

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE)	ORDINANCE NO. 91-398A
NO. 90-340A REVISING THE FY)	
1990-91 BUDGET AND)	Introduced by Rena Cusma,
APPROPRIATIONS SCHEDULE FOR THE)	Executive Officer
PURPOSE OF FUNDING DUE)	
DILIGENCE COSTS RELATED TO THE)	
METRO HEADQUARTERS RELOCATION)	
PROJECT)	

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to transfer appropriations within the FY 1990-91 Budget; and

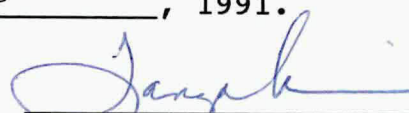
WHEREAS, The need for a transfer of appropriation has been justified; and

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

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That Ordinance No. 90-340A, Exhibit B, FY 1990-91 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 purpose of transferring \$30,000 from the Building Management Fund Contingency and \$80,000 from Capital Outlay to fund due diligence costs related the Metro Headquarters relocation project.

ADOPTED by the Council of the Metropolitan Service District this 13th day of June, 1991.


Tanya Collier, Presiding Officer

ATTEST:


Clerk of the Council

FINANCE COMMITTEE REPORT

ORDINANCE NO. 91-398A, AMENDING THE FY 90-91 BUDGET AND
APPROPRIATION SCHEDULE TO FUND DUE DILIGENCE COSTS RELATED
TO THE METRO HEADQUARTERS RELOCATION PROJECT

Date: June 10, 1991

Presented by: Councilor Hansen

COMMITTEE RECOMMENDATION: At its June 6, 1991 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 91-398 as amended. All Committee members were present and voting.

COMMITTEE DISCUSSION / ISSUES: Jennifer Sims, Director of Finance and Management Information presented the staff report. She pointed out the ordinance requests transfer of \$20,000 from the Building Fund Contingency and \$80,000 from the Capital Outlay to the Miscellaneous Professional Services line item in the Building Fund Materials and Services category. The purpose of the transfer is to properly budget and account for expenditures already incurred on due diligence costs for the Sears facility project.

Ms. Sims introduced a proposed amendment which would authorize an additional \$10,000 of expenses for the Sears project (see Attachment 1 to this Committee Report). Ms. Sims indicated recent discussions between Metro staff and potential developer have rekindled interest in pursuing the Sears project. Ms. Sims indicated that additional fund would not be spent towards this project until the Council agrees to proceed further. She indicated a meeting of the Relocation Task Force has been set for Friday, June 7, 1991 to review this matter.

EXHIBIT A
ORDINANCE NO. 91-398A

FISCAL YEAR 1990-91		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT FUND: Metro Center Management							
	Total Personal Services	2.10	83,279	0.00	0	2.10	83,279
	Materials & Services						
521100	Office Supplies		300		0		300
521110	Computer Software		350		0		350
521220	Custodial Supplies		10,520		0		10,520
521240	Graphics/Reprographic Supplies		1,000		0		1,000
521290	Other Supplies		600		0		600
521292	Small Tools		500		0		500
521320	Dues		175		0		175
521510	Maintenance & Repairs Supplies-Building		2,000		0		2,000
524190	Misc. Professional Services		28,536		110,000		138,536
525110	Utilities-Electricity		88,833		0		88,833
525120	Utilities-Water & Sewer		3,566		0		3,566
525130	Utilities-Natural Gas		25,895		0		25,895
525190	Utilities-Other		4,245		0		4,245
525200	Cleaning Services		38,114		0		38,114
525610	Maintenance & Repairs Services-Building		29,175		0		29,175
525620	Maintenance & Repairs Services-Grounds		4,495		0		4,495
525640	Maintenance & Repairs Services-Equipment		100		0		100
525690	Maintenance & Repairs Services-Other		40,000		0		40,000
525731	Operating Lease Payments-Building		239,086		0		239,086
526200	Ads & Legal Notices		1,050		0		1,050
526500	Travel		500		0		500
526700	Temporary Help Services		1,380		0		1,380
526800	Training, Tuition, Conferences		1,000		0		1,000
528100	License, Permits, Payments to Other Agencies		250		0		250
528310	Real Property Taxes		16,600		0		16,600
529500	Meetings		100		0		100
529800	Miscellaneous		50		0		50
	Total Materials & Services		538,420		110,000		648,420
	Capital Outlay						
574570	Construction Work/Materials-Leasehold Imp.		110,000		(80,000)		30,000
	Total Capital Outlay		110,000		(80,000)		30,000
	TOTAL EXPENDITURES	2.10	731,699	0.00	30,000	2.10	761,699

EXHIBIT A
ORDINANCE NO. 91-398A

FISCAL YEAR 1990-91		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT FUND:General Expenses							
Contingency and Unappropriated Balance							
599999	Contingency						
	Metro Center Management		50,000		(30,000)		20,000
	Metro Headquarters Project		4,878,565				4,878,565
599990	Unappropriated Balance						
	Metro Center Management		25,000				25,000
	Metro Headquarters Project		2,321,157				2,321,157
Total Contingency and Unappropriated Balance			7,274,722		(30,000)		7,244,722
TOTAL EXPENDITURES		3.30	13,826,387	0.00	0	3.30	13,826,387

EXHIBIT B
 ORDINANCE NO. 91-398A
 SCHEDULE OF APPROPRIATIONS

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr style="border-top: 1px dashed black;"/>			
BUILDING MANAGEMENT FUND			
<hr style="border-top: 1px dashed black;"/>			
Metro Center Management Account			
Personal Services	83,279	0	83,279
Materials & Services	538,420	110,000	648,420
Capital Outlay	110,000	(80,000)	30,000
Subtotal	<hr style="border-top: 1px dashed black;"/> 731,699	<hr style="border-top: 1px dashed black;"/> 30,000	<hr style="border-top: 1px dashed black;"/> 761,699
Metro Headquarters Project			
Personal Services	62,966	0	62,966
Materials & Services	527,000	0	527,000
Capital Outlay	5,230,000	0	5,230,000
Subtotal	<hr style="border-top: 1px dashed black;"/> 5,819,966	<hr style="border-top: 1px dashed black;"/> 0	<hr style="border-top: 1px dashed black;"/> 5,819,966
General Expenses			
Contingency	4,928,565	(30,000)	4,898,565
Unappropriated Balance	2,346,157	0	2,346,157
Subtotal	<hr style="border-top: 1px dashed black;"/> 7,274,722	<hr style="border-top: 1px dashed black;"/> (30,000)	<hr style="border-top: 1px dashed black;"/> 7,244,722
Total Building Management Fund Requirements	13,826,387	0	13,826,387

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 91-398 AMENDING ORDINANCE NO.
90-340A REVISING THE FY 1990-91 BUDGET AND APPROPRIATIONS
SCHEDULE FOR THE PURPOSE OF FUNDING DUE DILIGENCE COSTS
RELATED TO THE METRO HEADQUARTERS RELOCATION PROJECT

Date: May 13, 1991

Presented by: Jennifer Sims
Neil Saling

FACTUAL BACKGROUND AND ANALYSIS

On October 11, 1990, the Council agreed to proceed with the purchase of the Sears facility as Metro's new office headquarters. The agency entered into a due diligence period which extended through April 30, 1991. During the due diligence period accurate cost and revenue data were compiled and means for reducing the potential risks were evaluated. During this period, several outside consultants were utilized to develop financial, engineering, construction and leasing alternative reports. The recommendation of the Relocation Task Force was to not pursue the purchase of the Sears Facility under the existing purchase agreement.

Costs associated with the due diligence period were to be either funded through the financing secured for the purchase of the facility or by the existing Building Management Fund if outside financing was not secured. The total project costs are identified in Attachment A to this staff report. These costs will be funded through a combination of savings in existing appropriation and a transfer from Contingency.

This action requests the transfer of \$20,000 from the Building Management Fund Contingency and \$80,000 from Capital Outlay to the Miscellaneous Professional Services line item in Materials & Services.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance 91-398, transferring \$20,000 from the Building Management Fund Contingency and \$80,000 from Capital Outlay to fund due diligence costs related to the Metro Headquarters relocation project.

ATTACHMENT A
Metro Relocation Project
Sears Facility Due Diligence Period

Office Supplies	\$	114.40
Subscriptions		134.00
Legal Fees		1,551.45
Professional Services		139,475.21
Printing Services		68.75
Typesetting Services		17.30
Meetings		<u>68.11</u>
TOTAL		\$141,429.22



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503-221-1646

Memorandum

ATTACHMENT 1

(Fin. Comm. Report/Ord. #91-398A)

TO Jennifer Sims
FROM Berit Stevenson *Berit*
DATE June 4, 1991
RE Budget Adjustment

As a result of the recent decision by the Metro Headquarters team to pursue the proposed development of the Sears Project, I believe a budget adjustment will be necessary for expenses incurred through June 30, 1991. I expect that we will be amending our current contract with BOOR/A to complete the Sears concept drawings. The amount of expense incurred through June 30, 1991 should be \$10,000. I understand that you will make a request for a budget adjustment to allocate this amount from contingency to the Regional Facilities, Headquarters Project.

c: Neil Saling

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
90-340A REVISING THE FY 1990-91)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE OF FUNDING DUE)
DILIGENCE COSTS RELATED TO THE)
METRO HEADQUARTERS RELOCATION)
PROJECT)

ORDINANCE NO. 91-398

Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to transfer appropriations within the FY 1990-91 Budget; and

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

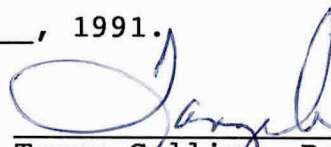
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That Ordinance No. 90-340A, Exhibit B, FY 1990-91 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 purpose of transferring \$20,000 from the Building Management Fund Contingency and \$80,000 from Capital Outlay to fund due diligence costs related to the Metro Headquarters relocation project.


ADOPTED by the Council of the Metropolitan Service District this

13th day of June, 1991.



Tanya Collier, Presiding Officer

ATTEST:


Clerk of the Council

See "A" version.

EXHIBIT A
ORDINANCE NO. 91-398

FISCAL YEAR 1990-91		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT FUND:Metro Center Management							
	Total Personal Services	2.10	83,279	0.00	0	2.10	83,279
	Materials & Services						
521100	Office Supplies		300		0		300
521110	Computer Software		350		0		350
521220	Custodial Supplies		10,520		0		10,520
521240	Graphics/Reprographic Supplies		1,000		0		1,000
521290	Other Supplies		600		0		600
521292	Small Tools		500		0		500
521320	Dues		175		0		175
521510	Maintenance & Repairs Supplies-Building		2,000		0		2,000
524190	Misc. Professional Services		28,536		100,000		128,536
525110	Utilities-Electricity		88,833		0		88,833
525120	Utilities-Water & Sewer		3,566		0		3,566
525130	Utilities-Natural Gas		25,895		0		25,895
525190	Utilities-Other		4,245		0		4,245
525200	Cleaning Services		38,114		0		38,114
525610	Maintenance & Repairs Services-Building		29,175		0		29,175
525620	Maintenance & Repairs Services-Grounds		4,495		0		4,495
525640	Maintenance & Repairs Services-Equipment		100		0		100
525690	Maintenance & Repairs Services-Other		40,000		0		40,000
525731	Operating Lease Payments-Building		239,086		0		239,086
526200	Ads & Legal Notices		1,050		0		1,050
526500	Travel		500		0		500
526700	Temporary Help Services		1,380		0		1,380
526800	Training, Tuition, Conferences		1,000		0		1,000
528100	License, Permits, Payments to Other Agencies		250		0		250
528310	Real Property Taxes		16,600		0		16,600
529500	Meetings		100		0		100
529800	Miscellaneous		50		0		50
	Total Materials & Services		538,420		100,000		638,420
	Capital Outlay						
574570	Construction Work/Materials-Leasehold Imp.		110,000		(80,000)		30,000
	Total Capital Outlay		110,000		(80,000)		30,000
	TOTAL EXPENDITURES	2.10	731,699	0.00	20,000	2.10	751,699

EXHIBIT A
ORDINANCE NO. 91-398

FISCAL YEAR 1990-91		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MANAGEMENT FUND:General Expenses							
Contingency and Unappropriated Balance							
599999	Contingency						
	Metro Center Management		50,000		(20,000)		30,000
	Metro Headquarters Project		4,878,565				4,878,565
599990	Unappropriated Balance						
	Metro Center Management		25,000				25,000
	Metro Headquarters Project		2,321,157				2,321,157
Total Contingency and Unappropriated Balance			7,274,722		(20,000)		7,254,722
TOTAL EXPENDITURES		3.30	13,826,387	0.00	0	3.30	13,826,387

EXHIBIT B
ORDINANCE NO. 91-398
SCHEDULE OF APPROPRIATIONS

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
<hr style="border-top: 1px dashed black;"/>			
BUILDING MANAGEMENT FUND			
<hr style="border-top: 1px dashed black;"/>			
Metro Center Management Account			
Personal Services	83,279	0	83,279
Materials & Services	538,420	100,000	638,420
Capital Outlay	110,000	(80,000)	30,000
	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>
Subtotal	731,699	20,000	751,699
Metro Headquarters Project			
Personal Services	62,966	0	62,966
Materials & Services	527,000	0	527,000
Capital Outlay	5,230,000	0	5,230,000
	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>
Subtotal	5,819,966	0	5,819,966
General Expenses			
Contingency	4,928,565	(20,000)	4,908,565
Unappropriated Balance	2,346,157	0	2,346,157
	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>
Subtotal	7,274,722	(20,000)	7,254,722
Total Building Management Fund Requirements	13,826,387	0	13,826,387

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

DATE: June 18, 1991

TO: Rena Cusma, Executive Officer

FROM: Paulette Allen, Clerk of the Council *PA*

RE: TRANSMITTAL OF ORDINANCE NOS. 91-398, 91-399, 91-400A, 91-401, 91-402, 91-403, 91-404, and 91-405A

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on June 13, 1991.

If you wish to veto any of the above ordinances, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, June 20, 1991. 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.

I, *Kathleen Donaldson*, received this memo and true copies of Ordinance Nos. 91-398, 91-399, 91-400A, 91-401, 91-402, 91-403, 91-404, and 91-405A from the Clerk of the Council on June 18, 1991.

Date: *6/18/91*

ORD.MEM