

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1995-96)	ORDINANCE NO. 95-626A
BUDGET AND APPROPRIATIONS)	
SCHEDULE BY TRANSFERRING \$45,000)	
FROM THE SPECTATOR FACILITIES FUND)	Introduced by
CONTINGENCY TO THE PERFORMING ARTS)	J. Ruth McFarland,
CENTER PERSONAL SERVICES TO ADD)	Presiding Officer
FOUR NEW POSITIONS TO MEET)	
UNFORESEEN INCREASED WORK LOADS;)	
AND DECLARING AN EMERGENCY)	

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1995-96 Budget; and

WHEREAS, The need for a transfer of appropriation has been justified; and

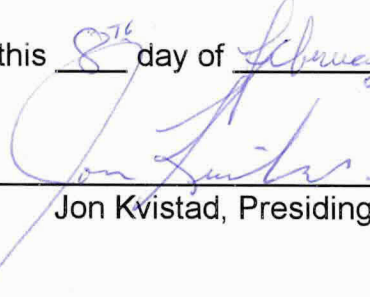
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS;

1. That the FY 1995-96 Budget and Schedule of Appropriations are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purposes of transferring \$45,000 from the Spectator Facilities Fund Contingency to the Performing Arts Center personal services and adding four new full time positions beginning April 1, 1996.

2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 8th day of February, 1996.



Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:



Cathy Ross
Recording Secretary

Daniel B. Cooper, General Counsel

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 95-626 AMENDING THE FY 1995-96 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$90,000 FROM THE SPECTATOR FACILITIES FUND CONTINGENCY TO THE PERFORMING ARTS CENTER PERSONAL SERVICES TO ADD FOUR NEW POSITIONS TO MEET UNFORESEEN INCREASED WORK LOADS; AND DECLARING AN EMERGENCY.

Date: November 15, 1995

Presented by: Heather Teed

FACTUAL BACKGROUND AND ANALYSIS

On November 8, 1995, the Metropolitan Exposition-Recreation Commission passed Resolution No. 95-50, approving an amendment to the FY 1995-96 adopted budget for submittal to the Metro Council for consideration. The amendment authorizes the reclassification of two existing positions, the addition of four new full time positions beginning January 1, 1996, and the transfer of \$90,000 from the Spectator Facilities Fund Contingency to personal services in the Performing Arts Center. A copy of MERC Resolution 95-50 is attached.

The PCPA has been functioning with a "bare-bones" staff for a number of years. During this time, the number of events, as well as the sophistication of those events has grown requiring more management time in the halls as events are taking place as well as increased service to the promoter. With the increase in the number of ticketed events, the PCPA has "out-grown" its current staffing service levels. In consideration of the unforeseen work load being experienced in FY 1995-96, and the projection for this work load to continue, MERC is requesting approval for early implementation of a staffing proposal included in the FY 1996-97 requested budget.

The staffing proposal includes the reclassification of two existing positions and the addition of four full time positions as follows:

- Reclassify the Technical Services Manager to Operations Manager
- Reclassify the Assistant Technical Services Manager to Assistant Operations Manager
- Add one full time Stage Manager
- Add one full time Operations System Assistant
- Add one full time Operations Engineer
- Add one full time Ticket Services Supervisor

All position requests are currently under review by the Personnel Division for appropriate classification title and level. Adjustments to the titles shown above may be made pending final Personnel recommendations. The Personnel Requests and justifications submitted with MERC Resolution 95-50 are attached.

The staffing reorganization is proposed to be implemented January 1, 1996. Although the four new positions are full time, they are shown as 0.50 FTE each to reflect the mid-year start

Ordinance No. 95-626

Staff Report

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date. The anticipated six month budget impact for the staffing proposal is estimated at \$90,000. This action requests the transfer of \$90,000 from the Spectator Facilities Fund Contingency to personal services in the Performing Arts Center to fund the proposal.

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METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 95-50

Authorizing the approval of two position reclassifications, 4 position additions and an amendment to the FY 1995-96 Adopted Budget for the Portland Center for the Performing Arts (Spectator Facilities Fund).

The Metropolitan Exposition-Recreation Commission finds that it is necessary to do the following at the PCPA:

- Reclassify the Technical Services Mgr. to Operations Mgr.
- Reclassify the Asst. Tech. Services Mgr. to Asst. Ops. Mgr.
- Add 1.0 FTE Stage Manager
- Add 1.0 FTE Operations System Assistant
- Add 1.0 FTE Operations Engineer
- Add 1.0 FTE Ticket Services Supervisor


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

	<u>Adopted Budget</u>	<u>Amendment</u>	<u>Revised Budget</u>
Salaries-full time	\$573,811	\$ 51,000	\$624,811
Wages-full time	\$402,273	\$ 21,000	\$423,273
Fringe Benefits	\$708,237	\$ 18,000	\$726,237
Contingency	\$140,000	\$ 90,000	\$ 50,000

BE IT THEREFORE RESOLVED:

That the Metropolitan Exposition-Recreation Commission approves the above position reclassifications, additions and associated budget amendment and submits them to the Metro Council.

Passed by the Commission on November 8, 1995.


Chairman


Secretary-Treasurer

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

By: 
Mark B. Williams
Senior Assistant Counsel

Budget Personnel Request -- Operations Manager & Assistant
Operations Manager 10/16/95

Action Requested:

Reclassify existing Technical Services Manager and Assistant
Technical Services Manager.

Duties and Responsibilities:

As defined in existing job descriptions.

Justification:

The title of the Department is simplified by deleting Technical Services, which is understood in the theatre industry, but not to the many people who are greeted over the phone with a long, confusing name. The title becomes the Operations Department, comparable to that for OCC. The budget contains reclassifications for Jody Anderson and Shawn Rogers in recognition of the expanded scope of responsibility that shifted in 1993 to that unit with the reorganization after the transfer of the Coliseum. The Department formerly handled only stage-related matters (labor, purchasing, capital improvements thereon). The Coliseum staff managed engineers, maintenance, event set-up, custodial staff, payments for materials and services, and capital improvements to the buildings. When this significant addition in work responsibility transferred to PCPA, there was no recognition of change in responsibility, title and compensation for Jody and Shawn. With the addition of the Stage Manager position, plus recognition of current scope of responsibility, this change in classification establishes the appropriate gradations in the Department.

Budget Personnel Request -- Stage Manager 10/16/95

Action Requested:

Add a new Stage Manager position to the PCPA Operations Department.

Duties and Responsibilities:

(Jody to supply)

Justification:

Since FY 1992-93, PCPA Management has requested additional resources for operation and management of the complex stage facilities in the four theatres. Each year this need has been deferred, in order to keep operating costs as low as possible. However, the significant growth in events presented both by non-profit constituent organizations, and by commercial presenters, has raised the need to an urgent level. In addition to property management of 325,000 SF of sophisticated operating space in three buildings, the Operations Department must provide many services to facility users/promoters: cost estimates for facility and stage hand labor charges; developing labor calls for load-in, load-out and run of the production; managing utilization of stage and back-stage spaces by adjacent events; supervising use of house equipment including stage lighting, rigging, sound systems; supervising installation of show-provided systems and their integration with facilities of the house; monitoring stage labor performance and accounting; cost accounting and documentation for event settlements.

With the increase in major shows at both Civic Auditorium and Arlene Schnitzer Concert Hall, plus growth in season activity for non-profit organizations, it is no longer feasible to provide management and supervision of stages throughout the business day and night of performance, as required. The addition of this position will allow the department to deploy management resources to provide responsible coverage of stage resources in the four theatres, and night, and on week ends, as needed.

Budget Personnel Request -- Operations Systems Accountant 10/16/95

Action Requested:

Add a new Operations Systems Accountant position to the PCPA Operations Department.

Duties and Responsibilities:

(Jody to supply)

Justification:

Since FY 1992-93, PCPA Management has requested additional resources for administration of Operations Department payroll, materials and services purchasing, and staff scheduling. Each year this need has been deferred, in order to keep operating costs as low as possible. However, the significant growth in commercial shows, sometimes scheduling simultaneous full-week engagements at Civic and ASCH Theatres, and particularly "yellow card" mega-hits, has raised the need to an urgent level. The thin administrative resources of the Operations Department have been strained to the breaking point, necessitating full-time use of skilled personnel obtained through approved temporary labor agencies.

The week-long, 8-show engagements of commercial touring shows generate a huge volume of accounting and scheduling work -- to accommodate the events, to "turn-over" the theatre after each performance to make the facility ready for the next show (sometimes two per day), and to provide accounting and documentation for show settlement on Sunday night of each week. Close scheduling of events at Civic Auditorium creates complexities in crew calls for stagehand labor, necessitating careful consideration of provisions in labor contracts as they affect payroll and reimbursement by show promoters. Stage labor has been added to the Kronos timeclock system, in an effort to automate record keeping on hours of work; the scheduling features of this system will also be employed to plan and manage the work of facility employees (full and part-time), as well as part-time stagehand labor.

The requested new Operations Systems Accountant will be responsible for a major portion of the work load described above; it is proposed as a salaried position, with adjustable work schedule to be compatible with the activities of Civic Auditorium, and other PCPA facilities. The addition of this position will provide the staff resources required for accurate payment and reimbursement of more than \$1.5 million in labor and related costs of the Operations Department.

Budget Personnel Request -- Operating Engineer 10/16/95

Action Requested:

Increase the full-time staff of the Operations Department by the addition of one Operating Engineer; there are two existing positions of this title in the PCPA Department.

Duties and Responsibilities:

The job classification already exists, with description of defined responsibilities, authority, and qualifications. The request merely increases the number of persons in the job classification from two (2) to a total of three (3).

Justification:

Since FY 1992-93, analysis has shown that additional resources were needed to provide responsible operating engineer services in the three buildings and four theatres of the Performing Arts Centers. Each year this need has been deferred, in order to keep operating costs at the lowest possible level. However, the significant growth in events presented both by non-profit constituent organizations, and by commercial presenters, has raised the need to an urgent level. This position is responsible for operation and maintenance of the complex systems of each building: electrical, plumbing, HVAC, elevators, life safety, etc. Each of the buildings has its own personality and requirements, based on age and usage. A major failure in any of the major systems could lead to cancellation of one or more events.

Activity in the theatres begins early in the morning, and runs through the late hours with evening performances -- every day of the week. It is essential that a full-time operating engineer be on duty at critical hours, and supplemented by part-time staff for the remainder of the operating hours for each hall. With growth to three operating engineers, management will be able to deploy resources for one position to have principal responsibility for each of the buildings; this means that the heavily used Civic Auditorium will have its own operating engineer. With heavy use of each building, it is critical to perform preventive maintenance or emergency repairs in a timely and cost-effective manner, utilizing in-house or outside contract resources. Without the addition of this position, the Operations Department cannot provide the coverage of buildings and hours of events booked and scheduled in the buildings.

Action Requested:

Increase the full time staff of the PCPA Ticket Services Department by the addition of one Ticket Center Supervisor; there are four existing positions of this title in the PCPA Department.

Duties and Responsibilities:

The job classification already exists, with defined description of responsibilities, authority, and qualifications. The request merely increases the number of persons in the job classification from four (4) positions to a total of five (5).

Justification:

For several years, through to the end of 1993, the Ticket Services Department included a telephone ticket sales and information section, in addition to three ticket sales box offices (the central box office is integrated with the administrative offices of the Ticket Services Department). In conjunction with approval of the PCPA Business Plan in early 1994 and emergency cost reduction actions, the telephone sales room was closed, and 10 part-time staff laid off. In addition, the hours for operation of the Civic Auditorium box office were reduced to only those days when an event was occurring in that hall, reducing the use of part-time ticket sales and supervisory personnel. The Arlene Schnitzer Concert Hall box office continued to operate only when an event was occurring there. This scaled back operation has saved money, and has reduced ticket services to the event promoters, constituent users and the public.

In 1994, efforts to increase commercial business at Civic Auditorium showed results, with MERC approval of two multi-year agreements for Broadway touring shows with 8 performances per week (maximum potential 24,000 tickets/week x 10 weeks = 240,000 tickets). In addition, "Miss Saigon" was booked for 5 weeks (24,000 tickets x 5 weeks = 120,000 tickets), and "Angels in America" was booked for 2 weeks (maximum capacity 22,200/week x 2 = 44,400 tickets). These bookings, plus growth in performances by non-profit constituent performing arts organizations, have put significant strain on a reduced staff which is responsible for a number of transactions in addition to direct ticket sales: preparing or approving ticket manifests for each event in each of the four theatres; daily accounting and settlements on the shows; arrangements for significantly more demand in special seating (sign interpreted performances, wheelchair locations, other special needs); solving particular audience problems (duplicates, wrong date, wrong performance, etc); and service to promoters of the shows. The commercial events necessitate operation of Civic Auditorium Ticket Office on day of performance -- requiring more personnel time.

The high volume of transactions flowing through Ticket Services is expected to continue for the foreseeable future. Even with maximum utilization of part-time Ticket Supervisor resources, it is not feasible to perform the work required to service the increased business activity. Therefore, it is necessary that one additional full-time Ticket Supervisor position be added to the department.

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1995-96)	ORDINANCE NO. 95-626
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2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this ____ day of _____, 1995.

J. Ruth McFarland, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

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Exhibit A
Ordinance No. 95-626

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Spectator Facilities Operating Fund							
Civic Stadium Operations							
TOTAL CIVIC STADIUM EXPENDITURES		17.41	2,134,196	0.00	0	17.41	2,134,196
Performing Arts Center Operations							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	PCPA Director	1.00	68,575		0	1.00	68,575
	Sales Representative	1.00	40,369		0	1.00	40,369
	Event Services Manager	1.00	44,299		0	1.00	44,299
	Asst Operations Mgr (formerly Asst Technical Services Mgr)	1.00	42,127		2,500	1.00	44,627
	Building Maintenance Supervisor	1.00	34,592		0	1.00	34,592
	Ticket Service Manager	1.00	42,432		0	1.00	42,432
	Ticket Service Supervisor II	4.00	134,157	0.50	14,000	4.50	148,157
	Volunteer Coordinator	1.00	33,724		0	1.00	33,724
	Development Project Manager	0.32	19,008		0	0.32	19,008
	Admissions Scheduling Coordinator	0.45	14,840		0	0.45	14,840
	Operations Manager (formerly Technical Services Mgr)	1.00	51,639		2,500	1.00	54,139
	Stage Manager		0	0.50	18,000	0.50	18,000
	Operations System Assistant		0	0.50	14,000	0.50	14,000
	Senior House Manager	1.00	38,458		0	1.00	38,458
	Construction/Capital Projects Manager	0.10	6,006		0	0.10	6,006
	Security Services Supervisor	0.06	1,925		0	0.06	1,925
	Assistant Security Services Supervisor	0.06	1,660		0	0.06	1,660
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Utility Lead	3.00	90,378		0	3.00	90,378
	Receptionist	1.00	26,384		0	1.00	26,384
	Administrative Secretary	1.00	29,142		0	1.00	29,142
	Secretary	2.00	54,114		0	2.00	54,114
	Facility Security Agent	2.00	53,093		0	2.00	53,093
	Operating Engineer	2.00	81,014	0.50	21,000	2.50	102,014
	Bookkeeper	1.00	27,035		0	1.00	27,035
	Event Services Clerk	0.45	9,756		0	0.45	9,756
	Booking Coordinator	1.00	31,357		0	1.00	31,357
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Security/Medical Workers	0.77	18,795		0	0.77	18,795
	Ticket Sellers/Supervisors	5.50	103,917		0	5.50	103,917
	House Mangers/Coat Check/Elevator Op	2.68	92,091		0	2.68	92,091
	Event Custodians	5.03	96,314		0	5.03	96,314
	Engineers	1.43	54,876		0	1.43	54,876
	Checkroom Attendants	2.26	41,532		0	2.26	41,532
511255	WAGES-REGULAR EMP REIMBURSED (part-time)						
	Stagehands	28.99	946,240		0	28.99	946,240
	Security/Medical	4.35	106,855		0	4.35	106,855
	Elevator Operators	1.56	24,755		0	1.56	24,755
	Admissions Supervisors	1.16	26,926		0	1.16	26,926
	Gate Attendants	4.33	78,016		0	4.33	78,016
	Ushers	24.97	349,086		0	24.97	349,086
511400	OVERTIME		35,500		0		35,500
512000	FRINGE		708,237		18,000		726,237
Total Personal Services		110.47	3,659,224	2.00	90,000	112.47	3,749,224
Total Materials & Services			1,311,123		0		1,311,123
Total Capital Outlay			150,000		0		150,000
TOTAL PERFORMING ARTS CENTER EXPENDITURES		110.47	5,120,347	2.00	90,000	112.47	5,210,347

**Exhibit A
Ordinance No. 95-626**

FISCAL YEAR 1995-96		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Spectator Facilities Operating Fund							
General Expenses							
Total Interfund Transfers			710,464		0		710,464
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		237,601		(90,000)		147,601
599990	Unappropriated Balance		1,692,013		0		1,692,013
Total Contingency and Unappropriated Balance			1,929,614		(90,000)		1,839,614
TOTAL SPECTATOR FACILITIES FUND EXPENDITURES		127.88	9,894,621	2.00	0	129.88	9,894,621

Exhibit B
Ordinance No. 95-626
FY 1995-96 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
SPECTATOR FACILITIES OPERATING FUND			
Personal Services	4,346,395	90,000	4,436,395
Materials & Services	2,388,073	0	2,388,073
Capital Outlay	520,075	0	520,075
Interfund Transfers	710,464	0	710,464
Contingency	237,601	(90,000)	147,601
Unappropriated Balance	1,692,013	0	1,692,013
Total Fund Requirements	\$9,894,621	\$0	\$9,894,621

All Other Appropriations Remain As Previously Adopted