

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1994-95)	ORDINANCE NO. 94-569
BUDGET AND APPROPRIATIONS)	
SCHEDULE BY TRANSFERRING \$5,000)	Introduced by Rena Cusma,
FROM THE GENERAL FUND CONTINGENCY)	Executive Officer on behalf of
TO THE OFFICE OF THE AUDITOR)	Alexis Dow, Auditor-Elect
MATERIALS & SERVICES, MISC.)	
PROFESSIONAL SERVICES FOR THE)	
PURPOSE OF TRANSITION SERVICES FOR)	
THE NEW OFFICE OF THE AUDITOR; AND)	
DECLARING AN EMERGENCY)	

WHEREAS, The 1992 Metro Charter created the Office of Metro Auditor with the term of the first auditor beginning on January 3, 1995; and

WHEREAS, There is a necessity for immediate operation of the Office of the Auditor beginning on January 3, 1995; and

WHEREAS, Transition funding could expedite staff recruitment and other matters, and thereby, contribute to the efficient start-up of the Office of the Auditor; and

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1994-95 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 ORDAINS AS FOLLOWS;

1. That the FY 1994-95 Budget and 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 \$5,000 from the General Fund Contingency to the Office of the Auditor Materials & Services Misc. Professional Services account to transition services for the Office of the Auditor.

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 13th day of October, 1994.

ATTEST:


Clerk of Council

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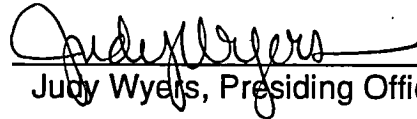

Judy Wyets, Presiding Officer

Exhibit A
Ordinance No. 94-569
General Fund

FISCAL YEAR 1994-95		ADOPTED		REVISION		ORD. NO. 94-569	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Executive Management							
	TOTAL EXPENDITURES	4.00	356,258			4.00	356,258
Office of Government Relations							
	TOTAL EXPENDITURES	0.00	0			0.00	0
Regional Facilities Planning							
	TOTAL EXPENDITURES	0.00	0			0.00	0
Council							
	TOTAL EXPENDITURES	8.50	1,004,934			8.50	1,004,934
Office of the Auditor							
	Total Personal Services	1.00	58,433			1.00	58,433
	<u>Materials & Services</u>						
521100	Office Supplies		2,000				2,000
521110	Computer Software		2,000				2,000
521310	Subscriptions		300				300
521320	Dues		300				300
524110	Accounting & Auditing Services		0				0
524190	Misc. Professional Services		0		5,000		5,000
525640	Maintenance & Repairs Services-Equipment		0				0
525710	Equipment Rental		0				0
525740	Lease Payments		0				0
526200	Ads & Legal Notices		0				0
526310	Printing Services		0				0
526320	Typesetting & Reprographics Services		0				0
526410	Telephone		800				800
526420	Postage		0				0
526440	Delivery Services		0				0
526500	Travel		1,000				1,000
526510	Mileage Reimbursement		0				0
526700	Temporary Help Services		0				0
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies		0				0
528200	Election Expense		0				0
529110	Council Per Diem		0				0
529120	Councilor Expenses		0				0
529500	Meetings		0				0
529800	Miscellaneous		1,600				1,600
	Total Materials & Services		9,000		5,000		14,000
	Total Capital Outlay		12,319				12,319
	TOTAL EXPENDITURES	1.00	79,752		5,000	1.00	84,752

Exhibit A
Ordinance No. 94-569
General Fund

FISCAL YEAR 1994-95		ADOPTED		REVISION		ORD. NO. 94-569	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Special Appropriations							
	TOTAL EXPENDITURES	0.00	265,000			0.00	265,000
General Expenses							
	Total Interfund Transfers		4,189,599				4,189,599
	<u>Contingency and Unappropriated Balance</u>						
599999	Contingency		568,475		(5,000)		563,475
599990	Unappropriated Fund Balance		200,000				200,000
	Total Contingency and Unappropriated Balance		768,475		(5,000)		763,475
	TOTAL EXPENDITURES	13.50	6,664,018		0	13.50	6,664,018

**Exhibit B
Ordinance No. 94-569**

FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current		ORD. NO. 94-569
	Appropriation	Revision	Proposed
			Appropriation
GENERAL FUND			
Council			
Personal Services	888,891		888,891
Materials & Services	102,243		102,243
Capital Outlay	13,800		13,800
Subtotal	1,004,934		1,004,934
Executive Management			
Personal Services	314,656		314,656
Materials & Services	40,002		40,002
Capital Outlay	1,600		1,600
Subtotal	356,258		356,258
Office of the Auditor			
Personal Services	58,433		58,433
Materials & Services	9,000	5,000	14,000
Capital Outlay	12,319		12,319
Subtotal	79,752	5,000	84,752
Special Appropriations			
Materials & Services	265,000		265,000
Subtotal	265,000		265,000
General Expenses			
Interfund Transfers	4,189,599		4,189,599
Contingency	568,475	(5,000)	563,475
Subtotal	4,758,074	(5,000)	4,753,074
Unappropriated Balance	200,000		200,000
Total Fund Requirements	6,664,018	0	6,664,018
TOTAL APPROPRIATIONS	203,772,351	203,772,351	203,772,351

All Other Appropriation Levels Remain as Previously Adopted

FINANCE COMMITTEE REPORT

ORDINANCE NO. 94-569 AMENDING THE FY 94-95 BUDGET AND APPROPRIATIONS SCHEDULE TO FUND TRANSITION SERVICES FOR THE NEW OFFICE OF THE AUDITOR

Date: October 4, 1994

Presented By: Councilor Washington

COMMITTEE RECOMMENDATION: At its September 28, 1994 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 94-569. All Councilors were present and voting.

COMMITTEE DISCUSSION/ISSUES: Alexis Dow, Auditor-elect, presented the Staff Report. Ms. Dow stated that she needed \$5,000 to acquire the services of a person to assist her in getting her office established and to assist in providing input into the FY95-96 Budget request. She stated this is a similar request to that for the transition of the Executive Officer-elect which the Council recently approved. In response to a question and comment from Councilor Van Bergen regarding the location of her office, Ms. Dow stated she would prefer to be located in close proximity to the Councilors and the Executive Officer. She felt such a location would be an important factor in her being able to successfully do her job. In response to a question from Councilor Washington regarding the role and function of the Auditor, she stated it was not a policy making position but rather a position in which she could provide information and recommendations to the Council and Executive Officer which could lead to better policies and more efficient and effective provision of services by the various Metro Departments.

Don Carlson, Council Administrator, presented a memo outlining an option for providing the start up services to the Auditor-elect without the need to appropriate additional funds from the General Fund Contingency (See Attachment 1 to this Committee Report). Mr. Carlson expressed the opinion that there are sufficient existing resources in the form of people in Metro to provide the needed assistance. He indicated the need for someone to be assigned to coordinate the services with the Auditor-elect and further suggested that Mr. Don Rocks be given that assignment because the current Executive is getting ready to vacate the office. The major reason for presenting this option is to preserve as much General Fund Contingency as possible for carry over to FY 1995-96 to continue funding Metro's Planning function at as high a level as possible. He pointed out this is particularly important given the uncertainty of the implementation of the recently enacted Construction Excise Tax and that there will be other requests for the use of General Fund Contingency.



ATTACHMENT 1
(Fin.Comm.Rpt/94-569)

METRO

Date: September 26, 1994
To: Finance Committee *DL*
From: Donald E. Carlson, Council Administrator
Re: Ordinance No. 94-569 Start Up Funding for the Auditor's Office

Ordinance No. 94-569 requests a transfer from the General Fund Contingency of \$5,000 to pay start up costs for the new Auditor's Office. The funds are proposed for a personal services contract for a person to help the Auditor establish an office, assist in hiring a secretary and assist in preparing the Auditor's FY 1995-96 budget request.

An option for dealing with this request is to have existing personnel assist the Auditor to get the function started. The General Services Department will have the responsibility to find suitable office space for the Auditor. The Personnel Office can assist in providing a job description for recruitment. Any number of people (Executive Management, Council or Financial Planning) can assist in developing the FY 1995-96 budget request. The Council Department Administrative Secretary (Lindsey Ray) can assist in the ordering of office furniture and supplies and setting up the system for coding expenditure requests. Dick Engstrom, Deputy Executive Officer, has offered the Senior Administrative Analyst in the Executive Management Department (Don Rocks) to coordinate these staff efforts in consultation with the Auditor.

This option is offered as a way to preserve the General Fund Contingency for other needs during this fiscal year or for carry over to FY 1995-96. As you know the Construction Excise Tax probably will be referred for a vote in the Spring of 1995 and the cost of the election must be paid for from the General Fund. Also, the fate of the new tax is uncertain thus the need for as much General Fund carry over to FY 1995-96 as possible is paramount to keep the level of funding for planning activities near the current level. This is particularly important since the local government dues (\$550,000) will no longer be available.

The fiscal condition of the General Fund Contingency is or could be as follows:

Amount as of 9/26/94	\$563,475
Less \$45,850 from Ord. 94-572	\$517,625
Less \$12,900 from Ord. 94-573	\$504,725
Less \$55,000 for potential Exec.Mgmt. request	\$449,725
Less \$40,000 for potential Auditor request.	\$409,745
Less \$115,000 for potential Const.Tax election.	\$294,725

It should be noted that the latter three amounts listed are items which have been mentioned to Council Staff which might be requested. They are mentioned only to indicate the likelihood of demands on the General Fund Contingency.

If the Committee agrees with the option listed above, Staff recommends that the Ordinance No. 94-569 be tabled and that the Auditor contact the Deputy Executive Officer to commence the process to start up the Office.

cc: Alexis Dow, Metro Auditor
Dick Engstrom, Deputy Executive Officer
Jennifer Sims, Finance Director
Metro Council

STAFF REPORT

IN CONSIDERATION OF:

ORDINANCE NO. 94-569 AMENDING THE FY 1994-95 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$5,000 FROM THE GENERAL FUND CONTINGENCY TO THE OFFICE OF THE AUDITOR MATERIALS & SERVICES, MISC. PROFESSIONAL SERVICES FOR THE PURPOSE OF TRANSITION SERVICES FOR THE NEW OFFICE OF THE AUDITOR; AND DECLARING AN EMERGENCY.

Date: August 30, 1994

Presented by: Alexis Dow

FACTUAL BACKGROUND AND ANALYSIS

The voters of the district on November 3, 1992, approved the 1992 Metro Charter. The charter created the Office of Metro Auditor and specified that the term of the first auditor begins on January 3, 1995.

Since this is a new Office, there is no historical data on which to prepare the budget nor staff, office furniture, equipment or supplies. This is a request for \$5,000 in transition funds for a Professional Services contract. The contractor will expedite development of timely input to the FY 1995-96 budget, staff recruitment, office set-up, and other actions which will contribute to the efficient start-up of the Office of the Auditor as of January 3, 1995.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 94-569 and declaring an emergency.



METRO

DATE: October 17, 1994
TO: Rena Cusma, Executive Officer
FROM: Paulette Allen, Clerk of the Council
RE: TRANSMITTAL OF ORDINANCE NOS. 94-568, 94-571, 94-569, 94-572A AND 94-573

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on October 13, 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, October 20, 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, Paulette Allen, received this memo and true copies of Ordinance Nos. 94-568, 94-571, 94-569, 94-572A and 94-573 from the Clerk of the Council on 10/17/94.