

A G E N D A

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
 TEL 503 797 1700 | FAX 503 797 1797



METRO

MEETING: METRO COUNCIL REGULAR MEETING
DATE: March 23, 1995
DAY: Thursday
TIME: 7:00 p.m.
PLACE: Council Chamber

<u>Approx. Time *</u>		<u>Presenter</u>	<u>Lead Councilor</u>
7:00 PM	CALL TO ORDER AND ROLL CALL		
(5 min.)	1. INTRODUCTIONS		
(5 min.)	2. CITIZEN COMMUNICATIONS		
(5 min.)	3. EXECUTIVE OFFICER COMMUNICATIONS		
	4. CONSENT AGENDA		
7:15 PM (5 min.)	4.1 Consideration of Minutes for the March 16, 1995 Metro Council Meeting.		
	5. RESOLUTIONS		
7:20 PM (10 min.)	5.1 Resolution No. 95-2105 , For The Purpose Of Confirming Nominations To The Newly Established Regional Parks And Greenspaces Advisory Committee.	Huie	Washington
7:30 PM (10 min.)	5.2 Resolution No. 95-2110 , For The Purpose Of Authorizing The Executive Officer To Execute Change Order No. 17 To The Metro Central Station Operations Contract To Make Improvements To The Truck Wash Water Reuse System..	Burton Watkins	McLain
7:40 PM (10 min.)	5.3 Resolution No. 95-2111 , For The Purpose Of Authorizing Issuance Of A Request For Proposals For Construction Quality Assurance Services Required For The Closure Of The St. Johns Landfill.	Burton Watkins	McLain
7:50 PM (10 min.)	5.4 Resolution No. 95-2119 , For The Purpose Of Expressing Support For The National Americorps Program.		Washington

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* All times listed on the agenda are approximate; items may not be considered in the exact order listed.

Approx. Time *		<u>Presenter</u>
8:00 PM (10 min.)	5.5 Resolution No. 95-2118 , For The Purpose Of Selecting The Use Of A Request For Proposals As The Preferred Approach To Determine The Long Term Disposition Of Waste Received At The Forest Grove Transfer Station.	Burton Watkins McLain
	6. INFORMATIONAL ITEMS	
8:10 PM (30 min.)	6.1 Discussion of MCCI Work Plan	Shioishi Buhler McLain
8:40 PM (10 min.)	7. COUNCILOR COMMUNICATIONS	
8:50 PM (10 min.)	8. LEGISLATIVE ITEMS	
9:00 PM	ADJOURN	

* All times listed on the agenda are approximate; items may not be considered in the exact order listed.

AGENDA ITEM 5.1
Meeting Date: March 23, 1995

Resolution No. 95-2105

**For The Purpose of Confirming Nominations To the Newly Established Regional Parks and Greenspaces
Advisory Committee.**

STAFF REPORT

FOR THE PURPOSE OF CONFIRMING NOMINATIONS TO THE NEWLY ESTABLISHED REGIONAL PARKS AND GREENSPACES ADVISORY COMMITTEE

March 2, 1995

Presented by: Charles Ciecko and Mel Huie

REQUESTED ACTION

Confirmation of nominees to the Regional Parks and Greenspaces Advisory Committee. The nominations are forwarded to the Council by the Executive Officer.

FACTUAL BACKGROUND AND ANALYSIS

Metro's Regional Parks and Greenspaces Department was established in January 1994. At that time, Multnomah County's Park Services Division merged with Metro's Greenspaces program. A consolidated program under Metro included park and open space ownership, operations, maintenance, and "on the ground" experience in addition to regional open space planning (e.g. Greenspaces Master Plan).

The new Regional Parks and Greenspaces Advisory Committee was established on October 13, 1994 by Resolution No. 94-2026A. The purpose of the committee is to continue and increase citizen involvement and participation in the new department and to advise Metro staff, the Executive Officer and Council on regional parks and greenspaces issues. The new committee replaced the Greenspaces Policy Advisory Committee which was essentially composed of locally elected officials. The new committee is citizens based.

Appointments to the new committee must be forwarded by the Executive Officer for Council confirmation. The charge of the committee and term limits of its members are listed in Exhibit A.

Metro received 44 applications for the 11 positions. The quality of the applicants, including their experience, and commitment to greenspaces/open space protection, is exceptional. For those persons not nominated for the new advisory committee, Parks and Greenspaces staff will try to find other advisory roles (e.g. Regional Trails and Greenways Working Group) and volunteer opportunities for them.

STAFF RECOMMENDATION

Staff recommends confirmation of the nominees forwarded to the Council by the Executive Officer. See Exhibit B for list of nominees.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 95-2105.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CONFIRMING)
NOMINATIONS TO THE REGIONAL)
PARKS AND GREENSPACES)
ADVISORY COMMITTEE)

RESOLUTION NO. 95-2105
INTRODUCED BY THE
EXECUTIVE OFFICER

WHEREAS, there is a need for a citizens based committee to advise the Metro Executive Officer and Council on issues and programs related to the Regional Parks and Greenspaces Department; and

WHEREAS, the new Regional Parks and Greenspaces Advisory Committee, established by Resolution No. 94-2026A on October 13, 1994, will play a major role in continuing and increasing public involvement for Metro's Regional Parks and Greenspaces Department, and which duties are listed in Exhibit A attached hereto; and

WHEREAS, the Metro Greenspaces Policy Advisory Committee (GPAC) was sunseted at the end of 1994 and has completed its major tasks of developing a Greenspaces Master Plan and making recommendations to the Metro Council for a second Greenspaces bond measure; and

WHEREAS, the new Regional Parks and Greenspaces Advisory Committee replaces the Greenspaces Policy Advisory Committee (GPAC); and

WHEREAS, Resolution No. 94-2026A which established the new Regional Parks and Greenspaces Advisory Committee requires Council confirmation of nominees to it.

BE IT RESOLVED,

1. That the Metro Council hereby confirms the nominees as listed in Exhibit B attached hereto to the Regional Parks and Greenspaces Advisory Committee.

ADOPTED BY THE METRO COUNCIL, this _____ day of _____, 1995.

006
J. Ruth McFarland, Presiding Officer

EXHIBIT A

1. The Regional Parks and Greenspaces Advisory Committee (hereinafter referred to as "advisory committee") shall review the Regional Parks and Greenspaces Department's policies, programs, plans and annual budget request. The advisory committee may take public comment at its meetings prior to making its recommendations to Metro. Recommendations from the advisory committee will be delivered to the Executive Officer and Council by the Director of the Regional Parks and Greenspaces Department and/or the chair of the advisory committee.
2. The advisory committee shall review and advise Metro on policies and strategies related to implementing the goals and objectives of the Greenspaces Master Plan.
3. The advisory committee shall review and advise Metro on policies and strategies related to land acquisition and capital improvement activities of a regional Greenspaces Bond Measure (if voters approve a measure).
4. The advisory committee shall review and advise the Metro Council on the annual budget request of the Regional Parks and Greenspaces Department.
5. The advisory committee shall make recommendations related to the management and operations of Regional Parks and Greenspaces.
6. The advisory committee will meet at least four times per fiscal year (July 1 - June 30), and more often if requested by the Director of Metro's Regional Parks and Greenspaces Department.
7. The advisory committee will coordinate its review of Regional Parks and Greenspaces policies, programs and plans with the existing Greenspaces Technical Advisory Committee (GTAC). GTAC consists of park planners and staff from local, state, and federal park providers, and nonprofit environmental organizations. GTAC will meet no less than four times per fiscal year, and more often if requested by the Director of Metro's Regional Parks and Greenspaces Department.
8. The advisory committee shall be composed of **11 voting members and 1 non-voting member (e.g. Metro Councilor who will serve in an ex-official office capacity)**. Nominations, except for the ex-official office Metro Council member, shall be made by the Executive Officer and require Council confirmation. The ex-official office Metro Council member shall be appointed by the Presiding Officer for a two year term.
 - a) Seven voting members (one residing in each of the seven Metro Council districts) from within Metro' boundaries.
 - b) One voting member residing in Clackamas County, but outside of Metro's boundaries.
 - c) One voting member residing in Multnomah County, but outside of Metro's boundaries.

- d) One voting member residing in Washington County, but outside of Metro's boundaries.
 - e) One voting member residing in Clark County (to retain the bi-state nature of the Greenspaces planning effort).
9. The chair of the advisory committee will come from the voting membership of the committee. The first chair shall be designated by the Executive Officer and confirmed by the Council. The first chair shall serve a one year term. After this period, the committee shall elect its chair from its membership. Election will be by a majority vote. The chair will be elected on an annual basis.
10. Members of the advisory committee shall serve the following term durations:
- a) Metro Council Districts #1, #3, #5 and #7 shall serve 2 years for the initial appointments. Succeeding terms shall last 3 years.
 - b) Metro Council Districts #2, #4, and #6 shall serve 3 years.
 - c) Multnomah County, but outside of Metro boundaries, member shall serve ~~3 years~~ 1 year.
 - d) Clackamas County, but outside of Metro boundaries, member shall serve ~~3 years~~ 1 year.
 - e) Washington County, but outside of Metro boundaries, member shall serve ~~3 years~~ 1 year.
 - f) Clark County member shall serve ~~3 years~~ 1 year.
 - g) Metro Councilor (ex-official ~~officio~~ member) shall serve ~~3~~ 2 years.
11. Advisory committee members shall serve no more than two consecutive terms. To serve a second term: members must reapply; must be re-nominated by the Executive Officer; and re-confirmed by the Council to serve an additional term. ~~Initial terms of 1 year shall not be considered a "full-term."~~
12. If a vacancy occurs in any position, the Executive Officer shall appoint a new member who resides in the geographic area of that position. The member must be confirmed by the Council. The new member shall complete the uncompleted duration of the term for that position. The new member can only be reappointed to one additional full term.
13. A quorum of the advisory committee shall be a majority of the filled voting positions at the time of the meeting. (e.g. if nine positions are filled and two positions are vacant, 5 is a quorum).
14. Any advisory committee member who intends to resign shall write a letter to the Chair of the committee and Director of the Regional Parks and Greenspaces Department. The reason for the resignation and effective date shall be stated in the letter.

15. Any member missing three consecutive meetings (for any reason other than personal and/or family illness) in effect has resigned from the committee. A vacancy will automatically occur and a new member will be appointed by the Executive Officer and confirmed by the Council.
16. The advisory committee, if it chooses, may adopt rules of procedure.
17. The Regional Parks and Greenspaces Department will staff the advisory committee.

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Updated 10-7-94

EXHIBIT B

REGIONAL PARKS AND GREENSPACES ADVISORY COMMITTEE
Metro Regional Parks and Greenspaces Department

Nominations Forwarded by the Executive Officer
to the Council for Confirmation

1. **Bob Akers:** Teacher / 40-Mile Loop Land Trust, President / Gresham Parks Advisory Board / Powell Butte Nature Park, Metro Regional Trails and Greenways Working Group
(Chair)
2. **Ivy Frances:** Citizen Participation Organization (CPO) Leader / Volunteer for The Nature Conservancy / Soil and Water Conservation District Staff / Portland Bureau of Environmental Services / Greenspaces Restoration Grants Volunteer
3. **John Griffiths:** Manager at Intel / Volunteer with Conservation and Environmental Organizations / Habitat for Humanity / Park Worker with National Park Service and Local Park Agencies
4. **Mary Vogel:** Self-employed / Native Plant Society of Oregon / Friends Groups Member / Environmentalist / Environmental Education Volunteer / Portland Audubon Society
5. **J. Michael Reid:** Self-employed / Alameda and Irvington Neighborhood Associations / N.E. Neighborhood Gardens Project / 4-H Leader and Volunteer
6. **Lynn Wilson:** Teacher at Milwaukie High School / Columbia Slough Watershed Committee / Environmental Education Background / Green City Data Project
7. **Katherine Diack:** Social Services Careers / Friends of Marquam Park / Volunteer Portland Parks /
8. **Ric Buhler:** Bull Run Community Association / Metro Citizen Involvement Committee / Bull Run Trolley Trail Project Coordinator

9. Susan Fry: Guardians of Larch Mt. / Sierra Club / Metro Citizen Involvement Committee / Worked on Multnomah Co. Goal 5 Process as Citizen / East County Neighborhood Association
10. Faun Hosey: Jackson Bottom Steering Committee / Friends of Historic Hillsboro Helvetia Community Association / Green City Data Project
11. Julie Garver: Vancouver City Employee - Marshall House, Officers' Row Neighborhood Activities / Housing Authority Citizens Advisory Committee

The advisory committee consists of 11 members: one member from each Council district; one member from Clackamas County outside of Metro; one member from Multnomah County outside of Metro; one member from Washington County outside of Metro; and one member from Clark County to continue the bi-state greenspaces planning effort.

Metro Council (ex-officio)

Councilor Ed Washington
Metro, District 5
600 N.E. Grand, Portland, OR 97232
(503) 797-1546

Staff Contacts

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Metro
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(503) 797-1843

FAX (503) 797-1849

Mel Huie, Senior Regional Planner
Metro
Regional Parks and Greenspaces
600 N.E. Grand, Portland, OR 97232
(503) 797-1731

FAX (503) 797-1849

AGENDA ITEM 5.2
Meeting Date: March 23, 1995

Resolution No. 95-2110

**For The Purpose of Authorizing The Executive Officer To Execute Change Order No. 17 To The Metro
Central Station Operations Contract To Make Improvements to The Truck Wash Water Reuse System.**

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 95-2110 FOR THE PURPOSE OF AUTHORIZING THE EXECUTIVE OFFICER TO EXECUTE CHANGE ORDER NO. 17 TO THE METRO CENTRAL STATION OPERATIONS CONTRACT TO MAKE IMPROVEMENTS TO THE TRUCK WASH WATER REUSE SYSTEM

Date: March 2, 1995

Presented by: Jim Watkins

PROPOSED ACTION

Adopt Resolution No. 95-2110.

FACTUAL BACKGROUND AND ANALYSIS

In May 1994, Metro entered into an agreement with the operator of the Metro Central Station to install a truck washing facility designed to reduce water use and substantially reduce or eliminate the discharge of wastewater from the truck wash to the sewer system. The operator had a corporate working relationship with Landa who is a leading manufacturer in pressure washers and water cleaning systems.

A water treatment system at a transfer station the size of Metro Central was considered by all parties experimental because of the level and potential variety of contaminants that would enter the system from the garbage trucks. After several months of negotiations a system design and a cost of \$51,000 was agreed upon between all parties.

After several months of experimental operation it appears several modifications to the original design are necessary for the successful operation of the system. The amount of solids and contaminants during the peak operating periods overloaded the original filtration systems capabilities. As a result several modifications have been installed that have solved the problems during a two week test period conducted in January. Staff believe that the modified design will prove successful, however there is still concern that during the summer months additional problems may arise due to increase usage and warm weather. As a result Landa has agreed to remove the entire system at no cost to Metro if the system is not acceptable during the summer.

The modifications are:

- Two additional clarifier tanks and stands
- One vault pump and stand
- ORP\PH controller and sensors
- Omega surge tank and pump assembly
- A cartridge filter canister and plumbing
- Fresh water/recycle switch system

These modifications could not have been anticipated during the original negotiations, therefore staff has negotiated a split in the actual costs for the modifications between Metro and Landa for all the modifications except the fresh water/recycle switch system of which Metro will pay the entire amount of approximately \$1,500. The proposed system will allow the Metro Central Contractor to use the recycled water on the wood process line, after it has been filtered and treated, thus minimizing the facility's use of fresh water. Change Order No. 17, which is attached, will make the above modifications.

BUDGET IMPACT

The cost to Metro for the modifications is \$11,500 and these funds are budgeted in the current fiscal year. Annual savings from installation of the reuse system are approximately \$27,000 due to the avoidance of sewerage charges.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 95-2110.

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BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING THE) RESOLUTION NO. 95-2110
EXECUTIVE OFFICER TO EXECUTE)
CHANGE ORDER NO. 17 TO THE METRO) Introduced by Mike Burton,
CENTRAL STATION OPERATIONS) Executive Officer
CONTRACT TO MAKE IMPROVEMENTS TO)
THE TRUCK WASH WATER REUSE SYSTEM)

WHEREAS, In order to conserve water and save money, Metro recently installed a water reuse system at the truck wash at Metro Central Station which is used to wash commercial customers' vehicles; and

WHEREAS, For the reasons explained in the accompanying staff report certain modifications, as contained in EXHIBIT "A", are required to ensure proper operation of the system; and

WHEREAS, The Metro Code requires Council approval for a change order to a contract originally subject to Council approval now therefore,

BE IT RESOLVED,

That the Metro Council authorizes the Executive Officer to execute Change Order No. 17 to the Metro Central Station Operations Contract No. 901584 which is attached as EXHIBIT "A".

ADOPTED by the Metro Contract Review Board this _____ day of _____, 1995.

J. Ruth McFarland, Presiding Officer

EXHIBIT "A"

CHANGE ORDER NO. 17
METRO CONTRACT NO. 901584

MODIFICATION TO THE CONTRACT BETWEEN
METRO AND TRANS INDUSTRIES, ENTITLED
"1989 METRO CENTRAL TRANSFER STATION OPERATIONS AGREEMENT"

A. Purpose of Change Order

The purpose of this Change Order is to modify the terms under which Trans Industries will make improvements to the water reuse system recently installed at the truck wash at Metro Central Station.

B. Terms of Change Order

Contractor shall purchase and install the additional equipment listed below by May 31, 1995, for a price not to exceed \$11,500:

- Two additional clarifier tanks and stands
- One vault pump and stand
- ORP\PH controller and sensors
- Omega surge tank and pump assembly
- A cartridge filter canister and plumbing
- Fresh water/recycle switch system

TRANS INDUSTRIES, INC.

METRO

By: _____

By: _____

Print Name, Title

Print Name, Title

Date

Date

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AGENDA ITEM 5.3
Meeting Date: March 23, 1995

Resolution No. 95-2111

**For The Purpose Of Authorizing Issuance Of A Request For Proposals For Construction Quality Assurance
Services Required For The Closure Of The St. Johns Landfill.**

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 95-2111 FOR THE PURPOSE OF AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS FOR CONSTRUCTION QUALITY ASSURANCE SERVICES REQUIRED FOR THE CLOSURE OF THE ST. JOHNS LANDFILL AND AUTHORIZING THE EXECUTIVE OFFICER TO EXECUTE A CONTRACT WITH THE MOST QUALIFIED PROPOSER

Date: March 7, 1995

Presented by: Jim Watkins

PROPOSED ACTION

Adopt Resolution No. 95-2111.

FACTUAL BACKGROUND AND ANALYSIS

Metro began construction activities for the closure of the St. John's Landfill in late 1991 with a soil procurement project. This was followed by two additional projects which resulted in final closure of Subareas 1, 2, and 3. Construction management services for these projects were provided by the engineering firms who prepared the construction plans and specifications for the projects under a contract entered into in 1990. In 1994, the Metro Council approved a change order to the design and construction management contract to fund construction management services through the completion of Subarea 3. At that time, Staff indicated that open competitive proposals would be requested for these services for Subareas 4 and 5. The engineering firm which designed the closure improvements will be retained to provide interpretation of the construction documents.

Metro has assumed as much of the responsibility for construction quality assurance at St. Johns Landfill as staff levels permit. There still remains a need for specialized engineering services to:

- > Inspect off-site borrow sources for imported soils
- > Inspect imported soils for compliance with specifications
- > Evaluate existing topsoil and low permeable soil on St. Johns Landfill to decide how much can be recycled
- > Inspect subgrade embankment application and compaction
- > Inspect application and compaction of low permeable soil layer to ensure that it complies with DEQ mandates
- > Inspect and test plastic geomembrane to detect any damage and leaking seams
- > Inspect soil layers above the geomembrane
- > Inspect the construction of the gas collection system
- > Inspect construction of the condensate collection system
- > Inspect the construction of the stormwater collection system

- > Review submittals from the construction contractor
- > Evaluate proposals submitted by construction contractor for changes in the work
- > Prepare voluminous construction certification report required by DEQ

The request for proposals prepared for this work requests information on the experience and qualifications of the firms as well as the cost of their services. The proposals received will be evaluated based on the firm's qualifications, firm and staff experience on similar projects, and cost.

BUDGET IMPACT

The construction management services for the St. Johns Landfill for the current fiscal year can be accomplished within the \$550,000 budgeted for engineering services for the 1994-1995 fiscal year. Similar amounts have been proposed for the coming fiscal year. The authorization for work after June 30, 1995 will be determined by the Metro Council through the annual budget process.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 95-2111.

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BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING) RESOLUTION NO. 95-2111
ISSUANCE OF A REQUEST FOR PROPOSALS)
FOR CONSTRUCTION QUALITY ASSURANCE) Introduced by Mike Burton
SERVICES REQUIRED FOR THE CLOSURE OF) Executive Officer
THE ST. JOHNS LANDFILL AND AUTHORIZING)
THE EXECUTIVE OFFICER TO EXECUTE A)
CONTRACT WITH THE MOST QUALIFIED)
PROPOSER)

WHEREAS, Metro needs construction quality assurance services to ensure proper completion of the closure of the St. Johns Landfill; and

WHEREAS, As described in the staff report it is desirable to select a firm to provide these services by an open and competitive process; and

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

BE IT RESOLVED,

1. That the Metro Council authorizes issuance of RFP # 95-5-SW for Construction Quality Assurance Services at the St. Johns Landfill.
2. That the Metro Council, pursuant to Section 2.04.033 (b) of the Metro Code, authorizes the Executive Officer to execute a contract with the most qualified and cost effective proposer in accordance with the requirements of the Metro Code.

ADOPTED by the Metro Council this _____ day of _____, 1995.

J. Ruth McFarland, Presiding Officer

ATTACHMENT A

REQUEST FOR PROPOSALS
FOR
CONSTRUCTION QUALITY ASSURANCE SERVICES
RELATED TO
ST. JOHNS LANDFILL CLOSURE IMPROVEMENTS

RFP #95R - 5 - SW

March 1995

Metro
Solid Waste Department
600 NE Grand Avenue
Portland, OR 97232
(503) 797-1650

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**REQUEST FOR PROPOSALS
FOR
ENGINEERING SERVICES RELATED TO
ST. JOHNS LANDFILL CLOSURE IMPROVEMENTS**

I INTRODUCTION

Metro is requesting proposals for construction quality assurance (CQA) services for the final phase of the closure of the St. Johns Landfill. These services will include: construction quality assurance, construction inspection, materials testing, geotechnical engineering and surveying. The firm selected will be responsible for preparing the annual construction quality assurance documentation required for this project. The closure of Subareas 4 and 5 is scheduled for completion in November 1996.

The proposals will be due on _____, _____, 1995., in Metro's Solid Waste Department at 600 N.E. Grand Avenue, Portland, Oregon 97232 to the attention of Paul Ehinger, Senior Engineer. Details concerning the project and proposal are contained in this document. The attached Scope of Work lists tasks to be performed.

II. BACKGROUND/HISTORY OF PROJECT

Metro assumed responsibility for operation of the St. Johns Landfill in 1980. Planning for closure of the Landfill was begun in 1988 with the preparation of a closure plan. An Engineering firm was retained and final design of the closure started in 1990. Construction began with a soils procurement contract in late 1991, followed by closure of Subareas 1, 2 and 3, in 1992, 1993 and 1994 respectively. To date, approximately 157 acres of the landfill have received final cover. A motor blower flare has been installed to burn landfill gas.

Final cover will be constructed over remaining 69 acres of the landfill during 1995 and 1996. The portion of the landfill to be closed includes Subareas 4 & 5, and Subarea 5A. The construction includes stripping and stockpiling of existing topsoil; final grading of site; procurement and placement of a low permeable soil barrier and installation of a 40 mil HDPE geomembrane. Layers of sand and topsoil will be placed over the liner and a cover crop will be planted. Storm drainage facilities include ditches, swales, culverts and a sedimentation basin. Landfill gas collection control facilities including wells, trenches, piping, and condensate pump stations are also included in the project.

Metro will have overall responsibility for construction quality assurance for the project. Metro's Construction Coordinator will be the main point of contact between Metro and the Contractor. Metro plans to have two engineers at the landfill during construction as well as other construction staff members as required to fulfill its responsibilities during construction. In addition, Metro also has staff at the landfill to operate the completed portions of the gas system and to maintain areas which have already been closed.

III. PROPOSED SCOPE OF WORK/SCHEDULE

Metro is seeking proposals from qualified firms to provide Construction Quality Assurance (CQA) services for the Closure of Subareas 4 & 5 (SA 4&5) at the St. Johns Landfill. These services are necessary to implement Metro's Construction Quality Assurance Plan for the Closure of Subareas 4 and 5. The services to be provided are described in the CQA Plan, a draft of which is included with this request for proposals. While the CQA Plan identifies specific positions to perform specific tasks. Firms may recommend different staffing arrangements which accomplish the same tasks more efficiently.

The following are a brief outline of the services required.

Provide personnel to perform the duties of the following positions as described in the CQA Plan:

- CQA Officer
- CQA Inspectors
- Resident Geotechnical Engineer

Provide Materials Testing Services as Required by the CQA Plan and the Specifications including:

- Soils testing
- Testing of the geomembrane and other geosynthetics

Other Services which may be required:

- Surveying"

At the completion of each construction season, the selected CQA Firm will be required to prepare a Certificate of Construction and Final Report which documents the year's construction. This material will be provided to the Oregon Department of Environmental Quality to document that proper CQA procedures were followed during construction.

The construction documents for the Closure of Subareas 4 and 5 call for the closure of Subarea 5 prior to November 15, 1995, and closure of Subarea 4 by November 15, 1996. The contractor has the option, subject to Metro's approval, to complete the closure of both subareas during the 1995 construction season. The length of the CQA firm's contract will vary with the length of the construction contract.

The CQA Officer will share office space with Metro's construction staff at the St. Johns Landfill. A separate trailer or shed will be set up on-site by the Construction Contractor for the use of the CQA Firm for testing and storage of samples. This building will have minimum dimensions of 8 feet by 20 feet, and will be available for the duration of construction activities.

IV. QUALIFICATIONS/EXPERIENCE

The successful Proposer must possess experience with construction quality assurance on similar landfill closure projects or landfill construction projects involving the use of geomembranes. The qualification categories of major interest to Metro include a Proposer's experience with: construction observation for the installation of final landfill covers; familiarity with the use of geomembranes; geotechnical engineering for landfill construction or closure, and the project teams experience in materials testing.

Preference will also given to those who have dealt with sites with similar climatological and geographical conditions.

V. PROJECT ADMINISTRATION

Metro's project manager and contact for this project is Mr. Paul Ehinger, Senior Engineer, in the Engineering and Analysis Department. The Metro executive staff and Council are involved in review and final approval of the project.

Proposals must identify a single person as project manager to work with Metro. The project manager shall be a Professional Engineer, registered in the State of Oregon. The contractor must assure responsibility for any subcontracted work and shall be responsible for the day-today direction and internal management of the project. The prime contractor shall have, or be capable of obtaining, professional liability insurance, general liability insurance, business automobile insurance, and workers' compensation insurance covering the services to be performed, as shown in the attached Personal Services Agreement. Metro shall be an additional insured.

VI. PROPOSAL INSTRUCTIONS

- A. Submission of Proposals. Ten (10) copies of the proposal shall be furnished to Metro addressed to:

Paul Ehinger, Senior Engineer
Metro Solid Waste Department
600 N.E. Grand Avenue
Portland, OR 97232

- B. Deadline. Proposals will not be considered if received after 5:00 p.m., _____, _____, 1995.

- C. RFP as Basis for Proposals. This RFP presents the most definitive statement Metro will make concerning information upon which proposals are to be based. Any verbal information which is not contained in this RFP will not be considered by Metro in evaluating the proposals. All questions relating to the RFP, or the project must be submitted in writing to Paul Ehinger,

Senior Engineer. Any questions which in the opinion of Metro warrant a written reply or RFP amendment will be furnished to all parties receiving a copy of this RFP.

D. Minority and Women-Owned Business Program

In the event that any subcontracts are to be utilized in the performance of this agreement, the proposer's attention is directed to Metro Code provisions 2.04.100 & 200.

Copies of that document are available from the Procurement and Contracts Division of General Services, Metro, Metro Center, 600 NE Grand Avenue, Portland, OR 97232 or call (503) 797-1717.

VII. PROPOSAL CONTENTS

Contents of the proposal shall be as follows:

- A. Transmittal Letter. Indicate who will be assigned to the project, who will be the project manager, and that the proposal will be valid for ninety (90) days after the submittal date.
- B. Project Workplan. Describe how the tasks in the CQA Plan will be performed and any recommended modifications to the CQA Plan. The workplan shall describe the staffing required for construction over a two year period and over a one year period.
- C. Staffing/Project Manager Designation. Identify specific personnel assigned to major project tasks, their roles in relation to the work required, and special qualifications they may bring to the project if not described below.

Metro intends to award this contract to a single firm or joint venture to provide the services required. Proposals must identify a single person as project manager to work with Metro. The project manager shall be a Professional Engineer, registered in the State of Oregon.

Designate which tasks will be done by subcontractors.

- D. Individuals' Experience. Identify previous experience of the persons on the proposed team who have performed work similar to that required for this project. Include resumes of the individuals proposed for this project team.
- E. Firm/Team's Experience. Include a representative list of projects that the proposing firm/team has conducted in the past three (3) years that are similar to the work required for this project. Include a description of each project and its scope (work tasks and project cost). For each project, include the name of the contact person, his/her title, role on the project, and telephone number.

F. **Costs.** The Proposal shall include an estimate of costs for both a one and a two year construction period. The estimate shall be broken down into the following categories and shall clearly indicate the hourly rates of the personnel assigned:

1. On-Site CQA Services (Do not include surveying)
2. Materials Testing
 - a. Soils Testing
 - b. Testing of Geosynthetics
3. Office Support Including Project Management
4. Schedule of Charges including Surveying

The Proposer shall provide a copy of the cost estimate on a spreadsheet in either Excel or Lotus 123 on a 3.5" floppy disk along with the proposal.

G. **Exceptions and Comments.** To facilitate evaluation of proposals, Metro wishes that all responding firms adhere to the format outlined within this RFP.

Firms wishing to take exception to, or comment on the Personal Services Agreement language or any other aspect in this RFP are encouraged to document their concerns in this part of their proposal. Exceptions or comments should be succinct, thorough, and organized.

VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

A. **Limitation and Award.** This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to accept or reject any or all proposals received as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this RFP.

B. **Contract Type.** Metro intends to award a Personal Services Agreement contract with the selected firm for this project. A copy of the standard form contract which the successful contractor will be required to execute is included as an attachment.

C. **Billing Procedures.** Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Metro before reimbursement of the services can occur. A monthly billing, accompanied by a progress report, will be prepared for review and approval.

D. **Validity Period and Authority.** The proposal shall be considered valid for a period of at least ninety (90) days after the required submittal date and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Metro is evaluating the proposal.

IX. EVALUATION OF PROPOSALS

- A. **Evaluation Procedure.** Proposals received that conform to the Proposal Instructions section will be evaluated. Proposals that are incomplete or do not conform to the Proposal Instructions will not be evaluated. An evaluation of the proposals will take place using criteria identified in the following section. The evaluation process will result in Metro developing a short list of the firms who, in its opinion, are most qualified. Interviews with these firms may be requested prior to final selection of one firm.

EVALUATION CRITERIA

Evaluation Criteria. This section provides a brief description and weighing of the criteria which will be used in the evaluation of the proposals submitted to accomplish the work as described in the RFP

PROJECT WORKPLAN/APPROACH (30 Points)

Demonstration of understanding of the Scope of Work (including work schedule deadlines) and responsiveness of the proposal to the Scope of Work.

Completeness of response

Clarity, conciseness and understandability

PROJECT STAFFING EXPERIENCE (50 Points)

Qualifications and favorable references indicating the expertise of the project team including the project manager, assigned individuals, and any sub-contractors on similar landfill closure projects.

COST PROPOSAL (20 Points)

Cost

TOTAL POSSIBLE POINTS - 100

LIST OF ATTACHMENTS

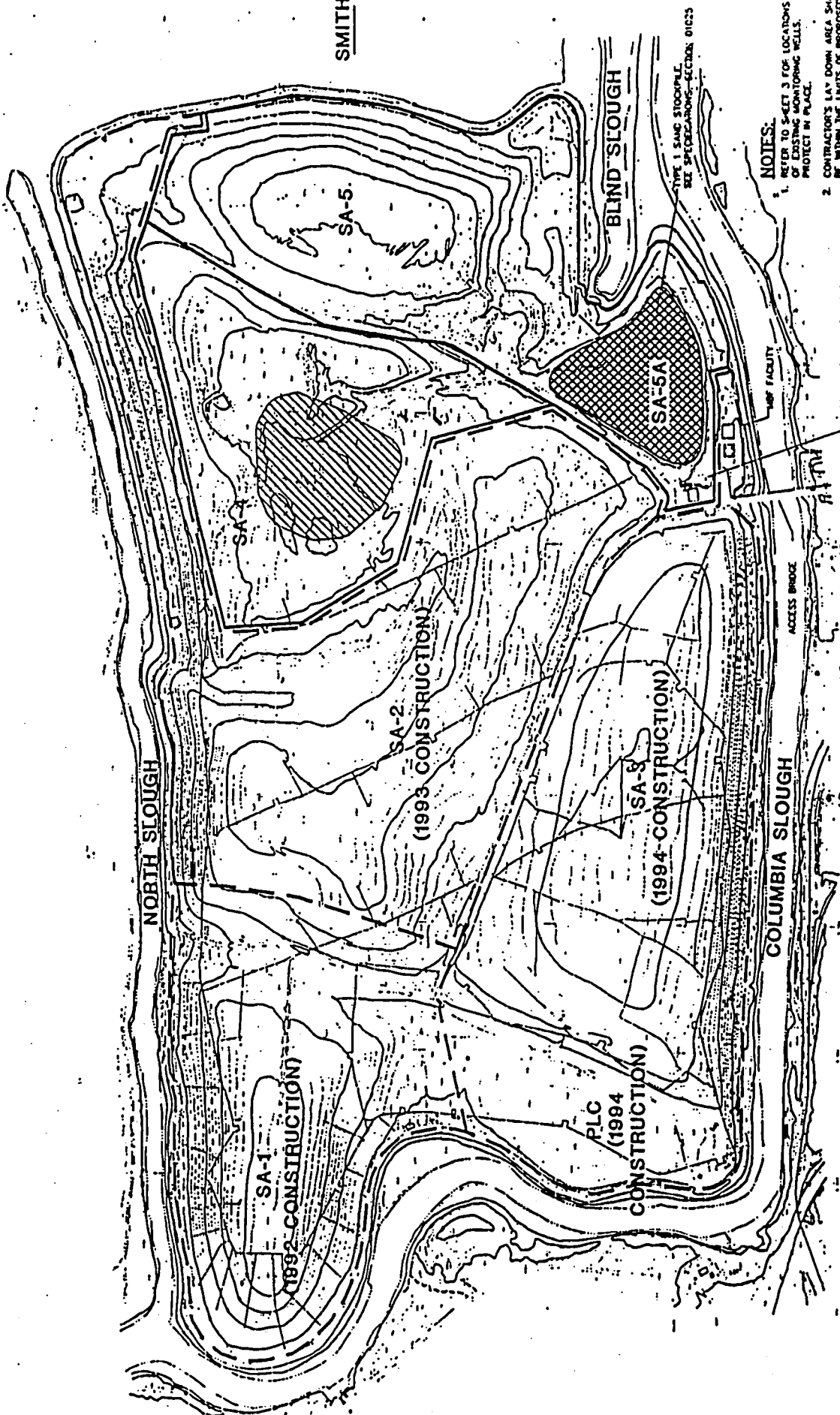
ATTACHMENT A -- VICINITY MAP

ATTACHMENT B -- SITE PLAN

**ATTACHMENT C -- CONSTRUCTION QUALITY ASSURANCE PLAN FOR SUBAREAS 4
AND 5 (EXCERPTS)**

**ATTACHMENT D -- METRO STANDARD CONTRACT -- PERSONAL SERVICES
AGREEMENT**

**S:\SHAREEHINSJ4&5\CQARFP\CQA1.RFP
02/27/95 5:30 PM**



NOTES:

- REFER TO SHEET 3 FOR LOCATIONS OF EXISTING MONITORING WELLS. PROTECT IN PLACE.
- CONTRACTOR'S LAY DOWN AREA SHALL BE WITHIN THE LIMITS OF PROPOSED GEOMEMBRANE PLACEMENT, PRIOR TO COMPLETION OF GEOMEMBRANE PLACEMENT OF THE LANDFILL NEAR THE ACCESS BRIDGE.
- REFER TO SHEET 5 FOR APPROXIMATE LOCATION OF 1995 WATER SHUTDOWN CLOSURE BOUNDARY.
- EXISTING CONTOURS SHOWN ON THESE PLANS ARE BASED ON AERIAL PHOTOGRAPHY SURVEY. THE AERIAL PHOTOGRAPHY WAS COMPLETED FOR METRO IN OCTOBER 1994 BY DAVID SMITH ASSOCIATES

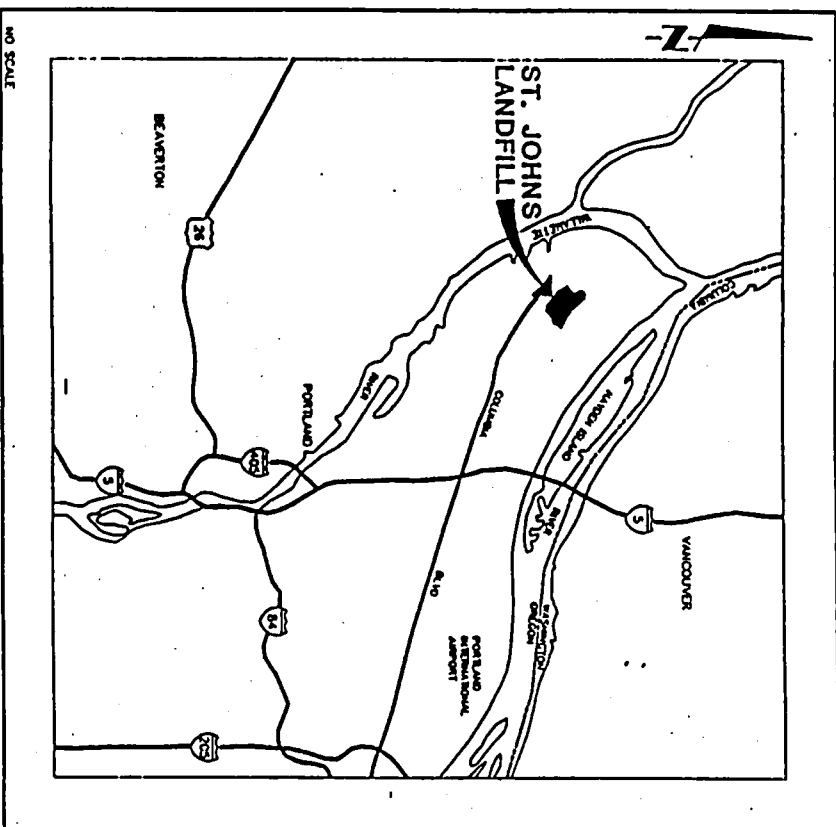
LEGEND:

- APPROXIMATE LIMITS OF EXISTING GEOMEMBRANE PLACEMENT
- APPROXIMATE LIMITS OF PROPOSED GEOMEMBRANE PLACEMENT
- ▨ ACTIVE CONSTRUCTION DEBRIS DISPOSAL AREA (SA-4), BY METRO
- EXISTING CONTOURS (OCTOBER 1994)

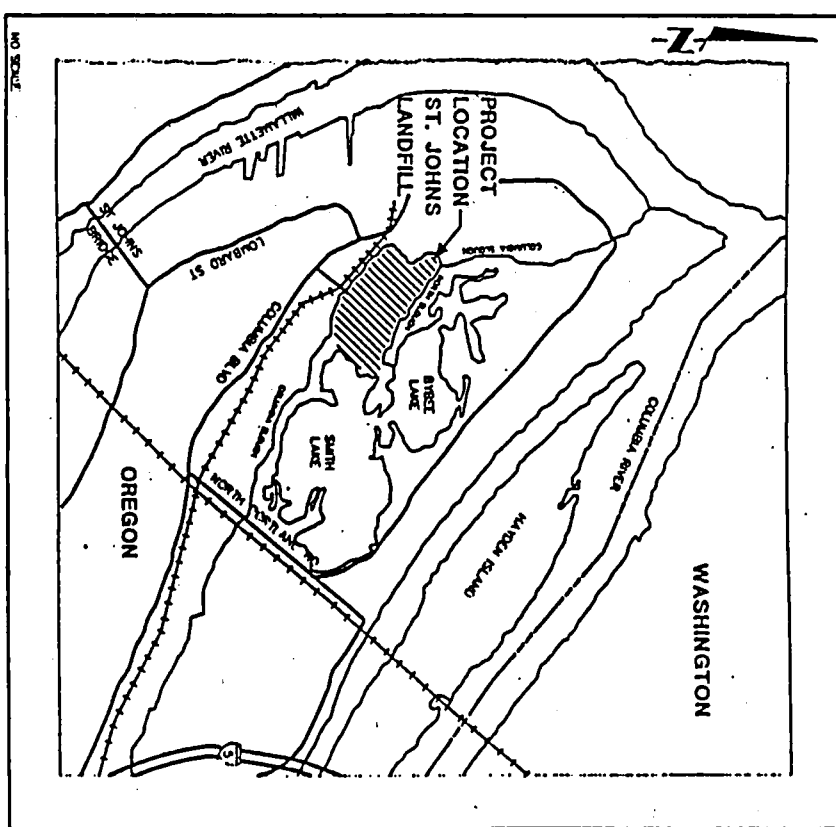
<p>METRO Solid Waste Department Jim Watkins, Engineering Manager Dennis O'Hall, Project Manager</p>									
<p>ST. JOHN'S LANDFILL CLOSURE OF SUBAREAS 4 & 5 CONSTRUCTION SITE PLAN</p>		<p>SCALE IN FEET 0 100 200 400 DATE: 11-2-007 BY: [Signature] DATE: DECEMBER, 1994</p>		<p>Parmentel, Inc. WASHINGTON BOSTON DENVER HOUSTON MINNEAPOLIS PHOENIX SAN ANTONIO SAN FRANCISCO SEATTLE TAMPA WASHINGTON</p>		<p>PROJECT NORTH</p>		<p>DATE: 11-2-007</p>	
<p>PROJECT NO. 1919</p>		<p>SHEET NO. 4</p>		<p>DATE: 11-2-007</p>		<p>BY: [Signature]</p>		<p>DATE: 11-2-007</p>	

ST. JOHNS LANDFILL CLOSURE OF SUBAREAS 4 & 5

METRO
PORTLAND, OREGON



LOCATION MAP



VICINITY MAP

PROJECT/SECTION	ST. JOHNS LANDFILL	DATE	NOV 1998
DESIGNER	PERKINS+WILL	SCALE	AS SHOWN
CLIENT	METRO	DATE	NOV 1998
PROJECT NO.	1000000000	DATE	NOV 1998
PROJECT NAME	ST. JOHNS LANDFILL	DATE	NOV 1998
PROJECT ADDRESS	1000000000	DATE	NOV 1998
PROJECT CITY	PORTLAND, OREGON	DATE	NOV 1998
PROJECT STATE	OREGON	DATE	NOV 1998
PROJECT COUNTRY	USA	DATE	NOV 1998

Perkins+Will
Architects
Portland, Oregon
www.perkinswill.com

METRO
Solid Waste Department
Ann Walker, Engineering Manager
Dennis O'Neil, Project Manager

ST. JOHNS LANDFILL
CLOSURE OF SUBAREAS 4 & 5
COVER

ATTACHMENT C

ST. JOHNS LANDFILL CLOSURE

**CONSTRUCTION QUALITY
ASSURANCE PLAN
CLOSURE OF SUBAREAS 4 and 5**

**METRO
Solid Waste Department
600 NE Grand Avenue
Portland, OR 97232-2736
(503) 797-1650**

**February 1993
Revised February 1995**

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LIST OF FORMS

METRO
CONSTRUCTION QUALITY ASSURANCE (CQA) PLAN
FOR THE ST. JOHNS LANDFILL CLOSURE OF SUBAREAS 4 AND 5

1. INTRODUCTION

1.1 Purpose

The final cover system and gas and condensate collection system function together to provide adequate control of gas and leachate at the St. Johns Landfill. The CQA Plan indicates the actions that the Engineer, CQA Firm, and Owner will undertake to ensure that the landfill closure will be in accordance with the Contract Drawings and Specifications and existing regulatory requirements. The CQA Firm in cooperation with the Owner will be responsible for quality assurance and will conduct inspection, testing, observation and documentation as described herein to ensure that the Contractor is properly controlling the quality of his work and producing an acceptable product. The Owners CQA Plan is for the Contractor's information and reference.

1.2 Scope

The CQA plan does not establish construction requirements. Construction requirements are established by the contract Drawings and Specifications and are not restated here. The actual testing methods used and the criteria for passage will be as defined in the contract Drawings and Specifications.

The CQA plan provides a course of proceedings for inspections, observations, testing, and documentation of the observed quality of materials and work during construction of the final cover system and gas and condensate collection system at the St. Johns Landfill.

1.3 Limitations

The CQA Plan provides a means to observe and document the quality of the construction work by the Contractor. It does not establish procedures to control and/or guide the operations of the manufacturer of materials or the Contractor or relieve them of their contractual responsibility to set up the necessary procedures and controls within their organizations to produce the quality of work called for in the Drawings and Specifications. The CQA plan is not intended to function as or replace the Contractor's quality control program. It is the Owner's Quality Assurance Plan.

2. CQA PLAN ELEMENTS

2.1 Responsibility and Authority

2.1.1 Regulatory Agencies

The Oregon State Department of Environmental Quality (DEQ) has the responsibility and authority to review and approve the CQA Plan prior to construction, and to review all CQA documentation during and following construction as necessary to confirm that the construction meets the requirements of the Drawings and Specifications. CQA documentation may be reviewed at Metro's office on-site during construction.

2.1.2 Metro

Metro is the owner and the operator of St. Johns Landfill. Metro is responsible to ensure that the design and construction of the facility meet the standards of DEQ and adequately protects the quality of the air and waters in the surrounding area. Since Metro will be responsible for the maintenance of the closed landfill in the coming years, special attention to quality of design and construction is required to ensure cost effective operation.

Metro will be responsible for construction management. Metro will also participate in quality assurance, performing inspection and oversight under the guidance of the CQA Officer.

2.1.2.1 Construction Coordinator

The Construction Coordinator is the on-site representative of Metro and is responsible for management of the construction and quality assurance. The Construction Coordinator reports to the Solid Waste Department and works under the supervision of the Engineering and Analysis Manager and the St. Johns Landfill Project Coordinator.

2.1.2.2 Resident Engineer

The Resident Engineer will be an on-site Metro employee who will be responsible for contract administration, office management and record keeping for the Metro/CQA Firm on-site team. The Resident Engineer will report to the Construction Coordinator and will have duties which will include:

- Contract administration to include Requests for Proposal, Change Orders, Claims and Cost Control.
- Processing pay requests and maintaining quantities.
- Maintaining job files and records.
- Maintaining CQA files under the guidance of the CQA Officer.

- Consolidate all daily inspection reports, test data and certifications and furnish to the CQA Officer for review and verification of compliance with contract documents.
- Log and maintain Shop Drawings. Engineer will continue to review and approve Shop Drawings.
- Survey Chief and Construction Safety and Security Officer.
- Field inspection as required to assist the Field Engineer and the CQA Officer.
- Assist the CQA Officer in preparation of the Certificate of Construction and Final Report to DEQ.
- Review and provide answers for Requests for Information.

2.1.2.3 Field Engineer

The Field Engineer will be an on-site Metro employee who will be responsible for inspection and oversight of Construction in cooperation with, and to augment the effectiveness of, the CQA officer. The Field Engineer will report to the Construction Coordinator. Duties will include:

- Supervise other Metro inspectors and technicians which may be required to assist the Field Engineer or the CQA Officer.
- Monitor the construction activities of the Contractor.
- Interpret and clarify Drawings and Specifications in coordination with the CQA Officer.
- Schedule the activities of available CQA inspectors to ensure full-time observation of final cover construction.
- Ensure that all required CQA inspection documentation and test results are completed and furnished to the Resident Engineer.
- Make a daily report of CQA activities and construction activities.

2.1.2.4 Construction Clerks/Assistant CQA Inspectors

The Construction Clerks will work under the supervision of the Metro Field Engineer and will assist in inspection and oversight of construction of St. John's Landfill. Duties of the Construction Clerk include:

- Monitor existing topsoil stripping and stockpiling.
- Monitor existing clay stripping and stockpiling to assist the Geotechnical Engineer.
- Assist the Geotechnical Engineer in probing Type A or Type C clay profiles. Determination of clay depth and quality will be the responsibility of the Geotechnical Engineer.
- Assist the Geotechnical Engineer in monitoring the placement of existing and imported clay to ensure lift thickness criteria and approved compaction techniques are followed. Compaction testing and approval of placement will be the responsibility of the Geotechnical Engineer.

- Monitor the placement of subgrade embankment to ensure lift thickness criteria and approved compaction techniques are followed.
- Monitor the placement of Type I Sand to assist the Metro Field Engineer. Ensure that the liner is not damaged or wrinkled during placement. Ensure that lift thickness criteria and approved placement techniques are followed.
- Monitor the placement of existing or imported topsoil to assist the Metro Field Engineer. Ensure that lift thickness and approved placement techniques are followed.
- Monitor the seeding operation to ensure uniform coverage of seed and fertilizer at the approved rate.
- Make a daily report of activities inspected or observed.
- Other duties as required such as member of survey party, back-up liner inspector, observer for pipe pressure tests, etc.

2.1.2.5 Metro Special Inspectors:

Metro will also provide trained personnel as backup inspectors for liner installation, the gas system and electrical installation. The Construction Coordinator, the Resident Engineer and the Field Engineer will augment the efforts of a full-time liner inspector which will be provided by the CQA Firm. Operations personnel assigned to maintain the gas system and manage the landfill will be called upon as required to inspect mechanical and electrical installation to augment the efforts of gas and electrical inspectors provided by the CQA Firm.

2.1.3 Engineer

Parametrix, Inc. is the Engineer and has the responsibility for the design of the facility such that the design meets the operational and performance requirements of the Owner and the regulatory agencies.

2.1.4 CQA Personnel

2.1.4.1 CQA Officer

The CQA Officer is a representative of the CQA Firm and has the responsibility to administer the CQA Plan. Duties of the CQA Officer include:

- Schedule and coordinate CQA meetings, inspections and testing.
- Review all CQA documents and check for accuracy and completeness.
- Review all CQA inspection and test results to verify compliance with project requirements.
- Provide CQA reports to the Metro's Construction Coordinator and regulatory agencies.
- Liaison with the Construction Coordinator.
- Direct the activities of the CQA inspectors.

- Maintain log and file on Problem Identifications. Verify that all problems are adequately resolved.
- Interpret and clarify Drawings and Technical Specifications with the assistance of Metro and, if required, the Engineer.
- Prepare Certificate of Construction and Final Report with Metro assistance.

2.1.4.2 CQA Inspector(s)

CQA inspector(s) will be on-site representative(s) of the CQA Firm and will have the responsibility to carry out the various aspects of the CQA plan. Metro personnel as described in paragraph 2.12 will also function as CQA Inspectors. Duties of the CQA inspectors include:

- Check construction materials upon arrival to the site and observe general conformance to the Drawings and Specifications.
- Perform inspections and observe work in progress to determine if work complies with contract requirements.
- Report to the CQA officer all areas of work found to be deficient in quality as soon as they become known.
- Perform inspections of completed areas of work prior to covering to determine that the area meets the requirements of the contract documents, by observation, testing, or other specified methods.
- Record on a daily basis, all CQA observations, inspections and test results and submit records to CQA Officer.

A CQA inspector shall be physically present (full time) to observe all aspects of final cover construction.

CQA manpower requirements will be determined prior to each construction season and will depend on the amount and type of work scheduled.

2.1.4.3 Resident Field Engineer

(Not required on this contract. See Sections 2.1.2.2 and 2.1.2.3.)

2.1.4.4 Resident Geotechnical Engineer

The Resident Geotechnical Engineer is an on-site representative of the CQA Firm. The Resident Geotechnical Engineer will carry out full-time CQA inspection of all low permeability soil barrier construction and will conduct periodic inspection of on-site earthwork.

- During the period of construction grading activities, the Resident Geotechnical Engineer will attend the Weekly CQA meetings.
- A senior geotechnical engineer may conduct occasional site visits to verify that all CQA duties by the Resident Geotechnical Engineer and Assistants are being properly

performed. The senior geotechnical engineer shall notify the Metro Construction Coordinator prior to making site visits.

- The Resident Geotechnical Engineer will have a geotechnical field laboratory on site, fully equipped to conduct the following CQA testing: a) gradation analyses, b) No. 200 wet sieving, c) plasticity index, d) Atterberg limits, e) compaction Proctor testing, and f) moisture content determination.
- All geotechnical field laboratory testing equipment will be properly calibrated and maintained.

2.1.5 Construction Contractor

The Construction Contractor has the responsibility to provide internal quality control procedures so as to produce the work in accordance with the Drawings and Specifications. The Construction Contractor will be expected to cooperate with the Engineer, Owner, and CQA personnel.

2.2 Documentation

Documentation of all CQA Plan elements will have a consistent format throughout the project for each of the following:

- Daily Report
- CQA Observations and Testing Data Sheets
- Problem Reporting / Corrective Action Sheets

2.2.1 Daily Report

An overall project daily report will be prepared by the Field Engineer or representative for each day that the Contractor is working. This report will summarize the Contractor's activities for that day and include the following:

Project name.

- Date.
- General weather information: sky condition, temperature range, wind velocity and direction, precipitation.
- Construction Contractor and Contractor's representative.
- Observed items of work performed by the Contractor.
- Specific location of work performed by the Contractor.
- Time period of observed work performed by the Contractor.
- Equipment, including model numbers, used to perform the work.
- Description of work as observed.
- Number and classifications of workers on site.
- Problems encountered during construction; if none, so state.

2.2.2 CQA Observation and Testing Data (CQA) Reports

CQA reports will be filled out daily by the CQA inspector or Metro inspector whenever CQA observations or testing is done. Reports will include:

- Project name
- Date
- Description of observation or test procedure.
- Location of observation or test.
- Time of observation or test.
- Results of observation or test.
- Reference to all Problem Reporting/Corrective Action sheets submitted as a result of CQA observations or testing.
- Clarifying remarks.
- Signature of CQA inspector.
- Forms shall be attached to the report as appropriate.

2.2.3 Problem Identification and Corrective Measures Report

Problems observed by the CQA inspector or Metro inspector, or reported by the Contractor, relating to the quality of the materials or construction, will be documented on a Problem Identification sheet and submitted to the CQA Officer. The sheet will include a complete description of the problem explaining the nature, extent, probable cause, when the problem was first noted, and required corrective measures. The problem will be brought to the Contractors attention, where appropriate. The Contractors corrective action proposal will be reviewed for adequacy by the CQA Officer. When corrective actions have been taken to remedy the problem, it will be noted on the PR/CA sheet, along with the date and initials of the CQA inspector who observed the remedial work.

2.3 CQA Meetings

2.3.1 Preconstruction CQA Meeting

A preconstruction CQA meeting will be held to resolve any uncertainties in the content or execution of the CQA plan prior to construction of the facility. The CQA Officer, Construction Coordinator, Resident Engineer, Field Engineer, CQA inspectors, Resident Geotechnical Engineer, construction contractor, and representatives from final cover and gas system installation subcontractors shall attend this meeting.

2.3.2 Weekly CQA Meetings

CQA meetings will be held at approximately weekly intervals, in conjunction with progress meetings, to ensure that the CQA documentation is complete, up-to-date, and accurate, and that completed work meets the requirements of the Drawings and Specifications. Generally, CQA personnel and the Contractor's quality control personnel will attend these meetings.

2.3.3 Special CQA Meetings

Special CQA meetings will be held whenever a problem or deficiency arises that is not resolved in the normal course of action.

2.4 CQA Procedures - General

2.4.1 Preconstruction

Metro, with the assistance of the Engineer, will review submittals to ensure that the construction materials meet the performance requirements of the project, including preconstruction testing and manufacturer's, fabricator's, and installer's qualifications statements.

2.4.2 Construction

During construction, the CQA personnel will perform inspections of materials received, carry out the schedule of in-situ testing and observations, monitor the sampling of materials for destructive and non-destructive testing, prepare daily reports and other CQA documentation, and attend CQA meetings.

2.4.3 Post Construction

Construction certification reports will be prepared at the end of each construction season, by the CQA Officer assisted by Metro, and shall document and certify that construction met approved performance and design specifications. Each certification report should include summaries of all construction activities, field reports, observations, test data sheets, problem reporting and corrective measures data sheets, deviations from design and material specifications, and record drawings and photographs.

3. CQA FOR THE FINAL GRADING

All observations, testing, problems, corrective actions, and rejection of materials will be documented as outlined in Sections 2.2.2 and 2.2.3.

CQA for final grading includes the following elements of construction:

- Evaluation of Existing Low-Permeable Soil
- Evaluation of Off Site Borrow Sources
- Stockpiling and Reuse of Existing Topsoil
- Stockpiling and Reuse of Existing Low Permeable Soil
- Inspection of Imported Low Permeable Soils
- Subgrade Embankment
- Subgrade Preparation for Geosynthetics
- Low Permeable Soil for Type "A", "B", and "C" Covers
- Type 1 Sand

3.1 Evaluation of Existing Low-Permeable Soil

3.1.1 Preconstruction

Prior to the start of construction, the Geotechnical Engineer will review all available documents from Metro regarding Existing Low-Permeable Soils. Pertinent information includes records on borrow sources, placement methods, areas of placement, and field and laboratory test data.

3.1.2 Soil Probing in Type 'A' and Type 'C' Areas.

After removal of the topsoil, the Geotechnical Engineer will probe the Existing Low-Permeable Soil in the Type 'A' and Type 'C' cover areas to determine if there is a uniform minimum thickness of acceptable Low-Permeable Soil. The probing will be performed at rates of at least 6 probes per acre in Type 'A' cover areas, and at least 10 probes per acre in Type 'C' cover areas. The Geotechnical Engineer will identify the probed soils in accordance with the Visual-Manual procedure (ASTM D2488). Soil features described will include soil color, the content of fines (silt or clay), sand, gravel, refuse content (if any), and any cracking or degradation due to contact with leachate. The following tests will be performed on all of the visibly different types of Existing Low-Permeable Soil: (i) compaction test (ASTM D698), (ii) Atterberg limits test (ASTM D4318), and (iii) wet sieve grain size analysis (ASTM D422 and D1140). Existing Low-Permeable Soil which is either too thin or does not meet the requirements for reuse based on either lab tests or visual acceptability will be covered with layers of additional Low-Permeable Soil as described in the Specifications. Additional Atterberg limits and grain size analyses will be performed on Existing Low-Permeable Soil from Type 'C' cover areas at a rate of 1 set of tests per 2 acres. To be reused, the Existing Low-Permeable Soil shall conform to the criteria listed in 3.7.2.

3.1.3 Stripping Existing Low-Permeable Soil in Type 'B' Areas

During stripping operations, the Geotechnical Engineer will be present full-time to verify that reclaimed soils consist of acceptable Low-Permeable Soil which conforms to the criteria listed in 3.7.2. Prior to stripping, the Geotechnical Engineer will identify the acceptable in-place soils in accordance with the Visual-Manual procedure (ASTM D2488). The following tests will be performed on all the visibly different types of Existing Low-Permeable Soil: (i) compaction test (ASTM D698), (ii) Atterberg limits test (ASTM D4318), and (iii) a wet sieve grain size analysis (ASTM D422 and D1140). During stripping operations, the Geotechnical Engineer will map areas where suitable Existing Low-Permeable Soil is mined from, and areas where it is stockpiled. Compaction curves will be conducted, one for each type of suitable Low-Permeable Soil. The Geotechnical Engineer will identify each compaction curve corresponding to a certain batch of soil which has been mined and stockpiled, and document such test so that the appropriate compaction curve is subsequently used when the batch of material is being reused.

3.2. Evaluation of Off Site Borrow Sources

The Geotechnical Engineer will review submittal data required for each proposed borrow source and will physically investigate and evaluate each site prior to approval. The Geotechnical Engineer may conduct tests (gradation analyses and/or plasticity) to confirm or check data submitted by the Construction Contractor. The Geotechnical Engineer will develop compaction curves per ASTM D698 for each suitable borrow site.

3.3. Stockpiling and Reuse of Existing Topsoil

The Resident Geotechnical Engineer assisted by Metro personnel will monitor the excavation and stockpiling of existing topsoil. Materials which do not meet the specifications and which are contaminated by refuse or materials which will interfere with plant growth will be directed to Subarea 4 for disposal.

3.4. Stockpiling and Reuse of Existing Low Permeable Soil

The Resident Geotechnical Engineer will monitor excavation and stockpiling of existing acceptable low permeable soil. Material which does not conform to the specifications in 3.7.2 will be considered unsuitable for reuse. The Resident Geotechnical Engineer will make this determination. Unsuitable material may be left in place if it is located 12" or more below required grade of the geomembrane. Otherwise, unsuitable material will be disposed of by hauling to Subarea 4 or as directed by Metro.

3.5. Inspection of Imported Low Permeable Soils

The Resident Geotechnical Engineer will visually monitor the delivery and stockpile (if required) of imported low permeable soil. If the character of the material being imported from an approved borrow source is observed to be different from the specifications, the Resident Geotechnical Engineer will perform the necessary checking to confirm that the material meets the specifications. Based on these findings, Metro may reject the material or require the Contractor to provide an additional gradation test and plasticity studies on the new material.

Optimum moisture content per ASTM D698, Standard Proctor, shall serve as a basis for weight deductions for borrow material brought onto the site per Contract Specification 01025. In addition, the Resident Geotechnical Engineer will provide on-going monitoring services so that materials containing excessive free water are not brought on site or incorporated into the work.

3.6. Subgrade Embankment

Subgrade Embankment materials for Subareas 4 & 5 will be obtained from a stockpiled source at Subarea 5. The materials within the stockpile were tested during initial procurement and placement and were in compliance with the Specifications for Subgrade Embankment. Compaction curves per ASTM D698, standard Proctor, will be developed for the materials within the stockpile, by the Geotechnical Engineer.

Placement and compaction of the Subgrade Embankment materials will be observed by the Geotechnical Engineer, assisted by Metro personnel. Subgrade Embankment which has been mixed with deleterious materials, such as refuse and organic matter during excavation and hauling, may be rejected based on visual observations. The Resident Geotechnical Engineer will perform periodic compaction testing. The in-place density tests will be by nuclear methods (ASTM D2922). The Contractor shall rework any deficient areas to achieve compliance with project Specifications.

The Resident Geotechnical Engineer will monitor wet weather conditions during placement of the Subgrade Embankment. If soils are susceptible to degradation during wet weather, the Resident Geotechnical Engineer will recommend to the CQA Firm and Owner that the work be stopped until satisfactory results can be achieved.

3.7. Subgrade Preparation for Geosynthetics

The Resident Geotechnical CQA Firm will monitor wet weather conditions during subgrade preparation. If the prepared surface or soils are susceptible to degradation during the wet weather, the Resident Geotechnical CQA Firm will recommend that the work be stopped.

The Resident Geotechnical CQA Firm, assisted by Metro personnel, will monitor placement and compaction of subgrade embankment and low permeable soil, both by observation and testing, so that the completed subgrade is properly prepared to receive the geosynthetics.

The Resident Geotechnical CQA Firm will also supervise the backfilling and packing of any penetration of the low permeable soil layer (e.g., such as that left by grade stakes or compaction testing probes).

3.7.1 Low Permeable Soil for Type "A" Cover

The Type A cover shall be constructed by compacting the in-place Existing Low Permeable Soil after the Topsoil has been removed. Prior to compaction, foreign materials and protrusions shall be removed and the surface made uniformly sloping. The surface shall be free from angular rocks, roots, grass and vegetation. The thickness and suitability of in-place Existing Low Permeable Soil shall be determined using depth probes and visual observation as described in Section 3.1.1.

Compaction shall be accomplished using a multi-tired pneumatic roller weighing between 10,000 and 20,000 pounds. The roller shall provide uniform compaction, work well on a slope, and leave a relatively smooth surface. Vibratory action shall not be used. The specific roller used for compacting the Type 'A' cover shall be approved by the Resident Geotechnical CQA Firm in advance of the work. If sideslopes are too steep for the specified roller, the Geotechnical CQA Firm will recommend that alternative rollers be allowed, provided that a minimum of 93 percent compaction (per ASTM D698) is achieved.

Compaction will be observed by the Resident Geotechnical CQA Firm. The Low Permeable Soil will be compacted to at least 95 percent of the standard Proctor, ASTM D698 maximum dry density. The compacted soil will be periodically tested by the Resident Geotechnical CQA Firm at a minimum of four (4) tests per acre per lift or more frequently as deemed necessary by the resident Geotechnical CQA Firm. Any areas showing failed test results shall be moisture-conditioned and/or recompacted and retested until failed area is in compliance with Specifications.

During density testing, periodic compaction "check point" tests will be performed in the field laboratory to verify that the appropriate compaction curves are being used for the Existing Low-Permeable Soil.

General construction traffic shall not be allowed on the compacted Low Permeable Surface except for grading equipment needed to finish the surface prior to placing the Geosynthetic.

During dry weather, the compacted surface shall be continually moisture conditioned to prevent the formation of shrinkage cracks.

The finished surface shall be inspected by the CQA Inspector and geosynthetic installer's representative before installation of the geosynthetic. Acceptance of the finished surface shall be determined in accordance with Specification Sections 02220 - 3.12 & 3.13A and other applicable portions of the contract documents.

3.7.2 Low Permeable Soil for Type "B" Cover

The Type 'B' cover shall be constructed by placing and compacting twelve inches of low permeable soil after the subgrades on the top surface of Subareas 4 & 5 have been prepared. Prior to placement, foreign materials and protrusions shall be removed and the surface made uniformly sloping as indicated on the Drawings.

Existing and Imported Low-Permeable Soil will be tested to meet the following criteria:

- visual classification as a clay, clayey silt, silty clay per ASTM D2488
- Plasticity Index greater than 10 (ASTM D4318)
- 75 percent or greater passing the No. 200 sieve size
- for Imported Low Permeable Soil, not more than 5 percent gravel present. Maximum rock size may be 1" in diameter if material is to be placed in the top 6" lift against the liner. If the material is to be used in the bottom 6" lift, maximum rock size may be as much as 3" in any dimension.
- for Existing Low Permeable Soil that is reclaimed for reuse from interim cover soils or left in place, not more than occasional gravel can be present (i.e., not more than 15 percent retained on the No. 4 sieve). Maximum rock size may be 3" in any dimension.

Low Permeable Soil delivered to the Subarea 4 & 5 Closure area, will be visually inspected by the Resident Geotechnical CQA Firm. Material which is outside the above criteria will be rejected. Rejected materials shall be disposed of in Subarea 4 by the Contractor at the Contractor's Expense. The CQA Firm may also reject materials that contain excessive free water. Contractor must utilize all suitable existing Low Permeable Soil removed from Subareas 4 & 5 prior to importing Low Permeable Soil from off-site or from a stockpile on-site containing low permeable soil.

The Low Permeable Soil shall be placed and compacted using the following procedure:

1. The Low Permeable Soil shall consist of clods no greater than 1.5-inches in the largest dimension. If larger clods are present, the Soil shall be repeatedly pulverized using a farm type disc, rototiller, or other appropriate means to meet the size requirement.

2. Prior to compaction the Geotechnical CQA Firm will measure moisture content of the placed Low Permeable Soil to verify soils are within the required moisture range. Test frequency will be at least four (4) tests per acre per lift conducted in accordance with ASTM D2216. Additional moisture content tests shall be conducted as deemed necessary by the Geotechnical CQA Firm. The moisture content of the soil shall be adjusted to be within a range of 2 percent below optimum to 3 percent above optimum based on ASTM D698 (standard Proctor). Moisture conditioning of the placed Low-Permeable Soil shall be conducted by scarifying and/or air-drying if too wet, or by scarifying and wetting if too dry.
3. Compaction shall be accomplished using a medium weight roller greater than 30,000 pounds with penetrating feet greater than 6-inches long. The roller shall provide uniform compaction. Vibratory action shall not be used. The specific roller used for compacting the Type 'B' cover shall be approved by the Geotechnical CQA Firm in advance of the work.
4. The Type 'B' cover shall be constructed in two 6-inch finish thickness lifts. The material used in the top lift must conform to the specification for Imported Low Permeable Soil with a maximum rock size of 1" in diameter to protect the liner. The material shall be placed in successive horizontal layers and compacted to the 6-inch thickness as required. Compaction testing will be conducted by the Resident Geotechnical CQA Firm at the frequency indicated in above item 2. No additional lift shall be placed until the previous lift has passing density test results within the specified moisture content range. Any areas showing failed test results shall be reconditioned for moisture content (if required), recompacted and retested until failed area is in compliance with Specifications. Each layer shall be compacted to the specified requirement before the overlying lift is placed.
5. Each layer shall be compacted to not less than 95 percent of the standard Proctor maximum dry density. Placement and compaction shall be observed by the Geotechnical CQA Firm. Compaction will be verified by the Geotechnical CQA Firm. The compacted soil shall be tested by the Geotechnical CQA Firm at a minimum of four (4) soil density/moisture tests per acre per lift, or more frequently as deemed necessary by the Geotechnical CQA Firm. During density testing, periodic compaction "check point" tests will be performed in the field laboratory to verify that the appropriate compaction curves are being used for the various types of Low-Permeable Soils.

General construction traffic shall not be allowed on the compacted Low Permeable Surface except for grading equipment needed to finish the surface prior to placing the Geosynthetic. During dry weather, the compacted surface shall be continually moisture conditioned to prevent the formation of shrinkage cracks.

The finished surface shall be inspected by the CQA Inspector and geosynthetic installer's representative before installation of the geosynthetic. Acceptance of the finished surface shall be determined in accordance with Specification Sections 02220 - 3.12 & 3.13A and other applicable portions of the contract documents.

3.7.3 Low Permeable Soil for Type "C" Cover

The Type 'C' cover shall be constructed by compacting the in-place Existing Low Permeable Soil after the Topsoil has been removed. Prior to compaction, foreign materials and protrusions shall be removed and the surface made uniformly sloping. The surface shall be free from angular rocks, roots, grass and vegetation. The thickness and suitability of in-place Existing Low Permeable Soil shall be determined using depth probes and visual observation as described in Section 3.1.1.

Compaction shall be accomplished using a multi-tired pneumatic roller weighing between 10,000 and 20,000 pounds. The roller shall provide uniform compaction, work well on a slope, and leave a relatively smooth surface. Vibratory action shall not be used. The specific roller used for compacting the Type 'C' cover shall be approved by the Resident Geotechnical CQA Firm in advance of the work.

Compaction will be observed by the Resident Geotechnical CQA Firm. The Low Permeable Soil will be compacted to at least 95 percent of the standard Proctor, ASTM D698 maximum dry density. The compacted soil will be periodically tested by the Resident Geotechnical CQA Firm at a minimum of four (4) tests per acre per lift or more frequently as deemed necessary by the resident Geotechnical CQA Firm. Any areas showing failed test results shall be moisture-conditioned and/or recompacted and retested until failed area is in compliance with Specifications.

During density testing, periodic compaction "check point" tests will be performed in the field laboratory to verify that the appropriate compaction curves are being used for the Existing Low-Permeable Soil.

General construction traffic shall not be allowed on the compacted Low Permeable Surface except for grading equipment needed to finish the surface prior to placing the Geosynthetic.

During dry weather, the compacted surface shall be continually moisture conditioned to prevent the formation of shrinkage cracks.

The finished surface shall be inspected by the CQA Inspector and geosynthetic installer's representative before installation of the geosynthetic. Acceptance of the finished surface shall be determined in accordance with Specification Sections 02220 and other applicable portions of the contract documents.

4. CQA FOR THE FINAL COVER

All observations, testing, problems, corrective actions, and rejection of materials shall be documented as outlined in Sections 2.2.2 and 2.2.3.

4.1. Subgrade Preparation

CQA for the Subgrade shall be carried out in accordance with Section 3.

4.2. Installation Procedures for Synthetic Components

Construction of the synthetic components making up the final cover system shall proceed in such a way that each layer is observed, tested, and approved by CQA personnel prior to covering by each subsequent layer.

4.2.1 Bentonite Mat

The following tests and inspections are to be performed by the CQA inspectors for the Bentonite mat:

- Review all required submittals.
- Visual inspection of material after receipt on-site, in accordance with Receiving Inspection Form R-1. Obtain manufacturer quality control certificate for each roll of material delivered to the project site. Visual inspections shall determine 1) general condition of material (e.g., apparent shipping damage), 2) product information shall be recorded (e.g. roll I.D. numbers, manufacturer name, date of mfr., specifications of product) and 3) storage of product in accordance with mfr. recommendations.
- Observed product damage, missing product information, non-spec. material or improper storage shall be noted on the receiving form and shall be immediately communicated to the CQA Officer. The CQA Officer shall determine the appropriate actions to take to resolve the issue (e.g. rejection, request for contractor review and action, conditional acceptance).
- Full-time inspection of installation in accordance with Construction Inspection Form C-3.

4.2.2 Geomembrane Cover (GC)

The tests and inspections to be performed by the CQA inspectors for the geomembrane cover are as follows:

- Review all required submittals.
- Visual inspection of material after receipt on-site, in accordance with Receiving Inspection Form R-1. Refer to paragraph 4.2.1. for additional actions and criteria.
- Full-time inspection of installation in accordance with Construction Inspection Forms C-1 and C-2.

- Identify locations for and observe all destructive field testing of seam samples taken from installed sections of GC. Refer to next paragraph for criteria to determine destructive seam test locations. Review daily reports of all Contractors field and laboratory testing. CQA Officer will arrange for one independent test of destructive test samples, including material thickness, for every ten destructive tests performed by the Contractor. Results of independent tests will be conveyed to the Contractor within two working days after the test patch was cut from the installed geomembrane.
- Destructive test locations shall be selected by the CQA Inspector based on one or more of the following: 1) rate of testing in Specification Section 02272 - 1.7.3.A (first paragraph), 2) observed seam sections which appear to be of questionable quality (e.g. panel edge overlap excess or deficit, "burn through", bunching of panel edge along seam), 3) marginal seaming conditions observed (e.g., presence of light mist/moisture, high or low ambient temperatures).

4.2.3 Geonet Composite

The following tests and observations shall be performed by the CQA Inspectors for Geonet Composite:

- Review all required submittals
- Visual inspection of the Geonet Composite materials after receipt on-site, in accordance with Receiving Inspection Form R-1. Refer to paragraph 4.2.1. for additional actions and criteria.
- Ensure that liner has been inspected, tested and approved before covering with Geonet Composite.
- Full-time inspection of installation in accordance with Construction Inspection Form C-4.

4.2.4 Liner System Penetrations

Work associated with pipe and other penetrations of the cover system (GC, Bentonite Mat and Geonet Composite) shall be observed to assure that the proper materials are used and all construction requirements are met.

4.3. Type 1 Sand

4.3.1 Placement and Compaction

Type 1 Sand will be obtained from existing stockpiled sources located at Subarea 5A and the PLC, St. Johns Landfill. The sand at these stockpiles was tested during initial placement and is in compliance with the Specifications for Type 1 Sand.

Placement of the Type 1 Sand shall be observed on a full-time basis by the CQA Inspector. Type 1 Sand that is mixed with non-suitable materials such as Subgrade Embankment, refuse, and organic matter during excavation and hauling shall be rejected based on visual observation. CQA

inspector will ensure that the underlying geosynthetic is not damaged by rocks, placement techniques or excessive folding of the liner.

Proposed placement methods and compaction equipment shall be reviewed and pre-approved by CQA staff in accordance with required results noted in Specification Section 02220

4.3.2 Protection of the Underlying Geosynthetic Liner

The in-place thickness and satisfactory condition of the underlying geosynthetic shall be observed and documented by the CQA Inspector with careful hand excavations down to the geosynthetic. The frequency of excavations shall be no less than four (4) per acre. If warranted, an equivalent means of determining in-place thickness of sand and underlying geosynthetic condition may be utilized by the CQA Inspector after review and approval by the CQA Officer.

If Type 1 Sand layer is less than the required thickness, or if damage or disturbances of the underlying geosynthetic line system is observed, then three (3) similar excavations shall be performed around the deficiency to define the extent of the deficient area. The Contractor shall increase the thickness of deficient sand areas by filling with Type 1 Sand in accordance with the Specifications.

4.4 Topsoil

A Qualified soil scientist must determine a) if the texture and nutrient content of existing and imported topsoil is suitable for sustaining growth of the proposed cover crops; and b) any soil texture adjustment and/or fertilizer needs.

5. CQA FOR THE GAS AND CONDENSATE COLLECTION SYSTEMS

5.1 Preconstruction Inspections

Prior to the system installation, the CQA Inspector shall review all required submittals. The CQA Inspector will inspect gas and condensate collection system materials for the following items.

- Manufacturer's identification to verify the proper material and equipment was received.
- Cuts, gouges, or other damage from handling equipment or poor packaging.
- Curvature or deterioration due to thermal expansion or sunlight.

5.2 Construction Inspections

5.2.1 Pipe Installation

Inspections will be performed by CQA Inspectors to verify the following:

- That the pipe material and size conforms to the Specifications.
- That the pipe is installed in accordance with the Drawings and Specifications.
- That no obstructions or debris are left in the pipe prior to connection.
- Verify that the Contractor has prepared and implemented a Health and Safety Plan that addresses all health concerns related to fabricating and installing the gas and condensate collection manifold.
- Verify that the crew which will be performing the work has the proper certifications and/or experience.
- Verify that all piping is leak tested according to the Specifications.
- Verify that the Contractor has cleaned up his work area.

5.2.2 Gas Well Drilling

CQA Inspectors will verify that:

- The driller has prepared and will implement a Health and Safety Plan that addresses all health concerns related to drilling and completing of the gas extraction wells.
- All crew personnel have the proper certifications and experience to do their assigned tasks.
- All materials used are in general conformance with the Drawings and Specifications and approved submittals.
- All work is performed in general accordance with the Drawings and Specifications.
- The drill rig and other equipment including casing, auger, and cable tool bit is decontaminated if required.

5.3 Construction Inspections for the Remote/Condensate Pump Station

CQA Inspectors will verify that:

- The Contractor has prepared and implemented a Health and Safety Plan that addresses all health concerns related to fabricating and installing the the Pump Stations.
- The crew which will be performing the work has the proper certifications and/or experience.
- The materials and equipment to be used in the construction of the Pump Stations meet the Specifications and have been approved by the Engineer.
- All equipment and piping are installed in general according to the Drawings and Specifications.
- All piping and "gas containing" equipment is leak tested according to the Specifications.
- The Contractor has cleaned up his work area.
- Equipment manufacturers have certified the installations are correct prior to start-up, where appropriate.
- All equipment, valves, and piping perform in accordance with the Specifications, during and after start-up.

5.4 Gas and Condensate Collection System Start-Up Procedures

5.4.1 Landfill Gas Manifold

The following procedures must be followed:

- Walk along the entire LFG manifold and verify that all trench end valves are open, and all in-line isolation valves are open or closed as indicated on the Plans.
- Prepare the condensate extraction manifold as described in Section 5.4.3.

5.4.2 Perimeter Gas Extraction Trenches and Vertical Gas Extraction Wells

The following are the start-up procedures for initial operation of new gas extraction trenches:

- With the LFG manifold under full vacuum, adjust the throttling valve at the trench or well head to ambient or "O" gauge pressure.
- Operate and monitor the individual trenches and wells as described in the Operations and Maintenance Manual.

5.4.3 Condensate Extraction Manifold

Before applying a vacuum to the LFG manifold system, each vacuum valve station between the LFG manifold and the condensate extraction manifold should be checked to verify that all valves are open, to allow condensate to flow from the condensate header to the LFG header. The vacuum valve will create a seal between the two manifolds to prevent landfill gas from the LFG header from being sucked into the condensate extraction manifold. A vacuum can now be induced on the LFG manifold, and condensate will drain to the condensate extraction manifold.

6. SPECIALTY INSPECTION (CQA) FORMS

The forms are provided to indicate the checks to be made for inspection. The format of the inspection forms may be modified by the CQA Officer. However, the revised form must include all checks and information contained in the original form.

LIST OF FORMS

RECEIVING INSPECTION

R-1 Geomembrane/Bentonite Mat/Geonet Composite

CONSTRUCTION INSPECTION

C-1 Geomembrane - Destructive Test Log

C-2 Geomembrane - Panel Form

C-3 Bentonite Mat

C-4 Geonet Composite

C-5 Type I Sand Cover

C-6 Topsoil Placement

PROBLEM IDENTIFICATION AND CORRECTIVE MEASURES REPORT

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ATTACHMENT D

Contract No:

PERSONAL SERVICES AGREEMENT

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

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

1. Duration. This personal services agreement shall be effective on the last signature date below and shall remain in effect until and including _____, unless terminated or extended as provided in this Agreement.

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

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

4. Insurance.

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

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

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

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

c. Metro, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS. Notice of any material change or policy cancellation shall be provided to Metro 30 days prior to the change or cancellation.

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

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

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

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

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

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

9. Independent Contractor Status. Contractor shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Contractor be considered an employee of Metro. Contractor shall provide all tools or equipment necessary to carry out this Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Contractor is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Contractor shall identify and certify tax status and identification number through execution of IRS form W-9 prior to submitting any request for payment to Metro.

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

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

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

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

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

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

16. Modification. Notwithstanding any and all prior agreements or practices, this Agreement constitutes the entire Agreement between the parties, and may only be modified in a writing signed by both parties.

Signature

Print name and title

Date

METRO

Signature

Print name and title

Date

Exhibit A

Scope of Work

1. Statement of Work.

2. Payment and Billing.

Contractor shall provide the above services at the hourly rate of \$___ for a maximum price not to exceed ___ THOUSAND, ___ HUNDRED AND ___ DOLLARS (\$___,00). In the event Metro wishes for Contractor to provide services beyond those which can be accomplished for the maximum price, Contractor shall provide such services pursuant to amendment at the rate of \$___ per hour.

The maximum price includes all fees, costs and expenses of whatever nature. Each of Metro's payments to Contractor shall equal the percentage of the work Contractor accomplished during the billing period. Contractor's billing statements will include an itemized statement of work done and expenses incurred during the billing period, will not be submitted more frequently than once a month, and will be sent to Metro, Attention Solid Waste Department. Metro will pay Contractor within 30 days of receipt of an approved billing statement.

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AGENDA ITEM 5.4
Meeting Date: March 23, 1995

Resolution No. 95-2119

For The Purpose Of Expressing Support For The Natioan Americorps Program.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF EXPRESSING) RESOLUTION NO. 95-2119
SUPPORT FOR THE NATIONAL)
AMERICORPS PROGRAM) Introduced by Councilor
) Ed Washington

WHEREAS, The AmeriCorps program was established in June, 1994 to provide opportunities for young men and women across the country to work on conservation projects while earning a small stipend and college tuition credit; and

WHEREAS, The AmeriCorps program also provides the opportunity for its participants to gain valuable work experience while contributing to their community; and

WHEREAS, Metro is a participant in a local EnviroCorps program that is affiliated with AmeriCorps, which provides work experience for up to 20 young adults in helping to restore the Columbia Slough area adjacent to the former Whitaker School; and

WHEREAS, The local EnviroCorps program provides an excellent opportunity for inner-city youth to serve their community by cleaning and restoring this part of the Columbia Slough, and serve their own interests by doing productive work; and

WHEREAS, The EnviroCorps program is an excellent example of federal and local cooperation to achieve the multiple goals of assistance to our young people and environmental restoration; and

WHEREAS, Reduction or elimination of funding for the program at the federal level will deprive residents of the Metro area and across the country from realizing the multiple benefits of this most worthwhile program; now, therefore,

BE IT RESOLVED,

That the Metro Council supports continued funding for the AmeriCorps program by the U.S. Congress, and directs that this resolution and a cover letter be sent to all members of Oregon's and southwest Washington's congressional delegations.

ADOPTED this _____ day of _____, 1995.

J. Ruth McFarland, Presiding Officer

AGENDA ITEM 5.5
Meeting Date: March 23, 1995

Resolution No. 95-2118

**For The Purpose Of Selecting The Use Of A Request For Proposals As The Preferred Approach To
Determine The Long Term Disposition Of Waste Received At the Forest Grove Transfer Station.**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF SELECTING THE)
USE OF A REQUEST FOR PROPOSALS) RESOLUTION NO. 95-2118
AS THE PREFERRED APPROACH TO)
DETERMINE THE LONG TERM) Introduced by Mike Burton
DISPOSITION OF WASTE RECEIVED AT) Executive Officer
THE FOREST GROVE TRANSFER STATION)

WHEREAS, As described in the accompanying staff report, there are several long term options available to Metro regarding the transport and disposal of waste from the Forest Grove Transfer Station; and

WHEREAS, It is Metro policy to conduct competitive procurements whenever possible to maximize savings to Metro; and

WHEREAS, Of the long term options available, a request for proposals process appears to be the appropriate competitive procurement method available for the reasons described in the accompanying staff report; and

WHEREAS, In the short term transport and disposal of waste from the Forest Grove Transfer station can be accomplished through the existing franchise agreement; and

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

BE IT RESOLVED, That the Metro Council endorses the use of a request for proposal process to determine the disposition of waste from the Forest Grove Transfer Station.

ADOPTED by the Metro Council this _____ day of _____, 1995.

J. Ruth McFarland, Presiding Officer

STAFF REPORT

IN CONSIDERATION OR RESOLUTION NO. 95-2118 FOR THE PURPOSE OF SELECTING THE USE OF A REQUEST FOR PROPOSALS AS THE PREFERRED APPROACH TO DETERMINE THE LONG TERM DISPOSITION OF WASTE RECEIVED AT THE FOREST GROVE TRANSFER STATION

Date: March 13, 1995

Presented by: Jim Watkins

PROPOSED ACTION

Adopt Resolution No. 95-2118

Background

The Forest Grove Transfer Station (FGTS) is a privately owned and operated transfer station. The facility operates in accordance with a Metro franchise which expires in 1999. Operating parameters of the facility such as the rate charged and the transport and disposal arrangements of the waste received are controlled by Metro in the franchise agreement, and through the use of a non-system license and designated facilities agreements.

Until June of 1994, waste received at the facility was transported and disposed at the Riverbend Landfill in Yamhill County. The authority to dispose of waste at this landfill was granted by Metro to the franchisee through a non-system license.

From June 1994 until March 1995, waste was transported by the franchisee to the Metro Central Station. The operator of this transfer station loaded the waste into trailers supplied by Metro's Waste Transport Services contractor who transported the waste to the Columbia Ridge Landfill (CRL) in Gilliam Co., Oregon which is operated by Metro's Waste Disposal Services contractor. This arrangement was executed through a series of

amendments to the franchise agreement, the Waste Transport Services and Waste Disposal Services contracts. These amendments expire on March 31, 1995.

Several options are available to Metro regarding the disposition of waste received at FGTS. It should be remembered when comparing these options discussed below, that except for when waste from FGTS is taken to the CRL by our current transporter (option #3), that an option will have to avoid conflicting with our existing contractual arrangements. Both the Waste Disposal and Waste Transport Contracts have clauses entitling the contractor to "90% of all acceptable waste which Metro delivers to any general purpose landfill." If transport or disposal is provided by a party other than our current contractors, methods will need to be developed to deal with these restrictions. Possible solutions include limiting the amount of waste handled at the FGTS or utilizing our existing contractors for any amount over 10% which goes to the facility.

Another complication is that except for options #1 and #2, the outcome of an option will probably require installation of a compactor at the FGTS. The franchise for the facility requires the franchisee to install a compactor at its own expense if directed to do so by Metro. This will involve considerable expense and facility modifications at FGTS.

#1 Franchisee Transports and Disposes of Waste

A.C. Trucking (the franchisee) is responsible for transport and disposal of the waste received at the Forest Grove Transfer Station under the current terms of the franchise unless Metro exercises its option to assume such responsibility. Since the Franchisee is permitted under a non-system license to deliver waste to the Riverbend Landfill, the waste could be delivered there for disposal. Metro would receive the Metro excise tax and the regional user fee. Any savings available from reduced tipping fees at the Riverbend Landfill are kept by the franchisee. No compactor needs to be installed at FGTS.

#2 Negotiate Savings as Part of Disposal at the Riverbend Landfill

When the current Forest Grove Transfer Station franchise was negotiated with Metro, the disposal rate at the Riverbend Landfill was \$25.83 per ton. Since that time Sanifill, the owner of the Riverbend Landfill, has negotiated a new franchise agreement with Yamhill County, the jurisdiction in which the landfill is located, effective October 1, 1994. The new franchise allows the Riverbend Landfill to charge different rates for different customers.

As a result, A.C. Trucking may be able to negotiate a reduction in their past disposal rate at the Riverbend Landfill. Metro could attempt to negotiate a franchise amendment with A.C. Trucking to receive all or a portion of these savings. Alternatively, or if negotiations were unsuccessful, the rate charged at the station could be reduced through the rate review process. Under this scenario Metro or the firms using the facility will save money. No compactor needs to be installed.

There are two concerns over sending waste to the Riverbend Landfill. In the past, citizens of Yamhill County have opposed Metro sending waste to this landfill. This opposition has taken the form of direct communications to the Executive Officer and Metro Council, as well as the passage of two referendums directed toward limiting out-of-county waste. It is likely that such opposition will resurface if waste is once again delivered from the Forest Grove Transfer Station.

The second concern is over the environmental quality of the Riverbend Landfill in comparison to the Columbia Ridge Landfill (or other more recently constructed landfills) and Metro's responsibility in choosing the most environmentally sound methods of disposal. While both landfills are permitted by DEQ, the Columbia Ridge Landfill offers superior environmental protection due to its location. The rainfall in Eastern Oregon where the landfill is located, is only a fraction of that for the area where the Riverbend Landfill is located. In addition, since the Columbia Ridge Landfill is new, the entire

landfill is lined and has a leachate collection and disposal system, while only a portion of the Riverbend landfill is so equipped. Lastly, the Riverbend Landfill is located next to a river while the Columbia Ridge Landfill is located in a more arid part of the State, a considerable distance from both surface and groundwater. In choosing a disposition for this waste, consideration should be given to these political and environmental aspects.

#3. Transport and Disposal Under Existing Agreements

One of Metro's options is to arrange for the transport of solid waste directly from the Forest Grove Transfer Station (FGTS) to the Columbia Ridge Landfill (CRL). Metro negotiated with the Waste Disposal Contractor a reduction in disposal costs of approximately \$1.00 per ton for all waste from the region (Amendment No. 4), if the waste from the Forest Grove Transfer Station was sent to the Columbia Ridge Landfill. What is unknown is the associated per ton transport cost. It is probable that the \$7.50 per ton transport fee that A.C. Trucking must remit to Metro from the tip fee it collects at the FGTS will be insufficient to cover the transport cost to the Columbia Ridge Landfill. The current variable transport cost is \$12.89 per ton, which is from Metro transfer stations that are closer to CRL than the Forest Grove facility.

The existing Waste Transport Services Contract calls for negotiations between the Contractor and Metro for transport from new locations. Staff believes such negotiations would result in an increase of between \$1 and \$3 per ton for the Forest Grove tons over current transport costs. Past estimates of savings from Amendment #4 due to transporting waste from FGTS to CRL were up to \$6.5 million over the next 15 years. Such savings can only be achieved if the transport cost increase for waste from FGTS to CRL are in the \$1 per ton range.

If Metro chooses to pursue this option, two actions would be necessary. First, Metro would need to negotiate an amendment to the Waste Transport Contract and exercise its option to assume responsibility for the transport and disposal of waste under the FGTS

franchise. The latter action would include directing the Franchisee to install a compactor at the Franchisee's expense, and to remit to Metro a portion of fees collected to offset Metro's expense for transport and disposal costs.

#4 Transport and Disposal Through a Request for Proposals Process

As an alternative to the above approaches which involve existing agreements, Metro could solicit proposals for transport and disposal of the waste from FGTS. As currently envisioned, the RFP would solicit two basic proposals. One for only the transport of waste, and the other for both transport and disposal.

The transport only option assumes disposal at CRL for the reduced disposal price previously negotiated with the Waste Disposal Contractor under Amendment #4. This option, which provides competition, could result in a lower transport price than that obtained from the current transport contractor through the negotiation approach discussed above. It may also result in an additional transporter of waste through the Columbia Gorge and renew political debate over the appropriateness of trucking in this manner.

In addition, the RFP would solicit proposals for transport and disposal to any qualifying location. Since transport and disposal of waste is a sensitive community issue, as evidenced by our past experiences, the criteria used to evaluate such proposals should include more than just cost. Suggested additional criteria include the environmental quality of the facility, history of regulatory compliance and other factors that Metro has traditionally used in the review of franchised and other designated facilities. Since either of these options require nonmonetary evaluation in choosing the preferred supplier, a proposal process is more appropriate than the use of a bid process which only considers cost. Not considering these additional factors could result in an unsuccessful procurement or eventual increased costs as problems occur.

Proposals received for the transport only option would be evaluated in conjunction with the reduced disposal rate available under Amendment No. 4, for price comparison to proposals received for both transport and disposal. Numerous complications will need to be overcome in comparing proposals to the arrangement contemplated under Amendment #4, and in making sure that an arrangement that does not utilize existing contractors doesn't conflict with existing contract arrangements. This option does however offer the most competitive process for determining prices and in establishing a basis for comparison to Amendment #4.

It should be noted that under option #4, it is possible that the outcomes described under the previous three options could occur- option #1 or #2 where waste goes to the Riverbend Landfill, or option #3 where waste goes to the CRL by our current Waste Transport contractor.

Recommendation

The Executive Officer recommends that Council adopt Resolution No. 95-2118 and that the Request for Proposals be developed and forwarded to the Metro Council prior to release.

s:\share\geye\misc\forest.stf

Sanifill Northwest

March 23, 1995

HAND DELIVERED

Mr. Mike Burton
Executive Officer
Metro
600 NE Grand Ave.
Portland, Oregon 97232

Dear Mike:

We have recently reached an agreement with Ambrose Calcagno, Jr. and the Forest Grove Transfer Station to start accepting waste effective April 1, 1995. Therefore, the offer previously made by Sanifill to Metro is no longer available.

We look forward to our continued relationship with Metro. Should you have any questions, please do not hesitate to contact either myself or Joe Cassin at 648-0817.

Sincerely,



Scott Bradley
General Manager
Riverbend Landfill Company, Inc.

cc: Metro Council Members

**FOREST GROVE TRANSFER STATION
A C TRUCKING, INC.**

Post Office Box 8
1525 B Street
Forest Grove, OR 97116-0008

Mr. Michael Burton
Metro Executive Officer
METRO Offices
600 Northeast Grand Avenue
Portland, Oregon 97232-2736

Re: Tonnage to Riverbend

Dear Mr. Burton:

As per our discussion, we are advising you that we will be delivering tonnage from the Forest Grove Station to Riverbend effective April 1, 1995.

Yours truly,


Ambrose Calcagno, Jr.

cc: All Council Members

MINUTES OF THE METRO COUNCIL WORK SESSION

March 10, 1995

Oregon Convention Center
King Board Room

Councilors Present: Ruth McFarland (Presiding Officer), Rod Monroe (Deputy Presiding Officer), Jon Kvistad, Patricia McCaig, Susan McLain, Don Morissette, Ed Washington

Councilors Absent: None

Presiding Officer McFarland called the meeting to order at 1:30 PM.

Presiding Officer McFarland introduced work session facilitator Joe Hertzberg of Decisions, Decisions to the Council. The following policy questions were set forth for discussion.

1. What are the Council's common goals?
2. What is the Council's balance between funding and function?
3. What are policy directions for Metro's negotiating team regarding Metro's future role with the PCPA?
4. How can the Council work together more effectively in asserting its proper role? What is the process to take and the division of responsibility? (Mr. Hertzberg stated process questions will be reserved for a later meeting.)

Each individual shared with the group the qualities, qualifications, and perspectives she or he brought to the Council, and what he or she wanted others to know about her- or himself.

1. GOALS FOR METRO AND THE REGION

Mr. Hertzberg asked councilors to list goals they hoped to accomplish by the year 2000 if, in a reversal of Murphy's Law, "everything that could go right did go right."

In the year 2000 "in a perfect world," councilors projected that Metro will:

- have accomplished and implemented 2040 goals
- have reached resolution of roles of the Executive and Council
- have eliminated redundancy in government, providing the best possible services at the lowest possible cost
- have reached a definition of which responsibilities are Metro's and which are not
- share planning functions with other jurisdictions, Metro being the central planning agency
- provide leadership in a regional filter
- have achieved a broad-based funding source that has been approved by constituents

METRO COUNCIL WORK SESSION

March 10, 1995

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- have defined Metro's regional functions
- take on only those functions that correspond with Metro's central critical mission
- have accomplished some tasks, making them work and turning them over to the private sector (i.e., recycling, solid waste)
- find the arts community, zoo, and public transportation functioning and happy
- find the regional community thriving and coordinated by Metro so that the natural, social, and built environments are healthy
- find the market accepts and embraces our ideas
- have defined and prioritized long term funding goals for next 20 - 30 years, and have developed funding strategies
- have addressed issues of affordable housing and clean water
- have restructured Metro into a regional government of governments, a regional facilitator to provide services that local governments cannot do on their own
- anticipate changes that will affect the region, moving in and out of problems, leaving solved problems behind
- find Metro playing the role of convener of local jurisdictions, holding local governments to the standards they set

Mr. Hertzberg asked councilors to "red flag" any of the above statements with which they were uncomfortable. Individual councilors made the following comments and observations.

- Government cannot be run like a business. Metro needs to be cautious when sending things to the private sector.... Private/public partnerships work best (i.e., our involvement in solid waste and recycling businesses).
- Metro should not become dependent upon a broad-based funding source.... The 7.5% excise tax should be dramatically reduced. In order to pay for charter-mandated pieces, a new funding source is needed.... A new, broad-based funding source, coupled with a reduction in the excise tax, is not a tax increase.
- Metro is not a government of governments, it has unique and separate responsibilities and needs.
- Metro should not adopt the concept that the market accepts and embraces our ideas. The market may resist change until you prove its effectiveness.... Intention of the statement is that in a perfect world people will see the benefit.
- We do not have a regional community, and do not want one.... In a regional community, not everyone agrees, but recognizes that they are part of a region.

Councilors were asked what they thought Metro was doing the best at currently, and what areas needed the most attention.

- Mixed response to 'Accomplish 2040 process.' Implementation of dreams can be difficult.... With RUGGO and the Regional Framework Plan, we are on the right course.... The 2040 process is not a failure, but new councilors can put pressure on the process to make it successful.... It is a highly ranked commitment of the Council.

METRO COUNCIL WORK SESSION

March 10, 1995

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- Mixed response to 'Metro builds public/private partnerships.' We do not build enough partnerships.... Metro has done a good job in this area. Where it is not economically feasible for private industry to take over, we have done so (i.e., toxic waste). Where private industry can make money, coordination has taken place.... There isn't a clear or creative way of looking for public/private solutions, not just partnerships.... We need look at the education and restoration grant partnerships.... Partnerships should be built to get a good return for the agency and our constituents. Where money can be made to help run the agency, we should act.... Where profit can be made it should be turned over to private industry.
- A majority felt Metro was doing a good job of 'sharing planning function with other jurisdictions.' We should bring some planners from local jurisdictions to work at Metro on loan. We could send planners to local jurisdictions.
- Several felt Metro was doing a poor job of 'defining Metro's responsibilities.' There is no definition.... We need a mission statement for Metro.... The charter and RUGGOs have provided us with part of Metro's mission statement.... The charter has been interpreted differently by different parties.... In a perfect world, our mission statement would be changing all the time, as our goals were met and new ones added.
- Several had a problem with 'broad-based funding source approved by constituents.' Funding should not increase exponentially, but should replace funding that is coming from the wrong source.... Either broad-based or niche taxes directly related to services they pay for is preferable to the current situation where users of the solid waste system pay for unrelated services.

2. BRINGING FUNDING AND FUNCTIONS INTO BALANCE

Councilors made the following comments and suggestions for bringing funding and functions into balance:

Metro needs to prioritize its responsibilities, rather than looking for more money.... Metro should not sacrifice standards and quality.... Planners never have enough money.... Council needs to draw lines and make hard decisions.... A move back to project-based funding needs to occur.... Metro's needs are larger than its resources.... Metro should create incentives to find better ways to do things.... We have a serious long-term problem with Metro's excise tax. As the amount of the solid waste stream that goes into recycling increases, the less money Metro makes. There will either be a shortfall in revenue or Metro will have to start applying the excise tax to recyclables. Growth will offset some of this. We can look for end users for recycled materials.... This year, the Executive expanded the excise tax to other areas -- a short-term solution.... Metro needs to be a government that people can understand and feel ownership in. It needs to keep some real services to provide perceived value to region.

A discussion followed regarding Metro's future functions as a service provider and/or facilitator. One councilor views solid waste, transportation, facilities management, police, fire, water, emergency services as broad-based categories of services that are regional in nature. Another view is, Metro would plan and facilitate regional planning, and would provide no services. A

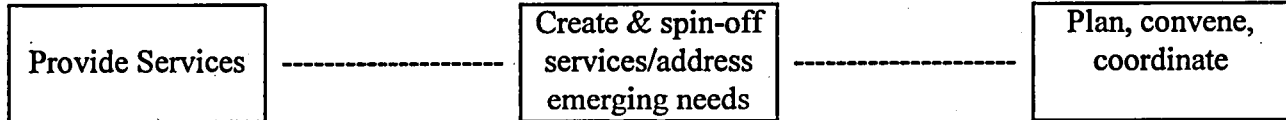
METRO COUNCIL WORK SESSION

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third councilor was not in favor of being a regional service provider, stating that bigger is not necessarily better, and that a facilitation process that will permit autonomy for local governments is the best model. Yet another councilor would add sewers, roads, and airports (not the Port of Portland) to the list of regional services.

Councilors agreed there is a continuum for how Metro will function in the future:



3. METRO'S STRATEGY REGARDING PCPA AND CIVIC STADIUM NEGOTIATIONS

Councilors Washington and McFarland will represent Metro in negotiations with The City of Portland and Multnomah County to discuss funding/ownership issues for the PCPA and Civic Stadium. The consensus of the Council is that ownership is not possible at this time. The role of Metro in the negotiations is to be a convenor of funding source discussions, to bring input regarding long-term packaging, and to provide short-term funding, subject to conditions.

When negotiations have been established, Councilors McFarland and Washington will report back to the Council and the Executive Officer and will solicit further input.

4. ADDITIONAL COUNCILOR INPUT AND FACILITATOR/PARTICIPANT FEEDBACK

Councilor Kvistad presented a proposal for a long-term facilities funding model which was discussed by councilors. Councilor Kvistad suggested Metro operate as an umbrella government under which stand-alone services such as MERC and Tri-Met would operate. Metro would focus on coordination, policy development, regional planning. A benefit of the proposed model would be enhanced oversight, coordination, ability to obtain regional funding, and public accountability. Discussion of pros and cons of the proposal followed.

Three more work sessions will be held to cover the topics listed below. Councilors Morissette, McCaig and Monroe will meet with Mr. Hertzberg as a subcommittee to develop agendas for the sessions.

1. Metro's mission
2. Council process
3. Long-term funding

Councilors then shared what they appreciated about other members of the Council followed by input regarding the benefits of the session.

METRO COUNCIL WORK SESSION

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Councilor Morissette asked for input on his plan to lobby the Legislature for South/North Light Rail. He distributed a memorandum of questions to be answered.

There being no further business before the Council, the meeting was adjourned at 5:37 PM.

Prepared by,

Lindsey Ray
Council Assistant

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Minutes of the Metro Council
March 16, 1995
Council Chamber

Councilors Present: Ruth McFarland (Presiding Officer), Rod Monroe (Deputy Presiding Officer), Patricia McCaig, Susan McLain, Don Morissette, Ed Washington

Councilors Excused: Jon Kvistad

Presiding Officer McFarland called the meeting to order at 2:05 p.m.

1. INTRODUCTIONS

None.

2. CITIZEN COMMUNICATIONS

Karen Upton praised Metro for multi-use development opportunities, specifically Fairview Village. Councilor McCaig suggested Ms. Upton contact John Fregonese, Urban Growth Manager, to learn about other projects.

Henry Kane, Beaverton, appeared to testify. He noted Washington County was proposing to eliminate certain traffic in on US 26 and Hwy 217. He expressed concerns about increased congestion in the area. He noted he would forward written statement to Metro.

3. EXECUTIVE OFFICER COMMUNICATIONS

Mike Burton, Executive Officer, stated the election budget was overextended and an amendment was forthcoming. He noted a supplemental budget for the FY 1994-95 would be coming forward to accommodate change in revenues at the PCPA. He discussed landuse issues at the Legislature.

Jennifer Sims, Finance and Management Information Director, presented the investment report for the quarter ending Decemer 31, 1995, a copy of which is included in the record of this meeting.

4. CONSENT AGENDA

4.1 Consideration of Minutes of the March 9, 1995 Council Meeting

Motion: Councilor Washington moved, seconded by Councilor McLain, to approve the minutes.

Vote: Councilors McCaig, Morissette, Washington, McLain, and McFarland voted aye. Councilor Monroe was absent. The vote was 5/0 and the motion passed.

5. ORDINANCES SECOND READINGS

5.1 Ordinance No. 95-588, An Ordinance Amending The FY 1994-95 Budget And Appropriations Schedule To Reflect A Grant Received By Metro Washington Park Zoo, And Declaring An Emergency

Motion: Councilor Washington moved, seconded by Councilor McCaig to adopt the Ordinance.

Councilor Washington noted the Ordinance would accomodate funds to study the effects of noice, specifically blasting the light rail tunnel, on the animals at the Metro Washington Park Zoo. Kathy Kiaunis, Assistant Zoo Director, was present to respond to questions of the Council.

Vote: Councilors McCaig, Morisette, Washington, McLain, and McFarland voted aye. Councilor Monroe was absent. The vote was 5/0 and the motion passed.

5.2 Ordinance No. 95-594, An Ordinance For The Purpose Of Revising Metro Code Chapter 2.02, Personnel Rules For Non-Represented Employees.

Main Motion: Councilor Washington moved, seconded by Councilor McCaig to adopt the Ordinance.

Councilor Washington noted in response to testimony at the March 9, 1995 hearing, an amendment was being proposed to provide reimbursement at a maximum of the PSU tuition rate, not to exceed three credit hours per term, and \$1,000 per fiscal year, a copy of which is included in the record of this meeting.

Councilor Morisette questioned if fewer people would be provided educational benefits. Presiding Officer McFarland noted limitations were placed on any one individual, but that the funds would need to be budgetted in order to receive the benefit.

In response to Councilor Washington, John Houser, Senior Council Analyst, noted the total funds utilized for education was evaluated, but that the number of employees was not determined. Councilor Washington requested information from this point forward on employees participating in the education reimbursement. Paula Paris, Personnel Director, suggested examining the line item budget to determine the employees participating. She noted the budget account also included training and conferences.

Motion to Amend: Councilor Washington moved, seconded by Councilor McCaig to adopt the amendments.

Vote on Motion to Amend: Councilors McCaig, Morisette, Washington, McLain, and McFarland voted aye. Councilor Monroe was absent. The vote was 5/0 and the motion passed.

Vote on Main Motion: Councilors McCaig, Morisette, Washington, McLain, and McFarland voted aye. Councilor Monroe was absent. The vote was 5/0 and the motion passed.

Presiding Officer McFarland recessed the Council and convened the Contract Review Board.

6. CONTRACT REVIEW BOARD

6.1 Hearing: Appeal by Tri-State Construction, Inc. of Award to L & H Grading, Inc., of Contract for Closure of Sub-Areas 4 & 5 Contract Award Item

Tod Sadlo, Senior Assistant Counsel, introduced the Tri-State Construction representatives. He summarized his March 6, 1995 memorandum, a copy of which is included in the record of this meeting. He reviewed the process used in awarding the contract. He noted Tri-State Construction's bid did not conform to bid requirements and the contract was awarded to L & H Grading, Inc. He explained the appeal process. He noted he attended a meeting on March 14, 1995 with staff and Councilors overviewing the process used for award and appeal. Councilor Washington noted he greeted the Tri-State representatives today, but did not discuss the case.

Mr. Sadlo referred to the February 23, 1995 letter to Joseph Yazbeck, Jr., from the Executive Officer, a copy of which is included in the record of this meeting. He explained the bid was unbalanced due to significant differences in both the engineer's estimate and the average of all other bidders. He stated that if changes were made to specified, the contract cost could significantly change the cost of the contract.

Ron Odestino, Paul Noble, and Mark Casper were present for Tri-State Construction, Inc. Joseph Yazbeck, Jr., Counsel for Tri-State Construction, he distributed information, a copy of which is included in the record of this meeting. He noted Tri-State Construction, Inc., was the low bidder by \$253,000. He emphasized that Tri-State did not submit a conditioned bid and would provide the materials needed to complete the project. He noted unbalanced bids were frequently unbalanced and still accepted. He noted Metro estimated 67,500 cubic yards of imported sand would need to be imported, but that the bid documents called for 125,000 cubic yards of sand. He said the payment method was not actual yards of material, but estimated based on area. He noted the bid specifications called for using the existing sand on site. He noted the other materials were consequently bid higher. He noted if the full 125,000 cubic yards of sand were needed, they would provide it at \$.20 as bid. Referring to his handouts, Mr. Yazbeck noted most other contracts included a provision for 25% margins in costs. He stressed Tri-State was the low bidder even at 64.8% of the materials. He stated Metro should award bids based on the information provided in the bid documents. He said the bid schedule itself was unbalanced as a result. He said the contract should be awarded to Tri-State Construction, Inc. or thrown out entirely and re-bid. He said Tri-State was a qualified contractor.

****McLain - unbalanced, 125,000, respond to DEQ Sadlo yes....comptroller general for evaluation, any less than 97,000 cubic yards..**

In response to Councilor Morissette, Mr. Sadlo and Jim Watkins, Engineering and Analysis Manager, spoke to the line item and bid documents. Mr. Sadlo noted the reasons for including high quantities would allow for changes mandated by DEQ without change orders. He noted Metro had worked with both contractors in the past. Mr. Sadlo noted the owner of L & H Construction died today on the way to this hearing.

Presiding Officer McFarland allowed each party five minutes to close.

Mr. Yazbeck stated Tri-State used the information contained in the bid document to prepare the bid. He stated unbalanced bids were common in the industry. He said based on other industry standards the figure of 125,000 cubic yards was not reasonable. He stated the bid was unconditional and they would perform the contract.

Mr. Sadlo stated page four of the document contained information about rejection of bid based on unbalanced bid and page one requires any misunderstanding must be brought to the attention of Metro for interpretation. He said no questions were asked at the pre-bid conference and that Tri-State participated in the conference. He noted the materials were the largest cost in the contract and could change the amount by up to \$500,000. He noted if a bid like this were accepted fraud and collusion would be suspect. He requested support of the L & H bid.

Councilor McLain stated she did not support the appeal. She supported the finding that the bid was unbalanced.

Vote to approve the appeal: Councilors Washington, McLain, McCaig, Morissette, Monroe, and McFarland voted nay. The vote unanimously rejected the appeal.

Presiding Officer McFarland adjourned the contract review board and reconvened the Metro Council.

7. RESOLUTIONS

- 7.1 Resolution No. 95-21006, For the Purpose of Authorizing the Executive Officer to Enter into a Contract with L & H Grading, Inc., for Work Associated with the Closure of Sub-Areas 4 & 5 of the St. Johns Landfill

Motion: Councilor McLain moved, seconded by Councilor McCaig, to adopt the resolution.

Councilor McLain noted the resolution would award the contract to L & H Grading, Inc., for closure of sub-areas 4 & 5 of the St. Johns Landfill.

Vote: All those present voted aye. The vote was unanimous and the motion passed.

7.7 Resolution No. 95-2114 For the Purpose of Amending Resolution No. 95-2070, Relating Meeting Times of the Metro Council

Presiding Officer McFarland requested action not be taken on the item today, allowing it to be heard at an evening meeting.

Ed Gronke, MCCI member, appeared to testify. He referred to written testimony distributed to the Council, copies of which are included in the record of this meeting. He summarized the activities of the MCCI. He opposed the cancellation of the evening Metro meetings. Bob Wiggins, Aleta Woodward, and Geoff Hyde members of the MCCI introduced themselves.

Councilor Monroe stated Metro prides itself in being accessible to citizens. He said the night meeting was scheduled with this effort in mind. He said no citizens attended the meetings and so night meetings were being proposed to be scheduled only when an issue of high public interest was before the Council.

Councilor McLain noted Jack Young had called to express opposition to the resolution. She noted she suggested a compromise of 4:00 p.m. for the fourth Thursday. She said many items were coming up that would interest the citizens. She stated she opposed the resolution.

Motion: Councilor Morissette moved, seconded by Councilor McCaig to adopt the resolution.

Councilor McCaig suggested that the time of the meeting did not keep people away. She suggested that the recent agenda items were not of particular interest to people.

Vote: All those present voted nay. The vote was unanimous rejected and the motion failed.

7.2 Resolution No. 95-2102, For the Purpose of Approving the FY 1996 Unified Work Program

Motion: Councilor Monroe moved, seconded by Councilor Washington to adopt the resolution.

Councilor Monroe noted Andy Cotugno, Planning Director, was present to address any questions.

Casey Short, Senior Council Analyst, noted Councilor Kvistad expressed concerns about the resolution.

Vote: All those present voted aye. The vote was unanimous and the motion passed.

7.3 Resolution No. 95-2103, For the Purpose of Certifying that the Portland Metropolitan Area is in Compliance with Federal Transportation Planning Requirements

Motion: Councilor Monroe moved, seconded by Councilor McCaig to adopt the resolution.

Councilor Monroe noted the item was a companion to Resolution 95-2102.

Vote: All those present voted aye RUTH ABSENT. The vote was unanimous and the motion passed.

7.4 Resolution No. 95-2109, For the Purpose of Authorizing the Release of a Request for Proposals (RFP) and the Execution of a Multi-Year Contract for Management of the Boat Concession at Blue Lake Park

7.5 Resolution No. 95-2108 For the Purpose of Authorizing the Release of a Request for Proposals (RFP) and the Execution of a Multi-Year Contract for Management of Food Concession at Blue Lake Park

Motion: Councilor McCaig moved, seconded by Councilor Morissette to adopt Resolution Nos. 95-2109 and 2108.

Vote: All those present voted aye. The vote was unanimous and the motion passed.

7.6 Resolution No. 95-2089 For the Purpose of Amending the Transportation Policy Alternatives Committee (TPAC) Bylaws

Motion: Councilor Monroe moved, seconded by Councilor Washington, to adopt the resolution.

Councilor Monroe reviewed the history of the resolution. He noted TPAC members requested the Council consider interest and geographic areas when appointing alternates.

Vote: All those present voted aye. The vote was unanimous and the motion passed.

8. INFORMATIONAL ITEMS

8.1 Report Regarding Envirocorp Work at Metro

Councilor Washington updated the Council on the Envirocorp projects. He introduced Jennifer Thompson, coordinator for Envirocorp projects. Ms. Thompson reviewed the participants in the project. She introduced Josh Spragen, participant. She spoke to the projects for Metro. She thanked the Council for their support.

Councilor Monroe suggested Metro Council resolution in support of the project to be forwarded to Congress. Councilor Washington noted the resolution would be before the Council next week. Councilor Washington thanked Ms. Thompson and the Envirocorp members for their hard work.

Elizabeth Moore, Naturalist, distributed materials on the program, copies of which are included in the record of this meeting. She stated the opportunity to work with Envirocorp was very rewarding.

Councilor Washington introduced Ms. Messer and Ms. ** of Portland State University

Ms. Thompson and Ms. Moore showed a five minutes video on the activities of the Envirocorp participants.

10. LEGISLATIVE ITEMS

Burton West, Western Advocates, updated the Council on the Legislative activity, particularly that of Light Rail, Land Use, Finance, Boundary Commission, and PERS issues.

9. COUNCILOR COMMUNICATIONS

Councilor Morissette noted he met regularly with Clackamas County Commissioners and requested he work on appointments with Clackamas County. He called for Councilor Kvistad's participation in the team building process. Presiding Officer McFarland stated she was moving all the meetings to allow full

participation of Council members. Councilor Morissette noted that Focus had more participants than MPAC and some activiteis might utilize Focus for increased participation. He said if Focus was not the right mechanism than one should be developed.

Councilor McCaig reviewed the budget hearing schedule. She requested moving the meeting to 12:30 p.m. to accomodate for participants to attend.

Molly O'Reilly, TPAC Member, appeared to address Resolution No. 95-2089. She spoke to the importance of citizen participation. She said it took time for citizens to gain an effective understanding of the issues. She spoke to the importance of having alternates, "talk the same talk". She encouraged selection of alternates in coordination with the member. She called for considerate treatment of all applicants.

With no further business before the Council, Presiding Officer adjourned the meeting at 5:00 p.m.

Prepared by,

Susan Lee, CMC
Council Assistant

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METRO

Date: March 20, 1995
To: Metro Council
From: *AC* Andrew C. Cotugno, Planning Director
Re: Cascadia Metropolitan Caucus

In conjunction with the Cascadia Conference in Eugene, Metro staff and elected officials met with their counterparts from Seattle and Vancouver, B.C. to discuss the need for ongoing communication on issues of common interest. The group tentatively agreed to meet on an annual basis to share information on successes and failures in the field of growth management. This annual conference would be targeted to a limited number of senior elected and appointed officials, on an invitation basis. The initial meeting is tentatively scheduled for June 22-23, 1995. As the dues-paying members of the Cascadia Commission, Metro, Portland and Tri-Met should have attendees. In addition, it may be appropriate to include selected membership from some of Metro's advisory committees (like MPAC or JPACT).

Possible topics that we could share include:

- 2040 planning, especially the Growth Concept, the land capacity analysis and the public involvement program
- LRT planning
- Station area development

Areas of interest from their areas could include:

- LRT vote and next steps
- Experience with implementing "Regional Centers"
- Open space acquisition

ACC:lmk

CC: G.B. Arrington, Tri-Met
Steve Dotterer, City of Portland

MEMORANDUM



METRO

Date: March 23, 1995
To: Metro Council
From: *AC* Andrew C. Cotugno, Planning Director
Subject: Interim RTP Update/\$27 Million Regional Reserve;
Council Review and Adoption Schedule

Transportation Planning staff is in the midst of developing recommendations for the allocation of the \$27 million regional reserve of ISTEA funds and for an Interim Update of the Regional Transportation Plan (RTP) in order to meet federal ISTEA requirements. In order to provide timely public notice leading to adoption of the two items, the Council needs to finalize a schedule for work sessions, public hearings, and actions. Following is brief information on the two actions and a proposed schedule.

The \$27 million regional reserve is focusing on multi-modal projects to begin implementation of the adopted Region 2040 growth concept. Council action on this item represents a final allocation of the reserve ISTEA funds through FY 1997. The adopted projects will then be incorporated into Metro's FY 96 Metropolitan Transportation Improvement Program (MTIP) and amended into ODOT's State Transportation Improvement Program (STIP).


The Interim RTP Update is necessary to keep the plan current under federal ISTEA planning and Clean Air Act requirements. By being current, the region can continue to use federal funds on key regional transportation projects. Processwise, the interim update represents one step leading to adoption of a final RTP next year. That update will continue to meet federal requirements, but will also meet the requirements of the state Transportation Planning Rule (TPR) and will be a functional plan component of Metro's Regional Framework Plan. The Interim RTP represents a first draft of the final plan. Significant technical analysis, public involvement and policy discussion is scheduled over the next year to complete the final plan.

Please review the following schedule and let me know if you have any comments so that we can proceed with public notification.

**Interim RTP/\$27 Million Regional Reserve
JPACT/Metro Council Adoption Schedule**

- **April 6.** JPACT Finance Committee review of joint ODOT/Metro staff recommendation.
- **April 7.** Release joint ODOT/Metro staff recommendation for public/agency review and comment.
- **April 11.** Council worksession to review and discuss staff recommendation.
- **April 13, 17, 18.** *Priorities '95*, public meetings to comment on staff recommendations.
- **April 28.** TPAC recommendation on final package.
- **May 4.** Council public hearing on TPAC recommendation.
- **May 9.** Council worksession to review and discuss TPAC recommendation, discuss results of the public hearing and forward comments to JPACT.
- **May 11.** JPACT adoption.
- **May 25.** Metro Council adoption.

**METRO**

DATE: March 21, 1995
TO: Metro Council
FROM: Mike Burton, Executive Officer 
RE: February Excise Tax and Expenditures Vs Actual Report

OVERVIEW

Both the excise tax receipts and the expenditures by appropriation unit are close to their budgeted values year to date.

This report provides a monthly update of the actual excise tax receipts, the forecast for the total year, and provides the budgeted amount as a reference.

This report also tracks the Metro expenditures and encumbrances of funds by appropriation unit. Not all appropriations are expected to be spent uniformly throughout they year. Major capital outlay, contracts in materials and services, and interfund transfers tend to occur in large increments. Appropriation units with a percentage of resources remaining less than the percentage of the year remaining, receive additional attention by the department directors to make sure that this is not an indication of a potential over expenditure.

EXCISE TAX RECEIPTS

FY 1994-95 Excise tax receipts through February are \$3,764,816. This is \$40,402 (1.1%) below plan. The forecast of annual shortfall has decreased during the last four months. The shortfall is due primarily to shortfall in Solid Waste revenues. The shortfall is at both Metro and non-Metro facilities. The revenue at Metro facilities has been slightly above forecast for the last four months but not quite enough to compensate for being low the first four months of the fiscal year. Metro received tons are above forecast, but less of the tonnage is revenue tons. The revenue at non-Metro solid waste facilities has been consistently below forecast except for this month's data when an extraordinary delivery of more than 12,000 tons of industrial process waste was received from one generator.

February Excise Tax, General Fund, and Expenditures Vs Actual Report

March 21, 1995

Page 2

Excise Tax Receipts Above Plan Year to Date:

- Zoo, \$16,307 (5.3%) above plan. February was a good month again with construction not reducing attendance as much as forecast. As usual, weather is the largest factor.
- Expo, \$15,081 (25.5%) above plan. The first quarter was expected to be slow and was even lower than forecast but the next five months have all been above forecast.
- Convention Center, \$15,239 (11.1%) above plan. February was \$2,849 below forecast, but the year to date is still doing well.

Excise Tax Receipts Below Plan Year to Date:

- Solid Waste – Metro Owned Facilities, \$38,673 (1.4%) below plan. November, December, January and February were slightly above plan, but not enough to make up for shortfalls in earlier months. Tonnage is actually above forecast, but a larger percentage is exempt from fees.
- Solid Waste – Non-Metro Owned Facilities, \$35,112 (6.6%) below plan. Revenue tons at the non-Metro owned facilities was \$6,013 above forecast for this month, but has been below forecast every other month this fiscal year. This increase was due to a large delivery from a single industrial customer and is not expected to initiate a trend.
- Planning Fund, \$8,841 (71.4%) below plan. Excise Tax collections from Planning Fund activities are small and difficult to forecast as they depend on sales of data and materials through the Data Resource Center.
- Building Fund, \$4,403 (23.0%) below plan. All months this year except January have been below budget. January was an anomaly due to a correction for residual revenue in FY 1993-94. Excise Tax receipts from the Building Fund for the rest of the year are expected to remain below budget due to a low occupancy rate in the Metro Regional Center Parking Garage.

FY 1994-95 EXPENDITURES VS APPROPRIATIONS THROUGH JANUARY 31, 1995

The tables on pages B-1 through B-8 show actual expenditures by appropriation unit through February 28, 1995. No appropriation units are over budget.

February Excise Tax, General Fund, and Expenditures Vs Actual Report

March 21, 1995

Page 3

Seven Personal Services appropriation units have a smaller percentage of their budget remaining than the percentage of the year remaining (33.3%).

1. General Fund, Council -- 30.9% remaining. Reduction of the Council size from 13 to 7 at mid-year caused the first half expenditures to be above half of the annual average. The February expenditure rate would keep the Council within budget at year end. Separation pay, a temporarily vacant position and new hire wages mean that this appropriation unit can not just be projected in its expenditure level and needs to be evaluated by the Council analyst monitoring expenditures.
2. Support Services Fund, Office of citizen Involvement -- 32.4% remaining. This has been brought to the attention of the Council staff. Accuracy of charges to this appropriation unit including overtime charges is being evaluated.
3. Zoo Operating Fund, Animal Management -- 32.5% remaining. Family leave replacement and injury replacement will cause a need for a budget adjustment.
4. Zoo Operating Fund, Marketing -- 30.8% remaining. An error in the planned anniversary date and associated earlier pay rate caused a need for a budget adjustment.
5. Zoo Operating Fund, Design Services -- 30.5% remaining. Payment of accrued vacation pay for a terminating employee created the need for a budget adjustment.
6. Solid Waste Revenue Fund, Operations -- 33.2% A budget ordinance is in process to convert some M&S to PS.
7. Solid Waste Revenue Fund, Planning & Technical Services -- 32.1% remaining. An incorrect coding will be reversed so no budget adjustment will be required.

Materials & Services and Capital Outlay are not spent linearly throughout the year. None appear to have a problem, although the individual departments will need to continue to watch expenditures, particularly in June.

The General Services Fund has expended more than the annualized rate of Materials & Services budget. This is caused by the annual distribution of the local governments' share of the Contractors license fees, \$151,815.

Transfers and Debt Service should not be expected to distribute in a smooth annualized way. Expenditures are occurring as planned.

Attachments

MB:RSR

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FY 1994-95 EXCISE TAX ACTUAL VS PLAN
FMI FINANCIAL PLANNING DIVISION
THROUGH MONTH OF
FEBRUARY

FUND	MONTH OF FEBRUARY			
	PLAN	ACTUAL	DIFFERENCE	% DIFFERENCE
ZOO	12,548	16,119	3,571	28.5%
PLANNING	1,222	305	(916)	-75.0%
EXPO	8,536	13,834	5,298	62.1%
BUILDING FUND	2,430	1,987	(443)	-18.2%
SOLID WASTE	299,350	311,044	11,694	3.9%
CONVENTION CENTER	31,391	28,542	(2,849)	-9.1%
TOTAL METRO FACILITIES	355,477	371,831	16,354	4.6%
NON-METRO FACILITIES	71,896	77,909	6,013	8.4%
TOTAL	427,373	449,740	22,367	5.2%

FUND	YEAR TO DATE			
	PLAN	ACTUAL	DIFFERENCE	% DIFFERENCE
ZOO	306,386	322,692	16,307	5.3%
PLANNING	12,390	3,549	(8,841)	-71.4%
EXPO	59,218	74,299	15,081	25.5%
BUILDING FUND	19,136	14,733	(4,403)	-23.0%
SOLID WASTE	2,742,207	2,703,534	(38,673)	-1.4%
CONVENTION CENTER	137,860	153,099	15,239	11.1%
TOTAL METRO FACILITIES	3,277,197	3,271,907	(5,290)	-0.2%
NON-METRO FACILITIES	528,021	492,909	(35,112)	-6.6%
TOTAL	3,805,218	3,764,816	(40,402)	-1.1%

FUND	CURRENT ANNUAL FORECAST	BUDGET	ANNUAL VARIANCE FORECAST
ZOO	540,945	487,604	53,341
PLANNING	13,866	21,197	(7,331)
EXPO	99,906	84,451	15,455
BUILDING FUND	24,453	28,848	(4,395)
SOLID WASTE	4,150,086	4,188,759	(38,673)
CONVENTION CENTER	236,660	221,624	15,036
TOTAL METRO FACILITIES	5,065,915	5,032,483	33,432
NON-METRO FACILITIES	872,904	936,277	(63,373)
TOTAL	5,938,818	5,968,760	(29,942)

Note: The forecast includes the elimination of the effect of Ordinance 94-556B which would have adjusted the excise tax rate downward in conjunction with a Construction Excise Tax. A second major change is a reduction in the forecast tonnage shortfall at non-Metro facilities from approximately 40,000 tons that had been provided by the Solid Waste department to approximately 10,000 tons which is the annual rate experienced through the first quarter.

Revenue from the non-Metro solid waste is received one month after receipt of the tonnage due to the time allowed by Metro for reporting and paying by the facilities. For that revenue the forecast and revenue will be shown on an actual rather than an accrual basis until closing at year end, i.e., no income in July and two months worth of income in June.

**FISCAL YEAR 1994-95
COMPARISON OF APPROPRIATIONS TO EXPENSES
AS OF February 28, 1995**

PERCENT OF YEAR REMAINING = **33.3%**

	Adopted Budget	Expended To Date	Balance Remaining	Percent Remaining
GENERAL FUND				
Council				
Personal Services	888,891.00	\$613,905	\$274,986	30.9%
Materials & Services	102,243.00	\$87,119	\$15,124	14.8%
Capital Outlay	13,800.00	\$0	\$13,800	100.0%
Subtotal	<u>\$1,004,934</u>	<u>\$701,024</u>	<u>\$303,910</u>	<u>30.2%</u>
Executive Management				
Personal Services	343,856.00	\$226,706	\$117,150	34.1%
Materials & Services	40,002.00	\$24,928	\$15,074	37.7%
Capital Outlay	1,600.00	\$1,446	\$154	9.6%
Subtotal	<u>\$385,458</u>	<u>\$253,080</u>	<u>\$132,378</u>	<u>34.3%</u>
Office of The Auditor				
Personal Services	76,373.00	\$13,245	\$63,128	82.7%
Materials & Services	20,654.00	\$7,486	\$13,168	63.8%
Capital Outlay	20,127.00	\$17,404	\$2,723	13.5%
Subtotal	<u>\$117,154</u>	<u>\$38,135</u>	<u>\$79,019</u>	<u>67.4%</u>
Special Appropriations				
Materials & Services	265,000.00	\$62,500	\$202,500	76.4%
General Expenses				
Interfund Transfers	4,241,383.00	\$1,757,742	\$2,483,641	58.6%
Contingency	450,089.00	\$0	\$450,089	100.0%
Subtotal	<u>\$4,691,472</u>	<u>\$1,757,742</u>	<u>\$2,933,730</u>	<u>62.5%</u>
Unappropriated Balance	\$200,000	\$0	\$200,000	100.0%
Total General Fund Requirements	<u>\$6,664,018</u>	<u>\$2,812,481</u>	<u>\$3,851,537</u>	<u>57.8%</u>
SUPPORT SERVICES FUND				
Finance				
Personal Services	2,321,327.00	\$1,418,086	\$903,241	38.9%
Materials & Services	480,250.00	\$253,862	\$226,388	47.1%
Capital Outlay	21,130.00	\$8,899	\$12,231	57.9%
Subtotal	<u>\$2,822,707</u>	<u>\$1,680,847</u>	<u>\$1,141,860</u>	<u>40.5%</u>
General Services Fund				
Personal Services	947,694.00	\$597,609	\$350,085	36.9%
Materials & Services	740,912.00	\$503,474	\$237,438	32.0%
Capital Outlay	10,960.00	\$9,496	\$1,464	13.4%
Subtotal	<u>\$1,699,566</u>	<u>\$1,110,579</u>	<u>\$588,987</u>	<u>34.7%</u>
Office of Personnel				
Personal Services	552,092.00	\$330,175	\$221,917	40.2%
Materials & Services	53,710.00	\$15,509	\$38,201	71.1%
Subtotal	<u>\$605,802</u>	<u>\$345,684</u>	<u>\$260,118</u>	<u>42.9%</u>

FISCAL YEAR 1994-95
COMPARISON OF APPROPRIATIONS TO EXPENSES
AS OF February 28, 1995

PERCENT OF YEAR REMAINING = 33.3%

	Adopted Budget	Expended To Date	Balance Remaining	Percent Remaining
SUPPORT SERVICES FUND (continued)				
Office of General Counsel				
Personal Services	447,725.00	\$280,043	\$167,682	37.5%
Materials & Services	29,998.00	\$18,691	\$11,307	37.7%
Capital Outlay	3,600.00	\$2,981	\$619	17.2%
Subtotal	\$481,323	\$301,715	\$179,608	37.3%
Office of Public and Government Relations				
Personal Services	302,672.00	\$200,310	\$102,362	33.8%
Materials & Services	129,782.00	\$63,251	\$66,531	51.3%
Subtotal	\$432,454	\$263,561	\$168,893	39.1%
Office of Citizen Involvement				
Personal Services	74,520.00	\$50,390	\$24,130	32.4%
Materials & Services	10,730.00	\$5,431	\$5,299	49.4%
Subtotal	\$85,250	\$55,821	\$29,429	34.5%
Special Appropriations				
Materials & Services	125,000.00	\$81,645	\$43,355	34.7%
General Expenses				
Interfund Transfers	806,169.00	\$756,220	\$49,949	6.2%
Contingency	202,808.00	\$0	\$202,808	100.0%
Subtotal	\$1,008,977	\$756,220	\$252,757	25.1%
Unappropriated Balance	\$407,625	\$0	\$407,625	100.0%
Total Support Services Fund Requirements	\$7,668,704	\$4,596,072	\$3,072,632	40.1%
BUILDING MANAGEMENT FUND				
Personal Services	249,112.00	\$149,678	\$99,434	39.9%
Materials & Services	693,749.00	\$376,835	\$316,914	45.7%
Capital Outlay	60,000.00	\$0	\$60,000	100.0%
Interfund Transfers	1,428,958.00	\$772,781	\$656,177	45.9%
Contingency	50,000.00	\$0	\$50,000	100.0%
Unappropriated Balance	\$319,219	\$0	\$319,219	100.0%
Total Building Management Fund Requirements	\$2,801,038	\$1,299,294	\$1,501,744	53.6%
RISK MANAGEMENT FUND				
Personal Services	263,815.00	\$160,483	\$103,332	39.2%
Materials & Services	1,105,215.00	\$387,153	\$718,062	65.0%
Capital Outlay	20,000.00	\$7,449	\$12,551	62.8%
Contingency	200,000.00	\$0	\$200,000	100.0%
Unappropriated Balance	\$6,063,119	\$0	\$6,063,119	100.0%
Total Insurance Fund Requirements	\$7,652,149	\$555,085	\$7,097,064	92.7%
GENERAL REVENUE BOND FUND				
Construction Account				
Materials & Services	23,500.00	\$3,837	\$19,663	83.7%
Capital Outlay	147,732.00	\$46,105	\$101,627	68.8%
Subtotal	\$171,232	\$49,942	\$121,290	70.8%

FISCAL YEAR 1994-95
COMPARISON OF APPROPRIATIONS TO EXPENSES
AS OF February 28, 1995

PERCENT OF YEAR REMAINING = 33.3%

	Adopted Budget	Expended To Date	Balance Remaining	Percent Remaining
GENERAL REVENUE BOND FUND (continued)				
Debt Service Account				
Debt Service	1,492,958.00	\$1,492,957	\$1	0.0%
Subtotal	<u>\$1,492,958</u>	<u>\$1,492,957</u>	<u>\$1</u>	<u>0.0%</u>
General Expenses				
Contingency	218,412.00	\$0	\$218,412	100.0%
Subtotal	<u>\$218,412</u>	<u>\$0</u>	<u>\$218,412</u>	<u>100.0%</u>
Unappropriated Balance	\$1,805,705	\$0	\$1,805,705	100.0%
Total General Revenue Bond Fund Requirements	<u>\$3,688,307</u>	<u>\$1,542,899</u>	<u>\$2,145,408</u>	<u>58.2%</u>
ZOO OPERATING FUND				
Administration				
Personal Services	768,193.00	\$470,054	\$298,139	38.8%
Materials & Services	174,595.00	\$107,216	\$67,379	38.6%
Capital Outlay	6,180.00	\$2,233	\$3,947	63.9%
Subtotal	<u>\$948,968</u>	<u>\$579,503</u>	<u>\$369,465</u>	<u>38.9%</u>
Animal Management				
Personal Services	2,288,813.00	\$1,544,982	\$743,831	32.5%
Materials & Services	518,102.00	\$298,617	\$219,485	42.4%
Capital Outlay	60,000.00	\$34,055	\$25,945	43.2%
Subtotal	<u>\$2,866,915</u>	<u>\$1,877,654</u>	<u>\$989,261</u>	<u>34.5%</u>
Facilities Management				
Personal Services	1,822,777.00	\$1,181,011	\$641,766	35.2%
Materials & Services	1,401,501.00	\$912,447	\$489,054	34.9%
Capital Outlay	169,740.00	\$43,637	\$126,103	74.3%
Subtotal	<u>\$3,394,018</u>	<u>\$2,137,095</u>	<u>\$1,256,923</u>	<u>37.0%</u>
Education Services				
Personal Services	644,673.00	\$412,664	\$232,009	36.0%
Materials & Services	222,300.00	\$75,702	\$146,598	65.9%
Capital Outlay	7,500.00	\$2,772	\$4,728	63.0%
Subtotal	<u>\$874,473</u>	<u>\$491,138</u>	<u>\$383,335</u>	<u>43.8%</u>
Marketing				
Personal Services	323,762.00	\$223,992	\$99,770	30.8%
Materials & Services	667,784.00	\$384,845	\$282,939	42.4%
Capital Outlay	4,650.00	\$1,544	\$3,106	66.8%
Subtotal	<u>\$996,196</u>	<u>\$610,381</u>	<u>\$385,815</u>	<u>38.7%</u>
Visitor Services				
Personal Services	1,565,076.00	\$1,013,421	\$551,655	35.2%
Materials & Services	1,297,420.00	\$871,275	\$426,145	32.8%
Capital Outlay	117,000.00	\$25,586	\$91,414	78.1%
Subtotal	<u>\$2,979,496</u>	<u>\$1,910,282</u>	<u>\$1,069,214</u>	<u>35.9%</u>

**FISCAL YEAR 1994-95
COMPARISON OF APPROPRIATIONS TO EXPENSES
AS OF February 28, 1995**

PERCENT OF YEAR REMAINING = **33.3%**

	Adopted Budget	Expended To Date	Balance Remaining	Percent Remaining
ZOO OPERATING FUND (continued)				
Design Services				
Personal Services	285,194.00	\$198,085	\$87,109	30.5%
Materials & Services	152,199.00	\$27,144	\$125,055	82.2%
Capital Outlay	199,500.00	\$41,434	\$158,066	79.2%
Subtotal	<u>\$636,893</u>	<u>\$266,663</u>	<u>\$370,230</u>	<u>58.1%</u>
General Expenses				
Interfund Transfers	1,356,276.00	\$1,159,810	\$196,466	14.5%
Contingency	561,665.00	\$0	\$561,665	100.0%
Subtotal	<u>\$1,917,941</u>	<u>\$1,159,810</u>	<u>\$758,131</u>	<u>39.5%</u>
Unappropriated Balance	\$3,685,996	\$0	\$3,685,996	100.0%
Total Zoo Operating Fund Requirements	<u>\$18,300,896</u>	<u>\$9,032,526</u>	<u>\$9,268,370</u>	<u>50.6%</u>
ZOO CAPITAL FUND				
Personal Services	15,300.00	\$2,894	\$12,406	81.1%
Capital Outlay	1,308,787.00	\$378,496	\$930,291	71.1%
Contingency	150,000.00	\$0	\$150,000	100.0%
Total Zoo Capital Fund Requirements	<u>\$1,474,087</u>	<u>\$381,390</u>	<u>\$1,092,697</u>	<u>74.1%</u>
SOLID WASTE REVENUE FUND				
Administration				
Personal Services	552,982.00	\$350,846	\$202,136	36.6%
Materials & Services	172,424.00	\$106,614	\$65,810	38.2%
Subtotal	<u>\$725,406</u>	<u>\$457,460</u>	<u>\$267,946</u>	<u>36.9%</u>
Budget and Finance				
Personal Services	495,560.00	\$312,324	\$183,236	37.0%
Materials & Services	1,072,255.00	\$322,702	\$749,553	69.9%
Subtotal	<u>\$1,567,815</u>	<u>\$635,026</u>	<u>\$932,789</u>	<u>59.5%</u>
Operations				
Personal Services	2,362,635.00	\$1,579,095	\$783,540	33.2%
Materials & Services	43,060,626.00	\$22,820,761	\$20,239,865	47.0%
Subtotal	<u>\$45,423,261</u>	<u>\$24,399,856</u>	<u>\$21,023,405</u>	<u>46.3%</u>
Engineering & Analysis				
Personal Services	723,405.00	\$444,240	\$279,165	38.6%
Materials & Services	224,751.00	\$32,334	\$192,417	85.6%
Subtotal	<u>\$948,156</u>	<u>\$476,574</u>	<u>\$471,582</u>	<u>49.7%</u>

**FISCAL YEAR 1994-95
COMPARISON OF APPROPRIATIONS TO EXPENSES
AS OF February 28,,1995**

PERCENT OF YEAR REMAINING = 33.3%

	Adopted Budget	Expended To Date	Balance Remaining	Percent Remaining
SOLID WASTE REVENUE FUND (continued)				
Waste Reduction				
Personal Services	557,059.00	\$355,525	\$201,534	36.2%
Materials & Services	1,178,421.00	\$408,643	\$769,778	65.3%
Subtotal	\$1,735,480	\$764,168	\$971,312	56.0%
Planning & Technical Services				
Personal Services	548,384.00	\$372,389	\$175,995	32.1%
Materials & Services	377,033.00	\$85,815	\$291,218	77.2%
Subtotal	\$925,417	\$458,204	\$467,213	50.5%
Recycling Information and Education				
Personal Services	377,608.00	\$222,639	\$154,969	41.0%
Materials & Services	217,518.00	\$75,065	\$142,453	65.5%
Subtotal	\$595,126	\$297,704	\$297,422	50.0%
Debt Service Account				
Debt Service	2,879,579.00	\$2,744,868	\$134,711	4.7%
Subtotal	\$2,879,579	\$2,744,868	\$134,711	4.7%
Landfill Closure Account				
Materials & Services	6,344,000.00	\$2,535,635	\$3,808,365	60.0%
Subtotal	\$6,344,000	\$2,535,635	\$3,808,365	60.0%
Construction Account				
Capital Outlay	1,650,000.00	\$9	\$1,649,991	100.0%
Subtotal	\$1,650,000	\$9	\$1,649,991	100.0%
Renewal and Replacement Account				
Capital Outlay	149,000.00	\$0	\$149,000	100.0%
Subtotal	\$149,000	\$0	\$149,000	100.0%
General Account				
Capital Outlay	661,670.00	\$161,090	\$500,580	75.7%
Subtotal	\$661,670	\$161,090	\$500,580	75.7%
Master Project Account				
Debt Service	350,000.00	\$85,123	\$264,877	75.7%
Subtotal	\$350,000	\$85,123	\$264,877	75.7%
General Expenses				
Interfund Transfers	3,686,836.00	\$2,596,640	\$1,090,196	29.6%
Contingency	8,256,820.00	\$0	\$8,256,820	100.0%
Subtotal	\$11,943,656	\$2,596,640	\$9,347,016	78.3%
Unappropriated Balance	\$14,651,441	\$0	\$14,651,441	100.0%
Total Solid Waste Revenue Fund Requirements	\$90,550,007	\$35,612,357	\$54,937,650	60.7%

**FISCAL YEAR 1994-95
COMPARISON OF APPROPRIATIONS TO EXPENSES
AS OF February 28, 1995**

PERCENT OF YEAR REMAINING = 33.3%

	Adopted Budget	Expended To Date	Balance Remaining	Percent Remaining
REHABILITATION & ENHANCEMENT FUND				
North Portland Enhancement Account				
Materials & Services	447,460.00	\$224,048	\$223,412	49.9%
Subtotal	<u>\$447,460</u>	<u>\$224,048</u>	<u>\$223,412</u>	<u>49.9%</u>
Composter Enhancement Account				
Materials & Services	2,335.00	\$0	\$2,335	100.0%
Subtotal	<u>\$2,335</u>	<u>\$0</u>	<u>\$2,335</u>	<u>100.0%</u>
Metro Central Enhancement Account				
Materials & Services	389,802.00	\$155,578	\$234,224	60.1%
Subtotal	<u>\$389,802</u>	<u>\$155,578</u>	<u>\$234,224</u>	<u>60.1%</u>
Forest Grove Account				
Materials & Services	34,118.00	\$9,460	\$24,658	72.3%
Subtotal	<u>\$34,118</u>	<u>\$9,460</u>	<u>\$24,658</u>	<u>72.3%</u>
Oregon City Account				
Materials & Services	192,690.00	\$52,022	\$140,668	73.0%
Subtotal	<u>\$192,690</u>	<u>\$52,022</u>	<u>\$140,668</u>	<u>73.0%</u>
General Expenses				
Interfund Transfers	42,254.00	\$0	\$42,254	100.0%
Contingency	250,000.00	\$0	\$250,000	100.0%
Subtotal	<u>\$292,254</u>	<u>\$0</u>	<u>\$292,254</u>	<u>100.0%</u>
Unappropriated Balance	\$1,384,716	\$0	\$1,384,716	100.0%
Total Rehab. & Enhancement Fund Requirements	<u>\$2,743,375</u>	<u>\$441,108</u>	<u>\$2,302,267</u>	<u>83.9%</u>
PLANNING FUND				
Personal Services	4,495,781.00	\$2,851,168	\$1,644,613	36.6%
Materials & Services	6,395,675.00	\$2,109,514	\$4,286,161	67.0%
Capital Outlay	26,750.00	\$13,821	\$12,929	48.3%
Interfund Transfers	2,045,828.00	\$1,757,121	\$288,707	14.1%
Contingency	416,107.00	\$0	\$416,107	100.0%
Total Planning Fund Requirements	<u>\$13,380,141</u>	<u>\$6,731,624</u>	<u>\$6,648,517</u>	<u>49.7%</u>
REGIONAL PARKS AND EXPO FUND				
Regional Parks & Greenspaces				
Personal Services	1,701,637.00	\$1,067,987	\$633,650	37.2%
Materials & Services	1,927,812.00	\$668,270	\$1,259,542	65.3%
Capital Outlay	417,236.00	\$28,262	\$388,974	93.2%
Subtotal	<u>\$4,046,685</u>	<u>\$1,764,519</u>	<u>\$2,282,166</u>	<u>56.4%</u>
Expo Center				
Personal Services	476,444.00	\$242,182	\$234,262	49.2%
Materials & Services	541,350.00	\$351,658	\$189,692	35.0%
Capital Outlay	393,000.00	\$9,572	\$383,428	97.6%
Subtotal	<u>\$1,410,794</u>	<u>\$603,412</u>	<u>\$807,382</u>	<u>57.2%</u>

FISCAL YEAR 1994-95
COMPARISON OF APPROPRIATIONS TO EXPENSES
AS OF February 28, 1995

PERCENT OF YEAR REMAINING = **33.3%**

	Adopted Budget	Expended To Date	Balance Remaining	Percent Remaining
REGIONAL PARKS AND EXPO FUND (continued)				
General Expenses				
Interfund Transfer	651,920.00	\$622,610	\$29,310	4.5%
Contingency	383,999.00	\$0	\$383,999	100.0%
Subtotal	<u>\$1,035,919</u>	<u>\$622,610</u>	<u>\$413,309</u>	<u>39.9%</u>
Unappropriated Balance	\$53,254	\$0	\$53,254	100.0%
Total Regional Parks and Expo Fund Req.	\$6,546,652	\$2,990,541	\$3,556,111	54.3%
SMITH AND BYBEE LAKES TRUST FUND				
Personal Services	82,652.00	\$51,801	\$30,851	37.3%
Materials & Services	222,632.00	\$14,199	\$208,433	93.6%
Capital Outlay	221,000.00	\$35,651	\$185,349	83.9%
Interfund Transfers	25,429.00	\$0	\$25,429	100.0%
Contingency	13,717.00	\$0	\$13,717	100.0%
Unappropriated Balance	\$2,991,726	\$0	\$2,991,726	100.0%
Total Smith and Bybee Lakes Trust Fund Requirements	\$3,557,156	\$101,651	\$3,455,505	97.1%
REGIONAL PARKS TRUST FUND				
Materials & Services	65,988.00	\$0	\$65,988	100.0%
Interfund Transfer	3,960.00	\$0	\$3,960	100.0%
Unappropriated Balance	308,371.00	\$0	\$308,371	100.0%
Total Regional Parks Trust Fund Req.	\$378,319	\$0	\$378,319	100.0%
METRO GREENSPACES FUND				
Capital Outlay	1,000,000.00	\$0	\$1,000,000	100.0%
Total Metro Greenspaces Fund Requirements	\$1,000,000	\$0	\$1,000,000	100.0%
CONVENTION CENTER PROJECT CAPITAL FUND				
Personal Services	44,425.00	\$29,289	\$15,136	34.1%
Materials & Services	22,500.00	\$24	\$22,476	99.9%
Capital Outlay	759,000.00	\$233,832	\$525,168	69.2%
Interfund Transfers	53,053.00	\$44,211	\$8,842	16.7%
Contingency	20,277.00	\$0	\$20,277	100.0%
Unappropriated Balance	\$520,000	\$0	\$520,000	100.0%
Total Convention Center Project Capital Fund Req.	\$1,419,255	\$307,356	\$1,111,899	78.3%
CONVENTION CENTER PROJECT DEBT SERVICE FUND				
Debt Service	5,542,640.00	\$5,542,640	\$0	0.0%
Unappropriated Balance	2,781,839.00	\$0	\$2,781,839	100.0%
Total Conv. Center Project Debt Service Fund Req.	\$8,324,479	\$5,542,640	\$2,781,839	33.4%
METRO ERC ADMINISTRATION FUND				
Personal Services	496,619.00	\$327,660	\$168,959	34.0%
Materials & Services	101,993.00	\$51,054	\$50,939	49.9%
Capital Outlay	2,100.00	\$1,548	\$552	26.3%
Contingency	24,000.00	\$0	\$24,000	100.0%
Total Metro ERC Administration Fund Req.	\$624,712	\$380,262	\$244,450	39.1%

FISCAL YEAR 1994-95
COMPARISON OF APPROPRIATIONS TO EXPENSES
AS OF February 28, 1995

PERCENT OF YEAR REMAINING = **33.3%**

	Adopted Budget	Expended To Date	Balance Remaining	Percent Remaining
OREGON CONVENTION CENTER OPERATING FUND				
Personal Services	3,654,705.00	\$2,307,426	\$1,347,279	36.9%
Materials & Services	5,992,834.00	\$2,142,789	\$3,850,045	64.2%
Capital Outlay	370,000.00	\$106,252	\$263,748	71.3%
Interfund Transfers	2,448,592.00	\$1,551,111	\$897,481	36.7%
Contingency	500,000.00	\$0	\$500,000	100.0%
Unappropriated Balance	\$6,710,446	\$0	\$6,710,446	100.0%
Total OCC Operating Fund Requirements	\$19,676,577	\$6,107,578	\$13,568,999	69.0%
OREGON CONVENTION CENTER RENEWAL & REPLACEMENT FUND				
Unappropriated Balance	2,115,000.00	\$0	\$2,115,000	100.0%
Total OCC Renewal & Replacement Fund Req.	\$2,115,000	\$0	\$2,115,000	100.0%
SPECTATOR FACILITIES OPERATING FUND				
Civic Stadium				
Personal Services	578,538.00	\$307,840	\$270,698	46.8%
Materials & Services	1,032,429.00	\$430,045	\$602,384	58.3%
Capital Outlay	250,000.00	\$9,524	\$240,476	96.2%
Subtotal	\$1,860,967	\$747,409	\$1,113,558	59.8%
Performing Arts Center				
Personal Services	3,401,462.00	\$2,153,908	\$1,247,554	36.7%
Materials & Services	743,630.00	\$580,804	\$162,826	21.9%
Capital Outlay	110,000.00	\$69,177	\$40,823	37.1%
Subtotal	\$4,255,092	\$2,803,889	\$1,451,203	34.1%
General Expenses				
Interfund Transfers	640,545.00	\$549,299	\$91,246	14.2%
Contingency	72,000.00	\$0	\$72,000	100.0%
Subtotal	\$712,545	\$549,299	\$163,246	22.9%
Unappropriated Balance	\$1,232,155	\$0	\$1,232,155	100.0%
Total Spectator Facilities Operating Fund Requirements	\$8,060,759	\$4,100,597	\$3,960,162	49.1%
COLISEUM OPERATING FUND				
Materials & Services	180,000.00	\$302	\$179,698	99.8%
Total Coliseum Operating Fund Requirements	\$180,000	\$302	\$179,698	99.8%
TOTAL APPROPRIATIONS	\$206,805,631	\$82,535,763	\$124,269,868	60.1%

Notes:

Expended to Date includes encumbered funds.



METRO

DATE: March 20, 1995

TO: Presiding Officer McFarland
Metro Councilors: Morissette, Kvistad, Washington, Monroe, and McCaig
Executive Officer Burton

FROM: Councilor Susan McLain, *S. McLain*
Council Liaison to the Metro Committee for Citizen Involvement
Judy Shioishi, Associate Council Analyst *JAS*

RE: MCCI Work Plan

The work plan of the Metro Committee for Citizen Involvement (MCCI) is attached for your review. The MCCI asks for your participation and suggestions on how the committee might best serve the Council, the Executive Officer and strengthen the lines of communication between Metro and the citizenry of the region. The formal presentation to the Council will be made during the Thursday evening Council meeting. We hope you will be able to attend.

If you have questions before that time, please do not hesitate to contact one of us.

- As the Metro Council Liaison to the MCCI, Councilor McLain has attended most of the committee meetings, and spent all day Saturday, February 11, with the MCCI assisting the group in developing the work plan.
- Judy Shioishi, as the committee analyst has also spent a large amount of time on the development of the plan.

The MCCI has been divided into three work groups. We call your attention to items in each work plan which will require Council approval for funding for projects slated for FY 95 -- 96. Established levels of funding for printing and postage are anticipated to be included in base funding for the committee. Although some of the items list no related expenses, they may require additional staff time from the committee analyst. Examples include: tracking of the budget expenditures, collecting and researching information for the work groups and providing reports to the committee, Council, Executive Officer or staff.

Group 1, Public Involvement Process

Looks internally to the processes within Metro.

- All projects in for this group utilize existing Metro materials.

Group 2, Citizen Involvement Committee Information Network

Examines the committee networks which exist within the region.

March 21, 1995

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This group requests funding for:

- Additional printing and postage for expanded distribution of the Community News Release.
- Training, materials and staff time for a proposed agency-wide training to improve customer service to "walk-in" citizens.
- The Regional Institute for Citizen Involvement proposes twice yearly trainings for citizens throughout the region to teach skills needed to be involved and work more effectively with their government. The request is for building use (monthly meetings and semi-annual trainings) which may include security, housekeeping and room charges. There may be some accounting time requested to assist in tracking receipts and expenditures.
- Metro Cable Access programs. Related expenses are yet to be determined.
- Citizen Voice Mail. Projected expenses include a dedicated phone line and staff support for logging calls and providing responses.

Group 3, Advisory Groups

Reviews and recommends on committee networks within Metro.

- Budget Advisory Committee. Staff member to coordinate meetings: .25 FTE.
Recruitment ads and departmental staff time to develop and present material.

Electronic Interactive Bulletin Board with MCCI Involvement

Citizen advisory committee working to improve information linkages with the citizens of the region through the use of electronic communications. In FY 95 -- 96 the committee would like to add an interactive element to the bulletin board.

- Staff time from Metro to monitor electronic mail or forums, and ensure timely response. The group is currently working on an evaluation of the pilot project. The FY 95 -- 96 Executive Officer's Proposed Budget includes \$2,000 in the Support Services Fund in the Governmental and Public Relations Office Budget.

Once again, please let either of us know if you have any questions prior to the presentation. Otherwise, we look forward to discussing the material with you during the Council meeting.

**METRO**

DATE: March 20, 1995

TO: Presiding Officer McFarland
Metro Councilors: Morissette, Kvistad, McLain, Washington, Monroe, and
McCaig
Executive Officer Burton

FROM: Judy Shioishi, Associate Council Analyst

RE: MCCI Work Plan -- Discussion Draft

Introduction

This document summarizes the mission, goals and projected costs for projects of the Metro Committee for Citizen Involvement (MCCI). The MCCI revised and approved this work plan at their meeting of March 15, 1995. It has been prepared for presentation to the Metro Council and Executive Officer as per the committee bylaws. The work plan is respectfully submitted for your review. The budget elements require Council authorization and will need to be included in the Fiscal Year 95 -- 96 budget if approved.

The committee held a special work plan retreat on Saturday, February 11, 1995. The group worked as a whole and in three work groups over the course of the day.

The purpose of the retreat was to develop a foundation for the newly re-composed group. A preliminary brainstorm list was provided, the work groups selected and adjusted projects that seemed appropriate to their group's mission. The committee then reviewed this work in their meeting of February 15, 1995 clarified the assignments, and approved the concepts in the work plan.

Format

The work plan has been organized into three parts:

- Part I overviews the Office of Citizen Involvement and the Metro Committee for Citizen Involvement's mission and purpose.
- Part II overviews the work plan of the three work groups, and breaks out each group's mission statement, goals, descriptions of projects to be undertaken, benefits derived and identification of budget requirements.
- Part III overviews the work plan of the MCCI's Ad Hoc Work Group -- the Metro Electronic Bulletin Board Project.

Part I The Office of Citizen Involvement and the Metro Committee for Citizen Involvement

Overview and Mission and Purpose

The Office of Citizen Involvement was created in the Metro Charter. Its purpose is to develop and maintain programs and procedures to aid communication between citizens and the Council and the Executive Officer. The Metro Committee for Citizen Involvement (MCCI) was established as the citizens' committee in the Office of Citizen Involvement by the Metro Council.

The MCCI was reorganized at the beginning of 1995. This was done to match committee positions with the newly reconfigured Council districts required by the Charter. Ten of the twenty-seven members are new to the committee, and all of the members at the first meeting agreed that a substantial amount of work needed to be accomplished to develop a new work plan. The full committee met on Saturday, February 11, 1995 to review suggestions and assign projects for each of the three work groups. The committee identified both long and short term projects. Each of the three work groups completed their lists, and those will be discussed in this document.

The following is a presentation by work group, where I have provided an introduction and mission statement, a description of the proposed projects, potential benefits, and identified any budgetary impacts.

The MCCI reviewed the draft work plan, suggested minor changes, now incorporated, and this final document is transmitted to the Metro Council and the Executive Officer. The formal presentation and discussion of the work plan has been scheduled for the Metro Council meeting on March 23, 1995. The presentation is required in the committee bylaws and to be completed in March of each year. This information then will fold into the MCCI budget request to be considered in Phase II of the Metro Council Budget process.

Metro Committee for Citizen Involvement

Office of Citizen Involvement
Metro Committee for Citizen Involvement

March 20, 1995

Division/Program Narrative

History of the Division (1992 -- 94)

The Metro Council adopted the Regional Urban Growth Goals and Objectives (RUGGOs) in September of 1991. In the first objective of Goal One, a citizen involvement committee is required which would assist Metro with the process of citizen involvement. Staff was assigned to assist in the development of such a committee. The committee's bylaws were developed by an ad-hoc committee and approved by the Council. In December of 1992, the Metro Committee for Citizen Involvement had their first meeting.

Meanwhile, the Metro Charter was approved by the voters of the region in November of 1992. In the Charter, a citizen committee is identified and the Council chose to place the MCCI in this role.

March 21, 1995

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Current Year's Work Plan (1994 -- 95)

The committee members identified the projects carried over from the last calendar year and intend to complete these by the end of the Fiscal Year 94 -- 95. The three work groups developed during the last year's work will be continued, with new members joining the groups. The work group's are described, projects identified, potential benefits described and related expenses are detailed.

Next Year's Work Plan (1995 -- 96)

The committee members also identified the projects which were not likely to be completed in the current year, or require Council approval for funding. These projects are separated in FY 1995 -- 96 work plan pages as a second section for each group.

Long Term Projects (beyond FY 1995 -- 96)

One project was placed in this category. Group 3, Advisory Groups would like to explore the possibilities of developing grant funds for community involvement projects.

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**Part II The Metro Committee for Citizen Involvement
 Subcommittee Work Programs**

**Group 1
Public Involvement Process (PIP)
Subcommittee Work Program**

Members: William Pendarvis, Jeff Darden, Holly Isaak, Bob Bothman, Lennie Bjornson, Aleta Woodruff, Linda Bauer, Michael Blackburn and Bob Wiggin.

Purpose: To advise on the development of a process of public involvement within Metro departments.

Fiscal Year 94 -- 95 Projects:
(Not in order -- will be in parallel process)

Project 1: Public Involvement Process (PIP) for Transportation Planning

a. Description

Seek Metro Council approval of Public Involvement Process (PIP) for Regional Transportation Planning, Programming and Project Development.

b. Potential Benefits

Provides a national model for a public involvement process in transportation planning. The project puts Metro in the lead of other Metropolitan Planning Organizations by adopting and implementing a formal process for compliance with the Intermodal Surface Transportation Efficiency Act.

c. Related Expenses

Limited amount of printing and postage expenses.

**Project 2: Provide Public Involvement Process (PIP) Review for Major Transportation Planning
 Projects
 (Sub-part of Project 1)**

a. Description

Review major transportation planning, programming and project development public involvement plans, observe the outcomes or steps, develop a report on each process.

b. Potential Benefits

Provides a review of the public involvement process for major plans. This process will offer an early checkpoint, a summary and an opportunity to incorporate any suggestions for reaching additional interested parties.

c. Related Expenses

None.

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Project 3: Advise on Development of Public Involvement Process (PIP) for Solid Waste Department Using the Transportation (PIP) as Model.

a. Description

The Solid Waste Management Plan is currently being updated by the Planning and Technical Services division of the Solid Waste Department. The MCCI has been asked to review and advise on the public involvement process for this update. The Public Involvement Process work group will review the plan and advise on this project, utilizing the Transportation Public Involvement Process as a model.

b. Potential Benefits

Provides a review of the public involvement process for the update of the Solid Waste Management Plan.

c. Related Expenses

None.

Project 4: Review Public Involvement Process (PIP) within Two Projects, eg: a) Region 2040 and b) Regional Parks and Greenspaces Programs.

a. Description

The Public Involvement Process Work Group will monitor both of these programs' public involvement process.

b. Potential Benefits

Provides a review of the public involvement process the Region 2040 and Regional Parks and Greenspaces Programs.

c. Related Expenses

None.

Project 5: Prepare Oversight of Metro Public Involvement and Report to Metro Council in April 1995.

a. Description

This is an overview of public involvement at Metro. The Public Involvement Process Work Group will review the current status of public involvement at Metro and present the findings to the Metro Council in April of 1995.

b. Potential Benefits

Provides a review of the public involvement process the Region 2040 and Parks and Greenspaces Programs.

c. Related Expenses

None.

**Group 1
Public Involvement Process
Subcommittee Work Program**

**Fiscal Year 95 -- 96 Projects:
(Parallel projects)**

Project 1: Continue the Review of Public Involvement Process (PIP) with Transportation and Solid Waste Projects

a. Description

Review projects as they are developed, check for conformance to the departmental public involvement plan. Articulate committee guidelines and standards for public involvement process.

b. Potential Benefits

Takes the models for public involvement one step further, into implementation. This project will provide a report of public involvement process.

c. Related Expenses

None.

Project 2: Apply Public Involvement Process model to two additional Metro areas, e.g.: Regional Parks and Greenspaces and the Metropolitan Exposition and Recreation Commission.

a. Description

Review and advise on the public involvement process for two additional functional areas.

b. Potential Benefits

Helps move the Metro Council closer to adopting a citizen involvement process as required by the Charter.

c. Related Expenses

None.

Project 3: Further Refine the Guidelines & Standards of Public Involvement Processes (PIP) for future applications with Metro Departments or projects.

a. Description

Refine the development of the Charter mandated citizen involvement process.

b. Potential Benefits

Helps move the Metro Council closer to adopting a citizen involvement process as required by the Charter.

c. Related Expenses

None.

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Project 4: Monitor Public Involvement in Ongoing Metro Programs.

a. Description

Coordinate with Auditor's Office to review, evaluate and comment on various Metro programs' public involvement processes. April 1996, report to Metro Council.

b. Potential Benefits

Helps move the Metro Council closer to adopting a citizen involvement process as required by the Charter. Establishes benchmarks, provides progress reports. May be used in development of a public involvement process as required by the Charter. Prepares oversight of Metro public involvement and reports to Metro Council twice yearly. Establishes public involvement process principle to set well in advance and keep meeting times.

c. Related Expenses

None.

**Group 2
Citizen Involvement Committee Information Network
Subcommittee Work Program**

Members: Bob Brown, William Merchant, Debra Downy, Jeannette Gouldsberry
Angel Olsen, Henri Schauffler.

Purpose: To advise on ways to coordinate efforts with citizen involvement groups
throughout the region.

Fiscal Year 94 -- 95 Projects:

Project 1: Print tri-fold organization folders

a. Description

This is a publicity piece for the MCCI: to promote the committee; provide information; and offer a tear-off form to request additional information or an application.

b. Potential Benefits

Provides information on the MCCI and offers a simple way to request additional material.

c. Related Expenses

Finalize graphic design, printing and postage costs.

Project 2: Expand mailing list to business, service and other citizen organizations besides neighborhood organizations. Interact with Metro Public Relations Staff.

a. Description

This refers to the Community News Release distribution list. The work group would like to expand the mailing list to relay the information to a broader base of organizations. Additionally, the work group members would like to see increased interaction with the public involvement staff at Metro.

b. Potential Benefits

Provides consolidated news releases to organizations, with the potential for redistribution to members. Additional interaction with public involvement staff would help members of the committee better understand projects at Metro and perhaps spark interest in their neighborhood organization.

c. Related Expenses

Increased printing and postage costs.

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Project 3: Orientation of new Metro Staff to provide better overview of Metro functions to "walk-in" citizens.

a. Description

This is a training program for those individuals throughout the agency with significant public contact.

b. Potential Benefits

Intended to provide improved customer service and shorten the time interval between a citizen inquiry and a response from Metro.

c. Related Expenses

Training, materials and staff time.

Project 4: Quarterly Council Workshops. Regular reports (quarterly) to Council. Schedule regular meetings with Metro Executive Officer. Schedule quarterly workshops with the Council.

a. Description

Schedule regular meetings with the Council and Executive Officer.

b. Potential Benefits

Enhance the lines of communication between the Council, the Executive Officer and the MCCI.

c. Related Expenses

None.

Project 5: Regional Institute for Citizen Involvement

a. Description

A collaborative effort between the four county and regional citizen involvement groups, Oregon State University Extension Service of Multnomah County and the Extension Service's Family Community Leadership Program. The mission is to teach citizens the skills needed to be involved and work more effectively with their government.

b. Potential Benefits

To teach the Family Community Leadership material to the Metro area citizens and groups. To provide in-service training for government boards, commissions, citizen participation organizations and government employees. To provide facilitation services to citizen groups in order to improve their effectiveness, efficiency and communication.

To increase the level of trust in government through knowledge. To increase citizen ownership of their local government decision-making process. To develop a more informed voting public. To encourage citizens to take responsibility for their own governance.

c. Related Expenses

Room use charges, possible cleaning, and security (when applicable) for workshop and monthly meetings. Estimated at \$225 for a four hour workshop. Monthly meetings, will be considered work group meetings of the MCCI.

Possibly some accounting time for tracking receipts and expenditures. To be determined.

Note: This item has a budget impact beyond postage and printing, which will require approval of the Metro Council to continue.

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Project 6: Continuation of Community News Releases

a. Description

A collection of news items related to public involvement opportunities at Metro. These are sent out monthly to citizen involvement organizations throughout the region. Approximately 300 copies are distributed monthly.

b. Potential Benefits

Enhance the lines of communication between Metro and the citizen involvement groups of the region.

c. Related Expenses

Postage and printing.

Group 2
Citizen Involvement Committee Information Network
Subcommittee Work Program

Fiscal Year 95 -- 96 Projects:

Project 1: Schedule quarterly workshops with the Council.

a. Description

Schedule regular meetings with the Council.

b. Potential Benefits

Enhance the lines of communication between the Council and the MCCI.

c. Related Expenses

None.

Project 2: Schedule quarterly workshops with the Executive Officer.

a. Description

Schedule regular meetings with the Executive Officer.

b. Potential Benefits

Enhance the lines of communication between the Executive Officer and the MCCI.

c. Related Expenses

None.

Project 3: Schedule and conduct Metro Cable Access programs, perhaps 2 per year.

a. Description

Schedule and conduct Metro Cable Access programs.

b. Potential Benefits

Could provide a low cost or free cable access program. MCCI members have a range of abilities and experiences that could be utilized in such a project.

c. Related Expenses

To be determined.

Project 4: Expand mailing list to business, service and other citizen organizations besides neighborhood organizations. Interact with Metro Public Relations Staff.

a. Description

This refers to the Community News Release distribution list. The work group would like to expand the mailing list to relay the information to a broader base of organizations. Additionally, the work group members would like to see increased interaction with the public involvement staff at Metro.

b. Potential Benefits

Provides consolidated news releases to organizations, with the potential for redistribution to members. Additional interaction with public involvement staff would help members of the committee better understand projects at Metro and perhaps spark interest in their neighborhood organization.

c. Related Expenses

Increased printing and postage costs.

Project 5: Orientation of new Metro Staff to provide better overview of Metro functions to "walk-in" citizens.

a. Description

This is a training program for those individuals throughout the agency with significant public contact.

b. Potential Benefits

Intended to provide improved customer service and shorten the time interval between a citizen inquiry and a response from Metro.

c. Related Expenses

Training, materials and staff time.

Project 6: Citizen Voice Mail.

a. Description

A voice mail line for individuals to comment on Metro projects, programs or issues.

b. Potential Benefits

Offer another avenue for communication from the citizens of the region.

c. Related Expenses

May be incorporated into project budgets or would require a dedicated phone line and staff support for logging and responses.

**Group 3
Advisory Groups
Subcommittee Work Program**

Members: Geoff Hyde, Dan Small, Don MacGillivray, Jim Regan, Ed Gronke, Patty Mamula, Jerry Penk, James Robison, Ron Repp, Gerry Federico.

Purpose: To advise on citizen involvement opportunities within Metro, recommend improvements, innovations.

Fiscal Year 94 -- 95 Projects:

Project 1: Review 94 -- 95 Metro Budget and Monitor for FY Year.

a. Description

The work group plans to review and track the current year's budget for Metro.

b. Potential Benefits

This offers the potential for a number of individuals to learn more about Metro's Budget.

c. Related Expenses

None, will use adopted budget materials.

**Group 3
Advisory Groups
Subcommittee Work Program**

Fiscal Year 95 - 96 Projects:

**Project 1: Pursue Budget Advisory Committee -- citizen access to review Executive's budget.
Citizen Budget Committee**

a. Description

The work group has developed a process for the creation of a number of Budget Advisory Committees and a Budget Advisory Coordinating Committee. These groups would be composed of citizens from throughout the region and would follow the development of the proposed budget from early discussions within each of the departments.

b. Potential Benefits

The Budget Advisory Committees are viewed as a positive influence on the budget process. Citizens will be in a position to help influence the direction of each department's budget proposal through feedback from the Budget Advisory Committee members and the feeling of citizens in general that they have an independent oversight on the making of Metro's budget.

c. Related Expenses

Staff member to coordinate meetings: .25 FTE. Recruitment ads and departmental staff time to develop and present material.

Project 2: Review and Comment on 95 - 96 Metro Budget and Monitor for FY Year.

a. Description

The work group plans to review and comment on the Executive Officer's Proposed Budget and monitor the document through the Council process to adoption.

b. Potential Benefits

This offers the potential for a number of individuals to learn more about Metro's Budget.

c. Related Expenses

None.

Project 3: Review and Comment on Metro's Budget for 96 - 97.

a. Description

The work group plans to review and comment on the Executive Officer's Proposed Budget for FY 96 - 97, and monitor the document through the Council process to adoption.

b. Potential Benefits

This offers the potential for a number of individuals to learn more about Metro's Budget.

c. Related Expenses

None.

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Project 4: Analyze Community Involvement.

a. Description

This is an on going project. Provides a framework for establishing the current state of community involvement at Metro.

b. Potential Benefits

Offers a method of identifying: where we are, where we might like to go, analyzing any areas for improvement and correcting any deficiencies with regard to citizen involvement.

c. Related Expenses

None.

Long Term: Beyond Fiscal Year 95 -- 96 Project:

Project 1: Developing Grant Funds to Organizations for Community Involvement.

a. Description

This is a project that would require a great deal more research. The concept is that Metro would establish itself as a clearing house for grant funds for various community involvement projects and funding sources.

b. Potential Benefits

Would put Metro in a leadership role in identifying and processing grants for citizen involvement projects.

c. Related Expenses

This project would require Metro staff time to collect, organize and oversee the grants and applications.

**Part III The Metro Electronic Bulletin Board Pilot Project
Metro Committee for Citizen Involvement Work Group**

Fiscal Year 95 -- 96 Projects:

Project: Electronic interactive bulletin board with MCCI involvement

a. Description

An ad-hoc committee has been working on this project since 1992. The MCCI developed a work group with the development of a Metro Electronic Bulletin Board as a focus. The combined efforts produced effective presentations, research on various options available and development of a coalition with the regional libraries. Funding was secured for a pilot project to be carried out in the 1994-95 fiscal year. The group is working on an evaluation of the pilot project and \$2,000 has been included in the Executive Officer's Proposed Budget in FY 95 -- 96 in the Support Services Fund in the Governmental and Public Relations Office Budget. The Citizen Involvement Committee Information Network Work Group would like to add an interactive element to the bulletin board.

b. Potential Benefits

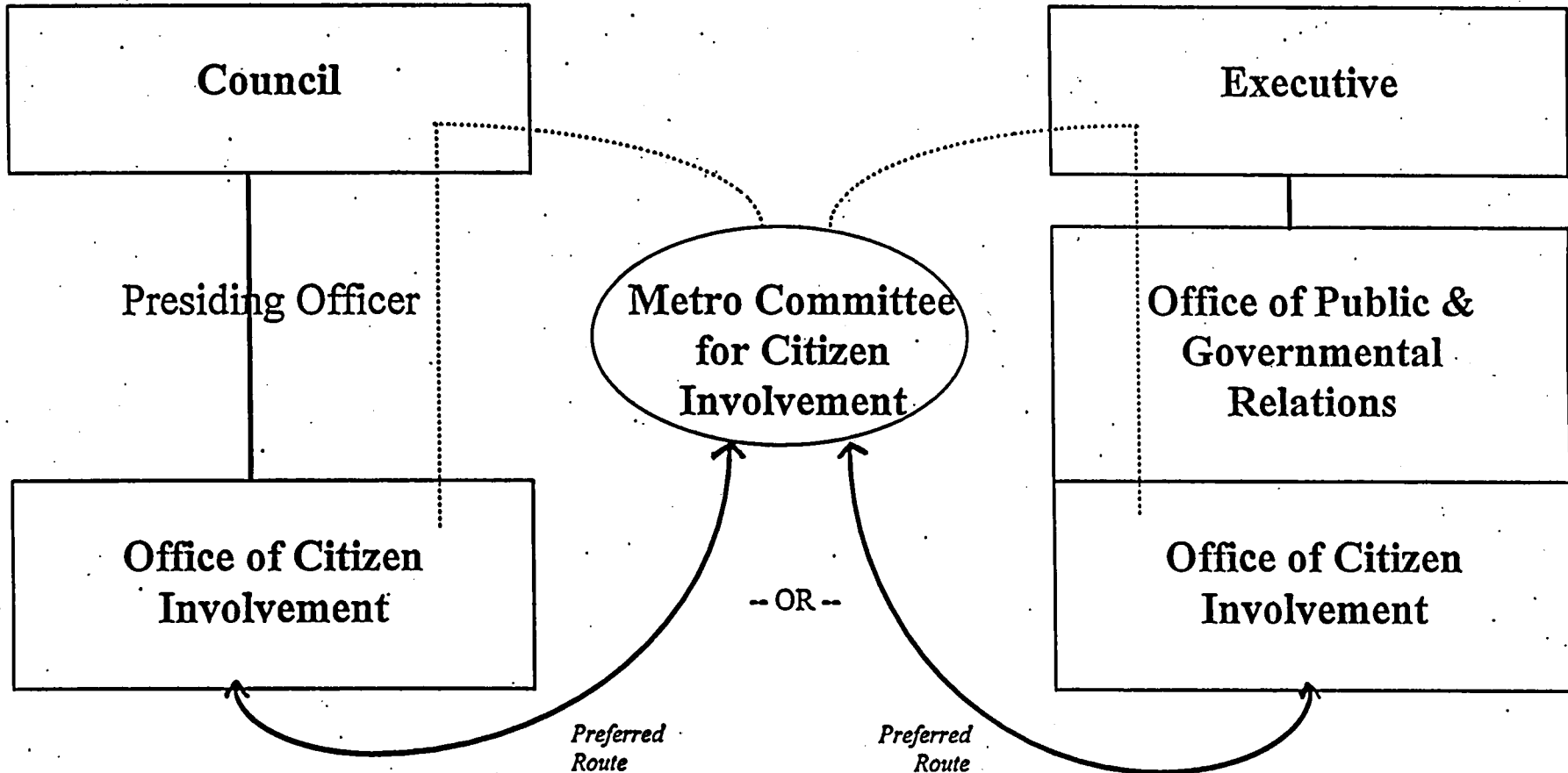
Provides information on Metro in a central area, with convenient access at all hours from homes with modems and from public terminals in libraries throughout the region. The addition of an interactive element would complete the communication loop between Metro and the citizens of the region.

c. Related Expenses

Staff time from Metro to monitor electronic mail or forums, and ensure timely response.

DRAFT

-- Citizens --



Structural Issues to Consider:

- Staff Frequently Representing MCCI
- Perception of Office Status
- Improved Access & Coordination
- Staff Supervision & Accountability
- Staff as lobbyist for MCCI
- Instructions to OPGR Manager?

MCCI Features

- Only Process of Public Involvement
- Networking & Communications
- "Public Involvement Process" Review of Metro Endeavors
- Developing Alternate & Efficient Means of Public Involvement