

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE)
NO. 91-390A REVISING THE FY 1991-92)
BUDGET AND APPROPRIATIONS)
SCHEDULE FOR THE PURPOSE OF)
TRANSFERRING APPROPRIATIONS)
WITHIN THE OREGON CONVENTION)
CENTER OPERATING FUND AND)
SPECTATOR FACILITIES OPERATING)
FUND FOR INCREASED METRO ERC)
OPERATIONS)

ORDINANCE NO. 92-458

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 1991-92 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:

1. That Ordinance No. 91-390A, Exhibit B, FY 1991-92 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 appropriations within the Oregon Convention Center and Spectator Facilities Operating funds for increased Metro ERC operations.

2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Council of the Metropolitan Service District this 11th day of

June, 1992.



Jim Gardner, Presiding Officer

ATTEST:



Clerk of the Council

EXHIBIT A
ORDINANCE NO. 92-458

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT

OREGON CONVENTION CENTER OPERATING FUND

Personal Services

511221	SALARIES-REGULAR EMPLOYEES (full time)						
	Manager Sales/Marketing	1.00	38,528	0	1.00	38,528	
	Sales Associate	1.00	30,380	0	1.00	30,380	
	Convention Center Manager	1.00	65,000	0	1.00	65,000	
	Event Coordinator	3.00	75,083	(10,400)	3.00	64,683	
	Event Manager	1.00	34,932	0	1.00	34,932	
	Maintenance Section Superintendent	1.00	38,670	0	1.00	38,670	
	Electrician	1.00	33,345	0	1.00	33,345	
	Operating Engineer	3.00	95,274	(8,000)	3.00	87,274	
	Utility Technician	2.00	57,626	0	2.00	57,626	
	Lead Engineer	1.00	33,345	0	1.00	33,345	
	Sound/Audio Visual Technician	1.00	26,246	0	1.00	26,246	
	Operations Supervisor	2.00	52,492	0	2.00	52,492	
	Telephone System Coordinator	1.00	30,380	0	1.00	30,380	
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	22,761	0	1.00	22,761	
	Operations Secretary	1.00	19,807	0	1.00	19,807	
	Sales/Marketing Secretary	1.00	20,066	0	1.00	20,066	
	Event Services Secretary	1.00	22,008	0	1.00	22,008	
	Bookkeeper	1.00	20,765	0	1.00	20,765	
	Clerical/Receptionist	3.00	56,828	(12,700)	3.00	44,128	
	Maintenance/Utility Lead	21.00	392,422	(48,100)	21.00	344,322	
	Security Watch staff	8.00	141,436	(13,200)	8.00	128,236	
	Security Supervisor	1.00	22,843	(7,600)	1.00	15,243	
	Utility Maintenance	2.00	40,987	0	2.00	40,987	
	Utility-Grounds	3.00	60,447	(20,000)	3.00	40,447	
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Secretary/Receptionist	1.06	18,326	0	1.06	18,326	
	Operations Workers	5.07	77,512	(10,000)	5.07	67,512	
	Facility Security	8.11	155,524	(55,000)	8.11	100,524	
	Ticket Sellers	1.06	18,759	0	1.06	18,759	
	Gate Attendant	4.09	66,685	(15,000)	4.09	51,685	
	Message Center Operators	1.22	17,591	0	1.22	17,591	
511400	OVERTIME		48,462			48,462	
512000	FRINGE		704,862	(200,000)		504,862	

Total Personal Services	82.61	2,539,392	0.00	(400,000)	82.61	2,139,392
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Materials & Services

521100	Office Supplies		15,800	0		15,800
521290	Other Supplies		65,100	0		65,100
521292	Small Tools		8,086	0		8,086
521310	Subscriptions		215	0		215
521320	Dues		5,360	0		5,360
521400	Fuels & Lubricants		3,500	0		3,500
524120	Legal Fees		3,000	0		3,000
524130	Promotion/Public Relations		87,987	0		87,987
524190	Misc. Professional Services		1,113,415	0		1,113,415
525110	Utilities-Electricity		384,000	0		384,000

EXHIBIT A
ORDINANCE NO. 92-458

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
OREGON CONVENTION CENTER OPERATING FUND (continued)							
525120	Utilities-Water and Sewer		51,000		0		51,000
525130	Utilities-Natural Gas		33,000		0		33,000
525190	Utilities-Other		40,500		0		40,500
525610	Maintenance & Repair Services-Building		63,500		0		63,500
525640	Maintenance & Repair Services-Equipment		47,500		0		47,500
525710	Equipment Rental		10,000		0		10,000
526310	Printing Services		60,700		0		60,700
526320	Typesetting and Reprographics		11,300		0		11,300
526410	Telephone		102,000		0		102,000
526420	Postage		22,220		0		22,220
526500	Travel		31,091		0		31,091
526690	Concession/Catering Contract		1,211,067		700,000		1,911,067
526691	Parking Contract		44,925		0		44,925
526700	Temporary Help Services		5,500		0		5,500
526800	Training, Tuition, Conferences		10,734		0		10,734
526910	Uniforms and Cleaning		12,500		0		12,500
529800	Miscellaneous		9,500		0		9,500
529835	External Promotion Expenses		20,200		0		20,200
Total Materials & Services			3,473,700		700,000		4,173,700
Total Capital Outlay			102,000		0		102,000
Total Interfund Transfers			753,052		0		753,052
Contingency and Unappropriated Balance							
599999	Contingency		300,000		(300,000)		0
599990	Unappropriated Balance		1,577,353		0		1,577,353
Total Contingency and Unapp. Balance			1,877,353		(300,000)		1,577,353
TOTAL EXPENDITURES		82.61	8,745,497	0.00	0	82.61	8,745,497

**EXHIBIT A
ORDINANCE NO. 92-458**

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SPECTATOR FACILITIES: Memorial Coliseum							
Personal Services							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Coliseum/Stadium Manager	0.75	42,750	0	0.75	42,750	
	Accountant	1.00	34,932	0	1.00	34,932	
	Assistant Accountant	1.00	27,461	0	1.00	27,461	
	Assistant Manager Security/Medical	1.00	33,220	0	1.00	33,220	
	Assistant Manager Admissions	1.00	30,260	0	1.00	30,260	
	Assistant Manager Ticket Services	1.00	30,535	0	1.00	30,535	
	Ticket Service Supervisor	2.00	49,862	0	2.00	49,862	
	Manager Event Services	1.00	38,528	0	1.00	38,528	
	Senior Event Coordinator	1.00	29,058	0	1.00	29,058	
	Event Coordinator	1.00	25,168	0	1.00	25,168	
	Sales Manager	1.00	42,465	0	1.00	42,465	
	Public Information Specialist	1.00	30,137	0	1.00	30,137	
	Group Sales Coordinator	1.00	21,717	0	1.00	21,717	
	Lead Engineer	1.00	33,137	0	1.00	33,137	
	Operations Engineer	4.00	122,272	0	4.00	122,272	
	Maintenance Section Superintendent	1.00	40,413	0	1.00	40,413	
	Set-Up Supervisor	2.00	58,157	0	2.00	58,157	
	Administrative Staff Assistant	1.00	22,761	0	1.00	22,761	
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Bookkeeper I	2.00	40,572	0	2.00	40,572	
	Accounting Clerk	1.00	18,951	0	1.00	18,951	
	Office Assistant	1.00	21,717	0	1.00	21,717	
	Switchboard/Receptionist	2.00	40,668	0	2.00	40,668	
	General Office Clerk	1.00	18,070	0	1.00	18,070	
	Sales Associate	1.00	28,100	0	1.00	28,100	
	Customer Service Representative	1.00	20,765	0	1.00	20,765	
	Security Watch Staff	2.00	39,978	0	2.00	39,978	
	Security Secretary	1.00	21,717	0	1.00	21,717	
	Administrative Secretary	1.00	19,807	0	1.00	19,807	
	Utility/Grounds	1.00	20,488	0	1.00	20,488	
	Utility Lead	15.00	347,383	0	15.00	347,383	
	Utility Maintenance	3.00	60,966	0	3.00	60,966	
	Operations Staff Assistant	1.00	23,802	0	1.00	23,802	
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Stagehand/Utility Workers	12.93	319,933	0	12.93	319,933	
	Security/Medical Workers	16.27	319,355	0	16.27	319,355	
	Ushers/Sellers/Gate Attendants	23.56	360,787	0	23.56	360,787	
	Receptionist/Secretarial	3.58	27,486	0	3.58	27,486	
	Merchandising Vendors	2.54	98,589	0	2.54	98,589	
511400	OVERTIME		55,990		0	55,990	
512000	FRINGE		923,044		(100,000)	823,044	
Total Personal Services		114.63	3,541,001	0.00	(100,000)	114.63	3,441,001

Materials & Services

521100	Office Supplies		25,000		0	25,000
521290	Other Supplies		88,909		0	88,909
521292	Small Tools		7,387		0	7,387

EXHIBIT A
ORDINANCE NO. 92-458

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SPECTATOR FACILITIES:Memorial Coliseum (continued)							
521310	Subscriptions		2,040		0		2,040
521320	Dues		3,650		0		3,650
521400	Fuels & Lubricants		3,685		0		3,685
524120	Legal Fees		25,000		0		25,000
524130	Promotion/Public Relation Services		77,200		0		77,200
524190	Misc Professional Services		21,000		0		21,000
525110	Utilities-Electricity		275,993		0		275,993
525120	Utilities-Water and Sewer		98,284		0		98,284
525130	Utilities-Natural Gas		2,297		0		2,297
525140	Utilities-Heating Oil		67,000		0		67,000
525190	Utilities-Other		45,097		0		45,097
525610	Maintenance & Repair Services-Building		88,920		0		88,920
525640	Maintenance & Repair Services-Equipment		71,841		0		71,841
525710	Equipment Rental		34,520		0		34,520
526310	Printing Services		19,140		0		19,140
526320	Typesetting & Reprographics		7,000		0		7,000
526410	Telephone		52,903		0		52,903
526420	Postage		27,910		0		27,910
526500	Travel		37,050		0		37,050
526690	Concessions/Catering Contract		3,529,175		765,000		4,294,175
526691	Parking Contract		421,002		0		421,002
526700	Temporary Help Services		462,631		0		462,631
526800	Training, Tuition, Conferences		17,330		0		17,330
526910	Uniforms and Cleaning		36,000		0		36,000
528100	Payments to Other Agencies		2,500		0		2,500
529800	Miscellaneous		12,928		0		12,928
Total Materials & Services			5,563,392		765,000		6,328,392
Total Capital Outlay			132,400		0		132,400
TOTAL EXPENDITURES		114.63	9,236,793	0.00	665,000	114.63	9,901,793

**EXHIBIT A
ORDINANCE NO. 92-458**

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SPECTATOR FACILITIES:Civic Stadium							
	Total Personal Services	22.03	607,148	0.00	0	22.03	607,148
	Total Materials & Services		1,164,464		0		1,164,464
	Total Capital Outlay		11,200		0		11,200
	TOTAL EXPENDITURES	22.03	1,782,812	0.00	0	22.03	1,782,812

SPECTATOR FACILITIES:Performing Arts Center

	Total Personal Services	115.24	3,207,808	0.00	0	115.24	3,207,808
	Total Materials & Services		941,400		0		941,400
	Total Capital Outlay		136,150		0		136,150
	TOTAL EXPENDITURES	115.24	4,285,358	0.00	0	115.24	4,285,358

SPECTATOR FACILITIES FUND:General Expense

Interfund Transfers							
581610	Trans. Indirect Costs to Support Svs. Fund		405,037		0		405,037
581615	Trans. Indirect Cost to Insur. Fund-Gen'l		174,704		0		174,704
581615	Trans. Indirect Cost to Insur. Fund-Workers' Comp		108,949		0		108,949
582751	Transfer Resources to Metro ERC Management Pool		566,785		0		566,785
583610	Transfer Direct Costs to Support Svs. Fund		58,604		0		58,604
583615	Transfer Direct Cost to Insur. Fund-EIL		30,820		0		30,820
	Total Interfund Transfers		1,344,899		0		1,344,899
Contingency and Unappropriated Balance							
599999	Contingency		665,000		(665,000)		0
599990	Unappropriated Balance		1,137,591		0		1,137,591
	Total Contingency and Unapp. Balance		1,802,591		(665,000)		1,137,591
	TOTAL EXPENDITURES	251.90	18,452,453	0.00	0	251.90	18,452,453

**EXHIBIT B
ORDINANCE NO. 92-458
SCHEDULE OF APPROPRIATIONS**

	Current Appropriation	Revision	Proposed Appropriation
OREGON CONVENTION CENTER OPERATING FUND			
Personal Services	2,539,392	(400,000)	2,139,392
Materials & Services	3,473,700	700,000	4,173,700
Capital Outlay	102,000	0	102,000
Interfund Transfers	753,052	0	753,052
Contingency	300,000	(300,000)	0
Unappropriated Balance	1,577,353	0	1,577,353
Total Oregon Conv. Ctr. Operating Fund Requirements	8,745,497	0	8,745,497
SPECTATOR FACILITIES OPERATING FUND			
Memorial Coliseum			
Personal Services	3,541,001	(100,000)	3,441,001
Materials & Services	5,563,392	765,000	6,328,392
Capital Outlay	132,400	0	132,400
Subtotal	9,236,793	665,000	9,901,793
Civic Stadium			
Personal Services	607,148	0	607,148
Materials & Services	1,164,464	0	1,164,464
Capital Outlay	11,200	0	11,200
Subtotal	1,782,812	0	1,782,812
Performing Arts Center			
Personal Services	3,207,808	0	3,207,808
Materials & Services	941,400	0	941,400
Capital Outlay	136,150	0	136,150
Subtotal	4,285,358	0	4,285,358
General Expenses			
Interfund Transfers	1,344,899	0	1,344,899
Contingency	665,000	(665,000)	0
Subtotal	2,009,899	(665,000)	1,344,899
Unappropriated Balance	1,137,591	0	1,137,591
Total Spectator Facilities Operating Fund Requirements	18,452,453	0	18,452,453

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

FINANCE COMMITTEE REPORT

ORDINANCE NO. 92-458 REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN THE OREGON CONVENTION CENTER OPERATING FUND AND THE SPECTATOR FACILITIES OPERATING FUND

Date: June 8, 1992

Presented By: Councilor Hansen

COMMITTEE RECOMMENDATION: At it's June 4, 1992 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 92-458. All Committee members were present and voting.

COMMITTEE DISCUSSION/ISSUES: Dominic Buffeta, MERC Finance Director, presented the Staff Report. He indicated the need for the budget and appropriation changes in the Convention Center Operating Fund and the Spectator Facilities Fund are based on higher than anticipated use of the facility. The increase in events has provided an increase in revenue and an associated increase in expenditures particularly in concession related expenses. To meet the \$700,000 increase in the Convention Center Operating Fund Materials and Services category, the request is to transfer \$400,000 from the Personal Services category and \$300,000 from the Contingency. The request for the Spectator Facility Fund is to transfer \$100,000 from the Personal Services category and \$665,000 from the Contingency to the Materials and Services category.

Council Staff pointed out that the transfer from the Personal Services category in the Oregon Convention Center Fund is approximately 16% of the entire Personal Services appropriation. It appears that the adopted budget and appropriation for Personal Services was very generous given the size of the transfer of available funds. Mr. Buffeta pointed out that this fiscal year is the first full year of operation of the Convention Center and that the current year budget was not developed with a great deal of precision as to the actual needs for operating the new facility.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 92-458 AMENDING ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN THE OREGON CONVENTION CENTER OPERATING FUND AND SPECTATOR FACILITIES OPERATING FUND FOR INCREASED METRO ERC OPERATIONS

Date: May 14, 1992

Presented by: Dominic Buffetta

FACTUAL BACKGROUND AND ANALYSIS

This action requests adjustments to the Oregon Convention Center Operating Fund and the Spectator Facilities Operating Fund due to increased operations at the Convention Center and the Coliseum. The adjustment for each facility will be discussed separately below.

Oregon Convention Center Operating Fund

The Convention Center activities are running well over what was budgeted. The first nine months of this fiscal year has produced 357 events with 659 event days, and an attendance of over 470,000. This increase in events has generated approximately \$2.0 million more in operating revenue than was budgeted. One of the major areas of increase is in Concessions/Catering revenues, budgeted at \$1.5 million. The revenue for this line item will be closer to \$3.0 million. The additional revenue also generates additional expenditures related to concessions.

In order to cover the increase in concessions expenses due to the doubling of revenue, this action requests the reallocation of \$700,000 to the Concessions/Catering line item in the materials & services category of the Oregon Convention Center Operating Fund. This funding will be transferred from the following areas:

Personal Services	
Full-time salaries	\$120,000
Part-time salaries	80,000
Fringe (Budgeted at 38%, actual closer to 30%)	200,000
Contingency	<u>300,000</u>
 TOTAL TRANSFER	 \$700,000

Spectator Facilities Operating Fund (Coliseum)

The Coliseum is also experiencing increased events and attendance. Based on the many food functions that have been hosted this year, plus the projected NBA playoff games and the hosting of the Basketball of the America's tournament the last week in June and the first week in July, the Coliseum should easily gross \$1.0 million over the budgeted \$4.6 million in Concessions/Catering revenue for FY 1991-92. The increased concessions revenue, again, results in increased concessions expenditures.

In order to cover the increase in concessions expenses due to the increase of revenue, this action requests the reallocation of \$765,000 to the Concessions/Catering line item in the materials & services category of the Memorial Coliseum division of the Spectator Facilities Operating Fund. This funding will be transferred from the following areas:

Personal Services	
Fringe (Budgeted at 35%, actual closer to 26%)	\$100,000
Contingency	<u>665,000</u>
TOTAL TRANSFER	\$765,000

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 92-458, for the purpose of transferring appropriations within the Oregon Convention Center and Spectator Facilities Funds for increased Metro ERC Operations.



METRO

Memorandum

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

DATE: June 12, 1992
TO: Rena Cusma, Executive Officer
FROM: Paulette Allen, Clerk of the Council
RE: TRANSMITTAL OF ORDINANCE NOS. 92-457, 92-458, 92-459, 92-460
AND 92-462

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on June 12, 1992.

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 18, 1992. 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, Urette Norley, received this memo and true copies of Ordinance Nos. 92-457, 92-458, 92-459, 92-460 and 92-462 from the Clerk of the Council on 6-12-92.