

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING)	RESOLUTION NO. 86-722
RESOLUTION NO. 86-659, REVISING)	
THE FY 1986-87 BUDGET AND)	Introduced by the
APPROPRIATIONS, AMENDING THE PAY)	Executive Officer
PLAN AND CLASSIFICATION PLAN,)	
AUTHORIZING A NEW POSITION, AND)	
REVISING TWO POSITIONS)	

WHEREAS, Additional staff are needed to meet increasing workloads; now, therefore,

BE IT RESOLVED,

1. That Resolution No. 86-659, Exhibit A, FY 1986-87 Budget, and Exhibit B, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this resolution.

2. That the Classification Plan is hereby amended to include the classification of Finance and Administration Director as specified in Exhibit C to this Resolution.

3. That the Pay Plan is amended to include the classification of Finance and Administration Director at level 15.0 (\$41,038-\$51,646).

4. That a new full-time position of Secretary is authorized in the Executive Management Department.

5. That the current half-time position of Finance and Administration Director is revised to be a full-time position in the Finance and Administration Department.

6. That the incumbent Deputy Executive Officer serving as half-time Finance and Administration Director is reclassified to Finance and Administration Director as a regular (non-probationary) employee.

7. That the current half-time position of Deputy Executive Officer is revised to be full-time in the Executive Management Department.

ADOPTED by the Council of the Metropolitan Service District
this 18th day of December, 1986.


Richard Waker, Presiding Officer

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EXHIBIT A

EXECUTIVE MANAGEMENT

	Current Budget	FTE	Revision	Proposed Budget	FTE
Personal Services					
Deputy Executive Officer	25,816	.5	12,908	38,724	.75
Secretary	0		7,758	7,758	.5
Fringe	79,357		6,406	85,763	
All Other Accounts	<u>250,012</u>	<u>8.44</u>	<u>0</u>	<u>250,012</u>	<u>8.44</u>
TOTAL	<u>355,185</u>	<u>8.94</u>	<u>27,072</u>	<u>382,257</u>	<u>9.69</u>
Materials & Services					
Contractual Services	78,490		(43,984)	34,506	
All Other Accounts	<u>23,527</u>		<u>0</u>	<u>23,527</u>	
TOTAL	<u>102,017</u>		<u>(43,984)</u>	<u>58,033</u>	

No other changes to this department.

FINANCE & ADMINISTRATION Management Services

	Current Budget	FTE	Revision	Proposed Budget	FTE
Personal Services					
Deputy Executive Officer	8,778	.17	(4,389)	4,389	.09
F&A Director	0		8,778	8,778	.17
Fringe	72,202		1,361	73,563	
All Other Accounts	<u>229,580</u>	<u>8.75</u>	<u>0</u>	<u>229,580</u>	<u>8.75</u>
TOTAL	<u>310,560</u>	<u>8.92</u>	<u>5,750</u>	<u>316,310</u>	<u>9.01</u>

No other changes to this division.

EXHIBIT A
(continued)

Accounting

	<u>Current Budget</u>	<u>FTE</u>	<u>Revision</u>	<u>Proposed Budget</u>	<u>FTE</u>
Personal Services					
Deputy Executive Officer	8,778	.17	(4,389)	4,389	.09
F&A Director	0		8,778	8,778	.17
Fringe	54,414		1,361	55,775	
All Other Accounts	<u>166,750</u>	<u>7.0</u>	<u>0</u>	<u>166,750</u>	<u>7.0</u>
TOTAL	<u>229,942</u>	<u>7.17</u>	<u>5,750</u>	<u>235,692</u>	<u>7.26</u>

No other changes to this division.

Data Processing

	<u>Current Budget</u>	<u>FTE</u>	<u>Revision</u>	<u>Proposed Budget</u>	<u>FTE</u>
Personal Services					
Deputy Executive Officer	8,262	.16	(4,131)	4,131	.07
F&A Director	0		8,262	8,262	.16
Fringe	29,858		1,281	31,139	
All Other Accounts	<u>88,055</u>	<u>2.75</u>	<u>0</u>	<u>88,055</u>	<u>2.75</u>
TOTAL	<u>126,175</u>	<u>2.91</u>	<u>5,412</u>	<u>131,587</u>	<u>2.98</u>

No other changes to this division.

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EXHIBIT B
APPROPRIATIONS SCHEDULE

	Current Appropriation	Revision	Proposed Appropriation
GENERAL FUND			
Executive Management			
Personal Services	355,185	27,072	382,257
Materials & Services	102,017	(43,984)	58,033
Capital Outlay	2,442	0	2,442
Total	459,644	(16,912)	442,732
Finance & Administration			
Personal Services	666,677	16,912	683,589
Materials & Services	412,649	0	412,649
Capital Outlay	9,200	0	9,200
Total	1,088,526	16,912	1,105,438

No other changes to the General Fund.
No other changes to other funds.

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EXHIBIT "C"

DIRECTOR OF FINANCE AND ADMINISTRATION

GENERAL STATEMENT OF DUTIES:

Under general direction oversees the daily administration and operation of the Finance and Administration department which includes supervision of the Accounting Manager, the Data Processing Manager, and the Director of Management Services. Develops policies and procedures relating to fiscal management, personnel administration, building management and other support services. Acts as the Chief Financial Officer for the agency.

SUPERVISION RECEIVED:

Receives general supervision from the Executive Officer who assigns duties, outlines goals and objectives and reviews work for effectiveness and for conformance to policies and objectives.

SUPERVISION EXERCISED:

Review and coordinate work of division heads in Finance and Administration.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Organizes and coordinates the work of Management Services, Data processing, and Accounting. Defines departmental work programs and projects in areas deemed critical to Metro's mission and enforces policies and procedures related to those programs and projects.
2. Assists the Executive Officer in the development and implementation of policies and programs relating to fiscal management, support services, personnel, accounting and data processing for achieving objectives of critical importance to Metro.
3. Oversees and coordinates the preparation of the Finance and Administration department budget and monitors budget to ensure expenditures are within appropriation.
4. Represents Finance and Administration at meetings with Metro Council, Metro Staff, other governmental agencies, technical or professional groups, and the media.
5. Acts as Chief Financial Officer in agency financial affairs including selling bonds, construction financing, long range financial planning and agency financing issues.

STAFF REPORT

Agenda Item No. 9.4

Meeting Date December 18, 1986

CONSIDERATION OF RESOLUTION NO. 86-722 FOR THE
PURPOSE OF AMENDING RESOLUTION NO. 86-659
REVISING THE FY 1986-87 BUDGET AND
APPROPRIATIONS, AMENDING THE PAY PLAN AND
CLASSIFICATION PLAN, CREATING A NEW POSITION, AND
REVISING TWO POSITIONS

Date: December 18, 1986

Presented by: Rick Gustafson

FACTUAL BACKGROUND AND ANALYSIS

A new position and changes to two half-time positions are proposed to meet increasing workloads and new staffing requirements. The proposed resolution provides for all of the necessary actions to carry out this proposal.

A full-time secretary is proposed as an addition to the Executive Management Department. This position will provide clerical support to General Counsel and the Governmental Relations Manager. The workload for General Counsel has grown considerably in the last year and is anticipated to continue at a high level. The upcoming state legislative session will put further demands on the department requiring this clerical support.

Currently the Deputy Executive Officer serves half-time as Deputy and half-time as Finance and Administration Director, although his official title is Deputy Executive Officer. Current and planned finance matters require the full-time involvement of the Finance and Administration Director. These activities include issuance of General Obligation bonds for the Convention Center Project, issuance of revenue bonds for solid waste projects, preparation for a serial levy for the Zoo and long-range financial planning. It is proposed that the Finance and Administration Director duties be made a full-time position and that the incumbent Deputy Executive Officer be reclassified into that position. Since he has been serving in that capacity for several years, he would be installed as a regular (non-probationary) employee. Finally, it is proposed that the Deputy Executive Officer position be increased to full-time.

The following actions included in Resolution No. 86-722 to implement this proposal.

1. Amend the classification plan to add a specification for Finance and Administration Director.

2. Amend the Pay Plan to add the Finance and Administration Director at level 15.0 (\$41,038 - \$51,646).
3. Authorize the new position of Executive Management Secretary.
4. Increase the Finance and Administration Director and Deputy Executive Officer to full-time positions.
5. Reclassify the incumbent Deputy Executive Officer to Finance and Administration Director as a regular employee.
6. Amend the budget and appropriations to cover estimated increased personal services costs totalling \$43,984 for the remainder of the current fiscal year. These new costs are proposed to be covered by transferring appropriations from Executive Management contractual services to the various personal services line items as shown in Exhibit A. The contractual services amount was previously budgeted for regional studies, outside legal counsel and management consulting. A sufficient amount remains in the account to pay for current obligations.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 86-722.

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to negotiate a contract with the City of Portland and BioGas for methane gas recovery at St. Johns Landfill. If a contract were not negotiated by that date, all rights would revert back to the City. Mr. Drennen said because gas prices had lowered drastically, it no longer made economic sense to continue with negotiations for gas recovery.

Councilor Kirkpatrick requested a recap of all project expenditures to date by Metro.

9.4 Consideration of Resolution No. 86-722, for the Purpose of Amending Resolution No. 86-659, Revising FY 1986-87 Budget and Appropriations and Creating New Positions (Public Hearing)

Executive Officer Gustafson reviewed staff's report. The Resolution would create two new positions: full-time Finance & Administration Department Director and full-time Executive Management Secretary. The current part-time Deputy Executive Officer position would become a full-time position. The Executive Officer reported the Executive Officer-elect supported the Resolution and additional staff were required with the added responsibility of the Convention Center.

Motion: Councilor DeJardin moved the Resolution be adopted and Councilor Van Bergen seconded the motion.

Councilor Kirkpatrick requested staff return on January 8, 1987, with an Ordinance providing for Council confirmation of the new Finance & Administration Director position.

Responding to Councilor Collier's question, the Executive Officer said the Executive Officer would be in charge of preparing General Obligation bonds for the Convention Center Project. Financial control and establishment of finance systems would be the responsibility of the Finance and Administration Department.

Vote: A vote on the motion resulted in:

Ayes: Councilors Collier, DeJardin, Frewing, Gardner, Hansen, Kirkpatrick, Knowles, Ragsdale, Van Bergen and Waker

Absent: Councilors Cooper and Kelley

The motion carried and Resolution No. 86-722 was adopted.

9.6 Consideration of Resolution No. 86-724, for the Purpose of Approving the Transfer of Franchise Permit No. 5 from Genstar to Waste Transfer, Inc. to Wastech, Inc.

Steve Rapp, Solid Waste Engineer, summarized staff's written