

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

|                                       |                           |
|---------------------------------------|---------------------------|
| AN ORDINANCE AMENDING ORDINANCE NO. ) | ORDINANCE NO. 91-432      |
| 91-390A REVISING THE FY 1991-92 )     |                           |
| BUDGET AND APPROPRIATIONS SCHEDULE )  | Introduced by Rena Cusma, |
| FOR THE PURPOSE PURCHASING OFFICE )   | Executive Officer         |
| PANELS )                              |                           |

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to transfer appropriations within the FY 1991-92 Budget; and

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

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 91-390A, Exhibit B, FY 1991-92 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$26,057 from the Support Service Fund Contingency to the Office Services Division, Capital Outlay within the Finance and Management Information Department for the purpose of purchasing office panels.

2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Council of the Metropolitan Service District this  
14th day of November, 1991.

  
\_\_\_\_\_  
Tanya Collier, Presiding Officer

ATTEST:

  
\_\_\_\_\_  
Clerk of the Council

EXHIBIT A  
ORDINANCE NO. 91-432

| ACCT #                           | DESCRIPTION                              | CURRENT BUDGET |                  | REVISION    |          | PROPOSED BUDGET |                  |
|----------------------------------|--|----------------|------------------|-------------|----------|-----------------|------------------|
|                                  |  | FTE            | AMOUNT           | FTE         | AMOUNT   | FTE             | AMOUNT           |
| SUPPORT SERVICE FUND             |  |                |                  |             |          |                 |                  |
| Finance & Management Information |  |                |                  |             |          |                 |                  |
| <b>Personal Services</b>         |  |                |                  |             |          |                 |                  |
| 511121                           | SALARIES-REGULAR EMPLOYEES (full time)   |                |                  |             |          |                 |                  |
|                                  | Directors                                | 1.00           | 69,763           | 0           | 0        | 1.00            | 69,763           |
|                                  | Data Processing Administrator            | 1.00           | 53,078           | 0           | 0        | 1.00            | 53,078           |
|                                  | Chief Accountant                         | 1.00           | 57,441           | 0           | 0        | 1.00            | 57,441           |
|                                  | Management Analyst Supervisor            | 1.00           | 46,795           | 0           | 0        | 1.00            | 46,795           |
|                                  | Sr. Management Analyst                   | 4.00           | 182,289          | 0           | 0        | 4.00            | 182,289          |
|                                  | Assoc. Management Analyst                | 3.00           | 103,349          | 0           | 0        | 3.00            | 103,349          |
|                                  | Asst. Management Analyst                 | 2.00           | 54,283           | 0           | 0        | 2.00            | 54,283           |
|                                  | D.P. Systems Analyst                     | 3.00           | 110,219          | 0           | 0        | 3.00            | 110,219          |
|                                  | D.P. Computer Programmer                 | 1.00           | 31,445           | 0           | 0        | 1.00            | 31,445           |
|                                  | Administrative Assistant                 | 1.00           | 28,500           | 0           | 0        | 1.00            | 28,500           |
|                                  | Senior Accountant                        | 3.00           | 116,920          | 0           | 0        | 3.00            | 116,920          |
| 511221                           | WAGES-REGULAR EMPLOYEES (full time)      |                |                  |             |          |                 |                  |
|                                  | D.P. Computer Operator                   | 1.00           | 28,608           | 0           | 0        | 1.00            | 28,608           |
|                                  | D.P. Computer Technician                 | 1.00           | 25,970           | 0           | 0        | 1.00            | 25,970           |
|                                  | Administrative Secretary                 | 1.00           | 21,350           | 0           | 0        | 1.00            | 21,350           |
|                                  | Secretary                                | 2.00           | 43,166           | 0           | 0        | 2.00            | 43,166           |
|                                  | Lead Accounting Clerk                    | 1.00           | 23,548           | 0           | 0        | 1.00            | 23,548           |
|                                  | Reproduction Clerk                       | 1.00           | 25,870           | 0           | 0        | 1.00            | 25,870           |
|                                  | Accounting Clerk 2                       | 4.00           | 82,358           | 0           | 0        | 4.00            | 82,358           |
|                                  | Accounting Clerk 1                       | 3.00           | 54,849           | 0           | 0        | 3.00            | 54,849           |
|                                  | Office Assistant                         | 1.00           | 15,956           | 0           | 0        | 1.00            | 15,956           |
|                                  | Operations Utility Worker                | 1.00           | 19,268           | 0           | 0        | 1.00            | 19,268           |
| 511235                           | WAGES-TEMPORARY EMPLOYEES (part time)    |                |                  |             |          |                 |                  |
|                                  | Temporary Administrative Support         | 1.00           | 18,683           | 0           | 0        | 1.00            | 18,683           |
| 511400                           | OVERTIME                                 | 0.00           | 4,074            | 0           | 0        | 0.00            | 4,074            |
| 512000                           | FRINGE                                   | 0.00           | 413,364          | 0           | 0        | 0.00            | 413,364          |
| <b>Total Personal Services</b>   |  | <b>38.00</b>   | <b>1,631,146</b> | <b>0.00</b> | <b>0</b> | <b>38.00</b>    | <b>1,631,146</b> |
| <b>Materials &amp; Services</b>  |  |                |                  |             |          |                 |                  |
| 521100                           | Office Supplies                          |                | 63,119           | 0           | 0        |                 | 63,119           |
| 521110                           | Computer Software                        |                | 17,090           | 0           | 0        |                 | 17,090           |
| 521260                           | Printing Supplies                        |                | 50,000           | 0           | 0        |                 | 50,000           |
| 521291                           | Small Tools                              |                | 840              | 0           | 0        |                 | 840              |
| 521310                           | Subscriptions                            |                | 3,558            | 0           | 0        |                 | 3,558            |
| 521320                           | Dues                                     |                | 2,645            | 0           | 0        |                 | 2,645            |
| 521540                           | Maintenance & Repairs Supplies-Equipment |                | 500              | 0           | 0        |                 | 500              |
| 524110                           | Accounting & Auditing Services           |                | 110,000          | 0           | 0        |                 | 110,000          |
| 524190                           | Misc. Professional Services              |                | 139,400          | 0           | 0        |                 | 139,400          |
| 524210                           | Data Processing Services                 |                | 18,000           | 0           | 0        |                 | 18,000           |
| 524310                           | Management Consulting Services           |                | 8,000            | 0           | 0        |                 | 8,000            |

EXHIBIT A  
ORDINANCE NO. 91-432

| ACCT #                                       | DESCRIPTION                                  | CURRENT BUDGET |                  | REVISION    |               | PROPOSED BUDGET |                  |
|--|--|----------------|------------------|-------------|---------------|-----------------|------------------|
|  |  | FTE            | AMOUNT           | FTE         | AMOUNT        | FTE             | AMOUNT           |
| SUPPORT SERVICE FUND                         |  |                |                  |             |               |                 |                  |
| Finance & Management Information (continued) |  |                |                  |             |               |                 |                  |
| 525640                                       | Maintenance & Repairs Services-Equipment     |                | 135,620          |             | 0             |                 | 135,620          |
| 525710                                       | Equipment Rental                             |                | 500              |             | 0             |                 | 500              |
| 526200                                       | Ads & Legal Notices                          |                | 750              |             | 0             |                 | 750              |
| 526310                                       | Printing Services                            |                | 3,735            |             | 0             |                 | 3,735            |
| 526410                                       | Telephone                                    |                | 1,500            |             | 0             |                 | 1,500            |
| 526420                                       | Postage                                      |                | 80,000           |             | 0             |                 | 80,000           |
| 526440                                       | Delivery Services                            |                | 850              |             | 0             |                 | 850              |
| 526500                                       | Travel                                       |                | 18,360           |             | 0             |                 | 18,360           |
| 526700                                       | Temporary Help Services                      |                | 4,700            |             | 0             |                 | 4,700            |
| 526800                                       | Training, Tuition, Conferences               |                | 16,720           |             | 0             |                 | 16,720           |
| 526900                                       | Misc Other Purchased Services                |                | 15,150           |             | 0             |                 | 15,150           |
| 529500                                       | Meetings                                     |                | 450              |             | 0             |                 | 450              |
| 529800                                       | Miscellaneous                                |                | 900              |             | 0             |                 | 900              |
| 525740                                       | Capital Lease Payments-Furniture & Equipment |                | 265,033          |             | 0             |                 | 265,033          |
| <b>Total Materials &amp; Services</b>        |  |                | <b>957,420</b>   |             | <b>0</b>      |                 | <b>957,420</b>   |
| <b>Capital Outlay</b>                        |  |                |                  |             |               |                 |                  |
| 571500                                       | Purchases-Office Furniture & Equipment       |                | 54,770           |             | 26,057        |                 | 80,827           |
| <b>Total Capital Outlay</b>                  |  |                | <b>54,770</b>    |             | <b>26,057</b> |                 | <b>80,827</b>    |
| <b>TOTAL EXPENDITURES</b>                    |  | <b>38.00</b>   | <b>2,643,336</b> | <b>0.00</b> | <b>26,057</b> | <b>38.00</b>    | <b>2,669,393</b> |

EXHIBIT A  
ORDINANCE NO. 91-432

| ACCT #  | DESCRIPTION  | CURRENT BUDGET |                  | REVISION    |                 | PROPOSED BUDGET |                  |
|---|--|----------------|------------------|-------------|-----------------|-----------------|------------------|
|   |  | FTE            | AMOUNT           | FTE         | AMOUNT          | FTE             | AMOUNT           |
| SUPPORT SERVICE FUND                                |  |                |                  |             |                 |                 |                  |
| General Expenses                                    |  |                |                  |             |                 |                 |                  |
| <b>Interfund Transfers</b>                          |  |                |                  |             |                 |                 |                  |
| 581513  | Trans. Indirect Costs to Bldg. Fund                |                | 314,646          |             | 0               |                 | 314,646          |
| 581615  | Trans. Indirect Costs to Insur. Fund-Gen'l         |                | 47,177           |             | 0               |                 | 47,177           |
| 581615  | Trans. Indirect Costs to Insur. Fund-Workers' Comp |                | 54,245           |             | 0               |                 | 54,245           |
| <b>Total Interfund Transfers</b>                    |  |                | <b>416,068</b>   |             | <b>0</b>        |                 | <b>416,068</b>   |
| <b>Contingency and Unappropriated Balance</b>       |  |                |                  |             |                 |                 |                  |
| 599999  | Contingency  |                |                  |             |                 |                 |                  |
|   | * General  |                | 251,780          |             | (26,057)        |                 | 225,723          |
|   | * Builders License                                 |                | 7,848            |             | 0               |                 | 7,848            |
| <b>Total Contingency and Unappropriated Balance</b> |  |                | <b>259,628</b>   |             | <b>(26,057)</b> |                 | <b>233,571</b>   |
| <b>TOTAL EXPENDITURES</b>                           |  | <b>78.10</b>   | <b>5,825,205</b> | <b>0.00</b> | <b>0</b>        | <b>78.10</b>    | <b>5,825,205</b> |

**EXHIBIT B**  
**ORDINANCE NO. 91-432**  
**SCHEDULE OF APPROPRIATIONS**

|   | CURRENT<br>APPROPRIATION | REVISION        | PROPOSED<br>APPROPRIATION |
|---|--------------------------|-----------------|---------------------------|
| <b>SUPPORT SERVICES FUND</b>                    |                          |                 |                           |
| <b>Finance &amp; Administration</b>             |                          |                 |                           |
| Personal Services                               | 1,631,146                | 0               | 1,631,146                 |
| Materials & Services                            | 957,420                  | 0               | 957,420                   |
| Capital Outlay                                  | 54,770                   | 26,057          | 80,827                    |
| <b>Subtotal</b>                                 | <b>2,643,336</b>         | <b>26,057</b>   | <b>2,669,393</b>          |
| <b>Regional Facilities</b>                      |                          |                 |                           |
| Personal Services                               | 444,211                  | 0               | 444,211                   |
| Materials & Services                            | 317,966                  | 0               | 317,966                   |
| Capital Outlay                                  | 40,500                   | 0               | 40,500                    |
| <b>Subtotal</b>                                 | <b>802,677</b>           | <b>0</b>        | <b>802,677</b>            |
| <b>Personnel</b>                                |                          |                 |                           |
| Personal Services                               | 433,555                  | 0               | 433,555                   |
| Materials & Services                            | 62,310                   | 0               | 62,310                    |
| Capital Outlay                                  | 1,227                    | 0               | 1,227                     |
| <b>Subtotal</b>                                 | <b>497,092</b>           | <b>0</b>        | <b>497,092</b>            |
| <b>Office of General Counsel</b>                |                          |                 |                           |
| Personal Services                               | 367,530                  | 0               | 367,530                   |
| Materials & Services                            | 19,544                   | 0               | 19,544                    |
| Capital Outlay                                  | 2,955                    | 0               | 2,955                     |
| <b>Subtotal</b>                                 | <b>390,029</b>           | <b>0</b>        | <b>390,029</b>            |
| <b>Public Affairs</b>                           |                          |                 |                           |
| Personal Services                               | 672,850                  | 0               | 672,850                   |
| Materials & Services                            | 136,040                  | 0               | 136,040                   |
| Capital Outlay                                  | 7,485                    | 0               | 7,485                     |
| <b>Subtotal</b>                                 | <b>816,375</b>           | <b>0</b>        | <b>816,375</b>            |
| <b>General Expense</b>                          |                          |                 |                           |
| Interfund Transfers                             | 416,068                  | 0               | 416,068                   |
| Contingency                                     | 259,628                  | (26,057)        | 233,571                   |
| <b>Subtotal</b>                                 | <b>675,696</b>           | <b>(26,057)</b> | <b>649,639</b>            |
| <b>Total Support Services Fund Requirements</b> | <b>5,825,205</b>         | <b>0</b>        | <b>5,825,205</b>          |

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

## STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 91-432 AMENDING ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF PURCHASING OFFICE PANELS.

Date: October 15, 1991

Presented by: Jennifer Sims

### PROPOSED ACTION

Amend the FY 1991-92 budget of Finance and Management Information Department for the purchase of office panels for the Transportation Department. Requires the transfer of \$26,057.20 from contingency to capital outlay.

### FACTUAL BACKGROUND AND ANALYSIS

Resolution No. 91-1514 authorizing an exemption to the competitive bidding procedures and allowing a sole source contract with Office Interiors for the purchase of panels for the Transportation Department was passed on October 10, 1991.

A number of factors influence the need for additional panels to accommodate the Transportation Department in their new location at the Contact Lumber Building. Among these include an increase of nine additional employees budgeted for this fiscal year; three additional employees for the I-5 Light Rail Study already approved by Council; and two free interns that are now working for the Transportation Department.

Additionally, the new location at the Contact Lumber building contains space constraints and limitations that include three fewer enclosed (hard walled) office spaces, and less wall space so that a additional fourth panel built wall is needed where once there had been a hard wall.

The additional employees and the space requirements now necessitates the need for the purchase of additional panels.

It is proposed that the funding for the new panels be from the Support Services budget in an effort to continue the maintenance of a pool of panels that can be used as the need arises, thus designing a flexible system that can best meet the changing needs of individual Metro Departments. At this time, this panel system is planned for re-use at the new headquarters offices.

### Budget Impact

A total of \$34,357.20 is needed for the purchase of new panels for Transportation. The capital budget for Transportation contains \$8,300.00 approved for the new employee work stations in

the fiscal year 1991-92 budget. The balance of \$26,057.20 will be funded from the Support Services budget. The proposed purchase costs are summarized below:

|  |                    |
|--|--------------------|
| - Total cost of proposed panel purchase  | \$34,357.20        |
| - Budgeted amount from Transportation    | \$8,300.00         |
| - Support Services Fund (this amendment) | <u>\$26,057.20</u> |
| Total                                    | \$34,357.20        |

This action requests the transfer of \$26,057 from the Support Services Fund Contingency to Office Services Division Capital Outlay within the Finance and Management Information Department.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 91-432.

FINANCE COMMITTEE REPORT

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ORDINANCE NO. 91-432, AMENDING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURCHASE OF OFFICE PANELS

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Date: November 12, 1991

Presented By: Councilor Hansen

COMMITTEE RECOMMENDATION: At its November 7, 1991 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 91-432. All Committee members were present and voting.

COMMITTEE DISCUSSION/ISSUES: Ms. Jennifer Sims, Finance Director, presented the Staff Report. She indicated the purpose of this ordinance is to enable the purchase of office panels for the use by the Transportation Planning Department which has located in new space in the building adjacent to the Metro Center. Through adoption of Resolution No. 91-1514 on October 10, 1991, the Council has authorized the Executive Officer to enter into a contract for the purchase of the panels. The purchase (\$34,357) will be expended through the Capital Outlay category in the Support Service Fund (\$26,057) and the Capital Outlay category in the Transportation Planning Fund (\$8,300). To enable such an expense to occur, \$26,057 is requested to be transferred from the Support Service Fund Contingency to the Capital Outlay category. The \$8,300 is already properly budgeted and appropriated in the Transportation Planning Fund.





**METRO**

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

# Memorandum

DATE: November 18, 1991  
TO: Rena Cusma, Executive Officer  
FROM: Paulette Allen, Clerk of the Council *pa*  
RE: TRANSMITTAL OF ORDINANCE NOS. 91-431 AND 432

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on November 14, 1991.

If you wish to veto any of the ordinances referenced above, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, November 21, 1991. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, these ordinances will be considered finally adopted.

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I, *Unette Morley*, received this memo and true copies of Ordinance Nos. ~~91-393A~~ and 91-411 from the Clerk of the Council on *11/18/91*.

ORD.MEM