

M E M O R A N D U M

600 NORTHEAST GRAND AVENUE PORTLAND, OREGON 97232-2736
TEL 503-797-1547 FAX 503-797-1793



METRO

Date: February 7, 2003
To: Council President David Bragdon
From: Councilor Rod Park *RP*
Re: Absence from February 13th Council Meeting

I am having elective eye surgery the morning of February 13th and will not be able to attend the council meeting that afternoon.

I apologize for any inconvenience this may cause.

Thank you.

cc: Metro Council
Mark Williams, Chief Operating Officer
Peggy Coats, Council Operations Officer
Jeff Stone, Legislative/Policy Development Officer
Chris Billington, Council Clerk
Council Analysts/Assistants

M E M O R A N D U M

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METRO

Date: June 10, 2003
To: Council President David Bragdon
From: Councilor Rod Park *RP*
Re: Absence from June 26th Council Meeting

The doctor is performing additional eye surgery on my left eye on June 26th so I will not be able to attend the council meeting that afternoon.

I apologize for any inconvenience this may cause.

Thank you.

cc: Metro Council
Michael Jordan, Chief Operating Officer
Chris Billington, Council Operations Manager
Jeff Stone, Senior Policy Advisor to the Council President
Council Support Specialists



METRO

June 24, 2003

George Bell
102 Garibaldi Street
Lake Oswego, OR 97035

Dear George:

With deep appreciation, the Metro Council acknowledges your distinguished service on the Metropolitan Exposition Recreation Commission (MERC). For over seven eventful years, including two terms as Chair of the Commission, your leadership helped the Metro family of facilities to grow.

Of course, we appreciate that your devotion to the arts (and the buildings that house them) predate your appointment to the Commission in 1996: you first began your service with the regional facilities managed by Metro as a volunteer usher, followed by your membership on the Portland Center for the Performing Arts Advisory Committee. You became a founding member of the Friends of the Performing Arts Center. All of those experiences, plus your professional career background, helped make you an exemplary and well-prepared Commissioner.

Upon learning that you have tendered your resignation from the Commission effective June 25, 2003, the Metro Council hereby recognizes you for your countless hours of volunteer service to the region, not only through your service with MERC, but through your many other volunteer and civic activities. We offer our sincerest gratitude for your many years of dedicated service to the region, and we thank you for your continuing commitment to public service. We hope that for many years you will continue to patronize the Performing Arts Center, Expo Center, and Oregon Convention Center, and that each time you pass through those doors you will derive satisfaction from the memory of the role you played in making those facilities what they are.

Yours truly,

David Bragdon, Metro Council President

Rex Burkholder, Metro Councilor

Rod Monroe, Metro Councilor

Rod Park, Deputy Metro Council President

Susan McLain, Metro Councilor

Brian Newman, Metro Councilor

M E M O R A N D U M

600 NORTHEAST GRAND AVENUE PORTLAND, OREGON 97232-2736
TEL 503-797-1540 FAX 503-797-1793



METRO

Date: July 10, 2003
To: Rod Park, Deputy Council President
From: Rooney Barker, Council Support Specialist *RB*
Re: Resolution No. 03-1013

The table below is my attempt to answer some of your questions regarding the several contracts mentioned in the staff report to Resolution No. 03-1013, to be considered by the Metro Council today (all of the information you requested was not readily available).

	Staff Report Reference	Contract Name	Begin Date	End Date	Amount of Full Contract	Amount Spent To Date	Amount Requested in 03-1013
1.	Financial Statement Audit	Grant Thornton, LLP	7-1-2002	6-30-2005	\$300,000	\$88,000	Unknown
2.	RFP for IT Audit	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
3.	Risk Assessment Project	Protiviti, Inc.	5-13-2003	9-30-2003	\$18,000	\$0	Unknown
4.	ACL Training	ACL Services, Ltd.	5-13-2003	12-30-2003	\$7,940	\$0	Additional \$2,000

The Auditor is requesting a transfer of \$47,000 from Support Services Contingency into her Materials & Services, but does not identify a breakdown of this request. The Staff Report was unclear in some respects, so I have listed my concerns/questions below:

- a. How much of the \$47,000 request is to be used for each contract?
- b. What is the amount of the IT Audit contract? (When will it be awarded?)
- c. In future budget transfer requests for more than one contract, the Staff Report should provide the information as shown in the table above (not necessarily in this format) – I assume the attempt to put the staff report all on one page was the reason for addressing all the contracts in one paragraph. Difficult to distinguish one from another.
- d. Also assume this amendment is for four contracts?
- e. The \$2,000 for “trainer travel” is an additional charge mentioned for the ACL Training contract. This would not be a carry over, but an addition to the contract?

RP:rmb

cc: Metro Council
Casey Short, Acting Chief Financial Officer

245,000

Contract	Vendor Contract Ref	Name 1	Begin Date	Expire Dt	Maximum Amount	AMT Relsd	Description	Status
0000922101	AUD/PS/SIX	Davis Wright Tremaine LLP	2000-05-10	2003-06-30	9,000.00	6,585.00	Legal consultation	A
0000922242	AUD/PS/SIX	Seidl & Rizzo LLP	2000-06-27	2002-06-30	10,000.00	2,350.58	Legal consultation	A
0000923169	AUD/PS/SIX	Stan Stenersen	2001-06-18	2003-06-30	4,000.00	1,621.00	Writing services	A
0000923909	AUD/PS/Six	The Rasmussen Group LLC	2002-03-18	2002-12-31	45,000.00	39,150.00	Auditing Services	A
0000924216	AUD/PS/Merrick	Grant Thornton LLP	2002-07-01	2005-06-30	300,000.00	88,000.00	Auditing Services	A
0000924455	AUD/PS/SIX	The Rasmussen Group LLC	2002-10-07	2003-06-30	5,000.00	2,400.00	Auditing svcs/FS	A
0000924456	AUD/PS/SIX	The Rasmussen Group LLC	2002-10-07	2003-06-30	5,000.00	2,625.00	Auditing svcs/IC	A
0000924460	AUD/PS/SIX	HR Ohana Corporation	2002-10-14	2002-12-31	10,000.00	8,182.50	Auditing services/PFP	A
0000924481	AUD/PS/SIX	The Rasmussen Group LLC	2002-10-07	2003-06-30	4,500.00	2,775.00	Auditing services/ACT	A
0000924569	AUD/PS/SIX	Protiviti Inc	2002-12-02	2003-06-30	15,000.00	15,000.00	ACL testing	A
0000924971	AUD/PS/C. Six	Protiviti Inc	2003-05-13	2003-09-30	18,000.00	0.00	Risk Assessment	A
0000924972	AUD/VEND/S.Moss	ACL Services Ltd	2003-05-13	2003-12-30	7,940.00	0.00	Training Class	A

31 — \$? carry over

3 — carry over
4 — \$2,000

2 — \$?
↓
do not know amount of contract

A G E N D A

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
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METRO

Agenda

MEETING: METRO COUNCIL REGULAR MEETING – revised 7/8/03
DATE: July 10, 2003
DAY: Thursday
TIME: 2:00 PM
PLACE: Lake Oswego Council Chamber
380 A Avenue, Lake Oswego

CALL TO ORDER AND ROLL CALL

1. INTRODUCTIONS

2. CITIZEN COMMUNICATIONS

3. CONSENT AGENDA

3.1 Consideration of Minutes for the June 26, 2003 Metro Council Regular Meeting.

4. ORDINANCES – SECOND READING

4.1 **Ordinance No. 03-1013**, Amending the FY 2003-04 Budget and Appropriations Schedule for the purpose of Transferring \$47,000 From the Support Services Contingency to the Office of the Auditor Materials and Services. Monroe

5. RESOLUTIONS

5.1 **Resolution No. 03-3341**, For the purpose of Authorizing the Study of Additional Lands to Complete an Alternative Analysis in Anticipation of Possible Urban Growth Boundary Amendments for Industrial Uses. Newman

7. CONTRACT REVIEW BOARD

7.1 **Resolution No. 03-3343**, For the Purpose of Authorizing Execution of Change Order No. 29 to the Contract for Waste Transport Services For the Installation of Particulate Filters. Burkholder

8. COUNCILOR COMMUNICATION

ADJOURN

Cable Schedule for July 10, 2003 Meeting (TVTV)

	Sunday (7/13)	Monday (7/14)	Tuesday (7/15)	Wednesday (7/16)	Thursday (7/10)	Friday (7/11)	Saturday (7/12)
CHANNEL 11 (Community Access Network) (most of Portland area)					2:00 PM		
CHANNEL 30 (TVTV) (Washington County, Lake Oswego)	9:00 PM		6:00 AM 11:00 PM	4:00 PM			7:00 PM
CHANNEL 30 (CityNet 30) (most of City of Portland)		2:00 PM					
CHANNEL 30 Willamette Falls Television (West Linn, Rivergrove, Lake Oswego)	5:30 AM 2:30 PM	12:30 AM 3:30 PM 10:31 PM		12:30 AM 3:00 PM 10:30 PM		12:30 AM 3:30 PM 10:31 PM	5:30 AM 2:30 PM
CHANNEL 23/18 Willamette Falls Television (23- Oregon City, West Linn, Gladstone; 18- Clear Creek)							
CHANNEL 23 Milwaukie Public Television (Milwaukie)			10:00 AM 9:00 PM				

PLEASE NOTE THAT ALL SHOWING TIMES ARE TENTATIVE BASED ON THE INDIVIDUAL CABLE COMPANIES' SCHEDULES. PLEASE CALL THEM OR CHECK THEIR WEB SITES TO CONFIRM SHOWING TIMES.

Portland Cable Access
Tualatin Valley Television
Willamette Falls Television
Milwaukie Public Television

www.pcatv.org
www.yourtv.org
www.wftvaccess.com

(503) 288-1515
(503) 629-8534
(503) 650-0275
(503) 652-4408

Agenda items may not be considered in the exact order. For questions about the agenda, call Clerk of the Council, Chris Billington, 797-1542. Public Hearings are held on all ordinances second read and on resolutions upon request of the public. Documents for the record must be submitted to the Clerk of the Council to be considered included in the decision record. Documents can be submitted by email, fax or mail or in person to the Clerk of the Council. For assistance per the American Disabilities Act (ADA), dial TDD 797-1804 or 797-1540 (Council Office).

Ordinance No. 03-1013, Amending the FY 2003-04 Budget and Appropriations Schedule for the Purpose of Transferring \$47,000 from the Support Services Contingency to the Office of the Auditor Materials and Services

Second Reading

Metro Council Meeting
Thursday, July 10, 2003
Lake Oswego Council Chamber

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY
2003-04 BUDGET AND APPROPRIATIONS
SCHEDULE FOR THE PURPOSE OF
TRANSFERRING \$47,000 FROM THE SUPPORT
SERVICES CONTINGENCY TO THE OFFICE
OF THE AUDITOR MATERIALS AND
SERVICES.

ORDINANCE NO. 03-1013

Introduced by Councilor Monroe

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations within the FY03-04 budget; and

WHEREAS, the need for the transfer of appropriations has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

That the FY 2003-04 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$47,000 from the Support Services Contingency to the Office of the Auditor Materials and Services.

ADOPTED by the Metro Council this _____ day of _____, 2003.

David Bragdon, Council President

Attest:

Approved as to Form:

Christina Billington, Recording Secretary

Daniel B. Cooper, Metro Attorney



Exhibit B
Ordinance No. 03-1013
FY 2003-04 SCHEDULE OF APPROPRIATIONS

	<u>Adopted Budget</u>	<u>Revision</u>	<u>Amended Budget</u>
SUPPORT SERVICES FUND			
Finance Department			
Operating Expenses (PS & M&S)	\$2,552,507	\$0	\$2,552,507
Subtotal	2,552,507	0	2,552,507
Business Support Department			
Operating Expenses (PS & M&S)	4,241,749	0	4,241,749
Debt Service	34,620	0	34,620
Capital Outlay	309,000	0	309,000
Subtotal	4,585,369	0	4,585,369
Public Affairs - Creative Services			
Operating Expenses (PS & M&S)	538,375	0	538,375
Subtotal	538,375	0	538,375
Office of Metro Attorney			
Operating Expenses (PS & M&S)	1,153,083	0	1,153,083
Subtotal	1,153,083	0	1,153,083
Office of the Auditor			
Operating Expenses (PS & M&S)	607,940	47,000	654,940
Subtotal	607,940	47,000	654,940
General Expenses			
Interfund Transfers	756,557	0	756,557
Contingency	465,276	(47,000)	418,276
Subtotal	1,221,833	(47,000)	1,174,833
Unappropriated Balance	151,974	0	151,974
Total Fund Requirements	\$10,811,081	\$0	\$10,811,081

All other appropriations remain as previously adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 03-1013, FOR THE PURPOSE OF AMENDING THE FY 2003-04 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING \$47,000 FROM THE SUPPORT SERVICES CONTINGENCY TO THE OFFICE OF THE AUDITOR MATERIALS AND SERVICES.

Date: June 18, 2003

Prepared by: Auditor Dow

BACKGROUND

The Auditor Office technical amendment to carry forward funds from FY 02-03 to FY 03-04 for contracts underway was not included in the approval of the FY 03-04 Metro budget. Work on contracts in process for which the carry over funds are intended has ceased and will recommence after designated funds are again available.

three contract process dated when?

There are several contracts contributing to the carryover. The financial statement audit contract covers three years and was approved last year. Fieldwork for the interim portion of the audit of the FY 2002-03 financial statements has not yet commenced due to the uncertainty of funding for the Auditor Office. This work will be undertaken in the first part of FY 2003-04. The full amount for this phase of the audit needs to be carried over just as it was last year when budget cutbacks caused the Auditor to seek new proposals for this work. The fees associated with this work will be paid in FY 2003-04. The actual cost of the interim phase of the financial statement audit was \$33,000 and \$35,000 in '01 and '00, respectively. Last year \$40,000 was carried over for this purpose. Payment for this work will be made when the work is completed. *10-07-03 to 6-30-03 \$5,000 (used 2400)* The RFP for the IT audit is prepared and released. This work will be undertaken in early FY 2003-04, as the auditor assigned to this project will become available at that time. Contributing to the delayed start is the reduction in Auditor Office resources resulting from the elimination of a 0.5 FTE last year. Payment will be made as work is completed. *below \$50,000* Fieldwork for the risk assessment project has commenced. This project forms the foundation for the audit planning process. This contract work will continue for the next month or two. Funds for the work occurring after July 1, 2003 need to be carried over, as services under this contract will be paid after services are rendered. *3 5-13-03 to 9-30-03 \$18,000 (none used)* Planning for the next audit cycle was anticipated to commence subsequent to the Metro budget process, which was extended this year due to the transition to a new governance structure. Also contributing to a delayed start is the reduction in Auditor Office resources resulting from the elimination of a 0.5 FTE as part of last year's budget. The contract for ACL training is signed and ACL software is purchased. ACL estimated there would be an additional charge of approximately \$2,000 for trainer travel incurred when the course is taught early in the next fiscal year. Payment will be made after actual costs are incurred and billed. *4 5-13-03 to 12-30-03 \$7,940 (none used)*

ANALYSIS/INFORMATION

1. Known Opposition – None known.

2. **Legal Antecedents** – Metro Auditor technical amendments for similar work in recent years have passed without issue. All other technical amendments were approved prior to FY 2003-04 budget adoption.
3. **Anticipated Effects** – Contracts underway will be able to resume and complete their work.
4. **Budget Impacts** – This action transfers \$47,000 from the Support Services Contingency to the Office of the Auditor Materials and Services budget as described in Exhibits A and B. As is the case with technical amendments, the \$47,000 will be included in the final cost allocation for FY 2002-03, increasing FY 2002-03 ending fund balance and FY 2003-04 beginning fund balance.

RECOMMENDED ACTION

Councilor Monroe recommends unanimous adoption of this ordinance.

M E M O R A N D U M

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METRO

Date: September 4, 2003
To: Council President David Bragdon
From: Councilor Rod Park
Re: Absence from September 9th Council Work Session

I have a prior commitment to attend a higher education event on September 9th and will not be able to attend the Council Work Session that afternoon.

I apologize for any inconvenience this may cause.

Thank you.

RP:cgh

A handwritten signature in cursive script, appearing to read 'Rod Park', written in dark ink.

cc: Metro Council
Michael Jordon, Chief Operating Officer
Jeff Stone, Legislative/Policy Development Officer
Chris Billington, Council Manager
Council Staff

M E M O R A N D U M

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METRO

Date: December 18, 2003
To: Council President David Bragdon
Metro Council
From: Councilor Rod Park
Re: Absence from Council January 5-9, 2004

I will be on vacation the week of January 5-9, 2004 and will be unable to attend the January 8 Council Meeting.

I apologize for any inconvenience this may cause.

Thank you.

RP:pum

cc: Michael Jordon
Mike Wetter
Chris Billington
Council Staff