

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY) ORDINANCE NO. 06-1134
2006-07 BUDGET AND APPROPRIATIONS)
SCHEDULE AMENDING THE MERC) Introduced by Mike Jordan, Chief Operating
OPERATING AND POOLED CAPITAL FUNDS) Officer, with the concurrence of Council
AND DECLARING AN EMERGENCY) President Bragdon
)

WHEREAS, the Metro Council has reviewed and considered the need to increase appropriations within the FY 2005-06 Budget; and

WHEREAS, the need for the increase of appropriation has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

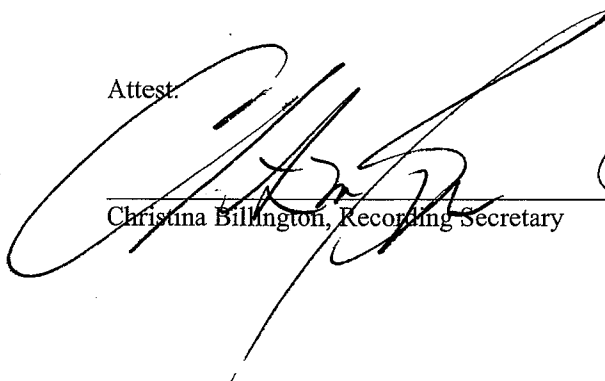
1. That the FY 2006-07 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of amending the MERC Operating and Pooled Capital Funds.
2. This Ordinance being necessary for the immediate preservation of 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 14th day of December, 2006.



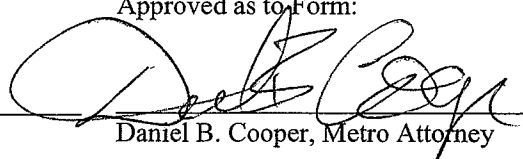
David Bragdon, Council President

Attest.



Christina Billington, Recording Secretary

Approved as to Form:



Daniel B. Cooper, Metro Attorney

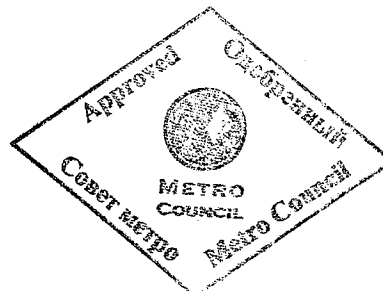


Exhibit A
Ordinance No. 06-1134

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Operating Fund							
Total MERC Operating Fund							
<i><u>Personal Services</u></i>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	Account Executive	1.00	37,169	-	0	1.00	37,169
	Accountant	2.00	90,957	-	0	2.00	90,957
	Accounting Supervisor	1.00	54,756	-	0	1.00	54,756
	Admissions Staffing Mgr (Admin Scheduling Coord.)	1.00	56,020	-	0	1.00	56,020
	Asst. Event Svcs Mgr. or Senior House Mgr.	1.00	61,621	-	0	1.00	61,621
	Asst. Executive Director	1.00	90,426	-	0	1.00	90,426
	Asst. Ops. Mgr. (Housekeeping)	1.00	49,315	-	0	1.00	49,315
	Asst. Operations Mgr. (Asst. Tech Svcs. Mgr.)	1.00	52,226	-	0	1.00	52,226
	Audio Visual Supervisor	1.00	50,927	-	0	1.00	50,927
	Asst. Sales & Tkt Mgr	1.00	61,621	-	0	1.00	61,621
	Audio/Visual Technician Lead	1.00	42,500	-	0	1.00	42,500
	Audio/Visual Sales Coordinator	1.00	46,298	-	0	1.00	46,298
	Booking Coordinator	2.00	95,144	-	0	2.00	95,144
	Building Maintenance Supervisor	1.00	39,473	-	0	1.00	39,473
	Budget Analyst	1.00	51,015	-	0	1.00	51,015
	Business Systems Analyst	-	0	1.00	33,699	1.00	33,699
	Computer Systems Administrator	1.00	61,621	-	0	1.00	61,621
	Director of Administration/CFO	1.00	107,800	-	0	1.00	107,800
	Director of Events & Special Services	1.00	81,849	-	0	1.00	81,849
	Director of Sales & Marketing	1.00	82,019	-	0	1.00	82,019
	Operations Manager II	1.00	82,019	-	0	1.00	82,019
	Event Manager II	5.00	280,100	-	0	5.00	280,100
	Event Services Manager	1.00	66,423	-	0	1.00	66,423
	Facility Services Sales Coordinator	1.00	43,269	-	0	1.00	43,269
	Expo Director	1.00	90,234	-	0	1.00	90,234
	General Manager	1.00	150,000	-	0	1.00	150,000
	Graphic Designer II	1.00	50,927	-	0	1.00	50,927
	Human Resources Director	1.00	77,500	-	0	1.00	77,500
	Info Systems Supervisor	1.00	65,920	-	0	1.00	65,920
	Maintenance Supervisor	1.00	50,738	-	0	1.00	50,738
	Marketing & Communications Manager	1.00	66,553	-	0	1.00	66,553
	Marketing Info Serv's Manager	1.00	61,621	-	0	1.00	61,621
	OCC Executive Director	1.00	140,439	-	0	1.00	140,439
	Operations Accounting Coordinator	1.00	43,269	-	0	1.00	43,269
	Operations Manager I	3.00	207,112	-	0	3.00	207,112
	Director of Operations	1.00	82,018	-	0	1.00	82,018
	PCPA Director	1.00	109,819	-	0	1.00	109,819
	Purchasing & Contracts Analyst	-	0	1.00	25,274	1.00	25,274
	Sales & Events Manager	1.00	67,786	-	0	1.00	67,786
	Sales & Ticket Services Manager	1.00	74,562	-	0	1.00	74,562
	Sales Manager	3.00	164,140	-	0	3.00	164,140
	Security Manager	1.00	61,982	-	0	1.00	61,982
	Senior Event Manager	1.00	61,621	-	0	1.00	61,621
	Set-up Supervisor	4.00	217,626	-	0	4.00	217,626
	Senior Set-up Supervisor	2.00	129,534	-	0	2.00	129,534
	Stage Supervisor	1.00	58,483	-	0	1.00	58,483
	Telecom & Information Systems Supervisor	1.00	56,854	-	0	1.00	56,854
	Ticketing/Parking Service Manager	2.00	123,243	-	0	2.00	123,243
	Ticket Services Coordinator	1.00	39,485	-	0	1.00	39,485
	Ticket Services Supervisor	1.00	56,020	-	0	1.00	56,020

Exhibit A
Ordinance No. 06-1134

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Operating Fund							
Total MERC Operating Fund							
	Volunteer Coordinator	1.00	43,269	-	0	1.00	43,269
5015	Reg Empl-Full Time-Non-Exempt				0		
	Administrative Assistant	4.00	159,496	-	0	4.00	159,496
	Administrative Assistant II	3.00	123,572	-	0	3.00	123,572
	Administrative Assistant III	1.00	45,136	-	0	1.00	45,136
	Administrative Technician	5.20	185,963	-	0	5.20	185,963
	Administrative Technician II	0.80	29,736	-	0	0.80	29,736
	Audio Visual Technician	3.00	120,492	-	0	3.00	120,492
	Electrician	4.00	237,821	-	0	4.00	237,821
	Facility Security Agent	8.00	274,544	-	0	8.00	274,544
	Lead Electrician	2.00	124,633	-	0	2.00	124,633
	Lead Operating Engineer	1.00	56,823	-	0	1.00	56,823
	Management Technician	1.00	33,509	-	0	1.00	33,509
	Operating Engineer	7.00	368,619	-	0	7.00	368,619
	Operations Coordinator	3.00	146,202	-	0	3.00	146,202
	Secretary II	1.00	32,282	-	0	1.00	32,282
	Lead Stagedoor Watchperson	1.00	33,509	-	0	1.00	33,509
	Telecom & Information Systems Tech	1.00	39,874	-	0	1.00	39,874
	Utility Lead	3.00	101,338	-	0	3.00	101,338
	Utility Maintenance	3.00	122,825	-	0	3.00	122,825
	Utility Maintenance Lead	1.00	41,558	-	0	1.00	41,558
	Utility Maintenance Specialist	3.00	123,286	-	0	3.00	123,286
	Utility Maintenance Technician	1.00	34,923	-	0	1.00	34,923
	Utility Worker II	38.00	1,254,550	-	0	38.00	1,254,550
5025	Regular Employees Part Time Non-Exempt		193,284		0		193,284
5030	Temporary Employees		46,392		18,400		64,792
5043	Part-Time, Non-Reimbursed Labor		897,400		0		897,400
5045	Part-Time, Reimbursed Labor		1,844,417		0		1,844,417
5080	Overtime		137,917		0		137,917
5089	Merit/Bonus Pay		352,887		0		352,887
<i>FRINGE</i>	<i>Fringe Benefits</i>						
5100	Fringe Benefits						
	Base Fringe (variable & fixed)		3,815,151		26,436		3,841,587
5190	PERS Bond Recovery		322,409		2,113		324,522
Total Personal Services		159.00	\$15,335,871	2.00	\$105,922	161.00	\$15,441,793
<u>Materials & Services</u>							
<i>GOODS</i>	<i>Goods</i>						
5201	Office Supplies		201,911		0		201,911
5205	Operating Supplies		317,001		0		317,001
5210	Subscriptions and Dues		25,902		0		25,902
5214	Fuels and Lubricants		10,350		0		10,350
5215	Maintenance & Repairs Supplies		131,700		0		131,700
5225	Retail		12,000		0		12,000
<i>SVCS</i>	<i>Services</i>						
5240	Contracted Professional Svcs		478,412		50,000		528,412
5245	Marketing Expense		2,024,375		0		2,024,375
5247	POVA Pass-Through		385,239		0		385,239
5251	Utility Services		2,299,479		0		2,299,479
5255	Cleaning Services		16,950		0		16,950
5260	Maintenance & Repair Services		517,970		0		517,970
5265	Rentals		489,634		0		489,634
5280	Other Purchased Services		350,722		0		350,722
5281	Other Purchased Services - Reimb		262,794		0		262,794

Exhibit A
Ordinance No. 06-1134

ACCT	DESCRIPTION	Current		Revision		Amended	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Operating Fund							
Total MERC Operating Fund							
5291	Food and Beverage Services		8,462,996		(40,000)		8,422,996
5292	Parking Services		205,011		0		205,011
<i>IGEXP</i>	<i>Intergov't Expenditures</i>						
5300	Payments to Other Agencies		88,872		0		88,872
5310	Taxes (Non-Payroll)		7,000		0		7,000
<i>OTHEXP</i>	<i>Other Expenditures</i>						
5450	Travel		85,513		0		85,513
5455	Staff Development		80,264		0		80,264
5480	Fee Reimbursements		40,300		0		40,300
5490	Miscellaneous Expenditures		132,022		0		132,022
Total Materials & Services			\$16,626,417		\$10,000		\$16,636,417
Total Debt Service			\$18,899		\$0		\$18,899
<u>Capital Outlay</u>							
<i>CAPNON</i>	<i>Capital Outlay (Non-CIP Projects)</i>						
5740	Equipment & Vehicles (non-CIP)		0		40,000		40,000
Total Capital Outlay			\$0		\$40,000		\$40,000
<u>Interfund Transfers</u>							
<i>INDTEX</i>	<i>Interfund Reimbursements</i>						
5800	Transfer for Indirect Costs						
	* to General Fund-Support Services		1,638,141		0		1,638,141
	* to General Fund		88,325		0		88,325
	* to Risk Management Fund - Liability		451,971		0		451,971
	* to Risk Management Fund - Workers Comp.		112,196		0		112,196
<i>INTCHG</i>	<i>Internal Service Transfers</i>						
5820	Transfer for Direct Costs						
	to General Fund-Support Services		73,584		0		73,584
<i>EQTCHG</i>	<i>Fund Equity Transfers</i>						
5810	Transfer of Resources						
	* to MERC Pooled Capital		423,903		0		423,903
	* to General Fund (Pension Obligation)		2,442,811		5,145		2,447,956
	* to General Revenue Bond Fund		852,800		0		852,800
Total Interfund Transfers			\$6,083,731	0.00	\$5,145		\$6,088,876
<u>Contingency and Ending Balance</u>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency						
	* General Contingency		1,270,104		(161,067)		1,109,037
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
	* Restricted Fund Balance (User Fees)		840,445		0		840,445
	* Ending Balance		9,064,312		0		9,064,312
Total Contingency and Ending Balance			\$11,174,861		(\$161,067)		\$11,013,794
TOTAL REQUIREMENTS		159.00	\$49,239,779	2.00	\$0	161.00	\$49,239,779

Exhibit A
Ordinance No. 06-1134

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Pooled Capital Fund							
Total Personal Services		2.00	\$222,306	0.00	\$0	2.00	\$222,306
<i>Materials and Services</i>							
GOODS	<i>Goods</i>						
5215	Maintenance & Repairs Supplies		10,000		0		10,000
SVCS	<i>Services</i>						
5240	Contracted Professional Svcs		0		76,490		76,490
Total Materials and Services			\$10,000		\$76,490		\$86,490
<i>Capital Outlay</i>							
CAPNON	<i>Capital Outlay (Non-CIP Projects)</i>						
5710	Improve-Oth thn Bldg (non-CIP)		25,000		0		25,000
5720	Buildings & Related (non-CIP)		71,000		0		71,000
5740	Equipment & Vehicles (non-CIP)		253,000		0		253,000
5750	Office Furn & Equip (non-CIP)		25,000		0		25,000
CAPCIP	<i>Capital Outlay (CIP Projects)</i>						
5715	Improve-Oth thn Bldg (CIP)		150,000		0		150,000
5725	Buildings & Related (CIP)		2,753,475		(76,490)		2,676,985
Total Capital Outlay			\$3,277,475		(\$76,490)		\$3,200,985
Total Interfund Transfers			\$76,196		\$0		\$76,196
<i>Contingency and Ending Balance</i>							
CONT	<i>Contingency</i>						
5999	Contingency						
	* General Contingency		742,702		0		742,702
	* Current Year PERS Reserve		224		0		224
UNAPP	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance						
	* Ending Balance		1,205,471		0		1,205,471
Total Contingency and Ending Balance			\$1,948,397		\$0		\$1,948,397
TOTAL REQUIREMENTS		2.00	\$5,534,374	0.00	\$0	2.00	\$5,534,374

Exhibit B
Ordinance No. 06-1134
FY 2006-07 SCHEDULE OF APPROPRIATIONS

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Amended Appropriation</u>
MERC OPERATING FUND			
Operating Expenses (PS & M&S)	\$31,962,288	\$115,922	\$32,078,210
Debt Service	18,899	0	18,899
Capital Outlay	0	40,000	40,000
Interfund Transfers	6,083,731	5,145	6,088,876
Contingency	1,270,104	(161,067)	1,109,037
Unappropriated Balance	9,904,757	0	9,904,757
Total Fund Requirements	\$49,239,779	\$0	\$49,239,779
MERC POOLED CAPITAL FUND			
Operating Expenses (PS & M&S)	\$232,306	\$76,490	\$308,796
Capital Outlay	3,277,475	(76,490)	3,200,985
Interfund Transfers	76,196	0	76,196
Contingency	742,926	0	742,926
Unappropriated Balance	1,205,471	0	1,205,471
Total Fund Requirements	\$5,534,374	\$0	\$5,534,374

All other appropriations remain as previously adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 06-1134, FOR THE PURPOSE OF AMENDING THE FY 2006-07 BUDGET AND APPROPRIATIONS SCHEDULE FOR AMENDING THE MERC OPERATING AND POOLED CAPITAL FUNDS AND DECLARING AN EMERGENCY

Date: November 13, 2006

Prepared by: Cynthia Hill
Presented by: Kathy Taylor

BACKGROUND

This amendment requests amendments to MERC Operating and Capital Fund to recognize several actions:

1) **MERC Operating Fund:**

This ordinance will increase MERC Administration personal services budget for the addition of 2.00 FTE Regular Full-Time Exempt Employees; increase Temporary Employees; increase contracted professional services to conduct an executive search for MERC General Manager; reclassify OCC Food and Beverage Services to Capital Outlay-Equipment to purchase three additional espresso machines.

Business System Analyst will serve as a key employee to facilitate understanding and maximize the use of our information systems. Develop training or educational materials for technology users. Design, analyze and implement information systems including documenting application requirements and operational procedures, solving problems, importing data, creating reports and other output from databases, and supporting software, equipment and backup requirements. MERC has made a significant investment in Event Business Management System, point of sale systems and other technologies. The next challenge is to derive benefits from that investment in the form of management information, benchmark data, trends, performance measures and eliminating stand alone side systems for efficiency and productivity.

Total annual cost, including salary and fringe benefits, of the Business System Analyst will be \$75,794, however this request is \$50,529 based on a partial year implementation. \$50,529

Purchasing and Contracts position will coordinate the purchasing and contracting process for all MERC venues. Our goal is to consolidate processes and facilitate a professional approach for contracting construction projects and for purchasing capital items, operating goods and services. Ensures purchasing agreements and contracts are negotiated for effective and efficient results. Evaluates and implements best practice purchasing and contracting procedures. This central support will provide an improved, efficient business process for the facilities. The benefit of this central position will be an opportunity to capture economies of scale to achieve better pricing.

Total annual cost, including salary and fringe benefits, of the Purchasing and Contracts position will be \$75,794, however this request is \$37,897 based on a partial year implementation. \$37,897

Temporary Employee

- a) To support the construction management function. Over the next few months it is critical that MERC implement several major construction and capital projects. Our professional staff can more quickly implement those projects with the assistance of a temporary employee who could perform clerical and support aspect of these projects. Staff transition due to retirement is anticipated within the next year. Collecting, notating and archiving important building information subsequent to this transition will be assisted by the temporary staff.
- b) Workloads have been especially heavy in accounting during the implementation of the accounting functions from Metro and PeopleSoft to MERC and EBMS. To provide support to accounting, an intern will be hired to perform clerical tasks.
- c) Total increased cost, including salary and fringe benefits will be \$22,641 \$22,641

General Manager Executive Search

Hire executive search consultant to assist MERC Commission with General Manager recruitment. \$50,000

Espresso Machines

Reclassify cost of good sold to purchase an additional espresso machine for each Starbuck’s and one for the mobile espresso cart.

Increase Capital Outlay Equipment \$40,000
 Decrease Food and Beverage Service (\$40,000)

Total Requirements **\$161,067**
General Contingency **(\$161,067)**

2) MERC Capital Fund:

This amendment will reclassify appropriations from Capital Outlay to Contracted Professional Services for the following carry-over projects:

• Expo Phase Three Market Assessment	\$16,490
• PCPA ASCH Hall Improvements Feasibility and Design Study	\$60,000
Total	\$76,490

ANALYSIS/INFORMATION

- 1. Known Opposition:** None known.
- 2. Legal Antecedents:** ORS 294.450 provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction.
- 3. Anticipated Effects:** This ordinance provides for several actions. It moves funds from the contingency to personal services and materials and services to add new positions mid year; provide additional temporary services and conduct executive search for MERC General Manager; it reclassifies existing budget for food and beverage capital outlay and properly classifies the budget for two carryover projects in the MERC Pooled Capital Fund.
- 4. Budget Impacts:** This action moves \$161,067 from the MERC Operating Fund contingency to Operating Expenditures for the actions listed above. It also moves existing appropriation authority from Capital Outlay to Materials & Services in the MERC Capital Fund.

RECOMMENDED ACTION

Recommend adoption of Ordinance No. 06-1134