

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1993-)
94 BUDGET AND APPROPRIATIONS)
SCHEDULE TO FUND INCREASED CIVIC)
STADIUM PERSONAL SERVICES AND)
MATERIAL AND SERVICES)
REQUIREMENTS FOR THE PROMISE)
KEEPERS EVENT, AND DECLARE AN)
EMERGENCY)

ORDINANCE NO. 94-558

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1993-94 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 HEREBY ORDAINS:

1. That Ordinance No. 93-487A, Exhibit B, FY 1993-94 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purposes transferring \$120,000 from the Spectator Facilities Fund Contingency to the Civic Stadium Personal Services and Materials & Services to fund increased requirements related to the Promise Keepers event.

2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.


3. That Council gives its unanimous consent that this Ordinance be adopted notwithstanding the requirements of section 37(1) of the Charter because it is necessary to provide for Council consideration and adoption in order to make adjustments to the budget before the end of the fiscal year.

ADOPTED by the Metro Council this 23rd day of June, 1994.



Judy Wyers, Presiding Officer

ATTEST:



Clerk of the Council

kr:ord93-94:civic:ORD.DOC
June 23, 1994

**Exhibit A
Ordinance No. 94-558**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SPECTATOR FACILITIES FUND:Civic Stadium Operations							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Stadium Director	1.00	54,239		0	1.00	54,239
	Set-up Supervisor	0.60	21,929		0	0.60	21,929
	Ticker Service Supervisor II	1.00	28,437		0	1.00	28,437
	Senior Event Coordinator	1.00	34,103		0	1.00	34,103
	Maintenance Operation Supervisor	1.00	37,591		0	1.00	37,591
	Box Office Manager	1.00	30,963		0	1.00	30,963
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Utility Lead	2.00	53,944		0	2.00	53,944
	Security Agent	0.70	17,009		0	0.70	17,009
	Secretary	0.70	15,572		0	0.70	15,572
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Stagehands/Utility	0.80	23,755		0	0.80	23,755
	Security/Medical	1.64	36,595		0	1.64	36,595
	Ushers/Gatemen	1.94	26,927	1.30	18,000	3.24	44,927
	Ticket Services	1.85	25,827		0	1.85	25,827
	Merchandising Vendors	0.50	11,736		0	0.50	11,736
	Scoreboard	0.05	1,040		0	0.05	1,040
	Clerical/Receptionist	0.10	2,500		0	0.10	2,500
511400	OVERTIME		3,899		0		3,899
512000	FRINGE		150,136		2,000		152,136
Total Personal Services		15.88	576,202	1.30	20,000	17.18	596,202
<u>Materials & Services</u>							
521100	Office Supplies		2,600		0		2,600
521290	Other Supplies		12,700		0		12,700
521292	Small Tools		825		0		825
521310	Subscriptions		600		0		600
521320	Dues		260		0		260
521400	Fuels & Lubricants		1,480		0		1,480
521510	Maint & Repair Supplies-Buildings		11,330		0		11,330
521540	Maint & Repair Supplies-Equipment		3,090		0		3,090
521541	Maint & Repair Supplies-Show		1,580		0		1,580
524130	Promotion/Public Relations		26,440		0		26,440
524190	Misc professional services		3,545		0		3,545
525110	Utilities-Electricity		78,475		0		78,475
525120	Utilities-Water and Sewer		14,520		0		14,520
525150	Utilities-Sanitation Services		13,000		0		13,000
525610	Maintenance & Repair Services-Building		4,615		0		4,615
525640	Maintenance & Repair Services-Equipment		6,900		0		6,900
525710	Equipment Rental		5,220		0		5,220
526310	Printing Services		5,050		0		5,050
526320	Typesetting & Reprographic		550		0		550
526410	Telephone		6,800		0		6,800
526420	Postage		400		0		400
526430	Catalogues & Brochures		350		0		350
526440	Delivery Services		565		0		565
526500	Travel		5,000		0		5,000
526690	Concession/Catering Contract		650,165		100,000		750,165
526700	Temporary Help Services		63,500		0		63,500
526800	Training, Tuition, Conferences		1,725		0		1,725
526910	Uniforms and Cleaning		2,650		0		2,650
528100	Licenses, Permits & Pymts to Agencies		770		0		770
529500	Meetings Expense		500		0		500

**Exhibit A
Ordinance No. 94-558**

FISCAL YEAR 1993-94		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SPECTATOR FACILITIES FUND:Civic Stadium Operations							
529800	Miscellaneous		1,020		0		1,020
529835	External Promotion Expense		200		0		200
Total Materials & Services			926,425		100,000		1,026,425
Total Capital Outlay			183,660		0		183,660
TOTAL EXPENDITURES		15.88	1,686,287	1.30	120,000	17.18	1,806,287

SPECTATOR FACILITIES FUND:General Expenses

Total Interfund Transfers			675,517		0		675,517
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		262,677		(120,000)		142,677
599990	Unappropriated Balance		1,840,527		0		1,840,527
Total Contingency and Un. Balance			2,103,204		(120,000)		1,983,204
TOTAL EXPENDITURES		124.85	8,931,841	1.30	0	126.15	8,931,841

**Exhibit B
Schedule of Appropriations
Ordinance No. 94-558**

	Current Appropriation	Revision	Proposed Appropriation
SPECTATOR FACILITIES OPERATING FUND			
Civic Stadium			
Personal Services	576,202	20,000	596,202
Materials & Services	926,425	100,000	1,026,425
Capital Outlay	183,660	0	183,660
Subtotal	1,686,287	120,000	1,806,287
Performing Arts Center			
Personal Services	3,389,118	0	3,389,118
Materials & Services	897,715	0	897,715
Capital Outlay	180,000	0	180,000
Subtotal	4,466,833	0	4,466,833
General Expenses			
Interfund Transfers	675,517	0	675,517
Contingency	262,677	(120,000)	142,677
Subtotal	938,194	(120,000)	818,194
Unappropriated Balance	1,840,527	0	1,840,527
Total Fund Requirements	8,931,841	0	8,931,841

All Other Appropriations Remain As Previously Adopted

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 94-558 AMENDING THE FY 1993-94 BUDGET AND APPROPRIATIONS SCHEDULE TO FUND INCREASED CIVIC STADIUM PERSONAL SERVICES AND MATERIALS & SERVICES REQUIREMENTS FOR THE PROMISE KEEPERS EVENT, AND DECLARE AN EMERGENCY

Date: June 23, 1994

Presented by: Pat LaCrosse

BACKGROUND AND ANALYSIS

In May, 1994, the Council adopted Ordinance No. 94-544A, revising various MERC funds to reflect operating needs. At that time, MERC staff worked with the various event promoters, including the Promise Keepers, to determine what staffing and operating needs would be required to service the events. Subsequent to that amendment and, in fact, only as recently as the week prior to the Promise Keepers event on June 18, 1994, the event promoter substantially increased their required part-time employee use. MERC's first concern was to properly service the event. However, in doing so, an over-expenditure of the Civic Stadium's personal services budget has resulted. In addition, resulting from the significant increase in attendance at the event, the Stadium has realized a substantial increase in concessions revenues and expenses. The facility requires an increase in materials & services appropriation of approximately \$100,000 to cover the additional expenses. The personal services expenditures are reimbursed labor, and revenues from the event have been received to sufficiently cover these costs.

The circumstances for the expenditure in excess of appropriation were unavoidable. If no formal budget action is taken by Council, to correct the situation, the over-expenditure will remain and will be an audit comment in Metro's FY 1993-94 financial audit report. Unfortunately, there is insufficient time to process a budget ordinance through the normal procedure prior to the end of the fiscal year.

This action provides the appropriation authority necessary to properly fund the Civic Stadium's personal services and materials & services requirements. It includes two emergency clauses allowing for the suspension of rules and immediate adoption of the ordinance prior to the end of the fiscal year. This ordinance requires the unanimous approval of all Councilors present, with a minimum of nine present.

EXECUTIVE OFFICERS RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 93-558.



METRO

Date: June 22, 1994

To: Council Finance Committee

From: Kathy Rutkowski, ^{PR} Principal Administrative Services Analyst

Re: FY 1993-94 CIVIC STADIUM BUDGET

The Civic Stadium has incurred an expenditure in excess of its personal services appropriation for the FY 1993-94 budget. The reason for the over-expenditure is explained in the attached memo from Heather Teed, Director of MERC Fiscal Operations. The circumstances of the over-expenditure appear to have been unavoidable. If no formal budget action is taken by the Council to correct this situation, the expenditure in excess of appropriation will remain and will become an audit comment in Metro's FY 1993-94 annual financial audit. To correct the over-expenditure, a double emergency budget ordinance will need to be adopted at the Council meeting on Thursday, June 23, 1994. The budget ordinance will include two emergency clauses -- one to allow the ordinance to become effective prior to the end of the fiscal year, and the second to waive the requirements regarding notice and two public hearings. The ordinance would require the unanimous approval of all present at the Council meeting, with a minimum of nine Councilors present.

If it is the decision of the Council Finance Committee to proceed to the Council with this action, a budget ordinance will be prepared by the Financial Planning division for presentation at tomorrow's Council meeting.

Attachment

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 6/22/94 1:50 PM



METROPOLITAN EXPOSITION-RECREATION COMMISSION

Date: June 22, 1994
To: Craig Prosser, Kathy Rutkowski, FMI
From: Heather Teed, Director of Fiscal Operations *Heather*
Subject: Civic Stadium FY 93-94 Budget

It has been brought to my attention that the Civic Stadium has over-expended their Personal Services budget appropriation.

This over-expenditure occurred due to one recent event--Promise Keepers. At the time we prepared a budget adjustment for FY 93-94, we based our numbers on the information provided by the event regarding their staffing requirements. Since that time and, in fact, only as recently as the week prior to this event which occurred June 18, the Promise Keeper event increased their required part-time employee use. As a result, we anticipate the over-expenditure to the Personal Services budget for part-time employees to be approximately \$20,000.

Please realize that our first concern was to service the event properly. However, in doing so, it resulted in an over-expenditure of the Personal Services budget. It is also important to note that this amount is mainly reimbursed labor. In other words, we have revenue to cover these additional costs.

I would appreciate your assistance in rectifying this situation prior to year-end. We would like to take the \$20,000 out of contingency. Thank you for your help.

cc: Pat LaCrosse
Candy Cavanagh
Norm Kraft
Casey Short

**Exhibit B
Schedule of Appropriations
Ordinance No. 94-558**

	Current Appropriation	Revision	Proposed Appropriation
SPECTATOR FACILITIES OPERATING FUND			
Civic Stadium			
Personal Services	576,202	20,000	596,202
Materials & Services	926,425	0	926,425
Capital Outlay	183,660	0	183,660
Subtotal	1,686,287	20,000	1,706,287
Performing Arts Center			
Personal Services	3,389,118	0	3,389,118
Materials & Services	897,715	0	897,715
Capital Outlay	180,000	0	180,000
Subtotal	4,466,833	0	4,466,833
General Expenses			
Interfund Transfers	675,517	0	675,517
Contingency	262,677	(20,000)	242,677
Subtotal	938,194	(20,000)	918,194
Unappropriated Balance	1,840,527	0	1,840,527
Total Fund Requirements	8,931,841	0	8,931,841

All Other Appropriations Remain As Previously Adopted

**Exhibit A
Ordinance No. 94-558**

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	Scoreboard	0.05	1,040		0	0.05	1,040
	Clerical/Receptionist	0.10	2,500		0	0.10	2,500
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Total Materials & Services			926,425		0		926,425
Total Capital Outlay			183,660		0		183,660
TOTAL EXPENDITURES		15.88	1,686,287	1.30	20,000	17.18	1,706,287

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Total Contingency and Un. Balance			2,103,204		(20,000)		2,083,204
TOTAL EXPENDITURES		124.85	8,931,841	1.30	0	126.15	8,931,841

ADOPTED by the Metro Council this _____ day of _____, 1994.

Judy Wyers, Presiding Officer

ATTEST:

Clerk of the Council

kr:ord93-94:civic:ORD.DOC
June 23, 1994



METRO

DATE: June 24, 1994
TO: Rena Cusma, Executive Officer
FROM: Paulette Allen, Clerk of the Council
RE: TRANSMITTAL OF ORDINANCE NOS. 94-547, 94-548, 94-550, 94-522B,
94-552 and 94-558.

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on June 23, 1994.

If you wish to veto any of the ordinances referenced above, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, June 30, 1994. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, these ordinances will be considered finally adopted.

Please note that Ordinance No. 94-522B is not signed and is pending Presiding Officer Wyers' signature, but that the document provided is the true copy of what the Council adopted. Thank you.

I, Unette Worley, received this memo and true copies of Ordinance Nos. 94-547, 94-548, 94-550, 94-522B, 94-552 and 94-558 from the Clerk of the Council on June 24, 1994.