

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1994-95) ORDINANCE NO. 94-570B
BUDGET AND APPROPRIATIONS)
SCHEDULE TO IMPLEMENT THE) Introduced by Rena Cusma,
CONSTRUCTION EXCISE TAX, ADDING A) Executive Officer
TEMPORARY POSITION (0.25 FTE) IN THE)
FINANCIAL PLANNING DIVISION)

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,

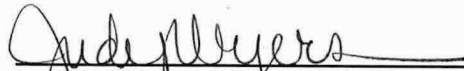
THE METRO COUNCIL HEREBY ORDAINS;

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 \$22,218 from the Support Services Fund Contingency to the Financial Planning Division to fund a Temporary (0.25 FTE) Senior Administrative Services Analyst and related costs.

ADOPTED by the Metro Council this 22nd day of September, 1994.

ATTEST


Clerk of Council



Judy Wyers, Presiding Officer

**Exhibit A
Ordinance No. 94-570B**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND: Finance & Management Information Department							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.90	67,614		0	0.90	67,614
	Senior Manager	2.00	130,316		0	2.00	130,316
	Managers	1.00	54,600		0	1.00	54,600
	Senior Program Supervisor	3.00	154,554		0	3.00	154,554
	Program Supervisor	1.00	45,953		0	1.00	45,953
	Principal Administrative Services Analyst	1.00	53,605		0	1.00	53,605
	Senior Administrative Services Analyst		0	0.25	11,250	0.25	11,250
	Associate Administrative Services Analyst	1.00	39,244		0	1.00	39,244
	Sr. Management Analyst	1.00	50,592		0	1.00	50,592
	Assoc. Management Analyst	1.00	45,886		0	1.00	45,886
	Asst. Management Analyst	2.00	71,026		0	2.00	71,026
	D.P. Systems Analyst	4.00	174,750		0	4.00	174,750
	D.P. Operations Analyst	1.00	40,675		0	1.00	40,675
	D.P. Programmer/Analyst	1.00	43,855		0	1.00	43,855
	Senior Accountant	3.00	137,619		0	3.00	137,619
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	3.00	80,161		0	3.00	80,161
	Lead Accounting Clerk	4.00	117,062		0	4.00	117,062
	Accounting Clerk 2	7.00	180,854		0	7.00	180,854
	Program Assistant 1	1.00	22,835		0	1.00	22,835
	D.P. Operator	1.00	33,800		0	1.00	33,800
	D.P. Technical Specialist	2.00	66,450		0	2.00	66,450
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Professional Support	0.00	3,085		0	0.00	3,085
	Temporary Administrative Support	1.10	22,998		0	1.10	22,998
511400	OVERTIME		7,886		0		7,886
512000	FRINGE		660,101		4,556		664,657
Total Personal Services		42.00	2,305,521	0.25	15,806	42.25	2,321,327
<u>Materials & Services</u>							
521100	Office Supplies		13,421		350		13,771
521110	Computer Software		32,580		882		33,462
521111	Computer Supplies		22,710		0		22,710
521240	Graphics/Reprographic Supplies		500		100		600
521260	Printing Supplies		0		0		0
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		5,001		0		5,001
521320	Dues		9,140		0		9,140
521540	Maintenance & Repairs Supplies-Equipment		7,000		0		7,000
524110	Accounting & Auditing Services		65,000		0		65,000
524190	Misc. Professional Services		29,500		0		29,500
524210	Data Processing Services		20,960		0		20,960
524310	Management Consulting Services		27,500		0		27,500
525640	Maintenance & Repairs Services-Equipment		120,315		0		120,315
526200	Ads & Legal Notices		900		150		1,050
526310	Printing Services		16,470		0		16,470
526320	Typesetting & Reprographics Services		500		0		500
526410	Telephone		1,800		0		1,800
526440	Delivery Services		950		300		1,250
526500	Travel		20,589		0		20,589
526700	Temporary Help Services		10,931		0		10,931
526800	Training, Tuition, Conferences		22,740		0		22,740

**Exhibit A
Ordinance No. 94-570B**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND: Finance & Management Information Department							
<u>Materials & Services Continued</u>							
526900	Misc Other Purchased Services		27,700		0		27,700
529500	Meetings		1,092		200		1,292
529800	Miscellaneous		1,400		0		1,400
525740	Capital Lease Payments-Furniture & Equipment		18,469		0		18,469
Total Materials & Services			478,268		1,982		480,250
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		16,700		4,430		21,130
Total Capital Outlay			16,700		4,430		21,130
TOTAL EXPENDITURES		42.00	2,800,489	0.25	22,218	42.25	2,822,707

SUPPORT SERVICES FUND: General Expenses

Total Interfund Transfers			806,169		0		806,169
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency						
	* General		159,500		(22,218)		137,282
	* Builders License		62,987		0		62,987
	* Construction Services (Tri-Met Contract)		2,539		0		2,539
599990	Unappropriated Fund Balance-Contractors License						
	* Builders License		207,625		0		207,625
	* Capital Replacement Reserve		200,000		0		200,000
Total Contingency and Unappropriated Balance			632,651		(22,218)		610,433
TOTAL EXPENDITURES		81.25	7,668,704	0.25	0	81.50	7,668,704

CURRENT BUDGET ASSUMES PASSAGE OF ORD. NO. 94-560 AND ORD. NO 94-564

**Exhibit A
Ordinance No. 94-570B**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
*** For Information Only ***							
Finance & Management Information (Financial Planning)							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.30	22,538		0	0.30	22,538
	Senior Manager	1.00	65,158		0	1.00	65,158
	Principal Administrative Services Analyst	1.00	53,605		0	1.00	53,605
	Senior Administrative Services Analyst		0	0.25	11,250	0.25	11,250
	Associate Administrative Services Analyst	1.00	39,244		0	1.00	39,244
	Sr. Management Analyst	1.00	50,592		0	1.00	50,592
	Assoc. Management Analyst	1.00	45,886		0	1.00	45,886
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	26,309		0	1.00	26,309
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary	0.60	12,492		0	0.60	12,492
511400	OVERTIME		516		0		516
512000	FRINGE		124,433		4,556		128,989
Total Personal Services		6.90	440,773	0.25	15,806	7.15	456,579
<u>Materials & Services</u>							
521100	Office Supplies		4,850		350		5,200
521110	Computer Software		1,380		882		2,262
521240	Graphics/Reprographic Supplies		500		100		600
521260	Printing Supplies		0		0		0
521310	Subscriptions		970		0		970
521320	Dues		5,875		0		5,875
524190	Misc. Professional Services		29,500		0		29,500
526200	Ads & Legal Notices		600		150		750
526310	Printing Services		2,000		0		2,000
526320	Typesetting & Reprographics Services		500		0		500
526410	Telephone		0		0		0
526440	Delivery Services		550		300		850
526500	Travel		3,890		0		3,890
526700	Temporary Help Services		1,351		0		1,351
526800	Training, Tuition, Conferences		4,000		0		4,000
529500	Meetings		300		200		500
Total Materials & Services			56,266		1,982		58,248
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		3,800		4,430		8,230
Total Capital Outlay			3,800		4,430		8,230
TOTAL EXPENDITURES		6.90	500,839	0.25	22,218	7.15	523,057

Exhibit B
Ordinance No. 94-570B
FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
SUPPORT SERVICES FUND			
Finance and Management Information			
Personal Services	2,305,521	15,806	2,321,327
Materials & Services	478,268	1,982	480,250
Capital Outlay	16,700	4,430	21,130
Subtotal	2,800,489	22,218	2,822,707
General Services			
Personal Services	947,694	0	947,694
Materials & Services	730,412	0	730,412
Capital Outlay	10,960	0	10,960
Subtotal	1,689,066	0	1,689,066
Office of Personnel			
Personal Services	552,092	0	552,092
Materials & Services	53,710	0	53,710
Subtotal	605,802	0	605,802
Office of General Counsel			
Personal Services	447,725	0	447,725
Materials & Services	29,998	0	29,998
Capital Outlay	3,600	0	3,600
Subtotal	481,323	0	481,323
Office of Public and Government Relations			
Personal Services	302,672	0	302,672
Materials & Services	129,782	0	129,782
Subtotal	432,454	0	432,454
Office of Citizen Involvement			
Personal Services	74,520	0	74,520
Materials & Services	10,730	0	10,730
Subtotal	85,250	0	85,250
Special Appropriation			
Materials & Services	125,000		125,000
Subtotal	125,000	0	125,000
General Expenses			
Interfund Transfers	806,169	0	806,169
Contingency	235,526	(22,218)	213,308
Subtotal	1,041,695	(22,218)	1,019,477

Exhibit B
Ordinance No. 94-570B
FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
Unappropriated Balance	407,625	0	407,625
Total Fund Requirements	7,668,704	0	7,668,704

NOTE: This Ordinance assumes adoption of Ordinances 94-560, 94-564, and 94-569

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1994-95)
BUDGET AND APPROPRIATIONS)
SCHEDULE TO IMPLEMENT THE)
CONSTRUCTION EXCISE TAX, ADDING 4.0)
FTE A TEMPORARY POSITION (0.25 FTE) IN)
THE FINANCIAL PLANNING DIVISION AND)
FUNDING LOCAL GOVERNMENT ONE-TIME)
START UP COSTS; AND DECLARING AN)
EMERGENCY)

ORDINANCE NO. 94-570A

Introduced by Rena Cusma,
Executive Officer

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 HEREBY ORDAINS;

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 \$100,000 from the General Fund to the Support Services Fund, Special Appropriation to fund the one-time start up costs of the local governments to implement the Construction Excise Tax, and transferring \$56,030 ~~\$22,218~~ from the Support Services Fund Contingency to the Financial Planning Division to fund ~~4.0 FTE~~ a Temporary (0.25 FTE) Senior Administrative Services Analyst and related costs.

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 _____ day of _____, 1994.

ATTEST:

Clerk of Council

Ed Washington, Deputy Presiding Officer

**Exhibit A
Ordinance No. 94-570A**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Resources							
<u>Resources</u>							
305000	Fund Balance		531,000		0		531,000
312000	Excise Tax		5,968,760		0		5,968,760
361100	Interest on Investments		40,000		0		40,000
379000	Other Miscellaneous Revenue		0		0		0
391531	Trans. Resources from Solid Waste Revenue Fund		124,258		0		124,258
391558	Trans. Resources from Conv. Ctr. Mgmt. Fund		0		0		0
Total Resources			6,664,018		0		6,664,018
GENERAL FUND:General Expenses							
<u>Interfund Transfers</u>							
581513	Trans. Indirect Costs to Bldg. Fund-Regional Center		303,807		0		303,807
581610	Trans. Indirect Costs to Support Svcs. Fund		519,495		0		519,495
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Gen'l		3,244		0		3,244
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Workers' Comp		6,008		0		6,008
583610	Trans. Direct Costs to Support Svcs. Fund		28,130		0		28,130
583615	Trans. Direct Costs to Risk Management Fund		15,758		0		15,758
<u>Excise Tax Transfers</u>							
582140	Trans. Resources to Planning Fund		2,676,264		0		2,676,264
582513	Trans. Resources to Building Mgmt. Fund		55,984		0		55,984
582610	Trans. Resources to Support Svcs. Fund		0		100,000		100,000
582160	Trans. Resources to Reg. Parks/Expo Fund		496,435		0		496,435
582160	Trans. Resources to Reg. Parks/Expo Fund (contingency)		84,474		0		84,474
Total Interfund Transfers			4,189,599		100,000		4,289,599
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		563,475		(100,000)		463,475
599990	Unappropriated Fund Balance		200,000		0		200,000
Total Contingency and Unappropriated Balance			763,475		(100,000)		663,475
TOTAL EXPENDITURES		13.50	6,664,018	0.00	0	13.50	6,664,018

Note: This action assumes adoption of Ordinance No. 94-569, related to the Auditor's Office, to be presented to the Council September, 8, 1994.

**Exhibit A
Ordinance No. 94-570A**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND:Resources							
<u>Resources</u>							
305000	Fund Balance		398,016		0		398,016
321100	Contractors' License Fee		275,000		0		275,000
339200	Contract and Professional Services Services		98,182		0		98,182
391010	Trans. of Resources from General Fund-Excise Tax		0		100,000		100,000
392010	Trans. Indirect Costs from General Fund		519,495		0		519,495
392120	Trans. Indirect Costs from Zoo Oper. Fund		1,178,797		0		1,178,797
392140	Trans. Indirect Costs from Planning Fund		1,548,361		0		1,548,361
392142	Trans. Indirect Costs from Plan. & Dev. Fund		0		0		0
392531	Trans. Indirect Costs from S.W. Revenue Fund		2,311,955		0		2,311,955
392550	Trans. Indirect Costs from OCC Operating Fund		419,607		0		419,607
392559	Trans. Indirect Costs from Conv. Ctr. Cap. Fund		53,053		0		53,053
392553	Trans. Indirect Costs from Spec. Fac. Fund		271,903		0		271,903
392160	Trans. Indirect Costs from Reg. Parks/Expo Fund		405,977		0		405,977
393010	Trans. Direct Costs from General Fund		28,130		0		28,130
393550	Trans. Direct Costs from OCC Operating Fund		98,838		0		98,838
393553	Trans. Direct Costs from Spec. Fac. Fund		61,390		0		61,390
TOTAL RESOURCES			7,668,704		100,000		7,768,704

CURRENT BUDGET ASSUMES PASSAGE OF ORD. NO. 94-560 AND ORD. NO 94-564

**Exhibit A
Ordinance No. 94-570A**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND: Finance & Management Information Department							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.90	67,614		0	0.90	67,614
	Senior Manager	2.00	130,316		0	2.00	130,316
	Managers	1.00	54,600		0	1.00	54,600
	Senior Program Supervisor	3.00	154,554		0	3.00	154,554
	Program Supervisor	1.00	45,953		0	1.00	45,953
	Principal Administrative Services Analyst	1.00	53,605		0	1.00	53,605
	Senior Administrative Services Analyst		0	0.25	11,250	0.25	11,250
	Associate Administrative Services Analyst	1.00	39,244		0	1.00	39,244
	Sr. Management Analyst	1.00	50,592		0	1.00	50,592
	Assoc. Management Analyst	1.00	45,886		0	1.00	45,886
	Asst. Management Analyst	2.00	71,026		0	2.00	71,026
	D.P. Systems Analyst	4.00	174,750		0	4.00	174,750
	D.P. Operations Analyst	1.00	40,675		0	1.00	40,675
	D.P. Programmer/Analyst	1.00	43,855		0	1.00	43,855
	Senior Accountant	3.00	137,619		0	3.00	137,619
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	3.00	80,161		0	3.00	80,161
	Lead Accounting Clerk	4.00	117,062		0	4.00	117,062
	Accounting Clerk 2	7.00	180,854		0	7.00	180,854
	Program Assistant 1	1.00	22,835		0	1.00	22,835
	D.P. Operator	1.00	33,800		0	1.00	33,800
	D.P. Technical Specialist	2.00	66,450		0	2.00	66,450
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Professional Support	0.00	3,085		0	0.00	3,085
	Temporary Administrative Support	1.10	22,998		0	1.10	22,998
511400	OVERTIME		7,886		0		7,886
512000	FRINGE		660,101		4,556		664,657
Total Personal Services		42.00	2,305,521	0.25	15,806	42.25	2,321,327
<u>Materials & Services</u>							
521100	Office Supplies		13,421		350		13,771
521110	Computer Software		32,580		882		33,462
521111	Computer Supplies		22,710		0		22,710
521240	Graphics/Reprographic Supplies		500		100		600
521260	Printing Supplies		0		0		200
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		5,001		0		5,001
521320	Dues		9,140		0		9,140
521540	Maintenance & Repairs Supplies-Equipment		7,000		0		7,000
524110	Accounting & Auditing Services		65,000		0		65,000
524190	Misc. Professional Services		29,500		0		29,500
524210	Data Processing Services		20,960		0		20,960
524310	Management Consulting Services		27,500		0		27,500
525640	Maintenance & Repairs Services-Equipment		120,315		0		120,315
526200	Ads & Legal Notices		900		150		1,050
526310	Printing Services		16,470		0		16,870
526320	Typesetting & Reprographics Services		500		0		650
526410	Telephone		1,800		0		1,800
526440	Delivery Services		950		300		1,250
526500	Travel		20,589		0		20,589
526700	Temporary Help Services		10,931		0		10,931
526800	Training, Tuition, Conferences		22,740		0		22,740

**Exhibit A
Ordinance No. 94-570A**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND: Finance & Management Information Department							
526900	Misc Other Purchased Services		27,700		0		27,700
529500	Meetings		1,092		200		1,292
529800	Miscellaneous		1,400		0		1,400
525740	Capital Lease Payments-Furniture & Equipment		18,469		0		18,469
Total Materials & Services			478,268		1,982		481,000
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		16,700		4,430		21,130
Total Capital Outlay			16,700		4,430		21,130
TOTAL EXPENDITURES		42.00	2,800,489	0.25	22,218	42.25	2,823,457

**Exhibit A
Ordinance No. 94-570A**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
*** For Information Only ***							
Finance & Management Information (Financial Planning)							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.30	22,538		0	0.30	22,538
	Senior Manager	1.00	65,158		0	1.00	65,158
	Principal Administrative Services Analyst	1.00	53,605		0	1.00	53,605
	Senior Administrative Services Analyst		0	0.25	11,250	0.25	11,250
	Associate Administrative Services Analyst	1.00	39,244		0	1.00	39,244
	Sr. Management Analyst	1.00	50,592		0	1.00	50,592
	Assoc. Management Analyst	1.00	45,886		0	1.00	45,886
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	26,309		0	1.00	26,309
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary	0.60	12,492		0	0.60	12,492
511400	OVERTIME		516		0		516
512000	FRINGE		124,433		4,556		128,989
Total Personal Services		6.90	440,773	0.25	15,806	7.15	456,579
<u>Materials & Services</u>							
521100	Office Supplies		4,850		350		5,200
521110	Computer Software		1,380		882		2,262
521240	Graphics/Reprographic Supplies		500		100		600
521260	Printing Supplies		0		0		200
521310	Subscriptions		970		0		970
521320	Dues		5,875		0		5,875
524190	Misc. Professional Services		29,500		0		29,500
526200	Ads & Legal Notices		600		150		750
526310	Printing Services		2,000		0		2,400
526320	Typesetting & Reprographics Services		500		0		650
526410	Telephone		0		0		0
526440	Delivery Services		550		300		850
526500	Travel		3,890		0		3,890
526700	Temporary Help Services		1,351		0		1,351
526800	Training, Tuition, Conferences		4,000		0		4,000
529500	Meetings		300		200		500
Total Materials & Services			56,266		1,982		58,998
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		3,800		4,430		8,230
Total Capital Outlay			3,800		4,430		8,230
TOTAL EXPENDITURES		6.90	500,839	0.25	22,218	7.15	523,807

**Exhibit A
Ordinance No. 94-570A**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND:Special Appropriation							
<u>Materials & Services</u>							
528200	Election Expense		125,000		0		125,000
529800	Miscellaneous		0		100,000		100,000
TOTAL EXPENDITURES		0.00	125,000	0.00	100,000	0.00	225,000
SUPPORT SERVICES FUND:General Expenses							
<u>Interfund Transfers</u>							
581513	Trans. Indirect Costs to Bldg. Fund-Regional Center		755,309		0		755,309
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Gen'l		27,810		0		27,810
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Workers' Comp		23,050		0		23,050
Total Interfund Transfers			806,169		0		806,169
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency						
	* General		159,500		(22,218)		137,282
	* Builders License		62,987		0		62,987
	* Construction Services (Tri-Met Contract)		2,539		0		2,539
599990	Unappropriated Fund Balance-Contractors License						
	*Builders License		207,625		0		207,625
	*Capital Replacement Reserve		200,000		0		200,000
Total Contingency and Unappropriated Balance			632,651		(22,218)		610,433
TOTAL EXPENDITURES		81.25	7,668,704	0.25	100,000	81.50	7,769,454

Exhibit B
Ordinance No. 94-570A
FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
GENERAL FUND			
Council			
Personal Services	888,891	0	888,891
Materials & Services	102,243	0	102,243
Capital Outlay	13,800	0	13,800
Subtotal	1,004,934	0	1,004,934
Executive Management			
Personal Services	314,656	0	314,656
Materials & Services	40,002	0	40,002
Capital Outlay	1,600	0	1,600
Subtotal	356,258	0	356,258
Office of the Auditor			
Personal Services	58,433	0	58,433
Materials & Services	14,000	0	14,000
Capital Outlay	12,319	0	12,319
Subtotal	84,752	0	84,752
Special Appropriations			
Materials & Services	265,000	0	265,000
Subtotal	265,000	0	265,000
General Expenses			
Interfund Transfers	4,189,599	100,000	4,289,599
Contingency	563,475	(100,000)	463,475
Subtotal	4,753,074	0	4,753,074
Unappropriated Balance	200,000	0	200,000
Total Fund Requirements	6,664,018	0	6,664,018
SUPPORT SERVICES FUND			
Finance and Management Information			
Personal Services	2,305,521	15,806	2,321,327
Materials & Services	478,268	1,982	480,250
Capital Outlay	16,700	4,430	21,130
Subtotal	2,800,489	22,218	2,822,707
General Services			
Personal Services	947,694	0	947,694
Materials & Services	730,412	0	730,412
Capital Outlay	10,960	0	10,960
Subtotal	1,689,066	0	1,689,066
Office of Personnel			
Personal Services	552,092	0	552,092
Materials & Services	53,710	0	53,710
Subtotal	605,802	0	605,802

Exhibit B
Ordinance No. 94-570A
FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
SUPPORT SERVICES FUND (continued)			
Office of General Counsel			
Personal Services	447,725	0	447,725
Materials & Services	29,998	0	29,998
Capital Outlay	3,600	0	3,600
Subtotal	481,323	0	481,323
Office of Public and Government Relations			
Personal Services	302,672	0	302,672
Materials & Services	129,782	0	129,782
Subtotal	432,454	0	432,454
Office of Citizen Involvement			
Personal Services	74,520	0	74,520
Materials & Services	10,730	0	10,730
Subtotal	85,250	0	85,250
Special Appropriation			
Materials & Services	125,000	100,000	225,000
Subtotal	125,000	100,000	225,000
General Expenses			
Interfund Transfers	806,169	0	806,169
Contingency	235,526	(22,218)	213,308
Subtotal	1,041,695	(22,218)	1,019,477
Unappropriated Balance	407,625	0	407,625
Total Fund Requirements	7,668,704	100,000	7,768,704

NOTE: This Ordinance assumes adoption of Ordinances 94-560, 94-564, and 94-569

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

STAFF REPORT

ORDINANCE NO. 94-570 AMENDING THE FY 1994-95 BUDGET TO IMPLEMENT THE NEW CONSTRUCTION EXCISE TAX BY TRANSFERRING \$56,030 FROM THE SUPPORT SERVICES FUND CONTINGENCY TO THE DEPARTMENT OF FINANCE AND MANAGEMENT INFORMATION, FINANCIAL PLANNING DIVISION, AND CREATING ONE NEW POSITION, AND TRANSFERRING \$100,000 FROM THE GENERAL FUND CONTINGENCY TO THE SUPPORT SERVICES FUND, SPECIAL APPROPRIATIONS, TO PAY START-UP COSTS.

Date: August 29, 1994

Presented by: Craig Prosser

FACTUAL BACKGROUND AND ANALYSIS

The Council adopted Ordinance 94-556C on August 25, 1994, implementing a new Construction Excise Tax. This tax will be collected by local jurisdictions or (in cases in which local jurisdictions decide not to collect the tax) by Metro. The tax goes into effect November 23, 1994. All Intergovernmental Agreements with local jurisdictions collecting the tax will need to be developed, negotiated, and approved by the Metro Council and the local jurisdiction before that date. These include policies and procedures for the collection of the tax, turn-over of funds collected from local jurisdictions, procedures for rebates and exemptions, development of any Metro collections processes (should that be necessary), identification and development of start-up efforts (computer enhancements, forms printing, training, etc.), development of an information campaign to inform the construction industry of the tax requirement and uses, establishment of a hotline to answer any questions raised by local governments or building permit applicants. This work must be completed prior to the effective date of Ordinance No. 94-556C and cannot be absorbed by existing staff.

A new Senior Administrative Services Analyst position will be created to handle these duties and to ensure that the tax is implemented in the most efficient manner possible. This position will continue to monitor the process after implementation to make sure that no problems arise and to fine tune policies and procedures as necessary. As the fine tuning process concludes, this position will take on budget responsibilities and will help to relieve the work overload in that area. Due to the nature of the work performed relating to the budget and responding to collective bargaining proposals as they relate to assigned budgetary responsibilities, this position will be excluded from collective bargaining.

This ordinance also provides appropriation to pay for one-time, start-up costs incurred by local governments as provided for in Ordinance No. 94-556C by transferring \$100,000 from the General Fund to the Support Services Fund and creating a Special Appropriation to cover these costs.

Both appropriations adjustments made by this ordinance will be reimbursed from the Construction Excise Tax proceeds after November.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 94-570.

CP:rs

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1994-95)
BUDGET AND APPROPRIATIONS)
SCHEDULE TO IMPLEMENT THE)
CONSTRUCTION EXCISE TAX, ADDING 1.0)
FTE IN THE FINANCIAL PLANNING DIVISION)
AND FUNDING LOCAL GOVERNMENT ONE-)
TIME START UP COSTS; AND DECLARING)
AN EMERGENCY)

ORDINANCE NO. 94-570
Introduced by Rena Cusma,
Executive Officer

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 HEREBY ORDAINS;

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 \$100,000 from the General Fund to the Support Services Fund, Special Appropriation to fund the one-time start up costs of the local governments to implement the Construction Excise Tax, and transferring \$56,030 from the Support Services Fund Contingency to the Financial Planning Division to fund 1.0 FTE Senior Administrative Services Analyst and related costs.

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 _____ day of _____, 1994.

ATTEST:

Ed Washington, Deputy Presiding Officer

Clerk of Council

**Exhibit A
Ordinance No. 94-570**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Resources							
<u>Resources</u>							
305000	Fund Balance		531,000		0		531,000
312000	Excise Tax		5,968,760		0		5,968,760
361100	Interest on Investments		40,000		0		40,000
379000	Other Miscellaneous Revenue		0		0		0
391531	Trans. Resources from Solid Waste Revenue Fund		124,258		0		124,258
391558	Trans. Resources from Conv. Ctr. Mgmt. Fund		0		0		0
Total Resources			6,664,018		0		6,664,018
GENERAL FUND:General Expenses							
<u>Interfund Transfers</u>							
581513	Trans. Indirect Costs to Bldg. Fund-Regional Center		303,807		0		303,807
581610	Trans. Indirect Costs to Support Svcs. Fund		519,495		0		519,495
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Gen1		3,244		0		3,244
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Workers' Comp		6,008		0		6,008
583610	Trans.Direct Costs to Support Svcs. Fund		28,130		0		28,130
583615	Trans.Direct Costs to Risk Management Fund		15,758		0		15,758
<u>Excise Tax Transfers</u>							
582140	Trans. Resources to Planning Fund		2,676,264		0		2,676,264
582513	Trans. Resources to Building Mgmt. Fund		55,984		0		55,984
582610	Trans. Resources to Support Svcs. Fund		0		100,000		100,000
582160	Trans. Resources to Reg. Parks/Expo Fund		496,435		0		496,435
582160	Trans. Resources to Reg. Parks/Expo Fund (contingency)		84,474		0		84,474
Total Interfund Transfers			4,189,599		100,000		4,289,599
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		563,475		(100,000)		463,475
599990	Unappropriated Fund Balance		200,000		0		200,000
Total Contingency and Unappropriated Balance			763,475		(100,000)		663,475
TOTAL EXPENDITURES		13.50	6,664,018	0.00	0	13.50	6,664,018

Note: This action assumes adoption of Ordinance No. 94-569, related to the Auditor's Office, to be presented to the Council September, 8, 1994.

**Exhibit A
Ordinance No. 94-570**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND:Resources							
<u>Resources</u>							
305000	Fund Balance		398,016		0		398,016
321100	Contractors' License Fee		275,000		0		275,000
339200	Contract and Professional Services Services		98,182		0		98,182
391010	Trans. of Resources from General Fund-Excise Tax		0		100,000		100,000
392010	Trans. Indirect Costs from General Fund		519,495		0		519,495
392120	Trans. Indirect Costs from Zoo Oper. Fund		1,178,797		0		1,178,797
392140	Trans. Indirect Costs from Planning Fund		1,548,361		0		1,548,361
392142	Trans. Indirect Costs from Plan. & Dev. Fund		0		0		0
392531	Trans. Indirect Costs from S.W. Revenue Fund		2,311,955		0		2,311,955
392550	Trans. Indirect Costs from OCC Operating Fund		419,607		0		419,607
392559	Trans. Indirect Costs from Conv. Ctr. Cap. Fund		53,053		0		53,053
392553	Trans. Indirect Costs from Spec. Fac. Fund		271,903		0		271,903
392160	Trans. Indirect Costs from Reg. Parks/Expo Fund		405,977		0		405,977
393010	Trans. Direct Costs from General Fund		28,130		0		28,130
393550	Trans. Direct Costs from OCC Operating Fund		98,838		0		98,838
393553	Trans. Direct Costs from Spec. Fac. Fund		61,390		0		61,390
TOTAL RESOURCES			7,668,704		100,000		7,768,704

CURRENT BUDGET ASSUMES PASSAGE OF ORD. NO. 94-560 AND ORD. NO 94-564

**Exhibit A
Ordinance No. 94-570**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND: Finance & Management Information Department							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.90	67,614		0	0.90	67,614
	Senior Manager	2.00	130,316		0	2.00	130,316
	Managers	1.00	54,600		0	1.00	54,600
	Senior Program Supervisor	3.00	154,554		0	3.00	154,554
	Program Supervisor	1.00	45,953		0	1.00	45,953
	Principal Administrative Services Analyst	1.00	53,605		0	1.00	53,605
	Senior Administrative Services Analyst		0	0.75	33,750	0.75	33,750
	Associate Administrative Services Analyst	1.00	39,244		0	1.00	39,244
	Sr. Management Analyst	1.00	50,592		0	1.00	50,592
	Assoc. Management Analyst	1.00	45,886		0	1.00	45,886
	Asst. Management Analyst	2.00	71,026		0	2.00	71,026
	D.P. Systems Analyst	4.00	174,750		0	4.00	174,750
	D.P. Operations Analyst	1.00	40,675		0	1.00	40,675
	D.P. Programmer/Analyst	1.00	43,855		0	1.00	43,855
	Senior Accountant	3.00	137,619		0	3.00	137,619
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	3.00	80,161		0	3.00	80,161
	Lead Accounting Clerk	4.00	117,062		0	4.00	117,062
	Accounting Clerk 2	7.00	180,854		0	7.00	180,854
	Program Assistant 1	1.00	22,835		0	1.00	22,835
	D.P. Operator	1.00	33,800		0	1.00	33,800
	D.P. Technical Specialist	2.00	66,450		0	2.00	66,450
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Professional Support	0.00	3,085		0	0.00	3,085
	Temporary Administrative Support	1.10	22,998		0	1.10	22,998
511400	OVERTIME		7,886		0		7,886
512000	FRINGE		660,101		13,668		673,769
Total Personal Services		42.00	2,305,521	0.75	47,418	42.75	2,352,939
<u>Materials & Services</u>							
521100	Office Supplies		13,421		1,050		14,471
521110	Computer Software		32,580		882		33,462
521111	Computer Supplies		22,710		0		22,710
521240	Graphics/Reprographic Supplies		500		100		600
521260	Printing Supplies		0		200		200
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		5,001		100		5,101
521320	Dues		9,140		50		9,190
521540	Maintenance & Repairs Supplies-Equipment		7,000		0		7,000
524110	Accounting & Auditing Services		65,000		0		65,000
524190	Misc. Professional Services		29,500		0		29,500
524210	Data Processing Services		20,960		0		20,960
524310	Management Consulting Services		27,500		0		27,500
525640	Maintenance & Repairs Services-Equipment		120,315		0		120,315
526200	Ads & Legal Notices		900		150		1,050
526310	Printing Services		16,470		400		16,870
526320	Typesetting & Reprographics Services		500		150		650
526410	Telephone		1,800		300		2,100
526440	Delivery Services		950		300		1,250
526500	Travel		20,589		0		20,589
526700	Temporary Help Services		10,931		0		10,931
526800	Training, Tuition, Conferences		22,740		300		23,040

**Exhibit A
Ordinance No. 94-570**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND: Finance & Management Information Department							
526900	Misc Other Purchased Services		27,700		0		27,700
529500	Meetings		1,092		200		1,292
529800	Miscellaneous		1,400		0		1,400
525740	Capital Lease Payments-Furniture & Equipment		18,469		0		18,469
Total Materials & Services			478,268		4,182		482,450
Capital Outlay							
571500	Purchases-Office Furniture & Equipment		16,700		4,430		21,130
Total Capital Outlay			16,700		4,430		21,130
TOTAL EXPENDITURES		42.00	2,800,489	0.75	56,030	42.75	2,856,519

**Exhibit A
Ordinance No. 94-570**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
*** For Information Only ***							
Finance & Management Information (Financial Planning)							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.30	22,538		0	0.30	22,538
	Senior Manager	1.00	65,158		0	1.00	65,158
	Principal Administrative Services Analyst	1.00	53,605		0	1.00	53,605
	Senior Administrative Services Analyst		0	0.75	33,750	0.75	33,750
	Associate Administrative Services Analyst	1.00	39,244		0	1.00	39,244
	Sr. Management Analyst	1.00	50,592		0	1.00	50,592
	Assoc. Management Analyst	1.00	45,886		0	1.00	45,886
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	26,309		0	1.00	26,309
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	0.60	12,492		0	0.60	12,492
511400	OVERTIME		516		0		516
512000	FRINGE		124,433		13,668		138,101
Total Personal Services		6.90	440,773	0.75	47,418	7.65	488,191
<u>Materials & Services</u>							
521100	Office Supplies		4,850		1,050		5,900
521110	Computer Software		1,380		882		2,262
521240	Graphics/Reprographic Supplies		500		100		600
521260	Printing Supplies		0		200		200
521310	Subscriptions		970		100		1,070
521320	Dues		5,875		50		5,925
524190	Misc. Professional Services		29,500		0		29,500
526200	Ads & Legal Notices		600		150		750
526310	Printing Services		2,000		400		2,400
526320	Typesetting & Reprographics Services		500		150		650
526410	Telephone		0		300		300
526440	Delivery Services		550		300		850
526500	Travel		3,890		0		3,890
526700	Temporary Help Services		1,351		0		1,351
526800	Training, Tuition, Conferences		4,000		300		4,300
529500	Meetings		300		200		500
Total Materials & Services			56,266		4,182		60,448
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		3,800		4,430		8,230
Total Capital Outlay			3,800		4,430		8,230
TOTAL EXPENDITURES		6.90	500,839	0.75	56,030	7.65	556,869

**Exhibit A
Ordinance No. 94-570**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND:Special Appropriation							
<u>Materials & Services</u>							
528200	Election Expense		125,000		0		125,000
529800	Miscellaneous		0		100,000		100,000
TOTAL EXPENDITURES		0.00	125,000	0.00	100,000	0.00	225,000

SUPPORT SERVICES FUND:General Expenses

<u>Interfund Transfers</u>							
581513	Trans. Indirect Costs to Bldg. Fund-Regional Center		755,309		0		755,309
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Gen1		27,810		0		27,810
581615	Trans. Indirect Costs to Risk Mgmt. Fund-Workers' Comp		23,050		0		23,050
Total Interfund Transfers			806,169		0		806,169
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency						
	* General		159,500		(56,030)		103,470
	* Builders License		62,987		0		62,987
	* Construction Services (Tri-Met Contract)		2,539		0		2,539
599990	Unappropriated Fund Balance-Contractors License						
	*Builders License		207,625		0		207,625
	*Capital Replacement Reserve		200,000		0		200,000
Total Contingency and Unappropriated Balance			632,651		(56,030)		576,621
TOTAL EXPENDITURES		81.25	7,668,704	0.75	100,000	82.00	7,768,704

STAFF REPORT

ORDINANCE NO. 94-570 AMENDING THE FY 1994-95 BUDGET TO IMPLEMENT THE NEW CONSTRUCTION EXCISE TAX BY TRANSFERRING \$56,030 FROM THE SUPPORT SERVICES FUND CONTINGENCY TO THE DEPARTMENT OF FINANCE AND MANAGEMENT INFORMATION, FINANCIAL PLANNING DIVISION, AND CREATING ONE NEW POSITION, AND TRANSFERRING \$100,000 FROM THE GENERAL FUND CONTINGENCY TO THE SUPPORT SERVICES FUND, SPECIAL APPROPRIATIONS, TO PAY START-UP COSTS.

Date: August 29, 1994

Presented by: Craig Prosser

FACTUAL BACKGROUND AND ANALYSIS

The Council adopted Ordinance 94-556C on August 25, 1994, implementing a new Construction Excise Tax. This tax will be collected by local jurisdictions or (in cases in which local jurisdictions decide not to collect the tax) by Metro. The tax goes into effect November 23, 1994. All Intergovernmental Agreements with local jurisdictions collecting the tax will need to be developed, negotiated, and approved by the Metro Council and the local jurisdiction before that date. These include policies and procedures for the collection of the tax, turn-over of funds collected from local jurisdictions, procedures for rebates and exemptions, development of any Metro collections processes (should that be necessary), identification and development of start-up efforts (computer enhancements, forms printing, training, etc.), development of an information campaign to inform the construction industry of the tax requirement and uses, establishment of a hotline to answer any questions raised by local governments or building permit applicants. This work must be completed prior to the effective date of Ordinance No. 94-556C and cannot be absorbed by existing staff.

A new Senior Administrative Services Analyst position will be created to handle these duties and to ensure that the tax is implemented in the most efficient manner possible. This position will continue to monitor the process after implementation to make sure that no problems arise and to fine tune policies and procedures as necessary. As the fine tuning process concludes, this position will take on budget responsibilities and will help to relieve the work overload in that area. Due to the nature of the work performed relating to the budget and responding to collective bargaining proposals as they relate to assigned budgetary responsibilities, this position will be excluded from collective bargaining.

This ordinance also provides appropriation to pay for one-time, start-up costs incurred by local governments as provided for in Ordinance No. 94-556C by transferring \$100,000 from the General Fund to the Support Services Fund and creating a Special Appropriation to cover these costs.

Both appropriations adjustments made by this ordinance will be reimbursed from the Construction Excise Tax proceeds after November.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 94-570.

CP:rs

FINANCE COMMITTEE REPORT

ORDINANCE NO. 94-570A AMENDING THE FY 1994-95 BUDGET AND APPROPRIATION SCHEDULE TO IMPLEMENT THE CONSTRUCTION EXCISE TAX, ADDING A 0.25 FTE TEMPORARY POSITION IN THE FINANCIAL PLANNING DIVISION AND FUNDING ONE-TIME START UP COSTS; AND DECLARING AN EMERGENCY

Date: September 15, 1994

Presented By: Councilor Washington

COMMITTEE RECOMMENDATION: At its September 14, 1994 meeting the Committee voted to send Ordinance No. 94-570 as amended to the Council without a recommendation. Committee members voting in favor of the motion were Councilors Buchanan, Devlin and Washington. Councilors Kvistad and Van Bergen voted no and Councilors Gardner, McLain and Monroe were absent.

COMMITTEE DISCUSSION/ISSUES: Craig Prosser, Financial Planning Manager, presented the Staff Report. He stated the purpose of the ordinance is to appropriate funds to start implementation of the newly enacted Construction Excise Tax (Ordinance No. 94-556C). The new tax will go into effect on November 23, 1994. Prior to that time intergovernmental agreements covering collection policies and procedures must be negotiated with the various cities and counties and approved by the respective governing bodies. To assist in this effort a new full-time Senior Administrative Analyst position is requested to be funded from a transfer from the Support Service Fund Contingency. The one-time start local government start up costs are estimated to be around \$100,000 and the ordinance provides for a transfer of \$100,000 from the General Fund Contingency to a Special Appropriation unit in the Support Service Fund. Mr. Prosser stated the General Fund start up costs are proposed to be repaid from the proceeds of the new tax.

Don Carlson, Council Administrator, presented a proposed amendment to the ordinance (See Attachment 1 to this Committee Report). The amendment would reduce the appropriation to the Financial Planning Division to fund a temporary position (0.25 FTE) and related administrative costs through November 30, 1994. The Financial Planning Division can either hire a temporary Senior Administrative Analyst to work on the implementation or continue the current staffing arrangement to start implementing the tax. The current arrangement has two existing staff members working out of class in higher level positions and a temporary Secretary has been hired for the interim period. The amendment reduces the Financial Planning Divisions request from \$56,030 to \$22,218. Mr. Carlson pointed out that the opponents to the new tax have started the process for referring the tax to the voters and it is premature to create a new permanent full-time position to work on implementing the tax.

The Committee approved the amendment and Councilors Kvistad, Van Bergen and Devlin stated they would not support any appropriation to implement the new tax. Councilor Devlin stated he would support a motion to send the ordinance as amended to the Council without recommendation.



METRO

ATTACHMENT 1
(Fin. Comm. Rpt/94-570A)

Date: September 14, 1994
To: Finance Committee
From: Donald E. Carlson, ^{DEC} Council Administrator
Re: Ordinance No. 94-570 Amending the FY 94-95 Budget and Appropriation Schedule to Implement the Construction Excise Tax

The purpose of this memo is to recommend an amendment to this ordinance to reduce the request for a permanent Senior Administrative Analyst position in the Financial Planning Division to work on the implementation of this program. The proposed amendment would provide sufficient funds to hire a temporary employee through November 30, 1994 or cover the additional Personal Services costs the Department will incur during that period to implement the new tax.

The primary reason for the amendment is the uncertainty about the effective date of the ordinance since a petition has been taken out to possibly refer the ordinance to the voters. Also, the early work on implementing the new tax is being and will continue to be done with existing personnel in the Department because it will take time to recruit and hire a person for the proposed new position.

Currently, the Department has assigned the implementation duties to an Assoc. Administrative Services Analyst, the duties of that position are being assigned to an Administrative Secretary and temporary Secretary has been hired to fill the duties of the Administrative Secretary. The two existing positions are working out of their respective classifications so are being paid at a higher rate during the period of their reassignment.

The attached exhibits amend the ordinance to budget and appropriate \$22,218 to the Department to either hire a temporary Senior Administrative Analyst to November 30, 1994 or continue the current staffing arrangement for that same period. Once it is known whether or not the ordinance will take effect as anticipated, the Department can bring back an other ordinance for Council consideration.

This request for Personal Service funding is to take the money from the Support Service Fund Contingency. The Contingency (General Account) is appropriated at \$170,000. If the Council approves Ordinance No. 94-564 (temporary Switchboard Receptionist position

in the General Services Dept. which is currently before the Council) it will reduce the Support Service Fund Contingency to \$159,500. This request will reduce it even further and will affect the potential use of Contingency funds to pay for all or part of the legal fees for the Appeals Court Case on Council/Executive authority (see consideration of Ordinance No. 94-565A on the Committee Agenda).

**METRO**

DATE: September 22, 1994
TO: Rod Monroe, Finance Committee Chairman
FROM: Don Carlson, ^{Direct} Council Administrator
RE: Ordinance No. 94-570B

You requested a change in Ordinance No. 94-570A which would delete the transfer of \$100,000 from the General Fund to the Support Services Fund for the expenses associated with the local government start-up costs for the construction excise tax. Ordinance No. 94-570B and related exhibits could be adopted in place of Ordinance No. 94-570A to delete the \$100,000 transfer. Ordinance No. 94-570B leaves in place the \$22,218 reappropriation from the Support Services Contingency to provide the Financial Planning Division of the Finance and Management Information Department. This \$22,218 will be used to provide the preparation necessary through November for the construction excise tax.

DC:RSR:rsr

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Attachments: Ordinance No. 94-570B
Exhibit A
Exhibit B

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1994-95)	ORDINANCE NO. 94-570B
BUDGET AND APPROPRIATIONS)	
SCHEDULE TO IMPLEMENT THE)	Introduced by Rena Cusma,
CONSTRUCTION EXCISE TAX, ADDING [4.0)	Executive Officer
FTE] A TEMPORARY POSITION (0.25 FTE) IN)	
THE FINANCIAL PLANNING DIVISION AND)	
FUNDING LOCAL GOVERNMENT ONE-TIME)	
START UP COSTS; AND DECLARING AN)	
EMERGENCY)	

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 HEREBY ORDAINS;

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 [~~\$100,000 from the General Fund to the Support Services Fund, Special Appropriation to fund the one-time start up costs of the local governments to implement the Construction Excise Tax, and transferring~~] [~~\$56,030~~] \$22,218 from the Support Services Fund Contingency to the Financial Planning Division to fund ~~4.0 FTE~~ a Temporary (0.25 FTE) Senior Administrative Services Analyst and related costs.

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 _____ day of _____, 1994.

ATTEST:

Judy Wyers, Presiding Officer

Clerk of Council

**Exhibit A
Ordinance No. 94-570B**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND: Finance & Management Information Department							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.90	67,614		0	0.90	67,614
	Senior Manager	2.00	130,316		0	2.00	130,316
	Managers	1.00	54,600		0	1.00	54,600
	Senior Program Supervisor	3.00	154,554		0	3.00	154,554
	Program Supervisor	1.00	45,953		0	1.00	45,953
	Principal Administrative Services Analyst	1.00	53,605		0	1.00	53,605
	Senior Administrative Services Analyst		0	0.25	11,250	0.25	11,250
	Associate Administrative Services Analyst	1.00	39,244		0	1.00	39,244
	Sr. Management Analyst	1.00	50,592		0	1.00	50,592
	Assoc. Management Analyst	1.00	45,886		0	1.00	45,886
	Asst. Management Analyst	2.00	71,026		0	2.00	71,026
	D.P. Systems Analyst	4.00	174,750		0	4.00	174,750
	D.P. Operations Analyst	1.00	40,675		0	1.00	40,675
	D.P. Programmer/Analyst	1.00	43,855		0	1.00	43,855
	Senior Accountant	3.00	137,619		0	3.00	137,619
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	3.00	80,161		0	3.00	80,161
	Lead Accounting Clerk	4.00	117,062		0	4.00	117,062
	Accounting Clerk 2	7.00	180,854		0	7.00	180,854
	Program Assistant 1	1.00	22,835		0	1.00	22,835
	D.P. Operator	1.00	33,800		0	1.00	33,800
	D.P. Technical Specialist	2.00	66,450		0	2.00	66,450
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Professional Support	0.00	3,085		0	0.00	3,085
	Temporary Administrative Support	1.10	22,998		0	1.10	22,998
511400	OVERTIME		7,886		0		7,886
512000	FRINGE		660,101		4,556		664,657
Total Personal Services		42.00	2,305,521	0.25	15,806	42.25	2,321,327
<u>Materials & Services</u>							
521100	Office Supplies		13,421		350		13,771
521110	Computer Software		32,580		882		33,462
521111	Computer Supplies		22,710		0		22,710
521240	Graphics/Reprographic Supplies		500		100		600
521260	Printing Supplies		0		0		0
521291	Packing Materials		400		0		400
521292	Small Tools		700		0		700
521310	Subscriptions		5,001		0		5,001
521320	Dues		9,140		0		9,140
521540	Maintenance & Repairs Supplies-Equipment		7,000		0		7,000
524110	Accounting & Auditing Services		65,000		0		65,000
524190	Misc. Professional Services		29,500		0		29,500
524210	Data Processing Services		20,960		0		20,960
524310	Management Consulting Services		27,500		0		27,500
525640	Maintenance & Repairs Services-Equipment		120,315		0		120,315
526200	Ads & Legal Notices		900		150		1,050
526310	Printing Services		16,470		0		16,470
526320	Typesetting & Reprographics Services		500		0		500
526410	Telephone		1,800		0		1,800
526440	Delivery Services		950		300		1,250
526500	Travel		20,589		0		20,589
526700	Temporary Help Services		10,931		0		10,931
526800	Training, Tuition, Conferences		22,740		0		22,740

**Exhibit A
Ordinance No. 94-570B**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICES FUND: Finance & Management Information Department							
<u>Materials & Services Continued</u>							
526900	Misc Other Purchased Services		27,700		0		27,700
529500	Meetings		1,092		200		1,292
529800	Miscellaneous		1,400		0		1,400
525740	Capital Lease Payments-Furniture & Equipment		18,469		0		18,469
Total Materials & Services			478,268		1,982		480,250
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		16,700		4,430		21,130
Total Capital Outlay			16,700		4,430		21,130
TOTAL EXPENDITURES		42.00	2,800,489	0.25	22,218	42.25	2,822,707

SUPPORT SERVICES FUND: General Expenses

Total Interfund Transfers			806,169		0		806,169
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency						
	* General		159,500		(22,218)		137,282
	* Builders License		62,987		0		62,987
	* Construction Services (Tri-Met Contract)		2,539		0		2,539
599990	Unappropriated Fund Balance-Contractors License						
	* Builders License		207,625		0		207,625
	* Capital Replacement Reserve		200,000		0		200,000
Total Contingency and Unappropriated Balance			632,651		(22,218)		610,433
TOTAL EXPENDITURES		81.25	7,668,704	0.25	0	81.50	7,668,704

**Exhibit A
Ordinance No. 94-570B**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
*** For Information Only ***							
Finance & Management Information (Financial Planning)							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	0.30	22,538		0	0.30	22,538
	Senior Manager	1.00	65,158		0	1.00	65,158
	Principal Administrative Services Analyst	1.00	53,605		0	1.00	53,605
	Senior Administrative Services Analyst		0	0.25	11,250	0.25	11,250
	Associate Administrative Services Analyst	1.00	39,244		0	1.00	39,244
	Sr. Management Analyst	1.00	50,592		0	1.00	50,592
	Assoc. Management Analyst	1.00	45,886		0	1.00	45,886
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	26,309		0	1.00	26,309
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary	0.60	12,492		0	0.60	12,492
511400	OVERTIME		516		0		516
512000	FRINGE		124,433		4,556		128,989
Total Personal Services		6.90	440,773	0.25	15,806	7.15	456,579
<u>Materials & Services</u>							
521100	Office Supplies		4,850		350		5,200
521110	Computer Software		1,380		882		2,262
521240	Graphics/Reprographic Supplies		500		100		600
521260	Printing Supplies		0		0		0
521310	Subscriptions		970		0		970
521320	Dues		5,875		0		5,875
524190	Misc. Professional Services		29,500		0		29,500
526200	Ads & Legal Notices		600		150		750
526310	Printing Services		2,000		0		2,000
526320	Typesetting & Reprographics Services		500		0		500
526410	Telephone		0		0		0
526440	Delivery Services		550		300		850
526500	Travel		3,890		0		3,890
526700	Temporary Help Services		1,351		0		1,351
526800	Training, Tuition, Conferences		4,000		0		4,000
529500	Meetings		300		200		500
Total Materials & Services			56,266		1,982		58,248
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		3,800		4,430		8,230
Total Capital Outlay			3,800		4,430		8,230
TOTAL EXPENDITURES		6.90	500,839	0.25	22,218	7.15	523,057

Exhibit B
Ordinance No. 94-570B
FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
SUPPORT SERVICES FUND			
Finance and Management Information			
Personal Services	2,305,521	15,806	2,321,327
Materials & Services	478,268	1,982	480,250
Capital Outlay	16,700	4,430	21,130
Subtotal	2,800,489	22,218	2,822,707
General Services			
Personal Services	947,694	0	947,694
Materials & Services	730,412	0	730,412
Capital Outlay	10,960	0	10,960
Subtotal	1,689,066	0	1,689,066
Office of Personnel			
Personal Services	552,092	0	552,092
Materials & Services	53,710	0	53,710
Subtotal	605,802	0	605,802
Office of General Counsel			
Personal Services	447,725	0	447,725
Materials & Services	29,998	0	29,998
Capital Outlay	3,600	0	3,600
Subtotal	481,323	0	481,323
Office of Public and Government Relations			
Personal Services	302,672	0	302,672
Materials & Services	129,782	0	129,782
Subtotal	432,454	0	432,454
Office of Citizen Involvement			
Personal Services	74,520	0	74,520
Materials & Services	10,730	0	10,730
Subtotal	85,250	0	85,250
Special Appropriation			
Materials & Services	125,000		125,000
Subtotal	125,000	0	125,000
General Expenses			
Interfund Transfers	806,169	0	806,169
Contingency	235,526	(22,218)	213,308
Subtotal	1,041,695	(22,218)	1,019,477

Exhibit B
Ordinance No. 94-570B
FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
Unappropriated Balance	407,625	0	407,625
Total Fund Requirements	7,668,704	0	7,668,704

NOTE: This Ordinance assumes adoption of Ordinances 94-560, 94-564, and 94-569

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED



METRO

DATE: September 26, 1994

TO: Rena Cusma, Executive Officer

FROM: Susan Lee, Acting Clerk of the Council *SL*

RE: TRANSMITTAL OF ORDINANCE NOS. 94-562B, 94-564, 94-565B, 94-570B, and 94-567

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on September 22, 1994.

If you wish to veto any of the above referenced ordinances, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, September 29, 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, *Lisa Hogue*, received this memo and true copies of Ordinance Nos. 94-562B, 94-564, 94-565B, 94-570B, and 94-567 from the Clerk of the Council on September 26, 1994.