

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)	ORDINANCE NO. 88-277A
88-247 REVISING THE FY 1988-89)	
BUDGET AND APPROPRIATIONS SCHEDULE)	Introduced by the
TO REORGANIZE METRO'S WORD)	Council Finance Committee
PROCESSING FUNCTION)	

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered various needs to modify the FY 1988-89 Budget; and

WHEREAS, The need for a modified budget plan has been justified; and

WHEREAS, Adequate funds exist for identified needs; now, therefore,

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That Ordinance No. 88-247, Exhibit B, FY 1988-89 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this Ordinance for the purpose of reorganizing word processing, making various capital purchases, and reducing department General Fund transfers.

ADOPTED by the Council of the Metropolitan Service District this
8th day of December, 1988.

Mike Ragsdale
Mike Ragsdale Presiding Officer

ATTEST:

A. Marie Wilson
Clerk of the Council

I certify this ordinance was not vetoed by the Executive Officer.

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A. Marie Wilson 1/6/89
Clerk of the Council Date

NOTE: This is Exhibit A to Ordinance No. 88-277 as revised by the Finance Committee on December 1, 1989

Agenda Item No. 7.2

Meeting Date Dec. 8, 1988

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND REVENUE							
Resources							
4300	Fund Balance-Beginning		235,000				235,000
5600	Interest on Investments		108,000				108,000
5820	Transfer from Zoo Operating		826,849		(9,046)		817,803
5830	Transfer from Solid Waste Operating		1,296,939		(11,421)		1,285,518
5850	Transfer from Planning		675,810		(7,300)		668,510
5850	Transfer from Conv. Center Mgmt.		169,975		(1,157)		168,818
5852	Transfer from Conv. Center Capital		538,255		(3,663)		534,592
5855	Transfer from Metro E-R Commission		155,952		(2,340)		153,612
	Total Resources		4,006,780		(34,927)		3,971,853

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Council							
	Total Personal Services	6.66	274,510			6.66	274,510
	Total Materials & Services		87,110				87,110
	Capital Outlay						
8570	Office Furniture & Equipment		3,000		2,700		5,700
	Total Capital Outlay		3,000		2,700		5,700
	TOTAL EXPENDITURES	6.66	364,620	0.00	2,700	6.66	367,320

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
Personal Services							
6020	Directors	1.00	55,049			1.00	55,049
6030	Managers (Finan., Const.)	2.00	101,334			2.00	101,334
6050	Personnel Manager	1.00	41,874			1.00	41,874
6053	Data Processing Administrator	1.00	41,610			1.00	41,610
6055	Chief Accountant	1.00	47,792			1.00	47,792
6058	Administrative Secretary	1.75	36,572			1.75	36,572
6060	Secretary	1.00	17,934			1.00	17,934
6080	Sr. Management Analyst	1.00	29,547			1.00	29,547
6090	Assoc. Management Analyst	3.00	80,403			3.00	80,403
6120	Support Services Supervisor	0.50	14,921			0.50	14,921
6125	D.P. Systems Analyst	1.00	37,308			1.00	37,308
6130	D.P. Operations Analyst	2.00	68,643			2.00	68,643
6190	Senior Accountant	3.00	94,570			3.00	94,570
6195	Lead Accounting Clerk	1.00	23,180			1.00	23,180
6205	Receptionist	1.00	17,270			1.00	17,270
6210	Lead Word Processing Operator	1.00	23,037	(0.90)	(21,027)	0.10	2,010
6220	Reproduction Clerk	1.00	20,898			1.00	20,898
6222	Payroll Clerk	1.00	18,585			1.00	18,585
6230	Accounting Clerk 2	2.00	37,169			2.00	37,169
6240	Word Processing Operator	0.70	11,452	(0.25)	(4,003)	0.45	7,449
6260	Building Operations Worker	0.50	8,637			0.50	8,637
6300	Temporary	1.00	18,800			1.00	18,800
6700	Fringe	0.00	257,720		(7,758)	0.00	249,962
Total Personal Services		28.45	1,104,305	(1.15)	(32,788)	27.30	1,071,517
Materials & Services							
7100	Travel		12,041				12,041
7110	Meetings & Conferences		3,600				3,600
7120	Training & Tuition		38,470				38,470
7130	Dues & Subscriptions		4,075				4,075
7140	Ads & Legal Notices		22,300				22,300
7150	Printing		31,200				31,200
7190	Election Expenses		75,000				75,000
7230	Telephone		64,969				64,969
7250	Fuels & Lubricants		4,300				4,300
7300	Postage		68,060				68,060
7320	Maintenance & Repair-Vehicles		1,400				1,400
7330	Maintenance & Repair-Equipment		117,141		(2,110)		115,031

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration (continued)							
7360	Equipment Rental		2,300				2,300
7410	Supplies- Office		33,743				33,743
7440	Supplies-Graphics		1,000				1,000
7450	Supplies-Other		200				200
7500	Misc. Professional Services		40,500				40,500
7510	Payments to Other Agencies		28,660				28,660
7540	Audit Services		35,000				35,000
7760	Lease Payment-Vehicle		13,680				13,680
7770	Lease Pay.-Furniture & Equip.		206,894		(5,200)		201,694
7900	Miscellaneous		1,395				1,395
	Total Materials & Services		805,928		(7,310)		798,618
	Capital Outlay						
8570	Office Furniture & Equipment		25,520		2,471		27,991
	Total Capital Outlay		25,520		2,471		27,991
	TOTAL EXPENDITURES	28.45	1,935,753	(1.15)	(37,627)	27.30	1,898,126

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Management Services							
Personal Services							
6020	Directors	0.17	9,358			0.17	9,358
6030	Managers (Finan., Const.)	0.50	26,103			0.50	26,103
6058	Administrative Secretary	0.75	15,674			0.75	15,674
6090	Assoc. Management Analyst	1.50	40,202			1.50	40,202
6120	Support Services Supervisor	0.50	14,921			0.50	14,921
6205	Receptionist	1.00	17,270			1.00	17,270
6210	Lead Word Processing Operator	1.00	23,037	(0.90)	(21,027)	0.10	2,010
6220	Reproduction Clerk	1.00	20,898			1.00	20,898
6240	Word Processing Operator	0.70	11,452	(0.25)	(4,003)	0.45	7,449
6260	Building Operations Worker	0.50	8,637			0.50	8,637
6300	Temporary	1.00	18,800			1.00	18,800
6700	Fringe		59,248		(7,758)		51,490
	Total Personal Services	8.62	265,600	(1.15)	(32,788)	7.47	232,812
Materials & Services							
7100	Travel		665				665
7110	Meetings & Conferences		600				600
7120	Training & Tuition		1,000				1,000
7130	Dues & Subscriptions		265				265
7140	Ads & Legal Notices		1,000				1,000
7150	Printing		31,200				31,200
7190	Election Expenses		75,000				75,000
7230	Telephone		58,800				58,800
7250	Fuels & Lubricants		4,300				4,300
7300	Postage		68,060				68,060
7320	Maintenance & Repair-Vehicles		1,400				1,400
7330	Maintenance & Repair-Equipment		34,840		(2,110)		32,730
7360	Equipment Rental		2,300				2,300
7410	Supplies- Office		13,600				13,600
7440	Supplies-Graphics		1,000				1,000
7450	Supplies-Other		200				200
7500	Misc. Professional Services		9,500				9,500
7510	Payments to Other Agencies		7,660				7,660
7760	Lease Payment-Vehicle		13,680				13,680
7770	Lease Pay.-Furniture & Equip.		67,782		(5,200)		62,582
7900	Miscellaneous		1,075				1,075
	Total Materials & Services		393,927		(7,310)		386,617

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Management Services (continued)							
	Capital Outlay						
8570	Office Furniture & Equipment		14,720		600		15,320
	Total Capital Outlay		14,720		600		15,320
	TOTAL EXPENDITURES	8.62	674,247	(1.15)	(39,498)	7.47	634,749

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Data Processing							
	Total Personal Services	4.67	222,662			4.67	222,662
	Total Materials & Services		293,882				293,882
	Capital Outlay						
8570	Office Furniture & Equipment		10,800		1,871		12,671
	Total Capital Outlay		10,800		1,871		12,671
	TOTAL EXPENDITURES	4.67	527,344	0.00	1,871	4.67	529,215

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: General Expenses							
Transfers, Contingency, Unappropriated Balance							
9130	Transfer to Building Mgmt Fund		237,257				237,257
9150	Transfer to Insurance		12,579				12,579
9400	Transfer to Planning Fund		50,709				50,709
9700	Contingency		184,830				184,830
	Unappropriated Fund Balance		85,161				85,161
	Total Trans., Contin., Unappr. Fund Bal.		570,536				570,536
	TOTAL EXPENDITURES	57.36	4,006,780	(1.15)	(34,927)	56.21	3,971,853

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND							
General Expenses							
Transfers, Contingency, Unappropriated Balance							
9100	Transfer to General Fund		826,849		(9,046)		817,803
9150	Transfer to Insurance Fund		169,684				169,684
9200	Transfer to Zoo Capital Fund		1,987,662				1,987,662
9700	Contingency		240,214		9,046		249,260
	Unappropriated Fund Balance		1,146,350				1,146,350
	Total Trans., Contin., Unappr. Fund Bal.		4,370,759		0		4,370,759
	TOTAL EXPENDITURES	156.64	11,594,776	0.00	0	156.64	11,594,776

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SOLID WASTE OPERATING FUND							
General Expenses							
Transfers, Contingency, Unappropriated Balance							
9100	Transfer to General Fund		1,296,939		(11,421)		1,285,518
9130	Transfer to Building Mgmt Fund		67,103				67,103
9150	Transfer to Insurance Fund		559,684				559,684
9320	Transfer to Solid Waste Debt		683,919				683,919
9330	Transfer to Solid Waste Cap.		902,250				902,250
9340	Transfer to St. Johns Reserve		10,429,010				10,429,010
9680	Transfer to Rehab & Enhance.		392,500				392,500
9400	Transfer to Planning		489,625				489,625
9700	Contingency		788,287		11,421		799,708
	Unappropriated Fund Balance		1,243,329				1,243,329
	Total Trans., Contin., Unappr. Fund Bal.		16,852,646		0		16,852,646
	TOTAL EXPENDITURES	39.00	30,156,660	0.00	0	39.00	30,156,660

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
PLANNING & DEVELOPMENT							
	Total Personal Services	10.00	406,997			10.00	406,997
	Total Materials & Services		125,595				125,595
	Capital Outlay						
8570	Office Furniture & Equipment		67,300		2,304		69,604
	Total Capital Outlay		67,300		2,304		69,604
	TOTAL EXPENDITURES	10.00	599,892	0.00	2,304	10.00	602,196

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
TRANSPORTATION							
	Total Personal Services	22.60	894,048			22.60	894,048
	Total Materials & Services		257,750				257,750
	Capital Outlay						
8570	Office Furniture & Equipment		101,752		4,996		106,748
	Total Capital Outlay		101,752		4,996		106,748
	TOTAL EXPENDITURES	22.60	1,253,550	0.00	4,996	22.60	1,258,546

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
PLANNING FUND:General Expenses							
Transfers, Contingency, Unappropriated Balan							
9100	Transfer to General Fund		675,810		(7,300)		668,510
9130	Transfer to Building Mgmt Fund		59,023				59,023
9150	Transfer to Insurance Fund		7,494				7,494
9700	Contingency		362,458				362,458
	Total Trans., Contingency, Un. B		1,104,785		(7,300)		1,097,485
	TOTAL EXPENDITURES	32.60	2,958,227	0.00	0	32.60	2,958,227

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
CONVENTION CENTER PROJECT MANAGEMENT FUND							
General Expenses							
Transfers, Contingency, Unappropriated Balance							
9100	Transfer to General Fund		169,975		(1,157)		168,818
9130	Transfer to Building Management		4,553				4,553
9150	Transfer to Insurance Fund		2,248				2,248
9550	Transfer to Metro E-R Commission		500,000				500,000
9700	Contingency		200,000		1,157		201,157
	Unappropriated Balance		136,114				136,114
Total Trans., Contin., Unappr. Fund. Balance			1,012,890		0		1,012,890
TOTAL EXPENDITURES		1.50	1,162,040	0.00	0	1.50	1,162,040

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
CONVENTION CENTER PROJECT CAPITAL FUND							
General Expenses							
Transfers, Contingency, Unappropriated Balance							
9100	Transfer to General Fund		538,255		(3,663)		534,592
9130	Transfer to Building Fund		14,419				14,419
9150	Transfer to Insurance Fund		57,119				57,119
9700	Contingency		3,665,746		3,663		3,669,409
	Unappropriated Balance		23,938,337				23,938,337
	Total Trans., Contin., Unappr. Fund Balance		28,213,876		0		28,213,876
	TOTAL EXPENDITURES	4.50	63,070,680	0.00	0	4.50	63,070,680

EXHIBIT A
REVISED ORDINANCE NO. 88-277

ACCOUNT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
METROPOLITAN EXPOSITION RECREATION COMMISSION							
General Expenses							
Transfers, Contingency, Unappropriated Balance							
9100	Transfer to General Fund		155,952		(2,340)		153,612
9130	Transfer to Building Management		18,972				18,972
9150	Transfer to Insurance Fund		8,832				8,832
9700	Contingency		288,522		2,340		290,862
	Unappropriated Balance		1,027,185				1,027,185
	Total Trans., Contin., Unappr. Fund Balance		1,499,463		0		1,499,463
	TOTAL EXPENDITURES	8.00	3,266,870	0.00	0	8.00	3,266,870

EXHIBIT B
REVISED ORDINANCE NO. 88-277

SCHEDULE OF APPROPRIATIONS FY 1988-89

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
GENERAL FUND			
Council			
Personal Services	274,510		274,510
Materials & Services:	87,110		87,110
Capital Outlay:	3,000	2,700	5,700
Subtotal	364,620	2,700	367,320
General Counsel			
Personal Services	221,485		221,485
Materials & Services	9,660		9,660
Capital Outlay:	6,426		6,426
Subtotal	237,571	0	237,571
Executive Management			
Personal Services	325,611		325,611
Materials & Services:	59,273		59,273
Capital Outlay:	4,980		4,980
Subtotal	389,864	0	389,864
Finance & Administration			
Personal Services	1,104,305	(32,788)	1,071,517
Materials & Services:	805,928	(7,310)	798,618
Capital Outlay:	25,520	2,471	27,991
Subtotal	1,935,753	(37,627)	1,898,126
Public Affairs			
Personal Services	416,762		416,762
Materials & Services:	89,675		89,675
Capital Outlay:	2,000		2,000
Subtotal	508,437	0	508,437
General Expense			
Contingency	184,830		184,830
Transfers	300,545		300,545
Subtotal	485,375	0	485,375
Unappropriated Balance	85,161	0	85,161
Total General Fund Requirements	4,006,781	(34,927)	3,971,854

EXHIBIT B
REVISED ORDINANCE NO. 88-277

SCHEDULE OF APPROPRIATIONS FY 1988-89

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
ZOO OPERATING FUND			
Administration			
Personal Services	360,860		360,860
Materials & Services:	154,892		154,892
Capital Outlays:	13,224		13,224
Subtotal	528,976	0	528,976
Animal Management			
Personal Services	1,329,839		1,329,839
Materials & Services:	363,675		363,675
Capital Outlays:	22,550		22,550
Subtotal	1,716,064	0	1,716,064
Facilities Management			
Personal Services	1,086,867		1,086,867
Materials & Services:	1,018,771		1,018,771
Capital Outlays:	391,160		391,160
Subtotal	2,496,798	0	2,496,798
Education Services			
Personal Services	457,694		457,694
Materials & Services:	107,711		107,711
Capital Outlays:	15,430		15,430
Subtotal	580,835	0	580,835
Marketing			
Personal Services	129,862		129,862
Materials & Services:	164,729		164,729
Capital Outlay:	5,313		5,313
Subtotal	299,904	0	299,904
Visitor Services			
Personal Services	851,651		851,651
Materials & Services:	715,689		715,689
Capital Outlay:	34,100		34,100
Subtotal	1,601,440	0	1,601,440

EXHIBIT B
REVISED ORDINANCE NO. 88-277

SCHEDULE OF APPROPRIATIONS FY 1988-89

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
General Expenses			
Contingency	240,214	9,046	249,260
Transfers	2,984,195	(9,046)	2,975,149
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Subtotal	3,224,409	0	3,224,409
Unappropriated Balance	1,146,350	0	1,146,350
Total Zoo Operating Fund Requirements	11,594,776	0	11,594,776
SOLID WASTE OPERATING FUND			
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Administration			
Personal Services	251,083		251,083
Materials & Services:	27,508		27,508
Capital Outlay:	5,615		5,615
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Subtotal	284,206	0	284,206
Operations			
Personal Services	549,892		549,892
Materials & Services:	8,783,590		8,783,590
Capital Outlay:	850,000		850,000
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Subtotal	10,183,482	0	10,183,482
System Planning & Engineering			
Personal Services	322,149		322,149
Materials & Services:	1,577,930		1,577,930
Capital Outlay:	850		850
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Subtotal	1,900,929	0	1,900,929
Waste Reduction			
Personal Services	225,462		225,462
Materials & Services:	706,435		706,435
Capital Outlay:	3,500		3,500
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Subtotal	935,397	0	935,397

EXHIBIT B
REVISED ORDINANCE NO. 88-277

SCHEDULE OF APPROPRIATIONS FY 1988-89

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
General Expense			
Contingency	788,287	11,421	799,708
Transfers	14,821,030	(11,421)	14,809,609
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Subtotal	15,609,317	0	15,609,317
Unappropriated Balance	1,243,329	0	1,243,329
Total Solid Waste Operating Fund Requirements	30,156,660	0	30,156,660
PLANNING FUND			
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Transportation Department			
Personal Services	894,048		894,048
Materials & Services:	257,750		257,750
Capital Outlay:	101,752	4,996	106,748
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Subtotal	1,253,550	4,996	1,258,546
Planning & Development Department			
Personal Services	406,997		406,997
Materials & Services:	125,595		125,595
Capital Outlay:	67,300	2,304	69,604
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Subtotal	599,892	2,304	602,196
General Expenses			
Contingency	362,458		362,458
Transfers	742,327	(7,300)	735,027
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Subtotal	1,104,785	(7,300)	1,097,485
Unappropriated Balance	0	0	0
Total Planning Fund Requirements	2,958,227	0	2,958,227
CONVENTION CENTER PROJECT MANAGEMENT FUND			
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Personal Services	75,150		75,150
Materials & Services:	74,000		74,000
Capital	0		0
Transfers	676,776	(1,157)	675,619
Contingency	200,000	1,157	201,157
Unappropriated Balance	136,114		136,114
	<hr/>	<hr/>	<hr/>
Total Convention Center Project Management Fund Requirements	1,162,040	0	1,162,040

EXHIBIT B
REVISED ORDINANCE NO. 88-277

SCHEDULE OF APPROPRIATIONS FY 1988-89

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr style="border-top: 1px dashed black;"/>			
CONVENTION CENTER PROJECT CAPITAL FUND			
<hr style="border-top: 1px dashed black;"/>			
Personal Services	239,624		239,624
Materials & Services:	49,220		49,220
Capital Outlay:	34,567,960		34,567,960
Transfers	609,793	(3,663)	606,130
Contingency	3,665,746	3,663	3,669,409
Unappropriated Balance	23,938,337		23,938,337
	<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>
Total Convention Center Project Capital Fund Requirements	63,070,680	0	63,070,680
METROPOLITAN EXPOSITION-RECREATION COMMISSION FUND			
<hr style="border-top: 1px dashed black;"/>			
Personal Services	444,480		444,480
Materials & Services:	1,322,927		1,322,927
Capital Outlay	0		0
Transfers	183,756	(2,340)	181,416
Contingency	288,522	2,340	290,862
Unappropriated Balance	1,027,185		1,027,185
	<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>
Total Metropolitan Exposition-Recreation Commission Fund	3,266,870	0	3,266,870

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

COMMITTEE REPORT

Agenda Item No. 7.2

Meeting Date December 8, 1988

CONSIDERATION OF ORDINANCE NO. 88-277, AMENDING ORDINANCE NO. 88-247, REVISING THE FY1988-89 BUDGET AND APPROPRIATIONS SCHEDULE TO REORGANIZE METRO'S WORD PROCESSING FUNCTION

Date: December 6, 1988 Presented by: Councilor Tanya Collier
Chair, Finance Committee

COMMITTEE RECOMMENDATION

Committee members present -- Councilors Gardner, Van Bergen and myself -- voted unanimously to recommend Council adoption of Ordinance No. 88-277 as amended. The Committee amended the ordinance to follow Council staff's recommendations and add a printer buffer for Finance and Administration (about \$600) to the General Fund expenditures. Councilors Coleman and DeJardin were absent.

COMMITTEE DISCUSSION & ISSUES

Metro Financial Services Manager, Jennifer Sims, presented Ordinance No. 88-277 amending the FY88-89 budget and appropriations schedule to remove funding for Metro's central word processing function and reappropriate the General Fund (GF) "savings" to:

- o add a secretary to Finance and Administration to work in the Accounting and Data Processing (DP) division; and
- o purchase software and hardware through Finance and Administration/the GF to distribute to various Metro departments.

It was noted the ordinance was not consistent with the Metro Data Processing plan, but deviated from only one part of the plan. Ms. Sims said the Accounting/DP division needed the secretary position because the current PIC employee (Private Industry Council) did not have the necessary abilities to compensate for the loss of central word processing staff. The Committee reviewed Council staff's report (Attachment A) which agrees with eliminating Metro's central word processing function but notes the ordinance does not cover the Council's needs from losing central word processing. The report recommended the following alternate GF "savings" uses:

- o limit reallocating GF monies to: purchase Wordperfect 5.0 to standardize Metro PC word processing software (\$1,871); buy a PC and printer for the Council Office to replace the loss of the Clerk's Wang terminal (\$2,900); and
- o return the remaining GF monies (\$35,529) to department contingencies, reducing GF transfers. For Transportation and Planning and Development return \$2,900 to their respective capital outlay line items to fund a PC for each (\$5,800 total).

It was noted the GF transfers raised concerns for many external organizations and effected other Metro issues (e.g., convention, trade and spectator facilities consolidation, the local dues levy). The Committee agreed reducing the transfers would send a positive signal to other jurisdictions. The Committee further noted the Accounting/DP division secretary position was offered as part of a \$500,000 GF reduction by the Executive Officer during the FY88-89 budget process.

**METRO**

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

Memorandum

Date: November 29, 1988

To: Council Finance Committee

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

Regarding: REVIEW OF ORDINANCE NO. 88-277 FOR THE PURPOSE OF REORGANIZING METRO'S WORD PROCESSING FUNCTION

BACKGROUND & SUMMARY

Ordinance No. 88-277 amends the budget and appropriations schedule to remove funding for Metro's central word processing function. The ordinance eliminates personnel services expenditures for this function for the remainder of FY88-89 (1.7 FTE on an annual basis at \$45,181) and the remaining portion of materials and services (\$20,310 budgeted for 1988-89) for a total "savings" of \$65,491. The ordinance proposes using these savings to:

- o add a secretary to the Finance and Administration Department to work in the Accounting and Data Processing Division; and
- o purchase software and hardware through Finance and Administration/the General Fund (GF) to be distributed to various Metro departments (see Attachment B to the Administration's staff report);

for total expenditures of \$60,648 and net General Fund savings of \$4,843.

ISSUES & ANALYSIS

The elimination of the central word processing function, while it has been occurring on a piecemeal basis during this year, is contrary to the District's Data Processing Plan prepared in 1986 and approved by the former Council Management Committee. The Plan's Executive Summary states the following:

"Word processing should occur at both the departmental level and centrally, utilizing microcomputers compatible with a centralized word processing system. Compatibility of departmental word processing systems with a centralized word processing system will enable word processing text to flow between departments and the central system when required. Centralized word processing would also continue to receive large document drafts similar to current procedures."

As indicated in the Administration's staff report, however, several events have occurred which have brought about the decision to terminate the central word processing function. First, the existing WANG equipment is old and is not usable as a central system. The WANG cannot be connected with the plethora of PC's which are now in each department. Also, the prior Word Processing Operator (Gloria Logan) transferred to the General Counsel's Office, thus taking the experienced operator out of the system. With the transfer of Ms. Logan, use of central word processing dropped significantly. It appears that eliminating the WANG central word processing system is an appropriate change to Metro's data processing plan, but unnecessary duplication at the department level should be avoided.

The proposed computer purchases under Ordinance No. 88-277 would provide Metro departments with additional hardware and software to substitute for any service lost from removing central word processing, but would also fund enhancements to Metro's word processing capabilities. During the past two years the major users of the central word processing system have been the Council Department, Transportation, the Office of General Counsel, and Solid Waste. Solid Waste used central word processing mainly to prepare large bid and facility planning documents and has absorbed this work on their PC network. The General Counsel's word processing needs have been met with the transfer of Ms. Logan (noted above) to General Counsel as Administrative Secretary and the purchase of a personal computer and printer under this year's budget. The ordinance would provide funds for Transportation and Planning and Development departments to meet their word processing needs (Attachment B to the ordinance, items 2 and 4) but would have the expenditures occur through Finance and Administration/the General Fund. Transportation's Strategic Plan for computer development, including the Geographic Information System/RLIS, was considered by the Council and included the addition of another PC to meet word processing needs. Planning and Development's data processing requirements have grown substantially with the increase in staff and related planning responsibilities. A personal computer appears to be warranted to meet their increased workload. Ordinance No. 88-277 also recommends the purchase of WordPerfect 5.0 to standardize Metro's word processing software on the most recent upgrade of this package. This appears to be an appropriate General Fund expenditure as it will provide consistency and compatibility to department word processing documents throughout Metro.

The additional capital purchases recommended in Attachment B, however, do not appear to be linked to service changes resulting from the loss of central word processing. Items 3 and 5 through 11 appear to be enhancements for current PC systems.

Ordinance No. 88-277 also raises the following issues for Council consideration:

- 1) During the FY88-89 budget process, the Council called for a reduction in proposed General Fund expenditures resulting in a

\$500,000 decrease in the Executive's proposed General Fund budget. Under Ordinance No. 88-277, proposed expenditures for department hardware, software and secretarial services would occur through Finance and Administration -- the General Fund. As a result, the remaining General Fund expenditures, resulting from the elimination of a discrete activity, would be reallocated to other activities with net General Fund savings of only \$4,843.

- 2) As a part of the FY88-89 General Fund reductions noted above, the Executive Officer eliminated a proposed secretarial position in Finance & Administration's Accounting and Data Processing division. Ordinance No. 88-277 would revive that position, providing funds for a full-time secretary. New staff positions are generally considered during the budget process with any additions or deletions during the year resulting from unanticipated changes in workload, program requirements, or Council policies. Unless the Accounting and Data Processing division has encountered substantial workload changes necessitating additional clerical support, this position should come under consideration during the annual budget process.
- 3) Attachment B's capital purchases under Ordinance No. 88-277 do not provide equipment for the Council department to make up for the loss of central word processing. The Administration's staff report fails to note the Council department's reliance on central word processing for Council reports, agendas, and, most notably, the Metro Code currently maintained on the central Wang system. Eliminating the Wang system means losing the Council Clerk's Wang terminal; assuming all Council data processing work; and maintaining the Metro Code. Prior to the introduction of this ordinance, Council staff had been operating on the assumption that the central word processing system would be the vehicle for making Metro Council records -- including the Metro Code and an index of ordinances and resolutions -- available to Metro's departments. Based on discussions with Finance & Administration staff, Council staff has been researching software for a central legislative index. Having this information available electronically to all departments would facilitate the tracking of Council meetings and decisions and the preparation of Code amendments and other actions to come before the Council and its committees. Ordinance No. 88-277 does not provide any funding for this legislative system or any Council Office computing needs.

RECOMMENDATION

Based on the above issues, Council staff recommends the following actions for reallocating General Fund "savings" resulting from elimination of central word processing:

- 1) Limit General Fund allocations from the "savings" to the following two items:

- o \$1,871 to Finance & Administration, Data Processing to standardize all of Metro on WordPerfect 5.0; and
- o \$2,700 to the Council Department capital outlay category to supplement current funds (\$1,000) to replace the WANG terminal with a PC (\$2,900) and purchase an ink-jet printer (\$800).

- 2) Reduce FY88-89 Metro departments' General Fund transfers (shown in various operating funds as expenditures) by reimbursing the remaining "savings" back to the departments' contingency funds. For Transportation and Planning and Development, return adequate funds to their respective capital outlay line items (\$2,900 each) to cover an additional PC for each department. These reimbursements and a summary of the General Fund savings are outlined on the following page in Chart 1.

These recommendations ensure that General Funds not spent as a result of the elimination of central word processing are returned to Metro departments as genuine savings. Limited General Fund expenditures make up for word processing service lost by the Council and provide for compatible, updated word processing software throughout Metro. Council staff recommends that the Department of Finance and Administration prepare the necessary exhibits to Ordinance No. 88-277 to achieve these objectives.

- Chart 1 -
Proposed Reallocation of General Fund Savings From Eliminating
Metro's Central Word Processing Function

GENERAL FUND SAVINGS

Personal Services

6210	Lead WP Operator	21,027
6240	WP Operator	4,003
6700	Fringe (@ 31%)	7,760 *

Subtotal 32,790

Materials & Services

7330	Maintenance & Repair	2,110
7770	Lease Payment	5,200

Subtotal 7,310 *

TOTAL 40,100

PROPOSED GENERAL FUND ALLOCATIONS

o	Finance & Administration/DP purchase of WordPerfect 5.0 for Metro	(1,871)
o	Council Office PC & printer	(2,700)

TOTAL (4,571)

NET GENERAL FUND SAVINGS \$35,529

PROPOSED REIMBURSEMENTS TO OTHER FUNDS

(Reduction of General Fund Transfers) **

Planning Fund	(20.9%)	-	7,426
[Transportation - \$4,827 to capital outlay]			
[P&D - 2,599 to capital outlay]			
Solid Waste Operations	(32.7%)	-	11,618
Zoo Operations	(25.9%)	-	9,202
Convention Center Capital	(13.8%)	-	4,903
Metro ER Commission	(6.7%)	-	2,380

\$35,529

* For Personal Services, actual Fringe savings calculated in proportion to actual salary savings; for M&S, only included straight savings from discontinuing the WANG system (\$7,310) -- amount of remaining FY88-89 M&S allocation (\$20,310) to be "saved" is not indicated in the Administration's report. Actual M&S savings will depend on when the unit is disbanded.

** Percentages based on the Adopted FY88-89 Cost Allocation Summary included in the Budget for the various departments allocation to the Management Services Division.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 88-277 AMENDING
ORDINANCE NO. 88-247 REVISING THE FY 1988-89 BUDGET AND
APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF REORGANIZING
METRO'S WORD PROCESSING FUNCTION

Date: November 14, 1988

Presented by Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

Several changes in the Metro work environment have occurred which indicate the word processing function should be reorganized. A central WANG word processing system was installed nearly ten years ago. This system has been staffed by up to 3.2 FTE in past years. The acquisition of personal computers throughout the organization has brought desk top publishing and word processing software to every department and all primary users. The availability of word processing on a decentralized basis has resulted in declining use of the central system.

Also, the standard WordPerfect and Microsoft Word software are incompatible with WANG which further detracts from use of the central system. Another change which has forced an evaluation of word processing services is the recent transfer of the Lead Word Processing Operator to the newly created position of Administrative Secretary, Office of General Counsel. Over 40% of her time in word processing had been devoted to contracts and General Counsel support. As she is continuing that work in her new position, two departments remain in need of word processing/clerical support. The Transportation Department requirements have been met through the authorization of a new secretary position. The Accounting and Data Processing Divisions of Finance & Administration need a Secretary. Therefore it has been concluded that the word processing function can be decentralized with minimum disruption.

WORD PROCESSING REORGANIZATION PLAN

This is a plan for the reallocation of resources to decentralize the word processing function.

The current adopted central word processing budget includes 1.7 FTE at \$45,181 and \$20,310 in materials and services. Planned expenses include the acquisition of a new IBM compatible central system through a lease purchase and the conversion of documents from the WANG. The following plan outlines the key actions, schedule and budget changes for the reorganization:

1. Complete purging of unnecessary documents and conversion to

- Wordperfect by December 31, 1988.
2. Eliminate the Lead Word Processing Operator position and reclassify the Word Processing Operator position to Secretary for Accounting and Data Processing. Duties for the Secretary are in Attachment A.
 3. Utilize savings in personal services and in materials and services resulting from not doing the lease purchase and eliminating maintenance to make capital purchases detailed in Attachment B.

A summary of the budget change is shown below.

	<u>CURRENT BUDGET</u>	<u>REVISION</u>	<u>PROPOSED BUDGET</u>
Personal Services	\$45,181	\$(20,000)	\$25,181
Materials & Services	20,310	(7,310)	13,000
Capital Outlay	<u>-0-</u>	<u>22,467</u>	<u>22,467</u>
	\$65,491	\$(4,843)	\$60,648

This action will result in a net savings in FY 1988-89 of \$4,843 and a future annual savings of \$26,000. The resale value of the old equipment has not been determined but will also add to the cost effectiveness of this proposal.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 88-277.

ATTACHMENT A

Duties of New Accounting/Data Processing Secretary

Under the supervision of the Chief Accountant and Data Processing Administrator, the Secretary will perform the following duties:

1. Serve as receptionist for the Accounting and Data Processing divisions, answering phones and greeting customers.
2. Type correspondence, letters, memos and reports.
3. Open, date stamp and distribute mail.
4. Photocopy reports (monthly financial), memos, letters, etc.
5. Maintain filing systems. Prepare labels/file folders. File correspondence, reports, numerical copies of checks, purchase orders, invoices, statements, canceled checks, accounts payable invoices, payroll information.
6. Perform data entry functions as needed.
7. Prepare payments authorizations for signature by division and department managers.
8. Prepare timesheet summary for submittal to payroll.
9. Prepare daily cash deposit and packet.
10. Maintain and file data disks. Perform print functions of materials prepared by Data Processing/Accounting staff.
11. Distribute payroll checks to departments and monitor pickup log.
12. Accept cash for various Metro document sales, prepare receipts and/or Visa (charge) card invoices.
13. Place invoices, statements or checks into envelopes for mailing.

ATTACHMENT B

Recommended Capital Purchases Under Word Processing Reorganization Plan

The primary objectives of this recommendation are:

1. Establish a consistent word processing software throughout the downtown office.
2. Acquire additional PC's at the highest need locations.
3. Buy A-Series hook-up capability now for maximum buying power.
4. Solve the printer access problem with buffers that allow queuing and access from all connected machines and by providing an additional printer on the second floor.
5. Buy a display projection system that connects to PC's for training use.

The specific hardware and software acquisition recommendations follow in priority order:

1. Standardize all of Metro on WordPerfect 5.0. This would cost about \$1,871 including upgrades of old versions of WordPerfect and purchase of some copies to support new acquisitions.
2. Purchase of Personal Computer for Transportation with ICC hook up to the A-Series. Cost about \$2,900
3. Purchase of Personal Computer for Accounting with ICC hook up to the A-Series. Cost about \$2,900
4. Purchase of Personal Computer for Planning with ICC hook up to the A-Series. Cost about \$2,900.
5. Purchase of Personal Computer for Management Services/Personnel with ICC hook up to the A-Series. Cost about \$2,900.
6. Purchase of Printer Smart buffer for Finance & Administration. Cost about \$600.
7. Purchase of Laser Printer for East end of First Floor. Cost about \$2,600.
8. Purchase of Printer Smart buffer for Accounting/Data Processing. Cost about \$600.
9. Purchase of Printer Smart buffer for Transportation. Cost about \$600.

10. Purchase ICC hook up to the A-Series for four existing systems that will need access before the end of this fiscal year. (Budget, Solid Waste billing system, Data Processing, Contracts) Cost about \$3,000.
11. Purchase display projection unit QA50 or equivalent. Cost about \$1,595.

Total cost of all proposed items is \$22,467.



METRO

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

Memorandum

Date: January 18, 1989

To: Finance Committee

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

Regarding: REVIEW OF ORDINANCE NO. 88-277 FOR THE PURPOSE OF ADDING A SECRETARY POSITION FOR THE ACCOUNTING AND DATA PROCESSING DIVISIONS

The purpose of Ordinance No. 89-281 is to amend the FY 1989 Budget and Appropriations schedule to provide funds for a new secretarial position in the Department of Finance and Administration. The new position would serve the Accounting and Data Processing Divisions. The specific budget and appropriations request (see Exhibits A and B of Ordinance No. 88-281) is for \$9,630 to be added to the personal service expenditure level in the Finance and Administration Department to fund the new full time position. The \$9,630 assumes a salary of \$7.04 per hour (beginning rate) for six months. The money is requested to be transferred from the General Fund Contingency category. On an annual basis, this new position would add approximately \$19,260 (includes salary and fringe) to the size of the General Fund.

This is the second time in two months that this issue is before the Council. On December 8, 1988, the Council voted unanimously to adopt Ordinance No. 88-277 which amended the FY 1988-89 Budget and Appropriations Schedule for certain purposes. The request for a new clerical position was included in that ordinance. The Council on recommendation of the Finance Committee rejected the request by amending the proposed ordinance to eliminate the position. Attached as Attachment 1 are the Finance Committee report on Ordinance No. 88-277 as well as the Council staff review of the ordinance dated November 29, 1988.

Since there are new committee members on the Finance Committee and part of the rationale for rejecting this request earlier is based on the FY 88-89 budget deliberations, attached is a portion of the Council staff analysis of the FY 88-89 Proposed General Fund budget. The memo dated April 20, 1988 is included as Attachment 2. It does not include Exhibits E through M which are not particularly germane to this issue.

New information regarding this issue includes the fact that the Accounting Division has been utilizing the services of PIC (Private Industry Council) employees (only one at a time) to obtain some clerical services. These people have been full time being paid one-half by PIC and one-half by Metro. The current PIC person has been in the Accounting Division for one month.

Finance Committee
January 18, 1989
Page 2

The Finance and Administration Department has been paying the PIC people as "temporary" employees. The Department has also employed a "temporary" clerical person for the main floor office and has employed two people as "temporary" employees to work on Long Range Financial Planning. These latter people are paid approximately \$12.00 per hour for 15 hours per week on a combined basis. Thus, the Department has some flexibility to handle clerical needs.

An ancillary budget issue has been referred to the Finance Committee from the Internal Affairs Committee. During the First Quarter Program Review for General Fund Departments, Council staff raised the issue of the Senior Public Information specialist budgeted in Public Affairs who is apparently working in the Executive Management Department on Executive Management budgeted programs (see Attachment 3 which is an excerpt from the Council staff First Quarter Report analysis). The chairman of the Internal Affairs Committee at the December 1, 1988 meeting referred this matter to the Finance Committee to review the budget implications of this apparent transfer. It might be appropriate to use Ordinance No. 88-277 to make any necessary budget adjustments regarding the Senior Public Information Specialist position.

RECOMMENDATION

Based on the above information, Council staff recommends that the request to amend the FY 88-89 Budget and Appropriations Schedule for the new clerical position in the Finance and Administration Department be denied, and the issue be revisited in the FY 89-90 budget deliberations. In addition, if the Committee is interested in using this ordinance as a method to address any possible budget adjustments regarding the Public Affairs Information Specialist position, then Council staff will investigate the matter and return with possible options for Committee consideration.

DEC:gpwb
88277.ord

COMMITTEE REPORTAgenda Item No. 7.2Meeting Date December 8, 1988CONSIDERATION OF ORDINANCE NO. 88-277, AMENDING ORDINANCE NO. 88-247, REVISING THE FY1988-89 BUDGET AND APPROPRIATIONS SCHEDULE TO REORGANIZE METRO'S WORD PROCESSING FUNCTION

Date: December 6, 1988

Presented by: Councilor Tanya Collier
Chair, Finance CommitteeCOMMITTEE RECOMMENDATION

Committee members present -- Councilors Gardner, Van Bergen and myself -- voted unanimously to recommend Council adoption of Ordinance No. 88-277 as amended. The Committee amended the ordinance to follow Council staff's recommendations and add a printer buffer for Finance and Administration (about \$600) to the General Fund expenditures. Councilors Coleman and DeJardin were absent.

COMMITTEE DISCUSSION & ISSUES

Metro Financial Services Manager, Jennifer Sims, presented Ordinance No. 88-277 amending the FY88-89 budget and appropriations schedule to remove funding for Metro's central word processing function and reappropriate the General Fund (GF) "savings" to:

- o add a secretary to Finance and Administration to work in the Accounting and Data Processing (DP) division; and
- o purchase software and hardware through Finance and Administration/the GF to distribute to various Metro departments.

It was noted the ordinance was not consistent with the Metro Data Processing plan, but deviated from only one part of the plan.

Ms. Sims said the Accounting/DP division needed the secretary position because the current PIC employee (Private Industry Council) did not have the necessary abilities to compensate for the loss of central word processing staff. The Committee reviewed Council staff's report (Attachment A) which agrees with eliminating Metro's central word processing function but notes the ordinance does not cover the Council's needs from losing central word processing. The report recommended the following alternate GF "savings" uses:

- o limit reallocating GF monies to: purchase Wordperfect 5.0 to standardize Metro PC word processing software (\$1,871); buy a PC and printer for the Council Office to replace the loss of the Clerk's Wang terminal (\$2,900); and
- o return the remaining GF monies (\$35,529) to department contingencies, reducing GF transfers. For Transportation and Planning and Development return \$2,900 to their respective capital outlay line items to fund a PC for each (\$5,800 total).

It was noted the GF transfers raised concerns for many external organizations and effected other Metro issues (e.g., convention, trade and spectator facilities consolidation, the local dues levy). The Committee agreed reducing the transfers would send a positive signal to other jurisdictions. The Committee further noted the Accounting/DP division secretary position was offered as part of a \$500,000 GF reduction by the Executive Officer during the FY88-89 budget process.

**METRO**

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

Memorandum

Date: November 29, 1988

To: Council Finance Committee

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

Regarding: REVIEW OF ORDINANCE NO. 88-277 FOR THE PURPOSE OF
 REORGANIZING METRO'S WORD PROCESSING FUNCTION

BACKGROUND & SUMMARY

Ordinance No. 88-277 amends the budget and appropriations schedule to remove funding for Metro's central word processing function. The ordinance eliminates personnel services expenditures for this function for the remainder of FY88-89 (1.7 FTE on an annual basis at \$45,181) and the remaining portion of materials and services (\$20,310 budgeted for 1988-89) for a total "savings" of \$65,491. The ordinance proposes using these savings to:

- o add a secretary to the Finance and Administration Department to work in the Accounting and Data Processing Division; and
- o purchase software and hardware through Finance and Administration/the General Fund (GF) to be distributed to various Metro departments (see Attachment B to the Administration's staff report);

for total expenditures of \$60,648 and net General Fund savings of \$4,843.

ISSUES & ANALYSIS

The elimination of the central word processing function, while it has been occurring on a piecemeal basis during this year, is contrary to the District's Data Processing Plan prepared in 1986 and approved by the former Council Management Committee. The Plan's Executive Summary states the following:

"Word processing should occur at both the departmental level and centrally, utilizing microcomputers compatible with a centralized word processing system. Compatibility of departmental word processing systems with a centralized word processing system will enable word processing text to flow between departments and the central system when required. Centralized word processing would also continue to receive large document drafts similar to current procedures."

As indicated in the Administration's staff report, however, several events have occurred which have brought about the decision to terminate the central word processing function. First, the existing WANG equipment is old and is not usable as a central system. The WANG cannot be connected with the plethora of PC's which are now in each department. Also, the prior Word Processing Operator (Gloria Logan) transferred to the General Counsel's Office, thus taking the experienced operator out of the system. With the transfer of Ms. Logan, use of central word processing dropped significantly. It appears that eliminating the WANG central word processing system is an appropriate change to Metro's data processing plan, but unnecessary duplication at the department level should be avoided.

The proposed computer purchases under Ordinance No. 88-277 would provide Metro departments with additional hardware and software to substitute for any service lost from removing central word processing, but would also fund enhancements to Metro's word processing capabilities. During the past two years the major users of the central word processing system have been the Council Department, Transportation, the Office of General Counsel, and Solid Waste. Solid Waste used central word processing mainly to prepare large bid and facility planning documents and has absorbed this work on their PC network. The General Counsel's word processing needs have been met with the transfer of Ms. Logan (noted above) to General Counsel as Administrative Secretary and the purchase of a personal computer and printer under this year's budget. The ordinance would provide funds for Transportation and Planning and Development departments to meet their word processing needs (Attachment B to the ordinance, items 2 and 4) but would have the expenditures occur through Finance and Administration/the General Fund. Transportation's Strategic Plan for computer development, including the Geographic Information System/RLIS, was considered by the Council and included the addition of another PC to meet word processing needs. Planning and Development's data processing requirements have grown substantially with the increase in staff and related planning responsibilities. A personal computer appears to be warranted to meet their increased workload. Ordinance No. 88-277 also recommends the purchase of WordPerfect 5.0 to standardize Metro's word processing software on the most recent upgrade of this package. This appears to be an appropriate General Fund expenditure as it will provide consistency and compatibility to department word processing documents throughout Metro.

The additional capital purchases recommended in Attachment B, however, do not appear to be linked to service changes resulting from the loss of central word processing. Items 3 and 5 through 11 appear to be enhancements for current PC systems.

Ordinance No. 88-277 also raises the following issues for Council consideration:

- 1) During the FY88-89 budget process, the Council called for a reduction in proposed General Fund expenditures resulting in a

\$500,000 decrease in the Executive's proposed General Fund budget. Under Ordinance No. 88-277, proposed expenditures for department hardware, software and secretarial services would occur through Finance and Administration -- the General Fund. As a result, the remaining General Fund expenditures, resulting from the elimination of a discrete activity, would be reallocated to other activities with net General Fund savings of only \$4,843.

- 2) As a part of the FY88-89 General Fund reductions noted above, the Executive Officer eliminated a proposed secretarial position in Finance & Administration's Accounting and Data Processing division. Ordinance No. 88-277 would revive that position, providing funds for a full-time secretary. New staff positions are generally considered during the budget process with any additions or deletions during the year resulting from unanticipated changes in workload, program requirements, or Council policies. Unless the Accounting and Data Processing division has encountered substantial workload changes necessitating additional clerical support, this position should come under consideration during the annual budget process.
- 3) Attachment B's capital purchases under Ordinance No. 88-277 do not provide equipment for the Council department to make up for the loss of central word processing. The Administration's staff report fails to note the Council department's reliance on central word processing for Council reports, agendas, and, most notably, the Metro Code currently maintained on the central Wang system. Eliminating the Wang system means losing the Council Clerk's Wang terminal; assuming all Council data processing work; and maintaining the Metro Code. Prior to the introduction of this ordinance, Council staff had been operating on the assumption that the central word processing system would be the vehicle for making Metro Council records -- including the Metro Code and an index of ordinances and resolutions -- available to Metro's departments. Based on discussions with Finance & Administration staff, Council staff has been researching software for a central legislative index. Having this information available electronically to all departments would facilitate the tracking of Council meetings and decisions and the preparation of Code amendments and other actions to come before the Council and its committees. Ordinance No. 88-277 does not provide any funding for this legislative system or any Council Office computing needs.

RECOMMENDATION

Based on the above issues, Council staff recommends the following actions for reallocating General Fund "savings" resulting from elimination of central word processing:

- 1) Limit General Fund allocations from the "savings" to the following two items:

- o \$1,871 to Finance & Administration, Data Processing to standardize all of Metro on WordPerfect 5.0; and
 - o \$2,700 to the Council Department capital outlay category to supplement current funds (\$1,000) to replace the WANG terminal with a PC (\$2,900) and purchase an ink-jet printer (\$800).
- 2) Reduce FY88-89 Metro departments' General Fund transfers (shown in various operating funds as expenditures) by reimbursing the remaining "savings" back to the departments' contingency funds. For Transportation and Planning and Development, return adequate funds to their respective capital outlay line items (\$2,900 each) to cover an additional PC for each department. These reimbursements and a summary of the General Fund savings are outlined on the following page in Chart 1.

These recommendations ensure that General Funds not spent as a result of the elimination of central word processing are returned to Metro departments as genuine savings. Limited General Fund expenditures make up for word processing service, lost by the Council and provide for compatible, updated word processing software throughout Metro. Council staff recommends that the Department of Finance and Administration prepare the necessary exhibits to Ordinance No. 88-277 to achieve these objectives.

- Chart 1 -
Proposed Reallocation of General Fund Savings From Eliminating
Metro's Central Word Processing Function

GENERAL FUND SAVINGS

Personal Services

6210	Lead WP Operator	21,027
6240	WP Operator	4,003
6700	Fringe (@ 31%)	7,760 *

Subtotal 32,790

Materials & Services

7330	Maintenance & Repair	2,110
7770	Lease Payment	5,200

Subtotal 7,310 *

TOTAL 40,100

PROPOSED GENERAL FUND ALLOCATIONS

o Finance & Administration/DP	
purchase of WordPerfect 5.0 for Metro	(1,871)
o Council Office PC & printer	(2,700)

TOTAL (4,571)

NET GENERAL FUND SAVINGS \$35,529

PROPOSED REIMBURSEMENTS TO OTHER FUNDS

(Reduction of General Fund Transfers) **

Planning Fund	(20.9%)	-	7,426
[Transportation - \$4,827 to capital outlay]			
[P&D - 2,599 to capital outlay]			
Solid Waste Operations	(32.7%)	-	11,618
Zoo Operations	(25.9%)	-	9,202
Convention Center Capital	(13.8%)	-	4,903
Metro ER Commission	(6.7%)	-	2,380

\$35,529

* For Personal Services, actual Fringe savings calculated in proportion to actual salary savings; for M&S, only included straight savings from discontinuing the WANG system (\$7,310) -- amount of remaining FY88-89 M&S allocation (\$20,310) to be "saved" is not indicated in the Administration's report. Actual M&S savings will depend on when the unit is disbanded.

** Percentages based on the Adopted FY88-89 Cost Allocation Summary included in the Budget for the various departments allocation to the Management Services Division.



METRO

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

Memorandum

Date: April 20, 1988
 To: Budget Committee
 From: Donald E. Carlson, Council Administrator *DKC*
 Regarding: REVIEW OF GENERAL FUND BUDGET

The purpose of the General Fund is to budget and account for the costs of general government (Council and Executive Management activities) and support services (budget, accounting, personnel, legal, public affairs functions) of the District. The General Fund consists of the following Departments: Council, Executive Management, Finance & Administration, Office of General Counsel and Public Affairs. The General Fund is the only operating fund of the District which does not have an external source of revenue. Revenue is derived from transfers from the other operating funds (Zoo, Solid Waste, Planning, Convention Center and MERC) on the basis of a cost allocation plan. Because the question has been raised about the size of the increase in transfers to General Fund, the following historical information is provided to show the changes in the revenue and expenditures of the General Fund.

HISTORY OF GENERAL FUND REVENUE AND EXPENDITURES

Exhibit A provides a five-year picture of actual and proposed revenue for the General Fund. The major sources of revenue have remained the same with the exception of the addition of the convention center related transfers and the change in policy of budgeting the local government dues in the General Fund (now budgeted directly in the Planning Fund). As indicated, the principal revenue sources are the transfers from the other operating funds. Exhibit A shows the total transfers to the General Fund are projected to increase from \$1,769,465 in 1984-85 to \$4,119,983 in 1988-89, a 133 percent increase. The relative relationship of annual payment to the General Fund by the operating funds for selected years is as follows:

Fund	1984-85		1986-87		1988-89 Proposed	
	Actual	%	Actual	%	Budget	%
Zoo Operating	\$ 494,223	(30%)	\$ 452,150	(24%)	\$ 905,161	(22%)
S.W. Operating	797,546	(45%)	733,547	(39%)	1,544,320	(37%)
Planning	477,696	(25%)	451,004	(24%)	699,279	(17%)
C.C. Management	0		239,100	(13%)	190,000	(5%)
C.C. Capital	0		0		601,606	(15%)
MERC	0		0		179,557	(4%)
TOTAL	\$1,769,465	(100%)	\$1,875,801	(100%)	\$4,119,983	(100%)

The payments to the General Fund are made on the basis of a cost allocation plan developed each year as part of the budget process. The summary of the Cost Allocation Plan is shown in the proposed budget in page A-21.

Exhibit B provides a five-year picture of actual and proposed expenditures in the General Fund. As indicated the total operating costs of the fund (Personal Services, Materials & Services and Capital Outlay) are projected to increase from approximately \$1.8 million in 1984-85 to approximately \$3.8 million in 1988-89, a 111 percent increase. During this same period, the total FTE is projected to increase from 34.3 to 60.85. Materials & Services costs are projected to increase by 215 percent from \$438,575 in 1984-85 to \$1,383,301 in 1988-89.

Exhibit C provides a five-year picture of actual and proposed General Fund expenditures by department. As indicated, the most significant increases over the five-year period of time are the costs of the Council, Finance & Administration, and the newly created office of the General Counsel. The actual and proposed increases for the General Fund departments for selected years are as follows:

<u>Department</u>	<u>1984-85 Actual</u>	<u>1986-87 Actual</u>	<u>(Change)</u>	<u>1988-89 Proposed Budget</u>	<u>(Change)</u>
Council	\$ 99,413	\$ 142,877	(+44%)	\$ 408,319	(+186%)
Exec. Mgmt.	239,891	377,251	(+57%)	405,606	(+ 8%)
Off. of General Counsel	0	0	(0%)	269,184	(+269%)
Fin. & Admin.	1,249,962	1,029,283	(-18%)	2,218,241	(+116%)
Public Affairs	244,994	340,448	(+39%)	577,089	(+ 70%)

It should be noted that the Executive Management budget during 1984-85 and 1986-87 included the Council Clerk position which is now budgeted in the Council budget and the General Counsel position which is now budgeted in the office of the General Counsel.

Exhibit D provides a five-year picture of actual and proposed operating expenditures for the District's operating funds. It shows the percentage increases on an annual basis for each operating fund. It shows that the General Fund operating costs remained very stable from 1984-85 through 1986-87, but that for 1986-87 through 1988-89

operating costs are proposed to more the double. Such increases are not being experienced for the other operating funds except that the Solid Waste Department's proposed operating budget for 1988-89 projects a relatively significant increase.

ANALYSIS OF DEPARTMENT REQUESTS

Rather than reiterate material that is written in the Budget Work-book, staff has prepared a series of exhibits which provide summary budget information for each organizational unit in the General Fund and a listing of significant changes in the line items of each budget. This should help point out where the substantial cost increases are occurring. The exhibits attached are as follows:

Exhibit E	Council Budget
Exhibit F	Executive Management Budget
Exhibit G	Office of the General Counsel Budget
Exhibit H	Finance & Administration: Accounting Budget
Exhibit I	Finance & Administration: Management Services Budget
Exhibit J	Finance & Administration: Construction Management Budget
Exhibit K	Finance & Administration: Data Processing Budget
Exhibit L	Finance & Administration: Personnel Budget
Exhibit M	Public Affairs Budget

In addition to the above exhibits, the report of the Presiding Officer's Task Force on Data Processing is attached as Exhibit N. This Task Force was requested by the chair of the Budget Committee to assist the Committee and Council in making a significant decision to upgrade the District's central financial computer system.

Conclusions

As indicated in the above material, staff is concerned about the significant increases in the costs of the General Fund.

This is not only an immediate problem, but will likely be more acute in the next several years after the convention center is constructed and that activity area and revenue source disappears.

Based on the enclosed information, staff recommends that the Committee do the following:

1. Establish a target to reduce the requested General Fund operating costs by \$500,000.

Memorandum

April 20, 1988

Page 4

2. Recommend to the Council that during the next fiscal year the Council explore alternative ways to pay for costs presently being budgeted in General Fund (should they be budgeted in the General Fund or direct charged into the other operating funds).
3. Recommend to the Council that during the next fiscal year the Council revisit the issue of alternative revenue sources to pay for all or part of the current General Fund costs.

DEC/sm
9418C/508

Attachments

EXHIBIT A

HISTORICAL SUMMARY OF GENERAL FUND REVENUE

1984-85 Actual to 1988-89 Proposed

<u>Category</u>	<u>1984-85 Actual</u>	<u>1985-86 Actual</u>	<u>1986-87 Actual</u>	<u>1987-88 Projected Actual</u>	<u>1988-89 Proposed Budget</u>
Fund Balance	\$ 267,396	\$ 529,520	\$ 292,010	\$ 332,655	\$ 235,000
Dues*	587,259*	608,411*	618,530*	0	0
Interest	115,283	82,536	76,748	70,000	108,000
Transfers:					
Zoo Fund	494,223	488,024	452,150	602,837	905,161
S. W. Oper. Fund	797,546	645,292	733,547	1,116,363	1,544,320**
Planning Fund	477,696	428,324	451,004	576,366	699,279
C. Ctr. Maint. Fund	0	0	239,100	89,220	190,000
C. Ctr. Cap. Fund	0	0	0	282,531	601,666
MERC Fund	0	0	0	0	179,557
Transfers Subtotal	\$1,769,465	\$1,561,640	\$1,875,801	\$2,667,317	\$4,119,983
All Other	91,264	32,374	13,779	14,841	0
TOTAL RESOURCES	\$2,830,667	\$2,814,481	\$2,876,868	\$3,084,813	\$4,462,983

*The Local Government dues were budgeted in the General Fund and transferred to the Planning Fund. The actual transfers to the Planning Fund were \$466,887 in 1984-85, \$658,785 in 1985-86 and \$654,554 in 1986-87.

**Does not include revenue to cover costs of Solid Waste programs budgeted in Public Affairs Department (\$663,487 for RIC and Waste Reduction education and promotion).

EXHIBIT B

HISTORICAL SUMMARY OF GENERAL FUND EXPENDITURES

1984-85 Actual to 1988-89 Proposed

<u>Category</u>	<u>1984-85 Actual</u>	<u>1985-86 Actual</u>	<u>1986-87 Actual</u>	<u>1987-88 Projected Actual</u>	<u>1988-89 Proposed Budget</u>	<u>1988-89 ADOPTED BUDGET</u>
Personal Services	\$1,030,330	\$1,105,038	\$1,371,888	\$1,791,524	\$2,436,562	2,338,983
(FTE)	(34.3)	(34.3)	(40.78)	(48.64)	(60.85)	(57.36)
Materials & Services	780,904	438,578	500,018	711,734	1,383,301	1,022,756
Capital Outlay	23,026	289,880*	17,773	63,150	58,576	41,926
Subtotal	<u>\$1,834,260</u>	<u>\$1,833,496</u>	<u>\$1,889,659</u>	<u>\$2,566,408</u>	<u>\$3,878,439</u>	<u>3,403,665</u>
 Transfers:						
Building Fund	\$ 0	\$ 0	\$ 0	\$ 220,000	\$ 272,595	
Insurance Fund	0	0	0	10,211	12,579	
Planning Fund	466,887	658,785	654,554	21,953	50,709	
CTS Fund	0	30,190	0	0	0	
Contingency	0	0	0	0	217,411	
Ending or Unap. Bal.	<u>529,521</u>	<u>292,010</u>	<u>322,655</u>	<u>266,241</u>	<u>31,250</u>	
TOTAL EXPENSE	<u>\$2,830,668</u>	<u>\$2,814,481</u>	<u>\$2,876,868</u>	<u>\$3,084,813</u>	<u>\$4,462,983</u>	

*Of this amount \$278,071 was for improvements to the Metro Center Building funded out of the General Fund rather than the Building Fund.

EXHIBIT C

HISTORICAL SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

1984-85 Actual to 1988-89 Proposed

<u>Department</u>	<u>1984-85</u>		<u>1985-86</u>		<u>1986-87</u>		<u>1987-88</u>		<u>1988-89</u>	
	<u>Actual</u>	<u>FTE</u>	<u>Actual</u>	<u>FTE</u>	<u>Actual</u>	<u>FTE</u>	<u>Projected Actual</u>	<u>FTE</u>	<u>Proposed Budget</u>	<u>FTE</u>
Council	\$ 99,413	(2.0)	\$ 103,310	(2.0)	\$ 142,877	(2.09)	\$ 271,550	(5.0)	\$ 408,319	(8.0)
Executive Management	239,891	(5.5)	255,888	(5.5)	377,051	(9.69)	365,241	(6.62)	405,606	(6.75)
Office of Gen. Counsel	0		0*		0*		57,533	(1.38)	269,184	(5.4)
Finance & Admin.	1,249,962	(18.5)	1,180,554	(18.5)	1,029,283	(19.25)	1,430,145	(24.64)	2,218,241	(29.45)
Public Affairs	244,994	(8.3)	293,744	(8.3)	340,448	(9.75)	441,939	(11.0)	577,089	(11.25)
Transfers	466,887		688,975		654,554		252,164		335,883	
Contingency	0		0		0		0		217,411	
Ending or Unapp. Bal.	529,521		292,010		332,655		266,241		31,250	
TOTAL EXPENDITURES	\$2,830,668	(34.3)	\$2,814,481	(34.3)	\$2,876,868	(40.78)	\$3,084,813	(48.64)	\$4,462,983	(60.85)

*Included in Executive Management Department.

HISTORICAL COMPARISON OF METRO OPERATING COSTS^a

1984-85 Actual to 1988-89 Proposed Budget

Operating Fund	1984-85	1985-86	Change	1986-87	Change	1987-88	Change	1988-89	Change
	Actual	Actual		Actual		Projected Actual		Proposed Budget	
Zoo	\$5,188,168	\$5,237,790	(+ 1%)	\$5,914,513	(+13%)	\$6,430,290	(+ 9%)	\$ 7,102,935	(+10%)
Solid Waste	6,790,023	7,698,281	(+13%)	8,699,535	(+13%)	9,346,819	(+ 7%)	14,336,341	(+53%)
Planning ^b	880,671	815,948	(- 7%)	917,853	(+12%)	1,316,379	(+43%)	1,538,489	(+17%)
General	1,834,260	1,833,496	(0%)	1,889,659	(+ 3%)	2,566,408	(+36%)	3,878,439	(+51%)

^a Does not include Convention Center function since it is under construction. Includes only Personal Services, Materials & Services and Capital Outlay costs.

^b Includes all activities or departments in the Planning Fund or old IRC Fund.

First Quarter Progress Reports - General Fund
 November 30, 1988
 Page 4

logical and appropriate. It would be useful for the Department to start identifying the level of effort in personnel and dollars for each stated program area. This would enable the Council to better understand how resources are being allocated in the Department.

2. There is one vacancy in the Department which has been the case since the start of the fiscal year (Senior Public Information Specialist position formerly held by Jan Schaeffer). The position was assigned full time to the Convention Center Project. What is the Department's intention for this position? Is it needed? Was this position used as a basis for the Convention Center Project's assessment to the General Fund according to the cost allocation plan? If so, should there not be a reallocation of that assessment back to the Project?

3. The Senior Public Information Specialist (Applegate) has physically moved to the Executive Management Department and reportedly assumed functions formerly done by Executive Management employees (managing the Executive Officer's calendar). Is this position still a Public Affairs Department position which contributes toward the Department's work program under the supervision of the Public Affairs Director?

FINANCE AND ADMINISTRATION DEPARTMENT

This department provides fiscal and administrative support services to all Metro departments. Its budget for FY 1988-89 is \$1,912,261, which is 47.7 percent of the total FY 1988-89 General Fund budget. The Finance and Administration Department has five budgeted divisions including Accounting; Management Services; Personnel; Construction Management and Data Processing.

Accounting Division

The Accounting Division's FY 1988-89 budget totals \$376,307, and aside from the Director of Finance and Administration (.16 FTE) and the Financial Services Manager (.25 FTE), has budgeted eight full time permanent positions as follows:

<u>Title</u>	<u>No. of Positions</u>	<u>Incumbent</u>
Accounting Supervisor	1	Cox
Senior Accountant	3	O'Connor, Parno, Potter
Lead Accounting Clerk	1	Smith
Payroll Clerk	1	Fields



METRO

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

Memorandum

Date: December 9, 1988

To: Rena Cusma, Executive Officer

From: Marie Nelson, Clerk of the Council *amn*

Regarding: TRANSMITTAL OF ORDINANCE NOS. 88-274 and 88-277A FOR
CONSIDERATION OF VETO

Attached for your consideration are true copies of Ordinance Nos. 88-274 and 88-277A adopted by the Council on December 9, 1988.

If you wish to veto these ordinances, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, December 15, 1988. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time stated above, this ordinance will be considered finally adopted.

I, *Unette Harley*, received this memo and a true copy of Ordinance No. from the Council Clerk on ~~October 31~~, 1988.
December 9

Dated: December 9, 1988

amn/gpwb
Mac-alt.2



METRO

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

January 5, 1989

Mr. John Kauffman, County Clerk
Clackamas County
8th and Main
Oregon City, OR 97045

Dear Mr. Kauffman:

Enclosed are true copies of the following ordinances adopted by the Metro Council. Please file these ordinances in the Metro file maintained by your county.

- * 88-261, For the Purpose of Amending Chapter 3.01 of the Metropolitan Service District Code to Clarify Standards and Procedures for Identifying Protected Agricultural Land
- * Ordinance No. 88-263, An Ordinance Amending Ordinance No. 88-247 Revising the FY 1988-89 Budget and Appropriations Schedule for the Purpose of Additional Staffing and Capital Purchases in the Transportation Department
- * Ordinance No. 88-266, For the Purpose of Adopting the Regional Solid Waste Management Plan and Rescinding Prior Solid Waste Plan Provisions
- * Ordinance No. 88-268, An Ordinance Adopting a Final Order and Amending the Metro Urban Growth Boundary for Contested Case No. 87-3: Blazer Homes, Inc.
- * Ordinance No. 88-270, An Ordinance Amending Ordinance No. 88-247 Revising the FY 1988-89 Budget and Appropriations Schedule to Provide Funding for Legislative Expenditures and Increased National Association of Regional Council Dues
- * Ordinance No. 88-272, An Ordinance Amending Ordinance No. 88-247 Revising the FY 1988-89 Budget and Appropriations Schedule to Provide Funding for Increase in Oregon Laborer's Trust Health Care Premiums

Metro Council

Richard Waker
Presiding Officer
District 2

Jim Gardner
Deputy Presiding
Officer
District 3

Mike Ragsdale
District 1

Corky Kirkpatrick
District 4

Tom DeJardin
District 5

George Van Bergen
District 6

Sharron Kelley
District 7

Mike Bonner
District 8

Tanya Collier
District 9

Larry Cooper
District 10

David Knowles
District 11

Gary Hansen
District 12

Executive Officer
Rena Cusma

John Kauffman
January 5, 1989
Page 2

- * Ordinance No. 88-273, For the Purpose of Amending Ordinance No. 88-266B (Relating to the Adoption of the Solid Waste Management Plan) By Establishing Enhancement Fees for Solid Waste Facilities and Adding Land Use Goal Findings
- * Ordinance No. 88-274, An Ordinance Amending Ordinance No. 88-247 Revising the FY 1988-89 Budget and Appropriations Schedule to Provide Funding for an Analysis for a Publicly Owned Metro East Transfer & Recycling Center
- * Ordinance No. 88-276, For the Purpose of Adding Section 5.01.085 to the Metro Code Relating to Franchise Agreements
- * Ordinance No. 88-277, An Ordinance Amending Ordinance No. 88-247 Revising the FY 1988-89 Budget and Appropriations Schedule to Reorganize Metro's Word Processing Function
- * Ordinance No. 88-278, For the Purpose of Amending Metro Code Chapter 5.02 Relating to Solid Waste Rates
- * Ordinance No. 88-279, An Ordinance Amending Chapter 2.04 of the Metro Code Relating to Metropolitan Exposition-Recreation Commission Contract Procedures

Sincerely,



A. Marie Nelson
Clerk of the Council

AMN:gpwb

enclosure



METRO

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

January 5, 1989

Mr. Charles D. Cameron
County Administrator
Washington County Courthouse
150 N. First Avenue
Hillsboro, OR 97123

Dear Mr. Cameron:

Enclosed are true copies of the following ordinances adopted by the Metro Council. Please file these ordinances in the Metro file maintained by your county.

Metro Council

Richard Waker
Presiding Officer
District 2

Jim Gardner
Deputy Presiding
Officer
District 3

Mike Ragsdale
District 1

Corky Kirkpatrick
District 4

Tom DeJardin
District 5

George Van Bergen
District 6

Sharron Kelley
District 7

Mike Bonner
District 8

Tanya Collier
District 9

Larry Cooper
District 10

David Knowles
District 11

Gary Hansen
District 12

Executive Officer
Rena Cusma

- * Ordinance No. 88-261, For the Purpose of Amending Chapter 3.01 of the Metropolitan Service District Code to Clarify Standards and Procedures for Identifying Protected Agricultural Land
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- * Ordinance No. 88-268, An Ordinance Adopting a Final Order and Amending the Metro Urban Growth Boundary for Contested Case No. 87-3: Blazer Homes, Inc.
- * Ordinance No. 88-270, An Ordinance Amending Ordinance No. 88-247 Revising the FY 1988-89 Budget and Appropriations Schedule to Provide Funding for Legislative Expenditures and Increased National Association of Regional Council Dues
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Charles D. Cameron
January 5, 1989
Page 2

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Sincerely,



A. Marie Nelson
Clerk of the Council

AMN:gpwb

enclosure



METRO

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

January 5, 1989

Ms. Jane McGarvin
Clerk of the Board
Multnomah County Courthouse
1021 S. W. Fourth Avenue
Portland, OR 97204

Dear Jane,

Enclosed are true copies of the following ordinances adopted by the Metro Council. Please file these ordinances in the Metro file maintained by your county.

Metro Council

Richard Waker
Presiding Officer
District 2

Jim Gardner
Deputy Presiding
Officer
District 3

Mike Ragsdale
District 1

Corky Kirkpatrick
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Tom DeJardin
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Executive Officer
Rena Cusma

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Jane McGarvin
January 5, 1989
Page 2

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- * Ordinance No. 88-279, An Ordinance Amending Chapter 2.04 of the Metro Code Relating to Metropolitan Exposition-Recreation Commission Contract Procedures

Sincerely,



A. Marie Nelson
Clerk of the Council

AMN:gpwb

enclosure