

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1996-97)	ORDINANCE NO. 97-696
BUDGET AND APPROPRIATIONS)	
SCHEDULE FOR THE PURPOSE OF)	
TRANSFERRING \$12,000 FROM MATERIALS)	
AND SERVICES TO CAPITAL OUTLAY IN THE)	Introduced by Mike Burton,
BUILDING MANAGEMENT FUND TO)	Executive Officer
PROVIDE FUNDS FOR MODIFICATIONS TO)	
THE METRO REGIONAL CENTER, AND)	
DECLARING AN EMERGENCY)	

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1996-97 Budget; and

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

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

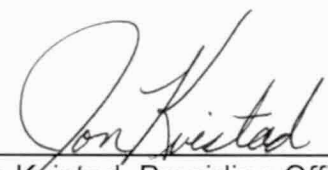
THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 1996-97 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 \$12,000 from the Building Management Fund materials and services to capital outlay for the purpose of providing funds to complete modifications to the Metro Regional Center.

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 5th day of June, 1997.



Jon Kvistad, Presiding Officer

ATTEST:



Recording Secretary

Approved as to Form:



Daniel B. Cooper, General Counsel

Exhibit A
Ordinance No. 97-696

Building Management Fund

ACCT #	DESCRIPTION	CURRENT BUDGET		Revision		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Total Personal Services		5.20	215,322	0.00	0	5.20	215,322
<u>Materials & Services</u>							
521100	Office Supplies		1,100		0		1,100
521110	Computer Software		7,000		0		7,000
521111	Computer Supplies		1,600		0		1,600
521210	Landscape Supplies		1,200		0		1,200
521220	Custodial Supplies		11,100		0		11,100
521240	Graphics/Reprographic Supplies		2,000		0		2,000
521260	Printing Supplies		0		0		0
521290	Other Supplies		3,000		0		3,000
521292	Small Tools		1,500		0		1,500
521310	Subscriptions		250		0		250
521320	Dues		430		0		430
521400	Fuels & Lubricants		0		0		0
521510	Maintenance & Repairs Supplies-Building		8,500		0		8,500
521540	Maintenance & Repairs Supplies-Equipment		0		0		0
524120	Legal Fees		0		0		0
524190	Misc Purchased Professional Services		150,000		0		150,000
525110	Utilities-Electricity		132,000		0		132,000
525120	Utilities-Water & Sewer		17,000		0		17,000
525130	Utilities-Natural Gas		4,000		0		4,000
525190	Utilities-Other		4,700		0		4,700
525200	Cleaning Services		140,000		(6,000)		134,000
525610	Maintenance & Repairs Services-Building		48,830		(4,000)		44,830
525620	Maintenance & Repairs Services-Grounds		3,700		0		3,700
525640	Maintenance & Repairs Services-Equipment		75		0		75
525690	Maintenance & Repairs Services-Other		0		0		0
525710	Rentals-Equipment		0		0		0
525720	Rentals-Land & Building		0		0		0
525731	Operating Lease Payments-Building		0		0		0
526200	Ads & Legal Notices		800		0		800
526310	Printing Services		400		0		400
526320	Typesetting and Reprographic Services		0		0		0
526440	Communications - Delivery Services		0		0		0
526410	Telephone		0		0		0
526420	Postage		0		0		0
526500	Travel		510		0		510
526700	Temporary Help Services		0		0		0
526800	Training, Tuition, Conferences		1,295		0		1,295
526900	Misc. Other Purchased Services		26,260		(2,000)		24,260
528110	License, & Permits		2,418		0		2,418
528310	Real Property Taxes		4,770		0		4,770
529500	Meetings		500		0		500
529800	Miscellaneous		0		0		0
Total Materials & Services			574,938		(12,000)		562,938

Exhibit A
Ordinance No. 97-696

Building Management Fund

FISCAL YEAR 1996-97		CURRENT BUDGET		Revision		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<u>Capital Outlay</u>							
571300	Purchases-Building, Exhibit, Related		20,000		11,000		31,000
571400	Purchased Equipment & Vehicles		0		1,000		1,000
571500	Purchases-Office Furniture & Equipment		0		0		0
574120	Architectural Services		0		0		0
574510	Construction-Other than Building		0		0		0
574570	Construction-Improvements		0		0		0
Total Capital Outlay			20,000		12,000		32,000
Total Interfund Transfers			1,481,993		0		1,481,993
Total Contingency and Unappropriated Balance			675,973		0		675,973
TOTAL REQUIREMENTS		5.20	2,968,226	0.00	0	5.20	2,968,226

Exhibit B
Ordinance No. 97-696
FY 1996-97 SCHEDULE OF APPROPRIATIONS

	Current Budget	Revision	Proposed Budget
BUILDING MANAGEMENT FUND			
Personal Services	\$215,322	0	\$215,322
Materials & Services	574,938	(12,000)	562,938
Capital Outlay	20,000	12,000	32,000
Interfund Transfers	1,481,993	0	1,481,993
Contingency	16,314	0	16,314
Unappropriated Balance	659,659	0	659,659
Total Fund Requirements	\$2,968,226		\$2,968,226

ALL OTHER APPROPRIATIONS REMAIN AS ADOPTED

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 97-696, AMENDING THE FY 1996-97 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING \$12,000 FROM MATERIALS AND SERVICES TO CAPITAL OUTLAY IN THE BUILDING MANAGEMENT FUND TO PROVIDE FUNDS FOR MODIFICATIONS TO METRO REGIONAL CENTER; AND DECLARING AN EMERGENCY.

Date: April 23, 1997

Presented by: Scott Moss

PROPOSED ACTION

The proposed transfer of funds will provide for modifications to be made to Metro Regional Center that will enable the building to be secured without the presence of a security officer. Funds are available in the Building Management Fund budget.

FACTUAL BACKGROUND AND ANALYSIS

Since its opening in 1993, the Metro Regional Center (MRC) has had a security presence every day, around the clock. In an effort to reduce costs, Administrative Services has proposed that the building be closed during certain night and weekend hours without a security presence. During those hours, access will be restricted to elected officials, department directors and emergency personnel.

The Administrative Services Department has reflected this anticipated reduction in unrestricted hours by reducing its 1997-98 budget request for contract security services by \$68,100 below the 1996-97 budgeted level. This reduction was predicated on a reduction in the number of hours MRC will be accessible to employees at night and on weekends. As a result, modifications to certain parts of the building are required to allow the building closure without any security presence. These modifications must occur prior to the end of fiscal year 1996-97 so that the change may become effective on July 1, 1997. The total cost of these changes is estimated at \$23,500. The changes include:

- Replacement of front (plaza) doors: **\$9,000**
The current doors must be replaced with ones that lock manually, instead of magnetically. Under the current system, the doors would automatically open in case of a power failure. Replacement of the doors is cheaper and more feasible than trying to retrofit them with a different locking system.
- Purchase and installation of glass-break detectors, monitors, control/communicator, keypad, and other hardware: **\$13,500**
- Security camera for south entry: **\$1,000**
- **TOTAL COST: \$23,500**

Funds are available in the Building Management Fund to complete all of the modifications, but the nature of the project requires that it be paid for from Capital Outlay and sufficient appropriations are not available in this category. There is currently \$11,500 available in Capital Outlay, which is \$12,000 less than needed to complete the project. Property Services staff projects there will be over \$15,000 in savings in Materials and Services that could be used for the project. A transfer of \$12,000 from Materials and Services to Capital Outlay will leave both expenditure categories with sufficient appropriations to complete this project and fulfill all other obligations through the rest of the fiscal year.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 97-696