

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO. )  
92-449B REVISING THE FY 1992-93 BUDGET )  
AND APPROPRIATIONS SCHEDULE FOR )  
THE PURPOSE OF FUNDING A HARDWARE )  
UPGRADE AND SOFTWARE SUPPORT )  
SERVICES ENHANCEMENTS TO METRO'S )  
FINANCIAL MANAGEMENT SYSTEM AND )  
FOR FUNDING IMPROVEMENTS TO THE )  
EFFICIENCY OF METRO'S BUSINESS )  
OPERATIONS )

ORDINANCE NO. 92-475

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 1992-93 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. 92-449B, Exhibit B, FY 1992-93 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 transferring \$20,817 from the Support Service Fund Contingency to the Information Services Division of the Finance and Management Information Department for the purposes of funding a hardware upgrade and software support services enhancements to metro's financial management system and for funding improvements to the efficiency of Metro's business Operations

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 10th day of ~~December~~ December, 1992.

  
\_\_\_\_\_  
Jim Gardner, Presiding Officer

ATTEST:

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

**Exhibit A  
Ordinance No. 92-475**

| FISCAL YEAR 1992-93  |  | CURRENT BUDGET |                  | REVISION    |               | PROPOSED BUDGET |                  |
|--|--|----------------|------------------|-------------|---------------|-----------------|------------------|
| ACCT #   | DESCRIPTION                                  | FTE            | AMOUNT           | FTE         | AMOUNT        | FTE             | AMOUNT           |
| <b>For Information Only</b>  |  |                |                  |             |               |                 |                  |
| <b>SUPPORT SERVICES FUND: Finance &amp; Management Information (Information Systems)</b> |  |                |                  |             |               |                 |                  |
| <b>Total Personal Services</b>   |  | <b>13.30</b>   | <b>675,910</b>   | <b>0.00</b> | <b>0</b>      | <b>13.30</b>    | <b>675,910</b>   |
| <u>Materials &amp; Services</u>  |  |                |                  |             |               |                 |                  |
| 521100   | Office Supplies                              |                | 16,000           |             | 0             |                 | 16,000           |
| 521110   | Computer Software                            |                | 10,600           |             | 10,762        |                 | 21,362           |
| 521291   | Small Tools                                  |                | 900              |             | 0             |                 | 900              |
| 521310   | Subscriptions                                |                | 3,500            |             | 0             |                 | 3,500            |
| 521320   | Dues   |                | 500              |             | 0             |                 | 500              |
| 521540   | Maintenance & Repairs Supplies-Equipment     |                | 600              |             | 0             |                 | 600              |
| 524190   | Misc. Professional Services                  |                | 2,200            |             | 0             |                 | 2,200            |
| 524310   | Management Consulting Services               |                | 8,000            |             | 0             |                 | 8,000            |
| 525640   | Maintenance & Repairs Services-Equipment     |                | 74,869           |             | 0             |                 | 74,869           |
| 525710   | Equipment Rental                             |                | 800              |             | 0             |                 | 800              |
| 526200   | Ads & Legal Notices                          |                | 300              |             | 0             |                 | 300              |
| 526310   | Printing Services                            |                | 150              |             | 0             |                 | 150              |
| 526410   | Telephone                                    |                | 1,500            |             | 0             |                 | 1,500            |
| 526440   | Delivery Services                            |                | 400              |             | 0             |                 | 400              |
| 526500   | Travel                                       |                | 6,500            |             | 0             |                 | 6,500            |
| 526700   | Temporary Help Services                      |                | 1,000            |             | 0             |                 | 1,000            |
| 526800   | Training, Tuition, Conferences               |                | 14,600           |             | 0             |                 | 14,600           |
| 526900   | Misc Other Purchased Services                |                | 500              |             | 0             |                 | 500              |
| 529500   | Meetings                                     |                | 200              |             | 0             |                 | 200              |
| 525740   | Capital Lease Payments-Furniture & Equipment |                | 185,840          |             | 0             |                 | 185,840          |
| <b>Total Materials &amp; Services</b>  |  |                | <b>328,959</b>   |             | <b>10,762</b> |                 | <b>339,721</b>   |
| <u>Capital Outlay</u>  |  |                |                  |             |               |                 |                  |
| 571500   | Purchases-Office Furniture & Equipment       |                | 91,760           |             | 10,055        |                 | 101,815          |
| <b>Total Capital Outlay</b>  |  |                | <b>91,760</b>    |             | <b>10,055</b> |                 | <b>101,815</b>   |
| <b>TOTAL DIVISION EXPENDITURES</b>   |  | <b>13.30</b>   | <b>1,096,629</b> | <b>0.00</b> | <b>20,817</b> | <b>13.30</b>    | <b>1,117,446</b> |

**Exhibit A  
Ordinance No. 92-475**

| FISCAL YEAR 1992-93   |  | CURRENT BUDGET |                  | REVISION    |               | PROPOSED BUDGET |                  |
|---|--|----------------|------------------|-------------|---------------|-----------------|------------------|
| ACCT #  | DESCRIPTION                                  | FTE            | AMOUNT           | FTE         | AMOUNT        | FTE             | AMOUNT           |
| <b>SUPPORT SERVICES FUND: Finance &amp; Management Information Department</b> |  |                |                  |             |               |                 |                  |
| <b>Total Personal Services</b>  |  | <b>43.75</b>   | <b>1,973,222</b> | <b>0.00</b> | <b>0</b>      | <b>43.75</b>    | <b>1,973,222</b> |
| <u>Materials &amp; Services</u>   |  |                |                  |             |               |                 |                  |
| 521100  | Office Supplies                              |                | 59,494           |             | 0             |                 | 59,494           |
| 521110  | Computer Software                            |                | 18,135           |             | 10,762        |                 | 28,897           |
| 521111  | Computer Supplies                            |                | 480              |             | 0             |                 | 480              |
| 521240  | Graphics/Reprographic Supplies               |                | 500              |             | 0             |                 | 500              |
| 521260  | Printing Supplies                            |                | 59,140           |             | 0             |                 | 59,140           |
| 521290  | Other Supplies                               |                | 1,865            |             | 0             |                 | 1,865            |
| 521291  | Small Tools                                  |                | 900              |             | 0             |                 | 900              |
| 521310  | Subscriptions                                |                | 5,300            |             | 0             |                 | 5,300            |
| 521320  | Dues   |                | 7,230            |             | 0             |                 | 7,230            |
| 521540  | Maintenance & Repairs Supplies-Equipment     |                | 600              |             | 0             |                 | 600              |
| 524110  | Accounting & Auditing Services               |                | 85,000           |             | 0             |                 | 85,000           |
| 524190  | Misc. Professional Services                  |                | 46,200           |             | 0             |                 | 46,200           |
| 524310  | Management Consulting Services               |                | 8,000            |             | 0             |                 | 8,000            |
| 525640  | Maintenance & Repairs Services-Equipment     |                | 156,189          |             | 0             |                 | 156,189          |
| 525710  | Equipment Rental                             |                | 800              |             | 0             |                 | 800              |
| 526200  | Ads & Legal Notices                          |                | 1,100            |             | 0             |                 | 1,100            |
| 526310  | Printing Services                            |                | 6,300            |             | 0             |                 | 6,300            |
| 526320  | Typesetting & Reprographics Services         |                | 500              |             | 0             |                 | 500              |
| 526410  | Telephone                                    |                | 1,500            |             | 0             |                 | 1,500            |
| 526420  | Postage                                      |                | 115,000          |             | 0             |                 | 115,000          |
| 526440  | Delivery Services                            |                | 1,300            |             | 0             |                 | 1,300            |
| 526500  | Travel                                       |                | 14,922           |             | 0             |                 | 14,922           |
| 526700  | Temporary Help Services                      |                | 2,800            |             | 0             |                 | 2,800            |
| 526800  | Training, Tuition, Conferences               |                | 25,650           |             | 0             |                 | 25,650           |
| 526900  | Misc Other Purchased Services                |                | 20,500           |             | 0             |                 | 20,500           |
| 528100  | License, Permits, Payments to Other Agencies |                | 50,200           |             | 0             |                 | 50,200           |
| 528200  | Election Expense                             |                | 75,000           |             | 0             |                 | 75,000           |
| 529500  | Meetings                                     |                | 500              |             | 0             |                 | 500              |
| 529800  | Miscellaneous                                |                | 1,000            |             | 0             |                 | 1,000            |
| 525740  | Capital Lease Payments-Furniture & Equipment |                | 199,610          |             | 0             |                 | 199,610          |
| <b>Total Materials &amp; Services</b>   |  |                | <b>965,715</b>   |             | <b>10,762</b> |                 | <b>976,477</b>   |
| <u>Capital Outlay</u>   |  |                |                  |             |               |                 |                  |
| 571500  | Purchases-Office Furniture & Equipment       |                | 115,560          |             | 10,055        |                 | 125,615          |
| <b>Total Capital Outlay</b>   |  |                | <b>115,560</b>   |             | <b>10,055</b> |                 | <b>125,615</b>   |
| <b>TOTAL DEPARTMENT EXPENDITURES</b>  |  | <b>43.75</b>   | <b>3,054,497</b> | <b>0.00</b> | <b>20,817</b> | <b>43.75</b>    | <b>3,075,314</b> |

**Exhibit A  
Ordinance No. 92-475**

| FISCAL YEAR 1992-93                           |  | CURRENT BUDGET |                  | REVISION    |                 | PROPOSED BUDGET |                  |
|---|--|----------------|------------------|-------------|-----------------|-----------------|------------------|
| ACCT #  | DESCRIPTION  | FTE            | AMOUNT           | FTE         | AMOUNT          | FTE             | AMOUNT           |
| <b>SUPPORT SERVICES FUND:General Expenses</b> |  |                |                  |             |                 |                 |                  |
| <u>Interfund Transfers</u>                    |  |                |                  |             |                 |                 |                  |
| 581513  | Trans. Indirect Costs to Bldg. Fund-Metro Center   |                | 311,347          |             | 0               |                 | 311,347          |
| 581513  | Trans. Indirect Costs to Bldg. Fund-Headquarters   |                | 79,418           |             | 0               |                 | 79,418           |
| 581615  | Trans. Indirect Costs to Insur. Fund-Gen'l         |                | 15,156           |             | 0               |                 | 15,156           |
| 581615  | Trans. Indirect Costs to Insur. Fund-Workers' Comp |                | 31,571           |             | 0               |                 | 31,571           |
| <b>Total Interfund Transfers</b>              |  |                | <b>437,492</b>   |             | <b>0</b>        |                 | <b>437,492</b>   |
| <u>Contingency and Unappropriated Balance</u> |  |                |                  |             |                 |                 |                  |
| 599999  | Contingency  |                |                  |             |                 |                 |                  |
|   | * General  |                | 250,000          |             | (20,817)        |                 | 229,183          |
|   | * Builders License                                 |                | 8,790            |             | 0               |                 | 8,790            |
| 599990  | Unappropriated Fund Balance-Contractors License    |                | 121,250          |             | 0               |                 | 121,250          |
| <b>Total Contingency and Unapp. Balance</b>   |  |                | <b>380,040</b>   |             | <b>(20,817)</b> |                 | <b>359,223</b>   |
| <b>TOTAL FUND EXPENDITURES</b>                |  | <b>83.35</b>   | <b>6,484,836</b> | <b>0.00</b> | <b>0</b>        | <b>83.35</b>    | <b>6,484,836</b> |

**Exhibit B**  
**Schedule of Appropriations**  
**Ordinance No. 92-475**

|   | Current<br>Appropriation | Revision          | Proposed<br>Appropriation |
|---|--------------------------|-------------------|---------------------------|
| <b>SUPPORT SERVICES FUND</b>                    |                          |                   |                           |
| Finance and Management Information              |                          |                   |                           |
| Personal Services                               | \$1,973,222              | \$0               | \$1,973,222               |
| Materials & Services                            | \$965,715                | \$10,762          | \$976,477                 |
| Capital Outlay                                  | \$115,560                | \$10,055          | \$125,615                 |
| <b>Subtotal</b>                                 | <b>\$3,054,497</b>       | <b>\$20,817</b>   | <b>\$3,075,314</b>        |
| Regional Facilities                             |                          |                   |                           |
| Personal Services                               | \$559,185                | \$0               | \$559,185                 |
| Materials & Services                            | \$295,036                | \$0               | \$295,036                 |
| Capital Outlay                                  | \$40,400                 | \$0               | \$40,400                  |
| <b>Subtotal</b>                                 | <b>\$894,621</b>         | <b>\$0</b>        | <b>\$894,621</b>          |
| Personnel                                       |                          |                   |                           |
| Personal Services                               | \$473,133                | \$0               | \$473,133                 |
| Materials & Services                            | \$98,111                 | \$0               | \$98,111                  |
| Capital Outlay                                  | \$13,250                 | \$0               | \$13,250                  |
| <b>Subtotal</b>                                 | <b>\$584,494</b>         | <b>\$0</b>        | <b>\$584,494</b>          |
| Office of General Counsel                       |                          |                   |                           |
| Personal Services                               | \$414,900                | \$0               | \$414,900                 |
| Materials & Services                            | \$18,819                 | \$0               | \$18,819                  |
| Capital Outlay                                  | \$0                      | \$0               | \$0                       |
| <b>Subtotal</b>                                 | <b>\$433,719</b>         | <b>\$0</b>        | <b>\$433,719</b>          |
| Public Affairs                                  |                          |                   |                           |
| Personal Services                               | \$619,738                | \$0               | \$619,738                 |
| Materials & Services                            | \$75,015                 | \$0               | \$75,015                  |
| Capital Outlay                                  | \$5,220                  | \$0               | \$5,220                   |
| <b>Subtotal</b>                                 | <b>\$699,973</b>         | <b>\$0</b>        | <b>\$699,973</b>          |
| General Expenses                                |                          |                   |                           |
| Interfund Transfers                             | \$437,492                | \$0               | \$437,492                 |
| Contingency                                     | \$258,790                | (\$20,817)        | \$237,973                 |
| <b>Subtotal</b>                                 | <b>\$696,282</b>         | <b>(\$20,817)</b> | <b>\$675,465</b>          |
| Unappropriated Balance                          | \$121,250                | \$0               | \$121,250                 |
| <b>Total Support Services Fund Requirements</b> | <b>\$6,484,836</b>       | <b>\$0</b>        | <b>\$6,484,836</b>        |

**ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED**

## FINANCE COMMITTEE REPORT

ORDINANCE NO. 92-475 Amending the FY 92-93 Budget and Appropriations Schedule to Fund a Hardware Upgrade and Soft Ware Support Services Enhancements to the Financial Management System and to Fund Improvements for the Efficiency of Metro's Business Operations

Date: December 8, 1992

Presented By: Councilor Hansen

**COMMITTEE RECOMMENDATION:** At its December 3, 1992 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 92-475. All Committee members were present and voting.

**COMMITTEE DISCUSSION/ISSUES:** Ms. Ann Clem, Information Services Manager, presented the Staff Report. She said the budget request is for three separate items as follows:

- 1) The Mainframe Computer needs a new battery every five years. The request is for an additional \$4,055 in the Division's Capital Outlay category. The current battery is scheduled to be replaced in October 1993. It would be a good time to replace the battery when the move takes place in March/April. Purchasing the battery within the next 30 days will save \$1,000 dollars from the normal price;
- 2) The financial management software package requires software support services. The software system was purchased from Moore Governmental Systems (MGSI) several years ago and MGSI has been acquired by another company which is changing to a new, formalized support agreement on January 1, 1993. The request is for an additional \$8,010 in the Division's Materials & Services category for the software support agreement; and
- 3) The Division proposes to purchase four PC's to use as training machine's or substitutes for PC's which are being repaired. The request is for an additional \$6,000 in the Division's Capital Outlay for hardware and \$2752 in Materials & Services for software.

In response to a question from Chair Van Bergen, Ms. Clem answered that all of the money (\$20,817) is proposed to be taken from the Support Services Fund Contingency category.

## **STAFF REPORT**

**CONSIDERATION OF ORDINANCE NO. 92-475 AMENDING ORDINANCE NO. 92-449B REVISING THE FY 1992-93 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF FUNDING A HARDWARE UPGRADE AND SOFTWARE SUPPORT SERVICES ENHANCEMENTS TO METRO'S FINANCIAL MANAGEMENT SYSTEM AND FOR THE PURPOSE OF FUNDING IMPROVEMENTS TO THE EFFICIENCY OF METRO'S BUSINESS OPERATIONS**

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Date: November 18, 1992

Presented by: Jennifer Sims  
Ann Clem

### **FACTUAL BACKGROUND AND ANALYSIS**

This action amends the Finance and Management Information Department's budget in the Information Services Division to provide for a hardware upgrade and enhanced software services support to the financial management system and to improve the efficiency of the agency's business operations. Each request will be discussed separately below.

#### **Hardware Upgrade**

The mainframe computer supporting the financial management system software has a battery backup power source. The life cycle of the battery is 5 years and its life cycle terminates October, 1993. Information Services Division is recommending we replace the battery during the move to the new Metro Center facility. The computer will not be in use during the process of moving, therefore, it is a window of opportunity to replace the battery. The battery is normally sold for \$5,055.00, but if we purchase it within the next 30 days we can do so at a cost of \$4,055.00. The \$4,055.00 includes the cost of installation, shipping, and refurbishing the machine cabinet.

This action requests the transfer of \$4,055.00 from the Support Service Fund contingency to capital outlay in the Finance and Management Information department.

#### **Software Support Services**

MGSI, the company who developed and implemented our financial management software system, was acquired by SCT. SCT is administering a new and formalized support agreement effective January 1, 1993. The cost of the support agreement is \$8,010 for the time period of January 1, 1993 through June 30, 1993. MGSI currently supports our software system and will continue to do so at no cost to Metro until January 1, 1993. Without this support service, MGSI can charge Metro at the rate of \$75.00 per hour for all support, inclusive of telephone calls, and we become a lower priority to clients with the service agreement. This support service arrangement is essential to the on-going operation of our financial management system.

This action requests the transfer of \$8,010.00 from the Support Service Fund contingency to Material & Services in Finance and Management Information department.

Improved efficiency to Metro's Business Functions

Information Services Division proposes the purchase of four (4) personal computers to be used as follows: as a substitute for when someone's computer is being repaired; when a person is hired temporarily to perform a short duration project; to accommodate new employees of Metro for a short period of time until the department can purchase a computer for them; to allow machines for ISD to instruct people on the use of METNET; to accommodate other situations where computers are needed on a short term basis. We are requesting the purchase of four (4) personal computers, complete with software, at a cost of \$2188.00 each.

This action requests the transfer of \$6,000.00 from the Support Service Fund contingency to capital outlay in Finance and Management Information department to cover the acquisition of the computers and requests the transfer of \$2752.00 to Materials & Services in Finance and Management Information department to cover the cost of software.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive officer recommends adoption of Ordinance No. 92-475 transferring \$20,817 from the Support Service Fund Contingency to the Information Services Division of the Finance and Management Information Department for the purpose of funding a hardware upgrade and software services enhancements to Metro's financial management system and for funding improvements to the efficiency of Metro's business operations





**METRO**

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

# Memorandum

DATE: December 14, 1992  
TO: Rena Cusma, Executive Officer  
FROM: Paulette Allen, Clerk of the Council  
RE: TRANSMITTAL OF ORDINANCE NO. 92-475

Attached for your consideration is a true copy of the ordinance referenced above adopted by the Council on December 10, 1992.

If you wish to veto the ordinance referenced above, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, December 17, 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, this ordinance will be considered finally adopted.

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I, *Paulette Allen*, received this memo and a true copy of Ordinance No. 92-475 from the Clerk of the Council on 12-14-92.