

BEFORE THE METRO COUNCIL

AMENDING THE FY 2013-14 BUDGET AND	)	ORDINANCE NO. 13-1315
APPROPRIATIONS SCHEDULE TO ADD A 1.0	)	
LIMITED DURATION ANALYST IN THE	)	Introduced by Martha Bennett, Chief
CEMETERY PROGRAM	)	Operating Officer, with the concurrence of
	)	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 and increase appropriations within the FY 2013-14 Budget; and

WHEREAS, the need for the increase of appropriation has been justified; and


WHEREAS, adequate funds exist for other identified needs; and

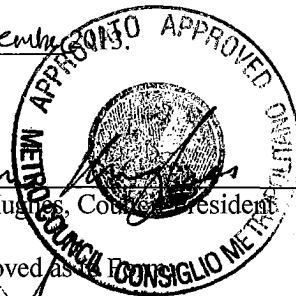
WHEREAS, ORS 294.463(1) provides for transfers of appropriations within a fund, including transfers from contingency that do not exceed 15 percent of a fund's appropriations, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2013-14 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 adding 1.0 FTE limited duration Program Analyst IV in the Cemetery program budget to implement Council direction on the reclamation of unclaimed burial plots.
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 takes effect upon passage.

ADOPTED by the Metro Council this 19 day of September, 2013.

  
 Tom Hughes, Council President



Approved as

Attest:

  
 Kelsey Newell, Recording Secretary

  
 Alison Kean, Metro Attorney

**Exhibit A  
Ordinance No. 13-1315**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>General Fund</b>							
<b>Parks &amp; Environmental Services</b>							
<i>Personnel Services</i>							
<i>SALWGE Salaries &amp; Wages</i>							
501000	Reg Employees-Full Time-Exempt						
	Administrative Specialist IV	1.00	60,901	-	0	1.00	60,901
	Assistant Management Analy	6.40	377,131	-	0	6.40	377,131
	Associate Management Analy	0.40	24,963	-	0	0.40	24,963
	Director	1.00	147,281	-	0	1.00	147,281
	Manager I	3.00	272,471	-	0	3.00	272,471
	Manager II	1.40	153,505	-	0	1.40	153,505
	Principal Regional Planner	1.00	94,346	-	0	1.00	94,346
	Program Analyst IV	-	0	1.00	68,000	1.00	68,000
	Program Director	1.00	115,655	-	0	1.00	115,655
	Property Management Specia	0.80	62,090	-	0	0.80	62,090
	Service Supervisor II	1.00	53,517	-	0	1.00	53,517
501500	Reg Empl-Full Time-Non-Exempt						
	Administrative Specialist I	1.00	35,030	-	0	1.00	35,030
	Administrative Specialist II	1.00	47,566	-	0	1.00	47,566
	Arborist	1.00	62,463	-	0	1.00	62,463
	Building Service Worker	1.00	47,566	-	0	1.00	47,566
	Building Services Technician	1.00	63,704	-	0	1.00	63,704
	Janitor	1.00	29,127	-	0	1.00	29,127
	Maintenance Technician	1.00	56,696	-	0	1.00	56,696
	Park Ranger	8.00	420,646	-	0	8.00	420,646
	Park Ranger Lead	1.00	62,463	-	0	1.00	62,463
	Printing/Mail Services Clerk	1.00	43,181	-	0	1.00	43,181
	Property Management Techni	0.50	27,067	-	0	0.50	27,067
	Program Assistant 3	1.00	60,453	-	0	1.00	60,453
	Safety and Security Officer	2.00	76,792	-	0	2.00	76,792
502500	Reg Employees-Part Time-Non-Exempt						
	Lead Janitor	0.50	16,821	-	0	0.50	16,821
	Janitor	2.00	58,254	-	0	2.00	58,254
	Program Assistant 2	1.30	58,116	-	0	1.30	58,116
503000	Temporary Employees - Hourly		390,857		0		390,857
508000	Overtime		38,369		0		38,369
<i>FRINGE Fringe Benefits</i>							
511000	Fringe Benefits - Payroll Taxes		212,812		5,721		218,533
512000	Fringe Benefits - Retirement PERS		419,253		8,568		427,821
513000	Fringe Benefits - Health & Welfare		560,286		13,320		573,606
514000	Fringe Benefits - Unemployment		21,926		0		21,926
515000	Fringe Benefits - Other Benefits		10,691		281		10,972
<b>Total Personnel Services</b>		<b>41.30</b>	<b>\$4,181,999</b>	<b>1.00</b>	<b>\$95,890</b>	<b>42.30</b>	<b>\$4,277,889</b>
<i>Materials &amp; Services</i>							
<i>GOODS Goods</i>							
520100	Office Supplies		72,016		0		72,016
520500	Operating Supplies		112,665		0		112,665
521000	Subscriptions and Dues		6,326		0		6,326
521400	Fuels and Lubricants		75,891		0		75,891
521500	Maintenance & Repairs Supplies		143,462		0		143,462
522500	Retail		13,000		0		13,000
<i>SVCS Services</i>							
524000	Contracted Professional Svcs		366,068		(22,000)		344,068
525000	Contracted Property Services		173,945		0		173,945

**Exhibit A**  
**Ordinance No. 13-1315**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>General Fund</b>							
525100	Utility Services		438,908		0		438,908
525500	Cleaning Services		25,278		0		25,278
526000	Maintenance & Repair Services		383,107		0		383,107
526500	Rentals		44,599		0		44,599
528000	Other Purchased Services		56,120		0		56,120
529800	Glendoveer Golf Operating Contract		2,344,363		0		2,344,363
	<i>IGEXP Intergov't Expenditures</i>						
530000	Payments to Other Agencies		112,100		0		112,100
531000	Taxes (Non-Payroll)		225,866		0		225,866
	<i>OTHEXP Other Expenditures</i>						
545000	Travel		8,095		0		8,095
545500	Staff Development		34,536		0		34,536
<b>Total Materials &amp; Services</b>			<b>\$4,636,345</b>		<b>(\$22,000)</b>		<b>\$4,614,345</b>
<b>TOTAL REQUIREMENTS</b>		<b>41.30</b>	<b>\$8,818,344</b>	<b>1.00</b>	<b>\$73,890</b>	<b>42.30</b>	<b>\$8,892,234</b>

**Exhibit A**  
**Ordinance No. 13-1315**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>General Fund</b>							
<b>General Expenses</b>							
<b>Total Interfund Transfers</b>			<b>\$7,146,409</b>		<b>\$0</b>		<b>\$7,146,409</b>
<i>Contingency &amp; Unappropriated Balance</i>							
<i>CONT</i>	<i>Contingency</i>						
	Contingency						
701002	* Contingency		3,440,349		(73,890)		3,366,459
701001	* Opportunity Account		250,000		0		250,000
701004	* Reserve for Future One-Time Expenditures		600,223		0		600,223
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
	Unappropriated Fund Balance						
805100	* Stabilization Reserve		2,575,000		0		2,575,000
805450	* PERS Reserve		2,893,403		0		2,893,403
805900	* Other Planning Department Carryover		466,982		0		466,982
805300	* Reserve for Future One-Time Expenditures		775,000		0		775,000
805900	* Reserved for Community Invest. Initiative		156,034		0		156,034
801003	* Reserved for TOD		5,083,671		0		5,083,671
801002	* Reserved for Local Gov't Grants (CET)		2,353,159		0		2,353,159
805900	* Reserved for Cost Allocation Adjustments		429,590		0		429,590
805900	* Reserved for Nature in Neighborhood Grants		58,327		0		58,327
805900	* Reserved for Metro Export Initiative		25,000		0		25,000
805900	* Reserved for Active Transportation		135,000		0		135,000
805400	* Reserve for Future Debt Service		995,535		0		995,535
<b>Total Contingency &amp; Unappropriated Balance</b>			<b>\$20,237,273</b>		<b>(\$73,890)</b>		<b>\$20,163,383</b>
<b>TOTAL REQUIREMENTS</b>		<b>452.64</b>	<b>\$116,824,274</b>	<b>1.00</b>	<b>\$0</b>	<b>453.64</b>	<b>\$116,824,274</b>

**Exhibit B**  
**Ordinance 13-1315**  
**Schedule of Appropriations**

	<b><u>Current</u></b>	<b><u>Revision</u></b>	<b><u>Revised</u></b>
	<b><u>Appropriation</u></b>		<b><u>Appropriation</u></b>
<b>GENERAL FUND</b>			
Communications	2,701,648	0	2,701,648
Council Office	3,938,637	0	3,938,637
Finance & Regulatory Services	4,628,354	0	4,628,354
Human Resources	2,219,337	0	2,219,337
Information Services	3,915,095	0	3,915,095
Metro Auditor	725,382	0	725,382
Office of Metro Attorney	2,061,480	0	2,061,480
Oregon Zoo	31,585,451	0	31,585,451
Parks & Environmental Services	8,818,344	73,890	8,892,234
Planning and Development	14,216,023	0	14,216,023
Research Center	3,644,374	0	3,644,374
Sustainability Center	3,916,131	0	3,916,131
Special Appropriations	5,350,265	0	5,350,265
Non-Departmental			
Debt Service	1,720,071	0	1,720,071
Interfund Transfers	7,146,409	0	7,146,409
Contingency	4,290,572	(73,890)	4,216,682
<i>Total Appropriations</i>	100,877,573	0	100,877,573
Unappropriated Balance	15,946,701	0	15,946,701
<b>Total Fund Requirements</b>	<b>\$116,824,274</b>	<b>\$0</b>	<b>\$116,824,274</b>

*All other appropriations remain as previously adopted*

## STAFF REPORT

### FOR THE PURPOSE OF AMENDING THE FY 2013-14 BUDGET AND APPROPRIATIONS SCHEDULE TO ADD A 1.0 LIMITED DURATION ANALYST IN THE CEMETERY PROGRAM

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Date: August 8, 2013

Prepared by: Paul Slyman, 503-797-1510

## BACKGROUND

Metro's Cemetery Program requests the creation of a 1.00 FTE limited duration Program Analyst IV position to complete the efforts of legally resolving unclaimed burial spaces in our 14 historic cemeteries. During FY 2013-14, the employee will work full time implementing the provisions of SB1537 governing the reclamation of unclaimed burial spaces. The limited duration position is requested for a duration not to exceed June 30, 2014.

Metro Council approved an inventory of unclaimed burial spaces on July 25, 2103. Under SB1537, staff will now commence the reclamation process as follows: Staff will provide notice to the record owners and their descendants through certified mail, telephone, and/or email, post notice at Metro's historic cemeteries, and publish notice for four consecutive weeks in a newspaper. Once notice is provided, claimants will have 120 days to present documentation establishing rightful ownership. Burial spaces for which not claim is made within the 120 day window can be declared legally abandoned via final Council resolution.

This work was originally anticipated to be completed by contractual temporary help not to exceed 1040 work hours this fiscal year. At Council's direction, staff increased the body of work significantly to include all unclaimed burial spaces in each of Metro's 14 cemeteries, thus increasing the number of burial sites involved from 532 to 2,517. This directly increases all aspects of work, including the number of letters mailed, the amount of research required, the number of cases addressed, and the size of the inventory managed. Given the increase in project scope, staff finds it necessary to also increase the resources available to manage the program. The cost for this FTE is partially offset by the funds previously allocated for the temporary work. The total net amount requested for this action is \$73,890 to be transferred from the General Fund contingency.

## ANALYSIS/INFORMATION

- 1. Known Opposition:** None known
- 2. Legal Antecedents:** Metro code chapter 2.02 requires the Metro Council to approve the addition of any position to the budget. ORS 294.463(1) provides for transfers of appropriations within a fund, including transfers from contingency that do not exceed 15 percent of a fund's appropriation, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction.
- 3. Anticipated Effects:** This action adds a limited duration 1.00 FTE position to the Cemetery Program in FY 2013-14. The duration of this position is authorized not to exceed June 30, 2014.

4. **Budget Impacts:** This action transfers \$73,890 from the General Fund contingency to the Cemetery Program of the Parks and Environmental Services Department to fund the addition of the 1.0 limited duration FTE through June 30, 2014.

#### **RECOMMENDED ACTION**

The Chief Operating Office recommends adoption of this Ordinance.

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