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METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 161

BE IT RESOLVED:

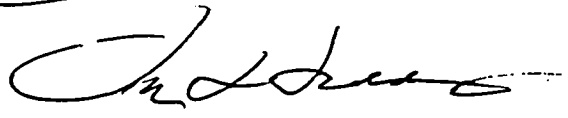
That the Metropolitan Exposition-Recreation Commission submits to the Metro Council of the Metropolitan Service Districts the attached budgets for:

1. Metro E-R Commission Central Management
2. Oregon Convention Center
3. Memorial Coliseum Complex
4. Portland Civic Stadium
5. Portland Center for the Performing Arts
6. PCPA Construction

for the Fiscal Year beginning July 1, 1992, and ending June 30, 1993, for inclusion as part of the total Metro budget for this period.

Passed by the Commission on January 22, 1992.

  
Chairman

  
Secretary/Treasurer

APPROVED AS TO FORM:

  
Metro General Counsel

**F I S C A L   Y E A R   1 9 9 2 - 9 3**

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**I N D E X**

**I. General Comments**

- Background and major changes anticipated
- Resolution
- Schedule 1 - Full-Time Positions Allocated To  
More Than One Entity
- Schedule 2 - Summary of Revenues/Resources and  
Requirements By Entity

**II. Civic Stadium**

**III. Portland Center for the Performing Arts**

**IV. Memorial Coliseum**

**V. Oregon Convention Center**

**VI. Central Management Fund**

**VII. PCPA Construction Fund**

**VIII. Capital Outlay**

# Metropolitan Exposition-Recreation Commission

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

DATE: January 17, 1992  
TO: Metropolitan Exposition-Recreation Commission  
FROM: Commission's Finance/Budget Committee  
SUBJECT: FY 1992-93 Budget Request Submissions

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**B A C K G R O U N D**  
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**I. Construction at Coliseum Site**  
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Starting FY 1992-93 construction on the new arena, entertainment, retail and commercial complex on the Coliseum property will begin. It will not be business as usual for the Coliseum since we will be operating an arena, and limited exhibit space in an active construction zone. Some of the anticipated changes, which have been included in FY 1992-93 Coliseum Budget, are:

**A. Exhibit Space:**

1. The Convention Hall is scheduled for demolition in August, 1992.
2. The Assembly Hall is scheduled for demolition the following fiscal year, in August, 1993.
3. Exhibit Hall:
  - South half of the Exhibit Hall roof is scheduled to be reinforced in September and October, 1992.
  - North half of the Exhibit Hall roof is scheduled to be reinforced in November and December, 1992.
4. Based on the above schedule, the following square feet of exhibit space will be available in FY 1992-93:
  - 75,600 square feet in July and August, 1992.
  - 47,700 square feet from September 1, 1992 through December 31, 1992.
  - 75,600 square feet from January 1, 1993 through June 30, 1993.

**B. Parking:**

1. We have our full complement, about 2,000 spaces, available for only one month next fiscal year, July, 1992.
2. For the rest of Fiscal Year 1992-93, August 1, 1992 through June 30, 1993, we will have only the north parking lots available, which will be 932 spaces.

. Attendance:

- Next year's Coliseum budget assumes a drop in attendance of 20% for all events, except for Trail Blazer games, due to construction.

D. Operating Revenues:

- After factoring in all of the above changes in exhibit space, parking and attendance, the Coliseum's Operating Revenues next year are budgeted at \$8,590,000. This is down \$1,782,700 (17.2%) from this fiscal year, FY 1991-92, and is down by \$2,261,339 (20.8%) from actual FY 1990-91.

II. Spectator Facilities Fund Changes

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In this fiscal year the Metropolitan Exposition-Recreation Commission operating facilities are organized into three areas (1) the Management Pool (2) Oregon Convention Center and (3) Spectator Facilities (Coliseum, Stadium and Portland Center for the Performing Arts).

Next fiscal year, FY 1992-93, the Spectator Facilities will be split with the Stadium and PCPA sharing one fund and the Coliseum in separate fund. At the end of this fiscal year the fund balance of the Coliseum will stay with the Stadium and PCPA to cover their cash shortfalls in FY 1992-93 and FY 1993-94, and the Coliseum will be assigned a new fund number and will start out next fiscal year, FY 1992-93, with a zero balance.

III. Training Requirements

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Included in next fiscal's budget, as was this fiscal year, are monies for in-house labor and professional training, such as Cultural and Diversity training, Team training, CPR, Supervisory training and Customer services training.

IV. Transfer Charges From METRO

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The Support Services and Insurance cash transfers from the Commission to Metro have not been finalized. The latest figures we have shows these charges going from \$1,264,952 to \$1,620,991, an increase of \$356,039 (28.2%). Until final numbers can be worked out with Metro, we are using the same transfer charges in FY 1992-93 as is in our FY 1991-92 budgets. The variance between the \$1,264,952 and the \$1,620,991, or whatever the final transfer number is, will come out of the facility Contingency expense line item.

	FY 90-91	FY 91-92	FY 92-93
<b>A. Support Services/Indirect</b>			
Coliseum	\$ 164,040	\$ 212,638	\$ 273,506
Stadium	47,245	61,242	78,772
PCPA	101,181	131,157	168,701
Subtotal	312,466	405,037	520,979
OCC	193,633	252,064	324,218
<b>Total</b>	<b>506,099</b>	<b>657,101</b>	<b>845,197</b>
<b>B. Support Services/Direct (Metro Personnel Dept.)</b>			
Coliseum	\$ 30,590	\$ 39,070	\$ 45,941
Stadium	3,824	4,883	5,741
PCPA	11,471	14,651	17,227
Subtotal	45,885	58,604	68,909
OCC	30,590	39,070	45,941
<b>Total</b>	<b>76,475</b>	<b>97,674</b>	<b>114,850</b>
<b>C. Insurance (Liab/Work.Comp)</b>			
Coliseum	\$ 60,280	\$ 165,093	\$ 197,645
Stadium	17,361	47,549	56,925
PCPA	37,181	101,831	121,910
Subtotal	114,822	314,473	376,480
OCC	71,154	195,704	234,292
<b>Total</b>	<b>185,976</b>	<b>510,177</b>	<b>610,772</b>
<b>D. Subtotal</b>			
Coliseum	\$ 254,910	\$ 416,801	\$ 517,092
Stadium	68,430	113,674	141,438
PCPA	149,833	247,639	307,838
Subtotal	473,173	778,114	966,368
OCC	295,377	486,838	604,451
<b>Total</b>	<b>768,550</b>	<b>1,264,952</b>	<b>1,570,819</b>
<b>E. Building Fund (Mgmt Pool)</b>	<b>0</b>	<b>0</b>	<b>50,172</b>
<b>F. Total Transfers</b>	<b>\$ 768,550</b>	<b>\$ 1,264,952</b>	<b>\$ 1,620,991</b>

## V. Full-Time Employees Budgeted In More Than One Entity

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Based on the "Arena Memorandum of Understanding" dated November 7, 1991, the Oregon Arena Corporation (OAC) shall commence management and operation of the Coliseum on July 1, 1993, which would be our fiscal year 1993-94. With this in mind, and in conjunction with the Spectator Facilities being split into two Funds in next year's budget, FY 1992-93, the Finance/Budget Committee made every effort to ensure that the correct labor charges were allocated to the proper facility. In the past we had employees in the Coliseum's budget that were also being utilized at other facilities (the Stadium and PCPA). This cross-labor was never allocated to the Stadium or PCPA, since all three facilities (Stadium, PCPA and Coliseum) were in the same fund, and whatever labor we charged to these facilities there would have to be a like amount of cash transferred to cover the additional cash shortfall in their budgets. Schedule 1 attached lists these positions and the allocations.

This budget change will give the Commission a truer picture of what it takes to operate the individual Spectator Facilities.

## R E C O M M E N D A T I O N

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Schedule 2 attached is a summary of all operating entities showing revenues/Resources and major line item Requirements.

Attached are financial summaries of FY 1992-93 budgets, complete with documentation, by facility and explanation of major swings in revenues and expenses. FY 1992-93 budget process was long, at times tedious for everyone, and required many meetings resulting in many budget changes during the process. The final result, we feel, is realistic budgets with little room for movement, and the Finance/Budget Committee recommends approval of the attached FY 1992-93 budgets.

Positions	Previous Budgets	FTE	'92/93 Salary	Coliseum	Stadium	PCPA	OCC
Accounting Clerical - Allocation	Coliseum	1.00	18,168	5,451	1,815	5,451	5,451
			100%	30%	10%	30%	30%
Accountant	Coliseum	1.00	38,374	19,187	3,836	3,838	11,513
			100%	50%	10%	10%	30%
Bookkeeper (General)	Coliseum	1.00	23,419	17,565	5,854	0	0
			100%	75%	25%	0%	0%
Ofc. Clerical (Personnel)	Coliseum	1.00	24,016	9,607	1,200	3,602	9,607
			100%	40%	5%	15%	40%
Bookkeeper (Acts Payable)	Coliseum	1.00	21,259	0	0	21,259	0
			100%	0%	0%	100%	0%
Receptionist (S. White)	Coliseum	1.00	25,204	11,342	2,520	0	11,342
			100%	45%	10%	0%	45%
Sales Representative	Coliseum	1.00	30,001	21,001	9,000	0	0
			100%	70%	30%	0%	0%
Administrative Secretary	Coliseum	1.00	23,844	21,460	2,384	0	0
			100%	90%	10%	0%	0%
Group Sales Coordinator	Coliseum	1.00	25,864	18,105	1,293	6,466	0
			100%	70%	5%	25%	0%
Manager/Sales/Marketing	Coliseum	1.00	46,717	37,374	9,343	0	0
			100%	80%	20%	0%	0%
Public Relations	Coliseum	1.00	29,772	23,818	2,977	0	2,977
			100%	80%	10%	0%	10%
Utility Maintenance	Coliseum	1.00	22,381	17,615	0	4,766	0
			100%	79%	0%	21%	0%
Manager/Operations	Coliseum	1.00	43,427	21,714	4,342	17,371	0
			100%	50%	10%	40%	0%
Operating Engineer	Coliseum	1.00	34,383	0	0	34,383	0
			100%	0%	0%	100%	0%
Ofc. Clerical (Security)	Coliseum	1.00	20,568	8,228	2,055	8,228	2,057
			100%	40%	10%	40%	10%
Ofc. Clerical(Admissions)	Coliseum	1.00	19,548	7,820	1,953	7,820	1,955
			100%	40%	10%	40%	10%
Assistant Mgr/Admissions	Coliseum	1.00	32,820	13,128	3,282	13,128	3,282
			100%	40%	10%	40%	10%
Assist Mgr/Security,Med	Coliseum	1.00	36,525	14,610	3,652	14,610	3,653
			100%	40%	10%	40%	10%
<b>Sub Total</b>		<b>18.00</b>	<b>516,308</b>	<b>268,034</b>	<b>55,508</b>	<b>140,927</b>	<b>51,839</b>
- Allocation			100%	52%	11%	27%	10%
- FTE			18.00	9.34	1.94	4.91	1.81
Volunteer Coordinator	PCPA	1.00	23,844	0	0	19,075	4,769
			100%	0%	0%	80%	20%
<b>Total</b>		<b>19.00</b>	<b>540,152</b>	<b>268,034</b>	<b>55,508</b>	<b>160,002</b>	<b>56,608</b>
- Allocation			100%	50%	10%	30%	10%
- FTE			19.00	9.43	1.95	5.63	1.99

	Fund No. 750			Fund No. ?	Fund No. 550	Fund No. 751	Total
	Stadium	PCPA	Combined	Coliseum	OCC	Central Management	
<b>Operating Revenues:</b>							
Rental	195,000	1,082,700	1,277,700	900,000	1,134,150	0	3,311,850
Reimbursements	95,000	1,470,353	1,565,353	600,000	181,112	0	2,346,465
Concessions/Catering	1,100,000	140,000	1,240,000	4,575,000	2,500,000	0	8,315,000
Utility Services (in house)	0	0	0	0	433,500	0	433,500
Merchandising	40,000	62,500	102,500	425,000	5,000	0	532,500
Parking	0	0	0	700,000	483,890	0	1,183,890
Users' Fee	170,000	845,687	1,015,687	1,200,000	0	0	2,215,687
Sales Commissions	35,000	325,000	360,000	90,000	25,000	0	475,000
Electrical Contract	0	0	0	30,000	0	0	30,000
Admissions Sales (Grand Opening)	0	0	0	0	0	0	0
Event Sponsorship (Grand Opening)	0	0	0	0	0	0	0
Other	20,000	260,000	280,000	70,000	0	0	350,000
<b>Operating Revenues</b>	<b>1,655,000</b>	<b>4,186,240</b>	<b>5,841,240</b>	<b>8,590,000</b>	<b>4,762,652</b>	<b>0</b>	<b>19,193,892</b>
<b>Other Resources</b>							
- Hotel/Motel Tax	0	0	0	0	3,300,000	0	3,300,000
- Per Blazer Contract	0	0	0	875,000	0	0	875,000
- Interest On Investment	10,000	40,000	50,000	85,000	220,000	8,000	363,000
- Inter-Fund Transfers	0	0	0	0	0	825,792	825,792
- Interest From Col. Reserve	35,000	60,000	95,000	0	0	0	95,000
Government Assistance	0	750,000	750,000	0	0	0	750,000
<b>Total Resources</b>	<b>45,000</b>	<b>850,000</b>	<b>895,000</b>	<b>960,000</b>	<b>3,520,000</b>	<b>833,792</b>	<b>6,208,792</b>
<b>Total Operating Rev./Resources</b>	<b>1,700,000</b>	<b>5,036,240</b>	<b>6,736,240</b>	<b>9,550,000</b>	<b>8,282,652</b>	<b>833,792</b>	<b>25,402,684</b>
<b>Requirements:</b>							
Personal Services	634,413	3,441,755	4,076,168	3,052,263	2,842,079	775,742	10,746,252
Materials & Services	312,821	959,099	1,271,920	1,683,498	1,316,553	40,000	4,311,971
Concessions/Catering (contracts)	821,459	0	821,459	3,506,000	1,961,350	0	6,288,809
Parking (per contracts)	0	0	0	190,316	49,158	0	239,474
POVA	0	0	0	0	1,083,415	0	1,083,415
Rebate to Arts Organizations	0	750,000	750,000	0	0	0	750,000
EID Assessment	0	18,887	18,887	0	0	0	18,887
Shakespeare Shortfall	0	0	0	0	0	0	0
Capital Spending	158,800	250,000	408,800	60,700	303,487	0	772,987
Metro Support Svcs/Insurance	113,674	247,639	361,313	416,801	486,838	0	1,264,952
Metro - Building Fund	0	0	0	0	0	0	0
To MERC Central Management	84,081	184,892	268,973	297,560	259,259	0	825,792
Contingency	140,000	184,000	324,000	342,862	405,000	25,000	1,096,862
<b>Operating Requirements</b>	<b>2,265,248</b>	<b>6,036,272</b>	<b>8,301,520</b>	<b>9,550,000</b>	<b>8,707,139</b>	<b>840,742</b>	<b>27,399,401</b>
<b>Change In Cash Position</b>	<b>(565,248)</b>	<b>(1,000,032)</b>	<b>(1,565,280)</b>	<b>0</b>	<b>(424,487)</b>	<b>(6,950)</b>	<b>(1,996,717)</b>
<b>Beginning Fund Balance</b>			<b>3,200,000</b>	<b>0</b>	<b>3,700,000</b>	<b>6,950</b>	<b>6,906,950</b>
<b>Ending Fund Balance</b>			<b>1,634,720</b>	<b>0</b>	<b>3,275,513</b>	<b>0</b>	<b>4,910,233</b>



C I V I C   S T A D I U M

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FY 1992-93 Budget

I. Revenues/Resources (Schedule A-1):

Operating Revenues in FY 1992-93 are projected to be \$70,000 (4.1%) below this year's budget, \$1,655,000 vs. \$1,725,000. The main reason for the this decrease is in professional baseball and concerts (this year projected 75 event days, with attendance of 200,000 and in next year's budget we are estimating 65 event days and 150,000 in attendance for professional baseball; we have 2 concerts in this year's budget with 50,000 in attendance and next year we project 1 concert and 20,000 in attendance).

Following is a list of events included in FY 1992-93:

Type Of Event -----	Event Days -----	Attendance -----
Professional Baseball	65	150,000
College/High School Baseball	32	10,000
Soccer	10	15,000
College Football	10	75,000
H.S Football	25	45,000
Schrine Football	-	-
Festival of Bands	1	12,000
Concert	1	20,000
Other (practices, etc.)	35	2,000
 Total	 179	 329,000

II. Requirements (Schedule A-2):

Total Requirements, Personal Services and Material and Services is just about the same next year as this year, \$1,768,693 next year vs. \$1,771,612 this year.

1. Personal Services:

- a. Full-Time Salaries/Wages increases next fiscal year by \$78,809 (35.2%) this year vs. next year (\$217,911 to \$294,720). The main reason for this increase is due to the adjustments made in accordance with the Ralph Anderson Salary Survey the and \$55,508 allocation of labor from the Coliseum per Schedule 1.
- b. Part-Time Labor shows a decrease in next year's budget of \$39,506 (17.4%), from \$227,202 this year to \$187,696 next year. The main reason is the projected decrease in events and attendance next year.

2. Material & Services is projected to decrease a modest amount next year, \$30,184 (2.6%), from \$1,164,464 this fiscal vs. \$1,134,280 next fiscal. Again, most of the decrease is due to a decline in projected events and attendance.

3. Capital:

Capital Outlay, for Priority Level 1 projects, is budgeted at \$158,800 in FY 1992-93 vs. \$11,200 in FY 1991-92. The major items included in next year's budget are: Elevator to Pressbox \$90,000; Replace Pickup \$13,000, Left Field Bleacher Renovation \$15,000 and Concessions Equipment \$14,000.

A list of all Capital Outlay, for each entity, is included in this budget package.

Metro Exposition-Recreation Commission  
Civic Stadium  
FY 1992-93 Budget

	Actual FY90-91	Budget FY91-92	Budget FY92-93	Variance Amount	%
<b>Operating Revenues:</b>					
- Rental	169,821	185,000	195,000	10,000	5.
- Reimbursements	81,754	90,000	95,000	5,000	5.
- Concessions/Catering	1,012,390	1,200,000	1,100,000	(100,000)	-8.
- Merchandising	835	40,000	40,000	0	0.
- Parking	0	0	0	0	0.
- User's Fee	128,514	170,000	170,000	0	0.
- Sales Commissions	33,567	20,000	35,000	15,000	75.
- Electrical Contract	0	0	0	0	0.
- Other	17,911	20,000	20,000	0	0.
<b>Operating Revenues</b>	<b>1,444,792</b>	<b>1,725,000</b>	<b>1,655,000</b>	<b>(70,000)</b>	<b>-4.</b>
<b>Other Resources</b>					
- Hotel/Motel Revenue	0	0	0	0	0.
- Per Blazer Contract	0	0	0	0	0.
- Interest Fr Coliseum Reserve	0	0	35,000	35,000	0.
- Interest On Investment	12,887	0	10,000	10,000	0.
<b>Total Resources</b>	<b>12,887</b>	<b>0</b>	<b>45,000</b>	<b>45,000</b>	<b>0.</b>
<b>Total Oper. Revenues/Resources</b>	<b>1,457,679</b>	<b>1,725,000</b>	<b>1,700,000</b>	<b>(25,000)</b>	<b>-1.</b>
<b>Requirements:</b>					
- Personal Services	412,210	607,148	634,413	(27,265)	-4.
- Materials & Services	274,440	328,444	312,821	15,623	4.
- Concessions/Catering	761,027	836,020	821,459	14,561	1.
- Parking	0	0	0	0	EF
- PDVA	0	0	0	0	EF
- Grand Opening	0	0	0	0	EF
- Capital Spending	19,700	11,200	158,800	(147,600)	-1317.
- Metro Support Serv./Insurance	61,972	113,674	113,674	0	0.
- MERC Central Management Pool	69,270	83,722	84,081	(359)	-0.
- Contingency	0	75,000	140,000	(65,000)	-86.
<b>Total Requirements</b>	<b>1,598,619</b>	<b>2,055,208</b>	<b>2,265,248</b>	<b>(210,040)</b>	<b>141.</b>
<b>Net Revenues/Resources vs. Requi</b>	<b>(140,940)</b>	<b>(330,208)</b>	<b>(565,248)</b>	<b>(235,040)</b>	<b>71.</b>
<b>Beginning Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>EF</b>
<b>Ending Fund Balance</b>	<b>(140,940)</b>	<b>(330,208)</b>	<b>(565,248)</b>	<b>(235,040)</b>	<b>401.</b>

Metro Exposition Recreation Commission  
FY 1992-93 Budget Expenditures  
Civic Stadium

	FY 90-91 Actual	FY 91-92 Budget	FY 92-93 Requested
Full-Time (Salaries)	194,325	121,192	205,556
Full-Time (Wages)	0	96,719	89,164
Subtotal	194,325	217,911	294,720
Part-Time	125,001	227,202	187,696
Overtime	1,931	8,065	1,423
Fringes	90,952	153,970	150,574
<b>Total Personal Services:</b>	<b>412,209</b>	<b>607,148</b>	<b>634,413</b>
Office Supplies	1,436	500	500
Operating Supplies	14,281	16,098	20,629
Small Tools	259	1,770	1,770
Fuels	1,269	1,900	1,900
Audit Services	3,753	0	0
Legal Services	82	0	0
Advertising/Promotions	1,387	300	400
Misc Professional Services	40	700	1,400
Electricity	81,730	90,000	85,000
Water & Sewer	12,948	13,200	20,130
Heating Oil	0	0	0
Natural Gas	0	0	0
Garbage	12,521	14,300	14,300
Repairs & Maintenance - Bld	18,491	18,000	13,200
Repairs & Maintenance - Equ	4,198	15,481	11,803
Equipment Rental	3,591	10,220	8,175
Printing Services	408	0	0
Telephone	7,748	3,000	8,500
Postage	177	0	200
Out-of Town Travel	0	0	2,700
Local Travel	0	400	200
Purchased Labor	100,411	136,275	110,300
Training, Tuition, Conference	0	3,350	4,662
Uniforms & Cleaning	3,016	1,650	5,650
Concession/Catering	761,027	836,020	821,459
Miscellaneous	6,695	1,300	1,400
External Promotion	0	0	0
<b>Total Materials &amp; Services</b>	<b>1,035,468</b>	<b>1,164,464</b>	<b>1,134,280</b>
<b>Sub-Total Personal / M &amp; S</b>	<b>1,447,677</b>	<b>1,771,612</b>	<b>1,768,693</b>
Capital Outlay	19,700	11,200	158,800
Central Mgmt. Pool Transfer	69,270	83,722	84,081
Transfers To Metro	61,972	113,674	113,674
Contingency	0	75,000	140,000
<b>Total Expenditures</b>	<b>1,598,619</b>	<b>2,055,208</b>	<b>2,265,248</b>

EMPLOYEE POSITION	FY 1991-92		FY 1992-93	
	FTE	Amount	FTE	Amount
Director/Coliseum, Stadium	0.25	14,250	0.25	15,500
Accounting Clerical	0.00	0	0.10	1,815
Accountant	0.00	0	0.10	3,836
Bookkeeper	0.00	0	0.25	5,854
Receptionist	0.00	0	0.10	2,520
Office Clerical	0.00	0	0.05	1,200
	0.25	14,250	0.85	30,725
Sales Representative	0.00	0	0.30	9,000
Administrative Secretary	0.00	0	0.10	2,384
Group Sales Coordinator	0.00	0	0.05	1,293
Manager/Sales & Marketing	0.00	0	0.20	9,343
Public Relations	0.00	0	0.10	2,977
	0.00	0	0.75	24,997
Manager/Operations	0.00	0	0.10	4,342
Set Up Supervisor	1.00	30,260	1.00	34,755
Maintenance Supervisor	1.00	30,260	1.00	34,755
Utility Lead	1.00	23,754	1.00	24,942
Utility Lead	1.00	23,754	1.00	24,942
	4.00	108,028	4.10	123,736
Security Agent	1.00	18,951	1.00	20,206
Office Clerical	0.00	0	0.10	2,055
Office Clerical	0.00	0	0.10	1,953
Assistant Mgr/Admissions	0.00	0	0.10	3,282
Assist Mgr/Security, Med	0.00	0	0.10	3,652
	1.00	18,951	1.40	31,148
Senior Event Coordinator	1.00	29,078	1.00	31,530
	1.00	29,078	1.00	31,530
Ticket Service Supervisor	1.00	23,802	1.00	26,292
Ticket Service Supervisor	1.00	23,802	1.00	26,292
	2.00	47,604	2.00	52,584
Total Full-Time Labor	8.25	217,911	10.10	294,720
Part-Times:				
Stagehands/Utility	0.96	27,655	1.12	32,290
Security/Medical	2.53	54,130	1.66	35,595
Ushers/Gatemen	9.53	127,977	6.27	84,155
Ticket Services	0	0	1.95	26,206
Scoreboard Operators	0.25	5,272	0.05	1,000
Merchandising Vendors	0.51	12,168	0.36	8,450
Total Part-Time	13.78	227,202	11.41	187,696
Total Full/Part-Time	22.03	445,113	21.51	482,416

P O R T L A N D C E N T E R F O R T H E  
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 P E R F O R M I N G A R T S  
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FY 1992-93 Budget

I. Revenues/Resources (Schedule B-1)  
 -----

A. Operating Revenues:

Operating Revenues are estimated to be \$4,186,240 in FY 1992-93, which is \$237,240 (6.0%) above FY 1991-92's \$3,949,000. Part of the increase in Operating Revenues is due to a two-week return engagement of "Les Miserables" and a five-week run of "Phantom of the Opera". It is estimated that "Phantom" will generate about \$400,000 in revenues next year.

The estimated revenue for concessions/catering is based on previous year's actual, \$124,535, which has been increased to \$140,000 in FY 1992-93; this increase is based on price increases and improved services.

The decrease in Sales Commission is due to the new Automated Ticketing Services Agreement which calls for the Commission to cease phone sales business (except for incidental) effective about February 1, 1992. Phone sales will be handled by the two Ticketing Agents, which will result in a decrease in Sales Commissions to the Commission in the form of convenience charges. The decrease in Sales Commissions is more than made up for in the reduction of phone room labor.

Operating Revenues (Other) includes revenues generated from the Schedule of Extra Charges \$125,000 (follow spots, piano rental, piano tuning, etc.), a new membership campaign for \$35,000, ticket sales co-promotion with Portland State University for \$17,500 and \$80,000 for credit card discount charges and telephone convince charges.

Following is a list of major events for the next year:

	Events	Perfs	In/Out	Total	Attendance
	-----	-----	-----	-----	-----
Symphony	42	85	65	150	200,000
Classical/Choral	11	13	6	19	20,000
Opera	4	16	38	54	36,000
Other opera	1	8	5	13	2,400
Ballet	5	36	17	53	64,500
Other dance	11	50	15	65	24,600
OSF Portland	5	160	50	210	96,000
Local Theatre	25	174	68	242	33,500
National Theatre	6	60	16	76	156,800
OCTC (Oregon Childrens Theatre)	2	16	11	27	88,000

Local concerts	3	3	0	3	3,600
National concerts	28	28	0	28	54,800
Lectures/films	29	36	0	36	52,200
Receptions	26	26	0	26	5,600
Meetings	19	19	0	19	23,000
Conferences	6	7	4	11	11,300
Graduations	24	24	0	24	45,700
Proms/Dances	6	6	0	6	2,000
Miscellaneous	15	33	11	44	27,705
Youth	29	45	3	48	59,050
<b>Totals</b>	<b>297</b>	<b>845</b>	<b>309</b>	<b>1,154</b>	<b>1,006,755</b>

## B. Other Resources:

Interest On Investment includes interest earned on advanced ticket sales and interest earned on the balance of the Reserve Fund that will be transferred July 1, 1992 to cover cash shortfalls at the Stadium and PCPA.

Government Assistance of \$750,000 represents projected revenue transfers from various public bodies for financial relief to the non-profit art groups using the performing arts theaters. There is a like amount carried as a budget expense shown as "rebate to arts organizations".

## II. Requirements (Schedule B-2):

Total Expenditures, Personal Services and Materials and Services shows an increase of \$1,020,533 in FY 1992-93 vs FY 1991-92 (\$5,169,741 vs. \$4,149,208). However, without the \$750,000 Rebate to Arts Organization, the increase is \$270,533 (6.5%).

### 1. Personal Services:

a. Full-Time Salaries/Wages are going up \$203,470 (30.1%) next year, from \$676,298 to \$879,768. The main reason for this increase is due to the Ralph Anderson Salary study, the \$140,927 allocation of labor from the Coliseum per Schedule 1, and the addition of one new full-time position (we're actually transferring a part-time position to full-time), a Sales Secretary, at \$21,600 (there is a \$19,000 reduction from Part-Time Labor for a secretary working in the Sales department this fiscal year).

b. Part-Time Labor shows a modest increase of \$11,199 (0.6%).

2. Material and Services is projected to be \$786,586 above this fiscal year, from \$941,400 to \$1,727,986. However, without the "Rebate to Arts Organization" line item of \$750,000, the increase comes to \$36,586 (3.9%).

Advertising/Promotions includes spending for Oregonian, Columbian and local weekly and community newspapers advertising; tenant programs; telephone yellow and white pages; PSU Dance Residency co-promotion; PCPA educational program; Auditorium's 75th University activities (July 4th); PCPA membership campaign, to mention a few.

Miscellaneous Professional Services (\$50,853) includes \$26,990 for services related to the design and production of various PCPA marketing sales and public information tools such as the packet provided to facility users, bi-monthly Calendar of Events, and \$15,000 for Tom Wolf & Associates to further evaluate in more specific detail the Performing Arts Center's operations, policies and programs.

### III. Capital:

Capital Outlay, for Priority Level 1 projects, is budgeted at \$250,000 in next year's budget vs. \$136,135 in this year's budget. The major items included in FY 1992-93 Budget are: Civic Auditorium, \$23,000 Video Monitoring System, \$35,000 Main Curtain, Traveler, Valence, \$20,000 Sound Side Fill System; Arlene Schnitzer Concert Hall, \$30,000 Electrical, Mechanical, Plumbing and General Remodel; New Theatre Building, \$25,000 Electrical, Mechanical, Plumbing & General Remodel, \$10,000 Top Coat Roof, \$10,000 Computer Equipment, \$11,000 Lighting Retrofit.

A complete list of all Capital projects, for each facility, is included in this budget package.



Metro Exposition-Recreation Commission  
PCPA  
FY 1992-93 Budget

	Actual FY90-91	Budget FY91-92	Budget FY92-93	Variance Amount	%
<b>Operating Revenues:</b>					
- Rental	1,086,594	980,000	1,082,700	102,700	10.5
- Reimbursements	1,369,082	1,304,000	1,470,353	166,353	12.0
- Concessions/Catering	124,535	165,000	140,000	(25,000)	-15.2
- Merchandising	62,760	75,000	62,500	(12,500)	-16.7
- Parking	0	0	0	0	0.0
- User's Fee	793,773	750,000	845,687	95,687	12.8
- Sales Commissions	334,363	550,000	325,000	(225,000)	-40.9
- Electrical Contract	0	0	0	0	0.0
- Other	207,430	125,000	260,000	135,000	108.0
<b>Operating Revenues</b>	<b>3,978,537</b>	<b>3,949,000</b>	<b>4,186,240</b>	<b>237,240</b>	<b>6.0</b>
<b>Other Resources</b>					
- Hotel/Motel Revenues	0	0	0	0	0.0
- Per Blazer Contract	0	0	0	0	0.0
- Interest On Investment	35,090	42,000	40,000	(2,000)	-4.8
- Interest On Fund Balance	0	0	60,000	60,000	0.0
- Government Assistance	0	0	750,000	750,000	0.0
<b>Total Resources</b>	<b>35,090</b>	<b>42,000</b>	<b>850,000</b>	<b>808,000</b>	<b>1923.0</b>
<b>Total Operating Revenues/Resources</b>	<b>4,013,627</b>	<b>3,991,000</b>	<b>5,036,240</b>	<b>1,045,240</b>	<b>26.2</b>
<b>Requirements:</b>					
- Personal Services	2,664,661	3,207,808	3,441,755	(233,947)	-7.3
- Materials & Services	1,191,537	922,513	959,099	(36,586)	-3.9
- Concessions/Catering	0	0	0	0	0.0
- Parking	0	0	0	0	0.0
- PDVA	0	0	0	0	0.0
- Rebate to Arts Organizations	0	0	750,000	(750,000)	0.0
- EID Assessment	18,444	18,887	18,887	0	0.0
- Shakespeare Shortfall	107,250	0	0	0	0.0
- Capital Spending	302,981	136,150	250,000	(113,850)	-83.6
- Metro Support Serv./Insurance	135,221	247,639	247,639	0	0.0
- MERC Central Management Pool	148,089	181,485	184,892	(3,407)	-1.9
- Contingency	0	90,000	184,000	(94,000)	-104.4
<b>Total Requirements</b>	<b>4,568,183</b>	<b>4,804,482</b>	<b>6,036,272</b>	<b>(1,231,790)</b>	<b>-25.2</b>
<b>Net Revenues/Resources vs. Requi</b>	<b>(554,556)</b>	<b>(813,482)</b>	<b>(1,000,032)</b>	<b>(186,550)</b>	<b>22.0</b>
<b>Beginning Fund Balance:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Ending Fund Balance</b>	<b>(554,556)</b>	<b>(813,482)</b>	<b>(1,000,032)</b>	<b>(186,550)</b>	<b>22.0</b>

	FY 90-91 Actual	FY 91-92 Budget	FY 92-93 Requested
Full-Time (Salaries)	614,902	431,438	465,581
Full-Time (Wages)	0	244,860	414,187
<b>Subtotal</b>	<b>614,902</b>	<b>676,298</b>	<b>879,768</b>
Part-Time	1,584,226	1,761,033	1,772,232
Overtime	17,105	27,560	28,724
Fringes	448,428	742,917	761,031
<b>Total Personal Services:</b>	<b>2,664,661</b>	<b>3,207,808</b>	<b>3,441,755</b>
Office Supplies	28,414	17,000	25,000
Operating Supplies	51,060	64,360	65,200
Small Tools	1,037	3,000	2,950
Audit	3,053	0	3,000
Subscriptions	0	935	1,049
Dues	0	1,320	3,110
Legal Services	60,908	0	0
Advertising/Promotions	68,837	60,220	84,470
Misc Professional Services	1,346	12,850	50,853
Electricity	156,974	199,980	160,000
Water & Sewer	17,796	18,958	27,500
Natural Gas	30,708	55,000	41,250
Garbage	7,650	15,000	10,500
Repairs & Maintenance - Bldg	69,520	52,192	65,000
Repairs & Maintenance - Equip	197,573	40,583	42,100
Equipment Rental	23,670	20,400	31,730
Building Rental	101,981	94,640	101,984
Printing Services	35,770	84,200	56,225
Typesetting & Reprographics	0	0	0
Telephone	54,769	64,900	63,500
Postage	29,810	46,000	30,000
Out-of Town Travel	25,049	12,800	20,775
Local Travel	0	1,750	2,910
Purchased Labor	64,755	38,000	32,000
Training, Tuition, Conference	3,084	2,300	7,318
Uniforms & Cleaning	23,705	4,500	7,000
Pmts to Other Agencies (EID)	18,444	18,887	18,887
Miscellaneous	21,438	9,475	21,475
External Promotion	0	2,150	2,200
Bad Debt Expense	112,630	0	0
Rebate to Arts Organization	0	0	750,000
Shakespeare Shortfall	107,250	0	0
<b>Total Materials &amp; Services</b>	<b>1,317,231</b>	<b>941,400</b>	<b>1,727,986</b>
<b>Sub-Total Personal / M &amp; S</b>	<b>3,981,892</b>	<b>4,149,208</b>	<b>5,169,741</b>
Capital Outlay	302,981	136,150	250,000
Central Mgmt. Pool Transfer	148,089	181,485	184,892
Transfers To Metro	135,221	247,639	247,639
Contingency	0	90,000	184,000
<b>Total Expenditures</b>	<b>4,568,183</b>	<b>4,804,482</b>	<b>6,036,272</b>

EMPLOYEE POSITION	FY 1991-92		FY 1992-93	
	FTE	Amount	FTE	Amount
Director/PCPA	1.00	54,881	1.00	60,000
Accounting Clerical	0.00	0	0.30	5,451
Accountant	0.00	0	0.10	3,838
Bookkeeper	0.00	0	1.00	21,259
Office Clerical	1.00	18,951	1.00	20,568
Administrative Secretary	1.00	20,765	1.00	25,240
Receptionist	1.00	18,951	1.00	21,600
Office Clerical	0.00	0	0.15	3,602
	4.00	113,548	5.55	161,558
Mgr/Sales & Marketing	1.00	39,478	1.00	36,543
Booking Coordinator	1.00	28,813	1.00	29,962
Marketing Associate	1.00	26,147	1.00	28,501
Public Relations	0.00	0	0.00	0
Sales Secretary	0.00	0	1.00	21,600 new
Group Sales Coordinator	0.00	0	0.25	6,466
	3.00	94,438	4.25	123,072
Manager/Operations	0.00	0	0.40	17,371
Maintenance Supervisor	1.00	33,220	1.00	33,075
Utility Lead	4.00	85,842	4.00	89,005
Utility Maintenance	0.00	0	0.20	4,766 From Coliseum
Operating Engineer	1.00	31,637	2.00	68,766 From Coliseum
Assist Mgr/Tech Services	1.00	30,260	1.00	29,772
Office Clerical	1.00	18,070	1.00	18,612
	8.00	199,029	9.60	261,367
Security Agent	1.00	18,075	1.00	20,206
Security Agent	1.00	19,030	1.00	20,206
Security Agent	1.00	19,029	1.00	22,291
Office Clerical	0.00	0	0.40	8,228
Office Clerical	0.00	0	0.40	7,820
Assistant Mgr/Admissions	0.00	0	0.40	13,128
Assist Mgr/Security,Med	0.00	0	0.40	14,610
	3.00	56,134	4.60	106,489

EMPLOYEE POSITION	FY 1991-92		FY 1992-93	
	FTE	Amount	FTE	Amount
House Manager II	1.00	24,931	1.00	28,549
Volunteer Coordinator	1.00	22,761	0.80	19,075
Mgr/Event Services	1.00	38,528	1.00	42,350
	3.00	86,220	2.80	89,974
Box Office Manager	1.00	27,685	1.00	30,001
Phone Room Supervisor	1.00	26,147	1.00	29,254
Ticket Service Supervisor	1.00	24,365	1.00	26,521
Ticket Service Supervisor	1.00	24,365	1.00	25,032
Ticket Service Supervisor	1.00	24,367	1.00	26,500
	5.00	126,929	5.00	137,308
<b>Total Full-Time Labor</b>	<b>26.00</b>	<b>676,298</b>	<b>31.80</b>	<b>879,768</b>
<b>Part-Time:</b>				
Stagehands/Utility	40.82	999,551	43.36	1,061,807
Security/Medical	2.03	39,111	2.09	40,200
Ushrs/Sellers/Etc	25.96	446,765	20.91	359,800
Sellers/Supvrs.	19.42	255,536	15.31	201,435
Clerical/Etc.	1.01	20,070	0	0
House Mgrs/Checkroom				
Elevator Oprs	0	0	5.04	108,990
<b>Total Part-Time</b>	<b>89.24</b>	<b>1,761,033</b>	<b>86.71</b>	<b>1,772,232</b>
<b>Total Full/Part-Time</b>	<b>115.24</b>	<b>2,437,331</b>	<b>118.51</b>	<b>2,652,000</b>

M E M O R I A L C O L I S E U M C O M P L E X

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 FY 1992-93 Budget

I. Revenues/Resources

A. Operating Revenues:

Again, starting next fiscal year. FY 1992-93, construction on the new arena, entertainment, retail and commercial complex on the Coliseum property will begin. We will have limited use of the exhibit space, parking spaces available for almost the full fiscal year will be about 46% of the 2,000 spaces (or 932 spaces), and we are projecting a drop in attendance for all events, except Blazer games, to be 20%. Again, factoring in these changes, we are budgeting Operating Revenues in FY 1992-93 at \$8,590,000, which is a decrease from this year's budget of \$1,782,700 (17.2%) and is a decrease from FY 1990-91 actual of \$2,261,339 (20.8%).

Projected Operating Revenues in this year's budget were based on 486 event days and attendance of 2,089,000. Next year's budget, FY 1992-93, was based on the following events and attendances:

Type of Event -----	Event Days -----	Attendance -----
NBA (some playoffs)	52	630,000
Hockey (no playoffs)	36	150,000
Basketball (high school, college, Globetrotters)	7	68,000
Wrestling	7	28,000
Truck	5	32,000
Sesame Street	4	18,000
Ringling Bros. Circus	4	46,000
Shrine/Continental Circuses	5	28,000
Ice Capades	5	24,000
Disney On Ice	5	44,000
Rodeo	3	15,000
Concerts	24	168,000
Consumer Shows	40	20,000
Community Events (Mayor' Ball, OHS Dance & Drill, etc.)	20	74,000
Meetings	140	65,000
Basketball Tournament of America	7	140,000
<b>Totals</b>	<b>364</b>	<b>1,550,000</b>

B. Resources:

As mentioned previously, next fiscal year the Spectator Facilities will be split with the Stadium and PCPA sharing one fund and the Coliseum in a separate fund. At the end of this fiscal year the fund balance of the Coliseum will stay with the Stadium and PCPA to cover their cash

shortfalls in FY 1992-93 and FY 1993-94, and the Coliseum will be assigned a new fund number and will start out next fiscal year, FY 1992-93, in a zero balance.

Therefore, in order to provide operating funds to meet the Coliseum cash-flow requirement during the transition period, as provided in the "Arena Memorandum of Understanding", dated November 7, 1992, the OAC shall advance funds up to the sum of the scoreboard reimbursement of \$750,000 and the liquidated damages (approximately \$125,00) as defined in the current TBI lease agreement with MERC. This \$875,000 is shown under Other Resources (Schedule C-1).

The term "Liquidated Damages" refers to the non-depreciated portion (as of the date the Club elects to exercise its right to terminate the agreement) of the capital improvements that the Commission has made in and to the Coliseum arena at the Club's request (i.e. additional new arena seating, Coliseum Club, 3,500 square feet of warehouse space, etc.

## II. Requirements (Schedule C-2)

Total Requirements, Personal Services and Material and Services has been scaled down by \$672,316 (7.4%) because of the interruptions due to construction of the new arena, etc., from \$9,104,393 this fiscal year to \$8,432,077 in FY 1992-93.

### A. Personal Services:

Personal Services shows a decrease of \$488,739 (13.8%) in FY 1992-93 vs. FY 1991-92, \$3,052,262 vs. \$3,541,001. This is due to cutting 3 Utility Lead positions (vacant positions, which will not be filled) for a savings of \$56,138, plus fringes at 35%, and the transfer of \$248,274, plus fringes of 35%, per Schedule 1 (Full-Time positions allocated to more than one entity). Also included in next year's budget is a new position in the Operating Department for another Set-Up Supervisor, for \$35,042. This will allow for more supervision during night shifts for event tear-down, cleaning and set-up crews, as well as better scheduling and reaction time to last minute client changes.

### B. Material & Services:

Material & Services is projected to decrease by \$183,577 (3.3%), from \$5,563,392 in FY 1991-92 to \$5,379,815 in FY 1992-93. Again, this is basically due to construction of the new arena, etc. The main area that shows a budget increase next year's budget is Advertising/Promotions that is projected to go from \$77,200 to \$190,525, an increase of \$113,325. This increase is because we will be operating in an active construction zone next year (limited exhibit space to sell, traffic patterns and parking for arena events will be constantly disrupted) and in order to counteract these negatives, insure a full arena schedule and have customers coming in the door, we must beef up our marketing

efforts, our sales efforts and our public information and community relations efforts and closely coordinate our efforts with those of the Blazers.

### III. Capital:

Capital Outlay, for Priority Level 1 projects, is budgeted at \$60,700 in FY 1992-93. The major items included in next year's budget are:  
A/C Service Equipment \$10,000, Electrical, Mechanical & Plumbing renovations \$15,000, Arena Permanent Seat Replacement \$10,000.

A complete list of all Capital projects is included in this budget package.

Metro Exposition-Recreation Commission  
Memorial Coliseum  
FY 1992-93 Budget

	Actual FY90-91	Budget FY91-92	Budget FY92-93	Variance Amount	%
<b>Operating Revenues:</b>					
- Rental	1,296,923	1,581,700	900,000	(681,700)	(43.1)
- Reimbursements	746,295	761,000	600,000	(161,000)	-21.2
- Concessions/Catering	5,177,406	4,600,000	4,575,000	(25,000)	-0.5
- Merchandising	547,050	475,000	425,000	(50,000)	-10.5
- Parking	1,443,152	1,675,000	700,000	(975,000)	-58.3
- User's Fee	1,324,159	950,000	1,200,000	250,000	26.3
- Sales Commissions	135,813	120,000	90,000	(30,000)	-25.0
- Electrical Contract	60,000	60,000	30,000	(30,000)	-50.0
- Other	120,541	150,000	70,000	(80,000)	-53.3
<b>Operating Revenues</b>	<b>10,851,339</b>	<b>10,372,700</b>	<b>8,590,000</b>	<b>(1,782,700)</b>	<b>-17.2</b>
<b>Other Resources</b>					
- Hotel/Motel Revenue	0	0	0	0	ER
- OCC Construction	0	0	0	0	ER
- Per Blazer Contract	0	0	875,000	875,000	ER
- Interest On Investment	348,474	358,300	85,000	(273,300)	-76.3
<b>Total Resources</b>	<b>348,474</b>	<b>358,300</b>	<b>960,000</b>	<b>601,700</b>	<b>167.8</b>
<b>Total Operating Rev./Resources</b>	<b>11,199,813</b>	<b>10,731,000</b>	<b>9,550,000</b>	<b>(1,181,000)</b>	<b>-11.0</b>
<b>Requirements:</b>					
Personal Services	3,253,051	3,541,001	3,052,262	488,739	13.8
Materials & Services	1,817,647	1,613,215	1,683,499	(70,284)	-4.4
Concessions/Catering	3,689,017	3,529,175	3,506,000	23,175	0.7
Parking	392,365	421,002	190,316	230,686	54.8
PDVA	0	0	0	0	0.0
Grand Opening	0	0	0	0	0.0
Capital Spending	200,381	132,400	60,700	71,700	54.2
Metro Supp. Svcs./Insurance	229,733	416,801	416,801	0	0.0
To MERC Central Management	240,672	301,578	297,560	4,018	1.3
Contingency	0	500,000	342,862	157,138	31.4
<b>Total Requirements</b>	<b>9,822,866</b>	<b>10,455,172</b>	<b>9,550,000</b>	<b>905,172</b>	<b>8.7</b>
<b>Net Revenues/Resources vs. Req</b>	<b>1,376,947</b>	<b>275,828</b>	<b>0</b>	<b>(275,828)</b>	<b>-100.0</b>
<b>Beginning Fund Balance:</b>					<b>EF</b>
<b>Ending Fund Balance</b>					<b>EF</b>



Metro Exposition-Recreation Commission  
FY 1992-93 Budget Expenditures  
Memorial Coliseum

	FY 90-91 Actual	FY 91-92 Budget	FY 92-93 Budget
Full-Time (Salaries)	1,262,493	714,918	509,682
Full-Time (Wages)	0	720,899	702,817
Subtotal	1,262,493	1,435,817	1,212,499
Part-Time	1,304,209	1,126,150	1,105,770
Overtime	28,629	55,990	24,575
Fringes	657,720	923,044	709,418
<b>Total Personal Services:</b>	<b>3,253,051</b>	<b>3,541,001</b>	<b>3,052,262</b>
Office Supplies	53,410	25,000	25,000
Operating Supplies	95,889	88,909	116,425
Small Tools	5,543	7,387	7,090
Fuels	6,633	3,685	0
Audit	5,504	0	0
Subscriptions	0	2,040	2,602
Dues	0	3,650	4,185
Legal Services	20,121	25,000	25,000
Advertising/Promotions	101,245	77,200	190,525
Misc Professional Services	49,763	21,000	23,762
Electricity	273,131	275,993	248,000
Water & Sewer	81,733	98,284	115,000
Heating Oil	66,865	67,000	0
Natural Gas	14,853	2,297	63,000
Garbage	38,040	45,097	45,000
Repairs & Maintenance - Bldg	95,245	88,920	97,050
Repairs & Maintenance - Equip	37,050	71,841	37,880
Equipment Rental	44,846	34,520	39,400
Printing Services	30,307	19,140	27,300
Typesetting & Reprographics	0	7,000	6,000
Telephone	63,209	52,903	45,500
Postage	39,140	27,910	35,000
Out-of Town Travel	32,210	35,750	25,000
Local Travel	327	1,300	1,500
Concessions	3,689,017	3,529,175	3,506,000
Parking	392,365	421,002	190,316
Purchased Labor	559,630	462,631	428,606
Training, Tuition, Conference	12,288	17,330	18,900
Uniforms & Cleaning	40,133	36,000	41,750
Pmts to Other Agencies	0	2,500	2,500
Miscellaneous	50,532	12,928	10,774
External Promotion	0	0	750
<b>Total Materials &amp; Services</b>	<b>5,899,029</b>	<b>5,563,392</b>	<b>5,379,815</b>
Sub-Total Personal / M & S	9,152,080	9,104,393	8,432,077
Capital Outlay	200,381	132,400	60,700
Central Mgmt. Pool Transfer	240,672	301,578	297,560
Transfers To Metro	229,733	416,801	416,801
Contingency	0	500,000	342,862
<b>Total Expenditures</b>	<b>9,822,866</b>	<b>10,455,172</b>	<b>9,550,000</b>

EMPLOYEE POSITION	FY 1991-92		FY 1992-93	
	FTE	Amount	FTE	Amount
Director/Coliseum, Stadium	0.75	42,750	0.75	46,500
Accounting Clerical	1.00	18,951	0.30	5,451
Accountant	1.00	34,932	0.50	19,187
Receptionist	1.00	18,951	1.00	21,600
Receptionist	1.00	21,717	0.45	11,342
Bookkeeper	1.00	20,765	0.75	17,565
Bookkeeper	1.00	19,807	0.00	transferred PCPA
Office Clerical	1.00	21,717	0.40	9,607
Asst-Accountant	1.00	27,461	0.00	cut
Admin. Staff Asst	1.00	22,761	0.00	cut
	9.75	249,812	4.15	131,252
Administrative Secretary	1.00	19,807	0.90	21,460
Group Sales Coordinator	1.00	21,717	0.70	18,105
Manager/Sales & Marketing	1.00	42,465	0.80	37,374
Public Relations	1.00	30,137	0.80	23,818
Sales Associate	1.00	28,100	0.70	21,001
	5.00	142,226	3.90	121,758
Utility Grounds	1.00	20,488	1.00	21,237
Utility Lead	15.00	347,383	12.00	291,245
Utility Maintenance	3.00	60,966	2.80	61,316
Operating Engineer	4.00	122,272	3.00	100,174
Lead Engineer	1.00	33,137	1.00	36,109
Manager/Operations	1.00	40,413	0.50	21,714
Set-Up Supervisor	2.00	58,157	3.00	93,199
SetUp/Maint Coord	1.00	23,802	1.00	27,169
	28.00	706,618	24.30	652,163
Security Agent	1.00	19,989	1.00	22,291
Security Agent	1.00	19,989	1.00	22,291
Office Clerical	1.00	21,717	0.40	8,228
Office Clerical	1.00	18,070	0.40	7,820
Assistant Mgr/Admissions	1.00	30,260	0.40	13,128
Assist Mgr/Security, Med	1.00	33,220	0.40	14,610
	6.00	143,245	3.60	88,368
Manager/Event Services	1.00	38,528	1.00	44,471
Event Coordinator II	1.00	20,765	1.00	26,976
Senior Event Coordinator	1.00	29,058	1.00	31,510
Event Coordinator II	1.00	25,168	1.00	28,549
	4.00	113,519	4.00	131,506

EMPLOYEE POSITION	FY 1991-92		FY 1992-93	
	FTE	Amount	FTE	Amount
Ticket Service Supervisor	1.00	24,931	1.00	27,841
Ticket Service Supervisor	1.00	24,931	1.00	26,521
Box Office Manager	1.00	30,535	1.00	33,090
	3.00	80,397	3.00	87,452
<b>Total Full-Time Labor</b>	<b>55.75</b>	<b>1,435,817</b>	<b>42.95</b>	<b>1,212,499</b>
<b>Part-Time:</b>				
-Stagehands/Utility Workers	12.93	319,993	12.86	335,163
-Security/Medical	16.27	319,355	16.49	323,670
-Ushers/Ticket Takers/Sellers/Etc.	23.56	360,787	14.81	226,811
-Ticket Sellers	0	0	6.22	95,281
-Receptionist/Secretarial	3.58	27,486	3.34	25,608
-Event Svcs.	0	0	0.25	6,500
- Merchandising Vendors	2.54	98,589	2.39	92,737
<b>Total Part-Time</b>	<b>58.88</b>	<b>1,126,210</b>	<b>56.36</b>	<b>1,105,770</b>
<b>Total Full/Part-Time</b>	<b>114.63</b>	<b>2,562,027</b>	<b>99.31</b>	<b>2,318,269</b>

O R E G O N C O N V E N T I O N C E N T E R

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FY 1992-93 Budget

I. Revenues/Resources (Schedule D-1 and D-2)  
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Operating Revenues in FY 1992-93 are projected to increase \$1,252,018 (35.7%) to \$4,762,652 vs. \$3,510,634 in this year's budget. This increase appears dramatic when comparing it to this year's budget, however, we are now projecting that Operating Revenues in FY 1991-92 will be over \$4 million, so the true increase is about \$500,000. Direct comparisons to FY 1990-91 are difficult because it was the first year of operation and the revenues numbers include grand opening events and only 9 months of operations.

Revenues were calculated per the event schedule, Schedule D-2, which is attached. Attendance figures were increased by 10%, which is reflective of current public consumer show attendance. Income levels for parking and utilities represent increases in shows and attendance. The substantial increase in food/beverage revenue is very reflective of the FY 1990-91 actual with small increases to reflect the event schedule and the increased attendance as well as the success of the many returning food events at OCC.

FY 1992-93 reflects many of the same events as well as repeat meeting, ballroom and food/beverage functions. Revenues were kept at a conservative rate with meeting and ballroom rental figures being determined by this past year's actuals.

II. Requirements (Schedule D-3):

Total Requirements, Personal Services and Material and Services, shows an increase of \$1,239,463 (20.6%) in FY 1992-93 vs. FY 1991-92, \$7,252,555 vs. \$6,013,092.

1. Personal Services:

Personal Services are increasing \$302,687 (11.9%) in next year's budget, from \$2,539,392 this year to \$2,842,079 in FY 1992-93. The increase in OCC activity, and in order to properly maintain the facilities and service our customers, necessitates an increase in additional staff. The requested additional full-time staff are as follows:

- a. Additional clerical support staff to handle the OCC service desk and Business Center. The service desk handles all utility and labor orders for all events utilizing the exhibit hall floor. The service desk is open during move-in and move-out and possibly during the first show day. The Business Center will provide

necessary services to all patrons and clients utilizing the convention center. The Business Center will house fax, copier, change machines, UPS and Federal Express, mailing services as well certain clerical capabilities.

Additional: 1 Office Clerical \$17,724

- b. Event Coordinator \$29,052  
Event Services Department is handling approximately 30 to 45 events of all sizes each month. With this kind of load, the Event Manager is doing much more even coordination related work instead managing the entire department, as well as being liaison for security, admissions, box office, outside vendors, Fine Host and parking. This causes many delays in scheduling, diminishes client satisfaction and makes the department less efficient. Adding the fourth Event Coordinator will lessen the load as well as improve client contact and service.
- c. Utility Technician \$30,815  
Set-Up Supervisor \$31,124  
The additional Set-Up Supervisor would be responsible for the swing shift cleaning crews and off days for current set-up services. This new position will allow for better scheduling, event reaction time and last minute client changes, and provide better supervision of facilities cleaning, maintenance and general upkeep of the facilities.  
The Utility Technician will provide the services for setting electrical outlets for shows and maintenance of electrical systems, lighting controls and re-lamping, which currently lags behind due to event demand on OCC staff. This additional person will also relieve pressure on the engineering staff so they can perform their regular event related duties.
- d. Booking Coordinator \$25,668  
Sales inquiries as well as servicing the local markets are demands another additional person to handle this load. With the success of last year's events, many groups are re-booking the Center as well as new groups calling to book space. A Booking Coordinator will reduce the work load on the sales staff to do the necessary sales follow-up work, which is presently lagging behind, as well as develop new regional and local markets which cannot be researched due to staff size and the volume of telephone calls, bookings and space inquires.
- e. Audio Visual Coordinator \$23,256  
The AV department is securing more business for OCC events and is becoming a revenue generating source. The department billed about \$150,000 of services in FY 1990-91 and anticipating that this will be close to \$200,000 in FY 1992-93. With this in mind, a full-time AV Coordinator will provide OCC better client service and will be able to help with multiple meetings as well

as decrease overtime and part-time labor now being used in this department.

2. Material and Services is projected to be \$936,776 (26.9%) above this year's budget, from \$3,473,700 to \$4,410,276. However, \$750,283 of this increase is in Concessions/Catering Expenses. In FY 1991-92 we budgeted food/beverage revenues at \$1,500,000 and costs at \$1,211,067. In FY 1992-93 we are projecting food/beverage revenues to be \$2,500,000 and costs at \$1,961,350. As mentioned under Operating Revenue comments, current projects indicate that these revenues will be over \$4 million this year, vs. the budgeted \$3.5, and over \$500,000 of this increase will be in Concession/Catering.

A 9% increase is anticipated in material & services costs. Operating, supplies, natural gas, repairs and maintenance, building rental and telephone charges contribute about \$130,000 in this area from FY 1991-92.

Costs for POVA's, for the time being, are held \$1,083,415, the same as this year.

Included in next year's budget, FY 1992-93, under Misc. Professional Services, is \$50,000 for a marketing study.

### III. Capital:

Capital Outlay, for Priority Level 1 projects, is budgeted at \$303,487. The major items included in the FY 1992-93 Budget are: Exhibit Hall electrical enhancements \$91,200, Scissor Lift \$23,000, Lighting Retrofit \$25,000, Concession/Catering Equipment \$35,000.

A complete list of all capital projects, by facility, is included in this budget package.

### IV. Capital Improvement Reserve Fund:

A "Capital Reserve Fund Policy" is being developed and will be presented to the Commission Policy Committee shortly. This policy is basically being setup for long-range capital improvement program for the convention center.

In next year's budget we have setup \$400,000 under this category, see Schedule D-1.

b Oregon Convention Center  
FY 1991-92 Budget

	Actual FY90-91	Budget FY91-92	Proposed FY92-93	Variance Amount	%
<b>Operating Revenues:</b>					
- Rental	746,326	972,625	1,134,150	161,525	16
- Reimbursements	150,476	268,320	181,112	(87,208)	-2
- Concessions/Catering	2,189,905	1,500,000	2,500,000	1,000,000	66
- Merchandising	10,265	0	5,000	5,000	0
- Parking	405,592	433,689	483,890	50,201	11
- User's Fee	0	0	0	0	0
- Sales Commissions	22,973	0	25,000	25,000	0
- Electrical/Utility Services	439,698	336,000	433,500	97,500	29
- Other	840,285	0	0	0	0
- Other (Excise Tax Paid To Met	0	(100,532)	(133,000)	(32,468)	32
- Other (Excise Tax Collected F	0	100,532	133,000	32,468	32
<b>Operating Revenues</b>	<b>4,805,520</b>	<b>3,510,634</b>	<b>4,762,652</b>	<b>1,252,018</b>	<b>35</b>
<b>Other Resources</b>					
- Hotel/Motel Revenue	3,355,014	3,000,000	3,300,000	300,000	10
- Transfer From OCC Constructio	0	281,663	0	(281,663)	-100
- Loan From Blazers	0	0	0	0	0
- Interest On Investment	231,516	153,200	220,000	66,800	43
<b>Total Resources</b>	<b>3,586,530</b>	<b>3,434,863</b>	<b>3,520,000</b>	<b>85,137</b>	<b>2</b>
<b>Total Operating Revenues/Resourc</b>	<b>8,392,050</b>	<b>6,945,497</b>	<b>8,282,652</b>	<b>1,337,155</b>	<b>19</b>
<b>Requirements:</b>					
Personal Services	1,957,468	2,539,392	2,842,079	(302,687)	-1
Materials & Services	1,871,865	1,134,293	1,316,553	(182,260)	-6
Concessions/Catering	1,089,388	1,211,067	1,961,350	(750,283)	-62
Parking	40,841	44,925	49,158	(4,233)	-9
FDVA	1,189,415	1,083,415	1,083,415	0	0
Capital Spending	135,539	102,000	303,487	(201,487)	-197
Metro Support Serv./Insurance	266,422	486,838	486,838	0	0
To MERC Central Management	283,937	266,214	259,259	6,955	2
Contingency	0	300,000	405,000	(105,000)	-35
<b>Total Requirements</b>	<b>6,834,875</b>	<b>7,168,144</b>	<b>8,707,139</b>	<b>(1,538,995)</b>	<b>-21</b>
<b>Net Revenues/Resources vs. Requi</b>	<b>1,557,175</b>	<b>(222,647)</b>	<b>(424,487)</b>	<b>(201,840)</b>	<b>90</b>
<b>Beginning Fund Balance</b>	<b>2,600,000</b>	<b>1,800,000</b>	<b>3,700,000</b>	<b>1,900,000</b>	<b>142</b>
<b>**Ending Fund Balance</b>	<b>4,157,175</b>	<b>1,577,353</b>	<b>3,275,513</b>	<b>1,698,160</b>	<b>78</b>
<b>**Unappropriated (Unrestricted)</b>			<b>2,875,292</b>		
<b>Unappropriated (Restricted) Future Capital Projects</b>			<b>400,000</b>		
			<b>3,275,292</b>		

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

Events/Attendance	W/O Grand Opening FY 1991-92 Budget		FY 1992-93 Budget	
	Event Days	Attendance	Event Days	Attendance
<b>All halls:</b>				
Number of Events	42		51	
Total Show Days	150		151	
Average Show Days Per Event	3.57		2.96	
Total Usage Days (Halls Only)	384		554	
Total In/Out Days	100		273	
Total Hall Usage Days	484	453,800	827	492,619
<b>Meeting Rooms:</b>				
Total Usage Days	1,988	27,300	3,855	61,781
<b>Ballroom:</b>				
Total Usage Days	230	6,800	532	20,219
Total Usage/Attendance	2,702	487,900	5,214	574,619
<b>Revenues/Resources</b>				
		FY 1991-92 Budget	FY 1992-93 Budget	
Hall Rental		\$677,800		\$739,243
Hall In/Out Rental		189,675		194,507
		867,475		933,750
Meeting Room Rental				
Ballroom Rental		51,850		82,900
		11,300		66,500
Total Facility Rental		930,625		1,083,150
Equipment Rental (\$1,000 x 51)		42,000		51,000
Utility Services (\$8,500 x 51)		336,000		433,500
Event Reimbursed Labor		268,320		181,112
Conc./Catering (\$4.35 per cap x 547=619 = Gross		1,500,000		2,500,000
Parking (547,619 divided by 4.75 = 120,972 cars @ \$4.00)		433,689		483,890
Excise Tax 6%		(100,532)		(133,000)
		100,532		133,000
5-Total		3,510,634		4,732,652
Merchandising		0		5,000
Sales Commission		0		25,000
Total Operating Revenue		\$3,510,634		\$4,762,652



	FY 90-91 Actual	FY 91-92 Budget	FY92-93 Requested
Part-Time (Salaries)	490,837	656,152	587,375
Full-Time (Wages)	662,901	775,519	1,147,966
<b>Subtotal</b>	<b>1,153,738</b>	<b>1,431,671</b>	<b>1,735,341</b>
Part-Time	327,803	354,397	346,356
Overtime	0	48,462	49,203
Fringes	475,927	704,862	711,179
<b>Total Personal Services:</b>	<b>1,957,468</b>	<b>2,539,392</b>	<b>2,842,079</b>
Office Supplies	6,000	15,800	29,800
Operating Supplies	70,500	65,100	121,300
Small Tools	4,000	8,086	7,940
Fuels	0	3,500	3,500
Subscriptions	0	215	450
Dues	4,985	5,360	6,910
Legal Services	3,000	3,000	3,000
Advertising/Promotions	90,108	87,987	97,902
Misc Professional Services	5,000	5,000	7,500
Misc Services(POVA)	1,189,415	1,083,415	1,083,415
Misc Services(Grand Opening)	949,113	0	0
Misc Services(VIC)	0	5,000	5,000
Misc Services(MAC)	0	20,000	20,000
Misc Services(Marketing Study)	0	0	50,000
Electricity	266,200	384,000	375,000
Water & Sewer	30,300	51,000	47,500
Natural Gas	92,000	33,000	50,000
Garbage	11,500	40,500	25,000
Repairs & Maintenance - Bldg	81,000	63,500	78,000
Repairs & Maintenance - Equip	0	47,500	50,555
Equipment Rental	20,000	10,000	11,600
Building Rental	7,500	0	0
Printing Services	55,000	60,700	74,400
Typesetting & Reprographics	5,800	11,300	10,200
Telephone	71,200	102,000	120,000
Postage	16,720	22,220	14,006
Out-of Town Travel	17,695	29,991	41,290
Local Travel	1,500	1,100	300
Concessions/Catering Contract	1,089,388	1,211,067	1,961,350
Parking Contract	40,841	44,925	49,158
Purchased Labor	0	5,500	5,750
Training, Tuition, Conference	8,869	10,734	10,000
Uniforms & Cleaning	20,500	12,500	11,700
Pmts to Other Agencies	0	0	0
Meetings	4,500	2,000	2,000
Miscellaneous	7,000	7,500	7,050
External Promotion	12,600	20,200	22,400
Capital Lease Pmts/Office Equi	9,275	0	6,500
<b>Total Materials &amp; Services</b>	<b>4,191,509</b>	<b>3,473,700</b>	<b>4,410,476</b>
Sub-Total Personal / M & S	6,148,977	6,013,092	7,252,555
Capital Outlay	135,539	102,000	303,487
Central Mgmt Pool Transfer	283,937	266,214	259,259
Transfers To METRO	266,422	486,838	486,838
Contingency	0	300,000	405,000
<b>Total Expenditures</b>	<b>6,834,875</b>	<b>7,148,144</b>	<b>8,707,139</b>

b

EMPLOYEE POSITION	FY 1991-92		FY 1992-93		
	FTE	Amount	FTE	Amount	
Director/OCC	1.00	65,000	1.00	69,500	
Office Clerical	1.00	18,942	1.00	18,612	
Receptionist	1.00	18,943	1.00	17,724	
Administrative Secretary	1.00	22,761	1.00	23,844	
Bookkeeper	1.00	20,765	1.00	22,128	
Accounting Clerical	0.00	0	0.30	5,451	
Accountant	0.00	0	0.30	11,513	
Office Clerical (Fr Col.)	0.00	0	0.40	9,607	
Receptionist	0.00	0	0.45	11,342	
Data Entry	1.00	18,943	1.00	21,600	
Office Clerk	0.00	0	1.00	17,724	1 new
<b>Total G&amp;A</b>	<b>6.00</b>	<b>165,354</b>	<b>8.45</b>	<b>229,045</b>	
Office Clerical	1.00	20,066	1.00	21,787	
Sales Representative	1.00	30,380	1.00	34,464	
Manager/Sales & Marketing	1.00	38,528	1.00	41,976	
Public Relations	0.00	0	0.10	2,977	
Booking Coordinator	0.00	0	1.00	25,668	1 new
<b>Total Sales/Marketing</b>	<b>3.00</b>	<b>88,974</b>	<b>4.10</b>	<b>126,872</b>	
Manager/Operations	1.00	38,670	1.00	40,980	
Lead Operating Engineer	1.00	33,345	1.00	36,109	
Operating Engineers	3.00	95,274	3.00	101,818	
Office Clerical	1.00	19,807	1.00	21,600	
Utility Maintenance	2.00	40,987	2.00	41,829	
Utility Grounds	3.00	60,447	3.00	62,463	
Utility Workers I & II	21.00	392,422	21.00	402,231	
Utility Technicians	2.00	57,626	3.00	88,441	1 new
Electrician	1.00	33,345	1.00	37,960	
Set-Up Supervisors	2.00	52,492	3.00	83,616	1 new
<b>Total Operations</b>	<b>37.00</b>	<b>824,415</b>	<b>39.00</b>	<b>917,047</b>	
Security Supervisor	1.00	22,843	1.00	25,001	
Security Agent	8.00	141,436	8.00	156,480	
Office Clerical	0.00	0	0.10	2,057	
Office Clerical	0.00	0	0.10	1,955	
Ast Mgr Admissions	0.00	0	0.10	3,282	
Ast Mgr Security, Med.	0.00	0	0.10	3,653	
<b>Total Special Services</b>	<b>9.00</b>	<b>164,279</b>	<b>9.40</b>	<b>192,428</b>	

EMPLOYEE POSITION	FY 1991-92		FY 1992-93			
	FTE	Amount	FTE	Amount		
Manager/Event Services	1.00	34,932	1.00	38,064		
Event Coordinator II	3.00	75,083	3.00	82,272		
Audio Visual Coordinator	1.00	26,246	1.00	32,028		
Office Clerical	1.00	22,008	1.00	25,204		
Telephone Systems Coord	1.00	30,380	1.00	35,304		
Event Coordinator I	0.00	0	1.00	23,256	1 new	
Audio Visual Coordinator	0.00	0	1.00	29,052	1 new	
Volunteer Coordinator	0.00	0	0.20	4,769		
<b>Total Event Services</b>	<b>7.00</b>	<b>188,649</b>	<b>9.20</b>	<b>269,949</b>	<b>6 new</b>	<b>153,052</b>
					<b>tfrd</b>	<b>56,608</b>
					<b>=</b>	<b>209,660</b>
<b>Total Full-Time</b>	<b>62.00</b>	<b>1,431,671</b>	<b>70.15</b>	<b>1,735,341</b>		
<b>Part-Time:</b>						
-Utility Workers	5.07	77,512	7.05	107,735		
-Security/Medical	8.11	155,524	6.61	126,760		
-Receptionist/Clerical	1.06	18,326	0.46	8,000		
-Box Ofc Supvrs/Sellers	1.06	18,759	1.78	31,509		
-Ushers/Gate Attendance/Et	4.09	66,685	3.33	54,352		
-Mesg Ctr Operators	1.22	17,591	1.25	18,000		
<b>Total Part-Time</b>	<b>20.61</b>	<b>354,397</b>	<b>20.48</b>	<b>346,356</b>		
<b>Total Full/Part-Time</b>	<b>82.61</b>	<b>1,786,068</b>	<b>90.63</b>	<b>2,081,697</b>		

**CENTRAL MANAGEMENT**

**-----**  
**FY 1992-93 BUDGET**

This fund was 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".

**I. Revenues (Schedule E-1):**

Almost all revenues received in this fund are transferred from MERC facilities. Allocation of the costs from Central Management to the convention center and spectator facilities is based on payroll allocation by position as shown in Schedule E-2.

**II. Requirements:**

Costs include payroll expenses for 12 positions, down one position from this fiscal year, a Special Projects Coordinator that has never been hired; \$25,000 for Professional Services (feasibility studies, etc.); \$15,000 for Commission travel/tickets/etc.; and \$25,000 for Contingency.

FY 1992-93 Budget

	Actual FY 90-91	Budget FY 91-92	Budget FY 92-93	Variance Amount	%
<b>Resources</b>					
- Inter-Fund Transfers:					
From OCC Fund No. 551	283,937	266,214	259,259	(6,955)	-2.6%
From Coliseum Fund No. 750	240,672	301,578	297,560	(4,018)	-1.3%
From Stadium Fund No. 750	69,270	83,722	84,081	359	0.4%
From PCPA Fund No. 750	148,089	181,485	184,892	3,407	1.9%
<b>Total Inter-Fund Transfers</b>	<b>741,968</b>	<b>832,999</b>	<b>825,792</b>	<b>(7,207)</b>	<b>-0.9%</b>
- Beginning Fund Balance	0	0	6,950	6,950	0.0%
- Interest On Investment	6,950	30,000	8,000	(22,000)	-73.3%
<b>Total Resources</b>	<b>748,918</b>	<b>862,999</b>	<b>840,742</b>	<b>(22,257)</b>	<b>-2.6%</b>
<b>Requirements:</b>					
Total Personal Services	658,646	748,429	775,742	(27,313)	-3.6%
<b>Materials &amp; Services:</b>					
- Professional Services (feasibility studies, etc.)	82,762	50,000	25,000	25,000	50.0%
- Travel/Commission Meetings/et	559	10,000	15,000	(5,000)	-50.0%
<b>Total Material &amp; Services</b>	<b>83,321</b>	<b>60,000</b>	<b>40,000</b>	<b>20,000</b>	<b>33.3%</b>
To Metro Building Fund	0	0	0	0	100.0%
Contingency	0	54,570	25,000	29,570	54.2%
<b>Total Requirements</b>	<b>741,967</b>	<b>862,999</b>	<b>840,742</b>	<b>22,257</b>	<b>2.6%</b>
<b>Net (Revenues vs. Requirements)</b>	<b>6,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Ending Fund Balance</b>	<b>6,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

Range	Position	FY 91-92	Distribution				FY 92-93 Total
			OCC	Coliseum	Stadium	PCPA	
50	Special Proj. Coordinator	33,220	0	0	0	0	
	- Distribution (a)		40%	40%	10%	10%	1
50	Systems Administrator	34,932	19,026	11,416	1,903	5,708	38,0
	- Distribution (a)		50%	30%	5%	15%	1
52	Manager Technical Svcs.	36,643	19,032	11,419	1,903	5,710	38,0
	- Distribution (a)		50%	30%	5%	15%	1
43	Graphics Coordinator	26,147	12,202	12,202	1,525	4,576	30,5
	- Distribution (a)		40%	40%	5%	15%	1
123	General Manager	80,000	26,640	31,080	8,880	22,200	88,8
	- Distribution (c)		30%	35%	10%	25%	1
115	Dir. of Fin. & Admin.	67,600	25,437	25,437	7,268	14,535	72,6
	- Distribution (c)		35%	35%	10%	20%	1
110	Ass't. to General Manager	56,247	17,850	17,850	5,950	17,850	59,5
	- Distribution (c)		30%	30%	10%	30%	1
43	Ex. Secretary	30,260	9,151	10,676	3,050	7,626	30,5
	- Distribution (c)		30%	35%	10%	25%	1
54	Controller	40,413	11,025	17,640	6,615	8,820	44,1
	- Distribution (c)		25%	40%	15%	20%	1
44	Purch./Contract Coord.	31,678	12,062	12,062	3,446	6,893	34,4
	- Distribution (a)		35%	35%	10%	20%	1
56	Special Services Mgr	44,520	9,720	21,870	7,290	9,720	48,5
	- Distribution (c)		20%	45%	15%	20%	1
56	Ticket Services Mgr	42,465	6,943	18,514	4,628	16,199	46,2
	- Distribution (c)		15%	40%	10%	35%	1
44	Accountant	30,267	8,628	13,805	5,177	6,902	34,5
	- Distribution (c)		25%	40%	15%	20%	1
	- Distribution	0	0	0	0	0	
	- Distribution	0	0	0	0	0	
Total - Payroll (13 positions)		554,392	177,715	203,970	57,635	126,739	566,0
	- Fringes @ 35%	194,037	65,830	75,556	21,350	46,947	209,6
Total - Payroll/Fringes		748,429	243,546	279,526	78,985	173,686	775,7
Plus OH		84,270	15,713	18,035	5,096	11,206	50,0
Grand Total		832,699	259,259	297,560	84,081	184,892	825,7

PCPA CONSTRUCTION FUND

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FY 1992-93 Budget

This fund is dedicated to the improvement of the new theater building, which houses the Winningstad and Intermediate theaters. Created largely by private donations, this fund will be used to complete the remodeling work in the Winningstad Theater this fiscal year. Other work is planned, for this fiscal year, construction of founders room and studio space, for about \$1 million, if additional funds are secured.

FY 1992-93 Budget, Schedule F-1, is attached. It shows no beginning fund balance and no revenues. If staff does secure donations or sponsorships in FY 1992-93, a supplemental budget will be initiated recognizing the revenues and the capital outlay.

PCPA Construction Fund  
Capital Expenditures Request  
FY 1992-93

	Actual FY 90-91	Budget FY 91-92	Budget FY 92-93
<b>Resources:</b>			
Beginning Fund Balance	97,401	5,000	0
<b>Revenues:</b>			
Donations and bequests	0	1,000,000	0
Interest Income	2,908	0	0
<b>Total Revenues</b>	<b>2,908</b>	<b>1,000,000</b>	<b>0</b>
<b>Total Resources/Revenues</b>	<b>100,309</b>	<b>1,005,000</b>	<b>0</b>
<b>Expenditures:</b>			
Material & Services	11,675	0	0
Capital Outlay			
1. Winningstad Columns & Balcony Rails	34,927		
2. Founders Room (Ofc Space)		50,000	0
3. Studio Space		750,000	0
4. A/E Fees		75,000	0
5. Project Managers Fees		15,000	0
6. 1 1/3% For Art ontingency	0	105,000	0
<b>Total Expenditures</b>	<b>46,602</b>	<b>1,005,000</b>	<b>0</b>
<b>Ending Fund Balance</b>	<b>54,215</b>	<b>0</b>	<b>0</b>
<b>Total Requirements</b>	<b>100,817</b>	<b>1,005,000</b>	<b>0</b>



	Total Requested	Priority Level 1	Priority Level 2	Priority Level 3	***** Priority Level 1, 2 & 3
Memorial Coliseum	300,700	60,700	0	240,000	1,397,623
Civic Stadium	563,800	158,800	155,000	250,000	0
PCPA	2,364,000	250,000	523,500	1,590,500	0
	3,228,500	469,500	678,500	2,080,500	1,397,623
Oregon Conv. Center	303,487	303,487	0	0	0
<b>Total</b>	<b>3,531,987</b>	<b>772,987</b>	<b>678,500</b>	<b>2,080,500</b>	<b>1,397,623</b>

\*\*\*\*Are capital projects that will be paid from City Revenue Bonds and is not included in MERC's budget

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 Submittal \* 1992/93

To: Dominic Buffetta, Director of Finance and Administration

From: Mark Hunter, Assistant to the General Manager

Re: Replacement and Maintenance Budget for Fiscal Year 1992/93

The following represents the requested replacement and maintenance capital budget for the Memorial Coliseum for 1992/93 fiscal year. Not included, are items that will be addressed as part of the Oregon Arena Corporation proposed capital program for the Coliseum.

Following the Replacement and Maintenance list are Departmental items that have been given low priority or have been effectively eliminated from the capital program.


Memorial Coliseum

Replacement and Maintenance

		Priority Level
1. A/C Service Equipment	\$ 10,000	1
2. Paint Distilling Unit	4,000	1
3. Seal Coat Roof	5,000	1
4. Electrical, Mechanical & Plumbing	15,000	1
5. Facia Replacement	7,000	1
6. Arena Permanent Seat Replacement	5,000	1
7. Portable Side and Endsteel Renovation	10,000	1
8. Cutting and Welding Equipment	2,200	1
9. Dressing Room Carpeting	2,500	1
	-----	
	\$ 60,700	

Low Priority, Eliminated

1. Upgrade Communications System	\$ 98,200	3
2. Display Boards (Lower Entries)	3,000	3
3. Computer Equipment	10,000	3
4. Video Surveillance System	128,800	3
	-----	
	\$ 240,000	

ENTERED JAN 14 1992 - 

**Capital Expenditure List \* 1992/93**

January 14, 1992

To: Capital Expenditure Committee

From: Mark Hunter - Assistant to the General Manager

Re: Suggested Capital Expenditures for the Memorial Coliseum

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<u>Memorial Coliseum</u>		} (Priority Level)
		PL
1. General Door Replacement	\$ 10,000	1
2. Exterior Landscaping and Walkways	10,000	1
3. Meeting Room Remodeling	30,000	1
4. Restroom Refurbishing	10,000	1
5. Graphics and Signage	10,000	1
6. Arena Portable Chair Replacement	16,000	1
7. Rolling Door Replacement	10,000	1
8. Upgrade Hall Sound System	10,000	3
9. Floor Scrubber	22,000	2
10. Forklift	19,000	2
11. General Use Tables and Chairs	20,000	1
12. Meeting Room Sound Systems	60,000	2
13. Vehicle Replacement (Pick-up)	20,000	2
14. Concessions/Catering (misc. equip)	102,873	1
15. Energy Retrofit (re-wiring, etc.)	10,000	1
16. Replace Arena Staging	300,000	2
17. Replacement Portable Staging	100,000	2
18. Increase Toilets	190,000	3
19. New Cooling Tower	315,000	3
20. Re-pipe Chiller	25,000	1
21. Engine Room Office Remodel	6,500	1
22. Podiums	12,000	1
23. Adjustable Stage Riser Sections	25,000	1
24. Still Image Video Player	1,250	1
25. Electric Water Heaters	18,000	1
26. Entry Canopy Sprinkler System	20,000	1
27. Other Capital Contingency	25,000	1
<b>Memorial Coliseum - Total</b>	<b>\$1,397,623</b>	

ENTERED JAN 14 1992

Capital Budget Submittal \* 1992/93

To: Dominic Buffetta, Director of Finance and Administration

From: Mark Hunter, Assistant to the General Manager

Re: Capital Budget Submittals for Civic Stadium, Portland Center  
for the Performing Arts and the Oregon Convention Center

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The following are Capital Expenditure requests for the Civic Stadium, Portland Center for the Performing Arts and the Oregon Convention Center. Items have been prioritized.

Civic Stadium

			PL
1. Field Tarps	\$	9,000	1
2. Elevator to Pressbox		90,000	1
3. Vehicle Replacement		13,000	1
4. Airless Striper		4,800	1
5. Left Field Bleacher Renovation		15,000	1
6. Portable Cyclone Fencing		8,500	1
7. Portable Radios		1,200	1
8. Carpet Shampooer/Extractor		1,300	1
9. Litter Vacuum		2,000	1
10. Concessions		14,000	1
	\$	<u>158,800</u>	

1. Bleacher Replacement	\$	141,000	2
2. Dry Pipe Sprinkler Behind Lower Press Box		4,000	2
3. Retrofit of Gate 35		10,000	2
	\$	<u>155,000</u>	

1. Portable Concert Staging	\$	250,000	3
	\$	<u>250,000</u>	

ENTERED JAN 14 1992

Capital Expenditure Request 1992/93 (con't)

Portland Center for the Performing Arts

Civic Auditorium

		PL
1. Video Monitoring System	\$ 23,000	1
2. Elect., Mech., Plumbing	15,000	1
3. General Remodel	10,000	1
4. Roof Sealant	10,000	1
5. Cleaning Equipment	3,000	1
6. Stage Door Reconfiguration	4,000	1
7. Main Curtain, Traveler, Valence (Stage)	35,000	1
8. Stage Weights	3,000	1
9. Sound Side Fill System	20,000	1
10. Surveillance System (Exterior)	5,500	1
	<u>\$ 128,500</u>	
1. Stage Dimmers	\$ 300,000	2
2. Reupholster Seating	40,000	2
3. Upgrade Pneumatic Controls	3,000	2
4. Control Booth	30,000	2
5. Front House Lighting System Renovation	25,000	2
6. Luminaries	24,000	2
7. Backstage Power Connection	22,000	2
8. Lobby/Concessions Furniture	10,000	2
9. Restroom Renovation	25,000	2
10. Exterior Lighting	7,500	2
	<u>\$ 486,500</u>	
1. Dressing Room Renovation	\$ 15,000	3
2. Exterior Painting	24,000	3
3. Energy Retrofit	20,000	3
4. Waste Containers	5,000	3
5. Lecterns	2,500	3
6. Exterior Signage	6,000	3
	<u>\$ 72,500</u>	

ENTERED JAN 14 1992

Capital Expenditure Request 1991/93 (con't)

Arlene Schnitzer Concert Hall

1. Elect., Mech. Plumbing	\$ 10,000	1
2. General Remodel	10,000	1
3. Roof Top Coat	4,000	1
4. Stage Drape Hampers	900	1
5. Ancillary Sound Equipment	8,000	1
6. Lighting Retrofit	6,500	1

\$ 39,400

1. Spotlights	\$ 17,000	2
2. General Remodel	10,000	2

\$ 27,000

1. Redesign Seating	1,500,000	3
2. House Lights Enhancement	10,000	3

\$1,510,000

Capital Expenditure Request 1992/93 (con't)

New Theatre Building

		PL
1. Elec., Mech. Plumbing	\$ 15,000	1
2. Top Coat Roof	10,000	1
3. General Remodel	10,500	1
4. Stagehands Shop & Equipment	5,500	1
5. Stagedoor Remodel	8,000	1
6. Computer Equipment	10,000	1
7. Lighting Retrofit	11,600	1
8. Emergency Paging System	2,500	1
9. Aiphone System	6,000	1
10. Intermediate Theatre Stair Lighting	3,000	1
	<u>\$ 82,100</u>	

1. Stage Risers	\$ 5,000	2
2. Computer Equipment	5,000	2
	<u>\$ 10,000</u>	

1. Lecterns	\$ 3,000	3
2. Cleaning Equipment	3,000	3
3. Exterior Banners	2,000	3
	<u>\$ 8,000</u>	

Performing Arts - Total

\$2,364,000

Capital Expenditure Request 1992/93 (con't)

**OREGON CONVENTION CENTER**

		PL
1. Exhibit Hall Electrical Enhancements	\$ 91,200	1
2. Exhibit Hall Electrical Transformers	4,157	1
3. Operations Office Area	20,000	1
4. Scissor Lift	23,000	1
5. Lighting Retrofit	25,000	1
6. Security Cameras	15,000	1
7. FF & E Materiel (Tables, chairs, etc.)	20,000	1
8. Audio Visual Equipment	10,000	1
9. Computer Equipment	10,000	1
10. Electrical Equipment Replacement	10,000	1
11. General Remodel	35,000	1
12. Recycling Materiel	15,000	1
13. Concessions/Catering Equipment	35,130	1
<b>Oregon Convention Center - Total</b>	<b>\$ 303,487</b>	

ENTERED JAN 14 1992



- Priority Level Rating -
- 1 Necessary for public/employee safety, health, service or crucial to operation or preservation of facilities or contents.
  - 2 Necessary, but subject to deferment for a short period of time.
  - 3 Desirable to enhance service, quality and performance of same, but not essential for operation or function of facility.

**NOTE:** Items prioritized at 2 or 3 are deferrable, but some expenditures may be necessary to maintain the status of those items in functional and safe condition.

**COMBINED FACILITIES TOTALS**

MEMORIAL COLISEUM	\$ 300,700
PERFORMING ARTS FACILITIES	2,364,000
CIVIC STADIUM	563,800
<b>TOTAL</b>	<b><u>\$3,228,500</u></b>

### MEMORIAL COLISEUM

- 1.) A/C Service Equipment - Freon containment regulations require the use of equipment designed to control the loss of refrigerant during the service of equipment.
- 2.) Paint Distilling Unit - Distilling is the accepted method to remove paint contaminants from solvents, thinners, water and other chemicals that are expensive to dispose of.
- 3.) Seal Coat Roof - Apply elastomeric coating to mineral cap shut to pressure integrity of roof.
- 4.) Elec. Mech. and Plumbing - Replace fixtures or equipment as needed to comply with codes and event demands.
- 5.) Facia Replacement - Replace deteriorating facia panels as may be needed.
- 6.) Arena Permanent Seat Replacement - Purchase replacement Arena seats as required.
- 7.) Portable side and Endsteel Renovation - Renovate portable seating risers in Arena to assure structural integrity and proper operation.
- 8.) Cutting and Welding Equipment - An increase in the use of aluminum, and stainless has created a need for specialized equipment.
- 9.) Dressing Room Carpeting - Replacement of existing deteriorated carpet.

### Priority 3

- 1.) Upgrade Communications Systems - Provide transmitters and receivers for facility wide communications link.
- 2.) Display Boards (lower entries)-Current directional display boards are incorrectly located and obsolete.
- 3.) Computer Equipment - Hardware and software to accommodate various computer requirements at all facilities.
- 4.) Video Surveillance System - Provide systems for interior and exterior visual monitoring of building and grounds.

## CIVIC STADIUM

- 1.) Field Tarps - Infield tarps require replacement each two years.
- 2.) Elevator to Pressbox - Restore elevator shaft to press box to eliminate restrictions of concessionaires and TV filing crews getting equipment to the press box.
- 3.) Vehicle Replacement - A new vehicle will allow a crew to operate to an event turn-around without stopping to repair the old Cushman.
- 4.) Airless Stripper - For purpose of providing quality service to a tenant. A football field requires 12-14 man hours to paint.
- 5.) Left field Bleacher Renovation - The east bleacher seating area will need to be re-lumbered, to accommodate the increase of spectator sports during the year.
- 6.) Portable Cyclone Fencing - For large spectator sporting or concert events the Stadium rents 1,000 feet of fence so the concourse can handle the larger crowds. A professional football team would require a fence for all home games.
- 7.) Portable Radios-More radios are required for communication between necessary facets of Stadium Staff.
- 8.) Carpet Shampooer/Extractor - Currently have to rent. Carpet is only 1 and 1/2 years old and a shampoo machine would allow us to keep the carpet in better condition and last much longer.
- 9.) Litter Vacuum - would allow the crew to clean the outside of the facility of debris and leaves that collect around the stadium.
- 10.) Concessions-Equipment is needed to effectively deal with the customer demand and code requirements.

## Priority 2

- 1.) Bleacher Replacement - Centerfield bleacher would have to be restored if Stadium were to contract a football team in 1992.
- 2.) Dry Pipe Sprinkler Behind Lower Press Box-This would be required by the Fire Marshal's Office if the Beavers Baseball Club or other Staff's are allowed semi-private parking behind the baseball press box during events.

3.) Retrofit of Gate 35-This is the only entry gate to the field level of the Stadium and is presently manually operated, and is consequently left open by many occupants of the lower level of the Stadium. Electronic operation of this gate would enhance security and reduce potential liability incidences.

Priority 3

1.) Portable concert Staging-Staging of this type would be totally self contained, easily assembled and conducive to pre or post event concerts as well as exclusive concert use.

PCPA

CIVIC AUDITORIUM

- 1.) Video Monitoring System - Install new monitor system in areas as deemed needed.
- 2.) Elec. Mech. and Plumbing - Replace electrical, mechanical and plumbing items as determined to upgrade systems.
- 3.) General Remodel - Remodel of Conference, Staff and other general purpose rooms as may be required.
- 4.) Roof Sealant - Apply elastomeric top coating to roof to prevent further deterioration of existing surface.
- 5.) cleaning Equipment - Purchase new carpet cleaner to better clean carpeting.
- 6.) Stage door Reconfiguration-Allows the stage door attendant to better control the access to the backstage area of the Auditorium.
- 7.) Main Curtain, Traveler, Valence (stage) - Replace existing stage draping including cyc, borders and main drape.
- 8.) Stage Weights-Additional weights are required for the counter balancing of props and scenery.
- 9.) Sound Side Fill System-Some current seating has inferior sound quality compared to the remainder of the seating.
- 10.) Surveillance System (exterior)-Would provide additional security monitoring of outside premises in areas of parking pad, ticket office and stage door area.

Priority 2

- 1.) Stage Dimmers - Purchase new or renovate old stage dimmer system as components of present system are failing.
- 2.) Reupholster Seating - Recover seating in Orchestra or main level of Auditorium replacing presently badly worn fabric.
- 3.) Upgrade Pneumatic Controls-Current controls are obsolete and inhibit efficient operation of mechanical equipment resulting in reduced equipment life and substandard operation.

- 4.) Control Booth - Construct sound and lighting control booth at back of Orchestra level for revamped sound and lighting control.
- 5.) Front House Lighting System Renovation - Renovate to retain dimming capability and compatibility to overall system.
- 6.) Luminaries - Purchase light fixtures for general use for stage and other lighting.
- 7.) Back Stage Power Connection-Power availability is currently not sufficient to accommodate larger shows requiring more than the "average" show lighting and sound.
- 8.) Lobby/Concessions Furniture - Renovate or replace furniture in lobbies on all levels and in lounges as may be needed.
- 9.) Restroom Renovation - Replace fixtures in selected restrooms as determined by staff.
- 10.) Exterior Lighting-Lighting in the front of the building inside the perimeter of the portico should be enhanced for safety as well as aesthetic reasons. The portico area is currently

### Priority 3

- 1.) Dressing Room Renovation - replace fixtures, add flooring and other items to upgrade appearance and function of dressing rooms.
- 2.) Exterior Painting - Paint exterior surface of presently painted areas of building.
- 3.) Energy Retrofit - Rewire certain electrical panels as identified to allow for more isolated and efficient use of power systems.
- 4.) Waste Containers-Containers on the lower level could be standardized and updated.
- 5.) Lecterns-Appearance of lecterns should be enhanced.
- 6.) Exterior Signage-Portico signage would enhance notification of public regarding event particulars.

### SCHNITZER

- 1.) Elec. Mech. and Plumbing - Replace electrical, mechanical and plumbing items as determined to upgrade systems.
- 2.) General Remodel - Remodel of dressing rooms and offices as may be determined.

- 8.) Emergency Paging System - Required by code.
- 9.) Airphone System - Communications via house phone between certain areas of the building are currently not available.
- 10.) Intermediate Theatre Stair Lighting - Required for safety purposes. Ambient light is not adequate at this time.

#### Priority 2

- 1.) Stage risers - Choir risers are currently not adequate.
- 2.) Computer Equipment - Additional terminals and port accommodation is needed to equip necessary staff for optimal operation.

#### Priority 3

- 1.) Lecterns - Better lecterns could be utilized for special events.
- 2.) Cleaning Equipment - Carpet cleaning equipment required to maintain carpet and prolong expected life.
- 3.) Exterior Banners - Could be used for enhanced advertising and decoration.

### OREGON CONVENTION CENTER

#### Priority 1

- 1.) Exhibit Hall Electrical Enhancements-Purchase and installation of additional electrical equipment to accommodate utility service for events that could not be optimally provided for during the first two years of operation.
- 2.) Exhibit Hall Electrical Transformers-Would provide for high voltage supplies to be broken down for specific event and trade show requirements. This coincides with the exhibit hall electrical enhancements.
- 3.) Expand Operations offices-Currently Engineering and Set-up Sections are combined in the same office where computer equipment and building plans are kept and utilized. The Area is currently too small to house the staff of seven supervisors and engineers.
- 4.) Scissor Lift-To provide safe access to lighting and other fixtures presently not accessible by currently used equipment.

- 3.) Roof Top Coat - Apply elastomeric sealer to roof surface in selected areas to enhance integrity of roof seal.
- 4.) Stage Drape Hampers-Draperies hampers are currently not available which jeopardizes proper care for same.
- 5.) Ancillary Sound Equipment-Additional equipment is needed to augment existing inventory that currently must be rented.
- 6.) Lighting Retrofit-Replacement of lamps and some recircuiting would have a significant impact on energy consumption.

#### Priority 2

- 1.) Spotlights-Are currently moved from time to time for various events and in some instances, lights must be rented.
- 2.) General Remodel - Modifications or improvements to areas that may be required.

#### Priority 3

- 1.) Redesign Seating-Balcony seating is currently not optimal for comfort and sight lines.
- 2.) House Lights Enhancement-House lighting under the first balcony is barely sufficient for reading of programs or other material.

#### NEW THEATER BUILDING

- 1.) Elec. Mech. and Plumbing - Purchase materials required to upgrade or enhance building systems.
- 2.) Top Coat Roof - Purchase materials required to maintain integrity of roof.
- 3.) General Remodel - Modifications or additions that may be required to improve facility use.
- 4.) Stage hands Shop and Equipment-Needed shop space for the maintenance of material is currently not available.
- 5.) Stagedoor Remodel-Reconfiguration of stage door area could improve efficiency.
- 6.) Computer Equipment - Hardware and software to accommodate various computer requirements at all facilities.
- 7.) Lighting Retrofit - Replace spot and flood lights with energy efficient fixtures in lobbies and offices. Expense would be recaptured in 15 months with a reduction in electrical consumption of approximately \$4722.84 per year.



- 5.) Lighting Retrofit-Changing out of certain lamps and fixtures will improve lighting needed in certain areas. Electrical cost savings will have less than a three year payback and will be more energy efficient.
- 6.) Security Cameras-Additional cameras and security enhancements have been determined necessary in certain areas to monitor facilities and grounds activities.
- 7.) FF & E Materiel (Tables, Chairs, etc.)-Certain set-up material is required to complete and meet requested room set-ups for various events. Current OCC inventory does not provide all necessary equipment to meet these demands.
- 8.) Audio Visual Equipment-Additional equipment is necessary to accommodate event requirements. Equipment needs include tape players, a still image video reader, microphones and other equipment necessary for events. This additional equipment will generate more event related income.
- 9.) Computer Equipment-Some equipment is yet needed to incorporate additional Staff into the system.
- 10.) Electrical Equipment Replacement-Over the course of operation since the opening of the building, some equipment has been lost, stolen or damaged and must be replaced. This is an on going replacement of inventory.
- 11.) General Remodel-Current Box Office space is too small to function adequately for the automated ticketing operation and improvements need to be made for security purposes. There is a potential for future office remodel.
- 12.) Recycling Materiel-It will be necessary to purchase certain receptacles and equipment to comply with METRO standards for the recycling of material.
- 13.) Concessions/Catering Equipment-Since the opening of the facility, it has been determined that additional equipment is necessary, particularly concerning portable food stations and signage