

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993-)
94 BUDGET AND APPROPRIATIONS)
SCHEDULE FOR THE PURPOSE OF)
TRANSFERRING \$28,798 FROM THE)
FINANCE AND MANAGEMENT)
INFORMATION MATERIALS AND SERVICES)
TO THE FINANCE AND MANAGEMENT)
INFORMATION CAPITAL OUTLAY)
ACCOUNT TO FUND THE PURCHASE OF)
CANON COPIERS AND NETWORK)
EQUIPMENT AND DECLARING AN)
EMERGENCY)

ORDINANCE NO. 94-540

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1993-94 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 METRO COUNCIL HEREBY ORDAINS:

1. That Exhibit B, FY 1993-94 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 transferring \$28,798 from the Support Service Fund, Finance and Management Information Department, Materials and Services, Software and Capital Lease Payments to the Support Service Fund, Finance and Management Information Department, Capital Outlay Account to purchase two Canon copiers and network equipment.

2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, 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 12th day of May, 1994.



Judy Wyers, Presiding Officer

ATTEST:



Clerk of the Council

**Exhibit A
Ordinance No. 94-540**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Finance & Management Information Department							
Total Personal Services		45.42	2,238,932	0.00	0	45.42	2,238,932
<u>Materials & Services</u>							
521100	Office Supplies		44,961		0		44,961
521110	Computer Software		34,052		(2,538)		31,514
521111	Computer Supplies		20,580		0		20,580
521240	Graphics/Reprographic Supplies		500		0		500
521260	Printing Supplies		57,000		0		57,000
521290	Other Supplies		1,700		0		1,700
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		6,356		0		6,356
521320	Dues		6,950		0		6,950
521400	Fuels & Lubricants		0		0		0
521540	Maintenance & Repairs Supplies-Equipment		3,000		0		3,000
524110	Accounting & Auditing Services		56,000		0		56,000
524190	Misc. Professional Services		52,000		0		52,000
524210	Data Processing Services		12,200		0		12,200
524310	Management Consulting Services		22,500		0		22,500
525630	Maintenance & Repairs Services-Vehicles		0		0		0
525640	Maintenance & Repairs Services-Equipment		173,849		0		173,849
525710	Equipment Rental		725		0		725
525732	Operating Lease Payments-Vehicles		0		0		0
526200	Ads & Legal Notices		700		0		700
526310	Printing Services		6,900		0		6,900
526320	Typesetting & Reprographics Services		500		0		500
526410	Telephone		1,200		0		1,200
526420	Postage		108,000		0		108,000
526440	Delivery Services		1,200		0		1,200
526500	Travel		22,888		0		22,888
526700	Temporary Help Services		9,213		0		9,213
526800	Training, Tuition, Conferences		22,250		0		22,250
526900	Misc Other Purchased Services		28,900		0		28,900
528100	License, Permits, Payments to Other Agencies		200		0		200
528200	Election Expense		0		0		0
529500	Meetings		400		0		400
529800	Miscellaneous		1,400		0		1,400
525740	Capital Lease Payments-Furniture & Equipment		97,717		(26,440)		71,277
Total Materials & Services			794,941		(28,978)		765,963
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		77,891		28,978		106,869
Total Capital Outlay			77,891		28,978		106,869
TOTAL EXPENDITURES		45.42	3,111,764	0.00	0	45.42	3,111,764

**Exhibit A
Ordinance No. 94-540**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
FOR INFORMATION ONLY							
Finance & Management Information (Office Services)							
Total Personal Services		3.22	121,599	0.00	0	3.22	121,599
Materials & Services							
521100	Office Supplies		21,000		0		21,000
521110	Computer Software		1,555		0		1,555
521260	Printing Supplies		57,000		0		57,000
521290	Other Supplies		1,700		0		1,700
521310	Subscriptions		235		0		235
521320	Dues		150		0		150
524190	Misc. Professional Services		16,000		0		16,000
525640	Maintenance & Repairs Services-Equipment		77,970		0		77,970
526310	Printing Services		4,300		0		4,300
526420	Postage		108,000		0		108,000
526440	Delivery Services		350		0		350
526500	Travel		610		0		610
526700	Temporary Help Services		1,900		0		1,900
526800	Training, Tuition, Conferences		1,125		0		1,125
528100	License, Permits, Payments to Other Agencies		200		0		200
525740	Capital Lease Payments-Furniture & Equipment		18,784		(7,971)		10,813
Total Materials & Services			310,879		(7,971)		302,908
Capital Outlay							
571500	Purchases-Office Furniture & Equipment		13,650		7,971		21,621
Total Capital Outlay			13,650		7,971		21,621
TOTAL EXPENDITURES		3.22	446,128	0.00	0	3.22	446,128

**Exhibit A
Ordinance No. 94-540**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
FOR INFORMATION ONLY							
Finance & Management Information (Information Services)							
Total Personal Services		13.30	718,172	0.00	0	13.30	718,172
<u>Materials & Services</u>							
521100	Office Supplies		3,524		0		3,524
521110	Computer Software		26,000		(2,538)		23,462
521111	Computer Supplies		19,788		0		19,788
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		3,871		0		3,871
521320	Dues		750		0		750
521540	Maintenance & Repairs Supplies-Equipment		3,000		0		3,000
524210	Data Processing Services		12,200		0		12,200
524310	Management Consulting Services		22,500		0		22,500
525640	Maintenance & Repairs Services-Equipment		94,349		0		94,349
526200	Ads & Legal Notices		250		0		250
526410	Telephone		1,200		0		1,200
526440	Delivery Services		300		0		300
526500	Travel		10,000		0		10,000
526700	Temporary Help Services		7,313		0		7,313
526800	Training, Tuition, Conferences		8,725		0		8,725
529500	Meetings		100		0		100
525740	Capital Lease Payments-Furniture & Equipment		78,933		(18,469)		60,464
Total Materials & Services			293,903		(21,007)		272,896
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		29,241		21,007		50,248
Total Capital Outlay			29,241		21,007		50,248
TOTAL EXPENDITURES		13.30	1,041,316	0.00	0	13.30	1,041,316

Exhibit B
FY 1993-94 SCHEDULE OF APPROPRIATIONS
Ordinance No. 94-540

	<u>Current</u> <u>Appropriations</u>	<u>Revision</u>	<u>Proposed</u> <u>Appropriations</u>
SUPPORT SERVICES FUND			
Finance and Management Information			
Personal Services	2,238,932	0	2,238,932
Materials & Services	794,941	-28,978	765,963
Capital Outlay	77,891	28,978	106,869
Subtotal	3,111,764	0	3,111,764
Regional Facilities			
Personal Services	606,467	0	606,467
Materials & Services	362,436	0	362,436
Capital Outlay	5,000	0	5,000
Subtotal	973,903	0	973,903
Personnel			
Personal Services	534,856	0	534,856
Materials & Services	59,646	0	59,646
Capital Outlay	6,675	0	6,675
Subtotal	601,177	0	601,177
Office of General Counsel			
Personal Services	434,876	0	434,876
Materials & Services	23,715	0	23,715
Capital Outlay	1,500	0	1,500
Subtotal	460,091	0	460,091
Public Affairs			
Personal Services	669,686	0	669,686
Materials & Services	91,247	0	91,247
Capital Outlay	3,100	0	3,100
Subtotal	764,033	0	764,033
General Expenses			
Interfund Transfers	579,671	0	579,671
Contingency	160,320	0	160,320
Subtotal	739,991	0	739,991
Unappropriated Balance	151,566	0	151,566
Total Fund Requirements	6,802,525	0	6,802,525

All Other Appropriations Remain As Previously Adopted

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 94-540 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING \$28,978 FROM THE FINANCE AND MANAGEMENT INFORMATION MATERIALS AND SERVICES TO THE FINANCE AND MANAGEMENT INFORMATION CAPITAL OUTLAY ACCOUNT TO FUND THE PURCHASE OF TWO CANON COPIERS AND NETWORK EQUIPMENT AND DECLARING AN EMERGENCY

Date: March 24, 1994

Presented by: Jennifer Sims
Ann Clem
Pam Juett

BACKGROUND AND ANALYSIS

The proposed budget amendment covers two issues. First is the transfer of \$7,971 from Finance and Management Information, Office Services Materials and Services Capital Lease Payments line item to Capital Outlay. Office Services purchased two Canon copiers in the first quarter of this fiscal year. The copiers had originally been budgeted as a Capital Lease item. However, by purchasing them on the state contract, rather than leasing them over a five year period a significant savings of \$9,941 was achieved. The funds that are being transferred represent the original budgeted funds for the lease payments of the copiers, plus savings resulting from a favorable lease arrangement which was negotiated for the lease purchase of the Kodak 2085 duplicator and mailing machine for the print shop.

The second part of this budget amendment purposes to transfer funds from Finance and Management Information Materials and Services Computer Software and Capital Lease Payments to Capital Outlay to purchase Network Equipment. A detailed listing of the equipment along with Vendors and price details is attached to this staff report. The funds that are being transferred represent the original budgeted funds for the lease payments on network equipment, a communications system, an upgrade to the network backup system and a resource management system. By purchasing these items rather than leasing them over a three year period as originally planned and budgeted, a savings of \$3,600 can be realized.

Total savings for these actions, over the next five years amount to \$13,541.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 94-540.

**Budget Amendment 94-540
for
Network Equipment Purchase**

**The winning vendors were selected using Metro's procurement policy

Quantity	Description	**Vendor	Hardware Cost	Software Cost	Total Purchase Amt	
2	Wiring Concentrators LattisHub 2813-04	JRE Consulting Assoc.	\$3,552.00			
1	w/adv. mgmt LattisHub 2803 w/o adv. mgmt					
					\$4,307.00	
1	Async. Comm. system Netblazer	SJI Corporation	\$3,075.00			
1	T3000 modem		\$569.00			
7	Qblazer modems		\$2,625.00			
					\$6,269.00	
1	Tape Backup system ADIC 1200c-2 (autochanger)	Applied Infor. Svcs.	\$7,784.00			
1	cable		\$45.00			
1	controller card		\$160.00			
1	Cheyenne ARCserve (operating software)					\$1,764.00
1	Cheyenne Multi-protocol software					\$1,047.20
					\$10,800.20	
1	Mail Server 486DX2/66 EISA 16mb RAM 128K-256K cache 350mb hard disk	JRE Consulting Assoc.	\$2,442.00			
1	Novell Netware 3.11 (operating software)					\$5,000.00
1	1yr on-site parts & labor warranty					included
					\$7,442.00	
1	Resource Mgmt system HELP! software (includes training, setup & Lotus Notes)	Northwest NetCom		\$7,995.00		
1	1 yr support contract					
					\$7,995.00	
	Total Amount		\$21,007.00	\$15,806.20	\$36,813.20	

FINANCE COMMITTEE REPORT

ORDINANCE NO. 94-540 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE TO TRANSFER \$28,798 FROM THE FINANCE AND MANAGEMENT INFORMATION CAPITAL OUTLAY ACCOUNT TO FUND THE PURCHASE OF CANON COPIERS AND NETWORK EQUIPMENT

Date: May 3, 1994

Presented By: Councilor Kvistad

COMMITTEE RECOMMENDATION: At its April 27, 1994 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 94-540. Committee members present and voting were Councilors Buchanan, Gardner, Kvistad, Monroe and Van Bergen. Councilors Devlin and McLain were absent.

COMMITTEE DISCUSSION/ISSUES: Ms. Ann Clem, Information Services Manager, and Ms. Pam Juett, Office Services Supervisor, gave the Staff Report. Ms. Clem indicated the ordinance addresses two separate but related requests and she would speak to the request dealing with the purchase of data processing network equipment. Ms. Clem stated the data processing request is to transfer \$21,007 from the Materials and Services category to the Capital Outlay Category in the Information Services Division budget for the purpose of purchasing certain equipment for the Metro Network. By purchasing the equipment rather than leasing it for three years as was originally planned and budgeted, Metro is able to save approximately \$3,600.

Ms. Juett stated the Office Services request is similar in that it proposes to transfer \$7,971 from the Materials and Services category to the Capital Outlay category in the Office Services Division budget to pay for the purchase of two copiers which earlier this year had been financed by a five year lease purchase. Doing the purchase in this manner will save Metro approximately \$9,941. Ms. Juett pointed out that both requests amend the Budget and Appropriation Schedule for the Finance and Management Information Department.

There were no questions or comments from the Committee.



METRO

DATE: May 17, 1994

TO: Rena Cusma, Executive Officer *JA*

FROM: Paulette Allen, Clerk of the Council

RE: TRANSMITTAL OF ORDINANCE NOS. 94-539, 94-540, 94-541, 94-544A
AND 94-545

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on May 12, 1994.

If you wish to veto any of the ordinances referenced above, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, May 19, 1994. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, these ordinances will be considered finally adopted.

I, *Unette B. Shiley* received this memo and true copies of Ordinance Nos. 94-539, 94-540, 94-541, 94-544A and 94-545 from the Clerk of the Council on *May 17, 1994*.