

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1996-97)	ORDINANCE NO. 96-654
BUDGET AND APPROPRIATIONS)	
SCHEDULE TRANSFERRING \$32,670 FROM)	
THE SUPPORT SERVICES FUND)	Introduced by Mike Burton
MATERIALS AND SERVICES TO)	Executive Officer
CONTINGENCY, RETAINING FUNDING FOR)	
LEGISLATIVE RELATED ACTIVITIES; AND)	
DECLARING AN EMERGENCY)	

WHEREAS, Metro needs to maintain liaison with the state and federal legislature; and

WHEREAS, Funds were placed in the Support Services Fund Materials & Services to be available for this purpose when an appropriate plan was presented to the Metro Council; and

WHEREAS, An appropriate plan has been provided to the Council, and

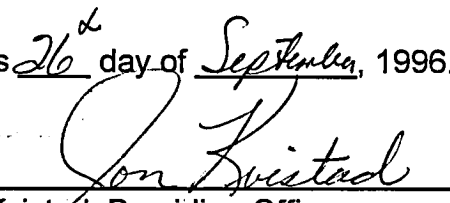
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS;

1. That the FY 1996-97 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 transferring \$32,670 from General Fund Materials and Services to Contingency that exceeded the necessary funds to meet the plan for state and federal legislative representation.

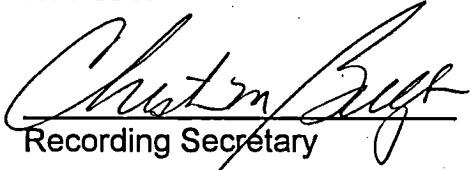
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 26th day of September, 1996.



Jon Kvistad, Presiding Officer

ATTEST:


Recording Secretary

Approved as to Form:


Daniel B. Cooper, General Counsel

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August 1, 1996

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 96-654 AMENDING THE FY 1996-97 BUDGET AND APPROPRIATIONS SCHEDULE TRANSFERRING \$32,670 FROM THE SUPPORT SERVICES FUND MATERIALS AND SERVICES TO CONTINGENCY, RETAINING FUNDING FOR LEGISLATIVE RELATED ACTIVITIES; AND DECLARING AN EMERGENCY

Date: August 8, 1996

Presented by: Mike Burton

PROPOSED ACTION:

The Council approved \$97,670 in the Fiscal Year 1996-97 Support Services Contingency Budget pending a proposal for state and federal legislative activities. The adopted budget inadvertently carried these funds in Public Affairs and Government Relations Materials and Services. The proposed transfer of funds will provide \$45,000 for a nine month contract for lobbying services to represent Metro before the 1997 session of the Oregon Legislature and \$20,000 for materials and services related to legislative activities at the state and federal level. The remaining \$32,670 is transferred to support services contingency.

FACTUAL BACKGROUND AND ANALYSIS

Metro has a need to manage and coordinate its legislative agenda for Fiscal Year 1996-97 and maintain ongoing contract with individual state legislators. For the last four legislative sessions, Metro has contracted with the Special Districts Association (SDAO) for legislative contact and monitoring services associated with both the regular session and interim activities.

The Executive Officer is initiating a Request for Proposals for a personal services contract to represent Metro before the 1997 session of the Oregon Legislature. The contractor shall perform the work described in Attachment A for a maximum price not to exceed \$45,000. The request for proposals seeks to secure the highest quality legislative representation of Metro at the lowest possible cost.

Additionally, \$20,000 for materials and services related to legislative activities at the state and federal level to allow for such activity as printing briefing books and other materials, travel, postage, and meetings is retained in Public Affairs and Government Relations Materials and Services.

This Ordinance returns the difference between this \$65,000 total and the budgeted \$97,670, to Support Services contingency.

Executive Officer's Recommendation:

The Executive Officer recommends adoption of Ordinance No. 96-654.

Attachment A

SCOPE OF WORK

1. Description of the Work

A. 1997 Legislative Session

The contractor will represent Metro before the 1997 session of the Oregon Legislature by arranging for introduction of any legislation which the agency requests to put forth and monitoring all legislation which may impact Metro through daily attendance at committee meetings, work sessions and hearings, meetings with individual legislators and other appropriate means. The contractor will arrange for Metro testimony at hearings where appropriate or appear on behalf of Metro as directed by the Council and the Executive Officer and will advise Metro of any additional communication with the legislature which needs to be carried out by Metro's elected officials and/or staff.

B. Contact with Individual Legislators

The contractor will establish contact with individual legislators on behalf of Metro and will work with the Council and Executive Officer to conduct a briefing for legislators prior to the beginning of the 1997 session.

C. Coordination and Management of Contract

Metro's legislative agenda is developed jointly between the Executive Officer and the Metro Council. Direction and supervision of the Scope of Work shall be accomplished through oversight by the Executive Officer. The contractor shall report to the Metro Council at least once a month during the legislative session to transmit a progress report. Additional meetings may be scheduled upon request of any of the parties.

The contractor shall meet with Metro staff on a regular basis to ensure familiarity with Metro programs and issues. In addition, Metro will be represented at other Meetings which are necessary to carry out the 1997 Legislative Agenda.

2. Payment and Billing.

Contractor shall perform the above work for a maximum price not to exceed **FORTY FIVE THOUSAND DOLLARS (\$45,000.00)** for the period October 1, 1996 to June 30, 1997, to be paid at the rate of **\$5,000.00** per month.

The maximum price includes all fees, costs and expenses of whatever nature. Contractor's billing statements will include an itemized statement of work done and expenses incurred during the billing period, will not be submitted more frequently than once a month, and will be sent to Metro, Attention:

Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736.

Metro will pay Contractor within 30 days of receipt of an approved billing statement.

Exhibit A
Ordinance No. 96-654
Support Services Fund

FISCAL YEAR 1996-97		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Office of the Executive Officer (Public Affairs and Government Relations)							
	Total Personal Services	3.00	153,733			0.00	0
	<u>Materials & Services</u>						
521100	Office Supplies		1,760				1,760
521110	Computer Software		750				750
521260	Printing Supplies		0				0
521310	Subscriptions		4,858				4,858
521320	Dues		64				64
521540	Maintenance & Repairs Supplies-Equipment		300				300
524190	Misc. Professional Services		98,670		(32,670)		66,000
525640	Maintenance & Repairs Services-Equipment		600				600
526200	Ads & Legal Notices		17,500				17,500
526310	Printing Services		16,700				16,700
526320	Typesetting & Reprographics Services		652				652
526410	Telephone		1,000				1,000
526420	Postage		4,000				4,000
526440	Delivery Services		400				400
526500	Travel		850				850
526700	Temporary Help Services		1,200				1,200
526800	Training, Tuition, Conferences		1,360				1,360
529500	Meetings		1,260				1,260
529800	Miscellaneous		500				500
	Total Materials & Services		152,424		(32,670)		119,754
	Total Capital Outlay		3,900				3,900
	TOTAL EXPENDITURES	3.00	310,057		(32,670)	0.00	123,654
General Expenses							
	<u>Contingency and Unappropriated Balance</u>						
599999	Contingency						
	* General		264,857		32,670		297,527
	* Contractor's License		12,490				12,490
	* Zoo Capital Project		40,000				40,000
599990	Unappropriated Fund Balance						
	* Contractor's License		297,671				297,671
	* Operating System Replacement Reserve		60,300				60,300
	Total Contingency and Unappropriated Balance		675,318		32,670		707,718
	TOTAL EXPENDITURES	86.99	10,272,038	0.00	0	86.99	10,272,038

Current Budget column includes the effect of Ordinance 96-648

Exhibit B
Ordinance No. 96-654
FY 1996-97 SCHEDULE OF APPROPRIATIONS

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Proposed Appropriation</u>
SUPPORT SERVICES FUND			
Office of the Executive Officer (Public and Government Relations)			
Personal Services	153,733		153,733
Materials & Services	152,424	(32,670)	119,754
Capital Outlay	3,900		3,900
<u>Subtotal</u>	<u>310,057</u>	<u>(32,670)</u>	<u>277,387</u>
General Expenses			
Interfund Transfers	739,462		739,462
Contingency	317,347	32,670	350,017
<u>Subtotal</u>	<u>1,056,809</u>	<u>32,670</u>	<u>1,089,479</u>
Unappropriated Balance	357,971		357,971
Total Fund Requirements	\$10,272,038	\$0	\$10,272,038

Current Appropriation column includes the effect of Ordinance 96-648.