payroll required additional adjustment. The Council Finance Committee was informed at its first meeting in November 1993 that budget actions could be necessary. The impact on the Office of Government Relations for the PERS calculation is \$481.

This budget amendment is to accommodate the salary and fringe adjustments for the Office of Government Relations. It requests the transfer of \$2,441 from contingency to Personal Services.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 94-548.

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993- )  
94 BUDGET AND APPROPRIATIONS )  
SCHEDULE FOR THE PURPOSE OF )  
FUNDING SALARY AND FRINGE FOR THE )  
OFFICE OF GOVERNMENT RELATIONS; )  
AND DECLARING AN EMERGENCY )  
)

ORDINANCE NO. 94-548

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 the 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 \$2,441 from the General Fund Contingency to Personal Services in the Office of Government Relations budget to fund increases in salary and fringe.

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. 94-548**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Office of Government Relations</b>							
	<u>Personal Services</u>						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Administrative Services Analyst	1.00	49,298	0.00	1,420	1.00	50,718
512000	FRINGE		18,240		1,021		19,261
<b>Total Personal Services</b>		<b>1.00</b>	<b>67,538</b>	<b>0.00</b>	<b>2,441</b>	<b>1.00</b>	<b>69,979</b>
<b>Total Materials &amp; Services</b>			<b>74,450</b>				<b>74,450</b>
<b>TOTAL EXPENDITURES</b>		<b>1.00</b>	<b>141,988</b>	<b>0.00</b>	<b>2,441</b>	<b>1.00</b>	<b>144,429</b>

**General Expenses**

<b>Total Interfund Transfers</b>			<b>3,273,270</b>		<b>0</b>		<b>3,273,270</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		427,500		(2,441)		425,059
599990	Unappropriated Fund Balance		267,665				267,665
<b>Total Contingency and Unappropriated Balance</b>			<b>695,165</b>		<b>(2,441)</b>		<b>692,724</b>
<b>TOTAL EXPENDITURES</b>		<b>1.00</b>	<b>5,915,414</b>	<b>0.00</b>	<b>0</b>	<b>1.00</b>	<b>5,915,414</b>

**Exhibit B**  
**FY 1993-94 Schedule of Appropriations**  
**Ordinance No. 94-548**

GENERAL FUND	CURRENT APPROPRIATIONS	REVISION	PROPOSED APPROPRIATIONS
<b>Council</b>			
Personal Services	987,165	0	987,165
Materials & Services	141,046	0	141,046
Capital Outlay	4,000	0	4,000
Subtotal	1,132,211	0	1,132,211
<b>Executive Management</b>			
Personal Services	343,248	0	343,248
Materials & Services	79,532	0	79,532
Capital Outlay	0	0	0
Subtotal	422,780	0	422,780
<b>Office of Government Relations</b>			
Personal Services	67,538	2,441	69,979
Materials & Services	74,450	0	74,450
Capital Outlay	0	0	0
Subtotal	141,988	2,441	144,429
<b>Special Appropriations</b>			
Materials & Services	250,000	0	250,000
Subtotal	250,000	0	250,000
<b>General Expenses</b>			
Interfund Transfers	3,273,270	0	3,273,270
Contingency	427,500	(2,441)	425,059
Subtotal	3,700,770	(2,441)	3,698,329
Unappropriated Balance	267,665	0	267,665
<b>Total Fund Requirements</b>	5,915,414	0	5,915,414

**All Other Appropriation Levels Remain As Previously Adopted.**

Meeting Date: May 12, 1994  
Agenda Item No. 6.3

ORDINANCE NO. 94-550



**METRO**

DATE: May 5, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

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

RE: AGENDA ITEM NO. 6.3; ORDINANCE NO. 94-550

Administrative Staff's report will be delayed because of additional work performed during the Council's consideration of the FY 1994-95 Proposed Budget. The staff reports will be provided when the pertinent Committee(s) review the ordinance.



BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993- )  
94 BUDGET AND APPROPRIATIONS )  
SCHEDULE TO REVISE THE REGIONAL )  
PARKS AND EXPO FUND BUDGET TO )  
REFLECT THE JANUARY 1, 1994, )  
TRANSFER OF OPERATIONS, AND )  
DECLARING AN EMERGENCY )

ORDINANCE NO. 94-550

Introduced by Rena Cusma,  
Executive Officer

WHEREAS, The FY 1993-94 Adopted Budget assumed the transfer of the Regional Parks and Expo Center functions from Multnomah County on July 1, 1993; and

WHEREAS, The transfer of operations for the Regional Parks and Expo Center was approved by the Council effective January 1, 1994; and

WHEREAS, Significant changes to the FY 1993-94 Adopted Budget have resulted from the six month delay in the transfer of the functions from Multnomah County; and

WHEREAS, The Metro Council has reviewed and considered the need to revise the Regional Parks and Expo Fund to more accurately reflect Metro's financial obligations for FY 1993-94; 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 columns titled "Revision" of Exhibits A and B to this Ordinance for the purpose of revising the Regional Parks and Expo Fund budget to reflect the transfer of operations from Multnomah County effective January 1, 1994..

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:parkexp:ORD.DOC  
May 5, 1994

**Exhibit A  
Ordinance No. 94-550**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>REGIONAL PARKS AND EXPO FUND:Resources</b>							
<u>Resources</u>							
339200	Intergovernmental Revenue (fund balance)		187,372		825,048		1,012,420
391010	Trans. of Resources from General Fund		80,000		(57,500)		22,500
<b>REGIONAL PARKS</b>							
322000	Boat Ramp Use Permit		2,000		(2,000)		0
337210	Local Grants - City of Portland		0		10,000		10,000
338000	Local Gov't Shared Revenues-R.V. Registration Fees		28,330		23,700		52,030
338200	Local Gov't Shared Revenues-Marine Fuel Tax		140,929		(86,113)		54,816
339200	Intergov't Revenue (Natural Areas Fund)		0		30,659		30,659
341700	Grave Openings		105,698		(82,455)		23,243
341710	Cemetery Sales		40,214		(31,214)		9,000
347100	Admissions		349,215		(284,142)		65,073
347110	User Fees		23,594		19,844		43,438
347120	Reservation Fees		137,866		(79,958)		57,908
347220	Rental-Buildings		67,000		(33,743)		33,257
347300	Food Service		16,686		(9,553)		7,133
347830	Contract Revenue		708,000		(422,000)		286,000
347900	Other Miscellaneous Revenue		37,552		393		37,945
347960	Boat Launch Fees		111,025		(106,525)		4,500
361100	Interest Earned		5,151		(3,465)		1,686
373500	Sale of Proprietary Assets		15,264		(15,264)		0
<b>EXPO CENTER</b>							
347220	Rental-Buildings		405,000		(132,800)		272,200
347300	Food Service		416,000		(159,000)		257,000
347600	Utility Services		0		25,200		25,200
347900	Other Miscellaneous Revenue		172,532		(153,532)		19,000
361100	Interest Earned		36,000		(26,000)		10,000
372100	Reimbursements		0		1,500		1,500
374000	Parking Fees		520,000		(197,000)		323,000
<b>GREENSPACES PLANNING</b>							
331110	Federal Grants				0		25,000
	National Parks Service		25,000		0		870,100
	U.S. Fish & Wildlife Service		870,100		0		125,000
	U.S. Fish & Wildlife Service (Year 4)		125,000		0		
337210	Local Grants				0		27,500
	City of Portland, IPA/EPA		27,500		0		10,000
	Local governments		10,000		0		5,500
365100	Donations & Bequests		5,500		0		566,672
391010	Trans. of Resources from General Fund-Excise Tax		566,672		0		114,500
391140	Trans. Resources from Planning Fund		114,500		0		18,700
393761	Trans. Direct Costs from Smith & Bybee Lakes Fund		18,700		0		
<b>Total Resources</b>			<b>5,368,400</b>		<b>(945,920)</b>		<b>4,422,480</b>

**Exhibit A  
Ordinance No. 94-550**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Regional Parks Division</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Director	0.83	47,121	(0.41)	(24,202)	0.42	22,919
	Senior Service Supervisor	2.00	73,434	(1.00)	(37,047)	1.00	36,387
	Program Supervisor	1.00	42,514	(0.50)	(23,200)	0.50	19,314
	Senior Regional Planner	0.50	22,325	(0.25)	(11,191)	0.25	11,134
	Associate Regional Planner	1.00	34,968	(0.50)	(18,358)	0.50	16,610
	Assistant Management Analyst	0.83	23,799	(0.55)	(16,849)	0.28	6,950
	Park Ranger	10.00	298,197	(5.00)	(152,887)	5.00	145,310
	Program Coordinator	1.00	31,726	(0.50)	(15,116)	0.50	16,610
	Program Coordinator	1.00	28,776	(0.50)	(13,523)	0.50	15,253
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary - Parks	0.83	20,560	(0.41)	(9,441)	0.42	11,119
	Secretary - Parks		0	0.33	6,559	0.33	6,559
	Senior Gardener	1.00	30,127	(0.50)	(14,812)	0.50	15,315
	Gardener 1	1.00	27,222	(0.50)	(14,986)	0.50	12,236
	Arborist	1.00	33,110	(0.50)	(17,795)	0.50	15,315
511231	WAGES-TEMPORARY EMPLOYEES (full time)						
	Temporary Support	14.85	223,266	(8.35)	(124,963)	6.50	98,303
511400	OVERTIME		12,412		(4,096)		8,316
512000	FRINGE		297,199		(138,038)		159,161
<b>Total Personal Services</b>		<b>36.84</b>	<b>1,246,756</b>	<b>(19.14)</b>	<b>(629,945)</b>	<b>17.70</b>	<b>616,811</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		99,736		(98,236)		1,500
521110	Computer Software		0		2,300		2,300
521210	Landscape Supplies		0		14,200		14,200
521220	Custodial Supplies		0		5,250		5,250
521260	Printing Supplies		0		16,423		16,423
521290	Other Operating Supplies		0		8,433		8,433
521320	Dues		265		278		543
521510	Maintenance & Repair Supplies-Building		0		4,200		4,200
521540	Maintenance & Repair Supplies-Equipment		0		850		850
523100	Merchandise for Resale-Food		4,700		(4,700)		0
524190	Miscellaneous Professional Services		175,025		18,098		193,123
525190	Utilities-Other		58,340		(29,746)		28,594
525620	Maintenance & Repairs Services-Grounds		33,000		0		33,000
525640	Maintenance & Repairs Services-Equipment		6,800		(6,800)		0
525710	Equipment Rental		23,450		(10,841)		12,609
526500	Travel		200		710		910
526800	Training, Tuition, Conferences		6,597		(1,230)		5,367
526900	Miscellaneous Other Purchased Services		228,600		(228,600)		0
528100	Payments to Other Agencies		0		84,164		84,164
528310	Real Property Taxes		68,000		(36,674)		31,326
<b>Total Materials &amp; Services</b>			<b>704,713</b>		<b>(261,921)</b>		<b>442,792</b>
<u>Capital Outlay</u>							
571300	Buildings and Related		0		5,000		5,000
571400	Equipment and Vehicles		0		7,000		7,000
571500	Purchases-Office Furniture & Equipment		5,800		3,166		8,966
574510	Construction Work/Materials-Improvements		6,145		2,577		8,722
<b>Total Capital Outlay</b>			<b>11,945</b>		<b>17,743</b>		<b>29,688</b>

**Exhibit A  
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FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Regional Parks Division</b>							
<u>Interfund Transfers</u>							
581610	Trans. Indirect Costs to Supp. Svcs. Fun		197,346		(98,673)		98,673
581615	Trans. Indirect Costs to Risk Mgmt Fund-Liability		26,143		(13,072)		13,072
581616	Trans. Indirect Costs to Risk Mgmt Fund-Worker Comp		21,361		(10,681)		10,681
581513	Trans. Indirect Costs to Bldg Mngt Fund		6,000		1,500		7,500
<b>Total Interfund Transfers</b>			<b>250,850</b>		<b>(120,925)</b>		<b>129,925</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		45,000		(22,500)		22,500
599990	Unappropriated Balance - Reserved (Parks Development)		0		80,912		80,912
<b>Total Contingency and Unappropriated Balance</b>			<b>45,000</b>		<b>58,412</b>		<b>103,412</b>
<b>TOTAL EXPENDITURES</b>		<b>36.84</b>	<b>2,259,264</b>	<b>(19.14)</b>	<b>(936,636)</b>	<b>17.70</b>	<b>1,322,628</b>

**Exhibit A  
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FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Expo Center Division</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Manager	1.00	57,759	(0.50)	(32,759)	0.50	25,000
	Expo Operations Supervisor	1.00	42,081	(0.50)	(18,831)	0.50	23,250
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary - Expo	1.00	32,252	(0.70)	(23,902)	0.30	8,350
	Secretary - Expo	1.00	26,958	(0.50)	(16,458)	0.50	10,500
	Bookkeeper		0	0.20	2,450	0.20	2,450
	Expo Operations Worker	4.00	100,382	(2.00)	(52,935)	2.00	47,447
511231	WAGES-TEMPORARY EMPLOYEES (full time)						
	Temporary Support	0.50	12,000	0.00	(2,000)	0.50	10,000
511400	OVERTIME		5,500		(4,300)		1,200
512000	FRINGE		101,875		(50,596)		51,279
<b>Total Personal Services</b>		<b>8.50</b>	<b>378,807</b>	<b>(4.00)</b>	<b>(199,331)</b>	<b>4.50</b>	<b>179,476</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		0		700		700
521210	Landscape Supplies		0		1,500		1,500
521220	Custodial Supplies		32,000		(29,400)		2,600
521240	Graphics/Reprographic Supplies		5,000		(4,800)		200
521260	Printing Supplies		0		400		400
521290	Other Operating Supplies		0		900		900
521292	Small Tools		0		1,000		1,000
521293	Promotional Supplies		10,000		(10,000)		0
521310	Subscriptions		0		100		100
521320	Dues		1,500		(1,500)		0
521510	Maintenance & Repair Supplies-Building		0		6,000		6,000
521540	Maintenance & Repair Supplies-Equipment		0		2,300		2,300
524190	Miscellaneous Professional Services		120,000		(49,700)		70,300
525110	Utilities-Electricity		0		42,100		42,100
525120	Utilities-Water & Sewer		0		8,000		8,000
525130	Utilities-Natural Gas		0		20,700		20,700
525150	Utilities-Sanitation		0		15,000		15,000
525190	Utilities-Other		180,000		(180,000)		0
525610	Maintenance & Repair Services-Building		35,000		(33,600)		1,400
525640	Maintenance & Repairs Services-Equipment		0		3,000		3,000
525710	Equipment Rental		0		2,400		2,400
526310	Printing Services		0		4,600		4,600
526320	Typesetting & Reprographics Services		0		1,250		1,250
526410	Telephone		0		4,800		4,800
526420	Postage		0		200		200
526440	Delivery Services		0		180		180
526500	Travel		550		(550)		0
526691	Parking Contract		0		20,000		20,000
526700	Temporary Help Services		0		15,000		15,000
526800	Training, Tuition, Conferences		2,000		(2,000)		0
526900	Miscellaneous Other Purchased Services		181,998		(181,448)		550
526910	Uniform		0		3,000		3,000
<b>Total Materials &amp; Services</b>			<b>568,048</b>		<b>(339,868)</b>		<b>228,180</b>

**Exhibit A  
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FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Expo Center Division</b>							
<u>Capital Outlay</u>							
571200	Improvement Other Than Building		0		17,000		17,000
571300	Buildings and Related		0		11,000		11,000
571400	Equipment and Vehicles		0		4,000		4,000
571500	Purchases-Office Furniture & Equipment		0		7,500		7,500
574520	Construction Work/Materials-Buildings		168,970		(168,970)		0
<b>Total Capital Outlay</b>			<b>168,970</b>		<b>(129,470)</b>		<b>39,500</b>
<u>Interfund Transfers</u>							
581610	Trans. Indirect Costs to Supp. Svcs. Fun		82,193		(39,097)		43,096
581615	Trans. Indirect Costs to Risk Mgmt Fund-Liability		11,632		(5,816)		5,816
581616	Trans. Indirect Costs to Risk Mgmt Fund-Worker Comp		9,514		(4,757)		4,757
581513	Trans. Indirect Costs to Bldg Mngt Fund		12,000		(12,000)		0
583751	Transfer Direct Costs to MERC Admin. Fund		70,000		(30,000)		40,000
<b>Total Interfund Transfers</b>			<b>185,339</b>		<b>(91,670)</b>		<b>93,669</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		45,000		(16,000)		29,000
599990	Unappropriated Balance - Reserved (Capital per IGA)		0		243,000		243,000
<b>Total Contingency and Unappropriated Balance</b>			<b>45,000</b>		<b>227,000</b>		<b>272,000</b>
<b>TOTAL EXPENDITURES</b>		<b>8.50</b>	<b>1,346,164</b>	<b>(4.00)</b>	<b>(533,339)</b>	<b>4.50</b>	<b>812,825</b>

**Exhibit A  
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FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Greenspaces Planning Division</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Director	0.17	9,863	(0.09)	(5,169)	0.08	4,694
	Manager	1.00	56,286		0	1.00	56,286
	Senior Regional Planner	2.00	98,588		0	2.00	98,588
	Associate Regional Planner	1.00	42,085		0	1.00	42,085
	Assistant Management Analyst	0.47	16,861	(0.12)	(3,558)	0.35	13,303
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary - Parks	0.17	4,303	(0.09)	(2,026)	0.08	2,277
	Program Assstant 1	1.00	20,733		0	1.00	20,733
511231	WAGES-TEMPORARY EMPLOYEES (full time)						
	Temporary Support	0.50	9,009		0	0.50	9,009
512000	FRINGE		95,193		(4,072)		91,121
<b>Total Personal Services</b>		<b>6.31</b>	<b>352,921</b>	<b>(0.30)</b>	<b>(14,825)</b>	<b>6.01</b>	<b>338,096</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		2,976		0		2,976
521110	Computer Software		2,295		0		2,295
521111	Computer Supplies		2,015		0		2,015
521240	Graphics/Reprographic Supplies		750		0		750
521260	Printing Supplies		1,000		0		1,000
521310	Subscriptions		1,750		0		1,750
521320	Dues		575		0		575
524130	Promotion/Public Relation Services		10,000		0		10,000
524190	Miscellaneous Professional Services		1,005,100		0		1,005,100
525710	Equipment Rental		500		0		500
526200	Ads & Legal Notices		30,000		0		30,000
526310	Printing Services		85,000		0		85,000
526320	Typesetting & Reprographics Services		17,000		0		17,000
526410	Telephone		4,000		0		4,000
526420	Postage		47,500		0		47,500
526440	Delivery Services		800		0		800
526500	Travel		4,300		0		4,300
526700	Temporary Help Services		800		0		800
526800	Training, Tuition, Conferences		2,725		0		2,725
529500	Meetings		4,100		0		4,100
<b>Total Materials &amp; Services</b>			<b>1,223,186</b>		<b>0</b>		<b>1,223,186</b>
<u>Capital Outlay</u>							
571100	Land		50,000		0		50,000
571500	Purchases-Office Furniture & Equipment		2,500		0		2,500
<b>Total Capital Outlay</b>			<b>52,500</b>		<b>0</b>		<b>52,500</b>
<u>Interfund Transfers</u>							
581610	Trans. Indirect Costs to Supp. Svcs. Fun		91,015		0		91,015
581615	Trans. Indirect Costs to Risk Mgmt Fund-Liability		5,225		0		5,225
581616	Trans. Indirect Costs to Risk Mgmt Fund-Worker Comp		4,125		0		4,125
581513	Trans. Indirect Costs to Bldg Mngt Fund		12,000		3,000		15,000
<b>Total Interfund Transfers</b>			<b>112,365</b>		<b>3,000</b>		<b>115,365</b>



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FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Greenspaces Planning Division</b>							
	<u>Contingency and Unappropriated Balance</u>						
599999	Contingency		22,000		11,825		33,825
	<b>Total Contingency and Unappropriated Balance</b>		<b>22,000</b>		<b>11,825</b>		<b>33,825</b>
<b>TOTAL EXPENDITURES</b>		<b>6.31</b>	<b>1,762,972</b>	<b>(0.30)</b>	<b>0</b>	<b>6.01</b>	<b>1,762,972</b>

**Exhibit A  
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FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>REGIONAL PARKS AND EXPO FUND TOTAL</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Director	1.00	56,984	(0.50)	(29,371)	0.50	27,613
	Manager	2.00	114,045	(0.50)	(32,759)	1.50	81,286
	Expo Operations Supervisor	1.00	42,081	(0.50)	(18,831)	0.50	23,250
	Senior Service Supervisor	2.00	73,434	(1.00)	(37,047)	1.00	36,387
	Program Supervisor	1.00	42,514	(0.50)	(23,200)	0.50	19,314
	Senior Regional Planner	2.50	120,913	(0.25)	(11,191)	2.25	109,722
	Associate Regional Planner	2.00	77,053	(0.50)	(18,358)	1.50	58,695
	Assistant Management Analyst	1.30	40,660	(0.67)	(20,407)	0.63	20,253
	Park Ranger	10.00	298,197	(5.00)	(152,887)	5.00	145,310
	Program Coordinator	1.00	31,726	(0.50)	(15,116)	0.50	16,610
	Program Coordinator	1.00	28,776	(0.50)	(13,523)	0.50	15,253
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary - Expo	1.00	32,252	(0.70)	(23,902)	0.30	8,350
	Administrative Secretary - Parks	1.00	24,863	(0.50)	(11,467)	0.50	13,396
	Secretary - Expo	1.00	26,958	(0.50)	(16,458)	0.50	10,500
	Bookkeeper	0.00	0	0.20	2,450	0.20	2,450
	Secretary - Parks	0.00	0	0.33	6,559	0.33	6,559
	Program Assistant 1	1.00	20,733	0.00	0	1.00	20,733
	Senior Gardener	1.00	30,127	(0.50)	(14,812)	0.50	15,315
	Gardener 1	1.00	27,222	(0.50)	(14,986)	0.50	12,236
	Arborist	1.00	33,110	(0.50)	(17,795)	0.50	15,315
	Expo Operations Worker	4.00	100,382	(2.00)	(52,935)	2.00	47,447
511231	WAGES-TEMPORARY EMPLOYEES (full time)						
	Temporary Support	15.85	244,275	(8.35)	(126,963)	7.50	117,312
511400	OVERTIME		17,912		(8,396)		9,516
512000	FRINGE		494,267		(192,706)		301,561
<b>Total Personal Services</b>		<b>51.65</b>	<b>1,978,484</b>	<b>(23.44)</b>	<b>(844,101)</b>	<b>28.21</b>	<b>1,134,383</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		102,712		(97,536)		5,176
521110	Computer Software		2,295		2,300		4,595
521111	Computer Supplies		2,015		0		2,015
521210	Landscape Supplies		0		15,700		15,700
521220	Custodial Supplies		32,000		(24,150)		7,850
521240	Graphics/Reprographic Supplies		5,750		(4,800)		950
521260	Printing Supplies		1,000		16,823		17,823
521290	Other Operating Supplies		0		9,333		9,333
521292	Small Tools		0		1,000		1,000
521293	Promotional Supplies		10,000		(10,000)		0
521310	Subscriptions		1,750		100		1,850
521320	Dues		2,340		(1,222)		1,118
521510	Maintenance & Repair Supplies-Building		0		10,200		10,200
521540	Maintenance & Repair Supplies-Equipment		0		3,150		3,150
523100	Merchandise for Resale-Food		4,700		(4,700)		0
524130	Promotion/Public Relation Services		10,000		0		10,000
524190	Miscellaneous Professional Services		1,300,125		(31,602)		1,268,523
525110	Utilities-Electricity		0		42,100		42,100
525120	Utilities-Water & Sewer		0		8,000		8,000
525130	Utilities-Natural Gas		0		20,700		20,700
525150	Utilities-Sanitation		0		15,000		15,000
525190	Utilities-Other		238,340		(209,746)		28,594
525610	Maintenance & Repair Services-Building		35,000		(33,600)		1,400
525620	Maintenance & Repairs Services-Grounds		33,000		0		33,000

**Exhibit A  
Ordinance No. 94-550**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>REGIONAL PARKS AND EXPO FUND TOTAL</b>							
525640	Maintenance & Repairs Services-Equipment		6,800		(3,800)		3,000
525710	Equipment Rental		23,950		(8,441)		15,509
526200.	Ads & Legal Notices		30,000		0		30,000
526310	Printing Services		85,000		4,600		89,600
526320	Typesetting & Reprographics Services		17,000		1,250		18,250
526410	Telephone		4,000		4,800		8,800
526420	Postage		47,500		200		47,700
526440	Delivery Services		800		180		980
526500	Travel		5,050		160		5,210
526691	Parking Contract		0		20,000		20,000
526700	Temporary Help Services		800		15,000		15,800
526800	Training, Tuition, Conferences		11,322		(3,230)		8,092
526900	Miscellaneous Other Purchased Services		410,598		(410,048)		550
526910	Uniform		0		3,000		3,000
528100	Payments to Other Agencies		0		84,164		84,164
528310	Real Property Taxes		68,000		(36,674)		31,326
529500	Meetings		4,100		0		4,100
<b>Total Materials &amp; Services</b>			<b>2,495,947</b>		<b>(601,789)</b>		<b>1,894,158</b>
<u>Capital Outlay</u>							
571100	Land		50,000		0		50,000
571200	Improvement Other Than Building		0		17,000		17,000
571300	Buildings and Related		0		16,000		16,000
571400	Equipment and Vehicles		0		11,000		11,000
571500	Purchases-Office Furniture & Equipment		8,300		10,666		18,966
574510	Construction Work/Materials-Improvements		6,145		2,577		8,722
574520	Construction Work/Materials-Buildings		168,970		(168,970)		0
<b>Total Capital Outlay</b>			<b>233,415</b>		<b>(111,727)</b>		<b>121,688</b>
<u>Interfund Transfers</u>							
581610	Trans. Indirect Costs to Supp. Svcs. Fun		370,554		(137,770)		232,784
581615	Trans. Indirect Costs to Risk Mgmt Fund-Liability		43,000		(18,888)		24,113
581616	Trans. Indirect Costs to Risk Mgmt Fund-Worker Comp		35,000		(15,438)		19,563
581513	Trans. Indirect Costs to Bldg Mngt Fund		30,000		(7,500)		22,500
583751	Transfer Direct Costs to MERC Admin. Fund		70,000		(30,000)		40,000
<b>Total Interfund Transfers</b>			<b>548,554</b>		<b>(209,595)</b>		<b>338,959</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		112,000		(26,675)		85,325
599990	Unappropriated Balance - Reserved		0		323,912		323,912
599990	Unappropriated Balance - Unreserved		0		524,055		524,055
<b>Total Contingency and Unappropriated Balance</b>			<b>112,000</b>		<b>821,292</b>		<b>933,292</b>
<b>TOTAL EXPENDITURES</b>		<b>51.65</b>	<b>5,368,400</b>	<b>(23.44)</b>	<b>(945,920)</b>	<b>28.21</b>	<b>4,422,480</b>

**Exhibit B**  
**Schedule of Appropriations**  
**Ordinance No. 94-550**

	Current Appropriation	Revision	Proposed Appropriation
<b>REGIONAL PARKS AND EXPO FUND</b>			
Regional Parks			
Personal Services	1,246,756	(629,945)	616,811
Materials & Services	704,713	(261,921)	442,792
Capital Outlay	11,945	17,743	29,688
Subtotal	<u>1,963,414</u>	<u>(874,123)</u>	<u>1,089,291</u>
Expo Center			
Personal Services	378,807	(199,331)	179,476
Materials & Services	568,048	(339,868)	228,180
Capital Outlay	168,970	(129,470)	39,500
Subtotal	<u>1,115,825</u>	<u>(668,669)</u>	<u>447,156</u>
Greenspaces Planning			
Personal Services	352,921	(14,825)	338,096
Materials & Services	1,223,186	0	1,223,186
Capital Outlay	52,500	0	52,500
Subtotal	<u>1,628,607</u>	<u>(14,825)</u>	<u>1,613,782</u>
General Expenses			
Interfund Transfers	548,554	(209,595)	338,959
Contingency	112,000	(26,675)	85,325
Subtotal	<u>660,554</u>	<u>(236,270)</u>	<u>424,284</u>
Unappropriated Balance	0	847,967	847,967
<b>Total Fund Requirements</b>	<u>5,368,400</u>	<u>(945,920)</u>	<u>4,422,480</u>

**All Other Appropriations Remain As Previously Adopted**

Meeting Date: May 12, 1994  
Agenda Item No. 6.4

ORDINANCE NO. 94-551



**METRO**

DATE: May 5, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

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

RE: AGENDA ITEM NO. 6.4; ORDINANCE NO. 94-551

Administrative Staff's report will be delayed because of additional work performed during the Council's consideration of the FY 1994-95 Proposed Budget. The staff reports will be provided when the pertinent Committee(s) review the ordinance.

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE TO REVISE THE BUILDING MANAGEMENT FUND TO REFLECT THE CHANGE IN OPERATIONAL REQUIREMENTS, AND DECLARING AN EMERGENCY )  
)  
)  
)  
)  
)  
)

ORDINANCE NO. 94-551

Introduced by Rena Cusma,  
Executive Officer

WHEREAS, The FY 1993-94 Adopted Budget assumed full leasing of Metro Center;  
and

WHEREAS, Only partial leasing of Metro Center has occurred during FY 1993-94; and

WHEREAS, The refinancing of the Metro Regional Center revenue bonds has substantially reduced the requirements for Metro Regional Center; and

WHEREAS, The Metro Council has reviewed and considered the need to revise the Building Management Fund to more accurately reflect Metro's financial obligations for FY 1993-94; 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 columns titled "Revision" of Exhibits A and B to this Ordinance for the purpose of revising the Building Management Fund to reflect the change in operational requirements for FY 1993-94.

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:bdgmgmt:ORD.DOC  
May 5, 1994



**Exhibit A  
Ordinance No. 94-551**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Building Management Fund Resources</b>							
<u>Resources</u>							
<b>METRO CENTER OPERATIONS</b>							
305000	Beginning Balance		0		125,030		125,030
347220	Sublease Income		511,216		(475,216)		36,000
374000	Parking Fees		78,120		(65,120)		13,000
392010	Trans. Indirect Costs from Gen1 Fund		0		55,716		55,716
392140	Trans. Indirect Costs from Planning Fund		0		93,762		93,762
392531	Trans. Indirect Costs from S.W. Revenue Fund		0		66,176		66,176
392610	Trans. Indirect Costs from Support Svcs. Fund		0		172,864		172,864
<b>METRO REGIONAL CENTER OPERATIONS</b>							
305000	Beginning Balance		120,905		(29,585)		91,320
347221	Rentals-Office		0		9,950		9,950
361100	Interest		0		20,000		20,000
374000	Parking Fees		85,457		(9,207)		76,250
392010	Trans. Indirect Costs from Gen1 Fund		163,504		(55,716)		107,788
392140	Trans. Indirect Costs from Planning Fund		275,152		(93,762)		181,390
392531	Trans. Indirect Costs from S.W. Revenue Fund		194,199		(66,176)		128,023
392610	Trans. Indirect Costs from Support Svcs. Fund		507,283		(172,864)		334,419
392160	Trans. Indirect Costs from Regional Parks/Expo Fund		30,000		(7,500)		22,500
<b>PARKING STRUCTURE OPERATIONS</b>							
305000	Fund Balance		173,544		0		173,544
374000	Parking Fees		340,225		(55,052)		285,173
391010	Trans. Resources from General Fund		58,869		(52,639)		6,230
391550	Trans. Resources from Oregon Conv. Ctr. Oper. Fund		40,500		(34,270)		6,230
<b>TOTAL RESOURCES</b>			<b>2,578,974</b>		<b>(573,609)</b>		<b>2,005,365</b>

**Exhibit A  
Ordinance No. 94-551**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Building Management Fund Expenditures</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Director	0.10	7,180	0.25	17,503	0.35	24,683
	Associate Program Supervisor	0.55	27,882		0	0.55	27,882
	Assistant Management Analyst	0.25	10,375		0	0.25	10,375
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	0.80	21,950		0	0.80	21,950
	Secretary		0	0.15	3,848	0.15	3,848
	Building Service Worker	0.50	13,250		0	0.50	13,250
	Security Officer II	1.00	26,500		0	1.00	26,500
	Security Officer I	1.00	20,671		0	1.00	20,671
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
511400	OVERTIME		1,260		0		1,260
512000	FRINGE		53,178		8,861		62,039
<b>Total Personal Services</b>		<b>4.20</b>	<b>182,246</b>	<b>0.40</b>	<b>30,212</b>	<b>4.60</b>	<b>212,458</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		778		0		778
521220	Custodial Supplies		7,000		0		7,000
521240	Graphics/Reprographic Supplies		3,500		0		3,500
521292	Small Tools		1,700		0		1,700
521510	Maintenance & Repairs Supplies-Building		1,100		0		1,100
524190	Misc Purchased Professional Services		161,902		13,945		175,847
525110	Utilities-Electricity		195,080		(25,000)		170,080
525120	Utilities-Water & Sewer		26,790		(1,000)		25,790
525130	Utilities-Natural Gas		89,670		(5,000)		84,670
525190	Utilities-Other		11,640		(1,000)		10,640
525200	Cleaning Services		201,100		(10,000)		191,100
525610	Maintenance & Repairs Services-Building		40,400		0		40,400
525620	Maintenance & Repairs Services-Grounds		25,800		0		25,800
525731	Operating Lease Payments-Building		290,760		0		290,760
526310	Printing Services		1,500		0		1,500
526420	Postage		250		0		250
526800	Training, Tuition, Conferences		3,500		0		3,500
526900	Misc. Other Purchased Services		21,600		0		21,600
528100	License, Permits, Payments to Other Agencies		2,600		0		2,600
528310	Real Property Taxes		12,000		0		12,000
<b>Total Materials &amp; Services</b>			<b>1,098,670</b>		<b>(28,055)</b>		<b>1,070,615</b>
<b>Total Capital Outlay</b>			<b>50,000</b>		<b>0</b>		<b>50,000</b>
<u>Interfund Transfers</u>							
582413	Trans. Resources to Gen1 Revenue Fund						
	Metro Regional Center-Debt Service		662,432		(455,125)		207,307
	Parking Structure-Debt Service		515,626		(325,359)		190,267
<b>Total Interfund Transfers</b>			<b>1,178,058</b>		<b>(780,484)</b>		<b>397,574</b>
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		70,000		(70,000)		0
599990	Unappropriated Balance		0		274,718		274,718
<b>Total Contingency and Unappropriated Balance</b>			<b>70,000</b>		<b>204,718</b>		<b>274,718</b>
<b>TOTAL EXPENDITURES</b>		<b>4.20</b>	<b>2,578,974</b>	<b>0.40</b>	<b>(573,609)</b>	<b>4.60</b>	<b>2,005,365</b>

**Exhibit A  
Ordinance No. 94-551**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>For Information Only</b>							
<b>Metro Center Operations</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Director		0	0.25	17,503	0.25	17,503
	Associate Program Supervisor	0.10	4,909		0	0.10	4,909
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary		0	0.15	3,848	0.15	3,848
512000	FRINGE		2,037		8,861		10,898
<b>Total Personal Services</b>		<b>0.10</b>	<b>6,946</b>	<b>0.40</b>	<b>30,212</b>	<b>0.50</b>	<b>37,158</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		278		0		278
521220	Custodial Supplies		3,000		0		3,000
521240	Graphics/Reprographic Supplies		1,500		0		1,500
521292	Small Tools		200		0		200
521510	Maintenance & Repairs Supplies-Building		500		0		500
524190	Misc Purchased Professional Services		53,312		(15,000)		38,312
525110	Utilities-Electricity		77,080		(25,000)		52,080
525120	Utilities-Water & Sewer		6,710		(1,000)		5,710
525130	Utilities-Natural Gas		26,230		(5,000)		21,230
525190	Utilities-Other		5,820		(1,000)		4,820
525200	Cleaning Services		51,700		(10,000)		41,700
525610	Maintenance & Repairs Services-Building		21,450		0		21,450
525620	Maintenance & Repairs Services-Grounds		11,400		0		11,400
525731	Operating Lease Payments-Building		290,760		0		290,760
528100	License, Permits, Payments to Other Agencies		1,450		0		1,450
528310	Real Property Taxes		6,000		0		6,000
<b>Total Materials &amp; Services</b>			<b>557,390</b>		<b>(57,000)</b>		<b>500,390</b>
<u>Capital Outlay</u>							
574570	Construction-Improvements		25,000		0		25,000
<b>Total Capital Outlay</b>			<b>25,000</b>		<b>0</b>		<b>25,000</b>
<b>TOTAL EXPENDITURES</b>		<b>0.10</b>	<b>589,336</b>	<b>0.40</b>	<b>(26,788)</b>	<b>0.50</b>	<b>562,548</b>

**Exhibit A  
Ordinance No. 94-551**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>For Information Only</b>							
<b>Metro Regional Center Operations</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Director	0.10	7,180	0	0	0.10	7,180
	Associate Program Supervisor	0.45	22,973	0	0	0.45	22,973
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	0.80	21,950	0	0	0.80	21,950
	Building Service Worker	0.50	13,250	0	0	0.50	13,250
	Security Officer II	1.00	26,500	0	0	1.00	26,500
	Security Officer I	1.00	20,671	0	0	1.00	20,671
511400	OVERTIME		1,260		0		1,260
512000	FRINGE		46,836		0		46,836
<b>Total Personal Services</b>		<b>3.85</b>	<b>160,620</b>	<b>0.00</b>	<b>0</b>	<b>3.85</b>	<b>160,620</b>
<u>Materials &amp; Services</u>							
521220	Custodial Supplies		4,000		0		4,000
521240	Graphics/Reprographic Supplies		1,500		0		1,500
521292	Small Tools		1,500		0		1,500
521510	Maintenance & Repairs Supplies-Building		500		0		500
524190	Misc Purchased Professional Services		30,500		33,945		64,445
525110	Utilities-Electricity		100,000		0		100,000
525120	Utilities-Water & Sewer		17,680		0		17,680
525130	Utilities-Natural Gas		63,440		0		63,440
525190	Utilities-Other		5,820		0		5,820
525200	Cleaning Services		149,400		0		149,400
525610	Maintenance & Repairs Services-Building		18,950		0		18,950
525620	Maintenance & Repairs Services-Grounds		11,400		0		11,400
526310	Printing Services		500		0		500
526800	Training, Tuition, Conferences		2,500		0		2,500
526900	Misc. Other Purchased Services		21,600		0		21,600
528100	License, Permits, Payments to Other Agencies		1,000		0		1,000
528310	Real Property Taxes		6,000		0		6,000
<b>Total Materials &amp; Services</b>			<b>436,290</b>		<b>33,945</b>		<b>470,235</b>
<u>Capital Outlay</u>							
574570	Construction-Improvements		25,000		0		25,000
<b>Total Capital Outlay</b>			<b>25,000</b>		<b>0</b>		<b>25,000</b>
<b>TOTAL EXPENDITURES</b>		<b>3.85</b>	<b>621,910</b>	<b>0.00</b>	<b>33,945</b>	<b>3.85</b>	<b>655,855</b>

**Exhibit A  
Ordinance No. 94-551**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>For Information Only</b>							
<b>Parking Structure Operations</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Assistant Management Analyst	0.10	4,150		0	0.10	4,150
511221	WAGES-REGULAR EMPLOYEES (full time)						
512000	FRINGE		1,722		0		1,722
<b>Total Personal Services</b>		<b>0.10</b>	<b>5,872</b>	<b>0.00</b>	<b>0</b>	<b>0.10</b>	<b>5,872</b>
<u>Materials &amp; Services</u>							
524190	Misc Purchased Professional Services		68,090		0		68,090
525110	Utilities-Electricity		18,000		0		18,000
525120	Utilities-Water & Sewer		2,400		0		2,400
525620	Maintenance & Repairs Services-Grounds		3,000		0		3,000
528100	License, Permits, Payments to Other Agencies		150		0		150
<b>Total Materials &amp; Services</b>			<b>91,640</b>		<b>0</b>		<b>91,640</b>
<b>TOTAL EXPENDITURES</b>		<b>0.10</b>	<b>97,512</b>	<b>0.00</b>	<b>0</b>	<b>0.10</b>	<b>97,512</b>

**Day Care Facility**

<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Assistant Management Analyst	0.15	6,225		0	0.15	6,225
511221	WAGES-REGULAR EMPLOYEES (full time)						
512000	FRINGE		2,583		0		2,583
<b>Total Personal Services</b>		<b>0.15</b>	<b>8,808</b>	<b>0.00</b>	<b>0</b>	<b>0.15</b>	<b>8,808</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		500		0		500
521240	Graphics/Reprographic Supplies		500		0		500
521510	Maintenance & Repairs Supplies-Building		100		0		100
524190	Misc Purchased Professional Services		10,000		(5,000)		5,000
526310	Printing Services		1,000		0		1,000
526420	Postage		250		0		250
526800	Training, Tuition, Conferences		1,000		0		1,000
<b>Total Materials &amp; Services</b>			<b>13,350</b>		<b>(5,000)</b>		<b>8,350</b>
<b>TOTAL EXPENDITURES</b>		<b>0.15</b>	<b>22,158</b>	<b>0.00</b>	<b>(5,000)</b>	<b>0.15</b>	<b>17,158</b>

**Exhibit B  
Schedule of Appropriations  
Ordinance No. 94-551**

	<b>Current Appropriation</b>	<b>Revision</b>	<b>Proposed Appropriation</b>
<b>BUILDING MANAGEMENT FUND</b>			
Personal Services	182,246	30,212	182,246
Materials & Services	1,098,670	(28,055)	1,098,670
Capital Outlay	50,000	0	50,000
Interfund Transfers	1,178,058	(780,484)	1,178,058
Contingency	70,000	(70,000)	70,000
Unappropriated Balance	0	274,718	0
<b>Total Fund Requirements</b>	<b>2,578,974</b>	<b>0</b>	<b>2,578,974</b>

**All Other Appropriations Remain As Previously Adopted**

Meeting Date: May 12, 1994  
Agenda Item No. 6.5

ORDINANCE NO. 94-552



**METRO**

DATE: May 5, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

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

RE: AGENDA ITEM NO. 6.5; ORDINANCE NO. 94-552

Administrative Staff's report will be delayed because of additional work performed during the Council's consideration of the FY 1994-95 Proposed Budget. The staff reports will be provided when the pertinent Committee(s) review the ordinance.



## STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 94-552 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING \$31,000 FROM THE ZOO OPERATING FUND, FACILITIES MANAGEMENT DIVISION CAPITAL OUTLAY TO THE FACILITIES MANAGEMENT DIVISION MATERIALS AND SERVICES TO FUND THE PURCHASE OF HIGHER THAN EXPECTED UTILITY COSTS, AND DECLARING AN EMERGENCY

Date: May 4, 1994

Presented by: Judy E Munro

### BACKGROUND AND ANALYSIS

This action requests an increase to Materials and Services Utilities of \$31,000 by transferring the following from Capital Outlay in the Zoo Operating Fund, Facilities Management Division:

Purchases - Exhibit and Related	\$ 5,000
Construction/Mtrls-Bldg Related	\$ 2,500
Architectural Services	\$ 2,500
Construction/Mtrls-Railroad Equip	\$21,000

Projections for the major utility costs (Electricity, Water/Sewer, and Natural Gas) were based on factual consumption data, as well as available information from utilities indicating increases in rates. Projections for utilities for the 93/94 fiscal year budget were computed as follows:

1. Water/Sewer: Cost based on previous year's usage plus 10% projected increase in rates. However, with continued conservation efforts, there was an anticipated savings yield of approximately 3%, so the overall actual increase was 7%.
2. Natural Gas: Cost based on previous year's usage plus the addition of Pygmy Goat Exhibit heat and the anticipated projected use of the Visitor Transport Vehicle reflected the 6% increase.

However, actual costs and projections for the remainder of the fiscal year confirm a shortfall in both Water/Sewer and Natural Gas. Anticipated budget surplus in Electricity will not cover the shortfall.

Some of the increased consumption in Water/Sewer has been attributed to substantial pond and pipe leakage at Cascades Exhibit and excessive usage at the Vollum Aviary. A series of self-audits with new personnel have located these problems. We have also been working with PGE and the Portland Water Bureau to continue conservation efforts.

Staff Report  
Ordinance No. 94-552  
May 4, 1994

The shortfall will be partially met by over budgeted line items of:

Maintenance/Repair Supplies: Buildings  
Utilities: Electricity  
Maintenance/Repair Services: Grounds

**EXECUTIVE OFFICER'S RECOMMENDATION**

The Executive Officer recommends approval of Ordinance No. 94-552.

BEFORE THE METRO COUNCIL

CONSIDERATION OF ORDINANCE NO. 94- )  
552 AMENDING THE FY 1993-94 BUDGET )  
AND APPROPRIATIONS SCHEDULE FOR )  
THE PURPOSE OF TRANSFERRING )  
\$31,000 FROM THE ZOO OPERATING )  
FUND, FACILITIES MANAGEMENT )  
DIVISION CAPITAL OUTLAY TO THE )  
FACILITIES MANAGEMENT DIVISION )  
MATERIALS AND SERVICES TO FUND )  
THE PURCHASE OF HIGHER THAN )  
EXPECTED UTILITY COSTS, AND )  
DECLARING AN EMERGENCY )

ORDINANCE NO. 94-552

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 \$31,000 total from the Zoo Operation Fund, Facilities Management Division Capital Outlay line items, Purchases - Exhibit and Related, Construction/Mtrls-Bldg Related, Architectural Services and Construction/Mtrls-Railroad Equip to the Facilities Management Division Materials, Utilities, Water and Sewer and Natural Gas to cover an anticipated budget shortfall in these line items.

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. 94-552**

FISCAL YEAR 1993-94		CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Facilities Management</b>							
<b>Total Personal Services</b>		<b>40.06</b>	<b>1,735,729</b>	<b>0.00</b>	<b>0</b>	<b>40.06</b>	<b>1,735,729</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		1,800		0		1,800
521111	Computer Supplies		1,800		0		1,800
521210	Landscape Supplies		53,000		0		53,000
521220	Custodial Supplies		59,000		0		59,000
521260	Printing Supplies		500		0		500
521290	Other Supplies		17,094		0		17,094
521292	Small Tools		8,150		0		8,150
521310	Subscriptions & Publications		200		0		200
521320	Dues		946		0		946
521400	Fuels & Lubricants		29,000		0		29,000
521510	Maintenance & Repairs Supplies-Building		130,552		0		130,552
521520	Maintenance & Repairs Supplies-Grounds		14,512		0		14,512
521530	Maintenance & Repairs Supplies-Vehicles		14,000		0		14,000
521540	Maintenance & Repairs Supplies-Equipment		12,000		0		12,000
521550	Maintenance & Repairs Supplies-Railroad		30,000		0		30,000
524190	Misc. Professional Services		3,000		0		3,000
524210	Data Processing Services		5,000		0		5,000
525110	Utilities-Electricity		249,000		0		249,000
525120	Utilities-Water & Sewer		406,000		31,000		437,000
525130	Utilities-Natural Gas		79,000		0		79,000
525150	Utilities-Sanitation Services		49,500		0		49,500
525200	Cleaning Services		7,750		0		7,750
525610	M&R-Bldg(Contract/Agreement)		19,600		0		19,600
525620	M&R-Grnds(Contract/Agreement)		39,000		0		39,000
525630	M&R-Vehicles(Contract/Agreement)		8,700		0		8,700
525640	M&R-Equipment(Contract/Agreement)		2,225		0		2,225
525650	M&R-Railroad(Contract/Agreement)		6,500		0		6,500
525690	M&R-Other(Contracts/Agreements)		1,700		0		1,700
525710	Equipment Rental		4,956		0		4,956
525732	Operating Lease Payments-Vehicles		3,648		0		3,648
526310	Printing Services		1,700		0		1,700
526410	Telephone		64,245		0		64,245
526440	Delivery Services		200		0		200
526500	Travel		4,412		0		4,412
526700	Temporary Help Services		5,140		0		5,140
526800	Training, Tuition, Conferences		8,495		0		8,495
526910	Uniform Supply/Cleaning Services		11,440		0		11,440
528100	License, Permits, Payments to Other Agencies		2,200		0		2,200
529500	Meetings		260		0		260
529800	Miscellaneous		500		0		500
<b>Total Materials &amp; Services</b>			<b>1,356,725</b>		<b>31,000</b>		<b>1,387,725</b>
<u>Capital Outlay</u>							
571200	Purchases-Improvements Other than Buildings		5,355		0		5,355
571350	Purchases-Exhibits & Related		5,000		-5,000		0
571400	Purchases-Equipment & Vehicles		16,000		0		16,000
571600	Purchases-Railroad Equipment & Facilities		26,000		0		26,000
574120	Architectural Services		2,500		-2,500		0
574520	Cnstrn Wrk/Mtrl-Building, Related		21,440		-2,500		18,940
574560	Cnstrn Wrk/Mtrl-Railroad Equipment/Facilities		21,000		-21,000		0
<b>Total Capital Outlay</b>			<b>97,295</b>		<b>-31,000</b>		<b>66,295</b>
<b>TOTAL EXPENDITURES</b>		<b>40.06</b>	<b>3,189,749</b>	<b>0.00</b>	<b>0</b>	<b>40.06</b>	<b>3,189,749</b>

**Exhibit B**  
**FY 1993-94 SCHEDULE OF APPROPRIATIONS**  
**Ordinance No. 94-552**

	Current Appropriations	Revision	Proposed Appropriations
<b>ZOO OPERATING FUND</b>			
Administration			
Personal Services	\$757,850	0	\$757,850
Materials & Services	168,537	0	168,537
Capital Outlay	8,100	0	8,100
	<u>Subtotal</u>	<u>\$0</u>	<u>\$934,487</u>
Animal Management			
Personal Services	\$2,163,013	0	\$2,163,013
Materials & Services	504,770	0	504,770
Capital Outlay	152,591	0	152,591
	<u>Subtotal</u>	<u>\$0</u>	<u>\$2,820,374</u>
Facilities Management			
Personal Services	\$1,735,729	0	\$1,735,729
Materials & Services	1,356,725	31,000	1,387,725
Capital Outlay	97,295	(31,000)	66,295
	<u>Subtotal</u>	<u>\$0</u>	<u>\$3,189,749</u>
Education Services			
Personal Services	\$615,925	0	\$615,925
Materials & Services	224,349	0	224,349
Capital Outlay	31,600	0	31,600
	<u>Subtotal</u>	<u>\$0</u>	<u>\$871,874</u>
Marketing			
Personal Services	\$303,109	0	\$303,109
Materials & Services	617,883	0	617,883
Capital Outlay	7,170	0	7,170
	<u>Subtotal</u>	<u>\$0</u>	<u>\$928,162</u>
Visitor Services			
Personal Services	\$1,486,737	0	\$1,486,737
Materials & Services	1,387,870	0	1,387,870
Capital Outlay	79,300	0	79,300
	<u>Subtotal</u>	<u>\$0</u>	<u>\$2,953,907</u>
Design Services			
Personal Services	\$313,740	0	\$313,740
Materials & Services	112,595	0	112,595
Capital Outlay	401,225	0	401,225
	<u>Subtotal</u>	<u>\$0</u>	<u>\$827,560</u>
General Expenses			
Interfund Transfers	\$1,863,921	0	\$1,863,921
Contingency	598,222	0	598,222
	<u>Subtotal</u>	<u>\$0</u>	<u>\$2,462,143</u>
Unappropriated Balance	\$4,213,862	0	\$4,213,862
<b>Total Fund Requirements</b>	<u>\$19,202,118</u>	<u>\$0</u>	<u>\$19,202,118</u>

Meeting Date: May 12, 1994  
Agenda Item No. 7.1

ORDINANCE NO. 94-541



**METRO**

DATE: May 5, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

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

RE: AGENDA ITEM NO. 7.1; ORDINANCE NO. 94-541

The Finance Committee will consider the above-referenced ordinance on May 11, 1994, and the committee reports will be distributed to Councilors on May 12 and available at the Council meeting on that date.

## SOLID WASTE COMMITTEE REPORT

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: May 5, 1994

Presented by: Councilor

**Committee Recommendation:** At the April 19 meeting, the Committee voted unanimously to recommend Council adoption of Ordinance No. 94-541. Voting in favor: Councilors Buchanan, Hansen, McFarland, McLain, Monroe and Wyers. The ordinance had a subsequent referral to the Finance Committee. At the April 27 Finance Committee meeting, the committee voted to rerefer the ordinance to the Solid Waste Committee to consider issues related to funding of the neighborhood cleanup program.

Following further consideration at its May 3 meeting, the Solid Waste Committee voted 5-0 to recommend Council adoption of the ordinance. Voting in favor: Councilors Hansen, McFarland, McLain, Monroe and Wyers.

**Committee Issues/Discussion:** Kathy Rutkowski, Finance and Management Information, and Roosevelt Carter, Solid Waste Budget and Finance Division, explained the various transfers within the Solid Waste Revenue Fund, which can be grouped into four categories:

- 1) Transfer from Operating Account Contingency to Personal Services (\$41,240), including
  - a) \$28,688 for unanticipated PERS costs,
  - b) \$8,652 for unanticipated personnel costs associated with hiring an individual in the Recycling Information Center who had been laid off at the Zoo, and
  - c) \$3,900 to fund employee participation in the TDM program.
- 2) Transfer of \$3,512 from the Budget and Finance Division to the Engineering and Analysis Division to fund personal services costs related to the hiring of an employee at a salary higher than that which had been anticipated.



- 3) Transfer of \$1,805,000 to fund increased expenditures related to higher than anticipated solid waste tonnages, and \$35,000 in funding for annual neighborhood cleanup programs.
- 4) Recognition of the receipt of a \$27,125 federal EPA grant to provide a booklet on HHW facilities.

In the Rehabilitation and Enhancement Fund, a total of \$20,000 would be transferred to the Forest Grove and Oregon City Accounts to reflect higher than anticipated tonnages.

Prior to the committee vote, Councilor Monroe requested additional information related to 1) how Metro would be addressing the issue of employer pick-up of a portion of PERS contributions, and 2) the estimated cost of the put-or pay provision at Metro Central for the current fiscal year.

At the April 27 Finance Committee meeting, questions were raised concerning the proposed allocation of \$35,000 for neighborhood cleanup programs. Department staff present at the meeting noted that the funding had been inadvertently omitted from the budget, but were unable to provide a complete history of Council consideration of this item. Therefore, the committee sent the ordinance back to the Solid Waste Committee for further consideration of these issues.

At the May 3 Solid Waste Committee meeting, department and council staff provided information related to the neighborhood cleanup programs. John Houser, Senior Council Analyst, noted that the original proposed FY 93-94 budget contained a narrative description to Metro's grant program to assist local cleanup programs and events, but no funding line item for the program was provided. This omission was noted in budget questions submitted to the department by Council staff. In its response, the department noted that an omission had occurred. But, from that point forward, there was no additional Budget Committee discussion of the program and no attempt was made by the department to add a line item to fund the program.

Department staff accepted responsibility for not seeking to have the funding line item inserted into the budget. But, they noted that Metro has funded this grant program since 1990 and that it provides a positive link between Metro and local governments in cleaning up neighborhoods and illegal dumpsites. They further noted that \$35,000 in funding has been included in the proposed FY 94-95 budget.

Councilor Monroe expressed concern that the omission had not been brought to the Council's attention when it was first discovered last fall and urged that, in the future, immediate notification would be appreciated.

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. 94-541

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	0	0	0	0		13,031,671
	* Renewal and Replacement		1,527,571	0	0	0	0	0	0	0	0		1,527,571
	* Construction Account Metro Central		130,000	0	0	0	0	0	0	0	0		130,000
	* Reserve Account Metro Central		2,842,218	0	0	0	0	0	0	0	0		2,842,218
	* Metro Central Debt		1,377,439	0	0	0	0	0	0	0	0		1,377,439
	* General Account (unrestricted)		6,556,438	0	0	0	0	0	0	0	0		6,556,438
331120	Federal Grants-Operating		200,000	0	0	0	0	0	0	27,125	0		227,125
341500	Documents & Publications		3,460	0	0	0	0	0	0	0	0		3,460
343100	Refuse Disposal Charges		330,026	0	0	0	0	0	0	0	0		330,026
343111	Disposal Fees-Credit		24,490,577	0	0	0	0	0	0	0	0		24,490,577
343121	User Fees-Credit		22,704,075	0	0	0	0	0	0	0	0		22,704,075
343131	Regional Transfer Charge-Credit		5,800,631	0	0	0	0	0	0	0	0		5,800,631
343151	Rehabilitation & Enhancement Fee-Credit		166,225	0	0	0	0	0	0	0	0		166,225
343171	Host Fees-Credit		259,398	0	0	0	0	0	0	0	0		259,398
343185	Tire Disposal Fee-Cash		54,195	0	0	0	0	0	0	0	0		54,195
343195	Yard Debris Disposal Fee-Cash		162,105	0	0	0	0	0	0	0	0		162,105
343200	Franchise Fees		2,502	0	0	0	0	0	0	0	0		2,502
343241	Household Hazardous Waste Fees		110,071	0	0	0	0	0	0	0	0		110,071
343211	DEQ - Orphan Site Account - Credit		103,378	0	0	0	0	0	0	0	0		103,378
343221	DEQ - Promotional Program - Credit		758,104	0	0	0	0	0	0	0	0		758,104
343230	Refrigeration Unit Disposal Fee		52,034	0	0	0	0	0	0	0	0		52,034
343300	Salvage Revenue		62,665	0	0	0	0	0	0	0	0		62,665
343800	Sublease Income		2,289	0	0	0	0	0	0	0	0		2,289
343900	Tarp Sales		935	0	0	0	0	0	0	0	0		935
351000	Fines and Forfeits Revenue		25,000	0	0	0	0	0	0	0	0		25,000
361100	Interest on Investments		1,700,000	0	0	0	0	0	0	0	0		1,700,000
363000	Finance Charge		100,000	0	0	0	0	0	0	0	0		100,000
375000	Pass Through Debt Service Receipts		933,013	0	0	0	0	0	0	0	0		933,013
379000	Other Miscellaneous Revenue		213,000	0	0	0	0	0	0	0	0		213,000
385400	Revenue Bond Proceeds		1,919,419	0	0	0	0	0	0	0	0		1,919,419
393768	Trans. Direct Cost from Rehab. & Enhance.		39,048	0	0	0	0	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>0</b>	<b>0</b>	<b>0</b>	<b>27,125</b>	<b>0</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	1.00	83,123
	Manager	1.00	58,004		0		0		0		0	1.00	58,004
	Assoc. Management Analyst	1.00	39,977		0		0		0		0	1.00	39,977
	Administrative Assistant	2.00	63,467		0		0		0		0	2.00	63,467
511221	WAGES-REGULAR EMPLOYEES (full time)												
	Administrative Secretary	1.00	27,172		0		0		0		0	1.00	27,172
	Secretary	2.00	45,803		0		0		0		0	2.00	45,803
	Office Assistant	1.00	17,485		0		0		0		0	1.00	17,485
511225	WAGES-REGULAR EMPLOYEES (part time)												
	Office Assistant	1.00	16,786		0		0		0		0	1.00	16,786
	Program Assltant 1	0.50	10,127		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>

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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 (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>

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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 (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

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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 (Operations)</b>													
525630	Maintenance & Repairs Services-Vehicles		4,000		0		0		0		0		4,000
525640	Maintenance & Repairs Services-Equipment		137,120		0		0		0		0		137,120
525710	Equipment Rental		3,000		0		0		0		0		3,000
525720	Rentals - Land & Building		14,000		0		0		0		0		14,000
525740	Capital Lease Payments-Furniture & Equipment		27,800		0		0		0		0		27,800
526200	Ads & Legal Notices		4,480		0		0		0		0		4,480
526310	Printing Services		34,300		0		0		0		0		34,300
526320	Typesetting & Reprographics Services		300		0		0		0		0		300
526410	Telephone		28,032		0		0		0		0		28,032
526420	Postage		800		0		0		0		0		800
526430	Catalogues & Brochures		2,000		0		0		0		0		2,000
526500	Travel		7,300		0		0		0		0		7,300
526510	Mileage Reimbursement		6,160		0		0		0		0		6,160
526610	Disposal Operations		5,059,114		0		0		0		0		5,059,114
526611	Disposal Operations-Transportation		9,738,578		0		0		0		656,250		10,394,828
526612	Disposal Operations-Landfill Disposal		19,790,622		0		0		0		1,093,750		20,884,372
526613	Disposal Operations-Hazardous Material		1,588,000		0		0		0		0		1,588,000
526700	Temporary Help Services		30,000		0		0		0		0		30,000
526800	Training, Tuition, Conferences		55,650		0		0		0		0		55,650
526910	Uniform Supply & Cleaning Services		49,800		0		0		0		0		49,800
526911	Disposal Protective Gear		80,000		0		0		0		0		80,000
528100	License, Permits, Payments to Other Agencies		17,875		0		0		0		0		17,875
528310	Real Property Taxes		350		0		0		0		0		350
529500	Meetings		500		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>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>



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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 (Engineering &amp; Analysis)</b>													
<i>Personal Services</i>													
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>

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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 (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>

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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>516,622</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>													
<i>Personal Services</i>													
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		2,890,523
<b>SOLID WASTE REVENUE FUND:Landfill Closure Account</b>													
<b>Total Requirements</b>			10,347,500		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		1,780,000
<b>SOLID WASTE REVENUE FUND:Renewal &amp; Replacement Account</b>													
<b>Total Requirements</b>			570,000		0		0		0		0		570,000
<b>SOLID WASTE REVENUE FUND:General Account</b>													
<b>Total Requirements</b>			440,610		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		933,013
<b>SOLID WASTE REVENUE FUND:General Expenses</b>													
<b>Total Interfund Transfers</b>			4,167,887		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  
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>Rehabilitation &amp; Enhancement Fund</b>													
<u>Materials &amp; Services</u>													
<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, Tuition, 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	5,000		36,030
<b>OREGON CITY ACCOUNT</b>													
528100	License, Permits, Payments to Other Agencies		178,368	0	0	0	0	0	0	15,000	15,000		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>20,000</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>
<u>Contingency and Unappropriated Balance</u>													
599999	Contingency		334,533	0	0	0	0	0	0	(20,000)	(20,000)		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>(20,000)</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**

<b>SOLID WASTE REVENUE FUND (continued)</b>	<b>Current Appropriation</b>	<b>PERS Calculation</b>	<b>TDM Program Costs</b>	<b>Personnel Costs</b>	<b>Operational Needs</b>	<b>Proposed Appropriation</b>
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
<b>Total Fund Requirements</b>	<b>2,844,201</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,844,201</b>

**ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED**

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

## 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	\$28,688

**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

Meeting Date: May 12, 1994  
Agenda Item No. 7.2

ORDINANCE NO. 94-539





**METRO**

DATE: May 5, 1994

TO: Metro Council  
Executive Officer  
Agenda Recipients

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

RE: AGENDA ITEM NO. 7.2; ORDINANCE NO. 94-539

The Finance Committee will consider the above-referenced ordinance on May 11, 1994, and the committee reports will be distributed to Councilors on May 12 and available at the Council meeting on that date.

## PLANNING COMMITTEE REPORT

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

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Date: May 5, 1994

Presented By: Councilor Moore

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

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

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

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

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

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

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

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

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

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Planning Fund</b>							
528100	License, Permits, Payments to Other Agencies		2,585,940		353,104		2,939,044
529500	Meetings		20,160		3,000		23,160
529800	Miscellaneous		750		0		750
525740	Capital Lease-Furniture & Equipment		267,122		4,900		272,022
<b>Total Materials &amp; Services</b>			<b>6,923,002</b>		<b>506,011</b>		<b>7,429,013</b>
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		39,500		16,520		56,020
<b>Total Capital Outlay</b>			<b>39,500</b>		<b>16,520</b>		<b>56,020</b>
<u>Interfund Transfers</u>							
581513	Trans. Indirect Costs to Bldg. Fund-Regional Center		275,152		0		275,152
581610	Trans. Indirect Costs to Support Svcs. Fund		1,005,862		0		1,005,862
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Gen1		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**



## 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 Svcs							
	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

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

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

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

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

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

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



**METRO**

March 25, 1994

TO: Larry Sprecher

FROM: Michelle Cliné, Personnel Analyst

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

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

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

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

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

cc: Paula Paris  
Kathy Rutkowski



Planning Department  
High Capacity Transit Section

January 1994  
Page 1 of 2

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## ***Personnel Request***

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

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### **Action Requested**

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

### **Incumbent**

Gina Whitehill-Baziuk.

### **Duties and Responsibilities**

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

### **Justification**

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

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.

Planning Department

January 1994

High Capacity Transit Section

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Budget Impact

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

PROSUP.REQ  
March 16, 1994

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## ***Personnel Request***

***Fiscal Year 1993-94***

### **Action Requested**

Reclassify the Management Technician to a Assistant Management Analyst.

### **Incumbent**

None

### **Duties and Responsibilities**

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

### **Justification**

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

Planning Department

January 1994

Administration Section

Page 2 of 2

Budget Impact

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

ASSTMG.T.REQ  
March 16, 1994

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## **Personnel Request**

**Fiscal Year 1993-94**

### **Action Requested**

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

### **Incumbent**

None.

### **Duties and Responsibilities**

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

### **Justification**

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

Planning Department

January 1994

High Capacity Transit Section

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Budget Impact

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

ASSOCTP.REG  
March 16, 1994



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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.

Planning Department

January 1994

High Capacity Transit Section

Page 2 of 2

Budget Impact

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

ASSTPI.REQ  
March 16, 1994

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**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