

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO. )  
91-390A REVISING THE FY 1991-92 )  
BUDGET AND APPROPRIATIONS SCHEDULE )  
TO OPEN A FEE SUPPORTED RLIS "STORE )  
FRONT" FOR PROVIDING SERVICES TO )  
THE BUSINESS COMMUNITY USING THE )  
REGIONAL LAND INFORMATION SYSTEM )

ORDINANCE NO. 91-431

Introduced by Rena Cusma,  
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to transfer appropriations within the FY 1991-92 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 COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 91-390A, Exhibit B, FY 1991-92 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring funds from Materials & Services to Personal Services in the Transportation Department to open a fee supported RLIS "Store Front" for providing services to the business community using the Regional Land Information System (RLIS) and authorizing the addition of 0.50 FTE Associate Regional Planner.

2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Council of the Metropolitan Service District this  
14th day of November, 1991.

  
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Tanya Collier, Presiding Officer

ATTEST:

  
\_\_\_\_\_  
Clerk of the Council

EXHIBIT A  
ORDINANCE NO. 91-431

ACCT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>TRANSPORTATION PLANNING FUND TOTAL</b>							
<b>Personal Services</b>							
511121 SALARIES-REGULAR EMPLOYEES (full time)							
	Transportation Director	1.00	67,714		0	1.00	67,714
	Trans. Planning Manager	1.00	58,506		0	1.00	58,506
	Technical Manager	1.00	58,506		0	1.00	58,506
	Regional Planning Supervisor	1.00	53,056		0	1.00	53,056
	Trans. Planning Supervisor	3.00	141,790		0	3.00	141,790
	Senior Regional Planner	2.00	82,855		0	2.00	82,855
	Senior Management Analyst	1.00	43,711		0	1.00	43,711
	Senior Trans. Planner	8.00	309,615		0	8.00	309,615
	Assoc. Trans. Planner	7.00	224,742		0	7.00	224,742
	Assoc. Regional Planner	3.00	90,415	0.50	18,197	3.50	108,612
	Asst. Trans. Planner	3.00	83,367		0	3.00	83,367
	Asst. Regional Planner	3.00	63,062		0	3.00	63,062
	Administrative Assistant	1.00	29,921		0	1.00	29,921
511221 WAGES-REGULAR EMPLOYEES (full time)							
	Administrative Secretary	1.00	27,248		0	1.00	27,248
	Secretary	1.00	23,023		0	1.00	23,023
	Planning Technician	1.00	19,461		0	1.00	19,461
511231 WAGES - TEMPORARY EMPLOYEES (full time)							
	Vacant	1.00	21,404		0	1.00	21,404
512000 FRINGE							
		0.00	474,813		6,369	0.00	481,182
<b>Total Personal Services</b>		<b>39.00</b>	<b>1,873,209</b>	<b>0.50</b>	<b>24,566</b>	<b>39.50</b>	<b>1,897,775</b>
<b>Materials &amp; Services</b>							
521100	Office Supplies		30,244		0		30,244
521110	Computer Software		78,250		10,000		88,250
521240	Graphics/Reprographic Supplies		2,100		0		2,100
521310	Subscriptions		1,260		0		1,260
521320	Dues		1,580		0		1,580
524110	Accounting & Auditing Services		5,000		0		5,000
524190	Misc. Professional Services		1,296,050		(42,566)		1,253,484
525640	Maint. & Repairs Services-Equipment		66,026		0		66,026
526200	Ads & Legal Notices		6,500		0		6,500
526310	Printing Services		53,940		0		53,940
526320	Typesetting & Reprographics Services		3,750		0		3,750
526410	Telephone		9,220		0		9,220
526420	Postage		3,500		0		3,500
526440	Delivery Services		1,000		0		1,000
526500	Travel		28,510		0		28,510
526700	Temporary Help Services		8,000		0		8,000
526800	Training, Tuition, Conferences		15,860		0		15,860

EXHIBIT A  
ORDINANCE NO. 91-431

ACCT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TRANSPORTATION PLANNING FUND TOTAL (continued)							
528100	License, Permits, Payments to Other Agencies		335,000		0		335,000
529500	Meetings		1,000		0		1,000
529800	Miscellaneous		3,000		0		3,000
531100	Capital Lease-Furniture & Equipment		144,748		8,000		152,748
<b>Total Materials &amp; Services</b>			<b>2,094,538</b>		<b>(24,566)</b>		<b>2,069,972</b>
<b>Total Capital Outlay</b>			<b>61,585</b>		<b>0</b>		<b>61,585</b>
<b>Total Interfund Transfers</b>			<b>722,712</b>		<b>0</b>		<b>722,712</b>
<b>Contingency and Unappropriated Balance</b>							
599999	Contingency		223,358		0		223,358
599990	Unappropriated Fund Balance		38,000		0		38,000
<b>Total Contingency and Unappropriated Balance</b>			<b>261,358</b>		<b>0</b>		<b>261,358</b>
<b>TOTAL EXPENDITURES</b>		<b>39.00</b>	<b>5,013,402</b>	<b>0.50</b>	<b>0</b>	<b>39.50</b>	<b>5,013,402</b>

**EXHIBIT B  
ORDINANCE NO. 91-431  
SCHEDULE OF APPROPRIATIONS**

	<b>CURRENT APPROPRIATION</b>	<b>REVISION</b>	<b>PROPOSED APPROPRIATION</b>
<b>TRANSPORTATION PLANNING FUND</b>			
Personal Services	1,873,209	24,566	1,897,775
Materials & Services	2,094,538	(24,566)	2,069,972
Capital Outlay	61,585	0	61,585
Interfund Transfers	722,712	0	722,712
Contingency	223,358	0	223,358
Unappropriated Balance	38,000	0	38,000
<b>Total Transportation Planning Fund Requirements</b>	<b>5,013,402</b>	<b>0</b>	<b>5,013,402</b>

**ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED**

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 91-431 AMENDING ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS TO OPEN A FEE SUPPORTED RLIS "STORE FRONT" FOR PROVIDING SERVICES TO THE BUSINESS COMMUNITY USING THE REGIONAL LAND INFORMATION SYSTEMS (RLIS)

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Date: October 11, 1991

Presented by: Andy Cotugno  
Dick Bolen

FACTUAL BACKGROUND AND ANALYSIS

This budget amendment implements a key recommendation of the consultants engaged to develop a program for the distribution and pricing of RLIS products and services. Their draft plan is being reviewed by the Transportation and Planning Committee in companion with a resolution supporting its findings. A central piece of accomplishing the proposed plan's objectives is through opening an RLIS "store front". The cost of the store front's operation is to be born by its users. The attached spread sheet shows how products and services will be priced and how RLIS users client groups will be charged. Following are the direct costs of opening the store front.

Store Front costs:

Personnel	\$24,566 (0.5 FTE for remainder of FY)
Materials & Services	\$18,000 (computer + Arc/Info software)

This action requests the following transfers within the Transportation Department budget:

From

M & S, Miscellaneous Professional Services (\$42,566)

To

M & S, Capital Lease	\$ 8,000
M & S, Computer Software	\$10,000
Personal Services (Salary & Fringe)	\$24,566

It also requests the authorization of a regular, full time Associate Regional Planner responsible for the initial development and ongoing operations of the RLIS store front (0.50 FTE for FY 1991-92). A position justification form is attached and will be reviewed by Personnel for appropriate classification level.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 91-431, transferring appropriations within the Transportation Department to open a fee support RLIS "store front" for providing services to the business community and authorizing the addition of 0.50 FTE Associate Regional Planner.

# PRODUCT PRICING

## DATA RESOURCE CENTER

	FIXED PRICE	OPERATOR TIME	COMPUTER TIME	DATA CHARGE (1)
<b><u>OFF-THE-SHELF PRODUCTS</u></b>				
Market Profiles	\$65 +			
Reports (e.g. Factbook & Forecast)	\$10-\$30			
Base Maps (streets or parcels)	\$2-\$25			
Thematic Maps (e.g. census)	\$10-\$30			
RLIS Layer (e.g. zoning)	\$50-\$200			
RLIS Catalogue	\$25			
<b><u>RLIS DIGITAL PRODUCTS</u></b>				
Entire Parcel Data Base		\$37.50/Hr.	\$30/Connect Hr.	\$15,000
Specific Layer(s)		\$37.50/Hr.	\$30/Connect Hr.	\$500-\$5,000
Specific Geographic Area		\$37.50/Hr.	\$30/Connect Hr.	\$500-\$5,000
TIGER (3 Counties)		\$37.50/Hr.	\$30/Connect Hr.	\$10,000
TIGER (Subarea)		\$37.50/Hr.	\$30/Connect Hr.	\$1,000-\$5,000
<b><u>SPECIAL SERVICES</u></b>				
Custom Queries (Rent-A-Tech)				
Hard Copy Output		\$37.50/Hr.	\$30/Connect Hr.	Layer(s) X Area/10
Digital Output		\$37.50/Hr.	\$30/Connect Hr.	Layer(s) X Area
Creation of a Custom Layer		\$37.50/Hr.	\$30/Connect Hr.	Layer(s) X Area
Address Geocoding		\$37.50/Hr.	\$30/Connect Hr.	Layer(s) X Area
On-line Computer Access		\$37.50/Hr.	\$40/Connect Hr.	\$50/Connect Hr.
(1) Charge per RLIS data layer based on a per square mile cost times the number of layers being purchased.				
<b><u>CLIENT CATAGORIES</u></b>				
Metro Departments (2)	No Charge	Full Price	Full Price	No Charge
Member Jurisdictions (3)	No Charge	Full Price	Full Price	No Charge
Consultants Working for Members (4)	No Charge	Full Price	Full Price	No Charge
Other Govs., Non-Profit & Public	Half Price	Full Price	Full Price	Half Price
Consultants & Business Users	Full Price	Full Price	Full Price	Full Price
(2) Services funded from departmental budgets (3) Services funded from dues and other local funds (4) Consultant billed directly for services provided				

ATTACHMENT A

Agenda Item No. 2  
November 7, 1991







# *New Position/Reclass/ FTE Increase Request*

Fiscal Year 1991-92

## ACTION REQUESTED:

A new position is requested for operator of the planned RLIS store front in the Data Resource Center (Associate Regional Planner).

## DUTIES AND RESPONSIBILITIES:

This person will be responsible for the initial development and ongoing operation of the RLIS store front. This will involve development of contractual relationships with licensed RLIS users in the business community and delivery of products and services to businesses making requests. Assistance will be provided on utilizing the capabilities of RLIS to address specific business applications. This will include provision of predefined services as well as filling custom requests which may include importing some client data, such as their customer address list. This person will be responsible for tracking all costs associated with providing services, including the amount of staff and computer time required, plus a charge for the types and quantities of data used.

## QUALIFICATIONS:

Experience using Arc/Info software is required and a college degree with course work related to the use and analysis of spatial information. Good communications skills are needed to convey technical information, and public relations skills are a high priority.

## JUSTIFICATION:

Creation of this position implements a key recommendation of the consultants engaged to develop a program for the distribution and pricing of RLIS products and services. The current staffing level of the Data Resource Center can not accommodate the amount of work expected to be generated by private sector data requests for RLIS products and services. In addition, legal counsel advises us that, due to the lack of a clear public purpose for the work this person will be doing, publically funded staff should not be used and all costs associated with providing these services must be recovered from the users.

## BUDGET IMPACT:

Salary:	\$18,197
Fringe:	\$6,369
Total	\$24,566



**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Memorandum

ATTACHMENT 1

(Fin. Comm. Rpt/Or 91-431)

Date: November 7, 1991

To: Finance Committee

From: Donald E. Carlson, Council Administrator

Re: Questions on Ordinance No. 91-431, Amending the Budget and Appropriations Schedule for a RLIS "Store Front"

Below are a list of questions given to the Transportation Department regarding the current year and projected costs of the "Store Front" project. These questions concern the financial viability of a totally fee supported "Store Front" and the long term use of Excise Tax revenue to support the RLIS system.

The questions are as follows:

1. The request is to transfer \$42,566 from Misc. Professional Services to pay for the start of the "Store Front". What work is not going to be done as a result of this transfer?
2. What is the source of funds for the \$42,566?
3. What is the projected cost of the "Store Front" on an annual basis?
4. User Fees are the projected source of funds for the operating costs of this program. How realistic are the revenue projections for this program?
5. What is the history of revenue from data sales for the past three fiscal years?
6. What are the projected maintenance costs for the RLIS system on an annual basis?
7. What is the projected allocation of RLIS maintenance costs by revenue source?
8. Is this projected allocation system based on use or some other method?

The purpose of these questions is not to oppose the ordinance presented to the Committee. Council Staff suggests that the Finance Committee express to the Council the expectation that the

operating costs of the "Store Front" project be financed out of user fees and that the FY 1992-93 Budget Committee closely look at the financing policies of the "Store Front" and the RLIS system.

Ord.91-431.CounSR

## FINANCE COMMITTEE REPORT

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ORDINANCE NO. 91-431, AMENDING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE TO OPEN A FEE SUPPORTED RLIS "STORE FRONT"

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Date: November 12, 1991

Presented By: Councilor Devlin

COMMITTEE RECOMMENDATION: At its November 7, 1991 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 91-431. All Committee members were present and voting.

COMMITTEE DISCUSSION/ISSUES: Mr. Andy Cotugno, Transportation Director, presented the Staff Report. He indicated this ordinance implements a recommendation of the consultant who prepared the marketing plan for the sale of RLIS information and services. The plan provides for the establishment of an RLIS Store Front which will be entirely self supporting from user fees. The budget and appropriation schedule amendment to the Transportation Planning Fund provides for the transfer of \$42,566 from the Miscellaneous Professional Services line item in the Materials and Services category to 1) the Personal Services category for salary and fringe costs (\$24,566) and 2) the Capital Lease line item (\$8,000) and the Computer Software line item (\$10,000) in the Material and Services category. In regard to the Personal Services item, the request authorizes the establishment of a regular, full time Associate Regional Planner position to operate the "Store Front".

Council Staff presented a list of questions regarding the financial viability of this program (See Attachment A to this report). Mr. Cotugno's responses were as follows:

- . The budget and appropriation capacity in the Miscellaneous Professional Services line item is caused by a delay in the start of several transportation planning projects.
- . The source of funds for this program is anticipated user fees from the "Store Front".
- . The annual projected full time cost of the "Store Front" is \$64,500. The actual cost may be less if the program is not used. If the person assigned to the "Store Front" is not busy he/she will work on and charge time to other projects.
- . The annual revenue from data sales for the past three years has been approximately \$30,000. The revenue projections for this program vary from less than the above annual amount to over \$200,000. Staff considers the projection which covers annual operating costs to be

conservative and expect revenues sufficient not only to meet operating costs but to meet some of the programs maintenance costs.

- The projected annual maintenance costs of the RLIS system are \$250,000. These costs are allocated on an equal basis to the following four sources: local government dues, transportation grants, solid wastes fees and excise taxes.

Council Staff pointed out that these questions should be explored by the next Council Budget Committee when it deliberates on the FY 92-93 Proposed Budget.



**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Memorandum

DATE: November 18, 1991  
TO: Rena Cusma, Executive Officer  
FROM: Paulette Allen, Clerk of the Council *PA*  
RE: TRANSMITTAL OF ORDINANCE NOS. 91-431 AND 432

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on November 14, 1991.

If you wish to veto any of the ordinances referenced above, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, November 21, 1991. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, these ordinances will be considered finally adopted.

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I, *Unette Morley*, received this memo and true copies of Ordinance Nos. 91-393A and 91-411 from the Clerk of the Council on 11/18/91.

ORD. MEM