

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING)
ORDINANCE NO. 80-82 AND)
TRANSFERRING APPROPRIATIONS)
WITHIN FUNDS FOR THE FISCAL YEAR)
1981 METROPOLITAN SERVICE DISTRICT)
BUDGET)

ORDINANCE NO. 80-101
Introduced by the Council
Coordinating Committee

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

Section 1.

That the following transfer of appropriations be adopted:

a. General Fund

\$31,939 from the Materials and Services section of the Metropolitan Development Department Budget (Contractual in the Eastside Corridor Transit Station Area Planning) to Personnel Services to fund a Senior Regional Planner position.

\$10,000 from Materials and Services to Personnel Services to fund a temporary position to assist the Council community involvement activities.

\$27,000 from Materials and Services to Personnel Services to fund a lobbyist position.

b. Contingency

\$12,300 from Contingency to the Public Information

budget as follows:

\$10,000 to Personnel Services

\$300 to Capital Outlay

\$2,000 to Materials and Services

ADOPTED by the Council of the Metropolitan Service District
this 4th day of September, 1980.



Presiding Officer

ATTEST:



Clerk of the Council

TC:ss
9327/135

A G E N D A M A N A G E M E N T S U M M A R Y

TO: Council Coordinating Committee
FROM: Rick Gustafson, Executive Officer
SUBJECT: Transfer of Funds

Ord#
80-101

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Approve the following transfer from Materials and Services to Personnel Services in the General Fund to reflect decisions to provide services in the FY 81 Budget through staff positions rather than contractual services.
1. Metropolitan Development: Transfer \$31,939 from the Materials and Services section of the Metropolitan Development Department Budget (Contractual in the Eastside Corridor Transit Station Area Planning) to Personnel Services to fund a Senior Regional Planner position.
 2. Council: Transfer \$10,000 from Materials and Services to Personnel Services to fund a temporary position to assist the Council community involvement activities.
 3. Executive Office: Transfer \$27,000 from Materials and Services to Personnel Services to fund a lobbyist position.
- B. POLICY IMPACT: These changes will allow Metro to exercise more precise control over the implementation of important projects with staff positions rather than contractual services. Position authorizations have been previously obtained.
- C. BUDGET IMPACT: There will be no net increase in the budget resulting from these transfers.

II. ANALYSIS:

- A. BACKGROUND: State contract law and Metro Executive Order No. 1 on "Internal Procedure for Contracting and Selection of Contractors" establishes the criteria on the use of personal services contracts. This criteria limits:
1. The right to control the manner and means of accomplishing a desired result;
 2. Metro's ability to determine the instrumentalities, tools and the place of work; and

3. Metro's ability to employ, pay and maintain control over assistants to the project coordinator (Senior Regional Planner).

After reviewing these criteria, it was decided that certain projects could be managed more effectively through a staff position than through a personal services contract.

The Senior Regional Planner position in Metropolitan Development was held vacant from the FY 80 budget as a result of the mid-year adjustment which occurred in December, 1979. The position now will be grant funded and need not be reestablished. Monies are available in East-side Corridor Transit Station Area Planning budget to contract the services of a project coordinator.

- B. ALTERNATIVES CONSIDERED: Two alternatives for managing these programs were considered, managing through personal services or with staff positions. Because of the reasons discussed in the background section of the memorandum, the recommendation is made to manage the programs with staff positions.
- C. CONCLUSION: Recommend adoption of Ordinance No. 80-101 authorizing transfer of funds from Materials and Services to Personnel Services in the sum of \$31,939.

CS:ss
9335/135

EXHIBIT A

Metropolitan Service District
Adopted Budget
For Fiscal Year 1980-81
Adopted by Ordinance #80-82

	Adopted Budget <u>ORD #80-82</u>	Transfer ORD 80- <u>Transfer</u>	<u>Revised Budget</u>
<u>General Fund</u>			
Personnel Services	2,119,423	68,939	2,188,362
Materials & Services	1,350,436	(68,939)	1,281,497
Capital Outlay	14,330		14,330
Contingency	657,641		657,641
Transfer to Planning Fund	<u>150,000</u>	<u> </u>	<u>150,000</u>
Total Requirements	4,291,830	0	4,291,830

TC:ss
9327/135

A G E N D A M A N A G E M E N T S U M M A R Y

TO: Metro Council
FROM: Council Coordinating Committee
SUBJECT: Transfer of Funds - Ordinance No. 80-101 - Plus Proposed Amendment

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Approve the following transfer from Materials and Services to Personnel Services in the General Fund to reflect decisions to provide services in the FY 81 Budget through staff positions rather than contractual services.
1. Metropolitan Development: Transfer \$31,939 from the Materials and Services section of the Metropolitan Development Department Budget (Contractual in the Eastside Corridor Transit Station Area Planning) to Personnel Services to fund a Senior Regional Planner position.
 2. Council: Transfer \$10,000 from Materials and Services to Personnel Services to fund a temporary position to assist the Council community involvement activities.
 3. Executive Office: Transfer \$27,000 from Materials and Services to Personnel Services to fund a lobbyist position.

Amend Ordinance No. 80-101 to provide for the following transfer from contingency to the Public Information budget:

1. \$10,000 for Personnel Services;
2. \$300 for Capital Outlay; and
3. \$2,000 for Materials and Services.

The proposed amendment is underlined in the attached Ordinance.

- B. POLICY IMPACT: These changes will allow Metro to exercise more precise control over the implementation of important projects with staff positions rather than contractual services. Also, specific problems in the existing information system will be addressed. Necessary position authorizations have already been obtained.
- C. BUDGET IMPACT: There will be no net increase in the budget resulting from these transfers. Contingency will be decreased by \$12,300.

II. ANALYSIS:

A. BACKGROUND: State contract law and Metro Executive Order No. 1 on "Internal Procedure for Contracting and Selection of Contractors" establishes the criteria on the use of personal services contracts. This criteria limits:

1. The right to control the manner and means of accomplishing a desired result;
2. Metro's ability to determine the instrumentalities, tools and the place of work; and
3. Metro's ability to employ, pay and maintain control over assistants to the project coordinator (Senior Regional Planner).

After reviewing these criteria, it was decided that certain way projects could be managed more effectively through a staff position than through a personal services contract.

The Senior Regional Planner position in Metropolitan Development was held vacant from the FY 80 budget as a result of the mid-year adjustment which occurred in December, 1979. The position now will be grant funded and need not be reestablished. Monies are available in East-side Corridor Transit Station Area Planning budget to contract the services of a project coordinator.

To solve ongoing and increasing problems in handling phone calls and information requests, personnel changes are planned. This includes creation of a temporary position and downgrading two others. Transfers from contingency will cover the costs of these changes. A management analysis is attached.

B. ALTERNATIVES CONSIDERED: Two alternatives for managing these programs were considered, managing through personal services or with staff positions. Because of the reasons discussed in the background section of the memorandum, the recommendation is made to manage the programs with staff positions.

Installation of a Centrex system and modification of the duties of the Public Information Secretary were considered to solve problems with the information system. These were found to be insufficient to address the scope and immediacy of identified problems.

C. CONCLUSION: Recommend adoption of Ordinance No. 80-101, authorizing transfer of funds from Materials and Services to Personnel Services in the sum of \$31,939 and transfer of funds from Contingency to the Public Information budget totalling \$12,300.



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: August 21, 1980
To: Council Coordinating Committee
From: Denton Kent, Chief Administrative Officer
Regarding: Proposal to Establish Temporary Position
(Public Information Assistant)

In follow up to discussions at the Monday, August 18 meeting of the Committee, I am forwarding the following proposal to establish a new temporary position in the Public Information Office. This requires authorization to transfer \$12,300 from the contingency fund. I will contact you early next week to get your comments. If you support the proposal, it can be incorporated as an amendment to Ordinance No. 80-101 which is scheduled for Council action August 28 and September 4.

I. RECOMMENDATIONS:

- A. **ACTION REQUESTED:** To solve growing and ongoing problems in handling incoming phone calls, responding to public inquiries for general information and greeting visitors to the Metro office, our communication and information systems should be modified in three ways. First, a new position titled Public Information Assistant should be established for one year on a temporary basis to provide general information to the public. Second, the receptionist position should be downgraded and converted primarily to a switchboard operator. Third, the Public Information Secretary should be downgraded to a Secretary I with responsibility as backup to the switchboard operator. A data entry clerk should be hired on an as-needed basis to work on the computerized mailing list, formerly a task of the Secretary. No Council action is required to make these personnel change but approval is needed to make necessary budget transfers.
- B. **BUDGET IMPACT:** The net increase in salaries, including cost of living adjustment and fringe benefits would be \$10,000. Other unbudgeted costs include \$300 for furniture and \$2,000 for a part-time data entry clerk. The Council is requested to approve the following transfer from contingency to the Public

Information budget:

1. \$10,000 for Personnel Services;
2. \$300 for capital outlay; and
3. \$2,000 for contractual services.

This transfer can be made an amendment to Ordinance No. 80-101 which is scheduled for Council action on August 28 and September 4.

An additional cost of about \$700 for installation and operation of a 10-key phone set is covered in the budget. Total cost to implement this change is \$13,000.

II. ANALYSIS:

- A. **BACKGROUND:** Metro has experienced a drastic increase in information requests which is anticipated to continue. Also, specific problems in operation of the switchboard have been identified which can be resolved by the above recommendations. The Public Information Secretary position is now vacant affording an excellent opportunity to implement these changes.
- B. **ALTERNATIVES CONSIDERED:** Establishment of a Centrex system may eventually be helpful but is not a workable short-range solution. Installation and full implementation could take up to 1½ years. Modification of the duties of the Public Information Secretary to include more public contact was considered. However, the remaining responsibilities comprise nearly a full position. There is no way to disperse those responsibilities and effectively meet the needs of the Public Information Office.
- C. **CONCLUSION:** The recommended modifications to the current communication and information systems should be made. The Council should approve budget transfers totalling \$12,300 to cover costs. The Council should consider the continued need and effectiveness of the new, temporary position during the FY 82 budget process. This proposal is critical to efficient internal operations and positive public contact for Metro. Timely resolution of this matter is important.

JS/gl
9B/D4

ORDINANCE NO. 80-101

TITLE FOR THE PURPOSE OF AMENDING ORD.
NO. 80-82 AND TRANSFERRING APPROPRIATIONS
WITHIN FUNDS FOR THE FISCAL YEAR 1981
METROPOLITAN SERVICE DISTRICT BUDGET

DATE INTRODUCED August 28, 1980

FIRST READING August 28, 1980

SECOND READING September 4, 1980

DATE ADOPTED September 4, 1980

DATE EFFECTIVE September 4, 1980

ROLLCALL

	Yes	No	Abst.
Burton	X		
SCHEEN			
Williams	X		
Berkman			X
Kirkpatrick	X		
Deines	X		
Rhodes	X		
Schedeen	X		
MINNIX Bonner	X		
Banzer	X		
Peterson	X		
Kafoury	X		