

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1996-97	)	ORDINANCE NO. 97-694
BUDGET AND APPROPRIATIONS	)	
SCHEDULE BY TRANSFERRING \$80,000	)	
FROM PERSONAL SERVICES TO	)	
MATERIALS AND SERVICES IN THE	)	
SPECTATOR FACILITIES FUND TO	)	Introduced by Councilor
PROVIDE FOR UNANTICIPATED	)	Ruth McFarland
CONCESSIONS EXPENDITURES AT THE	)	
PORTLAND CENTER FOR THE	)	
PERFORMING ARTS (PCPA), AND	)	
DECLARING AN EMERGENCY	)	

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1996-97 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 ORDAINS AS FOLLOWS:

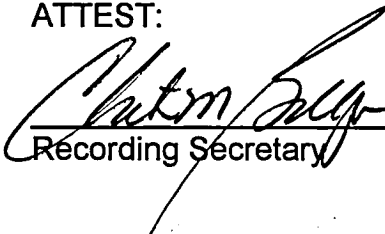
1. That the FY 1996-97 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$80,000 from the Personal Services portion of the PCPA budget within the Spectator Facilities Fund to Materials and Services for the purpose of providing funds to provide for the higher than anticipated concessions costs.

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

ADOPTED by the Metro Council this 26<sup>th</sup> day of June, 1997.

  
Jon Kvistad, Presiding Officer

ATTEST:

  
Recording Secretary

Approved as to Form:

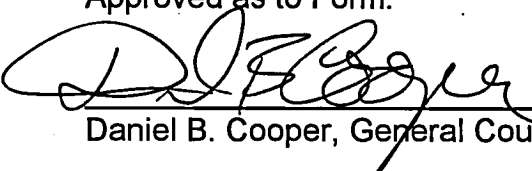
  
Daniel B. Cooper, General Counsel

Exhibit A  
Ordinance No. 96-694  
**Spectator Facilities Fund**

ACCT #	DESCRIPTION	FISCAL YEAR 1996-97				CURRENT		REVISION		PROPOSED	
		FTE	BUDGET	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
<b>Civic Stadium</b>											
<b>TOTAL EXPENDITURES</b>		<b>20.16</b>	<b>2,266,824</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20.16</b>	<b>2,266,824</b>			

**Portland Center for the Performing Arts**

Personal Services

511121	SALARIES-REGULAR EMPLOYEES (full time)										
	PCPA Director	1.00	73,165	0.00	0	0	1.00	73,165			
	Sales/Marketing Manager		0	0.00	0	0		0			
	Sales Representative	1.00	41,400	0.00	0	0	1.00	41,400			
	Event Services Manager	1.00	45,443	0.00	0	0	1.00	45,443			
	Operations Engineer		0	0.00	0	0		0			
	Asst Operations Manager (Asst Tech Serv Mgr)	1.00	46,561	0.00	0	0	1.00	46,561			
	Building Maintenance Supervisor	1.00	33,829	0.00	0	0	1.00	33,829			
	Ticket Service Manager	1.00	43,529	0.00	0	0	1.00	43,529			
	Assistant Ticket Services Manager		0	0.00	0	0		0			
	Ticket Service Supervisor I		0	0.00	0	0		0			
	Ticket Service Supervisor II	5.00	161,620	0.00	0	0	5.00	161,620			
	Volunteer Coordinator	1.00	34,604	0.00	0	0	1.00	34,604			
	Development Project Manager		0	0.00	0	0		0			
	Admissions Scheduling Coordinator	0.60	19,292	0.00	0	0	0.60	19,292			
	Stage Manager	1.00	37,335	0.00	0	0	1.00	37,335			
	Operations Systems Assistant	1.00	29,894	0.00	0	0	1.00	29,894			
	Operations Manager		0	0.00	0	0		0			
	Assistant Special Services Manager-Admissions		0	0.00	0	0		0			
	Group Sales Coordinator		0	0.00	0	0		0			
	Operations Manager (Technical Services Mgr)	1.00	57,014	0.00	0	0	1.00	57,014			
	Asst Event Services Mgr or Senior House Mgr	1.00	37,572	0.00	0	0	1.00	37,572			
	Assistant Special Services Manager-Sec./Medical		0	0.00	0	0		0			
	Construction/Capital Projects Manager	0.10	6,153	0.00	0	0	0.10	6,153			
	Security Services Supervisor	0.05	1,659	0.00	0	0	0.05	1,659			
	Assistant Security Services Supervisor	0.05	1,431	0.00	0	0	0.05	1,431			
	Facility Security Supervisor		0	0.00	0	0		0			
	Admissions Staffing Manager		0	0.00	0	0		0			
511221	WAGES-REGULAR EMPLOYEES (full time)										
	Utility Lead	3.00	91,551	0.00	0	0	3.00	91,551			
	Receptionist	1.00	27,077	0.00	0	0	1.00	27,077			
	Administrative Secretary	1.00	29,894	0.00	0	0	1.00	29,894			
	Capital Projects Assistant	0.10	1,964	0.00	0	0	0.10	1,964			
	Secretary	2.00	55,530	0.00	0	0	2.00	55,530			
	Secretary		0	0.00	0	0		0			
	Marketing Associate		0	0.00	0	0		0			
	Facility Security Agent	2.00	53,186	0.00	0	0	2.00	53,186			
	Operating Engineer	3.00	126,533	0.00	0	0	3.00	126,533			
	Bookkeeper	1.00	27,743	0.00	0	0	1.00	27,743			
	Stagedoor Security		0	0.00	0	0		0			
	Event Services Clerk	0.60	13,334	0.00	0	0	0.60	13,334			
	House Manager I		0	0.00	0	0		0			
	Utility Maintenance		0	0.00	0	0		0			
	Booking Coordinator	1.00	32,174	0.00	0	0	1.00	32,174			
	Operations - Lead II			0.00	0	0					

**Exhibit A**  
**Ordinance No. 96-694**  
**Spectator Facilities Fund**

FISCAL YEAR 1996-97		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Operations - Event Coordinator			0.00	0		
511225	WAGES-REGULAR EMPLOYEES (part time)			0.00	0		
	Stagehand/Utility Workers		0	0.00	0		0
	Security/Medical Workers		0	0.00	0		0
	Ushers/Gate Attendants/Supervisor		0	0.00	0		0
	Ticket Sellers/Supervisors	5.49	130,125	0.00	0	5.49	130,125
	House Managers/Coat Check/Elevator Op	2.70	97,971	0.00	0	2.70	97,971
	Event Custodians	7.14	140,552	0.00	0	7.14	140,552
	Engineers	1.20	47,930	0.00	0	1.20	47,930
	Receptionist/Secretarial		0	0.00	0		0
	Merchandising Vendors		0	0.00	0		0
	Checkroom Attendants		0	0.00	0		0
	Operation - Event Coordinator		0	0.00	0		0
	Controller		0	0.00	0		0
511255	WAGES-REGULAR EMP REIMBURSED (part-time)						
	Stagehands	38.90	1,498,913	0.00	(60,000)	38.90	1,438,913
	Security/Medical	5.34	134,330	0.00	0	5.34	134,330
	Elevator Operators	1.76	30,750	0.00	0	1.76	30,750
	Admissions Supervisors	1.40	33,115	0.00	0	1.40	33,115
	Gate Attendants	5.05	91,655	0.00	0	5.05	91,655
	Checkroom Attendants	1.91	37,236	0.00	0	1.91	37,236
	Ushers	28.72	410,667	0.00	0	28.72	410,667
511400	OVERTIME		69,119	0.00	0		69,119
512000	FRINGE		904,723	0.00	(20,000)		884,723
	<b>Total Personal Services</b>	<b>131.11</b>	<b>4,756,573</b>	<b>0.00</b>	<b>(80,000)</b>	<b>131.11</b>	<b>4,676,573</b>
	<u>Materials &amp; Services</u>						
521100	Office Supplies		17,000		0		17,000
521110	Computer Software		14,600		0		14,600
521220	Custodial Supplies		41,146		0		41,146
521290	Other Supplies		56,631		0		56,631
521292	Small Tools		6,403		0		6,403
521293	Promotion Supplies		2,725		0		2,725
521310	Subscriptions		670		0		670
521320	Dues		1,750		0		1,750
521510	Maint & Repair Supplies - Buildings		41,355		0		41,355
521520	Maint & Repair Supplies - Grounds		544		0		544
521540	Maint & Repair Supplies - Equipment		11,423		0		11,423
523200	Merchandise for Resale - Retail Goods		10,700		0		10,700
524130	Promotion/Public Relation Services		6,375		0		6,375
524190	Misc. Professional Services		8,540		0		8,540
525110	Utilities-Electricity		210,000		0		210,000
525120	Utilities-Water and Sewer		40,000		0		40,000
525130	Utilities-Natural Gas		58,000		0		58,000
525150	Utilities-Sanitation Service		12,000		0		12,000
525610	Maintenance & Repair Services-Building		83,590		0		83,590
525620	Maintenance & Repair Services-Grounds		9,490		0		9,490
525640	Maintenance & Repair Services-Equipment		46,893		0		46,893
525710	Equipment Rental		4,675		0		4,675
525720	Building Rental		100,608		0		100,608
525740	Capital Leases (FY 92)		80,257		0		80,257
526200	Advertising and Legal Notices		7,437		0		7,437
526310	Printing Services		17,180		0		17,180
526320	Typesetting & Reprographic		2,625		0		2,625
526410	Telephone		46,413		0		46,413
526420	Postage		15,750		0		15,750
526430	Catalogues & Brochures		2,300		0		2,300

Exhibit A  
Ordinance No. 96-694  
**Spectator Facilities Fund**

FISCAL YEAR 1996-97		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
526440	Communications-Delivery Services		1,373		0		1,373
526500	Travel		2,800		0		2,800
526690	Concessions/Catering Expense		600,975		80,000		680,975
526700	Temporary Help Services		72,423		0		72,423
526800	Training, Tuition, Conferences		11,470		0		11,470
526910	Uniforms and Cleaning		23,095		0		23,095
528100	License, Permits, Payments to Other Agencies		42,657		0		42,657
529500	Meeting Expenditures		2,800		0		2,800
529800	Miscellaneous		9,850		0		9,850
529835	External Promotion Expenses		1,100		0		1,100
<b>Total Materials &amp; Services</b>			<b>1,725,623</b>		<b>80,000</b>		<b>1,805,623</b>
<u>Capital Outlay</u>							
571300	Purchased Buildings, Exhibits & Related		425,000		0		425,000
571500	Purchases - Office Furniture and Equipment		74,700		0		74,700
<b>Total Capital Outlay</b>			<b>499,700</b>		<b>0</b>		<b>499,700</b>
<b>TOTAL EXPENDITURES</b>		<b>131.11</b>	<b>6,981,896</b>	<b>0.00</b>	<b>0</b>	<b>131.11</b>	<b>6,981,896</b>
<b>General Expenses</b>							
<b>Total Interfund Transfers</b>			<b>813,157</b>		<b>0</b>		<b>813,157</b>
<b>Total Contingency and Unappropriated Balance</b>			<b>2,516,704</b>		<b>0</b>		<b>2,516,704</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>151.27</b>	<b>\$12,578,581</b>	<b>0.00</b>	<b>0</b>	<b>151.27</b>	<b>\$12,578,581</b>

**Exhibit B**  
**Ordinance No. 97-694**  
**FY 1996-97 SCHEDULE OF APPROPRIATIONS**

	<b>Current Budget</b>	<b>Revision</b>	<b>Proposed Budget</b>
<b>SPECTATOR FACILITIES FUND</b>			
Personal Services	\$5,496,098	(\$80,000)	\$5,416,098
Materials & Services	3,041,005	80,000	3,121,005
Capital Outlay	711,617	0	711,617
Subtotal	9,248,720	0	9,248,720
General Expenses			
Interfund Transfers	813,157	0	813,157
Contingency	182,982	0	182,982
Subtotal	996,139	0	996,139
Unappropriated Balance	2,333,722	0	2,333,722
<b>Total Fund Requirements</b>	<b>\$12,578,581</b>	<b>\$0</b>	<b>\$12,578,581</b>

**ALL OTHER APPROPRIATIONS REMAIN AS ADOPTED**

**METROPOLITAN EXPOSITION-RECREATION COMMISSION  
Resolution No. 97-09**

Authorizing a budget amendment to the FY 1996-97 Adopted Budget for the Spectator Facilities - PCPA Fund related to an anticipated over-expenditure of Materials and Services expenditures.

The Metropolitan Exposition-Recreation Commission finds that the following budget amendment is necessary:

	<u>Adopted Budget</u>	<u>Amendment</u>	<u>Revised Budget</u>	
Personal Services	\$4,756,573	(\$ 80,000)	\$4,676,573	
Materials & Services	\$1,725,623	\$ 80,000	\$1,805,623	"

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition-Recreation Commission here-by approves the above budget amendment and submits it to the Metro Council under the Metro Code provisions applicable to FY 1996-97.

Passed by the Commission on March 22, 1997.

  
\_\_\_\_\_

Chair

  
\_\_\_\_\_

Secretary-Treasurer

Approved as to Form:  
Daniel B. Cooper, General Counsel

By:   
Kathleen Pool, Assistant Counsel

## MERC STAFF REPORT

**Agenda Item/Issue:** Approval of amendment to the FY 1996-97 budget for the PCPA (Spectator Facilities Fund).

**Resolution No. 97-09**

**Date:** March 14, 1997

**Presented by:** Norman Kraft

**Background and Analysis:** This \$80,000 budget amendment is anticipated to be necessary to prevent an over-expenditure of Material & Services appropriations by year-end. There is the expectation that Concessions expenditures will exceed its line-item appropriation thereby causing an over-expenditure of Material & Services for the following reasons:

1. The revenue and expenditure forecast for the FY 1996-97 budget was prepared in October and November of 1995. The new contract concessionaire had just begun operation in July of 1995; thus their revenue and expenditure projections were based on available historical gross sales information rather than from their actual operational experience.
2. Due to a combination of a new operator and their capital investment for improvements to the various buildings, we have seen the per capita sales rise to some degree for various events and or promoters. Although FY 1995-96 was a banner year, the PCPA is experiencing a 10% decline in attendance this fiscal year, we are experiencing only a 5% decline in concessions sales. It is our estimate that gross concessions sales will exceed budget by approximately \$40,000 and that increase equates to an approximate additional cost of \$36,000 in Concessions expenditures that was not budgeted..
3. In addition to the points above, there have been unanticipated increases in payroll costs because of the increase in the minimum wage effective January 1, 1997 and other operational costs.

Based on the stated factors it is necessary to move \$80,000 from Personal Services to Material and Services to prevent an over-expenditure.

**Fiscal Impact:** The movement of \$80,000 of Personal Services appropriation to Material and Services has no impact on total appropriations and will have a small impact on the bottom line cash flow. It is necessary to move this appropriation to avoid an over-expenditure of budget, which is a violation of Oregon Budget Law.

	<u>Balance</u> <u>Prior to Change</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>Adjusted</u>
<b><u>Expenditures</u></b>				
Personal Services-	4,756,573	0	( 80,000)	4,676,573
Wages-Reimb.-PT	2,236,666	0	( 60,000)	2,176,666
Fringe Benefits	904,723	0	( 20,000)	884,723
Material & Services -	1,725,623	0	80,000	1,805,623
Concessions	600,975	0	80,000	680,975

**Recommendation:** Staff recommends that the Commission approve the revised and amended FY 1996-1997 Budget for the PCPA.



## STAFF REPORT

IN CONSIDERATION OF ORDINANCE 97-694 AMENDING THE FY 1996-97 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$80,000 FROM PERSONAL SERVICES TO MATERIALS AND SERVICES IN THE SPECTATOR FACILITIES FUND TO PROVIDE FOR UNANTICIPATED CONCESSIONS EXPENDITURES AT THE PORTLAND CENTER FOR THE PERFORMING ARTS (PCPA), AND DECLARING AN EMERGENCY.

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Date: April 23, 1997

Presented by: Mark Williams  
Norman Kraft

### FACTUAL BACKGROUND AND ANALYSIS

On March 22, 1997, the Metropolitan Exposition-Recreation Commission (MERC) passed Resolution No. 97-09 authorizing adjustments to the budget appropriations of the PCPA portion of the Spectator Facilities Fund. The adjustments are necessary to cover unanticipated concessions expenditures. A copy of the resolution is attached for reference.

When the budget for fiscal year 1996-97 was prepared, a new contractor had just been chosen to provide concessions services at the PCPA. Therefore, the revenue and expenditure projections were based upon available historical gross sales information rather than from actual operational experience.

The new contractor has made innovations that have increased concessions sales. It is estimated that gross concessions sales will exceed budgeted revenues by \$40,000 which results in an additional \$36,000 in expenditures. Additionally, the wages of the staff utilized by the concessionaire have been impacted by the change in the minimum wage. These higher than anticipated costs result in additional charges to MERC per the contract with the concessionaire. These two circumstances have resulted in the increased cost at PCPA.

Adequate funds exists within the personal services portion of the budget to provide for this transfer. Council action will prevent this budget from being over appropriations at fiscal year end.