

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY	)	ORDINANCE NO. 04-1032
2003-04 BUDGET AND APPROPRIATIONS	)	
SCHEDULE BY TRANSFERRING \$70,000 FROM	)	Introduced by Mike Jordan, Chief Operating
CAPITAL OUTLAY TO PERSONAL SERVICES	)	Officer, with the concurrence of the Council
IN THE CONVENTION CENTER PROJECT	)	President
CAPITAL FUND; AND DECLARING AN	)	
EMERGENCY	)	

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations within the FY 2003-04 Budget; and

WHEREAS, the need for the 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 2003-04 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 \$70,000 from Capital Outlay to Personal Services in the Convention Center Project Capital 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 12<sup>th</sup> day of February 2004.



*[Handwritten Signature]*  
 \_\_\_\_\_

David Bragdon, Council President

Attest:

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Christina Billington, Recording Secretary

Approved as to Form:

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Daniel B. Cooper, Metro Attorney

**Exhibit A**  
**Ordinance No. 04-1032**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>Convention Center Project Capital Fund</b>							
<b><u>Personal Services</u></b>							
<i>SALWGE Salaries &amp; Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	OCC Expansion Project Mgr	1.00	15,154	-	19,428	1.00	34,582
	Construction Coordinator	1.00	8,859	-	11,358	1.00	20,217
	Capital Projects Manager	0.25	2,698	-	3,459	0.25	6,157
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Assistant	1.00	6,595	-	8,455	1.00	15,050
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		12,994		27,300		40,294
<b>Total Personal Services</b>		<b>3.25</b>	<b>\$46,300</b>	<b>0.00</b>	<b>\$70,000</b>	<b>3.25</b>	<b>\$116,300</b>
<b><u>Materials &amp; Services</u></b>							
<i>OTHEXI Other Expenditures</i>							
5490	Miscellaneous		2,300		0		2,300
<b>Total Materials &amp; Services</b>			<b>\$2,300</b>		<b>\$0</b>		<b>\$2,300</b>
<b><u>Capital Outlay</u></b>							
<i>CAPCIP Capital Outlay Projects (CIP)</i>							
5725	Buildings & Related (CIP)		1,516,400		(70,000)		1,446,400
5745	Equipment & Vehicles (CIP)		260,000		0		260,000
<b>Total Capital Outlay</b>			<b>\$1,776,400</b>		<b>(\$70,000)</b>		<b>\$1,706,400</b>
<b>TOTAL REQUIREMENTS</b>		<b>3.25</b>	<b>\$1,825,000</b>	<b>0.00</b>	<b>\$0</b>	<b>3.25</b>	<b>\$1,825,000</b>

**Exhibit B**  
**Ordinance No. 04-1032**  
**FY 2003-04 SCHEDULE OF APPROPRIATIONS**

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Amended</u> <u>Appropriation</u>
<b>CONVENTION CENTER PROJECT CAPITAL FUND</b>			
Operating Expenses (PS & M&S)	\$48,600	\$70,000	\$118,600
Capital Outlay	1,776,400	(70,000)	1,706,400
<b>Total Fund Requirements</b>	<b>\$1,825,000</b>	<b>\$0</b>	<b>\$1,825,000</b>

*All Other Appropriations Remain As Previously Adopted*

## STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 04-1032 FOR THE PURPOSE OF AMENDING THE FY 2003-04 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$70,000 FROM CAPITAL OUTLAY TO PERSONAL SERVICES IN THE CONVENTION CENTER PROJECT CAPITAL FUND, AND DECLARING AN EMERGENCY.

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Date: December 29, 2003,

Prepared by: Mark Williams  
Jeff Blosser

## BACKGROUND

The MERC Commission previously approved and transmitted FY 03-04 budgets to the Metro Council, including the Convention Center Project Capital Fund budget that was adopted by Metro Council. Subsequent to that date, staff has become aware of the need to transfer of \$70,000 in appropriation authority from Capital Outlay to the Personal Services in the Convention Center Project Capital Fund. An amendment is necessary to appropriate resources to pay staff costs related to the Expansion Project. Staff remained longer than was originally anticipated. Cost savings on the overall expansion allowed for several additional projects to be completed delaying the departure of project management staff.

The Metropolitan Exposition-Recreation Commission (MERC) approved the budget amendment and granted the authority to MERC staff to prepare and present a budget ordinance to the Metro Council (see MERC Resolution No. 03-42 attached).

## ANALYSIS/INFORMATION

- 1. Known Opposition.** None.
- 2. Legal Antecedents.** Under Oregon Budget law, an ordinance is required to amend the adopted budget and appropriation schedule.
- 3. Anticipated Effects.** This amendment will shift appropriation from Capital Outlay to Personal Services in the Convention Center Project Capital Fund. The purpose of this shift is to provide OCC sufficient resources to pay salaries and wages in the Convention Center Project Capital Fund.
- 4. Budget Impacts.** This amendment does not increase total appropriations for the FY 2003-04 budget year in this fund. This amendment allows MERC to transfer up to \$70,000 from the MERC Convention Center Project Capital Fund Capital Outlay appropriation to the Personal Services appropriation in the same fund.

## RECOMMENDATION

The Chief Operating Officer recommends approval of Ordinance No. 04-1032.

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**Resolution No. 03-42**

**For the Purpose of authorizing an amendment to the Convention Center Project Capital Fund FY 03-04 Budget and Appropriation schedule by transferring \$70,000 of appropriation from Capital Outlay to Personal Services, and approving transmittal of the amendment to the Metro Council.**

**WHEREAS**, Metropolitan Exposition-Recreation Commission has reviewed and considered the need to transfer appropriations within the FY 03-04 Budget; and,

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

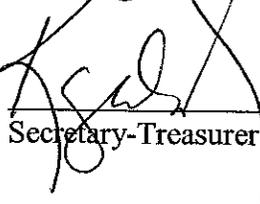
**WHEREAS**, adequate funds exist for other identified needs.

**BE IT THEREFORE RESOLVED:**

1. The Metropolitan Exposition-Recreation Commission hereby approves amending the FY 03-04 Budget and Schedule of Appropriations as shown in the column entitled "Revision" of Exhibit A and B to this Resolution for the purpose of transferring funds from Capital Outlay to Personal Services in the Convention Center Project Capital Fund; and
2. The Commission grants the authority to MERC staff to prepare and present a budget ordinance to the Metro Council to amend the Convention Center Project Capital Fund FY 03-04 Budget and Appropriation schedule to reflect the above change.

Passed by the Commission on December 17, 2003.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary-Treasurer

Approved As To Form:  
Daniel B. Cooper, Metro Attorney

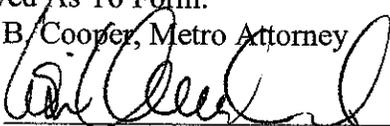
By:   
\_\_\_\_\_  
Lisa Umscheid, Senior Attorney

Exhibit A: Amended Budget  
Exhibit B: Schedule of Appropriations

## STAFF REPORT

**Agenda Item:** Amending the FY 03-04 budget and appropriation schedule by transferring \$70,000 of appropriation from Capital Outlay to Personal Services in the Convention Center Project Capital Fund.

**Resolution No.:** 03-42

**Date:** December 17, 2003

**Presented by:** Bryant Enge

**Description of Resolution:** Resolution 03-42 would amend the FY 03-04 budget and appropriation schedule to provide sufficient appropriation to cover the anticipated cost of Personal Services in the Convention Center Project Capital Fund. This increase in appropriation for Personal Services would be accomplished by transferring \$70,000 from Capital Outlay in the Convention Center Project Capital Fund to Personal Services in the Convention Center Project Capital Fund.

**Background:** The Commission previously approved and transmitted FY 03-04 budgets to the Metro Council, including the Convention Center Project Capital Fund budget. Subsequent to that date, staff has become aware of the need for additional appropriation to cover unanticipated costs of Personal Services. These unanticipated costs are related to timing of closing out the project in FY 03-04. Therefore, an amendment is necessary to appropriate resources to pay staff costs related to the Expansion Project. To provide sufficient appropriation this amendment will transfer \$70,000 from Capital Outlay to Personal Services.

**Discussion and Analysis:** The anticipated impact of this amendment will be to shift appropriation from Capital Outlay to Personal Services in the Convention Center Project Capital Fund. The purpose of this shift is to provide OCC sufficient resources to pay salaries and wages in the Convention Center Project Capital Fund.

**Financial Impact:** This amendment has no impact on the Convention Center Project Capital Funds total appropriation for FY 03-04 budget. This amendment moves appropriation from one major budget category to another category. This amendment will provide MERC the ability to transfer up to \$70,000 from Capital Outlay to Personal Services within the same fund. There is sufficient capital outlay appropriation to cover anticipated capital improvement costs and to transfer appropriation to provide additional budget capacity to cover unanticipated personal services costs.

### RECOMMENDATION

Staff recommends that the MERC Commission approved this amendment.

Resolution 03-42 | Exhibit A

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		FTE	Amount	FTE	Amount	FTE	Amount
<b>Convention Center Project Capital Fund</b>							
<b><u>Personal Services</u></b>							
<i>SALWGE Salaries &amp; Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	OCC Expansion Project Mgr	1.00	15,154	-	22,911	1.00	38,065
	Construction Coordinator	1.00	8,859	-	13,394	1.00	22,253
	Capital Projects Manager	0.25	2,698	-	4,079	0.25	6,777
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Assistant	1.00	6,595	-	9,971	1.00	16,566
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits		12,994		19,645		32,639
<b>Total Personal Services</b>		<b>3.25</b>	<b>\$46,300</b>	<b>0.00</b>	<b>\$70,000</b>	<b>3.25</b>	<b>\$116,300</b>
<b><u>Materials &amp; Services</u></b>							
<i>OTHEXF Other Expenditures</i>							
5490	Miscellaneous		2,300		0		2,300
<b>Total Materials &amp; Services</b>			<b>\$2,300</b>		<b>\$0</b>		<b>\$2,300</b>
<b><u>Capital Outlay</u></b>							
<i>CAPCIP Capital Outlay Projects (CIP)</i>							
5725	Buildings & Related (CIP)		1,516,400		(70,000)		1,446,400
5745	Equipment & Vehicles (CIP)		260,000		0		260,000
<b>Total Capital Outlay</b>			<b>\$1,776,400</b>		<b>(\$70,000)</b>		<b>\$1,706,400</b>
<b>TOTAL REQUIREMENTS</b>		<b>3.25</b>	<b>\$1,825,000</b>	<b>0.00</b>	<b>\$0</b>	<b>3.25</b>	<b>\$1,825,000</b>

Resolution 03-42 | Exhibit B

FY 2003-04 SCHEDULE OF APPROPRIATIONS

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Amended</u> <u>Appropriation</u>
<b>CONVENTION CENTER PROJECT CAPITAL FUND</b>			
Operating Expenses (PS & M&S)	\$48,600	\$70,000	\$118,600
Capital Outlay	1,776,400	(70,000)	1,706,400
<b>Total Fund Requirements</b>	<b>\$1,825,000</b>	<b>\$0</b>	<b>\$1,825,000</b>

*All Other Appropriations Remain As Previously Adopted*