

**REDEVELOPMENT AGENCY OF
CENTERVILLE CITY/DAVIS CENTER FOR
THE PERFORMING ARTS ADMINSTRATIVE
CONTROL BOARD MEETING AGENDA**

NOTICE IS HEREBY GIVEN THAT THE REDEVELOPMENT AGENCY OF CENTERVILLE CITY BOARD AND THE ADMINSTRATIVE CONTROL BOARD OF THE DAVIS CENTER FOR THE PERFORMING ARTS WILL HOLD A COMBINED PUBLIC MEETING AT 5:30 P.M. ON TUESDAY, DECEMBER 2, 2014 AT THE CENTERVILLE CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Tentative
Time:

5:30 **A. ROLL CALL**

B. NEW BUSINESS

1. Review 3rd quarter financial reports for CenterPoint Legacy Theatre
2. Building maintenance issues
 - a. Long-term facility maintenance plan (projected revenues vs. expenses)
 - b. Proposal for upgrading building HVAC maintenance services
3. Review proposed budgets for calendar year 2015, including building maintenance budget
4. Status of CPT construction obligation
5. RAP Tax support for CPT/facility

D. ADJOURNMENT

Steve H. Thacker
Executive Director

REDEVELOPMENT AGENCY OF CENTERVILLE CITY/DAVIS CENTER FOR THE PERFORMING ARTS ADMINSTRATIVE CONTROL BOARD MEETING AGENDA

NOTICE IS HEREBY GIVEN THAT THE REDEVELOPMENT AGENCY OF CENTERVILLE CITY BOARD AND THE ADMINISTRATIVE CONTROL BOARD OF THE DAVIS CENTER FOR THE PERFORMING ARTS WILL HOLD A COMBINED PUBLIC MEETING AT 5:30 PM ON December 2, 2014 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Tentative - The times shown below are tentative and are subject to change during the meeting.
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C. ADJOURNMENT

**CENTERVILLE
RDA/ACB MEETING
Staff Backup Report
12/2/2014**

Item No. 1.

Short Title: Review 3rd quarter financial reports for CenterPoint Legacy Theatre

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

The 3rd Quarter financial reports were sent earlier via email to the RDA/ACB members. These are also attached to this staff report. Jan Davis and/or other CPT personnel will respond to questions about the financial reports.

ATTACHMENTS:

Description

- ☐ CPT 3rd Qtr Summary Budget Report
- ☐ CPT 3rd Qtr Detailed Budget Report
- ☐ CPT 3rd Qtr Facility Maintenance Budget Report

CenterPoint Legacy Theatre
Income Statement
Compared with Budget
As of 09/30/2014

	YTD Actual	YTD Budget	Variance
Revenues			
Season Ticket Sales	516,016	516,620	(604)
Individual Ticket Sales	257,943	234,000	23,943
Corporate Memberships	6,000	12,000	(6,000)
Show Sponsorship	35,000	50,000	(15,000)
Leishman Hall Revenue	17,451	21,569	(4,118)
Academy	102,326	92,140	10,186
Facility Rental	17,188	13,000	4,188
Costume/Prop Rental	15,425	12,600	2,825
Concessions	41,057	36,000	5,057
Events	9,252	6,500	2,752
Miscellaneous Income	107,956	87,200	20,756
Total Revenues	1,125,614	1,081,629	43,985

Expenses			
Total Barlow Theatre Expenses	345,601	310,519	35,082
Total Leishman Hall Expenses	14,308	22,680	(8,372)
Total Academy Expenses	69,982	69,994	(12)
Total Rental Expenses (Costume, Props, Facil	10,717	7,800	2,917
Total Concessions Expenses	36,890	30,733	6,157
Total Other Production Expenses	109,916	111,406	(1,490)
Total Marketing Expenses	69,011	66,372	2,639
Total Development Expenses	76,128	70,025	6,103
Total Box Office Expenses	68,272	73,456	(5,184)
Total Administrative Expenses	125,287	117,037	8,250
Total Facilities Expenses	195,085	208,249	(13,164)
Total Expenses	1,121,196	1,088,271	32,925

Net Operating Income	4,419	(6,642)	11,061
Donations	39,984	20,500	19,484
Grants	70,000	42,000	28,000
Total Donations	109,984	62,500	47,484
Interest	424	-	424

Income before debt payment	114,827	55,858	58,969
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Depreciation	6,886	11,250	
Debt Payment	16,250	11,500	
Net Income / (Loss)	\$ 91,691	\$ 33,108	\$ 58,583

Maintenance reserve funding	15,562	15,000	
Operations reserve funding	-	15,000	

CenterPoint Legacy Theatre
Income Statement
Compared with Budget
For the One Month Ending September 30, 2014

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Season Ticket Sales	\$ 35,238.13	\$ 38,701.00	(3,462.87)	\$ 516,015.83	\$ 516,620.00	(604.17)
Individual Ticket Sales	12,209.00	5,200.00	7,009.00	257,942.76	234,000.00	23,942.76
Corporate Memberships	0.00	0.00	0.00	6,000.00	12,000.00	(6,000.00)
Ticket Exchange Fees	90.00	0.00	90.00	793.00	0.00	793.00
Show Sponsorship	0.00	0.00	0.00	35,000.00	50,000.00	(15,000.00)
Leishman Hall Revenue	5,454.38	4,719.00	735.38	17,451.38	21,569.00	(4,117.62)
Academy Tuition	8,348.00	9,460.00	(1,112.00)	70,540.75	61,260.00	9,280.75
Academy Materials Fee	3,555.00	5,040.00	(1,485.00)	7,790.40	7,040.00	750.40
Academy Costume Fee	725.00	0.00	725.00	7,358.70	840.00	6,518.70
Academy Theater Ticket Sales	0.00	0.00	0.00	16,636.00	13,000.00	3,636.00
Academy Sponsor	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)
Facility Rental	1,583.00	1,000.00	583.00	17,188.00	13,000.00	4,188.00
Costume Rental	1,125.14	1,000.00	125.14	10,825.14	9,000.00	1,825.14
Prop Rental	100.00	400.00	(300.00)	4,600.00	3,600.00	1,000.00
Concessions	4,422.74	4,000.00	422.74	41,057.32	36,000.00	5,057.32
Annual Fundraising Gala	0.00	0.00	0.00	102,057.00	80,000.00	22,057.00
Events	8,030.73	2,500.00	5,530.73	9,252.48	6,500.00	2,752.48
Miscellaneous Income	515.84	800.00	(284.16)	5,105.72	7,200.00	(2,094.28)
Total Revenues	81,396.96	72,820.00	8,576.96	1,125,614.48	1,081,629.00	43,985.48
Expenses						
Barlow Theatre Expenses						
Production Manager	800.00	500.00	300.00	4,200.00	3,000.00	1,200.00
Stage Manager	1,020.00	900.00	120.00	5,920.00	5,100.00	820.00
Director	1,600.00	1,600.00	0.00	11,500.00	8,300.00	3,200.00
Choreographer	1,000.00	1,000.00	0.00	3,600.00	3,600.00	0.00
Music Director	1,000.00	1,000.00	0.00	4,100.00	5,900.00	(1,800.00)
Costumer	1,757.10	1,400.00	357.10	8,007.10	7,000.00	1,007.10
Stitchers	300.00	500.00	(200.00)	1,925.00	2,900.00	(975.00)
Set Designer	930.60	1,000.00	(69.40)	4,630.60	4,800.00	(169.40)
Set Painter	0.00	800.00	(800.00)	1,850.00	4,400.00	(2,550.00)
Painters	1,200.00	300.00	900.00	3,705.00	1,700.00	2,005.00
Light Designer	850.00	800.00	50.00	4,650.00	3,900.00	750.00
Assistant Light Designer	280.00	300.00	(20.00)	1,212.00	1,800.00	(588.00)
Sound Designer	400.00	400.00	0.00	2,200.00	2,300.00	(100.00)
Music Designer	0.00	2,500.00	(2,500.00)	10,197.50	15,000.00	(4,802.50)
Fly Rigging	0.00	0.00	0.00	12,338.95	8,000.00	4,338.95
Prop Coordinator	300.00	200.00	100.00	1,650.00	1,200.00	450.00
SDC Fees	0.00	0.00	0.00	880.00	900.00	(20.00)
Show Stage Managers	1,260.00	1,170.00	90.00	6,435.00	5,850.00	585.00
Assistant Stage Managers	840.00	150.00	690.00	2,400.00	750.00	1,650.00
Sound Techs	2,430.00	1,620.00	810.00	9,315.00	8,100.00	1,215.00
Lighting Techs	1,637.16	1,080.00	557.16	8,166.16	5,400.00	2,766.16
Spotlight Techs	2,050.00	1,410.00	640.00	5,575.00	7,050.00	(1,475.00)
Stage Crew	8,555.00	3,600.00	4,955.00	18,720.00	11,700.00	7,020.00
Tear Down	0.00	200.00	(200.00)	16.40	1,000.00	(983.60)
Builders	1,626.70	0.00	1,626.70	10,868.10	4,900.00	5,968.10
Wig Mistress	300.00	400.00	(100.00)	1,700.00	1,300.00	400.00
Fight Coordinator	0.00	0.00	0.00	850.00	0.00	850.00
Live Musicians	0.00	0.00	0.00	6,200.00	1,800.00	4,400.00
Accompanist	275.00	250.00	25.00	1,325.00	1,350.00	(25.00)
Workers Compensation	1,226.13	0.00	1,226.13	3,649.48	2,800.00	849.48
Costume Material	1,053.49	0.00	1,053.49	18,819.62	14,300.00	4,519.62
Wigs	919.19	0.00	919.19	2,238.94	1,300.00	938.94
Paint & Supplies	333.66	0.00	333.66	1,441.72	1,350.00	91.72
Lighting Supplies	2,555.37	0.00	2,555.37	4,544.91	1,700.00	2,844.91
Sound Supplies	0.00	0.00	0.00	1,603.88	2,000.00	(396.12)
Music Track Adjustments	488.75	0.00	488.75	513.75	1,000.00	(486.25)
Furniture/Set Dressing	0.00	0.00	0.00	200.00	1,200.00	(1,000.00)
Props	1,661.74	0.00	1,661.74	6,291.13	3,350.00	2,941.13
Special Effects	2,600.84	0.00	2,600.84	4,554.42	2,800.00	1,754.42
Construction Materials	4,959.18	0.00	4,959.18	23,084.67	10,500.00	12,584.67
Sale of set	(1,700.00)	0.00	(1,700.00)	(1,700.00)	0.00	(1,700.00)
Royalties	(219.97)	0.00	(219.97)	103,210.16	100,279.00	2,931.16

For Management Purposes Only

CenterPoint Legacy Theatre
Income Statement
Compared with Budget
For the One Month Ending September 30, 2014

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Printing - Copies	534.40	1,200.00	(665.60)	3,446.98	5,200.00	(1,753.02)
Advertising/Promo/Pulicity	2,596.00	4,800.00	(2,204.00)	9,370.00	22,800.00	(13,430.00)
Mailing Charges	0.00	200.00	(200.00)	434.64	1,000.00	(565.36)
Dry Cleaning	17.50	1,200.00	(1,182.50)	3,303.10	4,600.00	(1,296.90)
Wig/Costume Maintenance	863.35	400.00	463.35	1,113.22	1,600.00	(486.78)

CenterPoint Legacy Theatre
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	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Food - Production	861.16	0.00	861.16	2,884.58	2,900.00	(15.42)
Recognition	605.79	110.00	495.79	2,459.28	840.00	1,619.28
Total Barlow Theatre Expenses	49,768.14	30,990.00	18,778.14	345,601.29	310,519.00	35,082.29
Leishman Hall Expenses						
Production Manager	0.00	100.00	(100.00)	0.00	300.00	(300.00)
Stage Manager	400.00	300.00	100.00	1,375.00	900.00	475.00
Director	900.00	900.00	0.00	2,700.00	2,700.00	0.00
Costumer	600.00	650.00	(50.00)	1,850.00	1,950.00	(100.00)
Light Designer	180.00	100.00	80.00	510.00	300.00	210.00
Sound Designer	0.00	80.00	(80.00)	80.00	240.00	(160.00)
Prop Coordinator	150.00	80.00	70.00	420.00	240.00	180.00
Show Stage Managers	0.00	0.00	0.00	770.00	960.00	(190.00)
Asst Stage Managers	0.00	0.00	0.00	0.00	640.00	(640.00)
Sound Techs	0.00	0.00	0.00	630.00	1,250.00	(620.00)
Audition Accompanist	0.00	0.00	0.00	0.00	220.00	(220.00)
Workers Compensation	0.00	0.00	0.00	34.05	0.00	34.05
Costume Material	95.00	0.00	95.00	993.93	2,400.00	(1,406.07)
Paint and Supplies	0.00	0.00	0.00	0.00	150.00	(150.00)
Lighting Supplies	0.00	0.00	0.00	31.00	240.00	(209.00)
Gobos/Specials	0.00	0.00	0.00	(75.00)	0.00	(75.00)
Sound Supplies	0.00	0.00	0.00	0.00	100.00	(100.00)
Batteries/Tape, etc.	0.00	0.00	0.00	0.00	50.00	(50.00)
Furniture/Set Dressing	0.00	0.00	0.00	0.00	750.00	(750.00)
Props	0.00	0.00	0.00	380.97	750.00	(369.03)
Special Effects	0.00	0.00	0.00	77.13	150.00	(72.87)
Construction Materials	0.00	0.00	0.00	392.77	1,200.00	(807.23)
Royalties	0.00	840.00	(840.00)	2,800.00	3,640.00	(840.00)
Program Printing	490.44	0.00	490.44	490.44	1,000.00	(509.56)
Printing-Copies	0.00	100.00	(100.00)	0.00	300.00	(300.00)
Dry Cleaning	0.00	500.00	(500.00)	485.00	1,500.00	(1,015.00)
Wig/Costume Maintenance	0.00	100.00	(100.00)	0.00	300.00	(300.00)
Food	0.00	150.00	(150.00)	51.05	450.00	(398.95)
Recognition	0.00	0.00	0.00	311.54	0.00	311.54
Total Leishman Hall Expenses	2,815.44	3,900.00	(1,084.56)	14,307.88	22,680.00	(8,372.12)
Academy Expenses						
Academy Staff Salaries	5,136.00	5,930.00	(794.00)	38,076.00	42,290.00	(4,214.00)
Academy Production Staff Wage	0.00	0.00	0.00	2,635.00	4,000.00	(1,365.00)
Academy Technical Staff Wages	0.00	0.00	0.00	3,285.00	2,793.00	492.00
Payroll Taxes	1,266.27	587.00	679.27	5,660.86	4,952.00	708.86
Office Supplies-Instructional	0.00	77.00	(77.00)	197.43	480.00	(282.57)
Printing Expense	0.00	0.00	0.00	435.29	0.00	435.29
Royalties	0.00	2,000.00	(2,000.00)	4,369.04	5,395.00	(1,025.96)
Equipment	0.00	0.00	0.00	103.24	0.00	103.24
Costumes	414.49	0.00	414.49	8,343.06	3,570.00	4,773.06
Props	0.00	0.00	0.00	343.94	1,160.00	(816.06)
Sets	243.21	0.00	243.21	468.45	985.00	(516.55)
Sound-Music, Effects	0.00	200.00	(200.00)	33.25	370.00	(336.75)
Marketing	0.00	65.00	(65.00)	127.50	495.00	(367.50)
Food	48.07	0.00	48.07	48.07	0.00	48.07
Camp Supplies	185.68	0.00	185.68	638.84	0.00	638.84
Miscellaneous Expense	123.16	94.00	29.16	723.95	639.00	84.95
Printing Programs & Scripts	0.00	40.00	(40.00)	220.09	363.00	(142.91)
Online Registration Fees	227.39	278.00	(50.61)	2,931.00	2,502.00	429.00
Friend to Friend	0.00	0.00	0.00	1,341.68	0.00	1,341.68
Total Academy Expenses	7,644.27	9,271.00	(1,626.73)	69,981.69	69,994.00	(12.31)
Facility Rental Expenses						
Contract Labor	50.00	100.00	(50.00)	1,595.00	1,300.00	295.00
Event Supplies	0.00	0.00	0.00	385.16	200.00	185.16
Total Facility Rental Expenses	50.00	100.00	(50.00)	1,980.16	1,500.00	480.16
Costume Rental Expenses						
Costume Rental Wages	375.00	500.00	(125.00)	5,352.50	4,500.00	852.50
Dry Cleaning	0.00	0.00	0.00	1,290.50	0.00	1,290.50

For Management Purposes Only

CenterPoint Legacy Theatre
Income Statement
Compared with Budget
For the One Month Ending September 30, 2014

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Total Costume Rental Expenses	375.00	500.00	(125.00)	6,643.00	4,500.00	2,143.00

CenterPoint Legacy Theatre
Income Statement
Compared with Budget
For the One Month Ending September 30, 2014

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Prop Rental Expenses						
Contract Labor	0.00	200.00	(200.00)	2,094.31	1,800.00	294.31
Total Prop Rental Expenses	0.00	200.00	(200.00)	2,094.31	1,800.00	294.31
Concession Expenses						
Concession Wages	1,700.33	1,410.00	290.33	10,249.28	12,690.00	(2,440.72)
Concessions Payroll Taxes	246.17	227.00	19.17	1,050.18	2,043.00	(992.82)
Concessions Supplies	5,283.35	1,750.00	3,533.35	25,590.22	16,000.00	9,590.22
Total Concession Expenses	7,229.85	3,387.00	3,842.85	36,889.68	30,733.00	6,156.68
Other Production Costs						
Production Overhead Wages	9,215.38	8,831.00	384.38	80,674.04	83,894.00	(3,219.96)
Overhead Payroll Taxes	2,717.50	961.00	1,756.50	11,883.83	8,987.00	2,896.83
Production Benefits	0.00	1,000.00	(1,000.00)	0.00	9,000.00	(9,000.00)
Tools - supplies	436.10	75.00	361.10	3,042.90	675.00	2,367.90
Repair and Maintenance	136.10	150.00	(13.90)	4,285.91	1,350.00	2,935.91
Equipment Purchases	0.00	0.00	0.00	158.83	0.00	158.83
Costumes	161.00	250.00	(89.00)	2,541.14	2,250.00	291.14
Props	0.00	100.00	(100.00)	140.63	300.00	(159.37)
Sound-Music, etc.	451.33	300.00	151.33	5,044.16	2,700.00	2,344.16
Lights-gel, etc.	839.92	100.00	739.92	1,554.91	900.00	654.91
Miscellaneous Expense	171.44	150.00	21.44	589.92	1,350.00	(760.08)
Total Other Production Expense	14,128.77	11,917.00	2,211.77	109,916.27	111,406.00	(1,489.73)
Marketing Expenses						
Marketing Wages	1,923.08	1,923.00	0.08	16,869.25	18,269.00	(1,399.75)
Marketing Payroll Taxes	463.75	209.00	254.75	2,096.08	1,955.00	141.08
Postage - Shipping	15.00	800.00	(785.00)	196.85	1,000.00	(803.15)
Printing	(202.85)	4,317.00	(4,519.85)	19,885.00	18,118.00	1,767.00
Advertising	2,375.00	4,530.00	(2,155.00)	27,924.61	24,460.00	3,464.61
Website	0.00	100.00	(100.00)	1,826.51	2,300.00	(473.49)
Community Events	0.00	0.00	0.00	23.98	0.00	23.98
Corporate Membership Expense	(918.24)	0.00	(918.24)	0.00	0.00	0.00
Miscellaneous Marketing Exp	0.00	0.00	0.00	188.27	270.00	(81.73)
Total Marketing Expenses	3,655.74	11,879.00	(8,223.26)	69,010.55	66,372.00	2,638.55
Development Expenses						
Development Wages	2,071.28	2,223.00	(151.72)	21,042.16	20,969.00	73.16
Payroll Taxes	507.56	241.00	266.56	2,509.76	2,243.00	266.76
Miscellaneous Expense	0.00	0.00	0.00	33.85	0.00	33.85
Correspondence	0.00	17.00	(17.00)	61.98	153.00	(91.02)
Decorations	0.00	200.00	(200.00)	281.28	1,200.00	(918.72)
Encore Club	1,137.04	200.00	937.04	1,504.59	2,960.00	(1,455.41)
Annual Fundraising Gala	0.00	2,600.00	(2,600.00)	38,913.24	40,800.00	(1,886.76)
Fairy Tale Festival	9,405.36	0.00	9,405.36	10,323.00	0.00	10,323.00
Guild	0.00	60.00	(60.00)	75.00	740.00	(665.00)
Outreach Programs	387.01	50.00	337.01	473.07	250.00	223.07
Theatre Relations	0.00	0.00	0.00	511.00	0.00	511.00
Fundraising Expenses	0.00	0.00	0.00	16.87	0.00	16.87
Theatre Relations	0.00	40.00	(40.00)	381.90	710.00	(328.10)
Total Development Expenses	13,508.25	5,631.00	7,877.25	76,127.70	70,025.00	6,102.70
Box Office Expenses						
Box Office Wages	6,540.83	5,808.00	732.83	49,349.12	55,176.00	(5,826.88)
Box Office Payroll Taxes	1,364.74	632.00	732.74	5,904.89	5,910.00	(5.11)
Computer Equipment & Software	0.00	0.00	0.00	5,528.20	5,250.00	278.20
Miscellaneous Expense	154.31	0.00	154.31	154.31	0.00	154.31
Ticket Sales - Tix	1,423.40	2,000.00	(576.60)	7,015.25	6,600.00	415.25
Uniforms	320.30	0.00	320.30	320.30	520.00	(199.70)
Total Box Office Expenses	9,803.58	8,440.00	1,043.28	68,272.07	73,456.00	(5,183.93)
Administrative Expense						
Administrative Wages	5,784.64	5,785.00	(0.36)	52,943.38	54,957.00	(2,013.62)
Employee Benefits - Insurance	384.60	615.00	(230.40)	3,461.40	5,843.00	(2,381.60)
Admin Payroll Taxes	1,295.19	697.00	598.19	7,160.03	6,517.00	643.03
Office Supplies	33.35	335.00	(301.65)	2,128.77	3,015.00	(886.23)

For Management Purposes Only

CenterPoint Legacy Theatre
Income Statement
Compared with Budget
For the One Month Ending September 30, 2014

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Telephone Expense	489.68	525.00	(35.32)	4,046.84	4,725.00	(678.16)
Postage	8.88	0.00	8.88	592.45	0.00	592.45
Printing Expense	3.01	0.00	3.01	905.11	800.00	105.11
Dues & Subscriptions	375.00	0.00	375.00	2,202.90	1,540.00	662.90
Business Meals/Entertainment	0.00	100.00	(100.00)	50.40	900.00	(849.60)
Insurance	2,050.68	0.00	2,050.68	5,170.68	6,000.00	(829.32)
Consulting-Professional	0.00	0.00	0.00	11,100.00	6,000.00	5,100.00
Property Tax	0.00	0.00	0.00	258.22	0.00	258.22
Training/Education	0.00	250.00	(250.00)	0.00	2,250.00	(2,250.00)
Recognition/Appreciation	160.03	100.00	60.03	3,583.00	2,000.00	1,583.00
Computer Equipment & Software	1,669.87	900.00	769.87	2,801.73	900.00	1,901.73
Banking Service Fees	13,723.56	8,800.00	4,923.56	27,885.08	21,200.00	6,685.08
Miscellaneous Expense	0.00	0.00	0.00	996.51	390.00	606.51
Total Administrative Expenses	25,978.49	18,107.00	7,871.49	125,286.50	117,037.00	8,249.50
Facilities Expense						
Debt payment/deferred expense	0.00	0.00	0.00	16,250.00	11,500.00	4,750.00
Safety Program Expense	67.08	0.00	67.08	67.08	450.00	(382.92)
Contract Repairs & Maintenance	844.20	840.00	4.20	6,197.80	7,560.00	(1,362.20)
Repairs & Maintenance	303.10	3,000.00	(2,696.90)	5,474.50	14,200.00	(8,725.50)
Janitorial Expense	2,956.77	3,000.00	(43.23)	26,610.93	29,700.00	(3,089.07)
Janitorial Supplies	0.00	260.00	(260.00)	2,443.47	2,340.00	103.47
Gas	546.50	1,000.00	(453.50)	12,150.39	12,850.00	(699.61)
Electricity	6,621.63	8,575.00	(1,953.37)	48,543.33	47,709.00	834.33
HVAC	375.00	1,000.00	(625.00)	9,305.38	9,000.00	305.38
Lamps/Ballast/Fixtures	232.42	400.00	(167.58)	2,286.46	3,600.00	(1,313.54)
Facility Lease Expense	6,100.45	6,060.00	40.45	54,904.05	54,540.00	364.05
Miscellaneous	0.00	150.00	(150.00)	(190.00)	1,350.00	(1,540.00)
Grounds/Snow Removal/MTC	3,104.02	2,600.00	504.02	27,291.12	24,950.00	2,341.12
Total Facilities Expenses	21,151.17	26,885.00	(5,733.83)	211,334.51	219,749.00	(8,414.49)
Depreciation	(983.73)	1,250.00	(2,233.73)	6,886.11	11,250.00	(4,363.89)
Total Expenses	155,124.97	132,457.00	22,347.67	1,144,331.72	1,111,021.00	33,310.72
Net Income	(\$ 73,728.01)	(\$ 59,637.00)	(\$ 13,770.71)	(\$ 18,717.24)	(\$ 29,392.00)	\$ 10,674.76
Other Income (Expense)						
Interest Income	\$ 22.23	\$ 0.00	22.23	\$ 423.65	\$ 0.00	423.65
Total Other Income (Expense)	22.23	0.00	22.23	423.65	0.00	423.65
Donations						
Paver Donations	0.00	0.00	0.00	150.00	0.00	150.00
Donations	1,254.00	1,000.00	254.00	37,334.34	20,500.00	16,834.34
Donations - Restricted	2,500.00	0.00	2,500.00	2,500.00	0.00	2,500.00
Grants	0.00	3,000.00	(3,000.00)	70,000.00	42,000.00	28,000.00
Total Donations	3,754.00	4,000.00	(246.00)	109,984.34	62,500.00	47,484.34
Net Income	(\$ 69,951.78)	(\$ 55,637.00)	(\$ 14,314.78)	\$ 91,690.75	\$ 33,108.00	\$ 58,582.75

CenterPoint Legacy Theatre**3rd Quarter Facility Expenses****Compared with Budget****September 30, 2014**

	3rd Qtr Actual	3rd Qtr Budget	3rd Qtr Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<u>Facilities Expense</u>						
Debt payment	4,750.00	11,500.00	(6,750.00)	16,250.00	11,500.00	4,750.00
Safety Program Expense	0.00	50.00	(50.00)	67.08	450.00	(382.92)
Contract Repairs & Maintenance	1,976.80	2,520.00	(543.20)	6,197.80	7,560.00	(1,362.20)
Repairs & Maintenance	954.59	5,200.00	(4,245.41)	5,474.50	14,200.00	(8,725.50)
Janitorial Expense	8,870.31	11,700.00	(2,829.69)	26,610.93	29,700.00	(3,089.07)
Janitorial Supplies	1,104.22	780.00	324.22	2,443.47	2,340.00	103.47
Gas	3,104.97	3,975.00	(870.03)	12,150.39	12,850.00	(699.61)
Electricity	20,158.09	15,000.00	5,158.09	48,543.33	47,709.00	834.33
HVAC	2,791.46	3,000.00	(208.54)	9,305.38	9,000.00	305.38
Lamps/Ballast/Fixtures	883.95	1,200.00	(316.05)	2,286.46	3,600.00	(1,313.54)
Facility Lease Expense	18,301.35	18,180.00	121.35	54,904.05	54,540.00	364.05
Miscellaneous	(190.00)	450.00	(640.00)	(190.00)	1,350.00	(1,540.00)
Grounds/Snow Removal/MTC	14,107.72	11,800.00	2,307.72	27,291.12	24,950.00	2,341.12
Total Facilities Expenses	76,813.46	85,355.00	(8,541.54)	211,334.51	219,749.00	(8,414.49)

**CENTERVILLE
RDA/ACB MEETING
Staff Backup Report
12/2/2014**

Item No. 2.

Short Title: Building maintenance issues

Initiated By:

Scheduled Time:

SUBJECT

- a. Long-term facility maintenance plan (projected revenues vs. expenses)
- b. Proposal for upgrading building HVAC maintenance services

RECOMMENDATION

BACKGROUND

In the September 2, 2014 RDA/ACB meeting, staff reviewed with the Board a draft version of a long-term facility maintenance plan, showing projected expenses and revenues for both the Maintenance Reserve Fund and the Theater Reserve Fund. Staff realized later that they did not explain the basis for the revenue projections used for the Maintenance Reserve Fund, which appear to be overestimated. This will be explained at the meeting.

Jan Davis has recommended--and City staff agree--that the HVAC maintenance program should be upgraded in order to maximize the life of the sophisticated HVAC systems in this facility and to achieve energy savings. They will propose engagement of an HVAC maintenance contractor to supplement the services currently provided by ABS. The outcome of an initial assessment of the HVAC systems by this contractor will affect the content of the long-term facility maintenance plan mentioned above.

**CENTERVILLE
RDA/ACB MEETING
Staff Backup Report
12/2/2014**

Item No. 3.

Short Title: Review proposed budgets for calendar year 2015, including building maintenance budget

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

Review and comment on the proposed annual budget for 2015 for CenterPoint Theatre operations. Review and approve a facility maintenance budget as required by the Operating Lease Agreement.

BACKGROUND

The Operating Lease pertaining to the Davis Center for the Performing Arts requires that CPT submits their annual budgets for review by the RDA/ACB before the CPT Board adopts final budgets. The Lease authorizes the RDA/ACB to *comment* on the operations budget and to *approve* the facility maintenance budget. CPT's 2015 Budget Summary and 2015 Facilities Budget are attached.

ATTACHMENTS:

Description

- ☐ 2015 Budget Summary
- ☐ 2015 Facilities Budget

CenterPoint Legacy Theatre	2015 Summary	2014 Budget	% Change
Season Ticket Show Revenue	720,000	715,228	
Single Show Ticket Revenue	347,000	327,000	
Encore Club Program	12,000	12,000	
Leishman Hall Revenue	25,275	33,140	
Gala - Fundraising	100,000	80,000	
Event - Concerts	22,000	11,500	
Misc. Revenue (play bill ads...)	6,000	9,600	
Concessions	54,000	48,000	
Show Sponsorships	90,000	70,000	
Academy	149,186	129,150	
Prop and Costume rental	18,100	16,800	
Facility Rental	16,200	16,000	
Total Revenue	\$ 1,559,761	1,468,418	6.22%
Direct Production Costs-Barlow	455,774	416,419	
Academy Expenses	123,971	99,885	
Rental Expenses (Costume, Props, Facility)	11,875	10,200	
Concessions	42,705	40,897	
Leishman	25,275	33,140	
Production Overhead Costs	157,287	157,108	
Total Direct Costs	\$ 816,887	757,649	7.82%
Marketing	107,864	86,694	
Development	93,345	82,105	
Ticket office	98,988	97,299	
Administrative	184,513	164,908	
Depreciation	12,000	15,000	
Facilities and Maintenance	301,310	278,754	
Total Admin Expenses	798,020	724,760	10.11%
Total Expenses	1,614,906	1,482,408	8.94%
Net Income From Operations	\$ (55,146)	(13,990)	
Other Non Operational Items:			
Foundations/Corporations/Grants	92,500	49,000	
Individuals (Leishman - \$11,500)	23,500	23,500	
Net Income	\$ 60,854	\$ 58,510	4.01%
Other Items:			
Debt Payment	25,250	26,000	
	35,604	32,510	
Maintenance reserve funding	16,758	15,000	
Operation reserve funding	15,000	15,000	
Variable rent		0	
	3,847	2,510	

Facilities Expense Budget 2015															
Account Description	January	February	March	April	May	June	July	August	September	October	November	December	Total		2014
Safety Program Expense	350	0	0	50	0	0	50	0	0	500	0	0	950		950
Computer & Software Equipment	500	0	0	0	0	0	0	0	0	0	0	0	500		0
Contract Maintenance	955	955	955	955	955	955	955	955	955	955	955	955	11,460		10080
Repairs & Maintenance	2,000	2,000	2,000	1,800	2,000	1,800	2,000	1,800	2,000	2,200	1,800	2,200	23,600		17400
Janitorial Expense	3,000	3,000	3,000	5,700	4,200	4,200	3,000	3,000	3,000	3,000	5,200	3,000	43,300		40000
Janitorial Supplies	300	300	300	300	300	300	300	300	300	300	300	300	3,600		3120
Gas	3,000	3,000	1,900	1,300	1,200	1,000	800	400	400	1,200	1,800	3,000	19,000		19090
Electricity	5,000	4,700	4,000	4,500	5,600	6,500	7,600	6,800	6,800	5,000	4,700	4,200	65,400		63944
HVAC	500	250	500	250	2,500	250	250	250	250	250	250	6,500	12,000		12000
Lamps/Ballast/Fixtures	400	400	400	400	400	400	400	400	400	400	400	400	4,800		4800
Facility Lease Expense	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000		72720
Miscellaneous	100	100	100	100	100	100	100	100	100	100	100	100	1,200		1800
Grounds/Snow Removal/MTC	3,000	3,000	1,000	3,000	2,000	9,000	4,000	2,500	3,000	3,000	6,000	1,000	40,500		32850
Total Facilities Expenses	25,355	23,955	20,405	24,605	25,505	30,755	25,705	22,755	23,455	23,155	27,755	27,905	301,310		278,754

**CENTERVILLE
RDA/ACB MEETING
Staff Backup Report
12/2/2014**

Item No. 4

Short Title: Status of CPT construction obligation

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

Identify CPT's outstanding construction obligation and ask about the expected timeline for payment.

BACKGROUND