

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 116

The Metropolitan Exposition-Commission Finds:

1. That Commission Resolution No. 107, passed by the Commission on January 9, 1991, resolved that the Metro Exposition-Recreation Commission submits to the Metro Council the FY 1991-92 budgets for the Spectator Facilities, Oregon Convention Center, Central Management Pool and the Portland Arts Center Construction Fund, with the exception of Fund Transfers to Metro of \$1,605,693.

2. That included in the Fund Transfers was \$96,267 for Support Services (Direct) which includes two positions that are budgeted in Metro's Personnel Department budget but are physically located at Metro ERC's facilities and whose work is directed by Metro ERC.

3. That an additional position, Assistant Management Analyst, is required, and should be budgeted through Support Services (Direct), which is directly related to the first opportunity hiring program and the need to implement an affirmative action plan. Copy of the job description for this position is attached.

4. That the total Fund Transfer, from Support Services (Direct), would be \$115,178 and would include the following positions:

Assistant Personnel Manager	\$ 46,072
Personnel Clerk	18,450
Assistant Management Analyst	27,040
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Total	\$115,178
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Passed by the Commission on March 12, 1991.




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Chairman



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Secretary/Treasurer

APPROVED AS TO FORM:

  
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Metro General Counsel

# Metropolitan Exposition-Recreation Commission

P.O. Box 2746 • Portland, Oregon 97208 • 503/731-7800 • Fax #731-7870 • 777 NE Martin Luther King Jr. Blvd.

March 12, 1991

TO: Metropolitan Exposition-Recreation Commission

FROM: Budget Committee

SUBJECT: FY 1991-92 Budget Adjustment

## Background

Commission Resolution No. 107, dated January 9, 1991, resolved that the Metropolitan Exposition-Recreation Commission submits to Metro Council the FY 1991-92 budgets, with the exception of Fund Transfers in the amount of \$1,605,693.

## Update

The Fund Transfers have now been finalized, the new amount is \$1,416,078, and will be incorporated in the Commission's next year's budget. Following is a summary of these transfers for this fiscal year and next fiscal year:

### I. Insurance:

		FY 1991-92	
	FY 1990-91	Previous	Finalized
- Coliseum	\$ 60,280	\$ 191,298	\$ 194,401
- Stadium	17,361	55,096	55,990
- PCPA	37,181	117,994	119,908
Subtotal	114,822	364,388	370,299
- OCC	71,154	226,766	230,445
Total	\$ 185,976	\$ 591,154	\$ 600,744

### II. Support Service (Indirect):

- Coliseum	\$ 164,040	\$ 297,154	\$ 226,571
- Stadium	47,245	85,582	65,254
- PCPA	101,181	183,286	139,751
Subtotal	312,466	566,022	431,576
- OCC	193,633	352,250	268,580
Total	\$ 506,099	\$ 918,272	\$ 700,156

		FY 1991-92	
	FY 1990-91	Previous	Finalized
III. Support Services (Direct):			
- Coliseum	\$ 30,590	\$ 38,508	\$ 46,072
- Stadium	3,824	4,813	5,758
- PCPA	11,471	14,440	17,277
Subtotal	45,885	57,761	69,107
- OCC	30,590	38,506	46,071
Total	\$ 76,475	\$ 96,267	\$ 115,178

\*Note: Includes the following positions budgeted in Metro's Personnel Department's Budget but are physically located at MERC facilities and whose work is directed by MERC:

Asst. Personnel Manager	\$40,413		\$42,432
Personnel Clerk	17,962		18,450
Asst Mgmt Analyst	0		27,040
	58,375		87,922
Fringes	18,100		27,256
Total	\$76,475	\$96,267	\$115,178

IV. Transfers (Summary):			
- Coliseum	\$ 254,910	\$ 526,960	\$ 467,044
- Stadium	68,430	145,491	127,002
- PCPA	149,833	315,720	276,936
Subtotal	473,173	988,171	870,982
- OCC	295,377	617,522	545,096
Total	\$ 768,550	\$ 1,605,693	\$ 1,416,078

The next effect of this latest change is a favorable variance to the Commission of \$189,615, from \$1,605,693 to \$1,416,078. Insurance expense is up \$9,590, Support Services (Indirect) is down \$218,116 and Support Service (Direct) is up \$18,911.

The additional position added to "Support Services (Direct)" is directly related to the first opportunity hiring program and the need to implement an affirmative action plan. Copy of the job description for this new position is attached. Due to the extremely time-consuming nature of utilizing the first opportunity hiring process, along with the selection process and the need to carefully and accurately monitor applicants to determine the effectiveness of the program, it is apparent that an additional staff person should be

assigned to perform these duties for the Commission. The Metro ERC currently employs approximately 150 full-time and 600 part-time individuals, and during the 1990 calendar year approximately 1,857 applicants were processed through our personnel office. In addition, the Commission will implement an affirmative action plan during the 1991-92 fiscal year. It is important that an individual be appointed as an on-site affirmative action officer to provide an appropriate means for applicants and employees who are part of the culturally diverse work force created by the first opportunity hiring program to voice their concerns regarding affirmative action matters. Another major area of increased activity and emphasis is in the area of training. New programs in cultural diversity, supervisory and customer service training will be undertaken during the 1991-92 fiscal year. The addition of these programs will require coordination and monitoring by an individual in the Metro ER Commission personnel section.

#### Recommendation

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The budget Committee and staff recommends that the Commission approve the addition of the one position in Support Services (Direct), and review at the March MERC meeting the Insurance and Support Service (Indirect) charges (Insurance \$600,744, Support Services \$700,156, for a total of \$1,300,900).

- Attachments:
1. Schedule A  
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FY 1991-92 Budgets, Summary by Entity, Includes  
\$1,605,693 of Fund Transfers
  2. Schedule B  
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FY 1991-92 Budgets, Summary by Entity. Includes  
\$1,416,078 of Fund Transfers
  3. Job Description of proposed Assistant Management  
Analyst position

	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	883,429	883,429
Total Resources	358,300	0	42,000	400,300	3,153,200	913,429	4,466,929
Total Operating Rev./Resources	10,731,000	1,725,000	3,991,000	16,447,000	6,663,834	913,429	24,024,263
Requirements:							
Personal Services	3,527,889	607,148	3,207,808	7,342,845	2,539,392	748,429	10,630,666
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 MERC Central Management	319,855	89,736	191,504	601,095	282,334	0	883,429
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 Operating Requirements	10,110,636	1,947,748	4,586,862	16,645,246	6,687,426	913,429	24,246,101
Cash Flow Before Transfers	620,364	(222,748)	(595,862)	(198,246)	(23,592)	0	(221,838)
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
Direct Costs to Support Services	38,508	4,813	14,440	57,761	38,506	0	96,267
Total Transfers To Metro	526,960	145,491	315,720	988,171	617,522	0	1,605,693
Net Change in Cash Position (FY)	93,404	(368,239)	(911,582)	(1,186,417)	(641,114)	0	(1,827,531)
Beginning Fund Balance	2,005,453	0	0	2,005,453	1,800,000	0	3,805,453
Ending Fund Balance	2,098,857	(368,239)	(911,582)	819,036	1,158,886	0	1,977,922

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FY 1991-92 Budget - By Facility

	Fund No. 750				Fund No.550	Fund No.751	
	Coliseum	Stadium	PCPA	Combined	OCC	Ctr. Mgnt.	Total
<b>Operating Revenues:</b>							
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
<b>Operating Revenues</b>	<b>10,372,700</b>	<b>1,725,000</b>	<b>3,949,000</b>	<b>16,046,700</b>	<b>3,510,634</b>	<b>0</b>	<b>19,557,334</b>
<b>Other Resources</b>							
- 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	883,429	883,429
<b>Total Resources</b>	<b>358,300</b>	<b>0</b>	<b>42,000</b>	<b>400,300</b>	<b>3,153,200</b>	<b>913,429</b>	<b>4,466,929</b>
<b>Total Operating Rev./Resources</b>	<b>10,731,000</b>	<b>1,725,000</b>	<b>3,991,000</b>	<b>16,447,000</b>	<b>6,663,834</b>	<b>913,429</b>	<b>24,024,263</b>
<b>Requirements:</b>							
Personal Services	3,527,889	607,148	3,207,808	7,342,845	2,539,392	748,429	10,630,666
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 MERC Central Management	319,855	89,736	191,504	601,095	282,334	0	883,429
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
<b>Total Operating Requirements</b>	<b>10,110,636</b>	<b>1,947,748</b>	<b>4,586,862</b>	<b>16,645,246</b>	<b>6,687,426</b>	<b>913,429</b>	<b>24,246,101</b>
<b>Cash Flow Before Transfers</b>							
	620,364	(222,748)	(595,862)	(198,246)	(23,592)	0	(221,838)
<b>To Metro Support Services</b>							
	226,571	65,254	139,751	431,576	268,580	0	700,156
To Metro Risk Mgnt. (Insurance)	194,401	55,990	119,908	370,299	230,445	0	600,744
Direct Costs to Support Services	46,072	5,758	17,277	69,107	46,071	0	115,178
<b>Total Transfers To Metro</b>	<b>467,044</b>	<b>127,002</b>	<b>276,936</b>	<b>870,982</b>	<b>545,096</b>	<b>0</b>	<b>1,416,078</b>
<b>Net Change in Cash Position (FY)</b>	<b>153,320</b>	<b>(349,750)</b>	<b>(872,798)</b>	<b>(1,069,228)</b>	<b>(568,688)</b>	<b>0</b>	<b>(1,637,916)</b>
Beginning Fund Balance	2,005,453	0	0	2,005,453	1,800,000	0	3,805,453
<b>Ending Fund Balance</b>	<b>2,158,773</b>	<b>(349,750)</b>	<b>(872,798)</b>	<b>936,225</b>	<b>1,231,312</b>	<b>0</b>	<b>2,167,537</b>

**ASSISTANT MANAGEMENT ANALYST  
(Personnel Assistant)**

**DEFINITION**

Under direction of the Assistant Personnel Manager - METRO, performs responsible administrative duties related to the personnel management function for Metropolitan Exposition-Recreation Commission; to serve as the affirmative action officer and to serve as the coordinator for recruitment and training for the MERC Commission.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Personnel Manager - METRO.

**DUTIES (including but not limited to)**

Serve as the affirmative action officer for the Metropolitan Exposition-Recreation Commission.

Assist in the majority of the interviewing process and act as a monitor for compliance with the first opportunity hiring program and affirmative action goals.

Coordinate a MERC-wide training including, as appropriate, the identification of trainers, contract development, scheduling workshops/training and maintenance of attendance records.

Participate in the personnel recruitment and selection process; writing, determining selection tools, posting and advertising job announcements, monitoring application screening and interview process.

Conduct personnel related special studies ( e.g. compensation, classification, affirmative action statistics).

Conduct an active outreach program in the first opportunity target area to underline and enhance the Commission's commitment for cultural diversity in the work place..

Develop a recruitment strategy to meet mandates of Americans With Disabilities Act.

Coordinate personnel activities between METRO and MERC including, but not limited to, outreach recruitment, effective and efficient outreach advertising strategies and joint training opportunities.

Participate with representatives of target area organizations and service providers to enhance the Commission's hiring program.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

General personnel policies and procedures applicable to a public agency.

Effective oral and written communication techniques.

**METROPOLITAN EXPOSITION-  
RECREATION COMMISSION  
Assistant Management Analyst (Continued)**

**Knowledge of:**

Research/survey techniques and methodologies.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Perform a full range of personnel administration duties particularly in the areas of recruitment and selection and affirmative action.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Compose personnel-related documents.

Work independently in the absence of supervision.

Maintain confidentiality of work information.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including MERC and METRO staff, government officials, community groups and the general public.

**EXPERIENCE AND TRAINING GUIDELINES**

**Experience:**

A minimum of one year of personnel experience preferably in the public sector.

**Training:**

Bachelor's degree or any combination of education and experience that would enable the person to perform the duties of the position.

**License or Certificate:**

Possession of, or ability to obtain, a current Cardio Pulmonary Resuscitation certificate.