



Agenda

--- INFORMAL AND REGULAR COUNCIL MEETINGS

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: JUNE 28, 1984

Day: THURSDAY

Time: 5:30 P.M. -- Informal Council Meeting
7:30 P.M. -- Regular Council Meeting

Place: COUNCIL CHAMBER

INFORMAL MEETING

Approx.
Time

Presented By

CALL TO ORDER

5:30 A. General Fund Definition.

Gustafson

6:00 B. Intergovernmental Resource Center Proposal.

Siegel

6:30 C. Landfill and Transfer Chapters of Solid Waste
Management Plan Update.

Solid Waste
Staff

7:00 ADJOURN

REGULAR MEETING

Approx.
Time

Presented By

7:30 CALL TO ORDER
ROLL CALL

1. Introductions.

2. Councilor Communications.

3. Executive Officer Communications.

4. Written Communications to Council on Non-Agenda Items.

5. Citizen Communications to Council on Non-Agenda Items.

7:45 6. CONSENT AGENDA

6.1 Minutes of the meeting of May 24, 1984.

6.2 Resolution No. 84-473, for the purpose of amending the
1984 Transportation Improvement Program to include an
updated program of projects using Section 9 Funds.

Williamson/
Cotugno

Approx.
Time

Presented By

6. CONSENT AGENDA (CONTINUED)

- | | | |
|-----|--|------------------------|
| 6.3 | <u>Resolution No. 84-474</u> , for the purpose of amending the Transportation Improvement Program to include Cornell Road Bridges Improvement Project. | Williamson/
Cotugno |
| 6.4 | <u>Resolution No. 84-475</u> , for the purpose of authorizing application for federal funds for a 16(b)(2) Special Transportation Project (Robison Jewish Home) and amending the Transportation Improvement Program. | Williamson/
Cotugno |
| 6.5 | <u>Resolution No. 84-471</u> , for the purpose of amending Classification and Pay Plans for the Metropolitan Service District. | Bonner/
Sims |
| 6.6 | Contract for the purchase, installation and service of a telephone system. | Bonner/
Sims |

7. RESOLUTIONS

- | | | |
|------|---|---------------------------|
| 7:50 | 7.1 <u>Consideration of Resolution No. 84-479</u> , for the purpose of expressing appreciation to Mr. Joe Angel and Burger King for services rendered to the region. | Kirkpatrick |
| 8:00 | 7.2 <u>Consideration of Resolution No. 84-476</u> , for the purpose of adopting the Mission and Purposes of the Metropolitan Service District. | Gustafson/
Kirkpatrick |
| 8:10 | 7.3 <u>Consideration of Resolution No. 84-477</u> , for the purpose of adopting priorities and objectives for the Metropolitan Service District for the next two years. | Gustafson/
Kirkpatrick |
| 8:20 | 7.4 <u>Consideration of Resolution No. 84-478</u> , for the purpose of restructuring Council meetings and reorganizing Committees of the Metropolitan Service District. | Bonner/
Barker |

8. ORDINANCES

- | | | |
|------|---|--------------------|
| 8:30 | 8.1 <u>Consideration of Ordinance No. 84-174</u> , amending Section 3.01.040 of the Code of the Metropolitan Service District. (Clarifying a portion of the Code relating to Urban Growth Boundary Locational Adjustment Standards) (First Reading) | Kafoury/
Siegel |
|------|---|--------------------|

Approx.
Time

Presented By

8. ORDINANCES (CONTINUED)

8:40	8.2 <u>Consideration of Ordinance No. 84-175</u> , relating to Public Contract Procedures and amending Code Sections 2.04.001, 002, 003, 005, 010, 015, 020, 030, 035, 040, and 045. (First Reading)	Bonner/ Carlson
8:50	8.3 <u>Consideration of Ordinance No. 84-173</u> , relating to the FY 1983-84 Budget and Appropriations Schedule; and amending Ordinance No. 83-153. (Second Reading)	Bonner/ Sims
9:00	8.4 <u>Consideration of Ordinance No. 84-172</u> , for the purpose of adopting the annual budget of the Metropolitan Service District for Fiscal Year 1984-85, making appropriations from funds of the District in accordance with said annual budget, creating a St. Johns Final Improvement Fund, and levying ad valorem taxes. (Second Reading)	Kafoury/ Sims

9:10 9. COMMITTEE REPORTS

9:20 ADJOURN



Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 27, 1984

To: Metro Council and Executive Officer

From: Donald E. Carlson *DE*
Deputy Executive Officer

Regarding: TSCC Letter Certifying Adoption of
FY 1984-85 Budget

The Tax Supervising and Conservation Commission (TSCC) conducted a public hearing on Metro's FY 1984-85 Budget on June 20, 1984. Metro was represented by Councilors Kirkpatrick and Banzer, Jennifer Sims and me. Commission members praised our progress in budgetary and fiscal management. In fact, one member said, "You've come a long way, baby!"

A copy of the certification letter is attached. I am pleased to note that there are no objections nor recommendations from the TSCC. The Council, Executive Officer, citizen committee members and staff are to be commended for their participation and contributions in this effort.

JS/DEC:kd

attachment

TAX SUPERVISING & CONSERVATION COMMISSION

Multnomah County, Oregon

1510 Portland Building

Portland, Oregon 97204

1120 S.W. Fifth Avenue

503/248-3054

June 21, 1984

Board of Commissioners
Metropolitan Service District
527 S.W. Hall
Portland, Oregon 97201

Dear Board Members:

The Tax Supervising and Conservation Commission has reviewed, given careful consideration to and on June 20th conducted a public hearing on the 1984-85 Annual Budget. The budget is certified without objection or recommendation. It is essential that a correct Financial Summary be included in the adopted budget.

This certification, made pursuant to ORS 294.645, is based on the following budget estimates and tax levy.

Budget Estimates:

General Fund	\$2,525,585
Unappropriated Balance	(23,038)
Zoo Operations Fund	8,459,147
Unappropriated Balance	(1,001,000)
Zoo Capital Fund	6,923,483
Unappropriated Balance	(3,227,700)
Solid Waste Operations Fund	9,845,680
Solid Waste Capital Fund	10,346,000
Solid Waste Debt Service Fund	887,531
St. Johns Reserve Fund	563,700
Unappropriated Balance	(563,700)

Budget Estimates - Continued:

St. Johns Final Improvements Fund	1,665,000	
Unappropriated Balance	(545,300)	
Intergovernmental Resource Center Fd.	1,719,763	
Transportation Technical Assistance Fund	130,000	
Criminal Justice Assistance Fund	23,000	
Sewer Assistance Fund	<u>2,800,000</u>	
Total Budget Estimate		\$ 45,888,889
Total Unappropriated Balance		(5,360,738)

Tax Levy:

Zoo Operations Fund - Serial Levy	
Outside 6% Limitation	\$ 5,000,000

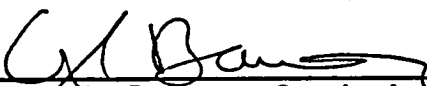
Please forward a copy of the Resolution adopting the budget.

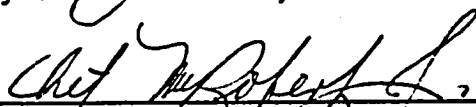
Yours very truly,

TAX SUPERVISING & CONSERVATION COMMISSION


Richard A. Rocci, Chair


Thomas K. Hatfield, Commissioner


Cynthia B. Barrett, Commissioner


Chet McRobert, Jr., Commissioner



Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 20, 1984
To: Metro Council
From: Rick Gustafson, Executive Officer *Rick*
Regarding: General Government Cost Projections and Allocation
of Support Service Costs

The purpose of this memo is to provide information on projected costs of the proposed General Government Fund. Such information will assist in determining an estimate of revenue needed to fund the general government/mandated services activities of the District. The information included is based on the Approved FY 1984-85 Budget and as nearly as possible the 1984-85 Cost Allocation Plan.

General Government Costs

The May 30, 1984, memo titled "Redefinition of Existing General Fund and Proposed Five Operating Fund System" provided a definition of the General Government activities of the District. Based upon that definition, two scenarios of projected costs are suggested as indicated below.

Projected General Government Costs (FY 1984-85 Budget)

	<u>Scenario "A"</u>	<u>Scenario "B"</u>
Direct Cost	\$255,150	\$409,772
Indirect Cost	<u>403,210</u>	<u>360,239</u>
Total Costs	\$658,360	\$770,011

The "direct cost" are costs for personal services, and materials and services budgeted directly in the fund while the "indirect cost" is the amount of money budgeted to be transferred to the Support Services fund for services provided to General Government on the basis of actual use. Exhibit A attached shows the direct costs of General Government by organizational unit for Scenario "A" and Exhibit B shows similar costs for Scenario "B." Exhibits A and B also show the

projected total support service costs which would be allocated to the four operating funds.

Allocation of Support Service Costs

The May 30, 1984, memo proposes a five operating fund system. Four funds, General Government, Solid Waste, Zoo and Intergovernmental Resource Center (IRC) would be funded from external revenue sources. The fifth fund, Support Services would be funded through transfers from the other funds on the basis of a Cost Allocation Plan for services received. Exhibit C attached shows the allocation of support service costs to each of the four funds. Again, this information is based on the FY 1984-85 Approved Budget and as nearly as possible the 1984-85 Cost Allocation Plan.

The impact of obtaining a new source of revenue to pay for general government activities including both direct costs and indirect (support service) costs will be to reduce the amount of money currently transferred from other operating funds to the General Fund to pay for general government and support services. Based upon the FY 1984-85 Cost Allocation Plan and the information in Exhibit C transfers from the Solid Waste, Zoo and IRC funds would be reduced as follows:

Comparison of Budgeted Transfers and Local Dues
with Projected Transfer under Scenario "B"

<u>Fund</u>	<u>1984-85 Budgeted Transfer</u>	<u>Scenario "B"</u>	<u>(Difference)</u>
Solid Waste	\$689,337	\$446,060	\$(243,277)
IRC	547,943	316,259	(231,684)
Zoo	<u>452,047</u>	<u>286,953</u>	<u>(165,094)</u>
Subtotal	\$1,689,327	\$1,049,272	\$(640,055)
Dues Budgeted in Gen. Fund & UGB	<u>129,956</u>	<u>0</u>	<u>(129,956)</u>
TOTAL	\$1,819,283	\$1,049,272	\$(770,011)
GENERAL GOVERNMENT	0	\$770,011	\$770,011

As indicated above, the new revenue obtained for the General Government Fund (\$770,011) will be offset by reductions in the transfer to the Support Service Fund by the other operating funds (\$640,055) and reduction in the use of local dues to pay for costs of general government and the UGB/Land Use Coordination function.

Potential Additional General Government Funding Needs

The May 30, 1984, memo suggests additional funding needs to support implementation of Council/Executive Officer Workshop Priorities 3 and 4. Priority 3 involves strengthening Metro's relationship with local governments to solve mutual problems, and Priority 4 involves identification of regional service needs and analyzing options for meeting those needs.

The principal mechanism for implementing Priority 3 is through the IRC. A proposed major source of funds for IRC is continuation of local government dues. The Council may want to appropriate General Government funds to support the IRC work program. It is difficult to project the amount of possible General Government support. One basis could be matching the level of support provided by Tri-Met and the Port of Portland. Based on the 1984-85 Approved Budget, the matching appropriation from the General Government Fund would be \$57,500. Depending on the program and availability of funds, additional money could be made available at the discretion of the Council.

Implementation of Priority 4 will require considerable analysis of potential service needs, development of options and strategies for meeting the needs so identified. The probable model to be used would be a study task force with appropriate staff support. Several recent efforts are instructive for cost estimate purposes. The Multnomah County Library Task Force operated over a four-month period at a cost of approximately \$30,000. The Multnomah County Charter Review Committee is completing a 20-month effort at an approximate direct cost of \$48,000. The current Washington County Urban Services Study, conducted contractually by Portland State University, is budgeted at approximately \$62,000 and will take approximately 16 months to complete. Annual Task Force study costs could range from \$50,000 to \$100,000 depending on the number and complexity of issues. Including a 46 percent factor for Support Services (Scenario "B") the Task Force study costs would range from approximately \$75,000 to \$150,000.

In addition to the actual costs of conducting a study effort election costs should be anticipated if a proposal were to be

placed on the ballot. The actual costs for the Zoo tax levy elections in 1979-80 and 1980-81 were \$39,592 and \$36,716, respectively. Based upon current dollars an estimate of \$50,000 for election purposes appears to be reasonable.

Summary

Estimating costs of General Government will vary according to how the definition is applied. Based upon the information presented above, the costs in 1984 dollars are estimated to range as follows:

	<u>Low</u>	<u>High</u>
Existing General Government Costs (Scenarios "A" and "B")	\$658,360	\$ 770,011
Priority 3	57,500	100,000
Priority 4 Task Force Study	75,000	150,000
Election	<u>50,000</u>	<u>50,000</u>
Total Estimated Costs	\$840,860	\$1,070,011

Using the same 5.5 percent inflation factor as in the Zoo Five-Year Financial Plan the projected costs for General Government in 1987-88 would range from approximately \$985,000 to \$1,250,000.

RG/DEC/gl
1460C/D4
06/20/84

EXHIBIT C

PROJECTED ALLOCATION OF SUPPORT SERVICE COSTS

	<u>Scenario "A"</u>		<u>Scenario "B"</u>	
Total FY 1985 Budget	\$45,888,889	100%	\$45,888,889	100%
<u>Eliminations</u>				
Transfers, Contingency, Unappropriated Balance	(13,421,492)	29.2%	(13,421,492)	29.2%
Direct Costs	(30,964,413)	67.5%	(31,057,895)	67.7%
General Government	255,150		409,772	
Support Services	63,242		63,242	
Zoo	8,477,220		8,477,220	
Solid Waste	18,093,981		18,093,981	
IRC	1,121,820		1,060,680	
Technical Assistance	2,953,000		2,953,000	
<u>Indirect Costs^a</u>	\$1,502,984	3.3%	\$1,409,502	3.1%

	<u>TOTAL</u>	<u>General Gov't</u>	<u>IRC</u>	<u>Solid Waste</u>	<u>Zoo</u>	<u>TOTAL</u>	<u>General Gov't</u>	<u>IRC</u>	<u>Solid Waste</u>	<u>Zoo</u>
Executive Management	141,533	75,385	15,700	27,513	22,937	48,051	8,265	7,099	16,388	16,299
Accounting	251,852	11,889	31,221	126,327	82,413	251,850	14,525	29,882	125,538	81,905
Budget/Administration	695,456	181,646	219,615	177,386	116,854	695,456	201,503	206,441	172,416	115,099
Data Processing	154,993	7,304	19,284	77,771	50,637	154,991	8,960	18,413	77,294	50,324
Public Affairs	<u>259,150</u>	<u>126,986</u>	<u>54,424</u>	<u>54,424</u>	<u>23,326</u>	<u>259,150</u>	<u>126,986</u>	<u>54,424</u>	<u>54,424</u>	<u>23,326</u>
Total	1,502,984	403,210	340,244	463,371	296,167	1,409,502	360,239	316,259	446,060	286,953

^aCosts of Support Services to be allocated back to the operating funds.

Meeting Date June 28, 1984

INFORMATIONAL WORK SESSION ON LANDFILL AND TRANSFER
CHAPTERS OF SOLID WASTE MANAGEMENT PLAN UPDATE

Date: June 15, 1984

Presented by: Solid Waste Staff

FACTUAL BACKGROUND AND ANALYSIS

In the adoption of the 1983-84 budget, the Metro Council directed the Solid Waste Department to begin an update of the Solid Waste Management Plan. The update is timely due to a court challenge of the region's proposed long-term disposal site and the Metro Council's decision to stop work on a proposed energy recovery facility in Oregon City due to the opposition of Clackamas County voters.

The update is intended to:

- Provide a summary of data and information leading to the current planned disposal system of three transfer stations and a regional landfill;
- Provide information on actions and policy decisions necessary to develop this base disposal system;
- Provide information necessary to evaluate Metro's role in the region's recycling system and alternative programs to help increase the region's recycling rate; and
- Review available information on different disposal technologies which might be added to the base disposal system, including processing, energy recovery and composting.

Due to the amount of information and number of policy issues, the Regional Services Committee decided to review sections of the update as they are completed. The update has been divided into the major sections of landfills, transfer stations, data, waste reduction/recycling, and post-collection processing/resource recovery.

At the June 12, 1984 Regional Services Committee meeting, the Solid Waste Department presented a listing of policy issues raised in the reports (list attached) and an indication of the future workload for the Council. For each policy area, an

Staff Report - continued
for June 28, 1984
Solid Waste

-2-

indication is given as to whether policies are already adopted, policies need minimal work or policies need to be developed.

The purpose of this work session is to review the information in the Landfill and Transfer sections and begin to prioritize the policy issues on which the Council will work.

REGIONAL SERVICES COMMITTEE WORK SESSION
Solid Waste Management Plan Update
Landfill and Transfer Sections

I. Long-Term System Policy Issues

- A. Establish long-term disposal site
 - 1. Current top priority of Metro Council is to establish long-term disposal site
 - 2. Adopted policy is to establish regional landfill at Wildwood site
- B. Development of criteria to review establishment of other general-purpose landfills once a long-term disposal site is available
 - 1. Metro Council needs to develop and adopt policies
- C. Role of limited-use landfills in long-term system
 - 1. Metro Council needs to develop and adopt policies
- D. In the event Metro is unable to secure permits for a regional landfill at Wildwood, the Council will need to establish policy on alternatives to establish disposal site
 - 1. Identified alternatives include long-term expansion of St. Johns landfill, seeking approval of a different new site, or requesting state siting of landfill
 - 2. Policy will only need to be established if, in the future, Metro is unable to secure permits for Wildwood site
- E. Establishment of number, location, sizing of transfer station system
 - 1. Policies have been developed and adopted as part of Cor-met and Metro Transfer Station Plans. The Metro Transfer Station Plan was not formally adopted by full Council

- F. Policy on groups to which Metro disposal facilities will provide service
 - 1. Practice has been to serve both commercial haulers and self-hauling public. Need to develop into policy.
- G. Development of criteria to review establishment of small private transfer stations in long-term disposal system
 - 1. Some criteria presently included in franchise ordinance, needs to be determined whether adequate.
- H. Opportunity to recycle in transfer stations
 - 1. Policy adopted in Waste Reduction Plan. Extent of Metro's role in processing and recycling at transfer stations is still a policy issue. Further information will be presented in Waste Reduction and Alternative Technologies/Processing sections.
- I. Ownership of disposal facilities
 - 1. Practice has been for public ownership of base disposal system to meet region's need - 3 major transfer stations, regional landfill. Actual policies have not been adopted. No policies adopted for ownership of limited use landfills.

II. Short-term System Policy Issues

- A. Establish strategy for extending St. Johns Landfill site life. Options include:
 - 1. Diverting waste to limited use landfills - Program could be implemented through voluntary, fee - driven or mandatory means. Includes policy issue of siting new facilities.
 - 2. Diversion through increased recycling
 - a. Programs will be discussed in Waste Reduction and Recycling section.

METRO COUNCIL WORK SESSION

Solid Waste Management Plan Update Landfill and Transfer Sections

The following will begin to prioritize policy issues before the Metro Council and indicate the Council's workload.

I. BASE DISPOSAL SYSTEM

The policy issues with the most importance are those related to meeting Metro's responsibility to ensure proper disposal of the region's waste. This consists of policy issues related to establishing a base disposal system.

The "Base Disposal System" policy issues can be broken down further into those which are already adopted, those which have been followed in practice but not adopted or needing minor clean-up, and those requiring development.

A. Policies Already Adopted

1. Establish Long-Term Disposal Site - Policy adopted, no policy development needed.
 - a. Current top priority of Metro Council is to establish long-term disposal site. Adopted policy is to establish regional landfill at Wildwood site.
 - b. Due to expected closure date of region's only remaining general purpose landfill (1989), this policy is a priority.

B. Policies Followed in Practice, But Not Formally Adopted or Needing Minor Clean-Up

1. Establishment of number, location, sizing of transfer station system--policies are developed and some are adopted; need to be cleaned up.

Policies were developed in Cor-Met Plan and updated in Metro Transfer Station Plan. The Metro Transfer Station Plan was not formally adopted by full Council.

2. Policy on groups to which Metro disposal facilities will provide service.

Practice has been to serve both commercial haulers and self-hauling public. Need to develop into policy.

3. Developing disposal alternatives will involve substantial work and further analysis by the staff and Council has been for public ownership of base disposal system to meet region's need--three major

3. Opportunity to recycle regional transfer station policies have not been adopted. No policies adopted for Metro's role in processing and recycling at transfer

- C. Policy issues regarding development issue. Further information will be presented in Waste Reduction and Alternative

1. Technology/Processing alternatives secure permits for a regional landfill at Wildwood, the Council will need

II. SCOPE AND DIRECTION policy on alternatives to establish disposal site.

The second level of policies determine the scope and direction of Metro's Solid Waste Management Program. They deal with waste reduction and recycling and alternative siting of state technologies to a lesser extent as well as landfill siting of landfill.

A. Policies Already Adopted

- b. Potential need to develop policy. At this point Priorities Council Waste Management Information were adopted in Waste Reduction Plan which requires conformance with ORS 459.015 (a) (1) in future Metro Council action on landfill secure permits valid with adopted policy on this issue will require much staff and

B. Policies Concerning Development

2. Extent of involvement in the Past-Gelpeton, Recycling posed Wildwood Landfill may not be ready to accept waste by
2. Appropriate practices for alternative landfills. The Metro Council should consider alternative disposal technologies in order to develop policies on environmental requirements required, etc.

Options include:

3. Involvement with demonstration projects on developing technology waste to limited use landfills--program could be implemented through voluntary, fee-driven
4. Metro's mandate on the regional recycling system of Appropriation program site help increase the region's recycling rate.

- b. Diversion through increased recycling--programs

III. FUTURE GUIDELINES be discussed in Waste Reduction and Recycling section.

The third set of policy issues deal with guidelines for the disposal system of Metro and transfer stations are available to the general public as a long-term policy issues and have the least priority.

- d. Diversion of haulers from the periphery--could be

A. Policies Regarding Development program.

1. Development of criteria expansion establishment of other general purpose landfills once a long-term disposal site is available.

Developing policy on this issue will involve substantial work and further analysis by the staff and Council.

3. Opportunity to recycle in transfer stations.

Policy adopted in Waste Reduction Plan. Extent of Metro's role in processing and recycling at transfer stations is still a policy issue. Further information will be presented in Waste Reduction and Alternative Technologies/Processing sections.

II. SCOPE AND DIRECTION

The second level of policies determine the scope and direction of Metro's Solid Waste Management Program. They deal with waste reduction and recycling, and alternative disposal technologies to lessen reliance on landfilling.

A. Policies Already Adopted

Priorities in Solid Waste Management - Policies were adopted in Waste Reduction Plan which are in conformance with ORS 459.015 (reduce, reuse, recycle, recover energy, landfill). Continued validity of adopted policies.

B. Policies Requiring Development

1. Extent of involvement in Post-Collection Recycling.
2. Appropriate/practical alternative disposal technologies. Criteria Metro should use to consider alternative disposal technology proposals - Development of policies on cost, guarantees required, etc.
3. Involvement with demonstration projects on developing technologies.
4. Metro's role in the region's recycling system. Appropriate programs to help increase the region's recycling rate.

III. FUTURE GUIDELINES

The third set of policy issues deal with guidelines for the disposal system once a long-term disposal site and transfer stations are available to the region. These are long-term policy issues and have the least priority.

A. Policies Requiring Development

1. Development of criteria to review establishment of other general purpose landfills once a long-term disposal site is available.

Metro Council needs to develop and adopt policies.

2. Role of limited use landfills in long-term system.

Metro Council need to develop and adopt policies.

3. Development of criteria to review establishment of small private transfer stations in long-term disposal system.

Some criteria presently included in franchise ordinance, needs to be determined whether adequate.

PK/srb
1458C/367
06/28/84

STAFF REPORT

Agenda Item No. 8.2

Meeting Date June 28, 1984

CONSIDERATION OF ORDINANCE NO. 84-175 RELATING TO
PUBLIC CONTRACT PROCEDURES AND AMENDING CODE
SECTIONS 2.04.001, 002, 003, 005, 010, 015, 020,
030, 035, 040 and 045.

Date: June 19, 1984

Presented by: Donald E. Carlson

FACTUAL BACKGROUND AND ANALYSIS

Metro currently has contract procedures which establish the manner in which Metro will choose its contractors and the actions that must take place before Metro binds itself to a contract. Ordinance No. 84-175 amends the Code sections applicable to the contract procedures for primarily "housekeeping" purposes. The amendments provide for changes as reflected in Attachment A.

Ordinance No. 84-175 reflects no change in the current policy or procedure.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 84-175.

COMMITTEE CONSIDERATION AND RECOMMENDATION

On June 18, 1984, the Council Coordinating Committee unanimously recommended adoption of Ordinance No. 84-175.

SK/srb
1344C/382
06/19/84



Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 12, 1984

To: Donald E. Carlson, Deputy Executive Officer

From: Sue Klobertanz, Management Analyst *Sue*

Regarding: Changes in Contract Procedure as Reflected by
Contract Ordinance No. 84-175

As per your request, I have listed below the changes reflected in Proposed Ordinance No. 84-175. The changes have been listed by type or effect.

1. Changes required to put contract procedures into code format. These changes include addition of section numbers, titles and appropriate headings.
2. Clarification of ORS numbers or references.
3. Deletion of the words "Metro" or "Metropolitan Service District" used unnecessarily in conjunction with references to the Council or Contract Review Board.
4. Additions/Deletions of sections to combine, rewrite or move to a more appropriate area. For example, Section 2.04.011 Requirement of Competitive Bidding, Exemptions is a rewrite of deleted Section (g) on p. 7. In this particular case, the policy for competitive bids remains the same while being rewritten to be more specific with reference to the new Code sections.
5. Name, title or word changes to reflect existing position titles, organizational structure or current program language. For example, contract types have been revised to be consistent with Metro's current Disadvantaged Business Program.
6. Changes to clarify the administrative use of contract amounts. Specifically, the existing contract procedures refer to contracts of "under \$2,500" or "up to \$10,000." The proposed change allows for contract amounts of \$2,500 or under" or "\$10,000 or under." This change allows for a rounded dollar amount to be used in determining approval/review required.

7. Clarification of items to be reviewed by the Council. In the past, some confusion has existed over approval of amendments for \$50,000 or more. The proposed ordinance states specifically that "initial contracts, individual amendments, or purchase orders, with a contract price of more than \$50,000 shall be approved by the Council prior to execution."
8. Deletion of contracts previously approved as part of annual work programs from exemption to competitive bidding. It was felt that all contracts, regardless of status in an annual work program, should be subject to competitive bid. This change is consistent with current administrative policy.
9. Changes to reflect current administrative procedures and department responsibilities in competitive bidding procedures.

As I have indicated earlier, none of the changes are substantial in nature nor do they reflect changes in current policy or procedure.

SK/srb
1422C/D3

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE RELATING TO PUBLIC)	ORDINANCE NO. 84-175
CONTRACT PROCEDURES AND AMENDING)	
CODE SECTIONS 2.04.001, 002, 003,)	
005, 010, 015, 020, 030, 035,)	
040 and 045.)	

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

Section 1. Code section 2.04.001 is hereby amended to read as follows:

2.04.001 Public Contract Review Board: Creation: Pursuant to [1979 Or. Laws, ch. 804,] ORS 279.055 the Council is designated and created as the Metropolitan Service District [(Metro)] Contract Review Board.

Section 2. Code section 2.04.002 is hereby amended to read as follows:

2.04.002 Powers of Board: The [(Metro)] Contract Review Board shall have all the powers in the award of District contracts [that the Oregon State Public Contract Review Board may exercise in the state at-large under ORS ch. 279 and OAR Chapter 127,] allowed under ORS 279.011 to 279.061 including such revisions and additions to those [chapters] statutes as may later be adopted.

Section 3. Code section 2.04.003 is hereby amended to read as follows:

2.04.003 Rules: The [(Metro)] Contract Review Board may adopt rules relating to the award of District contracts. [Such rules shall prevail when in conflict with the rules of the Oregon State Contract Review Board at OAR Chapter 127.] Such rules of the [(Metro)] Contract Review Board shall be adopted by ordinance.

Section 4. Code section 2.04.005 is hereby amended to read as follows:

2.04.005 Contract Review Board Meetings:

(a) The meetings of the [(Metropolitan Service District)] Contract Review Board shall normally, but need not, be conducted at the same time as, and as a part of, the regular meetings of the Metropolitan Service District Council.

(b) The rules of procedure adopted by the [(Metropolitan Service District)] Council for its proceedings shall also govern proceedings of the [(Metropolitan Service District)] Contract Review Board unless they conflict with rules adopted by the Board.

[(c) Subsections (a) and (b) of this section supersede the rules adopted by the Public Contract Board at OAR Chapter 127, Divisions 80 and 90.]

Section 5. Code section 2.04.010 is hereby rescinded:

Section 6. The following provisions shall be added to Code Chapter 2.04:

2.04.011 Requirement of Competitive Bidding, Exemptions

(a) For purposes of this chapter, "public contract" shall mean any purchase, lease or sale by Metro of personal property, public improvement or services other than agreements which are for personal service.

(b) All public contracts shall be based on competitive bids except:

(1) Contracts with other public agencies or the federal government.

(2) Contracts made with qualified nonprofit agencies providing employment opportunities for the handicapped.

(3) Insurance and service contracts as provided for under ORS 414.115, 414.125, 414.135 and 414.145.

(4) Contracts for supplies of less than \$2,500.

(5) Personal service contracts subject to ORS 279.051 and Code Section 2.04.035.

(6) Classes of public contracts which the Contract Review Board has found to be exempt without encouraging favoritism or substantially diminishing competition for public contracts and that such exemptions will result in substantial cost savings. These contracts include:

(a) Purchase and sale of Zoo animals.

(b) Purchase and sale of Zoo gift shop retail inventory and resale items.

(c) All contracts of less than \$10,000, not otherwise exempt, subject to the requirements of subsection (d) of this section.

(d) Contracts not to exceed \$25,000 for road, highway or parking lot maintenance provided that at least three (3) competitive quotes are obtained, if available, and a record of said quotes and efforts to obtain them are maintained.

(e) Emergency contracts subject to subsection (f) of this section.

(f) Contracts for sale of surplus property subject to subsection (g) of this section.

(c) Specific contracts, not within the classes exempted in subsection (6) above, may be exempted by the Board by resolution subject to the requirements of ORS 279.015(2) and ORS 279.015(5).

(d) Contracts exempted by subsection (6)(c) of this section may be awarded only subject to the following:

(1) The amount of the contract does not exceed \$10,000; and is for a single project; and is not a component of any other project.

(2) When the amount of the contract does not exceed \$500, the District should, where feasible, obtain competitive quotes.

(3) When the amount of the contract is more than \$500, but less than \$10,000, the District must obtain a minimum of three (3) competitive quotes. The District shall keep a written record of the source and amount of the quotes received. If three (3) quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes.

(4) No contractor may be awarded in the aggregate, within the fiscal year, contracts in excess of \$30,000 without competitive bidding. In computing the aggregate under this subsection, awards under \$500 shall not be included.

(e) Emergency contracts shall be awarded subject to a resolution of the Council declaring the emergency and reciting the conditions which require prompt contract execution. Any emergency contract shall be awarded within sixty (60) days following the declaration of the emergency unless the Board grants an extension.

(f) Contracts for sale of surplus property may be executed without competitive bidding only when the Executive Officer determines in writing that the number, value and nature of the items to be sold make it probable that the cost of conducting a sale by competitive bid will be such that a liquidation sale will result in substantially greater net revenue to the District.

Section 7. Code section 2.04.015 is hereby amended to read as follows:

2.04.015 Contract Review Committee:

(a) There is hereby created a Contract Review Committee of the Council, which committee shall have the powers and

responsibilities described in the Metro Contract Procedures adopted by this chapter.

(b) The Contract Review Committee shall be comprised of three members to be appointed annually by the Presiding Officer of the Council.

(c) The Committee may establish a regular meeting schedule and may meet in special session at the call of the [Deputy Presiding Officer] Committee Chair. A majority of the Committee shall constitute a quorum and the Committee shall act by majority vote.

(d) In addition to the meeting provisions in subsection (c) of this section, the Committee may act by individual or telephonic poll of the membership. The results of any such polling shall be included in the minutes of the next regular or special meeting of the Committee.

Section 8. Code section 2.04.020 is hereby amended to read as follows:

2.04.020 Application of Contract Procedures:

(a) All public contracts to which Metro is a party or to which Metro may become a party shall be established, processed, approved and executed pursuant to [the Metro Contract Procedures adopted by] this chapter.

(b) The Executive Officer may establish such other contract regulations, not inconsistent with [the Metro Contract Procedures,] this chapter as may be necessary and expedient.

Section 9. Code section 2.04.025 is hereby rescinded.

Section 10. Code section 2.04.030 is hereby amended to read as follows:

2.04.030 Rules and Procedures Governing All Contracts:

(a) Initiating a Contract: When a department initiates a contract not in the form of a purchase order, it must first notify the [Department of Management] Budget and Administrative Services Division of its intention and request the issuance of a contract number which shall appear on all copies of the contract. Additionally, the department must complete a Contract Summary form indicating the specifics of the contract. This form must be forwarded to the [Department of Management] Budget and Administrative Services Division either with a fully executed contract [three] (one [copies] copy), if the amount is [under] \$2,500 or under; or with an unexecuted contract (three copies) for review, approval and signature, if the amount is over \$2,500.

(b) Persons Authorized to Sign Contracts:

(1) For contracts of an amount [under] of \$2,500 or under the Director of the initiating department, or a designee of the Director approved by the Executive Officer, may sign contracts if the following conditions are met:

(A) A standard contract form is used;

(B) Any deviations to the contract form are approved by the [General] Legal Counsel;

(C) The expenditure is authorized in the budget;

(D) The contract does not further obligate Metro beyond \$2,500;

(E) The appropriate Scope of Work is attached to the contract; and

(F) The Contract is for an entire project or purchase; not a portion of a project or purchase which, when complete, will amount to a cost greater than \$2,500.

(2) For contracts of more than \$2,500 [or more], and for contract amendments which exceed \$2,500 or which result in a total contract price exceeding \$2,500, either the Executive Officer or Deputy Executive Officer must sign; provided, however, that the Director or [Deputy] Assistant Director of the Zoo may sign purchase orders of [up to] \$10,000 or less. When designated in writing to serve in the absence of the Executive Officer or Deputy Executive Officer, the [Director of Management] Manager of Budget and Administrative Services may sign contracts.

(c) Approval of Contracts of more than \$10,000 [or More]:

(1) Except as provided in subsection (4) of this section, all initial contracts, individual amendments, or purchase orders, with a contract price of more than \$50,000 [or more] shall be approved by the Council prior to execution.

(2) Except as provided in subsection (4) of this section, all initial contracts, including purchase orders, with a contract price of greater than \$10,000 [or more] but [less than] \$50,000 or less shall be approved by the Contract Review Committee of the Council prior to execution.

(3) Except as provided in subsection (4) of this section, all contract amendments and extensions which exceed \$10,000 or which result in a total contract price of more than \$10,000 or \$50,000 [more] shall be approved by the Contract Review Committee prior to execution.

(4) The following types of contracts, including contract amendments and extensions to such contracts, shall be exempt from the provisions of this section (c).

(A) Contracts which merely pass through funds from a state or federal agency.

(B) Contracts under which Metro is to provide a service only and incurs no financial obligation to another party.

(C) Contracts with another government agency.

(D) Initial contracts of \$10,000 or less [than \$10,000] and contract extensions and amendments which do not cause or result in a total contract price of more than \$10,000 [or more].

(E) Grant award contracts.

[(F) Contracts previously approved as part of annual work programs.]

[(G)] (F) Purchases of inventory and gift items for resale at the Zoo Gift Shop.

(G) Emergency contracts approved pursuant to Code section 2.04.010(e).

(d) Documentation Required for Contract Files: The Budget and Administrative Services Division [Department of Management Services] will maintain central files for all contracts. [Individual departments should keep a copy of each contract which they have initiated and all subsequent extensions and amendments.] An original copy should be given to each contractor. All correspondence relating to a contract which alters conditions or amounts must be included in the central files as should all papers which document the process of obtaining competitive bids, quotes, or proposals. In any case where a low bid, quote, or proposal is not accepted, a detailed justification must be included with the contract file. Other documentation, if applicable, that should be included in the file includes:

- Mailing lists
- Affidavits of Publication
- Insurance endorsements and certificates
- Amendments
- Extensions
- Related Correspondence
- Quotes, Proposals, and Bids
- Bonds
- [MBE contacts] WBE/DBE information
- Contract closure form
- Personal Services Evaluation form

(e) Contract Review: Any contract which deviates from a standard contract form must be reviewed by [the Metro General Counsel] legal counsel. Contracts involving federal or state grant funds must be reviewed by the [Finance] Deputy Executive Officer. [Contracts which are to be let after advertised competitive bids, quotes or proposals must be reviewed by the Contracts Manager.]

(f) [Minority] Disadvantaged Business Program: All public contracting and purchasing is subject to the Metro [Minority] Disadvantaged Business Enterprise Program. Metro will take affirmative action to do business with [Minority] Disadvantaged Business Enterprises. The Contracts Manager will maintain a directory of [minority] disadvantaged businesses which shall be consulted and used in all contracting and purchasing of goods and services. If a [minority] disadvantaged business is [available] included in the directory that appears capable of providing needed goods or services, that business [must] should be contacted and given an opportunity to compete for Metro business. Contracts awarded subject to the [MBE] program may be exempted from the competitive bidding process by resolution of the Contract Review Board.

[(g) Awarding Contracts Without Competitive Bids, Quotes or Proposals:]

[(1) In some cases, competitive bidding may not be required. The Contracts Manager will make a determination of whether a contract must be awarded subject to competitive bidding. Examples of the contracts which may not be legally subject to competitive bidding are:

- Rare Animals
- Price Regulated Items
- Emergency Contracts
- Advertising Contracts
- Recycled Materials
- Products of the Handicapped
- Contracts between Government Agencies
- Affirmative Action Contracts
- Data Processing Contracts
- Insurance Contracts
- Contract Amendments and Extensions
- Personal Services Contracts
- Purchases Under Requirement Contracts]

[(2) In most cases these exempt categories must be interpreted narrowly. An emergency contract, for example, may only be executed if the emergency conditions could not have reasonably been foreseen and the only way to remedy the situation is through the execution of a contract.]

[(3) Personal services contracts are subject to separate procedures described in Section III.]

[(4) Specific exemptions from competitive bidding may be sought from the Metro Contract Review Board (See Ordinance No. 79-76 and Ordinance No. 81-125.)]

[(5) Any request for an exemption from competitive bidding must comply with OAR 127-10-160.]

[(h)] (g) Monthly Contract Report: The Executive Officer shall provide or cause to be provided a monthly report to the Council of all contracts, including extensions and amendments, which have been executed during the preceding month; provided, however, that such monthly report need not include purchase orders under \$500.

[(i)] (h) Purchase Orders: For purposes of [these regulations] this chapter, the term "contracts" includes purchases of goods or materials by purchase order. Purchase orders may be utilized in lieu of written contracts when the purchase is for goods or materials only.

[(j)] (i) Code of Conduct:

(1) No employee, officer or agent of Metro shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his or her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. No Metro officer, employee or agent shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

(2) Violations of this Code of Conduct shall subject an officer or employee to disciplinary action pursuant to the Metro Personnel Rules and may be grounds for other civil or criminal penalties provided by law.

[(k)] (j) Federal/State Agency Approval: When required by federal or state law or regulations, review and approval of Metro contracts shall include prior concurrence or approval by appropriate federal or state agencies. (Ordinance No. 82-130, Sec. 2(a))

(k) In all public contracts, Metro shall prefer goods or services that have been manufactured or produced in Oregon if price, fitness, availability and quality are otherwise equal. Where a contract in excess of \$10,000 is awarded to a contractor not domiciled or registered to do business in Oregon, the initiating Department shall assure compliance with the provisions of ORS 279.021.

(l) All requests for bids or proposals for all contracts in excess of \$10,000 shall be reviewed by the Department of Management Services and Legal Counsel prior to solicitation or advertisement, and shall include the contract form to be used.

Section 11. Code section 2.04.035 is hereby amended to read as follows:

2.04.035 Personal Services Contracts:

(a) Definition: Personal Services contracts are for personal or professional services that are not normally performed by [the] Metro department staffs and will not require continuous supervision by Metro staff. Examples of services that may be obtained under Personal Services contracts are: attorneys; economic consultants; engineers; architects; special photography; legislative liaison; public relations and professional advice on retainer. [Personal Services contracts shall be in compliance with OAR 127-10-092.]

(b) Distinguishing Between Employees and Independent Contractors: [It is important that] Employees shall not be hired under the guise of a Personal Services Contract. To determine whether a particular worker is to be an employee or an independent contractor, the most important factor to consider is the employer's right to control. If the employer is to retain the right to control the manner and means of accomplishing a desired result, the worker is generally considered an employee; if, however, the employer has the right to control only the results of the work, the worker is considered an independent contractor. [Thus, the question usually comes down to who is to have the right to direct what shall be done and when and how it shall be done.] This test of control does not require actual exercise of control, but rather the employer's right to control. [A consideration of] The following factors [is helpful] shall be considered in determining a worker's status:

(1) Whether the worker is to be engaged in a distinct occupation or business. Independent contractor status is often accorded those who are engaged for their special skills. Thus, the hiring of an architect, broker, doctor, painter or attorney may indicate that an independent contractor relationship is being contemplated.

(2) Whether the employer or the worker is to supply the instrumentalities, tools and the place of work.

(3) Whether the worker or the employer is to have the power to dictate the particular manner in which the instrumentalities or tools shall be used and the way the workers shall do their work.

(4) Whether the worker employs, pays and has full power of control over assistants.

(5) Whether the work is part of the regular business of the employer.

(c) Selection Process for Personal Services Contracts:

(1) Contracts [Under] of \$2,500 or less: For Personal

Services contracts [under] of \$2,500 or less, the Department Director shall state in writing the need for the contract. This statement shall include a description of the contractor's capabilities in performing the work. Multiple proposals need not be obtained. This statement will be kept in the Department of Management Services contract file.

(2) Contracts Between \$2,500 and \$10,000: For Personal Services contracts [of at least] greater than \$2,500 but [less than] \$10,000 or less, the Department Director shall use the following process:

(A) Proposals shall be solicited from at least three (3) potential contractors who, in the judgment of the Department Director, are capable and qualified to perform the requested work. [The Minority Business Enterprise Directory maintained by the Contract Manager shall be consulted and at least one (1) of the potential contractors notified shall be an MBE if an MBE service provider appears in the MBE Directory.]

(B) The initiating Department shall document the fact that at least three (3) proposals have been solicited. Preferably, the proposals should be written but this is not required. Metro shall reserve the right to reject any or all proposals for any reason.

(C) Evaluation, as determined by the Department Director, shall include use of a contractor evaluation form and may require oral presentations. The objective is the highest quality of work for the most reasonable price. The quality of the proposal may be more important than cost.

(D) Notification of selection or rejection shall be made in writing after final review by the initiating department.

(E) If the contract is for more than \$2,500 [or more], it shall be submitted to the contractor for signature and then to [either the Executive Officer or Deputy Executive Officer for signature] the Budget and Administrative Services Division for internal review and execution.

(3) Contracts [of] for more than \$10,000 [or More]: For Personal Services contracts [of] for more than \$10,000 [or more], an evaluation of proposals from potential contractors shall be performed as follows:

(A) A request for proposals shall be prepared by the initiating department. Where appropriate, the request

shall be published in a newspaper of general circulation or in trade magazines. In addition, Metro shall notify in writing at least three (3) potential contractors, who, in the judgment of the Department Director are capable and qualified to perform the requested work. The [Department of Management Services] initiating department will be responsible for maintaining the file and making the appropriate notification.

(B) Evaluations of proposals shall include use of a contract evaluation form. The use of an oral interview or an evaluation team is recommended.

(C) After evaluation is complete, the Department Director will recommend [the] final selection [to the Executive Officer] thru the Budget and Administrative Services Division.

(D) Notifications of selection and rejection shall be made in writing by the initiating department.

(E) Such Personal Services contracts with the Scope of Work must be [reviewed] approved by the department head[,] [General Counsel] and then forwarded to the Budget and Administrative Services Division for internal review [by the Contracts Manager prior to approval] and execution. Legal counsel review is required if other than a standard contract form is used.

(F) Such Personal Services contracts shall be subject to the approval requirements of Section 2.04.030(c) of this chapter.

(4) Sole Source Personal Services Contracts: If there is only one qualified provider of the service required, the initiating department need not solicit and document three (3) proposals as required by subsections (c)(2) and (c)(3) above. The initiating department must document that there is only one qualified provider of the service required, and the Council shall be given notice of the execution and the justification for the contract.

(5) Continuing Activities: A Personal Services contract may be renewed without receiving competitive proposals if the contractor is performing a continuing activity for the agency. This applies, but is not limited to [such] contracts [as those] for construction observation, public relations consulting, outside legal counsel and annual auditing. Except as provided in paragraph (6) below, competitive proposals must be solicited for these services at least once every three (3) years and annually if the contractor proposes a price or rate increase of more than

10% over the previous year[, competitive proposals must be solicited].

(6) Limited Source Contracts: Personal Services contracts may be renewed, extended or renegotiated without soliciting competitive proposals if, at the time of renewal, extension or renegotiation, there are fewer than three (3) potential contractors qualified to provide the quality and type of services required. If a Personal Services contract is renewed, extended or renegotiated under this paragraph without soliciting proposals, the initiating department shall document in detail why the quality and type of services required make it unnecessary or impractical to solicit proposals.

(7) Approval of Personal Services Contracts: Personal Services contracts, amendments, renewals and extensions shall be subject to the approval requirements of Section 2.04.030[(c)] of this chapter.

(8) Personal Services Evaluation Form: Selection of Personal Services contractors shall include the use of an evaluation form documenting the reasons for the selection.

Section 12. Code section 2.04.040 is hereby amended to read as follows:

2.04.040 [Materials and Services] Labor and Materials Contracts:

(a) Definition: [This section is intended to provide guidance for contracting services other than Personal Services and is not intended to prevent the use of purchase orders. If a Department Director is in doubt as to whether a purchase should be on a purchase order or form contract, the Department Director or his/her designee should contact the Contracts Manager for a determination. Contracts for materials and services are those for specific goods or products or for the labor required to produce a specific product.] A Labor and Materials contract is a contract for trade related services, or services other than personal services, which may include the provision or production of related materials or goods. Examples of Labor and Materials contracts are maintenance, installation and custodial service, typesetting, security services and facility operations services. Labor and Materials contracts may be obtained by purchase order as determined by the Executive Officer.

(b) [Selection Process for Materials and Services Contracts:] Unless otherwise exempt from competitive bidding, Labor and Materials contracts shall be subject to the selection procedures of Code section 2.04.060.

[(1) Contracts Under \$500: For purchases of materials and services costing less than \$500, the initiating department should obtain three (3) quotes. The lowest quote obtained will be accepted unless valid reason for rejecting it can

be shown. After accepting a quote, the initiating department will follow up with a contract, attaching the quotes to the Department of Management Services file copy of the contract. Purchases of materials only under \$500 made by purchase order shall not require quotes and shall not be subject to the provisions of paragraph IID above.]

[(2) Contracts Between \$500 and \$10,000: All contracted materials and services costing between \$500 and \$10,000 will require written quotes. The initiating department will write specifications, sending them to possible contractors whom they feel can do the job. If possible, at least three (3) contractors will be contacted. After receipt of the quotes and review by the initiating department's staff, a contract will be developed. If three (3) quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes. If it is over the amount of \$2,500 the contract will then be submitted to the contractor for signature and then to either the Executive Officer or Deputy Executive Officer for signature. The initiating department will attach all quotes received to the Department of Management Services' copy of the contract. The Minority Business Enterprise Directory maintained by the Department of Management Services shall be consulted to determine whether an MBE is available that may possibly do the work or supply the goods required by the specifications. If one is available it must be given the opportunity to make a bid or quote.]

[(3) Contracts Over \$10,000: Unless a general or specific exemption applies, all contracted materials and services costing over \$10,000 will be subject to a formal sealed bid process. The following procedure will be used:

[(A) The initiating department staff will write bid specifications and compile a list of potential bidders.

[(B) The bid document will be reviewed by the Department of Management Services and by legal counsel before bids are solicited.

[(C) A request for bids will be advertised in the Daily Journal of Commerce, or when feasible, in an appropriate trade magazine.

[(D) The Department of Management Services will receive and open sealed bids.

[(E) The opened bids will be reviewed by the requesting department and a recommendation and contract will be submitted to the Department of Management Services.

[(F) The Department of Management Services will make recommendation to the Executive Officer or Deputy Executive Officer.]

[(G) Materials and services contracts, amendments, renewals and extensions shall be subject to the approval requirements of Section 2.04.030(c) of this chapter.]

[(H) The Management Services Department will notify all bidders of the contract award, obtain signatures on the contract and obtain any necessary bonds and insurance certificates.]

[(I) Metro shall reserve the right to reject any or all quotes or bids received.]

[(4) Subsections (b)(1) and (b)(2) above shall not apply to the purchase of inventory and gift items for resale at the Zoo Gift Shop.]

[(c) Insurance and Bonding Requirements: All contracts which produce a possible liability to Metro must be accompanied by a certificate of liability insurance from the contractor naming Metro as a certificate holder or additional insured.]

[(1) Any improvements contract in excess of \$10,000 must be accompanied by a bid bond of not to exceed 10% of the amount of the contract and a performance bond of 100% of the amount of the contract.]

[(2) If a liability exposure to the District exists, certificates of insurance are required.]

[Minimum insurance requirements are:

[(A) \$100,000 for personal injury to any one (1) person;

[(B) \$300,000 for any number of claims resulting from one (1) accident;

[(C) \$50,000 property damage for all damage claims resulting from one (1) accident.]

Section 13. Code chapter 2.04.045 is hereby amended to read as follows:

2.04.045 Contracts Between Government Agencies:

(a) Contracts between government agencies may be made without competitive bids, quotes, or proposals.

(b) Each contract being initiated by a department must be reviewed by the Department Director, [General Counsel] legal counsel, Budget and Administrative Services Division and appropriate state or federal agencies. If the contract is made pursuant to federal or state grants, it must be reviewed by the [Finance] Deputy Executive Officer. (Ordinance No. 82-130, Sec. 2(a))

Section 14. Code Chapter 2.04 is hereby amended by adding a new section 2.04.050 as follows:

2.04.050 Procurement or Sales Contracts

(a) Definition: Procurement or Sales Contracts are contracts for the purchase, lease, rental or sale of goods, supplies or other personal property in which labor or service is not involved or is merely incidental to the purpose of the contract. Procurement or sales by purchase order is allowed as may be determined by the Executive Officer.

(b) Unless otherwise exempt from competitive bidding, Procurement or Sales Contracts shall be subject to the selection procedures of Code section 2.04.060.

Section 15. Code Chapter 2.04 is hereby amended by adding a new section 2.04.055 as follows:

2.04.055 Construction Contracts

(a) Definition: A Construction Contract is a contract for construction, reconstruction, or major renovation on real property, but does not include Labor and Materials Contracts such as emergency work, minor alteration or ordinary repair and maintenance necessary in order to preserve a public improvement.

(b) Unless otherwise exempt from competitive bidding, Construction Contracts shall be subject to the selection procedures of Code section 2.04.060.

(c) Within thirty (30) days of award of a construction contract, the Department of Management Services shall provide the notice required by ORS 279.363. Such notice is not required for contracts not exceeding \$10,000 or for contracts regulated under the Davis-Bacon Act (40 USC 276a).

Section 16. Code Chapter 2.04 is hereby amended by adding a new section 2.04.060 as follows:

2.04.060 Competitive Bidding Procedures

Unless exempt from competitive bidding by Code section 2.04.010 or otherwise, the following competitive bidding procedures shall apply to all contracts:

(1) The initiating department staff will prepare or have prepared bid specifications and compile a list of potential bidders.

(2) The bid document will be reviewed by the Budget and Administrative Services Division and by legal counsel before bids are solicited.

(3) A request for bids will be advertised in the Daily Journal of Commerce, a local minority newspaper, and when feasible, in an appropriate trade magazine. Additional advertisement may be appropriate depending upon the nature of the contract.

(4) The initiating department will receive and open sealed bids at the time and place designated in the request for bids.

(5) The opened bids will be reviewed by the requesting department and a recommendation and contract will be submitted to the Budget and Administrative Services Division.

(6) Contracts shall be subject, if applicable, to the approval requirements of Section 2.04.030(c) of this Chapter.

(7) The initiating department will notify all bidders of the contract award and obtain any necessary bonds and insurance certificates.

(8) Metro shall reserve the right to reject any or all quotes or bids received.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

ATTEST:

Clerk of the Council

SK/srb
1140C/382
06/07/84

<u>ZOO CAPITAL FUND</u>	Current Appropriation FY 1983-84	Amendment	Revised Appropriation
Capital Projects	\$3,250,757	0	\$3,250,757
Contingency	<u>180,067</u>	<u>0</u>	<u>180,067</u>
Total Zoo Capital Fund	\$3,430,824	0	\$3,430,824
Unappropriated Balance	<u>4,380,483</u>	<u>0</u>	<u>4,380,483</u>
Total Zoo Capital Fund Requirements	\$7,811,307	0	\$7,811,307
<u>SOLID WASTE OPERATING FUND</u>			
Personal Services	\$ 687,785	0	\$ 687,785
Materials & Services	5,867,880	0	5,867,880
Capital Outlay	17,400	0	17,400
Transfers	2,321,710	0	2,321,710
Contingency	<u>531,362</u>	<u>0</u>	<u>531,362</u>
Total Solid Waste Fund Appropriation	\$9,426,137	0	\$9,426,137
Unappropriated Balance	<u>0</u>	<u>0</u>	<u>7,165</u>
Total Solid Waste Operating Fund Requirements	\$9,426,137	0	\$9,433,302
<u>SOLID WASTE CAPITAL FUND</u>			
Capital Projects	\$6,419,600	0	\$6,419,600
Transfer	165,700	0	165,700
Contingency	<u>505,000</u>	<u>0</u>	<u>505,000</u>
Total Solid Waste Capital Fund	\$7,090,300	0	\$7,090,300
<u>SOLID WASTE DEBT SERVICE FUND</u>			
Materials & Services	<u>\$824,700</u>	<u>0</u>	<u>\$824,700</u>
Total Solid Waste Debt Service Fund Requirements	\$824,700	0	\$824,700
<u>SOLID WASTE ST. JOHNS RESERVE FUND</u>			
Unappropriated Balance	<u>\$337,500</u>	<u>0</u>	<u>\$337,500</u>
Total St. Johns Reserve Fund Requirements	\$337,500	0	\$337,500

JS/srb
1311C/371
05/29/84

EXHIBIT B

SCHEDULE OF APPROPRIATIONS

<u>GENERAL FUND</u>	<u>Appropriation FY 1984-85</u>
Council	
Personal Services	\$ 65,693
Material & Services	58,120
Capital Outlay	-0-
Subtotal	<u>\$123,813</u>
Executive Management	
Personal Services	\$229,380
Material & Services	28,845
Capital Outlay	-0-
Subtotal	<u>\$258,225</u>
Finance & Administration	
Personal Services	\$ 548,224
Material & Services	626,465
Capital Outlay	20,800
Subtotal	<u>\$1,195,489</u>
Public Affairs	
Personal Services	\$216,450
Material & Services	40,950
Capital Outlay	1,750
Subtotal	<u>\$259,150</u>
General Expense	
Contingency	\$ 78,651
Transfers	587,219
Subtotal	<u>\$665,870</u>
Unappropriated Balance	\$23,038
Total General Fund Requirements	\$2,525,585
<u>INTERGOVERNMENTAL RESOURCE CENTER FUND</u>	
Personal Services	\$ 865,658
Material & Services	256,464
Capital Outlay	1,000
Transfers	<u>597,943</u>
Total Intergovernmental Resource Center Fund Requirements	\$1,721,065

	<u>Appropriation FY 1984-85</u>
<u>TRANSPORTATION TECHNICAL ASSISTANCE FUND</u>	
Materials & Services	<u>\$130,000</u>
Total Transportation Technical Assistance Fund Requirements	\$130,000
<u>CRIMINAL JUSTICE ASSISTANCE FUND</u>	
Materials & Services	<u>\$23,000</u>
Total Criminal Justice Assistance Fund Requirements	\$23,000
<u>SEWER ASSISTANCE FUND</u>	
Materials & Services	<u>\$2,800,000</u>
Total Sewer Assistance Fund Requirements	\$2,800,000
<u>ZOO OPERATING FUND</u>	
Personal Services	\$2,878,483
Material & Services	1,601,634
Capital Outlay	305,648
Transfers	2,416,047
Contingency	256,335
Unappropriated Balance	<u>1,001,000</u>
Total Zoo Operating Fund Requirements	\$8,459,147
<u>ZOO CAPITAL FUND</u>	
Capital Projects	\$3,695,783
Unappropriated Balance	<u>3,227,700</u>
Total Zoo Capital Fund Requirements	\$6,923,483
<u>SOLID WASTE OPERATING FUND</u>	
Personal Services	\$ 794,867
Material & Services	6,017,483
Capital Outlay	39,400
Transfers	2,350,667
Contingency	<u>643,263</u>
Total Solid Waste Operating Fund Requirements	\$9,845,680
<u>SOLID WASTE CAPITAL FUND</u>	
Capital Projects	\$ 9,235,000
Transfers	<u>1,111,000</u>
Total Solid Waste Capital Fund Requirements	\$10,346,000

	<u>Appropriation</u> <u>FY 1984-85</u>
<u>SOLID WASTE DEBT SERVICE FUND</u>	
Materials & Services	<u>\$887,531</u>
Total Solid Waste Debt Service Fund Requirements	\$887,531
<u>ST. JOHNS RESERVE FUND</u>	
Unappropriated Balance	<u>\$563,700</u>
Total St. Johns Reserve Fund Requirements	\$563,700
<u>ST. JOHNS FINAL IMPROVEMENTS FUND</u>	
Capital Projects	<u>\$1,119,700</u>
Total St. Johns Final Improvement Fund Requirements	\$1,119,700

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06/20/84

1000 FRIENDS OF OREGON

June 28, 1984

Corky Kirkpatrick
Presiding Officer
Metropolitan Service
District Council
527 SW Hall Street
Portland, OR 97201

RE: Ordinance No. 84-171 (UGB Locational Adjustments)

Dear Councilor Kirkpatrick:

1000 Friends of Oregon is pleased to support the amendment to Section 3.01.040 of the Metropolitan Service District Code recommended by the Council's Regional Development Committee and contained in proposed Ordinance No. 84-171. The amendment refines and clarifies the requirements for locational adjustments to the regional urban growth boundary involving the inclusion of agricultural land, without weakening or undermining those requirements.

Metro's staff has provided us fair and ample opportunities for review of the proposed changes, and we have twice provided the staff with written responses to earlier drafts. While our proposed language was not adopted, the current version of Ordinance No. 84-171 avoids the problems we identified in earlier drafts, and we support it.

We agree with the conclusion of the findings proposed for Ordinance No. 84-171: The amendment is consistent with LCDC's goals governing UGB changes. By assuring that agricultural land will be included within the regional urban boundary through locational adjustment only when necessary to extend services or otherwise enable development of existing urban areas, the revised standards continue to assure that farm land is protected as required by LCDC Goals 2, 3 and 14.

Thank you for the opportunity to comment. Please make this letter a part of your record of proceedings and advise

Corky Kirkpatrick
June 28, 1984
Page Two

us of your final decision in the manner provided in ORS 197.
615(2).

Very truly yours,


Robert E. Stacey, Jr.
Staff Attorney

RES:yc

cc: members of the Council
Rick Gustafson, Executive Officer

EXHIBIT B

SCHEDULE OF APPROPRIATIONS

<u>GENERAL FUND</u>		<u>Appropriation FY 1984-85</u>
Council		
Personal Services		\$ 65,693
Material & Services		58,120
Capital Outlay		-0-
Subtotal		<u>\$123,813</u>
Executive Management		
Personal Services		\$229,380
Material & Services		28,845
Capital Outlay		-0-
Subtotal		<u>\$258,225</u>
Finance & Administration		
Personal Services		\$ 548,224
Material & Services		626,465
Capital Outlay		22,055
Subtotal		<u>\$1,196,744</u>
Public Affairs		
Personal Services		\$216,450
Material & Services		40,950
Capital Outlay		1,750
Subtotal		<u>\$259,150</u>
General Expense		
Contingency		\$ 77,396
Transfers		587,219
Subtotal		<u>\$664,615</u>
Unappropriated Balance		\$23,038
Total General Fund Requirements		\$2,525,585
<u>INTERGOVERNMENTAL RESOURCE CENTER FUND</u>		
Personal Services		\$ 865,658
Material & Services		256,464
Capital Outlay		1,000
Transfers		<u>597,943</u>
Total Intergovernmental Resource Center Fund Requirements		\$1,721,065

was

\$ 20800
1195489

\$ 78,651

665,870

EXHIBIT A

SCENARIO "A" BUDGET SUMMARY^a

	<u>General Government/Mandated Services</u>		
	<u>Council</u>	<u>Executive Management^b</u>	<u>Total</u>
Personal Services	65,693	86,112	151,805
Materials & Services	54,120	49,225 ^c	103,345
Capital	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>119,813</u>	<u>135,337</u>	<u>255,150</u>
FTE	2.0	1.75	3.75

	<u>Support Services</u>			
	<u>Executive Management^b</u>	<u>Finance & Admin.</u>	<u>Public Affairs</u>	<u>Total</u>
Personal Services	134,413	545,778	216,450	896,641
Materials & Services	7,120	535,723 ^{c,d}	40,950	583,793
Capital	<u>0</u>	<u>20,800</u>	<u>1,750</u>	<u>22,550</u>
Total	<u>141,533</u>	<u>1,102,301</u>	<u>259,150</u>	<u>1,502,984</u>
FTE	3.75	18.25	7.7	29.7

^aBased on FY 1984-85 Approved Budget.

^bCosts of Deputy Executive Officer, Administrative Assistant, Executive Management Aide and Legal Counsel placed in Support Services Fund, Executive Management Department.

^cElection Expense (\$20,000) and Boundary Commission Dues (\$7,500) moved from Finance & Administration Department to General Government, Executive Management Department.

^dDoes not include \$63,242 of costs allocated to Tri-County Youth Services Consortium and Columbia Research Center.

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EXHIBIT B

SCENARIO "B" BUDGET SUMMARY^a

	General Government/Mandated Services			Total
	Council	Executive Management ^b	UGB/Land Use Coordination ^e	
Personal Services	65,693	174,334	47,140	287,167
Materials & Services	54,120	54,485 ^c	14,000	122,605
Capital	0	0	0	0
Total	<u>119,813</u>	<u>228,819</u>	<u>61,140</u>	<u>409,772</u>
FTE	2.0	4.5	1.2	7.7

	Support Services			Total
	Executive Management ^b	Finance & Admin.	Public Affairs	
Personal Services	46,191	545,778	216,450	808,419
Materials & Services	1,860	535,723 ^{c,d}	40,950	578,533
Capital	0	20,800	1,750	22,550
Total	<u>48,051</u>	<u>1,102,301</u>	<u>259,150</u>	<u>1,409,502</u>
FTE	1.0	18.25	7.7	26.95

^aBased on FY 1984-85 Approved Budget.

^bCosts of Legal Counsel placed in Support Services Fund, Executive Management Department.

^cElection Expense (\$20,000) and Boundary Commission Dues (\$7,500) moved from Finance & Administration Department to General Government, Executive Management Department.

^dDoes not include \$63,242 of costs allocated to Tri-County Youth Services Consortium and Columbia Research Center.

^eIncludes Land Use and Plan review tasks from Development Services Department, IRC Fund.

1460C/D4
06/18/84



Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 20, 1984

To: Metro Council

From: Steve Siegel, IRC Administrator

Regarding: Proposal for Extension of Mandatory Dues and
Strengthening of Relationships with Local
Governments

The purpose of this memorandum is to further equip the Council for upcoming discussions on Metro's coordination role. The June 7 Council discussion focused on a memorandum which explained options derived from meetings with local government staffs. The Council's conversation provided an indication of the type of proposal it could unify behind. The characteristics of such a proposal would:

- a. recognize Metro's lead role in intergovernmental assistance and coordination as an important service and strengthen its service capability;
- b. minimize legislative changes; and
- c. define an advisory role for local governments.

A draft proposal which meets these objectives is shown in Exhibits 1 and 2. Exhibit 1 shows specific language for legislative amendments to ORS 268.513. Exhibit 2 outlines the ordinance the Council would enact.

Several important questions were raised on June 7. Exhibit 3 evaluates the proposal shown in Exhibits 1 and 2 with respect to the June 7 issues.

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Attachments

- Exhibit 1: Legislative Amendments
- Exhibit 2: Metro Ordinance
- Exhibit 3: Evaluation of IRC Proposal

EXHIBIT 1

Legislative Amendments

268.513 Service charge for planning functions of district.

(1) The council [in its sole discretion], in consultation with the local government officials advisory committee appointed under 268.170, may determine that it is necessary to charge the cities and counties within the district for the services and activities carried out under ORS 268.380 and 268.390. If the council determines that it is necessary to charge cities and counties within the district for any fiscal year, it shall determine the total amount to be charged and shall assess each city and county with the portion of the total amount as the population of the portion of the city or county within the district bears to the total population of the district provided, however, that the service charge shall not exceed the rate of 51 cents per capita per year. For the purposes of this subsection the population of a county does not include the population of any city situated within the boundaries of that county. The population of each city and county shall be determined in the manner prescribed by the council.

(2) The council shall notify each city and county of its intent to assess and the amount it proposes to assess each city and county at least 120 days before the beginning of the fiscal year for which the charge will be made.

(3) The decision of the council to charge the cities and counties within the district, and the amount of the charge upon each, shall be binding upon those cities and counties. Cities and counties shall pay their charge on or before October 1 of the fiscal year for which the charge has been made.

[(4) This section shall not apply to a fiscal year which ends later than June 30, 1985.]

EXHIBIT 2

Outline of Metro Ordinance

1. Establish a local officials advisory committee for the Intergovernmental Resource Center (IRC) under the provisions of ORS 268.170.
2. Prescribe a membership for the committee as follows:

1 Representative from each County	3
1 Representative of the Cities of each County	3
1 Representative of the City of Portland	1
1 Representative of the Port of Portland	1
1 Representative of Tri-Met	1
1 Representative of the State	1
3 Representatives of Metro	<u>3</u>

13
3. Prescribe an overall mission: to promote intergovernmental cooperation and coordination as a means for resolving regional issues of mutual concern.
4. Prescribe a specific charge for the committee:
 - a. Review the work program and budget for IRC and make recommendations to Council.
 - b. Review the annual intergovernmental consensus building program and recommend the (1) charges, and (2) memberships of the associated subcommittees/task forces to the Council.

EXHIBIT 3

Evaluation of the IRC Proposal

1. Does the legislative amendment lock Metro into an inflexible organizational structure?

The legislative amendment does not address the form of the IRC organization whatsoever.

2. Who sets the IRC organization?

This is done entirely through the Metro ordinance.

3. How are the authorities of the Metropolitan Service District affected by the IRC proposal?

The proposal does not affect the enabling authorities of the Metropolitan Service District or any other governmental entity. The decision-making authority rests with the jurisdictions providing the services. The coordination provided by the IRC is a consensus building process for the jurisdictions involved in particular service areas. There is no requirement that any governmental entity abide by that consensus.

The proposal does provide a means for meeting an existing statutory responsibility not currently being met -- the local officials advisory committee mandated in ORS 268.170.

4. Must the Council use the IRC for all issues other than the Zoo, Solid Waste and the Urban Growth Boundary (UGB)?

The IRC provides one mechanism for dealing with these issues -- the option of Metro independently examining an issue remains. If local government dues are to be used, the issue must be brought to the IRC. The Council can choose to independently pursue an issue, without IRC involvement, if revenues other than local government dues are used.

5. What effect does the IRC have on the long-term organization for Metro as it assumes additional service responsibilities?

The formation of the four funds, each with its own dedicated revenue source, is a format which accommodates Metro's evolutionary needs. For example, assume the Metro Council decides to become the service provider for "service x" by enacting a tax base for that purpose. An independent "service x" fund would be created in the Metro budget outside of the IRC. At that time, Metro would have a General Fund, Zoo Fund, Intergovernmental Resource Fund, Solid Waste Fund and "service x" fund. As additional service responsibilities were added, additional dedicated funds would be created directly under the control of the Council and independent from the IRC.

6. What is the scope of IRC activities?

The scope of the IRC is set each year through the budget process. When the Metro Council adopts the work program it establishes the scope for that year.

The current draft proposal is not specific on what must or must not be an annual program. The phrase that is used, "regional issues of mutual concern," avoids the problems associated with making laundry lists. Inevitably, the wrong items are put on the list or omitted from the list.

History would indicate that transportation, certain data items and certain land use coordination activities will continuously appear in annual programs. Over time it is conceivable for the IRC to tackle such issues as jail overcrowding, parks, drainage, libraries, regional legislative agenda, etc. Furthermore, the IRC may be used to promote administrative efficiencies such as central purchasing, joint MBE certification, etc.

By establishing a procedural method for defining the scope (rather than a list of issues) the Council maintains authority to establish the scope and yet retains flexibility to match the scope with the priorities of a given program year.

7. What types of task forces/committees will be established and what are their charges?

The Council will establish an "Executive Committee" of local elected officials Chief Executive Officers and designate the membership of that committee. The Executive Committee will be advisory and charged with reviewing the work program and budget for the IRC, and making a recommendation to the Council. This charge will be in the ordinance.

The work program will include the description of task forces required for certain program areas. Thus, the Executive Committee would also recommend the annual intergovernmental consensus building program to the Council. The Council will establish the task forces/committee when it adopts the work program and budget. JPACT will remain as the consensus building mechanism in the transportation area.

8. How can meaningful Council involvement in the IRC be assured?

Given the proposed membership of the Executive Committee plus the existing JPACT representation, at least six Council assignments are associated with the IRC. Additionally, I think there would be one or two more consensus building forums in each annual work program (making a total of 7-8 assignments per year).

To avoid continually inserting full Council involvement at the end of the process (forcing "rubber stamping"), a series of in-house reporting mechanisms will be put in place. These are

not specified at this time. However, this will meet the needs for (a) the timely distribution of IRC information/proposals to all Councilors, and (b) early Council involvement in work program preparation.

9. Have other options such as "Leave Everything the Way It Is" or "Use the General Purpose Tax to Fund the IRC" been considered?

The "Leave Everything the Way It Is" option requires legislative action -- it is not a "do-nothing" option. At a minimum the sunset date on the dues would need to be extended. If Metro were to lobby the Legislature for an extension of the dues sunset, support of local governments would be needed. Tacit local support may be possible, but (a) some of the same issues as in the current IRC proposal will come up, and (b) the Council does not achieve its objective of implementing a long-term, stable relationship.

The "Use the General Purpose Tax to Fund the IRC" option is a more intriguing possibility over the long-term. There are some practical and philosophical reasons for not pursuing it as the primary option now.

From a practical standpoint, it cannot be the primary option during the transition period. If the Legislature acts in favor of the general purpose tax, it will grant Metro enabling taxing authorization. Metro would still have to pass the implementing ordinance. This could not occur until well into FY 1986. There would be no funds for the IRC (plus a severe shortfall in the General Fund) during this period, if dues were not extended. Additionally, the implementing ordinance could be referred. If this were successful, the problem would be exacerbated.

From a philosophical standpoint, the dues option provides a mechanism for local governments to invest in the the IRC and, therefore, Metro. It is more likely to gain more positive local government involvement with Metro -- meeting another important objective in its own right.

Over time there may be reasons to consider general purpose tax funding for the IRC. But for now it is recommended as a future option, not the immediate option.

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II. Short-term System Policy Issues (cont.--)

3. Diversion of mixed waste from Metro transfer stations to other general purpose facilities.
 4. Diversion of haulers from the periphery--
Could be voluntary or mandatory program
 5. Lateral or vertical expansion of St. Johns Landfill
 6. Baling
- B. Further investment in Wildwood site before approval of land use permits
1. Metro Council may need to decide on this policy issue based on outcome of Wildwood permit process

Post - Collection Processing/ Resource Recovery

I. Policy Issues

- A. Priorities in Solid Waste Management
1. Policies were adopted in Waste Reduction Plan which are in conformance with new statute (ORS 459)
Any changes or more detail required?
- B. Emphasis on source-separated vs. post-collection recycling
1. Cor-met plan included post-collection processing and recycling; little emphasis on Metro role in source separated recycling
 2. Waste-reduction plan emphasis source-separated recycling
- C. Under what criteria should Metro consider alternative disposal technology proposals
1. Development of policies on cost, guarantees required etc.
- D. Involvement with demonstration projects on developing technologies

CLASSIFICATION SPECIFICATIONS TO BE UPDATED

CLERK OF THE COUNCIL

DEPUTY EXECUTIVE OFFICER

EXECUTIVE MANAGEMENT AIDE

COUNCIL ASSISTANT

DIRECTOR OF BUDGET &
ADMINISTRATIVE SERVICES

MANAGEMENT ANALYST

MAINTENANCE AIDE

OFFSET PRINTING OPERATOR

TECHNICAL MANAGER

DIRECTOR OF TRANSPORTATION
PLANNING

DIRECTOR OF PUBLIC AFFAIRS

GRAPHIC DESIGNER

ENGINEER AND ANALYSIS MANAGER

SOLID WASTE OPERATIONS MANAGER

WASTE REDUCTION MANAGER

LANDFILL ATTENDANT

GENERAL CURATOR

ANIMAL KEEPER FOREMAN

ENGINEER/PLANNER III

RESEARCH COORDINATOR

EDUCATION SERVICES MANAGER

EDUCATION SERVICES SPECIALIST

PUBLIC RELATIONS/INFORMATION
MANAGER

VISITOR SERVICES MANAGER

FOOD SERVICES MANAGER

RETAIL MANAGER

SAFETY COORDINATOR/ADMINISTRATOR

NUTRICIAN TECHNICIAN



Agenda

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: JUNE 28, 1984

Day: THURSDAY

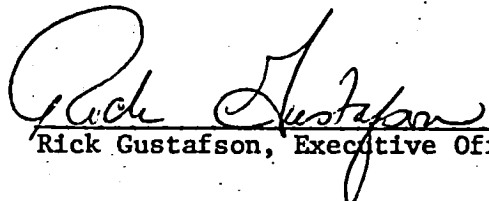
Time: 7:30 P.M.

Place: COUNCIL CHAMBER

C O N S E N T A G E N D A

The following business items have been reviewed by the staff and an officer of the Council. In my opinion, these items meet with the Consent List Criteria established by the Rules and Procedures of the Council. The Council is requested to approve the recommendations presented on these items.

- 6.1 Minutes of the meeting of May 24, 1984.
- 6.2 Resolution No. 84-473, for the purpose of amending the 1984 Transportation Improvement Program to include an updated program of projects using Section 9 Funds.
- 6.3 Resolution No. 84-474, for the purpose of amending the Transportation Improvement Program to include Cornell Road Bridges Improvement Project.
- 6.4 Resolution No. 84-475, for the purpose of authorizing application for federal funds for a 16(b)(2) Special Transportation Project (Robison Jewish Home) and amending the Transportation Improvement Program.
- 6.5 Resolution No. 84-471, for the purpose of amending Classification and Pay Plans for the Metropolitan Service District.
- 6.6 Contract for the purchase, installation and service of a telephone system.


Rick Gustafson, Executive Officer

MINUTES OF THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

REGULAR MEETING
May 24, 1984

Councilors Present: Councilors Banzer, Bonner, Deines,
Hansen, Kelley, Van Bergen, Waker, and
Williamson.

Councilors Absent: Councilors Kafoury, Kirkpatrick, and
Oleson.

Also Present: Rick Gustafson, Executive Officer.

Staff Present: Don Carlson, Richard Brandman, and
Sonnie Russill.

Testifiers: Eleanore Baxendale.

A regular meeting of the Council of the Metropolitan Service District was called to order at 7:35 p.m. by Deputy Presiding Officer Bonner.

Deputy Presiding Officer Bonner requested that a moment of silence be observed in memory of Councilor Bruce Etlinger who had passed away on May 22, 1984.

1. Introductions.

There were no introductions.

2. Councilor Communications.

There were no Councilor Communications.

3. Executive Officer Communications.

Mr. Gustafson reported that the Zoo Serial Levy election had been successful. He also stated that Metro would save on Election Cost expenses in FY 1984-85 because the Councilor elections had also been decided on May 15.

He noted that he had been elected to serve on the Region X NARC Board for a two-year term.

4. Written Communications to Council on Non-Agenda Items.

There were no written communications to Council on non-agenda items.

5. Citizen Communications to Council on Non-Agenda Items.

There were no citizen communications to Council on non-agenda items.

6. Consent Agenda.

The Consent Agenda consisted of the following items:

- 6.1 Minutes of the special meeting of April 16, the special and regular meetings of April 26, and the regular meeting of May 3.
- 6.2 Resolution No. 84-468, for the purpose of authorizing Federal Funds for two 16(b)(2) Special Transportation Projects and amending the Transportation Improvement Program (TIP).
- 6.3 Resolution No. 84-470, for the purpose of amending the FY 1984 Transportation Improvement Program to include a new Section 9(A) Tri-Met Project.

Motion: Councilor Williamson moved adoption of the Consent Agenda. Councilor Kelley seconded the motion.

Vote: The vote on the motion resulted in:

Ayes: Councilors Banzer, Bonner, Deines, Hansen, Kelley, Van Bergen, Waker, and Williamson.

Nays: None.

Absent: Councilors Kafoury, Kirkpatrick, and Oleson.

Motion carried, Consent Agenda adopted.

7. Consideration of Resolution No. 84-472, for the purpose of confirming the appointment of General Counsel and ratifying variances to Metro's Personnel Rules.

Motion: Councilor Banzer moved adoption of Resolution No. 84-472. Councilor Williamson seconded the motion.

Councilor Banzer indicated her support of Ms. Baxendale as the Legal Counsel for Metro.

Mr. Gustafson presented a synopsis of the selection process and his recommendation that the Council ratify the appointment of Ms. Baxendale. He then introduced Ms. Baxendale to the Council.

Ms. Baxendale stated that she had always been interested in Metro and was excited about the opportunity to work with the Council.

Vote: The vote on the motion resulted in:

Ayes: Councilors Banzer, Bonner, Deines, Hansen, Kelley, Van Bergen, Waker, and Williamson.

Nays: None.

Absent: Councilors Kafoury, Kirkpatrick, and Oleson.

Motion carried, Resolution adopted.

8. Committee Reports.

Councilor Hansen said the Solid Waste Systems Plan would be discussed by the Services Committee in June.

Councilor Williamson noted that JPACT would meet in June.

Councilor Williamson requested that an Audit Committee meeting be called for at the end of June.

Councilor Bonner reported that the Council Coordinating Committee would continue their discussion of Committee restructuring in June. He also noted that the "Meet Metro" video would be premiered on May 29.

Councilor Deines commented that the Council should consider the impacts of the EQC burning ban and the need for limited use landfills. Councilor Hansen responded that the ban and its impacts should be discussed during the Systems Plan.

Councilor Hansen reported on the Bi-State Policy Advisory Committee meeting held on May 17 in Vancouver. He said one of the issues discussed by the Committee was Clark County's efforts to site a landfill.

9. Councilor Vacancy in District 10.

Deputy Presiding Officer Bonner noted that the Oregon Revised Statutes required the Council to appoint a Councilor to fill a vacancy. He said a precedent set by Resolution No. 83-385 for the filling of vacancies was the requirement that a citizens committee be used to assist in the review and evaluation of candidates for appointment. He said given the May 15 election in which Larry Cooper of District 10 was elected to take office on January 1, 1985, that the requirements of the Resolution should be waived and that Larry Cooper should be appointed to the vacancy.

Motion: Councilor Kelley moved that the provisions of Resolution No. 83-385 be waived. Councilor Williamson seconded the motion.

Councilor Hansen suggested that the resolution be amended to allow vacancies to be filled by the Councilor-elect in the District where a vacancy occurs.

Councilor Deines argued against such an amendment, stating that an instance may occur when a Councilor-elect couldn't or wouldn't be able to take office when a vacancy occurred. He said they should leave the Resolution the way it was and waive the provisions when appropriate.

Deputy Presiding Officer said if Councilor Hansen wanted to pursue his suggestion he should have the amendment presented to the Coordinating Committee.

Vote: The vote on the motion resulted in:

Ayes: Councilors Banzer, Bonner, Deines, Hansen, Kelley, Van Bergen, Waker, and Williamson.

Nays: None.

Absent: Councilors Kafoury, Kirkpatrick, and Oleson.

Motion carried.

10. Establishment of Memorial for Councilor Etlinger.

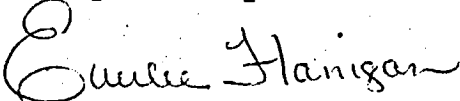
Deputy Presiding Officer Bonner suggested that a lasting memorial be established for Councilor Etlinger and that several ideas had been proposed by Council members. He suggested Council members discuss the idea informally and that formal proposals be made at a later date.

Councilor Hansen said he supported the idea but cautioned that the Council should take its time in making a decision and work with the family and friends of Councilor Etlinger.

Councilor Williamson suggested that in addition to a memorial, the Council could pass a resolution recognizing Mr. Etlinger's contributions.

There being no further business, the meeting adjourned at 8:10 p.m.

Respectfully submitted,


Everlee Flanigan
Clerk of the Council

CONSIDERATION OF RESOLUTION NO. 84-473 FOR THE
PURPOSE OF AMENDING THE FY 1984 TRANSPORTATION
IMPROVEMENT PROGRAM TO INCLUDE AN UPDATED PROGRAM
OF PROJECTS USING SECTION 9 FUNDS

Date: May 15, 1984

Presented by: Andrew Cotugno

FACTUAL BACKGROUND AND ANALYSISProposed Action

Approve the recommendation to include an updated program of projects using Urban Mass Transportation Administration Section 9 funds. The FY 1984/FY 1985 program proposed by Tri-Met consists of:

Parts and Equipment - Maintenance vehicles, rebuilt engines and transmissions, rebuild kits for engines and transmissions, shop equipment. Rear seat (bus) replacements, suspension overhaul kits, and security fencing. \$1,422,000

Telecommunication Network System - Dispatch center equipment and transit mall video monitor replacements. \$94,272

Management Information System - Computer equipment and software. \$292,419

122nd Avenue Park and Ride Lot - engineering and construction \$864,000

LRT Construction - Line sections 2 and 3 and signal graphics fabrication are included in the full-funding agreement for the Banfield LRT project. The amount noted herein will be an administrative exchange of Section 3 funds in the full-funding contract for these Section 9 funds. \$7,096,000

Total Capital \$9,768,691

Tri-Met planning assistance - the Unified Work Program for FY 1985 was previously approved under Resolution No. 84-462 and is included herein for reference. \$951,832

Total FY 1984-85 Section 9 Program \$10,720,523

TPAC and JPACT have reviewed this program and recommend approval of the Resolution.

Background

Tri-Met has prepared a program of projects using Section 9 funds apportioned to urbanized areas in accordance with the Section 9 formula. The capital projects are a continuation of those previously established (Resolution No. 83-412) for Section 9A start-up funding. More project funding is programmed than there is availability with any difference to later be funded with FY 1985 Section 9 capital assistance.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 84-473.

COMMITTEE CONSIDERATION AND RECOMMENDATION

On June 11, 1984, the Regional Development Committee unanimously recommended Council adoption of Resolution No. 84-473.

AC/srb
1261C/382
06/14/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE)	RESOLUTION NO. 84-473
FY 1984 TRANSPORTATION IMPROVE-)	
MENT PROGRAM TO INCLUDE AN UPDATED)	Introduced by the Joint
PROGRAM OF PROJECTS USING)	Policy Advisory Committee
SECTION 9 FUNDS)	on Transportation

WHEREAS, Resolution No. 83-412 approved a program of
Tri-Met projects using FY 1983 start-up funds under Section 9A; and

WHEREAS, A new Section 9 Follow-On Program provides funding
for FY 1984 and later; and

WHEREAS, Tri-Met has prepared a program of projects using
Section 9 funds which are in part a continuation of those previously
established under Section 9A; and

WHEREAS, The program of projects is required to be in the
Transportation Improvement Program (TIP) in order to be eligible for
federal funding; now, therefore,

BE IT RESOLVED,

1. That the TIP is amended to include an update of the
following Section 9 projects and amounts:

Parts and Equipment	\$1,422,000
Telecommunication Network System	\$94,272
Management Information System	\$292,419
122nd Avenue Park and Ride Lot - Engineering and Construction	\$864,000
LRT Construction - Line Sections 2 and 3, and Signal Graphics	\$7,096,000
Tri-Met Unified Work Program Planning Assistance	\$951,832
Total Section 9 Amendment	<u>\$10,720,523</u>

2. That projects programmed and in excess of the apportioned amount will be assigned to FY 1985 when the FY 1984 projects are fully obligated.

3. That the Council of the Metropolitan Service District (Metro) finds the projects in accordance with the Regional Transportation Plan and gives Affirmative Intergovernmental approval.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

AC/BP/srb
1261C/382
06/14/84

CONSIDERATION OF RESOLUTION NO. 84-474 FOR THE
PURPOSE OF AMENDING THE TRANSPORTATION
IMPROVEMENT PROGRAM TO INCLUDE CORNELL ROAD
BRIDGES IMPROVEMENT PROJECT

Date: May 15, 1984

Presented by: Andrew Cotugno

FACTUAL BACKGROUND AND ANALYSISProposed Action

This action will amend the Transportation Improvement Program to include a new project: Cornell Road Bridges Improvement. This project consists of replacement or rehabilitation of four bridges and two viaducts, all of which are located on N.W. Cornell Road east of 53rd Drive.

Highway Bridge Replacement and
Rehabilitation (HBRR) Funds

Preliminary Engineering	\$ 80,000
Construction	<u>1,400,000</u>
Total HBRR	\$1,480,000
Multnomah County Match	<u>370,000</u>
Total Costs	\$1,850,000

TPAC and JPACT have reviewed this project and recommend approval of the Resolution.

Background and Analysis

The six structures are currently inadequate and deterioration to the four timber bridges has greatly accelerated in the last five years, causing concern for public safety.

Actions to correct these conditions consist of replacing four structurally deficient timber bridges:

Bridge #11037
Bridge #11039
Bridge #11040
Bridge #11041

and replacing or rehabilitating two concrete viaducts:

Bridge #51C35
Bridge #51C36

Other attendant work included will be elimination of minor site distance problems, strengthening or replacement of retaining walls, improved alignments, vehicle/bicycle/pedestrian access, and lighting for pedestrian/bicycle path around tunnel (#51C36).

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 84-474.

COMMITTEE CONSIDERATION AND RECOMMENDATION

On June 11, 1984, the Regional Development Committee unanimously recommended Council adoption of Resolution No. 84-474.

AC/BP/srb
1262C/382
06/14/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE)	RESOLUTION NO. 84-474
TRANSPORTATION IMPROVEMENT PROGRAM)	
TO INCLUDE CORNELL ROAD BRIDGES)	Introduced by the Joint
IMPROVEMENT PROJECT)	Policy Advisory Committee
)	on Transportation

WHEREAS, Through Resolution No. 83-430, the Council of the Metropolitan Service District (Metro) adopted the Transportation Improvement Program (TIP) and its FY 1984 Annual Element; and

WHEREAS, Multnomah County has requested that a new project utilizing Highway Bridge Replacement and Rehabilitation (HBRR) funds be added to the TIP; and

WHEREAS, This project will cover replacement or rehabilitation of four bridges and two viaducts on N.W. Cornell Road; and

WHEREAS, It is necessary that projects utilizing the noted funds be included in the TIP in order to receive federal funds; now, therefore,

BE IT RESOLVED,

1. That federal HBRR funds be authorized for the Cornell Road bridges improvement project. \$1,480,000
2. That the TIP and its Annual Element be amended to reflect this authorization.

3. That the Metro Council finds the project in accordance with the Regional Transportation Plan and gives Affirmative Intergovernmental Project Review approval.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

AC/BP/srb
1262C/382
06/14/84

CONSIDERATION OF RESOLUTION NO. 84-475 FOR THE
PURPOSE OF AUTHORIZING APPLICATION FOR FEDERAL
FUNDS FOR A 16(b)(2) SPECIAL TRANSPORTATION
PROJECT (ROBISON JEWISH HOME) AND AMENDING THE
TRANSPORTATION IMPROVEMENT PROGRAM

Date: May 22, 1984

Presented by: Andrew Cotugno

FACTUAL BACKGROUND AND ANALYSIS

Proposed Action

Recommend Council adoption of the attached Resolution which authorizes application for Federal 16(b)(2) funds by a private, nonprofit social service agency: Robison Jewish Home. The application covers the purchase of one 5-9 passenger stationwagon and two 10-16 passenger vans with lifts to provide special transportation services in Portland metro area to specific client groups not served by Tri-Met. This Transportation Improvement Program (TIP) addition will allow the agency to apply for 16(b)(2) funding from ODOT.

This action is consistent with the adopted Intergovernmental Agreement entered into by Oregon Department of Transportation (ODOT), Tri-Met and Metro, whereby roles, responsibilities and funding for Special Needs transportation are established.

TPAC and JPACT have reviewed this project and recommend approval of the Resolution.

Background

Section 16(b)(2) authorizes the Urban Mass Transportation Administration (UMTA) to make capital grants to private, nonprofit organizations to provide transportation services for elderly and handicapped persons. Capital investments include purchase of conventional and paratransit vehicles and other equipment associated with providing local and regional (non-intercity) transportation services to the elderly and handicapped. Apportioned 16(b)(2) funds are not available for operating expenses. Transportation Improvement Programs and their Annual Elements must be amended to include new 16(b)(2) projects.

Section 16(b)(2) funding is only available to private, nonprofit organizations in the Metro region and only for use to serve specific client groups that cannot be served effectively by Tri-Met. In applying these criteria, Tri-Met and Metro review all applications and recommend approval or denial accordingly.

A local provider has submitted an application for capital equipment using 16(b)(2) funds and has been found to meet the criteria of serving specific client groups which cannot better be served by Tri-Met. The application involves:

<u>Name/Area</u>	<u>Equipment</u>	<u>Federal Applicant \$</u>
Robison Jewish Home/ S.W. Portland Area	1 5-9 passenger stationwagon	\$7,200/\$1,800
	2 10-16 passenger vans with lifts	\$27,200/\$6,800

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 84-475.

COMMITTEE CONSIDERATION AND RECOMMENDATION

On June 11, 1984, the Regional Development Committee unanimously recommended Council adoption of Resolution No. 84-475.

BP/srb
1297C/382
06/14/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING)
APPLICATION FOR FEDERAL FUNDS FOR)
A 16(b)(2) SPECIAL TRANSPORTATION)
PROJECT (ROBISON JEWISH HOME))
AND AMENDING THE TRANSPORTATION)
IMPROVEMENT PROGRAM (TIP))

RESOLUTION NO. 84-475

Introduced by the Joint
Policy Advisory Committee
on Transportation

WHEREAS, ODOT, Tri-Met, and the Metropolitan Service District (Metro) have entered into an Intergovernmental Agreement which established roles, responsibilities and funding for Special Needs transportation; and

WHEREAS, This Agreement specifies that 16(b)(2) funding will be made available only to nonprofit organizations serving specific client-groups which cannot better be served by regular Tri-Met service to the elderly and handicapped community; and

WHEREAS, To comply with federal requirements the TIP must be amended to include projects recommended for UMTA 16(b)(2) funds; and

WHEREAS, The Robison Jewish Home has submitted a project application for funding authorization involving \$34,400 in Federal 16(b)(2) funds; and

WHEREAS, The project described was reviewed and found consistent with federal requirements and regional policies and objectives; now, therefore,

BE IT RESOLVED,

1. That application for Federal 16(b)(2) funds be authorized for the purchase of the following:

Robison Jewis Home, a private nonprofit health care and social service agency in the Southwest Portland area

1. 5-9 passenger stationwagon \$ 7,200
2. 10-16 passenger vans with lifts \$27,200

2. That the TIP and its Annual Element be amended to reflect this authorization.

3. That the Metro Council finds the project to be in accordance with the region's continuing, cooperative, comprehensive planning process and, thereby, gives affirmative Intergovernmental Project Review approval.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

BP/srb
1297C/382
06/14/84

CONSIDERATION OF RESOLUTION NO. 84-471 FOR THE
PURPOSE OF AMENDING THE CLASSIFICATION AND PAY
PLANS

Date: May 4, 1984

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

Metro has adopted Pay and Classification Plans which establish position titles, job standards and pay ranges. In 1978 and 1979, two comprehensive analyses of CRAG's and MSD's pay systems were conducted. The results became the basis for the current Metro plans. In the intervening years, several modifications and updates have been approved, but, until the recently conducted study, there had been no total reassessment. The entire organization has experienced major changes in structure, funding levels, programs and job types over the last five years. Therefore, a study of our Pay and Classification Plans was undertaken this fiscal year.

Purpose of the Study

The study was initiated to ensure sound pay and classification plans for the organization and to resolve the difference in salary schedules between the Zoo and other departments. The goals of the study were:

1. Treat all employees affected by the study in a fair and equitable manner.
2. Achieve equitable and reasonable internal alignment for compensation among all positions and classifications.
3. Achieve comparability in the marketplace for all positions and classifications.

The Process

A consulting firm, Creative Personnel Associates, was hired to conduct the study. The following steps were followed in preparing a recommendation:

1. Point factor weights and rankings were established as the value basis for pay levels. Council Coordinating Committee members, the Executive Officer and department heads participated.

2. All employees completed job evaluation questionnaires. Desk audits were conducted for a large sample of positions.
3. A market survey of benchmark positions was conducted.
4. The consultant made preliminary recommendations for Pay Plan amendments and new and revised classifications which were distributed to employees.
5. A three-step appeals process was established for considering challenges to the consultant's recommendations. Appeals first went to the consultant, then to a three-member employee committee and finally to the Executive Officer.
6. The Executive Officer considered the recommendations of the Committee and the consultant and formulated his recommendation for adoption of the Pay and Classification Plans.

Products of the Study

The products of this study have provided the basis and elements for revision of the Pay and Classification Plans. The point factor, weights and rankings establish a value basis for pay levels. New and revised classification specifications have been prepared. Positions exempt from overtime compensation have been identified. An updated Pay Plan has been proposed. Finally, procedures for maintaining the Pay and Classification Plans have been established.

Implementation Strategy

The Executive Officer proposes the following strategy for the implementation of the Pay and Classification Plans:

1. Positions reclassified upward would receive a 5 percent increase or move to the beginning rate of the new class, whichever is greater.
2. Positions reclassified downward would receive no change in pay. An incumbent receiving a salary which exceeds the maximum rate would not be eligible for an increase until the new range "catches up" to their salary. This approach requires a waiver of the Personnel Rules, Section 28(c).
3. Anniversary dates would not be changed.
4. Pay changes related to reclassifications would be implemented on adoption of the new Pay and Classification Plans by the Council.

5. Establish a new classification of Program Assistant 1 at salary range 4.5 retroactive to July 1, 1983.

To address the 6 percent difference between Zoo and non-Zoo salaries the following strategy is proposed:

1. Merge the Zoo and non-Zoo Plans in a two-step process to be completed by July 1, 1985. Provide at least a 2 percent salary differential catch-up to non-Zoo employees on July 1, 1984. The remaining difference to be made up on July 1, 1985.
2. Incumbents in downgraded positions receiving a salary above the new range would not be eligible for these increases until the range "catches up" to their salary.
3. In addition, continue the three extra personal holidays for a total of five for non-Zoo employees in FY 1984-85. End the award of extra personal holidays on July 1, 1985, when the pay differential is removed.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer has reviewed Councilor Kafoury's recommendations and participated in discussions with the Council Coordinating Committee on this matter. He concurs with the Committee recommendation outlined below. He is especially interested in making up the Zoo/non-Zoo pay differential by July 1, 1985, if possible.

COMMITTEE CONSIDERATION AND RECOMMENDATION

At its meeting of June 18, 1984, the Council Coordinating Committee considered recommendations on the Pay and Classification Plans resulting from Councilor Kafoury's review of proposed revisions with staff. The Executive Officer's response to her recommendations were also discussed. The Committee recommends adoption of Resolution No. 84-471 including the following changes from the Executive Officer's original proposal:

1. Establish the IRC Administrator class for one year only, to June 30, 1985. This will provide for review of Metro's needs and internal relationships before finalizing the position.
2. Revise the Pay Plan implementation strategy to make up the Zoo/non-Zoo pay differential over three years rather than two years as proposed. The Committee recommends that the difference be made up sooner if funds are available.
3. Award the Executive Officer a 2 percent cost of living salary increase. No increase has been awarded since January 1, 1983. No changes were enacted by the

Legislature for District Court Judges whose salaries serve as the minimum rate for the Executive Officer.

4. Implement the proposed Pay and Classification Plan revisions, except where noted otherwise, on July 1, 1984.

The attached Resolution and implementation strategy reflect this recommendation.

JS/srb
1197C/382
06/20/84



Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 7, 1984
To: Council Coordinating Committee
From: Councilor Marge Kafoury *Marge*
Regarding: Recommendation on Resolution No. 84-471, Amending
Metro's Classification and Pay Plans

I have met with Ray Barker, Jennifer Sims and Dick Karnuth to review the Executive Officer's recommendation for changes in the Pay and Classification Plans.

I have identified the following seven areas of concern:

1. Management Series - Most of the organization's management level positions have unique classifications. Also, titles are not used consistently for each level. The consultant identified this as a problem which could be addressed at a later time. I recommend that the Executive Officer prepare a schedule for establishing a generic management series and an explanation of titles.
2. Exempt/Non-Exempt Designations - The Executive Officer has proposed to identify employees exempt from overtime requirements for ratification by the Council. A schedule should be prepared and the budget impact of the final recommendation should be analyzed.
3. Zoo/Non-Zoo Pay Differential - The Executive Officer recommends that the current 6 percent pay differential between the Zoo and other employees be made up over a two-year period ending July 1, 1985. Considering the financial uncertainty surrounding expiration of the dues assessment authority in 1985, I recommend a three-year plan be prepared. If our financial position permits, we could move faster.
4. Classification Specifications - Not all of the classification specifications are in a standard format. While this is not a real problem, they should be rewritten. I recommend that a list of those to be rewritten be prepared.

5. IRC Administrator/Criminal Justice Director - The Criminal Justice Director position no longer exists as described in the current classification specification. I propose that a new classification be adopted when a criminal justice program and staff requirements are more fully developed. Also, the level and title of the position should be reviewed in relation to other department directors.

I recommend that the IRC Administrator class not be included in the Classification Plan at this time. It is my understanding that the IRC Administrator position will be temporary until FY 1985-86 when the structure and funding for the IRC will be finalized. The establishment of a classification should be done at that time when organizational needs are clearer.

6. Pay Ranges - Under the current and proposed Pay Plan, salary levels have a 25 percent range between the beginning and maximum rate. The consultant has indicated that this may be too narrow and should be further studied. I recommend the Executive Officer prepare a schedule for analyzing this matter. If changes are proposed, the budget impact should be reported.
7. Zoo Development Officer/Analyst - Through the Pay and Classification Plan Study it was determined that the Zoo Development position is performing at the Analyst level reflecting management's preference for the structure of this function. The priority of fund-raising and development activities at the Zoo has not been directly addressed by the Council. It seems to me that the Development Officer position, which was authorized and funded by the Council, better reflects the interests and priorities of the Council in this area. I recommend that the Council request a briefing paper from the Zoo Director explaining his strategy and staff requirements for Zoo development including a description of the relationship between the Development position and the Zoo's Public Relations Manager.

Recommendation: I recommend that Resolution No. 84-871 be adopted as proposed to be effective July 1, 1984, with assurances from the Executive Officer that the above items will be addressed as requested.

MK/JS/srb
1346C/D1



Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 8, 1984
To: Council Coordinating Committee
From: Rick Gustafson, Executive Officer
Regarding: Response to Councilor Kafoury on Pay and Classification Plans

Councilor Kafoury has identified some good points regarding the Pay and Classification Plans. I appreciate her time and interest in reviewing the proposed changes. I am prepared to respond as requested on her seven areas of concern.

1. Management Series - Revision of the Personnel Rules is a higher priority and will occupy Personnel staff for a good share of next fiscal year. I recommend that such a study be initiated after the Personnel Rules project is completed.
2. Exempt/Non-Exempt Designations - A revised Pay Plan, including these designations by the Executive Officer has been prepared. In the past, exempt and non-exempt designations were based on the position's pay level. Proposed designations are based on a new system which more closely complies with the law. Under this system duties and assignments are considered in addition to pay level.

Three classifications are proposed to be exempt which were previously eligible for overtime. Managers are responsible for authorizing and managing overtime worked. It is anticipated that the budgeted amounts for overtime will be adequate for next fiscal year.

3. Zoo/Non-Zoo Pay Differential - I understand the need for a three-year implementation plan. Such a strategy does provide flexibility for our funding situation and does comply with the law. However, I maintain my support for the two-year catch-up.
4. Classification Specifications - A list of specifications to be revised is attached.

5. IRC Administrator/Criminal Justice Director - I agree that the Criminal Justice Director classification should be re-evaluated when the program is more established.

I have proposed the new IRC Administrator classification for two reasons. First, this is one avenue for the Council to approve the duties of this lead position. Second, while the IRC is in a developmental stage, the Administrator position is essential. I recommend the following approach to appointing an IRC Administrator:

- a. Establish the IRC Administrator Classification for One Year

Providing the classification allows for the necessary duties regarding the formation of the IRC to be carried out. Any position needed for an entire year should be properly classified. Due to Council concerns regarding the permanance connoted by a new classification, I recommend that the classification be authorized for one year only, to July 1, 1985.

- b. Waive the Personnel Rules for "Provisional Appointment"

As you know, it is my intent to appoint Steve Siegel to the new classification. I propose to waive the Personnel Rules to extend the "provisional appointment" period for ninety (90) days to one year. The Council ratifies waivers of the Rules.

- c. Conduct a Management Classification Study for the IRC

I propose to conduct a classification study for IRC at the management level in coordination with the FY 1985-86 budget process.

Council support of these actions is needed to make an appointment for heading the IRC.

6. Pay Ranges - Revision of the Personnel Rules is a higher priority at this time. I recommend that a study of the pay ranges be conducted after the Rules revision is completed. If the Council deems this a higher priority, the Rules effort would be delayed.

Memorandum
June 7, 1984
Page 3

7. Zoo Development Officer/Analyst - My recommendation retains both the Officer and Analyst classifications in the Pay Plan at pay ranges 10.5 and 8.5, respectively. Currently, the position is filled at the Analyst level by two half-time temporaries. Their six-month appointment expires November 1, 1984. An extension of their employment as temporaries requires administrative approval.

The request for an explanation of the Zoo's development and fund-raising activities is appropriate. The Zoo Director will respond to the Council on this matter..

RG/JS/gl
1347C/D1

Attachment

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING
CLASSIFICATION AND PAY PLANS FOR
THE METROPOLITAN SERVICE DISTRICT

) RESOLUTION NO. 84-471
)
)
)

Introduced by the
Executive Officer

WHEREAS, Ordinance No. 81-116 adopted Personnel Rules of the Metropolitan Service District (Metro) which requires the establishment and maintenance of a Classification Plan and a Pay Plan; and

WHEREAS, ORS 279.340 and 279.342 require that positions exempt from overtime compensation be designated; and

WHEREAS, Creative Personnel Associates was retained to assist in meeting these requirements through the conduct of job analyses, interviews, internal relationship and external salary survey data; and

WHEREAS, Said study has resulted in a proposed revision to the Classification and Pay Plans; now, therefore,

BE IT RESOLVED,

1. That pursuant to Sections 24 and 26 of the Personnel Rules, the Classification Plan is amended effective July 1, 1984, to include the new and revised classification specifications attached hereto as Appendix "A."

2. That the classification of IRC Administrator is authorized for one year only, to July 1, 1985.

3. That the classification of Program Assistant 1 at salary range 4.5 is established retroactive to July 1, 1983.

4. That the Pay Plan amendments attached hereto as

RESOLUTION NO. 84-471

Appendix "B" are adopted effective July 1, 1984, pursuant to Sections 29, 30 and 34 of the Personnel Rules. These amendments include the designation of non-exempt positions for purposes of overtime compensation pursuant to ORS 279.340 and 279.342.

5. That the implementation strategy for the Pay and Classification Plans attached hereto as Appendix "C" is adopted.

6. That a 2 percent cost of living salary increase be awarded to the Executive Officer effective July 1, 1984.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

JS/srb
1197C/382
06/20/84

APPENDIX "A"

Note: Because of the volume of Appendix "A", it has not been attached to the agenda.

Copies of Appendix "A" will be available at the June 28, 1984 Council meeting.

PAY PLAN

1984-85

DRAFT

METROPOLITAN SERVICE DISTRICT
*Providing Zoo, Transportation, Solid Waste and
other Regional Services*



METRO PAY PLAN
1984-85

INDEX

This book contains four COMPENSATION PLANS:

	<u>PAGE</u>	<u>TABLE</u>
1. International Laborers Union Local No. 483 (Zoo)	1	U (Salmon)
2. Seasonal Visitor Services Workers	2	S (Canary)
3. Non-Union Metro Employees Including Gatehouse Sites	3	A (White)
4. Non-Union Zoo	4	Z (Tan)

The Pay Plan lists the Class Code, Classification Title, Salary Range number and Rate of pay. Please use the proper Classification Title in the preparation of budgets, Personnel Actions, Requests for Recruitment and other official documents.

If you need further information, please call the Personnel Office.

TABLE U

INTERNATIONAL LABORERS UNION

Local 483

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Entrance Rate</u>	<u>After 6 Mo.</u>	<u>After 1 Yr.</u>
019	Typist-Receptionist	50	5.19	5.47	5.84
035	Clerk (Bookkeeper)	51	6.13	6.59	6.97
020	Clerk-steno	52	6.61	7.07	7.51
430	Laborer (90 working days)	53	7.08	-	-
461	Stationmaster	54	7.81	8.07	8.37
465	Gardener I	55	8.08	8.67	8.98
445	Maintenance Worker I	56	8.08	8.67	8.98
470	Animal Keeper	57	8.41	-	9.84
466	Gardener II	58	8.83	9.27	9.98
446	Maintenance Worker II	59	8.83	9.27	9.98
447	Maintenance Worker III	60	9.41	9.85	10.54
467	Senior Gardener	61	10.19	10.66	11.35
471	Senior Animal Keeper	62	10.44	-	-
455	Maintenance Mechanic	63	10.70	-	11.02
456	Master Mechanic	64	11.01	-	12.32
457	Maintenance Electrician	65	13.10	-	-

1228C/371-6

05/11/84

TABLE S

SEASONAL VISITOR SERVICES WORKERS

<u>Code</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Beg. Rate</u>	<u>After 12 Mo. 480 hrs</u>	<u>After 24 Mo. 480 hrs</u>	<u>After 36 Mo. 480 hrs</u>	<u>After 48 Mo. 480 hrs</u>	<u>After 60 Mo. 480 hrs</u>
001	V.S. Worker 1	49	3.45	3.80	4.15	4.50	4.85	5.20
002	V.S. Worker 2	49	3.80	4.15	4.50	4.85	5.20	5.55
003	V.S. Worker 3	49	4.15	4.50	4.85	5.20	5.55	5.90

This table is coordinated with the Federal Minimum Wage and is eligible for adjustment annually in January.

1228C/371-7

05/11/84

TABLE A

NON-UNION SALARY RANGE TABLE
(Metro Downtown, Gatehouse Sites)

Salary Range Number	Beginning Salary Rate		Entry Merit Rate		Maximum Merit Rate		Maximum Incentive Rate**	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
*0.0	7,238	3.48	7,592	3.65	8,798	4.23	9,069	4.36
0.5	8,736	4.20	9,173	4.41	10,774	5.18	11,107	5.34
1.0	9,298	4.47	9,755	4.69	11,232	5.40	11,565	5.56
1.5	9,734	4.68	10,213	4.91	11,773	5.66	12,126	5.83
2.0	10,150	4.88	10,650	5.12	12,314	5.92	12,688	6.10
2.5	10,691	5.14	11,336	5.45	12,917	6.21	13,312	6.40
3.0	11,232	5.40	11,794	5.67	13,499	6.49	13,915	6.69
3.5	11,773	5.66	12,355	5.94	14,248	6.85	14,685	7.06
4.0	12,314	5.92	12,938	6.22	14,955	7.19	15,413	7.41
4.5	12,917	6.21	13,562	6.52	15,725	7.56	16,224	7.80
5.0	13,499	6.49	14,165	6.81	16,515	7.94	17,014	8.18
5.5	14,248	6.85	14,955	7.19	17,347	8.34	17,888	8.60
6.0	14,955	7.19	15,704	7.55	18,200	8.75	18,741	9.01
6.5	15,725	7.56	16,515	7.94	19,094	9.18	19,677	9.46
7.0	16,515	7.94	17,347	8.34	19,864	9.55	20,488	9.85
7.5	17,347	8.34	18,221	8.76	20,966	10.08	21,590	10.38
8.0	18,200	8.75	19,115	9.19	22,027	10.59	22,714	10.92
8.5	19,094	9.18	20,051	9.64	23,192	11.15	23,878	11.48
9.0	19,760	9.50	20,758	9.98	24,336	11.70	25,064	12.05
9.5	20,966	10.08	22,006	10.58	25,522	12.27	26,291	12.64
10.0	22,027	10.59	23,130	11.12	26,728	12.85	27,539	13.24
10.5	23,192	11.15	24,357	11.71	28,163	13.54	29,016	13.95
11.0	24,315	11.69	25,522	12.27	29,598	14.23	30,514	14.67
11.5	25,522	12.27	26,790	12.88	31,054	14.93	31,990	15.38
12.0	26,728	12.85	28,059	13.49	32,490	15.62	33,467	16.09
12.5	28,163	13.54	29,578	14.22	34,237	16.46	35,277	16.96
13.0	29,598	14.23	31,075	14.94	35,984	17.30	37,066	17.82
13.5	31,054	14.93	32,614	15.68	38,667	18.59	39,832	19.15
14.0	32,490	15.62	34,112	16.40	39,582	19.03	40,768	19.60
14.5	34,050	16.37	35,755	17.19	41,517	19.96	42,765	20.56
15.0	35,734	17.18	37,523	18.04	43,659	20.99	44,970	21.62
15.5	38,022	18.28	39,915	19.19	46,072	22.15	47,466	22.82

* Range 0.0 is adjusted annually in January with other ranges assigned to seasonal position classifications.

** Cost of living adjustments for employees in the incentive range are computed on maximum merit rate.

1228C/371-16
05/22/84

SALARY RANGES

NON-UNION
(Metro Downtown, Gatehouse Sites)

Salary Range Number	Classification	Beginning Salary	Entry Merit Rate	Maximum Merit Rate	Maximum Incentive Rate
2.0 010	Management Intern	10,150	10,650	12,314	12,688
* 011	Staff Assistant	4.88	5.12	5.92	6.10
2.5* 012	Office Assistant	10,691	11,336	12,917	13,312
* 440	Maintenance Aide	5.14	5.45	6.21	6.40
3.0* 013	Gatehouse Attendant	11,232	11,794	13,499	13,915
* 330	Planning Technician	5.40	5.67	6.49	6.69
4.0* 018	Receptionist	12,314	12,917	14,955	15,413
* 037	Accounting Clerk 1	5.92	6.21	7.19	7.41
4.5* 014	Senior Gatehouse Attendant	12,917	13,562	15,725	16,224
* 040	Program Assistant 1	6.21	6.52	7.56	7.80
* 625	Word Processing Operator				
5.0* 017	Offset Print Operator	13,499	14,165	16,515	17,014
* 022	Secretary	6.49	6.81	7.94	8.18
* 038	Accounting Clerk 2				
5.5* 360	Graphics Designer	14,248	14,955	17,347	17,888
		6.85	7.19	8.34	8.60
6.0 025	Executive Management Aide	14,955	15,704	18,200	18,741
* 042	Program Assistant 2	7.19	7.55	8.75	9.01
* 626	Lead Word Processing Operator				
6.5 023	Program Coordinator	15,725	16,515	19,094	19,677
043	Public Information Specialist 1	7.56	7.94	9.18	9.46
333	Analyst 1				
7.0 306	Engineer Planner 1	16,515	17,347	19,864	20,488
		7.94	8.34	9.55	9.85
7.5 031	Administrative Assistant	17,347	18,214	20,857	21,512
		8.34	8.76	10.02	10.34
8.0 032	Clerk of the Council	18,200	19,115	22,027	22,714
044	Public Information Specialist 2	8.75	9.19	10.59	10.92
322	Facilities Supervisor				
8.5 069	Personnel Analyst	19,094	20,051	23,192	23,878
332	Development Analyst	9.18	9.64	11.15	11.48
334	Analyst 2				
362	Graphics Coordinator				

<u>Salary Range Number</u>	<u>Classification</u>	<u>Beginning Salary</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Rate</u>
9.0 307	Engineer Planner 2	19,760 9.50	20,758 9.98	24,336 11.70	25,064 12.05
10.0 039	Senior Accountant	22,027	23,130	26,728	27,539
076	Research Coordinator	10.59	11.12	12.85	13.24
335	Analyst 3				
10.5 308	Engineer Planner 3	23,192	24,357	28,163	29,016
635	Data Processing Oper. Analyst	11.15	11.71	13.54	13.95
11.0 073	Management Analyst	24,315	25,522	29,598	30,539
636	Data Processing Systems Analyst	11.69	12.27	14.23	14.67
11.5 033	Council Assistant	25,522	26,790	31,054	31,990
103	Legal Counsel	12.27	12.88	14.93	15.38
321	Waste Reduction Manager				
336	Senior Analyst				
12.5 311	Engineer/Analysis Manager	28,163 13.54	29,578 14.22	34,237 16.46	35,277 16.96
13.0 082	Director of Criminal Justice Planning	29,598 14.23	31,075 14.94	35,984 17.30	37,066 17.82
13.5 092	Director of Legislative Services	31,054 14.93	32,614 15.68	38,667 18.59	39,832 19.15
14.0 071	Manager of Accounting	32,490	34,112	39,582	40,768
090	Technical Manager	15.62	16.40	19.03	19.60
320	Solid Waste Operations Manager				
14.5 081	Public Affairs Director	34,050	35,755	41,517	42,765
083	Director of Budget and Administrative Services	16.37	17.19	19.96	20.56
085	Director of Development Services				
105	General Counsel				
15.0 079	Administrator - IRC	35,734	37,523	43,659	44,970
089	Director of Transportation Planning	17.18	18.04	20.99	21.62
095	Deputy Executive Officer				

*Non-exempt classification. Employees in these classifications are eligible to receive overtime compensation.

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05/22/84

PAY PLAN
NON-UNION
(Metro Downtown, Gatehouse Sites)

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
010	Management Intern	2.0	10,150 4.88	10,650 5.12	12,314 5.92	12,688 6.10
011	Staff Assistant	2.0	10,150 4.88	10,650 5.12	12,314 5.92	12,688 6.10
012	Office Assistant	2.5	10,691 5.14	11,336 5.45	12,917 6.21	13,312 6.40
013	Gatehouse Attendant	3.0	11,232 5.40	11,794 5.67	13,499 6.49	13,915 6.69
014	Senior Gatehouse Attendant	4.5	12,917 6.21	13,562 6.52	15,725 7.56	16,224 7.80
017	Offset Printing Machine Operator	5.0	13,499 6.49	14,165 6.81	16,515 7.94	17,014 8.18
018	Receptionist	4.0	12,314 5.92	12,917 6.21	14,955 7.19	15,413 7.41
022	Secretary	5.0	13,499 6.49	14,165 6.81	16,515 7.94	17,014 8.18
023	Program Coordinator	6.5	15,725 7.56	16,515 7.94	19,094 9.18	19,677 9.46
025	Executive Management Aide	6.0	14,955 7.19	15,704 7.55	18,200 8.75	18,741 9.01
031	Administrative Assistant 1	7.5	17,347 8.34	18,214 8.76	20,857 10.02	21,512 10.34
032	Clerk of the Council	8.0	18,200 8.75	19,115 9.19	22,027 10.59	22,714 10.91
033	Council Assistant	11.5	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38
037	Accounting Clerk 1	4.0	12,314 5.92	12,917 6.21	14,955 7.19	15,413 7.41

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
038	Accounting Clerk 2	5.0	13,499 6.49	14,165 6.81	16,515 7.94	17,014 8.18
039	Senior Accountant	10.0	22,027 10.59	23,130 11.12	26,728 12.85	27,539 13.24
040	Program Assistant 1	4.5	12,917 6.21	13,562 6.52	15,725 7.56	16,224 7.80
042	Program Assistant 2	6.0	14,955 7.19	15,704 7.55	18,200 8.75	18,741 9.01
043	Public Information Specialist 1	6.5	15,725 7.56	16,515 7.94	19,094 9.18	19,677 9.46
044	Public Information	8.0	18,200 8.75	19,115 9.19	22,027 10.59	22,714 10.91
069	Personnel Assistant	8.5	19,094 9.18	20,051 9.64	23,192 11.15	23,878 11.48
071	Manager of Accounting	14.0	32,490 15.62	34,112 16.40	39,582 19.03	40,768 19.60
073	Management Analyst	11.0	24,315 11.69	25,522 12.27	29,598 14.23	30,493 14.66
079	Administrator - IRC	15.0	35,734 17.18	37,523 18.04	43,659 20.99	44,970 21.62
081	Director of Public Affairs	14.5	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
082	Director of Criminal Justice Planning	13.0	29,598 14.23	31,075 14.94	35,984 17.30	37,066 17.82
083	Director of Budget & Administrative Services	14.5	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
085	Director of Development Services	14.5	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
086	Director of Solid Waste		FLAT RATE SET BY COUNCIL			
089	Director of Transportation Planning	15.0	35,734 17.18	37,523 18.04	43,659 20.99	44,970 21.62
090	Technical Manager	14.0	32,490 15.62	34,112 16.40	39,582 19.03	40,768 19.60

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
092	Director of Legislative Services	13.5	31,054 14.93	32,614 15.68	38,667 18.59	39,832 19.15
095	Deputy Executive Officer	15.0	35,734 17.18	37,523 18.04	43,659 20.99	44,970 21.62
096	Executive Officer	Exempt	FLAT RATE SET BY SALARY COMMISSION			
103	Legal Counsel	11.5	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38
105	General Counsel	14.5	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
306	Engineer Planner 1	7.0	16,515 7.94	17,347 8.34	19,864 9.55	20,488 9.85
307	Engineer Planner 2	9.0	19,760 9.50	20,758 9.98	24,336 11.70	25,064 12.05
308	Engineer Planner 3	10.5	23,192 11.15	24,357 11.71	28,163 13.54	29,016 13.95
311	Engineering/Analysis Manager	12.5	28,163 13.54	29,578 14.22	34,238 16.46	35,277 16.96
320	Solid Waste Operations Manager	14.0	32,490 15.62	34,112 16.40	39,582 19.03	40,768 19.60
321	Waste Reduction Manager	11.5	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38
322	Facilities Supervisor	8.0	18,200 8.75	19,115 9.19	22,027 10.59	22,714 10.91
330	Planning Technician	3.0	11,232 5.40	11,794 5.67	13,499 6.49	13,915 6.69
333	Analyst 1	6.5	15,725 7.56	16,515 7.94	19,094 9.18	19,677 9.46
334	Analyst 2	8.5	19,094 9.18	20,051 9.64	23,192 11.15	23,878 11.48
335	Analyst 3	10.0	22,027 10.59	23,130 11.12	26,728 12.85	27,539 13.24
336	Senior Analyst	11.5	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
360	Graphic Designer	5.5	14,248 6.85	14,955 7.19	17,347 8.34	17,888 8.60
362	Graphics Coordinator	8.5	19,094 9.18	20,051 9.64	23,192 11.15	23,878 11.48
440	Maintenance Aide	2.5	10,691 5.14	11,336 5.45	12,917 6.21	13,312 6.40
625	Word Processing Operator	4.5	12,917 6.21	13,562 6.52	15,725 7.56	16,224 7.80
626	Lead Word Processing Operator	6.0	14,955 7.19	15,704 7.55	18,200 8.75	18,741 9.01
635	Data Processing Operations Analyst	10.5	23,192 11.15	24,357 11.71	28,163 13.54	29,016 13.95
636	Data Processing Systems	11.0	24,315 11.69	25,522 12.27	29,598 14.23	30,493 14.66

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TABLE Z

NON-UNION ZOO SALARY RANGE TABLE

Salary Range Number	Beginning Salary Rate		Entry Merit Rate		Maximum Merit Rate		Maximum Incentive Rate**	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
*0.0	7,176	3.45	7,535	3.62	8,734	4.19	14,144	6.80
0.5	8,653	4.16	9,085	4.36	10,670	5.13	10,982	5.28
1.0	9,863	4.74	10,357	4.98	11,898	5.72	12,256	5.90
1.5	10,308	4.95	10,823	5.20	12,472	5.99	12,845	5.90
2.0	10,754	5.17	11,292	5.42	13,044	6.27	13,435	6.46
2.5	11,326	5.45	11,893	5.71	13,681	6.58	14,091	6.77
3.0	11,898	5.72	12,494	6.00	14,317	6.88	14,746	7.09
3.5	12,472	5.99	13,095	6.29	14,010	7.25	15,533	7.47
4.0	13,044	6.27	13,696	6.58	15,843	7.62	16,319	7.84
4.5	13,681	6.58	14,364	6.90	16,672	8.01	17,171	8.26
5.0	14,317	6.88	15,631	7.22	17,499	8.41	18,022	8.67
5.5	15,080	7.25	15,834	7.61	18,389	8.84	18,941	9.11
6.0	15,843	7.62	16,636	8.00	19,279	9.27	19,858	9.54
6.5	16,672	8.01	17,504	8.41	20,234	9.73	20,841	10.02
7.0	17,499	8.41	18,373	8.84	21,061	10.12	21,693	10.43
7.5	18,389	8.84	19,308	9.29	22,207	10.68	22,872	11.00
8.0	19,279	9.27	20,243	9.74	23,352	11.22	24,054	11.57
8.5	20,234	9.73	21,246	10.22	24,561	11.81	25,298	12.17
9.0	20,953	10.07	22,114	10.64	25,770	12.39	26,542	12.77
9.5	22,207	10.68	23,316	11.21	27,043	13.00	27,853	13.39
10.0	23,352	11.22	24,519	11.79	28,315	13.61	29,164	14.02
10.5	24,561	11.81	25,789	12.40	29,842	14.35	30,737	14.78
11.0	25,759	12.38	27,058	13.01	31,369	15.08	32,310	15.54
11.5	27,043	13.00	28,394	13.65	32,896	15.81	33,883	16.29
12.0	28,315	13.61	29,730	14.30	34,423	16.55	35,456	17.05
12.5	29,842	14.35	31,334	15.07	36,269	17.44	37,357	17.97
13.0	31,369	15.08	32,938	15.84	38,113	18.33	39,256	18.87
13.5	32,896	15.81	34,541	16.61	40,977	19.70	42,206	20.29
14.0	34,423	16.55	24,375	17.38	41,931	20.16	43,189	20.77
14.5	36,077	17.34	37,881	18.21	43,967	21.14	45,287	21.77
15.0	37,860	18.20	39,752	19.11	46,258	22.23	47,646	22.91
15.5	40,277	19.37	42,291	20.33	48,803	23.47	50,268	24.17
16.0	42,848	20.60	44,990	21.63	52,188	25.09	53,755	25.84
16.5	45,581	21.91	47,860	23.01	55,518	26.69	57,183	27.49

* Range 0.0 is adjusted annually in January with other ranges assigned to seasonal position classifications.

** Cost of living adjustments for employees in the incentive range are computed on maximum merit rate.

SALARY RANGESNON-UNION ZOO

<u>Salary Range Number</u>	<u>Classification</u>	<u>Beginning Salary</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Rate</u>
0.0 265	Educational Services Aide	7,176 3.45	7,535 3.62	8,734 4.19	14,144 6.80
0.5* 530	Animal Hospital Attendant	8,653 4.16	9,085 4.36	10,670 5.13	10,982 5.28
2.0 010	Management Intern	10,754	11,292	13,044	13,435
* 011	Staff Assistant	5.17	5.42	6.27	6.46
2.5* 012	Office Assistant	11,315 5.45	12,004 5.71	13,678 6.58	14,097 6.77
3.0* 075	Asst. Research Coordinator	11,898 5.72	12,494 6.00	14,317 6.88	14,746 7.09
4.5* 040	Program Assistant 1	13,679 6.58	14,372 6.90	16,660 8.01	17,180 8.26
5.0* 005	Storekeeper	14,317	15,631	17,499	18,022
* 022	Secretary	6.88	7.22	8.41	8.67
5.5* 360	Graphics Designer	15,080	15,834	18,389	18,941
* 535	Nutrition Technician	7.25	7.61	8.84	9.11
6.0* 042	Program Assistant 2	15,843	16,636	19,279	19,858
* 540	Safety Coord./Administrator	7.62	8.00	9.27	9.54
6.5 023	Program Coordinator	16,672	17,504	20,234	20,841
043	Public Information Specialist 1	8.01	8.41	9.73	10.02
7.5 031	Administrative Assistant	18,389 8.84	19,308 9.29	22,207 10.68	22,872 11.00
8.0 007	Retail Manager	19,279	20,243	23,352	24,054
044	Public Information Specialist 2	9.27	9.74	11.22	11.57
520	Veterinary Technician				
8.5 270	Education Services Specialist	20,234	21,246	24,561	25,298
336	Zoo Development Analyst	9.73	10.22	11.81	12.17
362	Graphics Coordinator				
9.0 009	Food Services Manager	20,953 10.07	22,114 10.64	25,770 12.39	26,542 12.77

<u>Salary Range Number</u>	<u>Classification</u>	<u>Beginning Salary</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Rate</u>
10.0	076 Research Coordinator	23,352	24,519	28,315	29,164
	472 Animal Keeper Foreman	11.22	11.79	13.61	14.02
	474 Maintenance Foreman				
10.5	060 Zoo Public Relations/ Information Manager	24,561	25,789	29,842	30,737
	061 Zoo Development Officer	11.81	12.40	14.35	14.78
11.0	275 Education Services Manager	25,759	27,058	31,369	32,310
		12.38	13.01	15.08	15.54
11.5	062 Visitor Services Manager	27,043	28,394	32,896	33,883
		13.00	13.65	15.81	16.29
12.0	525 Veterinarian	28,315	29,730	34,423	35,456
		13.61	14.30	16.55	17.05
12.5	063 Curator	29,842	31,334	36,269	37,357
	475 Buildings & Grounds Manager	14.35	15.07	17.44	17.97
14.0	064 Assistant Zoo Director	34,406	36,124	41,917	43,173
		16.55	17.38	20.16	20.77

*Non-exempt classification. Employees in these classifications are eligible to receive overtime compensation.

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05/22/84

PAY PLAN

NON-UNION ZOO

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
005	Storekeeper	5.0	14,317 6.88	15,631 7.22	17,499 8.41	18,022 8.67
007	Retail Manager	8.0	19,279 9.27	20,243 9.74	23,352 11.22	24,054 11.57
009	Food Service Manager	9.0	20,953 10.07	22,114 10.64	25,770 12.39	26,542 12.77
010	Management Intern	2.0	10,754 5.17	11,292 5.42	13,044 6.27	13,435 6.46
011	Staff Assistant	2.0	10,754 5.17	11,292 5.42	13,044 6.27	13,435 6.46
012	Office Assistant	2.5	11,326 5.45	11,893 5.71	13,681 6.58	14,091 6.77
022	Secretary	5.0	14,317 6.88	15,631 7.22	17,499 8.41	18,022 8.67
023	Program Coordinator	6.5	16,672 8.01	17,504 8.41	20,234 9.73	20,841 10.02
031	Administrative Assistant	7.5	18,389 8.84	19,308 9.29	22,207 10.68	22,872 11.00
040	Program Assistant 1	4.5	13,681 6.58	14,364 6.90	16,672 8.01	17,171 8.26
042	Program Assistant 2	6.0	15,843 7.62	16,636 8.00	19,279 9.27	19,858 9.54
043	Public Information Specialist 1	6.5	16,672 8.01	17,504 8.41	20,234 9.73	20,841 10.02
044	Public Information Specialist 2	8.0	19,279 9.27	20,243 9.74	23,352 11.22	24,054 11.57
060	Zoo Public Relations/ Information Manager	10.5	24,561 11.81	25,789 12.40	29,842 14.35	30,737 14.78
061	Zoo Development Officer	10.5	24,561 11.81	25,789 12.40	29,842 14.35	30,737 14.78

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
062	Visitor Services Manager	11.5	27,043 13.00	28,394 13.65	32,896 15.81	33,883 16.29
063	Curator	12.5	29,842 14.35	31,334 15.07	36,269 17.44	37,357 17.97
064	Assistant Zoo Director	14.0	34,423 16.55	24,375 17.38	41,931 20.16	43,189 20.77
075	Assistant Research Coordinator	3.0	11,898 5.72	12,494 6.00	14,317 6.88	14,746 7.09
076	Research Coordinator	10.0	23,352 11.22	24,519 11.79	28,315 13.61	29,164 14.02
087	Zoo Director		FLAT RATE SET BY COUNCIL			
265	Educational Services Aide	0.0	7,176 3.45	7,535 3.62	8,734 4.19	14,144 6.80
270	Education Services Specialist	8.5	20,234 9.73	21,246 10.22	24,561 11.81	25,298 12.17
275	Education Services Manager	11.0	25,759 12.38	27,058 13.01	31,369 15.08	32,310 15.54
336	Zoo Development Analyst	8.5	20,234 9.73	21,246 10.22	24,561 11.81	25,298 12.17
360	Graphics Designer	5.5	15,080 7.25	15,834 7.61	18,389 8.84	18,941 9.11
362	Graphics Coordinator	8.5	20,234 9.73	21,246 10.22	24,561 11.81	25,298 12.17
472	Animal Keeper Foreman	10.0	23,352 11.22	24,519 11.79	28,315 13.61	29,164 14.02
474	Maintenance Foreman	10.0	23,352 11.22	24,519 11.79	28,315 13.61	29,164 14.02
475	Buildings & Grounds Manager	12.5	29,842 14.35	31,334 15.07	36,269 17.44	37,357 17.97
520	Veterinary Technician	8.0	19,279 9.27	20,243 9.74	23,352 11.22	24,054 11.57
525	Veterinarian	12.0	28,315 13.61	29,730 14.30	34,423 16.55	35,456 17.05

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
530	Animal Hospital Attendant	0.5	8,653 4.16	9,085 4.36	10,670 5.13	10,982 5.28
535	Nutrition Technician	5.5	15,080 7.25	15,834 7.61	18,389 8.84	18,941 9.11
540	Safety Coordinator/ Administrator	6.0	15,843 7.62	16,636 8.00	19,279 9.27	19,858 9.54

1228C/371-13/15
05/22/84

APPENDIX C

Implementation Strategy

The following strategy will be utilized to implement the Pay and Classification Plans:

1. Positions reclassified upward will receive a 5 percent increase or move to the beginning rate of the new class, whichever is greater.
2. Positions reclassified downward will receive no change in pay. An incumbent receiving a salary which exceeds the maximum rate will not be eligible for an increase until the new range "catches up" to their salary. This approach requires a waiver of the Personnel Rules, Section 28(c).
3. Anniversary dates will not be changed.
4. Pay changes related to reclassifications will be effective July 1, 1984.

To address the 6 percent difference between Zoo and non-Zoo salaries the following strategy will be utilized:

1. Merge the Zoo and non-Zoo Plans in a step process to be completed by July 1, 1986. Provide a 2 percent salary differential catch-up to non-Zoo employees on July 1, 1984. The remaining difference will be made up on or before July 1, 1986.
2. Incumbents in downgraded positions receiving a salary above the new range will not be eligible for these increases until the range "catches up" to their salary.
3. In addition, continue the three extra personal holidays for a total of five for non-Zoo employees in FY 1984-85. End the award of extra personal holidays when the pay differential is removed.

JS/srb
1197C/382-7
06/20/84

CONSIDERATION OF CONTRACT FOR PURCHASE,
INSTALLATION AND SERVICE OF A TELEPHONE SYSTEM

Date: June 19, 1984

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

A complete assessment of the telephone system at the downtown office was initiated in the summer of 1983 for the following reasons:

1. The existing system is 10 years old. New technology and features have become available that could substantially improve service and operations.
2. Considerable uncertainty surrounds the divestiture of AT&T. This change impacts Metro in that the switch (central component) to our system is owned by Pacific Northwest Bell and our stations (telephones) are owned by AT&T. This is a rare situation and one that neither company prefers to continue. Also, long-term lease costs are uncertain. It would be in Metro's interest to get a fixed price on phone equipment.
3. Measured service has been pending for months. Preliminary analysis shows that this will increase Metro's service costs. New equipment could include features to aid in call control and cost accounting.

In consideration of these points the following process was followed to assess our system and to solicit bids for a new system:

1. A Telephone Users Committee was formed consisting of key users and the Data Processing Manager. The Committee has provided input and been briefed.
2. An unaffiliated consultant was hired for \$1,500 to provide technical advice.
3. An equipment inventory and analysis was completed to set a starting point for determining future needs.
4. A survey of all users was conducted to pinpoint current problems and needs and types and levels of use. A follow up management survey was done to determine future needs.

Based on all of the above information, advice and input an analysis of financial and non-financial considerations was performed. The analysis revealed that with little cost increase, the annual phone equipment costs could be stabilized and the various problems listed earlier in the report could be addressed. It was established at this point that we would benefit by including requirements for data switching (transmission of data over the telephone network) in the bid specifications. The consultant prepared bid specifications and a bid form.

Contract procedures were followed for the solicitation of bids. A pre-bid conference was held.

Eight vendors submitted bids proposing five different systems these are:

- ABC (Rolm)
- AT&T (Dimension)
- Firstel (NEAC-2400)
- PACCOM (Mitel)
- Selectron (Mitel)
- West Coast (Mitel)
- Northern Telecom (SL-1)
- United Telephone (SL-1)

The initial review of the bids revealed that the cost of data switching exceeded our expectations. Bids ranged from \$15,000 to \$52,000 for this component. Because some vendors may have bid a totally different system if data switching was not required, each vendor was asked to respond as to how they would modify their bid, if at all, with data switching removed. One vendor elected to change their bid.

On receipt of all final bids it was determined that all vendors could meet our system needs and requirements. A first cut was made solely on system price. Under this approach the three Mitel vendors were lowest. The two lowest bidders were very closely priced and were retained for further consideration. In order to allow for a comparison of systems, the fourth lowest bidder was also retained.

The next level of analysis involved the evaluation of all other factors including training, service, maintenance, risk and special feature costs. Reference checks were made and staff received a system demonstration from each vendor.

It was then determined that the proposals were somewhat different making it difficult to compare them. Using only data submitted in the bids, the systems and prices were reconfigured to make them as similar as possible. Further comparison and analysis of the remaining three vendors and the two proposed systems was conducted.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends the purchase of a Mitel SX-200

from PACCOM for \$56,566 plus financing. He also recommends the purchase of a paging system from AT&T for \$1,900. The details of his recommendation and a staff analysis are attached.

COMMITTEE CONSIDERATION AND RECOMMENDATION

The Committee endorses the Executive Officer's recommendation to purchase a Mitel SX-200 from PACCOM and a paging system from AT&T.

JS/srb
0996C/373
06/20/84



Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 18, 1984
To: Council Coordinating Committee
From: Rick Gustafson, Executive Officer
Regarding: Recommendation on Selection of Telephone System for the Central Office

The attached report provides a comparison of base system costs and system differences for the three low bids on the proposed new Metro telephone system.

State contract law requires that we select the lowest, responsive, responsible bidder. With assistance from Info-Com, our technical consultant in the selection process, we have made the following determinations:

1. All bids are responsive in that the proposed systems respond to the bid specifications and provide for Metro's telephone needs in the central office.
2. While Selectron is the low bidder by \$56, PACCOM should be selected based on either of the following considerations:
 - a. PACCOM has much more experience and is certified in the installation and maintenance of the proposed Mitel System; and
 - b. PACCOM's first year coverage is more extensive including, for example, labor and parts on customer caused damage. This alone has a dollar value exceeding the \$56 bid difference.
3. System features and future costs, especially for data switching, were major considerations in this selection. An analysis is attached.
4. Paging was considered as a separate option. AT&T submitted the lowest responsive, responsible bid for that feature.

Memorandum
June 18, 1984
Page 2

I recommend the purchase of a Mitel SX-200 telephone system from PACCOM. Total cost including installation, training and a one-year full service warranty is \$56,566. I also recommend the purchase of our existing paging system from AT&T at \$1,900.

I propose third party financing for this purchase. At current rates over five years we would be within budget and at a savings over current equipment lease costs. Total estimated system cost including financing is \$82,347.

JS/gl-1363C/D3

Attachments

ANALYSIS OF METRO'S CENTRAL OFFICE
DATA SWITCHING NEEDS AND SYSTEM PROPOSALS

METRO'S DATA SWITCHING NEEDS

It is difficult to project specific requirements beyond next fiscal year. Therefore, the analysis of each system is based on our known needs.

Within one year we will need six dataphones. Two phones will be connected to the Pixel and DEC allowing hardwired terminals to access both the Pixel and DEC, external computers and personal computers (as added). Four phones will be connected to each new terminal budgeted for purchase in FY 1984-85. This will allow these terminals to access the Pixel and DEC, external computers and other stations with dataphones. See the attached schematic. Not only does the dataphone enhance system use, it also eliminates the need for cable so costs are offset.

DATA SWITCHING CAPABILITIES AND SYSTEM FEATURES OF THREE LOW BIDDERS

PACCOM -- Base system cost is \$56,566 for a Mitel SX-200. PACCOM proposes a Teltone M-861 for data switching. Because voice and data would be separate, a malfunction in one would not impact the other. PACCOM's bid initially assumed a 30 station use level for data at \$783 per station. Our one-year needs would be met by Teletone's smallest module serving eight stations. This module would probably cost less per station than the 30 station system. Port contention is addressed through queuing.

The Mitel SX-200 provides for a message waiting lamp on each phone. Also, the console has a full busy lamp field and serial calling capability. The only intercom or speaker phone capability is within the 12 Superset stations.

FirstTel -- This proposal is a newer (so called third generation) voice/data switch at a base cost of \$59,935. The data switching capability is in the switch rather than an add-on per station. Because these are integral, the voice system could be affected if the data switch were to "go down." The per station cost would be \$364.80. The Data Star has intercom capability at all stations plus three sort options on information recorded regarding each call.

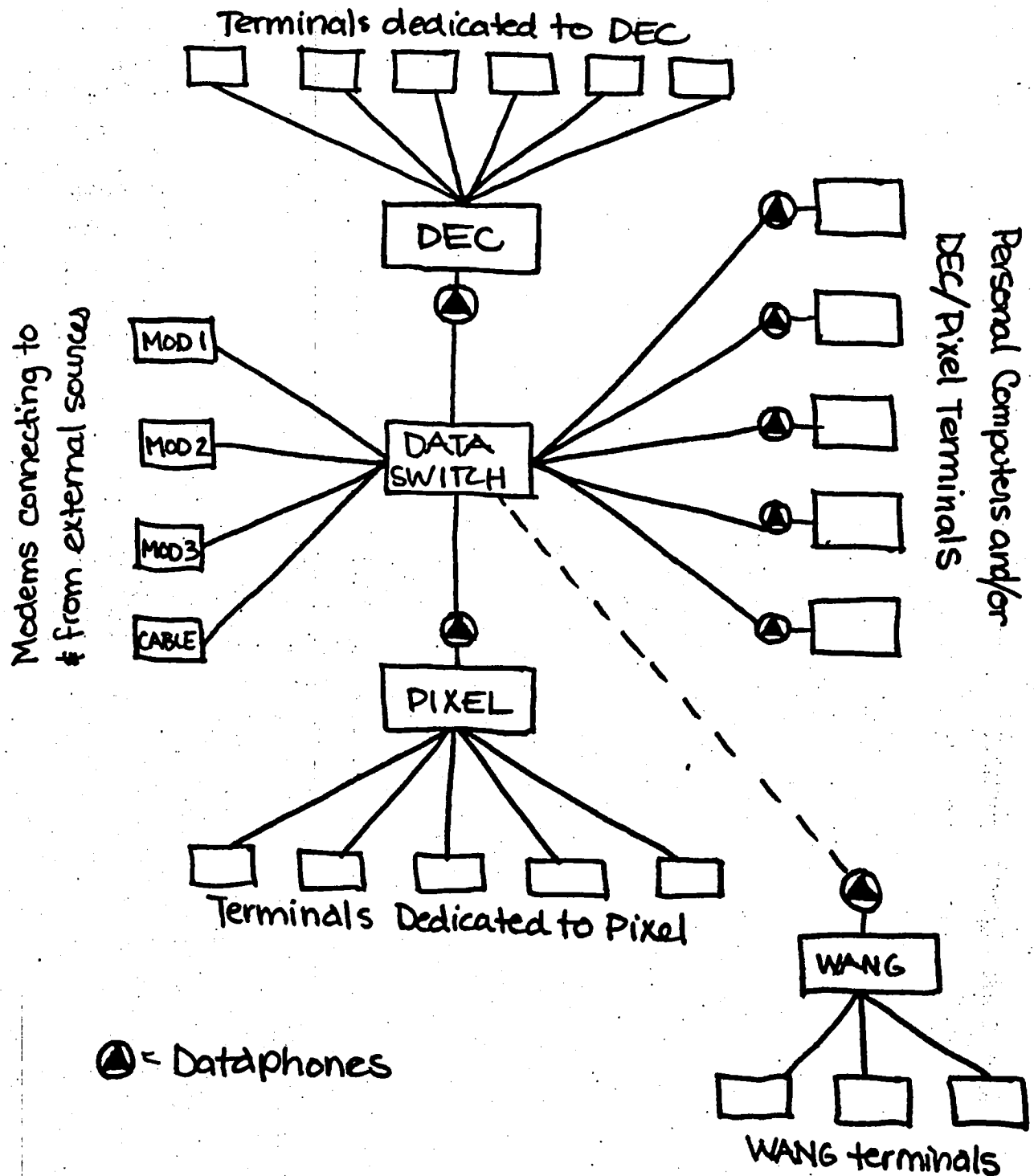
Selectron -- Selectron proposes the Mitel SX-200 for \$56,510. This vendor feels that data switching is not needed. The proposal indicates that if this were needed in the future a Micom System would be recommended at \$1,000 per station (12 station minimum). The 12 station

minimum exceeds our identified needs and would result in unnecessary costs.

System features are the same as those described under the PACCOM section.

JS/gl
1363C/D2

SCHEMATIC OF DATA SWITCH



COMPARISON OF BIDS AND SYSTEMS

	<u>Selectron</u>	<u>PACCOM</u>	<u>FirstTel</u>
Base System Cost	\$56,510	\$56,566	\$59,935
<u>System Differences:</u>			
Message Waiting	lamp, each set	lamp each set	audio or lamp at back-up station
SMDR*	chrono report only	chrono report only	station, chrono and account reports
Call Holding	camp on tone	camp on tone	audio announcement or camp on tone
Console	serial calling	serial calling	no serial calling
	full busy field	full busy field	20-key programmable busy lamp field
	incoming number only	incoming number only	incoming calls seconds ringing display
Data Switch	not in the system \$1,000/phone for capability - 12 station minimum	not in the system \$783/phone for capability	inherent in the system \$364.80/phone to utilize

*Station Message Detail Recording

JS/srb
1363C/D2

STAFF REPORT

Agenda Item No. 7.1

Meeting Date June 28, 1984

CONSIDERATION OF RESOLUTION NO. 84-479 FOR THE
PURPOSE OF EXPRESSING APPRECIATION TO MR. JOE ANGEL
AND BURGER KING FOR SERVICES RENDERED TO THE REGION

Date: June 18, 1984

Presented by: Ray Barker

FACTUAL BACKGROUND AND ANALYSIS

Mr. Joe Angel, President of Restaurant Management Northwest, Inc. and Burger King provided materials to construct a float for the 1984 Portland Rose Parade. Burger King employees, along with Metro's Washington Park Zoo volunteers, constructed a large, beautiful float that featured a lion, tiger, elephant and giraffe.

The float was selected as a winner of the theme award at the Rose Parade and the float also served as excellent advertising for the Zoo.

The Presiding Officer recommends that the Council adopt a resolution expressing thanks to Mr. Angel and Burger King for their contribution to the citizens of the region.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 84-479.

COMMITTEE CONSIDERATION AND RECOMMENDATION

In the interest of time and because of the nature of the Resolution, it did not go to committee, but was sent directly to Council.

RB/gl
1435C/382
06/18/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF EXPRESSING)	RESOLUTION NO. 84-479
APPRECIATION TO MR. JOE ANGEL AND)	
BURGER KING FOR SERVICES RENDERED)	Introduced by
TO THE REGION)	Councilor Kirkpatrick

WHEREAS, The Metropolitan Service District Council recognizes the efforts and expenditures made by Mr. Joe Angel, President of Restaurant Management Northwest, Inc., and Burger King for the benefit of the citizens of the Portland metropolitan area; and

WHEREAS, Burger King provided the materials to construct a float for the 1984 Portland Rose Parade and Burger King employees, working with Metro's Washington Park Zoo volunteers, constructed a large, beautiful float that featured a lion, tiger, elephant and giraffe; and

WHEREAS, The float was selected as a winner of the theme award and television commentators and the general public thought it was one of the best floats in the parade; and the float was excellent advertising for Metro's Washington Park Zoo; now, therefore,

BE IT RESOLVED,

1. That the Metro Council expresses its appreciation to Mr. Joe Angel and Burger King for their efforts in constructing and entering an outstanding float in the 1984 Portland Rose Parade.
2. That a "Certificate of Appreciation" be presented to

Mr. Joe Angel and Burger King in recognition of their contribution and service to the citizens of this region.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

RB/srb
1435C/382
06/13/84

STAFF REPORT

Agenda Item No. 7.2 and 7.3

Meeting Date June 28, 1984

CONSIDERATION OF RESOLUTION NO. 84-476, FOR THE PURPOSE OF ADOPTING MISSION AND PURPOSES OF THE METROPOLITAN SERVICE DISTRICT, AND RESOLUTION NO. 84-477, FOR THE PURPOSE OF ADOPTING PRIORITIES AND OBJECTIVES OF THE METROPOLITAN SERVICE DISTRICT

Date: May 29, 1984

Presented by: Corky Kirkpatrick and
Rick Gustafson

FACTUAL BACKGROUND AND ANALYSIS

From February through April 1984, the Council, Executive Officer and department heads participated in a series of four workshops to develop a mission, purposes, priorities, objectives, operational recommendations and legislative objectives for Metro. These results of the workshops, as well as a summary of the meetings and preparation materials, are contained in a "Workshop Report." This report has been distributed to the Council for review.

The workshop discussions and results provide a basis for Metro's general direction and specific work over the next two years and it is anticipated that action will be taken by the Council on these results.

The Presiding Officer and the Executive Officer recommend the following Council actions with regard to the workshop results:

1. Adopt by resolution the Mission and Purposes.
2. Adopt by resolution the Priorities and Objectives.
3. Proceed with the Coordinating Committee review of the Council committee structure.
4. Finalize legislative priorities with the assistance of a contract legislative lobbyist.

Resolutions for the adoption of Mission and Purposes and Priorities and Objectives are attached. The Council should discuss fully the proposed resolutions, particularly the resolution containing the objectives since they have not been reviewed by the workshop participants.

The Presiding Officer and Executive Officer propose a sixth priority to be included in the adopted Priorities and Objectives for

the organization which reads as follows:

Administer effectively the existing services of Metro.

This priority relates to the Mission and Purposes and provides a basis for reporting general administrative actions to the Council. It relates directly to Purpose No. 1 which states:

"Provide authorized services including solid waste disposal, zoo operations and Urban Growth Boundary management."

The Executive Officer intends to use the priorities as a basis for the FY 1984-85 Quarterly Program Reports to the Council. There is no priority which relates to ongoing administrative actions by the Council--actions which are important in maintaining an effective organization and the carrying out of our responsibilities. Therefore, a sixth priority would serve to highlight our ongoing services and responsibilities.

Also, upon further review and discussion of the objectives developed for Priorities D and E, new language has been proposed which reflects more appropriately the actions needed to carry out those priorities. That language is included in an attached amendment.

PRESIDING OFFICER AND EXECUTIVE OFFICER'S RECOMMENDATION

The Presiding Officer and Executive Officer recommend the following actions relative to the above-mentioned workshops at this time:

1. Adoption of Resolution No. 84-476 relating to Mission and Purposes; and
2. Adoption of Resolution No. 84-477, as amended, relating to Priorities and Objectives.

INFORMAL COUNCIL CONSIDERATION AND RECOMMENDATIONS

Following discussion the Council approved the following at the June 7, 1984, informal meeting:

1. Adoption of Resolution No. 84-476 relating to Mission and Purposes amending Purpose No. 2 by adding the word "all" prior to "regional services."
2. Adoption of Resolution No. 84-477 relating to Priorities and Objectives with proposed objectives for Priority A and suggested word change for Objective 3, Priority D.

The attached Resolutions reflect those amendments.

SR/gl/1327C/382
06/15/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING THE
MISSION AND PURPOSES OF THE
METROPOLITAN SERVICE DISTRICT

)
)
)
)
)

RESOLUTION NO. 84-476

Introduced by Councilor
Kirkpatrick and Executive
Officer Gustafson.

WHEREAS, The mission of an organization provides a
definition of why it exists; and

WHEREAS, Metro seeks a common understanding of its mission
as a regional government; and

WHEREAS, A statement of mission and purposes can provide a
basis for establishing the future direction and goals and objectives
of an organization; now, therefore,

BE IT RESOLVED,

That the following Mission statement and Purposes are
hereby adopted by the Metropolitan Service District:

MISSION:

The mission of Metro is to seek solutions to regional
problems and to provide regional services supported by the
citizens.

PURPOSES:

In carrying out its mission, Metro will:

1. Provide authorized services including solid waste
disposal, Zoo operations and Urban Growth Boundary
management.
2. Encourage public discussion regarding the provision
of all regional services.
3. Provide forums and analyses for mutual problem-
solving.

4. Provide technical and coordination services to governments.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

SR/srb
1327C/382
06/12/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING)	RESOLUTION NO. 84-477
PRIORITIES AND OBJECTIVES FOR THE)	
METROPOLITAN SERVICE DISTRICT FOR)	Introduced by Councilor
THE NEXT TWO YEARS)	Kirkpatrick and Executive
)	Officer Gustafson

WHEREAS, The Metropolitan Service District has adopted a Mission and Purposes statement setting forth its definition as a regional government; and

WHEREAS, Metro wishes to define the actions to be taken and the results to be achieved in the next two years; now, therefore,

BE IT RESOLVED,

That the following priorities and objectives are hereby adopted by the Metropolitan Service District:

PRIORITIES AND OBJECTIVES

Priority A: Administer Effectively the Existing Services of Metro
Objectives:

1. Maintain adopted policies and procedures and conduct periodic reviews.
2. Administer effective financial management.
3. Meet Affirmative Action and Disadvantaged Business Program goals.
4. Meet program commitments adopted by the Council.
5. Maintain effective service operations.

Priority B: Establish and Maintain Adequate and Firm Financial Support for all Services

Objectives:

1. Define elements of General fund and Support Services fund.
2. Adopt formal policies for solid waste fees.

3. Secure authorization for permanent General fund.
4. Secure permanent finances for Zoo operation and maintenance.
5. Establish long-term financial support with local governments for stable financing of Intergovernmental Resource Center.
6. Offer specific legislative proposals for improving Metro financing.

Priority C: Secure a Long-Term Disposal Site as a Key Element of a Solid Waste Disposal System

Objectives:

1. Achieve maximum use of the St. Johns Landfill site through reduction, diversion and operational techniques.
2. Obtain re-issuance of Wildwood land use permit at county, state and judicial levels.
3. Complete alternatives study and adopt 1984 Solid Waste Management Plan update.
4. Continue state of the art environmental management of the St. Johns Landfill.
5. Create a public awareness of the need and challenges of securing a long-term disposal site through an open process of public discussion.
6. Examine statutory changes which would improve our solid waste system.

Priority D: Strengthen the Relationships with Local and Regional Jurisdictions for Solving Mutual Problems

Objectives:

1. Reach an understanding with key interests on the organization for a long-term relationship with local governments.
2. Enact the agreed upon local government organization.
3. Propose and obtain passage of legislation necessary to [implement] support a local government organization and program.
4. Refine in-house capability, both technical and support services, to better match needs of new intergovernmental relationships.

Priority E: Identify Regional Service Needs and Analyze Options for their Provision in Cooperation with Constituency Groups

Objectives:

1. Assist and support the creation of ad hoc study groups as needed to address regional service needs.
2. Seek a source of revenue for funding various regional service needs, studies and implementation plans.
3. Review and prioritize service needs periodically by the Council.

Priority F: Increase Public Awareness and Involvement in Regional Issues

Objectives:

1. Continue to provide information to the public on Metro's activities, programs and services, utilizing internal and external publications and audio-visual media.
2. Maintain a dialogue with citizens on regional issues by participating in meetings scheduled by existing community organizations.
3. Invite civic, professional and business groups to Metro facilities for periodic briefings and tours.
4. Provide periodic informational forums on regional issues, including the annual Metro conference.
5. Schedule periodic Metro Council meetings around the region.
6. Actively seek speaking forums in the region for Metro elected officials.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

SR/gl
1327C/382
06/15/84

CONSIDERATION OF RESOLUTION NO. 84-478 FOR THE
PURPOSE OF RESTRUCTURING COUNCIL MEETINGS AND
REORGANIZING COMMITTEES OF THE METROPOLITAN
SERVICE DISTRICT

Date: June 19, 1984

Presented by: Ray Barker

FACTUAL BACKGROUND AND ANALYSIS

The Metropolitan Service District Council has discussed for several months the restructuring of Council meetings and reorganization of committees to improve Council participation in policy review and development, focus on specific issues through the creation of task forces, and to reduce the number of meetings Councilors must attend.

After conducting a series of workshops regarding Metro's mission, goals, objectives and organization, and after review by the Council Coordinating Committee, Resolution No. 84-478 is recommended to the Council. The Resolution includes the following changes:

1. Two regular Council meetings each month: (second Thursday at 5:30 p.m. and fourth Thursday at 5:30 p.m.).
2. The elimination of the following standing committees: Council Coordinating Committee, Regional Development Committee and Regional Services Committee.
3. Retain the Joint Policy Advisory Committee on Transportation (JPACT) and the Bi-State Policy Advisory Committee. Review the future roles of SWPAC and the Rate Review Committee.
4. Establish a Council Management Committee.
5. Instruct Council Assistant to prepare amendments to Metro Code to reflect changes set forth in Resolution No. 84-478, and prepare amendments regarding Council rules.

COUNCIL MANAGEMENT COMMITTEE

The purpose of the Council Management Committee is to provide or review the following:

1. Planning (agendas, work programs, workshops)
2. Fiscal and Management Oversight
 - Contract Review
 - Audits
 - Investments
 - Quarterly Financial Reports
 - Personnel Rules
3. Task Forces (assist Council in establishing task forces when requested)
4. Other Matters

The Committee could consider any item referred to it by Council.

All other matters not listed above shall be directly introduced to the full Council for consideration and action.

Procedures

1. Meetings shall be held on the third Thursday of each month at 5:30 p.m.
2. Agenda items may be sent to the Committee by the Metro Council, individual Councilors, the Committee itself and by staff.

Organization

The Council Management Committee shall consist of a chair and four Councilors appointed annually by the Presiding Officer and ratified by the Council.

For further details of Council Management Committee see Exhibit "A" of Resolution No. 84-478.

It should be noted that the Council Coordinating Committee made two amendments to the Resolution as follows: 1) under Planning, "It 'would' plan agendas...." was changed to "It 'may' plan agendas...."; 2) under Task Forces, "The Committee would assist the Council by reviewing and recommending action on 'all' requests for Council task forces" now reads "The Committee would assist the Council by reviewing and recommending action on requests for Council task forces."

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 84-478.

COMMITTEE CONSIDERATION AND RECOMMENDATION

The Council Coordinating Committee voted 3 to 1, June 18, 1984, to recommend to Council adoption of Resolution No. 84-478 as amended.

RB/gl
1252C/382
06/20/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF RESTRUCTURING)	RESOLUTION NO. 84-478
COUNCIL MEETINGS AND REORGANIZING)	
COMMITTEES OF THE METROPOLITAN)	Introduced by the Council
SERVICE DISTRICT)	Coordinating Committee

WHEREAS, The Metropolitan Service District Council recognizes the need to restructure Council meetings so the full Council can participate in policy development; provide an opportunity for informal discussion of policy, agenda items and an exchange of information; and provide a formal meeting for policy decision-making and public testimony; and

WHEREAS, The Metro Council recognizes the need to reduce the number of meetings Councilors must attend; focus on specific issues through the creation of task forces; provide a more effective mechanism for policy review and development; continue advisory committees which have been effective; and

WHEREAS, The Metro Council has conducted a series of workshops regarding Metro's mission, goals, objectives and organization; and the Council Coordinating Committee has reviewed Council and Committee structure; now, therefore,

BE IT RESOLVED,

1. That there shall be two regular Council meetings each month:

Second Thursday

5:30 p.m. Regular Meeting

Fourth Thursday

5:30 p.m. Regular Meeting

2. That the following standing committees be eliminated: Council Coordinating Committee, Regional Development Committee and Regional Services Committee.

3. That the Joint Policy Advisory Committee on Transportation (JPACT) and the Bi-State Policy Advisory Committee be retained. The Solid Waste Policy Alternatives Committee (SWPAC) and the Rate Review Committee shall be reviewed as to their future role.

4. That a Council Management Committee be established with the responsibilities indicated in Exhibit "A."

5. That upon adoption of this Resolution, the Council Assistant be instructed to prepare for Council consideration amendments to the Metro Code which will implement the policy set forth in this Resolution, and amendments to the Metro Code regarding Council rules of procedure which will enable the Council to conduct its business more expeditiously and effectively.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

RB/srb
1252C/382
05/22/84

EXHIBIT "A"

PURPOSE AND ORGANIZATION OF PROPOSED COUNCIL MANAGEMENT COMMITTEE

Purpose

The purpose of the Council Management Committee is to provide or review the following:

1. Planning

The Committee would be the principal planning arm of the Council. It may plan agendas for both formal and informal Council meetings. It would review work programs and plan workshops when requested by the Council (such as the workshops on Robert's Rules of Order and the Metro Mission, Goals and Objectives). The Committee would also plan any other special activities requested by the Council.

2. Fiscal and Management Oversight

The Committee would consolidate the activities of several existing Council committees.

- a. Contract Review Committee. The Management Committee would review contracts over \$10,000, but less than \$50,000 and amendments to contracts which exceed \$10,000.
- b. Audit Committee. The Management Committee would periodically meet with the independent auditor regarding fiscal management and report its findings to the Council.
- c. Investment Committee. The Management Committee, along with three citizens expert in financial and investment matters (current appointees to the Investment Committee), would review existing investment practices and make recommendations to the Council.

It would review with staff the quarterly financial reports.

In addition to the above financial matters, the Management Committee would be responsible for Personnel Rules review including consideration of proposed amendments for recommendation to Council. In addition, the Committee would be responsible for the ratification of waivers of the Personnel Rules by the Executive Officer.

3. Task Forces

Part of the proposed reorganization is to use task forces to address policy issues of more substantial nature. The Committee would assist the Council by reviewing and

recommending action on requests for Council task forces. Recommendations for establishing a task force would be in the form of a resolution which would include a scope of work and time frame for completion of the task. The Committee could also recommend members for such task forces.

4. Other Matters

The Committee could be available to consider any item referred to it by the Council. The Council may, from time to time, need further consideration of a policy or procedural matter, but may not want to establish a task force. The Committee could be requested by Council to address such matters.

It should be noted again that with the exception of the items listed above all other matters shall be directly introduced to the full Council for consideration and action.

Procedures

1. Meetings shall be held on the third Thursday of each month at 5:30 p.m.
2. Agenda items germane to the Committee may be sent to it by the Metro Council, individual Councilors, the Committee itself and by staff.

Organization

The Council Management Committee would consist of a chair and four Councilors appointed annually by the Presiding Officer and ratified by the Council.

RB/gl
1252C/382
06/20/84

CONSIDERATION OF ORDINANCE NO. 84-174 FOR THE
PURPOSE OF CLARIFYING A PORTION OF THE CODE OF
THE METROPOLITAN SERVICE DISTRICT, SECTION
3.01.040 - URBAN GROWTH BOUNDARY LOCATIONAL
ADJUSTMENT STANDARDS

Date: May 23, 1984

Presented by: Steve Siegel

FACTUAL BACKGROUND AND ANALYSIS

Recent Urban Growth Boundary (UGB) cases have brought to light a certain lack of clarity with regard to use of the phrase "...severe negative impacts on service...", as it is used in the standards for petition approval. In order to remedy this situation, Metro staff is proposing the attached amendment to Section 3.01.040(a)(4) of the Metropolitan Service District Code.

Drafts of this proposal have been previously reviewed by the local jurisdictions and recent participants to the locational adjustment process. The attached proposal incorporates the comments received during that process.

As a housekeeping matter, the citation at 3.01.040(c)(3) which reads "...of section 5.07.040(a)" should be changed to read "...of section 3.01.040(a)."

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval.

COMMITTEE CONSIDERATION AND RECOMMENDATION

The Regional Development Committee recommended approval of the Ordinance with the following amendments:

1. Bullet #2 under Section 3.01.040(a),
 - The efficient provision of urban services to an area inside the UGB would be impractical without making the subject change.
- be substituted with
 - Retention of the agricultural land would prevent the efficient and economical provision of urban services to an adjacent area inside the UGB.

2. Under Section 3.01.040(a)(4) add "it is factually demonstrated that" following "unless."

SS/MB/gl
1270C/382
06/14/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING SECTION)
3.01.040 OF THE CODE OF THE)
METROPOLITAN SERVICE DISTRICT)

ORDINANCE NO. 84-174

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

Section 1. The Code of the Metropolitan Service District (Metro) is amended as follows (language to be removed is bracketed; language to be added is underlined):

3.01.040(a)

(4) Retention of agricultural land. When a petition includes land with Class I-IV soils that is not irrevocably committed to non-farm use, the petition shall not be approved unless it is factually demonstrated that: [the existing location of the UGB is found to have severe negative impacts on service or land use efficiencies in the adjacent urban area and it is found to be impractical to ameliorate those negative impacts except by means of the particular adjustment requested.]

- Retention of the agricultural land would preclude urbanization of an adjacent area already inside the UGB, or
- Retention of the agricultural land would prevent the efficient and economical provision of urban services to an adjacent area inside the UGB.

3.01.040(c)

(3) The land proposed to be added is more suitable for urbanization than the land to be removed, based on a consideration of each of factors (1), (2), (3) and (5) of Section [5.07.040(a)] 3.01.040(a).

Section 2. In support of the amendment in Section 1 of this Ordinance, the Council hereby adopts the Findings in Exhibit "A" of this Ordinance which is incorporated by this reference.

Section 3. Persons who participated orally or in writing in the proceedings leading to adoption of this amendment may appeal this

Ordinance under the provisions of ORS 197.830 to 197.845.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

ATTEST:

Clerk of the Council

SS/MB/gl
1270C/382
06/14/84

EXHIBIT "A"

FINDINGS AND CONCLUSIONS

Amending Section 3.01.040 of the Code of the Metropolitan Service District.

1. Metro's UGB Locational Adjustment Procedures were acknowledged by the Land Conservation and Development Commission (LCDC) in October 1981.
2. The UGB Locational Adjustment Procedures are intended for use in cases dealing with net changes in the UGB of 50 acres or less.
3. Recent experience has shown a certain lack of clarity with regard to that portion of the petition approval standards relating to the Retention of Agricultural Land; specifically use of the phrase "...severe negative impact on service...."
4. Goal 14 requires, in part, with regard to urban growth boundaries that the "...change of the boundaries shall be based upon consideration of the following factors: ... (6) Retention of agricultural land as defined, with Class I being the highest priority for retention and Class VI the lowest priority...."

The amendment to the standard includes consideration of the retention of agricultural land and specifies certain circumstances under which rural land could be converted to urban uses. Under this standard, agricultural land will be retained unless it can be shown that the conversion is necessary for the urbanization of land already inside the UGB or the efficient delivery of services.

5. Goal 3 requires that the conversion of agricultural land to urbanizable land shall be based upon the five factors contained in the goal.

The five factors contained in Goal 3 were addressed in the Findings attached to Metro Ordinance No. 81-105 which was previously acknowledged. Those findings are incorporated by this reference, and are deemed to be unaltered by this amendment.

6. The procedures and requirements contained in Goal 2 must be followed in the review and revision of plans and implementing ordinances.

Local governments and interested parties were given the opportunity to participate in the process of amending this standard. This process included the circulation of a questionnaire on March 15, 1984, review of a draft of the proposed amendment on April 13 and May 17, 1984, and the opportunity for public comment at meetings on May 7 and June 11, 1984.

Conclusion

This amendment provides clarification of the retention of agricultural land standard, and specifies the circumstances under which an amendment to the UGB may be approved. This amendment is responsive to and in keeping with the applicable statewide planning goals.

MB/srb
1270C/373
05/17/84

CONSIDERATION OF AMENDMENTS TO THE FY 1983-84
BUDGET AND APPROPRIATIONS SCHEDULE, ORDINANCE
NO. 84-173

Date: May 25, 1984

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

The attached proposed ordinance provides for various budget and appropriation schedule changes. The package of detailed budget amendments, Exhibit A, is available on request. This ordinance offers the final opportunity to amend the current year budget. Proposed changes provide for several unbudgeted expenses as described below. Also, these year end amendments insure that expenditures will be within the appropriate levels.

General Fund

1. A transfer of appropriation totaling \$14,405 is proposed for Executive Management primarily to cover legal counsel costs as a contractual service rather than Personal Services.

2. A transfer from Contingency to Finance and Administration for Personal Services of \$11,000 is proposed to pay for Social Security adjustments owed for prior years. The entire General Fund portion will be charged to this department.

3. A transfer from Contingency to the interfund transfer appropriation is proposed to cover two Planning Fund costs that require discretionary monies. First, a prior commitment of \$11,600 should be transferred to supplement the LCDC grant. Second, \$10,400 is owed from the Planning Fund for Social Security adjustments.

4. A transfer of \$5,000 from Contingency to the Budget and Administrative Services Division contractual services line item is proposed for support to the Columbia-Willamette Futures Forum. The Council made this commitment at its February 23, 1984, meeting.

5. All other changes are for the purpose of insuring that expenditures do not exceed appropriations.

Planning Fund

In the Transportation Department, a transfer from Materials and Services to Personal Services is proposed for two reasons. First, Social Security adjustments must be paid and, second, fringe costs are exceeding budget.

Zoo Operating Fund

In the Zoo Operating Fund, a transfer from Contingency to Personal Services is proposed for two reasons. First, Social Security adjustments totaling over \$8,600 must be paid. Second, Fringe costs are projected to exceed budget.

Solid Waste Operating Fund

On February 23, 1984, the Council amended the appropriations for the Solid Waste Personal Services for a net reduction of \$7,165. This was done to reflect a shift of staff into the General Fund. At that time there was no corresponding reduction in resource estimates for the Solid Waste Operating Fund. In order to show a balanced fund it is recommended that the Appropriations Schedule be amended to officially show the unappropriated balance of \$7,165.

All Other Funds

No changes are proposed in other funds at this time. Following an analysis of the May 1984 financial reports additional changes may be recommended at the Council's June 28 meeting.

EXECUTIVE OFFICER'S RECOMMENDATION

Adopt Ordinance No. 84-173 amending the FY 1983-84 Budget and Appropriations Schedule.

COMMITTEE CONSIDERATION AND RECOMMENDATION

The Council Coordinating Committee recommends adoption of Ordinance No. 84-173 as proposed by the Executive Officer.

JS/srb
1310C/382
06/20/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE RELATING TO THE
FY 1983-84 BUDGET AND APPROPRIA-
TIONS SCHEDULE; AND AMENDING
ORDINANCE NO. 83-153

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)
)
)

ORDINANCE NO. 84-173

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

The amendments to the FY 1983-84 Budget of the Metropolitan Service District (Metro) attached hereto as Exhibit "A" and amendments to the FY 1983-84 Appropriations attached hereto as Exhibit "B" to this Ordinance are hereby adopted.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

ATTEST:

Clerk of the Council

JS/gl
0130C/353

ORDINANCE NO. 84-173

EXHIBIT "A"

Note: Because of the volume of Exhibit "A",
it is not attached to the agenda.

A copy of the Exhibit is available from
Metro's Division of Budget & Administrative
Services.

EXHIBIT B

SCHEDULE OF APPROPRIATIONS

<u>GENERAL FUND</u>	<u>Current Appropriation FY 1983-84</u>	<u>Amendment</u>	<u>Revised Appropriation</u>
Council			
Personal Services	\$ 58,897	\$1,500	\$ 60,397
Materials & Services	54,520	0	54,520
Capital Outlay	0	0	0
Subtotal	<u>\$113,417</u>	<u>\$1,500</u>	<u>\$114,917</u>
Executive Management			
Personal Services	\$204,448	(14,005)	\$190,443
Materials & Services	34,575	14,405	48,980
Capital Outlay	1,350	(400)	950
Subtotal	<u>\$240,373</u>	<u>0</u>	<u>\$240,373</u>
Finance & Administration			
Personal Services	\$ 628,466	11,000	\$ 639,466
Materials & Services	695,248	5,000	700,248
Capital Outlay	113,065	0	0
Subtotal	<u>\$1,436,779</u>	<u>16,000</u>	<u>\$1,452,779</u>
Public Affairs			
Personal Services	\$209,624	5,000	\$214,624
Materials & Services	47,640	(5,000)	42,640
Capital Outlay	0	0	0
Subtotal	<u>\$257,264</u>	<u>0</u>	<u>\$257,264</u>
General Expense			
Contingency	\$ 74,894	(39,500)	\$ 35,394
Transfers	163,169	22,000	185,169
Subtotal	<u>\$238,063</u>	<u>(17,500)</u>	<u>\$220,563</u>
Total General Fund Requirements	\$2,285,896	0	\$2,285,896
<u>PLANNING FUND</u>			
Development Services			
Personal Services	\$199,298	0	\$199,298
Materials & Services	62,470	0	62,470
Capital Outlay	0	0	0
Subtotal	<u>\$261,768</u>	<u>0</u>	<u>\$261,768</u>
Transportation			
Personal Services	\$454,546	16,000	\$470,546
Materials & Services	233,374	(16,000)	217,374
Capital Outlay	0	0	0
Subtotal	<u>\$687,920</u>	<u>0</u>	<u>\$687,920</u>

<u>PLANNING FUND</u>	<u>Current Appropriation FY 1983-84</u>	<u>Amendment</u>	<u>Revised Appropriation</u>
Criminal Justice			
Personal Services	\$85,723	0	\$85,723
Materials & Services	3,670	0	3,670
Capital Outlay	0	0	0
Subtotal	<u>\$89,393</u>	0	<u>\$89,393</u>
General Expense			
Transfers	\$525,673	0	\$525,673
Subtotal	<u>\$525,673</u>	0	<u>\$525,673</u>
Total Planning Fund Requirements	\$1,564,754	0	\$1,564,754
<u>TRANSPORTATION TECHNICAL ASSISTANCE FUND</u>			
Materials & Services	<u>\$473,805</u>	0	<u>\$473,805</u>
Total Transportation Technical Assistance Fund Requirements	\$473,805	0	\$473,805
<u>CRIMINAL JUSTICE ASSISTANCE FUND</u>			
Materials & Services	<u>\$450,000</u>	0	<u>\$450,000</u>
Total Criminal Justice Assistance Fund Requirements	\$450,000	0	\$450,000
<u>SEWER ASSISTANCE FUND</u>			
Materials & Services	\$2,000,000	0	\$2,000,000
Transfers	5,000	0	5,000
Contingency	<u>1,315,000</u>	0	<u>1,315,000</u>
Total Sewer Assistance Fund	\$3,320,000	0	\$3,320,000
<u>ZOO OPERATING FUND</u>			
Personal Services	\$2,748,821	\$14,600	\$2,763,421
Materials & Services	1,532,951	0	1,532,951
Capital Outlay	276,066	0	276,066
Transfers	3,773,352	0	3,773,352
Contingency	<u>136,735</u>	<u>(14,600)</u>	<u>122,135</u>
Total Zoo Operating Fund Appropriation	\$8,467,925	0	\$8,467,925
Unappropriated Balance	<u>800,000</u>	0	<u>800,000</u>
Total Zoo Operating Fund Requirements	\$9,267,925	0	\$9,267,925

STAFF REPORT

Agenda Item No. 8.4

Meeting Date June 28, 1984

CONSIDERATION OF ORDINANCE NO. 84-172 FOR
ADOPTION OF THE FY 1984-85 BUDGET AND
APPROPRIATIONS SCHEDULE

Date: June 19, 1984

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

The Annual Budget is a key policy document and management tool for the organization. Through the budget process, department work programs are established and authorized spending levels are set. Oregon Budget Law (ORS 294.635) requires that Metro submit its budget to the Tax Supervising and Conservation Commission (TSCC) by May 15. The TSCC will hold a hearing on the approved budget on June 20, 1984. The TSCC will certify the budget for adoption noting any objections or recommendations.

Three changes have been considered since the budget was approved and this ordinance was introduced. These are as follows:

1. The Council confirmed appointment of a new employee in the position of General Counsel. The appointment was above the budgeted beginning rate. The additional salary and fringe combined total \$7,888 to be transferred from General Fund Contingency to Executive Management, Personal Services.
2. The Council Coordinating Committee recommends adoption of the proposed revisions to the Pay and Classification Plans. Most of the costs for these changes are budgeted. Including a 2 percent COLA for the Executive Officer, the following amounts should be transferred from their respective fund contingency to Personal Services except for the IRC Fund. In that case, the cost should be covered by an increased transfer of \$521 from the General Fund to the IRC Fund from contingency. The remaining expense will be paid from grant revenues that were planned as carryover to FY 1985-86.

General Fund	\$3,413
Zoo Operating Fund	4,328
IRC Fund	1,302

3. The Council Coordinating Committee recommends a transfer of \$4,000 from General Fund contingency to Council,

Materials and Services to provide for Metro representation at selected conferences.

TSCC comments will be presented at the Council meeting.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends amendment of the approved FY 1984-85 budget to provide for additional General Counsel costs and implementation of the Pay Plan. With these changes, the Executive Officer recommends adoption of the FY 1984-85 budget.

COMMITTEE CONSIDERATION AND RECOMMENDATION

The Council Coordinating Committee recommends approval of Ordinance No. 84-172 adopting the FY 1984-85 Budget including the changes outlined in the Staff Report for additional Council travel funds and implementation of the revised Pay and Classification Plans. The Council previously authorized appointment of the new General Counsel above the budgeted salary.

JS/gl

1482B/236/06/20/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING THE)	ORDINANCE NO. 84-172
ANNUAL BUDGET OF THE METROPOLITAN)	
SERVICE DISTRICT FOR FISCAL YEAR)	Introduced by the
1984-85, MAKING APPROPRIATIONS)	Budget Review Committee
FROM FUNDS OF THE DISTRICT IN)	
ACCORDANCE WITH SAID ANNUAL)	
BUDGET, CREATING A ST. JOHNS FINAL)	
IMPROVEMENTS FUND, AND LEVYING)	
AD VALOREM TAXES)	

WHEREAS, The Multnomah County Tax Supervising and Conservation Commission (TSCC) held its public hearing June 20, 1984, on the annual budget of Metropolitan Service District (Metro) for the fiscal year beginning July 1, 1984, and ending June 30, 1985; and

WHEREAS, Recommendations from the TSCC have been received by Metro and have been acted upon, as reflected in the Budget and in the Schedule of Appropriations; now, therefore,

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. A St. Johns Final Improvements Fund is created for the purpose of receiving and monitoring monies for final improvements to and proper closure of the St. Johns Landfill.

2. The "FY 1984-85 Budget of the Metropolitan Service District" as attached hereto as Exhibit "A," and the schedule of appropriations attached as Exhibit "B" to this Ordinance are hereby adopted.

3. The Council of the Metropolitan Service District does hereby levy ad valorem taxes for the Zoo fund as provided in the budget adopted by Section 2 of this Ordinance in the amount of FIVE MILLION (\$5,000,000) DOLLARS for the Zoo Operations and Capital funds, said levy being a three-year serial levy outside the six percent constitutional limit approved by District voters on

May 15, 1984, said taxes to be levied upon taxable properties within the Metropolitan Service District as of 1:00 a.m., January 1, 1984.

4. The Council hereby authorizes expenditures and personnel positions in accordance with the Annual Budget adopted by Section 2 of this Ordinance, and hereby appropriates funds for the fiscal year beginning July 1, 1984, from the funds and for the purposes listed in the Schedule of Appropriations, Exhibit "B."

5. The Executive Officer shall make the following filings as provided by ORS 294.555 and ORS 310.060:

1. Multnomah County Assessor

1.1 An original and one copy of the Notice of Levy marked Exhibit "C," attached hereto and made a part of this Ordinance.

1.2 Two copies of the budget document adopted by Section 2 of this Ordinance.

1.3 A copy of the Notice of Publication provided for by ORS 294.421.

2. Clackamas and Washington County Assessor and Clerk

2.1 A copy of the Notice of Levy marked Exhibit "C."

2.2 A copy of the budget document adopted by Section 2 of this Ordinance.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1984.

Presiding Officer

ATTEST:

Clerk of the Council

JS/gl/2927B/236
06/20/84

ORDINANCE NO. 84-172

EXHIBIT "A"

Note: Because of the volume of Exhibit "A",
it is not attached to the agenda.

A copy of the Exhibit is available from
Metro's Division of Budget & Administrative
Services.

File no later than JULY 15
Information and instructions on reverse side

Part I: TOTAL PROPERTY TAX LEVY

County levying tax Multnomah, Washington and Clackamas	Governing body COUNCIL
Municipal Corporation Metropolitan Service District	Date of levy July 1, 1984

	Funded Partially by State of Oregon	Funded Totally by Local Taxpayers
1. Levy within the tax base (cannot exceed line 17, Part II)	1 -0-	
2. One-year special levies (itemize these levies in Part IV, back of form)	2a -0-	2b -0-
3. TOTAL AMOUNT subject to net tax rate limitation (add boxes 1, 2a & 2b)	3 -0-	
(Box 3 cannot exceed line 37, Part III of Form LB-70.)		
4. Continuing levies (millage and fixed) (itemize in Part IV, back of form)	4 -0-	
5. Serial levies (itemize in Part IV, back of form)	5a 1,663,806	5b 3,336,194
6. Amount levied for payment of bonded indebtedness		6 -0-
7. Total amount to be raised by taxation by type of funding (add boxes 1, 2a, 4 and 5a - enter in 7a. Add boxes 2b, 5b and 6 - enter in 7b.) (Box 7a cannot exceed line 15, Part IV of Form LB-60.)	7a 1,663,806	7b 3,336,194
8. TOTAL AMOUNT to be raised by taxation (add boxes 7a and 7b)	8 5,000,000	

Part II: TAX BASE WORKSHEET

9. VOTED TAX BASE, if any. _____
Date of voter approval _____

10. Constitutional limitation

Tax base portion of preceding three levies.	
Fiscal year	Fiscal year
10a	10b
10c	

11. Largest of 10a, 10b and 10c **11a** multiplied by 1.06 = **11b**

ADJUSTMENT FOR ANNEXATION INCREASES DURING PRECEDING FISCAL YEAR (see example for Part II on reverse side)

12. Assessed value of area annexed on _____, 19 _____
(attach list of annexation dates and valuations)

13. Tax base of the annexing entity for fiscal year 1983-84 **13**

14. Assessed value of annexing entity on January 1, 1983 **14**

15. Tax base rate of annexing entity (divide box 13 by box 14) **15**

16. Annexation increase (multiply line 12 by line 15) **16a** × 1.06 = **16b**

17. ADJUSTED TAX BASE (Largest of line 11b plus line 16b; or line 9 plus line 16b if line 9 has never been levied in full.) **17**

Part III: LIMITATIONS PER OREGON REVISED STATUTES

(Does not apply to ALL municipal corporations. Refer to ORS Chapter under which municipal corp. organized. DOES NOT apply to Bond Limitations.)

18. True cash value of municipal corporation from most recent tax roll **18**

19. Statutory limitation of municipal corporation per ORS _____ **19** of TCV

20. Total dollar amount authorized by statutory limit (line 18 multiplied by line 19) **20**

21. TOTAL amount of line 8 levied within statutory limitation
Any amount outside statutory limitation must be specifically allowed by statute, and have special voter approval. **21**

X

Signature of authorized official

Title

Date

Bus. Telephone

Part IV: SCHEDULE OF SPECIAL LEVIES

FORM LB-60, LB-70 AND SAMPLE BALLOTS FOR LEVY ELECTIONS (INCLUDING TAX BASE ELECTIONS) APPROVED IN CALENDAR YEARS 1983 AND 1984 FOR THE 1984-85 FISCAL YEAR MUST BE ATTACHED TO THIS FORM.

Type of Levy (One-year, serial, or continuing)	Purpose (Operating, capital con- struction, or mixed)	Date voters approved ballot measure authorizing tax levy	First Year Levied	Final Year to be Levied	Total tax levy authorized per year by voters in ballot measure (see note below)	Amount of tax levied this year as a result of voter approval
SERIAL	Mixed	May 15, 1984	FY 1984-85	FY 1986-87	5,000,000	5,000,000

TOTAL SPECIAL LEVIES: (This amount should equal total of boxes 1, 2a, 2b, 4, 5a and 5b of Part I of this form) 5,000,000

NOTE: For tax rate serial and continuing millage levies, enter mills or tax rate approved. The estimated true cash or assessed value used to determine the amount of taxes levied in 1984-85 is \$ _____.

GENERAL INSTRUCTIONS

The Notice of Property Tax Levy is used to certify the property tax levy of your district to the county assessor.

The Notice is to be completed after the public hearing(s) has been held, the proper ordinance or resolution enacted, the appropriations made and the property tax levy determined. The Notice and other required documents are to be submitted on or before July 15. Should circumstances exist that prevent these items from being filed by July 15, AN EXTENSION OF TIME MUST BE REQUESTED FROM THE COUNTY ASSESSOR.

The Notice of Property Tax Levy, a true and complete copy of the adopted budget document, the resolution or ordinance adopting and appropriating the budget, Form LB-60 (Levy Computation Worksheet), Form LB-70 (Net Tax Rate Levy Computation Worksheet), sample ballots of any levy elections approved for the ensuing fiscal year, and either a newspaper clipping; or, if posted or mailed, a copy of the financial summary (from Publication Packet) are to be distributed as follows:

- (1) One copy to the county clerk.
- (2) Two copies to the assessor of the county in which the district is located.
- (3) If a joint district, two copies to the assessor of the primary county and one copy to the assessor of each joint county.
- (4) One copy to the county treasurer if the district's bonded indebtedness is paid by that office. School districts are also required to send one copy to the ESD Superintendent, and one copy to the Oregon Department of Education, School Finance Section, Salem, OR 97310.

SPECIFIC INSTRUCTIONS

Part I—Enter the date, name of governing body, name of municipal corporation, and county in the appropriate spaces.

Line 1—Enter the portion of the tax levy that is within your tax base as computed in Part II.

Line 2—Enter the total of all one-year special levies. In box 2a, enter the total of all one-year special levies for operating purposes approved by the voters within the adjusted levy amount determined on Form LB-60, Part IV, line 9. In box 2b, enter the total of those one-year special levies approved by the voters in excess of the adjusted levy on Form LB-60, Part IV, line 9.

Line 3—Enter the total tax levy subject to the net tax rate limitation. (Add boxes 1, 2a and 2b.) This figure cannot exceed the amount on Form LB-70, Part III, line 37 (if required to complete this form).

Line 4—Enter the total of all continuing levies (millage or fixed).

Line 5—Enter the total of all serial levies. In box 5a, enter the total of all serial levies within the amount on Form LB-60, Part IV, line 15 (if required to complete this form). In box 5b, enter the total of all serial levies in excess of the amount on Form LB-60, Part IV, line 15 (if required to complete this form).

Line 6—Enter the portion of the tax levy necessary for the payment of Bonded Indebtedness.

Line 7—Subtract the tax levy depending on whether it is partially financed by the state or totally financed by local taxpayers.

Line 8—The total tax levy must be equal to or less than the amount published in the newspaper. If the total tax levy is greater than the amount published, the municipal corporation must republish the entire budget summary with revisions and hold another public hearing.

Part II—Enter the appropriate information concerning the approved tax base, if any.

Line 9—Enter the most recent voter approved tax base and date of voter approval.

Line 10—Enter the tax base portion only of the preceding three levies and indicate the year of the levy.

Line 11—Enter the largest of the tax base portion shown in 10 and multiply by 1.06.

Line 12—If the municipal corporation has annexed adjoining property during the 1983-84 fiscal year enter the date of annexation and the 1983-84 assessed value of the annexed property. If more than one annexation, please attach an additional schedule listing separately the date of annexation and the 1983-84 assessed value of the annexed property.

Line 13—Enter the tax base of the annexing entity for fiscal year 1983-84.

Line 14—Enter the total assessed value of the annexing entity as of January 1, 1983.

Line 15—Enter tax base rate per \$1,000 of assessed value from 1983-84 fiscal year for the annexing entity.

Line 16—Multiply line 12 by line 15 and enter in 16a. Multiply 16a by 1.06 and enter in 16b.

Line 17—Determine the adjusted tax base by entering the largest amount of (Line 11b plus 16b) or (Line 9 plus 16b if line 9 has never been levied in full).

EXAMPLE FOR PART II

Assessed value of annexing entity—as of January 1, 1983	\$400 Million
Tax Base of annexing entity—in fiscal year 1983-84	\$2 Million
Tax Base rate (2,000,000 ÷ 400,000,000 = .005)	\$5 per \$1,000
Assessed value of annexed area—as of January 1, 1983	\$100 Million
Annexation increase (100,000,000 × .005 × 1.06)	\$530,000

PART III—All municipal corporations are subject to a 6% levy limitation imposed by the Oregon Constitution, and some are further limited by statutory provisions. For those districts that are subject to statutory limitations such as hospital districts, road districts, vector control districts, etc., complete items 18-21 by inserting the dollar amount the district can levy within the statutory limitation and any amounts which were authorized to be approved outside the statutory authorization. The percentage limitation imposed by the statute and the true cash valuation of the taxing unit from the most recent tax roll are used in computing this limitation. Refer to publications by the Department of Revenue or contact your county assessor to determine your statutory limitation.

PART IV—Enter all special levies on the schedule. This includes one-year special, continuing and serial levies. DO NOT enter levies for bonded indebtedness or tax base levies. The total of this schedule should equal the total of boxes 1, 2a, 2b, 4, 5a and 5b in Part I of this form.

NOTE: If you require assistance in completing this form, please contact your county assessor or the Department of Revenue, Local Government Finance and Taxation, Salem, OR.