

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE)
NO. 91-390A REVISING THE FY 1991-92)
BUDGET AND APPROPRIATIONS)
SCHEDULE FOR THE PURPOSE OF)
FUNDING INCREASES IN THE SOLID)
WASTE REVENUE FUND OPERATING)
ACCOUNT AND MODIFICATIONS TO THE)
REHABILITATION AND ENHANCEMENT)
FUND)

ORDINANCE NO. 92-462

Introduced by Rena Cusma,
Executive Officer

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 funding increases in the Solid Waste Revenue Fund Operating Account and modifications to the Rehabilitation and Enhancement Fund.

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 11th day of
June, 1992.



Jim Gardner, Presiding Officer

ATTEST:



Clerk of the Council

EXHIBIT A
ORDINANCE NO. 92-462

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT:Administration							
Personal Services							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Dir. of Solid Waste Planning	1.00	74,406		700	1.00	75,106
	Administrative Manager	1.00	41,425		12,466	1.00	53,891
	Assoc. Management Analyst	1.00	29,427		4,628	1.00	34,055
	Administrative Assistant	2.00	49,636		2,836	2.00	52,472
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	20,996		2,056	1.00	23,052
	Secretary	1.00	18,997			1.00	18,997
	Office Assistant	1.00	15,617			1.00	15,617
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Office Assistant	1.00	18,523		2,000	1.00	20,523
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
511400	OVERTIME		2,837		2,080		4,917
512000	FRINGE		88,587		8,234		96,821
Total Personal Services		9.00	360,451	0.00	35,000	9.00	395,451
Total Materials & Services			75,673		0		75,673
TOTAL EXPENDITURES		9.00	436,124	0.00	35,000	9.00	471,124

EXHIBIT A
ORDINANCE NO. 92-462

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT: Budget & Finance							
Total Personal Services		8.00	402,017	0.00	0	8.00	402,017
Materials & Services							
521100	Office Supplies		5,080				5,080
521110	Computer Software		8,000		18,500		26,500
524110	Accounting & Auditing Services		0		11,500		11,500
524190	Misc. Professional Services		59,000				59,000
525640	Maintenance & Repairs Services-Equipment		13,000				13,000
526200	Ads & Legal Notices		1,640				1,640
526310	Printing Services		20,000				20,000
526320	Typesetting & Reprographics Services		1,000				1,000
526420	Postage		57,000				57,000
526500	Travel		6,000				6,000
526610	Temporary Help Services		0		10,000		10,000
526800	Training, Tuition, Conferences		9,000				9,000
Total Materials & Services			179,720		40,000		219,720
TOTAL EXPENDITURES		8.00	581,737	0.00	40,000	8.00	621,737

EXHIBIT A
ORDINANCE NO. 92-462

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OPERATING ACCOUNT:Operations							
	Total Personal Services	41.65	1,222,149	0.00	0	41.65	1,222,149
	Total Materials & Services		43,878,534		0		43,878,534
	TOTAL EXPENDITURES	41.65	45,100,683	0.00	0	41.65	45,100,683

OPERATING ACCOUNT:Engineering & Analysis

Total Personal Services	10.00	548,593	0.00	0	10.00	548,593
Total Materials & Services		257,125		0		257,125
TOTAL EXPENDITURES	10.00	805,718	0.00	0	10.00	805,718

OPERATING ACCOUNT:Waste Reduction

Total Personal Services	18.15	739,635	0.00	0	18.15	739,635
Total Materials & Services		3,080,796		0		3,080,796
TOTAL EXPENDITURES	18.15	3,820,431	0.00	0	18.15	3,820,431

DEBT SERVICE ACCOUNT

Total Requirements		2,191,328		0		2,191,328
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LANDFILL CLOSURE ACCOUNT

Total Requirements		10,016,200		0		10,016,200
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CONSTRUCTION ACCOUNT

Total Requirements		3,525,000		0		3,525,000
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RENEWAL & REPLACEMENT ACCOUNT

Total Requirements		732,000		0		732,000
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EXHIBIT A
ORDINANCE NO. 92-462

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL ACCOUNT							
	Total Materials & Services		193,550		0		193,550
	Total Capital Outlay		3,151,330		0		3,151,330
	Total Requirements		3,344,880		0		3,344,880
MASTER PROJECT ACCOUNT							
	Total Requirements		3,033,085		0		3,033,085
SOLID WASTE REVENUE GENERAL EXPENSES							
	Total Interfund Transfers		17,742,748		0		17,742,748
	Contingency and Unappropriated Balance						
	OPERATING ACCOUNT-unrestricted		706,663		(75,000)		631,663
	OPERATING ACCOUNT-restricted		1,320,000				1,320,000
	GENERAL ACCOUNT		363,240				363,240
599999	Contingency		2,389,903		(75,000)		2,314,903
599990	Unappropriated Fund Balance		21,460,391		0		21,460,391
	Total Contingency and Unapp. Balance		23,850,294		(75,000)		23,775,294
TOTAL REVENUE FUND EXPENDITURES		86.80	115,180,228	0.00	0	86.80	115,180,228

EXHIBIT A
ORDINANCE NO. 92-462

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
REHABILITATION & ENHANCEMENT FUND							
Materials & Services							
NORTH PORTLAND ENHANCEMENT ACCOUNT							
524190	Misc. Professional Services		100,000				100,000
526200	Ads & Legal Notices		644				644
526310	Printing Services		500				500
526420	Postage		1,000				1,000
COMPOSTER ENHANCEMENT ACCOUNT							
524190	Misc. Professional Services		98,858		(15,000)		83,858
526200	Ads & Legal Notices		300				300
526310	Printing Services		680				680
526420	Postage		1,084				1,084
METRO CENTRAL ENHANCEMENT ACCOUNT							
526200	Ads & Legal Notices		300				300
526310	Printing Services		680				680
526420	Postage		1,070				1,070
FOREST GROVE ACCOUNT							
528100	License, Permits, Payments to Other Agencies		32,237				32,237
OREGON CITY ACCOUNT							
528100	License, Permits, Payments to Other Agencies		150,008		15,000		165,008
Total Materials & Services			387,361		0		387,361
Interfund Transfers							
583531	Trans. Direct Costs to S.W. Rev. Fund						
	* North Portland Enhancement Account		14,340				14,340
	* Composter Enhancement Account		15,206				15,206
	* Metro Central Enhancement Account		15,206				15,206
Total Interfund Transfers			44,752		0		44,752
Contingency and Unappropriated Balance							
599999	Contingency		55,000		0		55,000
599990	Unappropriated Balance		2,241,707		0		2,241,707
Total Contingency and Unapp. Balance			2,296,707		0		2,296,707
TOTAL EXPENDITURES			2,728,820		0		2,728,820

EXHIBIT B
ORDINANCE NO. 92-462
SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
SOLID WASTE REVENUE FUND			
Administration			
Personal Services	360,451	35,000	395,451
Materials & Services	75,673	0	75,673
Subtotal	436,124	35,000	471,124
Budget and Finance			
Personal Services	402,017	0	402,017
Materials & Services	179,720	40,000	219,720
Subtotal	581,737	40,000	621,737
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	739,635	0	739,635
Materials & Services	3,080,796	0	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
Renewal and Replacement Account			
Capital Outlay	732,000	0	732,000
Subtotal	732,000	0	732,000

EXHIBIT B
ORDINANCE NO. 92-462
SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
SOLID WASTE REVENUE FUND (continued)			
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	2,389,903	(75,000)	2,314,903
Subtotal	20,132,651	(75,000)	20,057,651
Unappropriated Balance	21,460,391	0	21,460,391
Total Solid Waste Revenue Fund Requirements	115,180,228	0	115,180,228
REHABILITATION & ENHANCEMENT FUND			
North Portland Enhancement Account			
Materials & Services	102,144	0	102,144
Subtotal	102,144	0	102,144
Composter Enhancement Account			
Materials & Services	100,922	(15,000)	85,922
Subtotal	100,922	(15,000)	85,922
Metro Central Enhancement Account			
Materials & Services	2,050	0	2,050
Subtotal	2,050	0	2,050
Forest Grove Account			
Materials & Services	32,237	0	32,237
Subtotal	32,237	0	32,237
Oregon City Account			
Materials & Services	150,008	15,000	165,008
Subtotal	150,008	15,000	165,008

EXHIBIT B
ORDINANCE NO. 92-462
SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
REHABILITATION & ENHANCEMENT FUND (continued)			
General Expenses			
Interfund Transfers	44,752	0	44,752
Contingency	55,000	0	55,000
Subtotal	99,752	0	99,752
Unappropriated Balance	2,241,707	0	2,241,707
Total Rehab. & Enhancement Fund Requirements	2,728,820	0	2,728,820

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

FINANCE COMMITTEE REPORT

ORDINANCE NO. 92-462 AMENDING ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF FUNDING INCREASES IN THE SOLID WASTE REVENUE FUND OPERATING ACCOUNT AND MODIFICATIONS TO THE REHABILITATION AND ENHANCEMENT FUND

Date: June 11, 1992

Presented by: Councilor Wyers

COMMITTEE RECOMMENDATION: At it's June 4, 1992 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 92-462. All Committee members were present and voting.

COMMITTEE DISCUSSION / ISSUES: Roosevelt Carter, Solid Waste Budget and Finance Manager, presented the staff report. He indicated that request was to adjust the Budget Appropriation Schedule for the Operating Account within the Solid Waste Revenue Fund. There are four specific actions requested: 1) to transfer \$11,500 from the Solid Waste Revenue Fund Contingency to the Materials and Services, Accounting and Auditing Services line item in the Budget and Finance to pay for costs associated with bonds sold by the district for the composter in the Metro Central transfer station facilities; 2) to transfer \$18,500 from the Solid Waste Revenue Fund Contingency to the Computer Software line item in the Materials and Services category to pay for costs associated with the connection of the Solid Waste Department to the Metro computer network; 3) to transfer \$10,000 from the Solid Waste Revenue Contingency to the Materials and Services category in the Budget and Finance Division (This request is to pay for the cost for a temporary help to provide computer system maintenance and support in the department); 4) to transfer \$35,000 from the Solid Waste Revenue Contingency to the Personal Services category in the Administration Division to pay for higher than anticipated Personal Services costs in that division. In response to questions from Councilor Wyers and Council staff, Mr. Carter indicated that the Personal Services costs for the Administrative Manager position were in part due to merit increases which were retroactive for several fiscal years.

Mr. Carter then presented the staff report concerning budget adjustments for the Rehabilitation and Enhancement Fund, and he indicated with the closure of the compost facility more tonnage has gone to the Metro South transfer station in Oregon City. He said this makes it necessary to pay additional monies to the Oregon City Enhancement Account. The request is to transfer \$15,000 in Budget and Appropriation from the Composter Enhancement Account to the Oregon City Enhancement Account.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 92-462 AMENDING ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF FUNDING INCREASES IN THE SOLID WASTE REVENUE FUND OPERATING ACCOUNT AND MODIFICATIONS TO THE REHABILITATION AND ENHANCEMENT FUND

Date: May 15, 1992

Presented by: Roosevelt Carter

BACKGROUND AND ANALYSIS

The Solid Waste Department has analyzed nine months of actual expenditures (through March 1992) to project ending fund balances for the Solid Waste Revenue and Rehabilitation and Enhancement Funds. This exercise has revealed where in the budget expenditures are likely to exceed appropriations. Subsequently, the following amendments to the Solid Waste Department's annual budget for fiscal year 1991-92 are requested. Each request is followed by a brief justification.

SOLID WASTE REVENUE FUND: (Operating Account - 531)

1. The bond rating fees associated with bonds sold to finance the Composter and Metro Central Transfer Station facilities; and annual trustee payments to First Interstate Bank were inadvertently omitted when the FY 1991-92 budget was developed. This action requests the transfer of \$11,500 from the Solid Waste Revenue Fund Contingency to materials & services, Accounting and Auditing Services line item, in the Budget and Finance Division.
2. Mid-year, the department installed a new computer network and converted to a Microsoft windows environment as part of the STRAP project to reduce the substantial amount of down time experienced with the old network and to enhance overall computer capabilities with more applications that are more "user friendly".

As part of the STRAP computer project, it was also necessary to purchase computer hardware that was not anticipated in the budget. Those items under \$500 were charged to this object code. Additional funds were required to purchase the requisite number of licensed copies of spreadsheet, word processing, electronic mail, and database software for use by the entire Solid Waste staff.

This action requests the transfer of \$18,500 from the Solid Waste Revenue Fund Contingency to materials & services, Computer Software line item in the Budget and Finance Division. This transfer from Contingency does not mean the Solid Waste Department exceeded the budget for this project. It is being made in lieu of transferring from a number of existing line item appropriations. For ease in understanding and

identification, it is simpler to transfer the required funds from a single source. All transfers from contingency requested in this action will be offset by savings in other appropriation areas.

3. The department executed a contract for temporary help to provide computer system maintenance and support. This function was previously performed by Senior Management Analyst, Jeff Stone, who was assigned other duties related to forecasting tonnage (for rates development and budgeting) and staffing the Rate Review Committee. Also, Metro's Information Systems division indicated it could not provide these services within current staffing levels. This request represents an interim solution to the problems addressed in next year's budget. A full-time permanent position is requested to perform this work (in the Information Systems division) for fiscal year 1992-93. This action requests the transfer of \$10,000 from the Solid Waste Revenue Fund Contingency to materials & services, Temporary Help Services line item, in the Budget and Finance Division.
4. Actual salaries in the Administration Division during FY 1991-92 are expected to exceed budgeted appropriations due to a combination of several factors. Merit increases for the Solid Waste Director and the Administrative Manager exceeded the budget assumptions. The latter position including retro pay for two prior fiscal years. During the FY 1991-92 budget process, the Council approved reclassifications of an existing Secretary to Administrative Secretary and an Administrative Secretary to Administrative Assistant. The actual reclassification process brought these employees to a higher step than was originally budgeted. In addition, two new positions (Administrative Assistant and Associate Management Analyst) were filled in-house by existing Metro employees. The salaries of these employees were higher than those assumed in the budget. Finally, the COLA adjustment recently adopted by Council did not include these higher base salaries. This action requests the transfer of \$35,000 from the Solid Waste Revenue Fund Contingency to personal services in the Administration Division.

Summary of requested actions to the Solid Waste Revenue Fund:

Budget and Finance Division, materials & Services	\$40,000
Administration Division, personal Services	\$35,000
Contingency	(\$75,000)

REHABILITATION AND ENHANCEMENT FUND: (768)

With the closure of the compost facility, more tons (about 20,000) have gone to the Metro South Transfer Station in Oregon City than the budget assumed. This action requests the transfer of \$15,000 in appropriation from the Composter Enhancement Account to the Oregon City Enhancement Account in order to pay Oregon City the required \$.50 per ton on these additional tons for rehabilitation and enhancement activities.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive officer recommends adoption of Ordinance No. 92-462, for the purpose of funding increases in the Solid Waste Revenue Fund and modifications to the Rehabilitation and Enhancement Fund.



METRO

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

Memorandum

DATE: June 12, 1992

TO: Rena Cusma, Executive Officer

FROM: Paulette Allen, Clerk of the Council

RE: TRANSMITTAL OF ORDINANCE NOS. 92-457, 92-458, 92-459, 92-460
AND 92-462

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on June 12, 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, June 18, 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, Unette Morley, received this memo and true copies of Ordinance Nos. 92-457, 92-458, 92-459, 92-460 and 92-462 from the Clerk of the Council on 6-12-92.