

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 96-55

Authorizing a budget amendment to the FY 1996-97 Adopted Budget for the MERC facilities related to a new Capital Projects Assistant position.

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

	<u>Adopted Budget</u>	<u>Amendment</u>	<u>Revised Budget</u>
Civic Stadium:			
Personal Services	\$ 737,561	\$1,964	\$ 739,525
Contingency	\$ 113,910	(\$1,964)	\$ 111,946
PCPA:			
Personal Services	\$4,754,609	\$1,964	\$4,756,573
Contingency*	\$ 373,000	(\$1,964)	\$ 371,036
OCC:			
Personal Services	\$4,122,154	\$9,817	\$4,131,971
Contingency	\$ 667,467	(\$9,817)	\$ 657,650
Expo:			
Personal Services	\$ 830,977	\$5,810	\$ 836,787
Contingency	\$ 380,217	(\$5,810)	\$ 374,407


*Subject to Commission decision on Resolution 96-54, Contingency available may be \$300,000 less than shown here.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission hereby approves the above budget amendment and submits it to the Metro Council.

Passed by the Commission on October 9, 1996.



Chairman



Secretary-Treasurer

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

By: 
Mark B. Williams, Sr., Assistant Counsel

MERC STAFF REPORT

Agenda Item/Issue: Approval of amendment to the FY 1996-97 budget for the MERC facilities related to a new Capital Projects Assistant position.

Resolution No. 96-55

Date: October 4, 1996

Presented by: Heather Teed

Background and Analysis: For a number of years, the Construction/Capital Projects Manager has not had any permanent support staff. Administrative and project support has been obtained through the use of temporary service personnel.

In the past 1-2 years, we have experienced a continual and growing need for capital projects in the MERC facilities. Examples of recent projects, some of which are currently in progress, are:

- Civic Auditorium restroom remodel
- Oregon Convention Center concession stands remodel
- Expo Center new building project
- Stadium building painting project
- Oregon Convention Center Business/Information Center remodel
- Oregon Convention Center Operations office remodel

Based on the projects currently in progress as well as those budgeted for FY 1996-97 and beyond (reference Resolution 96-54 and the Capital Improvement Plan), we believe the work load for the Capital Projects Manager supports the need for a permanent, full-time support staff position.

While the actual job description for this position, tentatively titled Capital Projects Assistant, has not yet been finalized, we envision that this position would perform not only administrative duties but also coordinate the bid process and documents for smaller capital projects.

For budget purposes, we are estimating this position at Range 36, step 3, which equates to \$30,440 per year.

Fiscal Impact: We expect this position to be hired in January, 1997. Therefore the impact on FY 96-97 would be one-half the estimated salary plus fringe benefits at 29% or \$19,635.

Consistent with the Capital Project Manager position, we propose budgeting this position as 50% (\$9,817) to OCC, 30% (\$5,890) to Expo, 10% (\$1,964) to Stadium and 10% (\$1,964) to PCPA. For each of the facility budgets, the funds would be moved from Contingency.

Recommendation: Staff recommends that the Commission approve the FY 1996-97 budget amendment for the MERC facilities related to the Capital Projects Assistant position.

**PCPA Advisory Committee Resolution:
Repair, Replacement and Capital Projects
August 28, 1996**

The PCPA Advisory Committee has reviewed and discussed the materials prepared by staff in the Discussion Notes: Repair, Maintenance, Capital Improvements, August 2, 1996, along with Projects Lists for the next several years. The Advisory Committee believe that staff have done an excellent job of assessing the condition of PCPA buildings, facilities and equipment. There is now a substantial record of the critical needs as well as the key replacements necessary to keep the buildings in good working order, with assurance of safe operating conditions. We also acknowledge that PCPA facilities are being used at greater than 100% capacity with ever increasing audiences, thus increasing the wear and tear on already deteriorated finishes, furnishings and equipment.

The PCPA Advisory Committee has reviewed the preliminary PCPA financial results of the past fiscal year which show a positive net cash flow of \$585,000 instead of the budgeted shortfall of (\$151,000). As a consequence, the PCPA fund balance has grown from \$1,803,000 at the beginning of the year, to approximately \$2,389,000 at this time. It is both reasonable and important that a portion of this financial benefit be invested as soon as possible in the properties and systems which have had maintenance deferred in the past due to lack of financial resources.

The PCPA Advisory Committee urges that the MERC Commission support full expenditure of funds budgeted (\$150,000) for PCPA facility Capital Expenditures in FY96-97. In addition, the Advisory Committee urges amendment of the FY 96-97 budget to transfer up to \$300,000 from Contingency to Capital Expenditures and maintenance in order to address the critically important renewal and replacement projects identified in the staff reports. This action would bring renewal and replacement expenditures up to a level comparable to other performing arts facilities and maintenance comparable to the local industry standard for complex commercial buildings. The projects should be pursued in an orderly manner for each of the 3 properties, with balanced attention to building exterior, interior public spaces, as well as stage and support spaces. We believe that without the appropriate level of replacement and renewal investment on an annual basis, PCPA facilities will fall rapidly into a state of serious disrepair. Unless investments are made at the level recommended by the Advisory Committee in FY96-97 and continued at a similar rate for the foreseeable future, it will take enormous sums of scarce dollars to catch up at a time farther down the road.

**PROPOSED ADDITIONAL
CAPITAL EXPENDITURE PROJECTS FY96-97
Estimated Costs**

CIVIC	Carpet Project: Complete stairs + replace backstage	\$ 12,000
ASCH	Emergency evacuation equipment - Stairporter	7,000
ALL	Carpet cleaning equipment	4,000
CIVIC	Plumbing project - replace basement and orchestra level hot water lines	25,000
NTB	Exterior repair drivit walls	16,000
CIVIC	HVAC chiller rebuild	20,000
CIVIC	HVAC controls update	21,000
ASCH	Park Street Entry modifications/security	30,000
ASCH	Park Street Marquee repairs	10,000
NTB	ADA Restroom Project - Design Services	10,000
ASCH	Balcony Safety Railing - Design Services	3,000
ASCH	ADA Wheelchair Locations - Design Services	3,000
ASCH/NTB	Carpet replacement - Design Services	3,000
All	Genie Lift equipment for maintenance	4,000
ASCH	Lighting control system replaced	25,000
ADMIN.	Computer system additional equipment	26,000
CIVIC	Security Cameras & Monitor - Exterior	10,000
NTB	Security Cameras & Monitor - Interior	10,000
CIVIC	Follow Spots - Replace 2 outdated units	20,000
CIVIC	Follow Spots - 2 Additional units	<u>20,000</u>
	SUBTOTAL	\$ 279,000
	REQUESTED TOTAL	\$275,000

**MATERIALS & SERVICES
Unplanned and Necessary Projects**

CIVIC	HVAC urgent repairs - September, 1996	\$ 5,000	Done
ALL	Additional 12-channel radio & accessories	2,000	Done
NTB	Exterior balcony repairs, painting	1,000	In progress
ALL	Event Services small equipment replaced	3,000	Done
CIVIC	Seat Project upholster Dress Circle fixed units	2,500	Complete
CIVIC	Carpet replacement - Box Office	3,000	Est.
ASCH	ADA Restroom stalls revised	2,000	Est.
ASCH	Roof Coating and repair	2,000	Est.
ASCH	Roof coating and repair	2,000	Est.
ALL	Weatherstripping, caulking, repairs	3,000	Est.
ASCH/ NTB	Main Street Enhancements	<u>5,000</u>	In progress
	SUBTOTAL	\$ 30,500	
	REQUESTED TOTAL	25,000	

1996-97 EXPENDITURE BUDGET

ACCT #	DESCRIPTION	FY 96-97 ADOPTED	BUDGET ADJUSTMENT	FY 96-97 REVISED
EXPENDITURES:				
511121	SALARIES - FULL-TIME	670,501	0	670,501
511221	WAGES - FULL-TIME	457,022	0	457,022
511225	WAGES - PART-TIME	416,578	0	416,578
511255	WAGES - P.T. REIMBURSEABLE	2,236,666	0	2,236,666
511400	OVERTIME	69,119	0	69,119
512000	FRINGES	904,723	0	904,723
TOTAL PERSONAL SERVICES		4,754,609	0	4,754,609

521100	OFFICE SUPPLIES	17,000	0	17,000
521110	OFFICE SUPPLIES-COMPUTER SOFTWARE	14,600	0	14,600
521200	OPERATING SUPPLIES	0	0	0
521210	LANDSCAPE SUPPLIES	0	0	0
521220	CUSTODIAL SUPPLIES	41,146	0	41,146
521290	OTHER SUPPLIES	56,631	0	56,631
521292	SMALL TOOLS	6,403	0	6,403
521293	PROMOTION SUPPLIES	2,725	0	2,725
521310	SUBSCRIPTIONS	670	0	670
521320	DUES	1,750	0	1,750
521400	FUELS	0	0	0
521510	MAINT & REPAIR SUPPLIES - BLDG	31,355	10,000	41,355
521520	MAINT & REPAIR SUPPLIES-GROUNDS	544	0	544
521530	MAINT & REPAIR SUPPLIES-VEHICLE	0	0	0
521540	MAINT & REPAIR -SUPPLIES EQUIP	11,423	0	11,423
521541	MAINT & REPAIR-SUPPLIES - SHOWS	0	0	0
523200	MERCHANDISE FOR RESALE	10,700	0	10,700
524130	PROMOTION/PUBLIC RELATIONS	6,375	0	6,375
524190	MISC PROFESSIONAL SERVICES	8,540	0	8,540
525110	UTILITIES - ELECTRICITY	210,000	0	210,000
525120	UTILITIES - WATER & SEWER	40,000	0	40,000
525130	UTILITIES - NATURAL GAS	58,000	0	58,000
525150	UTILITIES - SANITATION	12,000	0	12,000
525190	UTILITIES - OTHER	0	0	0
525200	PURCHASED PROPERTY SERVICES	0	0	0
525610	MAINT & REPAIR SERVICES - BLDG	68,590	15,000	83,590
525620	MAINT & REPAIR SERVICES-GROUNDS	9,490	0	9,490
525640	MAINT & REPAIR SERVICES -EQUIP	46,893	0	46,893
525641	MAINT & REPAIR-SERVICES-SHOWS	0	0	0
525690	MAINT & REPAIR-SERVICES-OTHER	0	0	0
525710	RENTAL - EQUIPMENT	4,675	0	4,675
525720	RENTAL - LAND & BUILDING	100,608	0	100,608
525740	CAPITAL LEASES	2,232	0	2,232
526100	INSURANCE	0	0	0
526200	ADVERTISING	7,437	0	7,437
526310	PRINTING SERVICES	17,180	0	17,180
526320	TYPESETTING & REPROGRAPHIC	2,625	0	2,625
526410	TELEPHONE	46,413	0	46,413
526420	POSTAGE	15,750	0	15,750
526430	CATALOGUES & BROCHURES	2,300	0	2,300
526440	DELIVERY SERVICES	1,373	0	1,373
526500	TRAVEL	2,800	0	2,800
526690	CONCESSIONS	600,975	0	600,975
526691	CONTRACT - PARKING	0	0	0
526700	TEMP/PURCHASED LABOR	72,423	0	72,423
526800	TRAINING/TUITION/CONFERENCE	11,470	0	11,470
526900	MISC. PURCHASED SERVICES	0	0	0
526910	UNIFORMS	23,095	0	23,095
528100	PYMTS TO OTHER AGENCIES	42,657	0	42,657
528110	LICENSES & PERMITS	0	0	0
529500	MEETING EXPENDITURES	2,800	0	2,800
529800	MISCELLANEOUS	9,850	0	9,850
529833	EXTERNAL PROMOTIONS	1,100	0	1,100
529930	BAD DEBT EXPENSE	0	0	0
TOTAL MATERIALS & SERVICES		1,622,598	25,000	1,647,598

532100	LOAN PAYMENT	78,025	0	78,025

571200	IMPROVEMENTS OTHER THAN BLDG	0	0	0
571300	BUILDINGS AND RELATED	150,000	275,000	425,000
571400	EQUIPMENT & VEHICLES	0	0	0
571500	OFFICE FURNITURES & EQUIPMENT	74,700	0	74,700
574520	CONSTRUCTION WORK/MATERIALS	0	0	0
TOTAL CAPITAL OUTLAY		224,700	275,000	499,700

581610	METRO - SUPPORT SERVICE	353,136	0	353,136
581615	METRO - INSURANCE	58,889	0	58,889
582751	MERC - SUPPORT SERVICE	213,481	0	213,481
583XXX	TRANSFER - RENEWAL&REPLACEMENT	0	0	0
583513	TRANSFER-BUILDING MGMT	0	0	0
		625,506	0	625,506

599999	CONTINGENCY	373,000	(300,000)	73,000

TOTAL EXPENDITURES		7,678,438	0	7,678,438