

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 2000-01) ORDINANCE NO. 01-908
BUDGET AND APPROPRIATIONS)
SCHEDULE BY TRANSFERRING)
APPROPRIATIONS FROM OPERATING)
EXPENSES TO CAPITAL OUTLAY IN THE) Introduced by Mike Burton,
ADMINISTRATIVE SERVICES DEPARTMENT) Executive Officer
WITHIN THE SUPPORT SERVICES FUND;)
AND DECLARING AN EMERGENCY)
)

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 2000-01 Budget; and

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

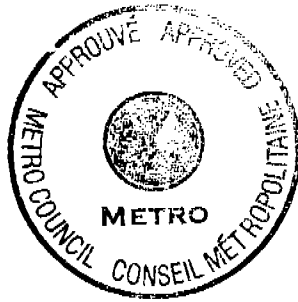
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

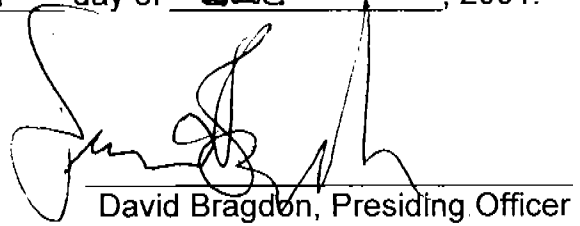
THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2000-01 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibit A to this Ordinance for the purpose of transferring funds from operating expenses to capital outlay in the Administrative Services Department within the Support Services Fund to provide for web related expenditures.

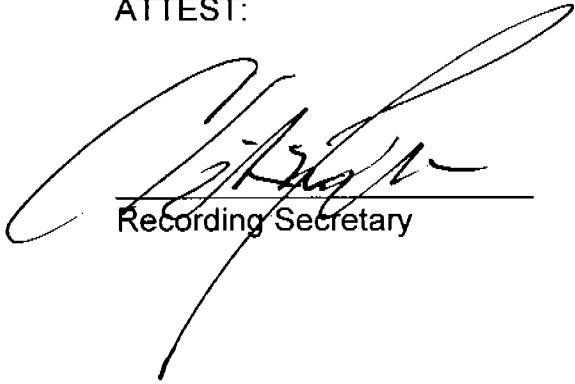
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 14th day of June, 2001.




David Bragdon, Presiding Officer

ATTEST:


Recording Secretary

Approved as to Form:

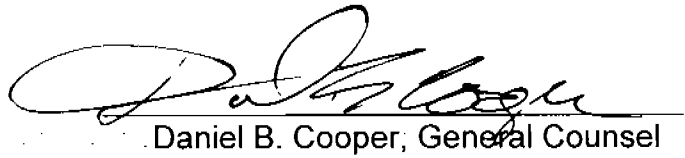

Daniel B. Cooper, General Counsel

Exhibit A
Ordinance No. 01-908
FY 2000-01 SCHEDULE OF APPROPRIATIONS

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Amended Appropriation</u>
SUPPORT SERVICES FUND			
Administrative Services/Human Resources			
Operating Expenses (PS & M&S)	\$3,877,348	(\$25,000)	\$3,852,348
Capital Outlay	21,990	25,000	46,990
<u>Subtotal</u>	<u>3,899,338</u>	<u>0</u>	<u>3,899,338</u>
Information Technology			
Operating Expenses (PS & M&S)	1,867,126	0	1,867,126
Debt Services	111,951	0	111,951
Capital Outlay	465,691	0	465,691
<u>Subtotal</u>	<u>2,444,768</u>	<u>0</u>	<u>2,444,768</u>
Office of General Counsel			
Operating Expenses (PS & M&S)	978,955	0	978,955
<u>Subtotal</u>	<u>978,955</u>	<u>0</u>	<u>978,955</u>
Office of Citizen Involvement			
Operating Expenses (PS & M&S)	57,914	0	57,914
<u>Subtotal</u>	<u>57,914</u>	<u>0</u>	<u>57,914</u>
Office of the Auditor			
Operating Expenses (PS & M&S)	597,878	0	597,878
<u>Subtotal</u>	<u>597,878</u>	<u>0</u>	<u>597,878</u>
General Expenses			
Interfund Transfers	2,142,282	0	2,142,282
Contingency	261,905	0	261,905
<u>Subtotal</u>	<u>2,404,187</u>	<u>0</u>	<u>2,404,187</u>
Unappropriated Balance	147,000	0	147,000
Total Fund Requirements	\$10,530,040	\$0	\$10,530,040

All Other Appropriations Remain as Previously Adopted

BUDGET COMMITTEE REPORT

CONSIDERATION OF **ORDINANCE NO. 01-908**, FOR THE PURPOSE OF AMENDING THE FY 2000-01 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING APPROPRIATIONS FROM OPERATING EXPENSES TO CAPITAL OUTLAY IN THE ADMINISTRATIVE SERVICES DEPARTMENT WITHIN THE SUPPORT SERVICES FUND; AND DECLARING AN EMERGENCY

Date: May 30, 2001

Presented by: Councilor Monroe

Committee Recommendation: At its May 30, 2001, meeting, the Budget Committee voted 5-0 to recommend Council adoption of Ordinance No. 01-908. Voting in favor: Councilors Atherton, Bragdon, Burkholder, McLain, and Monroe. Voting against: None. Absent: Councilors Park and Hosticka.

Background: Jennifer Sims, Administrative Services (ASD) Director, presented the staff report. She stated that the proposed ordinance will transfer \$25,000 in appropriations in the Administrative Services Department from operations to capital to pay for a new replacement check printing and folding machine. Staff has experimented with various ways of addressing the ongoing problem of efficient printing and folding, and has found that a machine best meets their needs, particularly in relationship to payroll checks where sending the work out to be done represents a security issue.

Committee Issues/Discussion: Councilor Burkholder asked if ASD was looking into ways of reducing costs by turning to electronic or paperless processing methods. Ms. Sims replied that she felt Metro was doing well in regards to subscriptions to direct deposit, although there is always room for improvement.

Key Public Testimony: There was none.

STAFF REPORT

ORDINANCE NO. 01-908, FOR THE PURPOSE OF AMENDING THE FY 2000-01 BUDGET AND APPROPRIATIONS SCHEDULE, TRANSFERRING \$25,000 FROM OPERATING EXPENSES TO CAPITAL OUTLAY IN THE ADMINISTRATIVE SERVICES DEPARTMENT WITHIN THE SUPPORT SERVICES FUND; AND DECLARING AN EMERGENCY

Date: May 3, 2001

Presenter: Jennifer Sims

DESCRIPTION

The Administrative Services Department (ASD) is requesting a transfer of \$25,000 in appropriation authority from Operating Expenditures to Capital Outlay, to purchase a new standard register check printer and folder for use in the Accounting Services Division. Existing equipment is wearing out.

EXISTING LAW

ORS 294.450 provides for transfers of appropriations within a fund if such transfers are authorized by official resolution or ordinance of the local jurisdiction's governing body.

BACKGROUND AND DISCUSSION

The Accounting Services Division of ASD prints thousands of checks each month using standard register check printing and folding equipment. The existing equipment is wearing out, and Payroll now has to either fold paychecks by hand (over 1,200 each payroll) or take them to the mail room for folding, which poses a security issue. The printer is becoming more difficult to adjust and maintain, requiring more frequent cleaning and replacement of the ink cartridge. The equipment is also requiring more frequent service calls to keep it running. Replacement also includes a software system upgrade from DOS to a Windows-based system.

The purchase of a replacement check printer and folder is required to continue the smooth operations of the Accounting Services Division. Estimated cost of the equipment is \$22,235; the request of \$25,000 provides a contingency to cover unanticipated additional costs if they arise.

BUDGET IMPACT

The adopted budget for Administrative Services Department included capital outlay appropriations for replacement of two satellite copiers. These copiers were purchased in July. There are not sufficient appropriations remaining to purchase the check printer and folder. However, due to savings generated through staff vacancies during the year, there are sufficient appropriations available in operating expenditures to transfer to capital outlay. This expenditure does not increase ASD's total appropriation authority, but moves appropriation to the Capital Outlay category to allow purchase of this capital asset

OUTSTANDING QUESTIONS

None.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 01-908.