

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING ORDINANCE)	ORDINANCE NO. 93-500A
NO. 92-449B REVISING THE FY 1992-93)	
BUDGET AND APPROPRIATIONS)	Introduced by Judy Wyers,
SCHEDULE FOR THE PURPOSE OF)	Presiding Officer
TRANSFERRING APPROPRIATIONS FROM)	
MATERIALS & SERVICES TO CAPITAL)	
OUTLAY IN THE COUNCIL DEPARTMENT)	
TO FUND FURNITURE PURCHASES)	

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1992-93 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 METRO COUNCIL ORDAINS:

1. That Ordinance No. 92-449B, Exhibit B, FY 1992-93 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 transferring \$12,000 from the Council Department Materials & Services category to Capital Outlay appropriations to fund furniture purchases for the department.

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

ADOPTED by the Metro Council this 24th day of June, 1993.



Judy Wyers, Presiding Officer

ATTEST:



Clerk of the Council

**Exhibit A
Ordinance No. 93-500A**

FISCAL YEAR 1992-93		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Council							
<u>Total Personal Services</u>		12.34	719,605	0.00	0	12.34	719,605
<u>Materials & Services</u>							
521100	Office Supplies		7,100		0		7,100
521320	Dues		500		0		500
524110	Accounting & Auditing Services		60,000		0		60,000
524190	Misc. Professional Services		20,000		0		20,000
525640	Maintenance & Repairs Services-Equipment		1,000		0		1,000
525733	Operating Lease Payments-Other		15,000		0		15,000
526200	Ads & Legal Notices		1,300		0		1,300
526310	Printing Services		3,200		0		3,200
526410	Telephone		900		0		900
526440	Delivery Services		700		0		700
526500	Travel		10,000		0		10,000
526800	Training, Tuition, Conferences		5,500		0		5,500
528100	License, Permits, Payments to Other Agencies		9,500		0		9,500
528200	Election Expense		163,000		(12,000)		151,000
529110	Council Per Diem		44,400		0		44,400
529120	Councilor Expenses		33,250		0		33,250
529500	Meetings		11,000		0		11,000
<u>Total Materials & Services</u>			386,350		(12,000)		374,350
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		4,000		12,000		16,000
<u>Total Capital Outlay</u>			4,000		12,000		16,000
<u>TOTAL EXPENDITURES</u>		12.34	1,109,955	0.00	0	12.34	1,109,955

Exhibit B
Schedule of Appropriations
Ordinance No. 93-500A

	Current Appropriation	Revision	Proposed Appropriation
GENERAL FUND			
Council			
Personal Services	\$719,605	\$0	\$719,605
Materials & Services	\$386,350	(\$12,000)	\$374,350
Capital Outlay	\$4,000	\$12,000	\$16,000
Subtotal	\$1,109,955	\$0	\$1,109,955
Executive Management			
Personal Services	\$330,171	\$0	\$330,171
Materials & Services	\$142,742	\$0	\$142,742
Capital Outlay	\$0	\$0	\$0
Subtotal	\$472,913	\$0	\$472,913
Office of Government Relations			
Personal Services	\$100,901	\$0	\$100,901
Materials & Services	\$82,471	\$0	\$82,471
Capital Outlay	\$0	\$0	\$0
Subtotal	\$183,372	\$0	\$183,372
General Expenses			
Interfund Transfers	\$2,912,757	\$0	\$2,912,757
Contingency	\$292,669	\$0	\$292,669
Subtotal	\$3,205,426	\$0	\$3,205,426
Unappropriated Balance	\$261,912	\$0	\$261,912
Total General Fund Requirements	\$5,233,578	\$0	\$5,233,578

All Other Appropriations Remain As Previously Adopted

FINANCE COMMITTEE REPORT

ORDINANCE NO. 93-500A AMENDING THE FY 1992-93 BUDGET AND APPROPRIATIONS SCHEDULE TRANSFERRING APPROPRIATIONS FROM MATERIALS AND SERVICES TO CAPITAL OUTLAY IN THE COUNCIL DEPARTMENT BUDGET TO FUND OFFICE EQUIPMENT PURCHASES

Date: June 17, 1993

Presented By: Councilor Kvistad

COMMITTEE RECOMMENDATION: At its June 9, 1993 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 93-500 as amended. All Committee members were present and voting.

COMMITTEE DISCUSSION/ISSUES: Don Carlson, Council Administrator presented the Staff Report. He stated that the issue of inadequate computer equipment was identified at the recent Council Staff training workshops as important to improve the effectiveness of the Staff. Mr. Carlson presented a memo which outlines the problems staff is experiencing with the current equipment and the proposed equipment purchases (See Attachment A to this report).

Mr. Carlson pointed out that the original amount of the request was made as an estimate to get the ordinance consideration started. It was made prior to the process which led to the specific request in Attachment A. His revised estimate was \$11,000. Councilor Kvistad asked why the staff was not upgrading equipment to the 486 model level and what would the added cost be to do so. In response Mr. Carlson stated the request was made in consultation with the Data Processing Division based on a description of the work to be performed and that he did not know what the incremental cost was. Mr. Carlson asked that the budget request be increased from \$7,000 to \$12,000 to make it possible to explore upgrading the equipment to the 486 model level.



METRO

Date: June 8, 1993

To: Finance Committee

From: Donald E. Carlson, ^{DC} Council Administrator

Re: Ordinance No. 93-500, Amending the FY 92-93 Council Department Budget to Purchase Computer Equipment and Software

The purpose of this memo is to provide specific information on the request to upgrade Council Staff computer equipment and software. Attachment 1 provides a list of proposed purchases to upgrade the Council Staff system. This issue of inadequate computer capabilities was identified at the last Council Staff training workshop. Since that time Staff has met twice to identify problems and needs and to agree on potential solutions.

Several problems have been identified including:

1. The Council Clerk and Committee Recorders machines are old and slow and they experience times during which the machines take an inordinate amount of time to process;
2. The Analysts and Recorders have requested the purchase of Excel spread sheet software so the appropriate budget documents can be accessed during the annual budget process (the Finance Department prepares the budget on Excel). Also requesting the purchase of Excel is the Administrative Secretary who spends several hours each week maintaining the department's fiscal records using a hand calculator and outdated software which does not interface well with the existing printer causing it to default which results in wasted time. The use of Excel requires the Windows program and at least a 386 model computer; and
3. The Council Clerk and Committee recorders experience delays in printing Council documents because the existing printer does not have sufficient bins to hold letterhead, memo stock, agenda stock and blank stock. Each time a different document is produced the person must manually change the paper.

To address the problems the Staff requests the upgrading of the personal computers from the 286 model to the 386DX model, the purchase of Windows software, the purchase of a new printer, and various other purchases. The personal computer upgrade will be accomplished with the purchase of three new machines and the retro fitting of 4 existing machines. In regard to the old machines one will be retro fitted to the 386 standard and be assigned to the Presiding

Officer, another will be placed at the MCCI desk and the third will be placed on a mobile cart for use by Councilors in their respective offices.

The specific budget amendment request is to transfer \$11,000 from the Materials and Services category (Election Expense line item) to the Capital Outlay category. This should provide sufficient budget and appropriation authority to make the Capital Outlay expenditures identified on Attachment 1. Ordinance No. 93-500 currently requests the transfer of \$7,000 so this figure needs to be amended to transfer an additional \$4,000 to the Capital Outlay category.

cc: Metro Council

Ord 93-500.memo

PROPOSED EQUIPMENT AND SOFTWARE PURCHASES FOR FY 92-93

AMT.	ITEM DESCRIPTION	UNIT COST	TOTAL COST
CAPITAL EXPENDITURES			
3	386DX W/SVGA computers w/color monitor (PA,SL,MGS)	\$1,139	\$ 3,417
4	386 bare bones computer using existing 286 (JS,JH,DEC,JW)	\$ 520	\$ 2,080
4	SVGA color monitor (JS,JH,LR,JW)	\$ 325	\$ 1,300
1	HP 4si MX printer (purchased but not budgeted)	\$4,040	\$ 4,040
TOTAL CAPITAL EXPENDITURES			\$10,837
MATERIALS AND SERVICES			
COMPUTER SOFTWARE LINE ITEM			
11	Windows w/mouse (for all)	\$ 59	\$ 649
11	WP 5.2 for Windows updates (for all)	\$ 85	\$ 935
4	Excel competitive upgrades from Lotus 123 (MGS,SL,LR,GR)	\$ 123	\$ 492
1	Office (JW)	\$ 120	\$ 120
1	Fax software (Satisfaction Faxibility) **	\$ 351	\$ 351
1	Quiet Keytronics keyboard	\$ 40	\$ 40
SUBTOTAL COMPUTER SOFTWARE			\$2,587
OFFICE SUPPLIES LINE ITEM **			
1	Transcriber (PEA)	\$ 300*	\$ 300
1	Microphone for old "chamber" recorder	\$ 150*	\$ 150
2	Computer tables (SL,LR)	\$ 75*	\$ 150
1	Electronic typewriter (LR)	\$ 150*	\$ 150
SUBTOTAL OFFICE SUPPLIES			\$ 750
TRAINING, TUITION, AND CONFERENCES LINE ITEM **			
2	Computer software group training (Windows, Excel)	\$ 750*	\$ 750
SUBTOTAL TRAINING, TUITION, CONFERENCES			\$ 750
TOTAL MATERIALS AND SERVICES			\$ 4,087
TOTAL PROPOSED EQUIPMENT PURCHASES			\$14,924
* Prices shown are estimates			
** These items may be delayed until FY 93-94			

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING ORDINANCE NO.)
92-449B REVISING THE FY 1992-93 BUDGET)
AND APPROPRIATIONS SCHEDULE FOR)
THE PURPOSE OF TRANSFERRING)
APPROPRIATIONS FROM MATERIALS &)
SERVICES TO CAPITAL OUTLAY IN THE)
COUNCIL DEPARTMENT TO FUND)
FURNITURE PURCHASES)

ORDINANCE NO. 93-500A
Introduced by Judy Wyers,
Presiding Officer

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WHEREAS, The need for a transfer of appropriation has been justified; and

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2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, in order to 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 _____, 1993.

Judy Wyers, Presiding Officer

ATTEST:

Clerk of the Council

**METRO**

DATE: May 20, 1993

TO: Metro Council

FROM: Donald E. Carlson, Council Administrator

RE: Ordinance No. 93-500, Amending the Metro Council FY 1992-93
Department Budget

The purpose of this memorandum is to transmit to you for first reading a proposed ordinance which would amend the Council Department to transfer \$7,000 from the Materials & Services category to the Capital Outlay category. The transfer would enable the Department to purchase a new printer and two new personal computers. The Department is going through a process to assess its equipment needs, and we plan to have additional information to the Finance Committee prior to its consideration of the proposed ordinance.

Additionally, we are reviewing our entire Department budget to make sure that we have sufficient budget and appropriations for the remainder of the fiscal year in all major categories including Personal Services, Materials & Services and Capital Outlay. That review will be given to the Finance Committee prior to their consideration.

cc: Jennifer Sims

BEFORE THE METRO COUNCIL

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92-449B REVISING THE FY 1992-93 BUDGET)
AND APPROPRIATIONS SCHEDULE FOR)
THE PURPOSE OF TRANSFERRING)
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Clerk of the Council

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**Exhibit B
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Ordinance No. 93-500**

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METRO

DATE: June 28, 1993
TO: Rena Cusma, Executive Officer *RC*
FROM: Paulette Allen, Clerk of the Council
RE: TRANSMITTAL OF ORDINANCE NOS. 93-487A, 93-494, 93-496, 93-500A, AND 93-502

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on June 24, 1993.

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, July 1, 1993. 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, *Paulette Allen*, received this memo and true copies of Ordinance Nos. 93-487A, 93-494, 93-496, 93-500A and 93-502 from the Clerk of the Council on *6-28-93*.