

FOR THE PURPOSE OF APPROVING) RESOLUTION NO. 80-164
SPECIAL ZOO ADMISSION DAYS FOR)
FISCAL YEAR 1981)

WHEREAS, Ordinance No. 59 provides for Council authorization for special admission days; and

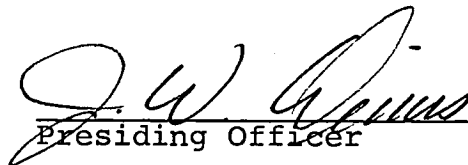
WHEREAS, The Zoo benefits from the attendance generated by providing these days; now, therefore,

BE IT RESOLVED,

That the Metro Council authorizes one day in each of the following time periods to be special admission days at the Washington Park Zoo during Fiscal Year 1981:

Zoo Parents Evening (September)
Senior Citizens' Day (September)
Children's Holiday (December vacation)
Dental Day (Spring)
Easter Egg Hunt (for children in care facilities and institutions) (Easter weekend Saturday)
Handicapped Citizens Day (May)
Campfire Day (March)

ADOPTED by the Council of the Metropolitan Service District this 10th day of July, 1980.



Presiding Officer

THIS 10th DAY OF July 1980

Agenda Item 4.1

Cynthia M. Weichman
CLERK OF THE COUNCIL

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

TO: Regional Services Committee
FROM: Executive Officer
SUBJECT: Approving Special Zoo Admission Days for Fiscal Year 1981

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Approval of Resolution No. 80-164 authorizing special admission days for Fiscal Year 1981 as required by Section VII, Ordinance No. 59.
- B. POLICY IMPACT: The Ordinance allows for reduced or no admission charges on special days approved by the Council.
- C. BUDGET IMPACT: Because these days are scheduled during slower seasons and primarily mid-week, and because concession and gift shop revenues increase as a result of increased attendance, Zoo staff feels there is no negative budget impact.

II. ANALYSIS:

- A. BACKGROUND: For many years, prior to the creation of Metro, the Zoo issued free passes to a great variety of attendees. This practice became very difficult to monitor and control.
- Consequently, in July of 1978, the MSD Board passed Ordinance No. 59 that stated specifically who could receive free passes and provided for Policy Board authorized special admission days.
- B. ALTERNATIVES CONSIDERED: No alternatives were considered. The present practice is working well and if additional special admission days are needed, the Council can authorize them.
- C. CONCLUSION: Continue the practice of special admission days by approving the Resolution.

MR:bk
8352/118

Res 90-164

APPROVED BY THE METRO COUNCIL

AGENDA MANAGEMENT ~~THIS~~ ^{32nd} ~~SUMMARY~~ ^{May} 19 ~~80~~ ⁸⁰

Cynthia M. Wickham

 CLERK OF THE COUNCIL

TO: Metro Council
 FROM: Executive Officer
 SUBJECT: Approving and Authorizing the Positions of Chief Landfill Clerk and Landfill Attendant in the Solid Waste Department

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Approve establishment of a Chief Landfill Clerk classification at a salary range 5.0 (\$11,925 - \$14,575), and a Landfill Attendant classification at a salary range 3.0 (\$9,911 - \$11,925). Authorization is requested for one Chief Landfill Clerk position and eleven (11) Landfill Attendant positions (8 full-time, 3 relief) to be established in the Solid Waste Department.
- B. POLICY IMPACT: Approval of these positions in the Solid Waste Department will enable effective implementation of Metro's involvement in the St. Johns, Troutdale and Nash Pit Landfill operations and future transfer stations, and is in keeping with the Council's policy to provide and properly manage solid waste disposal facilities.
- C. BUDGET IMPACT: Funds are available within the current Solid Waste Department budget and are included in the approved FY 1981 budget.

II. ANALYSIS:

- A. BACKGROUND: The City of Portland's current contract for the operation of the St. Johns Landfill with Land Reclamation, Inc., expires on June 1, 1980. For various reasons the City has chosen not to extend their current contract, but rather has chosen to turn over the operation of the St. Johns Landfill to Metro effective June 1, 1980. In addition, the Troutdale City Council has requested that Metro assume operational control of the Troutdale Landfill, and Metro staff is negotiating a contract with the Metropolitan Disposal Corporation to operate the gatehouse facility at the new Nash Pit Landfill. Controlling the gate at all disposal facilities is an essential part of implementing Metro's uniform disposal rate.

In order to effectively operate and monitor the gate of disposal facilities, it is essential that Metro have adequate staff. The Landfill Attendants would act as cashiers at the disposal site, and the Chief Landfill Clerk would schedule and supervise the Landfill Attendants and monitor receipts.

- B. ALTERNATIVES CONSIDERED: The alternative would be to contract with another company to provide gate staffing. This alternative was rejected since the Council has approved Metro's direct involvement in the operation of the various disposal facilities.

- C. CONCLUSION: It is imperative that adequate staff is available when Metro assumes operation of St. Johns Landfill on June 1, 1980.

MD/gl
8058/92

CHIEF LANDFILL CLERK

GENERAL STATEMENT OF DUTIES: Performs complex clerical duties requiring thorough knowledge of agency policies and regulations of the operation of the solid waste landfill sites. Performs fundamental accounting work, schedules employee shifts and other activities involved in overseeing the activities of the solid waste gatehouse.

SUPERVISION RECEIVED: Works under the supervision of the Solid Waste Operations Manager who assigns and reviews work for accuracy and compliance with policy and department and legal standards.

SUPERVISION EXERCISED: Exercises full supervision over a number of landfill attendants; participates in the selection of new employees, provides for training; evaluates performance; responds to grievances and recommends personnel transactions.

EXAMPLES OF PRINCIPAL DUTIES:

1. Schedules employees to shifts and supervises their activities (operation of the gatehouse is 24 hours per day -- 7 days per week).
2. Trains new clerks.
3. Monitors the issuance of charge and cash receipts and other revenue.
4. Prepares daily and monthly accounting summary for each disposal site.
5. Assists accounting department with monthly billing service.
6. Assists monitoring the volume (tonnage) of solid waste delivered.
7. Assists in preparation of budget.
8. Supervises the operation of weighing equipment, adding machines, calculators, cash registers.

RECRUITING REQUIREMENTS, KNOWLEDGE, SKILL AND ABILITY: Skill in establishing and maintaining effective working relationships with other employees and the general public; ability to keep moderately complex records; considerable knowledge of bookkeeping and accounting principles, methods and procedures and ability to apply such knowledge to a variety of transactions and the preparation of accounting reports and analyses; ability to supervise and direct the work of other employees of lower level; ability to make rapid and accurate arithmetical calculations; ability to correlate and evaluate written and numerical data.

EXPERIENCE AND TRAINING:

1. Three years of experience in accounting and bookkeeping work to include one year of supervisory experience; and
2. Graduation from a senior high school, (or GED) and completion of the equivalent of two years of college level courses in business administration, accounting; or
3. Any satisfactory equivalent combination of experience and training.

Adopted 4/80

SW:bk
7955/88

LANDFILL ATTENDANT

GENERAL STATEMENT OF DUTIES: Performs clerical duties of limited complexity according to standard procedures for which arithmetical calculation skill is required, such as operating weighing equipment and issuing receipts (charge and cash) for delivery of solid waste to the disposal site; assists the public, compiles reports of daily shift activity; does related work as required.

SUPERVISION RECEIVED: Works under direct supervision of the Chief Landfill Clerk in the performance of assigned duties.

SUPERVISION EXERCISED: Supervision over employees is ordinarily not a duty of this position, but an incumbent may assist in the orientation and training of new employees.

EXAMPLES OF PRINCIPAL DUTIES:

1. Operates weighing equipment.
2. Issues receipts (charge and cash) for delivery of solid waste to the disposal sites.
3. Estimate truck volume of trucks delivering solid waste to the disposal site.
4. Performs basic arithmetical computations, including fractions, interest, percentages and decimals. Runs totals using an adding machine or calculator; reconciles totals with appropriate records.
5. Gives information to haulers regarding the policies, regulations, procedures and services of facility.
6. Acts as cashier in receiving payments for the delivery of solid waste to the disposal site.
7. Prepares reports summarizing daily shift activity.

RECRUITING REQUIREMENTS: Considerable skill in working with the public; skill in the operation of cash register, adding machine, calculator; ability to understand and follow instructions in applying available guidelines to defined problems; skill in establishing and maintaining effective working relationships with other employees and the general public.

EXPERIENCE AND TRAINING: Two years of post high school experience in public contact or related clerical work involving use of the calculator, ten key adding machine and cash register and the graduation from a senior high school or successful completion of a GED program; demonstrated skill in use of the ten key adding machine with considerable speed and accuracy; or any satisfactory equivalent combination of experience and training.

Adopted 4/80

SW:bk
7954/88