

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1995-96)	ORDINANCE NO. 96-636
BUDGET AND APPROPRIATIONS)	
SCHEDULE FOR THE PURPOSE OF)	Introduced by Mike Burton
ADJUSTING THE PLANNING FUND BUDGET)	Executive Officer
TO REFLECT UNANTICIPATED PROGRAM)	
INCREASES IN THE GROWTH)	
MANAGEMENT DEPARTMENT,)	
AUTHORIZING ADDITIONAL FTE; AND)	
DECLARING AN EMERGENCY)	

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

WHEREAS, Oregon Budget Law ORS 294.326(2) allows the recognition and expenditure of certain grant funds in the year of receipt of said funds; and

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

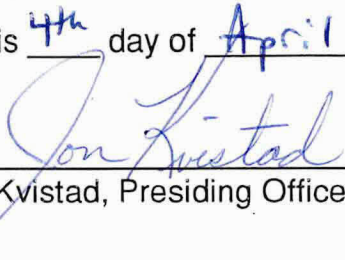
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

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 modifying the Planning Fund budget to recognize \$20,000 in new grants, transfer \$91,825 from contingency to various expenditure categories, and authorize additional positions.

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 4th day of April, 1996.



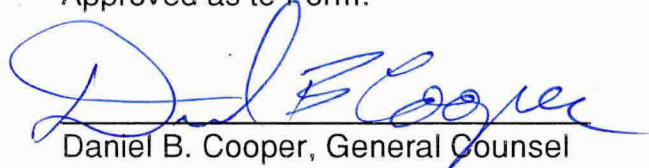
Jon Kvistad, Presiding Officer

ATTEST:



Recording Secretary

Approved as to Form:



Daniel B. Cooper, General Counsel

**Exhibit A
Ordinance No. 96-636**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Planning Fund							
<u>Resources</u>							
305000	Fund Balance		33,420		0		33,420
331110	Federal Grants-Operating-Categorical-Direct						
	FY 95 103 e(4) (OR-26-9006)		5,436,491		0		5,436,491
	FY 94 FTA S/N AA/DEIS (OR-29-9021)		500,000		0		500,000
	FY 94 FTA S/N AA/DEIS (OR-29-9022)		1,600,000		0		1,600,000
	FEMA (OEM)		542,500		0		542,500
331120	Federal Grants-Operating-Categorical Indirect						
	FY 96 Congestion Pricing - FHWA		157,694		0		157,694
	FY 96 Congestion Pricing - ODOT		15,375		0		15,375
	FY 96 PL/ODOT		767,885		0		767,885
	FY 96 Sec 8 - ODOT		208,415		0		208,415
	FY 96 STP		779,000		0		779,000
	FY 96 STP/ODOT Mtc		26,897		0		26,897
	FY 96 Metro STP Dues Replacement		100,600		0		100,600
	FY 93 FHWA (Trans/Land Use Model)		50,000		0		50,000
	FY 93 STP		478,450		0		478,450
	FY 96 Other Federal Grants		542,000		0		542,000
	FHWA 1000 Friends Grant		50,000		0		50,000
334110	State Grants-Operating-Categorical-Direct						
	FY 96 ODOT Supplemental		534,000		0		534,000
	FY 96 DEQ Grants		105,000		0		105,000
334120	State Grants-Operating-Categorical-Indirect						
	ODOT S/N Lottery		2,235,658		0		2,235,658
334210	State Grants-Operating-Non-Categorical-Direct						
	C-TRAN S/N AA/DEIS/PE (WSDOT)		3,757,710		0		3,757,710
337110	Local Grants-Operating-Categorical-Direct						
	FY 96 Congestion Pricing - Port match		5,914		0		5,914
	FY 96 Congestion Pricing - local match		5,519		0		5,519
	FY 96 TM		684,000		0		684,000
	FY 95 Tri-Met - Westside LRT		70,000		0		70,000
	FY 96 Tri-Met TSAP		40,000		0		40,000
	PDOT Contract		120,300		0		120,300
	Port of Portland		0		10,000		10,000
	Portland Development Commission		0		10,000		10,000
339200	Contract Services		131,500		0		131,500
	DRC Subscriptions		100,000		0		100,000
	Travel Forecasting Sales		5,000		0		5,000
	Misc. DRC Sales - Maps & Data		50,000		0		50,000
	Various Jurisdictions - Technical Asst.		73,000		0		73,000
341310	UGB Fees		1,400		0		1,400
341500	Documents & Publications		18,000		0		18,000
341600	Conferences & Workshops		20,000		0		20,000
365100	Donations and Bequests		50,000		0		50,000
391010	Trans. Resources from Gen1 Fund-Excise Tax		3,427,684		0		3,427,684
391160	Trans. Resources from Reg. Parks/Expo Fund		14,900		0		14,900
391530	Trans. Resources from S.W. Revenue Fund		355,063		0		355,063
TOTAL RESOURCES			23,093,375		20,000		23,113,375

**Exhibit A
Ordinance No. 96-636**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Planning Fund							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	1.00	89,143		0	1.00	89,143
	Assistant Director	2.00	154,433		0	2.00	154,433
	Senior Manager	1.00	75,177		0	1.00	75,177
	Manager	4.00	268,694		0	4.00	268,694
	Senior Program Supervisor	7.00	395,238		0	7.00	395,238
	Program Supervisor	1.50	77,873		0	1.50	77,873
	Assoc. Management Analyst	3.00	147,565		0	3.00	147,565
	Senior Public Affairs Specialist	1.00	54,992		0	1.00	54,992
	Senior Regional Planner	5.00	252,372		0	5.00	252,372
	Senior Accountant	1.00	49,873		0	1.00	49,873
	Senior Management Analyst	3.00	166,665		0	3.00	166,665
	Senior Trans. Planner	12.00	606,277		0	12.00	606,277
	Assoc Public Affairs Specialist	4.50	187,111	0.25	8,603	4.75	195,714
	DP Operations Analyst	1.00	49,483		0	1.00	49,483
	Assoc. Trans. Planner	9.00	391,045		0	9.00	391,045
	Assoc. Regional Planner	4.00	166,608	0.25	8,603	4.25	175,211
	Asst. Trans. Planner	6.00	206,994		0	6.00	206,994
	Asst. Regional Planner	9.00	314,234	1.00	0	10.00	314,234
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	3.00	100,444		0	3.00	100,444
	Secretary	3.00	86,766		0	3.00	86,766
	Office Assistant		0	0.25	4,986	0.25	4,986
	Program Assistant 1	1.00	26,324		0	1.00	26,324
511231	WAGES - TEMPORARY EMPLOYEES (Full-time)						
	Temporary Assistance	1.90	38,140	0.42	13,020	2.32	51,160
511400	OVERTIME		1,200		0		1,200
512000	FRINGE		1,152,462		8,090		1,160,552
Total Personal Services		83.90	5,059,113	2.17	43,302	86.07	5,102,415
<u>Materials & Services</u>							
521100	Office Supplies		49,644		0		49,644
521110	Computer Software		70,300		0		70,300
521111	Computer Supplies		9,000		0		9,000
521240	Graphics/Reprographic Supplies		39,200		0		39,200
521260	Printing Supplies		2,000		0		2,000
521310	Subscriptions		5,539		0		5,539
521320	Dues		8,946		0		8,946
524110	Accounting & Auditing Services		5,000		0		5,000
524190	Misc. Professional Services		2,717,488		15,548		2,733,036
525640	Maint. & Repairs Services-Equipment		82,800		0		82,800
525710	Equipment Rental		11,000		0		11,000
525740	Capital Leases (FY 92)		276,750		0		276,750
526200	Ads & Legal Notices		39,300		0		39,300
526310	Printing Services		278,200		0		278,200
526320	Typesetting & Reprographics Services		64,000		0		64,000
526410	Telephone		19,500		0		19,500
526420	Postage		161,689		0		161,689
526440	Delivery Services		11,300		0		11,300
526500	Travel		51,760		0		51,760
526510	Mileage Reimbursement		2,900		0		2,900
526700	Temporary Help Services		28,800		0		28,800
526800	Training, Tuition, Conferences		52,620		0		52,620
528100	License, Permits, Payments to Other Agencies		11,333,261		0		11,333,261
529500	Meetings		34,211		0		34,211
529800	Miscellaneous		750		0		750
Total Materials & Services			15,355,958		15,548		15,371,506

**Exhibit A
Ordinance No. 96-636**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Planning Fund							
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		83,300		52,975		136,275
Total Capital Outlay			83,300		52,975		136,275
<u>Interfund Transfers</u>							
581513	Trans. Indirect Costs to Bldg. Fund-Regional Center		422,451		0		422,451
581610	Trans. Indirect Costs to Support Svcs. Fund		1,435,684		0		1,435,684
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Gen'l		11,255		0		11,255
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Workers' Comp		14,197		0		14,197
Total Interfund Transfers			1,883,587		0		1,883,587
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		711,417		(91,825)		619,592
Total Contingency and Unappropriated Balance			711,417		(91,825)		619,592
TOTAL REQUIREMENTS		83.90	23,093,375	2.17	20,000	86.07	23,113,375

Exhibit B
Ordinance No. 96-636
FY 1995-96 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
PLANNING FUND			
Personal Services	5,059,113	43,302	5,102,415
Materials & Services	15,355,958	15,548	15,371,506
Capital Outlay	83,300	52,975	136,275
Interfund Transfers	1,883,587	0	1,883,587
Contingency	711,417	(91,825)	619,592
Total Fund Requirements	\$23,093,375	\$20,000	\$23,113,375

All Other Appropriations Remain As Previously Adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 96-636 AMENDING THE FY 1995-96 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF ADJUSTING THE PLANNING FUND BUDGET TO REFLECT UNANTICIPATED PROGRAM INCREASES IN THE GROWTH MANAGEMENT DEPARTMENT, AUTHORIZING ADDITIONAL FTE; AND DECLARING AN EMERGENCY

Date: February 14, 1996

Presented by: John Fregonese

FACTUAL BACKGROUND AND ANALYSIS

During the current 1995-96 fiscal year, the Growth Management Services Department has experienced an increase in workload which was not anticipated at the time the FY 1995-96 budget was prepared. The Council has designated additional acres as urban reserve study areas and has requested additional information concerning the capacity of the UGB to absorb growth. In addition, requests for information from our regional partners and from the public have increased more rapidly than expected. Past history indicates that as the department completes and releases current work products -- the housing need analysis, buildable lands inventory, and functional plan tasks -- requests for information dramatically increase from local governments, interest groups, and the public. For these reasons, the department is requesting changes to the FY 1995-96 budget. The personnel requests included in this action were coordinated with the preparation of the FY 1996-97 budget. The actions for FY 1995-96 were delayed until this time to allow for a longer term analysis and perspective of department staffing needs and the resulting financial impacts. The final staffing proposal presented in this ordinance provides for the maximum use and efficiency of existing staff, and recognizes the project orientation of the department.

Public Involvement

Due to greater demand from the public for publications and information regarding growth management issues, particularly urban reserve study areas, we propose adding an office assistant to assist in handling the increased work load. Currently, the Growth Management Services Department has only 3.0 FTE support staff -- 2.0 FTE Administrative Secretary and 1.0 FTE Program Assistant for 33 department staff. Since September 1995, the department has used a temporary employment agency to fill this need. However, it is less expensive to hire a staff person. The office assistant is an entry level position and will answer the phone, direct callers to appropriate staff, fill requests for information, distribute mail, and prepare mailings. The position will be full time in the Growth Management Services Department for the last quarter of FY 1995-96 (.25 FTE). In the FY 1996-97 budget proposal, the office assistant will be shared with the Metro Policy Advisory Committee Support Section of the Office of Citizen Involvement. The department is requesting that \$6,482 be moved from contingency to personal services to fund this position for FY 1995-96.

In April, the department will be implementing a public involvement plan for Phase 1 of the Regional Framework Plan (early implementation) and urban reserve study areas. In addition, Growth Management staff will be working with Transportation Department staff on public outreach for the regional transportation plan. To assist in implementing these public involvement efforts, the department is requesting to add an associate public involvement specialist (.25 FTE, full time position to be hired for three months of current fiscal year). This is a limited duration position to June 30, 1997. The department is requesting that \$11,184 be moved from contingency to personal services to fund this position during FY 1995-96.

2040 Implementation

The Community Development Division of the department is responsible for assisting local governments in 2040 implementation. Many local jurisdictions are currently undergoing periodic review of their comprehensive plans. It is important that Metro be a participant in this process. The department is requesting to hire an Associate Regional Planner immediately to assist with local government implementation of the 2040 growth concept during periodic review. The department is requesting moving \$11,184 from contingency to personal services to fund this position during FY 1995-96.

Additional Research

On February 8, 1996, the Metro Council designated approximately 5,000 acres as Urban Reserve Study Areas which have not previously been studied. These additional areas include land in the Stafford triangle, northwest Portland, Oregon City and Hillsboro. The department proposes to move \$10,000 from contingency to materials and services to pay for a study to determine the feasibility and cost of extending basic urban services -- water, sanitary sewers, and storm drainage -- to these newly added study areas. The department has an existing contract with KCM, the firm that conducted the earlier feasibility study of urban reserve study areas. The contract can be amended to include this additional work.

The Growth Management Services Department has entered into a contract with ECONorthwest for market and regulatory research using funds in the department's FY 1995-96 budget. The Port of Portland and the Portland Development Commission would like to join in this project. Each agency would supply \$10,000 in revenue to Metro for research on vacant and redevelopable land for industrial expansion. Metro would benefit from this additional research. Intergovernmental agreements will be entered into with each of the agencies and an amendment to the existing contract to change the scope of work will be made. The department is requesting authority to receive these funds totaling \$20,000 and receive an additional \$20,000 in miscellaneous professional services expenditure authority.

Recently Metro received an Environmental Protection Agency (EPA) grant to coordinate a technical project in the Clackamas River watershed to assess data available from different sources in the watershed, produce maps from available data, identify a rapid assessment methodology for use in sub-basins, and identify current citizen activities and technical needs

of local citizens. In October, 1995, department staff made an informational presentation to the Metro Council's Growth Management Committee regarding this award. The Executive Officer made a presentation to the full Metro Council about the grant, its work plan and contract with EPA on December 14, 1995. Resolution No. 96-2284 for the purpose of approving several contracts under the EPA grant will be heard by the Council's Growth Management Committee the week of February 19, 1996.

The work program for the EPA grant includes a temporary position. The temporary position will terminate in FY 1996-97 when the grant funds are exhausted. The FY 1995-96 budget anticipated up to \$200,000 of grant funds for the Regional Water Quality Program. The entire amount was budgeted as contractual services under materials and services. This action requests the transfer of \$14,452 from materials and services to personal services to fund this temporary position for the last five months of this fiscal year.

RLIS Workstation - Capital Outlay

Because of an increased workload due to passage of the open spaces bond measure, an additional RLIS workstation and printer, and ArcView licensing fees were necessary in the Data Resource Center to produce information and maps for target areas identified in the bond measure. The equipment and fees were initially paid by the Open Spaces Program with bond proceeds. However, subsequent discussions with bond and legal counsel determined that capital equipment costs may only be charged to bond proceeds in proportion to the use of the equipment towards the bond program. Since the equipment will be used by the Data Resource Center and will have a useful life past the bond program's need, it was determined the Data Resource Center should be charged for the full cost of the purchase of this equipment and license fees. The Open Spaces Program will be allocated and charged its share of the costs associated with the equipment based on the program's use, similar to other Metro departments. The Growth Management Services department proposes to move \$52,975 from Contingency to Capital Outlay to pay for this workstation, printer and associated license fees.

Other Staff

Due to an error in compiling the FY 1995-96 budget, an existing assistant regional planner position was omitted from the budget. This request would reinstate the position. A current employee occupies this position. Because of vacancies during the current fiscal year, the department has sufficient funds in its personal services budget to pay for this position. The department is only requesting the reinstatement of the position FTE authority.

BUDGET SUMMARY

Resources:

	<u>Amount</u>
Portland Development Commission	\$10,000
Port of Portland	<u>10,000</u>
Total Additional Resources	\$20,000

Expenditures:

	<u>FTE</u>	<u>Amount</u>
Personal Services		
Office Assistant (full time, last quarter of fiscal year)	.25	\$4,986
Associate Regional Planner (full time, last quarter)	.25	8,603
Associate Public Involvement Spec. (limited duration)	.25	8,603
Assistant Regional Planner (reinstate FTE only)	1.00	0
Temporary Associate Mgmt Analyst (grant funded)	.42	13,020
Fringe		8,090
Materials & Services		
Misc. Professional Services, Urban Reserve Study		10,000
Misc. Professional Services, ECONorthwest		20,000
Misc. Professional Services, Water Quality		(14,452)
Capital Outlay		
RLIS Workstation, printer and license fees		52,975
Contingency		<u>(91,825)</u>
Total Additional Expenditures		\$20,000

EXECUTIVE OFFICER'S RECOMMENDATION:

The Executive Officer recommends adoption of Ordinance 96-636.