

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 107

BE IT RESOLVED:

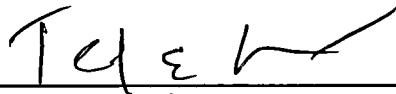
1. That the Metropolitan Exposition-Recreation Commission submits to the Metro Council of the Metropolitan Service District the attached budgets for:

- a. Metro E-R Commission Central Management
- b. Oregon Convention Center
- c. Memorial Coliseum
- d. Civic Stadium
- e. Portland Center for the Performing Arts
- f. PCPA Construction

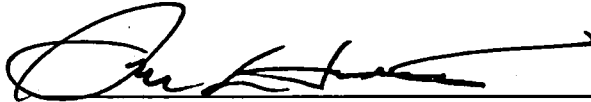
for the Fiscal Year beginning July 1, 1991, and ending June 30, 1992, for inclusion as a part of the total Metro budget for this period.

Passed by the Commission on January 9, 1991, with the exception:

- 1. Fund Transfers to Metro in amount of \$1,605,693; and
- 2. Find money to purchase Hanna Property.



Chairman



Secretary-Treasurer

APPROVED AS TO FORM:



Metro General Counsel

## SUPPORT SERVICE FUND TRANSFERS

- \* New Staff
  - 11 new positions
- \* Basic Personal Service Cost
  - PERS
  - Labor Negotiations
  - Fringe increases
- \* Materials & Services Increases
  - Response to Audit Comments
  - Financial System Upgrade
  - Inflation
- \* Capital Increases
  - Central Budget Preparation Module
  - New Employee Requirements
- \* Contingency
  - Larger fund
- \* Internal Service Costs
  - Liability Program
  - Workers' Compensation
  - Building Management

TABLE A

## SUMMARY OF METRO EXPOSITION-RECREATION COMMISSION INTERFUND TRANSFERS

	FY 1990-91 Budget	FY 1991-92 Budget Manual	FY 1991-92 Revised 1/8/91
Transfer to the Support Service Fund-Indirect	506,099	985,189	918,292
Transfer to the Support Service Fund-Direct	76,475	98,003	96,267
Transfer to the Insurance Fund - Liability	185,976	256,206	373,469
Transfer to the Insurance Fund - Workers Comp	110,825	245,561	167,685
Transfer to the Insurance Fund - EIL	N/A	75,000	50,000

\*\* ALL TRANSFERS NUMBERS ARE PRELIMINARY ESTIMATES. THE NUMBERS ARE BASED ON EARLY  
 PROJECTIONS OF DEPARTMENT REQUESTS WHICH HAVE NOT BEEN APPROVED BY THE EXECUTIVE  
 OFFICER. ACTUAL TRANSFERS WILL BE DETERMINED THROUGH THE COST ALLOCATION PLAN WHEN  
 FINAL APPROVED DEPARTMENT REQUESTS ARE KNOWN

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TABLE B

FISCAL YEAR 1991-92 COST ALLOCATION PLAN SUMMARY - Percentage of allocation (revised 1/7/91)

DESCRIPTION	PLANNING & DEVELOP.	SOLID WASTE	ZOO OPERATING	REGIONAL FACILITIES	MERC OPERATIONS	TRANSP. PLANNING	GENERAL FUND	DIRECT COSTS	TOTAL
FINANCE & RISK	2.50%	44.44%	12.85%	1.96%	17.20%	3.49%	6.97%	10.59%	100.00%
OFFICE OF GENERAL COUNSEL	7.00%	41.91%	7.00%	1.96%	17.45%	10.56%	14.12%	0.00%	100.00%
ENGINEERING/CONST. MGMT	0.00%	74.07%	17.71%	0.99%	7.23%	0.00%	0.00%	0.00%	100.00%
ACCOUNTING	4.96%	30.08%	21.42%	0.99%	33.64%	4.95%	3.96%	0.00%	100.00%
SUPPORT SERVICES	13.88%	27.12%	3.71%	1.96%	3.11%	18.57%	31.64%	0.00%	100.00%
PERSONNEL	7.56%	16.28%	23.83%	0.49%	21.08%	6.86%	3.51%	20.40%	100.00%
PURCHASING	4.25%	24.65%	49.32%	0.99%	4.92%	13.85%	2.02%	0.00%	100.00%
DATA PROCESSING	7.90%	25.98%	15.76%	1.48%	20.65%	17.76%	4.93%	5.55%	100.00%
PUBLIC AFFAIRS	16.05%	49.07%	2.27%	1.96%	2.89%	4.90%	4.41%	18.44%	100.00%
BUILDING-POOLED-Metro Center	7.23%	38.77%	18.21%	1.51%	16.71%	9.22%	8.35%	0.00%	100.00%
BUILDING-POOLED-Sears Facility	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
INSURANCE-POOLED-Liability	1.38%	13.79%	37.42%	1.08%	43.38%	1.38%	1.59%	0.00%	100.00%
INSURANCE-POOLED-Workers Comp	4.08%	12.19%	27.63%	0.64%	44.41%	6.94%	4.11%	0.00%	100.00%
CONTINGENCY	7.59%	39.48%	18.21%	1.51%	15.17%	9.58%	8.47%	0.00%	100.00%
	=====	=====	=====	=====	=====	=====	=====	=====	=====
SUPPORT SERVICE TRANSFER	84.38%	437.83%	255.33%	17.52%	247.83%	108.06%	94.07%	54.98%	1300.01%
BUILDING FUND TRANSFER-Metro Center	18.17%	31.07%	0.00%	5.66%	0.00%	25.68%	19.42%	0.00%	100.00%
BUILDING FUND TRANSFER-Sears	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
INSURANCE FUND TRANSFER-Liability	1.38%	13.79%	37.42%	1.08%	43.38%	1.38%	1.59%	0.00%	100.00%
INSURANCE FUND TRANSFER-Workers Comp	4.08%	12.19%	27.63%	0.64%	44.41%	6.94%	4.11%	0.00%	100.00%
	=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL TRANSFERS	108.00%	494.88%	320.38%	24.90%	335.62%	142.06%	119.19%	54.98%	1600.01%

TABLE C

FISCAL YEAR 1991-92 COST ALLOCATION PLAN SUMMARY- Dollar allocation (revised 1/7/91)

DESCRIPTION	PLANNING & DEVELOP.	SOLID WASTE	ZOO OPERATING	REGIONAL FACILITIES	MERC OPERATIONS	TRANSP. PLANNING	GENERAL FUND	DIRECT COSTS	TOTAL
FINANCE & RISK	10,004	177,829	51,416	7,846	68,827	13,965	27,891	42,361	400,140
OFFICE OF GENERAL COUNSEL	29,627	177,291	29,627	8,295	73,828	44,679	59,723	0	423,070
ENGINEERING/CONST. MGMT	0	84,900	20,294	1,135	8,287	0	0	0	114,616
ACCOUNTING	42,652	258,665	184,178	8,515	289,278	42,575	34,060	0	859,921
SUPPORT SERVICES	98,041	191,650	26,219	13,854	21,986	131,229	223,591	0	706,570
PERSONNEL	35,678	76,818	112,421	2,302	99,468	32,364	16,553	96,267	471,871
PURCHASING	8,666	50,228	100,496	2,017	10,022	28,223	4,108	0	203,761
DATA PROCESSING	75,769	249,176	151,188	14,174	198,055	170,337	47,246	53,206	959,150
PUBLIC AFFAIRS	133,314	407,517	18,853	16,283	23,966	40,721	36,662	153,135	830,450
BUILDING-POOLED-Metro Center	18,555	99,501	46,735	3,875	42,885	23,663	21,430	0	256,645
BUILDING-POOLED-Sears Facility	0	0	0	0	0	0	0	0	0
INSURANCE-POOLED-Liability	663	6,646	18,035	519	20,906	663	765	0	48,198
INSURANCE-POOLED-Workers Comp	2,101	6,277	14,227	330	22,867	3,573	2,116	0	51,490
CONTINGENCY	18,966	98,697	45,521	3,781	37,918	23,948	21,170	0	250,000
	=====	=====	=====	=====	=====	=====	=====	=====	=====
SUPPORT SERVICE TRANSFER	474,035	1,885,194	819,209	82,927	918,292	555,940	495,314	344,968	5,575,882
Percent of Total	8.50%	33.81%	14.69%	1.49%	16.47%	9.97%	8.88%	6.19%	100.00%
BUILDING FUND TRANSFER-Metro Center	72,938	124,721	0	22,720	0	103,085	77,956	0	401,420
BUILDING FUND TRANSFER-Sears	0	0	0	0	0	0	0	0	0
INSURANCE FUND TRANSFER-Liability	1,738	66,466	93,248	10,705	373,469	1,738	11,219	0	558,583
INSURANCE FUND TRANSFER-Workers Comp	15,405	46,027	104,326	2,417	167,685	26,204	15,519	0	377,583
	=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL TRANSFERS	564,117	2,122,409	1,016,783	118,769	1,459,446	686,967	600,008	344,968	6,913,468

NOTE -- Because of the reserve offset, the Insurance Fund Transfer-Liability does not necessary match the percentages listed on the first page

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ALL TRANSFERS INDICATED ARE PRELIMINARY ESTIMATES BASED ON EARLY PROJECTIONS OF DEPARTMENT REQUESTS. ACTUAL DOLLAR NUMBERS HAVE NOT BEEN REVIEWED AND APPROVED BY THE EXECUTIVE OFFICER. ACTUAL TRANSFERS WILL BE DETERMINED THROUGH THE COST ALLOCATION PLAN WHEN FINAL PROPOSED BUDGET REQUESTS ARE APPROVED BY THE EXECUTIVE OFFICER.

TABLE D

## SUPPORT SERVICE FUND

TOTAL FY 1990-91 SUPPORT  
SERVICE FUND COSTS

\$4,287,804 \*

\* \$224,000 of this amount was funded by  
beginning fund balanceTOTAL FY 1991-92 SUPPORT  
SERVICE FUND COSTS

\$5,575,839

## Increases:

		% Increase
New Staff	271,000	6.32%
Basic Personal Service costs	561,430	13.09%
Materials & Services increases	270,655	6.31%
Capital increases	45,085	1.05%
Contingency	100,000	2.33%
Internal Service costs	39,865	0.93%
	1,288,035	30.04%

## =====

## MERC TRANSFER ALLOCATION

## Current Transfer Allocation

Indirect	506,099
Direct	76,475
No fund balance reduction	30,418
Cost increase	212,138
Service level increase	189,429

TOTAL TRANSFER	1,014,559
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## SUMMARY OF SUMMARY SERVICE TRANSFER

FY 1991-92 Indirect Transfer	918,292
FY 1991-92 Direct Transfer	96,267
	1,014,559

## TABLE E

## INSURANCE FUND - Liability Program

TOTAL FY 1990-91 INSURANCE  
FUND, LIABILITY PROGRAM COSTS \$453,600

TOTAL FY 1991-92 INSURANCE  
FUND, LIABILITY PROGRAM COSTS \$1,056,778 \*

## Increases:

Staffing	63,273
Office Set-Up	21,005
Claims Management/Adjusting Fees	50,000
Small Claims Reserve	80,000
Large Claims Reserve	420,000

Subtotal Increases	634,278
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## Decreases:

Premiums	(9,500)
Professional Services/Misc.	(21,600)

Subtotal Decreases	(31,100)
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GROSS CHANGE IN COSTS	603,178
Reserve Offset	(450,000)

NET INCREASE IN FUND	153,178	33.77%
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\* Transfers to the Liability Program will be  
offset by the current estimated reserve of  
\$450,000

## =====

## MERC TRANSFER ALLOCATION

Current Transfer Allocation	185,976
Cost Increases	257,092
Cost decreases	(12,179)
Reserve offset	(57,420)

TOTAL LIABILITY PROGRAM TRANSFER	373,469
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EIL RESERVE TRANSFER	50,000
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# FISCAL YEAR 1991-92 BUDGETS

## INDEX

- I. Summary by Entity
  - (1) Fiscal Year 1991-92
  - (2) Fiscal Year 1990-91
  - (3) Metro Support Services, Insurance, Direct Costs
- II. Memorial Coliseum
- III. Portland Civic Stadium
- IV. Portland Center for the Performing Arts
- V. Oregon Convention Center
- VI. Central Management Funds
- VII. Capital Outlay
- VIII. PCPA Construction Fund



fycom

TO: Metro ERC

SUBJECT: FY 1991-92 Budgets

Attached are financial summaries of FY 1991-92 budgets. Complete budget documentation, by entity, with explanations of major swings in revenues and expenses, will be in your books at the Commission meeting today. The budget committee met again yesterday afternoon for another look at all budgets, they made some additional changes, which are reflected in the summary sheets attached.

Attachments:

- (1) FY 1991-92 Budgets
- (2) FY 1990-91 Budgets
- (3) Revised cash transfers to Metro, for insurance, support services, and direct costs

DB  
1/9/91

old  
1/8/91

FY 1991-92 Budget - By Facility

(1)

	Fund No. 750				Fund No. 550	Fund No. 751	
	Coliseum	Stadium	PCPA	Combined	OCC	Ctr. Mgmt.	Total
Operating Revenues:							
Beginning Fund Balance	0	0	0	0	0	0	0
Rental	1,581,700	185,000	980,000	2,746,700	972,625	0	3,719,325
Reimbursements	761,000	90,000	1,304,000	2,155,000	268,320	0	2,423,320
Concessions/Catering	4,600,000	1,200,000	165,000	5,965,000	1,500,000	0	7,465,000
Utility Services (in house)	0	0	0	0	336,000	0	336,000
Merchandising	475,000	40,000	75,000	590,000	0	0	590,000
Parking	1,675,000	0	0	1,675,000	433,689	0	2,108,689
Users' Fee	950,000	170,000	750,000	1,870,000	0	0	1,870,000
Sales Commissions	120,000	20,000	550,000	690,000	0	0	690,000
Electrical Contract	60,000	0	0	60,000	0	0	60,000
Other (Excise Tax Paid to Metro)	0	0	0	0	(100,532)	0	(100,532)
Other	150,000	20,000	125,000	295,000	100,532	0	395,532
Operating Revenues	10,372,700	1,725,000	3,949,000	16,046,700	3,510,634	0	19,557,334
Other Resources							
- Intergov. Revenue (Hotel)	0	0	0	0	3,000,000	0	3,000,000
- Interest On Investment	358,300	0	42,000	400,300	153,200	30,000	583,500
- Inter-Fund Transfers	0	0	0	0	0	925,380	925,380
Total Resources	358,300	0	42,000	400,300	3,153,200	955,380	4,508,880
Total Operating Rev./Resources	10,731,000	1,725,000	3,991,000	16,447,000	6,663,834	955,380	24,066,214
Requirements:							
Personal Services	3,527,889	607,148	3,207,808	7,342,845	2,466,636	790,380	10,599,861
Materials & Services	1,680,315	328,644	942,513	2,951,472	1,114,293	70,000	4,135,765
Concessions/Catering (contracts)	3,529,175	836,020	0	4,365,195	1,211,067	0	5,576,262
Parking (per contracts)	421,002	0	0	421,002	44,925	0	465,927
POVA	0	0	0	0	1,083,415	0	1,083,415
Grand Opening	0	0	0	0	0	0	0
EID Assessment	0	0	18,887	18,887	0	0	18,887
Shakespeare Shortfall	0	0	0	0	0	0	0
To Metro Support Services	297,154	85,582	183,286	566,022	352,250	0	918,272
To Metro Risk Mgmt. (Insurance)	191,298	55,096	117,994	364,388	226,766	0	591,154
To MERC Central Management	300,386	86,143	183,761	570,290	355,090	0	925,380
Direct Costs to Support Services	38,508	4,813	14,440	57,761	38,506	0	96,267
Total Operating Requirements	9,985,727	2,003,446	4,668,689	16,657,862	6,892,948	860,380	24,411,190
Operating Cash Flow	745,273	(278,446)	(677,689)	(210,862)	(229,114)	95,000	(344,976)
Capital Spending (Priority 1 Level)	132,400	11,200	136,150	279,750	112,000	0	391,750
Contingency	500,000	75,000	90,000	665,000	300,000	95,000	1,060,000
Total Capital Outlay & Contingency	632,400	86,200	226,150	944,750	412,000	95,000	1,451,750
Change in Cash Position (FY)	112,873	(364,646)	(903,839)	(1,155,612)	(641,114)	0	(1,796,726)
Beginning Fund Balance	2,005,453	0	0	2,005,453	1,800,000	0	3,805,453
Ending Fund Balance	2,118,326	(364,646)	(903,839)	849,841	1,158,886	0	2,008,727

	Fund No. 750				Fund No. 550	Fund No. 751	
	Coliseum	Stadium	PCPA	Combined	OCC	Ctr. Mgmt.	Total
Operating Revenues:							
Beginning Fund Balance	0	0	0	0	0	0	0
Rental	1,500,000	175,000	975,000	2,650,000	733,800	0	3,383,800
Reimbursements	596,742	110,800	991,935	1,699,477	191,994	0	1,891,471
Concessions/Catering	4,663,375	1,127,225	165,000	5,955,600	1,071,375	0	7,026,975
Utility Services (in house)	0	0	0	0	323,000	0	323,000
Merchandising	400,000	40,000	75,000	515,000	0	0	515,000
Parking	1,676,338	0	0	1,676,338	402,492	0	2,078,830
Users' Fee	950,000	157,400	740,000	1,847,400	0	0	1,847,400
Sales Commissions	140,000	13,000	495,000	648,000	0	0	648,000
Electrical Contract	55,000	0	0	55,000	0	0	55,000
Excise Tax	0	0	0	0	(78,633)	0	(78,633)
Other	150,000	20,000	143,450	313,450	0	0	313,450
Operating Revenues	10,131,455	1,643,425	3,585,385	15,360,265	2,644,028	0	18,004,293
Other Resources							
- Intergov. Revenue (Hotel)	0	0	0	0	2,900,000	0	2,900,000
- Interest On Investment	350,000	0	40,000	390,000	142,300	35,000	567,300
- Inter-Fund Transfers	0	0	0	0	0	976,725	976,725
Total Resources	350,000	0	40,000	390,000	3,042,300	1,011,725	4,444,025
Total Operating Rev./Resources	10,481,455	1,643,425	3,625,385	15,750,265	5,686,328	1,011,725	22,448,318
Requirements:							
Personal Services	3,295,848	516,945	2,701,759	6,514,552	1,918,520	764,509	9,197,581
Materials & Services	1,464,313	307,971	930,173	2,702,457	922,752	152,216	3,777,425
Concessions/Catering (contracts)	3,391,375	842,225	0	4,233,600	906,065	0	5,139,665
Parking (per contracts)	421,338	0	0	421,338	40,841	0	462,179
PDVA	0	0	0	0	1,189,415	0	1,189,415
Grand Opening	0	0	0	0	209,000	0	209,000
EID Assessment	0	0	18,887	18,887	0	0	18,887
Shakespeare Shortfall	0	0	125,000	125,000	0	0	125,000
To Metro Support Services	164,040	47,245	101,181	312,466	193,633	0	506,099
To Metro Risk Mgmt. (Insurance)	60,280	17,361	37,181	114,822	71,154	0	185,976
To MERC Central Management	317,852	90,513	194,665	603,030	373,695	0	976,725
Direct Costs to Support Services	30,590	3,824	11,471	45,885	30,590	0	76,475
Total Operating Requirements	9,145,636	1,826,084	4,120,317	15,092,037	5,855,665	916,725	21,864,427
Operating Cash Flow	1,335,819	(182,659)	(494,932)	658,228	(169,337)	95,000	583,891
Capital Spending	268,500	21,700	312,575	602,775	200,000	0	802,775
Contingency	500,000	75,000	90,000	665,000	300,000	95,000	1,060,000
Total Capital Outlay & Contingency	768,500	96,700	402,575	1,267,775	500,000	95,000	1,862,775
Net Change in Cash Position (FY)	567,319	(279,359)	(897,507)	(609,547)	(669,337)	0	(1,278,884)
Beginning Fund Balance	2,615,000	0	0	2,615,000	1,802,961	0	4,417,961
Ending Fund Balance	3,182,319	(279,359)	(897,507)	2,005,453	1,133,624	0	3,139,077

1/8/91

## Support Services/Etc. to Metro

				Variance FY 91-92 VS. FY 90-91	Variance FY 91-92 VS. FY 89-90
	FY 89-90	FY 90-91	FY 91-92		
<b>Liability Insurance:</b>					
Coliseum - City/Metro Insu	73,121	60,280	191,298	(131,018)	(118,177)
Stadium - City/Metro Insu	7,762	17,361	55,096	(37,735)	(47,334)
PCPA - City/Metro Insu	32,026	37,181	117,994	(80,813)	(85,968)
Sub-Total	112,909	114,822	364,388	(249,566)	(251,479)
OCC (Metro Insur. Fund)	6,083	71,154	226,766	(155,612)	(220,683)
Total	118,992	185,976	591,154	(405,178)	(472,162)
=====					
<b>II. Transfers OH/Gen.Fund/Support Svcs.:</b>					
Coliseum - City/Metro OH	91,547	164,040	297,154	(133,114)	(205,607)
Stadium (City/Metro OH)	17,693	47,245	85,582	(38,337)	(67,889)
PCPA (City/Metro OH)	86,308	101,181	183,286	(82,105)	(96,978)
Sub-Total	195,548	312,466	566,022	(253,556)	(370,474)
OCC(Metro Gen.Fund/Suport	109,936	193,633	352,250	(158,617)	(242,314)
Total	305,484	506,099	918,272	(412,173)	(612,788)
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<b>III. Transfers - Direct Costs:</b>					
Coliseum	0	30,590	38,508	(7,918)	(38,508)
Stadium	0	3,824	4,813	(989)	(4,813)
PCPA	0	11,471	14,440	(2,969)	(14,440)
Sub-Total	0	45,885	57,761	(11,876)	(57,761)
OCC	0	30,590	38,506	(7,916)	(38,506)
Total	0	76,475	96,267	(19,792)	(96,267)
=====					
<b>IV. Building Fund</b>					
Coliseum	0	0	0	0	0
Stadium	0	0	0	0	0
PCPA	0	0	0	0	0
Sub-Total	0	0	0	0	0
OCC	0	0	0	0	0
Total	0	0	0	0	0
=====					
<b>IV. Transfers (Summary)</b>					
Coliseum	164,668	254,910	526,960	(272,050)	(362,292)
Stadium	25,455	68,430	145,491	(77,061)	(120,036)
PCPA	118,334	149,833	315,720	(165,887)	(197,386)
Sub-Total	308,457	473,173	988,171	(514,998)	(679,714)
OCC	116,019	295,377	617,522	(322,145)	(501,503)
Total	424,476	768,550	1,605,693	(837,143)	(1,181,217)
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fyc  
1/8/91

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Major Budget Swings, FY 1990-91 vs. FY 1991-92

MEMORIAL COLISEUM COMPLEX  
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I. Schedule A, attached is a summary of Revenues/Resources vs. Requirements, FY 1990-91 vs. FY 1991-92

II. Revenues:

Operating Revenues this year vs. next year are projected to be just about flat, \$10,481,555 in FY 1991-92 vs. \$10,731,000 in FY 1990-91, per Schedule A attached.

Projected revenues were based on hosting the following events at the Coliseum next year, which, is basically the same events and attendance that was used for this fiscal year's budget:

Type of Event	Events Days	Attendance
-----	-----	-----
NBA (some playoffs)	52	630,000
Hockey (no playoffs)	36	200,000
Basketball (High School, College, Globetrotters)	7	85,000
Wrestling	7	35,000
Truck	5	40,000
Sesame Street	4	22,000
Ringling Bros. Circus	5	58,000
Shrine/Continental Circuses	5	35,000
Ice Capades	5	30,000
Disney on Ice	5	55,000
Rodeo	3	22,000
Concerts	24	210,000
Consumer Shows	90	205,000
Trade Shows/Conventions	50	250,000
Community Events (KXL Career Fair, Mayor's Ball, Children's Learning Fair, OHS Dance & Drill Team Competition, etc.)	20	92,000
Meetings	150	120,000
Totals	468	2,089,000

Some of the bigger dollar swings are:

Rental -

Increase of \$81,700 (5.4%) in FY 91-92 is basically due to the Blazers budgeted to go beyond the first round of the playoffs, this year they were not, and the anticipation of two or

three more concerts in FY 91-92

Reimbursements -

Is \$164,158 (27.5%) above FY 90-91 (\$761,000 vs. \$596,842): since actual in FY 89-90 was over \$725,000, the \$596,842 budgeted this fiscal year is too low, should be closer to \$730,000. Therefore the \$761,000 budgeted in FY 91-92, which is 5% above FY 89-90 actual, is realistic

Concessions/Catering -

Decrease of \$63,375 (1.4%) is due to a net loss of business moving from the Coliseum to the Convention Center (i.e. Auto Show, Forest Industrial Show, Office Products Show, etc.)

Merchandising -

FY 91-92 is budgeted at \$475,000 based on budgeting a few more concerts next fiscal, plus the increase in merchandising prices that started in this fiscal year (for example, Tup from \$17/\$18 to \$22/\$25 each and cap have gone up0- from \$12 to \$18) nets an increase to merchandising revenues of \$75,000 (18.8%)

Sales Commissions -

Decrease of \$20,000 (14.3%) is due to more of our ticket sales going to the telephone room at PCPA

III. Requirements:

Schedule B attached: Total Requirements (controllable expenses only; does not include support services, insurances, capital outlay or contingency) shows an increase of \$585,507 (6.8%)

1. Personal Services

- a. Full-Time Salaries/Wages shows an increase of \$42,305 (3.1%) in next year's budget, going from \$1,384,363 this fiscal year to \$1,426,668 in FY 91-91.

The following positions were added to next year's budget:

1 Assistant Manager Admissions	\$ 30,260
1 Clerical, Admissions	18,070
1 Secretary/Receptionist, G&A	18,951
1 Staff Assistant (Ass't to GM)	22,761
	-----
4	\$ 90,042

Deleted:

1 Sales Associate	(26,029)
1 Data Clerk	(17,963)
	-----
2	\$ 46,050)
	=====

- b. Part-Time Labor increases in FY 91-92 by \$82,352 (7.9%), from \$1,043,798 in FY 90-91 to \$1,126,150 in FY 91-92.

Variances include:

- Allowance for wage adjustments given last year, not reflected in budget (rep/non rep employees)	\$42,000
- Add'l traing, TEAM, new in FY 91-92	20,000
- NBA, add'l games, etc.	5,000
- Training (Cultural/Diversity/CSR)	15,600
	-----
	\$82,600
	=====

2. Material & Services is projected to increase by \$353,466 (6.7%) in FY 91-92, from \$5,277,026 to \$5,630,492. Some of the major swings, this year vs. next year, are:

- a. Operating Supplies shows an increase of \$6,000 (7.2%) in FY 91-92 vs. FY 90-91 (\$88,909 vs. \$82,909).
- increase in Operations Department, due to increase in number of concerts projected (from 24 to 27) and Blazer playoffs (from 43 games to 50)
- b. Misc. Professional Srvices increase of \$9,318 (59.4%) is due to reclassification of Aromored car services and bank charges that were carried in the Miscellaneous exense line last year
- c. Electricity is not anticipated to increase in FY 91-92. However, some inceases in events usage, signage and additional electrical requirements of concessions and catering continue to cause and increase in consumption of about 5%, or \$13,142 next year vs. this year (\$275,993 vs. \$262,851)
- e. Water & Sewer rates are expected to increase 15% next year, plus the rate increase of 7.5% this fiscal year, plus the increase in concerts and blazer playoff games requiring ice floor removal and remaking will result in this expense item increasing \$33,816 (52.5%) in FY 91-92 (going from \$64,468 to \$98,284)
- f. Heating Oil is expected to rise a minimum of 10% next year, plus the unexpected increases this fiscal year, pushes this line item expense to \$67,000 next year vs. \$44,688 this year, an increase of \$22,312 (49.9%)
- g. Garbage & Sanitation continues to take large rate increases; next year's budget is \$11,216 (33.1%) over this year's (\$45,097 vs. \$33,881)
- h. Typesetting & Reprographics is up \$7,000 - this is the typesetting part of creating a new ad copy, we have been using the same ad copy for the last three years
- i. Out-Of-Town Travel is up \$5,200 over prior year, \$35,000 vs. \$29,800.
- j. Concessions Catering shows an increase of \$137,800 (4.1%), \$3,529,175 vs. \$3,391,375. Major variances:
- product cost is up 0.5% (from 23.0% to 23.5%) \$ 23,000

- labor cost is up 1.3% (from 26.7% to 28.0%)	59,800
- Revenues to TB per contract (\$392,000 in next years budget vs. \$337,000 in this years budget)	
50 games vs. 44 games	55,000
	-----
	\$ 137,800
	=====

- k. Purchased Labor - was budgeted at \$357,280 (too low) in FY 90-91, and is projected to increase \$105,351 (29.5%) in FY 91-92 to \$462,631, this is due to expected rate increases of 12.5% next year, plus 19% increase due to additional NBA playoff games and two or three concerts projected in FY 91-92 not included in this year's budget

Last year, FY 89-90, Purchased Labor was \$409,916

- l. Uniforms - the increase of \$12,389 (52.5%), from \$23,611 to \$36,000 is mainly in two departments: Operations Department goes from \$1,661 this fiscal to \$5,000 reflects the normal every other year cycle of uniform replacements and Special Services Department increases by \$9,650 (\$16,750 in FY 90-91 to \$26,000 in FY 91-92) which includes new and replacement uniforms for: 10/15 bike uniforms, 25 regular security uniforms and 50 admissions uniforms (10 ticket takers and 40 ushers)
- m. Miscellaneous - the \$28,597 decrease in this expense category is due to reclassification of some expense items: armored car services was reclassified to Misc. Professional Services, Dues and Subscriptions were included in this category this fiscal year. Miscellaneous now includes: commission lunches, volunteer services expenses, criminal checks, weapon permits



(A)

	Budget FY90-91	Budget FY91-92	Variance	%
Operating Revenues:				
Rental	1,500,000	1,581,700	81,700	5.4%
Reimbursements	596,842	761,000	164,158	27.5%
- Concessions/Catering	4,663,375	4,600,000	(63,375)	-1.4%
- Merchandising	400,000	475,000	75,000	18.8%
- Parking	1,676,338	1,675,000	(1,338)	-0.1%
- User's Fee	950,000	950,000	0	0.0%
- Sales Commissions	140,000	120,000	(20,000)	-14.3%
- Electrical Contract	55,000	60,000	5,000	9.1%
- Other	150,000	150,000	0	0.0%
Operating Revenues	10,131,555	10,372,700	241,145	2.4%
Other Resources				
- Intergovernmental Revenue (Hotel)	0	0	0	0.0%
- Intergovernmental Agreement (MERC/ERC)	0	0	0	0.0%
- Interest On Investment	350,000	358,300	8,300	2.4%
Total Resources	350,000	358,300	8,300	2.4%
Total Operating Revenues/Resources	10,481,555	10,731,000	249,445	2.4%
Requirements:				
Personal Services	3,295,848	3,527,889	(232,041)	-7.0%
Materials & Services	1,464,313	1,680,315	(216,002)	-14.8%
Concessions/Catering (per contract)	3,391,375	3,529,175	(137,800)	-4.1%
Parking (per contract)	421,338	421,002	336	0.1%
JVA	0	0	0	0.0%
Grand Opening	0	0	0	0.0%
Capital Spending	268,500	132,400	136,100	50.7%
To Metro General Fund/Support Services	164,040	297,154	(133,114)	-81.1%
To Metro Risk Management (Insurance)	60,280	191,298	(131,018)	-217.3%
Direct Costs to Support Svcs.	30,590	38,508	(7,918)	-25.9%
To MERC Central Management	317,852	300,386	17,466	5.5%
Contingency	500,000	500,000	0	0.0%
Total Requirements	9,914,136	10,618,127	(703,991)	-7.1%
Net Revenues/Resources vs. Requirements	567,419	112,873	(454,546)	-80.1%
Beginning Fund Balance:			0	ERR
Ending Fund Balance			0	ERR

FY91cc

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Metro Exposition-Re reation Commission  
 FY 1991-92 Budget Preparation  
 Memorial Coliseum  
 Combined

(B)

	FY 90-91 Budget	FY 91-92 Requested	Variance	%
Full-Time (Salaries)	0	641,357	(641,357)	ERR
Full-Time (Wages)	1,384,363	785,311	599,052	43.3%
Part-Time	1,043,798	1,126,150	(82,352)	-7.9%
Overtime	53,651	55,990	(2,339)	-4.4%
Fringes	814,036	919,081	(105,045)	-12.9%
<b>Total Personal Services:</b>	<b>3,295,848</b>	<b>3,527,889</b>	<b>(232,041)</b>	<b>-7.0%</b>
Office Supplies	25,000	25,000	0	0.0%
Operating Supplies	82,909	88,909	(6,000)	-7.2%
Small Tools	12,715	7,387	5,328	41.9%
Fuels	3,350	3,685	(335)	-10.0%
Audit	2,000	0	2,000	100.0%
Subscriptions	0	2,040	(2,040)	ERR
Dues	0	3,650	(3,650)	ERR
Legal Services	25,000	25,000	0	0.0%
Advertising/Promotions	137,025	140,300	(3,275)	-2.4%
Misc Professional Services	15,682	25,000	(9,318)	-59.4%
Electricity	262,851	275,993	(13,142)	-5.0%
Water & Sewer	64,468	98,284	(33,816)	-52.5%
Heating Oil	44,688	67,000	(22,312)	-49.9%
Natural Gas	2,297	2,297	0	0.0%
Garbage	33,881	45,097	(11,216)	-33.1%
Repairs & Maintenance	155,848	160,761	(4,913)	-3.2%
Equipment Rental	31,598	34,520	(2,922)	-9.2%
Printing Services	25,862	19,140	6,722	26.0%
Typesetting & Reprographics	0	7,000	(7,000)	ERR
Telephone	50,923	52,903	(1,980)	-3.9%
Postage	25,500	27,910	(2,410)	-9.5%
Out-of Town Travel	29,800	35,000	(5,200)	-17.4%
Local Travel	0	2,050	(2,050)	ERR
Concessions	3,391,375	3,529,175	(137,800)	-4.1%
Parking	421,338	421,002	336	0.1%
Purchased Labor	357,280	462,631	(105,351)	-29.5%
Training, Tuition, Conference	10,500	17,330	(6,830)	-65.0%
Uniforms & Cleaning	23,611	36,000	(12,389)	-52.5%
Pmts to Other Agencies	0	2,500	(2,500)	ERR
Miscellaneous	41,525	12,928	28,597	68.9%
External Promotion	0	0	0	ERR
<b>Total Materials &amp; Services</b>	<b>5,277,026</b>	<b>5,630,492</b>	<b>(353,466)</b>	<b>-6.7%</b>
<b>Sub-Total Personal / M &amp; S</b>	<b>8,572,874</b>	<b>9,158,381</b>	<b>(585,507)</b>	<b>-6.8%</b>

		Fiscal Year 1990-91			Fiscal Year 1991-92		
Class	Description	No.	FTE	Budget	No.	FTE	Budget
<b>A. Operations *</b>							
700	Superintendent	1	1.00	40,413	1	1.00	40,413
450	Staff Assistant	1	1.00	23,631	1	1.00	23,802
525	Set-up Supervisor	2	1.00	29,705	2	1.00	30,555
525	" "		1.00	26,288		1.00	27,602
DCTU	Lead Engineer	1	1.00	33,220	1	1.00	33,137
DCTU	Operations Engineer	4	1.00	31,758	4	1.00	31,758
DCTU	" "		1.00	31,758		1.00	31,758
DCTU	" "		1.00	31,274		1.00	26,998
DCTU	" "		1.00	31,758		1.00	31,758
B28	Utility Grounds	1	1.00	22,318	1	1.00	20,488
B28	Utility Maintenance	3	1.00	22,457	3	1.00	20,322
B28	" "		1.00	22,457		1.00	20,322
B28	" "		1.00	22,458		1.00	20,322
B28	Utility Leads	15	1.00	23,754	15	1.00	23,754
B28	" "		1.00	23,754		1.00	23,754
B28	" "		1.00	23,754		1.00	23,754
B28	" "		1.00	23,754		1.00	23,754
B28	" "		1.00	23,754		1.00	23,754
B28	" "		1.00	23,046		1.00	23,046
B28	" "		1.00	23,754		1.00	23,754
B28	" "		1.00	21,299		1.00	21,299
B28	" "		1.00	23,046		1.00	23,046
B28	" "		1.00	23,046		1.00	23,046
B28	" "		1.00	23,754		1.00	23,754
B28	" "		1.00	23,754		1.00	23,754
B28	" "		1.00	21,426		1.00	21,861
B28	" "		1.00	21,299		1.00	21,299
<b>Total Operations</b>		<b>28</b>	<b>28.00</b>	<b>716,443</b>	<b>28</b>	<b>28.00</b>	<b>706,618</b>
<b>B. Event Coordination *</b>							
675	Event Services Manager	1	1.00	38,528	1	1.00	38,528
525	Senior Event Coordinator				1	1.00	29,058
475	Event Coordinator	3	1.00	25,711	1	1.00	25,168
475	Event Coordinator		1.00	24,931			
475	Event Coordinator		1.00	23,802			
425	CSR				1	1.00	20,765
<b>Total Event Services</b>		<b>4</b>	<b>4.00</b>	<b>112,972</b>	<b>4</b>	<b>4.00</b>	<b>113,519</b>
<b>C. Special Services *</b>							
600	Assistant Manager Security/Med	1	1.00	33,220	1	1.00	33,220
575	Assistant Manager Admissions				1	1.00	30,260
400	Secretary	1	1.00	20,585	1	1.00	21,717
j	General Office Clerk				1	1.00	18,070
350	Security Watch Staff	2	1.00	18,774	2	1.00	19,989
350	" "		1.00	18,774		1.00	19,989
<b>Total Special Services</b>		<b>4</b>	<b>4.00</b>	<b>91,353</b>	<b>6</b>	<b>6.00</b>	<b>143,245</b>

# D. Admissions \*

575	Assist:Manager-Ticket Services	1	1.00	33,280	1	1.00	30,535
450	Ticket Service Supervisor	2	1.00	22,794	2	1.00	24,931
450	" "		1.00	25,629		1.00	24,931
Total Admissions		3	3.00	81,703	3	3.00	80,397

# E. G&A \*

	Coliseum/Stadium Manager	1	0.75	42,750	1	0.75	42,750
435	Administrative Secretary	1	1.00	20,585	1	1.00	19,807
625	Accountant	1	1.00	34,932	1	1.00	34,932
525	Assistant Accountant	1	1.00	26,029	1	1.00	27,461
425	Bookkeeper I	1	1.00	19,682	2	1.00	19,807
425	" "					1.00	20,765
435	Bookkeeper II	1	1.00	22,561			
400	Accounting Clerk	1	1.00	18,052	1	1.00	18,951
400	Secretary/Receptionist	1	1.00	20,585	2	1.00	21,717
400	" "					1.00	18,951
400	Office Assistant	1	1.00	20,585	1	1.00	21,717
375	Data Entry Clerk	1	1.00	17,963			
450	Staff Assistant				1	1.00	22,761
Total G & A		10	9.75	243,724	11	10.75	269,619

# F. Sales and Marketing \*

725	Sales/Marketing/Manager	1	1.00	42,465	1	1.00	42,465
0	Sales Associate	1	1.00	26,029			
0	Public Information Specialist	1	1.00	30,137	1	1.00	30,137
425	Group Sales Coordinator	1	1.00	21,574	1	1.00	21,717
400	Marketing Staff Assistant	1	1.00	17,963	1	1.00	18,951
Total Sales and Marketing		5	5.00	138,168	4	4.00	113,270
Total Coliseum, Full-Time		54	53.75	1,384,363	56	55.75	1,426,668

# Part-Time:

Stagehands/Utility Workers	12.70	311,158	12.93	319,933
Security/Medical	15.99	310,600	16.27	319,355
Ushers/Sellers/Gate Attendants	22.84	304,000	23.56	360,787
Receptionist/Secretarial	1.54	20,040	3.58	27,486
Merchandising Vendors	2.38	98,000	2.54	98,589
Total Part-Time	55.45	1,043,798	58.88	1,126,150

# Total Full and Part Time

109.20 2,428,161 | 114.63 2,552,818

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1/8/91

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Major Budget Swings, FY 1990-91 vs. FY 1991-92

PORTLAND CIVIC STADIUM  
-----

I. Schedule A, attached, is a summary of Revenues/Resources vs. Requirements, FY 90-91 vs. FY 91-92

II. Revenues:

Operating Revenues in FY 1991-92 are projected to be 5% (\$81,575) above this year's budgeted numbers, \$1,725,000 in FY 1991-92 vs. \$1,643,425 in FY 1990-91.

Projected revenues were based on doing about 200 events with about 400,000 attendance at the Stadium next year, which, is basically the same as was used for this fiscal year's budget:

Type of Event -----	Events Days -----	Attendance -----
Professional Baseball	75	200,000
College/High School Baseball	32	10,000
Soccer	15	7,000
College Football	10	90,000
H.S. Football	25	40,000
Shrine Football	1	15,000
Festival Of Bands	1	12,000
Concert	2	50,000
Other (practices, etc.)	35	2,000
Totals	196	426,000

III. Requirements:

Schedule B attached: Is a summary of Total Requirements (controllable expenses only; does not include support services, insurances, capital outlay or contingency) that shows an increase of \$104,671 (6.3%, from \$1,667,141 this year to \$1,771,812 next year.

Highlights include:

1. Personal Services:

- a. Full-Time Salaries/Wages increases next fiscal year by \$32,722 (17.7%), from \$185,189 in FY 90-91 to \$217,911 in FY 91-92. The reason, the addition of a Senior Event Coordinator at \$29,078
- b. Part-Time Labor increases by \$22,899 (11.2%), from \$204,303 to \$227,899

Variances include:

- Allowance for wage adjustments given last year, not reflected in this year's budget (rep/non rep employees) \$ 10,000
  - Projected 2 concerts next year vs. 1 this year 10,000
  - Added Training (Cultural/Diversity/CSR) 3,120
- \$ 23,120  
=====

- 2. Material & Services is projected to be above FY 90-91 by \$14,468 (1.3%), \$1,150,196 this year vs. \$1,164,664 next year.

Major dollar variances:

- a. Misc. Prof. Services: FY 90-91, \$9,432 vs. FY 91-92, \$700, reduction of \$8,732 is due to reclassification of training expenses to training
- b. Purchased Labor shows an increase of \$15,229 (12.6%) in FY 91-92 (\$from \$121,046 to \$136,275). This increase is due to an expected rate increase of 12.5% for next year

	Budget FY90-91	Budget FY91-92	Variance	%
Operating Revenues:				
Rental	175,000	185,000	10,000	5.7%
Reimbursements	110,800	90,000	(20,800)	-18.8%
- Concessions/Catering	1,127,225	1,200,000	72,775	6.5%
- Merchandising	40,000	40,000	0	0.0%
- Parking	0	0	0	0.0%
- User's Fee	157,400	170,000	12,600	8.0%
- Sales Commissions	13,000	20,000	7,000	53.8%
- Electrical Contract	0	0	0	0.0%
- Other	20,000	20,000	0	0.0%
Operating Revenues	1,643,425	1,725,000	81,575	5.0%
Other Resources				
- Intergovernmental Revenue (Hotel)	0	0	0	0.0%
- Intergovernmental Agreement (MERC/ERC)	0	0	0	0.0%
- Interest On Investment	0	0	0	0.0%
Total Resources	0	0	0	0.0%
Total Operating Revenues/Resources	1,643,425	1,725,000	81,575	5.0%
Requirements:				
Personal Services	516,945	607,148	(90,203)	-17.4%
Materials & Services	307,971	328,644	(20,673)	-6.7%
Concessions/Catering (per contract)	842,225	836,020	6,205	0.7%
Parking (per contract)	0	0	0	ERR
JVA	0	0	0	ERR
Grand Opening	0	0	0	ERR
Capital Spending	21,700	11,200	10,500	48.4%
To Metro General Fund/Support Services	47,245	85,582	(38,337)	-81.1%
To Metro Risk Management (Insurance)	17,361	55,096	(37,735)	-217.4%
Direct Costs to Support Svcs.	3,824	4,813	(989)	-25.9%
To MERC Central Management	90,513	86,143	4,370	4.8%
Contingency	75,000	75,000	0	0.0%
Total Requirements	1,922,784	2,089,646	(166,862)	-8.7%
Net Revenues/Resources vs. Requirements	(279,359)	(364,646)	(85,287)	30.5%
Beginning Fund Balance:	0	0	0	ERR
Ending Fund Balance	(279,359)	(364,646)	(85,287)	30.5%

FY9isc

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Metro Exposition-Re reation Commission  
 FY 1991-92 Budget Preparation  
 Civic Stadium  
 Combined

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	FY 90-91 Budget	FY 91-92 Requested	Variance	%
Full-Time (Salaries)	0	151.452	(151.452)	ERR
Full-Time (Wages)	185.189	66.459	118.730	64.1%
Part-Time	204.303	227.202	(22.899)	-11.2%
Overtime	7.813	8.065	(252)	-3.2%
Fringes	119.640	153.970	(34,330)	-28.7%
<b>Total Personal Services:</b>	<b>516.945</b>	<b>607.148</b>	<b>(90.203)</b>	<b>-17.4%</b>
Office Supplies	600	500	100	16.7%
Operating Supplies	16.210	16.098	112	0.7%
Small Tools	1,415	1,773	(355)	-25.1%
Fuels	1,733	1,900	(167)	-9.6%
Audit Services	0	0	0	ERR
Legal Services	0	0	0	ERR
Advertising/Promotions	0	300	(300)	ERR
Misc Professional Services	9,432	700	8.732	92.6%
Electricity	88.555	90.000	(1,445)	-1.6%
Water & Sewer	8.955	13.200	(4.245)	-47.4%
Heating Oil	0	0	0	ERR
Natural Gas	0	0	0	ERR
Garbage	12,425	14,300	(1,875)	-15.1%
Repairs & Maintenance	27.591	33.681	(6.090)	-22.1%
Equipment Rental	9,809	10,220	(411)	-4.2%
Printing Services	1,000	0	1,000	100.0%
Telephone	2,000	3,000	(1,000)	-50.0%
Postage	500	0	500	100.0%
Out-of Town Travel	0	0	0	ERR
Local Travel	0	400	(400)	ERR
Purchased Labor	121,046	136,275	(15,229)	-12.5%
Training, Tuition, Conference	0	3,350	(3,350)	ERR
Uniforms & Cleaning	4,500	1,650	2,850	63.3%
Concession/Catering	842,225	836,020	6,205	0.7%
Miscellaneous	2,200	1,300	900	40.9%
External Promotion	0	0	0	ERR
<b>Total Materials &amp; Services</b>	<b>1,150,196</b>	<b>1,164,664</b>	<b>(14,468)</b>	<b>-1.3%</b>
<b>Sub-Total Personal / M &amp; S</b>	<b>1,667,141</b>	<b>1,771,812</b>	<b>(104,671)</b>	<b>-6.3%</b>



CIVIC Stadium  
Full-Time Labor

Class Description	Fiscal Year 1990-91			Fiscal Year 1991-92		
	Positions			Positions		
	No.	FTE	Budget	No.	FTE	Budget
<b>A. Operations *</b>						
Set-up Supervisor	1	1.00	30,137	1	1.00	30,260
Assistant Set-up Supervisor	1	1.00	28,682	1	1.00	30,260
Utility Lead	2	1.00	23,400	2	1.00	23,754
" "		1.00	23,400		1.00	23,754
Total Operations	4	4.00	105,619	4	4.00	108,028
<b>B. Event Services *</b>						
Senior Event Coordinator			0	1	1.00	29,078
Total Event Services	0	0.00	0	1	1.00	29,078
<b>C. Special Services *</b>						
350 Security Watch Staff	1	1.00	18,782	1	1.00	18,951
Total Special Services	1	1.00	18,782	1	1.00	18,951
<b>D. Admissions *</b>						
Ticket Service Supervisor	2	1.00	23,269	2	1.00	23,802
		1.00	23,269		1.00	23,802
Total Admissions	2	2.00	46,538	2	2.00	47,604
<b>E. G&amp;A</b>						
	0	0.25	14,250	0	0.25	14,250
Total G & A	0	0.25	14,250	0	0.25	14,250
<b>F. Sales and Marketing</b>						
Total Sales and Marketing	0	0.00	0	0	0.00	0
Civic Stadium, Full-Time	7	7.25	185,189	8	8.25	217,911
<b>Part-Time:</b>						
Stagehands/Utility		0.92	22,617		0.96	27,655
Security/Medical		2.41	50,586		2.53	54,130
Ushers/Gatemen/Ticket Takers		8.98	119,600		9.53	127,977
Scoreboard Operators		0.00	0		0.25	5,272
Merchandising Vendors		0.50	11,500		0.51	12,168
Total Part-Time		12.81	204,303		13.78	227,202
Total Full/Part-Time		20.06	389,492		22.03	445,113

fypcpa  
1/8/91

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Major Budget Swings, FY 1990-91 vs. FY 1991-92

PORTLAND CENTER FOR THE PERFORMING ARTS  
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I. Schedule A, attached, is a summary of Revenues/Resources vs.  
Requirements, FY 1990-91 vs. FY 1991-92

II. Revenues:

Operating Revenues are estimated to be \$3,991,000 in FY 1991-92, which is \$365,615 (10.1%) above FY 1990-91's \$3,625,385. Included in Sales Commissions, the last two fiscal years, is \$325,000 generated from the telephone sales room.

FY 1991-92 revenues were based on hosting about 800 performances with an attendance of about 800,000 at all four theaters, the same as what we projected for this fiscal year, FY 1990-91. Following is a listing of major events for next year:

	Events	Attendance
	-----	-----
Youth Classical	7	85,000
Shakespeare	5	70,000
Ballet	4	60,000
Opera	6	40,000
Classical Music	50	250,000
Popular Music	50	125,000
National Theatre	7	65,000
Local Theatre	15	90,000
Dance	15	40,000
Meetings/Receptions	50	25,000

The major variance in revenue is in Reimbursements, which increases by \$312,065 (31.5%), from \$991,935 this year to \$1,304,000 next year. This is almost all do to the Local B-28 (IATSE) stagehands agreement signed in FY 1990-91 which made the Commission the employer of all casual stagehand personnel. Prior to this agreement, some promoters (Oregon Symphony, Portland, Opera) had been payrolling the stagehands for their shows and paying these employees directly. The result is that PCPA now includes this labor on their budget, about \$286,000, which is billed back to the symphony and opera, plus 25% for benefits.

### III. Requirements:

Schedule B, attached, shows total Requirements, not including support services, insurances, capital outlay or contingency, to be \$4,169,208 in FY 1991-92 vs. \$3,775,060 in FY 1990-91, which is \$393,389 (10.4%) above this year's budget

#### 1. Personal Services

- a. Full-Time Salaries/Wages are going up \$20,829 (3.2%) next year, from \$655,469 to \$676,298.

1 General Office Clerk	\$ 18,070
1 Volunteer Coordinator	22,761
	-----
2	40,831
1 House Manager (never filled)	(23,802)
1 Data Clerk (never filled)	(18,070)
	-----
0 Net	\$( 1,041)
Allowances for step increases and rate increases to rep/non-rep in FY 90-91	22,000
	-----
Net	\$ 20,959
	=====

- b. Part-Time Labor increases by \$311,191 (21.5%) next year vs this year; \$1,761,033 vs. \$1,449,842. This is due to the Commission being the employer of all casual stagehands labor, see explanation in Reimbursents revenue above, resulting in most all of the increase next fiscal year being billed back to promoters. Also, included in next year's budget is \$24,384 for Cultural/Diversity/CSR training

2. Material & Services is projected to be \$112,660 (10.5%) below this fiscal year. However, this year's budget includes \$53,450, charged to Miscellaneous Expense line item for hosting of the 1991 International Showcase of Performing Arts for Young People. Also, this year's budget includes \$125,000 for Shakespeare shortfall, that is not included in next year's budget. So with the \$53,450 and the \$125,000 out of this year's budget, material and services would be \$895,610 vs. \$961,400 in next year's budget.

- a. Misc. Prof. Services increase from \$4,340 to \$16,350, an increase of \$12,010 (276.7%) due basically from reclassification of armored car services, bank charges etc. from Miscellaneous expense category
- b. Repairs and Maintenance shows an increase of \$11,000 (13.5%) in next year's budget, from \$81,775 to \$92,775. This is due to general prices increases.
- c. Postage, the \$24,700 increase is mostly in the Telephone Room

Department, and based on latest projections on how ticket sales are being made more and more via telephone, the number is good.

- d. Purchased Labor is projected to increase by \$24,700 (185%) over this year's budget (from \$13,300 to \$38,00), and by \$4,707 (14.2%) over FY 89-90 actual (from \$33,293 to \$38,000. The \$38,000 in next year's budget looks reasonable
- e. Reduction in Miscellaneous is due to reclassification of expenses and the fact that this year's budget includes a one time \$53,450 for hosting of the 1991 Showcase of Performing Arts for Young People conference
- f. External Promotion, in this year's budget, is the funding of the Shakespeare Shortfall. This fiscal year is the last year of a three contract
- g. Out-of-Town Travel is up \$5,800 (82.9%), from \$7,000 this year to \$12,800 next year. A listing of travel is being summarized.

A

	Budget FY90-91	Budget FY91-92	Variance	%
Rating Revenues:				
- Rental	975,000	980,000	5,000	0.5%
- Reimbursements	991,935	1,304,000	312,065	31.5%
- Concessions/Catering	165,000	165,000	0	0.0%
- Merchandising	75,000	75,000	0	0.0%
- Parking	0	0	0	0.0%
- User's Fee	740,000	750,000	10,000	1.4%
- Sales Commissions	495,000	550,000	55,000	11.1%
- Electrical Contract	0	0	0	0.0%
- Other	143,450	125,000	(18,450)	-12.9%
Operating Revenues	3,585,385	3,949,000	363,615	10.1%
Other Resources				
- Intergovernmental Revenue (Hotel)	0	0	0	0.0%
- Intergovernmental Agreement (MERC/ERC)	0	0	0	0.0%
- Interest On Investment	40,000	42,000	2,000	5.0%
Total Resources	40,000	42,000	2,000	5.0%
Total Operating Revenues/Resources	3,625,385	3,991,000	365,615	10.1%
Requirements:				
Personal Services	2,701,759	3,207,808	(506,049)	-18.7%
Materials & Services	930,173	942,513	(12,340)	-1.3%
Concessions/Catering (per contract)	0	0	0	ERR
Parking (per contract)	0	0	0	ERR
PDVA	0	0	0	ERR
Grand Opening	0	0	0	ERR
EID Assessment	18,887	18,887	0	0.0%
Shakespeare Shortfall	125,000	0	125,000	100.0%
Capital Spending	312,575	136,150	176,425	56.4%
To Metro General Fund/Support Services	101,181	183,286	(82,105)	-81.1%
To Metro Risk Management (Insurance)	37,181	117,994	(80,813)	-217.4%
Direct Costs to Support Svcs.	11,471	14,440	(2,969)	-25.9%
To MERC Central Management	194,665	183,761	10,904	5.6%
Contingency	90,000	90,000	0	0.0%
Total Requirements	4,522,892	4,894,839	(371,947)	-8.2%
Net Revenues/Resources vs. Requirements	(897,507)	(903,839)	(6,332)	0.7%
Beginning Fund Balance:	0	0		
Ending Fund Balance	(897,507)	(903,839)	(6,332)	0.7%

FY91pc

Metro Exposition-Recreation Commission  
FY 1991-92 Budget Preparation  
Performing Arts Center  
Combined

B

	FY 90-91 Budget	FY 91-92 Requested	Variance	%
Full-Time (Salaries)	0	457,585	(457,585)	ERR
Full-Time (Wages)	655,469	218,713	436,756	66.0%
Part-Time	1,449,842	1,761,033	(311,191)	-21.5%
Overtime	24,292	27,560	(3,268)	-13.5%
Fringes	572,156	742,917	(170,761)	-29.8%
<b>Total Personal Services:</b>	<b>2,701,759</b>	<b>3,207,808</b>	<b>(506,049)</b>	<b>-18.7%</b>
Office Supplies	16,000	17,000	(1,000)	-6.3%
Operating Supplies	62,718	64,360	(1,642)	-2.6%
Small Tools	1,600	3,000	(1,400)	-87.5%
Fuels	0	0	0	ERR
Audit	0	0	0	ERR
Subscriptions	0	935	(935)	ERR
Dues	0	1,320	(1,320)	ERR
Legal Services	0	0	0	ERR
Advertising/Promotions	60,400	60,220	180	0.3%
Misc Professional Services	4,340	16,350	(12,010)	-276.7%
Electricity	198,000	199,980	(1,980)	-1.0%
Water & Sewer	16,486	18,958	(2,472)	-15.0%
Heating Oil	0	0	0	ERR
Natural Gas	54,251	55,000	(749)	-1.4%
Garbage	12,038	15,000	(2,962)	-24.6%
Repairs & Maintenance	81,775	92,775	(11,000)	-13.5%
Equipment Rental	16,612	20,400	(3,788)	-22.8%
Building Rental	94,200	94,640	(440)	-0.5%
Printing Services	118,750	100,700	18,050	15.2%
Typesetting & Reprographics	0	0	0	ERR
Telephone	59,060	64,900	(5,840)	-9.9%
Postage	11,200	46,000	(34,800)	-310.7%
Out-of Town Travel	7,000	12,800	(5,800)	-82.9%
Local Travel	0	1,750	(1,750)	ERR
Concessions	0	0	0	ERR
Parking	0	0	0	ERR
Purchased Labor	13,300	38,000	(24,700)	-185.7%
Training, Tuition, Conference	2,300	2,300	0	0.0%
Uniforms & Cleaning	17,118	4,500	12,618	73.7%
Pmts to Other Agencies (EID)	18,887	18,887	0	0.0%
Miscellaneous	83,025	9,475	73,550	88.6%
External Promotion	125,000	2,150	122,850	98.3%
<b>Total Materials &amp; Services</b>	<b>1,074,060</b>	<b>961,400</b>	<b>112,660</b>	<b>10.5%</b>
<b>Sub-Total Personal / M &amp; S</b>	<b>3,775,819</b>	<b>4,169,208</b>	<b>(393,389)</b>	<b>-10.4%</b>

Labor Summary

		Fiscal Year 1990-91			Fiscal Year 1991-92		
		Positions			Positions		
Class	Description	No.	FTE	Budget	No.	FTE	Budget
<b>Operations *</b>							
600	Bldg Maintenance Supervisor	1	1.00	30,137	1	1.00	33,220
600	Assist Technical Services Mgr	1	1.00	33,220	1	1.00	30,260
	Operations Engineer	1	1.00	31,637	1	1.00	31,637
375	General Office Clerk						
B28	Utility Leads	4	1.00	21,981	4	1.00	21,299
B28	" "		1.00	21,981		1.00	21,861
B28	" "		1.00	21,980		1.00	22,381
B28	" "		1.00	21,980		1.00	20,301
Total Operations		7	7.00	182,916	7	7.00	180,959
<b>B. Event Coordination *</b>							
675	Event Manager	1	1.00	36,650	1	1.00	38,528
475	House Manager	2	1.00	22,068	1	1.00	24,931
475	" "		1.00	22,067			
450	Volunteer Coordinator				1	1.00	22,761
Total Event Services		3	3.00	80,785	3	3.00	86,220
<b>C. Special Services *</b>							
350	Stagedoor Security	1	1.00	17,289	1	1.00	18,075
350	Security Watch Staff	2	1.00	18,452	2	1.00	19,989
350	" "		1.00	17,289		1.00	18,070
Total Special Services		3	3.00	53,030	3	3.00	56,134
<b>D. Admissions *</b>							
525	Ticket Center Manager	1	1.00	27,311	1	1.00	27,685
450	Phone Room Supervisor	1	1.00	25,179	1	1.00	26,147
450	Ticket Service Supervisor	3	1.00	23,865	3	1.00	25,168
450	" "		1.00	21,786		1.00	25,168
450	" "		1.00	21,552		1.00	22,761
Total Admissions		5	5.00	119,693	5	5.00	126,929
<b>E. G&amp;A *</b>							
	Performing Arts Manager	1	1.00	54,881	1	1.00	54,881
5	Administrative Secretary	1	1.00	20,585	1	1.00	20,765
300	Secretary	1	1.00	18,774	1	1.00	18,951
400	Switchboard/Receptionist	1	1.00	18,774	1	1.00	18,951
375	Data Entry Clerk	1	1.00	17,963	1	1.00	18,070
Total G & A		5	5.00	130,977	5	5.00	131,618

F. Sales and Marketing \*

725	Sales/Marketing/Manager	1	1.00	39,478	1	1.00	39,478
500	Booking Coordinator	1	1.00	26,029	1	1.00	28,813
450	Staff Assistant	1	1.00	22,561	1	1.00	26,147
Total Sales and Marketing		3	3.00	88,068	3	3.00	94,438
Total PCPA Full-Time		26	26.00	655,469	26	26.00	676,298

Part-Time:

Stagehands/Utility	27.32	669,583	40.82	999,551
Security/Medical	1.81	35,068	2.03	39,111
Ushers/Sellers/Gate Attendants	31.80	546,700	25.96	446,765
Sellers/Suprvrs. (Phone Room)	13.68	180,000	19.42	255,536
Clerical, etc.	1.00	18,491	1.01	20,070
Total Part-Time	75.61	1,449,842	89.24	1,761,033

Total FTotal Full/Part-Time

101.61	2,105,311	115.24	2,437,331
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OUT OF TOWN TRAVEL

PCPA Manager	\$ 6,925
Operations, Technical Services	2,900
Sales and Marketing	2,975
	-----
	\$ 12,800

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1/8/91

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Major Budget Swings, FY 1990-91 vs. FY 1991-92

OREGON CONVENTION CENTER  
-----

I. Schedule A - is a summary of Revenues/Resources vs. Requirements,  
FY 1990-91 vs. FY 1991-92.

II. Revenues:

Schedule B - is a comparison of events, attendance and  
revenues/resources, FY 1990-91 vs. FY 1991-92

FY 1991-92 will be the first year the convention center operates for a  
full year, FY 1990-91, start-up year, reflected 8 months of  
operation. A comparison of events, event days and attendance are as  
follows:

	FY 1990-91	FY 1991-92	Variance	%
	-----	-----	-----	-----
Exhibit Halls:				
Number of Events	34	42	8	23.5
Total Usage Days	323	484	161	49.8
Total Attendance	438,300	453,800	15,500	3.5
Meeting Rooms:				
Total Usage Days	991	1,988	997	100.6
Total Attendance	13,610	27,300	10,690	78.5
Ballroom:				
Total Usage Days	68	230	162	238.2
Total Attendance	2,000	6,800	4,800	240.0
Total:				
Total Usage Days	1,382	2,702	1,320	95.5
Total Attendance	453,910	487,900	33,990	7.5

Total Revenues/Resources are projected to be \$6,663,834 next year vs.  
\$5,686,328 this fiscal year, an increase of \$977,506 (17.2%). Again,  
this is due mainly to next fiscal year being the first full year of  
operation vs. eight months this fiscal year.

Some of the bigger dollar swings are Rental revenues, which are up by  
\$238,825 (32.5%), \$733,800 vs. \$972,625 and Concessions/Catering  
Revenues, which are up by \$428,625 (40.0%), \$1,500,000 vs. \$1,071,375.

### III. Requirements:

Schedule C attached: Total Requirements (controllable expenses only; does not include support services, insurance, capital outlay or contingency) shows an increase of \$733,743 (14.10%) in FY 1991-92 vs. FY 1990-91. Of course, much of the increase is due to next year being a full year of operation, whereas this fiscal year was the start-up year, with 8 months of operation.

1. Personal Services at \$2,466,636 is \$548,116 (28.6%) above this year's budget of \$1,918,520.

- a. Full-Time salaries and wages are budgeted at \$1,366,671 in FY 91-92 vs. \$1,153,738, an increase of \$212,933 (18.5%). The following positions were added to next year's budget in order to better serve our clients, secure the premises and maintain the facility in first-class condition:

3 Utility Worker I	\$ 51,678
2 Security Watchpersons	34,578
1 Event Coordinator	23,802
1 Event Coordinator Secretary	22,008
1 Operations Secretary	19,807
	-----

8 Sub-Total	151,873
-------------	---------

1 Set-Up Supt. (deleted, never filled)	( 25,126)
- Allowances positions that were budgeted for a partial year in '90-91 vs. a full year in '91-92, and allowance for step-increases in comp. plan	86,000
	-----

	\$212,747
	=====

- b. Part-Time labor increase is due mainly to the convention center being on line for a full year next fiscal year vs. part time this fiscal, plus \$24,383 for Cultural/Diversity/CSR Training
  - c. Overtime of \$48,462 in next year's is due to booking events back to back requiring fast change-over. When this happens, our change-over crews are working 10 to 12 hours per day.
2. Material and Services increase of \$185,627 (5.7%), \$3,453,700 next fiscal year vs. \$3,268,073 this fiscal year, again is most the result of the convention center operating for a full year in '91-92, i.e. utilities, small tools, concessions/catering expenses, etc. Other swings:
    - a. POVA shows a \$106,000 (8.9%) decrease next fiscal vs. this fiscal, \$1,137,788 vs \$1,084,415. Next year's budgeted amount represents this year's budget less \$106,000 for special

advertising for this year's grand opening.

- b. Telephone - the \$30,800 (43.3%) increase in FY 1991-92 is again due to last year being a start-up year, most of the increase is charged back to facility user (Utility Services Revenues)
- c. Out-of-Town Travel for next year is \$12,296 (69.5%) above this year, from \$17,695 to \$29,991
- d. External Promotion increase of \$7,600 (60.3%) is due mainly to \$5,000 built-into Gen. & Administration budget for promotional items (pins, cups, etc.)

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Metro Exposition-Recreation Commission  
Oregon Convention Center  
FY 1 91-92 Budget

(A)

	Budget FY90-91	Budget FY91-92	Variance	%
Operating Revenues:				
- Rental	733,800	972,625	238,825	32.5%
- Reimbursements	191,994	268,320	76,326	39.8%
- Concessions/Catering	1,071,375	1,500,000	428,625	40.0%
- Merchandising	0	0	0	0.0%
- Parking	402,492	433,689	31,197	7.8%
- User's Fee	0	0	0	0.0%
- Sales Commissions	0	0	0	0.0%
- Electrical Contract/Utility Services	323,000	336,000	13,000	4.0%
- Other (Excise Tax Paid To Metro)	(78,633)	(100,532)	(21,899)	27.8%
- Other (Excise Tax Collected From Users)	0	100,532	100,532	0.0%
Operating Revenues	2,644,028	3,510,634	866,606	32.8%
Other Resources				
- Intergovernmental Revenue (Hotel)	2,900,000	3,000,000	100,000	3.4%
- Intergovernmental Agreement (MERC/ERC)	0	0	0	0.0%
- Interest On Investment	142,300	153,200	10,900	7.7%
Total Resources	3,042,300	3,153,200	110,900	3.6%
Total Operating Revenues/Resources	5,686,328	6,663,834	977,506	17.2%
Requirements:				
Personal Services	1,918,520	2,466,636	(548,116)	-28.6%
Materials & Services	922,752	1,114,293	(191,541)	-20.8%
Concessions/Catering (per contract)	906,065	1,211,067	(305,002)	-33.7%
Parking (per contract)	40,841	44,925	(4,084)	-10.0%
POVA	1,189,415	1,083,415	106,000	8.9%
Grand Opening	209,000	0	209,000	100.0%
Capital Spending	200,000	112,000	88,000	44.0%
To Metro General Fund/Support Services	193,633	352,250	(158,617)	-81.9%
To Metro Risk Management (Insurance)	71,154	226,766	(155,612)	-218.7%
Direct Costs to Support Svcs.	30,590	38,506	(7,916)	-25.9%
To MERC Central Management	373,695	355,090	18,605	5.0%
Contingency	300,000	300,000	0	0.0%
Total Requirements	6,355,665	7,304,948	(949,283)	-14.9%
Net Revenues/Resources vs. Requirements	(669,337)	(641,114)	28,223	-4.2%
Beginning Fund Balance:	1,802,961	1,800,000	2,961	0.2%
Ending Fund Balance	1,133,624	1,158,886	25,262	2.2%

Example: an event with 10,000 delegates, 3 day show, 2 in/out days:

- Number of events = 1
- Event Days (show days) = 3
- In/Out Days 2
- Total Event Days (bldg. usage) 5
- Attendance: 10,000 for 3 days = 30,000

	FY 1990-91 Budget		FY 1991-92 Budget	
Events/Attendance	Event Days	Attendance	Event Days	Attendance
All halls:				
Number of Events	34		42	
Total Show Days	108		150	
Average Show Days Per Event	3.18		3.57	
Total Usage Days (Halls Only)	212		384	
Total In/Out Days	111		100	
Total Hall Usage Days	323	438,300	484	453,800
Meeting Rooms:				
Total Usage Days	991	13,610	1,988	27,300
Ballroom:				
Total Usage Days	68	2,000	230	6,800
Total Usage/Attendance	1,382	453,910	2,702	487,900
=====				
Revenues/Resources		FY 1990-91 Budget		FY 1991-92 Budget
Hall Rental		\$503,100		\$677,800
Hall In/Out Rental		88,650		189,675
		591,750		867,475
Meeting Room Rental				
Ballroom Rental		26,600		51,850
		64,450		11,300
		682,800		930,625
Equipment Rental (\$1,000 x 42)		51,000		42,000
Utility Services (\$8,000 x 42)		323,000		336,000
Event Reimbursed Labor		191,994		268,320
Conc./Catering (\$3.07 per cap x 487,900 = Gross)		1,071,375		1,500,000
Parking (487,900 divided by 4.5 = 108,422 cars @ \$4.00)		402,492		433,689
Excise Tax 5%		(78,633)		(100,532)
Total Operating Revenue		2,644,028		3,410,102
Other Resources:				
Hotel/Motel Tax		2,900,000		3,000,000
Investment On Investment		142,300		142,300
Total Resources		3,042,300		3,142,300
Total Operating Revenues/Resources		\$5,686,328		\$6,552,402
=====				

FY9100

Metro Exposition-Re reation Commission  
FY 1991-92 Budget Preparation  
Convention Center  
Combined

	FY 90-91 Budget	FY 91-92 Requested	Variance	%
Full-Time (Salaries)	414.920	591.152	(176,232)	-42.5%
Full-Time (Wages)	738.818	775.519	(36,701)	-5.0%
Part-Time	296.645	354.357	(57,752)	-19.5%
Overtime	0	48.462	(48,462)	100.0%
Fringes	468.137	697.106	(228,969)	-48.9%
<b>Total Personal Services:</b>	<b>1,918,520</b>	<b>2,466,636</b>	<b>(548,116)</b>	<b>-28.6%</b>
Office Supplies	8,000	15,800	(9,800)	-163.3%
Operating Supplies	70,500	65,100	5,400	7.7%
Small Tools	4,000	8,086	(4,086)	-102.2%
Fuels	0	3,500	(3,500)	100.0%
Audit Services	0	0	0	0.0%
Subscriptions	0	215	(215)	100.0%
Dues	4,985	5,360	(375)	-7.5%
Legal Services	3,000	3,000	0	0.0%
Advertising/Promotions	90,108	87,987	2,121	2.4%
Misc. Professional Services	5,000	5,000	0	0.0%
Misc Services (POVA)	1,189,415	1,083,415	106,000	8.9%
Misc Services (Grand Opening)	209,000	0	209,000	100.0%
Misc Services (VIC)	0	5,000	(5,000)	100.0%
Electricity	266,200	384,000	(117,800)	-44.3%
Water & Sewer	30,300	51,000	(20,700)	-68.3%
Heating Oil	0	0	0	0.0%
Natural Gas	92,000	33,000	59,000	64.1%
Garbage	11,500	40,500	(29,000)	-252.2%
Repairs & Maintenance	81,000	111,000	(30,000)	-37.0%
Equipment Rental	20,000	10,000	10,000	50.0%
Building Rental	7,500	0	7,500	100.0%
Printing Services	55,000	60,700	(5,700)	-10.4%
Typesetting & Reprographics	5,800	11,300	(5,500)	-94.8%
Telephone	71,200	102,000	(30,800)	-43.3%
Postage	16,720	22,220	(5,500)	-32.9%
Out-of Town Travel	17,695	29,991	(12,296)	-69.5%
Local Travel	1,500	1,100	400	26.7%
Concessions/Catering Contract	906,065	1,211,067	(305,002)	-33.7%
Parking Contract	40,841	44,925	(4,084)	-10.0%
Purchased Labor	0	5,500	(5,500)	100.0%
Training, Tuition, Conference	8,869	10,734	(1,865)	-21.0%
Uniforms & Cleaning	20,500	12,500	8,000	39.0%
Pmts to Other Agencies	0	0	0	0.0%
Meetings	4,500	2,000	2,500	55.6%
Miscellaneous	7,000	7,500	(500)	-7.1%
External Promotion	12,600	20,200	(7,600)	-60.3%
Capital Lease Pmts/Office Equi	9,275	0	9,275	100.0%
<b>Total Materials &amp; Services</b>	<b>3,268,073</b>	<b>3,453,700</b>	<b>(185,627)</b>	<b>-5.7%</b>
<b>Sub-Total Personal /M &amp; S</b>	<b>5,186,593</b>	<b>5,920,336</b>	<b>(733,743)</b>	<b>-14.1%</b>

		Fiscal Year 1990-91				Fiscal Year 1991-92		
		Positions				Positions		
Class	Description	No.	FTE	Salary	Budget	No.	FTE	Budget
<b>A. Operations</b>								
700	Mtnce Section Supertendent	1	1.00	36,643	36,643	1	1.00	38,670
575	Utility Technicians	1	1.00	27,311	27,311	1	1.00	28,813
575	" "	1	1.00	27,311	27,311	1	1.00	28,813
600	Set-up Supt.	1	0.92	27,311	25,126			
525	Supervisors	1	0.92	24,784	22,677	1	1.00	26,246
525	" "	1	0.92	24,784	22,677	1	1.00	26,246
700	Electrician	1	1.00	33,220	33,220	1	1.00	33,345
DCTU	Operating Engineers	3	0.92	26,029	23,860	1	1.00	31,758
DCTU	" "		0.92	26,029	23,860	1	1.00	31,758
DCTU	" "		0.92	26,029	23,860	1	1.00	31,758
DCTU	Lead Engineer/Mechanic	1	0.92	33,220	30,452	1	1.00	33,345
Total Salaried Employees		11	10.44	312,671	296,997	10	10.00	310,752
B28	Maintenance (utility lead)	18	0.92	21,216	19,448	1	1.00	20,964
B28	" "		0.92	21,216	19,448	1	1.00	20,964
B28	" "		0.92	21,216	19,448	1	1.00	20,964
B28	" "		0.92	21,216	19,448	1	1.00	23,386
B28	" "		0.92	21,216	19,448	1	1.00	20,964
B28	" "		0.92	21,216	19,448	1	1.00	20,964
B28	" "		0.92	21,216	19,448	1	1.00	20,964
B28	" (util. work. I)		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" "		0.92	21,216	19,448	1	1.00	17,226
B28	" (util. work. II)		0.92	21,216	19,448	1	1.00	19,314
B28	Utility Grounds	3	0.92	19,718	18,075	1	1.00	20,149
B28	" "		0.92	19,718	18,075	1	1.00	20,149
B28	" "		0.92	19,718	18,075	1	1.00	20,149
B28	Utility Maintenance	2	0.92	26,029	23,860	1	1.00	20,984
B28	" "		0.92	26,029	23,860	1	1.00	20,003
400	Operations Secretary					1	1.00	19,807
Total Waged Employees		23	21.16	493,100	452,009	27	27.00	513,663
Total Operations		34	31.60	805,771	749,006	37	37.00	824,415



Oregon Convention Center  
Staffing - FY 1991-92

		Fiscal Year 1990-91				Fiscal Year 1991-92			
		Positions				Positions			
Class	Description	No.	FTE	Salary	Budget	No.	FTE	Budget	
<b>B. Event Services</b>									
675	Event Manager	1	1.00	34,932	34,932	1	1.00	34,932	
475	Event Coordinator	2	1.00	21,781	21,781	1	1.00	26,246	
475	"		1.00	21,781	21,781	1	1.00	25,035	
						1	1.00	23,802	
600	Telephone Systems Coord.	1	0.92	27,311	25,126	1	1.00	30,380	
525	Sound/AV Technician	1	1.00	24,784	24,784	1	1.00	26,246	
	Secretary	1	1.00			1	1.00	22,008	
Total Event Services		5	4.92	130,589	128,404	7	7.00	188,649	
<b>C. Special Services</b>									
350	Security Watchperson - Supv.	7	0.85	15,647	13,026	1	1.00	22,843	
350	"		0.85	15,647	13,026	1	1.00	18,070	
350	"		0.85	15,647	13,026	1	1.00	18,070	
350	"		0.85	15,647	13,026	1	1.00	18,070	
350	"		0.85	15,647	13,026	1	1.00	17,289	
350	"		0.85	15,647	13,026	1	1.00	18,070	
350	"		0.85	15,647	13,026	1	1.00	17,289	
350	"		0.00			1	1.00	17,289	
350	"		0.00			1	1.00	17,289	
350	"		0.00						
Total Special Services		7	5.95	109,529	91,182	9	9.00	164,279	
<b>E. G&amp;A</b>									
	Secretary/G & A (Admin)	1	1.00	21,818	21,818	1	1.00	22,761	
	Bookkeeper	1	1.00	23,631	23,631	1	1.00	20,765	
	Clerical/Receptionist	4	0.85	17,128	14,275	1	1.00	19,807	
	"		0.85	17,128	14,275	1	1.00	18,951	
	"		0.85	17,128	14,275	1	1.00	18,070	
	"		0.85	17,128	14,275				
Total G & A		6	5.40	113,961	102,549	5	5.00	100,354	
<b>F. Sales and Marketing</b>									
725	Sales/Marketing/Manager	1	1.00	36,643	36,643	1	1.00	38,528	
550	Sales Associate	1	1.00	28,682	28,682	1	1.00	30,380	
400	Secretary Sales/Marketing	1	1.00	17,272	17,272	1	1.00	20,066	
Total Sales and Marketing		3	3.00	82,597	82,597	3	3.00	88,974	
Total Convention Ctr. Full-Time		55	50.87	1,242,447	1,153,738	61	61.00	1,366,671	

ISS Description	Fiscal Year 1990-91				Fiscal Year 1991-92		
	Positions				Positions		
	No.	FTE	Salary	Budget	No.	FTE	Budget
Part-Time:							
Utility Workers		5.00		72,800		5.07	77,512
Security/Medical		5.34		101,344		8.11	155,524
Receptionist/Clerical		2.50		43,333		1.06	18,326
Box Ofc. Supvr./Sellers		2.05		35,716		1.06	18,759
Gate Attendants/Ushers/Ect.		2.66		43,452		4.09	66,685
Message Ctr Operators		0.00		0		1.22	17,591
Total Part-Time		17.55	0	296,645		20.61	354,397
Total Part/Full-Time		68.42		1,450,383		81.61	1,721,068

OUT OF TOWN TRAVEL

Facility Manager	\$ 6,231
Sales/Marketing	19,310
Operations	1,500
Special Services	1,450
Event Coordination	1,500
	-----
	\$ 29,991

fy

11/8/91

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Major Budget Swings, FY 1990-91 vs. FY 1991-92

CENTRAL MANAGEMENT, FUND NO. 751

I. Revenues:

Almost all revenues received in this fund are transferred from MERC facilities (convention center and spectator facilities). Allocation of the costs from Central Management to the convention center and spectator facilities is based on the same formula as was used in this fiscal year (FY 1990-91); and will be updated based on actual time allocated in this fiscal year thru the payroll system. This cost allocation could change based on the actual being pulled from the payroll system.

II. Requirements:

1. Personal Services

Increases by \$25,871 in next year's budget due to the addition of one new position, an Accountant. From time-to-time we have had to bring someone in (from Accountemps) to help in the payroll area, and other financial alysis, etc. With the additional volume of transactions, brought on by the start-up of the convention center operation (tracking revenues, excise tax, settlements, payroll, eatc.) it has become apparent it would be more efficient and most cost effect to hire a full-time person to assist with financial statement preparation, payroll monitoring/controlling, year-end audits, automate financial statements, develop and maintain administrative procedures for cash manegement and other financial functions, etc.

2. Misc. Professional Services

This line item, for the first go-thru, has been reduced from \$132,216 this fiscal year to \$50,000 for next fiscal year. Included in this category are feasiblility studies, etc.

## FY 1991-92 Budget

	Budget FY 90-91 -----	Budget FY 91-92 -----	Variance -----
Resources			
- Beginning Fund Balance	0	0	0
- Inter-Fund Transfers:			
From OCC Fund No. 551	373,695	355,090	(18,605)
From Coliseum Fund No. 750	317,690	300,386	(17,304)
From Stadium Fund No. 750	90,461	86,143	(4,318)
From PCPA Fund No. 750	194,879	183,761	(11,118)
Total Inter-Fund Transfers	976,725	925,380	(51,345)
- Interest On Investment	35,000	30,000	(5,000)
Total Resources	1,011,725	955,380	(56,345)
Requirements:			
Personal Services (per attached)	764,509	790,380	(25,871)
Materials & Services:			
- Professional Services	132,216	50,000	82,216
(feasibility studies, etc.)			
- Travel/Commission Meetings/etc.	20,000	20,000	0
- Contingency	95,000	95,000	0
-			0
-			0
Total Requirements	1,011,725	955,380	56,345
Ending Fund Balance	0	0	0

Note - This Fund is being set-up as stated in the Agreement of Consolidation, Section 6, Item D. "Metro ERC's present intention is to maintain a central management staff for all the facilities under its jurisdiction and to allocate the central management costs among the facilities based on a formula. The initial allocation formula shall be based on an annual determination of the time spent on each facility by each central management staff employee weighted by the salary of each employee."

Class	Position	FY 90-91	Distribution				FY 1991-92 Total
			OCC	Coliseum	Stadium	PCPA	
	na Convention Center Mgr.	65,000	55,250	3,250	3,250	3,250	65,000
	- Distribution (o)		85%	5%	5%	5%	100%
	675 Special Proj. Coordinator	31,678	13,288	13,288	3,322	3,322	33,220
	- Distribution (o)		40%	40%	10%	10%	100%
	700 Systems Administrator	33,540	17,466	10,480	1,747	5,240	34,932
	- Distribution (o)		50%	30%	5%	15%	100%
	675 Manager Technical Svcs.	34,933	18,322	10,993	1,832	5,496	36,643
	- Distribution (o)		50%	30%	5%	15%	100%
	525 Graphics Coordinator	24,785	10,459	10,459	1,307	3,922	26,147
	- Distribution (o) (new)		40%	40%	5%	15%	100%
	na General Manager	80,000	24,000	28,000	8,000	20,000	80,000
	- Distribution (c)		30%	35%	10%	25%	100%
	na Ass't. G.M./Fin. & Admin.	67,600	23,660	23,660	6,760	13,520	67,600
	- Distribution (c)		35%	35%	10%	20%	100%
	na Ass't. G.M./Operations	56,247	16,874	16,874	5,625	16,874	56,247
	- Distribution (c)		30%	30%	10%	30%	100%
	600 Administrative Ass't.	33,220	9,078	10,591	3,026	7,565	30,260
	- Distribution (c)		30%	35%	10%	25%	100%
	750 Controller	38,528	10,103	16,165	6,062	8,083	40,413
	- Distribution (c)		25%	40%	15%	20%	100%
	650 Purch./Contract Coord.	15,839	11,087	11,087	3,168	6,336	31,678
	- Distribution (o) (new)		35%	35%	10%	20%	100%
	750 Special Services Director	44,520	8,904	20,034	6,678	8,904	44,520
	- Distribution (c)		20%	45%	15%	20%	100%
	750 Admissions Director	40,413	6,370	16,986	4,247	14,863	42,465
	- Distribution (c)		15%	40%	10%	35%	100%
*	625 Accountant	0	7,567	12,107	4,540	6,053	30,267
	- Distribution (c)		25%	40%	15%	20%	100%
	750 Personnel Manager	0	0	0	0	0	0
	- Distribution						0%
	400 Clerical (personnel)	0	0	0	0	0	0
	- Distribution						0%
<hr/>							
Total - Payroll (13 positions)		566,303	224,861	191,867	55,023	117,374	589,125
	- Fringes @ 35%	198,206	78,701	64,552	18,512	39,490	201,255
Total - Payroll/Fringes		764,509	303,562	256,419	73,535	156,864	790,380
Plus OH		212,216	51,528	43,967	12,609	26,897	135,000
Grand Total		976,725	355,090	300,386	86,144	183,761	925,380
<hr/>							

\* New Position - Accountant (Assist: budget preparation, payroll, financial statements, automating general ledgers, merchandising/novelty sales, concessions catering contract, etc.)

	Total Requested	Priority Level 1	Priority Level 2	Priority Level 3
Memorial Coliseum	480,068	132,400	86,250	261,418
Civic Stadium	92,407	11,200	30,300	50,907
PCPA	720,425	136,150	484,775	99,500
	1,292,900	279,750	601,325	411,825
Oregon Convention Center	270,975	112,000	133,375	25,600
Total	1,563,875	391,750	734,700	437,425

Priority Level 1 - are necessary for public/employee safety health, service or crucial to operation or preservation of facilities or contents

Priority Level 2 - are deferrable, but some expenditures may be necessary to maintain the status of those items in functional and safe condition

Priority Level 3 - are desirable to enhance service, quality and performance of same, but are not essential for or functional and safe condition

Capital Budget Submittals \* 1991/92

BREAKDOWN BY PRIORITY LEVELS

To: Dominic Buffetta - Director of Finance and Administration

From: Mark Hunter - Assistant to the General Manager

Following: Progressive, Venue-Categorized Summary of Capital Budget Submittals(Requests) in Priority Order, for Fiscal Year 91/92, All Venues, All Departments.

PRIORITY LEVEL 1

Priority Level 1 budget items are necessary for public/employee safety, health, service or crucial to operation or preservation of facilities or contents.

Memorial Coliseum

*		
1.	Rolling Door Replacement	\$ 10,000
2.	Electrical Mechanical & Plumbing	15,000
3.	Facia Repair	3,000
4.	Restroom Renovation	10,000
5.	Permanent Area Seat Replacement	5,000
6.	Portable Side/Endsteel Renovation	10,000
7.	Small Elevator Replacement	30,000
8.	VIP Section Carpet Replacement(Arena)	2,000
9.	Sawdust Collection System - Maintenance Shop	1,300

(Subtotal) \$ 86,300

+		
12.	General Use Formica Tables	40,000
13.	Communication Radios	3,600

(Subtotal) \$ 43,600

>		
14.	Call Sequencer	2,500

Memorial Coliseum - Total \$132,400



Portland Center for the Performing Arts

Civic Auditorium

\*

1.	Upgrade Sound System	17,500
2.	Lighting Board	35,000
3.	Elec., Mechanical and Plumbing	20,000
4.	Stage Risers	2,000

Civic Auditorium - Total \$ 74,500

Arlene Schnitzer Concert Hall

\*

1.	Backstage Elevator	\$ 30,000
2.	Electrical, Mech. and Plumbing	10,000

\$ 40,000

#

3.	Mantrix Light Boards	1,500
4.	Stage Risers	2,000

\$ 3,500

Schnitzer - Total \$ 43,500

New Theatre Building

\*

1.	Elevator Photo System	\$ 6,000
2.	Winningstad Winch Modification	4,000

\$ 10,000

#

3.	Typewriter(Tech.Servs.)	750
4.	Side-Fill Monitors	500
5.	Stage Lighting Racks	800
6.	Concert Chairs	2,100
7.	Catwalk System	4,000

\$ 8,150

New Theatre - Total \$ 18,150

Performing Arts - Total \$136,150

**Civic Stadium**

**\***

**1. Handicap Platforms**

**\$ 10,000**

**+**

**2. Communications Radio(EC)**

**1,200**

**Civic Stadium - Total**

**\$ 11,200**

**COMBINED FACILITIES TOTALS**

**MEMORIAL COLISEUM**

**\$ 132,400**

**PERFORMING ARTS FACILITIES**

**136,150**

**CIVIC STADIUM**

**11,200**

**TOTAL**

**\$ 279,750**

**Notes:**    **\*** = Operations  
             **+** = Event Coordination  
             **^** = Special Services  
             **>** = Sales  
             **<** = Admissions  
             **\** = Administration(Systems)

**OREGON CONVENTION CENTER**

1.	Additional Power - Ballroom Corridor	85,000
2.	Temporary Electrical Equip. Replacement	15,000
3.	Parking Office	7,000
4.	Custom Service Desks	5,000

<b>Oregon Convention Center - Total</b>		<b><u>\$112,000</u></b>
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## PRIORITY LEVEL 2

Priority Level 2 budget items are necessary, but subject to deferment for a short period of time.

Items prioritized at Level 2 are deferrable, but some expenditures may be necessary to maintain the status of those items in functional and safe condition.

### Memorial Coliseum

\*

1.	Re-pipe Chiller	20,000
2.	Engine Room Office Remodel	6,500
3.	Meeting Room Carpeting	15,000
4.	Cleaning Equipment	3,000
5.	Exterior Lobby Doors-Conv. Hall	5,000
6.	Seal Coat Roof	5,000

(Subtotal) \$ 54,500

+

5.	Podiums	8,000
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7.	Work Stations(MERC) Administration	7,000
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8.	Computer Equipment	16,750
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Memorial Coliseum - Total

\$ 86,250

Portland Center for the Performing Arts

Civic Auditorium

*	
1. Upgrade Pneumatic Controls	\$ 3,000
2. Cleaning Equipment	3,000
3. Lobby Furniture	3,500
4. Dimmer System	300,000
5. Front House Lighting System Renovation	25,000
6. Restroom Renovation	5,000
7. Luminaires	24,000
8. Waste Containers	2,000
9. Backstage Power Connection	22,000
10. Lecterns	1,000
11. Fire Curtain(Stage)	25,000
12. Main Curtain "	19,000

Civic Auditorium - Total \$432,500

Arlene Schnitzer Concert Hall

*	
1. Roof Top Coat	3,000
#	
2. Stage Drape Hampers	900
3. Ancillary Sound Equipment	2,500

Schnitzer - Total \$ 6,400

New Theatre Building

*	
1. Elec., Mech. and Plumbing	15,000
2. Stage and General Shop	2,500
<u>\$ 17,500</u>	

#	
3. FAX Machine "	1,500
4. Photocopier "	4,000
5. Ancillary Sound Equipment	2,500
6. Risers	1,000
<u>\$ 9,000</u>	

\	
7. Computer Equipment	14,375
8. Office Furniture	5,000
<u>\$ 19,375</u>	

New Theatre - Total \$ 45,875

Performing Arts - Total \$484,775

**Civic Stadium**

\*

1.	Airless Stripper	4,800
2.	Communication Equip. (Radios)	5,000
3.	Small Pickup w/ Dump Box	12,000
4.	Cyclone Fencing	8,500

<b>Civic Stadium - Total</b>	<b>\$ 30,300</b>
------------------------------	------------------

**COMBINED FACILITIES TOTALS**

MEMORIAL COLISEUM	\$ 86,250
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PERFORMING ARTS FACILITIES	484,775
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CIVIC STADIUM	30,300
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<b>TOTAL</b>	<b>\$ 601,325</b>
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Notes: \* = Operations  
+ = Event Coordination  
^ = Special Services  
> = Sales  
< = Admissions  
\ = Administration (Systems)

**OREGON CONVENTION CENTER**

1.	FF&E Contingency	75,000
2.	FF&E Audio/Video Equipment	18,500
3.	Speaker Phones	6,000
4.	Office Furniture	5,000
5.	Video Recorder/Player	2,500
6.	Computer Equipment	26,375

**Oregon Convention Center - Total**

**\$133,375**

### PRIORITY LEVEL 3

Priority Level 3 budget items are **desireable** to enhance service, quality and performance of same, **but are not essential** for operation or function of facility.

Items prioritized at Level 3 are deferrable, but some expenditures may be necessary to maintain the status of those items in functional and safe condition.

#### Memorial Coliseum

+

- |    |                                 |        |
|----|---------------------------------|--------|
| 1. | Adjustable Podium               | 4,000  |
| 2. | Adjustable Stage Riser Sections | 25,000 |

(Subtotal) \$ 29,000

^

- |    |                               |         |
|----|-------------------------------|---------|
| 3. | Video Surveillance System     | 128,800 |
| 4. | Upgrade Communications System | 98,200  |

(Subtotal) \$227,000

>

- |    |                               |       |
|----|-------------------------------|-------|
| 5. | Display Boards(Lower Entries) | 3,000 |
| 6. | Still Image Video Player      | 1,250 |
| 7. | Baby Changing Stations        | 1,168 |

\$ 5,418

**Memorial Coliseum - Total**

**\$261,418**



# Portland Center for the Performing Arts

## Civic Auditorium

\*

- |                               |        |
|-------------------------------|--------|
| 1. Control Booth              | 30,000 |
| 2. Video Monitor System       | 43,000 |
| 3. Stage Door Reconfiguration | 3,000  |

Civic Auditorium - Total

\$ 76,000

## New Theatre Building

\*

- |                               |        |
|-------------------------------|--------|
| 1. General Remodel            | 10,000 |
| 2. Stage Door Reconfiguration | 8,000  |
| 3. Shop Equipment             | 5,400  |

\$ 23,340

#

- |                 |   |
|-----------------|---|
| 4. Mobile Phone | " |
|-----------------|---|

1,300

New Theatre - Total

\$ 24,700

Performing Arts - Total

\$100,700

99,500

**Civic Stadium**

\*

- |    |                            |       |
|----|----------------------------|-------|
| 1. | Extension of Dry Sprinkler | 3,000 |
| 2. | Pull-Behind Sweeper        | 4,000 |

\$ 7,000

3. Upgrade Communications System 43,907

**Civic Stadium - Total** \$ 50,907

**COMBINED FACILITIES TOTALS**

MEMORIAL COLISEUM \$261,418

PERFORMING ARTS FACILITIES 100,700

CIVIC STADIUM 50,907

**TOTAL** \$413,025

Notes: \* = Operations  
+ = Event Coordination  
> = Special Services  
> = Sales  
< = Admissions  
\\ = Administration(Systems)

**OREGON CONVENTION CENTER**

1. Upgrade Video Surveillance System	\$ 25,600
Oregon Convention Center - Total	<u>\$ 25,600</u>

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PCPA CONSTRUCTION FUND  
CAPITAL EXPENDITURE REQUEST  
FY 1991-92

Fund No. 752

	FY 1990-91	FY 1991-92
RESOURCES:		
BEGINNING FUND BALANCE	\$70,468	\$5,000
TOTAL RESOURCES	\$70,468	\$5,000
EXPENDITURES:		
1. WINNINGSTAD COLUMNS & BALCONY RAILS	\$65,000	\$0
2. CONTINGENCY	5,468	5,000
TOTAL EXPENDITURES	\$70,468	\$5,000
CONTINGENT ON ADDITIONAL FUNDING:		
1. FOUNDERS ROOM (OFFICE SPACE)	\$50,000	\$50,000
2. STUDIO SPACE	750,000	750,000
3. A/E FEES	75,000	75,000
4. PROJECT MANAGER FEES	15,000	15,000
5. 1 1/3 FOR ART	10,000	10,000
7. CONTINGENCY	100,000	100,000
TOTAL CONTINGENT EXPENDITURES	\$1,000,000	\$1,000,000
TOTAL REQUIREMENTS	\$1,070,468	\$1,005,000
PROJECT SHORTFALL	(\$1,000,000)	(\$1,000,000)

As was the case in FY 1990-91, staff continues to attempt to secure donations/sponsorships to complete the projects listed above.