

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
89-294A REVISING THE FY 1989-90)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE MEETING INCREASED)
WORKLOADS IN THE ACCOUNTING AND)
DATA PROCESSING SECTIONS OF THE)
FINANCE AND ADMINISTRATION)
DEPARTMENT)

ORDINANCE NO. 90-338A

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has
reviewed and considered the need to modify the FY 1989-90 Budget; and

WHEREAS, The need for a modified budget plan has been justified;
and

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and
Exhibit C, Schedule of Appropriations, are hereby amended as shown in
Exhibits A and B to this Ordinance for the purpose of transferring
funds from Contingency and establishing new positions to meet the
increased workload in the Accounting and Data Processing sections of
the Finance and Administration Department.

2. The Pay and Classification Plan is amended to add the
classifications described in Exhibits C, D and E.

ADOPTED by the Council of the Metropolitan Service District this
12th day of April, 1990.


Tanya Collier, Presiding Officer

ATTEST:


Clerk of the Council

FINANCE COMMITTEE REPORT

ORDINANCE NO. 90-338A, REVISING THE FY 1989-90 BUDGET
AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF MEETING
INCREASED WORK LOADS IN THE ACCOUNTING AND DATA
PROCESSING SECTIONS OF THE FINANCE AND ADMINISTRATION
DEPARTMENT

Date: April 9, 1990

Presented by: Councilor Van Bergen

COMMITTEE RECOMMENDATIONS: At the March 19, 1990 meeting, the Committee on a vote of 3 to 1 recommended that the Council adopt Ordinance No. 90-338A. Voting in favor were Councilors Collier, Gardner and Van Bergen. Councilor Devlin voted against the motion and served notice of possibly of filing a minority report. Councilor Wyers was excused.

COMMITTEE DISCUSSION/ISSUES: The staff report was presented by Acting Finance and Administration Director Neil Saling; Jennifer Sims, Financial Services Manager; Don Cox, Accounting Manager; and LeRoy Nollette, Data Processing Manager. The request was to amend the Budgets and Appropriations schedules for a total expenditure increase of \$157,475. The breakdown by major category of expenditure and fund was as follows:

<u>CATEGORY</u>	<u>GENERAL FUND</u>	<u>MERC FUND</u>	<u>BUILDING FUND</u>	<u>TOTAL</u>
Personal Services	\$36,677	\$36,252	\$ 0	\$ 72,929
Materials & Services	19,041	4,538	5,250	28,829
Capital Outlay	<u>13,050</u>	<u>5,750</u>	<u>36,917</u>	<u>55,717</u>
TOTAL	\$68,768	\$46,540	\$42,167	\$157,475

The request included adding the following new positions to the Finance and Administration Department, plus related Materials and Services and Capital Outlay costs (includes funds for building space renovation):

<u>DESCRIPTION</u>	<u>FTE</u>
Accounting Clerk 3	1.0
Accounting Clerk 2	1.0
Accounting Clerk 1	2.5
Office Assistant	1.0
Data Processing Systems Analyst	1.0
Computer Programmer	1.0
Computer Operator	1.0
Computer Specialist	<u>1.0</u>
TOTAL	9.5

To pay for these added costs, the request included transfer from Fund Contingencies to the appropriate fund line items as follows:

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General Fund, \$68,768; MERC Fund, \$46,540; and Building Fund, \$42,167.

Council staff presented an alternate proposal for Committee consideration (see Carlson memo dated March 19, 1990 - Attachment 1 to this report). The alternate proposal suggested that three positions be added to the Accounting Division (Clerk 3, Clerk 2 and Clerk 1) and two positions be added to the Data Processing Division (Systems Analyst and Computer Operator), plus related Materials and Services costs. The attached recommendations did not address the Building Fund costs. The Council staff recommendation added expenditure authority in the amount of \$49,018 as follows:

<u>CATEGORY</u>	<u>GENERAL FUND</u>		
	<u>ACCOUNTING</u>	<u>DATA PROCESSING</u>	<u>TOTAL</u>
Personal Services	\$15,144	\$10,988	\$26,132
Materials & Services	6,500	3,336	9,836
Capital Outlay	<u>20,300</u>	<u>(7,250)</u>	<u>13,050</u>
TOTAL	\$41,944	\$ 7,074	\$49,018

To pay for these costs, Council staff recommended that the Election Expense line item in the Finance and Administration budget be reduced by \$25,000 (balance remaining of \$65,529) and that \$24,018 be transferred from the General Fund Contingency (remaining balance of \$63,068).

The Committee undertook considerable discussion with the Finance and Administration Department staff regarding Council staff recommendations and the Department's need for additional resources. Based on the discussions, the Committee amended the Ordinance to include the following summary expenditure authorization:

<u>CATEGORY</u>	<u>GENERAL FUND</u>				<u>BUILDING FUND</u>
	<u>ACCT'G</u>	<u>MGM'T SVC'S</u>	<u>DATA PROCESSING</u>	<u>TOTAL</u>	
Personal Services	\$25,799	\$ 0	\$ 7,318	\$33,117	\$ 0
Materials & Services	8,235	3,750	9,624	21,609	5,250
Capital Outlay	<u>20,300</u>	<u>0</u>	<u>0</u>	<u>20,300</u>	<u>36,917</u>
TOTAL	\$54,334	\$ 3,750	\$16,942	\$75,026	\$42,167

The recommended new positions include four in the Accounting Division (Clerk 3, Clerk 2, Clerk 1 and Office Assistant) and one in the Data Processing Division (Computer Operator).

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To pay for these costs the recommendation includes the following reductions:

Election Expense	\$25,000
Data Processing Capital Outlay	\$ 9,500
General Fund Category	\$40,526
Building Fund Contingency	\$42,167

The details of the Budget and Appropriations changes are shown on Exhibits A and B of Ordinance No. 90-338A.

Ordinance No. 90-338A also amends the Pay and Classification Plan to add classification descriptions for the Computer Operator (Exhibit C); Technical Specialist (Exhibit D); and Computer Programmer (Exhibit E).

DEC:aeb
Attachments

A:\FIN0409.RPT

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Accounting							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Managers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,842
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3		0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.50	7,150	0.50	7,150
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512				1,512
512000	FRINGE		81,653		7,213		88,866
	Total Personal Services	9.16	355,179	1.50	30,482	10.66	385,661
	Materials & Services						
521100	Office Supplies		6,767		9,300		16,067
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500				12,500
529800	Miscellaneous		1,150				1,150
	Total Materials & Services		62,664		10,095		72,759
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
	TOTAL EXPENDITURES	9.16	430,028	1.50	60,877	10.66	490,905

EXHIBIT A
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Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Management Services							
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		400				400
521310	Subscriptions		124				124
521320	Dues		440				440
521400	Fuels & Lubricants		5,200				5,200
524190	Misc. Professional Services		15,983		3,000		18,983
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		48,679				48,679
525710	Equipment Rental		2,240				2,240
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085				2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		800				800
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700				700
529800	Miscellaneous		50		750		800
531100	Capital Lease Payments-Furniture & Equipment		85,563				85,563
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
	TOTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

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FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Data Processing							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Managers (Finan., Const.)	0.25	14,688			0.25	14,688
	Data Processing Administrator	1.00	45,088			1.00	45,088
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Computer Operator		0	0.25	5,586	0.25	5,586
	D.P. Technical Specialist		0	0.25	6,463	0.25	6,463
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.25	4,495			0.25	4,495
512000	FRINGE		57,539		3,735		61,274
	Total Personal Services	4.67	249,334	0.50	15,784	5.17	265,118
	Materials & Services						
521100	Office Supplies		23,632		2,000		25,632
521110	Computer Software		0		700		700
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies		800				800
521310	Subscriptions		2,200				2,200
524190	Misc. Professional Services		11,500				11,500
525640	Maintenance & Repairs Services-Equipment		54,181		863		55,044
525710	Equipment Rental		1,200				1,200
526200	Ads & Legal Notices		300				300
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		500		13,340
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Payments-Furniture & Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		10,974		292,101
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(6,000)		21,010
	Total Capital Outlay		27,010		(6,000)		21,010
	TOTAL EXPENDITURES	4.67	557,471	0.50	20,758	5.17	578,229

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FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142			1.00	62,142
	Managers (Finan., Const.)	2.00	115,114			2.00	115,114
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00	45,088			1.00	45,088
	Chief Accountant	1.00	52,454			1.00	52,454
	Sr. Management Analyst	1.50	50,528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	131,754
	Support Services Supervisor	0.50	20,182			0.50	20,182
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk	0.00	0	0.25	6,786	0.25	6,786
	Computer Operator	0.00	0	0.25	5,586	0.25	5,586
	D.P. Technical Specialist		0	0.25	6,463	0.25	6,463
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	2.75	60,981			2.75	60,981
	Secretary	1.00	17,337			1.00	17,337
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Receptionist	1.00	19,237			1.00	19,237
	Reproduction Clerk	1.00	23,519			1.00	23,519
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.50	7,150	0.50	7,150
	Building Operations Worker	0.50	9,437			0.50	9,437
	Office Assistant		0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTIME		4,246				4,246
512000	FRINGE		294,939		10,948		305,887
	Total Personal Services	29.50	1,279,954	2.00	46,266	31.50	1,326,220

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration (cont'd)							
	Materials & Services						
521100	Office Supplies		47,365		11,300		58,665
521110	Computer Software		1,695		1,495		3,190
521240	Graphics/Reprographic Supplies		700				700
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		1,200				1,200
521310	Subscriptions		3,544				3,544
521320	Dues		2,458				2,458
521400	Fuels & Lubricants		5,200				5,200
524110	Accounting & Auditing Services		31,000				31,000
524190	Misc. Professional Services		43,215		3,000		46,215
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,723
525710	Equipment Rental		3,640				3,640
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		18,442				18,442
526310	Printing Services		4,585				4,585
526410	Telephone		36,181				36,181
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		17,041				17,041
526700	Temporary Help Services		3,952				3,952
526800	Training, Tuition, Conferences		27,076		500		27,576
526900	Misc. Other Purchased Services		12,500				12,500
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		1,400				1,400
529800	Miscellaneous		1,700		750		2,450
531100	Capital Lease Payments-Furniture & Equipment		244,161		6,911		251,072
	Total Materials & Services		806,856		(181)		806,675
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		14,300		76,875
	Total Capital Outlay		62,575		14,300		76,875
TOTAL EXPENDITURES		29.50	2,149,385	2.00	60,385	31.50	2,209,770

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:General Expenses							
Interfund Transfers							
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
Total Interfund Transfers			282,105		0		282,105
Contingency and Unappropriated Balance							
599999	Contingency		87,086		(60,385)		26,701
Total Contingency and Unappropriated Balance			87,086		(60,385)		26,701
TOTAL EXPENDITURES		60.65	4,313,357	2.00	0	62.65	4,313,357

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 4/6/90 Minority Report Recommendations

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT							
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650				650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				500
521290	Other Supplies		600				600
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Utilities-Electricity		85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Utilities-Natural Gas		24,945				24,945
525190	Utilities-Other		4,156				4,156
525200	Cleaning Services		37,924				37,924
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408				3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050				1,050
526440	Delivery Services		100				100
526500	Travel		420				420
526700	Temporary Help Services		1,884				1,884
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies		4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Meetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingency		42,167		(42,167)		0
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,010

EXHIBIT B
ORDINANCE NO. 90-338A
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 4/6/90 Minority Report Recommendations

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
GENERAL FUND			
Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
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Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	0	612
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Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529	0	463,529
Materials & Services:	69,549	0	69,549
Capital Outlay:	5,330	0	5,330
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Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	46,266	1,326,220
Materials & Services:	806,856	(181)	806,675
Capital Outlay:	62,575	14,300	76,875
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Subtotal	2,149,385	60,385	2,209,770
Public Affairs			
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
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Subtotal	495,554	0	495,554
General Expense			
Contingency	87,086	(60,385)	26,701
Transfers	282,105	0	282,105
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Subtotal	369,191	(60,385)	308,806
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

EXHIBIT B
ORDINANCE NO. 90-338A
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 4/6/90 Minority Report Recommendations

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
BUILDING MANAGEMENT FUND			
<hr/>			
Personal Services	73,109	0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	0	75,000
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Total Building Management Fund Requirements	680,010	0	680,010

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

EXHIBIT C

Metro
Class No. 634
Title: Data Processing Operator

Established Mar. 1990
Revised
EEO
AA

Salary Grade: 11 (Subject to Negotiation)

GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.
2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.
3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.
4. Communicate with system users to provide troubleshooting services and assistance.
5. Identifies system problems and proposes solutions.
6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.
7. Monitors inventory or computer supplies; orders as needed.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS;

KNOWLEDGE, SKILL, ABILITY

- Knowledge of data processing operations, equipment, procedures and applications
- Knowledge of automated management information systems
- Ability to document data processing operations concepts and communicate such concepts to a variety of people including non-technical personnel
- Ability to follow oral and written instructions and interpret technical procedural information
- Ability to remain current on technical data processing operations skills
- Ability to work independently or as a member of a team
- Ability to communicate effectively orally and in writing
- Skill in communicating effectively orally and in writing

EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT D

Metro
Class No. 637
Title: Technical Specialist

Established March 1990
Revised
EEO
AA

Salary Grade: 14 (Subject to negotiation)

GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following tasks. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Provides technical assistance and troubleshooting to PC users.
2. Assists in the purchase and installation of new computer (PC) systems.
3. Installs software packages and modems.
4. Provides training in the use of software packages.
5. Pulls communication cables for mainframe
6. Maintains inventory of PC supplies and purchases supplies as needed.
7. Maintains library of technical materials for PCs including technical manuals and software documentation.
8. Serves as backup to A-4 operator.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).
- Some knowledge of mainframe computers
- Knowledge of effective documentation and record keeping methods
- Knowledge of electronic devices (volt/ohm meters)
- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions
- Ability to provide technical training to non-technical staff
- Ability to work independently and as a member of a team
- Ability to communicate effectively orally and in writing

EXPERIENCE AND TRAINING

Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT E

Metro	Established March 1990
Class No. 638	Revised
Title: Programmer Analyst	EEO
	AA
Salary Grade: 16	(Subject to Negotiation)

GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these duties do not include all the specific tasks which an employee may be expected to perform.

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.
2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.
3. Participates in peer reviews.
4. Attends and contributes to departmental and divisional staff meetings.
5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.
6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.
7. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.
- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.
- Knowledge of industry trends and developments
- Knowledge of effective documentation and record keeping requirements.
- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.
- Ability to communicate effectively orally and in writing
- Ability to work independently and as part of a team



METRO

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

Memorandum

DATE: April 9, 1990
TO: Metro Council
FROM: Donald E. Carlson, Council Administrator
RE: COMMITTEE REPORT AND MINORITY REPORT FOR ORDINANCE NO. 90-338

Please find attached the Finance Committee report and Councilor Devlin's Minority Report on Ordinance No. 90-338. These reports will be considered by the Council at its April 12, 1990, meeting under Agenda Item No. 6.1.



METRO

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

ATTACHMENT 1 (Fin. Comm. Report)
Ord. 90-338A

Memorandum

DATE: March 19, 1990

TO: Finance Committee

FROM: Donald E. Carlson, Council Administrator

RE: Ordinance No. 90-338 Amending the FY 1989-90 Budget and Appropriations Schedule to Authorize Additional Positions and Related Materials and Services and Capital Outlay Expenses for the Accounting and Data Processing Divisions

The purpose of this memo is to provide an alternate proposal to the budget request included in Ordinance No. 90-338. Based on the need to "gear up" to handle additional work anticipated as a result of merger of the MERC systems into the Metro accounting and data processing systems, Council staff supports the request, but at a reduced level.

Staff recommends that three positions be added to the Accounting Division (Accounting Clerk III, Accounting Clerk II and Accounting Clerk I) and that the Lead Accounting Clerk position be upgraded from a Non-Exempt Wages position to an exempt Salaried position. These recommendations are somewhat in line with the Draft Phase I findings of the Performance Auditors who indicate that approximately 2.25 FTE positions were provided by the City of Portland to the ERC for accounting type functions. In addition to the staffing level recommendation, we recommend that \$6,500 be added to the Accounting Office Supplies line item (three desks at \$1,200/each and three computer terminals at \$800/each) and \$20,300 be added for Capital Outlay (one PC and divider panels).

Regarding the Data Processing Division request, staff recommends that two positions be added; a Data Processing Systems Analyst and a Computer Operator. The Systems Analyst appears to be necessary to meet increased work for the MERC VAX computer system and the Computer Operator was a need identified in the last Financial Audit Management Letter. Staff recommends that the requested \$3,336 in Materials and Services requests be approved as well as the \$7,250 reduction in Capital Outlay.

Attached as Exhibit A is a detailed listing of the recommended changes. It shows that these recommendations would add \$41,944 in expenditure authority for Accounting and \$7,074 for Data Processing. The total for the Finance and Administration Department is \$49,018.

FINANCE COMMITTEE

March 19, 1990

Page Two

To pay for these costs staff recommends that \$25,000 be reduced from the election expense line item in the Finance and Administration Department budget (this would leave a balance of \$65,529) and \$24,018 be transferred from the General Fund Contingency Category (this would leave a balance of \$63,068).

The Ordinance also requests an amendment to the Building Management Fund to transfer funds from Contingency to the Capital Outlay category for office space improvements. Staff has no reaction at this point since we have not discussed office space plans with Finance and Administration management.

DEC:aeb

A:\FIN0319.MEM

ACCOUNTING DIVISION

PERSONNEL SERVICES

D. P. Analyst (400 hrs. x \$15.77)	\$ 6,308
D. P. Computer Operator (400 hrs. x \$11.70)	<u>4,680</u>
Subtotal	\$10,988

MATERIALS & SERVICES

Office Supplies	\$ 961
Computer Software	1,225
Ads & Legal	300
Training & Tuition	<u>850</u>
Subtotal	\$ 3,336

CAPITAL OUTLAY

Office Furniture	<u>(\$ 7,250)</u>
Subtotal	<u>(\$ 7,250)</u> =====

TOTAL ACCOUNTING	\$ 7,074
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FINANCE AND ADMINISTRATION DEPARTMENT TOTAL

PERSONAL SERVICES	\$26,132
MATERIALS & SERVICES	9,836
CAPITAL OUTLAY	<u>13,050</u>
TOTAL	\$49,018

EXHIBIT A

ACCOUNTING DIVISION

PERSONNEL SERVICES

Lead Accounting Clerk (400 hrs.)	\$ 4,524
Accounting Clerk III (400 hrs. x \$11.20)	4,480
Accounting Clerk II (400 hrs. x \$9.26)	3,704
Accounting Clerk I (400 hrs. x \$7.63)	3,052
Lead Accounting Clerk (400 hrs.)	<u>(4,200)</u>

Subtotal	\$11,560
Fringe @ 31%	<u>3,584</u>

Subtotal Personnel Services	\$15,144
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MATERIALS & SERVICES

Office Supplies	<u>6,500</u>
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Subtotal	\$ 6,500
----------	----------

CAPITAL OUTLAY

Office Furniture	<u>20,300</u>
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Subtotal	<u>\$20,300</u>
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TOTAL ACCOUNTING	\$41,944
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EXHIBIT B
ORDINANCE NO. 90-338A
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
GENERAL FUND			
Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	0	612
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529	0	463,529
Materials & Services:	69,549	0	69,549
Capital Outlay:	5,330	0	5,330
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	33,117	1,313,071
Materials & Services:	806,856	(3,391)	803,465
Capital Outlay:	62,575	10,800	73,375
Subtotal	2,149,385	40,526	2,189,911
Public Affairs			
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
Subtotal	495,554	0	495,554
General Expense			
Contingency	87,086	(40,526)	46,560
Transfers	282,105	0	282,105
Subtotal	369,191	(40,526)	328,665
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

EXHIBIT B
ORDINANCE NO. 90-338A
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
BUILDING MANAGEMENT FUND			
<hr/>			
Personal Services	73,109	0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	0	75,000
	<hr/>	<hr/>	<hr/>
Total Building Management Fund Requirements	680,010	0	680,010

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

EXHIBIT C

Metro
Class No. 634
Title: Data Processing Operator

Established Mar. 1990
Revised
EEO
AA

Salary Grade: 11 (Subject to Negotiation)

GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.
2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.
3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.
4. Communicate with system users to provide troubleshooting services and assistance.
5. Identifies system problems and proposes solutions.
6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.
7. Monitors inventory or computer supplies; orders as needed.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS;
KNOWLEDGE, SKILL, ABILITY

- Knowledge of data processing operations, equipment, procedures and applications
- Knowledge of automated management information systems
- Ability to document data processing operations concepts and communicate such concepts to a variety of people including non-technical personnel
- Ability to follow oral and written instructions and interpret technical procedural information
- Ability to remain current on technical data processing operations skills
- Ability to work independently or as a member of a team
- Ability to communicate effectively orally and in writing
- Skill in communicating effectively orally and in writing

EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT D

Metro
Class No. 637
Title: Technical Specialist

Established March 1990
Revised
EEO
AA

Salary Grade: 14 (Subject to negotiation)

GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following tasks. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Provides technical assistance and troubleshooting to PC users.
2. Assists in the purchase and installation of new computer (PC) systems.
3. Installs software packages and modems.
4. Provides training in the use of software packages.
5. Pulls communication cables for mainframe
6. Maintains inventory of PC supplies and purchases supplies as needed.
7. Maintains library of technical materials for PCs including technical manuals and software documentation.
8. Serves as backup to A-4 operator.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).
- Some knowledge of mainframe computers
- Knowledge of effective documentation and record keeping methods
- Knowledge of electronic devices (volt/ohm meters)
- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions
- Ability to provide technical training to non-technical staff
- Ability to work independently and as a member of a team
- Ability to communicate effectively orally and in writing

EXPERIENCE AND TRAINING

Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT E

Metro	Established March 1990
Class No. 638	Revised
Title: Programmer Analyst	EEO
	AA
Salary Grade: 16	(Subject to Negotiation)

GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these duties do not include all the specific tasks which an employee may be expected to perform.

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.
2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.
3. Participates in peer reviews.
4. Attends and contributes to departmental and divisional staff meetings.
5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.
6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.
7. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.

- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.

- Knowledge of industry trends and developments

- Knowledge of effective documentation and record keeping requirements.

- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.

- Ability to communicate effectively orally and in writing

- Ability to work independently and as part of a team

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Accounting							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Managers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,842
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3		0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.25	3,575	0.25	3,575
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512				1,512
512000	FRINGE		81,653		6,105		87,758
	Total Personal Services	9.16	355,179	1.25	25,799	10.41	380,978
	Materials & Services						
521100	Office Supplies		6,767		7,440		14,207
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500				12,500
529800	Miscellaneous		1,150				1,150
	Total Materials & Services		62,664		8,235		70,899
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
	TOTAL EXPENDITURES	9.16	430,028	1.25	54,334	10.41	484,362

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Management Services							
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		400				400
521310	Subscriptions		124				124
521320	Dues		440				440
521400	Fuels & Lubricants		5,200				5,200
524190	Misc. Professional Services		15,983		3,000		18,983
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		48,679				48,679
525710	Equipment Rental		2,240				2,240
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085				2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		800				800
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700				700
529800	Miscellaneous		50		750		800
531100	Capital Lease Payments-Furniture & Equipment		85,563				85,563
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
	TOTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Data Processing							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Managers (Finan., Const.)	0.25	14,688			0.25	14,688
	Data Processing Administrator	1.00	45,088			1.00	45,088
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Computer Operator		0	0.25	5,586	0.25	5,586
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.25	4,495			0.25	4,495
512000	FRINGE		57,539		1,732		59,271
	Total Personal Services	4.67	249,334	0.25	7,318	4.92	256,652
	Materials & Services						
521100	Office Supplies		23,632		1,000		24,632
521110	Computer Software		0		350		350
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies		800				800
521310	Subscriptions		2,200				2,200
524190	Misc. Professional Services		11,500				11,500
525640	Maintenance & Repairs Services-Equipment		54,181		863		55,044
525710	Equipment Rental		1,200				1,200
526200	Ads & Legal Notices		300				300
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		500		13,340
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Payments-Furniture & Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		9,624		290,751
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(9,500)		17,510
	Total Capital Outlay		27,010		(9,500)		17,510
	TOTAL EXPENDITURES	4.67	557,471	0.25	7,442	4.92	564,913

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142			1.00	62,142
	Managers (Finan., Const.)	2.00	115,114			2.00	115,114
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00	45,088			1.00	45,088
	Chief Accountant	1.00	52,454			1.00	52,454
	Sr. Management Analyst	1.50	50,528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	131,754
	Support Services Supervisor	0.50	20,182			0.50	20,182
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk	0.00	0	0.25	6,786	0.25	6,786
	Computer Operator	0.00	0	0.25	5,586	0.25	5,586
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	2.75	60,981			2.75	60,981
	Secretary	1.00	17,337			1.00	17,337
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Receptionist	1.00	19,237			1.00	19,237
	Reproduction Clerk	1.00	23,519			1.00	23,519
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.25	3,575	0.25	3,575
	Building Operations Worker	0.50	9,437			0.50	9,437
	Office Assistant		0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTIME		4,246				4,246
512000	FRINGE		294,939		7,837		302,776
	Total Personal Services	29.50	1,279,954	1.50	33,117	31.00	1,313,071

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration (cont'd)							
	Materials & Services						
521100	Office Supplies		47,365		8,440		55,805
521110	Computer Software		1,695		1,145		2,840
521240	Graphics/Reprographic Supplies		700				700
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		1,200				1,200
521310	Subscriptions		3,544				3,544
521320	Dues		2,458				2,458
521400	Fuels & Lubricants		5,200				5,200
524110	Accounting & Auditing Services		31,000				31,000
524190	Misc. Professional Services		43,215		3,000		46,215
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,723
525710	Equipment Rental		3,640				3,640
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		18,442				18,442
526310	Printing Services		4,585				4,585
526410	Telephone		36,181				36,181
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		17,041				17,041
526700	Temporary Help Services		3,952				3,952
526800	Training, Tuition, Conferences		27,076		500		27,576
526900	Misc. Other Purchased Services		12,500				12,500
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		1,400				1,400
529800	Miscellaneous		1,700		750		2,450
531100	Capital Lease Payments-Furniture & Equipment		244,161		6,911		251,072
	Total Materials & Services		806,856		(3,391)		803,465
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		10,800		73,375
	Total Capital Outlay		62,575		10,800		73,375
	TOTAL EXPENDITURES	29.50	2,149,385	1.50	40,526	31.00	2,189,911

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:General Expenses							
Interfund Transfers							
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
Total Interfund Transfers			282,105		0		282,105
Contingency and Unappropriated Balance							
599999	Contingency		87,086		(40,526)		46,560
Total Contingency and Unappropriated Balance			87,086		(40,526)		46,560
TOTAL EXPENDITURES		60.65	4,313,357	1.50	0	62.15	4,313,357

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT							
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650				650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				500
521290	Other Supplies		600				600
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Utilities-Electricity		85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Utilities-Natural Gas		24,945				24,945
525190	Utilities-Other		4,156				4,156
525200	Cleaning Services		37,924				37,924
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408				3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050				1,050
526440	Delivery Services		100				100
526500	Travel		420				420
526700	Temporary Help Services		1,884				1,884
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies		4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Meetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingency		42,167		(42,167)		0
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,010



METRO

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

Memorandum

DATE: March 30, 1990

TO: Don Carlson, Council Administrator

FROM: Neil Saling, Acting Finance & Administration Director

REGARDING: REVISED EXHIBITS-ORDINANCE NO. 90-338A

Attached are the revised exhibits for Ordinance No. 90-338A. These exhibits reflect the Council Finance Committee's recommendations of March 19, 1990. In addition, the Ordinance has been modified to include the necessary amendment to the Pay and Classification Plan. Exhibits C, D and E have been included in this packet.

NS/KR/kr
Attachment

cc: Jennifer Sims

kr:ord89-90:f&a:exh.mmo

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
89-294A REVISING THE FY 1989-90)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE MEETING INCREASED)
WORKLOADS IN THE ACCOUNTING AND)
DATA PROCESSING SECTIONS OF THE)
FINANCE AND ADMINISTRATION)
DEPARTMENT)

ORDINANCE NO. 90-338A

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has
reviewed and considered the need to modify the FY 1989-90 Budget; and

WHEREAS, The need for a modified budget plan has been justified;
and

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and
Exhibit C, Schedule of Appropriations, are hereby amended as shown in
Exhibits A and B to this Ordinance for the purpose of transferring
funds from Contingency and establishing new positions to meet the
increased workload in the Accounting and Data Processing sections of
the Finance and Administration Department.

2. The Pay and Classification Plan is amended to add the
classifications described in Exhibits C, D and E.

ADOPTED by the Council of the Metropolitan Service District this
_____ day of _____, 1990.

Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	PTE	AMOUNT	PTE	AMOUNT	PTE	AMOUNT
GENERAL FUND:Accounting							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Managers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,842
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3		0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.25	3,575	0.25	3,575
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512				1,512
512000	FRINGE		81,653		6,105		87,758
	Total Personal Services	9.16	355,179	1.25	25,799	10.41	380,978
	Materials & Services						
521100	Office Supplies		6,767		7,440		14,207
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500				12,500
529800	Miscellaneous		1,150				1,150
	Total Materials & Services		62,664		8,235		70,899
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
	TOTAL EXPENDITURES	9.16	430,028	1.25	54,334	10.41	484,362

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	PTE	AMOUNT	PTE	AMOUNT	PTE	AMOUNT
GENERAL FUND: Management Services							
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		400				400
521310	Subscriptions		124				124
521320	Dues		440				440
521400	Fuels & Lubricants		5,200				5,200
524190	Misc. Professional Services		15,983		3,000		18,983
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		48,679				48,679
525710	Equipment Rental		2,240				2,240
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085				2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		800				800
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700				700
529800	Miscellaneous		50		750		800
531100	Capital Lease Payments-Furniture & Equipment		85,563				85,563
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
	TOTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	PTE	AMOUNT	PTE	AMOUNT	PTE	AMOUNT
GENERAL FUND: Data Processing							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Managers (Finan., Const.)	0.25	14,688			0.25	14,688
	Data Processing Administrator	1.00	45,088			1.00	45,088
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Computer Operator		0	0.25	5,586	0.25	5,586
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.25	4,495			0.25	4,495
512000	FRINGE		57,539		1,732		59,271
	Total Personal Services	4.67	249,334	0.25	7,318	4.92	256,652
	Materials & Services						
521100	Office Supplies		23,632		1,000		24,632
521110	Computer Software		0		350		350
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies		800				800
521310	Subscriptions		2,200				2,200
524190	Misc. Professional Services		11,500				11,500
525640	Maintenance & Repairs Services-Equipment		54,181		863		55,044
525710	Equipment Rental		1,200				1,200
526200	Ads & Legal Notices		300				300
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		500		13,340
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Payments-Furniture & Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		9,624		290,751
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(9,500)		17,510
	Total Capital Outlay		27,010		(9,500)		17,510
	TOTAL EXPENDITURES	4.67	557,471	0.25	7,442	4.92	564,913

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142			1.00	62,142
	Managers (Finan., Const.)	2.00	115,114			2.00	115,114
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00	45,088			1.00	45,088
	Chief Accountant	1.00	52,454			1.00	52,454
	Sr. Management Analyst	1.50	50,528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	131,754
	Support Services Supervisor	0.50	20,182			0.50	20,182
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk	0.00	0	0.25	6,786	0.25	6,786
	Computer Operator	0.00	0	0.25	5,586	0.25	5,586
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	2.75	60,981			2.75	60,981
	Secretary	1.00	17,337			1.00	17,337
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Receptionist	1.00	19,237			1.00	19,237
	Reproduction Clerk	1.00	23,519			1.00	23,519
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.25	3,575	0.25	3,575
	Building Operations Worker	0.50	9,437			0.50	9,437
	Office Assistant		0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTIME		4,246				4,246
512000	FRINGE		294,939		7,837		302,776
	Total Personal Services	29.50	1,279,954	1.50	33,117	31.00	1,313,071

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration (cont'd)							
	Materials & Services						
521100	Office Supplies		47,365		8,440		55,805
521110	Computer Software		1,695		1,145		2,840
521240	Graphics/Reprographic Supplies		700				700
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		1,200				1,200
521310	Subscriptions		3,544				3,544
521320	Dues		2,458				2,458
521400	Fuels & Lubricants		5,200				5,200
524110	Accounting & Auditing Services		31,000				31,000
524190	Misc. Professional Services		43,215		3,000		46,215
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,723
525710	Equipment Rental		3,640				3,640
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		18,442				18,442
526310	Printing Services		4,585				4,585
526410	Telephone		36,181				36,181
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		17,041				17,041
526700	Temporary Help Services		3,952				3,952
526800	Training, Tuition, Conferences		27,076		500		27,576
526900	Misc. Other Purchased Services		12,500				12,500
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		1,400				1,400
529800	Miscellaneous		1,700		750		2,450
531100	Capital Lease Payments-Furniture & Equipment		244,161		6,911		251,072
	Total Materials & Services		806,856		(3,391)		803,465
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		10,800		73,375
	Total Capital Outlay		62,575		10,800		73,375
	TOTAL EXPENDITURES	29.50	2,149,385	1.50	40,526	31.00	2,189,911

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

PISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: General Expenses							
Interfund Transfers							
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
Total Interfund Transfers			282,105		0		282,105
Contingency and Unappropriated Balance							
599999	Contingency		87,086		(40,526)		46,560
Total Contingency and Unappropriated Balance			87,086		(40,526)		46,560
TOTAL EXPENDITURES		60.65	4,313,357	1.50	0	62.15	4,313,357

EXHIBIT A
ORDINANCE NO. 90-338A
Revised 3/30/90

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT							
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650				650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				500
521290	Other Supplies		600				600
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Utilities-Electricity		85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Utilities-Natural Gas		24,945				24,945
525190	Utilities-Other		4,156				4,156
525200	Cleaning Services		37,924				37,924
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408				3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050				1,050
526440	Delivery Services		100				100
526500	Travel		420				420
526700	Temporary Help Services		1,884				1,884
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies		4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Meetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingency		42,167		(42,167)		0
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,010

EXHIBIT B
ORDINANCE NO. 90-338A
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
GENERAL FUND			
Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	0	612
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529	0	463,529
Materials & Services:	69,549	0	69,549
Capital Outlay:	5,330	0	5,330
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	33,117	1,313,071
Materials & Services:	806,856	(3,391)	803,465
Capital Outlay:	62,575	10,800	73,375
Subtotal	2,149,385	40,526	2,189,911
Public Affairs			
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
Subtotal	495,554	0	495,554
General Expense			
Contingency	87,086	(40,526)	46,560
Transfers	282,105	0	282,105
Subtotal	369,191	(40,526)	328,665
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

EXHIBIT B
ORDINANCE NO. 90-338A
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
BUILDING MANAGEMENT FUND			
<hr/>			
Personal Services	73,109	0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	0	75,000
	<hr/>	<hr/>	<hr/>
Total Building Management Fund Requirements	680,010	0	680,010

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

Metro
Class No. 634
Title: Data Processing Operator

Established Mar. 1990
Revised
EEO
AA

Salary Grade: 11 (Subject to Negotiation)

GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.
2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.
3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.
4. Communicate with system users to provide troubleshooting services and assistance.
5. Identifies system problems and proposes solutions.
6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.
7. Monitors inventory or computer supplies; orders as needed.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS;

KNOWLEDGE, SKILL, ABILITY

- Knowledge of data processing operations, equipment, procedures and applications
- Knowledge of automated management information systems
- Ability to document data processing operations concepts and communicate such concepts to a variety of people including non-technical personnel
- Ability to follow oral and written instructions and interpret technical procedural information
- Ability to remain current on technical data processing operations skills
- Ability to work independently or as a member of a team
- Ability to communicate effectively orally and in writing
- Skill in communicating effectively orally and in writing

EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT D

Metro	Established March 1990
Class No. 637	Revised
Title: Technical Specialist	EEO
	AA

Salary Grade: 14 (Subject to negotiation)

GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following tasks. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Provides technical assistance and troubleshooting to PC users.
2. Assists in the purchase and installation of new computer (PC) systems.
3. Installs software packages and modems.
4. Provides training in the use of software packages.
5. Pulls communication cables for mainframe
6. Maintains inventory of PC supplies and purchases supplies as needed.
7. Maintains library of technical materials for PCs including technical manuals and software documentation.
8. Serves as backup to A-4 operator.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).
- Some knowledge of mainframe computers
- Knowledge of effective documentation and record keeping methods
- Knowledge of electronic devices (volt/ohm meters)
- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions
- Ability to provide technical training to non-technical staff
- Ability to work independently and as a member of a team
- Ability to communicate effectively orally and in writing

EXPERIENCE AND TRAINING

Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT E

Metro	Established March 1990
Class No. 638	Revised
Title: Programmer Analyst	EEO
	AA
Salary Grade: 16	(Subject to Negotiation)

GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these duties do not include all the specific tasks which an employee may be expected to perform.

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.
2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.
3. Participates in peer reviews.
4. Attends and contributes to departmental and divisional staff meetings.
5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.
6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.
7. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.
- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.
- Knowledge of industry trends and developments
- Knowledge of effective documentation and record keeping requirements.
- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.
- Ability to communicate effectively orally and in writing
- Ability to work independently and as part of a team

MINORITY REPORT

ORDINANCE NO. 90-338, REVISING THE FY 1989-90 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF MEETING INCREASED WORKLOADS IN THE ACCOUNTING AND DATA PROCESSING SECTIONS OF THE FINANCE AND ADMINISTRATION DEPARTMENT

Date: April 9, 1990

Presented by: Councilor Devlin

Attached for Council consideration is Ordinance No. 90-338B. This Ordinance is the same as the Ordinance recommended by the Finance Committee except that it includes two additional positions in the budget request. I propose to add an additional Clerk 1 position in the Accounting Division and a Technical Specialist position for the Data Processing Division.

My reason for adding these two positions is that there appears to be substantial evidence at the Budget Committee meetings that these positions will be funded in the FY 1990-91 budget. Adding these positions at this time will enable the Finance and Administration Department to commence the recruitment and selection process and get the people on board as soon as possible.

If Ordinance No. 90-338B is adopted, the summary of added expenditures is as follows:

<u>CATEGORY</u>	<u>GENERAL FUND</u>				<u>BUILDING FUND</u>
	<u>ACCT'G</u>	<u>MGM'T SVC'S</u>	<u>DATA PROCESSING</u>	<u>TOTAL</u>	
Personal Services	\$30,482	\$ 0	\$15,784	\$46,266	\$ 0
Materials & Services	10,095	3,750	10,974	24,819	5,250
Capital Outlay	<u>20,300</u>	<u>0</u>	<u>0</u>	<u>20,300</u>	<u>36,917</u>
TOTAL	\$60,877	\$ 3,750	\$26,758	\$91,385	\$42,167

To pay for these costs, my recommendation includes the following reductions:

Election Expense (F&A: Mgm't Svcs)	\$25,000
Data Processing Capital Outlay	6,000
General Fund Contingency	\$60,385
Building Fund Contingency	\$42,167

The details of the Budget and Appropriations changes are shown in Exhibits A and B of Ordinance No. 90-338B.

RD:DEC:aeb
Attachments

A:\M-R0409.RD

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
89-294A REVISING THE FY 1989-90)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE MEETING INCREASED)
WORKLOADS IN THE ACCOUNTING AND)
DATA PROCESSING SECTIONS OF THE)
FINANCE AND ADMINISTRATION)
DEPARTMENT)

ORDINANCE NO. 90-338B .

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has
reviewed and considered the need to modify the FY 1989-90 Budget; and

WHEREAS, The need for a modified budget plan has been justified;
and

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and
Exhibit C, Schedule of Appropriations, are hereby amended as shown in
Exhibits A and B to this Ordinance for the purpose of transferring
funds from Contingency and establishing new positions to meet the
increased workload in the Accounting and Data Processing sections of
the Finance and Administration Department.

2. The Pay and Classification Plan is amended to add the
classifications described in Exhibits C, D and E.

ADOPTED by the Council of the Metropolitan Service District this
_____ day of _____, 1990.

Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Accounting							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Managers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,842
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3		0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.50	7,150	0.50	7,150
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512				1,512
512000	FRINGE		81,653		7,213		88,866
	Total Personal Services	9.16	355,179	1.50	30,482	10.66	385,661
	Materials & Services						
521100	Office Supplies		6,767		9,300		16,067
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500				12,500
529800	Miscellaneous		1,150				1,150
	Total Materials & Services		62,664		10,095		72,759
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
	TOTAL EXPENDITURES	9.16	430,028	1.50	60,877	10.66	490,905

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Management Services							
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		400				400
521310	Subscriptions		124				124
521320	Dues		440				440
521400	Fuels & Lubricants		5,200				5,200
524190	Misc. Professional Services		15,983		3,000		18,983
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		48,679				48,679
525710	Equipment Rental		2,240				2,240
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085				2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		800				800
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700				700
529800	Miscellaneous		50		750		800
531100	Capital Lease Payments-Furniture & Equipment		85,563				85,563
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
	TOTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND:Data Processing							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Managers (Finan., Const.)	0.25	14,688			0.25	14,688
	Data Processing Administrator	1.00	45,088			1.00	45,088
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Computer Operator		0	0.25	5,586	0.25	5,586
	D.P. Technical Specialist		0	0.25	6,463	0.25	6,463
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.25	4,495			0.25	4,495
512000	FRINGE		57,539		3,735		61,274
	Total Personal Services	4.67	249,334	0.50	15,784	5.17	265,118
	Materials & Services						
521100	Office Supplies		23,632		2,000		25,632
521110	Computer Software		0		700		700
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies		800				800
521310	Subscriptions		2,200				2,200
524190	Misc. Professional Services		11,500				11,500
525640	Maintenance & Repairs Services-Equipment		54,181		863		55,044
525710	Equipment Rental		1,200				1,200
526200	Ads & Legal Notices		300				300
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		500		13,340
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Payments-Furniture & Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		10,974		292,101
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(6,000)		21,010
	Total Capital Outlay		27,010		(6,000)		21,010
	TOTAL EXPENDITURES	4.67	557,471	0.50	20,758	5.17	578,229

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142			1.00	62,142
	Managers (Finan., Const.)	2.00	115,114			2.00	115,114
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00	45,088			1.00	45,088
	Chief Accountant	1.00	52,454			1.00	52,454
	Sr. Management Analyst	1.50	50,528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	131,754
	Support Services Supervisor	0.50	20,182			0.50	20,182
	D.P. Systems Analyst	2.00	75,006			2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk	0.00	0	0.25	6,786	0.25	6,786
	Computer Operator	0.00	0	0.25	5,586	0.25	5,586
	D.P. Technical Specialist		0	0.25	6,463	0.25	6,463
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	2.75	60,981			2.75	60,981
	Secretary	1.00	17,337			1.00	17,337
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Receptionist	1.00	19,237			1.00	19,237
	Reproduction Clerk	1.00	23,519			1.00	23,519
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.50	7,150	0.50	7,150
	Building Operations Worker	0.50	9,437			0.50	9,437
	Office Assistant		0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTIME		4,246				4,246
512000	FRINGE		294,939		10,948		305,887
	Total Personal Services	29.50	1,279,954	2.00	46,266	31.50	1,326,220

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration (cont'd)							
	Materials & Services						
521100	Office Supplies		47,365		11,300		58,665
521110	Computer Software		1,695		1,495		3,190
521240	Graphics/Reprographic Supplies		700				700
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		1,200				1,200
521310	Subscriptions		3,544				3,544
521320	Dues		2,458				2,458
521400	Fuels & Lubricants		5,200				5,200
524110	Accounting & Auditing Services		31,000				31,000
524190	Misc. Professional Services		43,215		3,000		46,215
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,723
525710	Equipment Rental		3,640				3,640
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		18,442				18,442
526310	Printing Services		4,585				4,585
526410	Telephone		36,181				36,181
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		17,041				17,041
526700	Temporary Help Services		3,952				3,952
526800	Training, Tuition, Conferences		27,076		500		27,576
526900	Misc. Other Purchased Services		12,500				12,500
528100	License, Permits, Payments to Other Agencies		7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		1,400				1,400
529800	Miscellaneous		1,700		750		2,450
531100	Capital Lease Payments-Furniture & Equipment		244,161		6,911		251,072
	Total Materials & Services		806,856		(181)		806,675
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		14,300		76,875
	Total Capital Outlay		62,575		14,300		76,875
	TOTAL EXPENDITURES	29.50	2,149,385	2.00	60,385	31.50	2,209,770

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendation

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: General Expenses							
	Interfund Transfers						
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
	Total Interfund Transfers		282,105		0		282,105
	Contingency and Unappropriated Balance						
599999	Contingency		87,086		(60,385)		26,701
	Total Contingency and Unappropriated Balance		87,086		(60,385)		26,701
	TOTAL EXPENDITURES	60.65	4,313,357	2.00	0	62.65	4,313,357

EXHIBIT A
ORDINANCE NO. 90-338B
Revised 4/6/90 Minority Report Recommendations

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT							
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650				650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				500
521290	Other Supplies		600				600
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Utilities-Electricity		85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Utilities-Natural Gas		24,945				24,945
525190	Utilities-Other		4,156				4,156
525200	Cleaning Services		37,924				37,924
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408				3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050				1,050
526440	Delivery Services		100				100
526500	Travel		420				420
526700	Temporary Help Services		1,884				1,884
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies		4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Meetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingency		42,167		(42,167)		0
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,010

EXHIBIT B
ORDINANCE NO. 90-338B
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 4/6/90 Minority Report Recommendations

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
GENERAL FUND			

Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
	-----	-----	-----
Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	0	612
	-----	-----	-----
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529	0	463,529
Materials & Services:	69,549	0	69,549
Capital Outlay:	5,330	0	5,330
	-----	-----	-----
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	46,266	1,326,220
Materials & Services:	806,856	(181)	806,675
Capital Outlay:	62,575	14,300	76,875
	-----	-----	-----
Subtotal	2,149,385	60,385	2,209,770
Public Affairs			
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
	-----	-----	-----
Subtotal	495,554	0	495,554
General Expense			
Contingency	87,086	(60,385)	26,701
Transfers	282,105	0	282,105
	-----	-----	-----
Subtotal	369,191	(60,385)	308,806
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

EXHIBIT B
ORDINANCE NO. 90-338B
SCHEDULE OF APPROPRIATIONS FY 1989-90
Revised 4/6/90 Minority Report Recommendations

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr/>			
BUILDING MANAGEMENT FUND			
<hr/>			
Personal Services	73,109	0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	0	75,000
	<hr/>	<hr/>	<hr/>
Total Building Management Fund Requirements	680,010	0	680,010

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

EXHIBIT C

Metro
Class No. 634
Title: Data Processing Operator

Established Mar. 1990
Revised
EEO
AA

Salary Grade: 11 (Subject to Negotiation)

GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.
2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.
3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.
4. Communicate with system users to provide troubleshooting services and assistance.
5. Identifies system problems and proposes solutions.
6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.
7. Monitors inventory of computer supplies; orders as needed.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS;

KNOWLEDGE, SKILL, ABILITY

- Knowledge of data processing operations, equipment, procedures and applications
- Knowledge of automated management information systems
- Ability to document data processing operations concepts and communicate such concepts to a variety of people including non-technical personnel
- Ability to follow oral and written instructions and interpret technical procedural information
- Ability to remain current on technical data processing operations skills
- Ability to work independently or as a member of a team
- Ability to communicate effectively orally and in writing
- Skill in communicating effectively orally and in writing

EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT D

Metro
Class No. 637
Title: Technical Specialist

Established March 1990
Revised
EEO
AA

Salary Grade: 14 (Subject to negotiation)

GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following tasks. However, these examples do not include all specific tasks which an employee may be expected to perform.

1. Provides technical assistance and troubleshooting to PC users.
2. Assists in the purchase and installation of new computer (PC) systems.
3. Installs software packages and modems.
4. Provides training in the use of software packages.
5. Pulls communication cables for mainframe
6. Maintains inventory of PC supplies and purchases supplies as needed.
7. Maintains library of technical materials for PCs including technical manuals and software documentation.
8. Serves as backup to A-4 operator.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).
- Some knowledge of mainframe computers
- Knowledge of effective documentation and record keeping methods
- Knowledge of electronic devices (volt/ohm meters)
- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions
- Ability to provide technical training to non-technical staff
- Ability to work independently and as a member of a team
- Ability to communicate effectively orally and in writing

EXPERIENCE AND TRAINING

Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

EXHIBIT E

Metro	Established March 1990
Class No. 638	Revised
Title: Programmer Analyst	EEO
	AA
Salary Grade: 16	(Subject to Negotiation)

GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these duties do not include all the specific tasks which an employee may be expected to perform.

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.
2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.
3. Participates in peer reviews.
4. Attends and contributes to departmental and divisional staff meetings.
5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.
6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.
7. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.
- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.
- Knowledge of industry trends and developments
- Knowledge of effective documentation and record keeping requirements.
- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.
- Ability to communicate effectively orally and in writing
- Ability to work independently and as part of a team



METRO

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

Memorandum

Date: April 17, 1990
To: Rena Cusma, Executive Officer
From: Gwen Ware-Barrett, ^{gwb}Clerk of the Council
Regarding: TRANSMITTAL OF ORDINANCE NO. 90-338A

Attached for your consideration is a true copy of Ordinance No. 90-338A adopted by the Council on April 17, 1990.

If you wish to veto this ordinance, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, April 19, 1990. 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, this ordinance will be considered finally adopted.

I, Unette Harley, received this memo and a true copy of Ordinance No. 90-338A from the Council Clerk on April 17, 1990.

Dated: 4-17-90

GWPB:lc
\MEM.ORD