

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1996-97) ORDINANCE NO. 97-699
BUDGET AND APPROPRIATIONS)
SCHEDULE BY TRANSFERRING \$10,000)
FROM PERSONAL SERVICES TO)
MATERIALS AND SERVICES IN THE MERC) Introduced by Councilor
ADMINISTRATION FUND TO PROVIDE FOR) Ruth McFarland
UNANTICIPATED TEMPORARY LABOR)
NEEDS, 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

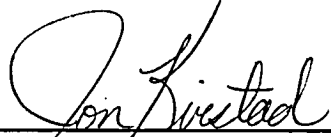
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

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 \$10,000 from the MERC Administration Fund materials and services appropriation to capital outlay for the purpose of providing funds for additional temporary help services.

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 26th day of June, 1997.




Jon Kvistad, Presiding Officer

ATTEST:



Recording Secretary

Approved as to Form:



Daniel B. Cooper, General Counsel

Exhibit A
Ordinance No. 97-699

Metro ERC Administration Fund

ACCT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	General Manager	1.00	92,090	0.00	0	1.00	92,090
	Director of Fiscal Operations	1.00	58,046	0.00	0	1.00	58,046
	Fiscal Operations Analyst	1.00	49,228	0.00	0	1.00	49,228
	Development Project Manager	0.10	6,095	0.00	0	0.10	6,095
	Systems Administrator	1.00	52,626	0.00	0	1.00	52,626
	Executive Secretary	1.00	42,153	0.00	0	1.00	42,153
	Purchasing and Systems Manager	1.00	40,196	0.00	0	1.00	40,196
511221	WAGES-REGULAR EMPLOYEES (full-time)						
	Receptionist	1.00	25,786	0.00	(10,000)	1.00	15,786
511225	WAGES-REGULAR EMPLOYEES (part-time)						
	Secretary	0.60	15,472	0.00	0	0.60	15,472
511400	OVERTIME		2,470	0.00	0		2,470
512000	FRINGE		111,407	0.00	0		111,407
Total Personal Services		7.70	495,569	0.00	(10,000)	7.70	485,569
<u>Materials & Services</u>							
521100	Office Supplies		9,340		0		9,340
521110	Computer Supplies		0		0		0
521290	Other Supplies		430		0		430
521292	Small Tools		374		0		374
521310	Subscriptions		380		0		380
521320	Dues		1,365		0		1,365
521540	Maint. & Repairs Supplies-Equipment		360		0		360
524190	Misc. Professional Services		17,800		0		17,800
525640	Maint. & Repairs Services-Equipment		27,400		0		27,400
525710	Equipment Rental		7,870		0		7,870
526200	Ads & Legal Notices		832		0		832
526310	Printing Services		4,940		0		4,940
526320	Typesetting & Reprographics		500		0		500
526410	Telephone		500		0		500
526430	Catalogues & Brochures		1,040		0		1,040
526440	Delivery Services		15,500		0		15,500
526420	Postage		3,895		0		3,895
526500	Travel		6,160		0		6,160
526700	Temporary Help Services		8,500		10,000		18,500
526800	Training, Tuition, Conferences		16,465		0		16,465
529500	Meeting Expenditures		7,000		0		7,000
529800	Miscellaneous		1,040		0		1,040
529835	External Promotions Expense		1,400		0		1,400
Total Materials & Services			133,091		10,000		143,091

Exhibit A
Ordinance No. 97-699

Metro ERC Administration Fund

ACCT #	DESCRIPTION	CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	<u>Capital Outlay</u>						
571500	Purchases-Office Furniture and Equipment		58,300		0		58,300
	Total Capital Outlay		58,300		0		58,300
	Total Contingency and Unappropriated Balance		32,643		0		32,643
	TOTAL REQUIREMENTS	7.70	719,603	0.00	0	7.70	719,603

Assumes adoption of Ordinance 97-695

Exhibit B
Ordinance No. 97-699
FY 1996-97 SCHEDULE OF APPROPRIATIONS

	Current Budget	Revision	Proposed Budget
METRO ERC ADMINISTRATION FUND *			
Personal Services	\$495,569	(\$10,000)	\$485,569
Materials & Services	133,091	10,000	143,091
Capital Outlay	58,300	0	58,300
Contingency	32,643	0	32,643
Total Fund Requirements	\$719,603	\$0	\$719,603

* Assumes adoption of Ordinance No. 97-695

ALL OTHER APPROPRIATIONS REMAIN AS ADOPTED

METROPOLITAN EXPOSITION RECREATION COMMISSION
Resolution 97-19

Authorizing a budget amendment to the FY 1996-97 Amended Budget for the MERC Administration Fund related to anticipated over-expenditure of Materials & Services expenditures.

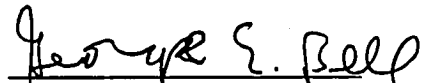
The Metropolitan Exposition Recreation Commission finds that the following budget amendment is necessary:

	<u>Amended Budget</u>	<u>Amendment</u>	<u>Revised Budget</u>
Personal Services	495,569	(10,000)	485,596
Materials & Services	156,591	10,000	166,591

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission here-by approves the above budget amendment and submits it to the Metro Council under the Metro Code applicable to FY 1996-97.

Passed by the Commission on April 9, 1997.


Chair


Secretary-Treasurer

Approved as to Form:
Daniel B. Cooper, General Counsel

By: 
Kathleen Pool, Assistant Counsel

MERC STAFF REPORT

Agenda Item/Issue: Approval of amendment to the FY 1996-97 budget for the MERC Administration Fund

Resolution No. 97-19

Date: April 3, 1997

Presented by: Norman Kraft

Background and Analysis: This \$10,000 budget amendment is anticipated to be necessary to prevent an over-expenditure of Materials & Services appropriations by year-end. MERC Administration has not exceeded their appropriations yet, however there are several items that will occur later which may create an over-expenditure. However time is against us and we will not have the opportunity to correct over-expenditures later in the fiscal year. The detail of the items which could create the over-expenditure follow:

- The Secretary/Receptionist position has not been filled and actual hiring is now projected to be late April or May. These duties include phone coverage for the office, back-up to the Executive Secretary, assistance to the Purchasing Manager for data collection and processing, data assembly and processing for the Accounting Staff and other duties as required to keep the office running smoothly. The necessary work and duties of this position has been provided through the usage of Temporary Labor personnel. Due to the delay in hiring, expenditures will exceed this line-item by approximately \$10,000.
- The Compensation Study is nearing its completion. However it is anticipated that further services of the contractor will be utilized to implement some or all of the corrections and changes that the Commission approves out of the report. The estimated costs for this additional work by contract could be up to \$11,000.
- A Memorandum of Understanding with Metro's Administrative Services Department has been issued regarding FY 1997-98 Support Service charges. This agreement will continue MERC's participation in Metro's accounting system which is in the process of implementing a new system. Our understanding is that this new system will require changes in our procedures and process in several areas plus the required training in this system will not begin until June. This implementation may create costs and changes in our services that we can not predict which are in addition to several other changes that MERC Administration will be incurring in the same time frame.

MERC Administration has sufficient budgetary reserves in Materials & Services to accommodate one unanticipated expense of \$10,000 but not \$20,000. An explanation of the specific appropriation transfer of \$10,000 from Personal Services to Temporary Labor is contained in the above issues.

Fiscal Impact: The movement of \$10,000 of Personal Services appropriations to Materials & Services has no impact on the total appropriations. It is necessary to move this appropriation to avoid potential over-expenditure of budget, which is a violation of Oregon Budget Law.

MERC STAF REPORT
Resolution 97-19
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	<u>Balance</u> <u>Prior to Change</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>Adjusted</u>
<u>Expenditures</u>				
Personal Services:	495,569	0	(10,000)	485,569
Wages-Reg. Full-Time	25,786	0	(10,000)	15,786
Materials & Services:	156,591	10,000	0	166,591
Temporary Labor	8,500	10,000	0	18,500

Recommendation: Staff recommends that the Commission approve the revised and amended FY 1996-1997 Budget for the MERC Administration Fund

STAFF REPORT

CONSIDERATION OF ORDINANCE 97-699 AMENDING THE FY 1996-97 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$10,000 FROM PERSONAL SERVICES TO MATERIALS AND SERVICES IN THE MERC ADMINISTRATION FUND TO PROVIDE FOR UNANTICIPATED TEMPORARY LABOR NEEDS, AND DECLARING AN EMERGENCY.

Date: May 2, 1997

Presented by: Mark Williams

FACTUAL BACKGROUND AND ANALYSIS

The Metropolitan Exposition-Recreation Commission (MERC) passed Resolution No. 97-19 authorizing adjustments to the budget appropriations of the MERC Administration Fund. The resolution is attached for reference.

This budget adjustment moves appropriations from the personal services portion of the budget to materials and services. The adjustment is necessary due to changes in staff and a delay in the hiring of full time staff. This delay in hiring full time staff has required the use of temporary labor. The increase in expenditure in materials and services creates the possibility that this portion of the budget would exceed appropriations. If, at the end of the fiscal year, this budget were found to be over appropriations, it would be a violation of Oregon Budget Law.

The action requested of the Council prevents this violation.

FISCAL IMPACT

The requested budget adjustment of \$10,000 is reflected below:

	<u>Current Budget</u>	<u>Adjustment</u>	<u>Revised Budget</u>
MERC Administration Fund			
Personal Services	\$495,569	(10,000)	\$485,569
Materials & Services	133,091	10,000	143,091
Capital Outlay	58,300		58,300
Contingency	32,643		32,643
Total Fund Expenditures	\$719,603	0	\$719,603

These adjustments assume adoption of Ordinance 97-695.