

MINUTES OF THE COUNCIL MANAGEMENT COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

November 15, 1984

Committee Members Present: Councilors Bonner, Hansen, Kelley and Oleson

Committee Member Absent: Councilor Deines

Councilors Present: Councilors Banzer and Kirkpatrick

Also Present: Rick Gustafson

Staff Present: Don Carlson, Eleanore Baxendale, Jennifer Sims, Chum Chitty, Dan LaGrande, Herman Brame, Eric Dutson, Norm Wietting, Doug Drennen, Mary Jane Aman, Bob Porter, Steve McCusker and Ray Barker

Chairman Bonner called to order a regular meeting of the Council Management Committee at 5:35 p.m.

1. Approval of Minutes

Motion: Councilor Kelley moved to approve the minutes of the meetings of October 11 and 18, 1984.

Vote: A vote on the motion resulted in:

Ayes: Councilors Bonner, Kelley and Oleson

Absent: Councilors Deines and Hansen

The motion carried and the minutes of both meetings were approved.

2. Quarterly Report on Investments

Mr. Chitty reviewed his memo to the Committee dated November 14, 1984, which outlined Metro's investment activities for the third quarter of the calendar year. In summary, he reported the investment program had done well. He said interest rates would decline slightly at the beginning of the fourth quarter due to traditional post-election patterns.

Mr. Chitty asked the Committee about how they would like investment information presented in the future. The Committee agreed to schedule an informal session with Mr. Chitty from 5:30 p.m. to 6:00 p.m. before the regular January meeting.

Mr. Chitty then asked the Committee to approve Willamette Savings & Loan as a financial institution with which Metro could invest. He explained they had met all of the agency's investment criteria.

Motion: Councilor Kelley moved to place Willamette Savings & Loan on Metro's list of approved financial institutions with which the agency could invest funds.

Vote: A vote on the motion resulted in:

Ayes: Councilors Bonner, Kelley and Oleson

Absent: Councilors Deines and Hansen

The motion carried and the institution was approved.

Ray Barker asked if the former citizen members of the Investment Committee had reviewed this recommendation. Because it was determined they had not had such an opportunity, Chairman Bonner instructed staff to contact these people and inform them of the Management Committee's decision. If any of the citizens objected to the decision, he requested funds not be invested with Willamette Savings & Loan and the Committee reconsider the matter.

Don Carlson reported citizen member Dave Smith's appointment on the Investment Committee would expire in January, and there would be a resolution before the Council authorizing the Presiding Officer to appoint Bonnie Craft the vacant position.

Mr. Chitty then explained it would be the Management Committee's responsibility to assume the functions of the former Audit Committee. Responsibilities would include participating in the process of selecting an audit firm for the FY 1984-85 audit. After discussion the Committee agreed to review proposals from audit firms interested in performing the work at their December or January meeting.

3. Discussion of the FY 1983-84 Audit

Chum Chitty introduced Phil Jukeland and Brian Dunham of the Coopers & Lybrand audit team. Mr. Jukeland reviewed the opinion letter found on page one of the document entitled "Report on Examination of Financial Statements and Supplementary Data for the Year Ended June 30, 1984." He said accounting staff had been extremely well prepared and the audit process had been virtually problem-free. In summary, he said the audit had been the cleanest in Metro history. Mr. Jukeland then reviewed highlights of accounting statements, explaining the District had realized gains in several fund balances. In conclusion, he said Metro had experienced a very healthy financial year.

Mr. Dunham then reviewed the document entitled "Report to Management for the Year Ended June 30, 1984." He said Coopers & Lybrand had recommended changes in cash handling procedures at the landfill and transfer center sites. These changes would bring those facilities more in line with standard, modern cash operations, he said. Specific changes recommended were outlined in the above document. He said because all changes recommended in previous years had been successfully implemented, he was confident management would follow through with these recommendations.

Mr. Dunham said the audit team also recommended that staff submit Personnel Action Forms for terminated employees on a more timely basis. He said this would eliminate the possibility to generating paychecks for terminated employees, although no previous problems had occurred.

Mr. Chitty said he would bring the Committee up-to-date at the December meeting regarding implementation of these procedures.

4. Consideration of an Extension for the Parking Lease Agreement Between Robert Rowe, Owner/Operator of University Parking, and Metro

Motion: Councilor Oleson moved to approve the contract.
Councilor Kelley seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Bonner, Kelley and Oleson

Absent: Councilors Deines and Hansen

The motion carried and the contract was approved.

5. Consideration of an Amendment to the Contract with Metropolitan Disposal Corporation for Zoo Dropbox Service

Motion: Councilor Oleson moved to approve the contract amendment. Councilor Kelley seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Bonner, Kelley and Oleson

Absent: Councilors Deines and Hansen

The motion carried and the contract amendment was approved.

6. Consideration of an Addendum Extending the Contract With and Increasing the Hourly Rate Paid to California Plant Protection Security Services for the Zoo

Steve McCusker explained this addendum would give security guards a 4 percent pay increase. He said the guards had been providing excellent service and had not experienced an increase in pay for several years.

Motion: Councilor Kelley moved to approve the addendum to the contract, and Councilor Oleson seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Bonner, Kelley and Oleson

Absent: Councilors Deines and Hansen

The motion carried and the contract addendum was approved.

7. Consideration of an Amendment to the Contract with Teamworks for Design and Observation Services for the Alaskan Tundra Project at the Zoo

Motion: Councilor Kelley moved to approve the contract amendment. Councilor Oleson seconded the motion.

Councilor Kelley asked if, by approving this contract extension, Metro would be releasing the design firm from any liability if claims were made against them at a later date. Ms. Baxendale said the firm would not be released from such liability.

In answer to Councilor Kelley's question, Mr. McCusker explained staff recommended extending the contractual services with Teamworks because of their familiarity with the project. To re-educate another architect about the project would be very costly, he said.

Vote: A vote on the motion resulted in:

Ayes: Councilors Bonner, Kelley and Oleson

Absent: Councilors Deines and Hansen

The motion carried and the contract amendment was approved.

8. Review of Zoo Development Analyst Work Program

Executive Officer Gustafson reviewed the staff report prepared by the Zoo Assistant Director which described the accomplishments and

projected work projects of the two Zoo development analyst positions. The Executive Officer explained he had extended the temporary employment period for an additional six months and he recommended the new Zoo director evaluate these positions as soon as possible and make a recommendation to the Committee.

Presiding Officer Kirkpatrick said it was very important for the agency to develop a sound Zoo development plan. She asked if two levels of development positions for the Zoo were still in the Pay Plan. The Executive Officer said they were both still in the Plan.

The Committee agreed by consensus to follow the Executive Officer's recommendation.

9. Report on Possible Reorganization of the Solid Waste Policy Alternatives Committee (SWPAC) and the Rate Review Committee (RRC)

Ray Barker reviewed the staff report with the Committee which explained why staff had conducted an extensive survey of SWPAC and RRC members, Solid Waste staff and the Council to determine the effectiveness and future structure of the two committees.

The Committee recommended that at the December 13 Council meeting, Mr. Barker obtain completed questionnaires from Metro Councilors about the general Solid Waste goals to be accomplished and how subcommittees could be used to accomplish these goals. Mr. Barker was instructed to bring the findings before the December 20 Management Committee for further consideration. The Management Committee would then recommend a course of action to the full Council.

The Committee also recommended that all SWPAC and RRC committee appointments be extended to April 1, 1985, in order to accomplish the above review.

10. Review of Proposed Ordinance No. 84-183, for the Purpose of Amending the Personnel Rules for Appointments and Employment Contracts, Code Sections 2.02.040 and 2.02.270

Ms. Baxendale presented the staff report information explaining the Council had previously approved a resolution that placed the Solid Waste and Zoo director positions in the Classification Plan. This Resolution had been adopted with the understanding the Personnel Rules would be revised to provide for Council confirmation of the two positions, she said, regardless of whether supplemental employment contracts were in force.

A discussion followed about powers the Council would have in terminating these positions. The Executive Officer said under the proposed revisions, the Council would not be involved in terminating these employees unless their employment contracts provided for same. He further explained the proposed Ordinance provided for Council approval of all employment contract arrangements, regardless of dollar amount.

Chairman Bonner said he did not think the Council should have the authority to terminate employees.

Councilor Kelley maintained that if the Council had powers to confirm hiring decisions for key positions, it should also have the power to terminate employees from those positions.

Presiding Officer Kirkpatrick felt strongly that the Council should not be involved in the hiring or terminating of employees.

Councilor Oleson recommended the Ordinance be reworded to allow for the Executive Officer to consult with either the Presiding Officer or the full Council before terminating key personnel.

Councilor Kelley instructed staff to contact a sampling of local jurisdictions to see what powers legislative bodies had in hiring and terminating positions they had also confirmed. Ms. Baxendale said she would try to have this information available to the Council at their November 20 meeting.

Motion: Councilor Oleson moved, at the suggestion of the Chair, to pass Ordinance No. 84-183 to the full Council with no recommendation. Councilor Kelley seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Bonner, Kelley and Oleson

Absent: Councilors Deines and Hansen

The motion carried.

There being no further business, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,



A. Marie Nelson
Clerk of the Council