

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF APPROVING THE)	RESOLUTION NO. 96-2302
FY 1995-96 SUPPLEMENTAL BUDGET)	
AND TRANSMITTING THE APPROVED)	Introduced by Executive Officer
BUDGET TO THE TAX SUPERVISING)	Mike Burton
AND CONSERVATION COMMISSION)	

WHEREAS, A Supplemental Budget is necessary as provided in ORS 294.480(1)(a) due to "an occurrence or condition which had not been ascertained at the time of the preparation of the budget for the current year which requires a change in financial planning;" and

WHEREAS, The Metro Council has reviewed the Proposed Supplemental Budget and considered overall issues affecting the FY 1995-96 Supplemental Budget; and

WHEREAS; Pursuant to Oregon budget law, the FY 1995-96 Supplemental Budget must be transmitted to the Tax Supervising and Conservation Commission for public hearing and review; now, therefore,

BE IT RESOLVED:

1. That the Proposed FY 1995-96 Supplemental Budget, which is on file at the Metro offices, is hereby approved.
2. That the Executive Officer is hereby directed to submit the Approved FY 1995-96 Supplemental Budget to the Tax Supervising and Conservation Commission for public hearing and review.

ADOPTED by the Metro Council this 28th day of March, 1996.



Jon Kvistad, Presiding Officer

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 96-2302 APPROVING THE FY 1995-96 SUPPLEMENTAL BUDGET AND TRANSMITTING THE APPROVED BUDGET TO THE TAX SUPERVISING AND CONSERVATION COMMISSION, AND ORDINANCE NO. 96-639 AMENDING THE FY 1995-96 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF ADOPTING THE FY 1995-96 SUPPLEMENTAL BUDGET, AND DECLARING AN EMERGENCY

Date: March 7, 1996

Presented by: Pat LaCrosse
Heather Teed

FACTUAL BACKGROUND AND ANALYSIS

A supplemental budget is necessary due to unforeseen circumstances that require changes in our financial planning. These Council actions are presented toward adopting a supplemental budget for FY 1995-96. Ordinance No. 96-639 revises the FY 95-96 budget and appropriations schedule to recognize an additional \$885,000 in revenue for the Portland Center for the Performing Arts (PCPA), to be used for the current fiscal year's operating expenses. The additional \$885,000 from various revenue sources associated with ticketed events. The number of ticketed events at PCPA is higher than was anticipated during the budget process for FY 1995-96. This Ordinance is presented at this time but is not intended to be adopted until after the Tax Supervising and Conservation Commission (TSCC) conducts a public hearing. TSCC review is required under Oregon Budget Law because total appropriations are being increased by more than ten percent of the value of the fund's adopted expenditures. Resolution No. 96-2302 approves the Supplemental Budget and transmits the approved budget to the TSCC. Specific changes to the budget under this proposal are explained below.

The additional appropriations will cover the expenditures associated with the increase in ticketed events. These expenditures include: \$415,000 in Personal Services, for part-time staffing; \$90,000 for supplies and custodial contractor payments; and \$280,000 for Catering expenses. The remaining \$100,000 in revenue will enable PCPA to reduce the amount of drawdown of fund balance that was expected to occur this fiscal year.

SUMMARY OF BUDGET IMPACT

Specific line item changes and appropriation modifications are provided in Exhibits A and B to the Ordinance. The following is a summary of the changes requested in the Supplemental Budget for FY 1995-96:

SPECTATOR FACILITES FUND

Resources:

• Enterprise Revenues	\$ 840,000
• Interest on Investments	<u>\$ 45,000</u>
TOTAL RESOURCES	\$ 885,000

Requirements:

• Personal Services	\$ 415,000
• Materials and Services	\$ 370,000
• Unappropriated Balance	<u>\$ 100,000</u>
TOTAL REQUIREMENTS	\$ 885,000

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 96-2302 approving the Supplemental Budget and transmitting the Approved Supplemental Budget to the Tax Supervising and Conservation Commission. In addition, following TSCC review and certification, the Executive Officer recommends adoption of Ordinance No. 96-639, adopting the FY 1995-96 Supplemental Budget, recognizing the increases in operating revenues and requirements for the PCPA.

**EXHIBIT A
ORDINANCE NO. 96-639
FY 1995-96 SUPPLEMENTAL BUDGET**

Spectator Facilities Fund

		FISCAL YEAR 1995-96							
		ADOPTED BUDGET		REVISED BUDGET		REQUESTED CHANGE		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Spectator Facilities Fund Resources									
305000	Beginning Fund Balance		2,329,630		2,329,630		0		2,329,630
CIVIC STADIUM									
347110	Users' Fee		160,122		160,122		0		160,122
347220	Rentals-Building		157,700		157,700		0		157,700
347311	Food Service-Concessions/Food		906,081		906,081		0		906,081
347500	Merchandising		11,000		11,000		0		11,000
347700	Commissions		41,050		41,050		0		41,050
347810	Advertising Fees		350,000		350,000		0		350,000
347900	Miscellaneous Revenue		70,795		70,795		0		70,795
361100	Interest		42,000		42,000		0		42,000
365100	Donations (Capital Contributions)		122,500		122,500		0		122,500
372100	Reimbursements - Labor		174,422		174,422		0		174,422
PERFORMING ARTS CENTER									
338100	Hotel/Motel Tax		600,000		600,000		0		600,000
347110	Users' Fee		950,000		950,000		140,000		1,090,000
347220	Rentals-Building		760,000		760,000		40,000		800,000
347311	Food Service-Concessions/Food		620,000		620,000		300,000		920,000
347500	Merchandising		75,000		75,000		0		75,000
347700	Commissions		150,000		150,000		60,000		210,000
347900	Miscellaneous Revenue		110,000		110,000		0		110,000
361100	Interest		70,000		70,000		45,000		115,000
372100	Reimbursements - Labor		1,944,321		1,944,321		300,000		2,244,321
391010	Trans. Resources from General Fund		250,000		250,000		0		250,000
TOTAL RESOURCES			9,894,621		9,894,621		885,000		10,779,621

**EXHIBIT A
ORDINANCE NO. 96-639
FY 1995-96 SUPPLEMENTAL BUDGET**

Spectator Facilities Fund

		FISCAL YEAR 1995-96							
		ADOPTED BUDGET		REVISED BUDGET		REQUESTED CHANGE		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Civic Stadium Operations									
TOTAL CIVIC STADIUM EXPENDITURES		17.41	2,134,196	17.41	2,134,196	0.00	0	17.41	2,134,196
Performing Arts Center Operations									
<i>Personal Services</i>									
511121	SALARIES-REGULAR EMPLOYEES (full time)								
	PCPA Director	1.00	68,575	1.00	68,575		0	1.00	68,575
	Sales Representative	1.00	40,369	1.00	40,369		0	1.00	40,369
	Event Services Manager	1.00	44,299	1.00	44,299		0	1.00	44,299
	Asst Operations Mgr (formerly Asst Tech Srvc Mgr)	1.00	42,127	1.00	43,377		0	1.00	43,377
	Building Maintenance Supervisor	1.00	34,592	1.00	34,592		0	1.00	34,592
	Ticket Service Manager	1.00	42,432	1.00	42,432		0	1.00	42,432
	Ticket Service Supervisor II	4.00	134,157	4.25	141,157		0	4.25	141,157
	Volunteer Coordinator	1.00	33,724	1.00	33,724		0	1.00	33,724
	Development Project Manager	0.32	19,008	0.32	19,008		0	0.32	19,008
	Admissions Scheduling Coordinator	0.45	14,840	0.45	14,840		0	0.45	14,840
	Stage Manager		0	0.25	9,000		0	0.25	9,000
	Operations System Assistant		0	0.25	7,000		0	0.25	7,000
	Operations Manager (formerly Tech Srvc Manager)	1.00	51,639	1.00	52,889		0	1.00	52,889
	Senior House Manager	1.00	38,458	1.00	38,458		0	1.00	38,458
	Construction/Capital Projects Manager	0.10	6,006	0.10	6,006		0	0.10	6,006
	Security Services Supervisor	0.06	1,925	0.06	1,925		0	0.06	1,925
	Assistant Security Services Supervisor	0.06	1,660	0.06	1,660		0	0.06	1,660
511221	WAGES-REGULAR EMPLOYEES (full time)								
	Utility Lead	3.00	90,378	3.00	90,378		0	3.00	90,378
	Receptionist	1.00	26,384	1.00	26,384		0	1.00	26,384
	Administrative Secretary	1.00	29,142	1.00	29,142		0	1.00	29,142
	Secretary	2.00	54,114	2.00	54,114		0	2.00	54,114
	Facility Security Agent	2.00	53,093	2.00	53,093		0	2.00	53,093
	Operating Engineer	2.00	81,014	2.25	91,514		0	2.25	91,514
	Bookkeeper	1.00	27,035	1.00	27,035		0	1.00	27,035
	Event Services Clerk	0.45	9,756	0.45	9,756		0	0.45	9,756
	Booking Coordinator	1.00	31,357	1.00	31,357		0	1.00	31,357
511225	WAGES-REGULAR EMPLOYEES (part time)								
	Security/Medical Workers	0.77	18,795	0.77	18,795		0	0.77	18,795
	Ticket Sellers/Supervisors	5.50	103,917	5.50	103,917	0.64	12,000	6.14	115,917
	House Mangers/Coat Check/Elevator Op	2.68	92,091	2.68	92,091		0	2.68	92,091
	Event Custodians	5.03	96,314	5.03	96,314	0.42	8,000	5.45	104,314
	Engineers	1.43	54,876	1.43	54,876		0	1.43	54,876
	Checkroom Attendants	2.26	41,532	2.26	41,532		0	2.26	41,532
511255	WAGES-REGULAR EMP REIMBURSED (part-time)								
	Stagehands	28.99	946,240	28.99	946,240	9.49	309,674	38.48	1,255,914
	Security/Medical	4.35	106,855	4.35	106,855		0	4.35	106,855
	Elevator Operators	1.56	24,755	1.56	24,755		0	1.56	24,755
	Admissions Supervisors	1.16	26,926	1.16	26,926		0	1.16	26,926
	Gate Attendants	4.33	78,016	4.33	78,016		0	4.33	78,016
	Ushers	24.97	349,086	24.97	349,086		0	24.97	349,086
511400	OVERTIME		35,500		35,500		5,000		40,500
512000	FRINGE		708,237		717,237		80,326		797,563
Total Personal Services		110.47	3,659,224	111.47	3,704,224	10.55	415,000	122.02	4,119,224

**EXHIBIT A
ORDINANCE NO. 96-639
FY 1995-96 SUPPLEMENTAL BUDGET**

Spectator Facilities Fund

FISCAL YEAR 1995-96									
ACCT #	DESCRIPTION	ADOPTED BUDGET		REVISED BUDGET		REQUESTED CHANGE		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<u>Materials & Services</u>									
521100	Office Supplies		17,000		17,000		0		17,000
521290	Other Supplies		63,018		63,018		25,000		88,018
521292	Small Tools		5,113		5,113		0		5,113
521293	Promotion Supplies		1,500		1,500		0		1,500
521310	Subscriptions		620		620		0		620
521320	Dues		1,200		1,200		0		1,200
521510	Maint & Repair Supplies - Buildings		15,000		15,000		0		15,000
521540	Maint & Repair Supplies - Equipment		19,160		19,160		0		19,160
523200	Merchandise for Resale - Retail Goods		10,700		10,700		0		10,700
524190	Misc. Professional Services		8,250		8,250		0		8,250
525110	Utilities-Electricity		190,475		190,475		0		190,475
525120	Utilities-Water and Sewer		35,000		35,000		0		35,000
525130	Utilities-Natural Gas		48,900		48,900		0		48,900
525150	Utilities-Sanitation Service		10,712		10,712		0		10,712
525610	Maintenance & Repair Services-Building		42,848		42,848		0		42,848
525620	Maintenance & Repair Services-Grounds		4,000		4,000		0		4,000
525640	Maintenance & Repair Services-Equipment		39,133		39,133		0		39,133
525710	Equipment Rental		8,909		8,909		0		8,909
525720	Building Rental		100,608		100,608		0		100,608
525740	Capital Leases (FY 92)		7,950		7,950		0		7,950
526200	Advertising and Legal Notices		6,989		6,989		0		6,989
526310	Printing Services		12,680		12,680		0		12,680
526320	Typesetting & Reprographic		2,200		2,200		0		2,200
526410	Telephone		49,450		49,450		0		49,450
526420	Postage		15,750		15,750		0		15,750
526430	Catalogues & Brochures		3,600		3,600		0		3,600
526440	Communications-Delivery Services		1,070		1,070		0		1,070
526500	Travel		888		888		0		888
526690	Concessions/Catering Expense		495,000		495,000		280,000		775,000
526700	Temporary Help Services		32,550		32,550		65,000		97,550
526800	Training, Tuition, Conferences		3,050		3,050		0		3,050
526910	Uniforms and Cleaning		14,000		14,000		0		14,000
528100	License, Permits, Payments to Other Agencies		37,000		37,000		0		37,000
529500	Meeting Expenditures		1,100		1,100		0		1,100
529800	Miscellaneous		4,950		4,950		0		4,950
529835	External Promotion Expenses		750		750		0		750
Total Materials & Services			1,311,123		1,311,123		370,000		1,681,123
Total Capital Outlay			150,000		150,000		0		150,000
TOTAL PERFORMING ARTS CENTER EXPENDITURES		110.47	5,120,347	111.47	5,165,347	10.55	785,000	122.02	5,950,347
Total Interfund Transfers			710,464		710,464		0		710,464
<u>Contingency and Unappropriated Balance</u>									
599999	Contingency		237,601		192,601		0		192,601
599990	Unappropriated Balance		1,692,013		1,692,013		100,000		1,792,013
Total Contingency and Unappropriated Balance			1,929,614		1,884,614		100,000		1,984,614
TOTAL SPECTATOR FACILITIES FUND EXPENDITURES		127.88	9,894,621	128.88	9,894,621	10.55	885,000	139.43	10,779,621

Exhibit B
Ordinance No. 96-639
FY 1995-96 SCHEDULE OF APPROPRIATIONS

	FISCAL YEAR 1995-96			
	ADOPTED BUDGET	REVISED BUDGET	REQUESTED CHANGE	PROPOSED BUDGET
SPECTATOR FACILITIES FUND				
Civic Stadium				
Personal Services	687,171	687,171		687,171
Materials & Services	1,076,950	1,076,950		1,076,950
Capital Outlay	370,075	370,075		370,075
Subtotal	2,134,196	2,134,196	0	2,134,196
Portland Center for the Performing Arts				
Personal Services	3,659,224	3,704,224	415,000	4,119,224
Materials & Services	1,311,123	1,311,123	370,000	1,681,123
Capital Outlay	150,000	150,000		150,000
Subtotal	5,120,347	5,165,347	785,000	5,950,347
Interfund Transfers	710,464	710,464		710,464
Contingency	237,601	192,601		192,601
Unappropriated Balance	1,692,013	1,692,013	100,000	1,792,013
Total Fund Requirements	\$9,894,621	\$9,894,621	\$885,000	\$10,779,621

All Other Appropriations Remain As Previously Adopted.