

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
91-390A REVISING THE FY 1991-92)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE OF FUNDING ONE FULL)
TIME FTE LEAD ACCOUNTING CLERK IN)
THE FINANCE AND MANAGEMENT)
INFORMATION DEPARTMENT FOR PERS)
ADMINISTRATION)

ORDINANCE NO. 92-446

Introduced by Rena Cusma,
Executive Officer

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 \$19,378 from the Support Service Fund Contingency to the Finance & Management Information Department to fund one full time FTE Lead Accounting Clerk and related support needs for PERS Administration.

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

23rd day of January, 1992.



Jim Gardner, Presiding Officer

ATTEST:



Clerk of the Council

EXHIBIT A
ORDINANCE NO. 92-446

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND							
FINANCE & MANAGEMENT INFORMATION:Accounting							
Personal Services							
511121 SALARIES-REGULAR EMPLOYEES (full time)							
	Directors	0.30	20,929	0	0.30	20,929	
	Chief Accountant	1.00	57,441	0	1.00	57,441	
	Assoc. Management Analyst	1.00	31,439	0	1.00	31,439	
	Asst. Management Analyst	2.00	54,283	0	2.00	54,283	
	Senior Accountant	3.00	116,920	0	3.00	116,920	
511221 WAGES-REGULAR EMPLOYEES (full time)							
	Secretary	1.00	24,726	0	1.00	24,726	
	Lead Accounting Clerk	1.00	23,548	0.50	10,597	1.50	34,145
	Accounting Clerk 2	4.00	82,358	0	4.00	82,358	
	Accounting Clerk 1	3.00	54,849	0	3.00	54,849	
	Office Assistant	1.00	15,956	0	1.00	15,956	
511235 WAGES-TEMPORARY EMPLOYEES (part time)							
	Temporary Administrative Support	0.50	9,683	0	0.50	9,683	
511400 OVERTIME							
			2,000	0		2,000	
512000 FRINGE							
			167,655	3,285		170,940	
Total Personal Services		17.80	661,787	0.50	13,882	18.30	675,669
Materials & Services							
521100	Office Supplies		15,375		2,496		17,871
521110	Computer Software		3,200		1,600		4,800
521310	Subscriptions		635		0		635
521320	Dues		1,405		0		1,405
524110	Accounting & Auditing Services		110,000		0		110,000
525640	Maintenance & Repairs Services-Equipment		820		0		820
526500	Travel		2,536		0		2,536
526800	Training, Tuition, Conferences		4,320		0		4,320
526900	Misc Other Purchased Services		15,000		0		15,000
529800	Miscellaneous		400		0		400
Total Materials & Services			153,691		4,096		157,787

EXHIBIT A
ORDINANCE NO. 92-446

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND							
FINANCE & MANAGEMENT INFORMATION:Accounting (continued)							
Capital Outlay							
571500	Purchases-Office Furniture & Equipment		11,172		1,400		12,572
Total Capital Outlay			11,172		1,400		12,572
TOTAL ACCOUNTING DIVISION		17.80	826,650	0.50	19,378	18.30	846,028

EXHIBIT A
ORDINANCE NO. 92-446

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND: Finance & Management Information							
Personal Services							
511121 SALARIES-REGULAR EMPLOYEES (full time)							
	Directors	1.00	69,763	0	1.00	69,763	
	Data Processing Administrator	1.00	53,078	0	1.00	53,078	
	Chief Accountant	1.00	57,441	0	1.00	57,441	
	Management Analyst Supervisor	1.00	46,795	0	1.00	46,795	
	Sr. Management Analyst	4.00	182,289	0	4.00	182,289	
	Assoc. Management Analyst	3.00	103,349	0	3.00	103,349	
	Asst. Management Analyst	2.00	54,283	0	2.00	54,283	
	D.P. Systems Analyst	3.00	110,219	0	3.00	110,219	
	D.P. Computer Programmer	1.00	31,445	0	1.00	31,445	
	Administrative Assistant	1.00	28,500	0	1.00	28,500	
	Senior Accountant	3.00	116,920	0	3.00	116,920	
511221 WAGES-REGULAR EMPLOYEES (full time)							
	D.P. Computer Operator	1.00	28,608	0	1.00	28,608	
	D.P. Computer Technician	1.00	25,970	0	1.00	25,970	
	Administrative Secretary	1.00	21,350	0	1.00	21,350	
	Secretary	2.00	43,166	0	2.00	43,166	
	Lead Accounting Clerk	1.00	23,548	0.50	10,597	1.50	34,145
	Reproduction Clerk	1.00	25,870	0	1.00	25,870	
	Accounting Clerk 2	4.00	82,358	0	4.00	82,358	
	Accounting Clerk 1	3.00	54,849	0	3.00	54,849	
	Office Assistant	1.00	15,956	0	1.00	15,956	
	Operations Utility Worker	1.00	19,268	0	1.00	19,268	
511235 WAGES-TEMPORARY EMPLOYEES (part time)							
	Temporary Administrative Support	1.00	18,683	0	1.00	18,683	
511400 OVERTIME							
		0.00	4,074	0	0.00	4,074	
512000 FRINGE							
		0.00	413,364	3,285	0.00	416,649	
Total Personal Services		38.00	1,631,146	0.50	13,882	38.50	1,645,028

Materials & Services

521100	Office Supplies	63,119	2,496	65,615
521110	Computer Software	17,090	1,600	18,690
521260	Printing Supplies	50,000	0	50,000
521291	Small Tools	840	0	840
521310	Subscriptions	3,558	0	3,558
521320	Dues	2,645	0	2,645
521540	Maintenance & Repairs Supplies-Equipment	500	0	500

EXHIBIT A
ORDINANCE NO. 92-446

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT SERVICE FUND: Finance & Management Information (continued)							
524110	Accounting & Auditing Services		110,000	0			110,000
524190	Misc. Professional Services		139,400	0			139,400
524210	Data Processing Services		18,000	0			18,000
524310	Management Consulting Services		8,000	0			8,000
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
Total Materials & Services			957,420		4,096		961,516
Capital Outlay							
571500	Purchases-Office Furniture & Equipment		80,827		1,400		82,227
Total Capital Outlay			80,827		1,400		82,227
TOTAL FINANCE & MGMT. INFORMATION		38.00	2,669,393	0.50	19,378	38.50	2,688,771

EXHIBIT A
ORDINANCE NO. 92-446

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SUPPORT	SERVICE FUND:General Expenses						
Interfund Transfers							
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'		54,245		0		54,245
Total Interfund Transfers			416,068		0		416,068
Contingency and Unapp. Balance							
599999	Contingency						
	* General		225,723		(19,378)		206,345
	* Builders License		7,848		0		7,848
Total Contingency & Unapp. Bal.			233,571		(19,378)		214,193
ALL OTHER FUND EXPENDITURES		40.10	2,506,173	0.00	0	40.10	2,506,173
TOTAL SUPPORT SERVICE FUND		78.10	5,825,205	0.50	0	78.60	5,825,205

EXHIBIT B
ORDINANCE NO. 92-446
SCHEDULE OF APPROPRIATIONS

SUPPORT SERVICES FUND	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
Finance and Management Information			
Personal Services	1,631,146	13,882	1,645,028
Materials & Services	957,420	4,096	961,516
Capital Outlay	80,827	1,400	82,227
Subtotal	2,669,393	19,378	2,688,771
Regional Facilities			
Personal Services	444,211	0	444,211
Materials & Services	317,966	0	317,966
Capital Outlay	40,500	0	40,500
Subtotal	802,677	0	802,677
Personnel			
Personal Services	433,555	0	433,555
Materials & Services	62,310	0	62,310
Capital Outlay	1,227	0	1,227
Subtotal	497,092	0	497,092
Office of General Counsel			
Personal Services	367,530	0	367,530
Materials & Services	19,544	0	19,544
Capital Outlay	2,955	0	2,955
Subtotal	390,029	0	390,029
Public Affairs			
Personal Services	672,850	0	672,850
Materials & Services	136,040	0	136,040
Capital Outlay	7,485	0	7,485
Subtotal	816,375	0	816,375
General Expenses			
Interfund Transfers	416,068	0	416,068
Contingency	233,571	(19,378)	214,193
Subtotal	649,639	(19,378)	630,261
Total Support Services Fund Requirements	5,825,205	0	5,825,205

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

FINANCE COMMITTEE REPORT

ORDINANCE NO. 92-446, REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS Schedule FOR THE PURPOSE OF ADDING ONE FULL TIME FTE LEAD ACCOUNTING CLERK IN THE FINANCE AND MANAGEMENT INFORMATION DEPARTMENT FOR PERS ADMINISTRATION

Date: January 22, 1992

Presented by: Councilor Hansen

COMMITTEE RECOMMENDATION: At its January 16, 1992 meeting the Finance Committee voted 4-0 to recommend Council adoption of Ordinance No. 92-446. Voting were Councilors Van Bergen, Devlin, Hansen, and Wyers. Councilor Gardner was excused.

COMMITTEE DISCUSSION/ISSUES: Accounting Manager Don Cox and Personnel Manager Paula Paris presented the staff report. Mr. Cox said there are problems with PERS administration due to the lack of central coordination; there are five Personnel staff and three Accounting staff working on PERS issues as a part of their jobs. He said the proper tracking and paper work was not being done as a result of the current structure.

Ms. Paris responded to written questions from Council Administrator Don Carlson. She said the staffing need was not brought out in the 1991-92 budget process because Metro had not yet signed its contract with PERS, and that the information from PERS on administrative needs continues to change. She added that the contract for administration of Metro's previous pension plans included \$30,000 for administration, and that this ordinance would essentially provide a means for Metro to pay itself for this service, which PERS does not provide. Mr. Cox added that there is nobody in the agency who knows all the necessary PERS information, and establishment of the requested position would provide a central coordination and information service. It would also provided needed day-to-day tracking of the many intricacies involved in fulfilling PERS requirements.

Chair Van Bergen opened the public hearing, and no one testified. He then asked what effect the transfer of management responsibility for Memorial Coliseum from MERC to the Oregon Arena Corporation would have on the need for PERS administration. Mr. Cox said that jurisdictions with comparable numbers of employees have 2 or 3 people doing this work, and that his request of one person is the minimum needed. Reduction in the size of MERC staff would not reduce the workload below one FTE.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 92-446 AMENDING ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF ADDING ONE FULL TIME FTE LEAD ACCOUNTING CLERK IN THE FINANCE AND MANAGEMENT INFORMATION DEPARTMENT FOR PERS ADMINISTRATION

Date: December 27, 1991

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

Metro became a PERS employer as of July 1, 1991. This program requires additional work effort on the part of Metro staff. Previously, most benefit administration work tasks have been assigned to Personnel. The Accounting Division assumed that the PERS administration tasks would be handled by Personnel. However, after surveying nine comparable jurisdictions, it was found that the Personnel function for PERS is only perfunctory and occurs during orientation and in the form of information during new employee sign up. All other duties in conjunction with the administration of PERS is a Payroll section accounting responsibility. A copy of the survey results is attached.

The Accounting Division conducted a limited survey to determine the work assignments and FTE dedicated to PERS administration in other jurisdictions. Based on this survey, it has been determined that 1.0 to 1.5 FTE is required to properly maintain PERS administration. This FTE requirement is based on the current level of approximately 2000 employees and the current proportion of part-time labor at the Zoo and MERC facilities.

MERC was a PERS employer at the time of the merger in July, 1990. Presently there is a Personnel Clerk in the MERC office who is performing the administrative functions for the MERC employees on an as needed basis. These functions were not meant to be a part of her position. This employee's time needs to be freed up to perform her designated, necessary personnel functions.

For Metro to properly administer the PERS program, it is necessary to add the equivalent of one full time Lead Accounting Clerk to the Accounting Division. This position level is below that of comparable positions at the other jurisdictions surveyed. It is felt this level would properly address Metro's requirements. The new Lead Accounting Clerk position would be responsible for the administrative functions of Metro's PERS program (including MERC) as well as oversee all payroll functions for both MERC and Metro employees.

This action requests the transfer of \$19,378 from the Support Service Fund Contingency to the following categories within the Finance & Management Information Department.

Personal Services

Lead Accounting Clerk	0.50 FTE	\$10,597
Fringe @ 31%		3,285

Materials & Services

Office Supplies:

Desk and Chair		1,926
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Phone		85
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Calculator		325
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Bookcase		160
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Computer Software		1,600
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Including software for new
computer and financial system
hookup

Capital Outlay

New Computer 386SX/20 Mhz		<u>1,400</u>
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TOTAL NEW COSTS	0.50 FTE	\$19,378
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EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 92-446, for the purpose of transferring \$19,378 from the Support Service Fund Contingency to the Finance & Management Information Department to fund one full time (0.50 FTE) Lead Accounting Clerk and supporting requirements.

kr:ord91-92:92-446:sr
December 27, 1991

Date: October 25, 1991
Prepared By: Nancy Meyer and Sarah Keele

PERS INTERNAL ADMINISTRATION SURVEY

A survey was conducted of nine local government agencies to determine the types of internal procedures they have established to administer PERS. Those agencies surveyed included: Portland Public Schools, Beaverton School District, Washington County, Portland Community College; Port of Portland, City of Portland, City of Beaverton, Multnomah County, and Clackamas County.

The following summaries address issues discussed with each agency:

GENERATION OF NEW EMPLOYEE NOTICES OF EMPLOYMENT

Typically, the payroll departments were solely responsible for generating this document once they received a personnel action form for a new hire. Of the nine local governmental agencies polled, this was true for eight. At the one agency where the payroll department did not generate this form, the hiring department did.

VERIFICATION OF ACTIVE STATUS IN PERS

This function was unanimously performed by the payroll departments of each agency. Through discussions with agency contracts, it was discovered there were various methods utilized for verification. Some payroll departments transferred new employee information by sending a computer tape to PERS or transmitted the information through a modem. PERS would then contact payroll and indicate what date contributions must begin based on the employee's eligibility. Other payroll departments would personally call PERS if the number of verifications to be performed were minimal. If there was a large number of verifications needed, they would submit (generally fax) a written list to PERS. PERS would then supply the eligibility information within five working days.

VERIFICATION OF CONTRIBUTION STARTING DATES FROM A PERS-GENERATED LIST OF NEW EMPLOYEES

The payroll departments, in every agency surveyed, would verify the information appearing on the list and return it to PERS noting any necessary corrections.

TRACKING HOURS FOR QUALIFYING AND CONTRIBUTION PURPOSES

Again, all agencies reported the tracking process is performed through their payroll departments. When an employee became eligible, in 8 of 9 agencies, the Notice of Employment was generated by the payroll department and forwarded to PERS. In one agency, the notice of employment was filled out by the hiring department, but eligibility and hour tracking was performed through the payroll department.

NOTIFICATION TO PERS OF A NAME/ADDRESS CHANGE OR INTERRUPTION OF EMPLOYMENT

Of the nine agencies surveyed, these notifications were all generated through their payroll departments. The notification was prompted either by a notification from Personnel of an approved leave of absence or from payroll hours reports. A few agencies reported they didn't routinely notify PERS of a leave of absence unless it was long-term or of a name and address changes unless the employee was retiring or separating.

BENEFICIARY FORM COMPLETION

In eight out of the nine agencies, the beneficiary designation form was included in the new employee orientation packet. Distribution of this packet was the responsibility of either the agency's benefit or personnel departments. Only in one agency was this form made available to the employee through the payroll department and only upon specific request. This form was not included in the new employee benefit orientation packet.

DISTRIBUTION OF VARIABLE ELECTION ANNUITY FORMS AND ANNUAL MEMBER STATEMENTS:

Unanimously, the Member Annual Statements were distributed with the paychecks or mailed directly to the employee by the payroll department.

The distribution of the Variable Election Annuity Form was initiated by the benefit departments of 4 agencies surveyed. But, the forms were distributed by attaching them to paychecks. One agency did not distribute the Variable Annuity Election Forms at all. They felt that since this election was addressed in the year end issue of the PERS newsletter, Perspectives, they left it up to the employee to deal directly with PERS if they were interested.

Survey Results
10-25-91
Page 3

SALARY AND HOUR BREAKDOWN REQUESTS FROM PERS

This process was performed in the payroll departments of all nine agencies surveyed.

CONCLUSION

The Personnel and/or Benefits departments generally ensure the beneficiary designation is complete and the new full-time employee is familiar with the design and benefit structure of the PERS retirement system. The payroll departments perform all other duties in conjunction with administering this program.



New Position/Reclass/ FTE Increase Request

Fiscal Year 1991-92

December 26, 1991
Finance & Mgmt Information
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ACTION REQUESTED:

The Accounting Section proposes to add one full-time equivalent (1.0 FTE) Accounting Lead Clerk staff position to the existing clerical staff group.

INCUMBENT:

None - this is a new position.

DUTIES AND RESPONSIBILITIES:

The individual who fills this position will perform the daily tasks necessary to monitor and track PERS (Public Employees Retirement System) information, make out the Notice of Employment forms for new employees, the Separation Forms for terminated employees, track the number of hours and/or months needed to be eligible for PERS participation. In addition, this person will also be in the lead position for all payroll activity and will oversee the two payroll clerks on payroll processing, fringe benefit payments, quarterly federal and state reports, year end processings including W-2's.

QUALIFICATIONS:

Thorough knowledge of double entry accounting principles and practices.

Thorough knowledge of governmental accounting principles and practices, including a detailed understanding of payroll.

Knowledge of basic data processing system and input methods.

Thorough knowledge and detailed understanding of Public Employee Retirement System (PERS) procedures, paperwork, hours tracking and reporting to monitor and maintain agency records.

Associate of Arts degree in accounting; or four years of general ledger experience in municipal accounting position.

Substantial skill to apply above knowledge to accounting activities. Use initiative and work in an semi-independent mode with some supervision.



New Position/Reclass/ FTE Increase Request

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Fiscal Year 1991-92

JUSTIFICATION:

Metro became a PERS (Public Employees Retirement System) employer in July 1991. MERC was a PERS employer at the time we merged in July 1990. As a result, daily and monthly tracking of hours worked must be done for all part time or temporary employees to determine eligibility. This requires a person who is knowledgeable in PERS paperwork procedures and in payroll processing. The complexity for all fringe benefit payments for payroll has increased significantly over the past year and the time necessary to review and edit properly requires a Lead Clerk who's time can be fully dedicated to payroll and PERS issues.

BUDGET IMPACT:

Salary:	\$ 10,597
Fringe:	3,285
Overhead:	-----
TOTAL:	\$ 13,882

Desk with return and chair to supply new staff person, computer and various equipment necessary:

Desk/Chair:	\$ 1,926
Phone:	85
Calculator:	325
Bookcase:	160
D/P Moore System hookup:	600
Computer	1,400
Software for Computer	1,000
TOTAL:	\$ 5,496

LDCLRK



METRO

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

Memorandum

DATE: January 23, 1992

TO: Rena Cusma, Executive Officer

FROM: Paulette Allen, Clerk of the Council *PA*

RE: TRANSMITTAL OF ORDINANCE NOS. 92-442, 92-446, 92-447 AND 92-433

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on January 23, 1992.

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, January 30, 1992. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, these ordinances will be considered finally adopted.

I, *Walter Harley*, received this memo and true copies of Ordinance Nos. 92-442, 92-446, 92-447 and 92-433 from the Clerk of the Council on *1-24-92 - 10⁴⁶ AM*

ORD.MEM