

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.) ORDINANCE NO. 92-447
91-390A REVISING THE FY 1991-92)
BUDGET AND APPROPRIATIONS SCHEDULE) Introduced by Rena Cusma,
FOR THE PURPOSE OF RECOGNIZING NEW) Executive Officer
GRANTS AND AUTHORIZING SIX NEW)
POSITIONS IN THE TRANSPORTATION)
DEPARTMENT)

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, ORS 294.326(2) allows the expenditure in the year of receipt of grants received in trust for specific purposes without a supplemental budget; 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, Exhibit C, Schedule of Appropriations, and the Contract List in the appendix thereto are hereby amended as shown in the column titled "Revision" of Exhibits A and B and by adding the Contracts listed on Exhibit C to this Ordinance for the purpose of recognizing \$365,636 in new grants, transferring \$50,000 from the Transportation Planning Fund Contingency and authorizing six new full-time positions in the Transportation Planning Department.

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 23rd day of January, 1992.


Jim Gardner, Presiding Officer

ATTEST:


Sauline Allen
Clerk of the Council

ACC:KT:bc
92-447.ORD
1-2-92

EXHIBIT A
ORDINANCE NO. 92-447

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TRANSPORTATION PLANNING FUND							
Resources							
305000	Fund Balance		184,774		0		184,774
331110	Federal Grants-Operating-Categorical-Direct						
	FY 92 UMTA Sec. 8		208,900		0		208,900
	FY 92 UMTA e4		123,500		0		123,500
	FY 91 UMTA Sec 8(OR-08-0063)		40,000		0		40,000
	FY 90 UMTA 103(e)(4)(OR-29-9017)		40,800		0		40,800
	FY 88 UMTA Sec 8 (OR-08-0051)		9,000		0		9,000
	FY 88 UMTA Sec 8 (OR-08-0054)PPTF		9,000		0		9,000
	FY 92 UMTA I-205/Milwaukie		813,450		(62,147)		751,303
331120	FEDERAL GRANTS-OPERATING-CATEGORICAL-INDIRECT						
	FY 92 PL (ODOT)		295,567		0		295,567
	FY 92 FHWA e(4) (ODOT)		151,577		0		151,577
	FY 92 FHWA (TA) (ODOT)		36,000		0		36,000
	FY 92 Sec 9 (Tri-Met)		150,000		0		150,000
	FY 92 Hillsboro PE/FEIS(Tri-Met)		39,000		0		39,000
	FY 91 FHWA HPR (ODOT)		10,000		0		10,000
	FY 91 Sec 9-Pass thru from Tri-Met		20,000		0		20,000
	FY 91 Hillsboro AA (Tri-Met)		274,400		0		274,400
	FY 90 FHWA HPR (ODOT)		35,000		0		35,000
	FY 89 Sec 9 (Tri-Met)		15,000		0		15,000
334110	State Grants-Operating-Categorical-Direct						
	FY 92 ODOT Supplemental		272,158		0		272,158
	DEQ (Demand Management)		97,200		0		97,200
	ODOT - Western Bypass		32,500		0		32,500
	Washington DOT (I-5)		0		405,000		405,000
337110	Local Grants-Operating-Categorical-Direct						
	I205/Milwaukie AA match-various Jurisdictio		129,050		(10,967)		118,083
	FY92 Tri-Met match		75,000		0		75,000
	FY 90 Westside from Tri-Met		137,500		0		137,500
	I-5 Match Various Jurisdictions		0		33,750		33,750
339100	Local Government Dues Assessment		471,050		0		471,050
339200	Contract Services		84,806		0		84,806
341500	Documents & Publications		38,480		0		38,480
361100	Interest on Investments		15,733		0		15,733
379000	Other Miscellaneous Revenue		1,900		0		1,900
391010	Trans. Resources from Gen'l. Fund		552,857		0		552,857
391530	Trans. Resources from S.W. Oper. Fund		649,200		0		649,200
TOTAL RESOURCES			5,013,402		365,636		5,379,038

EXHIBIT A
ORDINANCE NO. 92-447

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TRANSPORTATION PLANNING FUND							
Personal Services							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Transportation Director	1.00	67,714	0	0	1.00	67,714
	Trans. Planning Manager	1.00	58,506	0	0	1.00	58,506
	Technical Manager	1.00	58,506	0	0	1.00	58,506
	Regional Planning Supervisor	1.00	53,056	0	0	1.00	53,056
	Trans. Planning Supervisor	3.00	141,790	0	0	3.00	141,790
	Senior Regional Planner	2.00	82,855	0	0	2.00	82,855
	Senior Management Analyst	1.00	43,711	0.50	18,575	1.50	62,286
	Senior Trans. Planner	8.00	309,615	0.70	27,100	8.70	336,715
	Assoc. Trans. Planner	7.00	224,742	0	0	7.00	224,742
	Assoc. Regional Planner	3.50	108,612	0	0	3.50	108,612
	Assoc. Public Affairs Specialist	0.00	0	0.50	17,813	0.50	17,813
	Asst. Trans. Planner	3.00	83,367	0	0	3.00	83,367
	Asst. Regional Planner	3.00	63,062	0	0	3.00	63,062
	Administrative Assistant	1.00	29,921	0	0	1.00	29,921
511221	WAGES-REGULAR EMPLOYEES (full time)	0.00	0	0	0	0.00	0
	Administrative Secretary	1.00	27,248	0	0	1.00	27,248
	Secretary	1.00	23,023	0.50	11,426	1.50	34,449
	Planning Technician	1.00	19,461	0	0	1.00	19,461
511231	WAGES - TEMPORARY EMPLOYEES (full time)						
	Vacant	1.00	21,404	0	0	1.00	21,404
512000	FRINGE	0.00	481,182		21,422	0.00	502,604
Total Personal Services		39.50	1,897,775	2.20	96,336	41.70	1,994,111

Materials & Services

521100	Office Supplies		30,244		18,000		48,244
521110	Computer Software		88,250		0		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		1,253,484		95,750		1,349,234
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

EXHIBIT A
ORDINANCE NO. 92-447

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TRANSPORTATION PLANNING FUND (continued)							
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
528100	License, Permits, Payments to Other Agencies		335,000		173,550		508,550
529500	Meetings		1,000		0		1,000
529800	Miscellaneous		3,000		0		3,000
531100	Capital Lease-Furniture & Equipment		152,748		0		152,748
Total Materials & Services			2,069,972		287,300		2,357,272
Capital Outlay							
571500	Purchases-Office Furniture & Equipment		61,585		32,000		93,585
Total Capital Outlay			61,585		32,000		93,585
Interfund Transfers							
581513	Trans. Indirect Costs to Bldg. Fund		142,680		0		142,680
581610	Trans. Indirect Costs to Support Svs. Fund		516,181		0		516,181
581615	Trans. Indirect Costs to Insur. Fund-Gen'l		1,821		0		1,821
581615	Trans. Indirect Costs to Insur. Fund-Workers'		27,575		0		27,575
583610	Trans. Direct Costs to Support Svs. Fund		34,455		0		34,455
Total Interfund Transfers			722,712		0		722,712
Contingency and Unapp. Balance							
599999	Contingency		223,358		(50,000)		173,358
599990	Unappropriated Fund Balance		38,000		0		38,000
Total Contingency & Unapp. Balance			261,358		(50,000)		211,358
TOTAL EXPENDITURES		39.50	5,013,402	2.20	365,636	41.70	5,379,038

**EXHIBIT B
ORDINANCE NO. 92-447
SCHEDULE OF APPROPRIATIONS**

TRANSPORTATION PLANNING FUND	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
Personal Services	1,897,775	96,336	1,994,111
Materials & Services	2,069,972	287,300	2,357,272
Capital Outlay	61,585	32,000	93,585
Interfund Transfers	722,712	0	722,712
Contingency	223,358	(50,000)	173,358
Unappropriated Balance	38,000	0	38,000
Total Transportation Planning Fund Requirements	5,013,402	365,636	5,379,038

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

EXHIBIT C

Proposed Contracts

<u>Contract No.</u>	<u>Contract Name/Description</u>	<u>Amount</u>	<u>Amt. to be spent in FY 92</u>	<u>Council Designation</u>
N/A	C-TRAN (WDOT) I-5N Study 140 122100 IGA/Revenue	1,620,000	405,000	B
	Expenditure	191,500	47,875	
N/A	IRC - I-5N Study 140 122100 IGA/Expenditure	187,000	46,750	B
N/A	Tri-Met - I-5N Study 140 122100 IGA/Revenue	45,000	11,250	B
	Expenditure	160,500	40,125	
N/A	Portland - I-5N Study 140 122100 IGA/Revenue	45,000	11,250	B
	Expenditure	87,000	21,750	
N/A	Clark Co. - I-5N Study 140 122100 IGA/Expenditure	56,500	14,125	B
N/A	Vancouver - I-5N Study 140 122100 IGA/Expenditure	38,500	9,625	B
N/A	WSDOT - I-5N Study 140 122100 IGA/Expenditure	88,000	22,000	B
N/A	ODOT - I-5N Study 140 122100 IGA/Revenue	45,000	11,250	B
	Expenditure	71,000	17,750	
N/A	Consultant - I-5N Study 140 122100 Pers. Services	579,000	144,750	B
	Environmental/Engr. Support			
N/A	Tri-Met - I-205/Milw. Study 140 122100 IGA/Revenue	87,975	21,994	B
	Expenditure	172,000	43,000	
N/A	Portland - I-205/Milw. Study 140 122100 IGA/Revenue	14,662.50	3,665.63	B
	Expenditure	63,000.00	15,750.00	
N/A	ODOT - I-205/Milw. Study 140 122100 IGA/Revenue	14,662.50	3,665.63	B
	Expenditure	56,000.00	14,000.00	

<u>Contract No.</u>	<u>Contract Name/Description</u>	<u>Amount</u>	<u>Amt. to be spent in FY 92</u>	<u>Council Designation</u>
N/A	Clackamas Co. - I-205/Milw. Study			
	140 122100 IGA/Revenue	14,662.50	3,665.63	B
	Expenditure	63,000.00	15,750.00	
N/A	Milwaukie - I-205/Milw. Study			
	140 122100 IGA/Revenue	8,412.50	2,103.13	B
	Expenditure	31,500.00	7,875.00	
N/A	Port of Portland - I-205/Milw. Study			
	140 122100 IGA/Revenue	6,250.00	1,562.50	B
	Expenditure	27,500.00	6,875.00	
N/A	Consultant - I-205/Milw. Study			
	140 122100 Pers. Services	404,000.00	101,000.00	B
	Environmental/Engr. Support			
N/A	Consultant - Hillsboro DEIS			
	140 122100 Pers. Services	300,000.00	300,000.00	B
	Environmental Support			
901268	Hillsboro - Hills. AA/DEIS			
	140 122100 IGA/Revenue	15,000.00	22,653.00	B
	Expenditure	30,000.00	72,400.00	
901267	Washington Co. - Hills. AA/DEIS			
	140 122100 IGA/Revenue	20,000.00	38,545.00	B
	Expenditure	20,000.00	77,900.00	

ACC:lmk:bc
92-447.ORD
1-2-92

FINANCE COMMITTEE REPORT

CONSIDERATION OF ORDINANCE NO. 92-447, REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS FOR THE PURPOSE OF RECOGNIZING NEW GRANTS AND AUTHORIZING SIX NEW POSITIONS IN THE TRANSPORTATION DEPARTMENT

Date: January 23, 1992

Presented by: Councilor Devlin

COMMITTEE RECOMMENDATION: At its January 16, 1992 meeting the Finance Committee voted 4-0 to recommend Council adoption of Ordinance No. 92-447. Voting were Councilors Hansen, Devlin, Gardner, and Wyers. Councilor Van Bergen was excused.

COMMITTEE DISCUSSION/ISSUES: Transportation Director Andy Cotugno presented the staff report. He characterize the ordinance as authorizing two packages, one relating to light-rail studies and one relating to administrative support; the administrative support is tied to the increased work on light rail. Amended requirements for the studies reflect changes in work schedules for three projects: Hillsboro; I-205/Milwaukie; and I-5 Portland/Vancouver. Increased FTE's for Senior Transportation Planners total 0.7 above budgeted levels for 91-92, even though there will be three more people. The difference reflects the part-year term of the hires. Administrative support additions are a Senior Management Analyst to coordinate much of the administrative duties of the department (which Mr. Cotugno now has to do himself), and a secretary. He justified the request for the secretarial position by pointing to the increased workload reflected in the other positions discussed, and by citing that Transportation's ration of clerical to professional staff is among the lowest in the agency.

Mr. Cotugno addressed written questions from Don Carlson. He was asked which positions will be permanent and which are temporary. Mr. Cotugno's response was that it will depend on developments over the coming months. He was asked why the position of Public Affairs Specialist was being budgeted in Transportation rather than Public Affairs. Mr. Cotugno said that Personnel was recommending the position be a Regional Transportation Planner rather than a Public Affairs Specialist. Finally, Mr. Carlson asked the source of revenue for the Metro Local Match and the Contingency request. Mr. Cotugno said the local match is Excise Tax money, included in this year's budget.

Vice-Chair Hansen opened the public hearing, and no one testified.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 92-447 AMENDING
ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET
AND APPROPRIATIONS FOR THE PURPOSE OF RECOGNIZING NEW
GRANTS AND AUTHORIZING SIX NEW POSITIONS IN THE
TRANSPORTATION DEPARTMENT

Date: December 26, 1991

Presented by: Andrew Cotugno

FACTUAL BACKGROUND AND ANALYSIS

This budget amendment would revise Personnel, Materials and Services and Capital costs for the Hillsboro, I-205/Milwaukie and I-5 Portland/Vancouver light rail studies and increase administrative support for the Department.

Light Rail Studies

This budget amendment would implement several recently adopted resolutions regarding implementation of light rail studies, as follows:

Hillsboro Alternatives Analysis - The budget is revised for this study to reflect delays which occurred during completion of the Westside DEIS and FEIS and a shift of the EIS management responsibilities from Tri-Met to Metro. EIS contractual is increased from \$150,000 to \$300,000 and intergovernmental agreements with Hillsboro and Washington County are increased from \$50,000 to \$150,300.

I-205/Milwaukie Pre-AA - This is consistent with the adopted budget, although delayed by six months to start January 1, 1992. As such, the contractual amounts are reduced from \$300,000 to \$101,000 and the amount for intergovernmental agreements with Tri-Met, ODOT, Portland, Clackamas County, Milwaukie, and the Port of Portland are reduced from \$250,000 to \$103,250.

I-5 Portland/Vancouver Pre-AA - This was not budgeted in the FY 91-92 budget but was approved in September 1991 by Resolution No. 91-1501A. The amount for contractual is budgeted at \$144,750 and for intergovernmental agreements with Portland, Tri-Met, C-TRAN, ODOT, WDOT, Vancouver and Clark County at \$220,000.

The net increase for all three studies for contractual is \$95,750 and for intergovernmental agreements is \$173,550.

LRT Staffing

Staffing in the LRT section is revised as follows:

	<u>Adopted Budget</u>	<u>Proposed FTEs</u>	<u>Budget Positions</u>
Senior Tr. Planner			
Position 1. Hillsboro AA	.25	1.00	1.00
Position 2. Hillsboro AA	0.00	.45	.60
Position 3. I-205/Milwaukie	1.00	.60	1.00
Position 4. I-5 Port./Vanc.	0.00	.65	1.00
Position 5. Regional HCT	.75	.75	1.00
Position 6. Station Area Plng.	<u>1.0</u>	<u>.25</u>	<u>1.00</u>
	3.00	3.70	5.60
Assoc. Pub. Affairs Specialist	0.00	0.50	1.00

The approved budget was predicated on 3.0 Senior Transportation Planners for the full fiscal year. This was amended to six positions but with five of those for a partial fiscal year (due to delayed hiring) for a net increase of 0.7 FTE. In addition, the one Senior Public Affairs Specialist is revised to add an Associate Public Affairs Specialist for half the fiscal year.

Administrative Support

With the added administrative burden of the light rail studies, the RLIS storefront and other transportation studies, increased staff support for the department is needed. This budget amendment reflects the addition of a Senior Management Analyst and a Secretary (each at 0.5 FTE for the remainder of the fiscal year). The Senior Management Analyst will be responsible for all department contracting, budgeting, purchasing and coordination of secretarial needs, support service needs and scheduling of services required between sections of the department. This position will supervise the secretarial pool and the Administrative Assistant.

This action also requests the addition of a full-time Secretary for the remainder of the year (0.50 FTE). The Transportation Department currently has a ratio of one secretary for every 15 professional staff. This amendment will increase that ratio to 1:18. Additional clerical support is needed to meet the demands of the department.

These positions, along with the associated costs for furniture and computers, will be funded through a transfer from Contingency.

Furniture and Equipment

This budget amendment adds six positions. In addition, two previously approved positions remain to be hired for which

furniture and computer budget are insufficient. Furniture and computers are reflected in this budget for eight new positions at \$2,000 each for furniture, \$4,000 each for computers plus \$2,000 for miscellaneous furniture, principally chairs.

Revenue

The increased cost of the Hillsboro and I-5 Portland/Vancouver studies are funded largely through outside sources. The full project budgets over the 18-month duration of the projects are as follows:

	<u>Grant</u>	<u>Other Local Match</u>	<u>Metro Local Match</u>	<u>Total</u>
Hillsboro	\$1,065,440	\$230,629.00	\$ 35,811.00	\$1,331,880
I-205/Milwaukie	997,050	161,287.50	14,662.50	1,173,000
I-5 Port./Vanc.	1,440,000	315,000.00	45,000.00	1,800,000

Oregon budget law allows recognition and expenditure of grants in the year they are received without a supplemental budget process.

The full list of consultant contracts and intergovernmental agreements showing both local match contribution (revenue) and project cost (expenditure) is included as Attachment A.

SUMMARY

This action requests the recognition of \$365,636 in new grants and related appropriation plus a transfer from Contingency of \$50,000. It also authorizes the following new positions:

- 1 Senior Management Analyst 0.50 FTE
- 3 Senior Transportation Planners. 2.60 FTE
- 1 Associate Public Affairs Specialist . . . 0.50 FTE
- 1 Secretary 0.50 FTE

The Personnel Division will be reviewing the position requests related to this action for proper classification. Their recommendation will be presented at the Finance Committee meeting of January 16, 1992. If the recommendations are different from what has been requested, revised exhibits will be presented at that time.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 92-447.

ACC:lmk
92-447.ORD
12-30-91

Personnel Request

Metro Fiscal Year 1992

Date: December 31, 1991
Dept.: Transportation
Program: Management & Coordination
Page 1 of 1

ACTION REQUESTED:

New Senior Management Analyst.

INCUMBENT:

N/A.

DUTIES AND RESPONSIBILITIES:

Will develop and manage department budget. Monitor actual versus budgeted resources and ensure adequacy relative to committed costs. Oversee contract management consistent with Metro requirements and grants. Coordinate support service needs of divisions within department; ensure priorities for available resources are addressed (support services include secretarial, public affairs, data processing, etc.). Coordinate project scheduling and assignment resources between divisions of the department. Supervise Secretaries, Administrative Assistant and proposed data processing support staff.

QUALIFICATIONS:

Bachelor's degree relating to program area and three years of general administrative, governmental or contract administration experience. Knowledge of project management control systems (preferably Microsoft project).

JUSTIFICATION:

Increased budget management size and complexity.

BUDGET IMPACT:

Salary:	\$18,575
Fringe:	5,312
Overhead:	<u>8,241</u>
	\$32,128

Personnel Request

Metro Fiscal Year 1992

Date: December 31, 1991
Dept.: Transportation
Program: Planning (High Capacity Transit)
Page 1 of 3

ACTION REQUESTED:

Addition of three Senior Transportation Planners.

INCUMBENT:

N/A.

DUTIES AND RESPONSIBILITIES:

These Senior Planners would coordinate the Hillsboro Alternatives Analysis, Hillsboro EIS work and the I-5/I-205 Portland/Vancouver Preliminary Alternatives Analysis Study. Duties would include staffing and coordinating a technical advisory committee, reporting to a project management committee, coordinating various local agencies, providing technical assistance, developing and coordinating intergovernmental agreements, preparing technical memoranda, coordinating Metro support staff, and providing overall project coordination. The Senior Planner will report to the High Capacity Transit Transportation Supervisor.

QUALIFICATIONS:

Experience in: federal environmental impact analysis requirements and state and regional land use and transportation planning requirements; transportation and/or transit planning practices and procedures; working with various agencies, coordinating and managing long-term, complex projects and working with citizen and staff advisory committees. Fixed guideway and light rail planning is highly desirable.

Knowledge of: travel demand forecasting techniques and practices.

Skill in: utilizing mainframe and/or personal computer skills, including experience with word processing, spreadsheet and database programs and graphical programs; demonstrated writing and speaking skills.

Date: December 31, 1991
Dept.: Transportation
Program: Planning (High Capacity Transit)
Page 2 of 3

Education and Experience: Bachelor's degree in planning or related field and two years of transportation planning experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

JUSTIFICATION:

One of These positions will provide the technical support and project coordination for the I-5/I-205 Portland/Vancouver Preliminary Alternatives Analysis. This study was not included in the FY 1992 Metro Budget or Unified Work Program. The FY 1992 budget and UWP did include the I-205/Milwaukie Preliminary AA, which included a Senior Transportation Planner to provide the coordination for that study. In June 1991, Metro Council adopted Resolution 91-1456 which called for the implementation of both the I-205/Milwaukie and the I-5/I-205 Portland/Vancouver Preliminary AAs, to be completed on a concurrent schedule. In September 1991 Metro Council approved an amendment to the FY 1992 UWP to include the I-5/I-205 Portland/Vancouver Preliminary AA. Following adoption of the amendment, a project TAC and PMG prepared and approved a project Work Plan, and C-TRAN submitted the Work Plan with a grant application to the Washington State Department of Transportation to fund 80 percent of the project costs, which are estimated to be \$1,800,000.

This position is needed to provide much of the technical analysis that Metro is responsible for within the study. The position is also needed to coordinate the technical work provided by other agency staff and by private consultants. The position would also coordinate other Metro staff in providing technical assistance and products to the study. The position would report to the HCT Transportation Planning Supervisor, which will be the Project Manager. Existing HCT Transportation Planning staff are all committed to other projects for the duration of the I-5/I-205 Portland/Vancouver Preliminary AA and are not available to provide the level of support that would be provided by this new position.

The second two positions will provide the lead for the Hillsboro Alternatives Analysis and preparation of the

Date: December 31, 1991
Dept.: Transportation
Program: Planning (High Capacity Transit)
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Hillsboro EIS. This was budgeted at a nominal level for FY 92 (.25 FTE) in anticipation of completion in early FY 92. Due to the Westside priority, the Hillsboro project was delayed with a current schedule to complete the EIS by December 1991, followed by public hearings and the Local Preferred Alternative selection. The increased cost is funded through the Hillsboro project budget. The EIS position is budgeted as a part-time position (@ .6 FTE).

BUDGET IMPACT:

Salary:	\$27,100
Fringe :	7,751
Overhead:	<u>12,023</u>
	\$46,874

LS:lmk
12-31-91
PERSREQ2.FM

Date: December 31, 1991
Dept.: Transportation
Program: Planning (High Capacity Transit)
Page 1 of 3

ACTION REQUESTED:

Addition of Associate Public Involvement Planner.

INCUMBENT:

There is no incumbent for this position.

DUTIES AND RESPONSIBILITIES:

The Associate Public Involvement Planner would provide assistance to the public involvement programs for the I-5/I-205 Portland/Vancouver Preliminary Alternatives Analysis, the I-205/Milwaukie Preliminary Alternatives Analysis, the Regional HCT Study and the Hillsboro Corridor Alternatives Analysis. Duties would include assisting in the staffing and coordinating of a citizens advisory committee, coordinating with Metro and other agency support staff, preparation of public information such as newsletters, press releases and brochures, setting up and coordinating public meetings and hearings, maintaining mailing lists, and providing minutes or notes for public meetings. The Senior Planner will report to the Senior Public Involvement Planner for the HCT Transportation Planning Section.

QUALIFICATIONS:

Experience in: public meeting management and coordination; public presentation material preparation; contact with a wide variety of citizen groups and elected officials; making public presentations, including speaking and the preparation of presentation material and graphics; writing public information pieces including press releases, brochures, and summaries, including desktop publishing with microcomputer software; working with large complex technical projects, coordinating public information and input; working with neighborhood and community groups.

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Experience with public involvement within an EIS process is highly desirable.

Knowledge of: Oregon public meeting law and regulations; meeting management and coordination techniques; local transportation and planning issues and projects; Portland area neighborhood and community groups and issues; page layout and document production techniques. Knowledge of EIS public hearing and involvement requirements is highly desirable.

Skill in: working with diverse public groups on complex and controversial projects; ability to communicate accurately and effectively policy and technical issues and information to a wide variety of citizens and groups; personal computer skills, including experience with word processing, graphical programs, and desktop publishing software; demonstrated writing and speaking skills.

Education and Experience: Bachelor's degree in planning or related field and one year of public involvement planning experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

JUSTIFICATION:

This position will provide support and assistance to the Senior Public Involvement Planner, approved within the FY 1992 Metro Budget and UWP. When the 1992 Budget and UWP were adopted, the only studies that Metro and the Senior Public Involvement Planner would be responsible for were the I-205/Milwaukie Preliminary Alternatives Analysis and the Regional HCT Study. Since that time, the UWP was amended to include the I-5/I-205 Portland/Vancouver Preliminary Alternatives Analysis. In June 1991, Metro Council adopted Resolution 91-1456 which called for the implementation of both the I-205/Milwaukie and the I-5/I-205 Portland/Vancouver Preliminary AAs, to be completed on a concurrent schedule. In September 1991, Metro Council approved an amendment to the FY 1992 UWP to include the I-5/I-205 Portland/Vancouver Preliminary AA. Also, Metro and Tri-Met have agreed to transfer responsibility for staffing the Hillsboro Corridor AA public involvement program from Tri-Met to Metro,

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because Metro manages that project and its public involvement program.

This position is needed to provide assistance and meeting coordination for the four HCT studies described above. The approved Senior Public Involvement Planner will not be able to meet all of the requirements for public involvement for the four studies. Each of the studies will require staffing for CACs, preparation of newsletters, maintenance of mailing lists, preparation of public documents, and participation in a large number of day and night public meetings.

BUDGET IMPACT:

Salary:	\$17,813
Fringe:	5,094
Overhead:	<u>7,903</u>
	\$30,810

LS:lmk
12-31-91
PERSREQ2.FM

Personnel Request

Metro Fiscal Year 1992

Date: December 30, 1991
Dept.: Transportation
Program: Management & Coordination
Page 1 of 2

ACTION REQUESTED:

New secretarial position.

INCUMBENT:

N/A.

DUTIES AND RESPONSIBILITIES:

This is a responsible secretarial position providing staff support services to the Transportation Department. Demonstrated editing skills as well as experience with document publishing software, or a willingness to be trained in the use of Framemaker, will be important. Proficiency with Wordperfect Graphics, Harvard Graphics and Spreadsheet 1-2-3 is desirable. Experience in document production, page layout and fonts is preferred. Experience in working in a networked environment is also important as well as the ability to manage a heavy workload with occasional conflicting demands.

QUALIFICATIONS:

Knowledge of: general office practices and procedures; filing systems; grammar, punctuation and spelling; and office equipment.

Considerable knowledge in word processing equipment (IBM PC compatible Word Perfect 5.0 or 5.1).

Skill in rapid and accurate typing; using word processing equipment and other office machines; taking notes at meetings; developing and maintaining effective working relationships with other employees, managers and members of the general public.

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JUSTIFICATION:

Additional staff is being added to the Transportation Department to do new light rail studies. Currently, the staff to secretary ratio is 1:15; new staff will increase the ratio to 1:18. At this time, the demands for secretarial support require overtime for them to keep up. With the addition of two new studies and eight professional planners, the need for additional clerical staff is apparent.

BUDGET IMPACT:

Salary:	\$11,426
Fringe:	3,268
Overhead:	<u>5,069</u>
	\$19,763

KT:lmk
PERSREQ.FM
12-30-91



METRO

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

Memorandum

DATE: January 23, 1992

TO: Rena Cusma, Executive Officer

FROM: Paulette Allen, Clerk of the Council *PA*

RE: TRANSMITTAL OF ORDINANCE NOS. 92-442, 92-446, 92-447 AND 92-433

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on January 23, 1992.

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, January 30, 1992. 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.

I, *Uritta Horley*, received this memo and true copies of Ordinance Nos. 92-442, 92-446, 92-447 and 92-433 from the Clerk of the Council on *1-24-92 - 10:46 am*

ORD. MEM