

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 94-72**

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition-Recreation Commission submits to the Metro Council the attached budgets for the Fiscal Year beginning July 1, 1995 and ending June 30, 1996 for inclusion as part of the total Metro budget for this period:

1. Portland Civic Stadium
2. Portland Center for the Performing Arts (PCPA)
3. Oregon Convention Center (OCC)
4. Portland Metropolitan Exposition Center (Expo)
5. MERC Administration
6. Oregon Convention Center Project Capital Fund
7. Oregon Convention Center Renewal & Replacement Fund

Passed by the Commission on November 9, 1994.

  
Chairman

  
Secretary-Treasurer

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

By: 

Mark B. Williams  
Senior Assistant Counsel

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**Date:** November 4, 1994  
**To:** Metropolitan Exposition-Recreation Commission  
**From:** Pat Lacrosse & Heather Teed  
**Subject:** FY 1995-96 Proposed Budgets

Enclosed are the proposed budgets for all MERC-managed facilities/funds for fiscal year 1995-96. These budgets were prepared by staff consistent with the direction set by the Business Plan for each facility. The budgets have been reviewed by the MERC Finance staff, General Manager and Budget Liaison Commissioners. Additionally, a public Budget Liaison and Staff Session was held on November 2, 1994, which was attended by Chairman Brooks and Commissioners Middleton, Carlsen, Conkling and Norris.

For each facility, the enclosed documents contain:

- 1) Comparative spreadsheets for FY 93-94 actuals, FY 94-95 budget and proposed FY 95-96 budget;
- 2) Budget narratives, FY 95-96 budget summary and line item justifications (details) for revenues and expenditures;
- 3) Organization Chart.

The attached list of FY 95-96 budget issues provides a brief overview of the budgets in general and for each facility. This list will be discussed in more detail at the Commission meeting.

**CIVIC STADIUM  
1995-96 BUDGET REQUEST**

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>REVENUES:</b>					
347200	RENTALS (BLDG & EQUIPMENT)	160,001	207,325	157,700	(49,625)
347100	USER FEES	102,431	127,020	160,122	33,102
347311	CONCESSIONS/CATERING	1,213,809	1,045,600	831,440	(214,160)
347500	MERCHANDISING	500	11,550	11,000	(550)
347600	UTILITY SERVICES (ALL)	0	0	0	0
347700	COMMISSIONS	56,003	47,300	41,050	(6,250)
372100	REIMBURSED - LABOR	85,304	136,700	174,422	37,722
347810	ADVERTISING FEES	0	0	30,000	30,000
365100	CAPITAL CONTRIBUTIONS	0	0	122,500	122,500
374000	PARKING	0	0	0	0
379000	MISC. REVENUE	17,328	35,225	70,795	35,570
<b>TOTAL OPERATING REVENUES</b>		<b>1,635,376</b>	<b>1,610,720</b>	<b>1,599,029</b>	<b>(11,691)</b>
338100	HOTEL/MOTEL TAX	0	0	0	0
361100	INTEREST ON INVESTMENTS	55,488	35,383	42,000	6,617
<b>TOTAL OTHER RESOURCES</b>		<b>55,488</b>	<b>35,383</b>	<b>42,000</b>	<b>6,617</b>
<b>TOTAL REVENUES/RESORCES</b>		<b>1,690,864</b>	<b>1,646,103</b>	<b>1,641,029</b>	<b>(5,074)</b>

CIVIC STADIUM  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
511121	SALARIES - FULL-TIME	191,073	160,165	191,714	31,549
511221	WAGES - FULL-TIME	82,607	103,914	92,645	(11,269)
511225	WAGES - PART-TIME	149,507	171,373	218,537	47,164
511400	OVERTIME	4,294	4,501	9,507	5,006
512000	FRINGES	160,393	138,585	184,466	45,881
	<b>TOTAL PERSONAL SERVICES</b>	<b>587,874</b>	<b>578,538</b>	<b>696,869</b>	<b>118,331</b>
521100	OFFICE SUPPLIES	3,096	4,500	5,325	825
521200	OPERATING SUPPLIES	0	6,624	0	(6,624)
521210	LANDSCAPE SUPPLIES	0	0	0	0
521220	CUSTODIAL SUPPLIES	1,329	0	6,889	6,889
521290	OTHER SUPPLIES	9,647	46,217	25,636	(20,581)
521292	SMALL TOOLS	971	1,460	1,000	(460)
521293	PROMOTION SUPPLIES	0	0	2,000	2,000
521310	SUBSCRIPTIONS	292	727	600	(127)
521320	DUES	510	550	425	(125)
521400	FUELS	1,186	1,305	1,357	52
521510	MAINT & REPAIR SUPPLIES - BLDG	10,513	7,731	10,921	3,190
521520	MAINT & REPAIR SUPPLIES-GROUNDS	0	0	500	500
521530	MAINT & REPAIR SUPPLIES-VEHICLE	1,027	0	0	0
521540	MAINT & REPAIR -SUPPLIES EQUIP	2,685	17,190	5,300	(11,890)
524130	PROMOTION/PUBLIC RELATIONS	23,363	0	0	0
524190	MISC PROFESSIONAL SERVICES	3,061	11,955	12,080	125
525110	UTILITIES - ELECTRICITY	65,404	80,330	77,920	(2,410)
525120	UTILITIES - WATER & SEWER	12,967	13,559	14,101	542
525130	UTILITIES - NATURAL GAS	0	0	0	0
525150	UTILITIES - SANITATION	7,898	11,458	11,917	459
525190	UTILITIES - OTHER	0	0	0	0
525610	MAINT & REPAIR SERVICES - BLDG	1,613	6,267	10,518	4,251
525620	MAINT & REPAIR SERVICES-GROUNDS	0	0	1,000	1,000
525640	MAINT & REPAIR SERVICES -EQUIP	10,414	24,946	17,410	(7,536)
525641	MAINT & REPAIR-SERVICES-SHOWS	0	0	0	0
525690	MAINT & REPAIR-SERVICES-OTHER	315	0	1,000	1,000
525710	RENTAL - EQUIPMENT	3,735	5,718	5,900	182
525720	RENTAL - LAND & BUILDING	0	0	0	0
525740	CAPITAL LEASES	0	0	0	0
526100	INSURANCE	0	0	0	0
526200	ADVERTISING	1,366	1,074	2,224	1,150
526310	PRINTING SERVICES	4,753	2,700	1,830	(870)
526320	TYPESETTING & REPROGRAPHIC	641	750	300	(450)
526410	TELEPHONE	7,728	9,154	9,000	(154)
526430	CATALOGUES & BROCHURES	350	1,000	2,000	1,000
526440	DELIVERY SERVICES	652	610	1,250	640
526420	POSTAGE	2,607	750	3,600	2,850
526500	TRAVEL	2,404	2,500	3,325	825
526690	CONCESSIONS	755,948	678,060	443,000	(235,060)
526700	TEMP/PURCHASED LABOR	60,470	72,144	107,109	34,965
526800	TRAINING/TUITION/CONFERENCE	775	2,000	2,925	925
526910	UNIFORMS	1,699	10,250	10,468	218
528100	PYMTS TO OTHER AGENCIES	706	9,700	10,700	1,000
528500	GOVERNMENT ASSESSMENTS	0	0	0	0
529500	MEETING EXPENDITURES	273	500	0	(500)
529800	MISCELLANEOUS	849	700	1,000	300
529835	EXTERNAL PROMOTIONS	326	0	900	900
529930	BAD DEBT EXPENSE	529	0	0	0
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,002,102</b>	<b>1,032,429</b>	<b>811,430</b>	<b>(220,999)</b>
571200	IMPROVEMENTS OTHER THAN BLDG	1,576	91,000	174,000	83,000
571300	BUILDINGS AND RELATED	2,655	154,000	24,000	(130,000)
571400	EQUIPMENT & VEHICLES	145,678	5,000	32,345	27,345
571500	OFFICE FURNITURES & EQUIPMENT	3,980	0	6,030	6,030
574100	CONSTRUCTION SERVICES	1,317	0	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>155,206</b>	<b>250,000</b>	<b>236,375</b>	<b>(13,625)</b>
581610	METRO - SUPPORT SERVICE	97,715	85,431	101,767	16,336
581615	METRO - INSURANCE	45,067	23,741	23,903	162
582751	MERC - SUPPORT SERVICE	79,810	54,635	58,359	3,724
583XXX	TRANSFER - RENEWAL&REPLACEMENT	0	0	0	0
583513	TRANSFER-BUILDING MGMT	0	0	0	0
		<b>222,592</b>	<b>163,807</b>	<b>184,029</b>	<b>20,222</b>
599999	CONTINGENCY	0	72,000	87,239	15,239
	<b>TOTAL CONTINGENCY</b>	<b>0</b>	<b>72,000</b>	<b>87,239</b>	<b>15,239</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,967,774</b>	<b>2,096,774</b>	<b>2,015,942</b>	<b>(80,832)</b>
	<b>NET CASH FLOW</b>	<b>(276,910)</b>	<b>(450,671)</b>	<b>(374,913)</b>	<b>75,758</b>

Note: Capital Outlay #571200 includes \$172,500 for special "Enhancement Program-Phase One" which is funded primarily by outside funds.

PCPA  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>REVENUES:</b>					
347200	RENTALS (BLDG & EQUIPMENT)	582,951	695,000	660,000	(35,000)
347100	USER FEES	874,702	810,000	950,000	140,000
347311	CONCESSIONS/CATERING	100,635	150,000	125,000	(25,000)
347500	MERCHANDISING	45,229	50,000	75,000	25,000
347600	UTILITY SERVICES (ALL)	0	0	0	0
347700	COMMISSIONS	127,273	170,000	150,000	(20,000)
372100	REIMBURSED - LABOR	1,532,163	1,695,058	1,944,321	249,263
374000	PARKING	0	0	0	0
379000	MISC. REVENUE	106,190	80,000	110,000	30,000
TOTAL OPERATING REVENUES		3,369,143	3,650,058	4,014,321	364,263
338100	HOTEL/MOTEL TAX	0	0	600,000	600,000
361100	INTEREST ON INVESTMENTS	77,790	75,000	70,000	(5,000)
XXXXXX	OTHER **	0	0	325,000	325,000
TOTAL OTHER RESOURCES		77,790	75,000	995,000	920,000
TOTAL REVENUES/RESORCES		3,446,933	3,725,058	5,009,321	1,284,263

\*\*The \$325,000 represents a combination of new/revised event, ticket or public subsidy revenues and/or expenditure cuts; the specifics of which are yet to be determined.

PCPA  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>EXPENDITURES:</b>					
511121	SALARIES - FULL-TIME	571,248	519,676	562,559	42,883
511221	WAGES - FULL-TIME	376,913	366,364	351,597	(14,767)
511225	WAGES - PART-TIME	1,503,051	1,762,588	1,939,403	176,815
511400	OVERTIME	28,745	26,000	35,500	9,500
512000	FRINGES	741,084	726,834	837,827	110,993
<b>TOTAL PERSONAL SERVICES</b>		<b>3,221,041</b>	<b>3,401,462</b>	<b>3,726,886</b>	<b>325,424</b>
521100	OFFICE SUPPLIES	14,258	17,000	17,000	0
521200	OPERATING SUPPLIES	0	0	0	0
521210	LANDSCAPE SUPPLIES	0	0	0	0
521220	CUSTODIAL SUPPLIES	0	0	0	0
521290	OTHER SUPPLIES	47,622	59,864	63,018	3,154
521292	SMALL TOOLS	3,279	3,662	5,113	1,451
521293	PROMOTION SUPPLIES	0	1,170	1,500	330
521310	SUBSCRIPTIONS	777	340	620	280
521320	DUES	1,660	975	1,200	225
521400	FUELS	0	0	0	0
521510	MAINT & REPAIR SUPPLIES - BLDG	13,334	7,000	15,000	8,000
521520	MAINT & REPAIR SUPPLIES-GROUNDS	1,726	0	0	0
521530	MAINT & REPAIR SUPPLIES-VEHICLE	0	0	0	0
521540	MAINT & REPAIR -SUPPLIES EQUIP	15,692	19,440	19,160	(280)
521541	MAINT & REPAIR-SUPPLIES - SHOWS	0	0	0	0
523200	MERCHANDISE FOR RESALE	9,314	8,500	10,700	2,200
524130	PROMOTION/PUBLIC RELATIONS	35,229	3,371	0	(3,371)
524190	MISC PROFESSIONAL SERVICES	27,221	15,000	5,750	(9,250)
525110	UTILITIES - ELECTRICITY	181,300	164,800	190,475	25,675
525120	UTILITIES - WATER & SEWER	27,184	31,250	35,000	3,750
525130	UTILITIES - NATURAL GAS	49,454	43,230	48,900	5,670
525150	UTILITIES - SANITATION	8,733	10,300	10,712	412
525190	UTILITIES - OTHER	0	0	0	0
525610	MAINT & REPAIR SERVICES - BLDG	26,136	41,200	42,848	1,648
525620	MAINT & REPAIR SERVICES-GROUNDS	3,371	50,633	4,000	(46,633)
525640	MAINT & REPAIR SERVICES -EQUIP	36,628	0	39,133	39,133
525641	MAINT & REPAIR-SERVICES-SHOWS	0	0	0	0
525690	MAINT & REPAIR-SERVICES-OTHER	0	0	0	0
525710	RENTAL - EQUIPMENT	10,116	10,284	8,909	(1,375)
525720	RENTAL - LAND & BUILDING	94,639	95,000	100,608	5,608
525740	CAPITAL LEASES	9,528	9,170	7,950	(1,220)
526100	INSURANCE	0	0	0	0
526200	ADVERTISING	3,924	1,592	6,989	5,397
526310	PRINTING SERVICES	21,700	7,420	12,680	5,260
526320	TYPESETTING & REPROGRAPHIC	604	750	2,200	1,450
526410	TELEPHONE	48,313	39,000	49,450	10,450
526430	CATALOGUES & BROCHURES	308	3,600	3,600	0
526440	DELIVERY SERVICES	951	1,275	1,070	(205)
526420	POSTAGE	29,230	15,750	15,750	0
526500	TRAVEL	5,831	844	888	44
526690	CONCESSIONS	0	0	0	0
526700	TEMP/PURCHASED LABOR	51,659	31,410	32,550	1,140
526800	TRAINING/TUITION/CONFERENCE	899	3,200	3,050	(150)
526910	UNIFORMS	5,369	12,500	14,000	1,500
528100	PYMTS TO OTHER AGENCIES	24,166	28,500	37,000	8,500
528500	GOVERNMENT ASSESSMENTS	0	0	0	0
529500	MEETING EXPENDITURES	1,058	1,100	1,100	0
529800	MISCELLANEOUS	6,044	3,750	4,950	1,200
529835	EXTERNAL PROMOTIONS	7,647	750	750	0
529930	BAD DEBT EXPENSE	37,618	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>862,522</b>	<b>743,630</b>	<b>813,623</b>	<b>69,993</b>
571200	IMPROVEMENTS OTHER THAN BLDG	1,467	0	0	0
571300	BUILDINGS AND RELATED	0	110,000	0	(110,000)
571400	EQUIPMENT & VEHICLES	40,687	0	0	0
571500	OFFICE FURNITURES & EQUIPMENT	548	0	0	0
74100	CONSTRUCTION SERVICES	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>42,702</b>	<b>110,000</b>	<b>0</b>	<b>(110,000)</b>
581610	METRO - SUPPORT SERVICE	192,471	247,862	282,687	34,825
581615	METRO - INSURANCE	96,515	69,330	66,396	(2,934)
582751	MERC - SUPPORT SERVICE	149,979	159,546	168,591	9,045
583XXX	TRANSFER - RENEWAL&REPLACEMENT	0	0	0	0
583513	TRANSFER-BUILDING MGMT	0	0	0	0
		<b>438,965</b>	<b>476,738</b>	<b>517,674</b>	<b>40,936</b>
599999	CONTINGENCY	0	0	100,000	100,000
<b>TOTAL CONTINGENCY</b>		<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>
<b>TOTAL EXPENDITURES</b>		<b>4,565,230</b>	<b>4,731,830</b>	<b>5,158,183</b>	<b>426,353</b>
<b>NET CASH FLOW</b>		<b>(1,118,297)</b>	<b>(1,006,772)</b>	<b>(148,862)</b>	<b>857,910</b>

CONVENTION CENTER  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>REVENUES:</b>					
347200	RENTALS (BLDG & EQUIPMENT)	1,321,572	1,291,001	1,508,890	217,889
347100	USER FEES	0	0	0	0
347311	CONCESSIONS/CATERING	4,098,899	3,989,951	4,349,924	359,973
347500	MERCHANDISING	20,482	25,000	25,000	0
347600	UTILITY SERVICES (ALL)	846,133	787,500	883,777	96,277
347700	COMMISSIONS	45,996	33,000	47,855	14,855
372100	REIMBURSED - LABOR	259,202	245,000	269,570	24,570
374000	PARKING	658,886	587,335	685,240	97,905
379000	MISC. REVENUE	47,815	50,000	52,400	2,400
<b>TOTAL OPERATING REVENUES</b>		<b>7,298,985</b>	<b>7,008,787</b>	<b>7,822,656</b>	<b>813,869</b>
338100	HOTEL/MOTEL TAX	4,201,479	4,180,000	3,619,200	(560,800)
361100	INTEREST ON INVESTMENTS	275,947	285,657	327,938	42,281
<b>TOTAL OTHER RESOURCES</b>		<b>4,477,426</b>	<b>4,465,657</b>	<b>3,947,138</b>	<b>(518,519)</b>
<b>TOTAL REVENUES/RESORCES</b>		<b>11,776,411</b>	<b>11,474,444</b>	<b>11,769,794</b>	<b>295,350</b>

CONVENTION CENTER  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>EXPENDITURES:</b>					
511121	SALARIES - FULL-TIME	647,168	776,384	948,109	171,725
511221	WAGES - FULL-TIME	1,247,343	1,376,880	1,541,945	165,065
511225	WAGES - PART-TIME	350,635	363,003	275,241	(87,762)
511400	OVERTIME	58,819	57,469	62,005	4,536
512000	FRINGES	895,135	1,080,969	1,060,238	(20,731)
<b>TOTAL PERSONAL SERVICES</b>		<b>3,199,100</b>	<b>3,654,705</b>	<b>3,887,538</b>	<b>232,833</b>
521100	OFFICE SUPPLIES	14,625	41,125	15,672	(25,453)
521200	OPERATING SUPPLIES	3,995	10,250	12,250	2,000
521210	LANDSCAPE SUPPLIES	510	2,850	3,495	645
521220	CUSTODIAL SUPPLIES	4,979	0	5,480	5,480
521290	OTHER SUPPLIES	109,072	123,293	105,961	(17,332)
521292	SMALL TOOLS	6,055	8,300	6,411	(1,889)
521293	PROMOTION SUPPLIES	69	5,650	5,650	0
521310	SUBSCRIPTIONS	2,275	2,280	1,528	(752)
521320	DUES	5,610	7,500	7,285	(215)
521400	FUELS	2,997	0	3,300	3,300
521510	MAINT & REPAIR SUPPLIES - BLDG	32,317	58,850	41,600	(17,250)
521520	MAINT & REPAIR SUPPLIES-GROUNDS	1,894	0	1,350	1,350
521530	MAINT & REPAIR SUPPLIES-VEHICLE	3,477	0	4,500	4,500
521540	MAINT & REPAIR-SUPPLIES EQUIP	65,768	74,840	71,876	(2,964)
521541	MAINT & REPAIR-SUPPLIES - SHOWS	18,879	15,000	20,000	5,000
523200	MERCHANDISE FOR RESALE	11,571	18,500	20,000	1,500
524130	PROMOTION/PUBLIC RELATIONS	66,975	1,521,000	1,550,040	29,040
524190	MISC PROFESSIONAL SERVICES	1,542,719	58,585	62,910	4,325
525110	UTILITIES - ELECTRICITY	337,838	355,500	330,500	(25,000)
525120	UTILITIES - WATER & SEWER	46,759	45,250	51,250	6,000
525130	UTILITIES - NATURAL GAS	67,803	35,000	36,500	1,500
525150	UTILITIES - SANITATION	32,074	31,000	35,000	4,000
525190	UTILITIES - OTHER	1,993	1,800	3,726	1,926
525610	MAINT & REPAIR SERVICES - BLDG	62,095	75,500	75,500	0
525620	MAINT & REPAIR SERVICES-GROUNDS	3,424	62,340	3,500	(58,840)
525640	MAINT & REPAIR SERVICES-EQUIP	66,847	0	82,080	82,080
525641	MAINT & REPAIR-SERVICES-SHOWS	858	0	900	900
525690	MAINT & REPAIR-SERVICES-OTHER	13,442	0	13,250	13,250
525710	RENTAL - EQUIPMENT	36,889	75,060	41,557	(33,503)
525720	RENTAL - LAND & BUILDING	36,105	35,000	36,500	1,500
525740	CAPITAL LEASES	0	6,617	1,617	(5,000)
526100	INSURANCE	0	7,000	1,500	(5,500)
526200	ADVERTISING	17,471	61,710	65,271	3,561
526310	PRINTING SERVICES	70,383	56,800	67,326	10,526
526320	TYPESETTING & REPROGRAPHIC	9,109	12,200	12,410	210
526410	TELEPHONE	71,835	85,000	73,000	(12,000)
526430	CATALOGUES & BROCHURES	338	19,750	19,900	150
526440	DELIVERY SERVICES	814	700	1,000	300
526420	POSTAGE	13,537	14,800	15,000	200
526500	TRAVEL	26,856	24,320	25,975	1,655
526690	CONCESSIONS	2,450,664	2,880,992	2,900,111	19,119
526691	CONTRACT - PARKING	51,347	45,000	60,000	15,000
526700	TEMP/PURCHASED LABOR	12,919	8,327	20,500	12,173
526800	TRAINING/TUITION/CONFERENCE	13,492	23,595	23,520	(75)
526910	UNIFORMS	11,744	37,650	30,790	(6,860)
528100	PYMTS TO OTHER AGENCIES	3,506	8,200	7,400	(800)
528500	GOVERNMENT ASSESSMENTS	721,690	0	0	0
529500	MEETING EXPENDITURES	1,539	5,100	3,500	(1,600)
529800	MISCELLANEOUS	13,053	18,200	15,200	(3,000)
529835	EXTERNAL PROMOTIONS	5,811	8,400	9,400	1,000
529930	BAD DEBT EXPENSE	10,718	4,000	2,500	(1,500)
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>6,106,740</b>	<b>5,992,834</b>	<b>6,005,491</b>	<b>12,657</b>
571200	IMPROVEMENTS OTHER THAN BLDG	14,208	15,000	125,000	110,000
571300	BUILDINGS AND RELATED	53,344	140,000	170,000	30,000
571400	EQUIPMENT & VEHICLES	34,097	215,000	70,500	(144,500)
571500	OFFICE FURNITURES & EQUIPMENT	5,225	0	20,000	20,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>106,874</b>	<b>370,000</b>	<b>385,500</b>	<b>15,500</b>
581610	METRO - SUPPORT SERVICE	452,805	518,445	673,219	154,774
581615	METRO - INSURANCE	185,486	143,632	148,727	5,095
582751	MERC - SUPPORT SERVICE	303,278	330,531	343,667	13,136
583XXX	TRANSFER - RENEWAL&REPLACEMENT	178,000	1,400,000	400,000	(1,000,000)
583513	TRANSFER-BUILDING MGMT	0	55,984	0	(55,984)
		<b>1,119,569</b>	<b>2,448,592</b>	<b>1,565,613</b>	<b>(882,979)</b>
599999	CONTINGENCY	0	500,000	517,000	17,000
<b>TOTAL CONTINGENCY</b>		<b>0</b>	<b>500,000</b>	<b>517,000</b>	<b>17,000</b>
<b>TOTAL EXPENDITURES</b>		<b>10,532,283</b>	<b>12,966,131</b>	<b>12,361,142</b>	<b>(604,989)</b>
<b>NET CASH FLOW</b>		<b>1,244,128</b>	<b>(1,491,687)</b>	<b>(591,348)</b>	<b>900,339</b>



**EXPO CENTER  
1995-96 BUDGET REQUEST**

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>REVENUES:</b>					
347200	RENTALS (BLDG & EQUIPMENT)	291,405	518,620	570,005	51,385
347100	USER FEES	0	0	0	0
347311	CONCESSIONS/CATERING	253,373	443,560	1,221,400	777,840
347500	MERCHANDISING	0	0	0	0
347600	UTILITY SERVICES (ALL)	974	0	47,169	47,169
347700	COMMISSIONS	20,953	0	0	0
372100	REIMBURSED - LABOR	1,423	0	30,955	30,955
374000	PARKING	325,971	541,890	690,943	149,053
379000	MISC. REVENUE	19,023	78,460	41,429	(37,031)
	<b>TOTAL OPERATING REVENUES</b>	<b>913,122</b>	<b>1,582,530</b>	<b>2,601,901</b>	<b>1,019,371</b>
338100	HOTEL/MOTEL TAX	0	0		0
361100	INTEREST ON INVESTMENTS	18,424	0	26,000	26,000
	<b>TOTAL OTHER RESOURCES</b>	<b>18,424</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>
	<b>TOTAL REVENUES/RESORCES</b>	<b>931,546</b>	<b>1,582,530</b>	<b>2,627,901</b>	<b>1,045,371</b>

EXPO CENTER  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>EXPENDITURES:</b>					
511121	SALARIES - FULL-TIME	41,230	124,327	154,656	30,329
511221	WAGES - FULL-TIME	65,758	201,676	168,815	(32,861)
511225	WAGES - PART-TIME	6,285	12,000	54,015	42,015
511400	OVERTIME	1,856	6,000	1,182	(4,818)
512000	FRINGES	45,192	132,441	145,787	13,346
<b>TOTAL PERSONAL SERVICES</b>		<b>160,321</b>	<b>476,444</b>	<b>524,455</b>	<b>48,011</b>
521100	OFFICE SUPPLIES	544	0	2,000	2,000
521200	OPERATING SUPPLIES	0	0	0	0
521210	LANDSCAPE SUPPLIES	0	0	4,000	4,000
521220	CUSTODIAL SUPPLIES	45	33,600	9,800	(23,800)
521290	OTHER SUPPLIES	2,994	5,250	1,600	(3,650)
521292	SMALL TOOLS	31	0	3,000	3,000
521293	PROMOTION SUPPLIES	0	15,000	0	(15,000)
521310	SUBSCRIPTIONS	40	0	100	100
521320	DUES	0	1,500	875	(625)
521400	FUELS	0	0	3,900	3,900
521510	MAINT & REPAIR SUPPLIES - BLDG	6,593	0	9,600	9,600
521520	MAINT & REPAIR SUPPLIES-GROUNDS	1,390	0	3,000	3,000
521530	MAINT & REPAIR SUPPLIES-VEHICLE	17	0	750	750
521540	MAINT & REPAIR -SUPPLIES EQUIP	3,218	0	1,500	1,500
521541	MAINT & REPAIR-SUPPLIES - SHOWS	0	0	0	0
524130	PROMOTION/PUBLIC RELATIONS	1,092	0	35,000	35,000
524190	MISC PROFESSIONAL SERVICES	13,411	125,000	0	(125,000)
525110	UTILITIES - ELECTRICITY	42,332	153,000	87,900	(65,100)
525120	UTILITIES - WATER & SEWER	6,877	0	16,300	16,300
525130	UTILITIES - NATURAL GAS	18,302	0	32,000	32,000
525150	UTILITIES - SANITATION	16,259	0	35,000	35,000
525190	UTILITIES - OTHER	0	0	65,000	65,000
525610	MAINT & REPAIR SERVICES - BLDG	7,608	50,000	1,500	(48,500)
525620	MAINT & REPAIR SERVICES-GROUNDS	290	0	12,000	12,000
525640	MAINT & REPAIR SERVICES -EQUIP	13,352	0	7,060	7,060
525641	MAINT & REPAIR-SERVICES-SHOWS	0	0	0	0
525690	MAINT & REPAIR-SERVICES-OTHER	78	0	0	0
525710	RENTAL - EQUIPMENT	3,597	0	10,820	10,820
525720	RENTAL - LAND & BUILDING	0	0	0	0
525740	CAPITAL LEASES	0	0	0	0
526100	INSURANCE	0	0	0	0
526200	ADVERTISING	4,230	0	6,700	6,700
526310	PRINTING SERVICES	3,476	0	4,400	4,400
526320	TYPESETTING & REPROGRAPHIC	854	0	3,000	3,000
526410	TELEPHONE	5,274	12,000	9,700	(2,300)
526430	CATALOGUES & BROCHURES	664	0	1,000	1,000
526440	DELIVERY SERVICES	15	0	500	500
526420	POSTAGE	58	0	500	500
526500	TRAVEL	0	3,000	6,500	3,500
526690	CONCESSIONS	0	0	769,500	769,500
526691	CONTRACT - PARKING	19,756	0	73,240	73,240
526700	TEMP/PURCHASED LABOR	4,639	0	10,500	10,500
526800	TRAINING/TUITION/CONFERENCE	0	2,000	1,000	(1,000)
526910	UNIFORMS	1,320	0	1,000	1,000
528100	PYMTS TO OTHER AGENCIES	509	0	0	0
528500	GOVERNMENT ASSESSMENTS	0	0	0	0
529500	MEETING EXPENDITURES	7	0	500	500
529800	MISCELLANEOUS	372	141,000	0	(141,000)
529835	EXTERNAL PROMOTIONS	326	0	2,500	2,500
529930	BAD DEBT EXPENSE	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>179,570</b>	<b>541,350</b>	<b>1,233,245</b>	<b>691,895</b>
571200	IMPROVEMENTS OTHER THAN BLDG	0	0	75,000	75,000
571300	BUILDINGS AND RELATED	7,895	0	80,000	80,000
571400	EQUIPMENT & VEHICLES	2,355	0	31,200	31,200
571500	OFFICE FURNITURES & EQUIPMENT	4,819	0	5,250	5,250
4520	CONSTRUCTION WORK/MATERIALS	0	393,000	0	(393,000)
<b>TOTAL CAPITAL OUTLAY</b>		<b>15,069</b>	<b>393,000</b>	<b>191,450</b>	<b>(201,550)</b>
581610	METRO - SUPPORT SERVICE	41,097	111,725	113,075	1,350
581615	METRO - INSURANCE	10,573	19,670	26,558	6,888
582751	MERC - SUPPORT SERVICE	35,000	73,500	77,811	4,311
583XXX	TRANSFER - RENEWAL&REPLACEMENT	0	0	0	0
583513	TRANSFER-BUILDING MGMT	0	0	0	0
		<b>86,670</b>	<b>204,895</b>	<b>217,444</b>	<b>12,549</b>
599999	CONTINGENCY	0	56,587	185,362	128,775
<b>TOTAL CONTINGENCY</b>		<b>0</b>	<b>56,587</b>	<b>185,362</b>	<b>128,775</b>
<b>TOTAL EXPENDITURES</b>		<b>441,630</b>	<b>1,672,276</b>	<b>2,351,956</b>	<b>679,680</b>
<b>NET CASH FLOW</b>		<b>489,916</b>	<b>(89,746)</b>	<b>275,945</b>	<b>9,795,691</b>

NOTE: RESTRICTED CAPITAL-MULT. CO. FUNDS (\$165,100) ARE PART OF BEG. FUND BAL. AND IS PART OF THE CAPITAL OUTLAY; THE ACTUAL OPERATING NET CASH FLOW FOR FY 95-96 IS \$441,045 (\$275,945 + \$165,100)

MERC ADMINISTRATION  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>REVENUES:</b>					
TOTAL OPERATING REVENUES		0	0	0	0
338100	HOTEL/MOTEL TAX	0	0		
361100	INTEREST ON INVESTMENTS	2,498	6,500	2,500	(4,000)
393550	TRANSFERS-IN - OCC	303,278	330,531	343,667	13,136
393553	TRANSFERS-IN - STADIUM	79,810	54,635	58,359	3,724
393554	TRANSFERS-IN - PCPA	149,979	159,546	168,591	9,045
393161	TRANSFERS-IN - EXPO	35,000	73,500	77,811	4,311
TOTAL OTHER RESOURCES		570,565	624,712	650,928	26,216
TOTAL REVENUES/RESORCES		570,565	624,712	650,928	26,216
<b>EXPENDITURES:</b>					
511121	SALARIES - FULL-TIME	321,566	331,953	323,118	(8,835)
511221	WAGES - FULL-TIME	27,376	27,916	29,185	1,269
511225	WAGES - PART-TIME	1,444	0	13,603	13,603
511400	OVERTIME	29	0	0	0
512000	FRINGES	120,872	136,750	128,067	(8,683)
TOTAL PERSONAL SERVICES		471,287	496,619	493,973	(2,646)
521100	OFFICE SUPPLIES	4,666	8,500	8,500	0
521290	OTHER SUPPLIES	530	350	365	15
521292	SMALL TOOLS	0	0	900	900
521293	PROMOTION SUPPLIES	0	0	0	0
521310	SUBSCRIPTIONS	185	300	450	150
521320	DUES	915	1,000	715	(285)
521540	MAINT & REPAIR -SUPPLIES EQUIP	86	150	300	150
524130	PROMOTION/PUBLIC RELATIONS	773	300	0	(300)
524190	MISC PROFESSIONAL SERVICES	9,829	22,843	23,760	917
525610	MAINT & REPAIR SERVICES - BLDG	0	0	0	0
525640	MAINT & REPAIR SERVICES -EQUIP	3,030	4,200	10,840	6,640
525710	RENTAL - EQUIPMENT	11,862	15,500	15,650	150
525720	RENTAL - LAND & BUILDING	1,239	0	0	0
526200	ADVERTISING	0	500	800	300
526310	PRINTING SERVICES	3,756	5,800	4,750	(1,050)
526320	TYPESETTING & REPROGRAPHIC	1,573	0	2,350	2,350
526410	TELEPHONE	38	1,000	1,750	750
526430	CATALOGUES & BROCHURES	0	0	1,000	1,000
526440	DELIVERY SERVICES	10,188	12,800	19,200	6,400
526420	POSTAGE	505	3,600	3,745	145
526500	TRAVEL	912	4,000	6,580	2,580
526700	TEMP/PURCHASED LABOR	30,734	12,000	8,500	(3,500)
526800	TRAINING/TUITION/CONFERENCE	650	2,350	2,050	(300)
526910	UNIFORMS	0	0	0	0
528100	PYMTS TO OTHER AGENCIES	50	0	0	0
528500	GOVERNMENT ASSESSMENTS	0	0	0	0
529500	MEETING EXPENDITURES	8,250	6,300	7,300	1,000
529800	MISCELLANEOUS	2,229	500	1,000	500
529835	EXTERNAL PROMOTIONS	326	0	1,450	1,450
529930	BAD DEBT EXPENSE	0	0	0	0
TOTAL MATERIALS & SERVICES		92,326	101,993	121,955	19,962
571200	IMPROVEMENTS OTHER THAN BLDG	0	0	0	0
571300	BUILDINGS AND RELATED	0	0	0	0
571400	EQUIPMENT & VEHICLES	0	0	0	0
571500	OFFICE FURNITURES & EQUIPMENT	5,990	2,100	5,000	2,900
574100	CONSTRUCTION SERVICES	0	0	0	0
TOTAL CAPITAL OUTLAY		5,990	2,100	5,000	2,900
999999	CONTINGENCY	0	24,000	30,000	6,000
TOTAL CONTINGENCY		0	24,000	30,000	6,000
TOTAL EXPENDITURES		569,603	624,712	650,928	26,216
NET CASH FLOW		962	0	0	0

PCPA  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>REVENUES:</b>					
347200	RENTALS (BLDG & EQUIPMENT)	582,951	695,000	660,000	(35,000)
347100	USER FEES	874,702	810,000	950,000	140,000
347311	CONCESSIONS/CATERING	100,635	150,000	125,000	(25,000)
347500	MERCHANDISING	45,229	50,000	75,000	25,000
347600	UTILITY SERVICES (ALL)	0	0	0	0
347700	COMMISSIONS	127,273	170,000	150,000	(20,000)
372100	REIMBURSED - LABOR	1,532,163	1,695,058	1,944,321	249,263
374000	PARKING	0	0	0	0
379000	MISC. REVENUE	106,190	80,000	110,000	30,000
<b>TOTAL OPERATING REVENUES</b>		<b>3,369,143</b>	<b>3,650,058</b>	<b>4,014,321</b>	<b>364,263</b>
338100	HOTEL/MOTEL TAX	0	0	600,000	600,000
361100	INTEREST ON INVESTMENTS	77,790	75,000	70,000	(5,000)
XXXXXX	OTHER **	0	0	325,000	325,000
<b>TOTAL OTHER RESOURCES</b>		<b>77,790</b>	<b>75,000</b>	<b>995,000</b>	<b>920,000</b>
<b>TOTAL REVENUES/RESORCES</b>		<b>3,446,933</b>	<b>3,725,058</b>	<b>5,009,321</b>	<b>1,284,263</b>

\*\*The \$325,000 represents a combination of new/revised event, ticket or public subsidy revenues and/or expenditure cuts; the specifics of which are yet to be determined.

PCPA  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>EXPENDITURES:</b>					
511121	SALARIES - FULL-TIME	571,248	519,676	532,831	13,155
511221	WAGES - FULL-TIME	376,913	366,364	381,325	14,961
511225	WAGES - PART-TIME	1,503,051	1,762,588	1,939,403	176,815
511400	OVERTIME	28,745	26,000	35,500	9,500
512000	FRINGES	741,084	726,834	837,827	110,993
<b>TOTAL PERSONAL SERVICES</b>		<b>3,221,041</b>	<b>3,401,462</b>	<b>3,726,886</b>	<b>325,424</b>
521100	OFFICE SUPPLIES	14,258	17,000	17,000	0
521200	OPERATING SUPPLIES	0	0	0	0
521210	LANDSCAPE SUPPLIES	0	0	0	0
521220	CUSTODIAL SUPPLIES	0	0	0	0
521290	OTHER SUPPLIES	47,622	59,864	63,018	3,154
521292	SMALL TOOLS	3,279	3,662	5,113	1,451
521293	PROMOTION SUPPLIES	0	1,170	1,500	330
521310	SUBSCRIPTIONS	777	340	620	280
521320	DUES	1,660	975	1,200	225
521400	FUELS	0	0	0	0
521510	MAINT & REPAIR SUPPLIES - BLDG	13,334	7,000	15,000	8,000
521520	MAINT & REPAIR SUPPLIES-GROUNDS	1,726	0	0	0
521530	MAINT & REPAIR SUPPLIES-VEHICLE	0	0	0	0
521540	MAINT & REPAIR -SUPPLIES EQUIP	15,692	19,440	19,160	(280)
521541	MAINT & REPAIR-SUPPLIES - SHOWS	0	0	0	0
523200	MERCHANDISE FOR RESALE	9,314	8,500	10,700	2,200
524130	PROMOTION/PUBLIC RELATIONS	35,229	3,371	0	(3,371)
524190	MISC PROFESSIONAL SERVICES	27,221	15,000	5,750	(9,250)
525110	UTILITIES - ELECTRICITY	181,300	164,800	190,475	25,675
525120	UTILITIES - WATER & SEWER	27,184	31,250	35,000	3,750
525130	UTILITIES - NATURAL GAS	49,454	43,230	48,900	5,670
525150	UTILITIES - SANITATION	8,733	10,300	10,712	412
525190	UTILITIES - OTHER	0	0	0	0
525610	MAINT & REPAIR SERVICES - BLDG	26,136	41,200	42,848	1,648
525620	MAINT & REPAIR SERVICES-GROUNDS	3,371	50,633	4,000	(46,633)
525640	MAINT & REPAIR SERVICES -EQUIP	36,628	0	39,133	39,133
525641	MAINT & REPAIR-SERVICES-SHOWS	0	0	0	0
525690	MAINT & REPAIR-SERVICES-OTHER	0	0	0	0
525710	RENTAL - EQUIPMENT	10,116	10,284	8,909	(1,375)
525720	RENTAL - LAND & BUILDING	94,639	95,000	100,608	5,608
525740	CAPITAL LEASES	9,528	9,170	7,950	(1,220)
526100	INSURANCE	0	0	0	0
526200	ADVERTISING	3,924	1,592	6,989	5,397
526310	PRINTING SERVICES	21,700	7,420	12,680	5,260
526320	TYPESETTING & REPROGRAPHIC	604	750	2,200	1,450
526410	TELEPHONE	48,313	39,000	49,450	10,450
526430	CATALOGUES & BROCHURES	308	3,600	3,600	0
526440	DELIVERY SERVICES	951	1,275	1,070	(205)
526420	POSTAGE	29,230	15,750	15,750	0
526500	TRAVEL	5,831	844	888	44
526690	CONCESSIONS	0	0	0	0
526700	TEMP/PURCHASED LABOR	51,659	31,410	32,550	1,140
526800	TRAINING/TUITION/CONFERENCE	899	3,200	3,050	(150)
526910	UNIFORMS	5,369	12,500	14,000	1,500
528100	PYMTS TO OTHER AGENCIES	24,166	28,500	37,000	8,500
528500	GOVERNMENT ASSESSMENTS	0	0	0	0
529500	MEETING EXPENDITURES	1,058	1,100	1,100	0
529800	MISCELLANEOUS	6,044	3,750	4,950	1,200
529835	EXTERNAL PROMOTIONS	7,647	750	750	0
529930	BAD DEBT EXPENSE	37,618	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>862,522</b>	<b>743,630</b>	<b>813,623</b>	<b>69,993</b>
571200	IMPROVEMENTS OTHER THAN BLDG	1,467	0	0	0
571300	BUILDINGS AND RELATED	0	110,000	50,000	(60,000)
571400	EQUIPMENT & VEHICLES	40,687	0	0	0
571500	OFFICE FURNITURES & EQUIPMENT	548	0	0	0
574100	CONSTRUCTION SERVICES	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>42,702</b>	<b>110,000</b>	<b>50,000</b>	<b>(60,000)</b>
581610	METRO - SUPPORT SERVICE	192,471	247,862	293,994	46,132
581615	METRO - INSURANCE	96,515	69,330	69,052	(278)
582751	MERC - SUPPORT SERVICE	149,979	159,546	168,591	9,045
583XXX	TRANSFER - RENEWAL&REPLACEMENT	0	0	0	0
583513	TRANSFER-BUILDING MGMT	0	0	0	0
		<b>438,965</b>	<b>476,738</b>	<b>531,637</b>	<b>54,899</b>
599999	CONTINGENCY	0	0	50,000	50,000
<b>TOTAL CONTINGENCY</b>		<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>
<b>TOTAL EXPENDITURES</b>		<b>4,565,230</b>	<b>4,731,830</b>	<b>5,172,146</b>	<b>440,316</b>
<b>NET CASH FLOW</b>		<b>(1,118,297)</b>	<b>(1,006,772)</b>	<b>(162,825)</b>	<b>843,947</b>

## *Department Overview*

*Fiscal Year 1995-96*

The Portland Center for the Performing Arts operates three buildings with four theatres and ancillary support spaces. The buildings include the Portland Civic Auditorium, the Arlene Schnitzer Concert Hall and the New Theatre Building containing the Intermediate Theatre and the Winningstad Theatre.

The current Mission Statement reads:

The Portland Center for the Performing Arts exists to foster an environment where artists and audiences gather to enrich the human spirit. It shall:

- stimulate, entertain, educate and challenge Portland metropolitan area audiences;
- encourage the development of a diverse range of performing arts events and audiences;
- assist and nurture existing, as well as developing, performing artists and organizations;
- provide and preserve superior, well maintained and managed performance spaces.

The major goal and objective of the PCPA, is to continue to provide a high level of quality service to audiences, tenants and artists at the least possible cost so that a broad spectrum of activities can occur at the facilities for a large and diverse audience. Costs must continue to be contained for all users so they can employ PCPA facilities to provide events to the citizens of our region.

Through the development of the PCPA Business Plan, a list of short term objectives and strategies were adopted to avoid the immediate depletion of the reserve fund balance. Emergency cost cutting steps were initiated in FY 1993-94 and will be continued through FY1995-96. Actions have been taken for Multnomah County to authorize redirection of a portion (\$600,000/year) of the Hotel-Motel tax from the Oregon Convention Center to support of PCPA; this redirection was approved for a 3 year period, beginning FY 1994-95. In accordance with the Business Plan Implementation Work Plan, efforts have been initiated to generate additional commercial business, to refine policies for subsidized activities, and to generate additional revenue consistent with the mission of the PCPA.

This budget is developed to achieve a deficit no greater than \$600,000. The goal does not include contingency funds, and while the budget contains an amount for contingency, it is not the intention of the PCPA to use these funds.

## *Department Overview*

*Fiscal Year 1995-96*

In addition, exploration is underway to determine how best to achieve capital improvements and to identify a source of revenue. Either capital improvements should be handled through a bond measure or private fund-raising in keeping with the PCPA naming opportunities and in conjunction with the tenants of the PCPA, or a combination of private fund-raising and a bond measure. Friends of the Performing Arts Center has been set in motion, and has the capacity to receive tax exempted gifts on behalf of PCPA, should they be developed in the future.

The PCPA is organized along departmental function lines. The five departments are: Administration, Sales and Marketing, Operations/Technical Services, Event Services and Ticket Center Operations. Below is a description of each department.

### BOOKING AND SALES DEPARTMENT:

The Sales and Marketing Department is staffed by a Sales Representative and Booking Coordinator. The department schedules and contracts all bookings for the four-theatre complex of the Portland Center for the Performing Arts to a wide variety of clients including the center's resident not-for-profit tenants. The department staff maintains the master calendar for all events scheduled in the various venues at the Center; prepares calendar notices for dissemination to operating departments; works with potential clients to determine available use dates; finalizes booking arrangements and prepares the contracts governing the specific uses of the Center; plans and prepares Center printed informational and sales materials for distribution to rental clients and general public; prepares reports and a variety of event-related data used to track PCPA performance and budget preparation.

### OPERATIONS/TECHNICAL SERVICES DEPARTMENT:

The PCPA Operations/Technical Services Departments' full-time staff of a Manager, Assistant Manager, Building Maintenance Supervisor, two full-time Engineers, three Utility Leads, and a Secretary manages, supervises and coordinates the building operations and stage related activities for the three buildings of the Portland Center for the Performing Arts. Building operations include: engineering, operation and maintenance of building systems and the cleaning of the patron seating areas, offices and lobbies. Stage related activities include: backstage scheduling and supervision of stagedoor attendants and stagehands and the coordination of events in all four theatres and lobbies to meet technical requirements of events ranging from solo performances to mega-hit touring shows such as "Phantom of the Opera". The department is responsible for the purchase of all materials and services to provide the maintenance and repair of building systems including

## Department Overview

*Fiscal Year 1995-96*

the HVAC, fire protection monitoring systems, generators, elevators, electrical systems and stage systems such as rigging, stage lighting, dimmer racks, sound systems, and equipment either supplies or services. The department is responsible for the authorization of payment of all invoices generated by the department and related to purchases for materials and services supplies or services and for the telephone system, utilities, operating supplies, equipment rental, purchased labor for temporary services and other services that maintain either equipment or building functions. All PCPA capital projects are coordinated, supervised, researched and approved for payment within the Operations/Technical Services Department. The Operations/Technical Services Department management staff is responsible for the scheduling, supervision and monitoring of work performance of all full time and part-time staff including Operating Engineers, Utility Leads, Event Custodians, Stagedoor Security personnel and Stagehands. The payroll is completed for all full time and part time Operations/Technical Services personnel including the preparation and submittal of stagehand and stagedoor labor settlements to the Event Services Department to be charged to User Groups.

### EVENT SERVICES DEPARTMENT:

The Event Services Department is responsible for the management of part time front-of-house event staff at all MERC venues, as well as for the management of event services, planning, and coordination for all scheduled activities in the PCPA facilities. Full time staff consists of an Event Services Manager, a Senior House Manager, an Admissions/Security Scheduling Coordinator, a Volunteer Coordinator, a Secretary, Office Clerk, and Facility Security Agent. Because of the responsibility for all MERC venues, an appropriate share of salaries and related expenses are allocated to Oregon Convention Center and Civic Stadium. The full time personnel are responsible for hiring, training, evaluating, disciplinary action, scheduling, and supervision of 175 part time labor (House Managers, Admissions Leads, Gate Attendants, Ushers, Checkroom Attendants, and Elevator Operators) for approximately 1,300 events per year. In addition, a work force of approximately 600 Volunteers are recruited, trained, and scheduled to support events at the PCPA and OCC (Ushers, Greeters, Tour Guides, Gift Shop Sellers, Information Booth Staffers, and Office Assistants).

### TICKET SERVICES DEPARTMENT:

The Ticket Services Department is staffed by a Manager, four full-time supervisors, 2 part time supervisors, and 21 ticket sellers. The Broadway box office hours are 10AM to 5PM Monday through Saturday and two hours prior



---

## *Department Overview*

*Fiscal Year 1995-96*

---

to an event. Services are typically performed 356 days per year with direct sales of approximately 75,000 tickets which represents over \$1,457,000.00 in ticket sales. Services are provided for more than 800 ticketed events held in PCPA facilities each year. The ticket center also sells tickets to all other Ticketmaster and Fastixx events.

This department serves as the monetary liaison between the promoter and the patron. The ticket center not only represents the PCPA and the promoter, but also provide's the public with the best seat to the event of their choice. The promoter's responsibility is to provide information to the department in order for the staff to properly arrange for ticket sales to commence and continue without problems. All monies must be balanced daily by event, and deposited. Each individual event is then settled directly with the promoter and reports sent to the proper departments for release of net funds due.

---

## ***DIVISION/PROGRAM NARRATIVE***

---

***Fiscal Year 1995-96***

### History of the Program - Prior to FY 1994-95

The Portland Center for the Performing Arts began with the Civic Auditorium in 1917. Built by the City to host numerous large scale civic functions with its 3,000 seat capacity, the auditorium was remodeled in 1968 to more efficiently house a variety of performances including symphony, opera, dance, Broadway touring shows, concerts, graduations and civic events.

In response to full capacity use of, the Auditorium, and a 1977 study of need for additional facilities, the 2276 seat Arlene Schnitzer Concert Hall was renovated in 1984 to offer additional facility space for large events as well as to become the home for the Oregon Symphony Orchestra.

In 1987, the New Theatre Building (consisting of the 916 seat Intermediate Theatre and 250-300 Winningstad Theatre) opened to serve local theatre company productions. The Portland Center Stage Theatre Company (formerly Oregon Shakespeare Festival-Portland) has become the principal resident tenant for the Intermediate Theatre, and Tygres Heart Shakespeare Company is the resident tenant of the Winningstad Theatre.

The PCPA provides an array of venues for presentation of arts events, popular concerts, major touring shows and family attractions. The four theatres and lobby spaces of the Center attract over 900 performances and 1200 use days with approximately one million attendees each year. Approximately 60% of the events are present by 16 Resident status arts organizations including Portland Opera, Oregon Symphony Orchestra, Oregon Ballet Theatre, Oregon Children's Theatre Company, Portland Youth Philharmonic, and Tygres Heart Shakespeare Company and many others.

### Current Year's Programs - FY1994-95

The focus in 1994-95 is on the Business Plan Implementation Work Program with priority on opportunities to increase earned revenue, to refine policies on subsidized activities, and to improve service delivery within established funding constraints. Efforts are underway to identify new ways of funding activities deleted from the PCPA budget in 1994 such as the highly valued Calendar of Events and Summer Youth Education Program. The Friends of the Performing Arts Center (a 501 (c) (3) tax exempted charitable purpose corporation) has been launched to build community awareness and to serve as a vehicle for reviving the Calendar and sponsoring new outreach activities. Expanded commercial activity will include the PCPA Broadway Series (5 shows, 40 performances) and mega hit "Miss Saigon". Urgently needed modifications to Civic Auditorium restroom facilities to address ADA requirements and customer service for expanded attendance in that facility are being completed.

### NEXT YEAR'S PROGRAM - FY 1995-96

In order to achieve the level of deficit in the budget and stabilized operation, the cutbacks initiated in 1994 will be continued. Through affirmative management of the scheduling in each of the four theatres, staff will endeavor to maximize revenue - producing activities and provide necessary services in a cost-effective manner. As a result of decisions and actions in 1994, the Civic Auditorium will have two Broadway Series in the 95-96 Season, in addition to a full range of productions by Resident Company Tenants. Policy actions will be developed to guide management towards increasing revenues and containing costs of operations while performing in accordance with the adopted mission of the PCPA.

***DIVISION/PROGRAM NARRATIVE***

***Fiscal Year 1995-96***

**Identifiable Measurements, Products, Targets In FY 1995-96**

- \* **Attain the projected level of deficit of \$600,000 for overall operations.**
- \* **Book and carry out a minimum 850 performances/events in the 4 theatres of the PCPA.**
- \* **Reduce the number of unused days in Arlene Schnitzer Concert Hall, Intermediate, and Winningstad below the number for the prior Fiscal Year.**
- \* **Sustain annual attendance at events in the range of 980,000 - 1,100,000 per year.**
- \* **Increase commercial events to the maximum extent possible in the 4 theatres of PCPA, particularly at Arlene Schnitzer Concert Hall and Civic Auditorium.**
- \* **Increase revenues from concessions above budgeted projections of \$125,000.**

---

---

**BEGINNING FUND BALANCE**

**\$ 1,363,154**

**Operating Revenues:**

Rental	\$ 660,000
Reimbursements	1,944,321
Concessions/Catering	125,000
Merchandising	75,000
User Fees	950,000
Sales Commissions	150,000
Other	<u>110,000</u>
<b>Total Operating Revenues</b>	<b>\$ 4,014,321</b>

**Other Resource:**

Hotel/Motel Tax	\$ 600,000
Interest on Investments	70,000
Miscellaneous	<u>325,000</u>
<b>Total Other Resources</b>	<b>\$ 995,000</b>

**TOTAL REVENUE/RESOURCES**

**\$ 5,009,321**

**Expenditures:**

Personal Services	\$ 3,726,886
Materials & Services	813,623
Capital Outlay	50,000
Metro Support Services/Insurance	363,046
MERC Administration	168,591
Contingency	<u>50,000</u>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,172,146</b>
<b>Net Cash Flow</b>	<b>\$ (162,825)</b>

**ENDING FUND BALANCE**

**\$ 1,200,329**

---

## Revenue Justification

---

Fiscal Year 1995-96

---

---

305000 Beginning Fund Balance \$ 1,363,154

---

Estimated based on: Ending balance FY93/94 \$ 1,709,926  
Revised FY94/95 results (946,772)  
FY94/95 Hotel/Motel Support 600,000  
\$1,363,154

---

347110 User Fee \$950,000

---

Based upon existing fee schedule and projected usage of each theatre, average attendance and average User Fee collected per person. Increased results from more events and higher ticket prices, primarily from Broadway Shows.

---

347220 Rental \$660,000

---

Projection based upon number of events anticipated and existing Rental Schedule. Number of events are estimated to be 896, including the two Broadway series, which equates to a 6% increase in business from FY94/95 budgeted events. Prior year budgeted amount was too optimistic, in projecting rental revenue.

---

347311 Concessions/Catering \$125,000

---

Income derived from percentage of food and beverage sales paid to PCPA by concessionaire. A new contract will be initiated June 1995 along with revised facilities and arrangements to maximize sales and earnings. Prior year budgeted amount was too optimistic.

---

347500 Merchandising \$75,000

---

Income generated from sales of souvenir items sold at Center for which PCPA receives 10-20% Commission. Increase commensurate with overall increase in business/events.

---

347700 Sales Commissions \$150,000

---

Commissions and fees collected from the sale of tickets such as PCPA over-the-counter per ticket charge, ticket contractors commissions, credit card reimbursements, PCPA outlet sales. Decrease due to no anticipated "mega-hit" event.

## Revenue Justification

Fiscal Year 1995-96

---

347900 Miscellaneous Revenue \$ 110,000

---

Income generated from the following sources:

Schedule of Facility Charges	\$ 80,000
Gift Shop	15,000
Miscellaneous	15,000

---

361100 Interest on Investments \$ 70,000

---

Interest generated from Fund Balance, deposits from ticket sales on hold in settlement account and interest from Portland Center Stage (formerly Oregon Shakespeare Festival) cash bond for right to operate Prologue system.

---

XXXXXX Other \$ 325,000

---

The \$325,000 represents a combination of new/revised event, ticket or public subsidy revenues and/or expenditure cuts; the specifics of which are yet to be determined.

---

338100 Hotel/Motel Tax \$ 600,000

---

First year of three year allocation of Hotel/Motel tax from Oregon Convention Center fund.

---

372100 Reimbursed Labor \$1,944,321

---

Labor reimbursed by promoter to the PCPA such as stagehands, stagedoor security, ushers, ticket takers, elevator operators, etc. Amount of labor is projected based upon event projections and reimbursements calculated from this projected use of labor as described below.

### OPERATIONS/TECHNICAL SERVICES

Stagedoor	\$ 122,926
Stagehands	1,177,596

### EVENT SERVICES

Checkroom Attendants	\$ 24,695
Elevator Operators	31,219
Event Security	7,527
Medical Security	4,812
Admissions Supervisors	31,299
Gate Attendants	96,532
Ushers	447,715

**TOTAL REIMBURSED LABOR \$1,944,321**

---

**TOTAL REVENUES \$ 5,009,321**

---

*Line Item Justification*

*Fiscal Year 1995-96*

511121	Salaries - Regular Employees (full-time)	13.64	\$ 532,831
Director	1.00		\$ 65,000
1 existing position			
Development Project Manager	0.32		18,019
1 existing position shared among PCPA, Stadium & OCC			
Construction/Capital Project Manager	0.10		5,690
1 existing position shared among PCPA, Stadium, OCC & Expo			
Sales Representative	1.00		38,284
1 existing position			
Maintenance Supervisor	1.00		32,790
1 existing position			
Operations/Technical Services Manager	1.00		48,968
1 existing position			
Assistance Ops/Tech Services Manager	1.00		39,934
1 existing position			
Volunteer Coordinator	.65		20,774
1 existing position shared among PCPA & OCC			
Senior House Manager	1.00		36,460
1 existing position			
Event Services Manager	1.00		42,000
1 existing position			
Ticket Service Supervisor	4.00		127,208
4 existing positions			
Ticket Service Manager	1.00		40,238
1 existing position			
Admissions/Security Scheduling Coordinator	0.45		14,068
1 existing position shared among PCPA, Stadium & OCC			
Special Services Supervisor	.06		1,825
1 existing position shared among PCPA, OCC & Stadium			
Assistant Special Services Supervisor	.06		1,573
1 existing position shared among PCPA, OCC & Stadium			

**Line Item Justification**

**Fiscal Year 1995-96**

<b>511221</b>	<b>Wages-Regular Employees (full-time)</b>	<b>13.45</b>	<b>\$ 381,325</b>
	Office Clerical	0.45	\$ 9,248
	1 existing position shared among PCPA, Stadium & OCC		
	Receptionist	1.00	25,015
	1 existing position		
	Administrative Secretary	1.00	27,621
	1 existing position		
	Bookkeeper	1.00	25,623
	1 existing position		
	Booking Coordinator	1.00	29,728
	1 existing position (FY94-95) (New position in FY94/95 reclassified from Secretary)		
	Secretary	2.00	51,291
	2 existing positions (decreased in FY94/95 due to reclass of Booking Coordinator)		
	Operating Engineer	2.00	76,796
	2 existing positions		
	Utility Lead	3.00	85,667
	3 existing positions		
	Stagedoor Security	1.00	24,560
	1 existing position		
	Facility Security Agent	1.00	25,776
	1 existing position		

<b>511225</b>	<b>Wages-Regular Employees (part-time) Non-Reimbursed</b>	<b>17.67</b>	<b>\$ 407,525</b>
---------------	---	--------------	-------------------

Engineers	1.43	\$ 54,876
Event Custodians	5.03	\$ 96,314
House Managers	2.68	\$ 92,091



**Line Item Justification** **Fiscal Year 1995-96**

511221	Wages-Regular Employees (full-time) 57.95	\$1,541,945
Administrative Secretary	1.00	30,749
1 existing position		
Operations Secretary	1.00	28,968
1 existing position		
Receptionist	1.00	22,671
1 existing position		
Secretary	3.00	74,196
3 existing positions		
Bookkeeper	0.60	14,658
1 existing position shared among OCC, Stadium & Expo		
Sales Secretary	1.00	29,207
1 existing position		
Utility Worker I	5.00	107,219
2 existing positions 3 new positions (10 Utility Worker I reclassified to Utility Worker II)		
Utility Worker II	15.00	354,229
5 existing positions 10 reclassified positions (from Utility Worker I)		
Utility Lead	7.00	181,823
6 existing positions 1 reclassified position (from Utility Lead I)		
Utility Grounds	2.00	49,444
2 existing positions		
Utility Maintenance	2.00	53,536
2 existing positions		
Lead Engineer	1.00	40,278

**Line Item Justification** **Fiscal Year 1995-96**

	1 existing position		
	Operating Engineer	4.00	153,593
	4 existing positions		
	Electrician	1.00	42,386
	1 existing position		
	Utility Technician	3.00	105,611
	3 existing positions		
	Security Agent	8.00	194,329
	8 existing positions		
	Event Services Secretary	2.00	51,856
	1 existing position		
	1 new position		
	Event Services Clerk	0.35	7,192
	1 existing position shared between OCC, Stadium & PCPA		
<b>511225</b>	<b>Wages-Employees (Part Time)</b>	<b>13.47</b>	<b>\$275,241</b>
	Event Coordinator I	0.50	12,834
	new position		
	Event Custodians	2.16	41,040
	Security/Medical	2.54	65,232
	Event Receptionist	1.10	20,704
	Audio-Visual Production Assist.	1.25	23,860
	Admissions Supervisor	0.74	17,110
	Admissions Attendant	3.93	70,820
	Usher	0.62	9,046
	Ticket Sellers	0.63	14,595

---

<b>Line Item Justification</b>	<b>Fiscal Year 1995-96</b>
--------------------------------	----------------------------

---

---

511400	Overtime	\$62,005
--------	----------	----------

---

---

512000	Fringe Benefits	\$1,060,238
--------	-----------------	-------------

---

Calculated at 37.5%

---

<b>TOTAL PERSONAL SERVICES</b>	<b>95.59</b>	<b>\$3,887,538</b>
--------------------------------	--------------	--------------------

---

The overall FTE increase of 2.15 is due to the 10% increase in business, restructuring of operational supervision and the need to effectively attend to servicing of attendee and client needs. These changes decrease part-time labor because of the need for more experienced labor to make change-overs, set-ups and maintain the ever increasing event schedule.

---

**Line Item Justification** **Fiscal Year 1995-96**

---

---

521100 Office Supplies \$15,672

---

Copy paper, fax paper, note paper, pens, pencils, staples, paper clips, and other misc. office supplies necessary for the increasingly busy operations of all OCC departments as well as all supplies necessary for operation of OCC Business Center.

---

521200 Operating Supplies \$12,250

---

Paper Products \$8,000  
Chemicals \$3,500  
Misc. Supplies \$ 750

Operating supplies for everyday use of the Center, i.e. paper towels, toilet tissue, paper cups, cleaning chemicals and floor care products.

---

521210 Landscape Supplies \$ 3,495

---

Annual fertilization & disease \$2,400  
Plant replacement & supplies \$1,095

---

521220 Custodial Supplies \$ 5,480

---

Kitchen supplies, cleaning chemicals, floor-care products,

---

521250 Tableware / Retail Supplies \$ 500

---

Retail bags, stickers & display items

---

521290 Other Supplies \$105,461

---

Misc. Sales/Marketing Dept. supplies \$ 300  
Operations Dept. supplies \$ 41,281  
First Aid supplies \$ 10,100  
Replacement Phones \$ 2,300  
Gift Shop supplies \$ 200  
Concessions supplies \$ 51,280

**Line Item Justification** **Fiscal Year 1995-96**

**521292 Small Tools \$ 6,411**

Operations Dept. (wrenches, screwdrivers, drill bits, etc.) \$4,500  
 other (flashlights, telephone & fiber optic, etc.) \$1,911

**521293 Promotion Supplies \$ 5,650**

Reward & Recognition items for volunteers \$ 500  
 Logo imprinted items & client give-aways \$ 5,150

**521293 Subscriptions \$ 1,528**

Tradeshow \$319  
 Oregonian \$100  
 Amusement Business \$ 85  
 Pacific NW Magazine \$ 20  
 Other \$140  
 Tradeshow Week Data Book \$290  
 Daily Journal of Commerce \$144  
 Operations (applicable publications) \$170  
 Security \$200  
 Ore. Transportation & Tourism News \$ 60

Various publications pertaining to the industry which are used as staff educational/informational tools.

**521320 Dues \$ 7,285**

IAAM (2) \$500  
 OSAE (2) \$320  
 ASAE (2) \$550  
 NACS (2) \$350  
 IAEM (2) \$610  
 POVA (2) \$2,060  
 Portland Chamber of Commerce \$450  
 Rose Festival Assoc. \$100  
 Trade Show Bureau \$375  
 Cleaning Management Membership (1) \$ 95  
 ACME (1) \$195  
 MPI (1) \$500  
 PCMA (1) \$350  
 PCMA, PAC NW Chapter (1) \$ 30  
 RCMA (1) \$300  
 Contingency \$500

Dues to various associations related to the industry that enhances OCC's opportunity to meet and network with industry show managers and meeting planners to further promote OCC.

**Line Item Justification** **Fiscal Year 1995-96**

**521400** **Fuels and Lubricants** **\$3,300**

For Operations Dept. equipment and vehicles

**521510** **M & R Supplies - Building** **\$41,600**

Supplies for the building, HVAC & electric. These costs will continue to increase due to material cost and aging of the facility.

**521520** **M & R / Buildings - Grounds** **\$ 1,350**

**521530** **M & R / Buildings - Vehicles** **\$ 4,500**

**521540** **M & R Supplies** **\$ 71,876**

Parts and necessary labor to service and maintain all equipment (office, operations, kitchen, etc.)

**521541** **M & R Supplies - Equip/Shows** **\$ 20,000**

Equipment supplies for telephone, AV Dept., etc.. Supplies used mainly for rentals to clients.

**523200** **Mdse for Resale (Gift Shop)** **\$ 20,000**

Replenish inventory and stock for sale to OCC visitors.

**524130** **Promotion/Public Relations** **\$1,550,040**

POVA Marketing	\$1,327,040
Minority Marketing	\$ 208,000
Oregon Tourism Alliance	\$ 15,000

**524190** **Misc. Professional Services** **\$ 62,910**

Specialized audits & staff training	\$ 6,000
Ad Creative/Production Reprograph	\$14,700
Local/Regional Advertising	\$27,240
Sales Brochure/Packet components	\$ 3,120
Misc. Design charges	\$ 5,350
Engineering consultants	\$ 2,000
Misc.	\$ 1,500
Armored Car	\$ 2,400
Honeywell Safe Monitoring	\$ 600

**Line Item Justification** **Fiscal Year 1995-96**

525110	Utilities-Electricity		\$330,500
525120	Utilities-Water & Sewer		\$ 51,250
525130	Utilities-Natural Gas		\$ 36,500
525150	Utilities-Sanitation		\$ 35,000
525190	Utilities-Other		\$ 3,726
525610	M & R Services - Building		\$ 75,500
	Window Cleaning	\$19,150	
	Elevator/Escalator	\$32,236	
	Other-various	\$24,114	
525620	M & R Services - Grounds		\$ 3,500
525630	M & R Services - Vehicle		\$ 1,000
525640	M & R Services - Equipment		\$ 81,080
	Operations	\$17,500	
	Security Dept.	\$ 3,000	
	Office Machines	\$20,300	
	Voice Maintenance & Upgrades	\$10,240	
	Concentrics & Other Hardware/Software	\$29,440	
	Other	\$ 600	
525641	M & R Services - Equipment - Shows		\$ 900
525690	M & R Services - Other		\$ 13,250
	AV repairs (projection, audio & video equip.)	\$11,750	
	Radio repairs	\$ 1,500	

**Line Item Justification** **Fiscal Year 1995-96**

<b>525710</b>	<b>Equipment Rental</b>		<b>\$ 41,557</b>
	Copy Machines (2)	\$14,664	
	Postage Meter	\$ 336	
	Truck rentals	\$ 2,500	
	radio/pager rentals	\$ 850	
	cellular phone	\$ 850	
	Audio/Visual equipment	\$20,357	
	Concessions rentals	\$ 2,000	
<b>525720</b>	<b>Building Rental</b>		<b>\$ 36,500</b>
	Air space rental - \$3,000 x 12 months plus 500 for signage.		
<b>525740</b>	<b>Capital Lease Pmts. - Office Equipment</b>		<b>\$ 1,617</b>
	Payments for Operations copy machine lease.		
<b>526100</b>	<b>Insurance</b>		<b>\$ 1,500</b>
	Gale's creek insurance services - premiums for tenant's liability insurance.		
<b>526200</b>	<b>Ads and Legal Notices</b>		<b>\$ 65,271</b>
	Tradeshow Week-Major Exhibit Hall Directory	\$4,025	
	IAEM Directory	\$2,410	
	Annual Guide to Exposition	\$2,770	
	PAC NW Meeting Planners Guide	\$2,290	
	OSAE Directory	\$1,335	
	Tradeshow Week	\$17,380	
	Expo	\$28,700	
	various meeting notices, RFP ads, job announce, telephone/yellow page directories	\$6,361	
<b>526310</b>	<b>Printing Services</b>		<b>\$67,326</b>
	Utility, AV & telephone service order forms	\$15,106	
	OCC Newsletter	\$12,480	
	OCC Monthly schedule of events	\$ 3,120	
	Stationary, business cards	\$ 3,120	
	Annual Report (OCC's share)	\$ 1,000	
	Operations forms, service requests	\$ 2,000	
	Ticket Printing	\$30,000	
	Other	\$ 500	



**Line Item Justification** **Fiscal Year 1995-96**

<b>526320</b>	<b>Typesetting &amp; Reprographics</b>		<b>\$12,410</b>
	Transparencies, prints, photography	\$3,260	
	OCC Newsletter	\$1,695	
	OCC Monthly schedule of events	\$5,735	
	Misc. camera work, PMT's, etc.	\$1,720	

<b>526410</b>	<b>Telephone</b>		<b>\$73,000</b>
---------------	------------------	--	-----------------

<b>526420</b>	<b>Postage</b>		<b>\$15,000</b>
---------------	----------------	--	-----------------

Contract and correspondence, OCC Newsletter, OCC Schedule of Events and other mailings.

<b>526430</b>	<b>Catalogues &amp; Brochures</b>		<b>\$19,900</b>
	Sales brochure (production & printing)	\$10,000	
	Sales packet components (production & printing)	\$ 9,000	
	Other	\$ 900	

<b>526440</b>	<b>Delivery Service</b>		<b>\$1,000</b>
---------------	-------------------------	--	----------------

Special deliveries for client documents (Fed Ex, Transerv, etc.)

<b>526500</b>	<b>Travel</b>		<b>\$25,975</b>
	ASAE-August 1995	\$2,780	
	IAAM-August 1995	\$2,980	
	OSAE-October 1995	\$ 680	
	IAAM-Conv. Center Conf.-Nov. 1995	\$1,440	
	IAEM-December 1995	\$1,530	
	Destination Showcase-1996 (2 staff)	\$2,390	
	IAAM District 4 Mtg.-May 1996	\$1,330	
	PCMA-Jan. 1996	\$ 875	
	RCMA-Jan. 1996	\$1,365	
	NACS-June 1996	\$1,365	
	Local Travel	\$ 625	
	Contingency/other local travel	\$1,500	
	Engineering School; Cleaning Mgmt. Conf.	\$2,500	
	Northern Telecom transmission & testing class	\$1,500	
	Comdex	\$1,150	
	IAAM Support Staff Conf.	\$ 40	
	BOMI	\$ 725	
	IAAM Crowd Mgmt. Seminar	\$1,200	

---

**Line Item Justification** **Fiscal Year 1995-96**

---



---

<b>526690</b>	<b>Concessions</b>	<b>\$2,900,111</b>
---------------	--------------------	--------------------

---

Includes payroll, product expense and reserve account.

---

<b>526691</b>	<b>Parking Contract</b>	<b>\$60,000</b>
---------------	-------------------------	-----------------

---

Contractor Agreement; costs to manage parking operations

---

<b>526700</b>	<b>Temporary Help Services</b>	<b>\$20,500</b>
---------------	--------------------------------	-----------------

---

Coast to Coast T-Shirt/Peer Group Security	\$13,550
Clerical/reception labor to staff for vacation or temporary needs	\$ 3,000
Operations' Temporary Labor	\$ 3,950

---

<b>526800</b>	<b>Training, Tuition, Conferences</b>	<b>\$23,520</b>
---------------	---------------------------------------	-----------------

---

ASAE-August 1995	\$1,770
IAAM-August 1995	\$ 590
OSAE-October 1995	\$ 390
IAAM-Conv. Ctr. Conf.-Nov. 1995	\$ 275
IAEM-December 1995	\$1,280
IAAM District 4 Mtg.-May 1996	\$ 350
Various Staff training sessions	\$5,000
PCMA-Jan. 1996	\$ 395
RCMA-Jan. 1996	\$ 400
ACME-Feb. 1996	\$2,450
Engineering School; Cleaning Mgmt. Conf.	\$4,800
Instructor costs for Security Dept. trainings	\$2,500
IAAM Crowd Mgmt. Seminar	\$ 600
Northern Telecom transmission & testing class	\$1,400
Comdex	\$ 800
BOMI	\$ 225
NACS-June 1996	\$ 295

---

<b>526910</b>	<b>Uniforms &amp; Cleaning</b>	<b>\$30,790</b>
---------------	--------------------------------	-----------------

---

Uniforms for operations, security, admissions and ticketing personnel.



---

**Line Item Justification** **Fiscal Year 1995-96**

---

---

571400 Equipment & Vehicles \$ 70,500

---

Communications Equip. \$ 2,760  
Fiber Optic Testing Equip. \$16,200  
AV Equipment \$14,780  
Security Camera (equip./improve.) \$ 7,500  
Security Vehicle \$ 7,000  
Exhibits & Related \$10,000  
Operations Equip. \$10,540  
Other \$ 1,720

---

571500 Office Furniture & Equipment \$ 20,000

---

Replacement of furniture in Lobby areas

---

**TOTAL CAPITAL OUTLAY \$336,500**

---

---

581610 Metro-Support Services \$673,219

---

---

581615 Metro - Insurance \$148,727

---

---

582751 Transfers - MERC Admin \$363,120

---

---

583551 Transfers - Renewal & Replacement \$400,000

---

Amount necessary to reach FY 95-96 fund goal of \$2,500,000

---

583559 Transfer - OCC Project Capital \$100,000

---

Amount necessary to achieve projected arbitrage amount due.

---

**TOTAL TRANSFER \$1,685,066**

---

---

**Line Item Justification** **Fiscal Year 1995-96**

---

---

599999	Contingency	\$514000
5% of total Personal Services, Materials & Services and Capital Outlay		

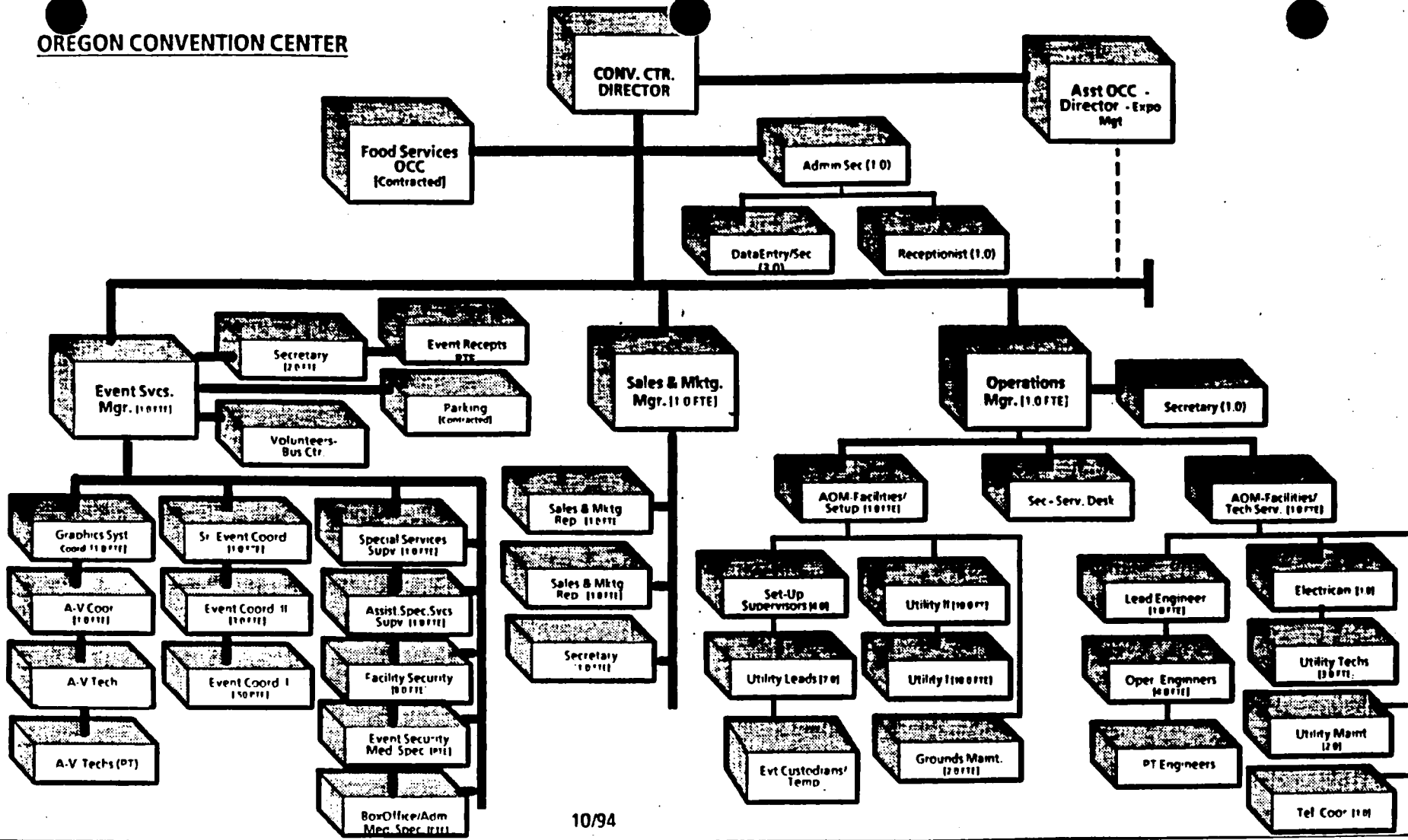
---

---

<b>TOTAL EXPENDITURES</b>		<b>\$12,477,595</b>
---------------------------	--	---------------------

---

**OREGON CONVENTION CENTER**



EXPO CENTER  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>REVENUES:</b>					
347200	RENTALS (BLDG & EQUIPMENT)	291,405	518,620	570,005	51,385
347100	USER FEES	0	0	0	0
347311	CONCESSIONS/CATERING	253,373	443,560	1,221,400	777,840
347500	MERCHANDISING	0	0	0	0
347600	UTILITY SERVICES (ALL)	974	0	47,169	47,169
347700	COMMISSIONS	20,953	0	0	0
372100	REIMBURSED - LABOR	1,423	0	30,955	30,955
374000	PARKING	325,971	541,890	690,943	149,053
379000	MISC. REVENUE	19,023	78,460	41,429	(37,031)
<b>TOTAL OPERATING REVENUES</b>		<b>913,122</b>	<b>1,582,530</b>	<b>2,601,901</b>	<b>1,019,371</b>
338100	HOTEL/MOTEL TAX	0	0	0	0
361100	INTEREST ON INVESTMENTS	18,424	0	26,000	26,000
<b>TOTAL OTHER RESOURCES</b>		<b>18,424</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>
<b>TOTAL REVENUES/RESORCES</b>		<b>931,546</b>	<b>1,582,530</b>	<b>2,627,901</b>	<b>1,045,371</b>

**EXPO CENTER  
1995-96 BUDGET REQUEST**

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>EXPENDITURES:</b>					
511121	SALARIES - FULL-TIME	41,230	124,327	154,656	30,329
511221	WAGES - FULL-TIME	65,758	201,676	168,815	(32,861)
511225	WAGES - PART-TIME	6,285	12,000	54,015	42,015
511400	OVERTIME	1,856	6,000	1,182	(4,818)
512000	FRINGES	45,192	132,441	145,787	13,346
<b>TOTAL PERSONAL SERVICES</b>		<b>160,321</b>	<b>476,444</b>	<b>524,455</b>	<b>48,011</b>
521100	OFFICE SUPPLIES	544	0	2,000	2,000
521200	OPERATING SUPPLIES	0	0	0	0
521210	LANDSCAPE SUPPLIES	0	0	4,000	4,000
521220	CUSTODIAL SUPPLIES	45	33,600	9,800	(23,800)
521290	OTHER SUPPLIES	2,994	5,250	1,600	(3,650)
521292	SMALL TOOLS	31	0	3,000	3,000
521293	PROMOTION SUPPLIES	0	15,000	0	(15,000)
521310	SUBSCRIPTIONS	40	0	100	100
521320	DUES	0	1,500	875	(625)
521400	FUELS	0	0	3,900	3,900
521510	MAINT & REPAIR SUPPLIES - BLDG	6,593	0	9,600	9,600
521520	MAINT & REPAIR SUPPLIES-GROUNDS	1,390	0	3,000	3,000
521530	MAINT & REPAIR SUPPLIES-VEHICLE	17	0	750	750
521540	MAINT & REPAIR -SUPPLIES EQUIP	3,218	0	1,500	1,500
521541	MAINT & REPAIR-SUPPLIES - SHOWS	0	0	0	0
524130	PROMOTION/PUBLIC RELATIONS	1,092	0	35,000	35,000
524190	MISC PROFESSIONAL SERVICES	13,411	125,000	0	(125,000)
525110	UTILITIES - ELECTRICITY	42,332	153,000	87,900	(65,100)
525120	UTILITIES - WATER & SEWER	6,877	0	16,300	16,300
525130	UTILITIES - NATURAL GAS	18,302	0	32,000	32,000
525150	UTILITIES - SANITATION	16,259	0	35,000	35,000
525190	UTILITIES - OTHER	0	0	65,000	65,000
525610	MAINT & REPAIR SERVICES - BLDG	7,608	50,000	1,500	(48,500)
525620	MAINT & REPAIR SERVICES-GROUNDS	290	0	12,000	12,000
525640	MAINT & REPAIR SERVICES -EQUIP	13,352	0	7,060	7,060
525641	MAINT & REPAIR-SERVICES-SHOWS	0	0	0	0
525690	MAINT & REPAIR-SERVICES-OTHER	78	0	0	0
525710	RENTAL - EQUIPMENT	3,597	0	10,820	10,820
525720	RENTAL - LAND & BUILDING	0	0	0	0
525740	CAPITAL LEASES	0	0	0	0
526100	INSURANCE	0	0	0	0
526200	ADVERTISING	4,230	0	6,700	6,700
526310	PRINTING SERVICES	3,476	0	4,400	4,400
526320	TYPESETTING & REPROGRAPHIC	854	0	3,000	3,000
526410	TELEPHONE	5,274	12,000	9,700	(2,300)
526430	CATALOGUES & BROCHURES	664	0	1,000	1,000
526440	DELIVERY SERVICES	15	0	500	500
526420	POSTAGE	58	0	500	500
526500	TRAVEL	0	3,000	6,500	3,500
526690	CONCESSIONS	0	0	769,500	769,500
526691	CONTRACT - PARKING	19,756	0	73,240	73,240
526700	TEMP/PURCHASED LABOR	4,639	0	10,500	10,500
526800	TRAINING/TUITION/CONFERENCE	0	2,000	1,000	(1,000)
526910	UNIFORMS	1,320	0	1,000	1,000
528100	PYMTS TO OTHER AGENCIES	509	0	0	0
528500	GOVERNMENT ASSESSMENTS	0	0	0	0
529500	MEETING EXPENDITURES	7	0	500	500
529800	MISCELLANEOUS	372	141,000	0	(141,000)
529835	EXTERNAL PROMOTIONS	326	0	2,500	2,500
529930	BAD DEBT EXPENSE	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>179,570</b>	<b>541,350</b>	<b>1,233,245</b>	<b>691,895</b>
571200	IMPROVEMENTS OTHER THAN BLDG	0	0	75,000	75,000
571300	BUILDINGS AND RELATED	7,895	0	80,000	80,000
571400	EQUIPMENT & VEHICLES	2,355	0	31,200	31,200
571500	OFFICE FURNITURES & EQUIPMENT	4,819	0	5,250	5,250
574520	CONSTRUCTION WORK/MATERIALS	0	393,000	0	(393,000)
<b>TOTAL CAPITAL OUTLAY</b>		<b>15,069</b>	<b>393,000</b>	<b>191,450</b>	<b>(201,550)</b>
581610	METRO - SUPPORT SERVICE	41,097	111,725	96,114	(15,611)
581615	METRO - INSURANCE	10,573	19,670	22,574	2,904
582751	MERC - SUPPORT SERVICE	35,000	73,500	55,116	(18,384)
583XXX	TRANSFER - RENEWAL&REPLACEMENT	0	0	0	0
583513	TRANSFER-BUILDING MGMT	0	0	0	0
		<b>86,670</b>	<b>204,895</b>	<b>173,804</b>	<b>(31,091)</b>
599999	CONTINGENCY	0	56,587	185,000	128,413
<b>TOTAL CONTINGENCY</b>		<b>0</b>	<b>56,587</b>	<b>185,000</b>	<b>128,413</b>
<b>TOTAL EXPENDITURES</b>		<b>441,630</b>	<b>1,672,276</b>	<b>2,307,954</b>	<b>635,678</b>
<b>NET CASH FLOW</b>		<b>489,916</b>	<b>(89,746)</b>	<b>319,947</b>	<b>9,839,693</b>

NOTE: RESTRICTED CAPITAL-MULT. CO. FUNDS (\$165,100) ARE PART OF BEG. FUND BAL. AND IS PART OF THE CAPITAL OUTLAY; THE ACTUAL OPERATING NET CASH FLOW FOR FY 95-96 IS \$441,045 (\$275,945 + \$165,100)



## Portland Metropolitan Exposition Center (Expo)

---

### Facility Overview

Fiscal Year 1995-96

The Expo is primarily a consumer show facility consisting of three (3) interconnected buildings totalling approximately 220,400 square feet of flat floor exposition space.

The Mission of the Expo is to provide multi-purpose public assembly facilities that service the regional Portland community through the provision of adequate facilities for consumer, public and trade shows; competitive rates for facility rentals and event services; continued improvement and upgrading of the property to service the current and future shows and the patrons attending these events.

Departmental management of the Expo consists of General Administration and Operations. Additional services; janitorial, concessions-catering and parking, are contracted with the facility through a competitive bid/proposal process.

General Administration focuses on overall facility administration to include contract management, marketing/sales/booking efforts, event management, fiscal planning and personnel. Operations addresses the integrity of the grounds and physical plant to include electrical, mechanical and plumbing in addition to preparing and maintaining the facility during and post event.

Although other issues remain for resolution, significant and short/long term items associated with the property include structural integrity of the buildings; life safety systems, ADA compliance and upgrading of the facilities appearance, systems and serviceability. Financial assessments indicate that the cost for imperative items will be substantial and a means of funding will need to be identified in the short term future.

Current and following fiscal years provide certain monies to address selected items, however, emphasis must shortly be placed upon determining specific resolution/options relative to the buildings structural integrity in particular.

FY 1995-96 Budget Summary

Estimated Beginning Fund Balance		\$ 455,100
Resource Allocation:		
Operating Revenues -		
Rental	\$ 570,005	
Reimbursements	30,955	
Concessions/Catering	1,221,400	
Merchandising	0	
Parking	690,943	
User Fees	0	
Sales Commissions	0	
Electrical/Utilities	47,169	
Other	41,429	
Total Operating Revenues		\$ 2,601,901
Other Resources -		
Hotel/Motel Revenues	\$ 0	
Interest on Investments	26,000	
Inter-fund Transfers	0	
Total Other Resources		\$ 26,000
Total Revenue/Resources		\$ 2,627,901
Expenditure Allocation:		
Personal Services	\$ 524,456	
Materials and Services	390,505	
Concessions/Catering	769,500	
Parking	73,240	
Marketing Contract	0	
Capital Outlay	191,450	
Metro Support Svcs/Ins	118,688	
MERC Administration	55,116	
Contingency	185,000	
Total Requirements -		\$ 2,307,954
Change in Cash Flow		\$ 319,947
Estimated Ending Fund Balance:		\$ 775,047

NOTE: For FY 95-96, the proposed subsidy for Parks is the first \$325,000 of net cash flow from the Expo Center's operations. This allocation is not reflected in this budget due to Oregon Budget Law constraints, as both the Expo and Parks are housed in the same fund.

---

**Revenue Justification**

---

**Fiscal Year 1995-96**

---

---

**347220          Rentals**

---

**\$ 570,005**

---

Rental is based upon review of current contracts, annual recurring events and the probability of contracting tentative events in combination with an approximate 4% rental rate increase in effect beginning FY 96: see Event Summary.

---

**347311          Concessions**

---

**\$ 1,221,400**

---

FY94 gross actuals (\$1,174,000) plus 2% projected for FY95 plus 2% projected for FY96. It is anticipated that under a new or amended food service contract, that the total gross will be deposited with MERC and amount due contractor (approximately 63%) will be reimbursed by MERC.

---

**347600          Utility Services**

---

**\$ 47,169**

---

Commissions received from contracted provider of temporary electrical connection service for exhibitors.

---

**372100          Reimbursements-Labor**

---

**\$ 30,955**

---

Anticipation of Event Medical Technician billing rate charged to events.

---

**374000          Parking Fees**

---

**\$ 690,943**

---

FY94 gross actuals (\$704,000) plus 2% projected for FY95 plus 2% projected for FY96. It is anticipated that with a new parking lot management agreement effective July 1995, that the total gross will be deposited with MERC and amount due contractor (approximately 10%) will be reimbursed by MERC.

---

---

**Revenue Justification**

---

**Fiscal Year 1995-96**

---

379000	Other Miscellaneous Revenue	\$ 41,429
--------	-----------------------------	-----------

---

Telephone handset rental (\$1775)  
Chair rental (\$3200)  
Bank machine commission (\$240)  
Pay phone commission (\$1200)  
Refuse removal (\$37,500).

---

361100	Interest	\$ 26,000
--------	----------	-----------

---

---

<b>Total Operating Revenue</b>		<b>\$ 2,627,901</b>
--------------------------------	--	---------------------

---

<u>Line Item</u>	<u>Justification</u>	<u>Fiscal Year 1995-96</u>	
------------------	----------------------	----------------------------	--

51121	Salaries - Regular Full-Time	3.35	\$ 154,656
-------	------------------------------	------	------------

	Expo Manager existing position	1.00	\$ 53,615
--	-----------------------------------	------	-----------

	Operations Manager existing position	1.00	\$ 49,880
--	---	------	-----------

	Event Coordinator II existing position	1.00	\$ 31,248
--	---	------	-----------

	Construction Project Manager existing position	0.35	\$ 19,913
--	--	------	-----------

Construction Project Manager is a newly allocated position and provides construction/renovation support service particular to the Expo. The rate includes additional premium pay per hour and the remaining allocation is funded by the Oregon Convention Center (45%), Portland Center for the Performing Arts (10%) and Civic Stadium (10%).

511221	Wages - Regular Full-Time	6.20	\$ 168,815
--------	---------------------------	------	------------

	Utility Maintenance Specialists existing position	4.00	\$109,662
--	---	------	-----------

	Administrative Secretary existing position	1.00	\$ 30,445
--	---	------	-----------

	Secretary existing position	1.00	\$ 23,822
--	--------------------------------	------	-----------

	Bookkeeper existing position	0.20	\$ 4,886
--	---------------------------------	------	----------

Bookkeeper provides allocated support service particular to the Expo and the remaining allocation is funded by the Oregon Convention Center (60%) and Civic Stadium (20%).

511225	Wages - Part-Time	1.44	\$ 27,862
--------	-------------------	------	-----------

	Temporary Expo Custodian existing position	0.80	\$ 13,026
--	---	------	-----------

<u>Line</u>	<u>Item Justification</u>		<u>Fiscal Year 1995-96</u>
	Event Receptionist existing position	0.14	\$ 2,002
	Event Coordinator I new position	0.50	\$ 12,834
<p>Event Coordinator I is a new part-time position requested for this fiscal year.</p>			
<u>511255</u>	<u>Part-Time Reimbursable Labor</u>	<u>.84</u>	<u>\$ 26,153</u>
	Event Medical Technician existing position	0.84	\$ 26,153
<p>This is a newly allocated position pending labor source policy decisions. It is assumed that first aid services will be applied to a majority of events scheduled at the Expo.</p>			
<u>511400</u>	<u>Overtime</u>		<u>\$ 1,182.00</u>
	Utility Maintenance Specialists 60 hours (\$13.13 x 1.5)		
<u>512000</u>	<u>Fringes</u>		<u>\$ 145,787</u>
	38.5% of salaries, regular wages, part-time wages, reimbursable wages and overtime.		
<u>TOTAL PERSONAL SERVICES</u>		<u>11.83</u>	<u>\$ 524,455</u>

---

**Line Item Justification** **Fiscal Year 1995-96**

---

---

**521100**                      **Office Supplies** **\$2,000**

---

Pencils, forms, note pads, staples, small office equipment etc.

---

**521210**                      **Landscape Supplies** **\$ 4,000**

---

Roundup (\$500)  
Surflan (\$600)  
Weed and Feed (\$200)  
Fertilizer (\$200)  
Plants, Trees and Bushes (\$2500)

---

**521220**                      **Custodial Supplies** **\$ 9,800**

---

Soap (\$1200)  
Hand Towels (\$100)  
Tissue (\$3600)  
Trash Can Liners (\$3500)  
Dust Mops (\$120)  
Wet Mops (\$280)  
Mop Handles (\$260)  
Litter Pickers (\$150)  
Rags (\$360)  
Spot Remover (\$50)  
Spray Cleaner (\$80)  
Bleach (\$50)  
Window Cleaner (\$50)

---

**521240**                      **Graphic Supplies** **\$ 200**

---

Plastic board and vinyl lettering for temporary signage.

---





<u>Line Item</u>	<u>Justification</u>	<u>Fiscal Year 1995-96</u>
521400	Fuels and Lubricants	\$3,900
	Gas (\$3700)	
	Oil (\$100)	
	Grease (\$50)	
	Antifreeze (\$50)	
521510	Maintenance & Repair Supplies - Bldg	\$ 9,600
	Fans (\$1200)	
	Paint (\$1500)	
	Ballasts (\$4800)	
	Switches/Breakers (\$600)	
	Bulbs (\$1500)	
521520	Maintenance & Repair Supplies - Grounds	\$3,000
	Signs (\$500)	
	Posts (\$200)	
	Barracades (\$750)	
	Asphalt Patch (\$600)	
	Sprinklers (\$150)	
	Paint (\$650)	
	Flag Pennants (\$150)	
521530	Maintenance & Repair Supplies - Vehicles	\$ 750
	Tune-up Parts (\$100)	
	Filters (\$250)	
	Belts, Hoses, Gaskets (\$250)	
	Paint (\$150)	

---

<u>Line Item</u>	<u>Justification</u>	<u>Fiscal Year 1995-96</u>
------------------	----------------------	----------------------------

---

<u>521540</u>	<u>Maintenance &amp; Repair Supplies - Equipment</u>	<u>\$ 1,500</u>
---------------	--	-----------------

---

Saw Blades, Belts, Cutting Line, Wire, Gaskets, Grommets and Drill Bits

<u>524130</u>	<u>Promotion/Public Relations</u>	<u>\$ 35,000</u>
---------------	-----------------------------------	------------------

---

Contracted advertising company to provide services associated with marketing the facility to include targeted publications and direct mail program.

<u>525110</u>	<u>Utilites - Electricity</u>	<u>\$ 87,900</u>
---------------	-------------------------------	------------------

---

FY94 actuals (\$82,800) plus 4% during second half of FY95 plus 4% projected by the utility company in effect for FY96.

<u>525120</u>	<u>Utilities - Water &amp; Sewer</u>	<u>\$16,300</u>
---------------	--------------------------------------	-----------------

---

FY94 actuals (\$14,800) plus 3% projected for FY95 plus 6.5% projected by the utility company in effect for FY96.

<u>525130</u>	<u>Utilities - Natural Gas</u>	<u>\$32,000</u>
---------------	--------------------------------	-----------------

---

FY94 actuals (\$28,700) plus 4% projected for FY95 plus 4% projected by the utility company in effect for FY96.

<u>525150</u>	<u>Utilities - Sanitation Services</u>	<u>\$35,000</u>
---------------	--	-----------------

---

Removal Services provided by contractor

---





---

**Line Item Justification** **Fiscal Year 1995-96**

---

---

526420 Postage \$ 500

---

Mailings.

---

526430 Catalogues & Brochures \$ 1,000

---

Expo Business Plan/Report

---

526440 Communications & Delivery Services \$ 500

---

Federal Express and Courier service.

---

526500 Travel \$6,500

---

International Association of Auditorium Managers  
Trade Show and Conference (\$2000)  
International Association of Exposition Management  
Trade Show and Conference (\$1500)  
National Association of Consumer Shows (\$1500)  
IAAM District IV Meeting (\$1500)

Attendance at national and district meetings provide admittance to educational seminars and trade shows. These conferences and meetings are the primary avenue for the exchange of information and exposure to current trends in the public assembly facility industry.

---

526690 Concessions- Catering \$ 769,500

---

Anticipation of a new or amended food service contract effective July 1995 which provides for approximately 63% of gross (\$1,221,400) revenue due to contractor.

---

---

**Line Item Justification** **Fiscal Year 1995-96**

---

---

**526691** **Parking Contract** **\$ 73,240**

---

Anticipation of parking lot management agreement effective July 1995 which provides for approximately 10% of gross (\$732,400) parking fees due to contractor.

---

**526700** **Temporary Help Services (Purchased Labor)** **\$ 10,500**

---

Metro Parks labor (\$2,500.00)  
Light industrial labor (\$6,000)  
Security (\$2,000)

---

**526800** **Training, Tuition and Conferences** **\$1,000**

---

IAAM Trade Show and Conference (\$300)  
National Association of Exposition Managers Conference (\$350)  
National Association of Consumers Shows Conference (\$350)

Membership in these organizations is a prerequisite for attendance at conferences and meetings in addition to receiving publications associated with the public assembly facility industry.

---

**526910** **Uniform Supplies** **\$ 1,000**

---

Jackets, liners, pants, shirts and coveralls for Operations Full and Part-time staff.

---

**529500** **Meetings** **\$ 500**

---

Expenditures and supplies used in the course of meetings.

---

---

**Line Item Justification** **Fiscal Year 1995-96**

---

---

<b>529831</b>	<b>Promotional Expense - Internal</b>	<b>\$ 2,500</b>
---------------	---------------------------------------	-----------------

---

Potential client familiarization activities (Fam Trips) and client appreciation Rose Festival Parade Chalet.

---

<b>Total Material and Services</b>	<b>\$ 1,233,245</b>
------------------------------------	---------------------

---

---

**Line Item Justification** **Fiscal Year 1995-96**

---

---

**571200** **Improvements Other Than Buildings** **\$ 75,000**

---

Parking lot resurfacing (\$60,000)  
Exterior fencing/modification (\$15,000)

---

**571300** **Buildings, Exhibits and Related** **\$ 80,000**

---

Remodeling of spaces such as show offices, administrative office, VIP Room,  
second level meeting/office rooms (\$30,000)  
Provision for replacement/new electrical, mechanical and  
plumbing systems (\$25,000)  
ADA compliance of signage, door assists and related items (\$25,000).

---

**571400** **Purchases - Equipment & Vehicles** **\$31,200**

---

Forklift (\$25,000)  
Roll-up door motor (\$3000)  
Mulcher (\$2,000)  
Dolly magnet (\$1200)

---

**571500** **Office Furniture & Equipment** **\$ 5,250**

---

DEC terminals (\$1,750)  
Voice mail system (\$3,500)

---

**Total Capital Outlay** **\$ 191,450**

---



<u>Line Item</u>	<u>Justification</u>	<u>Fiscal Year 1995-96</u>
581610	Metro - Support Services	\$ 96,114
581615	Metro Insurance	\$ 22,574
582751	Transfers - MERC Administration	\$ 55,116
583XXX	Transfers - Renewal & Replacement	
<b>Total Transfers</b>		<b>\$ 173,804</b>

<b>XXXXXX</b>	<b>Restricted Fund Balance (Multnomah County Capital)</b>	<b>\$165,100</b>
---------------	---	------------------

Fund history is as follows:

\$243,000 Capital funds transferred to Metro by Multco (FY94)  
(7,900) Expended FY94 for Main Lobby carpet  
(70,000) Scheduled expenditure FY95 (\$40,000; Exhibit Halls A & B  
restroom upgrade/ADA compliance - \$30,000; South and Exhibit  
Hall C exhaust fans

\$165,100 Restricted Fund Balance-Multnomah County Capital.

599999	Contingency	\$ 185,000
--------	-------------	------------

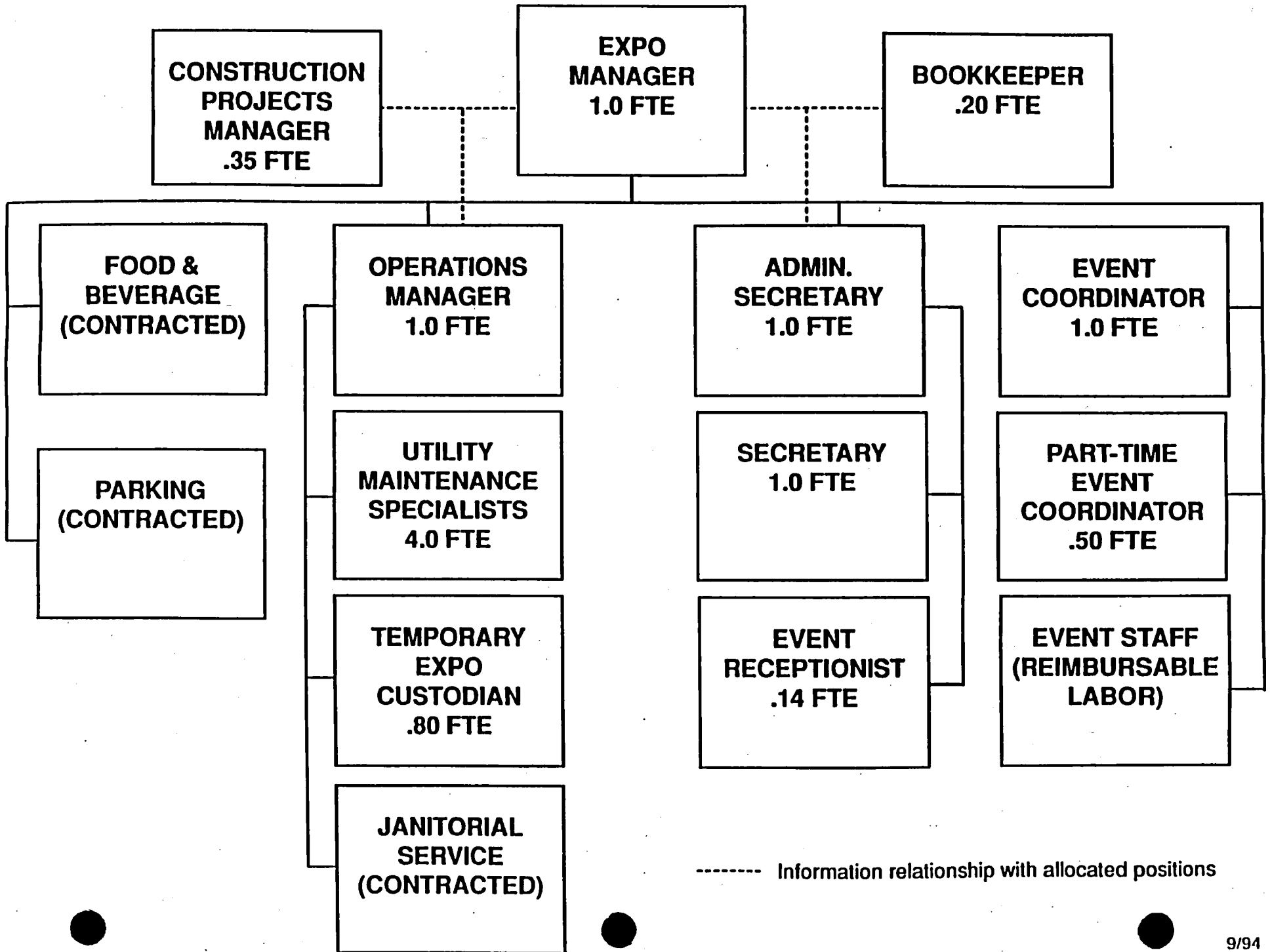
5% Personal Services, Material and Services and Capital plus:

pending labor source policy decisions, reimbursable labor to include Box Office, Admissions and Security may be applied or available to Expo events. Reimbursable labor assumptions provide for Box Office, \$2988; Admissions \$17,806; and Security, \$66,637.

<b>Total Requirements</b>		<b>\$ 2,307,954</b>
---------------------------	--	---------------------

<b>Ending Fund Balance</b>		<b>\$ 775,047</b>
----------------------------	--	-------------------

# EXPO CENTER ORGANIZATIONAL CHART



----- Information relationship with allocated positions

MERC ADMINISTRATION  
1995-96 BUDGET REQUEST

ACCT #	DESCRIPTION	FY 93-94 ACTUAL	FY 94-95 ADOPTED	FY 95-96 REQUESTED	BUDGET VARIANCE
<b>REVENUES:</b>					
	<b>TOTAL OPERATING REVENUES</b>	0	0	0	0
338100	HOTEL/MOTEL TAX	0	0	0	0
361100	INTEREST ON INVESTMENTS	2,498	6,500	2,500	(4,000)
393550	TRANSFERS-IN - OCC	303,278	330,531	343,667	13,136
393553	TRANSFERS-IN - STADIUM	79,810	54,635	58,359	3,724
393554	TRANSFERS-IN - PCPA	149,979	159,546	168,591	9,045
393161	TRANSFERS-IN - EXPO	35,000	73,500	77,811	4,311
	<b>TOTAL OTHER RESOURCES</b>	570,565	624,712	650,928	26,216
	<b>TOTAL REVENUES/RESORCES</b>	570,565	624,712	650,928	26,216
<b>EXPENDITURES:</b>					
511121	SALARIES - FULL-TIME	321,566	331,953	323,118	(8,835)
511221	WAGES - FULL-TIME	27,376	27,916	29,185	1,269
511225	WAGES - PART-TIME	1,444	0	13,603	13,603
511400	OVERTIME	29	0	0	0
512000	FRINGES	120,872	136,750	128,067	(8,683)
	<b>TOTAL PERSONAL SERVICES</b>	471,287	496,619	493,973	(2,646)
521100	OFFICE SUPPLIES	4,666	8,500	8,500	0
521290	OTHER SUPPLIES	530	350	365	15
521292	SMALL TOOLS	0	0	360	360
521293	PROMOTION SUPPLIES	0	0	0	0
521310	SUBSCRIPTIONS	185	300	450	150
521320	DUES	915	1,000	715	(285)
521540	MAINT & REPAIR -SUPPLIES EQUIP	86	150	300	150
524130	PROMOTION/PUBLIC RELATIONS	773	300	0	(300)
524190	MISC PROFESSIONAL SERVICES	9,829	22,843	18,500	(4,343)
525610	MAINT & REPAIR SERVICES - BLDG	0	0	0	0
525640	MAINT & REPAIR SERVICES -EQUIP	3,030	4,200	10,840	6,640
525710	RENTAL - EQUIPMENT	11,862	15,500	15,650	150
525720	RENTAL - LAND & BUILDING	1,239	0	0	0
526200	ADVERTISING	0	500	800	300
526310	PRINTING SERVICES	3,756	5,800	4,750	(1,050)
526320	TYPESETTING & REPROGRAPHIC	1,573	0	2,350	2,350
526410	TELEPHONE	38	1,000	1,000	0
526430	CATALOGUES & BROCHURES	0	0	1,000	1,000
526440	DELIVERY SERVICES	10,188	12,800	19,200	6,400
526420	POSTAGE	505	3,600	3,745	145
526500	TRAVEL	912	4,000	5,080	1,080
526700	TEMP/PURCHASED LABOR	30,734	12,000	7,000	(5,000)
526800	TRAINING/TUITION/CONFERENCE	650	2,350	17,050	14,700
526910	UNIFORMS	0	0	0	0
528100	PYMTS TO OTHER AGENCIES	50	0	0	0
528500	GOVERNMENT ASSESSMENTS	0	0	0	0
529500	MEETING EXPENDITURES	8,250	6,300	7,300	1,000
529800	MISCELLANEOUS	2,229	500	1,000	500
529835	EXTERNAL PROMOTIONS	326	0	1,000	1,000
529930	BAD DEBT EXPENSE	0	0	0	0
	<b>TOTAL MATERIALS &amp; SERVICES</b>	92,326	101,993	126,955	24,962
571200	IMPROVEMENTS OTHER THAN BLDG	0	0	0	0
571300	BUILDINGS AND RELATED	0	0	0	0
571400	EQUIPMENT & VEHICLES	0	0	0	0
571500	OFFICE FURNITURES & EQUIPMENT	5,990	2,100	5,000	2,900
574100	CONSTRUCTION SERVICES	0	0	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	5,990	2,100	5,000	2,900
599999	CONTINGENCY	0	24,000	25,000	1,000
	<b>TOTAL CONTINGENCY</b>	0	24,000	25,000	1,000
	<b>TOTAL EXPENDITURES</b>	569,603	624,712	650,928	26,216
	<b>NET CASH FLOW</b>	962	0	0	0

---

**Departmental Overview**

**Fiscal Year 1995-96**

---

The MERC Administration Department consists of personnel whose responsibilities are not facility specific. The necessity for pooling or segregating duties was mandated in the consolidation agreement requiring the separation of the revenues and the expenditures of the spectator facilities and the Oregon Convention Center. The concept of sharing centralized support services has proven to be an effective method of applying administrative costs to the diverse group of facilities operated by MERC. However, the definition and comprehension of this concept has been re-examined and revised over the last three fiscal years. The evolving definition of MERC Administration expense is where expenses or services are not or can not be measured specifically by or for a facility and are support related to another MERC Administration position or to the MERC Commission.

Transfers from the Spectator Facilities, Oregon Convention Center and the Expo Center Fund's support this department.

---

**Program Narrative**

**Fiscal Year 1995-96**

---

**History of the program prior to FY 94-95**

MERC Administration (formerly referred to as the MERC Admin Pool) was created in FY 1990-1991 as a requirement of the consolidation agreement between the City of Portland and the Metropolitan Service District (now Metro). Prior to consolidation both personal services and materials and services were charged to or absorbed by the Memorial Coliseum. It has evolved to the point where only non-facility specific charges are incurred by this department.

**Current Year's program for FY 1994-1995**

There was continued restructuring of Staff costs and identification of operational costs for MERC Administration versus the MERC Facilities. Memorial Coliseum was deleted from the facility mix and the Expo Center was added to the mix. A weighted scale or formula was developed to allocate fund transfers from the facilities. One staff person was added to lead and assist with the Business Plan development and performance of same.

**Next year's program for FY 1995-1996**

Some restructuring of staff support continues as facility needs are re-examined each year. This budget reflects better recognition of materials and services covered by other facilities or not properly budgeted. There is recognition and movement towards more compatibility of Metro and MERC's data processing requirements and needs.

---

**Budget Summary**

**Fiscal Year 1995-96**

---

Est. Beginning Fund Balance:		\$	0
Resource Allocation:			
Operating Revenues	\$	0	\$ 0
Other Resources:			
Interest on Investments	\$	2,500	
Inter-Fund Transfers		648,428	
Total Other Resources:			\$ 650,928
Expenditure Allocation:			
Personal Services	\$	493,973	
Material & Services		126,955	
Capital Outlay		5,000	
Contingency		25,000	
Total Requirements:			\$ 650,928
Change in Cash Flow		\$	0
Est. Ending Fund Balance		\$	0

---

**Revenue Justification**

**Fiscal Year 1995-96**

---

-----  
361100 Interest on Investments \$ 2,500  
-----

-----  
393XXX Interfund Transfers \$ 648,428  
-----

Civic Stadium	\$ 61,601
PCPA	168,591
OCC	363,120
Expo Center	55,116

Allocation is based on a composite formula of five factors:

- 1) FY 93-94 Expenditures minus Transfers and Reimbursed Labor Revenue
- 2) Estimated FY 93-94 accounting transactions
- 3) Net Fixed Assets @ 6-30-94
- 4) FY 95-96 proposed budget minus Reimbursed Labor Revenue
- 5) FY 95-96 proposed FTE's

-----  
**TOTAL REVENUES** \$ 650,928  
-----

**Line Item Justification**

**Fiscal Year 1995-96**

-----  
526410 Telephone \$ 1,000  
-----

Charges for conference calls.

-----  
526430 Catalogues & Brochures \$ 1,000  
-----

A new account for share of the Business Plan printing and update.

-----  
526440 Delivery Services \$ 19,200  
-----

Courier service between facilities \$14,400  
Specific delivery service \$ 4,800

Courier services provides two daily deliveries to each of the facilities, MERC and Metro. We anticipate an increase due to 1) addition of the Expo Center and 2) results of the competitive bid/quote process. The specific (individual) service is for the delivery of commission packets, information packets etc. to our Commissioners and others as required before regular and special Commission meetings. These special meetings are increasing as the Commission deals with various areas of the Business Plan (ie. automated ticketing and concession RFP's, rental rate increases, scheduling policies, capital projects etc).

-----  
526420 Postage \$ 3,745  
-----

Mailing of letters, meeting notices, invoices and etc. A postage meter was added to the department in May of FY 1993-94.

-----  
526500 Travel \$ 5,080  
-----

IAAM - nat'l meeting - Denver \$ 1,200  
State DBEWBE Contracting \$ 70  
Concentrics User Group \$ 1,250  
Business Plan/G.M./Commissioner \$ 2,500  
Local Travel \$ 60

Costs associated with transportation, lodging, meals and other allowable costs for MERC Admin staff and the MERC Commission.



---

**Line Item Justification**

**Fiscal Year 1995-96**

---

Specific travel is by staff which relates to their duties and functions. The other anticipated travel is for trips such as site reviews or other trips deemed necessary by the MERC Commission and/or the General Manager.

-----  
526700 Temporary/Purchased Labor \$ 7,000  
-----

Labor services provided by outside agencies to the department for work on specific projects. This is work that due to staffing we can not perform or do not have the expertise to perform. Reduction is based on our awareness of current needs.

-----  
526800 Training/Tuition/Conference \$ 17,050  
-----

IAAM - Nat'l conference	\$	300
National Contracts Mgmt.	\$	250
Concentrics User Group	\$	750
Computer Software training	\$	250
Local Seminars/Training	\$	250
Other-MERC wide	\$	15,250

Conference registration, seminar and material fees. More emphasis in software training and taking advantage of local seminars when available. Other MERC-wide training pertains to issues of interest to all employees (re. sexual harrassment training) as well as overall business enhancement (customer service training) and training to increase promotional opportunities

-----  
529500 Meetings \$ 7,300  
-----

Materials, resources, coffee/water services and meals when required for the MERC Commission, staff and the public at MERC meetings. As attempts are made to control this category; we find that the number of meetings (commission, business plan, budget and other work sessions) continue to grow in number and frequency.

-----  
529800 Miscellaneous \$ 1,000  
-----

Expenditures not specific to the operations of the department. One major expenditure is for recognition plaques, pins, etc.

---

**Line Item Justification**

**Fiscal Year 1995-96**

---

-----  
529835 External Promotions \$ 1,000  
-----

A new account due to reclass of expenditures for participation in  
OAME, Urban League and POVA programs.

-----  
**TOTAL MATERIALS & SERVICES \$ 126,955**  
-----

**CAPITAL OUTLAY**

-----  
571500 Office Furniture & Equipment \$ 5,000  
-----

Purchase of two PC's and required software to begin communications  
and data transfers with Metro.

-----  
**TOTAL CAPITAL OUTLAY \$ 5,000**  
-----

-----  
599999 CONTINGENCY \$ 25,000  
-----

Approximately 4% of Personal Services, Materials & Services and  
Capital Outlay.

-----  
**TOTAL EXPENDITURES \$ 650,928**  
-----

---

**Overview/Budget**

**Fiscal Year 1995-96**

---

**Overview:**

The Metro Exposition-Recreation Commission assumed management responsibility in Fiscal Year 1993-94 over the remaining funds for capital improvement projects. As of the end of Fiscal Year 1994-95, all funds available for capital projects will be spent. The remaining balance is the amount needed to fully fund the arbitrage payment that will be due in 1997.

**Budget Summary:**

Est. Beg. Fund Balance		\$ 625,000
Interest	\$ 25,000	
Transfer from OCC Operating Fund	\$100,000	
Ending Fund Balance		\$ 750,000

---

**Overview/Budget**

**Fiscal Year 1995-96**

---

**Revenue/Resource Justifications:**

-----  
Interest \$ 25,000  
-----

Estimated at 4% of beginning fund balance.

-----  
Transfer from OCC Operating Fund \$ 100,000  
-----

Due to an error in the arbitrage calculation prepared by Metro for the FY 94/95 budget process, an additional \$230,000 was estimated as necessary to fully fund the arbitrage that will be due in 1997. This error was discovered in October, 1994, which was after the beginning of the FY 94/95 in which various capital projects were approved and budgeted in this fund. Because certain of those projects had already begun at the time the error was discovered, it was necessary for MERC/OCC management to determine an acceptable way to fund this \$230,000 need. It was agreed by MERC and Metro that this amount would be funded over two years: FY 94/95 would fund \$130,000 either from not doing some of the budgeted capital projects (and thereby not spending the budgeted dollars) &/or by transferring some amount from the OCC Operating fund; FY 95/96 would require the OCC Operating Fund transfer into this Project Capital Fund the remaining amount needed, currently estimated at \$100,000.

-----  
**Total Revenue/Resources** **\$ 125,000**  
-----

---

**Overview / Budget**

**Fiscal Year 1995-96**

---

**Overview:**

This fund was created in fiscal year 1993-94 as a reserve fund for future major capital renewal and replacement needs of the Oregon Convention Center. This fund's resources are from annual contributions/transfers from the Oregon Convention Center Operating Fund. When this fund was originally established, it was estimated that during FY 95/96 certain major capital renewal/replacement projects would occur, such as replacement of carpet. However, management has now determined that these projects should be deferred until subsequent years, to coincide with the expansion of the Convention Center. Therefore, no expenditures are planned for FY 1995-96.

**Budget Summary**

Est. Beg. Fund Balance		\$2,115,000
<b>Resources:</b>		
Interest on Investments	\$ 84,600	
Transfer from OCC Operating Fund	400,000	
	-----	
<b>Total Resources</b>		<b>\$ 484,600</b>
<b>Requirements:</b>	\$ 0	
<b>Ending Fund Balance</b>		<b>\$ 2,599,600</b>

---

**Overview/Budget**

**Fiscal Year 1995-96**

---

**Overview:**

The Metro Exposition-Recreation Commission assumed management responsibility in Fiscal Year 1993-94 over the remaining funds for capital improvement projects. As of the end of Fiscal Year 1994-95, all funds available for capital projects will be spent. The remaining balance is the amount needed to fully fund the arbitrage payment that will be due in 1997.

**Budget Summary:**

Est. Beg. Fund Balance		\$ 625,000
Interest	\$ 25,000	
Transfer from OCC Operating Fund	\$100,000	
Ending Fund Balance		\$ 750,000

---

**Overview/Budget**

**Fiscal Year 1995-96**

---

Revenue/Resource Justifications:

-----  
Interest \$ 25,000  
-----

Estimated at 4% of beginning fund balance.

-----  
Transfer from OCC Operating Fund \$ 100,000  
-----

Due to an error in the arbitrage calculation prepared by Metro for the FY 94/95 budget process, an additional \$230,000 was estimated as necessary to fully fund the arbitrage that will be due in 1997. This error was discovered in October, 1994, which was after the beginning of the FY 94/95 in which various capital projects were approved and budgeted in this fund. Because certain of those projects had already begun at the time the error was discovered, it was necessary for MERC/OCC management to determine an acceptable way to fund this \$230,000 need. It was agreed by MERC and Metro that this amount would be funded over two years: FY 94/95 would fund \$130,000 either from not doing some of the budgeted capital projects (and thereby not spending the budgeted dollars) &/or by transferring some amount from the OCC Operating fund; FY 95/96 would require the OCC Operating Fund transfer into this Project Capital Fund the remaining amount needed, currently estimated at \$100,000.

-----  
**Total Revenue/Resources \$ 125,000**  
-----

---

**Overview / Budget**

**Fiscal Year 1995-96**

---

**Overview:**

This fund was created in fiscal year 1993-94 as a reserve fund for future major capital renewal and replacement needs of the Oregon Convention Center. This fund's resources are from annual contributions/transfers from the Oregon Convention Center Operating Fund. When this fund was originally established, it was estimated that during FY 95/96 certain major capital renewal/replacement projects would occur, such as replacement of carpet. However, management has now determined that these projects should be deferred until subsequent years, to coincide with the expansion of the Convention Center. Therefore, no expenditures are planned for FY 1995-96.

**Budget Summary**

Est. Beg. Fund Balance \$2,115,000

**Resources:**

Interest on Investments	\$ 84,600
Transfer from OCC Operating Fund	400,000
	-----

**Total Resources** **\$ 484,600**

**Requirements:** **\$ 0**

**Ending Fund Balance** **\$ 2,599,600**