

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)	ORDINANCE NO. 92-442
91-390A REVISING THE FY 1991-92)	
BUDGET AND APPROPRIATIONS SCHEDULE)	Introduced by Rena Cusma,
FOR THE PURPOSE OF TRANSFERRING)	Executive Officer
APPROPRIATIONS TO PERSONAL SERVICES)	
IN THE SOLID WASTE REVENUE FUND)	

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to transfer appropriations within the FY 1991-92 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 COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 91-390A, Exhibit B, FY 1991-92 Budget, and Exhibit C, 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 \$74,000 from Materials & Services in the Waste Reduction Division of the Solid Waste Revenue Fund to Personal Services within the same division to fund temporary employees.

2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Council of the Metropolitan Service District this
23rd day of January, 1992.



Jim Gardner, Presiding Officer

ATTEST:



Clerk of the Council

EXHIBIT A
ORDINANCE NO. 92-442
Revised (1/21/92)

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE REVENUE FUND							
OPERATING ACCOUNT:Waste Reduction							
Personal Services							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Solid Waste Planning Supervisor	2.00	80,317			2.00	80,317
	Sr. Solid Waste Planner	2.00	74,498			2.00	74,498
	Assoc. Solid Waste Planner	4.00	133,683			4.00	133,683
	Asst. Solid Waste Planner	1.00	28,434			1.00	28,434
	Assoc. Public Affairs Spec.	1.00	32,919			1.00	32,919
	Waste Reduction Manager	1.00	52,220			1.00	52,220
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Program Assistant 1	4.00	72,891			4.00	72,891
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Program Assistant	0.50	9,151			0.50	9,151
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary	0.15	2,754	2.50	66,070	2.65	68,824
511400	OVERTIME		5,292				5,292
512000	FRINGE		173,476		7,930		181,406
Total Personal Services		15.65	665,635	2.50	74,000	18.15	739,635

Materials & Services

521100	Office Supplies		7,000				7,000
521110	Computer Software		830				830
521240	Graphics/Reprographic Supplies		13,000				13,000
521260	Printing Supplies		595				595
521290	Other Supplies		2,465				2,465
521291	Packaging Materials		425				425
521293	Promotion Supplies		7,500				7,500
521310	Subscriptions		3,800				3,800
521320	Dues		1,685				1,685
521540	Maintenance & Repairs Supplies-Equipment		300				300
524130	Promotion/Public Relations		217,200				217,200
524190	Misc. Professional Services		1,111,035		(25,000)		1,086,035
524210	Data Processing Services		14,000				14,000
525640	Maintenance & Repairs Services-Equipment		6,600				6,600
525710	Equipment Rental		36,932				36,932
526200	Ads & Legal Notices		65,000				65,000
526310	Printing Services		62,900				62,900
526320	Typesetting & Reprographics Services		7,095				7,095
526410	Telephone		2,650				2,650
526420	Postage		9,000				9,000
526440	Delivery Service		660				660
526500	Travel		18,100				18,100

EXHIBIT A
ORDINANCE NO. 92-442
Revised (1/21/92)

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE REVENUE FUND							
OPERATING ACCOUNT:Waste Reduction (continued)							
526700	Temporary Help Services		49,150		(49,000)		150
526800	Training, Tuition, Conferences		8,500				8,500
528100	License, Permits, Payments to Other Agencies		1,493,374				1,493,374
528310	Real Property Taxes		0				0
529500	Meetings		15,000				15,000
Total Materials & Services			3,154,796		(74,000)		3,080,796
TOTAL WASTE REDUCTION DIVISION		15.65	3,820,431	2.50	0	18.15	3,820,431
ALL OTHER EXPENDITURES		68.65	111,359,797	0.00	0	68.65	111,359,797
TOTAL SOLID WASTE REVENUE FUND EXPENDITURES		84.30	115,180,228	2.50	0	86.80	115,180,228

**EXHIBIT B
ORDINANCE NO. 92-442
SCHEDULE OF APPROPRIATIONS**

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
SOLID WASTE REVENUE FUND			
Administration			
Personal Services	355,500	0	355,500
Materials & Services	75,673	0	75,673
Subtotal	431,173	0	431,173
Budget and Finance			
Personal Services	402,017	0	402,017
Materials & Services	179,720	0	179,720
Subtotal	581,737	0	581,737
Operations			
Personal Services	1,222,149	0	1,222,149
Materials & Services	43,878,534	0	43,878,534
Subtotal	45,100,683	0	45,100,683
Engineering & Analysis			
Personal Services	548,593	0	548,593
Materials & Services	257,125	0	257,125
Subtotal	805,718	0	805,718
Waste Reduction			
Personal Services	665,635	74,000	739,635
Materials & Services	3,154,796	(74,000)	3,080,796
Subtotal	3,820,431	0	3,820,431
Debt Service Account			
Debt Service	2,191,328	0	2,191,328
Subtotal	2,191,328	0	2,191,328
Landfill Closure Account			
Materials & Services	10,016,200	0	10,016,200
Subtotal	10,016,200	0	10,016,200
Construction Account			
Capital Outlay	3,525,000	0	3,525,000
Subtotal	3,525,000	0	3,525,000

**EXHIBIT B
ORDINANCE NO. 92-442
SCHEDULE OF APPROPRIATIONS**

SOLID WASTE REVENUE FUND (continued)	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
Renewal and Replacement Account			
Capital Outlay	732,000	0	732,000
Subtotal	732,000	0	732,000
General Account			
Materials & Services	193,550	0	193,550
Capital Outlay	3,151,330	0	3,151,330
Subtotal	3,344,880	0	3,344,880
Master Project Account			
Debt Service	3,033,085	0	3,033,085
Subtotal	3,033,085	0	3,033,085
General Expenses			
Interfund Transfers	17,742,748	0	17,742,748
Contingency	2,394,854	0	2,394,854
Subtotal	20,137,602	0	20,137,602
Unappropriated Balance	21,460,391	0	21,460,391
Total Solid Waste Revenue Fund Requirements	115,180,228	0	115,180,228

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

FINANCE COMMITTEE REPORT

ORDINANCE NO. 92-442, REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS TO PERSONAL SERVICES IN THE SOLID WASTE REVENUE FUND

Date: January 22, 1992

Presented by: Councilor Wyers

COMMITTEE RECOMMENDATION: At its January 16, 1992 meeting the Finance Committee voted 5-0 to recommend Council adoption of Ordinance No. 92-442.

COMMITTEE DISCUSSION/ISSUES: Roosevelt Carter presented the staff report. He said the request in Ordinance 92-442 was to move funds from Materials & Services to Personal Services in the Solid Waste Revenue Fund in recognition that the two interns and the Assistant Management Analyst for the home composting demonstration project should be classified as Metro employees rather than independent contractors.

Councilor Wyers asked whether the 1.25 FTE listed in Exhibit A was only for the remaining part of this fiscal year. Mr. Carter replied that the interns were hired last summer and have been working since then; the analyst for the composting project will be hired soon. Councilor Devlin asked if the positions would continue next year. Mr. Carter said they are temporary positions, but if they are needed next year they will be requested in the budget.

Councilor Hansen encouraged department heads to ensure that their hires and budget requests consider employee status and the resulting tax implications. (Accounting Manager Don Cox later indicated that he has issued a memo on this subject.)

Councilor Gardner pointed out that the requested amount to be transferred was \$66,000, and that seemed high for 1.25 FTE. Kathy Rutkowski replied that she put in that FTE figure without the knowledge that the interns had been working since summer. She added that the number should be changed to 2.5 FTE to reflect the actual situation.

Chair Van Bergen opened the public hearing and nobody testified; he closed the public hearing. Councilor Wyers moved Ordinance 92-442 to the full Council with a recommendation to adopt. Councilor Devlin asked that the motion include the correction to the FTE level, to which Councilor Wyers concurred.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 92-442 AMENDING ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN THE SOLID WASTE REVENUE FUND

Date: December 6, 1991

Presented by: Roosevelt Carter

FACTUAL BACKGROUND AND ANALYSIS

This action requests the following adjustments to the Waste Reduction Division budget of the Solid Waste Revenue Fund.

Student Intern Positions

During the FY 1991-92 budget process, the Council approved \$49,000 in the Waste Reduction Division for two student interns. It was initially anticipated that the interns would be paid through a work study contract, or similar agreement, with a local university. As a result, the funds were budgeted under Materials & Services. Subsequent to the adoption of the budget, it has been determined that the interns must be placed on Metro's payroll to be consistent with federal tax law and will be paid directly by Metro. This action requests the transfer of \$49,000 from Materials & Services to Personal Services, Temporary Employees in the Waste Reduction Division.

Home Composting Demonstration Project

The Solid Waste Department has an approved contract for \$32,595.00 to provide Home Composting Demonstration Projects at various sites within the region. A portion of this contract includes a coordinator to oversee the projects. The equipment needed by this person to fulfill these duties and the general work plan of the coordinator are provided by Metro. In addition, a basic level of supervision is received from Metro employees. Federal law specifies certain criteria by which a person may be classed as an independent contractor or employee. A review of the Home Composting Project coordinator's duties indicates that this person should be classed as an employee of Metro. This action requests the transfer of \$25,000 from Materials & Services, Misc. Professional Services to Personal Services, Temporary Employees in the Waste Reduction Division.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 92-442, for the purpose of transferring \$74,000 from Materials & Services to Personal Services in the Waste Reduction Division of the Solid Waste Revenue Fund.



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

Metro Council
January 23, 1992
Agenda Item No. 6.2

DATE: January 21, 1992

TO: Council Staff

FROM: Kathy Rutkowski, Senior Management Analyst

REGARDING: REVISION TO ORDINANCE 92-442, CORRECTION TO FTE

During the Finance Committee deliberations on Ordinance 92-442, revision to the Solid Waste budget, it was determined the additional FTE amount requested was incorrect. The exhibits reflected an FTE amount for only the last six months. The request should have reflected an FTE increase for the full year. This is consistent with the dollar amount requested.

Attached to this memo are revised pages 1 and 2 of Exhibit A to the Ordinance. This revision does not change the dollar amount requested, nor does it alter Exhibit B to the Ordinance.

kr:ord91-92:92-442:revord.mmo

Attachments

EXHIBIT A
ORDINANCE NO. 92-442
Revised (1/21/92)

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OPERATING ACCOUNT:Waste Reduction							
Personal Services							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Solid Waste Planning Supervisor	2.00	80,317			2.00	80,317
	Sr. Solid Waste Planner	2.00	74,498			2.00	74,498
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	Waste Reduction Manager	1.00	52,220			1.00	52,220
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	Program Assistant 1	4.00	72,891			4.00	72,891
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	Program Assistant	0.50	9,151			0.50	9,151
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary	0.15	2,754	2.50	66,070	2.65	68,824
511400	OVERTIME		5,292				5,292
512000	FRINGE		173,476		7,930		181,406
Total Personal Services		15.65	665,635	2.50	74,000	18.15	739,635

Materials & Services

521100	Office Supplies		7,000				7,000
521110	Computer Software		830				830
521240	Graphics/Reprographic Supplies		13,000				13,000
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521290	Other Supplies		2,465				2,465
521291	Packaging Materials		425				425
521293	Promotion Supplies		7,500				7,500
521310	Subscriptions		3,800				3,800
521320	Dues		1,685				1,685
521540	Maintenance & Repairs Supplies-Equipment		300				300
524130	Promotion/Public Relations		217,200				217,200
524190	Misc. Professional Services		1,111,035		(25,000)		1,086,035
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EXHIBIT A
 ORDINANCE NO. 92-442
 Revised (1/21/92)

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
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OPERATING ACCOUNT:Waste Reduction (continued)							
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ORDINANCE NO. 92-442**

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METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

DATE: January 23, 1992
TO: Rena Cusma, Executive Officer
FROM: Paulette Allen, Clerk of the Council *PA*
RE: TRANSMITTAL OF ORDINANCE NOS. 92-442, 92-446, 92-447 AND 92-433

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on January 23, 1992.

If you wish to veto any of the ordinances referenced above, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, January 30, 1992. 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, *Walter Harley*, received this memo and true copies of Ordinance Nos. 92-442, 92-446, 92-447 and 92-433 from the Clerk of the Council on *1-24-92 - 10⁴⁶am*

ORD.MEM.