

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY ) ORDINANCE NO. 98-749  
1997-98 MERC OPERATING FUND BUDGET )  
AND APPROPRIATIONS SCHEDULE FOR )  
THE PURPOSE OF TRANSFERRING ) Introduced by Councilor  
APPROPRIATIONS TO INCREASE ) Ruth McFarland  
OPERATING EXPENSES, DEBT SERVICE, )  
AND CAPITAL OUTLAY, AND DECLARING )  
AN EMERGENCY. )

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 197-98 Budget; and

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

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 1997-98 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$56,845 of MERC Operating Fund Contingency to Operating Expenses in the amount of \$2,488 to purchase smallwares at the Expo Center; \$14,352 to increase Debt Services and \$40,000 to Capital Outlay to update Expo Center's sound system and make necessary repairs to Expo Center's parking lot.

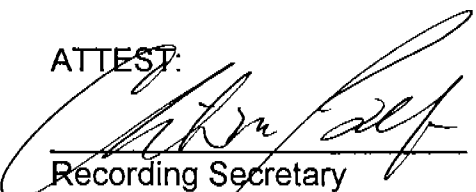
2. That the FY 1997-98 Capital Improvement Plan be amended to include the Expo Center Parking Lot project as shown in Exhibit C.

3. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

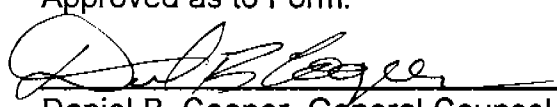
ADOPTED by the Metro Council this 11<sup>th</sup> day of June, 1998.

  
Jon Kvistad, Presiding Officer

ATTEST:

  
Recording Secretary

Approved as to Form:

  
Daniel B. Cooper, General Counsel

ORD.DOC98-749

**Exhibit A**  
**Ordinance No. 98-749**  
**FY 1997-1998 Amendment**

**MERC Operating Fund**

ACCT	DESCRIPTION	FY 1997-98 Current		FY 1997-98 Revision		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>Resources</b>							
<b>TOTAL RESOURCES</b>			<b>\$35,083,593</b>		<b>\$0</b>		<b>\$35,083,593</b>
<b>Expenditures</b>							
<b>Total Personal Services</b>		<b>155.75</b>	<b>\$10,231,631</b>	<b>0.00</b>	<b>\$0</b>	<b>155.75</b>	<b>\$10,231,631</b>
<i>Materials &amp; Services</i>							
<i>GOODS Goods</i>							
5201	Office Supplies		153,317		0		153,317
5205	Operating Supplies		472,614		2,488		475,102
5210	Subscriptions and Dues		20,719		0		20,719
5214	Fuels and Lubricants		6,191		0		6,191
5215	Maintenance & Repairs Supplies		309,173		0		309,173
5225	Retail		25,700		0		25,700
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		3,199,969		0		3,199,969
5251	Utility Services		1,392,020		0		1,392,020
5255	Cleaning Services		81,650		0		81,650
5260	Maintenance & Repair Services		492,209		0		492,209
5265	Rentals		196,819		0		196,819
5270	Insurance		285,044		0		285,044
5280	Other Purchased Services		633,254		0		633,254
5290	Operations Contracts		6,219,953		0		6,219,953
<i>IGEXP Intergov't Expenditures</i>							
5300	Payments to Other Agencies		71,900		0		71,900
5305	Election Expenses		230,000		0		230,000
<i>INCGEX Internal Charges for Services</i>							
5400	Charges for Services		0		0		0
<i>OTHEXP Other Expenditures</i>							
5450	Travel		64,030		0		64,030
5455	Training and Conference Fees		68,970		0		68,970
5490	Miscellaneous Expenditures		37,720		0		37,720
<i>GAAP GAAP Account</i>							
5520	Bad Debt Expense		7,500		0		7,500
<b>Total Materials &amp; Services</b>			<b>\$13,968,752</b>		<b>\$2,488</b>		<b>\$13,971,240</b>
<i>Debt Service</i>							
<i>CAPLSE Capital Lease Payments</i>							
5600	Capital Lease Pmts-Principal		184,058		14,357		198,415
5605	Capital Lease Pmts-Interest		0		0		0
<i>REVBND Revenue Bond Payments</i>							
5630	Revenue Bond Pmts-Principal		395,000		0		395,000
5635	Revenue Bond Payments-Interest		140,000		0		140,000
<b>Total Debt Service</b>			<b>\$719,058</b>		<b>\$14,357</b>		<b>\$733,415</b>
<i>Capital Outlay</i>							
<i>CAPNON Capital Outlay (Non-CIP Projects)</i>							
5710	Improve-Oth thn Bldg (non-CIP)		0		0		0
5720	Buildings & Related (non-CIP)		620,250		0		620,250
5730	Exhibits and Related (non-CIP)		125,000		(50,000)		75,000
5740	Equipment & Vehicles (non-CIP)		197,821		15,000		212,821
5750	Office Furn & Equip (non-CIP)		39,525		0		39,525
<i>CAPCIP Capital Outlay (CIP Projects)</i>							
5715	Improve-Oth thn Bldg (CIP)		100,000		75,000		175,000
5725	Buildings & Related (CIP)		1,125,000		0		1,125,000

**Exhibit A**  
**Ordinance No. 98-749**  
**FY 1997-1998 Amendment**

**MERC Operating Fund**

ACCT	DESCRIPTION	FY 1997-98 <u>Current</u>		FY 1997-98 <u>Revision</u>		FY 1997-98 <u>Revised</u>	
		FTE	Amount	FTE	Amount	FTE	Amount
5735	Exhibits and Related (CIP)		0		0		0
5745	Equipment & Vehicles (CIP)		0		0		0
5755	Office Furniture & Equip (CIP)		0		0		0
5775	Leasehold Improvements (CIP)		0		0		0
<b>Total Capital Outlay</b>			<b>\$2,207,596</b>		<b>\$40,000</b>		<b>\$2,247,596</b>
<i>Interfund Transfers</i>							
<b>Total Interfund Transfers</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<i>Contingency and Ending Balance</i>							
CONT	Contingency						
5999	Contingency		1,121,263		(56,845)		1,064,418
UNAPP	Unappropriated Fund Balance						
5990	Unappropriated Fund Balance		6,835,293		0		6,835,293
<b>Total Contingency and Ending Balance</b>			<b>\$7,956,556</b>		<b>(\$56,845)</b>		<b>7,899,711</b>
<b>TOTAL REQUIREMENTS</b>		<b>155.75</b>	<b>\$35,083,593</b>	<b>0.00</b>	<b>\$0</b>	<b>155.75</b>	<b>\$35,083,593</b>
			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>

**Exhibit A**  
**Ordinance No. 98-749**  
**FY 1997-1998 Amendment**

**MERC Operating Fund**  
**Information Only**

ACCT	DESCRIPTION	FY 1997-98 Current		FY 1997-98 Revision		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>Civic Stadium</b>							
<b><u>Resources</u></b>							
<b>TOTAL RESOURCES</b>			<b>\$3,674,944</b>		<b>\$0</b>		<b>\$3,674,944</b>
<b><u>Expenditures</u></b>							
<b>Total Personal Services</b>		<b>9.80</b>	<b>\$763,695</b>	<b>0.00</b>	<b>\$0</b>	<b>9.80</b>	<b>\$763,695</b>
<b><u>Materials &amp; Services</u></b>							
<b>Total Materials &amp; Services</b>			<b>\$1,566,653</b>		<b>\$0</b>		<b>\$1,566,653</b>
<b><u>Debt Service</u></b>							
<i>CAPLSE Capital Lease Payments</i>							
5600	Capital Lease Pmts-Principal		18,200		3,512		21,712
5605	Capital Lease Pmts-Interest		0		0		0
<i>REVBND Revenue Bond Payments</i>							
5630	Revenue Bond Pmts-Principal		0		0		0
5635	Revenue Bond Payments-Interest		0		0		0
<b>Total Debt Service</b>			<b>\$18,200</b>		<b>\$3,512</b>		<b>\$21,712</b>
<b><u>Capital Outlay</u></b>							
<b>Total Capital Outlay</b>			<b>\$429,125</b>		<b>\$0</b>		<b>\$429,125</b>
<b><u>Interfund Transfers</u></b>							
<b>Total Interfund Transfers</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>Total Contingency and Ending Balance</b>			<b>\$813,783</b>		<b>\$0</b>		<b>\$813,783</b>
<b>TOTAL REQUIREMENTS</b>		<b>9.80</b>	<b>\$3,591,456</b>	<b>0.00</b>	<b>\$3,512</b>	<b>9.80</b>	<b>\$3,594,968</b>

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**FY 1997-1998 Amendment**

**MERC Operating Fund**  
**Information Only**

ACCT	DESCRIPTION	FY 1997-98 <u>Current</u>		FY 1997-98 <u>Revision</u>		FY 1997-98 <u>Revised</u>	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>Expo Center</b>							
<b><u>Resources</u></b>							
<b>TOTAL RESOURCES</b>			<b>\$4,432,755</b>		<b>\$0</b>		<b>\$4,432,755</b>
<b>Expenditures</b>							
<b>Total Personal Services</b>		<b>12.65</b>	<b>\$752,367</b>	<b>0.00</b>	<b>\$0</b>	<b>12.65</b>	<b>\$752,367</b>
<b><u>Materials &amp; Services</u></b>							
<i>GOODS</i>	<i>Goods</i>						
5201	Office Supplies		2,750		0		2,750
5205	Operating Supplies		38,640		2,488		41,128
5210	Subscriptions and Dues		1,525		0		1,525
5214	Fuels and Lubricants		2,700		0		2,700
5215	Maintenance & Repairs Supplies		26,750		0		26,750
5225	Retail		0		0		0
<i>SVCS</i>	<i>Services</i>						
5240	Contracted Professional Svcs		114,428		0		114,428
5251	Utility Services		277,380		0		277,380
5255	Cleaning Services		81,500		0		81,500
5260	Maintenance & Repair Services		40,500		0		40,500
5265	Rentals		13,638		0		13,638
5270	Insurance		22,763		0		22,763
5280	Other Purchased Services		39,250		0		39,250
5290	Operations Contracts		1,110,496		0		1,110,496
<i>IGEXP</i>	<i>Intergov't Expenditures</i>						
5300	Payments to Other Agencies		7,125		0		7,125
5305	Election Expenses		0		0		0
<i>INCGEX</i>	<i>Internal Charges for Services</i>						
5400	Charges for Services		0		0		0
<i>OTHEXP</i>	<i>Other Expenditures</i>						
5450	Travel		3,000		0		3,000
5455	Training and Conference Fees		1,200		0		1,200
5490	Miscellaneous Expenditures		400		0		400
<i>GAAP</i>	<i>GAAP Account</i>						
5520	Bad Debt Expense		0		0		0
<b>Total Materials &amp; Services</b>			<b>\$1,784,045</b>		<b>\$2,488</b>		<b>\$1,786,533</b>
<b><u>Debt Service</u></b>							
<i>CAPLSE</i>	<i>Capital Lease Payments</i>						
5600	Capital Lease Pmts-Principal		82,529		10,845		93,374
5605	Capital Lease Pmts-Interest		0		0		0
<i>REVBND</i>	<i>Revenue Bond Payments</i>						
5630	Revenue Bond Pmts-Principal		395,000		0		395,000
5635	Revenue Bond Payments-Interest		140,000		0		140,000
<b>Total Debt Service</b>			<b>\$617,529</b>		<b>\$10,845</b>		<b>\$628,374</b>
<b><u>Capital Outlay</u></b>							
<i>CAPNON</i>	<i>Capital Outlay (Non-CIP Projects)</i>						
5710	Improve-Oth thn Bldg (non-CIP)		0		0		0
5720	Buildings & Related (non-CIP)		2,500		0		2,500
5730	Exhibits and Related (non-CIP)		100,000		(50,000)		50,000
5740	Equipment & Vehicles (non-CIP)		41,500		15,000		56,500

**Exhibit A**  
**Ordinance No. 98-749**  
**FY 1997-1998 Amendment**

**MERC Operating Fund**  
**Information Only**

ACCT	DESCRIPTION	FY 1997-98 Current		FY 1997-98 Revision		FY 1997-98 Revised	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>Expo Center</b>							
5750	Office Furn & Equip (non-CIP)		0		0		0
<i>CAPCIP Capital Outlay (CIP Projects)</i>							
5715	Improve-Oth thn Bldg (CIP)		0		75,000		75,000
5725	Buildings & Related (CIP)		0		0		0
5735	Exhibits and Related (CIP)		0		0		0
5745	Equipment & Vehicles (CIP)		0		0		0
5755	Office Furniture & Equip (CIP)		0		0		0
5775	Leaschold Improvements (CIP)		0		0		0
<b>Total Capital Outlay</b>			<b>\$144,000</b>		<b>\$40,000</b>		<b>\$184,000</b>
<i>Interfund Transfers</i>							
<b>Total Interfund Transfers</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<i>Contingency and Ending Balance</i>							
<i>CONT Contingency</i>							
5999	Contingency		105,408		(56,845)		48,563
<i>UNAPP Unappropriated Fund Balance</i>							
5990	Unappropriated Fund Balance		955,194		0		955,194
<b>Total Contingency and Ending Balance</b>			<b>\$1,060,602</b>		<b>(\$56,845)</b>		<b>\$1,003,757</b>
<b>TOTAL REQUIREMENTS</b>		<b>12.65</b>	<b>\$4,358,543</b>	<b>0.00</b>	<b>(\$3,512)</b>	<b>12.65</b>	<b>\$4,355,031</b>

**Exhibit B**  
**Ordinance No. 98-749**  
**Schedule of Appropriations**

	FY 1997-1998 Current Appropriations	Revision	FY 1997-1998 Revised Appropriations
<b>MERC OPERATING FUND</b>			
Operating Expenses	24,200,383	2,488	24,202,871
Capital Outlay	2,207,596	40,000	2,247,596
Debt Service	719,058	14,357	733,415
Subtotal	<u>27,127,037</u>	<u>56,845</u>	<u>27,183,882</u>
Interfund Transfers	0	0	0
Contingency	1,121,263	(56,845)	1,064,418
Subtotal	<u>1,121,263</u>	<u>(56,845)</u>	<u>1,064,418</u>
Unappropriated Ending Fund Balance	6,835,293	0	6,835,293
<b>Total Fund Requirements</b>	<u>\$35,083,593</u>	<u>\$0</u>	<u>\$35,083,593</u>

**All Other Appropriations Remain As Previously Adopted**

**EXHIBIT C**

PROJECT DETAIL

**PROJECT TITLE: PARKING LOT**

<b>TYPE OF PROJECT:</b> <input type="checkbox"/> NEW <input type="checkbox"/> EXPANSION <input type="checkbox"/> REPLACEMENT		<b>DEPARTMENT/DIVISION:</b> MERC EXPO				<b>TYPE OF REQUEST:</b> <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> CONTINUATION		<b>DATE</b> <input type="checkbox"/> REVISION APRIL 16, 1998	
<b>SOURCE OF ESTIMATE:</b> <input type="checkbox"/> BASED ON DESIGN <input type="checkbox"/> ACTUAL BID DOCUMENTS		<b>PROJECT START DATE</b> SPRING 1998		<b>PROJECT COMPLETION DATE</b> FALL 1998		<b>DEPARTMENT PRIORITY</b> 2		<b>PREPARED BY</b> BROWN/BAILEY	
<b>PROJECT ESTIMATES</b>		<b>PRIOR YEARS</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-2000</b>	<b>2000-01</b>	<b>2001-02</b>	<b>BEYOND 2002</b>	<b>TOTAL</b>
<b>CAPITAL COST:</b>									
PLANS & STUDIES									
LAND & RIGHT-OF-WAY									
DESIGN & ENGINEERING									
CONSTRUCTION			\$70,000	\$70,000					\$140,000
EQUIPMENT/FURNISHINGS									
PROJECT CONTINGENCY									
1% FOR ART									
OTHER									
<b>TOTAL</b>			\$70,000	\$70,000					\$140,000
<b>FUNDING SOURCE:</b>									
FUND BALANCE			\$70,000	\$70,000					\$140,000
GRANTS									
G. O. BONDS									
REVENUE BONDS									
OTHER									
<b>TOTAL</b>			\$70,000	\$70,000					\$140,000

<b>PROJECT DESCRIPTION/JUSTIFICATION:</b> Repair and replacement of asphalt parking surfaces, including removal and replacement of slurry seal crack filling and re-striping.	<b>ANNUAL OPERATING BUDGET IMPACT:</b>	
	PERSONAL SERVICES COSTS	
	MATERIALS & SVCS. COSTS	
	CAPITAL OUTLAY COSTS	\$140,000
	OTHER COSTS (REVENUES)	
	<b>NET ANNUAL OPERATING COSTS</b>	\$140,000
	<b>RENEWAL &amp; REPLACEMENT CONTRIBUTION</b>	N/A
	<b>FIRST FULL FISCAL YEAR OF OPERATION:</b>	1997-1998
	<b>FUND(S): MERC OPERATING (EXPO)</b>	



## STAFF REPORT

**AN ORDINANCE NO. 98-749 AMENDING THE FY 1997-98 MERC OPERATING FUND BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS TO INCREASE OPERATING EXPENSES, DEBT SERVICE, AND CAPITAL OUTLAY, AND DECLARING AN EMERGENCY.**

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Date: April 17, 1998

Presented by: Mark Williams  
Norman Kraft

### FACTUAL BACKGROUND AND ANALYSIS

A budget amendment is necessary due to a combination of additional FlexLease interest, catering smallware needs and unforeseen capital outlay needs. This Council action would amend the operating budget for FY 1997-98. Ordinance No. 98-749 revises the FY 97-98 budget and appropriations schedule to recognize changes in the adopted appropriations. Specific changes to the budget under this proposal are explained below.

#### *Increases in Debt Service*

In FY 1997-98, the Council created the MERC Operating Fund to account for all revenues and expenditures of the facilities under MERC Management. Debt Service is spread throughout four divisions of MERC for the provision of payment on the Intel loan, capital equipment leases and a FlexLease loan. Due to the timing of the Debt Services interest payments the appropriation category has to be increased to reflect an additional interest payment in FY 1997-98. Civic Stadium and the Expo Center will require additional appropriations of \$3,512 and \$10,845 respectively to avoid a Budget Law violation.

#### *Need for Catering Smallwares*

The Expo Center has had limited supplies on hand to perform catering services to its clients. In the past, Fine Host has borrowed the necessary smallware supplies such as flatware, china, box warmers etc. from the Oregon Convention Center, however, increased business and conflicting event dates have made this option inadvisable. The Expo Center finds that it needs an increase in Operating Expense appropriation in the amount of \$2,488 to purchase smallwares to accommodate their present level of business.

*Increases in Capital Outlay*

- **Sound System - Expo Center**

Due to differences in technology, there has been an ongoing problem in utilizing the combined sound systems in the old buildings and the new building. In the past equipment patches have been performed by an outside sound service for each event but the quality of sound has not been satisfactory. A permanent solution will cost approximately \$15,000 for new equipment to improve the compatibility between the various systems and the quality of sound.

- **Parking Lot - Expo Center**

It has been determined that the costs for patching and re-surfacing part of the parking lot is \$25,000 higher than what was included in the budget. What had been anticipated as an operating capital project (below \$50,000) in this fiscal year now will become a capital improvement project (above \$50,000) due to the revised estimated cost. This change in the adopted CIP is included in Ordinance 98-749. The CIP Project Description Sheet is provided in Exhibit C to the Ordinance.

**SUMMARY OF BUDGET IMPACT**

Specific line item changes and appropriation modifications are provided in Exhibits A and B to the Ordinance. The above needs can be accomplished with budgeted transfers from Contingency. The following is a summary of the changes requested in the Amended Budget for FY 1997-98:

***MERC Operating Fund***

**Requirements:**

• Operating Expenses	\$ 2,488
• Debt Service	14,357
• Capital Outlay	40,000
• Contingency	\$ ( 56,845)

**TOTAL REQUIREMENTS \$ - 0 -**