

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1999-00)	ORDINANCE NO. 00-863
BUDGET AND APPROPRIATIONS)	
SCHEDULE FOR THE PURPOSE OF)	
ADJUSTING THE EXPENDITURES IN THE)	Introduced by Mike Burton,
CONTRACTOR'S BUSINESS LICENSE)	Executive Officer
PROGRAM; AND DECLARING AN)	
EMERGENCY)	

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1999-00 Budget; and

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

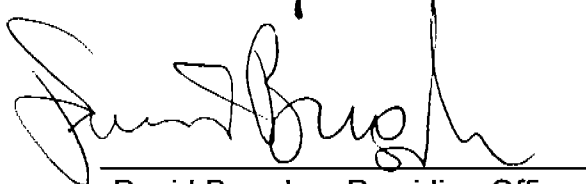
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 1999-00 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring funds from contingency to materials and services to reflect the payment of Contractor's Business License proceeds to local jurisdictions during FY 99-00.

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

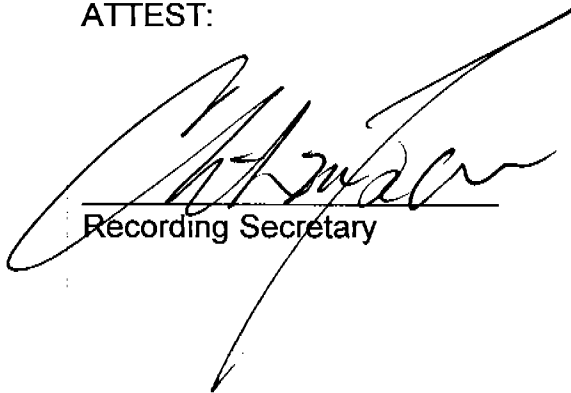
ADOPTED by the Metro Council this 11th day of May, 2000.



David Bragdon, Presiding Officer

ATTEST:

Approved as to Form:



Recording Secretary



Daniel B. Cooper, General Counsel

Exhibit A
Ordinance No. 00-863

Support Services Fund

ACCT	DESCRIPTION	FY 1999-00 Current Budget		Revision		FY 1999-00 Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenditures							
<i>Personal Services</i>							
<i>SALWGE Salaries & Wages</i>							
5000	Elected Official Salaries						
	Auditor	1.00	72,334	0.00	0	1.00	72,334
5010	Reg Employees-Full Time-Exempt						
	Administrative Assistant IV	2.00	76,539	0.00	0	2.00	76,539
	Director I	1.00	92,453	0.00	0	1.00	92,453
	Director II	0.90	89,997	0.00	0	0.90	89,997
	General Counsel	1.00	99,997	0.00	0	1.00	99,997
	Legal Counsel I	1.00	66,986	0.00	0	1.00	66,986
	Legal Counsel II	3.00	250,081	0.00	0	3.00	250,081
	Manager I	2.00	143,176	0.00	0	2.00	143,176
	Manager II	3.00	225,364	0.00	0	3.00	225,364
	Program Analyst III	3.00	167,787	0.00	0	3.00	167,787
	Program Analyst IV	4.90	293,058	0.00	0	4.90	293,058
	Program Director I	0.40	33,179	0.00	0	0.40	33,179
	Program Supervisor I	3.00	148,319	0.00	0	3.00	148,319
	Program Supervisor II	3.00	191,355	0.00	0	3.00	191,355
	Service Supervisor II	0.20	8,492	0.00	0	0.20	8,492
	Auditor's Administrative Assistant	1.00	40,320	0.00	0	1.00	40,320
	Administrative Assistant	1.00	37,057	0.00	0	1.00	37,057
	Assoc. Management Analyst	1.00	49,240	0.00	0	1.00	49,240
	Asst. Management Analyst	2.00	81,394	0.00	0	2.00	81,394
	Construction Coordinator	1.00	61,641	0.00	0	1.00	61,641
	Management Technician	0.45	17,462	0.00	0	0.45	17,462
	Programmer/Analyst	1.00	51,701	0.00	0	1.00	51,701
	Senior Accountant	1.00	49,240	0.00	0	1.00	49,240
	Senior Auditor	3.00	192,831	0.00	0	3.00	192,831
	Systems Specialist	6.00	259,897	0.00	0	6.00	259,897
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Assistant II	1.00	25,572	0.00	0	1.00	25,572
	Administrative Assistant III	2.90	102,229	0.00	0	2.90	102,229
	Administrative Assistant IV (legal only)	3.00	110,046	0.00	0	3.00	110,046
	Archive Technician	1.00	32,868	0.00	0	1.00	32,868
	Accounting Clerk 2	6.00	181,596	0.00	0	6.00	181,596
	Administrative Secretary	0.25	8,496	0.00	0	0.25	8,496
	Building Service Worker	0.45	14,054	0.00	0	0.45	14,054
	Building Services Technician	0.45	17,921	0.00	0	0.45	17,921
	Lead Accounting Clerk	3.00	110,544	0.00	0	3.00	110,544
	Management Technician	2.63	93,042	0.00	0	2.63	93,042
	Office Assistant	1.00	23,656	0.00	0	1.00	23,656
	Program Assistant 1	1.00	26,102	0.00	0	1.00	26,102
	Reproduction Clerk	2.00	62,461	0.00	0	2.00	62,461
	Secretary	1.00	24,294	0.00	0	1.00	24,294
	Technical Assistant	2.00	64,807	0.00	0	2.00	64,807
	Technical Specialist	4.50	177,620	0.00	0	4.50	177,620
5020	Reg Empl-Part Time-Exempt		0		0		0
5025	Reg Empl-Part Time-Non-Exempt		0		0		0
	Program Assistant 1	0.50	11,046	0.00	0	0.50	11,046
5030	Temporary Employees		39,547		0		39,547
5080	Overtime		32,013		0		32,013
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		1,357,867		0		1,357,867
Total Personal Services		79.53	\$5,315,681	0.00	\$0	79.53	\$5,315,681

Exhibit A
Ordinance No. 00-863

Support Services Fund

ACCT	DESCRIPTION	FY 1999-00 Current Budget		Revision		FY 1999-00 Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenditures							
<i>Materials & Services</i>							
<i>GOODS</i>	<i>Goods</i>						
5201	Office Supplies		134,853		0		134,853
5205	Operating Supplies		94,896		0		94,896
5210	Subscriptions and Dues		48,618		0		48,618
5214	Fuels and Lubricants		500		0		500
5215	Maintenance & Repairs Supplies		4,520		0		4,520
<i>SVCS</i>	<i>Services</i>						
5240	Contracted Professional Svcs		351,770		0		351,770
5250	Contracted Property Services		0		0		0
5251	Utility Services		93,188		0		93,188
5255	Cleaning Services						
5260	Maintenance & Repair Services		334,604		0		334,604
5265	Rentals		1,100		0		1,100
5280	Other Purchased Services		161,379		0		161,379
<i>IGEXP</i>	<i>Intergov't Expenditures</i>						
5300	Payments to Other Agencies		250,325		280,000		530,325
<i>OTHEXP</i>	<i>Other Expenditures</i>						
5450	Travel		43,953		0		43,953
5455	Staff Development		76,982		0		76,982
5490	Miscellaneous Expenditures		7,301		0		7,301
Total Materials & Services			\$1,603,989		\$280,000		\$1,883,989
<i>Debt Service</i>							
<i>CAPLSE</i>	<i>Capital Lease Payments</i>						
5600	Capital Lease Pmts-Principal		85,374		0		85,374
5605	Capital Lease Pmts-Interest		11,710		0		11,710
Total Debt Service			\$97,084		\$0		\$97,084
<i>Capital Outlay</i>							
<i>CAPNON</i>	<i>Capital Outlay (Non-CIP Projects)</i>						
5750	Office Furn & Equip (non-CIP)		38,435		0		38,435
<i>CAPCIP</i>	<i>Capital Outlay (CIP Projects)</i>						
5755	Office Furniture & Equip (CIP)		161,950		0		161,950
Total Capital Outlay			\$200,385		\$0		\$200,385
<i>Interfund Transfers</i>							
<i>INTCHG</i>	<i>Internal Service Transfers</i>						
5800	Transfer for Indirect Costs						
	* to Building Mgmt Fund		553,526		0		553,526
	* to Risk Mgmt-Liability		13,079		0		13,079
	* to Risk Mgmt-Worker Comp		6,968		0		6,968
<i>EQTCHG</i>	<i>Fund Equity Transfers</i>						
5810	Transfer of Resources						
	* General Fund		1,642,792		0		1,642,792
	* Building Management Fund		35,000		0		35,000
Total Interfund Transfers			\$2,251,365		\$0		\$2,251,365

Exhibit A
Ordinance No. 00-863

Support Services Fund

ACCT	DESCRIPTION	FY 1999-00 Current Budget		Revision		FY 1999-00 Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenditures							
<i>Contingency and Ending Balance</i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency						
	* General		456,469		(266,096)		190,373
	* Contractor's License		13,904		(13,904)		0
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance						0
	* Contractor's License		253,717		0		253,717
	* Capital Replacement Reserve (Infolink)		77,088		0		77,088
	* Contingency/Unrestricted		0		0		0
	* Operating System Replacement Reserve		0		0		0
Total Contingency and Ending Balance			\$801,178		(\$280,000)		\$521,178
TOTAL REQUIREMENTS		79.53	\$10,269,682	0.00	\$0	79.53	\$10,269,682

Exhibit B
Ordinance No. 00-863
FY 1999-00 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Amended Appropriation
SUPPORT SERVICES FUND			
Administrative Services/Human Resources			
Operating Expenses (PS & M&S)	\$5,486,937	\$280,000	\$5,766,937
Debt Services	97,084	0	97,084
Capital Outlay	200,385	0	200,385
Subtotal	5,784,406	280,000	6,064,406
Office of General Counsel			
Operating Expenses (PS & M&S)	843,933	0	843,933
Subtotal	843,933	0	843,933
Office of Citizen Involvement			
Operating Expenses (PS & M&S)	65,430	0	65,430
Subtotal	65,430	0	65,430
Office of the Auditor			
Operating Expenses (PS & M&S)	612,640	0	612,640
Subtotal	612,640	0	612,640
General Expenses			
Interfund Transfers	2,251,365	0	2,251,365
Contingency	381,103	(280,000)	101,103
Subtotal	2,632,468	(280,000)	2,352,468
Unappropriated Balance	330,805	0	330,805
Total Fund Requirements	\$10,269,682	\$0	\$10,269,682

All other Appropriations Remain as Previously Adopted

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 00-863 AMENDING THE FY 1999-00 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF ADJUSTING EXPENDITURES IN THE CONTRACTOR'S BUSINESS LICENSE PROGRAM; AND DECLARING AN EMERGENCY.

Date: March 22, 2000

Presented by: Jennifer Sims
Don Cox

FACTUAL BACKGROUND AND ANALYSIS

ORS 701.015 requires Metro to maintain a Contractor's Business License program, to provide a "passport" business license for contractors in specified fields to be able to conduct their business in any of the 19 participating jurisdictions.

The Accounting Services Division of the Administrative Services Department administers the program, and distributes the proceeds of the license fees to the jurisdictions on a proportional basis. Currently, the payment to the cities occurs in the fiscal year following collection of the fees. The total amount disbursed to the cities in the past three fiscal years has ranged from \$219,000 to \$237,000; the amount in the Proposed Budget for FY 2000-01 is \$268,000.

This ordinance would move the payment to the cities of their share of business license proceeds into FY 1999-00, the year the revenue is received, instead of postponing it to the following fiscal year. The impetus for this action is an upcoming change in accounting regulations being implemented by the Government Accounting Standards Board (GASB), through its Statement #34. Effective FY 2001-02, GASB will begin requiring all governments to adopt "full accrual" accounting, which in essence requires that known liabilities, such as the license fee payments to local jurisdictions, be expended in the year in which they are incurred. This procedure will not change the timing of the actual payment to the cities, and is only an accounting accrual and financial reporting matter. Although this requirement does not occur until FY 2001-02, the department is working to come into compliance with the many new requirements of GASB #34 as soon as possible, in order to reduce additional work required in the coming year.

PROPOSED ACTION

This ordinance would transfer \$280,000 from the Support Services Fund contingency to Materials & Services in the Administrative Services Department budget. The amount transferred includes the portion of the Support Services Fund contingency that is earmarked for this program (\$13,904), with the remainder coming from the undesignated fund contingency. This amount represents the payments projected to be due local jurisdictions, based on estimated business license sales through June 30, 2000.

BUDGET IMPACT

This ordinance would reduce the Support Services Fund's contingency by \$280,000, and increase materials and services expenditures by the same amount. As this is a self-sustaining program and not allocated through the cost allocation plan, there will not be any impact to other department.

There will be a corresponding request to amend the FY 2000-01 budget to eliminate the fund balance carryover dedicated to the Contractor License program. In future years, the payments will be budgeted in the year in which the revenue is received.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 00-863