


BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE RELATING TO THE) ORDINANCE NO. 82-140
FY 1982-83 BUDGET AND APPROPRIA-)
TIONS SCHEDULE; AND AMENDING)
ORDINANCE NO. 82-132)

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

The amendments to the FY 1982-83 Budget of the Metropolitan Service District attached hereto as Exhibit A and amendments to the FY 1982-83 Schedule of Appropriations attached hereto as Exhibit B to this Ordinance are hereby adopted.

ADOPTED by the Council of the Metropolitan Service District
this 10th day of August, 1982.



Presiding Officer

ATTEST:



Clerk of the Council

JS/gl
6328B/252

ORDINANCE NO. 82-140

EXHIBIT A

AMENDMENTS TO THE FY 1982-83 ADOPTED BUDGET,
SOLID WASTE OPERATING FUND

Item	Current Budget	Amendment	Revised Appropriation	Reason
Clerk Typist 2	5,241	5,241	10,482	Increase to full-time.
All Other Positions	483,278	0	483,278	
Merit	20,323	210	20,533	For Clerk Typist 2.
Fringes	<u>148,753</u>	<u>1,526</u>	<u>150,279</u>	For Clerk Typist 2.
Total Personal Services	677,156	6,977	684,133	
Contractual Services	3,899,904	80,000	3,979,904	Waste Reduction Program
All Other Materials & Services	<u>480,285</u>	<u>0</u>	<u>480,285</u>	
Total Materials & Services	4,380,189	80,000	4,460,189	
Capital Outlay	52,835	0	52,835	
Transfers	1,723,900	0	1,723,900	
Contingency	<u>673,905</u>	<u>(86,977)</u>	<u>586,928</u>	Transfer to Personal Services and Materials & Services.
Total Fund	7,507,985	0	7,507,985	

JS/srb
6328B/252
08/30/82

ORDINANCE NO. 82-140

EXHIBIT B

SOLID WASTE OPERATING FUND

Personal Services	677,156	6,977	684,133
Materials & Services	4,380,189	80,000	4,480,189
Capital Outlay	52,835	0	52,835
Transfers	1,723,900	0	1,723,900
Contingency	<u>673,905</u>	<u>(86,977)</u>	<u>586,928</u>
Total Solid Waste Operating Fund Requirements	7,507,985	0	7,507,985

ZOO OPERATING FUND

Personal Services	2,429,775	142,183	2,571,958
Materials & Services	1,512,929	0	1,512,929
Capital Outlay	325,299	0	325,299
Transfer	2,603,002	0	2,603,002
Contingency	476,777	(142,183)	334,594
Unappropriated Balance	<u>986,304</u>	<u>0</u>	<u>986,304</u>
	8,334,086	0	8,334,086

JS/srb
6328B/252
08/30/82

METRO PERSONNEL CLASSIFICATION STUDY SUMMARY

Staff Assistant
(Solid Waste)

Position No. 17

Reason for Study: The duties and qualifications required for this position have changed.

Summary of Current Responsibilities: Current duties include economic analysis of rates at Metro franchised disposal facilities, staff support to Rate Review Committee.

Methodology: The incumbent and his supervisor were interviewed, descriptions of similar positions with other governmental units were gathered for comparison.

Findings: The duties and qualifications required for this position vary substantially from the existing classification. The current class of Staff Assistant is an entry level position performing primarily data collection work. A Staff Assistant requires close supervision and may have as little as one year of related training or experience. The responsibilities for the position which is the subject of this study differ as follows:

1. the incumbent participates extensively in developing assumptions, preparing options and making recommendations in the rate setting process;
2. minimum supervision is required;
3. the incumbent works directly with other jurisdictions and agencies in data gathering; and
4. the incumbent performs responsible administrative tasks for state and federal grants and loans.

This position requires knowledge of accounting, statistics and economics and the ability to work independently.

Recommendation: This position should be reclassified to Planner 1. Principal duties correspond closely to those of the current class specification. The following task option should be added for Solid Waste: collects and analyses data related to fiscal impacts of plan alternatives and/or various rates and rate structures. May conduct surveys and prepare grant and program evaluations. Writes technical reports, gives presentations of technical information and performs administrative tasks as needed.

Action Required: Reclassification to an existing class requires approval of the Executive Officer. In this case, funds have not been budgeted. The Council must approve a transfer from Contingency of \$3,349.00 to fund and implement this action. The incumbent qualifies for the position and should be retained. The action should be retroactive to July 1, 1982.

METRO PERSONNEL CLASSIFICATION STUDY SUMMARY

Staff Assistant
(Solid Waste)

Position No. 18

Reason for Study: The duties and qualifications required for this position have changed.

Summary of Current Responsibilities: Analyzes fiscal impacts of various planning alternatives, collects and analyzes data, and prepares technical reports.

Methodology: The incumbent and his supervisor were interviewed. Responsibilities and required qualifications were compared with other positions in the organization.

Findings: The duties and qualifications required for this position vary substantially from the existing classification. The current class of Staff Assistant is an entry level position performing primarily data collection work. A Staff Assistant requires close supervision and may have as little as one year of related training or experience. The responsibilities for the position which is the subject of this study differ as follows:

1. the incumbent performs a variety of technical analyses including cost-benefit studies, assessment of risks, and sensitivity of costs to changing circumstances;
2. minimum supervision is required; and
3. the incumbent gathers data and prepares technical reports for its presentation.

This position requires knowledge of economics and planning, analytical skills and the ability to work independently.

Recommendation: This position should be reclassified to Planner 1. Principal duties correspond closely to those of the current class specification. The following task option should be added for Solid Waste: collects and analyses data related to fiscal impacts of plan alternatives and/or various rates and rate structures. May conduct surveys and prepare grant and program evaluations. Writes technical reports, gives presentations of technical information and performs administrative tasks as needed.

Action Required: Reclassification to an existing class requires approval of the Executive Officer. In this case, funds have not been budgeted. The Council must approve a transfer from Contingency of \$3,349.00 to fund and implement this action. The incumbent qualifies for the position and should be retained. The action should be retroactive to July 1, 1982.



METRO

METROPOLITAN SERVICE DISTRICT

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

M E M O R A N D U M

Date: July 8, 1982
To: Council Coordinating Committee
From: Tom O'Connor, Field Office Manager T.O.
Regarding: Temporary Hire Position

Dan LaGrande and I are requesting that we hire a temporary person as an administrative assistant to the ERF Study Committee.

Due to the extremely short time frame under which the ERF Study Committee will be operating sixty days, it is critical that the Committee receive information and assistance in a timely organized fashion. The temporary administrative assistant would handle meeting schedules, agendas, information gathering, and summaries of reports.

The administrative assistant would also work with the Deputy Executive Officer and ERF Project Manager in the same role as above for Council work sessions. The administrative assistant would report to the Field Officer Manager as staff to the Review Committee.

The rate should be \$7.86/hour and the timeline would be from July 6 to Council decision on ERF. Estimated budget impact would be \$4,620.00.

TO:bb

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: Executive Officer
SUBJECT: Amendments to FY 1982-83 Budget and Appropriations

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Recommend approval of the attached Ordinance amending the FY 1982-83 budget and appropriations schedule. This action is requested as a part of the increased staff effort in monitoring the budget and maintaining fiscal control.
- B. POLICY IMPACT: This action will provide funding for a temporary assistant to the ERF Study Commission, reclassification of two Staff Assistants to Planner 1, and portions of the Waste Reduction program.
- C. BUDGET IMPACT: Requires transfer from Contingency to Personal Services and Materials and Services in the Solid Waste Operating Fund. Details are described in Exhibit A of the Ordinance and in staff reports. The total proposed transfer is \$118,296.

II. ANALYSIS:

- A. BACKGROUND: The policy aspects of the various items to be funded have been described in separate reports. The Council must approve transfers from Contingency and amendments to the appropriations schedule. Appropriations are set by ordinance, therefore, two readings and a public hearing are required.
- B. ALTERNATIVES CONSIDERED: Alternatives are described in separate reports.
- C. CONCLUSION: Recommend Approval of Ordinance No. 82-140.

JS/srb
6306B/252
07/08/82



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

MEMORANDUM

Date: July 22, 1982
To: Metro Council
From: Councilors Banzer, Burton and Kirkpatrick
Regarding: Recommendation on Amendments to FY 1982-83
Budget and Appropriations (Agenda Item 6.3)

As a Subcommittee assigned by the Chairman of the Council Coordinating Committee, we considered three budget change requests and a status report on the Energy Recovery Facility (ERF) budget.

Our conclusions are as follows:

1. If a budget change requires Council approval to carry out an action, it is essential that the request be brought to the Council prior to taking action.
2. The ERF program budget is being monitored. There are currently adequate funds budgeted for contractual services to provide for identified needs for a Council decision on the project. Any additional needs will require a transfer from Contingency.
3. The Executive Officer has the authority and flexibility to make adjustments within budget categories for a department without Council approval. The request for funds for a temporary assistant to the ERF Study Commission and two reclassifications can be accommodated by administrative revisions to the Solid Waste budget.
4. It may be necessary to extend the temporary ERF support staff, in which case, staff will notify the Council if budget action is required.
5. The request for funds for the waste reduction program should be treated separately.

We recommend the following:

1. The Executive Officer should administratively transfer funds saved from the Solid Waste Director position to the ERF program for a temporary administrative assistant and two reclassifications. Of course, this action will limit future uses of that budgeted item.

Memorandum
July 22, 1982
Page 2

2. The Council should approve the transfer of funds from Contingency for the expenditures supported by the Waste Reduction Steering Committee. The total transfer should be \$106,977.
3. The acceptance of these recommendations would result in an ERF program Contingency of \$68,518 and a total Solid Waste Operating Fund Contingency of \$566,951.

Attachment 1 displays the various ERF contracts. Attachment 2 shows the recommended administrative program budget adjustments.

JS/gl
6410B/D4

PERSONNEL SERVICES EXPENDITURES FOR SOLID WASTE ADMINISTRATION
AND ENERGY RECOVERY FACILITY PLANNING (PROGRAM BUDGET)

SOLID WASTE ADMINISTRATION

<u>ADOPTED FY83 BUDGET</u>			<u>REVISED REQUEST</u>		
Personnel Services	FTE	Amount	Personnel Services	FTE	Amount
Director	1.0	\$ 50,000	Director	1.0	\$ 42,700
Engineering Manager	.6	18,283	Engineering Manager	.6	18,283
Regional Planner III	1.0	24,068	Regional Planner III	1.0	24,068
Solid Waste Engineer	.5	12,034	Solid Waste Engineer	.5	12,034
Secretary	1.0	13,166	Secretary	1.0	13,166
Solid Waste Accountant	1.0	21,824	Solid Waste Accountant	1.0	21,824
Total Salaries		<u>\$139,375</u>	Total Salaries		<u>\$132,075</u>
Merit @ 4%		5,575	Merit @ 4%		5,325
Fringe @ 28%		40,586	Fringe @ 28%		38,669
Total Personnel Services	<u>5.11</u>	<u>\$185,536</u>	Total Personnel Services	<u>5.11</u>	<u>\$176,069</u>

ENERGY RECOVERY FACILITY PLANNING

<u>ADOPTED FY83 BUDGET</u>			<u>REVISED REQUEST</u>		
Personnel Services	FTE	Amount	Personnel Services	FTE	Amount
Staff Assistant	1.0 ¹	\$10,546	Planner I	1.0 ¹	\$15,579
Public Information Specialist	.25 ¹	4,968	Public Information Specialist	.25 ¹	4,968
Field Office Manager	.5 ¹	13,609	Field Office Manager	.5 ¹	13,609
Field Office Secretary	.375 ¹	4,595	Field Office Secretary	.375 ¹	4,595
Secretary	.5 ¹	6,715	Secretary	.5 ¹	6,715
Administrative Assistant	.5 ¹	9,015	Administrative Assistant	.67 ^{1,2}	11,782
Total Salaries		<u>\$49,448</u>	Total Salaries		<u>57,248</u>
Merit - 4%		1,978	Merit - 4%		2,180
Fringe - 28%		14,399	Fringe - 28%		15,864
Total Personnel Services	<u>3.125</u>	<u>\$65,825</u>	Total Personnel Services	<u>3.125</u>	<u>75,292</u>

1 These items are budgeted for appropriation for only six (6) months pending a decision by Council on the ERF project. Sufficient funds are included in the Contingency (\$65,826 for Personnel Services and \$2,692 for Materials & Services) to fund the items for the full year.

2 Include two month temporary Administrative Assistant to aid the ERF Study Commission.

ENERGY RECOVERY FACILITY CONTRACT DETAIL

<u>Item</u>	<u>Explanation</u>	<u>Budget</u>	<u>Revised Request</u>	<u>Revision</u>
Louis Martinot	Rent Oregon City Field Office	\$ 2,200	\$ 2,200	
	Laboratory Services (chemical and physical test)	10,000	-0-	-10,000
	Water Samples	3,000	-0-	- 3,000
	Engineering Report	10,000	-0-	-10,000
Cary Jackson & Assoc.	Project Management	51,000	51,000	
Clifton & Co.	Insurance	6,000	6,000	
Arthur Anderson	Financial Review	10,000	10,000	
R. W. Beck	Council Review	50,000	34,000	-16,000
McEwen, Newman, Hanna & Gisvold (Dean Gisvold)	Legal	58,000	58,000	
Roy Ruel	Technical	50,000	20,000	-30,000
Independent Review		0	60,000	+60,000
Writing & Misc.		0	9,000	+ 9,000
TOTAL		<u>\$250,200</u>	<u>\$250,200</u>	

Motion to adopt Resolution No. 82-344; carried unanimously. (Williamson/Kirkpatrick)

6.1 Public Hearing on Ordinance No. 82-136, An Ordinance Relating to Solid Waste Disposal and Amending Ordinance No. 81-111. (First Reading)

Motion to adopt Ordinance No. 82-136. (Rhodes/Deines)

There was no one present who wished to speak during the public hearing.

6.2 Public Hearing on Ordinance No. 82-139, An Ordinance Relating to Personnel and Amending Ordinance No. 81-116. (First Reading)

Motion to adopt Ordinance No. 82-139. (Deines/Williamson)

There was no one present who wished to speak during the public hearing.

6.3 Public Hearing on Ordinance No. 82-140, An Ordinance Relating to the Fiscal Year 1982-83 Budget and Appropriations Schedule; and Amending Ordinance No. 82-132. (First Reading)

Motion to adopt Ordinance No. 82-140. (Deines/Kirkpatrick)

General discussion of Metro's recycling efforts by the Council, Bob Breihof, John Trout, and Pat Stryker.

Presiding Officer stated that the recycling effort and waste reduction program would be discussed thoroughly at the next Council meeting, prior to the adoption of the ordinance, and requested staff to provide additional information on each.

6.4 Ordinance No. 82-133, An Ordinance Amending Ordinance No. 81-105, Establishing Procedures for Locational Adjustment of the Metropolitan Service District's Urban Growth Boundary. (Second Reading)

Geraldine Ball stated her objections to the ordinance's reference to adding or subtracting land from the UGB; she was under the impression that this would permit local governments to annex or de-annex property without notifying property owners.

General Counsel Jordan explained that this ordinance did not dictate how cities and counties conducted annexation proceedings; those procedures are established by state statute.

General discussion of the amendments.

A vote on the previous motion to adopt Ordinance No. 82-133, as amended, (Bonner/Etlinger) indicated that the motion carried unanimously.

6.1 Ordinance No. 82-136, An Ordinance Relating to Solid Waste Disposal, and Amending Ordinance No. 81-111. (Second Reading)

General discussion of the ordinance.

It was suggested that the ordinance be amended at a later date to incorporate language that would require compliance with public liability insurance statutory tort claim limits, rather than a specific dollar amount; this would eliminate amending the ordinance each time legislation changes the limit.

A vote on the previous motion (Rhodes/Deines) to adopt the ordinance indicated that the motion passed unanimously.

6.2 Ordinance No. 82-139, An Ordinance Relating to Personnel and Amending Ordinance No. 81-116. (Second Reading)

Motion to amend the ordinance to add subsection (c) under Section 56 as follows:

"(c) Hiring and termination by Metro of employees employed pursuant to this section shall only be with the approval or consent of the Council."

carried unanimously. (Deines/Rhodes)

A vote on the previous motion (Deines/Williamson) to adopt the ordinance, as amended, indicated that the motion passed unanimously.

6.3 Ordinance No. 82-140, An Ordinance Relating to the FY 1982-83 Budget and Appropriations Schedule and Amending Ordinance No. 82-132. (Second Reading)

Jennifer Sims introduced the following amendment to clarify the ordinance:

The words "amendments to the" should be added in the first paragraph between "The" and "FY 1982-83 Budget".

Motion to amend the ordinance by adding the wording; carried unanimously. (Rhodes/Schedeen)

Considerable discussion of the Waste Reduction Program and the status of the Portland Recycling Team. Pat Stryker, Mark Peterman and Richard Solomon of PRT testified in favor of Council action to continue funding for PRT.

Bob Breihof of PRROS indicated that if Council continues funding PRT, it could hurt the negotiations between private companies who are proposing to take over the operations of PRT.

Motion to remove the designations under contingency on Appendix "E" and change the \$36,023 to a designation of "Waste Reduction Contingency"; carried. (Rhodes/Schedeen, Bonner and Deines voting "no")

Coun. Burton indicated that a year ago, the Council had requested a financial report from PRT, indicating where the Metro funds were being spent. To date, no report has been received.

Pat Stryker of PRT stated that no such request had been received by the PRT board and they would be happy to furnish whatever reports the Council requests.

(Coun. Burton left the meeting at this time.)

Further discussion of the ordinance.

Coun. Deines again indicated his opposition to the PRT funding and therefore to passage of the ordinance.

Discussion of the number votes required for passage of an ordinance. It was determined that seven affirmative votes are required and seven Councilors were present at this time. However, one Councilor indicated his opposition to the ordinance.

Motion to postpone voting on Ordinance No. 82-140 until the next regular Council meeting (8/26) or until a special Council meeting prior to that time; carried unanimously. (Rhodes/Williamson)

Staff was directed to prepare a management analysis and evaluation of PRT by the end of September.

7.1 Resolution No. 82-345, For the Purpose of Authorizing an Employment Contract for the Position of Zoo Director and Establishing a Rate of Compensation.

Motion to adopt Resolution No. 82-345 and the contract as amended (deleting subsection F. of Section II and deleting the second sentence in Section IV); carried unanimously. (Etlinger/Schedeen)

7.2 Resolution No. 82-346, For the Purpose of Establishing a New Classification of 322 Facilities Supervisor.

Motion to adopt Resolution No. 82-346; carried unanimously. (Williamson/Oleson)

There was no Executive Officer's Report.

MEETING REPORT
SPECIAL MEETING OF THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT
August 10, 1982

Members Present: Couns. Banzer, Borner, Burton, Deines, Etlinger,
Kafoury, Kirkpatrick, Oleson, Rhodes, Schedeen
and Williamson.

Members Absent: Couns. Berkman

Staff Present: Don Carlson, Jennifer Sims, Norm Wietting, Gus Rivera

The meeting was called to order by Presiding Officer Banzer at 6:50 p.m.

1. Ordinance No. 82-140, An Ordinance Relation to the FY 1982-83 Budget and Appropriations Schedule and Amending Ordinance No. 82-132.

Gus Rivera, Acting Waste Reduction Manager gave a report on the Waste Reduction Steering Committee. The contingency budget as recommended by the Committee includes \$40,000 to Portland Recycling Team to provide service where no other exists.

Discussion followed. Couns. Deines stated he did not support PRT because recycling should not be subsidized. Couns. Kafoury spoke in support of PRT, stating that the Committee supports the continuation of PRT and we need to keep our options open until the market situation changes. Couns. Rhodes stated that she cannot justify giving money to PRT and not other drop off centers. However, we are committed to helping them on a short term basis.

Motion to amend Ord. 82-140 to fund PRT only until December 31, 1982, by reducing the amount to PRT by \$20,000 and placing \$20,000 back into waste reduction contingency to be used at a later time. PASSED 6-5.

Motion to adopt Ordinance 82-140, as amended; PASSED 7-4.

2. TSCC Hearing. Couns. Banzer announced that on Thursday, August 12, at 1:00 p.m., TSCC will determine whether a lawsuit regarding alleged overexpenditure in FY '82 budget should be pursued.

The meeting adjourned at 7:30 p.m.

Sornie Russill

9-3-82
~~August 17, 1982~~

Mr. George Poppen
County Clerk
Clackamas County Courthouse
906 Main
Oregon City, OR 97045

Dear Mr. Poppen:

Enclosed are true copies of the following ordinances adopted by the Council of the Metropolitan Service District on the date(s) indicated:

Ordinances No. 82-136 and No. 82-139, adopted by the Council on August 5, 1982; and

Ordinance No. 82-140, adopted by the Council on August 10, 1982.

Please file these copies in the Metro ordinance files.

Sincerely,

Sue Haynes
Clerk of the Council

9.3-82
~~August 17, 1982~~

Jane McGarvin
Clerk of the Board
Multnomah County Courthouse
1021 SW Fourth Avenue, Room 606
Portland, OR 97204

Dear Ms. McGarvin:

Enclosed are true copies of the following ordinances adopted by the Council of the Metropolitan Service District on the date(s) indicated:

Ordinances No. 82-136 and No. 82-139, adopted by the Council on August 5, 1982; and

Ordinance No. 82-140, adopted by the Council on August 10, 1982.

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Sincerely,

Sue Haynes
Clerk of the Council

9-3-82
~~August 17, 1982~~

Gordon Mulleneaux
Washington County Administrator
150 North First, Room 418
Hillsboro, OR 97123

Dear Mr. Mulleneaux:

Enclosed are true copies of the following ordinances adopted by the Council of the Metropolitan Service District on the date(s) indicated:

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Ordinance No. 82-140, adopted by the Council on August 10, 1982.

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Sincerely,

Sue Haynes
Clerk of the Council