

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING ORDINANCE)
NO. 93-487A REVISING THE FY 1993-94)
BUDGET AND APPROPRIATIONS)
SCHEDULE FOR THE PURPOSE OF)
TRANSFERRING \$11,626 FROM THE)
SUPPORT SERVICES FUND)
CONTINGENCY TO FUND 0.42 FTE)
TEMPORARY ASSISTANCE AND RELATED)
MATERIALS & SUPPLIES IN THE FINANCE)
AND MANAGEMENT INFORMATION)
DEPARTMENT)

ORDINANCE NO. 93-508

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1993-94 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 HEREBY ORDAINS:

1. That Ordinance No. 93-487A, Exhibit B, FY 1993-94 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 \$11,626 from the Support Services Fund Contingency to the Finance and Management Information Department to fund 0.42 FTE temporary assistance and related materials and supplies.

2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, 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 9th day of September, 1993.



Judy Wyers, Presiding Officer

ATTEST:



Clerk of the Council

**Exhibit A
Ordinance No. 93-508**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<u>For Information Only</u>							
Finance & Management Information (Financial Planning)							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.30	21,542		0	0.30	21,542
	Senior Manager	1.00	62,055		0	1.00	62,055
	Principal Administrative Services Analyst	1.00	49,089		0	1.00	49,089
	Senior Administrative Services Analyst	1.00	51,052		0	1.00	51,052
	Associate Administrative Services Analyst	2.00	79,072		0	2.00	79,072
	Associate Services Supervisor	0.25	8,749		0	0.25	8,749
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	24,265		0	1.00	24,265
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	0.13	2,400	0.42	9,370	0.55	11,770
511400	OVERTIME		360				360
512000	FRINGE		114,196		1,031		115,227
Total Personal Services		6.68	412,780	0.42	10,401	7.10	423,181
<u>Materials & Services</u>							
521100	Office Supplies		1,000		0		1,000
521110	Computer Software		1,070		500		1,570
521111	Computer Supplies		792		0		792
521240	Graphics/Reprographic Supplies		500		0		500
521310	Subscriptions		920		0		920
521320	Dues		4,350		0		4,350
524190	Misc. Professional Services		36,000		0		36,000
525710	Equipment Rental		0		725		725
526200	Ads & Legal Notices		450		0		450
526310	Printing Services		2,600		0		2,600
526320	Typesetting & Reprographics Services		500		0		500
526440	Delivery Services		550		0		550
526500	Travel		5,000		0		5,000
526800	Training, Tuition, Conferences		4,400		0		4,400
529500	Meetings		300		0		300
Total Materials & Services			58,432		1,225		59,657
Total Capital Outlay			6,500		0		6,500
TOTAL EXPENDITURES		6.68	477,712	0.42	11,626	7.10	489,338

**Exhibit A
Ordinance No. 93-508**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Finance & Management Information Department							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	1.00	71,808		0	1.00	71,808
	Senior Manager	2.00	124,110		0	2.00	124,110
	Managers	1.00	52,118		0	1.00	52,118
	Senior Program Supervisor	3.00	144,102		0	3.00	144,102
	Program Supervisor	1.00	43,756		0	1.00	43,756
	Principal Administrative Services Analyst	1.00	49,089		0	1.00	49,089
	Senior Administrative Services Analyst	1.00	51,052		0	1.00	51,052
	Associate Administrative Services Analyst	2.00	79,072		0	2.00	79,072
	Associate Services Supervisor	1.00	34,995		0	1.00	34,995
	Asst. Management Analyst	2.00	63,917		0	2.00	63,917
	D.P. Systems Analyst	3.00	120,013		0	3.00	120,013
	D.P. Operations Analyst	2.00	70,744		0	2.00	70,744
	D.P. Programmer/Analyst	1.00	37,847		0	1.00	37,847
	Senior Accountant	3.00	131,484		0	3.00	131,484
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	3.00	74,252		0	3.00	74,252
	Office Assistant	1.00	20,063		0	1.00	20,063
	Lead Accounting Clerk	4.00	106,508		0	4.00	106,508
	Accounting Clerk 2	7.00	175,954		0	7.00	175,954
	Program Assistant 1	1.00	21,866		0	1.00	21,866
	D.P. Operator	1.00	29,668		0	1.00	29,668
	D.P. Technical Specialist	2.00	59,336		0	2.00	59,336
	Reproduction Clerk	1.00	27,515		0	1.00	27,515
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.00	18,867	0.42	9,370	1.42	28,237
511400	OVERTIME		5,810		0		5,810
512000	FRINGE		614,585		1,031		615,616
Total Personal Services		45.00	2,228,531	0.42	10,401	45.42	2,238,932
<u>Materials & Services</u>							
521100	Office Supplies		44,961		0		44,961
521110	Computer Software		33,552		500		34,052
521111	Computer Supplies		20,580		0		20,580
521240	Graphics/Reprographic Supplies		500		0		500
521260	Printing Supplies		57,000		0		57,000
521290	Other Supplies		1,700		0		1,700
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		6,356		0		6,356
521320	Dues		6,950		0		6,950
521540	Maintenance & Repairs Supplies-Equipment		3,000		0		3,000
524110	Accounting & Auditing Services		56,000		0		56,000
524190	Misc. Professional Services		52,000		0		52,000
524210	Data Processing Services		12,200		0		12,200
524310	Management Consulting Services		22,500		0		22,500
525640	Maintenance & Repairs Services-Equipment		173,849		0		173,849
525710	Equipment Rental		0		725		725
526200	Ads & Legal Notices		700		0		700
526310	Printing Services		6,900		0		6,900
526320	Typesetting & Reprographics Services		500		0		500
526410	Telephone		1,200		0		1,200
526420	Postage		108,000		0		108,000
526440	Delivery Services		1,200		0		1,200
526500	Travel		22,888		0		22,888

**Exhibit A
Ordinance No. 93-508**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Finance & Management Information Department (continued)							
526700	Temporary Help Services		9,213		0		9,213
526800	Training, Tuition, Conferences		22,250		0		22,250
526900	Misc Other Purchased Services		28,900		0		28,900
528100	License, Permits, Payments to Other Agencies		200		0		200
529500	Meetings		400		0		400
529800	Miscellaneous		1,400		0		1,400
525740	Capital Lease Payments-Furniture & Equipment		97,717		0		97,717
Total Materials & Services			793,716		1,225		794,941
Total Capital Outlay			77,891		0		77,891
TOTAL EXPENDITURES		45.00	3,100,138	0.42	11,626	45.42	3,111,764

General Expenses

Total Interfund Transfers			579,671		0		579,671
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency						
	• General		255,000		(11,626)		243,374
	• Builders License		23,165		0		23,165
599990	Unappropriated Fund Balance-Contractors License		151,566		0		151,566
Total Contingency and Unapp. Balance			429,731		(11,626)		418,105
TOTAL EXPENDITURES		84.30	6,802,525	0.42	0	84.72	6,802,525

Exhibit B
Schedule of Appropriations
Ordinance No. 93-508

	Current Appropriation	Revision	Proposed Appropriation
SUPPORT SERVICES FUND			
Finance and Management Information			
Personal Services	2,228,531	10,401	2,238,932
Materials & Services	793,716	1,225	794,941
Capital Outlay	77,891	0	77,891
Subtotal	3,100,138	11,626	3,111,764
Regional Facilities			
Personal Services	551,748	0	551,748
Materials & Services	312,436	0	312,436
Capital Outlay	5,000	0	5,000
Subtotal	869,184	0	869,184
Personnel			
Personal Services	534,856	0	534,856
Materials & Services	59,646	0	59,646
Capital Outlay	6,675	0	6,675
Subtotal	601,177	0	601,177
Office of General Counsel			
Personal Services	434,876	0	434,876
Materials & Services	23,715	0	23,715
Capital Outlay	0	0	0
Subtotal	458,591	0	458,591
Public Affairs			
Personal Services	669,686	0	669,686
Materials & Services	91,247	0	91,247
Capital Outlay	3,100	0	3,100
Subtotal	764,033	0	764,033
General Expenses			
Interfund Transfers	579,671	0	579,671
Contingency	278,165	(11,626)	266,539
Subtotal	857,836	(11,626)	846,210
Unappropriated Balance	151,566	0	151,566
Total Fund Requirements	6,802,525	0	6,802,525

All Other Appropriations Remain As Previously Adopted

FINANCE COMMITTEE REPORT

ORDINANCE NO. 93-508 REVISING THE FY 1993-94 BUDGET AND
APPROPRIATIONS SCHEDULE TO FUND TEMPORARY ASSISTANCE IN THE FINANCE
AND MANAGEMENT INFORMATION DEPARTMENT

Date: August 30, 1993

Presented By: Councilor Buchanan

COMMITTEE RECOMMENDATION: At its August 25, 1993 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 93-508. Committee members present and voting were Councilors Buchanan, Kvistad, Monroe and Van Bergen. Councilor Devlin was absent.

COMMITTEE DISCUSSION/ISSUES: Craig Prosser, Financial Planning Manager, presented the Staff Report. He stated the purpose of the ordinance is to provide funding for temporary clerical support for the Tax Study Committee. The Financial Planning Division secretary will continue to provide clerical assistance to the Committee and the temporary employee will fill to assist the secretary with part of the existing work load.

In response to a question from the Committee, Mr. Prosser stated this arrangement will terminate on December 31, 1993. The Tax Study Committee is supposed to make its report to the Council by the end of November and the additional time will enable the secretary to distribute the final report and close the files.

Council Staff distributed a revised copy of Exhibit B to the ordinance which corrected a mathematical error in the copy included in the agenda packet.

Exhibit B
Schedule of Appropriations
Ordinance No. 93-508

	Current Appropriation	Revision	Proposed Appropriation
SUPPORT SERVICES FUND			
Finance and Management Information			
Personal Services	2,228,531	10,401	2,238,932
Materials & Services	793,716	1,225	794,941
Capital Outlay	77,891	0	77,891
Subtotal	3,100,138	11,626	3,111,764
Regional Facilities			
Personal Services	551,748	0	551,748
Materials & Services	312,436	0	312,436
Capital Outlay	5,000	0	5,000
Subtotal	869,184	0	869,184
Personnel			
Personal Services	534,856	0	534,856
Materials & Services	59,646	0	59,646
Capital Outlay	6,675	0	6,675
Subtotal	601,177	0	601,177
Office of General Counsel			
Personal Services	434,876	0	434,876
Materials & Services	23,715	0	23,715
Capital Outlay	0	0	0
Subtotal	458,591	0	458,591
Public Affairs			
Personal Services	669,686	0	669,686
Materials & Services	91,247	0	91,247
Capital Outlay	3,100	0	3,100
Subtotal	764,033	0	764,033
General Expenses			
Interfund Transfers	579,671	0	579,671
Contingency	278,165	(11,626)	278,165
Subtotal	857,836	0	857,836
Unappropriated Balance	151,566	0	151,566
Total Fund Requirements	6,802,525	11,626	6,814,151

All Other Appropriations Remain As Previously Adopted.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 93-508 FOR THE PURPOSE OF AMENDING THE FY 1993-94 BUDGET TO PAY FOR CLERICAL SUPPORT TO SUPPORT THE METRO TAX STUDY COMMITTEE.

DATE: August 4, 1993

Presented by: Craig Prosser

PROPOSED ACTION

This ordinance amends the FY 93-94 budget to transfer \$11,626 from the Support Services Fund contingency to the Finance and Management Information Department, Financial Planning Division to pay for temporary clerical support to support the Metro Tax Study Committee.

FACTUAL BACKGROUND AND ANALYSIS

The Metro Tax Study Committee was created on June 24, 1993, by Resolution No. 93-1813A to review new revenue options for Metro. The committee is required to complete its work and report back to the Council by November 15, 1993. Support for the committee is provided by the Financial Planning Division of the Finance and Management Information Department.

The workload generated by the committee is significant. The full committee has met three times, and the committee has now broken into three subcommittees to pursue elements of the scope of work. Support for the committee and its subcommittees includes the preparation and distribution of informational and analytical materials, arranging meetings and meeting agendas, providing public notice of all meetings, keeping minutes of committee discussions, and arranging public hearings. This workload cannot be absorbed by existing staff.

The attached ordinance adds funds to the Financial Planning Division of the Finance and Management Division to hire a temporary clerical worker between now and December 31, 1993. This temporary worker will be used to relieve the existing division secretary of her workload during this period, allowing her to support the Metro Tax Study Committee. The temporary position is needed until December 31, 1993, to allow time to complete the work of the committee, prepare and distribute the final report, and close the committee files. The appropriation transfer includes the cost of the position and rental of a computer and software.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 93-508.