

MINUTES OF THE COUNCIL MANAGEMENT COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

February 21, 1985

Committee Members Present: Councilors DeJardin, Gardner,
Kirkpatrick and Van Bergen

Committee Members Absent: Councilor Cooper

Councilors Present: Councilor Hansen

Staff Present: Don Carlson, Jennifer Sims, Dan Durig,
Norm Wietting, Doug Drennen, Mary Jane
Aman, Chuck Geyer, Keith Lawton, Jeff
Booth, Kay Rich, Chet Gregg, Ray
Barker, Steve Siegel

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

1. Approval of Minutes of the Meetings of January 17, 1985, and
December 27 and 13, 1984

Motion: Councilor Kirkpatrick moved the minutes be approved
and Councilor Gardner seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper and DeJardin

The motion carried and the minutes were approved.

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

Dan Durig reported he had talked to SWPAC members on January 21 about the Council's review of solid waste committees and a possible reorganization of the committee structure (minutes of the January 21 meeting are available for a detailed record of that discussion). He said SWPAC members were open to continued discussion and invited members of the Management Committee to attend the next meeting on March 18.

Chairman Van Bergen said he did not think it useful to continue pushing for reorganization of the solid waste committees unless other Councilors had strong feelings about reorganization and unless new goals for these committees were established. Councilor Kirkpatrick said she thought the reorganization plan should be pursued further because it was of concern to staff and because a reorganization could streamline the solid waste committee process.

Councilor Gardner also expressed interest in pursuing the reorganization and Chairman Van Bergen appointed him to be the Council's delegate in coordinating future efforts.

3. Consideration of a Contract with Northwest Outdoor Equipment Company for Purchase of a Tractor for the Zoo

Kay Rich reported the tractor purchased in 1964 was no longer operational. Staff recommended purchasing the tractor from the lowest bidder after going through the standard selection process. Mr. Rich said this expense had been included in the FY 1984-85 budget.

Motion: Councilor Kirkpatrick moved approval of the contract and Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the contract was approved.

4. Consideration of a Proposal to Improve the Services of the Department of Finance & Administration, Particularly Personnel & Data Processing

Don Carlson reviewed the major changes as proposed in the agenda materials:

1. A new classification of Personnel Officer would be created to replace the existing classification of Personnel Analyst;
2. The Administrative Assistant in the Personnel Division would, upon hiring a Support Services Supervisor, devote full-time efforts to Personnel activities;

3. The Secretary would work full-time for the Personnel unit; the Word Processing Operator would become a part-time secretary for the Data Processing Division and remain a part-time Word Processing Operator; and
4. A full-time Data Processing Manager would be hired to replace the part-time Technical Services Manager.

Mr. Carlson explained that since 1982 emphasis had been placed on improving the Accounting Division. Now that Accounting operations were operating smoothly, emphasis needed to be shifted to other problem areas.

Councilor Kirkpatrick said she wanted this reorganization request to be considered as part of the FY 1985-86 budget process. These changes needed to be reviewed along with other agency priorities, she explained.

Councilor DeJardin asked what the budget impacts would be if the proposal were implemented April 1, 1985, as proposed by staff. Mr. Carlson said the impacts would not be major this fiscal year, but they would be greater the following year.

Councilor Gardner said he agreed with Councilor Kirkpatrick that to recommend personnel changes at this time would preempt the regular budget process. He then asked why the budget impacts appeared to be more costly than the FTE changes would indicate. Mr. Carlson explained cost of living increases were due employees in FY 1985-86 that would increase salary and fringe benefit figures.

In reviewing the proposed micro computer purchasing policy for the agency, Councilor Kirkpatrick said she read no provision requiring computers to be compatible with each other. Keith Lawton replied in some cases compatibility may not be the most important factor. He cited the example of the Apple Lisa computer at the Zoo which is not compatible with other agency computers but which serves the specialized needs of the Zoo Buildings & Grounds Department very well. Mr. Lawton agreed, however, that compatibility should be included as a criteria whenever feasible.

In response to Jennifer Sim's question, Councilor Kirkpatrick replied the backup information contained in the staff report was very thorough and presented good documentation for the proposed staff reorganization. She thought this information should be presented to the FY 1985-86 Budget Committee.

Motion: Councilor Kirkpatrick moved to table the further consideration of the proposal to improve the services of the Department of Finance & Administration until it could be considered as part of the FY 1985-86 Budget Adoption process.

Vote: A vote on the motion resulted in:

Ayes: Councilors Gardner, Kirkpatrick and Van Bergen

Nay: Councilor DeJardin

Absent: Councilor Cooper

The motion carried and the item was tabled.

Mr. Carlson requested staff return to the Committee regarding a plan for implementing staff changes if they were adopted as part of the FY 1985-86 budget. The Committee agreed to this request.

5. Consideration of Resolution No. 85-541, for the Purpose of Amending Resolution No. 83-431 (Guidelines for Council Expenditures)

Ray Barker explained this Resolution needed to be adopted in order to change an outdated reference that required the review of certain Council expenses by the "Council Coordinating Committee" to read "Council Management Committee."

Motion: Councilor Kirkpatrick moved Resolution No. 85-541 be recommended for adoption to the full Council. Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried.

6. Consideration of Resolution No. 85-542, for the Purpose of Appointing Citizens to the Metropolitan Service District's Budget Committee

Mr. Barker explained background data submitted by each applicant had been distributed to Councilors for review. He also provided the

Committee with a list of applicants who had applied to serve on the committee in 1984, were not selected, and had again applied to serve in 1985.

The Committee reviewed information about all the candidates according to the criteria of selecting representatives from different occupations, interests and neighborhoods. The Committee selected the following candidates for the Council's consideration:

1. Marc Kelley
2. James Knoll
3. Robert Philips
4. Margaret A. Post
5. Norman Rose
6. Barbara Ledbury (alternate)

Motion: Councilor Kirkpatrick moved the Committee recommend the Council adopt Resolution No. 85-542 and appoint the above citizens to the Budget Committee. Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried.

Councilor Gardner requested staff consider those not selected be considered for other areas of citizen involvement, possibly a reorganized Solid Waste Policy Alternatives Committee.

Councilor Kirkpatrick requested Mr. Barker send letters to those not selected thanking them for their participation, explaining many well qualified citizens had applied and it was difficult to screen the applicants down to five members, and notifying them their names would be kept for future consideration.

Other Business

Chairman Van Bergen asked Committee members if they were satisfied with the tasks undertaken by the Committee. Councilor Gardner said he thought the Committee was performing a useful function. Councilor Kirkpatrick said she thought the Committee was handling many administrative matters which would be cumbersome if they had to be considered before the full Council.