

BEFORE THE METRO COUNCIL

AMENDING THE FY 2004-05 BUDGET AND)
APPROPRIATIONS SCHEDULE AND)
ADOPTING A SUPPLEMENTAL BUDGET FOR)
THE MERC OPERATING FUND FOR THE)
FISCAL YEAR BEGINNING JULY 1, 2004 AND)
ENDING JUNE 30, 2005; AND DECLARING AN)
EMERGENCY)

ORDINANCE NO. 05-1084
Introduced by Council President Bragdon

WHEREAS, conditions exist which had not been ascertained at the time of the preparation of the FY 2004-05 budget and a change in financial planning is required; and

WHEREAS, the Metro Council has reviewed and considered the need for a supplemental budget and the need to amend the Budget and Appropriations Schedule with the FY 2004-05 Budget; and

WHEREAS, Oregon Budget Law ORS 294.480 provides for the creation of a supplemental budget, if the supplemental budget is authorized by official resolution or ordinance of the governing body for the local jurisdiction; and

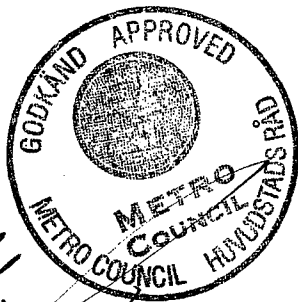
WHEREAS, the need for the transfer of appropriation has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2004-05 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 recognizing \$2,500,000 in additional revenues and increasing appropriations in operating expenditures
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 19th day of May, 2005.



[Signature]

David Bragdon, Council President

Approved as to Form:

[Signature]

Daniel B. Cooper, Metro Attorney

Attest:

[Signature]

Christina Billington, Recording Secretary

Exhibit A
Ordinance No. 05-1084
Supplemental Budget

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Operating Fund							
Total MERC Operating Fund							
<u>Resources</u>							
<i>BEGBA Beginning Fund Balance</i>							
	* Prior year PERS Reserve		658,578		0		658,578
	* MERC Admin		9,927		0		9,927
	* Civic Stadium		0		0		0
	* Expo Center		3,139,706		0		3,139,706
	* Oregon Convention Center		3,995,495		0		3,995,495
	* Portland Center for the Performing Arts		3,003,039		0		3,003,039
<i>LGSHR Local Gov't Share Revenues</i>							
	4130 Hotel/Motel Tax		7,000,663		0		7,000,663
<i>GVCN1 Contributions from Governments</i>							
	4145 Government Contributions		331,128		0		331,128
<i>CHGSV Charges for Service</i>							
	4500 Admission Fees		1,341,500		0		1,341,500
	4510 Rentals		5,164,983		0		5,164,983
	4550 Food Service Revenue		8,715,561		2,500,000		11,215,561
	4570 Merchandising		85,000		0		85,000
	4580 Utility Services		2,248,191		0		2,248,191
	4590 Commissions		605,280		0		605,280
	4620 Parking Fees		2,607,745		0		2,607,745
	4645 Reimbursed Services		2,236,179		0		2,236,179
	4647 Reimbursed Services - Contract		412,330		0		412,330
	4650 Miscellaneous Charges for Svc		176,721		0		176,721
<i>INTRS1 Interest Earnings</i>							
	4700 Interest on Investments		69,503		0		69,503
<i>DONA1 Contributions from Private Sources</i>							
	4760 Sponsorship Revenue		263,500		0		263,500
<i>MISCR Miscellaneous Revenue</i>							
	4890 Miscellaneous Revenue		80,000		0		80,000
<i>EQTRE Fund Equity Transfers</i>							
	4970 Transfer of Resources						
	* from MERC Pooled Capital Fund		354,000		0		354,000
	* from General Fund		182,129		0		182,129
TOTAL RESOURCES			\$42,681,158		\$2,500,000		\$45,181,158

Exhibit A
Ordinance No. 05-1084
Supplemental Budget

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Operating Fund							
Total MERC Operating Fund							
<u>Personal Services</u>							
<i>SALWG Salaries & Wages</i>							
5010 Reg Employees-Full Time-Exempt							
	Accounting Supervisor	1.00	45,000	-	0	1.00	45,000
	Admissions Staffing Mgr (Admin Sch	1.00	51,953	-	0	1.00	51,953
	Asst. Event Svcs Mgr. or Senior Hous	1.00	57,148	-	0	1.00	57,148
	Asst. Executive Director	1.00	80,752	-	0	1.00	80,752
	Audio/Visual Supervisor	1.00	47,230	-	0	1.00	47,230
	Audio/Visual Technician Lead	1.00	43,305	-	0	1.00	43,305
	Audio/Visual Sales Manager	-	0	-	3,000	-	3,000
	Booking Coordinator	2.00	95,256	-	0	2.00	95,256
	Budget Analyst	1.00	45,000	-	0	1.00	45,000
	Computer Systems Administrator	1.00	56,070	-	0	1.00	56,070
	Director of Administration/CFO	1.00	95,498	-	0	1.00	95,498
	Director of Events & Special Services	1.00	70,640	-	0	1.00	70,640
	Director of Sales & Marketing	1.00	73,245	-	0	1.00	73,245
	Operations Manager II	0.25	19,016	-	0	0.25	19,016
	Event Manager II	5.00	255,948	-	0	5.00	255,948
	Event Manager I	1.00	39,367	-	0	1.00	39,367
	Event Services Manager	1.00	53,000	-	0	1.00	53,000
	Facility Services Sales Coordinator	1.00	40,128	-	0	1.00	40,128
	Expo Director	1.00	83,041	-	0	1.00	83,041
	General Manager	1.00	133,000	-	0	1.00	133,000
	Graphic Designer II	1.00	47,230	-	0	1.00	47,230
	Human Resources Director	1.00	83,041	-	0	1.00	83,041
	Info Systems Supervisor	1.00	55,796	-	0	1.00	55,796
	Marketing & Communications Manag	1.00	62,516	-	0	1.00	62,516
	Marketing Info Serv's Manager	1.00	51,953	-	0	1.00	51,953
	OCC Executive Director	1.00	122,578	-	0	1.00	122,578
	Operations Accounting Coordinator	2.70	93,689	-	0	2.70	93,689
	Operations Manager I	3.00	196,269	-	0	3.00	196,269
	Director of Operations	1.00	76,907	-	0	1.00	76,907
	PCPA Director	0.75	71,624	-	0	0.75	71,624
	Sales & Events Manager	1.00	62,864	-	0	1.00	62,864
	Sales & Ticket Services Manager	1.00	69,150	-	0	1.00	69,150
	Sales Manager	2.00	104,093	-	0	2.00	104,093

Exhibit A
Ordinance No. 05-1084
Supplemental Budget

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Operating Fund							
Total MERC Operating Fund							
	Senior Sales Manager	1.00	57,148	-	0	1.00	57,148
	Security Manager	1.00	55,031	-	0	1.00	55,031
	Senior Event Manager	1.00	57,398	-	0	1.00	57,398
	Set-up Supervisor	3.00	149,381	-	0	3.00	149,381
	Senior Set-up Supervisor	3.00	159,209	-	0	3.00	159,209
	Stage Supervisor	1.00	48,576	-	0	1.00	48,576
	Telephone & Information Systems Sup	1.00	54,553	-	0	1.00	54,553
	Ticketing/Parking Service Manager	2.00	113,884	-	0	2.00	113,884
	Ticket Services Coordinator	1.00	33,447	-	0	1.00	33,447
	Ticket Services Supervisor	1.00	50,729	-	0	1.00	50,729
	Volunteer Coordinator	1.00	40,128	-	0	1.00	40,128
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Technician	7.00	224,531	-	0	7.00	224,531
	Administrative Assistant	4.00	149,187	-	0	4.00	149,187
	Administrative Assistant II	3.00	113,734	-	0	3.00	113,734
	Administrative Assistant III	1.00	39,943	-	0	1.00	39,943
	Apprentice Operating Engineer	1.00	41,885	-	0	1.00	41,885
	Audio Visual Technician	3.00	111,311	-	0	3.00	111,311
	Door and Locksmith	1.00	39,526	-	0	1.00	39,526
	Electrician	4.00	219,712	-	0	4.00	219,712
	Facility Security Agent	6.00	177,057	-	0	6.00	177,057
	Lead Facility Security Agent	2.00	61,607	-	0	2.00	61,607
	Lead Electrician	1.50	87,983	-	0	1.50	87,983
	Lead Operating Engineer	1.00	51,699	-	0	1.00	51,699
	Operating Engineer	5.00	250,087	-	0	5.00	250,087
	Operations Coordinator	3.00	135,094	-	0	3.00	135,094
	Secretary II	1.00	29,462	-	0	1.00	29,462
	Stagedoor Security	1.00	30,151	-	0	1.00	30,151
	Telephone System Coordinator	1.00	33,471	-	0	1.00	33,471
	Utility Lead	3.00	98,218	-	0	3.00	98,218
	Utility Maintenance	3.00	111,957	-	0	3.00	111,957
	Utility Maintenance Lead	1.00	39,980	-	0	1.00	39,980
	Utility Maintenance Specialist	5.00	192,720	-	0	5.00	192,720
	Utility Maintenance Technician	0.85	29,105	-	0	0.85	29,105
	Utility Worker II	36.00	1,163,865	-	0	36.00	1,163,865
	Utility-Grounds Maintenance	1.00	33,750	-	0	1.00	33,750

Exhibit A
Ordinance No. 05-1084
Supplemental Budget

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Operating Fund							
Total MERC Operating Fund							
5020	Regular Employees Part Time Exempt		47,486		0		47,486
5025	Regular Employees Part Time Non-Exempt		23,353		0		23,353
5030	Temporary Employees		20,000		0		20,000
5043	Part-Time, Non-Reimbursed Labor		824,721		0		824,721
5045	Part-Time, Reimbursed Labor		1,866,916		0		1,866,916
5080	Overtime		139,523		0		139,523
5089	Merit/Bonus Pay		293,793		0		293,793
	Salary Adjustment						
	COLA (all other employee groups)		70,851		0		70,851
<i>FRING. Fringe Benefits</i>							
	Base Fringe		2,975,978		225,000		3,200,978
Total Personal Services		152.05	\$13,030,447	0.00	\$228,000	152.05	\$13,258,447
 <u>Materials & Services</u>							
<i>GOOD: Goods</i>							
5201	Office Supplies		129,186		0		129,186
5205	Operating Supplies		275,718		0		275,718
5210	Subscriptions and Dues		30,274		0		30,274
5214	Fuels and Lubricants		10,000		0		10,000
5215	Maintenance & Repairs Supplies		273,700		0		273,700
5220	Food		500		0		500
5225	Retail		14,000		0		14,000
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		2,838,773		197,000		3,035,773
5246	Sponsorship Expenditures		90,571		0		90,571
5251	Utility Services		2,126,475		0		2,126,475
5255	Cleaning Services		950		0		950
5260	Maintenance & Repair Services		461,731		200,000		661,731
5265	Rentals		374,595		0		374,595
5280	Other Purchased Services		492,145		0		492,145
5281	Other Purchased Services - Reimb		404,864		0		404,864
5291	Food and Beverage Services		7,044,115		1,875,000		8,919,115
5292	Parking Services		184,304		0		184,304
<i>IGEXP Intergov't Expenditures</i>							
5300	Payments to Other Agencies		86,905		0		86,905

Exhibit A
Ordinance No. 05-1084
Supplemental Budget

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
MERC Operating Fund							
Total MERC Operating Fund							
<i>OTHEX Other Expenditures</i>							
	5450 Travel		84,690		0		84,690
	5455 Staff Development		75,195		0		75,195
	5490 Miscellaneous Expenditures		45,240		0		45,240
<i>GAAP GAAP Account</i>							
	5520 Bad Debt Expense		10,000		0		10,000
Total Materials & Services			\$15,053,931		\$2,272,000		\$17,325,931
Total Debt Service			\$22,809		\$0		\$22,809
Total Interfund Transfers			\$3,666,545		\$0		\$3,666,545
<u>Contingency and Ending Balance</u>							
<i>CONT Contingency</i>							
	5999 Contingency						
	* General Contingency		1,155,854		0		1,155,854
	* Prior Year PERS Reserve		658,578		0		658,578
	* Current Year PERS Reserve		665,417		0		665,417
<i>UNAPF Unappropriated Fund Balance</i>							
	5990 Unappropriated Fund Balance						
	* Restricted Fund Balance (User Fees)		500,000		0		500,000
	* Ending Balance		7,927,577		0		7,927,577
Total Contingency and Ending Balance			\$10,907,426		\$0		\$10,907,426
TOTAL REQUIREMENTS		152.05	\$42,681,158	0.00	\$2,500,000	152.05	\$45,181,158

Exhibit B
Ordinance No. 05-1084
Supplemental Budget
FY 2004-05 SCHEDULE OF APPROPRIATIONS

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Amended</u> <u>Appropriation</u>
MERC OPERATING FUND			
Operating Expenses (PS & M&S)	\$28,084,378	\$2,500,000	\$30,584,378
Debt Service	22,809	0	22,809
Interfund Transfers	3,666,545	0	3,666,545
Contingency	2,479,849	0	2,479,849
Unappropriated Balance	8,427,577	0	8,427,577
Total Fund Requirements	\$42,681,158	\$2,500,000	\$45,181,158

All Other Appropriations Remain as Previously Adopted

STAFF REPORT

AMENDING THE FY 2004-05 BUDGET AND APPROPRIATIONS SCHEDULE AND ADOPTING A SUPPLEMENTAL BUDGET FOR THE MERC OPERATING FUND FOR THE FISCAL YEAR BEGINNING JULY 2, 2004 AND ENDING JUNE 30, 2005; AND DECLARING AN EMERGENCY

Date: 04/27/2005

Prepared by: Kathy Taylor
Cynthia Hill

BACKGROUND

MERC food and beverage Revenues and Expenditures this fiscal year have been greater than the original forecasts developed during the planning process. The Convention Center has experienced the greatest increase. This is a result of several conventions generating greater attendance than expected, an increase in local events booked in the Oregon and Portland Ballrooms, and the new expanded building. Most recently, EXPO and OCC signed contracts with Nike for events during the months of May and June.

These increases in business are anticipated to generate \$2.5 million additional food and beverage revenue by June 30, 2005. Assuming a 25% margin, food and beverage contracted services will be increased \$1,875,000.

- Concession Revenue: increased business volume \$2,500,000
 - Food & Beverage Contracted Services: 75% of revenue (1,875,000)
- Gross Margin \$625,000

The \$625,000 balance will be applied to the following budgeted line items as follows:

- Personal Services: Hire audio visual sales coordinator position 1 month early 3,000
 - Fringe: original budget estimate is understated 225,000
 - Contracted Professional Services: increased business has generated additional cost 197,000
 - Maintenance & Repair Services: costs are greater than original budget estimate 200,000
- Total \$625,000

ANALYSIS/INFORMATION

1. **Known Opposition.** None
2. **Legal Antecedents.** ORS 294.480 states that notwithstanding requirements as to estimates of and limitation on expenditures, the governing body of any municipal corporation may make a supplemental budget for the fiscal year when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current budget period which requires a change in financial planning.
3. **Anticipated Effects:** Increases expenditure appropriation and approves a supplemental budget.

4. **Budget Impacts.** Recognizes \$2,500,000 in Concession Revenue and increases expenditure appropriation in the same amount (details provided in body of this staff report and in Exhibits to the Ordinance).

RECOMMENDATION

The Council President submits Ordinance No. 05-1084 for your consideration.