

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>
<u>2006-07 Adopted Budget</u>					
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
 <u>Amendment # 1 2007-08 FY:</u>					
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