

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1995-96)	ORDINANCE NO. 95-616
BUDGET AND APPROPRIATIONS)	
SCHEDULE FOR THE PURPOSE OF)	Introduced by Councilors
REORGANIZING THE STAFF OF THE)	McLain and Monroe
COUNCIL OFFICE, CREATING NEW)	
POSITIONS, REDUCING STAFFING LEVELS)	
FOR THE OFFICE OF CITIZEN)	
INVOLVEMENT, AND DECLARING AN)	
EMERGENCY)	

WHEREAS, The Metro Council has reviewed and considered the need to reorganize positions and transfer appropriations within the FY 1995-96 Budget; and

WHEREAS, There is a need for reconfiguration of office management staff in the Council Office; and

WHEREAS, There is a need for enhanced public and community outreach; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS;

1. That the FY 1995-96 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 providing a net increase of 1.56 FTE in the Council Office , a reduction of .45 FTE in the Office of Citizen Involvement and a transfer of \$10,227 from the Office of Citizen Involvement Personal Services to the Support Services Fund Contingency, and

2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area 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 ____ day of _____, 1995.

Not Adopted

J. Ruth McFarland, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

Exhibit A
Ordinance No. 95-616
General Fund

HISTORICAL DATA ACTUAL \$		FY 1994-95 ADOPTED BUDGET		FISCAL YEAR 1995-96		ADOPTED		REVISION		PROPOSED	
FY 1992-93	FY 1993-94	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Council											
<u>Personal Services</u>											
162,400	353,607		279,400	511110	ELECTED OFFICIALS						
					Councilors	7.00	203,200			7.00	203,200
67,568	70,261	0.95	66,748	511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		Administrator		0				0
133,337	142,336	3.00	148,818		Assistant to the Presiding Officer	1.00	44,290		(4,290)	1.00	40,000
27,524	36,916		0		Council Analyst	3.00	169,699	(1.50)	(89,699)	1.50	80,000
0	0	0.00	0		Citizen Involvement Analyst		0				0
0	0	0.00	0		Council Assistant	0	0	4.35	134,905	4.35	134,905
0	0	0.00	0		Office Manager	0	0	0.67	30,000	0.67	30,000
29,608	33,456	1.00	33,385		Associate Service Supervisor		0				0
81,144	87,082	2.75	82,965	511221	WAGES-REGULAR EMPLOYEES (full time)						
19,292	21,954	0.80	18,836		Administrative Secretary	2.75	89,679	(2.04)	(64,679)	0.71	25,000
0	0		0		Secretary	0.80	21,164	(0.63)	(16,164)	0.17	5,000
					Receptionist		0	0.71	12,927	0.71	12,927
6,652	0		0	511235	WAGES-TEMPORARY EMPLOYEES (part time)						
11,204	7,801		13,972		Temporary Professional Support		0		5,000		5,000
156,962	278,960		244,767	511400	OVERTIME		10,000		(8,000)		2,000
				512000	FRINGE		150,649				150,649
695,691	1,032,373	8.50	888,891		Total Personal Services	14.55	688,681	1.56	0	16.11	688,681
<u>Materials & Services</u>											
7,281	7,214		4,420	521100	Office Supplies		4,420				4,420
4,264	1,662		3,000	521110	Computer Software		4,500				4,500
234	560		450	521310	Subscriptions		450				450
755	815		660	521320	Dues		1,100				1,100
59,997	35,000		30,000	524110	Accounting & Auditing Services		0				0
13,235	3,638		10,000	524190	Misc. Professional Services		10,000				10,000
183	420		1,000	525640	Maintenance & Repairs Services-Equipment		1,300				1,300
179	0		0	525710	Equipment Rental		0				0
13,778	11,696		3,898	525740	Lease Payments		0				0
2,470	1,433		1,500	526200	Ads & Legal Notices		1,500				1,500
2,722	134		2,900	526310	Printing Services		0				0
1,099	787		850	526410	Telephone		850				850
0	117		200	526420	Postage		7,000				7,000
1,057	126		465	526440	Delivery Services		500				500

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Ordinance No. 95-616
General Fund

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FY 1992-93	FY 1993-94	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Council (continued)											
10,387	8,380		5,000	526500	Travel		8,700				8,700
0	0		0	526510	Mileage Reimbursement		0				0
0	0		0	526700	Temporary Help Services		0				0
2,625	3,246		4,000	526800	Training, Tuition, Conferences		4,000				4,000
7,576	11,900		8,700	528100	License, Permits, Payments to Other Agencies		9,000				9,000
117,692	0		0	528200	Election Expense		0				0
40,525	41		0	529110	Council Per Diem		0				0
27,905	15,013		19,200	529120	Councilor Expenses		21,000				21,000
16,737	5,577		6,000	529500	Meetings		10,000				10,000
12	0		0	529800	Miscellaneous		0				0
330,713	107,759		102,243		Total Materials & Services		84,320		0		84,320
<u>Capital Outlay</u>											
14,378	3,356		13,800	571500	Purchases-Office Furniture & Equipment		19,500				19,500
14,378	3,356		13,800		Total Capital Outlay		19,500		0		19,500
1,040,782	1,143,488	8.50	1,004,934		TOTAL EXPENDITURES		792,501	1.56	0		792,501
<u>Contingency and Unappropriated Balance</u>											
0	0		568,475	599999	Contingency		578,336				578,336
753,060	870,649		200,000	599990	Unappropriated Fund Balance		200,000				200,000
753,060	870,649		768,475		Total Contingency and Unappropriated Balance		778,336		0		778,336
5,244,871	6,257,731	13.50	6,664,018		TOTAL FUND REQUIREMENTS	19.55	7,379,395	1.56	0	21.11	7,379,395

Exhibit A

Ordinance No. 95-616

Support Services Fund

HISTORICAL DATA ACTUAL \$		FY 1994-95 ADOPTED BUDGET		FISCAL YEAR 1995-96		ADOPTED		REVISION		PROPOSED	
FY 1992-93	FY 1993-94	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Office of Citizen Involvement											
<u>Personal Services</u>											
0	0	0.05	3,513	511121	SALARIES-REGULAR EMPLOYEES (full time)						
					Administrator		0				0
0	0	1.00	38,608		Associate Administrative Services Analyst	1.00	42,094			1.00	42,094
511221 WAGES-REGULAR EMPLOYEES (full time)											
0	0	0.25	7,170		Administrative Secretary	0.25	8,436	(0.18)	(7,686)	0.07	750
0	0	0.20	4,709		Secretary	0.20	5,291	(0.15)	(4,541)	0.05	750
511235 WAGES-TEMPORARY EMPLOYEES (part time)											
					Temporary Professional Support				2,000		2,000
0	0		20,520	512000	FRINGE		15,630				15,630
0	0	1.50	74,520		Total Personal Services	1.45	71,451		(10,227)	1.45	61,224
<u>Materials & Services</u>											
0	0		780	521100	Office Supplies		800				800
0	0		115	521320	Dues		115				115
0	0		2,500	524190	Misc. Professional Services		2,500				2,500
0	0		200	525640	Maintenance & Repairs Services-Equipment		200				200
0	0		5,000	526200	Ads & Legal Notices		5,000				5,000
0	0		400	526310	Printing Services		400				400
0	0		150	526410	Telephone		200				200
0	0		0	526420	Postage		2,000				2,000
0	0		85	526440	Delivery Services		85				85
0	0		500	526500	Travel		500				500
0	0		500	526800	Training, Tuition, Conferences		500				500
0	0		500	529500	Meetings		500				500
0	0		10,730		Total Materials & Services		12,800		0		12,800
0	0	1.50	85,250		TOTAL EXPENDITURES	1.45	84,251	0.00	(10,227)	1.45	74,024

Exhibit A
Ordinance No. 95-616

Support Services Fund

HISTORICAL DATA ACTUAL \$		FY 1994-95 ADOPTED BUDGET				FISCAL YEAR 1995-96		ADOPTED		REVISION		PROPOSED	
FY 1992-93	FY 1993-94	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
General Expenses													
					<u>Contingency and Unappropriated Balance</u>								
				599999	Contingency * General		231,726		10,277		242,003		
0	0		200,000										
216,645	612,628		673,151		Total Contingency and Unappropriated Balance		1,323,332		10,277		1,333,609		
5,992,132	6,736,104	81.25	7,668,704		TOTAL EXPENDITURES	85.81	8,390,740	0.00	50	85.81	8,390,790		

Exhibit B
FY 1995-96 SCHEDULE OF APPROPRIATIONS
Ordinance No. 95-616

	<u>Adopted Budget</u>	Revision	<u>Proposed Budget</u>
SUPPORT SERVICES FUND			
Office of Citizen Involvement			
Personal Services	71,451	(10,227)	61,224
Materials & Services	12,800		12,800
Capital Outlay	0		0
Subtotal	84,251	(10,227)	74,024
General Expenses			
Interfund Transfers	732,472		732,472
Contingency	653,419	10,227	663,646
Subtotal	1,385,891	10,227	1,396,118
Unappropriated Balance	669,913		669,913
Total Fund Requirements	\$8,390,740	\$0	\$8,390,740

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 95-616 AMENDING THE FY 1995-96 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF REORGANIZING THE STAFF OF THE COUNCIL OFFICE, CREATING NEW POSITIONS, REDUCING STAFFING LEVELS FOR THE OFFICE OF CITIZEN INVOLVEMENT, AND DECLARING AN EMERGENCY

Date: October 11, 1995

Presented by: Councilor McLain

FACTUAL BACKGROUND AND ANALYSIS

This ordinance provides the necessary changes in the FY 95-96 budget and appropriations schedule to reflect a new organizational structure and staffing pattern in the Council Office. Two new job classifications would be created (Office Manager and Council Assistant) and an existing vacant secretary position would be reclassified as a receptionist. In addition, the .45 FTE of support for the Office of Citizen Involvement provided from two existing Council staff positions would be eliminated. Two of the three budgeted council analyst positions and all of the budgeted administrative secretary positions would be eliminated.

The new Office Manager position would be responsible for general office administration, coordination of office work flow, monitoring of the office budget and supervision of committee support services provided by the Council Assistants. The position will be filled within an annual pay range of \$38,000 to \$42,000.

The ordinance would provide for a reduction in the compensation of the assistant to the Presiding Officer and for the hiring of council assistants by the six remaining councilors. The council assistants will spend approximately 75% of their time providing various support services to the councilor for whom they are employed. These services will include correspondence, constituent and general public relations, scheduling, policy analysis and attending meetings on behalf of the councilor. The remaining 25% of the council assistant's time will be spent serving as the committee assistant for any Council committees chaired by the councilor for whom they are employed. These duties will include agenda preparation, taping of committee meetings and preparation of minutes and committee staff reports. It is intended that the council assistants will be hired within non-represented salary range 8 within the adopted Metro Pay Plan. This salary range is \$23,296 to \$33,946 annually. The average starting salary for those initially hired to fill these positions will not exceed \$30,000. The salary of the Assistant to the Presiding Officer will be reduced to be within salary range 8, effective January 1, 1996. Each of these positions will be exempt from the payment of overtime.

Exhibit A outlines the specific revisions in the budget schedule to accomplish the changes noted above. The totals shown in the revision and proposed columns for the General Fund are based on the following assumptions:

- 1) For new positions it is assumed that the Office Manager position will be filled by November 1, 1995, the council assistants will have an average starting date of October 15, 1995 and the receptionist position will have a starting date of October 15, 1995.
- 2) For eliminated positions, the totals in the proposed column represent the amount of FTE actually funded for the current fiscal year prior to the elimination of the positions.
- 3) The overtime line item is reduced to reflect actual expenditures to date and the assumption that no further overtime will be paid.
- 4) A "temporary help services" line item is created in materials and services to properly account for payments being made for the temporary employee currently providing receptionist and general office assistance services.
- 5) It is assumed that the proposed changes will have an expenditure-neutral affect on fringe benefits.

The changes in the Support Services Fund related to the Office of Citizen Involvement are based on the following assumptions:

- 1) Support services currently funded as a portion of two positions from the Council office will be eliminated. These positions are being eliminated from the Council budget.
- 2) A total of \$2,000 will be budgeted for "temporary help services" in materials and services to assist the office in addressing any unmet support service needs.
- 3) Savings from the net reduction in personal services expenditures will be transferred to the Support Service Fund Contingency (Exhibit B).

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 95-616 AMENDING THE FY 1995-96 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF REORGANIZING THE STAFF OF THE COUNCIL OFFICE, CREATING NEW POSITIONS, REDUCING STAFFING LEVELS FOR THE OFFICE OF CITIZEN INVOLVEMENT, AND DECLARING AN EMERGENCY

Date: October 5, 1995

Presented by: Councilor McLain

FACTUAL BACKGROUND AND ANALYSIS

This ordinance provides the necessary changes in the FY 95-96 budget and appropriations schedule to reflect a new organizational structure and staffing pattern in the Council Office. Two new job classifications would be created (Office Manager and Council Assistant) and an existing vacant secretary position would be reclassified as a receptionist. In addition, the .45 FTE of support for the Office of Citizen Involvement provided from two existing Council staff positions would be eliminated. Two of the three budgeted council analyst positions and all of the budgeted administrative secretary positions would be eliminated.

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3) The overtime line item is reduced to reflect actual expenditures to date and the assumption that no further overtime will be paid.

4) A "temporary professional support" line item is created to properly account for payments being made for the temporary employee currently providing receptionist and general office assistance services.

5) It is assumed that the proposed changes will have an expenditure-neutral affect on fringe benefits and overall personal services expenditures.

The changes in the Support Services Fund related to the Office of Citizen Involvement are based on the following assumptions:

1) Support services currently funded as a portion of two positions from the Council office will be eliminated. These positions are being eliminated from the Council budget.

2) A total of \$2,000 will be budgeted for "temporary professional support" to assist the office in addressing any unmet support service needs.

3) Savings from the net reduction in personal services expenditures will be transferred to the Support Service Fund Contingency (Exhibit B).

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Date: September 29, 1995

Presented by: Councilor McLain

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2) A total of \$2,000 will be budgeted for "temporary professional support" to assist the office in addressing any unmet support service needs.

3) Savings from the net reduction in personal services expenditures will be transfered to the Support Service Fund Contingency (Exhibit B).