

ACTION MINUTES OF THE  
METRO BUDGET ADVISORY COMMITTEE

April 16, 1987

Members Present:  
    Councilors: Tanya Collier, Gary Hansen, David Knowles  
    Citizens: Bernie Bottomly, Becky Charles, Linda Girard, Ron Hohnstein, David Little, Oladapo Sobomehin, Corky Kirkpatrick

Members Absent:  
    Councilors: Mike Bonner, Larry Cooper

Others Present: Executive Officer Rena Cusma

Staff Present: Jennifer Sims, Ray Phelps, Donald Carlson, Ray Barker, Chuck Stoudt, Dick Engstrom, Tor Lyshaug, Judith Mandt, Becky Crockett, Dennis Mulvihill, Dennis O'Neal, Rich McConaghy, Jon Allred, Vickie Rocker, Joan Saroka, LeRoy Nollette, Marc Madden, Andy Cotugno, Neil McFarlane, Audrey Lloyd, Kay Rich, Debbie Allmeyer

Chair Kirkpatrick called the last meeting of the FY 1987-88 Budget Advisory Committee to order at 6:00 p.m.

SOLID WASTE DEPARTMENT

Chair Kirkpatrick announced she was asking Tor Lyshaug, Acting Solid Waste Director, to respond to selected questions outlined in a memo to the Committee from Donald E. Carlson, Council Administrator, dated April 13, 1987, entitled "Comments and Questions on Solid Waste Department FY 1987-88 Budget Request." She had previously asked staff to repond to all the questions in writing but acknowledged the difficulty of providing the information on short notice.

Summary of Major Categories

Personal Services

- Q. Why the substantial reclassification effort in this department? Why can't these requests be deferred until an agency-wide Pay and Classification study is done?
- A. Mr. Lyshaug responded a reclassification study had been completed in July 1986 as a result of increased department responsibilities. The reclassifications reflected in the new budget were there to correct the long-standing, inequitable situation.

Councilor Knowles recalled at the April 14 meeting the Committee had asked staff to prioritize new positions. Mr. Lyshaug explained

positions related to programs the Council had established as priorities including functional planning and alternative technology. If proposed staff levels were to be reduced, he said programs would have to be eliminated. He reported current staffing was as a minimum level. A discussion followed about whether current staffing was up to the maximum allowable in the current budget. Jennifer Sims, Management Services Director, said all Solid Waste Department positions were filled with the exception of the permanent Solid Waste Director.

### Program Comments and Questions

#### Management and Administration

- Q. Computer purchases (10 units) including software and furniture totalling \$41,000 is proposed. What is the reason and how does this acquisition relate to the Data Processing Plan and micro-computer purchase policy?
- A. Rich McConaghy replied that all purchases were according to established plans and policies. When purchases were complete, the technical staff would be 60 percent computerized.

#### St. Johns Landfill

- Q. How realistic is the proposed waste diversion program? Where is the waste disposal site or sites? Is it realistic for the Council to raise disposal rates by \$5 per ton by July 1, 1987? How does this proposed diversion program relate to the recommendations presented to the Council in the recent Landfill Capacity report?
- A. Mr. Lyshaug responded that recommendations proposed to the Council in the St. Johns Landfill Capacity report were reflected in the new budget. He said the program would be realistic depending on how and which decisions were to be made. He thought if Metro could divert 200,000 tons or more of waste from the landfill, the landfill could remain open until 1991. Clickitat County had a potential site where waste could be diverted, he said. He discussed the current contract negotiations with haulers to divert waste to unknown locations. Executive Officer Cusma explained contractors had not disclosed names of disposal sites because divulging that information would give an edge to their competitors. She expected that sites would be disclosed when final contracts were signed.

Councilor Knowles thought staff should keep diversion expenses separate from other expenses. He explained that if disposal costs were increased as a result of diversion expenses, a separate

accounting would allow for disposal costs to go down when the diversion program ended.

In response to Mr. Hohnstein's question about keeping diversion costs down, Mr. Lyshaug explained that contracts for diverting waste to other landfills would be awarded to the lowest bidder.

- Q. What is the reason for the proposed increase in Materials and Services other than the waste diversion program?
- A. Mr. McConaghy said costs had increased due to expenses related to the year'd debris marketing program and the toxic pollutant monitoring program.

Clackamas Transfer & Recycling Center

- Q. Why is the proposed Personal Services request decreasing while the FTE is increased by .37?
- A. Mr. McConaghy responded that salaries for newly hired employees were lower than those with more longevity.
- Q. What is the reason for the proposed increases in Materials and Services and Capital Outlay?
- A. Several reasons mentioned by Mr. McConaghy included increased facilities operations contract amounts due to more contractor responsibilities and rebid negotiations; more extensive recycling and waste reduction programs; and \$.25 per ton payments for Oregon City for waste transported to the Clackamas Transfer & Recycling Center (CTRC).

Waste Reduction

- Q. What is the current status of the Certification Program? How much money and how many FTE are included in the FY 1987-88 request for the Certification Program?
- A. A \$59,690 appropriation had been assigned to the program; .93 FTE had been allocated for support services and administrative staff and .85 for technical staff.
- Q. Aren't the items budgeted in the General Fund for Waste Reduction identifiable direct costs of the Solid Waste Reduction Program paid for out of Solid Waste fees? If so, why aren't these costs budgeted for and accounted for in the Solid Waste Operating Fund?

- A. Mr. McConaghy responded that because of a shift in agency budget priorities and philosophy, most costs had been transferred to the Public Affairs budget and that Solid Waste paid for some costs through transfers to the General Fund.

Facilities Development

- Q. With the EQC designating a site by July 1987, why are there payments to the DEQ budgeted?
- A. Mr. McConaghy discussed the history of problems DEQ had experienced and their loans from Metro and the State Emergency Board. The Executive Officer said she had raised objections in Salem because the Legislature had assigned DEQ the responsibility of siting the new landfill with no fiscal accountability to Metro.
- Q. It is not clear in the request which positions are in charge of each project or projects (AT and Landfill Development). Why isn't there a project manager position or positions similar to the Convention Center Project? Both projects are multi-million dollar efforts. Need to explain the organizational structure of this program.
- A. Dennis Mulvihill, Waste Reduction Manager, referred the Committee to a handout which explained staff and supervisory assignments. He said the currently vacant Engineering Manager position would direct the Alternative Technology and facilities development projects.

Councilor Knowles noted the Solid Waste Department contracted out more specialty work while the Convention Center Project relied on in-house expertise. The Executive Officer explained that the Convention Center Project was clearly defined: tasks and time lines were known in advance and were easy to plan. Solid Waste projects, however, were much more complex and were not single purpose efforts. Therefore, she explained, it was sometimes more effective to contract expertise when it was needed. Mr. Lyshaug added that by contracting for assistance with the Alternative Technology project, staff could take advantage of the best experts in the community and the expense would be well worth the end product.

- \* Executive Officer Cusma said she would analyze the overall amount of money Metro spent on personal services contracts and would evaluate whether it would be more cost effective to hire in-house staff for some of those efforts.

- Q. The Facility Development Program Overview narrative states that "Metro will also issue an RFP for developmental technologies." What is this for? Is it something different than the AT projects? Is the RFP budgeted in this program?
- A. Mr. Mulvihill said that reference was an error in the budget explanation document and should have been eliminated.

#### System Planning

- Q. It appears "Functional Planning" is a key element of this program. What is the current level of staffing for this effort and how many new staff (FTE) will be added?
- A. Mr. Mulvihill reported that 1 FTE would be added during FY 1986-87 and that one current Analyst would be reclassified to an Analyst 3. The Council would be asked to approve those actions on May 14. A Public Affairs person and secretary would also be added. The secretary would be contracted through a temporary help service, he said, and the contract would end when major planning effort ended.
- Q. If new staff are being added to do "Functional Planning" work, what is the need for or purpose of the two contracts totalling \$100,000 for this effort?
- A. Mr. Mulvihill explained contracts would be required for someone to assist local governments with comprehensive plan changes and for work in developing a solid waste management plan and designing a system plan.

Councilor Hansen explained he had to leave the meeting to attend a Solid Waste Committee meeting. He asked that the Committee recommend \$68,000 budgeted for the \$.25 per ton fee to Oregon City be transferred to the Contingency Fund. He said he endorsed the rest of the budget although he wished the Committee had more time to review new elements such as the proposed Solid Waste diversion program.

#### PUBLIC AFFAIRS DEPARTMENT

Chair Kirkpatrick gave the Committee an opportunity to ask questions of Public Affairs Staff. All concerns were answered to the satisfaction of the Committee.

#### FINANCE & ADMINISTRATION (F&A) DEPARTMENT

Ray Phelps, F&A Director, presented a brief overview of the Department's budget. He noted that Materials and Services increases

were due to the cost of elections and implementation of the Data Processing Plan.

Mr. Little distributed a copy of a memo from himself and Committee member Dapo Sobomehin to Executive Officer Cusma regarding Metro's progress toward affirmative action goals. The members were concerned about Metro's low performance in hiring minorities and in meeting MBE/WBE contracting goals.

Mr. Phelps reported he and the new Executive shared the same concerns and were very alarmed about the current status of those programs. He said the Executive had appointed a citizen's group to make findings and recommendations for change to the Executive and Council. He also noted a new contract officer had just been hired who had a clear commitment to improving MBE/WBE contract participation.

- \* Councilor Knowles asked Mr. Phelps to provide Mr. Little and Mr. Sobomehin with a draft copy of the group's findings as soon as possible.

#### BUILDING MANAGEMENT FUND/INSURANCE FUND

Ms. Sims reported on fund activities. All questions about the two funds were answered to the satisfaction of the Committee.

#### GENERAL FUND

Chair Kirkpatrick noted she had asked Ms. Sims to provide an explanation of increases in General Fund Revenue and Expenditures over FY 1986-87. Ms. Sims distributed two documents which provided detailed explanations to the satisfaction of the Committee. Most General Fund Expenditure increases were attributable to transferring Solid Waste advertising consultant contracts costs from Solid Waste to the Public Affairs Department; transferring bulk mailing costs to the General Fund; election costs; cost of living adjustments to salaries; implementation of the data processing plan; new positions and reclassifications of existing positions; and the increased costs of doing business.

Chair Kirkpatrick called a recess at 7:45 p.m. The Committee reconvened at 8:00 p.m.

BUDGET COMMITTEE'S FINAL RECOMMENDATIONS

Zoo

Main Motion to Recommend Zoo Department Budget Approval:

Councilor Collier moved, seconded by Mr. Sobomehin, that the Zoo Department Operating and Capital Fund budgets be recommended for approval; that the Operating Fund be appropriated by the following organizational divisions -- Administration, Animal Management, Buildings and Grounds, Educational Services, Marketing, and Visitor Services; and that the Capital Fund be appropriated by the following projects -- Education/Interpretive Center, Africa Bush Phases I and II, Alaska Exhibit, Bear Grottos, and Capital Outlay.

First Motion to Amend: Mr. Hohnstein moved, seconded by Ms. Charles, that a budget note be added recommending regional comparative salary studies be conducted for the positions of Veterinarian and Veterinary Technician.

Second Motion to Amend: Councilor Collier moved, seconded by Mr. Sobomehin, that substantive expenses related to public affairs, specifically payments to contractors and printing services, be accounted for separately so those expenses could be independently tracked. The motion applied to all Metro public affairs expenses.

Vote on First Motion to Amend: The vote resulted in all nine members present voting aye. Bonner, Cooper and Hansen were absent. The first motion to amend carried.

Vote on Second Motion to Amend: The vote resulted in all nine members present voting aye. Bonner, Cooper and Hansen were absent. The second motion to amend carried.

Vote on Main Motion as Amended: The vote resulted in all nine members present voting aye. Bonner, Cooper and Hansen were absent. The main motion, as amended, carried.

Convention Center Budget

Don Carlson, Council Administrator, distributed copies of staff's written response to questions posed by Mr. Carlson in the form of a memo regarding the Convention Center Project budget.

Motion to Recommend Convention Center Project Budget Approval:

Councilor Collier moved, seconded by Councilor Knowles, that the Convention Center Management, Capital and Debt Fund budgets be recommended for approval and that prior to expenditure of Management Fund monies for contractual services for marketing, staff return to the Council with a marketing plan for approval; it is understood the Council should have flexibility to take advantage of opportunities prior to the adoption of the marketing plan; and once General Obligation bonds are sold, the budget be amended to place the appropriate amounts designated for operating reserve in the unappropriated balance.

Vote on the Motion: A vote on the motion resulted in all nine members present voting aye. Bonner, Cooper and Hansen were absent. The motion carried.

Intergovernmental Resource Center (IRC)

The Executive Officer distributed recommendations for amendments to the IRC budget. The proposed amendments were the result of the Executive's IRC Transition Committee's recommendations.

- \* Chair Kirkpatrick requested the Committee not consider the proposed amendments at this meeting and that the Council consider the amendments at their April 23 meeting. She said no additional funding had been proposed and the amendments were primarily organizational changes.

Ray Phelps noted additional funds were being recommended for a regional parks study.

Mr. Hohnstein was concerned that \$7,500 was being paid the Solid Waste Department for technical data services from the IRC budget.

Motion to Recommend IRC Budget Approval: Councilor Collier moved, seconded by Councilor Knowles, that the Convention Center Management, Capital and Debt Fund budgets be recommended for approval; that \$20,000 interest revenue be added to the budget; that the budget include funds for a regional parks study; and that the appropriations schedule be changed to appropriate expenditures by organizational divisions (Office of the Administrator, Data Services, Transportation, and Development Services)

Vote on the Motion: A vote on the motion resulted in:

Ayes: Collier, Knowles, Charles, Girard, Little,  
Sobomehin and Kirkpatrick



Nay: Hohnstein

Absent: Bonner, Bottomly, Cooper and Hansen

The motion carried.

Solid Waste Operating Fund: Personal Services

The Committee discussed whether it should not recommend requests for additional staffing until the new Solid Waste Director were hired and had an opportunity to comment on FY 1987-88 staffing needs.

Motion to Recommend Approval of the Solid Waste Operating Fund, Personal Services: Councilor Knowles moved, seconded by Councilor Collier, to recommend approval of the following new positions and reclasses subject to the conditions noted below:

Positions

Engineer 3 -- Landfill Siting  
Analyst 3 -- Functional Planning  
Office Assistant -- Recycling Information Center  
0.5 Secretary -- Administration

Reclasses

Analyst 2 to Senior Analyst -- Alternative Technology  
Analyst 2 to Senior Analyst -- System Planning  
Program Coordinator to Analyst 3 -- Recycling Information Center

Budget funds for all other new positions and reclasses in contingency for possible consideration after the Solid Waste Director, Engineering Manager and Operations Manager positions are filled. The Administrative Assistant positions should be budgeted at 1.00 FTE and the Secretary positions at 2.00 FTE. All changes would result in a total department FTE level of 38.53. All program budgets should be adjusted to include the above recommended changes including adjustments to fringe benefit costs.

Vote: A vote on the motion resulted in:

Ayes: Collier, Knowles, Charles, Girard, Hansen, Little, Sobomehin and Kirkpatrick

Nay: Hohnstein

Absent: Bonner, Bottomly and Cooper

The motion carried.

Solid Waste Operating Budget: Other Categories

Motion: Mr. Hohnstein moved that \$10,000 be deleted from the budget for legal contract work related to the West Transfer & Recycling Center project.

Staff explained the expenditure was budgeted to handle a possible appeal of the conditional use permit before the Land Use Board of Appeals. It was also explained the current Legal Counsel would be resigning effective June 1 and the new Counsel might not have the same expertise in land use appeals as the former Counsel.

The motion died for a lack of second.

Motion: Mr. Hohnstein moved, seconded by Councilor Collier, that \$10,000 budgeted in the Facilities Development program for equipment rental be transferred to the Contingency Fund unless staff could provide a satisfactory justification of the expense at the April 23 Council meeting.

Vote: A vote on the motion resulted in all nine members present voting aye. Bonner, Cooper and Bottomly were absent. The motion carried.

Motion: Mr. Hohnstein moved that \$3,000 be deleted from the Solid Waste Reduction Certification Program for technical model development contract work. There was no second.

Mr. Hohnstein thought Metro had no justifiable role in the collection of solid waste. Staff acknowledged Metro had no authority to collect waste but explained it would be necessary to know more about collection in order to plan an overall disposal system. Staff added that collectors could have input into the study and would have access to the findings.

The motion died for a lack of second.

Motion: Mr. Hohnstein moved, seconded by Mr. Sobomehin, that \$20,000 be deleted from the Management and Administration Program for an economic analysis study of the solid waste collection system.

Mr. Hohnstein saw no need for the expenditure since Metro had no authority over waste collection. Staff again explained the need to know about waste collection in order to design a regional disposal system.

Vote: A vote on the motion resulted in:  
Ayes: Charles, Hohnstein and Sobomehin  
Nays: Collier, Hansen, Knowles, Girard, Little and Kirkpatrick  
Absent: Bonner, Bottomly and Cooper

The motion failed.

Motion: Mr. Hohnstein moved, seconded by Councilor Hansen, that the Facilities Development Capital Outlay budget be reduced from \$1,000 to \$600 for the purchase of two desks and that it be reduced from \$500 to \$300 for the purchase of two chairs.

Mr. Hohnstein said he had checked prices of equipment before recommending a lower budget for those items.

Vote: A vote on the motion resulted in all nine members present voting aye. Bonner, Bottomly and Cooper were absent. The motion carried.

- \* Councilor Knowles questioned staff about planned public affairs efforts for the WTRC project. Vickie Rucker, Public Affairs Director, reported no specific program had been planned but funds had been budgeted for printed information materials, mailings and for legal and meeting notices. The Executive Officer explained the major public affairs effort for that facility had culminated when the site was approved. She anticipated the functional planning program would address the Councilor's concerns. She said staff would return to the Council for a budget amendment if, after the WTRC siting appeal process was complete, it was determined a more concentrated public affairs effort were necessary.

Motion to Recommend Approval of the Solid Waste Operating Fund: All Categories Other Than Personal Services: Councilor Collier moved, seconded by Mr. Little, to recommend approval of the Solid Waste Operating Fund Budget Categories other than Personal Services to include the amendments approved by separate motion and the changes noted below:

1) Funds for the St. Johns Landfill diversion program be approved based on the potential need and with the following budget note: "The diversion request should be reviewed against other alternatives presented in the landfill capacity report so that the most cost effective option is selected to assure that adequate landfill capacity remains pending development of other disposal facilities."

2) The \$.25 per ton proposed payment to Oregon City budgeted in the CTCRC program (approximately \$68,000) be moved to contingency so the Council can consider policy ramifications of the proposed expenditure.

3) Contingency be adjusted based on the above recommendations.

4) Adjust appropriations schedule to appropriate funds based on program budgets: Administration, St. Johns, CTCRC, WTRC, Facilities Development, Waste Reduction, and System Planning.

Vote: A vote on the motion resulted in all nine members present voting aye. Bonner, Bottomly and Cooper were absent.

Solid Waste/Capital, Debt and St. Johns Reserve Funds

Motion to Recommend Approval of Solid Waste Capital and Debt Funds: Mr. Sobomehin moved, seconded by Councilor Knowles, to recommend approval of the Capital and Debt Funds as submitted and to appropriate the Capital Funds by project: WTRC, St. Johns and Facilities Development.

Vote: A vote on the motion resulted in all eight members present voting aye. Bonner, Bottomly, Collier and Cooper were absent. The motion carried.

Motion to Recommend Approval of Solid Waste St. Johns Reserve Fund Budget: Councilor Knowles moved, seconded by Mr. Sobohemin, to recommend approval of the St. Johns Reserve Fund and that \$40,000 budgeted in contractual services for the Fund not be expended until an overall program for expending the \$40,000 was reviewed by the Council.

Vote: A vote on the motion resulted in all eight members present voting aye. Bonner, Bottomly, Collier and Cooper were absent. The motion carried.

Convention, Trade, and Spectator Facilities Fund  
Building Management Fund  
Insurance Fund

Motion to Recommend Approval of Funds: Mr. Sobohemin moved, seconded by Ms. Girard, that the above three funds be recommended for approval as submitted.

Vote: A vote on the motion resulted in all eight members present voting aye. Bonner, Bottomly, Collier and Cooper were absent. The motion carried.

General Fund

Chair Kirkpatrick noted that when recommending the Zoo's budget for approval, the Committee had adopted a motion recommending separate accounting of agency-wide contract and printing expenditures for public affairs programs.

Motion: Councilor Hansen moved, seconded by Councilor Knowles, to accept Council staff's recommendation to implement Council policy in Resolution No. 87-748A which states that the addition of Council staff will not result in overall increased staffing levels in the General Fund.

Vote: A vote on the motion resulted in all eight members present voting aye. Bonner, Bottomly, Collier and Cooper were absent. The motion carried.

- \* Executive Officer Cusma said she would have available for the April 23 Council her proposal for implementing the Council policy established in Resolution No. 87-748A. The Resolution states that the addition of Council staff will not result in overall increased staffing levels in the General Fund.

General Fund/Council

The Committee discussed whether expenses for performance and financial audits should be budgeted in the Council Department.

Motion to Recommend Approval of the Council Department Budget: Councilor Hansen moved, seconded by Councilor Knowles, to recommend approval of the Council Budget to include expenses for the Metro performance audit.

Vote: A vote on the motion resulted in all eight members present voting aye. Bonner, Bottomly, Collier and Cooper were absent. The motion carried.

- \* Chair Kirkpatrick announced the Committee would make no recommendation on the Council Department's proposed 5.5 FTE pending presentation of the Executive Officer's proposal at the April 23 Council meeting on implementation of policies established in Resolution No. 87-748A.

General Fund/Finance & Administration

- Motion: Councilor Hansen moved, seconded by Ms. Charles, to transfer funds for the annual financial audit to the Council Department budget.
- Vote: A vote on the motion resulted in:
- Ayes: Hansen, Charles, Girard and Kirkpatrick
- Nays: Knowles, Hohnstein, Little and Sobomehin
- Absent: Bonner, Bottomly, Collier and Cooper

The motion failed because of a tie vote.

General Fund/Public Affairs Department

In response to Councilor Knowles concerns, the Executive Officer stated that Public Affairs employees were not being used to set up press conferences of a political or personal campaign nature for the Executive Officer. The Executive also discussed her policy that all staff contacts with the news media be cleared with the Public Affairs Department. She explained the policy was established so that Metro would speak with one focused voice.

- Motion to Recommend Approval of the Public Affairs Department Budget: Councilor Knowles moved, seconded by Councilor Hansen, that the Public Affairs Department budget be recommended for approval.
- Vote: A vote on the motion resulted in all eight members present voting aye. Bonner, Bottomly, Collier and Cooper were absent. The motion carried.

OTHER BUSINESS

Budget Approval Schedule

Chair Kirkpatrick discussed the schedule for approving and adopting the FY 1987-88 budget. She invited citizen Budget Advisory Committee members to attend the April 23 Council meeting at which time she would present the Committee's recommendations to the Council. The

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Council would have a work session on April 30 to review the budget and would approve the budget for transmittal to the Tax Supervising & Conservation Commission on May 7.

Councilor Per Diem

Councilor Hansen said he planned to discuss the issue of raising Councilor per diem from \$30 per meeting to \$45 per meeting before the Council and asked citizen members of the Committee for their views on the subject.

Mr. Sobomehin said he did not support a per diem increase and agreed with the recent Oregonian editorial on the subject.

Ms. Girard supported an increase, explaining hidden costs for volunteering were high and Councilors should be compensated fairly.

Mr. Little said he did not object to the increase but hoped the increase would not damage the public's perception of the Council.

Mr. Hohnstein reluctantly agreed with the request. He explained as a solid waste collector, he was also Metro's tax collector.

There being no further business, Chair Kirkpatrick adjourned the meeting at 10:40 p.m.

Respectfully submitted,



A. Marie Nelson  
Clerk of the Council

\* Indicates a future staff response is requested.

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