

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1997-98)
BUDGET AND APPROPRIATIONS)
SCHEDULE IN THE SUPPORT SERVICES)
FUND AND IN THE BUILDING MANAGEMENT)
FUND FOR VARIOUS FUNDING PURPOSES,)
AND DECLARING AN EMERGENCY)
)

ORDINANCE NO. 98-751

Introduced by Executive Officer
Mike Burton

WHEREAS, certain conditions exist within the Support Services Fund and the Building Management Fund that could not have been reasonably anticipated at the time the budget was developed; and

WHEREAS, these conditions require that transfers of appropriations of \$1,200 from Contingency to Debt Service, and of \$38,000 from Contingency to Transfers in the Support Services Fund; and

WHEREAS, these conditions further require a transfer of appropriations of \$25,000 from Contingency to Materials and Services in the Building Management Fund; and

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations with the FY 1997-98 Budget; and

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

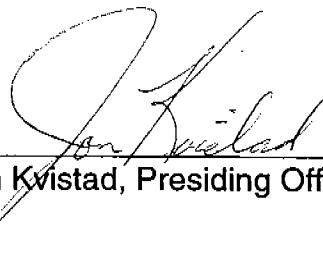
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

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 various funding purposes.


2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area 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 11th day of JUNE, 1998.



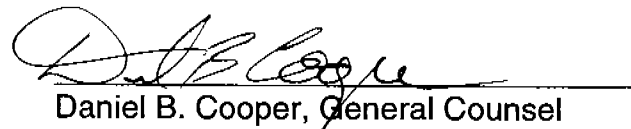
Jon Kvistad, Presiding Officer

ATTEST:



Recording Secretary

Approved as to Form:



Daniel B. Cooper, General Counsel

**Exhibit A
Ordinance No. 98-751**

Support Services Fund

ACCT	DESCRIPTION	Current Budget		REVISION		Proposed Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Total Personal Services		89.43	\$5,655,135	0.00	\$0	89.43	\$5,655,135
Total Materials & Services			\$1,443,380		\$0		\$1,443,380
<i>Debt Service</i>							
<i>CAPLSE Capital Lease Payments</i>							
5600	Capital Lease Pmts-Principal		27,232		1,200		28,432
5605	Capital Lease Pmts-Interest		0		0		0
Total Debt Service			\$27,232		\$1,200		\$28,432
Total Capital Outlay			\$1,123,980		\$0		\$1,123,980
<i>Interfund Transfers</i>							
<i>INTCHG Internal Service Transfers</i>							
5800	Transfer for Indirect Costs						
	* to Building Mgmt Fund		741,176		38,000		779,176
	* to Risk Mgmt-Liability		29,145		0		29,145
	* to Risk Mgmt-Worker Comp		18,441		0		18,441
Total Interfund Transfers			\$788,762		\$38,000		\$826,762
<i>Contingency and Ending Balance</i>							
<i>CONT Contingency</i>							
5999	Contingency		348,834		(39,200)		309,634
<i>UNAPP Unappropriated Fund Balance</i>							
5990	Unappropriated Fund Balance		306,414		0		306,414
Total Contingency and Ending Balance			\$655,248		(\$39,200)		\$616,048
TOTAL REQUIREMENTS		89.43	\$9,693,737	0.00	\$0	89.43	\$9,693,737

**Exhibit A
Ordinance No. 98-751**

Building Management Fund

ACCT	DESCRIPTION	Current Budget		REVISION		Proposed Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Resources							
<i>Metro Regional Center</i>							
BEGBAL	<i>Beginning Fund Balance</i>						
	* Operations		20,000		0		20,000
	* Debt Reserves		128,404		0		128,404
	* Depreciation Reserves		308,000		0		308,000
CHGSVC	<i>Charges for Service</i>						
4610	Contract Revenue		50,430		0		50,430
4620	Parking Fees		79,702		0		79,702
INTRST	<i>Interest Earnings</i>						
4700	Interest on Investments		29,940		0		29,940
MISCRV	<i>Miscellaneous Revenue</i>						
4890	Miscellaneous Revenue		0		0		0
INTSRV	<i>Internal Service Transfers</i>						
4975	Transfer for Indirect Costs		2,067,062		0		2,067,062
4980	Transfer for Direct Costs		100,000		0		100,000
<i>Parking Facility</i>							
BEGBAL	<i>Beginning Fund Balance</i>		\$271,580		\$0		\$271,580
CHGSVC	<i>Charges for Service</i>						
4620	Parking Fees		411,773		(38,000)		373,773
INTRST	<i>Interest Earnings</i>						
4700	Interest on Investments		14,937		0		14,937
EQTREV	<i>Fund Equity Transfers</i>						
4970	Transfer of Resources		0		38,000		38,000
TOTAL RESOURCES			\$3,481,828		\$0		\$3,481,828

Exhibit A
Ordinance No. 98-751

Building Management Fund

ACCT	DESCRIPTION	Current Budget		REVISION		Proposed Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Expenditures							
Total Personal Services		5.20	\$234,165	0.00	\$0	5.20	\$234,165
<i>Materials & Services</i>							
<i>GOODS Goods</i>							
5201	Office Supplies		6,100		0		6,100
5205	Operating Supplies		16,700		0		16,700
5210	Subscriptions and Dues		800		0		800
5214	Fuels and Lubricants		100		0		100
5215	Maintenance & Repairs Supplies		16,000		0		16,000
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		123,932		0		123,932
5251	Utility Services		167,100		0		167,100
5255	Cleaning Services		135,000		0		135,000
5260	Maintenance & Repair Services		59,700		25,000		84,700
5265	Rentals		0		0		0
5280	Other Purchased Services		27,260		0		27,260
<i>IGEXP Intergov't Expenditures</i>							
5300	Payments to Other Agencies		1,500		0		1,500
5310	Taxes (Non-Payroll)		4,770		0		4,770
<i>OTHEXP Other Expenditures</i>							
5450	Travel		1,600		0		1,600
5455	Training and Conference Fees		2,000		0		2,000
5490	Miscellaneous Expenditures		0		0		0
Total Materials & Services			\$562,562		\$25,000		\$587,562
Total Capital Outlay			\$140,933		\$0		\$140,933
Total Interfund Transfers			\$1,549,537		\$0		\$1,549,537
<i>Contingency and Ending Balance</i>							
<i>CONT Contingency</i>							
5999	Contingency		0		0		0
	* Regional Center Operations		27,430		(25,000)		2,430
	* Parking Structure Operations		11,237		0		11,237
<i>UNAPP Unappropriated Fund Balance</i>							
5990	Unappropriated Fund Balance		0		0		0
	* Metro Center Operations		0		0		0
	* Regional Center Debt Reserves		132,655		0		132,655
	* Depreciation Reserve		567,940		0		567,940
	* Parking Structure Debt Reserves		255,369		0		255,369
Total Contingency and Ending Balance			\$994,631		(\$25,000)		\$969,631
TOTAL REQUIREMENTS		5.20	\$3,481,828	0.00	\$0	5.20	\$3,481,828

Exhibit B
Ordinance No. 98-751

Schedule of Appropriations

	Current Budget	Revision	Proposed Budget
SUPPORT SERVICES FUND			
Administrative Services			
Personal Services	4,367,424	0	4,367,424
Materials and Services	1,126,419	0	1,126,419
Capital Outlay	1,088,547	0	1,088,547
Debt Service	27,232	1,200	28,432
Subtotal	6,609,622	1,200	6,610,822
Office of General Counsel			
Personal Services	655,656	0	655,656
Materials and Services	41,856	0	41,856
Capital Outlay	21,644	0	21,644
Subtotal	719,156	0	719,156
Office of Public and Government Relations			
Personal Services	75,758	0	75,758
Materials and Services	60,427	0	60,427
Capital Outlay	1,750	0	1,750
Subtotal	137,935	0	137,935
Council Office of Public Outreach			
Personal Services	100,049	0	100,049
Materials and Services	31,185	0	31,185
Capital Outlay	8,033	0	8,033
Subtotal	139,267	0	139,267
Office of Citizen Involvement			
Personal Services	61,631	0	61,631
Materials and Services	22,480	0	22,480
Capital Outlay	0	0	0
Subtotal	84,111	0	84,111
Auditor's Office			
Personal Services	394,617	0	394,617
Materials and Services	161,013	0	161,013
Capital Outlay	4,006	0	4,006
Subtotal	559,636	0	559,636
General Expenses			
Interfund Transfers	788,762	38,000	826,762
Contingency	348,834	(39,200)	309,634
Subtotal	1,137,596	(1,200)	1,136,396
Unappropriated Ending Fund Balance	306,414	0	306,414
Total Fund Requirements	\$9,693,737	\$0	\$9,693,737

Exhibit B
Ordinance No. 98-751

Schedule of Appropriations

	Current Budget	Revision	Proposed Budget
BUILDING MANAGEMENT FUND			
Personal Services	234,165	0	234,165
Materials and Services	562,562	25,000	587,562
Capital Outlay	140,933	0	140,933
Interfund Transfers	1,549,537	0	1,549,537
Contingency	38,667	(25,000)	13,667
Unappropriated Ending Fund Balance	955,964	0	955,964
Total Fund Requirements	\$3,481,828	\$0	\$3,481,828

All other appropriations remain as previously adopted

STAFF REPORT

CONSIDERATION OF ORDINANCE 98-751 AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE IN THE SUPPORT SERVICES FUND AND IN THE BUILDING MANAGEMENT FUND FOR VARIOUS FUNDING PURPOSES, AND DECLARING AN EMERGENCY.

Date: April 28, 1998

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

This Ordinance contains actions on three separate items. Each of the actions are described below.

Support Services Fund - Debt Service

A transfer from contingency to debt service is required to prevent this fund from exceeding appropriations in this classification. At the end of FY 1996-97 a capital lease payment was processed. Due to a misunderstanding of the due date of the payment, it was charged against FY 1997-98 rather than FY 1996-97. The error was not discovered until after the audit was complete and the payment for FY 1997-98 was being processed. There are not sufficient appropriations available to cover both year's payments in FY 1997-98. Because a delay in making the payments results in additional fees and charges, a transfer of \$1,200 from contingency to debt service is required.

Support Services Fund and Building Management Fund - Transfers

The revenues received from the parking structure have been less than anticipated in FY 1997-98. When the budget was prepared it was believed that when parking meters were installed in the Lloyd District, there would be additional vehicles utilizing the Metro parking structure. As this prediction did not hold true, the actual revenues received in the Building Management Fund are not sufficient to support the required expenditures in that fund (i.e. debt service, depreciation, required contracts, etc.). Therefore, additional revenues must be found.

The Support Services Fund has \$38,000 of discretionary revenue in its beginning fund balance for FY 1997-98. These discretionary revenues are from the fees charged for contractor's business licenses and from charges for services provided to Tri-Met by Administrative Services Department staff. The proposed action before the Council today moves

\$38,000 from Contingency to Transfers Out to allow for a transfer of these resources to the Building Management Fund. This causes a corresponding increase in Transfers In the Building Management Fund but no changes in expenditure appropriations.

Building Management Fund - Materials and Services

The expenses in the Building Management Fund for the Metro Regional Center are higher than anticipated this fiscal year. This is due to some unanticipated expenditures for work related to the sewer problems, and leaks in the building that needed to be repaired. These expenditures will exceed the appropriations within the Materials and Services portion of the budget in this fund. Therefore, a transfer of \$25,000 from Contingency is required.

BUDGET IMPACT

Sufficient appropriations exist within the contingencies in both of these funds to provide for the changes outlined above.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 98-751.