

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING)	RESOLUTION NO. 88-901
RESOLUTION NO. 87-744, REVISING)	
THE FY 1987-88 BUDGET & APPRO-)	Introduced by the
PRIATIONS SCHEDULE FOR COMPUTER)	Executive Officer
PURCHASES AND ZOO OPERATIONS)	

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered various needs to modify the FY 1987-88 Budget; and

WHEREAS, The needs for additional funding or a modified budget plan are justified; and

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

BE IT RESOLVED,

That Resolution No. 87-744, Exhibit B, FY 1987-88 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this Resolution.

ADOPTED by the Council of the Metropolitan Service District
this 5th day of May, 1988.



Presiding Officer

JS/srs
9335C/540
04/04/88

EXHIBIT A
RESOLUTION NO. 88-901

GENERAL FUND:Public Affairs		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<u>Personal Services</u>							
6020	Directors	1.00	47,488			1.00	47,488
6060	Secretary	1.00	18,261			1.00	18,261
6080	Analyst 3	2.00	60,782			2.00	60,782
6100	Analyst 1	1.00	19,305			1.00	19,305
6115	Public Info Specialist 2	3.00	74,348			3.00	74,348
6135	Graphics Coordinator	1.00	30,263			1.00	30,263
6145	Graphics Designer 2	1.00	22,170			1.00	22,170
6300	Temporary	1.00	17,678			1.00	17,678
6700	Fringe		86,278				86,278
	Total Personal Services	11.00	376,573	0.00	0	11.00	376,573
<u>Materials & Services</u>							
7100	Travel		2,200				2,200
7110	Meetings & Conferences		1,425				1,425
7120	Training & Tuition		1,050				1,050
7130	Dues & Subscriptions		3,736				3,736
7140	Ads & Legal Notices		4,000				4,000
7150	Printing		18,500				18,500
7160	Typesetting		9,350		(6,000)		3,350
7300	Postage		1,122				1,122
7330	Maintenance & Repair-Equipment		3,608				3,608
7410	Supplies- Office		2,625				2,625
7440	Supplies-Graphics		7,600				7,600
7500	Contractual Services		4,500				4,500
	Total Materials & Services		59,716		(6,000)		53,716
<u>Capital Outlay</u>							
8570	Office Furniture & Equipment		10,650		6,000		16,650
	Total Capital Outlay		10,650		6,000		16,650
TOTAL EXPENDITURES		11.00	446,939	0.00	0	11.00	446,939

EXHIBIT A
RESOLUTION NO. 88-901

ZOO OPERATIONS:Administration		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
20-01							
ADMIN.							
<u>Personal Services</u>							
6010	Director	1.00	61,994		(5,551)	1.00	56,443
6015	Assistant Director	1.00	48,649			1.00	48,649
6040	Analyst 3	0.60	17,090			0.60	17,090
6055	Development Officer	1.00	32,553			1.00	32,553
6060	Secretary	2.00	38,130			2.00	38,130
6120	Program Assistant 2	0.62	11,531			0.62	11,531
6180	Management Intern	0.50	6,628			0.50	6,628
6500	Overtime		530				530
6700	Fringe		65,917				65,917
	Total Personal Services	6.72	283,022	0.00	(5,551)	6.72	277,471
<u>Materials & Services</u>							
7100	Travel		10,400				10,400
7110	Meetings & Conferences		6,240				6,240
7120	Training & Tuition		1,050				1,050
7130	Dues & Subscriptions		5,512				5,512
7140	Ads & Legal Notices		3,016				3,016
7150	Printing		9,400				9,400
7230	Telephone		35,576				35,576
7300	Postage		14,940				14,940
7330	Maintenance & Repair-Equipment		13,680				13,680
7410	Supplies- Office		15,080				15,080
7500	Contractual Services		31,915				31,915
7900	Miscellaneous		5,200				5,200
	Total Materials & Services		152,009		0		152,009
<u>Capital Outlay</u>							
8570	Office Furniture & Equipment		27,599				27,599
	Total Capital Outlay		27,599		0		27,599
	TOTAL EXPENDITURES	6.72	462,630	0.00	(5,551)	6.72	457,079

EXHIBIT A
RESOLUTION NO. 88-901

ZOO OPERATIONS: Education Services		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
20-04							
EDUC. SVS. Personal Services							
6030	Managers (B&G, Const, VS, Ed, PR)	1.00	36,342			1.00	36,342
6060	Secretary	1.00	20,276			1.00	20,276
6070	Program Coordinator	1.00	23,450			1.00	23,450
6085	Ed. Service Specialist	1.00	28,438			1.00	28,438
6120	Program Assistant 2	1.00	23,234			1.00	23,234
6135	Graphics Coordinator	1.00	28,438			1.00	28,438
6140	Graphics Designer	2.00	37,800		3,575	2.00	41,375
6155	Program Assistant 1	2.00	33,586			2.00	33,586
6165	Office Assistant	1.00	13,388			1.00	13,388
6170	Education Service Aide	3.80	47,349	0.70	0	4.50	47,349
6275	Animal Keeper	1.00	23,359			1.00	23,359
6280	Animal Keeper-PT	0.50	13,017			0.50	13,017
6300	Temporary		3,060				3,060
6500	Overtime		1,545				1,545
6700	Fringe		91,864		1,976		93,840
	Total Personal Services	16.30	425,146	0.70	5,551	17.00	430,697
Materials & Services							
7100	Travel		572				572
7110	Meetings & Conferences		1,200				1,200
7120	Training & Tuition		400				400
7130	Dues & Subscriptions		1,400				1,400
7150	Printing		15,000				15,000
7160	Typesetting		6,000				6,000
7330	Maintenance & Repair-Equipment		5,000				5,000
7360	Equipment Rental		200				200
7410	Supplies- Office		3,000				3,000
7440	Supplies-Graphics		25,000				25,000
7450	Supplies-Other		15,000				15,000
7500	Contractual Services		18,500				18,500
7900	Miscellaneous		2,075				2,075
	Total Materials & Services		93,347		0		93,347
Capital Outlay							
8570	Office Furniture & Equipment		11,400				11,400
	Total Capital Outlay		11,400		0		11,400
TOTAL EXPENDITURES		16.30	529,893	0.70	5,551	17.00	535,444

EXHIBIT A
RESOLUTION NO. 88-901

ZOO OPERATIONS:Visitor Services		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
20-06							
VISITOR SV Personal Services							
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6030	Managers (B&G, Const, VS, Ed, PR)	1.00	38,134			1.00	38,134
6035	Food Service Manager	1.00	31,353			1.00	31,353
6045	Retail Manager	1.00	27,197			1.00	27,197
6060	Secretary	1.00	19,086			1.00	19,086
6125	Safety Coord/Administrator	1.00	22,349		(221)	1.00	22,128
6145	Storekeeper	1.00	18,385			1.00	18,385
6150	Food Service Supervisor	2.50	40,271	0.50	7,651	3.00	47,922
6175	Staff Assistant	1.00	12,981	1.00	12,219	2.00	25,200
6185	Visitor Service Worker 3	1.70	14,572	(0.50)	(5,000)	1.20	9,572
6190	Visitor Service Worker 2	9.00	77,716	(5.20)	(46,000)	3.80	31,716
6195	Visitor Service Worker 1	17.40	150,575	7.00	61,000	24.40	211,575
6205	Typist/Receptionist	4.00	56,077	0.20	3,000	4.20	59,077
6210	Clerk/Bookkeeper	1.95	35,003	0.15	3,030	2.10	38,033
6215	Stationmaster	1.60	29,879	0.30	4,000	1.90	33,879
6500	Overtime		9,110		4,000		13,110
6700	Fringe		155,822		(11,804)		144,018
Total Personal Services		45.15	738,510	3.45	31,875	48.60	770,385
Materials & Services							
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7100	Travel		2,600				2,600
7110	Meetings & Conferences		400				400
7120	Training & Tuition		1,000				1,000
7130	Dues & Subscriptions		350				350
7330	Maintenance & Repair-Equipment		19,240		3,000		22,240
7360	Equipment Rental		250		1,675		1,925
7390	Merchandise for Resale-Food		307,827		33,399		341,226
7400	Merchandise for Resale-Non Food		198,413		12,072		210,485
7410	Supplies- Office		800				800
7445	Supplies-Paper		50,000				50,000
7450	Supplies-Other		23,000		3,000		26,000
7500	Contractual Services		43,680		(4,000)		39,680
7510	Payments to Other Agencies		500				500
7900	Miscellaneous		5,500		18,500		24,000
Total Materials & Services			653,560		67,646		721,206
Capital Outlay							
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8570	Office Furniture & Equipment		28,720				28,720
Total Capital Outlay			28,720		0		28,720
TOTAL EXPENDITURES		45.15	1,420,790	3.45	99,521	48.60	1,520,311

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EXHIBIT A
RESOLUTION NO. 88-901

ZOO OPERATIONS:General Expenses		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT

Transfers, Contingency, Unappropriated Balance							

9100	Transfer to General Fund		602,837				602,837
9150	Transfer to Insurance Fund		272,978				272,978
9200	Transfer to Zoo Capital Fund		2,219,549				2,219,549
9700	Contingency		252,685		(99,521)		153,164
	Unappropriated Fund Balance		820,197				820,197

	Total Trans., Contin., Unappr. Fund Bal.		4,168,246		(99,521)		4,068,725

TOTAL EXPENDITURES		139.63	10,537,520	4.15	0	143.78	10,537,520

EXHIBIT A
RESOLUTION NO. 88-901

SOLID WASTE OPERATING:Administration		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
30-01 ADMIN	Personal Services						
6010	Solid Waste Director	0.40	26,409			0.40	26,409
6020	Operations Manager	0.09	4,398			0.09	4,398
6030	Engineering Manager	0.23	9,674			0.23	9,674
6035	Facilities Manager	0.02	632			0.02	632
6050	Engineer 3	0.10	3,017			0.10	3,017
6055	Engineer 1	0.22	4,538			0.22	4,538
6060	Secretary	1.75	21,846			1.75	21,846
6070	Senior Analyst	0.60	20,485			0.60	20,485
6080	Analyst 3	0.25	6,513			0.25	6,513
6090	Analyst 2	1.40	34,419			1.40	34,419
6180	Administrative Assistant	0.59	13,455			0.59	13,455
6190	Waste Reduction Manager	0.10	4,005			0.10	4,005
6200	Office Assistant	0.82	7,815			0.82	7,815
6700	Fringe		48,734				48,734
	Total Personal Services	6.57	205,940	0.00	0	6.57	205,940
	Materials & Services						
7100	Travel		1,500				1,500
7110	Meetings & Conferences		2,150				2,150
7120	Training & Tuition		1,850				1,850
7130	Dues & Subscriptions		4,900				4,900
7140	Ads & Legal Notices		1,650				1,650
7150	Printing		350				350
7330	Maintenance & Repair-Equipment		3,400				3,400
7410	Supplies- Office		4,450				4,450
7450	Supplies-Other		450				450
7500	Contractual Services		85,420				85,420
7520	Data Processing		6,000				6,000
	Total Materials & Services		112,120		0		112,120
	Capital Outlay						
8570	Office Furniture & Equipment		40,000		15,000		55,000
	Total Capital Outlay		40,000		15,000		55,000
	TOTAL EXPENDITURES	6.57	358,060	0.00	15,000	6.57	373,060

EXHIBIT A
RESOLUTION NO. 88-901

SOLID WASTE OPERATING: St. Johns		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
30-03							
ST. JOHNS							
Personal Services							
6010	Solid Waste Director	0.06	3,961			0.06	3,961
6020	Operations Manager	0.34	16,615			0.34	16,615
6030	Engineering Manager	0.12	5,048			0.12	5,048
6035	Facilities Manager	0.48	15,188			0.48	15,188
6050	Engineer 3	0.10	3,016			0.10	3,016
6055	Engineer 1	0.02	413			0.02	413
6060	Secretary	0.20	3,384			0.20	3,384
6070	Senior Analyst	0.85	29,020			0.85	29,020
6080	Analyst 3	0.50	13,029			0.50	13,029
6090	Analyst 2	0.50	12,293			0.50	12,293
6160	Gatehouse Attendant	5.90	91,513			5.90	91,513
6180	Administrative Assistant	0.03	684			0.03	684
6200	Office Assistant	0.16	2,227			0.16	2,227
6210	Sr. Gatehouse Attendant	1.00	20,677			1.00	20,677
6300	Temporary	0.50	7,756			0.50	7,756
6500	Overtime	0.50	7,756			0.50	7,756
6700	Fringe		72,100				72,100
Total Personal Services		11.26	304,680	0.00	0	11.26	304,680
Materials & Services							
7100	Travel		2,000				2,000
7110	Meetings & Conferences		800				800
7120	Training & Tuition		1,400				1,400
7130	Dues & Subscriptions		300				300
7140	Ads & Legal Notices		9,050				9,050
7150	Printing		7,000				7,000
7200	Utilities - Electrical		6,000				6,000
7210	Utilities - Water		33,600				33,600
7220	Utilities - Other		60,000				60,000
7230	Telephone		9,000				9,000
7310	Maintenance & Repair-Buildings		10,000				10,000
7330	Maintenance & Repair-Equipment		10,900				10,900
7360	Equipment Rental		450				450
7400	Merchandise for Resale-Non Food		3,000				3,000
7410	Supplies- Office		2,200				2,200
7440	Supplies-Graphics		2,100				2,100
7450	Supplies-Other		5,050				5,050
7500	Contractual Services		6,440,990				6,440,990
7510	Payments to Other Agencies		536,500				536,500
7520	Data Processing		2,500				2,500
7750	Lease Payment-Building		420,000				420,000
7770	Lease Pay.-Furniture & Equip.		5,640				5,640
Total Materials & Services			7,568,480		0		7,568,480

EXHIBIT A
RESOLUTION NO. 88-901

SOLID WASTE OPERATING: St. Johns		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Capital Outlay							
8510	Buildings, Exhibits, Enclosure		15,000				15,000
8530	Improvements		31,000				31,000
8550	Equipment & Vehicles		20,000		(15,000)		5,000
8570	Office Furniture & Equipment		3,000				3,000
Total Capital Outlay			69,000		(15,000)		54,000
TOTAL EXPENDITURES		11.26	7,942,160	0.00	(15,000)	11.26	7,927,160

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EXHIBIT A
RESOLUTION NO. 88-901

PLANNING FUND: Research & Development		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
40-10 R&D	Personal Services						
	Dir. of Research & Develop.	0.21	11,366			0.21	11,366
	Manager of Development Svices	0.92	47,396			0.92	47,396
6010	IRC Administrator	0.08	4,133			0.08	4,133
6070	Senior Analyst	0.84	26,106			0.84	26,106
6080	Analyst 3	1.50	48,314			1.50	48,314
6180	Administrative Assistant	1.00	21,539			1.00	21,539
6700	Fringe		48,361				48,361
	Total Personal Services	4.55	207,215	0.00	0	4.55	207,215
	Materials & Services						
7100	Travel		2,000				2,000
7110	Meetings & Conferences		2,000				2,000
7120	Training & Tuition		1,000				1,000
7130	Dues & Subscriptions		500				500
7140	Ads & Legal Notices		1,250				1,250
7300	Postage		1,000				1,000
7410	Supplies- Office		750				750
7500	Contractual Services		56,302		(5,991)		50,311
	Total Materials & Services		64,802		(5,991)		58,811
	Capital Outlay						
8570	Office Furniture & Equipment		0		5,991		5,991
	Total Capital Outlay		0		5,991		5,991
	TOTAL EXPENDITURES	4.55	272,017	0.00	0	4.55	272,017

EXHIBIT B

SCHEDULE OF APPROPRIATIONS

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
	-----	-----	-----
GENERAL FUND			
Council			
Personal Services	\$ 201,514	\$ 0	\$ 201,514
Materials & Services	71,620	0	71,620
Capital Outlay	5,160	0	5,160
Subtotal	\$ 278,294	\$ 0	\$ 278,294
General Counsel			
Personal Services	\$ 68,457	\$ 0	\$ 68,457
Materials & Services	0	0	0
Capital Outlay	0	0	0
Subtotal	68,457	0	68,457
Executive Management			
Personal Services	\$ 288,715	\$ 0	\$ 288,715
Materials & Services	78,587	0	78,587
Capital Outlay	3,000	0	3,000
Subtotal	\$ 370,302	\$ 0	\$ 370,302
Finance & Administration			
Personal Services	\$ 876,965	\$ 0	\$ 876,965
Materials & Services	569,320	0	569,320
Capital Outlay	35,106	0	35,106
Subtotal	\$ 1,481,391	\$ 0	\$ 1,481,391
Public Affairs			
Personal Services	\$ 376,573	\$ 0	\$ 376,573
Materials & Services	59,716	(6,000)	53,716
Capital Outlay	10,650	6,000	16,650
Subtotal	\$ 446,939	\$ 0	\$ 446,939
General Expense			
Contingency	\$ 143,756	\$ 0	\$ 143,756
Transfers	272,901	0	272,901
Subtotal	\$ 416,657	\$ 0	\$ 416,657
Unappropriated Balance	\$ 53,667	\$ 0	\$ 53,667
Total General Fund Requirements	\$ 3,115,707	\$ 0	\$ 3,115,707

EXHIBIT B

SCHEDULE OF APPROPRIATIONS

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
	-----	-----	-----
<u>ZOO OPERATING FUND</u>			
Administration			
Personal Services	\$ 283,022	\$ (5,551)	\$ 277,471
Materials & Services	152,009	0	152,009
Capital Outlay	27,599	0	27,599
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Subtotal	\$ 462,630	\$ (5,551)	\$ 457,079
Animal Management			
Personal Services	\$ 1,209,183	\$ 0	\$ 1,209,183
Materials & Services	214,900	0	214,900
Capital Outlay	14,300	0	14,300
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Subtotal	\$ 1,438,383	\$ 0	\$ 1,438,383
Facilities Management			
Personal Services	\$ 978,228	\$ 0	\$ 978,228
Materials & Services	898,737	0	898,737
Capital Outlay	381,156	0	381,156
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Subtotal	\$ 2,258,121	\$ 0	\$ 2,258,121
Education Services			
Personal Services	\$ 425,146	\$ 5,551	\$ 430,697
Materials & Services	93,347	0	93,347
Capital Outlay	11,400	0	11,400
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Subtotal	\$ 529,893	\$ 5,551	\$ 535,444
Marketing			
Personal Services	\$ 106,752	\$ 0	\$ 106,752
Materials & Services	145,955	0	145,955
Capital Outlay	6,750	0	6,750
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Subtotal	\$ 259,457	\$ 0	\$ 259,457
Visitor Services			
Personal Services	\$ 738,510	\$ 31,875	\$ 770,385
Materials & Services	653,560	67,646	721,206
Capital Outlay	28,720	0	28,720
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Subtotal	\$ 1,420,790	\$ 99,521	\$ 1,520,311

EXHIBIT B

SCHEDULE OF APPROPRIATIONS

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
	-----	-----	-----
General Expenses			
Contingency	\$ 252,685	\$ (99,521)	\$ 153,164
Transfers	3,095,364	0	3,095,364
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Subtotal	\$ 3,348,049	\$ (99,521)	\$ 3,248,528
Unappropriated Balance	\$ 820,197	\$ 0	\$ 820,197
Total Zoo Operating Fund Requirements	\$ 10,537,520	\$ 0	\$ 10,537,520

SOLID WASTE OPERATING FUND

Administration			
Personal Services	\$ 205,940	\$ 0	\$ 205,940
Materials & Services	112,120	0	112,120
Capital Outlay	40,000	15,000	55,000
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Subtotal	\$ 358,060	\$ 15,000	\$ 373,060
St. Johns Landfill			
Personal Services	\$ 304,680	\$ 0	\$ 304,680
Materials & Services	7,568,480	0	7,568,480
Capital Outlay	69,000	(15,000)	54,000
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Subtotal	\$ 7,942,160	\$ (15,000)	\$ 7,927,160
CTRC			
Personal Services	\$ 149,332	\$ 0	\$ 149,332
Materials & Services	2,642,490	0	2,642,490
Capital Outlay	18,800	0	18,800
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Subtotal	\$ 2,810,622	\$ 0	\$ 2,810,622
WTRC			
Personal Services	\$ 38,300	\$ 0	\$ 38,300
Materials & Services	19,675	0	19,675
Capital Outlay	5,000	0	5,000
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Subtotal	\$ 62,975	\$ 0	\$ 62,975
Facilities Development			
Personal Services	\$ 271,873	\$ 0	\$ 271,873
Materials & Services	1,139,530	0	1,139,530
Capital Outlay	1,400	0	1,400
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Subtotal	\$ 1,412,803	\$ 0	\$ 1,412,803

EXHIBIT B

SCHEDULE OF APPROPRIATIONS

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
	-----	-----	-----
Waste Reduction			
Personal Services	\$ 265,938	\$ 0	\$ 265,938
Materials & Services	342,155	0	342,155
Capital Outlay	4,600	0	4,600
	-----	-----	-----
Subtotal	\$ 612,693	\$ 0	\$ 612,693
System Planning			
Personal Services	\$ 122,284	\$ 0	\$ 122,284
Materials & Services	128,275	0	128,275
Capital Outlay	0	0	0
	-----	-----	-----
Subtotal	\$ 250,559	\$ 0	\$ 250,559
General Expense			
Contingency	\$ 905,579	\$ 0	\$ 905,579
Transfers	3,953,883	0	3,953,883
	-----	-----	-----
Subtotal	\$ 4,859,462	\$ 0	\$ 4,859,462
Unappropriated Balance	\$ 1,398,416	\$ 0	\$ 1,398,416
Total Solid Waste Operating Fund Requirements	\$ 19,707,750	\$ 0	\$ 19,707,750

PLANNING FUND

Transportation Department			
Personal Services	\$ 792,918	\$ 0	\$ 792,918
Materials & Services	418,196	0	418,196
Capital Outlay	23,710	0	23,710
	-----	-----	-----
Subtotal	\$ 1,234,824	\$ 0	\$ 1,234,824
Research & Development Department			
Personal Services	\$ 207,215	\$ 0	\$ 207,215
Materials & Services	64,802	(5,991)	58,811
Capital Outlay	0	5,991	5,991
	-----	-----	-----
Subtotal	\$ 272,017	\$ 0	\$ 272,017
General Expenses			
Contingency	\$ 94,286	\$ 0	\$ 94,286
Transfers	728,938	0	728,938
	-----	-----	-----
Subtotal	\$ 823,224	\$ 0	\$ 823,224
Unappropriated Balance	\$ 40,381	\$ 0	\$ 40,381
Total Planning Fund Requirements	\$ 2,370,446	\$ 0	\$ 2,370,446

NO OTHER CHANGES IN ANY FUND

4

CONSIDERATION OF RESOLUTION NO. 88-901 AMENDING
RESOLUTION NO. 87-744 REVISING THE FY 1987-88
BUDGET AND APPROPRIATIONS SCHEDULE FOR COMPUTER
PURCHASES AND ZOO OPERATIONS

Date: April 4, 1988

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

The proposed Resolution provides necessary budget and appropriations amendments for the following items:

Zoo Operations

Zoo attendance increases and corresponding retail volumes require budget changes. Through careful management of staff resources, Visitor Services increases have been limited to \$31,875 and 3.45 FTE. Merchandise for resale, supplies and other costs related to higher than projected attendance results in a need for an additional \$67,646 in Materials & Services for the Visitor Services Division.

An increase of \$5,551 in Education Services is requested to pay for reclassification of two Graphic Designers as previously authorized by the Council and to authorize an additional .7 FTE for Educational Services Aides. The latter has no cost impact but reflects the actual amount needed.

Savings from the Zoo Director's vacancy results in a reduction of \$5,551 in Administration. A transfer from Contingency of \$99,521 is proposed for the net increase in Zoo Operations.

Computer Purchase -- Public Affairs

An additional laser printer and connectors are requested to support five MacIntosh computers located on the 2nd Floor. This was a planned purchase for next fiscal year but the recent office remodelling caused the Public Affairs printers to be relocated with Graphics to the 3rd Floor, isolating other department users. Funding is proposed through a transfer of savings in typesetting accrued from use of this equipment. The total transfer is \$6,000.

Computer Purchases - Planning and Development

Authorization to purchase two personal computers is requested by this department. One is for setting up and managing the new passport business license program. The other will be for Urban Growth Boundary case management, word processing, conference registration and other program support needs. The department will share a printer with Finance & Administration this fiscal year and with the Office of the General Counsel next year.

Computer Purchases - Solid Waste

The Solid Waste Department has recognized the need for additional Personal Computers (PCs) on a Local Area Network (LAN) that links all the PCs making it possible for more than one staff person to access a database at the same time.

In October 1987, the Council Management Committee approved a contract for the installation of LAN equipment and software. The LAN system will be operational in April 1988. The Council directed staff to use funds originally budgeted for PC acquisitions for buying the LAN. The need for the PCs still exists.

There have been significant increases in the demands for computer time due to:

1. increase in versatility and applicability of the software currently available;
2. more complex analyses are being performed in-house;
3. increase in project/programs requiring additional computer time;
4. staff awareness that PCs increase productivity and quality of work (which, again, translates to greater demand); and
5. implementation of Project Management System/Software.

Two surveys were done to estimate the number of PCs the department needs for successful and efficient execution of current and anticipated projects. The first survey was a time log for the month of January where each staff member documented their actual computing time. The second survey, conducted in February, was a questionnaire on anticipated staff computing time.

The results of the first survey showed that six staff members spent more than half of their daily working hours on a PC. Since there are only eight PCs available, the remaining 13 staff members that use PCs regularly are left primarily with three PCs. It should also be noted that the survey indicated four of the remaining 13 staff members spend more than a quarter of their daily working hours on PCs.

The results of the follow up anticipated staff computing time questionnaire showed that to execute the current departmental projects, each staff member will require a computer more than 40 percent of their time. Much of the analysis required for departmental projects and the large volume of information required to respond to complex solid waste issues and problems can only be effectively done on a computer.

Currently there are 19 staff members in the Solid Waste Department that are trying to schedule time on the eight available computers. It is also anticipated that additional staff will be hired in FY 1988-89. Based on the current usage, future workload, complex nature of solid waste issues and problems, new staff, and a desire to increase the quality of work through computer usage, it is recommended that an additional 10 PCs and two printers, to support the additional PCs, be purchased in FY 1987-88. This will still require that several staff members share computers, however, it is felt that no significant loss in productivity will occur.

PC and printer specifications have been prepared. Based on these specifications and projected needs a transfer of appropriation of \$30,000 is proposed. The transfer would be from the St. Johns Landfill program to Management and Administration in the Capital Outlay category.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 88-901.

JS/srs
9334C/540
04/05/88



METRO

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

Memorandum

Agenda Item 3

Meeting Date May 5, 1988

Date: May 2, 1988

To: Metro Council

From: Tanya Collier ^{TC.}
Chair, Finance Committee

Regarding: COMMITTEE REPORT ON MAY 5, 1988, COUNCIL MEETING AGENDA
ITEM NO. 3

**CONSIDERATION OF RESOLUTION NO. 88-901, FOR THE PURPOSE OF
AMENDING THE 1978-88 BUDGET AND APPROPRIATIONS SCHEDULE
FOR ZOO OPERATIONS AND COMPUTER PURCHASES**

The Finance Committee considered Resolution No. 88-901 at a special meeting held on April 27, 1988. Committee members in attendance were: Collier, Chair; Van Bergen; Gardner; and Hansen.

Resolution No. 88-901 proposes amendments to the current year budget and appropriation schedule for several purposes:

1. (a) Because of increased business activity at the Zoo an increase the expenditure authority in the Visitor Services Division by \$31,875 for Personal Services, and \$67,646 for Materials & Services. A transfer out of contingency in the amount of \$99,521 is proposed to cover these expenses.

(b) Because of Council approved reclassifications an increase in expenditure authority of \$5,551 in the Zoo Education Division for Personal Services. A transfer of \$5,551 from the Administration Division Personal Services category is proposed to cover these additional costs.
2. Because of an office remodel which moved the Public Affairs Department laser printer to the third floor, an increase in expenditure authority of \$6,000 in the Capital Outlay category of the Public Affairs Department to purchase a laser printer for the second floor. A transfer of \$6,000 from Materials & Services category (typesetting) is proposed to cover this cost.
3. Because of increased program activity (Builder's Business License program and UGB case management) an increase of expenditure authority of \$5,991 in the Capital Outlay category of the Planning & Development Department to

Memorandum
May 2, 1988
Page 2

purchase two PCs. A transfer of \$5,991 from the Materials & Services category (Contractual Services) is proposed to cover these costs.

4. Because increase demands for the use of computers and increase in expenditure authority of \$15,000 in the Capital Outlay category of the Solid Waste Administration program to purchase four additional computers and a printer. A transfer of \$15,000 from the St. Johns program Capital Outlay category is proposed to cover these purchases.

The Committee approved Resolution No. 88-901 as proposed by the Executive Officer for the reasons stated in the Executive Staff Report with one exception. The Committee reduced the Solid Waste computer request for 10 computers and two printers to four computers and one printer based on the Council staff analysis included in the attached memo dated April 27, 1988, to the Committee from Don Carlson.

The Committee voted 3 aye to 1 nay to recommend adoption of Resolution No. 88-901 as amended. Councilors Collier, Gardner and Van Bergen voted aye, and Councilor Hansen voted nay.

DEC/gl
9469C/D1

Attachment



METRO

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

Memorandum

Date: April 27, 1988
To: Finance Committee
From: Donald E. Carlson, Council Administrator
Regarding: CONSIDERATION OF RESOLUTION NO. 88-901 FOR THE PURPOSE OF AMENDING THE BUDGET AND APPROPRIATIONS SHCHEDULE FOR COMPUTER PURCHASES AND ZOO OPERATIONS

This resolution amends the current year budget as follows:

1. Changes the Zoo Operating budget and appropriations schedule to increase expenditure authority in the Materials & Services category in the Visitor Services Division (\$99,521) and the Personal Services category in the Education Division (\$5,551).
2. Changes the General Fund budget and appropriations for the Public Affairs Department to authorize the purchase of a laser printer (\$6,000).
3. Changes that Solid Waste Operating Fund in the Administration program to authorize the purchase of 10 computers and two printers (\$30,000).

Staff Review and Recommendation

Zoo Request

Staff recommends approval of the request. The request primarily reflects increased business activity at the Zoo.

Public Affairs Printer Request

Staff questions the need for an additional laser printer. No additional staff have been hired or no additional machines have been purchased to put pressure on the use of existing printer.

The only that has occurred is that Public Affairs printer has been moved to the third floor with the Graphics section. Second floor Public Affairs staff now have go upstairs for printing. There are two options for using laser printers in this building for the Macintosh computers -- one on the first floor in the Convention Center Office and the above-mentioned Public Affairs printer on the third floor.

Unless there are more sufficient reasons for this request, staff recommends denial.

Solid Waste Computer Request

Staff questions the need for 10 additional computers and two additional printers for the Department. The Department portrays the problem as follows:

<u>Staff Time</u>	<u>Computers Available</u>
6 at +50 percent of time	6
13 at +40 percent of time	2

The problem is portrayed that 13 users must share two computers (the staff report says three computers but also says there are only a total of eight available).

Based on the Department's needs analysis, each user will require a computer more than 40 percent of the time spent on the job.

Given this assumption and the ability to cooperate and schedule use of equipment, Council staff recommends that purchase of four additional computers and an additional printer. This is determined as follows:

<u>Staff Users</u>	<u>Computers Needed</u>	<u>Existing Computers</u>	<u>Computers Short</u>
19 at 60 percent of time	11.4 (12)	8	4

One additional printer should be able to handle work from the added four computers. Staff recommends that the budget change be revised accordingly.

Councilor Collier commended the Budget Committee for their efforts. The Presiding Officer stated that he echoed that commendation on behalf of the entire Council and thanked Councilor Collier for her leadership role as Committee chairperson. Councilor Van Bergen also expressed gratitude to Councilor Collier for her efforts.

3. Consideration of Resolution No. 88-901, for the Purpose of Amending Resolution No. 87-744, Revising the FY 1987-88 Budget and Appropriations Schedule for Computer Purchases and Zoo Operations.

Councilor Collier referred the Council to her memo dated May 2, 1988, regarding Finance Committee Report on May 5, 1988, Council Meeting agenda Item No. 3 which was contained in the meeting agenda packet.

Motion:

Councilor Collier moved, and Councilor Kelley seconded to adopt Resolution No. 88-901.

Councilor Hansen he was opposed to the Finance Committee's action in approving only four of the ten computers requested by the Solid Waste Department. He said it was counter-productive for staff to have to wait in line for access to equipment. Councilor Waker questioned the listed cost of the computers but said he agreed with Councilor Hansen in that computers were rapidly becoming a mandatory desk tool. Councilor Van Bergen stated he supported the Finance Committee recommendation. He also stated that acquisition of the four computers would get the program on line with the number of computers the Committee felt appropriate.

Vote:

A vote on the motion resulted in all ten councilors present voting aye. Councilors DeJardin and Kirkpatrick were absent.

The motion passed unanimously.

4. Consideration of Resolution No. 88-913, for the Purpose of Amending Resolution No. 87-744, Revising the FY 1987-88 Budget and Appropriations Schedule for Solid waste Personal Services

Motion:

Councilor Collier moved, and Councilor Waker seconded to approve Resolution No. 88-913.

Councilor Collier explained that the purpose of the resolution was to address changes that had already occurred in the Solid Waste Department and were historical in nature.

Management Fund as recommended by the Council Budget Committee.

The Presiding Officer opened the public hearing. There was no testimony, and he closed the hearing. There was no Council discussion.

Vote: The vote on the motion resulted in all ten councilors present voting aye. Councilors DeJardin and Kirkpatrick were absent.

The motion passed unanimously.

Insurance Fund

The Budget Committee recommended approval of the budget as submitted. The budget included funds for establishing a Solid Waste Environmental Insurance program.

Motion: Councilor Collier moved, and Councilor Waker seconded to approve the Insurance Fund as recommended by the Budget Committee.

The presiding officer opened the public hearing. There was no public testimony, and the hearing was closed.

Councilor Van Bergen pointed out that in addition to the environmental insurance program, the insurance fund included monies for general liability functions of the entire agency.

Vote: A vote on the motion resulted in all ten councilors present voting aye. Councilors DeJardin and Kirkpatrick were absent.

The motion carried.

Motion: Councilor Collier moved, and Councilor Hansen seconded to approve Resolution No. 88-919 as amended.

Vote: The vote was unanimously in favor of the motion with all ten councilors present voting aye. Councilors DeJardin and Kirkpatrick were absent.

The motion carried, and Resolution No. 88-919 was adopted as amended.