

**MINUTES OF THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT**

**SPECIAL MEETING OF  
MAY 2, 1983**

**Councilors Present:** Councilors Banzer, Bonner, Deines, Etlinger, Hansen, Kelley, Kirkpatrick, Oleson, Van Bergen, Waker, and Williamson.

**Councilors Absent:** Councilor Kafoury.

**Also Present:** Rick Gustafson, Executive Officer.

**Staff Present:** Ray Barker, Donald Carlson, Warren Iliff, Kay Rich, Andy Cotugno, Keith Lawton, Jack Bails, Rod Sandoz, Sonnie Russill, Dennis Mulvihill, and Jennifer Sims.

A special meeting of the Council convened as the Budget Committee was called to order at 7:05 p.m. by Presiding Officer Banzer. Presiding Officer Banzer stated the meeting was a continuation of the work session of April 25th and discussion would focus on programs outlined in the proposed FY 83-84 budget.

**Zoo**

Mr. Gustafson reviewed revenue resources and briefly outlined the Zoo Operations Fund and the programs of each of the Zoo's divisions.

Councilor Kirkpatrick reported that the Coordinating Committee was recommending approval of the Zoo budget with a modification to re-classify advertising expenses in the Public Relations Division to more descriptive categories.

Councilor Williamson asked if anything in the Zoo budget committed the Council one way or another to future funding. Presiding Officer Banzer responded it did not. Councilor Williamson commented that he did not want the Council's hands tied to shift capital funds into the operating fund if necessary. Mr. Rich, Assistant Zoo Director, responded that if a ballot measure failed at the May election, there was the flexibility to shift funds from capital to operating between May and July 1, 1984 when funds for operating the Zoo would be required. Presiding Officer Banzer said the Council would be spending a great deal of time in the next few months discussing Zoo funding.

**Transportation**

Mr. Gustafson reviewed the revenue resources and programs for the Transportation Department. He said the major changes in the Department were the movement of the Data Resource Center to Finance &

Administration, removal of CTI from the Transportation budget, and a shift of computer operations from Multnomah County DPA to an in-house operation.

Councilor Kirkpatrick reported that the Coordinating Committee was recommending approval of the budget, with the following two additions:

1. That a proposed new micro-computer be purchased rather than leased, and that upfront costs of \$9,962 be transferred from the General Fund Contingency.
2. A budget note that the department should move toward additional technical assistance to local jurisdictions as time and funding permitted.

There was Council discussion of the Tri-Met and Metro work programs for the Elderly & Handicapped Plan. Mr. Cotugno, Transportation Director, indicated that the Plan was an element of the Regional Transportation Plan and had to be adopted by both Tri-Met and Metro. Councilor Etlinger asked if there was a deadline for completing the Plan since it had been in the prior year's budget and work had not yet begun. Mr. Cotugno responded there was no deadline and that Metro's role would be to review the Plan when Tri-Met had completed its work. Councilor Bonner indicated support of the Plan but questioned whether two agencies needed to work on it. He requested staff to return to the Council on May 5th with a proposal to reallocate Metro's portion of the funding (\$19,000) to some other program staff felt was important, i.e., technical assistance to local jurisdictions or acceleration of the LRT study.

Councilor Waker asked if the RTP refinement element would include modification of the employment projections in Washington County. Mr. Cotugno responded that it would. Councilor Etlinger requested that a list be prepared of projects which were being worked on jointly by Tri-Met and Metro.

#### Development Services

Mr. Gustafson reviewed revenue resources and highlighted the department's programs, as outlined in the Proposed Budget Overview document.

Councilor Kirkpatrick reported that the Coordinating Committee recommended approval of the budget with the following amendment:

- o Change the name of the "Infrastructure Financing" program to "Urban Services Financing" in keeping with the Project Initiatives Program proposal.

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Councilor Etlinger expressed concern that the Project Initiatives Program had not been written up as a work program. Presiding Officer Banzer responded that each of the department's work programs (Council Assistant, Public Affairs, and Development Services) had been amended to include the Project Initiatives and although a process had not yet been worked out, it would be shortly. Councilor Kelley stated she was comfortable that the program was in the budget and recommended that the Development Committee work on program policies which would then be forwarded to the Council for approval. Presiding Officer Banzer stated that since the Council was interested in the Program, she was going to suggest that Ray Barker bring to the Council a proposed process for implementing the Program.

Councilor Bonner suggested that policy issues should be discussed by the Council before preparation of the 1984-85 budget so staff would have direction in preparing their budgets.

Councilor Kirkpatrick stated that quarterly reports on the work programs, as recommended by the Coordinating Committee, would help the Council keep a handle on the progress of work in each department.

#### Criminal Justice

Mr. Gustafson presented an overview of the revenue resources and department programs, as outlined in the Proposed Budget Overview document.

Councilor Kirkpatrick reported that the Coordinating Committee was recommending approval of the budget, with the following notes:

1. That the department develop a contingency plan to address a possible revenue shortfall.
2. That the Planner 3 position be held vacant until funding is secured.

She said the Committee also considered an option presented to them for funding a regional corrections facility plan, but the Committee was recommending that it be considered with other items under the Project Initiatives Program.

Councilor Oleson argued in support of funding the Regional Corrections Facility planning effort. He said the question to the Council was whether Metro was going to be aggressive in the corrections area. He said he would like a statement from the Council that they wanted Mr. Bails to continue to staff and assist the Ad Hoc Regional Corrections Committee.

Councilor Hansen requested that the Executive Officer provide three options for funding the Regional Jail Facilities alternative at the May 5th Council meeting. Mr. Gustafson cited options which could be considered: 1) take the \$11,000 from the General Fund contingency, 2) from cuts and savings realized in the General Fund, or 3) wait until Criminal Justice grants were received which would release funds being held in the contingency to continue the Criminal Justice Program if the grants were not received, and then allocate those released funds to the program. He said at the end of the first quarter, funding for Criminal Justice would be known and the Council could appropriate the funds at that time for the study. Councilor Bonner requested that the options outlined be presented in written form at the Thursday meeting.

At this time, the Council recessed for ten minutes.

#### Public Affairs

Mr. Gustafson highlighted the programs of the Public Affairs Department, as outlined in the Proposed Budget Overview document.

Councilor Kirkpatrick reported that the Coordinating Committee recommended approval of the budget, with the following amendments:

1. Retain the receptionist function in the Public Affairs budget.
2. Revise work program to provide grant research support for the Project Initiatives Program.
3. A budget note that all newsletters should be reviewed by Public Affairs to ensure appropriate timing, proper editing and to avoid duplication.

There was then some discussion of the requirement for a Local Government Advisory Committee. Councilor Hansen suggested that perhaps the requirement for the committee could be met through the use of forums which would be issue oriented.

Councilor Deines commented that the public information program for solid waste should be reduced inasmuch as there were no new programs or facilities being introduced during FY 83-84.

Councilor Bonner suggested for the FY 84-85 budget discussion that there be a policy direction regarding newsletters and Metro's orientation to elected local officials. He said he would like to see the orientation expanded to include neighborhood leaders and special districts.

#### Finance & Administration

Mr. Gustafson reviewed the department's programs, as outlined in the Proposed Budget Overview document.

Councilor Kirkpatrick reported that the Coordinating Committee was recommending approval of the budget with the following modification and budget note:

1. Removal of the receptionist function from Finance & Administration and retention in the Public Affairs Department.
2. Encouraged continued cost-cutting measures.

#### Data Processing

Councilor Kirkpatrick reported that the Coordinating Committee was recommending approval of the budget with an added recommendation to purchase rather than lease a proposed new micro-computer.

#### Data Resource Center

Mr. Gustafson reviewed the programs of the Data Resource Center.

Councilor Kirkpatrick reported that the Coordinating Committee was recommending approval of the budget as proposed with the following budget note:

- o The Committee asked that a policy be developed in terms of local government use so as the demands on the DRC increased, there would be a policy in place to process requests.

Councilor Bonner commented that he would like to see the Data Resource Center stay within their three year projection of becoming self-supporting.

#### Accounting

Mr. Gustafson reviewed the division's program, as outlined in the Proposed Budget Overview document.

Councilor Kirkpatrick reported that the Coordinating Committee was recommending approval of the budget as proposed.

Councilor Deines questioned the budget for meetings & conferences, and training & tuition. Councilor Kirkpatrick said the Coordinating Committee had addressed the concern generally and had recommended that guidelines be established for the training & tuition, and meetings & conferences line items. She said the Committee had found the Accounting budget was justified. Mr. Gustafson stated he would submit detailed documentation regarding the Accounting budget to Councilor Deines on Thursday.

### Budget & Administrative Services

Mr. Gustafson reviewed the division's programs, as outlined in the Proposed Budget Overview document.

Councilor Kirkpatrick reported that the Coordinating Committee was recommending acceptance of the budget.

Councilor Bonner suggested that for the FY 84-85 budget process an alternative budget be presented which reflected spending at 50% of what was anticipated to be received in dues. He said the alternative would begin a phasing in of a budget in which no dues assessments would be received.

Councilor Hansen suggested for the FY 84-85 budget process he would like to look at the personnel in Data Processing, Accounting and Budget & Administrative Services. He said Finance & Administration represented a significant portion of the budget and it was difficult for him to evaluate whether the budget reflected an adequate or more than adequate number of personnel. He suggested that an outside group of businesspeople review the administrative functions and make recommendations to the Council prior the FY 84-85 budget process.

Mr. Gustafson said it was a good suggestion and requested that a formal motion be made at the Thursday meeting to direct the Executive Officer to form a management task force to review the Finance & Administration function.

### Executive Management

Mr. Gustafson reviewed the Executive Management programs as outlined in the Proposed Budget Overview document.

Councilor Kirkpatrick reported that the Coordinating Committee accepted the budget as proposed.

### Council

Ray Barker, Council Assistant, reviewed the programs of the Council department, as outlined in the Proposed Budget Overview document.

Councilor Kirkpatrick reported that the Coordinating Committee recommended approval of the budget with the following modification to the Council Assistant's work program: Revise work program to include the Project Initiatives Program and realign the priorities of the Council Assistant to emphasize policy development.

Presiding Officer Banzer suggested that the Council Clerk position be transferred entirely to Executive Management to more accurately

reflect the position as a Council Support function of Executive Management. Mr. Gustafson stated the suggestion was acceptable and would present the option at the Thursday Council meeting.

Councilor Bonner stated he wanted to see additional funds allocated to the Council budget in order to provide for assistance to Mr. Barker in fulfilling his work program. He said if the added funds were not allocated, Mr. Barker's work program would need to be cut.

Councilor Etlinger expressed his concern that the Council budget required no quantifiable products, and that more funds were needed for policy research where Mr. Barker was unable to provide the expertise.

Councilor Bonner asked Mr. Barker to provide an outline of his work program for the Thursday Council meeting.

#### General Budget Issues

Councilor Kirkpatrick reported on other Coordinating Committee recommendations not specific to a particular department:

1. Cost of Living Adjustment--A recommendation to accept the Executive Management and Employee's Association agreement to grant a 1% Cost of Living Adjustment and continuation of the three personal holidays for one year only for non-zoo employees.
2. Direct the Executive Officer to develop and implement management priorities for tuition, training, travel, meetings and conferences funds with attention given to an equitable access to growth opportunities among all organizational units. A maximum per person should be set and a report on progress given at the end of the first quarter.
3. Develop Project Initiatives Program work program, with Ray Barker developing some policy options for the Council to consider, with Public Affairs to pursue grants or other kinds of funding for it, and for the appropriate department, and in most instances Development Services, to follow through on implementation of those programs.
4. Direct the Executive Officer to provide Quarterly Reports on program performance, with attention to: a) revenues generated by the Data Resource Center, b) progress in carrying out the Urban Services Financing Program, c) progress in establishing and carrying out the Project Initiatives Program, and d) a report on the funding status of Criminal Justice Planning.

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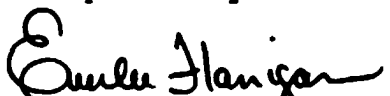
5. Direct the Executive Officer to report to the Council on the status of the Employee Benefit Program prior to signing contracts.

Public Hearing

There was no public testimony on the budget.

There being no further business, the meeting adjourned at 10:55 p.m.

Respectfully submitted,

  
Everlee Flanigan  
Clerk of the Council