

BEFORE THE METRO COUNCIL

AMENDING THE FY 2011-12 BUDGET AND) ORDINANCE NO. 11-1267
APPROPRIATIONS SCHEDULE INCREASING)
0.25 FTE IN THE PIONEER CEMETERY) Introduced by Martha Bennett, Chief
PROGRAM, AND DECLARING AN) Operating Officer, with the concurrence of
EMERGENCY) Council President Tom Hughes

WHEREAS, Metro Code chapter 2.02.040 requires Metro Council approval to add any new position to the budget; and

WHEREAS, the Metro Council has reviewed and considered the need to add FTE within the FY 2011-12 Budget; and

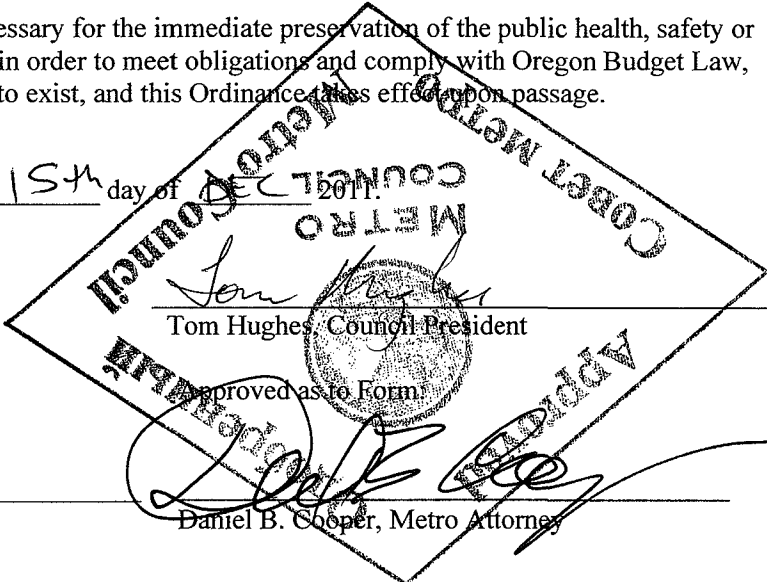
WHEREAS, the need for the additional FTE has been justified; and

WHEREAS, adequate funds exist for other identified needs; now, therefore,

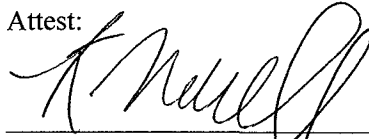
THE METRO COUNCIL ORDAINS AS FOLLOWS:

- 1. That the FY 2011-12 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of increasing 0.25 FTE in the Pioneer Cemetery Program.
- 2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance has effect upon passage.

ADOPTED by the Metro Council this 15th day of Dec 2011.



Tom Hughes, Council President

Attest:

Kelsey Newell, Recording Secretary

Daniel B. Choper, Metro Attorney

Exhibit A
Ordinance No. 11-1267

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
Parks & Environmental Services							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	Administrative Specialist IV	1.00	52,573	-	0	1.00	52,573
	Assistant Management Analyst	6.40	339,977	1.00	43,884	7.40	383,861
	Director	1.00	141,750	-	0	1.00	141,750
	Manager I	3.15	278,143	-	0	3.15	278,143
	Principal Regional Planner	1.00	89,745	-	0	1.00	89,745
	Program Director	1.00	105,363	-	0	1.00	105,363
	Property Management Specialist	0.80	59,113	-	0	0.80	59,113
	Service Supervisor III	1.00	62,663	-	0	1.00	62,663
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Specialist I	1.00	32,063	-	0	1.00	32,063
	Administrative Specialist II	2.00	88,452	-	0	2.00	88,452
	Arborist	1.00	58,260	-	0	1.00	58,260
	Building Service Worker	1.00	45,260	-	0	1.00	45,260
	Building Services Technician	1.00	60,611	-	0	1.00	60,611
	Maintenance Worker 2	1.00	52,872	-	0	1.00	52,872
	Park Ranger	8.00	387,060	-	0	8.00	387,060
	Park Ranger Lead	1.00	58,260	-	0	1.00	58,260
	Printing/Mail Services Clerk	1.00	43,181	-	0	1.00	43,181
	Program Assistant 3	1.00	49,859	-	0	1.00	49,859
	Safety and Security Officer	1.75	66,184	-	0	1.75	66,184
5020	Reg Emp-Part Time-Exempt						
	Assistant Management Analyst	0.75	35,789	(0.75)	(35,789)	-	0
5025	Reg Employees-Part Time-Non-Exempt						
	Program Assistant 1	0.55	22,583	-	0	0.55	22,583
5030	Temporary Employees		334,002		0		334,002
5080	Overtime		33,567		0		33,567
5089	Salary Adjustments						
	Merit/COLA Adjustment (non-rep)		7,519		0		7,519
	Step Increases (AFSCME)		14,882		0		14,882
	COLA (represented employees)		21,878		0		21,878
	Other Adjustments (AFSCME)		7,393		0		7,393
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits						
	Base Fringe (variable & fixed)		1,192,436		1,858		1,194,294
Total Personal Services		38.00	\$3,905,560	0.25	\$9,953	38.25	\$3,915,513
<i>Materials & Services</i>							
<i>GOODS Goods</i>							
5201	Office Supplies		103,556		0		103,556
5205	Operating Supplies		124,638		0		124,638
5210	Subscriptions and Dues		5,594		0		5,594
5214	Fuels and Lubricants		79,444		0		79,444
5215	Maintenance & Repairs Supplies		196,767		0		196,767
5225	Retail		9,316		0		9,316
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		440,876		(9,953)		430,923
5250	Contracted Property Services		212,031		0		212,031
5251	Utility Services		434,323		0		434,323
5255	Cleaning Services		169,886		0		169,886
5260	Maintenance & Repair Services		361,388		0		361,388

**Exhibit A
Ordinance No. 11-1267**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
Parks & Environmental Services							
	5265 Rentals		52,755		0		52,755
	5280 Other Purchased Services		44,847		0		44,847
	<i>CAPMNT Capital Maintenance</i>						
	5262 Capital Maintenance - Non-CIP		11,000		0		11,000
	<i>IGEXP Intergov't Expenditures</i>						
	5300 Payments to Other Agencies		138,747		0		138,747
	5310 Taxes (Non-Payroll)		259,248		0		259,248
	<i>OTHEXP Other Expenditures</i>						
	5450 Travel		5,290		0		5,290
	5455 Staff Development		30,918		0		30,918
	Total Materials & Services		\$2,680,624		(\$9,953)		\$2,670,671
	TOTAL REQUIREMENTS	38.00	\$6,586,184	0.25	\$0	38.25	\$6,586,184

Exhibit B
Ordinance 11-1267
Schedule of Appropriations

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Revised</u> <u>Appropriation</u>
GENERAL FUND			
Communications	2,484,577	0	2,484,577
Council Office	3,694,550	0	3,694,550
Finance & Regulatory Services	3,877,640	0	3,877,640
Human Resources	2,304,931	0	2,304,931
Information Services	3,626,474	0	3,626,474
Metro Auditor	686,452	0	686,452
Office of Metro Attorney	2,067,885	0	2,067,885
Oregon Zoo	28,541,635	0	28,541,635
Parks & Environmental Services	6,586,184	0	6,586,184
Planning and Development	16,561,877	0	16,561,877
Research Center	4,489,582	0	4,489,582
Sustainability Center	5,022,941	0	5,022,941
Former ORS 197.352 Claims & Judgments	100	0	100
Special Appropriations	4,566,055	0	4,566,055
Non-Departmental			
Debt Service	1,588,215	0	1,588,215
Interfund Transfers	5,007,479	0	5,007,479
Contingency	3,657,142	0	3,657,142
Unappropriated Balance	14,722,489	0	14,722,489
Total Fund Requirements	\$109,486,208	\$0	\$109,486,208

All other appropriations remain as previously adopted

NOTES:

- (1) The current budget and appropriations columns reflected in Exhibits A and B to this ordinance assume adoption of Ordinance 11-1265 anticipated for Council action on December 1, 2011 and Ordinance 11-1266 scheduled for action concurrent with this ordinance.
- (2) This action requests approval of the changes identified in the column titled "Revision" on each of the exhibits and will not be affected by modifications to ordinance 11-1265
- (3) This action seeks only additional FTE authority. No additional appropriation authority is necessary.

STAFF REPORT

FOR THE PURPOSE OF AMENDING THE FY 2011-12 BUDGET AND APPROPRIATIONS
SCHEDULE INCREASING 0.25 FTE IN THE PIONEER CEMETERY PROGRAM, AND
DECLARING AN EMERGENCY

Date: November 17, 2011

Prepared by: Brian Kennedy 503-797-1908

BACKGROUND

Pioneer Cemeteries Sales & Service Staff

The Sales & Service function for the Pioneer Cemetery program is currently staffed with 1.75 FTE. That staff is responsible for burial sales, service management, and records management. With the recent completion of the cemetery business plan and ongoing operational issues, it has been determined that the current staffing is inadequate to meet the growing demands from customers.

As part of improving the service Metro provides for burials, staff has determined that Metro personnel should observe all grave openings and closings that are performed by Metro contractors. That additional demand on staff has reduced the availability of personnel to respond to sales inquiries, perform recordkeeping duties, and provide assistance to families. Staff from the cemetery program is available to customers six days a week, and often manages several burial services in one day. Staff also responds to customer requests for interment right sales. Currently the program's sales are reactionary to Metro's customers and current staff workloads make it difficult to provide additional time in proactive sales.

In addition, to meet increased sales expectations and demands, additional staff resources are needed. Current staff spend approximately 50% of their time in records management and the other 50% attending graveside funeral services for customers at need. Those demands do not allow staff time to proactively work to increase sales. Staff is proposing to increase the total program staffing to 2.0 FTE, a net increase of 0.25 FTE. These additional hours will not only stabilize the current operations but will also help set the program on the course of increased sales in the following fiscal year. The cost in the current fiscal year will be \$9,953 and will be funded through a reduction in Materials & Services. In future years, it is anticipated that increased revenues due to the recent fee increases and sales activity will fund the additional FTE.

ANALYSIS/INFORMATION

- 1. Known Opposition:** None known.
- 2. Legal Antecedents:** ORS 294.450(1) provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction. Metro code chapter 2.02.040 requires the Metro Council to approve the addition of any position to the budget.
- 3. Anticipated Effects:** This action provides for changes in operations as described above and requests FTE increases to bring one part-time position to full time.

4. **Budget Impacts:** This action requests a 0.25 FTE increase to improve sales and service in the Pioneer Cemeteries program. The increase in salary expenses will be funded through materials and services savings in the current year and increased cemetery revenues in future years. Recent increases raised grave fees 30%, grave opening and closing fee 40%, and outer burial container fees 40%.

RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this Ordinance.