

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)	ORDINANCE NO. 89-281
88-247 REVISING THE FY 1988-89)	
BUDGET AND APPROPRIATIONS SCHEDULE)	Introduced by Rena Cusma,
FOR THE PURPOSE OF ADDING A)	Executive Officer
SECRETARY POSITION FOR THE)	
ACCOUNTING AND DATA PROCESSING)	
DIVISIONS)	

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need 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 adding one full time Secretary position to the Accounting and Data Processing divisions.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1989.

NOT ADOPTED

Mike Ragsdale, Presiding Officer

ATTEST:

Clerk of the Council

a(res1):\ordsec

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 89-281 AMENDING
ORDINANCE NO. 88-247 REVISING THE FY 1988-89 BUDGET AND
APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF ADDING A
SECRETARY POSITION FOR THE ACCOUNTING AND DATA
PROCESSING DIVISIONS

Date: December 28, 1988

Presented by: Ray Phelps

FACTUAL BACKGROUND AND ANALYSIS

The passage of Ordinance No. 88-277 by the Council on December 8, 1988, reallocated the budgeted resources for the central word processing function and the purchase of new word processing equipment. This effort by the administration proposed a reduction in General Fund expenses by \$4,843 for Fiscal Year 1988-89. In addition, the previously proposed change would have reduced by \$26,000 per year the amount of the cost allocation plan for the General Fund in future fiscal years.

One significant element of our reorganization of the Finance and Administration Department in order to eliminate the word processing function was the reclassification of the existing word processing operator position to a secretary position. It was planned that this budgeted FTE would be reassigned to the Accounting and Data Processing sections. This change in work assignments was not approved by the Council.

The failure to provide secretarial support for the Accounting and Data Processing sections will reduce the efficiency of the employees in these two sections. Furthermore, this lack of clerical support may adversely impact the effectiveness of the staff to successfully meet their work program for the installation of the District's new Financial Management System.

I am requesting the restoration of the budgeted FTE. This action will not result in a new FTE position or any new expenditure in addition to the original adopted budget for the General Fund. As I have previously stated, this change in fact will reduce the General Fund in a responsible manner for this fiscal year and in future fiscal years.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 89-281.

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.

EXHIBIT A
ORDINANCE NO. 89-281

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	0.50	7,350	1.50	25,284
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	0.10	2,010			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	0.45	7,449			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		249,962		2,280		252,242
	Total Personal Services	27.30	1,071,517	0.50	9,630	27.80	1,081,147
	Total Materials & Services		798,618		0		798,618
	Total Capital Outlay		27,991		0		27,991
	TOTAL EXPENDITURES	27.30	1,898,126	0.50	9,630	27.80	1,907,756

EXHIBIT A
ORDINANCE NO. 89-281

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		(9,630)		175,200
	Unappropriated Fund Balance		85,161				85,161
	Total Trans., Contin., Unappr. Fund Bal.		570,536		(9,630)		560,906
	TOTAL EXPENDITURES	56.21	3,971,854	0.50	0	56.71	3,971,854

EXHIBIT B
ORDINANCE NO. 89-281

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 Outlays:	5,700		5,700
Subtotal	367,320	0	367,320
General Counsel			
Personal Services	221,485		221,485
Materials & Services	9,660		9,660
Capital Outlays:	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 Outlays:	4,980		4,980
Subtotal	389,864	0	389,864
Finance & Administration			
Personal Services	1,071,517	9,630	1,081,147
Materials & Services:	798,618		798,618
Capital Outlays:	27,991		27,991
Subtotal	1,898,126	9,630	1,907,756
Public Affairs			
Personal Services	416,762		416,762
Materials & Services:	89,675		89,675
Capital Outlays:	2,000		2,000
Subtotal	508,437	0	508,437
General Expense			
Contingency	184,830	(9,630)	175,200
Transfers	300,545		300,545
Subtotal	485,375	(9,630)	475,745
Unappropriated Balance	85,161	0	85,161
Total General Fund Requirements	3,971,854	0	3,971,854

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED