

file

Agenda Item No. 6.3
Meeting Date: March 28, 1991

ORDINANCE NO. 91-392

FINANCE AND GOVERNMENTAL AFFAIRS COMMITTEE REPORT

ORDINANCE NO. 91-392, AMENDING ORDINANCE NO. 90-340A REVISING THE FY 1990-91 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF FUNDING THE CHARTER COMMISSION

Date: March 22, 1991

Presented by: Councilor DeJardin

COMMITTEE RECOMMENDATION: The Finance and Governmental Affairs Committees met jointly on March 21, 1991, and unanimously voted to recommend Council approval of Ordinance No. 91-392. Voting on the Finance Committee were Councilors Van Bergen, Buchanan, Devlin, Hansen, and Wyers. Voting on the Governmental Affairs Committee were Councilors Devlin, Collier, DeJardin, and Hansen. Councilor Knowles was excused.

COMMITTEE DISCUSSION/ISSUES: Jennifer Sims, Director of Finance and Management Information, presented the staff report. She explained that Ordinance No. 91-392 funds the Charter Committee from the Support Services Fund. Senate Bill 298, which establishes the Charter Committee, directs Metro to allocate a minimum of \$100,000 for Charter Committee expenses. That amount will come from the Support Service Fund's contingency. Funds not spent on Charter Committee activities in FY 1990-91 will be carried over to next fiscal year. The Ordinance also captures \$45,000 in salary savings from vacancies in the Office of General Counsel and the Personnel Division to pay start-up expenses in FY 1990-91.

Councilor Devlin opened the public hearing, and no testimony was given. There was no committee discussion.

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
90-340A REVISING THE FY 1990-91)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE OF FUNDING THE)
CHARTER COMMISSION)

ORDINANCE NO. 91-392

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to transfer appropriations within the FY 1990-91 Budget; and

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

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That Ordinance No. 90-340A, Exhibit B, FY 1990-91 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purpose of funding the Charter Commission, transferring \$100,000 from the Support Service Fund Contingency and \$45,000 from Personal Service appropriations in the Personnel and Office of General Counsel departments of the Support Service Fund.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1991.

Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

EXHIBIT A
ORDINANCE NO. 91-392

FISCAL YEAR 1990-91	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND: Finance & Administration Finance Division						
Total Personal Services	4.30	236,899	0.00	0	4.30	236,899
Materials & Services						
521100 Office Supplies		2,424		0		2,424
521110 Computer Software		995		0		995
521310 Subscriptions		328		0		328
521320 Dues		760		0		760
524190 Misc. Professional Services		42,000		145,000		187,000
526500 Travel		800		0		800
526800 Training, Tuition, Conferences		3,250		0		3,250
529500 Meetings		300		0		300
Total Materials & Services		50,857		145,000		195,857
Total Capital Outlay		3,400		0		3,400
TOTAL EXPENDITURES	4.30	291,156	0.00	145,000	4.30	436,156

EXHIBIT A
ORDINANCE NO. 91-392

FISCAL YEAR 1990-91		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND: Finance & Administration							
	Total Personal Services	36.20	1,569,883	0.00	0	36.20	1,569,883
	Materials & Services						
521100	Office Supplies		64,328		0		64,328
521110	Computer Software		13,315		0		13,315
521260	Printing Supplies		50,277		0		50,277
521290	Other Supplies		1,200		0		1,200
521291	Small Tools		800		0		800
521310	Subscriptions		4,370		0		4,370
521320	Dues		2,905		0		2,905
521400	Fuels & Lubricants		7,200		0		7,200
524110	Accounting & Auditing Services		38,500		0		38,500
524190	Misc. Professional Services		62,800		145,000		207,800
524210	Data Processing Services		2,000		0		2,000
524310	Management Consulting Services		16,000		0		16,000
525630	Maintenance & Repairs Services-Vehicles		2,500		0		2,500
525640	Maintenance & Repairs Services-Equipment		121,620		0		121,620
525710	Equipment Rental		3,122		0		3,122
525732	Operating Lease Payments-Vehicles		27,900		0		27,900
526200	Ads & Legal Notices		16,300		0		16,300
526310	Printing Services		3,385		0		3,385
526410	Telephone		48,634		0		48,634
526420	Postage		60,560		0		60,560
526440	Delivery Services		800		0		800
526500	Travel		20,416		0		20,416
526700	Temporary Help Services		2,900		0		2,900
526800	Training, Tuition, Conferences		31,660		0		31,660
526900	Misc Other Purchased Services		17,621		0		17,621
528100	License, Permits, Payments to Other Agencies		39,708		0		39,708
529500	Meetings		2,350		0		2,350
529800	Miscellaneous		1,850		0		1,850
531100	Capital Lease Payments-Furniture & Equipment		274,983		0		274,983
	Total Materials & Services		940,004		145,000		1,085,004
	Total Capital Outlay		59,511		0		59,511
	TOTAL EXPENDITURES	36.20	2,569,398	0.00	145,000	36.20	2,714,398

EXHIBIT A
ORDINANCE NO. 91-392

FISCAL YEAR 1990-91		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND: Personnel							
Personal Services							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Personnel Manager	1.00	47,197		(19,084)	1.00	28,113
	Assistant Personnel Manager	1.00	40,413		0	1.00	40,413
	Sr. Management Analyst	1.00	35,079		0	1.00	35,079
	Assoc. Management Analyst	3.00	89,172		0	3.00	89,172
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	21,271		0	1.00	21,271
	Personnel Clerk	1.00	17,962		0	1.00	17,962
	Accounting Clerk 1	0.50	8,981		0	0.50	8,981
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	0.25	4,374		0	0.25	4,374
512000	FRINGE		77,983		(5,916)		72,067
	Service Reimbursement-Workers Comp		4,995		0		4,995
	Total Personal Services	8.75	347,427	0.00	(25,000)	8.75	322,427
	Total Materials & Services		31,445		0		31,445
	Total Capital Outlay		8,036		0		8,036
	TOTAL EXPENDITURES	8.75	386,908	0.00	(25,000)	8.75	361,908

EXHIBIT A
ORDINANCE NO. 91-392

FISCAL YEAR 1990-91		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND:Office of General Counsel							
Personal Services							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	General Counsel	1.00	67,464		0	1.00	67,464
	Legal Counsel	2.00	111,030		(15,267)	2.00	95,763
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	28,390		0	1.00	28,390
	Secretary	1.00	18,267		0	1.00	18,267
511400	OVERTIME		1,500		0		1,500
512000	FRINGE		65,842		(4,733)		61,109
	Service Reimbursement-Workers Comp		4,420		0		4,420
	Total Personal Services	5.00	296,913	0.00	(20,000)	5.00	276,913
	Total Materials & Services		18,120		0		18,120
	Total Capital Outlay		8,500		0		8,500
	TOTAL EXPENDITURES	5.00	323,533	0.00	(20,000)	5.00	303,533

EXHIBIT A
ORDINANCE NO. 91-392

FISCAL YEAR 1990-91		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND:General Expenses							
Interfund Transfers							
581513	Trans. Indirect Costs to Bldg. Fund		249,137		0		249,137
581615	Trans. Indirect Costs to Insurance Fund		26,762		0		26,762
Total Interfund Transfers			275,899		0		275,899
Contingency and Unappropriated Balance							
599999	Contingency		132,116		(100,000)		32,116
	Unappropriated Fund Balance		30,000		0		30,000
Total Contingency and Unappropriated Balance			162,116		(100,000)		62,116
TOTAL EXPENDITURES		62.70	4,377,122	0.00	0	62.70	4,377,122

EXHIBIT B
ORDINANCE NO. 91-392
SCHEDULE OF APPROPRIATIONS

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
SUPPORT SERVICES FUND			
Finance & Administration			
Personal Services	1,569,883	0	1,569,883
Materials & Services	940,004	145,000	1,085,004
Capital Outlay	59,511	0	59,511
Subtotal	2,569,398	145,000	2,714,398
Personnel			
Personal Services	347,427	(25,000)	322,427
Materials & Services	31,445	0	31,445
Capital Outlay	8,036	0	8,036
Subtotal	386,908	(25,000)	361,908
Office of General Counsel			
Personal Services	296,913	(20,000)	276,913
Materials & Services	18,120	0	18,120
Capital Outlay	8,500	0	8,500
Subtotal	323,533	(20,000)	303,533
Public Affairs			
Personal Services	547,839	0	547,839
Materials & Services	98,661	0	98,661
Capital Outlay	12,768	0	12,768
Subtotal	659,268	0	659,268
General Expense			
Interfund Transfers	275,899	0	275,899
Contingency	132,116	(100,000)	32,116
Subtotal	408,015	(100,000)	308,015
Unappropriated Balance	30,000	0	30,000
Total Support Services Fund Requirements	4,377,122	0	4,377,122

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 91-392 AMENDING ORDINANCE
NO. 90-340A REVISING THE FY 90-91 BUDGET AND APPROPRIATION
SCHEDULE FOR THE PURPOSE OF FUNDING THE CHARTER COMMISSION

DATE: March 12, 1991

PRESENTED BY: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

In November 1990, voters of the region passed Ballot Measure No. 1, approving home rule for the Metro Service District. Senate Bill No. 298, as passed by the 66th Oregon Legislative Assembly, provides for the creation of a District Charter Committee. It is anticipated that the Committee shall be appointed and convene in late April 1991. Section Four of Senate Bill No. 298 requires Metro to make available at least \$100,000 for the purpose of paying expenses of the Committee. The use of the Support Services Fund to finance the Charter Committee's work has been suggested by Council staff in consultation with the Presiding Officer and Governmental Affairs Committee Chair (see Attachment #1). In addition, several start-up needs have been identified, totalling \$45,000.00. A detail of these projected expenses is provided in Attachment #2.

Funding for the Charter Committee and start-up expenses is proposed to be drawn from the Support Services Fund. Because work of the Charter Committee will benefit all organizational units, it is considered a justifiable Support Service expense. Due to vacancies in the Personnel Manager and Legal Counsel positions, unexpended funds in the amount of \$45,000.00 are available for start-up costs. It is proposed that the \$100,000 for Committee expenses be drawn from contingency. Ordinance No. 91-392 provides for a transfer of appropriations from contingency and the personal services appropriation of the Personnel office and the office of the General Counsel to materials and services (professional services) under Finance and Administration. The Executive Officers FY 91-92 proposed budget anticipates the carry over of \$76,500 in the Support Services Fund for Committee work to be conducted next fiscal year.

Executive Officer's Recommendation

The Executive Officer recommends adoption of Ordinance No. 91-392 to provide funding for the Metro Charter Committee and initial preparation expenses.

**METRO**

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

Memorandum

DATE: March 11, 1991

TO: Jennifer Sims, Director of Finance and Management Information

FROM: Donald E. Carlson, Council Administrator *DE*

RE: Funding for Metro Charter Committee

As you know, SB 298 is soon to be passed and signed by the Governor, which means the Charter Committee will be operational by approximately mid-April. The legislation requires the District to provide office space and at least \$100,000 in financial support. Based on my discussion with Presiding Officer Collier and Governmental Affairs Chairman Devlin would you please prepare the necessary budget ordinance for first reading on March 14, 1991 to fund the Charter Committee effort out of the current fiscal year Support Service Fund budget. As you know the Support Service Fund derives its resources from all the District's operating funds and the Charter Committee work will benefit all functions of the District. If the District cannot expense the entire amount this fiscal year, we should obligate it and carry forward the unexpended amount as fund balance in the Support Service Fund to FY 1991-92.

Would you also establish an account to which the Charter Committee can charge expenditures. The account could be similar to that used for the Western COG Conference. It would not be part of our budget and appropriations system, but would enable the District to exercise our fiduciary responsibility.

Expenditure authorization procedures should include review by an appropriate District official to ensure that the funds are for the intended purpose. This is not meant to direct how the Charter Committee spends its money, since they have that discretionary authority, but it's to ensure that expenditures go for purpose of the committee.

It is my understanding that the proposed ordinance will include budget amendments to finance the preparation of historic information about Metro and financial information for presentation to the Charter Committee. These amendments were generally discussed at a recent meeting with Presiding Officer Collier, Councilor Devlin and Executive Officer Cusma.

cc: Tanya Collier, Presiding Officer
 Richard Devlin, Governmental Affairs Committee Chair
 George Van Bergen, Finance Committee Chair
 Rena Cusma, Executive Officer

Attachment #2

METRO CHARTER COMMITTEE

Initial Preparation Expenses
Fiscal and Economic Status Report

Public Financial Management Inc.

Contract: Metro Financial Advisors

Work to include: Fiscal history and status of Metro, regional fiscal database operating and capital, projected future regional requirements operating and capital, potential future resources, taxes and fees, growth and capital, and Metro financial role alternatives.

\$28,500.00

Project Organization/Management

Development of work plan for Metro efforts related to Charter Committee.

\$ 9,500.00

History Write Up

Development of written annotated history of Metro, issues oriented chronology, documenting development of regional government.

\$ 7,000.00

TOTAL INITIAL PREPARATION EXPENSES

\$45,000.00