

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY	)	ORDINANCE NO. 05-1069
2004-05 BUDGET AND APPROPRIATIONS	)	
SCHEDULE, TRANSFERRING \$18,000 FROM	)	Introduced by Mike Jordan, Chief Operating
THE SUPPORT SERVICES FUND	)	Officer, with the concurrence of the Council
CONTINGENCY TO CAPITAL OUTLAY IN	)	President
THE PROPERTY SERVICES DIVISION OF THE	)	
FINANCE AND ADMINISTRATIVE SERVICES	)	
DEPARTMENT, AMENDING THE FY 2004-05	)	
THROUGH FY 2008-09 CAPITAL	)	
IMPROVEMENT PLAN FOR THE PURCHASE	)	
OF A COPIER; AND DECLARING AN	)	
EMERGENCY	)	

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations within the FY 2004-05 Budget; and

WHEREAS, Oregon Budget Law ORS 294.450(1) provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction; and

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

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

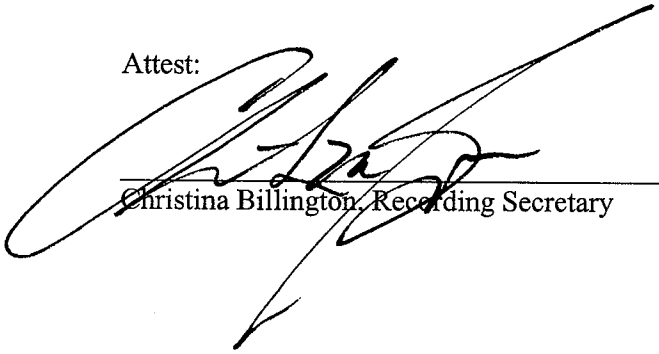
THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2004-05 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 purpose of transferring \$18,000 from the Metro's Support Service Fund Contingency to Capital Outlay in the Property Services division of the Finance & Administrative Services department.
2. That the FY 2004-05 through FY 2008-09 Capital Improvement Plan is hereby amended to include the projects shown in Exhibit C to this Ordinance.
3. 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.

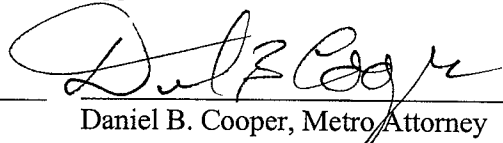
ADOPTED by the Metro Council this 20<sup>th</sup> day of January, 2005.

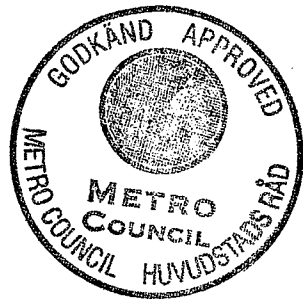
  
David Bragdon, Council President

Attest:

  
Christina Billington, Recording Secretary

Approved as to Form:

  
Daniel B. Cooper, Metro Attorney



**Exhibit A**  
**Ordinance No. 05-1069**

ACCT	DESCRIPTION	Current		Revision		Amended	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>Support Services Fund - Finance &amp; Administrative Services (Property Services)</b>							
<b>Total Personal Services</b>		<b>3.85</b>	<b>\$236,307</b>	<b>0.00</b>	<b>\$0</b>	<b>3.85</b>	<b>\$236,307</b>
<b>Total Materials &amp; Services</b>			<b>\$269,480</b>		<b>\$0</b>		<b>\$269,480</b>
<b><u>Capital Outlay</u></b>							
<i>CAPNOI Capital Outlay (Non-CIP Projects)</i>							
5740	Equipment & Vehicles (non-CIP)		0		0		0
5750	Office Furn & Equip (non-CIP)		0		0		0
<i>CAPCIP Capital Outlay (CIP Projects)</i>							
5755	Office Furniture & Equip (CIP)		36,000		18,000		54,000
<b>Total Capital Outlay</b>			<b>\$36,000</b>		<b>\$18,000</b>		<b>\$54,000</b>
<b>TOTAL REQUIREMENTS</b>		<b>3.85</b>	<b>\$541,787</b>	<b>0.00</b>	<b>\$18,000</b>	<b>3.85</b>	<b>\$559,787</b>

<b>Support Services Fund - General Expenses</b>							
<b>Total Interfund Transfers</b>			<b>\$705,540</b>		<b>0</b>		<b>\$705,540</b>
<b><u>Contingency and Ending Balance</u></b>							
<i>CONT Contingency</i>							
5999	Contingency						
	* General contingency		356,241		(18,000)		338,241
	* Prior Year PERS Reserve		330,873		0		330,873
	* Current Year PERS Reserve		356,760		0		356,760
	* Contractor's License		8,387		0		8,387
<i>UNAPP Unappropriated Fund Balance</i>							
5990	Unappropriated Fund Balance						
	* IT Renewal & Replacement Reserve		239,500		0		239,500
<b>Total Contingency and Ending Balance</b>			<b>\$1,291,761</b>		<b>(18,000)</b>		<b>\$1,273,761</b>

**Exhibit B**  
**Ordinance No. 05-1069**  
**FY 2004-05 SCHEDULE OF APPROPRIATIONS**

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Amended Appropriation</u>
<b>SUPPORT SERVICES FUND</b>			
Human Resources			
Operating Expenses (PS & M&S)	\$1,077,057	\$0	\$1,077,057
Subtotal	1,077,057	0	1,077,057
Finance & Administrative Services			
Operating Expenses (PS & M&S)	5,628,184	0	5,628,184
Capital Outlay	180,000	18,000	198,000
Subtotal	5,808,184	18,000	5,826,184
Public Affairs - Creative Services			
Operating Expenses (PS & M&S)	541,122	0	541,122
Subtotal	541,122	0	541,122
Office of the Auditor			
Operating Expenses (PS & M&S)	645,956	0	645,956
Subtotal	645,956	0	645,956
Office of Metro Attorney			
Operating Expenses (PS & M&S)	1,083,292	0	1,083,292
Subtotal	1,083,292	0	1,083,292
General Expenses			
Interfund Transfers	705,540	0	705,540
Contingency	1,052,261	(18,000)	1,034,261
Subtotal	1,757,801	(18,000)	1,739,801
Unappropriated Balance	239,500	0	239,500
<b>Total Fund Requirements</b>	<b>\$11,152,912</b>	<b>\$0</b>	<b>\$11,152,912</b>

*All Other Appropriations Remain as Previously Adopted*

## Capital Project Request - Project Detail

**Project Title:**  **Fund:**   
**Project Status:**  **Funding Status:**  **FY First Authorized:**  **Department:**   
**Project Number:**  **Active:**  **Dept. Priority:**  **Facility:**  **Division:**   
**Source Of Estimate:**  **Source:**  **Start Date:**  **Date:**   
**Type of Project:**  **Request Type:**  **Completion Date:**  **Prepared By:**

Project Estimates	Actual	Budget/Est	Prior						
Capital Cost:	Expend	2003-2004	Years	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	Total
Equipment/Furnishings	\$0	\$0	\$0	\$54,000	\$18,000	\$36,000	\$36,000	\$36,000	\$180,000
<b>Total:</b>	\$0	\$0	\$0	\$54,000	\$18,000	\$36,000	\$36,000	\$36,000	\$180,000

Funding Source:	Actual	Budget/Est	Prior						
	Expend	2003-2004	Years	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	Total
Other - Cost Allocation Plan	\$0	\$0	\$0	\$54,000	\$18,000	\$36,000	\$36,000	\$36,000	\$180,000
<b>Total:</b>	\$0	\$0	\$0	\$54,000	\$18,000	\$36,000	\$36,000	\$36,000	\$180,000

**Annual Operating Budget Impact:**

**Project Description / Justification:**  **Estimated Useful Life (yrs)**  **First Full Fiscal Year of Operation:**

Ongoing replacement of copy machines in Metro Regional Center - As the machines are replaced due to age and usage, the copy center is replacing them with digital networked devices that copy, print, fax, and scan. By the introduction of the new technology we are able to save money on the cost of printing, copying and faxing. This type of equipment will eventually replace almost all of the small, high cost computer printers being used. These machines print at a cost of approximately three cents per page versus eleven cents per page with the laser printers found in most departments throughout Metro. Since the cost of the printing with the old printers is being carried by each department in their operating budget for office supplies, the savings will be directly reflected in their departments. While scheduled to replace two copiers each year (at \$18k/each) a third copier was purchased in '04-'05, via amendment, due to a replacement need in the Planning department. Due to this amendment, only one copier is needed in '05-'06 to stay on schedule.

## STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 05-1069, FOR THE PURPOSE OF AMENDING THE FY 2004-05 BUDGET AND APPROPRIATIONS SCHEDULE, TRANSFERRING \$18,000 FROM THE SUPPORT SERVICES FUND CONTINGENCY TO CAPITAL OUTLAY IN THE PROPERTY SERVICES DIVISION OF THE FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT, AMENDING THE FY 2004-05 THROUGH FY 2008-09 CAPITAL IMPROVEMENT PLAN FOR THE PURCHASE OF A COPIER; AND DECLARING AN EMERGENCY

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Date: January 13 2005

Prepared by: Brad Stevens and David Biedermann

## BACKGROUND

As the older copiers are retired due to age and usage, the Property Services division replaces them with digital networked devices that copy, print, fax and scan. This type of equipment will eventually replace almost all the small, high cost computer printers being used throughout Metro, as well as many of the fax machines. These machines print at a cost of approximately three cents per page versus eleven cents per page with standard laser printers found in most departments.

Currently, these satellite copiers are replaced at a rate of two per year. The two copiers included in the FY 2004-05 budget have already been purchased and installed. One of the units scheduled for replacement in FY 2005-06 is in the Planning department. In addition to replacing a satellite copier, this unit will replace one of the large laser printers in the department. The laser printer it will replace is currently at the end of its useful life and is no longer functioning correctly. Replacing this copier one year early prevents the Planning department from having to purchase a laser printer to use in the interim.

## ANALYSIS/INFORMATION

1. **Known Opposition** None known
2. **Legal Antecedents.** ORS 294.450(1) provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction.
3. **Anticipated Effects** This action would allow the Property Services division to purchase a new network satellite copier one year early.
4. **Budget Impacts** This action would reduce contingency in the Support Services fund by \$18,000, with a corresponding increase in capital outlay. Detailed information on the budget impacts of this amendment can be found in Exhibits A and B of the ordinance.

## RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this Ordinance.