

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1995-96)	ORDINANCE NO. 95-619
BUDGET AND APPROPRIATIONS)	
SCHEDULE TO IMPLEMENT THE OPEN)	Introduced by Mike Burton
SPACES WORK PROGRAM, ADDING 7.63)	Executive Officer
FTE IN VARIOUS FUNDS, TRANSFERRING)	
\$87,180 FROM THE GENERAL FUND TO THE)	
REGIONAL PARKS AND EXPO FUND, AND)	
TRANSFERRING APPROPRIATIONS WITHIN)	
THE SUPPORT SERVICES AND OPEN)	
SPACES FUND; AND DECLARING AN)	
EMERGENCY)	

WHEREAS, The Metro Council has reviewed and approved the Open Spaces work program; and

WHEREAS, The implementation of the Open Spaces work program will require the addition of staff and the modification of the FY 1995-96 Adopted Budget; and

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1995-96 Budget; and

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

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

THE METRO COUNCIL ORDAINS AS FOLLOWS;

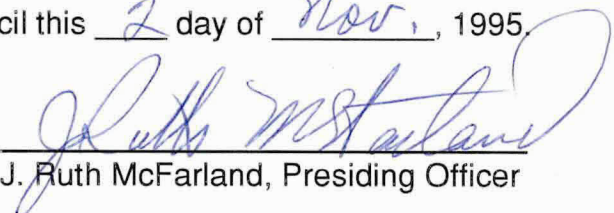
1. That the FY 1995-96 Budget and Schedule of Appropriations are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purposes of implementing the Open Spaces work program. Specific actions include

- Transferring \$87,180 from the General Fund to the Regional Parks and Expo Fund, adding 0.50 FTE and maintenance funds to provide land banking needs for land acquired under the Open Spaces program;
- Transferring \$141,271 from the Support Services Fund Contingency to the Office of General Counsel, adding 2.63 FTE to provide needed legal services for the Open Spaces program;

- Transferring appropriations within the Open Spaces Fund to reflect the approved work program and adding 4.50 FTE.

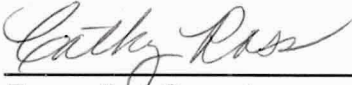
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 2 day of Nov., 1995.



J. Ruth McFarland, Presiding Officer

ATTEST:



Recording Secretary

Approved as to Form:



Daniel B. Cooper, General Counsel

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
General Fund							
General Expenses							
<u>Interfund Transfers</u>							
581513	Trans. Indirect Costs to Bldg. Fund-Regional Center		296,950		0		296,950
581610	Trans. Indirect Costs to Support Svcs. Fund		427,687		0		427,687
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Gen'l		2,576		0		2,576
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Workers' Comp		3,325		0		3,325
581615	Trans. Indirect Costs to Risk Mgmt. Fund (Open Spaces)		10,000		0		10,000
583615	Trans. Direct Costs to Risk Mgmt Fund (Open Spaces EIL)		10,000		0		10,000
<u>Excise Tax Transfers</u>							
582140	Trans. Res. to Planning Fund		3,415,068		0		3,415,068
582513	Trans. Res. to Building Mgmt. Fund		53,328		0		53,328
582554	Trans. Res. to Spectator Facilities fund		250,000		0		250,000
582160	Trans. Res. to Reg. Parks/Expo Fund		533,709		87,180		620,889
582160	Trans. Res. to Reg. Parks/Expo Fund (earnd on facilities)		213,329		0		213,329
Total Interfund Transfers			5,215,972		87,180		5,303,152
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		558,336		(87,180)		471,156
599990	Unappropriated Fund Balance		200,000		0		200,000
Total Contingency and Unappropriated Balance			758,336		(87,180)		671,156
TOTAL FUND REQUIREMENTS		19.55	7,379,395	0.00	0	19.55	7,379,395

NOTE: This "Current Budget" for the General Fund reflected in this ordinance assumes adoption of Ordinance No. 95-617 transferring \$20,000 from the General Fund Contingency to the Building Management Fund to pay for the improvements needed to Metro Regional Center to accommodate the Open Spaces Program staff.

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Support Services Fund							
Resources							
<u>Resources</u>							
305000	Fund Balance						
	*Undesignated		65,000		0		65,000
	*Contractor's License		200,313		0		200,313
	*Capital Replacement Reserve		420,763		0		420,763
321100	Contractors' License Fee		330,000		0		330,000
339200	Contract and Professional Services		100,767		0		100,767
392010	Trans. Indirect Costs from General Fund		427,687		0		427,687
392120	Trans. Indirect Costs from Zoo Oper. Fund		1,285,845		0		1,285,845
392140	Trans. Indirect Costs from Planning Fund		1,435,684		0		1,435,684
392150	Trans. Indirect Costs from Open Spaces Fund		225,000		0		225,000
392160	Trans. Indirect Costs from Reg. Parks/Expo Fund		421,695		0		421,695
392413	Trans. Indirect Costs from Gen'l Revenue Bond Fund		15,000		0		15,000
392531	Trans. Indirect Costs from S.W. Revenue Fund		2,241,875		0		2,241,875
392550	Trans. Indirect Costs from OCC Operating Fund		548,225		0		548,225
392553	Trans. Indirect Costs from Spec. Fac. Fund		347,536		0		347,536
392559	Trans. Indirect Costs from Conv. Ctr. Cap. Fund		14,414		0		14,414
393150	Trans. Direct Costs from Open Spaces Fund		140,921		43,101		184,022
393160	Trans. Direct Costs from Reg. Parks/Expo Fund		14,451		0		14,451
393550	Trans. Direct Costs from OCC Operating Fund		95,209		0		95,209
393553	Trans. Direct Costs from Spec. Fac. Fund		60,355		0		60,355
TOTAL FUND RESOURCES			8,390,740		43,101		8,433,841

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Support Services Fund							
Office of General Counsel							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Administrator	1.00	90,217		0	1.00	90,217
	Senior Assistant Counsel	3.00	206,609	0.38	23,889	3.38	230,498
	Senior Regional Planner		0	0.50	26,694	0.50	26,694
	Law Clerk		0	1.75	60,218	1.75	60,218
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Legal Secretary	1.00	39,385		0	1.00	39,385
	Administrative Support Assistant C	1.00	26,769		0	1.00	26,769
511400	OVERTIME		2,709		0		2,709
512000	FRINGE		100,564		30,470		131,034
Total Personal Services		6.00	466,253	2.63	141,271	8.63	607,524
<u>Materials & Services</u>							
521100	Office Supplies		1,554		0		1,554
521110	Computer Software		208		0		208
521111	Computer Supplies		600		0		600
521290	Other Supplies		224		0		224
521310	Subscriptions		11,531		0		11,531
521320	Dues		1,808		0		1,808
521540	Maintenance & Repairs Supplies-Equipment		916		0		916
526310	Printing Services		245		0		245
526420	Postage		510		0		510
526440	Delivery Services		364		0		364
526500	Travel		2,291		0		2,291
526700	Temporary Help Services		1,248		0		1,248
526800	Training, Tuition, Conferences		3,147		0		3,147
529020	Litigation Expense		624		0		624
529500	Meetings		468		0		468
529800	Miscellaneous		208		0		208
Total Materials & Services			25,946		0		25,946
Total Office of General Counsel		6.00	492,199	2.63	141,271	8.63	633,470
General Expenses							
Total Interfund Transfers			732,472		0		732,472
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency						
	* General		231,726		0		231,726
	* Contractor's License		40,772		0		40,772
	* Open Spaces Bond Project		365,921		(141,271)		224,650
	* Washington Park Zoo Station Project		15,000		0		15,000
599990	Unappropriated Fund Balance						
	* Contractor's License		249,150		0		249,150
	* Open Spaces Bond Project		0		43,101		43,101
	* Capital Replacement Reserve		420,763		0		420,763
Total Contingency and Unappropriated Balance			1,323,332		(98,170)		1,225,162
TOTAL FUND REQUIREMENTS		85.81	8,390,740	2.63	43,101	88.44	8,433,841

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Regional Parks and Expo Fund							
Resources							
<u>Resources</u>							
REGIONAL PARKS & GREENSPACES							
305000	Fund Balance - Unrestricted		288,000		0		288,000
305000	Fund Balance - restricted		143,196		0		143,196
322000	Boat Ramp Use Permit		930		0		930
	U.S. Fish & Wildlife Service (Years 1 & 2)		58,428		0		58,428
	U.S. Fish & Wildlife Service (Year 3)		336,813		0		336,813
	U.S. Fish & Wildlife Service (Year 4)		374,716		0		374,716
331120	Federal Grants-Operating-Indirect						
	FHWA/CMAQ		42,500		0		42,500
334110	State Grants-Operating-Direct						
	Oregon State Marine Board		55,000		0		55,000
337210	Local Grants-Operating-Direct						
	Portland Parks		5,000		0		5,000
	Gresham		500		0		500
	City of Portland, IPA/EPA		4,500		0		4,500
338000	Local Gov't Shared Revenues-R.V. Registration Fees		249,394		0		249,394
338200	Local Gov't Shared Revenues		140,000		0		140,000
339200	Contract Services		1,315,662		0		1,315,662
339300	Government Contributions		10,500		0		10,500
	Multnomah County Sherrifs		2,000		0		2,000
	Port of Portland		10,000		0		10,000
341700	Cemetery Services		111,395		0		111,395
341710	Cemetery Sales		60,791		0		60,791
347100	Admissions		287,250		0		287,250
347120	Reservation Fees		100,930		0		100,930
347152	Family Camp Fees		25,116		0		25,116
347153	Group Camp Fee		6,047		0		6,047
347220	Rental-Buildings		23,023		0		23,023
347300	Food Service		4,093		0		4,093
347810	Management Fee Income - Glendoveer income		692,028		0		692,028
347830	Contract Revenue - Glendoveer Lease		18,977		0		18,977
347840	Concessions Revenue		7,348		0		7,348
347900	Other Miscellaneous Revenue		22,834		0		22,834
347960	Boat Launch Fees		128,372		0		128,372
361100	Interest Earned		13,685		0		13,685
373500	Sale of Proprietary Assets		17,170		0		17,170
391010	Trans. of Resources from General Fund		533,709		87,180		620,889
391010	Trans. of Res. from Gen'l Fund (earned on Parks/Expo)		213,329		0		213,329
393150	Trans. Direct Costs from Open Spaces Fund		64,132		0		64,132
393761	Trans. Direct Costs from Smith & Bybee Lakes Fund		50,470		0		50,470
393765	Trans. Direct Costs from Regional Parks Trust Fund		4,000		0		4,000
EXPO CENTER							
305000	Fund Balance - Unrestricted						
	* Unrestricted		272,348		0		272,348
	* Capital Requirements		133,000		0		133,000
	* Renewal & Replacement		700,000		0		700,000
347220	Rental-Buildings		562,051		0		562,051
347300	Food Service		1,221,400		0		1,221,400
347600	Utility Services		46,511		0		46,511
347900	Other Miscellaneous Revenue		40,851		0		40,851
361100	Interest Earned		66,000		0		66,000
372100	Reimbursements-Labor		30,523		0		30,523
374000	Parking Fees		681,302		0		681,302
TOTAL FUND RESOURCES			9,175,824		87,180		9,263,004

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Regional Parks and Expo Fund							
Regional Parks and Greenspaces Department							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Director	1.00	67,723	0.00	0	1.00	67,723
	Manager	1.00	61,164	0.00	0	1.00	61,164
	Senior Service Supervisor	3.00	122,348	0.50	21,225	3.50	143,573
	Program Supervisor	1.00	45,797	0.00	0	1.00	45,797
	Senior Regional Planner	2.25	121,130	0.00	0	2.25	121,130
	Associate Regional Planner	2.00	84,326	0.00	0	2.00	84,326
	Assistant Management Analyst	1.00	33,744	0.00	0	1.00	33,744
	Program Coordinator	1.90	72,562	0.00	0	1.90	72,562
511125	SALARIES-REGULAR EMPLOYEES (PART time)						
	Senior Regional Planner	0.50	26,195	0.00	0	0.50	26,195
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	32,152	0.00	0	1.00	32,152
	Secretary	1.00	26,453	0.00	0	1.00	26,453
	Program Assistant 2	1.00	25,184	0.00	0	1.00	25,184
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Receptionist	0.80	15,773	0.00	0	0.80	15,773
	Program Assistant 2	0.55	13,851	0.00	0	0.55	13,851
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Park Workers	13.35	189,094	0.00	0	13.35	189,094
	Park Rangers	1.50	22,707	0.00	0	1.50	22,707
	Clerical Assistance	0.50	7,047	0.00	0	0.50	7,047
	Rafting guides	0.25	6,525	0.00	0	0.25	6,525
511321	WAGES-REGULAR EMPLOYEES-REPRESENTED 483 (full time)						
	Arborist	1.00	38,064	0.00	0	1.00	38,064
	Senior Gardener	1.00	38,064	0.00	0	1.00	38,064
	Gardener 1	1.00	31,884	0.00	0	1.00	31,884
	Park Ranger	10.00	334,828	0.00	0	10.00	334,828
511400	OVERTIME		12,325		0		12,325
511500	PREMIUM PAY		1,821		0		1,821
512000	FRINGE		402,030		6,155		408,185
Total Personal Services		46.60	1,832,791	0.50	27,380	47.10	1,860,171
<u>Materials & Services</u>							
521100	Office Supplies		5,682		0		5,682
521110	Computer Software		5,895		0		5,895
521111	Computer Supplies		2,345		0		2,345
521210	Landscape Supplies		30,350		0		30,350
521220	Custodial Supplies		7,780		0		7,780
521240	Graphics/Reprographic Supplies		675		0		675
521250	Tableware Supplies		1,100		0		1,100
521260	Printing Supplies		200		0		200
521270	Animal Food		110		0		110
521290	Other Operating Supplies		19,397		0		19,397
521292	Small Tools		4,069		0		4,069
521310	Subscriptions		850		0		850
521320	Dues		865		0		865
521510	Maintenance & Repairs Supplies-Building		14,635		0		14,635
521520	Maintenance & Repairs Supplies-Grounds		40,066		0		40,066
521540	Maintenance & Repairs Supplies-Equipment		12,095		0		12,095
523100	Merchandise for Resale-Food		9,500		0		9,500
523200	Merchandise for Resale-Retail		3,000		0		3,000
524110	Accounting & Auditing Services		4,200		0		4,200
524190	Miscellaneous Professional Services		1,033,624		0		1,033,624
525110	Utilities-Electricity		28,170		0		28,170
525120	Utilities-Water & Sewer Charges		6,945		0		6,945

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Regional Parks and Expo Fund							
525140	Utilities-Heating Fuel		3,953		0		3,953
525150	Utilities-Sanitation Service		18,005		0		18,005
525190	UtilitiesOther		2,100		0		2,100
525610	Maintenance & Repair Services-Building		39,325		0		39,325
525620	Maintenance & Repairs Services-Grounds		72,000		59,800		131,800
525640	Maintenance & Repairs Services-Equipment		5,619		0		5,619
525710	Equipment Rental		23,091		0		23,091
525740	Capital Lease		2,500		0		2,500
526200	Ads & Legal Notices		2,475		0		2,475
526310	Printing Services		43,425		0		43,425
526320	Typesetting & Reprographics Services		2,500		0		2,500
526410	Telephone		8,954		0		8,954
526420	Postage		19,890		0		19,890
526440	Delivery Services		775		0		775
526500	Travel		5,100		0		5,100
526510	Mileage Reimbursement		2,780		0		2,780
526700	Temporary Help Services		1,200		0		1,200
526800	Training, Tuition, Conferences		8,050		0		8,050
526900	Misc. Other Purchased Services		220		0		220
529910	Uniform Supply		8,000		0		8,000
528100	License, Permits, Payment to Agencies		239,710		0		239,710
528310	Real Property Taxes		88,500		0		88,500
529500	Meetings		1,250		0		1,250
529835	External Promotion		16,355		0		16,355
Total Materials & Services			1,847,330		59,800		1,907,130
Total Capital Outlay			1,151,200		0		1,151,200
Total Regional Parks & Greenspaces		46.60	4,831,321	0.50	87,180	47.10	4,918,501
Expo Center							
Total Expo Center		11.83	1,949,961	0.00	0	11.83	1,949,961
General Expenses							
Total Interfund Transfers			640,736		0		640,736
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency						
	* Undesignated		313,265		0		313,265
	* Open Spaces Bonds		64,132		0		64,132
599990	Unappropriated Balance		0		0		0
	* Undesignated		636,409		0		636,409
	* Expo Center Renewal & Replacement		740,000		0		740,000
Total Contingency and Unappropriated Balance			1,753,806		0		1,753,806
TOTAL FUND REQUIREMENTS		58.43	9,175,824	0.50	87,180	58.93	9,263,004

NOTE: The "Current Budget" for the Regional Parks and Expo Fund reflected in this ordinance assumes the adoption of Ordinance No. 95-618, recognizing \$67,000 in additional grant resources or local match, transferring \$5,000 from Contingency and increasing the Regional Parks and Greenspaces Department materials and services appropriation by \$72,000 to provide emergency dredging work at the Gleason Boat Ramp; and adoption of Ordinance No. 95-620 transferring \$23,500 from capital outlay and \$15,000 from Contingency to materials and services to provide for roof replacement at Blue Lake Park's Curry maintenance building.

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Regional Parks and Expo Fund							
Regional Parks and Greenspaces Department (Administration)							
Total Administration		4.80	256,454	0.00	0	4.80	256,454

Regional Parks and Greenspaces Department (Operations and Maintenance)

<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Service Supervisor	3.00	122,348	0.50	21,225	3.50	143,573
	Program Supervisor	1.00	45,797		0	1.00	45,797
	Program Coordinator	1.00	39,077		0	1.00	39,077
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Park Workers	13.35	189,094		0	13.35	189,094
	Park Rangers	1.50	22,707		0	1.50	22,707
	Clerical Assistance	0.50	7,047		0	0.50	7,047
511321	WAGES-REGULAR EMPLOYEES-REPRESENTED 483 (full time)						
	Arborist	1.00	38,064		0	1.00	38,064
	Senior Gardener	1.00	38,064		0	1.00	38,064
	Gardener 1	1.00	31,884		0	1.00	31,884
	Park Ranger	10.00	334,828		0	10.00	334,828
511400	OVERTIME		10,325		0		10,325
511500	PREMIUM PAY		1,821		0		1,821
512000	FRINGE		230,181		6,155		236,336
Total Personal Services		33.35	1,111,237	0.50	27,380	33.85	1,138,617

<u>Materials & Services</u>							
521100	Office Supplies		1,215		0		1,215
521110	Computer Software		750		0		750
521111	Computer Supplies		140		0		140
521210	Landscape Supplies		5,350		0		5,350
521220	Custodial Supplies		7,780		0		7,780
521240	Graphics/Reprographic Supplies		375		0		375
521270	Animal Food		110		0		110
521290	Other Operating Supplies		16,897		0		16,897
521292	Small Tools		3,569		0		3,569
521510	Maintenance & Repairs Supplies-Building		14,635		0		14,635
521520	Maintenance & Repairs Supplies-Grounds		40,066		0		40,066
521540	Maintenance & Repairs Supplies-Equipment		12,095		0		12,095
523100	Merchandise for Resale-Food		5,000		0		5,000
524110	Accounting & Auditing Services		4,200		0		4,200
524190	Miscellaneous Professional Services		104,900		0		104,900
525110	Utilities-Electricity		28,170		0		28,170
525120	Utilities-Water & Sewer Charges		6,945		0		6,945
525140	Utilities-Heating Fuel		3,953		0		3,953
525150	Utilities-Sanitation Service		18,005		0		18,005
525190	Utilities-Other		2,100		0		2,100
525610	Maintenance & Repair Services-Building		39,325		0		39,325
525620	Maintenance & Repairs Services-Grounds		72,000		59,800		131,800
525640	Maintenance & Repairs Services-Equipment		2,619		0		2,619
525710	Equipment Rental		12,750		0		12,750
526200	Ads & Legal Notices		1,225		0		1,225
526310	Printing Services		5,225		0		5,225
526410	Telephone		7,000		0		7,000
526420	Postage		1,000		0		1,000
526510	Mileage Reimbursement		1,800		0		1,800
526800	Training, Tuition, Conferences		5,300		0		5,300
526900	Misc. Other Purchased Services		220		0		220

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Regional Parks and Expo Fund							
529910	Uniform Supply		7,100		0		7,100
528100	License, Permits, Payment to Agencies		221,560		0		221,560
528310	Real Property Taxes		88,500		0		88,500
Total Materials & Services			741,879		59,800		801,679
Total Capital Outlay			44,750		0		44,750
Total Operations & Maintenance		33.35	1,897,866	0.50	87,180	33.85	1,985,046

Regional Parks and Greenspaces Department (Planning and Capital Devel.)

Total Planning & Capital Development		8.45	2,677,001	0.00	0	8.45	2,677,001
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**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Open Spaces Fund							
<u>Resources</u>							
361100	Interest Earnings		5,530,000		0		5,530,000
365100	Donation and Bequests		0		0		0
385100	General Obligation Bond Proceeds		135,600,000		0		135,600,000
TOTAL RESOURCES			141,130,000		0		141,130,000
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full-time)						
	Senior Manager		0	0.75	48,750	0.75	48,750
	Manager		0	1.00	58,861	1.00	58,861
	Senior Program Supervisor	1.00	63,035	(1.00)	(63,035)	0.00	0
	Senior Admin. Services Analyst		0	0.83	37,198	0.83	37,198
	Real Estate Negotiator	3.00	157,492	0.75	42,722	3.75	200,214
	Senior Public Affairs Specialist		0	0.67	30,749	0.67	30,749
	Associate Regional Planner	1.00	35,443	0.75	39,135	1.75	74,578
	Associate Management Analyst	1.00	35,443	(1.00)	(35,443)	0.00	0
511221	WAGES-REGULAR EMPLOYEES (full-time)						
	Program Assistant 2		0	1.75	42,788	1.75	42,788
512000	FRINGE BENEFITS		92,015		50,995		143,010
Total Personal Services		6.00	383,428	4.50	252,720	10.50	636,148
<u>Materials & Services</u>							
521100	Office Supplies		3,140		2,336		5,476
521110	Computer Software		2,300		6,983		9,283
521111	Computer Supplies		675		(675)		0
521240	Graphics Supplies		0		5,000		5,000
521292	Small Tools		0		500		500
521310	Subscriptions		0		850		850
524120	Legal Fees		80,000		0		80,000
524190	Misc. Professional Services		2,500,000		850,721		3,350,721
525710	Equipment Rental		6,000		(6,000)		0
526200	Ads & Legal Notices		0		2,500		2,500
526310	Printing Services		0		11,996		11,996
526420	Postage		6,000		12,996		18,996
526500	Travel		0		3,000		3,000
526510	Mileage Reimbursement		3,600		1,200		4,800
526700	Temporary Help Services		85,000		(40,000)		45,000
526800	Training and Conferences		0		2,100		2,100
528100	Payments to Other Agencies		25,000,000		(14,013,066)		10,986,934
529500	Meetings		0		1,250		1,250
Total Materials & Services			27,686,715		(13,158,309)		14,528,406
<u>Capital Outlay</u>							
571100	Purchases - Land		50,000,000		(34,052,720)		15,947,280
571500	Office Equipment		21,145		95,187		116,332
574510	Construction Work-Other Improvements		1,900,000		(1,900,000)		0
Total Capital Outlay			51,921,145		(35,857,533)		16,063,612

**Exhibit A
Ordinance No. 95-619**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Open Spaces Fund							
<u>Interfund Transfers</u>							
581610	Trans. Indirect Costs to Support Services Fund		225,000		0		225,000
581513	Trans. Indirect Costs to Building Mgmt Fund		15,000		0		15,000
581615	Trans. Indirect Costs to Risk Mgmt Fund		11,000		0		11,000
583610	Trans. Direct Costs to Support Services		140,921		43,101		184,022
582160	Trans. Direct Costs to Reg Parks & Expo Fund		64,132		0		64,132
Total Interfund Transfers			456,053		43,101		499,154
<u>Contingency & Unapp. Balance</u>							
599999	Contingency		3,149,000		36,851,000		40,000,000
599990	Unappropriated Balance		57,533,659		11,869,021		69,402,680
Total Contingency & Unapp. Balance			60,682,659		48,720,021		109,402,680
TOTAL REQUIREMENTS		6.00	141,130,000	4.50	0	10.50	141,130,000

Exhibit B
Ordinance No. 95-619
FY 1995-96 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
GENERAL FUND			
Council			
Personal Services	688,681	0	688,681
Materials & Services	84,320	0	84,320
Capital Outlay	19,500	0	19,500
Subtotal	792,501	0	792,501
Executive Management			
Personal Services	304,759	0	304,759
Materials & Services	33,827	0	33,827
Subtotal	338,586	0	338,586
Special Appropriations			
Materials & Services	274,000	0	274,000
Subtotal	274,000	0	274,000
General Expenses			
Interfund Transfers	5,215,972	87,180	5,303,152
Contingency	558,336	(87,180)	471,156
Subtotal	5,774,308	0	5,774,308
Unappropriated Balance	200,000	0	200,000
Total Fund Requirements	\$7,379,395	\$0	\$7,379,395
SUPPORT SERVICES FUND			
Administrative Services			
Personal Services	3,976,854	0	3,976,854
Materials & Services	1,095,409	0	1,095,409
Capital Outlay	41,766	0	41,766
Subtotal	5,114,029	0	5,114,029
Office of General Counsel			
Personal Services	466,253	141,271	607,524
Materials & Services	25,946	0	25,946
Subtotal	492,199	141,271	633,470
Outreach and Government Liaison			
Personal Services	222,326	0	222,326
Materials & Services	75,630	0	75,630
Capital Outlay	8,150	0	8,150
Subtotal	306,106	0	306,106
Office of Citizen Involvement			
Personal Services	71,451	0	71,451
Materials & Services	12,800	0	12,800
Subtotal	84,251	0	84,251
Auditor's Office			
Personal Services	245,158	0	245,158
Materials & Services	86,521	0	86,521
Capital Outlay	6,672	0	6,672
Subtotal	338,351	0	338,351

Exhibit B
Ordinance No. 95-619
FY 1995-96 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
SUPPORT SERVICES FUND (continued)			
General Expenses			
Interfund Transfers	732,472	0	732,472
Contingency	653,419	(141,271)	512,148
Subtotal	1,385,891	(141,271)	1,244,620
Unappropriated Balance	669,913	43,101	713,014
Total Fund Requirements	\$8,390,740	\$43,101	\$8,433,841
REGIONAL PARKS AND EXPO FUND			
Regional Parks and Greenspaces			
Personal Services	1,832,791	27,380	1,860,171
Materials & Services	1,847,330	59,800	1,907,130
Capital Outlay	1,151,200	0	1,151,200
Subtotal	4,831,321	87,180	4,918,501
Expo Center			
Personal Services	525,266	0	525,266
Materials & Services	1,233,245	0	1,233,245
Capital Outlay	191,450	0	191,450
Subtotal	1,949,961	0	1,949,961
General Expenses			
Interfund Transfers	640,736	0	640,736
Contingency	377,397	0	377,397
Subtotal	1,018,133	0	1,018,133
Unappropriated Balance	1,376,409	0	1,376,409
Total Fund Requirements	\$9,175,824	\$87,180	\$9,263,004
METROPOLITAN OPEN SPACES			
Personal Services	383,428	252,720	636,148
Materials & Services	27,686,715	(13,158,309)	14,528,406
Capital Outlay	51,921,145	(35,857,533)	16,063,612
Interfund Transfers	456,053	43,101	499,154
Contingency	3,149,000	36,851,000	40,000,000
Unappropriated Balance	57,533,659	11,869,021	69,402,680
Total Fund Requirements	\$141,130,000	\$0	\$141,130,000

NOTE: The "Current Appropriation" column reflected in this Exhibit assumes the adoption of Ordinances 95-617, 95-618, and 95-620 as referenced on pages A-1 and A-6 of Exhibit A to this Ordinance.

All Other Appropriations Remain As Previously Adopted

REGIONAL PARKS AND GREENSPACES STAFF REPORT

IN CONSIDERATION OF ORDINANCE 95-619 AMENDING THE FY 1996-96 BUDGET AND APPROPRIATIONS SCHEDULE TO IMPLEMENT THE OPEN SPACES WORK PROGRAM, ADDING 7.63 FTE IN VARIOUS FUNDS, TRANSFERRING \$87,180 FROM THE GENERAL FUND TO THE REGIONAL PARKS AND EXPO FUND, AND TRANSFERRING APPROPRIATIONS WITHIN THE SUPPORT SERVICES AND OPEN SPACES FUND; AND DECLARING AN EMERGENCY.

Date: October 5, 1995

Presented by: Charles Ciecko
Jim Desmond

FACTUAL BACKGROUND AND ANALYSIS:

This budget action amends the Budget and Appropriations schedule to reflect the changes necessary to implement the Open Spaces Work Plan. This Work Plan was presented to Council October 5, 1995 and a copy of that plan is attached as an Exhibit to this staff report.

This action amends the Open Space Fund by recognizing staff needed to implement the program by transferring appropriations within the Open Spaces Fund to reflect the approved work program.

This action transfers \$141,271 from the Support Services Fund Contingency to the Office of General Counsel, adding 2.63 FTE to provide needed legal services for the Open Spaces program. The funding source for this action is a transfer of direct costs from the Open Spaces Fund.

This action transfers \$87,180 from the General Fund to the Regional Parks and Expo Fund to support the Land Banking needs of the program that cannot be funded from the Open Spaces Bond Measure. This reflects the addition of a full time Park Supervisor to manage contracted staff and contracts that maintain the expected 6,000 acres of land to be purchased. Estimates of future years needs for General Fund dollars to support Land Banking are included in the Work Plan.

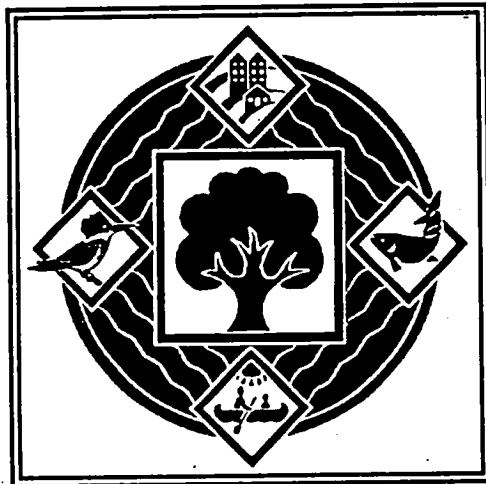
A previous action transferred funds from the General Fund to allow the buildout of office space to accommodate new staff.

Executive Officer's Recommendation:

The Executive Officer recommends adoption of Ordinance No. 95-619.

FINAL DRAFT

**OPEN SPACE
IMPLEMENTATION
WORK PLAN**



METRO

***REGIONAL PARKS AND GREENSPACES
DEPARTMENT***



600 N.E. Grand Ave., Portland, OR 97232-2736 (503) 797-1850

October 1995

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**Open Space Implementation Work Plan
October 1995**

Open Space Acquisition Program Implementation Work Plan

INTRODUCTION

On May 16, 1995, Metro voters approved a \$135.6 million bond measure to purchase land for parks, open spaces and trails. The funds will be used to purchase about 6,000 acres (acquisition goal) of regionally significant open spaces in 14 target areas, help establish 5 regional trails and fund about 90 local government parks projects. Implementation of Measure 26-26 directly supports the policies and goals of the Metropolitan Greenspaces Master Plan, Regional Urban Growth Goals and Objectives (RUGGO) and the 2040 Concept Plan.

A preliminary implementation strategy for the bond measure was generated in February 1995. At the request of Executive Officer Mike Burton, an Implementation Strategy Committee was convened to obtain advice from real estate experts representing public, private and non-profit organizations. A copy of this report is included in the Appendix.

Among other bond related activities, the 90 days since June 1 have been utilized to develop this Open Space Implementation Work Plan. This document provides the framework within which implementation activities will proceed. It is the product of a collaborative effort of a committee which included Metro managers, legal counsel, executive staff and Councilor Patricia McCaig. A complete list of the Oversight Committee is included in the Appendix.

Based on the initial recommendations of the Implementation Strategy Committee, a number of implementation options were reviewed and evaluated. From that process, it has been determined that this plan represents the best approach to maximizing the return on the voters' investment in a timely and business-like manner.

The work plan is based on the following Oversight Committee findings:

- The amount of land potentially available in each regional target area and trail project exceeds the dollars available for purchase.
- It is imperative that implementation efforts complement the 2040 Concept Plan.
- There is a need to prioritize acquisition efforts in each target area to achieve pre-determined objectives (hereafter referred to as "*Refinement*").
- Local governments, citizens and other stakeholders should be afforded the opportunity to help determine objectives (and thereby land acquisition priorities) for each target area.

- Metro acquisitions should protect regional scale open space and natural areas consistent with the Metropolitan Greenspaces Master Plan.
- The properties within many of the target areas and trail corridors are subject to intense development pressure and cost inflation. Consequently, there is a need to begin *refinement* and acquisition in all the areas as soon as possible in order to achieve or exceed the acreage goals of Measure 26-26.
- Up to 2,000 properties may be acquired by Metro in the coming years. Therefore, it is essential that acquisition be done in an efficient and timely manner. To facilitate this process, the Metro Council should adopt *Acquisition Parameters* which authorize the Executive Officer to close land transactions without Council approval when specific conditions are met.
- Metro employees possess many unique skills and abilities. The Open Space Program should make every effort to utilize the specialized skills of certain staff from other departments when feasible.
- Unique land acquisition opportunities may present themselves prior to the adoption of the target area *refinement* plans. An *Early Acquisition Opportunity* process is needed to ensure that if properties considered critical to a target area come on the market, Metro has the ability to evaluate the situation and move in a timely manner, if appropriate.
- Measure 26-26 set aside \$25 million for local government greenspace projects. Many of these projects are ready to implement immediately. In order to allow this to occur as soon as possible, Intergovernmental Agreements (also referred to as IGAs) between Metro and the 26 local governments should be processed throughout Fall 1995. Local governments will be reimbursed for project expenditures as they occur. Refer to the Appendix for sample IGA.
- *Land Banking* functions will increase as land is acquired. Additional analysis is required to determine who will perform this function and the appropriate source of revenue.
- Metro should provide the appropriate staff to negotiate and process land acquisitions in all the target areas in a cost effective and business-like manner. Metro should seek to utilize the assistance of non-profit organizations to complement staff acquisition efforts.

REFINEMENT

Definition:

“*Refinement*” is the public process whereby Metro adopts specific geographical boundaries and objectives for each target area and trail project.

Rationale:

A *refinement* process is necessary for each of the 14 target area sites and trail projects because the amount of land available in each target area exceeds the dollars available for purchase, or in the case of trails, the exact alignment of the trail is not known. In addition the process allows public comment and involvement in the prioritization of bond monies.

Components:

The *refinement* process will consist of the following steps:

- Stakeholder interviews: Metro staff or consultants will interview all parties, including local governments, neighborhood associations, CPOs and ‘friends’ groups, who might have information or interest relating to the target area or trail.
- Analysis: Stakeholder interviews and base data will be reviewed and preliminary objectives formulated. Based on those objectives a refinement area acquisition boundary line will be drawn. This boundary will be reflected on the refinement map which will be non-tax lot specific and will include more acreage than the target area goal. This will help retain Metro’s negotiating power and will address concerns from property owners within the boundary who do not wish to sell. The draft refinement area map will be reviewed with the Growth Management Department to assure consistency with the 2040 Concept Plan.
- Citizen workshops: The draft refinement map and preliminary objectives will then be presented at a public workshop(s) for citizen comment. The number of workshops will depend on the size, complexity and amount of prior planning each area has received. For instance, the Forest Park Target Area has an adopted plan (City of Portland Forest Park Management Plan). On the other extreme, the East Buttes/ Boring Lava Dome Target Area encompasses thousands of acres, 5 jurisdictions and has had no plan for the resource as a whole. With financial resources for only 545 acres, the need for a thorough planning process is evident.
- Regional Parks and Greenspaces Advisory Committee (RPAC): The draft refinement plan and the input from the citizen workshops will be presented to the RPAC with a staff recommendation. This is a public hearing opportunity. RPAC will take testimony and forward a recommendation to Metro Council.

- Council Review: Council will take testimony and adopt a *refinement* plan for the target area or trail. The *refinement* plan at Council level will include a confidential tax lot specific map identifying priority properties for acquisition. Once the plan has been adopted the acquisition of property from willing sellers will begin.

ACQUISITION PARAMETERS

Definition:

“*Acquisition Parameters*” are a pre-approved set of criteria or conditions under which the Executive Officer and his/her designees are authorized to negotiate and complete land acquisition transactions related to the implementation of Measure 26-26.

Rationale:

The creation of pre-approved *acquisition parameters* will permit the agency to deal with willing sellers in a timely and business-like manner and allow the Council to focus on policy level issues.

Acquisition Parameters:

The Metro Council authorizes the Executive Officer and his/her designees to negotiate and close real estate transactions related to Measure 26-26 provided the following criteria/conditions are met:

- The landowner is a “willing seller.”
- The property has been identified on the target area “confidential refinement map” as adopted by the council.
- The property owner has agreed to sell at a price which is not above fair market value. Note: Metro will actively solicit donations and bargain sales.
- A full narrative appraisal has been prepared by an independent certified appraiser, reviewed by Metro’s staff appraiser, and the Metro staff appraiser shall make a final determination of the fair market value of the property. Where the Metro staff appraiser determines the fair market value is higher than the amount established by the independent appraiser, the staff appraiser shall prepare a detailed report setting forth the basis for such finding. This report will be addressed to the Executive Officer who shall make the final determination whether to approve the acquisition.
- The purchase price is within the established budget for the specific target area.
- “*Due Diligence*” efforts have been completed and no unusual circumstances have been found to exist. (See following section on *Due Diligence*.)
- The Executive Officer or his/her designees shall prepare and present to the Council quarterly updates summarizing acquisition activity in each of the target areas.

Exceptions:

In the event that unusual circumstances are found to exist during the *due diligence* process, or if the cost of the property as determined by Metro's staff appraiser, is more than 5% above the fair market value as determined by an independent certified appraiser, the transaction, prior to being presented to the Executive Officer, shall be referred to an "Acquisition Committee" which shall review the transaction and develop a "confidential" recommendation.

The acquisition committee shall be composed as follows: legal counsel, staff appraiser, Parks Advisory Committee member, Open Space program manager, Regional Parks and Greenspaces Department (RPAG) director, and a member of the Executive Officer's staff.

The acquisition committee's confidential recommendation shall be forwarded to the Executive Officer. The Executive Officer shall review the recommendation and determine whether he/she supports or opposes the recommendation and convey this determination and the acquisition committee recommendation to all members of the Council within five (5) working days. This information shall remain confidential.

Should any Council member disagree with the Executive Officer's recommendation, he/she shall schedule the issue for an "Executive Session."

If after five (5) working days, the issue has not been scheduled for Executive Session, the Executive Officer's recommendation shall be implemented.

DUE DILIGENCE

Definition:

"*Due diligence*" is the systematic inspection of the legal title and physical condition of real property before that property is purchased. *Due diligence* should be conducted far enough in advance of closing that resolvable problems can be adequately addressed and that any deal-breaking issues are discovered before too much effort is wasted on a futile transaction.

Rationale:

Due diligence assures protection of public investment in open space.

Components:

The primary areas of *due diligence* are described below. A more detailed list of items examined may be found in the Appendix under "Option Exercise and Closing Checklist."

- Appraisal: An appraisal of the property must be completed to determine the fair market value and provide other useful information about the property, such as allowable uses, existing structures, and potential management issues.

- Examination of Title:

1. Metro must satisfy itself that the property is the seller's to sell, that it understands what rights will be conveyed, that all parties necessary for the conveyance are involved, and that any rights that are not a part of the transaction will not defeat the purpose of the acquisition.

2. *Due diligence* requires the review and inspection of the title report and related documents, including the deed to the current owner, recorded easements and other encumbrances, severed interests, water rights, access, taxes, liens, etc.

3. Other documents which need to be inspected include unrecorded leases with existing tenants or farmers, management agreements, records pertaining to personal property, surveys, and agreements the seller may have entered into that may not be of record.

- Inspection of the Property:

1. **Location of Boundaries** - *Due diligence* requires the review of any existing survey of the property. Absent a survey, Metro should identify the known or assumed property boundaries. Additionally Metro must identify that both legal and physical access to the property exist and are usable.

2. **Physical Inspection** - Metro must physically inspect the property for environmental assessment purposes and to identify possible hazards, unrecorded easements and

trespassers, evaluate the condition of any structures and improvements (roads, fences, utilities).
‘Greenspaces Site Assessment Procedures’ are included in the Appendix.

EARLY ACQUISITION OPPORTUNITIES

Definition:

An "*Early Acquisition Opportunity*" is a situation wherein the Executive Officer and the Council determine that a specific parcel of land (not optioned by Metro prior to the election) should be purchased or optioned prior to the completion of the *refinement* process due to its unique attributes and limited duration availability.

Rationale:

The sale of real estate is driven by the needs and desires of the owner. In some cases, the sale of desirable parcels may precede the completion of target area *refinement*. *Early Acquisition Opportunities* provide a process for dealing with this potential situation in a timely fashion thereby avoiding lost opportunities.

Early Acquisition Opportunity Process:

The Open Space Project Manager, and Regional Parks and Greenspaces Department Director shall determine when to initiate this process.

- At the direction of Open Space Project Manager, staff shall assemble relevant information pertaining to the potential *Early Acquisition Opportunity*. Relevant information shall include:
 1. Parcel location and tax lot information
 2. Parcel size
 3. Owner information
 4. Advertised or requested price
 5. A narrative describing the natural and man-made characteristics of the parcel
 6. A narrative describing the rationale for identifying the parcel for consideration as an *Early Acquisition Opportunity*
- The information noted above shall be forwarded to the acquisition committee which shall review the information and develop a confidential recommendation. Before the acquisition committee may recommend action to purchase the property or acquire an option to purchase the property, they shall find:
 1. The parcel is located in a target area or trail area specified in Measure 26-26.
 2. The parcel is in a target area or trail area which does not have an adopted *refinement* plan.
 3. There is a willing seller.

4. There is a demonstrated need to purchase the parcel or acquire an option to purchase the parcel as soon as possible and in advance of the completion and adoption of the *refinement* plan.

5. There is a high level of certainty that the parcel will ultimately be included in the final *refinement* plan due to its size, location, unique natural characteristics or other factors which may be found relevant.

- The acquisition committee shall forward its confidential recommendation to the Executive Officer. The Executive Officer may authorize staff to initiate negotiations with the land owner.
- When the Executive Officer authorizes staff to initiate negotiations with the owner of a potential *Early Acquisition Opportunity*, he/she shall confidentially advise members of the Council within five (5) work days.
- All transactions which are treated as *Early Acquisition Opportunities* shall be subject to the review and approval of the full Council.

STABILIZATION

Definition:

"*Stabilization*" consists of the initial actions exercised after purchase of property required to stabilize and prevent degradation of the property and secure the site to minimize health and safety risks. These actions are one-time only. (Maintenance of "*stabilized*" properties is addressed in the "*land banking*" section.)

Components:

After closure on acquisition sites, there will be immediate *stabilization* needs as determined by Metro staff. These needs are highly dependent on the property condition, parcel size and location, and existing land uses, both on the subject property and adjoining properties. Examples of these needs include:

- access control such as installation of fencing and gates
- installation of signs
- removal of trash and illegal dump sites
- outline hazard mitigation needs (i.e., underground tanks removal, asbestos abatement)
- demolition of derelict structures such as houses and utility buildings
- control of nuisances that pose increasing *land banking* costs if not initially addressed (i.e., pest plant control, erosion control)
- outline site *land banking* needs that include property management roles and responsibilities (i.e., recommend rental/lease agreements, establish caretaker role) and an outline of resources monitoring needs.

Process:

- *Stabilization* needs will be assessed by staff during a site visit as part of *due diligence* prior to closure on the property purchase.
- An outline of a *stabilization* and *land banking* work plan for each site will be developed and included in the property purchase file.
- *Stabilization* needs will be addressed by staff immediately after closing, utilizing contractual services or Metro operations and maintenance staff, whichever is cost effective and timely.

A list of *land banking* needs will be forwarded to Regional Parks and Greenspaces Maintenance and Operations Division or other appropriate staff.

Cost Estimates:

Stabilization costs will vary from site to site, depending on site condition at the time of purchase or provisions of the purchase agreement. All *stabilization* costs will be covered by bond funds.

LOCAL SHARE

Definition:

“*Local Share*” is the portion of Bond Funds to be passed through to local park providers for neighborhood and community scale greenspace projects as described in the bond measure.

Components:

- Twenty-six (26) local park providers in the region are eligible to receive funds from Metro’s Open Space Bond Measure to carry out local greenspace and trails projects. The park providers submitted approximately 90 local greenspace and trail projects to Metro last year. A listing of the agencies eligible to receive funds and their project lists is included in the Appendix.
- Local share funds may only be used for greenspace and trails related projects. For example, funding for active recreational projects such as ball and soccer fields, swimming pools, tennis courts and community centers are not eligible. A listing of the Local Share Guidelines is in the Appendix.
- Local park providers may choose to fund locally significant and neighborhood greenspace and trail projects and/or work with Metro to jointly fund regionally significant greenspace and trail projects that are within their geographic boundaries (e.g., a regional project could be jointly funded with local share dollars and regional dollars.)
- Funds may be used for land acquisition and/or capital improvements. The related planning, design and engineering costs of the projects are also eligible activities. For capital improvement, Metro will reimburse local park providers for costs. For land acquisition projects, Metro will provide funds to an escrow account prior to closing.

Cost Estimates:

- \$25 million is available to fund the local share projects.
- A list of the funding allocations to each of the 26 local park providers is included in the Appendix.

Intergovernmental Agreements:

- Each local park provider will enter into an Intergovernmental Agreement (IGA) with Metro to carry out its projects. Included in each IGA will be the list of locally approved projects, reimbursement procedures and project guidelines.

- Project changes and amendments to the IGA are allowed, but they must meet the criteria for reallocation to a different project as written in the bond measure (i.e., “project site becomes degraded, cost prohibitive or otherwise not feasible.”) Metro Parks and Greenspaces staff must approve the requested change, and the local governing body must approve the change which must include a public process (e.g., public meeting, hearing, etc.).

A copy of the IGA is included in the Appendix.

Time-Frame:

- IGAs are for a period of three years. Extensions may be granted.
- Local park providers have estimated when projects will be completed in each of the three coming years.

Multnomah County Local Share:

It is anticipated that Metro will administer the county’s funds and projects via an Intergovernmental Agreement (IGA).

Funding and Leveraging Opportunities/Strategies:

While a local match is not required of the park providers to receive Metro Bond Measure funds, it is the intent of Metro to encourage local park providers to use Measure 26-26 funds to leverage additional financial resources. Leverage opportunities include: local levies, and capital improvement funds; dedications from developers; system development charges; private funds, corporate and foundation funds, private property donations; and federal and state funds.

Maintenance Responsibility:

Local jurisdictions are responsible for operations and maintenance of the project sites and facilities.

LAND BANKING

Definition:

“*Land Banking*” is the set of long-term management activities which are intended to maintain a given property in a stable condition for an interim period of time. *Land banking* costs are influenced by a variety of factors which include:

- size of parcels
- geographical distribution of parcels
- surrounding land uses
- traditional or ‘informal’ uses
- type of structure(s) (if any) on sites
- interim public use policy

Components:

Land banking activities which might reasonably be expected for newly acquired lands include:

- enforcement of park related rules and regulations
- maintenance of fencing, gates, and signs
- hazard mitigation
- nuisance abatement
- resource monitoring
- monitoring structures
- contract administration (potential life estates or other interim use arrangements)

Cost Estimates:

In anticipation of the 1992 bond measure referral, Metro’s Finance Department surveyed several park providers (Portland Parks, East Bay Regional Park District, Mid-Peninsula Open Space District, Gresham Parks, and King County, WA) and estimated a generic land banking cost of

\$35.00 per acre, per year. This amount was acknowledged to be at the extreme low end of the range.

Further analysis has resulted in an adjustment of the 1992 figure and the establishment of an estimated cost range of \$45.00 - \$85.00 per acre, per year.

Based on the range noted above and the assumption that a successful bond measure would result in the acquisition of 6,058 acres, all of which will be owned by Metro, the estimated annual cost of land banking is \$272,610 - \$514,930. As all land will not be acquired at once, it is anticipated that *land banking* costs will be phased in as land is acquired.

For financial planning purposes, it is recommended that \$500,000 per year be the standard figure used as the estimated cost of this function.

Staff believes that *land banking* may be accomplished for less than the figure noted above by making every effort to utilize the following strategies:

- life estates
- lease/rental agreements
- partnerships with volunteers and "friends" groups
- agreements with other park providers
- contracts with private service providers (when shown to be cost effective)

STAFFING

Definition:

“*Staffing*” will be accomplished by hiring qualified professional staff for limited duration to implement the bond measure. In addition to normal hiring practices, executive loans, use of existing Metro staff, etc. should be explored and utilized where feasible.

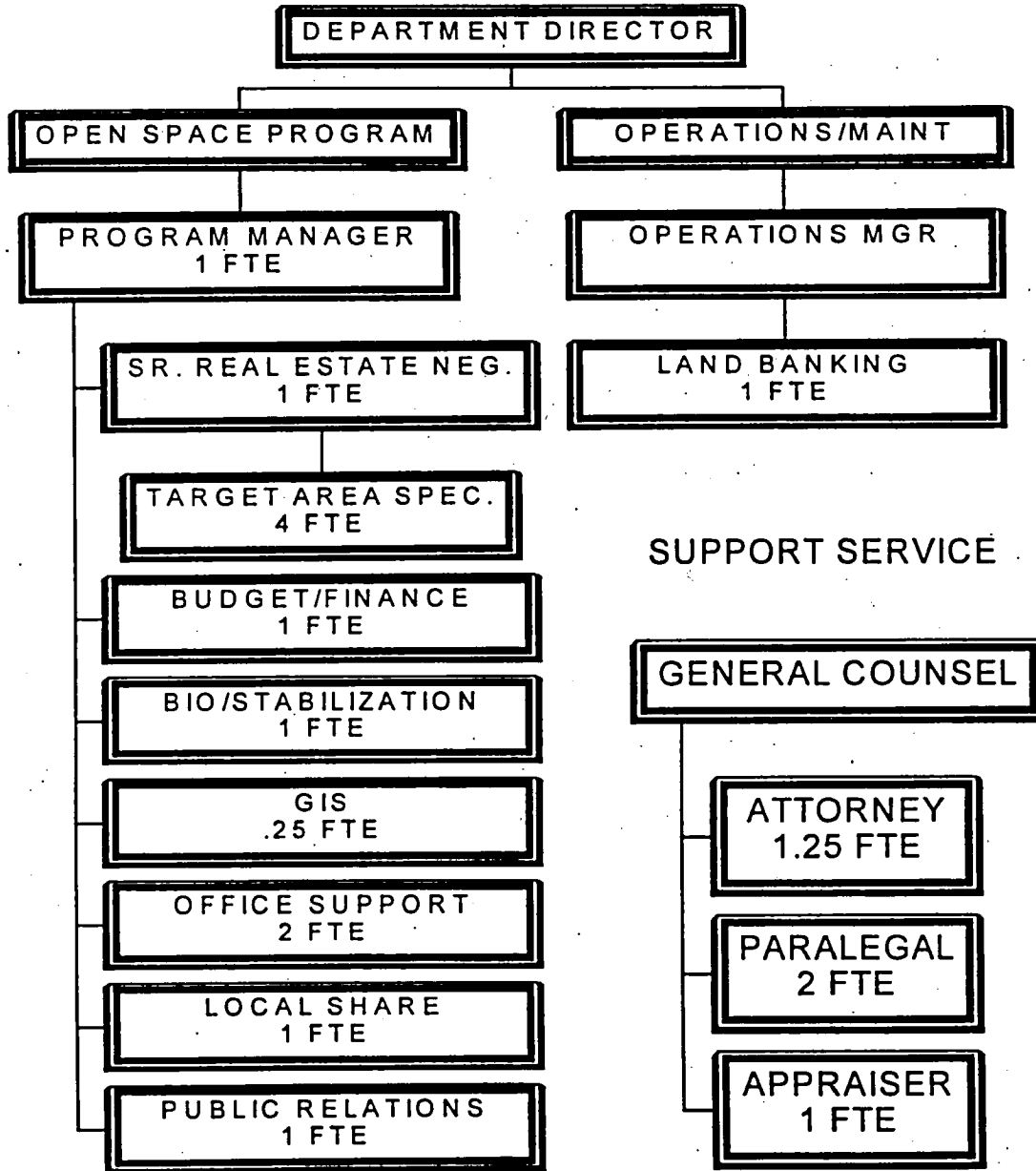
Components:

- Program Manager: Responsible for implementation and general management of the \$135 million Open Space Acquisition Program.
- Senior Real Estate Negotiator: Oversee Target Area Specialists, coordinate with Land Trusts, obtain outside funding to leverage bond monies and contract with acquisition related service providers.
- Target Area Specialists: Negotiate the purchase of property and easements in specific target areas and trails, provide first point of contact for citizens and local governments, work with land trusts, and assist in the procurement of leverage opportunities and land donations. Assist with *refinement* process.
- Financial Analyst: Responsible for bond monies expenditures, contracts, and budgets (general program budget, target area and trails budget, and local share budgets).
- Appraiser: Establish the negotiation price for specific properties, review independent appraisals based on industry standards, advise Metro on final purchase price and help establish target area budgets.
- Biologist /Stabilization: Review each property, and develop and implement a *stabilization* work plan. The plan will determine what actions are necessary to minimize health and safety issues prior to becoming a land banked property. Assist with *refinement* process.
- Geographic Information Specialist: Create maps for public meetings, provide base data for the refinement process. Assist Target Area Specialists in acquiring specific property information such as ownership, assessors information, most recent sales etc.
- Office Support: Provide clerical support and reception services for the Open Space Acquisition Program and serve as additional point of contact for interested citizens.
- Attorney: Advise staff, Council and the Executive Officer on bond specific and property specific issues, oversee paralegal and *due diligence* process, and review legal documents.

- Paralegal: Review and prepare documents for all property transactions, and provide assistance to Target Area Specialists and Attorney on *due diligence* procedures.
- Local Share Specialist: Responsible for the distribution of Local Share monies to 26 jurisdictions, provide assistance to local governments in complying with the bond measure obligations, administer Multnomah county local share projects, and pursue leverage opportunities.

OPEN SPACE ORGANIZATION CHART*

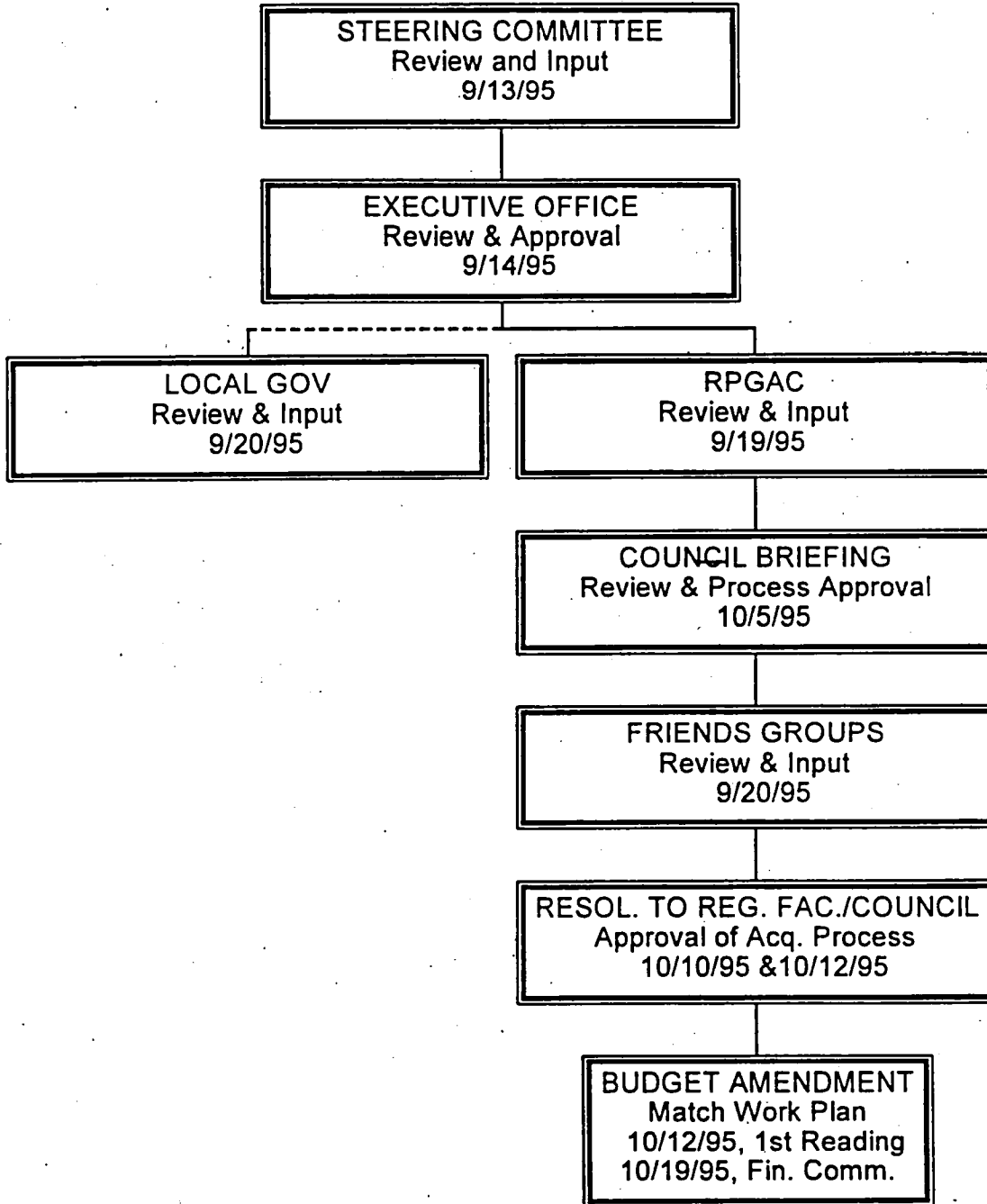
REGIONAL PARKS AND GREENSPACES**



* (Assumes Full Operation, Year 2)

** (Reflects only a portion of Regional Parks and Greenspaces)

**WORK PLAN
REQUIRED ACTION TO IMPLEMENT**



Appendix

A. INTRODUCTION

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**Open Space, Parks, and Streams Bond Measure
Implementation Strategy Committee Recommendations
February 6, 1995**

The Implementation Strategy Committee ("Committee") was convened at the request of Executive Officer Mike Burton to provide him with advice on how Metro should approach the implementation of the Open Space, Parks, and Streams Bond Measure if it is approved by the voters on May 16, 1995. The Committee included the following individuals:

John Bates Financial Consultant	Maurene Bishop Pacific Power and Light	Ernie Platt Matrix Development Co.
Jim Desmond The Trust for Public Land	John Gould Lane, Powell, Spears, Lubersky	John Sherman Friends of Forest Park
Russell Hoeflich The Nature Conservancy	Isaac Kalisvaart HGW, Inc.	Ed Simpson US Bancorp

The Committee met twice with members of the Metro Executive Officer's staff and the Parks, Finance, and General Services Departments in developing their recommendations. They have agreed to meet one more time in the future to offer additional advice, if required.

The Committee's charge from Executive Officer Burton was to help the staff answer the question:

"If the Open Space, Parks, and Streams Ballot Measure is approved on Tuesday, what will we do on Wednesday?"

In answering this question, the Committee considered Metro's program objectives and plans for the potential use of the Bond funds in order to better understand what will be required to achieve those purposes. They did not, however, discuss or offer advice regarding the program specifics (i.e., sites, priorities, costs, etc.)

******* Background *******

Collectively, the Committee has extensive experience in real estate acquisition and development, financing, property management, trail and natural resource protection and management, and related fields. After the initial informational meeting, a "brainstorming" format was used for tapping their collective expertise and while there were no formal votes on recommendations, there seemed to be a general consensus on most points. (NOTE: All of the Committee members were given an opportunity to review a draft of this report and any dissenting or clarifying comments have been incorporated into the body of the report.)

This section is intended to provide the reader with some brief background which will provide a context for the recommendations which follow.

Metropolitan Greenspaces Master Plan

The basis for the bond measure is the **Metropolitan Greenspaces Master Plan**. Adopted in 1992, the Greenspaces Master Plan is the growth management strategy which details the vision, framework, goals and objectives for a cooperative interconnected system of parks, natural areas, greenways and trails for wildlife and people. The Plan identifies 57 regionally significant natural areas and 34 regional trails and greenways which are intended to link these and our existing parks and greenspaces. Implementation of the Plan is intended to assure that places for nature and outdoor recreation are protected as our region continues to grow.

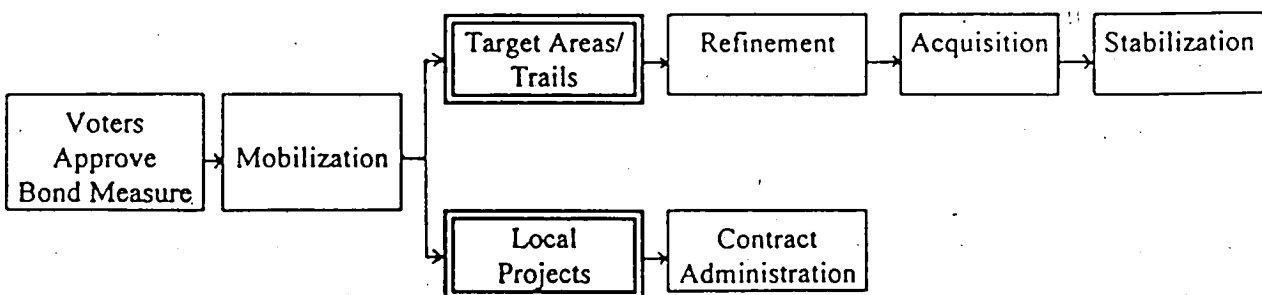
Proposed Open Space, Parks, and Streams Bond Measure

Based on the recommendations of advisory groups and the general public, Metro has referred a bond measure to the voters which will authorize the issuance of \$135.6 million in general obligation bonds. These funds will be focused in three specific areas:

- ◊ to acquire 6000 acres in 14 specific regionally significant target areas.
- ◊ to acquire four regionally significant trail corridor segments and to actually construct trail improvements for a fifth segment.
- ◊ to share \$25 million of the bond proceeds among the cities, counties, and parks districts within the region for them to buy land and/or build facilities to enhance public use and enjoyment of locally significant natural areas.

Implementation Process

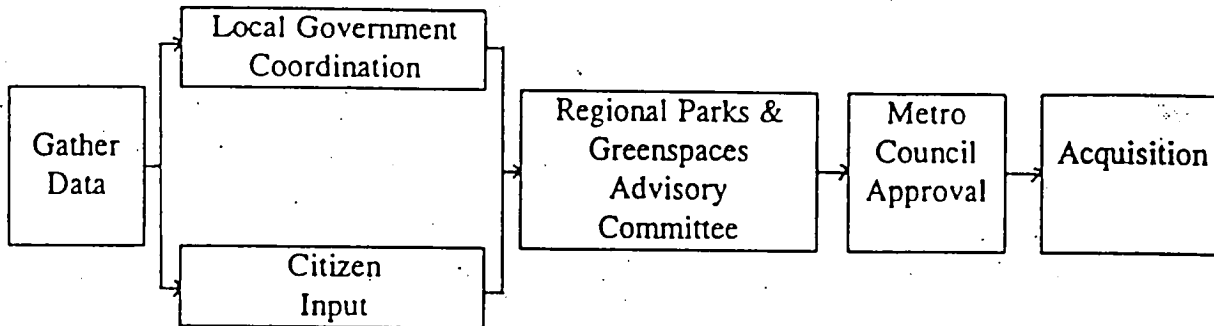
The Committee organized its discussion around the major activities or sequence of events associated with the implementation of the Bond Measure. The chart below is intended to summarize this sequence of events. Each will be defined more precisely as an introduction to the Committee's recommendations in that area. (NOTE: These events are discussed in non-chronological order in order to facilitate a clearer understanding of the requirements and recommendations.)



***** Recommendations *****

Refinement

While many of the areas targeted for acquisition are specifically defined, there are others which are described more generally (e.g., a trail may be designated along a stream but a specific corridor has not yet been determined). The process of more specifically defining what is to be acquired is identified as "refinement". As discussed by the Committee, the refinement process includes the following steps:



According to the Committee, this process is critical in allowing for:

- ◊ Citizen involvement;
- ◊ Awareness of local government plans;
- ◊ Approval from and parameters set by Metro Council in advance of negotiations; and (thus)
- ◊ Most efficient use of staff/contractor time.

Additionally, the Committee made the following recommendations:

- Use the Regional Parks and Greenspaces Advisory Committee to help staff develop and screen potential acquisition targets and parameters. (In other words, advise staff and Council on the specific game plan for each acquisition area without getting involved in the specific real estate transactions.)
- Staff should prepare, for its own use, detailed tax lot maps for each target area and color code them to reflect key features, general purpose, and other pertinent information which will help determine which parcels need to be acquired/controlled. Acquisition objectives should be very specific before beginning the formal acquisition process.
 - For what purpose (generally) is the land to be acquired?
 - Which tax lots or portions thereof are to be targeted?
 - Which ones are essential (don't want any of the adjacent ones if this one isn't available) and which ones are desirable as buffers?
- While it is important to determine what the purpose is in acquiring specific parcels, it is also important not to get too specific in establishing the official screening parameters.
 - The more specific your plans, the tighter the negotiation points and the more "precious" the land becomes.

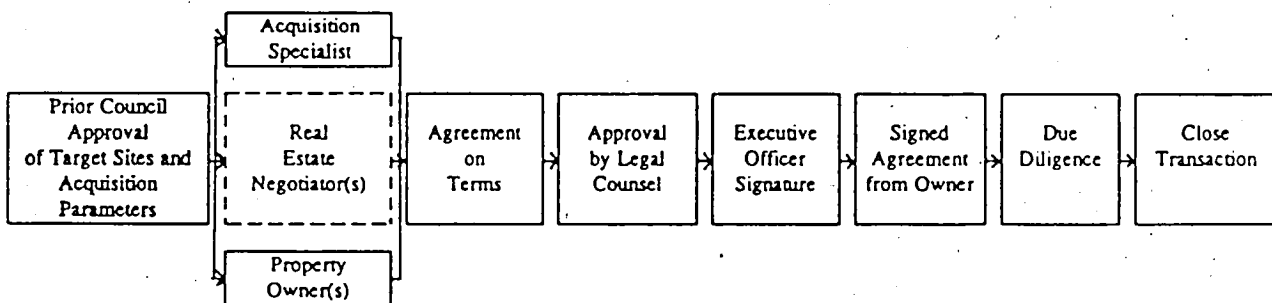
- Tax lots would not be made public knowledge.
- Individual real estate negotiations should be kept confidential.
- **Maximize coverage/publicity of the overall plan, the specific strategies and target sites; get the community involved as an active partner.**
 - Consider processes like those which have been used in Massachusetts and eastern Maryland where the government basically held community meetings where they explained what they wanted to accomplish and how much money they had to spend and then let the community figure out (negotiate) how to achieve that purpose.

Acquisition

The process for acquiring the rights to the land is referred to here as "acquisition". In many cases, this may be for an actual fee simple purchase of the land, but it is also likely to include a number of other transactions (as discussed below) which may provide the access/protection that is desired without actually purchasing the fee interest in the property.

- **Streamline the acquisition process as much as possible; this, typically reduces both land and acquisition costs and improves the odds of success.**

The Committee recommended a streamlined acquisition process, summarized below:



This recommended process incorporates three basic changes to that which is currently used in the options program:

1. It charges the Regional Parks & Greenspaces Advisory Committee with helping to define the appropriate, *specific* target sites and appropriate acquisition parameters (i.e., the limits within which the staff must negotiate).
2. It asks the Metro Council to review and approve the staff and Regional Parks and Greenspaces Advisory Committee recommendations on specific target sites and acquisition parameters prior to beginning the acquisition process. It then eliminates the need for further Council approvals of individual real estate transactions (providing those transactions are fully within the established parameters).
3. It has the Executive Officer sign legal agreements before they are submitted to the property owner. This allows for greater control and, again, will help speed the process.

- **It is desirable to use options initially rather than direct purchases whenever possible in order to avoid ending up with numerous disaggregated parcels which do not achieve the intended purposes. Ideally, these options would not be exercised until all of the essential parcels within a given target area have been "tied up".**
 - The options should be price specific (not just as appraised for "fair market value") in order to minimize surprises and wasted efforts.
 - Options for a year or more are desirable but difficult to negotiate.
 - In many cases, it may be virtually impossible to obtain options (or at least, cost effective ones).
- **In general, it is not a good idea to purchase land that may not be desired/needed ultimately. There may be specific instances where it makes good sense to purchase a larger parcel and then sell an unneeded portion, or to buy land that can't be protected any other way before you have other essential parcels tied up. Many people believe that government already owns too much unused land and it will certainly create some controversy if Metro proposes in the future to sell land which is perceived to have any natural resource value.**
- **Do not use fee simple purchases exclusively; consider a very wide range of tools which may be appropriate to the intended purposes and are potentially less expensive. Although there was no attempt to create a comprehensive list of the tools which might be considered, some of the tools mentioned specifically included: donations, purchase of timber or development rights, sale/transfer of development rights, conservation easements, trail or access easements, life estates, living trusts, long-term options, and right of first refusal.**
- **Leverage bond funds to the greatest extent practical. Work with other governmental agencies, foundations, non-profit organizations, "Friends of ..." groups and neighborhood associations, etc. to insure that other possible sources are considered to supplement/supplant the relatively limited bond funds.**
- **The acquisition parameters set by Council in advance need to be both specific enough and flexible enough to truly empower staff to negotiate creative and cost effective agreements. Anxious sellers want to be dealt with in a professional and timely manner, and land owners are typically reluctant to negotiate with someone who does not have the authority to make a decision.**
- **It is certainly acceptable to continue Metro's current practice of doing "due diligence" work after the real estate transaction is fully negotiated.**
 - It is important to be very clear in both negotiations and legal agreements that there will be a due diligence period following the execution of legal agreements.

¹ Due diligence work is all of the detailed investigation needed to make sure that the title and the property are exactly as they appear or are represented to be. This work may include things like: Level I and II environmental assessments; biological, archeological, and land surveys; more detailed title and legal investigation; etc.

- Some members of the Committee also thought that it might be important to do some due diligence work *before* acquisition negotiations are complete in order to speed the process and overcome seller resistance. They also noted that this approach could result, in some cases, in spending time and money on work that is not needed ultimately.
- The use of contracted services to help minimize staff requirements is an appropriate way to approach target areas (particularly in those cases where there are a large number of ownerships involved); in some cases, local realtors with detailed knowledge and established relationships in a target area can be a real asset as well.

Stabilization

"Stabilization" is the term the Committee used to describe those one-time activities which Metro, as the new owner of a parcel of land, would want to accomplish to safeguard both the property and the public. Typically, this might include such things as installing gates and fences; posting signs; removing garbage and abating hazards; cleaning up contaminated soil; removing derelict structures, etc.

- During the negotiation and due diligence periods, use common sense and carefully assess what is needed to operate/maintain/protect the property over the long term. When appropriate, have the seller assume responsibility for completing required work before Metro takes title to the property (or, alternately, have the seller assume responsibility for related costs through purchase price reductions or placement of funds into escrow at closing).

Mobilization

The Committee used the term "mobilization" to describe the process of getting ready to actually begin implementing the bond-funded program. Typical activities will include: preparing, marketing and selling bonds; formal budget amendments; recruiting and hiring new staff; competitively bidding and selecting contractors; developing detailed work programs; preparing standard contracts; developing informational and marketing materials; etc.

(NOTE: There is no money or staff in the Budget for doing work in advance of the Bond Measure. In addition, the staff and Executive Officer have indicated that they feel that the voters might interpret any expenditures which assume a favorable vote as an act of arrogance or bad faith. The key issue here is that there is 2-3 months of mobilization work to get ready to implement this program. While the voters may be critical of any advance work, they may be equally critical of any delays in getting started.)

- Minimize expenditures but begin preparing to implement the program now, placing emphasis on work that will allow at least some aspects of the program to be implemented quickly. The Committee offered several specific suggestions:
 - Revise the workplan for existing staff to accomplish some of this work.
 - Do internal work that does not require large expenditures or high visibility (e.g., developing standard contracts/intergovernmental agreements, recruit (but not hire) new

staff, pursue options on highly visible parcels more vigorously, develop detailed workplans, design negotiation and community involvement strategies, design informational materials, etc.).

- Consider approaching some of the cities and counties which will be beneficiaries of the bond funds about potential interest in providing staff or funds to help Metro begin preparing to implement the program.
- At least one Committee member suggested that staff were being "hypersensitive" and that "... the whole world is *not* looking at you."

Staffing

Current Metro staff suggested that their aim would be to minimize the number of new/permanent staff assigned to implement the program and that consultants (or perhaps temporary employees) could be used as needed to help accomplish this objective. In specific, staff indicated that they would envision employing a Program Supervisor, 4 Acquisition Specialists, a Trails Specialist, and a Finance/Contract Administrator. The target areas would be divided up on a geographic basis, and assigned to the 4 Acquisition Specialists. The Committee supported this approach in general and offered the following specific comments:

- Establish gradations of authority so that Acquisition/Trails Specialists are empowered to make deals.
- Hire Acquisition/Trail Specialists who are right for the job; not everyone is right to negotiate, to close, and to be entrepreneurial.
- Maintaining continuity of staff is very important in establishing rapport with land owners, friends groups, local governments and other interested parties. Thus, these positions should be long-term and should pay well enough to minimize turnover.

Contracts/Consultants

- When selecting appraisers, it is more important to hire the right one in the first place than it is try to hire others to review their work. Hire one that knows the area, this type of property, etc. and then sit down and discuss the issues in advance. When possible, try to get draft appraisals for review in order to raise concerns or answer questions before the report is "cast in stone".
- In completing due diligence work--particularly environmental assessments--try to obtain *pro bono* assistance or to structure agreements so that initial (e.g., Level I assessments) are provided *gratis* or at a discount in exchange for the opportunity to provide subsequent work. (NOTE: Staff will research whether public competitive bidding requirements will permit this type of arrangement. At a minimum, price breaks and turn-around times should be considered in selecting consultants).

General

- Look for ways to diminish or share responsibilities for the long term protection and maintenance of acquired property by seeking assistance from "Friends of ...", neighborhood, or civic groups, considering an "Adopt-A-Property" program (like Adopt-A-Highway), other parks providers, etc. in order to reduce costs. Also remember that volunteer assistance is not free, but includes costs associated with recruitment, training, turnover, etc.
 - Provide information to target area property owners on the benefits of donation.
 - Publicity and public relations is very important and should be given a high priority. Specifically, a number of supporting suggestions were offered by the Committee:
 - Promote the vision, provide information, create interest, report progress, support momentum which will help facilitate the purchase negotiations.
 - Give as much publicity to donors as possible; press releases, proclamations, plaques, medals, naming sites or facilities after donors, etc. should all be considered. Don't overlook consultants involved in the acquisition process who agree to donate all or part of their services.
 - Similarly, give lots of recognition to groups or individuals who take responsibility for the ongoing care on acquired property.
- (NOTE: Staff realize that the above work would require hiring/contracting of additional staff.)
- Brief the Council regularly on work efforts, progress, difficulties, etc.; its understanding and support will be essential if it is necessary to consider revised acquisition parameters or the possible use of *eminent domain*.
 - Remember that this is a big, ambitious project that will be a national model.

***** The staff sincerely appreciates the Committee's assistance. *****

Oversight Steering Committee Membership

Charles Ciecko	Regional Parks & Greenspaces
Doug Butler	General Services
Nancy Chase	Regional Parks & Greenspaces
Dan Cooper	General Counsel
Andy Cotugno	Growth Management
John Fregonese	Growth Management
Patricia McCaig	Councilor
Heather Nelson	Office of Executive Officer
Todd Sadlo	General Counsel
Bern Shanks	Regional Environmental Management
Jennifer Sims	Finance

OPTION EXERCISE AND CLOSING CHECKLIST

Project:

File No:

Property Address:

Tax Designation:

Acres:

Purchase Price:

Option Exercise Date:

Option Payment:

Option Extension Date:

Option Extension Payment:

Closing Date:

Seller:

Seller's Attorney/Representative:

Funding Source:

Metro Partner:

Title Company/Escrow Holder:

Environmental Assessment:

Appraiser:

Surveyor:

District Councilor:

Park Advisory Committee Rep:

I. PREPARING TO EXERCISE THE OPTION

A. Title Review

Title Report ordered: _____
Date due: _____
Received: _____
Sent to Seller: _____
Reviewed: _____
Objections: _____

Notice of Objections Sent to Seller: _____
Title Policy to be subject only to: _____

B. Appraisal Review

Ordered by: _____
Date: _____
Value: _____
Reviewed by: _____
Date ordered: _____
Date Received: _____

Comments: _____

C. Additional Agreements/ Option Terms

- a. Property description _____
- b. Access:
 - Easements and Licenses _____
 - Legal confirmed by _____
 - Actual confirmed by _____
- c. Minerals to be conveyed _____
Minerals to be restricted _____
- d. Leases _____
- e. Grazing Permits _____
- f. Hunting Permits _____
- g. Reforestation _____
- h. Other _____
- i. Mortgages/Deeds of Trust
Terms: _____
Non-Recourse _____
- j. Liquidated Damages _____

- k. Deferred taxes _____
- l. Broker _____
- m. Personal Property _____
 Farm Ranch Equipment _____
 Residential _____
 Other _____
- n. Boundary problems _____
- o. Prescriptive or adverse interests, common law rights _____
- p. Fences _____
- q. Who pays for title, escrow fees, transfer taxes? _____
- r. Possession at Closing _____
- s. Prorations - leases, taxes _____
- t. Subdivision _____
- u. Reps and Warranties _____
- v. Bargain sale _____
- w. Water rights _____
- x. Exchange _____
- y. Other improvements _____
- z. 1031; Other _____

D Hazardous Materials

Metro inspection by: _____
 Date due: _____
 Received: _____
 Additional Action/Recommendations _____

E Approval

1. Oversight Committee Approval:
 On Agenda: _____
 Approved: _____
2. Park Advisory Committee Approval:
 On Agenda: _____
 Approved: _____
3. Executive Committee Approval:
 On Agenda: _____
 Approved: _____

4. Council Resolution:
On Agenda: _____
Approved: _____

F. Survey Review

Certified to Buyer and the Title Company.
Confirm acreage.
Any off-record title problems.

G. Off-record Title Problems

Boundary/fence _____
Evidence of potential adverse possession or prescriptive easement _____
Tenants or residential structures _____

H. Water

Water rights _____
Review all water permits, applications and other documents. _____
Confirm title with State Water Engineer's Office. _____
Confirm not subject to mortgages or other liens. _____
Confirm eligibility/percentage active rights. _____
Confirm requirements for transfer or assignment. _____
Upon closing, will need to file appropriate docs _____
Adequate to support desired use _____
Cost of water use. _____

I. Buildings or Other Improvements

Type, size and description. _____
Availability of utilities, water, sewage, etc. _____
Age and condition: structural, mechanical and electrical problems _____

Permit and code compliance. _____

J. Personal Property or Fixtures

Inventory prepared by: _____
Review title. _____
Perform UCC-3 lien search if important personal property. _____
Age and condition _____

K. Liability Review

Potential natural or artificial hazards _____

Cost to repair or remove the hazard _____

L. Review Management Issues

Confirm Preparedness to implement management plan.

II. EXERCISING THE OPTION

A. Option exercise letter.

Sent to Seller. _____

Subject to conditions _____

(Caution: may result in a counteroffer thereby giving Seller the right to terminate)

III. PREPARING FOR THE CLOSING AFTER EXERCISING THE OPTION

A. Closing documents and other items to be prepared or obtained:

1. Option Agreement
2. Deed (grant or warranty vs. quitclaim)
3. Bill of Sale (if personal property included)
4. Water Rights Assignment, if necessary
5. Assignment of Leases and Right to Receive Revenue, if appropriate
6. Assignment of Intangible Property (such as permits, trade names, and so forth), if appropriate
7. Joint Escrow Instructions
8. Others:

B. Send closing documents to seller and title company for approval.

C. Review and approve closing settlement statement to be prepared by title company.

1. Prorations.
2. Closing Costs.

D. Tax documents necessary to close.

W9, Non-Foreign Affidavit, state tax requirements.

E. Confirm all closing conditions met

1. Review Option Agreement:

- a. No adverse change in physical condition
- b. Title
- c. Truth of Seller's representations and warranties
- d. Insurance for improvements.

- F. Arrange for transfer of funds
- G. Obtain any keys to the property

IV. POST-CLOSING MATTERS

- A. Review title policy to make sure it conforms to escrow instructions.
- B. Send originals of all documents to _____
- C. Parks Management notified.
- D. Insurance for Improvements
- E. Insurance for Personal Property.

F. Documents:	Received:	Reviewed:
Deed	_____	_____
Title Policy	_____	_____
Closing Statement	_____	_____

Greenspace Site Assessment Procedures

An environmental assessment of each potential acquisition site will be performed. The initial assessment, termed a Phase I, will be performed by Metro personnel. If the work load exceeds personnel availability, Phase I assessments may be conducted by qualified contractors. Based on results from the Phase I assessment, any recommended higher level of investigation will be conducted by qualified contractors.

A Phase I report will be generated from information gathered from a review of records and a site visit. The report will include the following:

<u>Item</u>	<u>Source of Information</u>
Executive Summary	
Site Description - Location and Description	RLIS, Site Visit
Topography	RLIS
Geology	
Soils	RLIS
Hydrogeology (if known)	ODEQ
Site History	Aerial photos, Polk City Directories, ownership records, interviews.
Hazardous Substances	
Underground Storage Tanks	ODEQ Env. Cleanup Site Info. Site visit
National Priority List	Record Search
CERCLIS	Record Search
RCRA	Record Search
State Cleanup Site	ODEQ Env. Cleanup Site Info.
PCBs	Record Search, site visit
Asbestos	Site visit
Pesticides	Site visit
Stabilization Needs	Site visit
(i.e. illegal dumping, security problems, health hazards)	



GREENSPACES GENERAL OBLIGATION BOND MEASURE LOCAL SHARE GUIDELINES

Local governments will be entitled to receive a portion of the regional greenspaces bond measure funds based on the allocation formula in the Metropolitan Greenspaces Master Plan adopted in July 1992. Projects eligible for local share funding must meet the following criteria:

1. Eligible agency is a park provider as of July 1, 1991.
2. Funds must be expended on Greenspaces related activities only including:

Acquisition

- Fee Simple (or easement) to purchase regionally significant greenspaces and/or trail corridors identified in the Metropolitan Greenspaces Master Plan, and/or locally determined significant greenspaces and/or trail corridors.
- Costs associated with the acquisition of property

Capital Improvements

- Restoration or enhancement of natural areas
- Trail construction
- Access facilities such as roads that are an integral part of the greenspace, parking, boat ramps, trail heads, Americans with Disabilities Act (ADA) requirements
- Public use facilities such as rest rooms, picnic tables, shelters, viewing blinds, water systems, camp sites, fishing piers, and associated appurtenances including signs, fences, security lighting, barbecues.
- Environmental education facilities such as nature centers and interpretive displays

3. The park provider will enter into an Intergovernmental Agreement (IGA) to be approved by the Metro Council and the governing board of the park provider. The IGA shall require signage at the project site in an appropriate location(s) to acknowledge Metro, the park provider, and other project partners; funds from the bond measure shall not be used to replace local funds on project; and funds from the bond measure should leverage other sources of revenue when possible
4. A list of local share projects with estimated costs, and approved by the governing board of each jurisdiction shall be delivered to Metro no later than November 1, 1994 to be eligible for local share funding
5. Greenspace sites subject to local share funding will be maintained for its intended recreational, natural area, or trail activities

INTERGOVERNMENTAL AGREEMENT
Open Spaces Bond Measure
Local Share Component

This Agreement dated this _____ day of _____ 1995, is by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the 1992 Metro Charter, located at 600 N.E. Grand Avenue, Portland, Oregon 97232-2736, and the _____, located at _____, (hereinafter referred to as "Recipient"), and shall remain in full force and effect for the period September 1, 1995, to September 1, 1998, (unless extended as provided for herein).

WITNESSETH:

WHEREAS, The electors of Metro approved a ballot measure on May 16, 1995, authorizing Metro to issue \$135.6 million in bonds for Open Spaces, Parks, Trails and Streams (the "Measure"); and

WHEREAS, The Measure provided that \$25 million from bond proceeds be expended by local parks providers for specified projects; and

WHEREAS, Recipient is a local parks provider who has received approval for funding for project(s) as specified in the Measure; and

WHEREAS, Metro and Recipient desire to enter into this Agreement to provide for funding of Recipient's project(s) subject to terms and conditions as provided for in the Measure;

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the parties hereto as follows:

1. Project Declaration

Metro hereby approves the Project proposal(s) and authorizes Recipient to proceed with the Project in accordance with the Scope of Work included as Attachment "A." All real property interests acquired shall be held in the name of Recipient.

2. Funding

Metro's contribution to the Project(s) is limited to \$ _____. Payment of funds by Metro to Recipient will be subject to the procedures set forth in Attachment "B" of this Agreement.

3. Funding Limitation

Metro through the approval of the Measure and the sale of bonds has established this Agreement with the sole purpose of implementing the Metro Open Spaces Program through funding of this Project. Therefore, Metro neither intends nor accepts any direct involvement in this Project which can or could be construed to result in supervisory responsibility during the course of construction, and upon completion of the Project and payment of funds as provided for herein there will be no further obligations on the part of Metro.

4. Funding Requirements

Metro has committed to pay from bond proceeds the amount specified for the approved project(s) described in Attachment "A." Recipient may substitute a different project only if the following conditions are met:

a. Recipient through its governing body must find that one or more of the projects described in Attachment "A" have become degraded, are cost prohibitive or are otherwise infeasible.

b. Recipient through its governing body shall conduct a public process and determine the substitute project consistent with the provisions of the Measure and the Local Share Guidelines.

c. The substitute project is subject to administrative approval by Metro's Regional Parks and Greenspaces Department Director, such approval shall not be unreasonably withheld. Metro will designate the name of the Department Director in writing at the time this Agreement is executed. Thereafter, Metro may give written notice to Recipient of any change in the Department Director.

d. Metro's financial obligation under this Agreement shall not be increased.

Recipient agrees to comply at all times with provisions of the Measure and the adopted Local Share Guidelines which appear as Attachment "C" to this Agreement and by this reference are made a part hereof.

5. Term

Metro's obligation to provide funds pursuant to this Agreement shall terminate September 1, 1998. It is the intent of the parties that Recipient will have completed the project(s) and all Metro funding obligated under this Agreement shall have been paid prior to such date. However, in the event of unforeseen circumstances that cause Recipient to be delayed in completing the project(s), Recipient is entitled upon giving 30 days written notice to Metro to extend Metro's obligations pursuant to this Agreement for an additional six

months. More than one extension may be granted if necessary to complete the project(s). Recipient must receive approval of the extension from Metro's Regional Parks and Greenspaces Department Director. Metro may deny an extension if it finds that Recipient is not making good faith efforts to complete the project(s) and that the need for an extension is due to Recipient's neglect of the project(s). Any denial of an extension is not effective for 10 days after receipt of notice of the denial, and at Recipient's request is subject to review by the Metro Executive Officer. The provisions of Sections 7, 8, 9, and 10 shall continue in effect after the completion by Recipient of any project(s) pursuant to this Agreement.

6. Situs

This Agreement is entered into within the state of Oregon, and the law of said state, whether substantive or procedural, shall apply to this Agreement, and all statutory, charter and ordinance provisions that are applicable to public contracts in the state of Oregon shall be followed with respect to this Agreement.

7. Limitations on Use

All property acquired by Recipient with Open Spaces funding by Metro shall be maintained for its intended natural resource dependent recreational, natural area or trail activities. Recipient commits to maintain all property acquired pursuant to this Agreement in a manner consistent with Metro's Greenspaces Master Plan. Recipient will not construct or allow the construction of improvements to the property which are inconsistent with the Master Plan. However, in the event of extraordinary unforeseen circumstances Recipient may after January 1, 2005, authorize a change in use of acquired property. In the event a change in use occurs, Recipient agrees to take the following actions:

- Recipient shall give Metro 180 days advance written notice of its intent to authorize a change in use or sell the property to a third party. Recipient shall obtain an appraisal of the fair market value of the property assuming that the property was not subject to any use restrictions. The appraisal is subject to approval by Metro as to its completeness and reasonableness. After the appraisal value is determined and is approved by Metro, Recipient shall obtain the fair market value of the discontinued property and apply it to completion of a substitute project(s) within 90 days after authorizing the change in use.
- Recipient shall determine through the process described in Section 4 of this Agreement what substitute project should be funded and completed.

8. Oregon Constitution and Tax Exempt Bond Covenants

Recipient acknowledges that Metro's source of funds for this Program is from the sale of voter-approved general obligation bonds that are to be paid from ad valorem property taxes exempt from the limitations of Article XI, section 11(b), 11(c), 11(d), and 11(e) of the Oregon Constitution, and that the interest paid by Metro to bond holders is currently exempt from federal and Oregon income taxes. Recipient covenants that it will take no actions that would cause Metro not to be able to maintain the current status of the real property taxes as exempt for Oregon's constitutional limitations or the income tax exempt status of the bond interest. In the event Recipient breaches this covenant, Metro shall be entitled to whatever remedies are available to either cure the default or to compensate Metro for any loss it may suffer as a result thereof.

9. Funding Declaration

Recipient will document on-site, for all acquisitions and capital improvements, and in any publication, media presentations or other presentations, that funding came from Metro. On-site signage that provides recognition of Metro funding shall be subject to prior review and comment by Metro. All signage will be consistent with Metro guidelines for Open Spaces Projects. Recipient agrees to provide maintenance for all signs. Metro may elect to furnish on-site signage for use by Recipient.

10. Indemnification

Recipient shall indemnify Metro and its officers, agents and employees, against all loss, damage, expense and liability resulting from injury to or death of persons, or property damage, arising out of or in anyway connected to the wrongful acts of the Recipient's officers, agents and employees acting within the scope of employment or duties in performance of this Agreement, subject to the limitations and conditions of the Oregon Tort Claims Act, ORS chapter 30.

Metro shall indemnify Recipient and its officers, agents and employees, against all loss, damage, expense and liability resulting from injury to or death of persons, or property damage, arising out of or in any way connected to the wrongful acts of Metro's officers, agents and employees acting within the scope of employment or duties in performance of this Agreement, subject to the limitations and conditions of the Oregon Tort Claims Act, ORS chapter 30.

11. Termination for Cause

Metro may terminate this Agreement in full, or in part, at any time before the date of completion, whenever Metro determines, in its sole discretion, that Recipient has failed to comply with the conditions of this Agreement and is therefore in default. Metro shall promptly notify Recipient in writing of that determination and document such default as outlined hereinbelow. Notwithstanding any termination for cause, Recipient shall be entitled to receive payments for any work completed or for which Recipient is contractually obligated for which completion or contractual obligation occurred prior to the effective date of the termination, provided that Metro shall not be obligated to make any payment except for work specifically provided for in this Agreement.

12. Documentation of Default

Recipient shall be deemed to be in default if it fails to comply with any provisions of this Agreement.

Prior to termination under this provision, Metro shall provide Recipient with written notice of default and allow Recipient ninety (90) days within which to cure the default. In the event Recipient does not cure the default within ninety (90) days, Metro may terminate all or any part of this Agreement for cause. Recipient shall be notified in writing of the reasons for the termination and the effective date of the termination.

Recipient shall be liable to Metro for all reasonable costs and damages incurred by Metro as a result of and in documentation of the default.

If, after notice of termination, Metro agrees or a court finds that Recipient was not in default or that the default was excusable, such as a strike, fire, flood, or other event that is

not the fault of, or is beyond the control of Recipient, Metro will allow Recipient to continue work, or both parties may treat the termination as a joint termination for convenience whereby the rights of the Recipient shall be as outlined hereinbelow.

13. Joint Termination for Convenience

Metro and Recipient may jointly terminate all or part of this Agreement based upon a determination that such action is in the public interest. Termination under this provision shall be effective upon ten (10) days written notice of termination issued by Metro subject to that mutual agreement.

Within thirty (30) days after termination pursuant to this provision, Recipient shall submit an itemized invoice(s) for all unreimbursed work within the Scope of Work of this Agreement completed before termination.

Metro shall not be liable for any costs invoiced later than thirty (30) days after termination unless the Recipient can to Metro's full satisfaction show good cause beyond the Recipient's control for the delay.

14. Documents are Public Property

All records, reports, data, documents, systems and concepts, whether in the form of writings, figures, graphs, or models which are prepared or developed in connection with the Project shall become public property.

Nothing in this section or in any other part of this Agreement shall be construed as limiting a Recipient's ability to consider real property transactions in executive session pursuant to ORS 192.660(1)(e) or as requiring disclosure of records that are otherwise

exempt from disclosure pursuant to the Public Records Law (ORS 192.410 to 192.505) or Public Meetings Law (ORS 192.610 to 192.690).

15. Project Records

Comprehensive records and documentation relating to the Scope of Work and all specific tasks involved in the Project shall be maintained by Recipient.

Recipient shall establish and maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this Agreement.

16. Audits, Inspections, and Retention of Records

Metro, and any of its representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all of Recipient's records with respect to all matters covered by this Agreement. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement.

All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the Project shall be retained by Metro and Recipient and all of its contractors for three years from the date of completion of the Project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

A final determination of the allowability of costs charged to the Project may be made on the basis of an audit or other review. Any funds paid to Recipient in excess of the amount to

which Recipient is finally determined to be entitled under the terms of this Agreement constitute a debt to Metro, and shall be returned by Recipient to Metro.

17. Law of Oregon

This Agreement shall be governed by the laws of the state of Oregon, and the parties agree to submit to the jurisdiction of the courts of the state of Oregon.

All applicable provisions of ORS chapters 187 and 279, and all other terms and conditions necessary to be inserted into public contracts in the state of Oregon, are hereby incorporated as if such provisions were a part of this Agreement including but not limited to ORS 279.015 to 279.320.

Specifically, it is a condition of this Agreement that Recipient and all employers working under this Agreement are subject employers that will comply with ORS 656.017 as required by Oregon Laws 1989, chapter 684.

18. Assignment

Recipient may not assign any of its responsibilities under this Agreement without prior written consent from Metro, except the Recipient may delegate or subcontract for performance of any of its responsibilities under this Agreement.

19. Severability

If any covenant or provision in this Agreement shall be adjudged void, such adjudication shall not affect the validity, obligation, or performance of any other covenant or provision which in itself is valid, if such remainder would then continue to conform with the terms and requirements of applicable law and the intent of this Agreement.

20. Entire Agreement

This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this Agreement. Recipient, by the signature below of its authorized representative, hereby acknowledges that Recipient has read this Agreement, understands it and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties hereto have set their hands on the day and year set forth below.

CITY OF

METRO

By: _____

By: _____

Title: _____

Mike Burton
Executive Officer

gl
1256a

Open Spaces Work Plan
FY 1995/96

RESOURCES

Beginning Fund Balance	\$0
Interest Earnings	\$5,530,000
Gen Obligation Bond Proceeds	\$135,600,000
TOTAL RESOURCES	\$141,130,000

PERSONAL SERVICES

Working Title	FTE	1ST QTR	FTE	2ND QTR	FTE	FTE	3RD QTR	FTE	4TH QTR	FTE	Year 1
ADMINISTRATION											
Open Spaces Program Manager	0.00	\$0	1.00	\$15,676	1.00	1.00	\$15,676	1.00	\$15,676	0.75	\$47,027
Budget/Finance	0.33	\$3,720	1.00	\$11,160	1.00	1.00	\$11,160	1.00	\$11,160	0.83	\$37,200
Public Relations	0.00	\$0	0.67	\$7,687	1.00	1.00	\$11,531	1.00	\$11,531	0.67	\$30,749
Reception	1.00	\$6,114	1.00	\$6,114	1.00	1.00	\$6,114	1.00	\$6,114	1.00	\$24,456
Office Support	0.00	\$0	1.00	\$6,112	1.00	1.00	\$6,113	1.00	\$6,113	0.75	\$18,337
Subtotal		\$9,834		\$46,749			\$50,593		\$50,593		\$157,769
Fringe		\$2,852		\$13,557			\$14,672		\$14,672		\$45,753
Total Admin Personal Services	1.33	\$12,686	4.67	\$60,306	5.00	5.00	\$65,265	5.00	\$65,265	4.00	\$203,522
REFINEMENT											
GIS	1.00	\$11,531	1.00	\$11,531	1.00	1.00	\$11,531	0.00	\$0	0.75	\$34,593
Senior Real Estate Negotiator	1.00	\$14,715	1.00	\$14,715	1.00	1.00	\$14,715	0.00	\$0	0.75	\$44,146
Target Area Specialist (6 Trails)	1.00	\$13,348	1.00	\$13,348	1.00	1.00	\$13,348	0.00	\$0	0.75	\$40,043
Target Area Specialist (4.33 area)	0.00	\$0	1.00	\$13,348	1.00	1.00	\$13,348	0.00	\$0	0.50	\$26,696
Target Area Specialist (4.33 area)	0.00	\$0	1.00	\$13,348	1.00	1.00	\$13,348	0.00	\$0	0.50	\$26,696
Target Area Specialist (4.33 area)	0.00	\$0	1.00	\$13,348	1.00	1.00	\$13,348	0.00	\$0	0.50	\$26,696
Subtotal		\$39,594		\$79,637			\$79,637		\$0		\$198,870
Fringe		\$11,482		\$23,095			\$23,095		\$0		\$57,672
Total Refinement Pers Svcs	3.00	\$51,076	6.00	\$102,731	6.00	6.00	\$102,731	0.00	\$0	3.75	\$256,543
ACQUISITION											
GIS	0.00	\$0	0.00	\$0	0.00	0.00	\$0	1.00	\$11,531	0.25	\$11,531
Senior Real Estate Negotiator	0.00	\$0	0.00	\$0	1.00	0.00	\$0	1.00	\$14,715	0.25	\$14,715
Target Area Specialist (6 Trails)	0.00	\$0	0.00	\$0	0.00	0.00	\$0	1.00	\$13,347	0.25	\$13,347
Target Area Specialist (4.33 area)	0.00	\$0	0.00	\$0	0.00	0.00	\$0	1.00	\$13,347	0.25	\$13,347
Target Area Specialist (4.33 area)	0.00	\$0	0.00	\$0	0.00	0.00	\$0	1.00	\$13,347	0.25	\$13,347
Target Area Specialist (4.33 area)	0.00	\$0	0.00	\$0	0.00	0.00	\$0	1.00	\$13,347	0.25	\$13,347
Biologist/Stabilization Specialist	0.25	\$3,337	0.25	\$3,337	0.25	0.25	\$3,337	0.25	\$3,336	0.25	\$13,347
Subtotal		\$3,337		\$3,337			\$3,337		\$82,970		\$92,981
Fringe		\$968		\$968			\$968		\$24,061		\$26,964
Total Acquisition Pers Svcs	0.25	\$4,305	0.25	\$4,305	1.25	0.25	\$4,305	6.25	\$107,032	1.75	\$119,945
STABILIZATION											
Biologist/Stabilization Specialist	0.25	\$3,336	0.25	\$3,336	0.25	0.25	\$3,336	0.25	\$3,336	0.25	\$13,344
Subtotal		\$3,336		\$3,336			\$3,336		\$3,336		\$13,344
Fringe		\$967		\$967			\$967		\$967		\$3,870
Total Stabilization Pers Svcs	0.25	\$4,303	0.25	\$4,303	0.25	0.25	\$4,303	0.25	\$4,303	0.25	\$17,214
LOCAL SHARE											
Local Share Specialist	0.00	\$0	1.00	\$9,485	1.00	1.00	\$9,485	1.00	\$9,485	0.75	\$28,454
Subtotal		\$0		\$9,485			\$9,485		\$9,485		\$28,454
Fringe		\$0		\$2,751			\$2,751		\$2,751		\$8,252
Total Local Share Pers Svcs	0.00	\$0	1.00	\$12,235	1.00	1.00	\$12,235	1.00	\$12,235	0.75	\$36,706
TOTAL PERSONAL SERVICES	4.83	\$72,370	12.17	\$183,880	#REF!	12.50	\$188,840	12.50	\$188,836	10.50	\$633,929

Open Spaces Work Plan

MATERIALS AND SERVICES

ADMINISTRATION

Office Supplies (5 new setups)	\$410	\$410	\$410	\$410	\$1,641
Computer Software (5 new setups)	\$694	\$694	\$694	\$694	\$2,775
Postage	\$500	\$500	\$500	\$500	\$2,000
Bond Issuance Costs		\$1,700,000			\$1,700,000
Temporary help	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
Total	\$5,354	\$1,705,354	\$5,354	\$5,354	\$1,721,416

REFINEMENT

Office Supplies (7 new setups)	\$574	\$574	\$574	\$574	\$2,297
Computer Software (7 new setups)	\$971	\$971	\$971	\$971	\$3,885
Postage	\$2,499	\$2,499	\$2,499	\$2,499	\$9,996
Printing	\$2,499	\$2,499	\$2,499	\$2,499	\$9,996
Temporary help	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
Aerial Photograph	\$11,250	\$11,250	\$11,250	\$11,250	\$45,000
*Consulting	\$11,500	\$11,500	\$11,500	\$11,500	\$46,000
Total	\$33,044	\$33,044	\$33,044	\$33,044	\$132,174

ACQUISITION

Office Supplies (4 new setups)	\$328	\$328	\$328	\$328	\$1,313
Computer Software (4 new setups)	\$555	\$555	\$555	\$555	\$2,220
Postage	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
Other costs/yr 2 & 3 30,000 appraisal	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Printing	\$500	\$500	\$500	\$500	\$2,000
Temporary help	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
**Consult/Acq cst (10% of acq cost) Trails	\$37,500	\$37,500	\$37,500	\$37,500	\$150,000
**Consulting/Acq. cost (10% of acq cost)	\$361,080	\$361,080	\$361,080	\$361,080	\$1,444,320
Total	\$410,213	\$410,213	\$410,213	\$410,213	\$1,640,853

STABILIZATION

Office Supplies	\$19	\$19	\$19	\$19	\$75
Computer Software	\$51	\$51	\$51	\$51	\$203
Postage	\$125	\$125	\$125	\$125	\$500
Parks	\$0	\$0	\$0	\$0	\$0
\$83.00 per acre purchased	\$11,350	\$11,350	\$11,350	\$11,350	\$45,401
Temporary help	\$0	\$0	\$0	\$0	\$0
Total	\$11,545	\$11,545	\$11,545	\$11,545	\$46,178

LOCAL SHARE

Office Supplies	\$38	\$38	\$38	\$38	\$150
Computer Software	\$50	\$50	\$50	\$50	\$200
Postage	\$125	\$125	\$125	\$125	\$500
Payments to Other Governments	\$2,746,521	\$2,746,521	\$2,746,521	\$2,746,521	\$10,986,084
Total	\$2,746,734	\$2,746,734	\$2,746,734	\$2,746,734	\$10,986,934
TOTAL MATERIAL AND SERVICES	\$3,206,889	\$4,906,889	\$3,206,889	\$3,206,889	\$14,527,556

* Includes Meeting facilitators, planners and landscape architects

** Includes private negotiators, appraisers, surveys and environmental assessments.

Land Information

	Year One	Year Two	Year Three
60% of 14 Reg Target Area	1,200	1,195	1,195

Open Spaces Work Plan

CAPITAL OUTLAY

ADMINISTRATION

Set up Capital (5 Workstations Compute	\$5,100	\$5,100	\$5,100	\$5,100	\$20,400
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Total	\$5,100	\$5,100	\$5,100	\$5,100	\$20,400
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REFINEMENT

Set up Capital (7 Workstations Compute	\$7,053	\$7,053	\$7,053	\$7,053	\$28,212
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GIS SETUP	\$12,850	\$12,850	\$12,850	\$12,850	\$51,400
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Total	\$19,903	\$19,903	\$19,903	\$19,903	\$79,612
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ACQUISITION

Set up Capital (3 Workstations Computer	\$3,060	\$3,060	\$3,060	\$3,060	\$12,240
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Trails Purchased	\$375,000	\$375,000	\$375,000	\$375,000	\$1,500,000
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Trails Construction	\$0	\$0	\$0	\$0	\$0
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Land Purchased	\$3,610,800	\$3,610,800	\$3,610,800	\$3,610,800	\$14,443,200
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Total	\$3,988,860	\$3,988,860	\$3,988,860	\$3,988,860	\$15,955,440
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STABILIZATION

Set up Capital	\$0	\$0	\$0	\$0	\$0
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Total	\$0	\$0	\$0	\$0	\$0
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LOCAL SHARE

Set up Capital (1 Workstation, Computer)	\$1,020	\$1,020	\$1,020	\$1,020	\$4,080
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Total	\$1,020	\$1,020	\$1,020	\$1,020	\$4,080
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TOTAL CAPITAL

	\$4,014,883	\$4,014,883	\$4,014,883	\$4,014,883	\$16,059,532
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INTERFUND TRANSFERS

Trans Indirect Costs to Support Services Fund					\$225,000
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Trans Indirect Costs to Building Mgmt Fund					\$15,000
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Trans Indirect Costs to Risk Mgmt Fund					\$11,000
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Trans Direct Costs to Support Services					\$184,022
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Trans Direct Costs to Reg Parks & Expo Fund					\$64,132
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Total Transfers					\$499,154
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CONTINGENCY & UNAPP. BALANCE

Contingency					\$40,000,000
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Unappropriated Balance					\$69,409,829
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TOTAL REQUIREMENTS

					\$141,130,000
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Open Spaces Work Plan

YEAR ONE TOTALS

	FTE	1ST QTR	FTE	2ND QTR	FTE	FTE	3RD QTR	FTE	4TH QTR	FTE	Year 1
Administration											
Personal Services	1.33	\$12,686	4.67	\$60,306	5.00	5.00	\$65,265	5.00	\$65,265	4.00	\$203,522
Materials & Services		5,354		1,705,354			5,354		5,354		1,721,416
Capital Outlay		5,100		5,100			5,100		5,100		20,400
Total	1.33	23,140	4.67	1,770,760	5.00	5.00	75,719	5.00	75,719	4.00	1,945,338
Refinement											
Personal Services	3.00	51,076	6.00	102,731	6.00	6.00	102,731	0.00	0	3.75	256,543
Materials & Services		33,044		33,044			33,044		33,044		132,174
Capital Outlay		19,903		19,903			19,903		19,903		79,612
Total	3.00	104,022	6.00	155,678	6.00	6.00	155,678	0.00	52,947	3.75	468,329
Acquisition											
Personal Services	0.25	4,305	0.25	4,305	1.25	0.25	4,305	6.25	107,032	1.75	119,945
Materials & Services		410,213		410,213			410,213		410,213		1,640,853
Capital Outlay		3,988,860		3,988,860			3,988,860		3,988,860		15,955,440
Total	0.25	4,403,378	0.25	4,403,378	1.25	0.25	4,403,378	6.25	4,506,105	1.75	17,716,238
Stabilization											
Personal Services	0.25	4,303	0.25	4,303	0.25	0.25	4,303	0.25	4,303	0.25	17,214
Materials & Services		11,545		11,545			11,545		11,545		46,178
Capital Outlay		0		0			0		0		0
Total	0.25	15,848	0.25	15,848	0.25	0.25	15,848	0.25	15,848	0.25	63,392
Local Share											
Personal Services	0.00	0	1.00	12,235	1.00	1.00	12,235	1.00	12,235	0.75	36,706
Materials & Services		2,746,734		2,746,734			2,746,734		2,746,734		10,986,934
Capital Outlay		1,020		1,020			1,020		1,020		4,080
Total	0.00	2,747,754	1.00	2,759,989	1.00	1.00	2,759,989	1.00	2,759,989	0.75	11,027,720
Year 1 Totals											
Personal Services	4.83	\$72,370	12.17	\$183,880	13.50	12.50	\$188,840	12.50	\$188,836	10.50	\$633,929
Materials & Services	0.00	\$3,206,889	0.00	\$4,906,889	0.00	0.00	\$3,206,889	0.00	\$3,206,889	0.00	\$14,527,556
Capital Outlay	0.00	\$4,014,883	0.00	\$4,014,883	0.00	0.00	\$4,014,883	0.00	\$4,014,883	0.00	\$16,059,532
Total	4.83	\$7,294,141	12.17	\$9,105,652	13.50	12.50	\$7,410,612	12.50	\$7,410,607	10.50	\$31,221,017

Open Spaces Work Plan
FY 1996/97

RESOURCES

Beginning Fund Balance	\$109,409,829
Interest Earnings	\$4,376,393
Gen Obligation Bond Proceeds	\$0
TOTAL RESOURCES	\$113,786,222

PERSONAL SERVICES

Working Title	FTE	1ST QTR	FTE	2ND QTR	FTE	FTE	3RD QTR	FTE	4TH QTR	FTE	Year 2
ADMINISTRATION											
Open Spaces Program Manager	1.00	\$16,146	1.00	\$16,146	1.00	1.00	\$16,146	1.00	\$16,146	1.00	\$64,584
Open Spaces Bus. Manager	1.00	\$11,531	1.00	\$11,531	1.00	1.00	\$11,531	1.00	\$11,531	1.00	\$46,125
Public Relations	1.00	\$11,531	0.33	\$3,843	0.00	0.00	\$0	0.00	\$0	0.33	\$15,374
Reception	1.00	\$6,357	1.00	\$6,357	1.00	1.00	\$6,357	1.00	\$6,357	1.00	\$25,428
Office Support	1.00	\$6,296	1.00	\$6,296	1.00	1.00	\$6,296	1.00	\$6,296	1.00	\$25,184
Subtotal		\$51,861		\$44,173			\$40,330		\$40,330		\$176,695
Fringe		\$15,040		\$12,810			\$11,696		\$11,696		\$51,242
Total Admin Personal Services	5.00	\$66,901	4.33	\$56,983	4.00	4.00	\$52,026	4.00	\$52,026	4.33	\$227,936
ACQUISITION											
GIS	0.25	\$2,998	0.25	\$2,998	0.25	0.25	\$2,998	0.25	\$2,998	0.25	\$11,992
Senior Real Estate Negotiator	1.00	\$15,304	1.00	\$15,304	1.00	1.00	\$15,304	1.00	\$15,304	1.00	\$61,215
Target Area Specialist (6 Trails)	1.00	\$13,882	1.00	\$13,882	1.00	1.00	\$13,882	1.00	\$13,882	1.00	\$55,526
Target Area Specialist (4.33 area)	1.00	\$13,748	1.00	\$13,748	1.00	1.00	\$13,748	1.00	\$13,748	1.00	\$54,992
Target Area Specialist (4.33 area)	1.00	\$13,748	1.00	\$13,748	1.00	1.00	\$13,748	1.00	\$13,748	1.00	\$54,992
Target Area Specialist (4.33 area)	1.00	\$13,748	1.00	\$13,748	1.00	1.00	\$13,748	1.00	\$13,748	1.00	\$54,992
Biologist/Stabilization Specialist	0.50	\$6,807	0.50	\$6,807	0.50	0.50	\$6,807	0.50	\$6,807	0.50	\$27,229
Subtotal		\$80,235		\$80,235			\$80,235		\$80,235		\$320,938
Fringe		\$23,268		\$23,268			\$23,268		\$23,268		\$93,072
Total Acquisition Pers Svcs	5.75	\$103,503	5.75	\$103,503	5.75	5.75	\$103,503	5.75	\$103,503	5.75	\$414,010
STABILIZATION											
Biologist/Stabilization Specialist	0.50	\$6,807	0.50	\$6,807	0.50	0.50	\$6,807	0.50	\$6,807	0.50	\$27,229
Subtotal		\$6,807		\$6,807			\$6,807		\$6,807		\$27,229
Fringe		\$1,974		\$1,974			\$1,974		\$1,974		\$7,896
Total Stabilization Pers Svcs	0.50	\$8,781	0.50	\$8,781	0.50	0.50	\$8,781	0.50	\$8,781	0.50	\$35,125
LOCAL SHARE											
Local Share Specialist	1.00	\$9,769	1.00	\$9,769	1.00	1.00	\$9,769	1.00	\$9,769	1.00	\$39,077
Subtotal		\$9,769		\$9,769			\$9,769		\$9,769		\$39,077
Fringe		\$2,833		\$2,833			\$2,833		\$2,833		\$11,332
Total Local Share Pers Svcs	1.00	\$12,602	1.00	\$12,602	1.00	1.00	\$12,602	1.00	\$12,602	1.00	\$50,409
TOTAL PERSONAL SERVICES	12.25	\$191,787	11.58	\$181,870	#REF!	11.25	\$176,912	11.25	\$176,912	11.58	\$727,481

**Open Spaces Work Plan
MATERIALS AND SERVICES**

ADMINISTRATION

Office Supplies	\$150	\$150	\$150	\$150	\$600
Computer Software	\$100	\$100	\$100	\$100	\$400
Postage	\$500	\$500	\$500	\$500	\$2,000
Bond Issuance Costs					\$0
Temporary help	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
Total	\$4,500	\$4,500	\$4,500	\$4,500	\$18,000

REFINEMENT

Office Supplies	\$0	\$0	\$0	\$0	\$0
Computer Software	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Printing	\$0	\$0	\$0	\$0	\$0
Temporary help	\$0	\$0	\$0	\$0	\$0
Aerial Photograph	\$0	\$0	\$0	\$0	\$0
*Consulting	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

ACQUISITION

Office Supplies	\$262	\$262	\$262	\$262	\$1,048
Computer Software	\$100	\$100	\$100	\$100	\$400
Postage	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
Other costs/yr 2 & 3 30,000 appraisal	\$12,700	\$12,700	\$12,700	\$12,700	\$50,800
Printing	\$500	\$500	\$500	\$500	\$2,000
Temporary help	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
**Consult/Acq cst (10% of acq cost) Trails	\$85,375	\$85,375	\$85,375	\$85,375	\$341,500
**Consulting/Acq. cost (10% of acq cost)	\$359,576	\$359,576	\$359,576	\$359,576	\$1,438,302
Total	\$463,762	\$463,762	\$463,762	\$463,762	\$1,855,050

STABILIZATION

Office Supplies	\$19	\$19	\$19	\$19	\$75
Computer Software	\$51	\$51	\$51	\$51	\$203
Postage	\$125	\$125	\$125	\$125	\$500
Parks	\$12,543	\$12,543	\$12,543	\$12,543	\$50,172
\$83.00 per acre purchased	\$24,796	\$24,796	\$24,796	\$24,796	\$99,185
Temporary help	\$0	\$0	\$0	\$0	\$0
Total	\$37,534	\$37,534	\$37,534	\$37,534	\$150,135

LOCAL SHARE

Office Supplies	\$38	\$38	\$38	\$38	\$150
Computer Software	\$50	\$50	\$50	\$50	\$200
Postage	\$125	\$125	\$125	\$125	\$500
Payments to Other Governments	\$2,556,915	\$2,556,915	\$2,556,915	\$2,556,915	\$10,227,660
Total	\$2,557,128	\$2,557,128	\$2,557,128	\$2,557,128	\$10,228,510
TOTAL MATERIAL AND SERVICES	\$3,062,924	\$3,062,924	\$3,062,924	\$3,062,924	\$12,251,694

* Includes Meeting facilitators, planners and landscape architects

** Includes private negotiators, appraisers, surveys and environmental assessments.

Land Information

	Year One	Year Two	Year Three
60% of 14 Reg Target Area	1,200	1,195	1,195

Open Spaces Work Plan

CAPITAL OUTLAY

ADMINISTRATION

Set up Capital (Workstations Computers)	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0
REFINEMENT					
Set up Capital (Workstations Computers)	\$0	\$0	\$0	\$0	\$0
GIS SETUP	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0
ACQUISITION					
Set up Capital (Workstations Computers)	\$0	\$0	\$0	\$0	\$0
Trails Purchased	\$853,749	\$853,749	\$853,749	\$853,749	\$3,414,996
Trails Construction	\$200,000	\$200,000	\$200,000	\$200,000	\$800,000
Land Purchased	\$3,595,755	\$3,595,755	\$3,595,755	\$3,595,755	\$14,383,020
Total	\$4,649,504	\$4,649,504	\$4,649,504	\$4,649,504	\$18,598,016
STABILIZATION					
Set up Capital (Workstations Computers)	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0
LOCAL SHARE					
Set up Capital (Workstations Computers)	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0
TOTAL CAPITAL	\$4,649,504	\$4,649,504	\$4,649,504	\$4,649,504	\$18,598,016

INTERFUND TRANSFERS

Trans Indirect Costs to Support Services Fund	\$234,000
Trans Indirect Costs to Building Mgmt Fund	\$15,600
Trans Indirect Costs to Risk Mgmt Fund	\$11,440
Trans Direct Costs to Support Services	\$268,148
Trans Direct Costs to Reg Parks & Expo Fund	\$66,697
Total Transfers	\$595,885

CONTINGENCY & UNAPP. BALANCE

Contingency	\$40,000,000
Unappropriated Balance	\$41,613,146
TOTAL REQUIREMENTS	\$113,786,222

Open Spaces Work Plan

YEAR TWO TOTALS

	FTE	1ST QTR	FTE	2ND QTR	FTE	FTE	3RD QTR	FTE	4TH QTR	FTE	Year 2
Administration											
Personal Services	5.00	\$66,901	4.33	\$56,983	4.00	4.00	\$52,026	4.00	\$52,026	4.33	\$227,936
Materials & Services		4,500		4,500			4,500		4,500		18,000
Capital Outlay		0		0			0		0		0
Total	5.00	71,401	4.33	61,483	4.00	4.00	56,526	4.00	56,526	4.33	245,936
Acquisition											
Personal Services	5.75	103,503	5.75	103,503	5.75	5.75	103,503	5.75	103,503	5.75	414,010
Materials & Services		463,762		463,762			463,762		463,762		1,855,050
Capital Outlay		4,649,504		4,649,504			4,649,504		4,649,504		18,598,016
Total	5.75	5,216,769	5.75	5,216,769	5.75	5.75	5,216,769	5.75	5,216,769	5.75	20,867,076
Stabilization											
Personal Services	0.50	8,781	0.50	8,781	0.50	0.50	8,781	0.50	8,781	0.50	35,125
Materials & Services		37,534		37,534			37,534		37,534		150,135
Capital Outlay		0		0			0		0		0
Total	0.50	46,315	0.50	46,315	0.50	0.50	46,315	0.50	46,315	0.50	185,260
Local Share											
Personal Services	1.00	12,602	1.00	12,602	1.00	1.00	12,602	1.00	12,602	1.00	50,409
Materials & Services		2,557,128		2,557,128			2,557,128		2,557,128		10,228,510
Capital Outlay		0		0			0		0		0
Total	1.00	2,569,730	1.00	2,569,730	1.00	1.00	2,569,730	1.00	2,569,730	1.00	10,278,919
Year 2 Totals											
Personal Services	12.25	\$191,787	11.58	\$181,870	11.25	11.25	\$176,912	11.25	\$176,912	11.58	\$727,481
Materials & Services	0.00	\$3,062,924	0.00	\$3,062,924	0.00	0.00	\$3,062,924	0.00	\$3,062,924	0.00	\$12,251,694
Capital Outlay	0.00	\$4,649,504	0.00	\$4,649,504	0.00	0.00	\$4,649,504	0.00	\$4,649,504	0.00	\$18,598,016
Total	12.25	\$7,904,215	11.58	\$7,894,297	11.25	11.25	\$7,889,340	11.25	\$7,889,340	11.58	\$31,577,191

Land Information

	Year One	Year Two	Year Three
60% of 14 Reg Target Area	1,200	1,195	1,195

Open Spaces Work Plan
FY 1997/98

RESOURCES

Beginning Fund Balance	\$81,613,146
Interest Earnings	\$3,264,526
Gen Obligation Bond Proceeds	\$0
TOTAL RESOURCES	\$84,877,672

PERSONAL SERVICES

Working Title	FTE	1ST QTR	FTE	2ND QTR	FTE	FTE	3RD QTR	FTE	4TH QTR	FTE	Year 3
ADMINISTRATION											
Open Spaces Program Manager	1.00	\$16,792	1.00	\$16,792	1.00	1.00	\$16,792	1.00	\$16,792	1.00	\$67,167
Open Spaces Bus. Manager	1.00	\$11,993	1.00	\$11,993	1.00	1.00	\$11,993	1.00	\$11,993	1.00	\$47,970
Reception	1.00	\$6,612	1.00	\$6,612	1.00	1.00	\$6,612	1.00	\$6,612	1.00	\$26,446
Office Support	1.00	\$6,548	1.00	\$6,548	1.00	1.00	\$6,548	1.00	\$6,548	1.00	\$26,191
Subtotal		\$41,944		\$41,944			\$41,944		\$41,944		\$167,774
Fringe		\$12,164		\$12,164			\$12,164		\$12,164		\$48,654
Total Admin Personal Services	4.00	\$54,107	4.00	\$54,107	4.00	4.00	\$54,107	4.00	\$54,107	4.00	\$216,428
ACQUISITION											
GIS	0.25	\$3,118	0.25	\$3,118	0.25	0.25	\$3,118	0.25	\$3,118	0.25	\$12,472
Senior Real Estate Negotiator	1.00	\$15,916	1.00	\$15,916	1.00	1.00	\$15,916	1.00	\$15,916	1.00	\$63,664
Target Area Specialist (6 Trails)	1.00	\$14,437	1.00	\$14,437	1.00	1.00	\$14,437	1.00	\$14,437	1.00	\$57,747
Target Area Specialist (4.33 area)	1.00	\$14,298	1.00	\$14,298	1.00	1.00	\$14,298	1.00	\$14,298	1.00	\$57,192
Target Area Specialist (4.33 area)	1.00	\$14,298	1.00	\$14,298	1.00	1.00	\$14,298	1.00	\$14,298	1.00	\$57,192
Target Area Specialist (4.33 area)	1.00	\$14,298	1.00	\$14,298	1.00	1.00	\$14,298	1.00	\$14,298	1.00	\$57,192
Biologis/Stabilization Specialist	0.50	\$7,080	0.50	\$7,080	0.50	0.50	\$7,080	0.50	\$7,080	0.50	\$28,318
Subtotal		\$83,444		\$83,444			\$83,444		\$83,444		\$333,777
Fringe		\$24,199		\$24,199			\$24,199		\$24,199		\$96,795
Total Acquisition Pers Svcs	5.75	\$107,643	5.75	\$107,643	5.75	5.75	\$107,643	5.75	\$107,643	5.75	\$430,572
STABILIZATION											
Biologis/Stabilization Specialist	0.50	\$7,080	0.50	\$7,080	0.50	0.50	\$7,080	0.50	\$7,080	0.50	\$28,318
Subtotal		\$7,080		\$7,080			\$7,080		\$7,080		\$28,318
Fringe		\$2,053		\$2,053			\$2,053		\$2,053		\$8,212
Total Stabilization Pers Svcs	0.50	\$9,133	0.50	\$9,133	0.50	0.50	\$9,133	0.50	\$9,133	0.50	\$36,530
LOCAL SHARE											
Local Share Specialist	1.00	\$10,160	1.00	\$10,160	1.00	1.00	\$10,160	1.00	\$10,160	1.00	\$40,640
Subtotal		\$10,160		\$10,160			\$10,160		\$10,160		\$40,640
Fringe		\$2,946		\$2,946			\$2,946		\$2,946		\$11,786
Total Local Share Pers Svcs	1.00	\$13,106	1.00	\$13,106	1.00	1.00	\$13,106	1.00	\$13,106	1.00	\$52,426
TOTAL PERSONAL SERVICES	11.25	\$183,989	11.25	\$183,989	11.25	11.25	\$183,989	11.25	\$183,989	11.25	\$735,957

**Open Spaces Work Plan
MATERIALS AND SERVICES**

ADMINISTRATION

Office Supplies	\$150	\$150	\$150	\$150	\$600
Computer Software	\$100	\$100	\$100	\$100	\$400
Postage	\$500	\$500	\$500	\$500	\$2,000
Bond Issuance Costs					\$0
Temporary help	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
Total	\$4,500	\$4,500	\$4,500	\$4,500	\$18,000

ACQUISITION

Office Supplies	\$262	\$262	\$262	\$262	\$1,048
Computer Software	\$100	\$100	\$100	\$100	\$400
Postage	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
Other costs/yr 2 & 3 30,000 appraisal	\$12,908	\$12,908	\$12,908	\$12,908	\$51,632
Printing	\$500	\$500	\$500	\$500	\$2,000
Temporary help	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
**Consul/Acq cst (10% of acq cost) Trails	\$85,375	\$85,375	\$85,375	\$85,375	\$341,500
**Consulting/Acq. cost (10% of acq cost)	\$359,576	\$359,576	\$359,576	\$359,576	\$1,438,302
Total	\$463,970	\$463,970	\$463,970	\$463,970	\$1,855,882

STABILIZATION

Office Supplies	\$19	\$19	\$19	\$19	\$75
Computer Software	\$51	\$51	\$51	\$51	\$203
Postage	\$125	\$125	\$125	\$125	\$500
Parks	\$12,543	\$12,543	\$12,543	\$12,543	\$50,172
\$83.00 per acre purchased	\$24,796	\$24,796	\$24,796	\$24,796	\$99,185
Temporary help	\$0	\$0	\$0	\$0	\$0
Total	\$37,534	\$37,534	\$37,534	\$37,534	\$150,135

LOCAL SHARE

Office Supplies	\$38	\$38	\$38	\$38	\$150
Computer Software	\$50	\$50	\$50	\$50	\$200
Postage	\$125	\$125	\$125	\$125	\$500
Payments to Other Governments	\$946,563	\$946,563	\$946,563	\$946,563	\$3,786,252
Total	\$946,776	\$946,776	\$946,776	\$946,776	\$3,787,102
TOTAL MATERIAL AND SERVICES	\$1,452,780	\$1,452,780	\$1,452,780	\$1,452,780	\$5,811,118

* Includes Meeting facilitators, planners and landscape architects

** Includes private negotiators, appraisers, surveys and environmental assessments.

Land Information

	Year One	Year Two	Year Three
60% of 14 Reg Target Area	1,200	1,195	1,195

**Open Spaces Work Plan
CAPITAL OUTLAY**

ADMINISTRATION

Set up Capital (Workstations Computers)	\$0	\$0	\$0	\$0	\$0
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Total	\$0	\$0	\$0	\$0	\$0
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ACQUISITION

Set up Capital (Workstations Computers)	\$2,040	\$2,040	\$2,040	\$2,040	\$8,160
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Trails Purchased	\$853,749	\$853,749	\$853,749	\$853,749	\$3,414,996
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Trails Construction	\$200,000	\$200,000	\$200,000	\$200,000	\$800,000
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Land Purchased	\$3,595,755	\$3,595,755	\$3,595,755	\$3,595,755	\$14,383,020
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Total	\$4,651,544	\$4,651,544	\$4,651,544	\$4,651,544	\$18,606,176
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STABILIZATION

Set up Capital (Workstations Computers)	\$0	\$0	\$0	\$0	\$0
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Total	\$0	\$0	\$0	\$0	\$0
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LOCAL SHARE

Set up Capital (Workstations Computers)	\$0	\$0	\$0	\$0	\$0
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Total	\$0	\$0	\$0	\$0	\$0
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TOTAL CAPITAL

\$4,651,544	\$4,651,544	\$4,651,544	\$4,651,544	\$18,606,176
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INTERFUND TRANSFERS

Trans Indirect Costs to Support Services Fund	\$243,360
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Trans Indirect Costs to Building Mgmt Fund	\$16,224
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Trans Indirect Costs to Risk Mgmt Fund	\$11,898
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Trans Direct Costs to Support Services	\$278,872
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Trans Direct Costs to Reg Parks & Expo Fund	\$69,365
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Total Transfers	\$619,719
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CONTINGENCY & UNAPP. BALANCE

Contingency	\$40,000,000
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Unappropriated Balance	\$19,104,702
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TOTAL REQUIREMENTS	\$84,877,672
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Open Spaces Work Plan

YEAR THREE TOTALS

	FTE	1ST QTR	FTE	2ND QTR	FTE	FTE	3RD QTR	FTE	4TH QTR	FTE	Year 3
Administration											
Personal Services	4.00	\$54,107	4.00	\$54,107	4.00	4.00	\$54,107	4.00	\$54,107	4.00	\$216,428
Materials & Services		4,500		4,500			4,500		4,500		18,000
Capital Outlay		0		0			0		0		0
Total	4.00	58,607	4.00	58,607	4.00	4.00	58,607	4.00	58,607	4.00	234,428
Acquisition											
Personal Services	5.75	107,643	5.75	107,643	5.75	5.75	107,643	5.75	107,643	5.75	430,572
Materials & Services		463,970		463,970			463,970		463,970		1,855,882
Capital Outlay		4,651,544		4,651,544			4,651,544		4,651,544		18,606,176
Total	5.75	5,223,157	5.75	5,223,157	5.75	5.75	5,223,157	5.75	5,223,157	5.75	20,892,630
Stabilization											
Personal Services	0.50	9,133	0.50	9,133	0.50	0.50	9,133	0.50	9,133	0.50	36,530
Materials & Services		37,534		37,534			37,534		37,534		150,135
Capital Outlay		0		0			0		0		0
Total	0.50	46,666	0.50	46,666	0.50	0.50	46,666	0.50	46,666	0.50	186,665
Local Share											
Personal Services	1.00	13,106	1.00	13,106	1.00	1.00	13,106	1.00	13,106	1.00	52,426
Materials & Services		946,776		946,776			946,776		946,776		3,787,102
Capital Outlay		0		0			0		0		0
Total	1.00	959,882	1.00	959,882	1.00	1.00	959,882	1.00	959,882	1.00	3,839,528
Year 3 Totals											
Personal Services	11.25	\$183,989	11.25	\$183,989	11.25	11.25	\$183,989	11.25	\$183,989	11.25	\$735,957
Materials & Services	0.00	\$1,452,780	0.00	\$1,452,780	0.00	0.00	\$1,452,780	0.00	\$1,452,780	0.00	\$5,811,118
Capital Outlay	0.00	\$4,651,544	0.00	\$4,651,544	0.00	0.00	\$4,651,544	0.00	\$4,651,544	0.00	\$18,606,176
Total	11.25	\$6,288,313	11.25	\$6,288,313	11.25	11.25	\$6,288,313	11.25	\$6,288,313	11.25	\$25,153,251

Land Information

	Year One	Year Two	Year Three
60% of 14 Reg Target Area	1,200	1,195	1,195

Open Spaces Work Plan

YEAR ONE TRANSFER TO SUPPORT SERVICES

Para/Legal	1.00	\$8,603	1.00	\$8,603	1.00	1.00	\$8,603	1.00	\$8,603	1.00	\$34,410
Para/Legal	0.00	\$0	1.00	\$8,603	1.00	1.00	\$8,603	1.00	\$8,603	0.75	\$25,808
Attorney	0.50	\$7,963	0.50	\$7,963	0.50	0.50	\$7,963	0.50	\$7,963	0.50	\$31,852
Attorney	0.00	\$0	0.00	\$0	0.75	0.75	\$11,945	0.75	\$11,945	0.38	\$23,889
Appraiser	0.00	\$0	0.00	\$0	1.00	1.00	\$13,347	1.00	\$13,347	0.50	\$26,694
Subtotal		\$16,566		\$25,168			\$50,460		\$50,460		\$142,653
Fringe		\$4,804		\$7,299			\$14,633		\$14,633		\$41,369
TOTAL	1.50	\$21,369	2.50	\$32,467		4.25	\$65,093	4.25	\$65,093	3.13	\$184,022

YEAR TWO TRANSFER TO SUPPORT SERVICE FUND

Para/Legal	1.00	\$8,947	1.00	\$8,947	1.00	1.00	\$8,947	1.00	\$8,947	1.00	\$35,787
Para/Legal	1.00	\$8,861	1.00	\$8,861	1.00	1.00	\$8,861	1.00	\$8,861	1.00	\$35,443
Attorney	1.25	\$20,545	1.25	\$20,545	1.25	1.25	\$20,545	1.25	\$20,545	1.25	\$82,179
Appraiser	1.00	\$13,615	1.00	\$13,615	1.00	1.00	\$13,615	1.00	\$13,615	1.00	\$54,458
Subtotal		\$51,967		\$51,967			\$51,967		\$51,967		\$207,867
Fringe		\$15,070		\$15,070			\$15,070		\$15,070		\$60,281
TOTAL	4.25	\$67,037	4.25	\$67,037		4.25	\$67,037	4.25	\$67,037	4.25	\$268,148

YEAR THREE TRANSFER TO SUPPORT SERVICE FUND

Para/Legal	1.00	\$9,305	1.00	\$9,305	1.00	1.00	\$9,305	1.00	\$9,305	1.00	\$37,218
Para/Legal	1.00	\$9,215	1.00	\$9,215	1.00	1.00	\$9,215	1.00	\$9,215	1.00	\$36,860
Attorney	1.25	\$21,367	1.25	\$21,367	1.25	1.25	\$21,367	1.25	\$21,367	1.25	\$85,466
Appraiser	1.00	\$14,159	1.00	\$14,159	1.00	1.00	\$14,159	1.00	\$14,159	1.00	\$56,636
Subtotal		\$54,045		\$54,045			\$54,045		\$54,045		\$216,180
Fringe		\$15,673		\$15,673			\$15,673		\$15,673		\$62,692
TOTAL	4.25	\$69,718	4.25	\$69,718		4.25	\$69,718	4.25	\$69,718	4.25	\$278,872

YEAR ONE LAND BANKING COSTS

PERSONAL SERVICES											
Land Banking	0.00	\$0	0.00	\$0	1.00	1.00	\$10,612	1.00	\$10,612	0.50	\$21,225
Subtotal		\$0		\$0			\$10,612		\$10,612		\$21,225
Fringe		\$0		\$0			\$3,078		\$3,078		\$6,155
Total Land Banking Personal Service	0.00	\$0	0.00	\$0	1.00	1.00	\$13,690	1.00	\$13,690	0.50	\$27,380
MATERIALS & SERVICES											
Trails Land Banking costs		\$2,500		\$2,500			\$2,500		\$2,500		\$10,000
Land: 50% of cu yr + 100% accum x \$83		\$12,450		\$12,450			\$12,450		\$12,450		\$49,800
Total		\$14,950		\$14,950			\$14,950		\$14,950		\$59,800
TOTAL	0.00	\$14,950	0.00	\$14,950	1.00	1.00	\$28,640	1.00	\$28,640	0.50	\$87,180

YEAR TWO LAND BANKING COSTS

PERSONAL SERVICES											
Land Banking	1.00	\$10,825	1.00	\$10,825	1.00	1.00	\$10,825	1.00	\$10,825	1.00	\$43,298
Subtotal		\$10,825		\$10,825			\$10,825		\$10,825		\$43,298
Fringe		\$3,139		\$3,139			\$3,139		\$3,139		\$12,556
Total Land Banking	1.00	\$13,964	1.00	\$13,964	1.00	1.00	\$13,964	1.00	\$13,964	1.00	\$55,854
MATERIALS & SERVICES											
Trails Land Banking costs		\$5,000		\$5,000			\$5,000		\$5,000		\$20,000
Land: 50% of cu yr + 100% accum x \$83		\$37,298		\$37,298			\$37,298		\$37,298		\$149,193
Total		\$42,298		\$42,298			\$42,298		\$42,298		\$169,193
TOTAL	1.00	\$56,262	1.00	\$56,262	1.00	1.00	\$56,262	1.00	\$56,262	1.00	\$225,047

YEAR THREE LAND BANKING COSTS

PERSONAL SERVICES											
Land Banking	1.00	\$11,258	1.00	\$11,258	1.00	1.00	\$11,258	1.00	\$11,258	1.00	\$45,030
Subtotal		\$11,258		\$11,258			\$11,258		\$11,258		\$45,030
Fringe		\$3,265		\$3,265			\$3,265		\$3,265		\$13,059
Total Land Banking	1.00	\$11,258	1.00	\$11,258	1.00	1.00	\$11,258	1.00	\$11,258	1.00	\$58,089
MATERIALS & SERVICES											
Trails Land Banking costs		\$10,000		\$10,000			\$10,000		\$10,000		\$40,000
Land: 50% of cu yr + 100% accum x \$83		\$58,692		\$58,692			\$58,692		\$58,692		\$234,768
Total		\$68,692		\$68,692			\$68,692		\$68,692		\$274,768
TOTAL	1.00	\$79,950	1.00	\$79,950	1.00	1.00	\$79,950	1.00	\$79,950	1.00	\$332,857

OPEN SPACES WORK PLAN FINANCIAL PROJECTION ASSUMPTIONS

All figures are based on the best estimates and expected availability of willing sellers.

1	All costs with the exception of land bank costs and local share costs will be capitalized. (Bond proceeds must be.)
2	Land bank costs will probably be budgeted in the Parks Fund but are displayed here to demonstrate full program. Resources assume a transfer from General Fund equal to the Land Bank costs.
3	Open Spaces Program Manager is projected at midrange Senior Manager beginning 10/1/95.
4	Senior Real Estate Negotiator is projected at Manager level, actual salary beginning 7/1/95.
5	Open Spaces Finance/Budget FTE is projected at Sr. Admin. Svcs Analyst actual salary and begins 9/1/95
6	Reception is projected at Program Assistant 2 and the current temporary staffs salary and begins 7/1/95
7	Office Support is budgeted at Receptions salary to begin 10/1/95. 3 year limited duration assumed
8	All Target Area Specialists (TA's), Real Estate Negotiators are limited duration 3 year positions and budgeted at top of range 18. Hire date for this projection for all TA's is 10/1/95 on three with trail's TA existing. All are assumed to be functioning in refinement until the fourth quarter of the first year then assumed to be only working on property acquisition.
9	GIS staff is existing Assoc. Regional Planner staff and projected at actual salary. 1 FTE is budgeted for the first year than reduced to .25 in subsequent two years.
10	Paralegal is projected at Assoc. Legal Planner, existing temporary employee salary level and begins 7/1/95, second paralegal is assumed to have the same salary level and begins October 1, 1995, budgeted in SS Fund
11	Attorneys are Sr Asst. Counsel proj. at .50 until 1/1/96 when an additional .75 FTE is employed. Both budgeted in SS Fund
12	Appraiser is hired 1/1/96 for review of appraisals. This range 18 position is budgeted at top of range. This position is assumed to be a limited duration two and one half years and budgeted in SS Fund
13	Local Share is hired 10/1/95 at a Senior Planner, top of range limited duration position.
14	Land Bank .50 FTE hired 1/1/96 at Regional Park Supervisor (Senior Service Supervisor) level. This position is budgeted in Regional Parks and Expo Fund at mid range.
15	All staff increases are assumed to be 4% per year for Personal Services. Fringe rate was provided by Finance Dept. and expected to be 29%. All salaries are calculated annually & divided by quarters evenly.
16	First year projections include new computers and office set-ups for sixteen new employees. If existing equipment is available, all of these funds will not be expended
17	Projections assume, level land purchases throughout the three years.
18	Acquisition related costs are expected to be 10% of land purchase price incl cost of negotiators, appraisers, surveys and environmental assessments.
19	Additional funds have been budgeted for miscellaneous costs but not detailed. These include mileage reimbursement, meeting expenses, subscriptions, dues etc.
20	PR person is Range 18 Senior Public Affairs, budgeted at mid range. mileage reimbursement, meeting expenses, subscriptions, dues etc.

Overall constraints of these projections are as follows:

- The Refinement Process is to be completed on all 14 Regional Target Areas and all 6 Trails of both Tier I and Tier II
- Acquisition is to be pursued in all 14 Regional TAs and 6 Trails of both Tier I and Tier II
- Benchmark: 60% acquisition of the 14 Regional TA's and 60% of the 6 Trails.

Personal Service Detail

Fund/Department/Working Title	Classification	Hire	Beg Sal	Term	Yr. 1	Yr. 2	Yr. 3	Yr. 1	Yr. 2	Yr. 3	
								Assumes 2088 work year			
OPEN SPACES FUND											
ADMINISTRATION											
Open Spaces Program Manager	Senior Manager	10/1/95	\$30.03	Prog	0.75	1,566	1.00	1.00	47,027	64,584	67,167
Budget/Finance	Sr. Admin. Services Analyst	9/1/95	\$21.38	Prog	0.83	1,740	1.00	1.00	37,198	46,125	47,970
Public Affairs Specialist	Senior Public Affairs Spec	11/1/95	\$22.09	1 yr.	0.67	1,392	0.33	0.00	30,749	15,375	0
Receptionist	Program Assistant 2	7/1/95	\$11.71	5 yr.	1.00	2,088	1.00	1.00	24,450	25,428	26,446
Office Support	Program Assistant 2	10/1/95	\$11.71	3 yr.	0.75	1,566	1.00	1.00	18,338	25,184	26,191
REFINEMENT/ACQUISITION											
Senior Real Estate Negotiator	Manger	7/1/95	\$28.19	Prog	1.00	2,088	1.00	1.00	58,861	61,215	63,664
Target Area Specialist	Sr. Regional Planner	10/1/95	\$25.57	3 yr.	0.75	1,566	1.00	1.00	40,043	54,992	57,192
Target Area Specialist	Sr. Regional Planner	10/1/95	\$25.57	3 yr.	0.75	1,566	1.00	1.00	40,043	54,992	57,192
Target Area Specialist	Sr. Regional Planner	10/1/95	\$25.57	3 yr.	0.75	1,566	1.00	1.00	40,043	54,992	57,192
Target Area Specialist/Trails	Sr. Regional Planner	7/1/95	\$25.57	3 yr.	1.00	2,088	1.00	1.00	53,390	55,526	57,747
GIS	Associate Regional Planner	7/1/95	\$22.09	3 yr.	1.00	2,088	0.25	0.25	46,124	11,992	12,472
Biologist/Stabilization	Sr. Regional Planner	7/1/95	\$25.57	Prog	0.50	1,044	1.00	1.00	26,695	54,458	56,636
LOCAL SHARE											
Local Share	Associate Regional Planner	10/1/95	\$18.17	3 yr.	0.75	1,566	1.00	1.00	28,454	39,077	40,640
Total Open Space Fund					10.50		11.58	11.25	491,414	563,940	570,508
Support Service Fund (Trans From Open Space)											
Attorney	Senior Assistant Counsel	7/1/95	\$30.51	Prog	0.50	1,044	0.50	0.50	31,852	32,489	33,789
Attorney	Senior Assistant Counsel	12/1/96	\$30.51	2.5 yr.	0.38	783	0.75	0.75	23,889	49,690	51,677
Para Legal	Law Clerk	7/1/95	\$16.48	Prog	1.00	2,088	1.00	1.00	34,410	35,787	37,218
Para Legal	Law Clerk	10/1/95	\$16.48	3 yr.	0.75	1,566	1.00	1.00	25,808	35,443	36,860
Appraiser	Sr. Regional Planner	1/1/96	\$25.57	2.5 yr.	0.50	1,044	1.00	1.00	26,695	54,458	56,636
Total Support Service Fund					3.13		4.25	4.25	142,655	207,866	216,181
General Fund/Parks & Greenspaces											
LAND BANKING											
Land Banking (Funded by Gen. Fund)	Sr. Service Supervisor	1/1/96	\$20.33	Prog	0.50	1,044	1.00	1.00	21,225	43,298	45,030
Total General Fund/Parks & Greenspaces					0.50		1.00	1.00	21,225	43,298	45,030
GRAND TOTAL FOR PROGRAM					14.13		16.83	16.50	655,294	815,104	831,719

D.3.2

REGIONAL PARKS AND GREENSPACES STAFF REPORT

IN CONSIDERATION OF ORDINANCE 95-619 AMENDING THE FY 1995-96 BUDGET AND APPROPRIATIONS SCHEDULE TO IMPLEMENT THE OPEN SPACES WORK PROGRAM, ADDING 7.63 FTE IN VARIOUS FUNDS, TRANSFERRING \$87,180 FROM THE GENERAL FUND TO THE REGIONAL PARKS AND EXPO FUND, AND TRANSFERRING APPROPRIATIONS WITHIN THE SUPPORT SERVICES AND OPEN SPACES FUND; AND DECLARING AN EMERGENCY.

Date: October 5, 1995

Presented by: Charles Ciecko
Jim Desmond

FACTUAL BACKGROUND AND ANALYSIS:

This budget action amends the Budget and Appropriations schedule to reflect the changes necessary to implement the Open Spaces Work Plan. This Work Plan was presented to Council October 5, 1995 and a copy of that plan is attached as an Exhibit to this staff report.

This action amends the Open Space Fund by recognizing staff needed to implement the program by transferring appropriations within the Open Spaces Fund to reflect the approved work program.

This action transfers \$141,271 from the Support Services Fund Contingency to the Office of General Counsel, adding 2.63 FTE to provide needed legal services for the Open Spaces program. The funding source for this action is a transfer of direct costs from the Open Spaces Fund.

This action transfers \$87,180 from the General Fund to the Regional Parks and Expo Fund to support the Land Banking needs of the program that cannot be funded from the Open Spaces Bond Measure. This reflects the addition of a full time Park Supervisor to manage contracted staff and contracts that maintain the expected 6,000 acres of land to be purchased. Estimates of future years needs for General Fund dollars to support Land Banking are included in the Work Plan.

A previous action transferred funds from the General Fund to allow the buildout of office space to accommodate new staff.

Executive Officer's Recommendation:

The Executive Officer recommends adoption of Ordinance No. 95-619.