

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY)
1994-95 BUDGET BY TRANSFERRING)
\$10,500 FROM THE SUPPORT)
SERVICES FUND CONTINGENCY TO)
MATERIALS & SERVICES, TEMPORARY)
HELP SERVICES, IN THE GENERAL)
SERVICES DEPARTMENT FOR THE)
PURPOSE OF PROVIDING CLERICAL)
RELIEF FOR THE GENERAL METRO)
SWITCHBOARD RECEPTIONIST; AND)
DECLARING AN EMERGENCY.)

ORDINANCE NO. 94-564

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1994-95 Budget; and

WHEREAS, The need for a transfer of appropriation has been justified; and

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

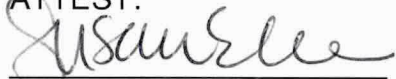
THE METRO COUNCIL HEREBY ORDAINS;

1. That the FY 1994-95 Budget and Schedule of Appropriations are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$10,500 from the Support Service Fund Contingency to Personal Services in the General Service Department to fund clerical relief for the general Metro switchboard receptionist.

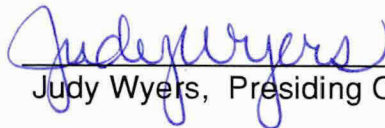
2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 22 day of September, 1994.

ATTEST:



Clerk of Council



Judy Wyers, Presiding Officer

**Exhibit A
Ordinance No. 94-564**

Support Services Fund

FISCAL YEAR 1994-95		CURRENT BUDGET		REVISION		ORD. NO.94-564	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
General Services (Office Services)							
	Total Personal Services	4.20	169,949			4.20	169,949
	<u>Materials & Services</u>						
521100	Office Supplies		11,500				11,500
521110	Computer Software		900				900
521260	Printing Supplies		73,755				73,755
521290	Other Supplies		400				400
521310	Subscriptions		235				235
521320	Dues		360				360
524190	Misc. Professional Services		12,700				12,700
525640	Maintenance & Repairs Services-Equipment		62,598				62,598
525710	Equipment Rental		18,710				18,710
526310	Printing Services		6,800				6,800
526420	Postage		107,640				107,640
526440	Delivery Services		350				350
526500	Travel		50				50
526700	Temporary Help Services		4,080		10,500		14,580
526800	Training, Tuition, Conferences		800				800
526900	Misc Other Purchased Services						
528100	License, Permits, Payments to Other Agencies		200				200
525740	Capital Lease Payments-Furniture & Equipment		20,005				20,005
	Total Materials & Services		321,083		10,500		331,583
	<u>Capital Outlay</u>						
571500	Purchases-Office Furniture & Equipment		8,100				8,100
	Total Capital Outlay		8,100				8,100
	TOTAL EXPENDITURES	4.20	499,132		10,500	4.20	509,632
General Services Department							
	TOTAL EXPENDITURES	16.45	1,689,066		10,500	16.45	1,699,566
General Expenses							
	Total Interfund Transfers		806,169				806,169
	<u>Contingency and Unappropriated Balance</u>						
599999	Contingency						
	* General		170,000		(10,500)		159,500
	* Builders License		62,987				62,987
	* Construction Services (Tri-Met Contract)		2,539				2,539
599990	Unappropriated Fund Balance-Contractors License						
	*Builders License		207,625				207,625
	*Capital Replacement Reserve		200,000				200,000
	Total Contingency and Unappropriated Balance		643,151		(10,500)		632,651
	TOTAL EXPENDITURES	81.25	7,668,704			81.25	7,668,704

**** CURRENT BUDGET ASSUMES PASSAGE OF ORD. NO. 94-560**

**Exhibit B
Ordinance No. 94-564**

FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current		
	Appropriation	Revision	ORD. No. 94-564
SUPPORT SERVICES FUND			
General Services			
Personal Services	947,694		947,694
Materials & Services	730,412	10,500	740,912
Capital Outlay	10,960		10,960
Subtotal	1,689,066	10,500	1,699,566
General Expenses			
Interfund Transfers	806,169		806,169
Contingency	235,526	(10,500)	225,026
Subtotal	1,041,695	(10,500)	1,031,195
Unappropriated Balance	407,625		407,625
Total Fund Requirements	7,668,704	0	7,668,704

**** CURRENT APPROPRIATIONS ASSUMES PASSAGE OF ORD. NO. 94-560
** ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED**

FINANCE COMMITTEE REPORT

ORDINANCE NO. 94-564, AMENDING THE FY 1994-95 BUDGET BY TRANSFERRING \$10,500 FROM THE SUPPORT SERVICES FUND CONTINGENCY TO MATERIALS & SERVICES, TEMPORARY HELP SERVICES, IN THE GENERAL SERVICES DEPARTMENT FOR THE PURPOSE OF PROVIDING CLERICAL RELIEF FOR THE GENERAL METRO SWITCHBOARD RECEPTIONIST, AND DECLARING AN EMERGENCY

Date: September 1, 1994

Presented by: Councilor Kvistad

COMMITTEE RECOMMENDATION: At its August 24, 1994 meeting the Finance Committee voted 7-0 to recommend Council adoption of Ordinance No. 94-564. Voting in favor were Councilors Monroe, Devlin, Gardner, Kvistad, McLain, Van Bergen, and Washington. Councilor Buchanan was absent.

COMMITTEE DISCUSSION/ISSUES: Office Services Manager Pam Juett presented the staff report. In addition to the information in the written staff report, she said the issue of having departments provide switchboard relief was raised with Department Heads. They agreed they would prefer to pay for the relief through the Cost Allocation Plan rather than have to dedicate staff for this purpose.

Councilor Van Bergen asked why this ordinance includes an emergency clause. Ms. Juett said Personnel and Solid Waste have been providing switchboard relief, but they have asked that their staffs no longer have this responsibility by themselves; the emergency clause is included to make the change in switchboard relief effective as soon as possible.

Council Administrator Don Carlson noted that the receptionist position was transferred from Personnel to General Services in the 1994-95 budget, and he asked why the issue of relief was not raised during the budget process. General Services Director Doug Butler said this could have been anticipated in the budget but was not. He said there were numerous changes in the department accomplished during the budget process, including transfer of certain programs and reduction of two clerical positions in the office. He said department heads raised issues of coordinating schedules among clerical personnel if all departments provided staff as backup. They suggested contracting for the service, which would also provide assistance in performing clerical work in the General Services Department. Mr. Butler said he might have proposed this method of providing relief in the budget process if he'd had more experience with the department.

Chair Monroe opened a public hearing and no one testified.

Councilor Van Bergen said the issue of providing proper receptionist service has been with the agency for many years, and this issue could have been anticipated.

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO.94 564 FOR THE PURPOSE OF AMENDING THE FY 1994-95 BUDGET BY TRANSFERRING \$10,500 FROM THE SUPPORT SERVICES FUND CONTINGENCY TO MATERIALS & SERVICES, TEMPORARY HELP SERVICES, IN THE GENERAL SERVICES DEPARTMENT FOR THE PURPOSE OF PROVIDING CLERICAL RELIEF FOR THE GENERAL METRO SWITCHBOARD RECEPTIONIST; AND DECLARING AN EMERGENCY.

Date: July 28, 1994

Presented by Pam Juett

BACKGROUND AND ANALYSIS

This ordinance amends the Office Services Division budget in the General Services Department of the Support Services Fund to increase the temporary clerical assistance budget by \$10,500.

The purpose of the budget amendment is to provide for clerical relief for the general Metro switchboard receptionist. The general Metro switchboard must remain staffed during the hours that Metro is in operation, 8:00 to 5:00 p.m. five days a week, including the breaks and lunch hour for the regular staff person occupying this position. Although the break and lunch period total only one and one-half hours per day, clerical relief is needed for at least five hours, which covers the range of hours from the beginning of the first break, through lunch, to the end of the second break.

Switchboard relief through a temporary help agency such as a qualified rehabilitation agency can be obtained for \$10.00 per hour between the hours of 10:00 a.m. to 3:30 p.m. daily. The time not spent in switchboard relief will be spent in additional duties for General Services, as well as any other clerical tasks including labeling, sorting, collating, envelope stuffing, etc., that other departments have as overflow work, and which can be done at the work station. Duties for General Services include data entry, invoice preparation, receiving and checking office supply orders for Metro Regional Center, filing, typing, etc. Ample overflow work exists to keep the relief person busy.

For the past several years, the clerical relief support for breaks, lunches and sick leave has been provided by the Personnel and Solid Waste Departments. Both departments have requested that this duty be shared among all Metro Regional Center departments, as they can no longer provide the level of support that they had been providing in the past. Discussions held at the management level asking all Metro Departments to participate in providing relief among existing staff have been held. Departments are unable to provide this relief directly from their own staff and have requested that General Services provide this relief. General Services does not have sufficient resources in clerical staff to be able to do this without temporary clerical assistance.

Drawing switchboard relief personnel from among all the Metro Regional Center Departments presents its own problems in that it is disruptive and inefficient for employees to stop their regular duties to act as fill-in. If the fill-in person is out for vacation or ill, there is often no fall back relief available. Also, there is a certain generalized level of knowledge of Metro and its business, operations, and ongoing projects that is required of the receptionist in a telephone interaction with the public. This knowledge, and professionalism can best be maintained by having consistent clerical coverage. The Metro Regional Center department managers support the request for shared switchboard relief through the use of a temporary help service and are prepared to pay for it through the cost allocation system. (All Metro Regional Center Departments will be charged a portion of the clerical relief support as a proportionate share based on their FTE.)

BUDGET IMPACT

We expect to hire a relief operator beginning September 12, 1994, at \$10.00 per hour which equals \$10,500. These funds are proposed to be transferred from Support Services Fund Contingency, to the materials and services budget of the General Services Department, Office Services Division, in the Temporary Help Services category.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 94-564.



METRO

DATE: September 26, 1994

TO: Rena Cusma, Executive Officer

FROM: Susan Lee, Acting Clerk of the Council *SL*

RE: TRANSMITTAL OF ORDINANCE NOS. 94-562B, 94-564, 94-565B, 94-570B, and 94-567

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on September 22, 1994.

If you wish to veto any of the above referenced ordinances, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, September 29, 1994. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, these ordinances will be considered finally adopted.

I, *Rena Cusma*, received this memo and true copies of Ordinance Nos. 94-562B, 94-564, 94-565B, 94-570B, and 94-567 from the Clerk of the Council on September 26, 1994.