

BEFORE THE METRO COUNCIL

AMENDING THE FY 2007-08 BUDGET AND) ORDINANCE NO. 08-1170
APPROPRIATIONS SCHEDULE)
TRANSFERRING APPROPRIATIONS IN THE) Introduced by Mike Jordan, Chief Operating
MERC FUND AND DECLARING AN) Officer, with the concurrence of Council
EMERGENCY) President Bragdon
)

WHEREAS, the Metro Council has reviewed and considered the need to increase appropriations within the FY 2007-08 Budget; and

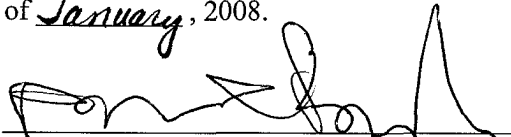
WHEREAS, the need for the increase of appropriation has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

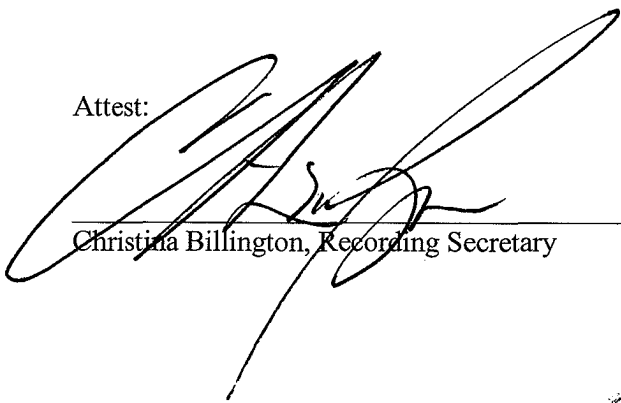
1. That the FY 2007-08 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of amending the MERC Fund.
2. This Ordinance being necessary for the immediate preservation of the public health, safety or 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 17th day of January, 2008.



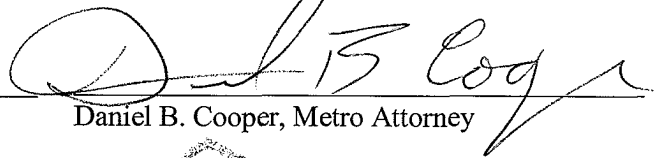
David Bragdon, Council President

Attest:



Christina Billington, Recording Secretary

Approved as to Form:



Daniel B. Cooper, Metro Attorney

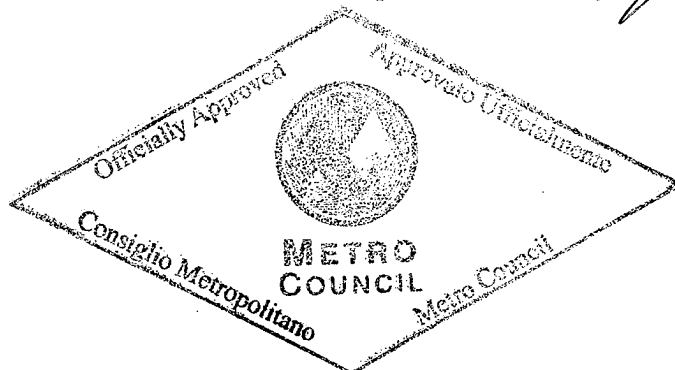


Exhibit A
Ordinance No. 08-1170

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Fund							
MERC Fund							
<u>Personal Services</u>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	Account Executive	3.00	149,323	-	0	3.00	149,323
	Accountant	2.00	98,696	-	0	2.00	98,696
	Accounting Supervisor	1.00	66,084	-	0	1.00	66,084
	Admissions Staffing Mgr (Admin Scheduling	1.00	57,484	-	0	1.00	57,484
	Asst. Event Svcs Mgr. or Senior House Mgr.	1.00	63,170	-	0	1.00	63,170
	Asst. Executive Director	2.00	177,935	-	0	2.00	177,935
	Asst. Operations Mgr. (Asst. Tech Svcs. Mgr.)	2.00	118,851	-	0	2.00	118,851
	Audio Visual Supervisor	1.00	52,208	-	0	1.00	52,208
	Asst. Sales & Tkt Mgr	1.00	63,170	-	0	1.00	63,170
	Audio/Visual Technician Lead	1.00	42,619	-	0	1.00	42,619
	Audio/Visual Sales	1.00	46,717	-	0	1.00	46,717
	Booking Coordinator	2.00	97,516	-	0	2.00	97,516
	Building Maintenance Supervisor	1.00	45,760	-	0	1.00	45,760
	Budget Analyst	1.00	60,070	-	0	1.00	60,070
	Computer Systems Administrator	1.00	63,163	-	0	1.00	63,163
	Computer Business Systems Analyst	1.00	50,565	-	0	1.00	50,565
	Construction Coordinator	1.00	67,538	-	0	1.00	67,538
	Construction/Capital Projects Manager	1.00	88,273	-	0	1.00	88,273
	Director of Administration/CFO	1.00	114,275	-	0	1.00	114,275
	Director of Events & Special Services	1.00	84,074	-	0	1.00	84,074
	Director of Sales & Marketing	1.00	84,074	-	0	1.00	84,074
	Operations Manager II	1.00	84,074	-	0	1.00	84,074
	Event Manager II	4.00	229,716	-	0	4.00	229,716
	Event Services Manager	1.00	69,472	-	0	1.00	69,472
	Facility Services Sales Coordinator	1.00	44,346	-	0	1.00	44,346
	Expo Director	1.00	95,368	-	0	1.00	95,368
	General Manager	1.00	157,518	-	0	1.00	157,518
	Graphic Designer II	1.00	52,208	-	0	1.00	52,208
	Human Resources Director	1.00	73,320	-	0	1.00	73,320
	Info Systems Supervisor	1.00	69,481	-	0	1.00	69,481
	Maintenance Supervisor	1.00	54,954	-	0	1.00	54,954
	Marketing Info Serv's Manager	1.00	63,170	-	0	1.00	63,170
	OCC Executive Director	1.00	145,766	-	0	1.00	145,766
	Operations Accounting Coordinator	2.00	79,831	-	0	2.00	79,831
	Operations Manager I	3.00	209,227	-	0	3.00	209,227
	Director of Operations	1.00	85,904	-	0	1.00	85,904
	PCPA Director	1.00	113,553	-	0	1.00	113,553
	Public Affairs & Commucations Manager	1.00	68,085	-	0	1.00	68,085
	Public Affairs Coordinator	1.00	45,947	(1.00)	(35,000)	-	10,947
	Puchasing & Contract Analyst	1.00	50,544	-	0	1.00	50,544
	Sales & Events Manager	1.00	69,472	-	0	1.00	69,472
	Sales Manager	4.00	209,976	-	0	4.00	209,976
	Security Manager	1.00	60,133	-	0	1.00	60,133
	Senior Event Manager	1.00	63,170	-	0	1.00	63,170
	Set-up Supervisor	5.00	270,151	-	0	5.00	270,151
	Senior Set-up Supervisor	1.00	63,170	-	0	1.00	63,170
	Stage Supervisor	1.00	52,000	-	0	1.00	52,000
	Strategic Development Director	-	0	1.00	58,333	1.00	58,333
	Telecom & Information Systems Supervisor	1.00	58,323	-	0	1.00	58,323
	Ticketing/Parking Service Manager	2.00	133,972	-	0	2.00	133,972

**Exhibit A
Ordinance No. 08-1170**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Fund							
MERC Fund							
	Ticket Services Coordinator	1.00	41,496	-	0	1.00	41,496
	Ticket Services Supervisor	1.00	57,429	-	0	1.00	57,429
	Volunteer Coordinator	1.00	44,346	-	0	1.00	44,346
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Assistant	4.00	153,086	2.00	45,038	6.00	198,124
	Administrative Assistant II	2.00	86,068	-	0	2.00	86,068
	Administrative Assistant III	2.00	88,594	-	0	2.00	88,594
	Administrative Technician	1.05	31,860	-	0	1.05	31,860
	Administrative Technician II	3.95	110,240	-	0	3.95	110,240
	Audio Visual Technician	3.00	116,072	-	0	3.00	116,072
	Electrician	5.00	299,694	-	0	5.00	299,694
	Facility Security Agent	8.00	316,697	-	0	8.00	316,697
	Lead Electrician	2.00	129,082	-	0	2.00	129,082
	Lead Operating Engineer	1.00	57,314	-	0	1.00	57,314
	Management Technician	2.00	76,295	-	0	2.00	76,295
	Operating Engineer	7.00	397,621	-	0	7.00	397,621
	Operations Coordinator	3.00	150,588	-	0	3.00	150,588
	Painter	-	0	1.00	24,683	1.00	24,683
	Secretary II	1.00	32,406	-	0	1.00	32,406
	Lead Stagedoor Watchperson	1.00	34,515	-	0	1.00	34,515
	Telecom & Information Systems Tech	1.00	42,261	-	0	1.00	42,261
	Utility Lead	3.00	105,695	-	0	3.00	105,695
	Utility Maintenance	3.00	126,584	-	0	3.00	126,584
	Utility Maintenance Lead	1.00	44,088	-	0	1.00	44,088
	Utility Maintenance Specialist	3.00	127,555	-	0	3.00	127,555
	Utility Maintenance Technician	1.00	37,421	-	0	1.00	37,421
	Utility Worker II	38.00	1,249,519	-	0	38.00	1,249,519
5025	Regular Employees Part Time Non-Exempt		258,492		0		258,492
5030	Temporary Employees		125,565		0		125,565
5043	Part-Time, Non-Reimbursed Labor		796,994		0		796,994
5045	Part-Time, Reimbursed Labor-Stagehands	15.00	556,033	-	0	15.00	556,033
5045	Part-Time, Reimbursed Labor-Other		1,138,880		0		1,138,880
5080	Overtime		332,746		0		332,746
5089	Merit/Bonus Pay		424,880		0		424,880
FRINGE	Fringe Benefits						
5100	Fringe Benefits						
	Base Fringe (variable & fixed)		4,253,391		35,169		4,288,560
5190	PERS Bond Recovery		389,740		3,165		392,905
Total Personal Services		183.00	\$16,697,663	3.00	\$131,388	186.00	\$16,829,051
Total Materials & Services			\$17,899,491		\$0		\$17,899,491
Capital Outlay							
CAPCIP	Capital Outlay (CIP Projects)						
5715	Improve-Oth thn Bldg (CIP)		669,720		0		669,720
5725	Buildings & Related (CIP)		1,656,220		0		1,656,220
5755	Office Furniture & Equip (CIP)		71,462		50,000		121,462
Total Capital Outlay			\$2,397,402		\$50,000		\$2,447,402
Total Debt Service			\$18,352		\$0		\$18,352
Total Interfund Transfers			\$3,510,962	0.00	\$0		\$3,510,962

**Exhibit A
Ordinance No. 08-1170**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Fund							
<i>Contingency and Ending Balance</i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency						
	* General Contingency		2,068,393		(181,388)		1,887,005
	* Renewal and Replacement		295,000		0		295,000
	* Prior Year PERS Reserve		1,277,579		0		1,277,579
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance						
	* Restricted Fund Balance (User Fees)		972,162		0		972,162
	* Ending Balance		11,486,755		0		11,486,755
	* Prior Year PERS Reserve		1,277,580		0		1,277,580
Total Contingency and Ending Balance			\$17,377,469		(\$181,388)		\$17,196,081
TOTAL REQUIREMENTS		183.00	\$57,901,339	3.00	\$0	186.00	\$57,901,339

Exhibit B
Ordinance 08-1170
Schedule of Appropriations

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Revised Appropriation</u>
MERC FUND			
MERC	36,994,556	181,388	37,175,944
Non-Departmental			
Debt Service	18,352	0	18,352
Interfund Transfers	3,510,962	0	3,510,962
Contingency	3,640,972	(181,388)	3,459,584
Unappropriated Balance	13,736,497	0	13,736,497
Total Fund Requirements	\$57,901,339	\$0	\$57,901,339

All Other Appropriations Remain as Previously Adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE #08-1170, AMENDING FY 2007-08 BUDGET AND APPROPRIATIONS TRANSFERRING APPROPRIATIONS IN THE MERC FUND AND DECLARING AN EMERGENCY

Date: December 13, 2007

Prepared by: Cynthia Hill

BACKGROUND

This action, forward from the Metropolitan Exposition Recreation Commission via their Resolution Number 07-29 requests amended appropriation authority for the following purposes:

Portland Center for the Performing Arts

1. PCPA Operations Painter 1.00 FTE

An experienced painter represents a long time need for the Portland Center for Performing Arts (PCPA). Given the size and age of the facilities there is a continuous need for painting, repairs and surface work. Overall this will enhance the patron experience while at the same time increase maintenance capacity for 330,000 sq. ft. of buildings that comprise the three venues of the Portland Center for the Performing Arts.

Total annual cost, including salary and fringe benefits, for the Painter position will be \$55,328, however, this request is for \$37,886, based on a partial year implementation. **\$37,886**

MERC Administration

2. Strategic Development Director 1.00 FTE (reclassify vacant public Relations position – new position approved in the 2007-08 Adopted Budget)

The new director will work on a variety of strategic initiatives with the CEO such as strategic public relations; political development; and industry business development.

Total annual cost, including salary and fringe benefits, of the Strategic Development Director will be \$133,576; however, this request is for \$25,106. First year implementation is off-set by the existing appropriation for vacant Public Relations position and by a partial year implementation. **\$25,106**

3. Administrative Assistant Construction Division 1.00 FTE

Position will support the construction management function. A full time position is needed for administrative project coordination and administrative duties such as assisting in the preparation of Requests for Proposals, Quotes and Bids, scheduling meetings, track Bureau of Labor and Industries (BOLI) compliance; preparing meeting minute and generating project financial reports. These duties are currently performed by a temporary employee.

Total annual cost, including salary and fringe benefits, of the Administrative Assistant position will be \$51,297; however, this request is for \$34,198 based on a partial year implementation. **\$34,198**

4. Administrative Assistant General Administration 1.00 FTE

The position will provide administrative support to all the functions of the administrative division such as Accounting, Finance, Human Resources, Information Technology, Procurement and Public Relations.

Total annual cost, including salary and fringe benefits, of the Administrative Assistant position will be \$51,297; however this request is for \$34,198 based on a partial year implementation.

\$34,198

5. Capital Outlay

Increase capital outlay to purchase software for the development of financial reports, budget development; forecasting, cash flow projections and scorecard capabilities.

\$50,000

Total \$181,388

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 action provides appropriation authority necessary for MERC to meet its service demands.
- 4. Budget Impacts:** This action will transfer \$181,388 from contingency in the MERC Operating Fund to provide for necessary resources for effective operations of MERC facilities. The above numbers reflect a partial year need. A full annual budget impact is \$291,498.

RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this Ordinance.

Attachments:

MERC Resolution 07-29 and Staff Report

**Attachment 1
Staff Report to Ordinance 08-1170**

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 07-29

For the purpose of approving and transmitting a budget amendment to the MERC Fund for fiscal year 207-08.

WHEREAS, Metro Code 6.01.050 provides that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations; and

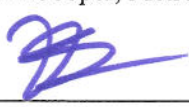
WHEREAS, Metro Code 6.01.050(d) further provides that once the Commission's budget has been adopted by the Metro Council, any changes in the adopted appropriations must be ratified in advance by the Metro Council; and


WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2006-07 budgets for the MERC Operating Fund; and

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves a budget amendment to the MERC Operating Fund that was submitted to the Metro Council, as described in the attached Staff Report and Exhibit A, for the fiscal year beginning July 1, 2007 and ending June 30, 2008 for inclusion as part of the total Metro budget for this period.

Passed by the Commission on November 28, 2007

Approved as to Form:
Daniel B. Cooper, Metro Attorney

By: 
Nathan A. Schwartz Sykes,
Senior Attorney


Chair – Janice Marquis


Secretary-Treasurer – Don Trotter

MERC Staff Report

Agenda Item/Issue: For the purpose of approving and transmitting budget amendments to the MERC Fund for FY 2007-2008

Resolution No.: 07-29

Presented By: Cynthia Hill

Date: November 28, 2007

Background and Analysis: Resolution 07-29 would approve proposed budget amendments for submission to the Metro Council by a duly adopted resolution at a regular public meeting of the Commission.

1. PCPA Operations Painter 1.00 FTE

An experienced painter represents a long time need for the Portland Center for Performing Arts (PCPA). Given the size and age of the facilities there is a continuous need for painting, repairs and surface work. Overall this will enhance the patron experience while at the same time increase maintenance capacity for 330,000 sq. ft. of buildings that comprise the three venues of the Portland Center for the Performing Arts.

Total annual cost, including salary and fringe benefits, for the Painter position will be \$55,328, however, this request is for \$37,886, based on a partial year implementation.

\$37,886

2. Strategic Development Director 1.00 FTE (reclassify vacant public Relations position – new position approved in the 2007-08 Adopted Budget)

The new director will work on a variety of strategic initiatives with the CEO such as strategic public relations; political development; and industry business development.

Total annual cost, including salary and fringe benefits, of the Strategic Development Director will be \$133,576; however, this request is for \$25,106. First year implementation is off-set by the existing appropriation for vacant Public Relations position and by a partial year implementation.

\$25,106

3. Administrative Assistant Construction Division 1.00 FTE

Position will support the construction management function. A full time position is needed for administrative project coordination and administrative duties such as assisting in the preparation of Requests for Proposals, Quotes and Bids, scheduling meetings, track Bureau of Labor and Industries (BOLI) compliance; preparing

meeting minute and generating project financial reports. These duties are currently performed by a temporary employee.

Total annual cost, including salary and fringe benefits, of the Administrative Assistant position will be \$51,297; however, this request is for \$34,198 based on a partial year implementation.

\$34,198

4. Administrative Assistant General Administration 1.00 FTE

The position will provide administrative support to all the functions of the administrative division such as Accounting, Finance, Human Resources, Information Technology, Procurement and Public Relations.

Total annual cost, including salary and fringe benefits, of the Administrative Assistant position will be \$51,297; however this request is for \$34,198 based on a partial year implementation.

\$34,198

5. Capital Outlay

Increase capital outlay to purchase software for the development of financial reports, budget development; forecasting, cash flow projections and scorecard capabilities.

\$50,000

Total \$181,388

**Exhibit A Resolution 07-29
2007-08 FY Budget Amendment
MERC Operating Fund Summary**

	<u>Expo</u>	<u>OCC</u>	<u>PCPA</u>	<u>Admin</u>	<u>Total</u>
2006-07 Adopted Budget					
Adopted Budget Net	222,241	(763,554)	34,412	(71,462)	(578,363)
Adopted Budget Ending Fund Balance	5,453,029	5,770,863	5,776,480	377,098	17,377,470
 Amendment # 1 2007-08 FY:					
PCPA Operations Painter 1.00 FTE			(37,886)		(37,886)
Reclassify Vacancy to Strategic Development Director				(25,106)	(25,106)
Administrative Assistant Construction 1.00 FTE				(34,198)	(34,198)
Administrative Assistant - support all functions Administrative Division 1.00 FTE				(34,198)	(34,198)
Capital Outlay - Software for development of financial reports; budgeting; forecasting; cash flow.				(50,000)	(50,000)
MERC Admin Support Charges *	(14,350)	(78,926)	(50,226)	143,502	-
Total Amendments	(14,350)	(78,926)	(88,112)	-	(181,388)
Budget Net, with Amendments	207,891	(842,480)	(53,700)	(71,462)	(759,751)
Ending Fund Balance, with Amendments	5,660,920	4,928,383	5,722,780	305,636	16,617,719

* Decrease General Contingency