
MERC Commission Meeting

March 7, 2012
12:30 pm

Portland Expo Center
2060 N. Marine Drive
Hall D – Room 202-03



600 NE Grand Ave.
Portland, OR 97232
503-797-1780

www.oregonmetro.gov

Metro | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Regular Meeting
 Date: Wednesday, March 7, 2012
 Time: 12:30 – 2:30 pm
 Place: Portland Exposition Center – Hall D, Room 202-3
 2060 N. Marine Drive, Portland

CALL TO ORDER

- 12:30 1. **QUORUM CONFIRMED**
- 12:35 2. **COMMISSIONER/EX OFFICIO COMMUNICATIONS**
- 12:45 3. **GENERAL MANAGER COMMUNICATIONS** Teri Dresler
 - 3.1 Quarterly Financial Report
- 12:55 4. **TRAVEL PORTLAND FY12 SECOND QUARTER REPORT** Jeff Miller
- 1:25 5. **MERC VENUES' BUSINESS REPORTS** Robyn Williams
Matthew Rotchford
Karen Totaro
- 1:35 6. **CONSENT AGENDA**
 - 6.1 December 7, 2011 MERC Commission Record of Actions
 - 6.2 January 4, 2012 MERC Commission Record of Actions
- 1:40 7. **OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**
- 1:45 8. **MERC BUDGET COMMITTEE REPORT** Chris Erickson
- 1:55 9. **ACTION AGENDA**
 - 9.1 **Resolution 12-04** for the purpose of approving and transmitting to Metro Council the FY12-13 MERC fund budget Chris Erickson/Teri Dresler
 - 9.2 **Resolution 12-05** for the purpose of ratifying a contract with IUOE 701-1 Mary Rowe
- 2:15 10. **EXECUTIVE SESSION** - for the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d) Mary Rowe

ADJOURN

MERC Commission Meeting

January 4, 2012
12:30 pm

3.0 - General Manager
Communications

NOVEMBER 2011

FINANCIAL INFORMATION

For Management Purposes only



**PORTLAND CENTER FOR
THE PERFORMING ARTS**

 A SERVICE OF METRO



OREGON CONVENTION CENTER

 A SERVICE OF METRO

PORTLAND
expo
CENTER

merc
THE

**METROPOLITAN EXPOSITION
RECREATION COMMISSION**

 A SERVICE OF METRO

Date: 12/16/11

To:

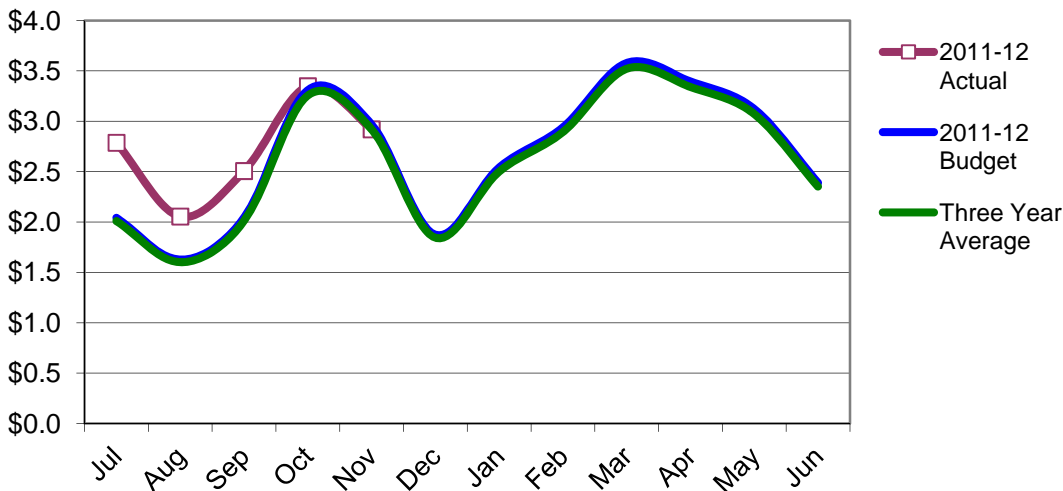
Commissioner Judie Hammerstad, Chair
Commissioner Elisa Dozono, Vice Chair
Commissioner Chris Erickson, Secretary/Treasurer
Commissioner Ray Leary
Commissioner Cynthia Haruyama
Commissioner Terry Goldman
Commissioner Karis Stoudamire-Phillips

From: Julia Fennell – Controller, and Cynthia Hill – Budget Manager

Re: MERC Financial Information for the 5 months ended November 2011

Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission, with detail by venue and department. This report provides current month and year-to-date financial information. It is intended to be used as a management tool for directors, the General Manager, Metro COO, and the MERC Commission. This report omits substantially all disclosures required by generally accepted accounting principles.

MERC- Operating Revenues by Month

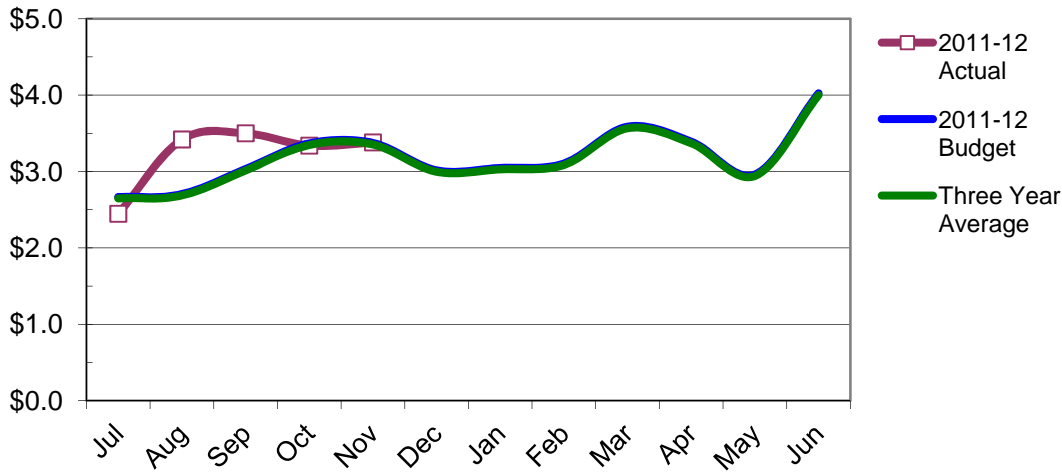


November revenue is on target compared to the seasonal year to date budget and the three year average for operating revenues. The 2011 Grace Hopper Celebration of Women in Computing Conference at the Oregon Convention Center (OCC) was the largest grossing event (\$678,660) with greater than expected food & beverage sales. Sales continue to grow at the Expo Center with year to date revenues greater than prior year and exceeding seasonal budget expectations.

The Portland Center for the Performing Arts (PCPA) is meeting their seasonal budget forecast and is flat compared to prior year. The month of December is a strong month for PCPA, which will be reflected in the 2nd quarter report next month.

MERC - Operating Expenditures by Month

shown in millions



Expenditures are trending close to the seasonal budget forecast and the three year average for the month of November. As the venues experience strong food & beverage sales the associated costs also rise. Year to date the MERC food and beverage margin is 21.1% which is slightly better than the adopted budget of 19.6%.

Operating revenues and expenditures are recognized monthly, while non operating sources such as Visitor Development Fund revenue and support from the City of Portland are recognized as they are received usually at the end of the year.

Transient Lodging Tax (TLT) receipts provide fundamental operating and marketing financial support for OCC and PCPA. The first quarter TLT transfer from the County was \$2.4 million. Actuals year to date are greater than prior year by \$795 thousand.

The cash flow timing differences create a deficit on the financial statement throughout the year, however it adjusts at year-end.

The attached sheets provide the financial highlights at each Venue.

FINANCIAL HIGHLIGHTS

REVENUE

OPERATING

- **MERC** overall revenue is better than prior year by 10% or \$1.3 million and better than budget by 3% or \$776 thousand. Food and Beverage (F&B) is better than budget by 12% or \$1.4 million and 17% better than prior year by \$955 thousand.
- **Expo** overall revenue is better than prior year by 16% or \$259 thousand. The largest event was America's Largest Christmas Bazaar which generated approximately \$149 thousand. F&B revenue is better than prior year by 27% or \$104 thousand and less than budget by 18% or \$375 thousand.
- **OCC** is better than prior year by 13% or \$1.03 million and better than budget by 13% or \$2.05 million. The highest revenue generating event for the period was the ABI - 2011 Grace Hopper Celebration of Women in Computing Conference for approximately \$679 thousand. F&B revenue is better than prior year by 19% or \$835 thousand and better than budget by 21% or \$1.7 million.
- **PCPA** is slightly less than prior year by .420% or \$13 thousand and less than budget by 8% or \$686 thousand. F&B is better than budget by 4% or \$65 thousand. The highest event revenue generator for the period was The Marriage of Figaro for approximately \$104 thousand.

NON – OPERATING

- Transient Lodging Tax (TLT) is better than prior year by 29.532% or \$795 thousand.
- The PCPA yearly appropriation from the City of Portland is approximately \$784 thousand.

EXPENDITURES

OPERATING

- **MERC** overall expenditures are higher than prior year by 8% or \$1.1 million and relatively flat compared to budget by .085% or \$33 thousand.
- **Expo** overall expenditures are higher than prior year by 16% or \$202 thousand and less than budget by 8% or \$346 thousand. F&B expenditures are higher than prior year by 20% or \$73 thousand and less than budget by 13% or \$193 thousand.
- **OCC** is greater than prior year by 11% or \$1.06 million and is higher than budget by 4% or \$903 thousand. F&B is higher than prior year by 17% or \$580 thousand.
- **PCPA** is greater than prior year by 3% or \$111 thousand and less than budget by 4% or \$401 thousand. F&B is less than prior year by 3% or \$19 thousand.

NON – OPERATING

- Expo budgeted has paid 78% or \$956 thousand of the \$1.189 million Debt Service.
- MERC has paid Metro Support Service & Risk Management \$1.4 million of the budgeted amount of \$2.9 million or 48%.

- *Budget comparisons on this page are not adjusted for seasonality*

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
All Departments
November 2011

	Current Month Actual November-11	Current Year to Date Actual November-11	Prior Year to Date Actual November-10	% of Prior Year	Annual Budget November-11	% of Annual Budget 42%
Operating						
Revenue	1,495,728	7,191,314	6,872,699	105%	18,626,251	39%
Revenue - Food and Beverage	1,420,634	6,411,387	5,456,592	117%	11,912,662	54%
Total Operating Revenue	2,916,362	13,602,701	12,329,291	110%	30,538,913	45%
Costs - Food and Beverage	1,156,963	5,055,814	4,422,216	114%	9,576,203	53%
Personal Services	1,422,114	7,215,016	7,029,413	103%	17,788,181	41%
Goods & Services	581,598	2,713,376	2,418,771	112%	7,943,710	34%
Marketing	220,210	1,101,050	1,091,400	101%	3,067,917	36%
Total Operating Expenses	3,380,884	16,085,255	14,961,799	108%	38,376,011	42%
Net Operating Results Inc (Dec)	(464,522)	(2,482,554)	(2,632,509)	94%	(7,837,098)	32%
Non Operating						
Transient, Lodging Tax	2,424,959	3,488,821	2,693,354	130%	11,155,335	31%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	15,171	87,242	54,390	160%	179,407	49%
Non-Operating Expense	-	-	-	-	2,500	0%
	2,440,130	3,576,063	2,747,744	130%	12,116,562	30%
Support and Risk Management						
MERC Administration	-	-	-	-	-	-
Metro Support Services	180,404	902,020	830,495	109%	2,164,856	42%
Metro Risk Management	-	494,511	332,878	149%	741,765	67%
	180,404	1,396,531	1,163,373	120%	2,906,621	48%
Net Increase (Decrease)	1,795,204	(303,022)	(1,048,137)	29%	1,372,843	-22%
Transfers						
Transfers to (Expense)	6,490	32,450	-	-	2,047,513	2%
Transfers from (Revenue)	-	-	-	-	111,510	0%
Debt Service (Expense)	925,816	925,816	913,316	101%	1,188,632	78%
Net Transfers	(932,306)	(958,266)	(913,316)	105%	(3,124,635)	31%
Net Operations	862,898	(1,261,288)	(1,961,453)	64%	(1,751,792)	72%
Capital						
Capital Outlay	168,198	1,018,126	773,946	132%	2,961,366	34%
Goods & Services	-	-	-	-	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	81,212	29,324	277%	450,000	18%
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	(168,198)	(936,914)	(744,622)	126%	(2,031,366)	46%
Fund Balance Inc (Dec)	694,700	(2,198,202)	(2,706,075)	81%	(3,783,158)	58%
Food and Beverage Gross Margin	263,671	1,355,574	1,034,376		2,336,459	58%
Food and Beverage Gross Margin	18.6%	21.1%	19.0%		19.6%	
Full Time Employees					190.0	
Excise Tax	178,901	789,317	610,142			
Transient, Lodging Taxes as percent of revenue	45%	20%	18%		27%	
Fund Balance						
Beginning Fund Balance		26,357,848	27,089,539		26,357,848	
Fund Balance Inc (Dec)		(2,198,202)	(2,706,075)		(3,783,158)	
Ending Fund Balance		24,159,646	24,383,464		22,574,690	
Unrestricted Fund Balance					-	
Operating Contingency					2,299,335	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					13,439,072	
New Capital/Business Strategy Reserve					5,723,569	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					-	
Ending Fund Balance					22,082,476	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Exposition Center
November 2011

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	November-11	November-11	November-10		November-11	42%
Operating						
Revenue	407,902	1,411,813	1,256,859	112%	3,876,866	36%
Revenue - Food and Beverage	108,087	481,460	377,711	127%	2,039,798	24%
Total Operating Revenue	515,989	1,893,273	1,634,570	116%	5,916,664	32%
Costs - Food and Beverage	98,818	431,334	358,119	120%	1,486,495	29%
Personal Services	130,908	623,958	571,008	109%	1,535,806	41%
Goods & Services	96,015	400,483	324,848	123%	1,266,746	32%
Total Operating Expenses	325,741	1,455,776	1,253,976	116%	4,289,047	34%
Net Operating Results Inc (Dec)	190,248	437,498	380,594	115%	1,627,617	27%
Non Operating						
Non-Operating Revenue	1,636	6,964	8,263	84%	22,731	31%
Non-Operating Expense	-	-	-	-	-	-
	1,636	6,964	8,263	84%	22,731	31%
Support and Risk Management						
MERC Administration	15,611	78,057	101,573	77%	187,337	42%
Metro Support Services	16,236	81,180	74,745	109%	194,837	42%
Metro Risk Management	-	57,298	50,026	115%	85,947	67%
	31,847	216,535	226,344	96%	468,121	46%
Net Increase (Decrease)	160,037	227,927	162,513	140%	1,182,227	19%
Transfers						
Transfers to	-	-	-	-	176,464	-100%
Transfers from	-	-	-	-	7,980	0%
Debt Service	925,816	925,816	913,316	101%	1,188,632	78%
Net Transfers	(925,816)	(925,816)	(913,316)	101%	(1,357,116)	68%
Net Operations	(765,779)	(697,889)	(750,803)	93%	(174,889)	399%
Capital						
Capital Outlay Expense	17,481	52,608	107,575	49%	300,000	18%
Non-Operating Revenue	-	4,987	-	-	-	-
Net Capital	(17,481)	(47,621)	(107,575)	44%	(300,000)	16%
Fund Balance Inc (Dec)	(783,261)	(745,510)	(858,378)	87%	(474,889)	157%
Food and Beverage Gross Margin	9,269	50,126	19,591		553,303	9%
Food and Beverage Gross Margin %	8.6%	10.4%	5.2%		27.1%	
Full Time Employees					13.3	
Excise Tax	38,356	140,015	90,235		-	
Fund Balance						
Beginning Fund Balance		4,732,826	5,644,984		4,732,826	
Fund Balance Inc (Dec)		(745,510)	(858,378)		(474,889)	
Ending Fund Balance		3,987,316	4,786,606		4,257,937	
Unrestricted Fund Balance					-	
Operating Contingency					364,000	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					925,000	
New Capital/Business Strategy Reserve					2,782,937	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Ending Fund Balance					4,257,937	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Oregon Convention Center
November 2011

	Current Month Actual	Excluding HQH Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	November-11	November-11	November-10		November-11	42%
Operating						
Revenue	676,444	3,570,155	3,378,335	106%	7,708,519	46%
Revenue - Food and Beverage	1,202,520	5,152,406	4,316,822	119%	8,176,999	63%
Total Operating Revenue	1,878,964	8,722,561	7,695,157	113%	15,885,518	55%
Costs - Food and Beverage	960,926	3,987,701	3,408,004	117%	6,642,900	60%
Personal Services	777,101	3,888,510	3,570,133	109%	9,184,586	42%
Goods & Services	325,664	1,385,395	1,236,673	112%	3,627,246	38%
Marketing POVA	220,210	1,101,050	1,091,400	101%	3,067,917	36%
Total Operating Expenses	2,283,901	10,362,657	9,306,211	111%	22,522,649	46%
Net Operating Results Inc (Dec)	(404,937)	(1,640,096)	(1,611,054)	102%	(6,637,131)	25%
Non Operating						
Transient, Lodging Tax	2,103,220	3,025,931	2,406,200	126%	9,622,667	31%
Non-Operating Revenue	4,599	43,188	16,472	262%	45,608	95%
Non-Operating Expense	-	-	-	-	-	-
	2,107,819	3,069,119	2,422,672	127%	9,668,275	32%
Support and Risk Management						
MERC Administration	97,138	485,688	632,009	77%	1,165,651	42%
Metro Support Services	101,027	505,135	465,075	109%	1,212,319	42%
Metro Risk Management	-	264,912	189,082	140%	397,366	67%
	198,165	1,255,735	1,286,166	98%	2,775,336	45%
Net Increase (Decrease)	1,504,718	173,288	(474,548)	-37%	255,808	68%
Transfers						
Transfers to (Expense)	-	-	-	-	1,004,018	0%
Transfers from (Revenue)	-	-	-	-	66,180	0%
Debt Service (Expense)	-	-	-	-	-	-
Net Transfers	-	-	-	-	(937,838)	0%
Net Operations	1,504,718	173,288	(474,548)	-137%	(682,030)	-25%
Capital						
Capital Outlay Expense	150,045	647,885	489,806	132%	2,014,366	32%
Non-Operating Revenue	-	-	-	-	-	-
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	(150,045)	(647,885)	(489,806)	132%	(1,534,366)	42%
Fund Balance Inc (Dec)	1,354,672	(474,597)	(964,354)	49%	(2,216,396)	21%
Food and Beverage Gross Margin	241,594	1,164,705	908,818		1,534,099	76%
Food and Beverage Gross Margin %	20.1%	22.6%	21.1%		18.8%	
Full Time Employees					110.3	
Excise Tax	140,544	649,062	519,907		-	
Transient, Lodging Taxes as percent of revenue	53%	26%	24%		38%	
Fund Balance						
Beginning Fund Balance		11,552,031	11,426,052		11,552,031	
Fund Balance Inc (Dec)		(474,597)	(964,354)		(2,216,396)	
Fund Balance Inc (Dec) for HQH		-	-		-	
Ending Fund Balance		11,077,434	10,461,698		9,335,635	
Unrestricted Fund Balance					-	
Operating Contingency					1,540,000	
Stabilization Reserve					260,000	
Designated for Renewal & Replacement					6,200,779	
New Capital/Business Strategy Reserve					1,334,856	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					-	
Ending Fund Balance					9,335,635	

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Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Center for the Performing Arts
November 2011

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	November-11	November-11	November-10		November-11	42%
Operating						
Revenue	411,381	2,206,081	2,234,132	99%	7,040,866	31%
Revenue - Food and Beverage	110,027	777,521	762,059	102%	1,695,865	46%
Total Operating Revenue	521,408	2,983,602	2,996,191	100%	8,736,731	34%
Costs - Food and Beverage	97,218	636,778	656,092	97%	1,446,808	44%
Personal Services	401,173	2,124,533	2,113,620	101%	5,634,176	38%
Goods & Services	134,227	835,040	715,288	117%	2,436,398	34%
Total Operating Expenses	632,618	3,596,350	3,485,001	103%	9,517,382	38%
Net Operating Results Inc (Dec)	(111,210)	(612,748)	(488,809)	125%	(780,651)	78%
Non Operating						
Transient, Lodging Tax	321,739	462,890	287,154	161%	1,532,668	30%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	6,916	32,587	25,609	127%	106,681	31%
Non-Operating Expense	-	-	-	-	2,500	0%
	328,655	495,477	312,763	158%	2,421,169	20%
Support and Risk Management						
MERC Administration	60,711	303,555	395,006	77%	728,532	42%
Metro Support Services	63,141	315,705	290,675	109%	757,700	42%
Metro Risk Management	-	172,301	93,770	184%	258,452	67%
	123,852	791,561	779,451	102%	1,744,684	45%
Net Increase (Decrease)	93,593	(908,832)	(955,497)	95%	(104,166)	872%
Transfers						
Transfers to (Expense)	-	-	-	-	614,408	0%
Transfers from (Revenue)	-	-	-	-	28,440	0%
Net Transfers	-	-	-	-	(585,968)	0%
Net Operations	93,593	(908,832)	(955,497)	95%	(690,134)	132%
Capital						
Capital Outlay Expense	671	317,633	176,565	180%	575,000	55%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	76,225	29,324	260%	450,000	17%
Net Capital	(671)	(241,408)	(147,241)	164%	(125,000)	193%
Fund Balance Inc (Dec)	92,921	(1,150,240)	(1,102,738)	104%	(815,134)	141%
Food and Beverage Gross Margin	12,809	140,743	105,967		249,057	57%
Food and Beverage Gross Margin %	11.6%	18.1%	13.9%		14.7%	
Full Time Employees					46.4	
Taxes as percent of revenue	38%	13%	9%		15%	
Fund Balance						
Beginning Fund Balance		8,490,410	9,016,013		8,490,410	
Fund Balance Inc (Dec)		(1,150,240)	(1,102,738)		(815,134)	
Ending Fund Balance		7,340,170	7,913,275		7,675,276	
Unrestricted Fund Balance					-	
Operating Contingency					300,000	
Stabilization Reserve					174,500	
Designated for Renewal & Replacement					5,595,000	
New Capital/Business Strategy Reserve					1,605,776	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Ending Fund Balance					7,675,276	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
MERC Administration
November 2011

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	November-11	November-11	November-10		November-11	42%
Operating						
Revenue	-	3,265	3,373	97%	-	-
Personal Services	112,932	578,014	774,652	75%	1,433,613	40%
Goods & Services	25,692	92,459	141,961	65%	613,320	15%
Net Operating Results Inc (Dec)	(138,623)	(667,208)	(913,240)	73%	(2,046,933)	33%
Non Operating						
Non-Operating Revenue	2,020	4,503	4,046	111%	4,387	103%
Non-Operating Expense	-	-	-	-	-	-
	2,020	4,503	4,046	111%	4,387	103%
Support and Risk Management						
MERC Administration	173,460	867,300	1,128,588	77%	2,081,520	42%
	173,460	867,300	1,128,588	77%	2,081,520	42%
Net Increase (Decrease)	36,857	204,595	219,394	93%	38,974	525%
Transfers						
Transfers to (Expense)	6,490	32,450	-	-	252,623	13%
Transfers from (Revenue)	-	-	-	-	8,910	0%
Net Transfers	(6,490)	(32,450)	-	-	(243,713)	13%
Net Operations	30,367	172,145	219,394	78%	(204,739)	-84%
Capital						
Capital Outlay Expense	-	-	-	-	72,000	0%
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	-	-	-	-	(72,000)	0%
Fund Balance Inc (Dec)	30,367	172,145	219,394	78%	(276,739)	-62%
Full Time Employees					20.0	
Excise Tax	-	240	-		-	
Fund Balance						
Beginning Fund Balance		1,582,581	1,002,490		1,582,581	
Fund Balance Inc (Dec)		172,145	219,394		(276,739)	
Ending Fund Balance		1,754,726	1,221,884		1,305,842	
Unrestricted Fund Balance					-	
Operating Contingency					95,335	
Designated for Renewal & Replacement					718,293	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					492,214	
Ending Fund Balance					1,305,842	

MERC Commission Meeting

March 7, 2012
12:30 pm

4.0 - Travel Portland FY12
Second Quarter Report

travel
PORTLAND

For MERC

A decorative graphic element at the bottom of the page, consisting of a series of overlapping, semi-transparent blue and grey rectangular blocks of varying heights and widths, creating a layered, architectural effect.

2nd Quarter Report 2011-12

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Jeff Miller President and CEO

Brian McCartin Executive Vice President of Convention and Tourism Sales

Ron Melton Executive Vice President of Services and Operations

Greg Newland..... Executive Vice President of Marketing and Public Relations

1000 SW Broadway
 Suite 2300
 Portland, OR 97205
 503.275.9750

EXECUTIVE SUMMARY

ACCOMPLISHMENTS

- For the second quarter OCC realized over \$2.2 million in revenue from Travel Portland booked business with a community economic impact ROI of 26.5:1.
- Six new and two repeat OCC conventions were booked for future years in the quarter worth over \$1.0 million in OCC revenue and community economic impact of almost \$8 million. Total Travel Portland bookings, including single hotel will result in over \$24.7 million of economic impact.
- Travel Portland booked three minority meetings in the quarter with an EEI of over \$1.3 million.
- Travel Portland generated thirteen articles with a value of over \$156,427 for the OCC and visitor venues in the quarter.

TRENDS, SUCCESSES, OBSTACLES

- Transient Lodger’s Tax continues to increase. Fiscal year collections of the city’s tax were up 11.5%.
- Lack of a headquarters hotel resulted in the loss of four groups worth 22,846 room nights and projected OCC revenue of \$916,071. Cost of community economic impact is estimated at over \$7 million.

MERC CONTRACT GOALS

GOAL #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	OCC revenue goal	\$5,617,159	\$6.0 Million
2	ROI on future OCC business	1.4	2.2
3	Lead conversion	25%	35%
4	Services performance survey	3.7	3.6
5	ROI on public relations/media	21.3	20.0
6	Community economic impact	29.0	25.0

CONVENTION SALES

OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND				
Convention Year	OCC Revenue	Annuals	Total Potential Future Business	
FY 11/12	\$ 8,525,874	\$ -	\$ 8,525,874	
FY 12/13	\$ 4,040,981	\$ 918,553	\$ 4,959,534	
FY 13/14	\$ 2,385,021	\$ 1,068,299	\$ 3,453,320	
FY 14/15	\$ 2,003,427	\$ 1,536,460	\$ 3,539,887	
FY 15/16	\$ 1,260,078	\$ 1,068,299	\$ 2,328,377	
FY 16/17	\$ 306,022	\$ 1,536,460	\$ 1,842,482	
FY 17/18	\$ -	\$ 1,068,299	\$ 1,068,299	
FY 18/19	\$ -	\$ 1,536,460	\$ 1,536,460	
FY 19/20	\$ -	\$ 1,068,299	\$ 1,068,299	
Total	\$ 18,521,403	\$ 9,801,129	\$ 28,322,532	

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Goal
New OCC Bookings	6	14	
Repeat OCC Bookings	2	5	
Total OCC Bookings	8	19	
Room Nights from OCC Bookings	16,758	34,800	
Future OCC Revenue Booked during FY 2011/12	\$ 1,063,310	\$ 2,575,248	
ROI OCC Bookings	\$ 1.1	\$ 1.4	2.2 to 1
Community Economic Impact from OCC Bookings	\$ 7,998,800	\$ 21,746,661	
Total Room Nights Booked	41,460	88,625	
Total Community Economic Impact from Bookings	\$ 24,711,673	\$ 52,951,068	
ROI on Total Community Economic Impact	\$ 26.5	\$ 29.0	25.0 to 1
OCC Revenue Realized During FY 2011/12	\$ 2,291,609	\$ 5,617,159	\$6.0 Million

CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JANUARY 1, 2012					
	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16 and beyond
Current	40	28	10	8	8
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 08/09 – FY 11/12)	43	28	14	8	8

2ND QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 11/12	2	1,456	7,000	\$ 68,432	\$ 2,295,720
FY 12/13	3	8,922	8,200	\$ 630,492	\$ 2,851,254
FY 14/15	1	1,470	800	\$ 93,216	\$ 465,776
FY 15/16	1	710	6,000	\$ 137,100	\$ 1,609,920
FY 16/17	1	4,200	3,000	\$ 134,070	\$ 776,130
Total OCC Bookings	8	16,758	25,000	\$ 1,063,310	\$ 7,998,800

2ND QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 11/12	29	6,724	\$ 106,281	\$ 4,270,002
FY 12/13	30	10,030	\$ 158,537	\$ 7,949,003
FY 13/14	7	6,301	\$ 99,595	\$ 4,000,490
FY 14/15	1	550	\$ 8,693	\$ 146,954
FY 17/18	1	1,097	\$ 17,339	\$ 346,424
Total Other Bookings	68	24,702	\$ 390,446	\$ 16,712,873

Travel Portland, in conjunction with OCC staff, has engaged a firm to develop a new tool to estimate Community Economic Impact. You will see estimations on this report while the final report is being produced.

CONVENTION SALES

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	44	97	10	21	17	40
OCC Lost Leads due to OCC space & availability	3	4	1	1	1	2
OCC Lost Leads due to hotel package & availability	9	17	5	8	4	8
Lead Conversion Percentage	25%	25%	50%	25%	0%	17%
Annual Goal - 35%						

2ND QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	4	Hotel - HQ	22,846	10,300	\$ 916,071	\$ 7,077,103
Subtotal	4	Client Postponed Search	16,818	7,100	\$ 514,750	\$ 3,981,649
Subtotal	4	Conference Cancelled - Not Happening	2,365	6,600	\$ 230,260	\$ 2,928,968
Subtotal	4	Geographic	11,901	4,400	\$ 461,494	\$ 5,273,750
Subtotal	4	Hotel - Under One Roof	7,750	4,200	\$ 283,289	\$ 2,321,798
Subtotal	3	Date Availability - Hotel	8,223	2,150	\$ 44,322	\$ 774,087
Subtotal	3	Date Availability - OCC	6,957	6,500	\$ 280,161	\$ 4,641,444
Subtotal	3	Weak Local Support	4,036	2,000	\$ 76,028	\$ 717,230
Subtotal	2	Declined Business - Hotel	14,125	3,500	\$ 76,635	\$ 1,048,030
Subtotal	2	Perceived Destination Draw	7,050	2,500	\$ 534,585	\$ 3,744,450
Subtotal	2	Rates/Cost - OCC	4,467	2,300	\$ 212,025	\$ 1,951,104
Subtotal	1	Selected Another Year	750	6,000	\$ 137,100	\$ 1,609,920
Subtotal	1	Board Decision	4,320	1,500	\$ 279,675	\$ 1,082,070
Subtotal	1	Client Postponed Search	1,380	600	\$ 64,866	\$ 851,154
Subtotal	1	Conference Cancelled - Due to Economy	150	10,000	\$ 189,300	\$ 4,467,500
Subtotal	1	Conference Cancelled - Moved to Another Year	40	50	\$ 1,143	\$ 13,416
Subtotal	1	Hotel - Meeting Space Issue	1,205	1,500	\$ 174,780	\$ 873,330
Subtotal	1	Hotel Package - Number Hotels Needed	2,950	1,000	\$ 19,510	\$ 377,230
Total	42		117,333	72,200	\$ 4,495,994	\$ 43,734,233

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CONVENTION SALES

2ND QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Group	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival
Total OCC Cancellations	0	N/A	0	0	\$ -	\$ -	N/A

2ND QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
IMEX	Las Vegas, NV
Rejuvenate Marketplace	San Jose, CA
Nursing Organizations Alliance	Miami, FL
National Coalition of Black Meeting Planners	Las Vegas, NV
Fall 2011 Portland Familiarization Trip	Portland, OR
International Association of Hispanic Meeting Professionals	Albuquerque, NM
Holiday Showcase	Chicago, IL
3-City Alliance Wreath Event	Wa., D.C.
Portland Customer Advisory Board	Portland, OR
Oregon Society of Association Management	Portland, OR
3-City Alliance Summit Meeting	Pittsburgh, PA

CONVENTION SALES

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	2nd Quarter	YTD
New Minority Bookings	3	6
Total Minority Bookings	3	6
Room Nights from Minority Bookings	1,591	2,516
Minority Leads	4	9
Minority Lost Leads	2	5
Minority Lost Leads due to hotel package & availability	1	1

For the second quarter of FY 2011/12, minority bookings created an estimated economic impact to the greater metro Portland community of approximately \$1.3 million. Booked groups included the following:

Soroptimist International	\$ 390,150
Bureau of Indian Education	\$ 639,132
Supreme Daughters of the Nile	\$ 346,424
Total	\$ 1,375,706

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CONVENTION SERVICES

ACTIVITY DESCRIPTION	2ND QUARTER	YTD
Distribution of promotional pieces	23,205	61,048
Meeting planning assistance - Services leads	523	703
Pre-convention attendance building - Site tours	10	17
Pre-convention attendance building -Promo trips, e-mails and materials	8	13
Housing-convention room nights	4,178	7,667

2ND QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
Barbershop Harmony Society - FAM	Nashville, TN		x	x	
International Code Council	Country Club Hills, IL	x		x	
Association for Middle Level Education	Westerville, OH	x		x	
The Wildlife Society	Bethesda, MD	x		x	
Applied Superconductivity	Louisville, CO		x	x	
World Brewing Congress	St. Paul, MN		x	x	
Ecological Society of America	Washington, DC		x	x	
Ecological Society of America - 2nd tour	Washington, DC		x	x	
NCAA	Indianapolis, IN		x		x
The New Chaucer Society	Eugene, OR		x		x
National Postal Mail Handlers Union	Washington, DC		x		x
National Assn. of State Directors of Migrant Education	Washington, DC		x		x
State and Local Government Benefits Association	Berea, KY		x		x

MARKETING

	2nd Quarter	YTD
Travelportland.com (official website for organization)		
*User Sessions	200,221	571,005
PortlandSpoke.com (staff blog)		
*User Sessions	6,991	16,005
*Outbound Clicks	1,564	3,945
Twitter (twitter.com/travelportland)		
*Followers	1,304	26,000
*Replies/mentions	364	941
Facebook fan page (facebook.com/travelportland)		
*Fans/likes	6,243	53,741
*Total interactions (comments, likes and wall posts)	8,666	19,384
Portland Travel Update (consumer e-newsletter)		
*Click-through rate	4.6%	5.4%
Portland Perks		
*Room nights (arrivals)	2,263	4,652

MARKETING

Online Initiatives

Development and launch of “flavors of Portland” holiday e-card, videos and Facebook tab; continued development of modified homepage and top-level navigation; ongoing engagement with consumers via Twitter (more than 26,000 followers) and Facebook (more than 53,800 “likes”).

Cultural Tourism Marketing

Development of Cultural Tourism marketing co-ops with Portland Art Museum, Portland Center Stage, Portland Jazz Festival and Feast Portland.

Convention Sales Marketing Support

Continued development of electronic bid books; exploration, with OCC, of potential app for delegates and planners; list development for direct-mail/magazine wrap in 2012; launch of Bring it Home landing page.

Consumer Marketing

Development and launch of Portland Perks holiday promotion (November through December) and “Get Different” winter promotion (book Jan. 13-March 31 for travel through March 31); development and launch of Expedia.com advertising and landing page (in conjunction with system-wide Winter Sale, mid-December through February); development and launch of Trip Advisor ads and landing page; completion of LGBT focus groups in San Francisco and Seattle. Downtown Marketing Initiative: Development and launch of holiday campaign; development of winter arts campaign (Blah-Buster).

COMMUNICATIONS & PUBLIC RELATIONS

	2nd Quarter	YTD
MERC		
Value	\$ 156,427	\$ 241,212
Number of Placements	12	16
OCC		
Value	\$ 16,551	\$ 101,336
Number of Placements	6	10
Chicago/DC PR effort (counted separately from MERC)		
Value	\$ -	\$ 839,400
Number of Placements	1	8
Total Value = MERC + Chicago/DC	\$ 156,427	\$ 1,080,612
Total Number of Placements = MERC + Chicago/DC	13	24
Total Value = City/Regional PR (Non-MERC/OCC/Chicago/DC)	\$ 3,781,361	\$ 9,642,627
Total Number of Placements = City/Regional PR (Non-MERC/OCC/Chicago/DC)	194	276
Travel Portland Grand Total - Print and Online Value	\$ 3,937,788	\$ 10,723,239
Travel Portland Grand Total - Print and Online Circulation	153,704,819	349,503,793
Travel Portland Grand Total - Number of Placements	207	300
	2nd Quarter	YTD
Total Value = MERC + Chicago/DC	\$ 156,427	\$ 1,080,612
Direct Costs	\$ 26,897	\$ 50,645
ROI	5.8	21.3
Annual Goal - 20.0 to 1		

- No multipliers are used to calculate media values.
- MERC Value - Counts all media placements that mention any MERC facility: Oregon Convention Center, Portland Center for the Performing Arts, Portland Metropolitan Exposition Center and Oregon Zoo
- OCC Value - Counts only those media placements that feature the Oregon Convention Center.

PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

PARTNER SERVICES		
	2nd Quarter	YTD
Revenue	\$132,071	\$229,902
Active Partners		
New	43	74
Cancellations	33	60
Current Active Partners	756	756

TOURISM SALES		
	2nd Quarter	YTD Total
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	711	794
Leads/Referrals Sent	243	487
FAMS/Research & Site Visits		
# of Companies	62	71
# of Attendees	111	130
Published Itineraries/Pkgs/Departures/Contracts	46	118
Number of Room Nights by County		
Clackamas County	345	2,064
Columbia County	0	0
Multnomah County	1,047	4,371
Washington County	1,920	1,920
Mt. Hood/Gorge	4	4

VISITOR INFORMATION SERVICES		
	2nd Quarter	YTD
Visitor Information Total Visitors	264,858	652,044
Volunteer Hours	2,338	4,848
Retail Sales	\$ 2,069	\$ 8,153

OPERATIONS

AFFIRMATIVE ACTION GOALS 2011-12					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	December 31, 2011		2011-12		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
Females					
Officials/Managers	3	8	38%	50%	Improve
Professionals	12	15	80%	50%	Maintain
Sales	11	13	85%	50%	Maintain
Office/Clerical	14	16	88%	65%	Maintain
Total	40	52	77%	50%	Maintain
Minorities					
Officials/Managers	1	8	13%	10%	Maintain
Professionals	0	15	0%	10%	Improve
Sales	1	13	8%	10%	Improve
Office/Clerical	4	16	25%	15%	Maintain
Total	6	52	12%	15%	Improve
This report is based on current full-time staff.					

OPERATIONS

FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

HIRING

Travel Portland hired no new employees in the 2nd quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has seven employees who reside in the MERC FOTA.

PURCHASING

Travel Portland expended a total of \$201,017 with businesses in the FOTA area for six months ending December 31, 2011.

PARTNERSHIP

Travel Portland currently has 89 member businesses within FOTA and 49 minority and 104 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE SIX MONTHS ENDING DECEMBER 31, 2011

For the last 23 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2011-12, Travel Portland expended \$534,089 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$105,533 or 19.8 percent was spent with minority/women-owned or emerging small business enterprises.

FY 2012 Travel Portland/MERC Contract Budget Financial Report
2nd Quarter FY11-12

Description	FY 2011-12 Convention Sales, Marketing & Services			
	Quarterly spending thru 12/31/11	Year-to-date 12/31/11	Total Budget	% of spending to total budget
Direct Sales:				
Portland office:				
Professional services	195,488	404,860	860,950	
Direct expenses	57,145	80,854	84,307	
Total Portland office	252,633	485,714	945,257	51%
Washington DC office:				
Professional services	63,770	124,880	202,230	
DC Client events	1,407	2,136	4,400	
Direct expenses	10,287	15,800	33,982	
Total DC expenses	75,464	142,816	240,612	59%
Chicago office:				
Professional services	26,910	51,350	92,690	
Chicago client events	1,875	1,875	4,775	
Direct expenses	3,527	6,087	16,586	
Total Chicago expenses	32,312	59,312	114,051	52%
Fall & Spring FAM	47,789	51,385	75,000	69%
Site Visits	17,215	26,624	57,000	47%
Bid/Sales Trips	3,906	6,272	12,780	49%
Local Promotions	2,160	3,793	11,000	34%
Tradeshows	63,223	151,120	150,106	101%
Road Shows/Clients Events Chicago & Washington DC	8,352	12,983	48,915	27%
Research/Lead Generation	6,300	20,900	48,700	43%
Three City Alliance	14,904	19,062	31,000	61%
Advisory Council	32,139	32,630	40,000	82%
Total Direct Sales	556,397	1,012,611	1,774,421	57%
Marketing:				
Professional Services	16,968	48,793	161,879	
Website, E-Marketing & Photography	116,190	172,399	107,309	
Minority Advertising	-	-	-	
Convention Marketing & Direct Mail	36,569	116,646	311,753	
Total Marketing	169,726	337,838	580,941	58%
Publication Relations:				
Professional Services	10,370	23,455	55,355	
Minority PR Services	-	63,139	126,250	
Writer/Editors program	16,527	27,190	9,280	
Media Outreach Chicago/Wash DC	-	-	25,000	
Total PR	26,897	113,784	215,885	53%
Convention Services:				
Professional Services	44,145	101,730	211,270	
Direct Servicing Cost	9,630	20,014	-	
Pre-Con site visits	4,810	12,041	16,000	
Attendance Building trips	12,258	17,021	28,390	
Convention housing	9,100	17,115	36,890	
Total Convention Services	79,943	167,920	292,550	57%
Minority Marketing:				
Professional Services	38,095	71,860	-	
Total Minority Marketing	38,095	71,860	-	-
Contract Administration:				
Minority Professional Services	-	-	-	
Professional Services	59,895	120,445	196,758	
Total Contract Admin.	59,895	120,445	196,758	61%
Total OCC Sales & Marketing	930,953	1,824,458	3,060,555	60%

**TRAVEL PORTLAND
STATEMENT OF FINANCIAL POSITION**

ASSETS	December 31, 2011	December 31, 2010	Variance
<u>Current assets:</u>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank-Operating	609,856	1,804,629	(1,194,773)
Cash in Bank-Savings	374	60,233	(59,859)
Cash in Bank-Certificate of Deposit/Money Mkt	600,475	500,475	100,000
MERC Receivable	462,882	126,092	336,790
City Receivable	19,342	16,826	2,516
Partnership Receivable	122,190	78,445	43,745
Account Receivable-DMI	8,257	9,976	(1,719)
RCMP Receivable	26,727	32,474	(5,747)
VDF Receivable	23,771	65,097	(41,326)
Miscellaneous Receivable	36,304	32,998	3,306
Promissory Note Receivable	3,750	5,000	(1,250)
Accounts Receivable-TID	9,888	0	9,888
Allowance for bad debts	(10,000)	(10,000)	0
Prepaid Expense	167,046	112,054	54,993
	2,080,937	2,834,374	(753,436)
<u>Property and equipment:</u>			
Furniture & equipment	92,203	77,311	14,892
Less: accum. depreciation	(47,282)	(38,698)	(8,584)
	44,921	38,613	6,308
Computers	134,396	171,685	(37,289)
Less: Accum. Depreciation	(95,179)	(124,407)	29,228
	39,218	47,278	(8,060)
Automobiles	66,667	66,667	0
Less: Accum. Depreciation	(60,553)	(47,777)	(12,776)
	6,114	18,890	(12,776)
Leasehold Improvements	74,893	71,824	3,069
Less: Accum. Depreciation	(71,824)	(69,147)	(2,677)
	3,069	2,677	392
<u>Other assets:</u>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	338,395	276,933	61,462
Employee advances	5,700	7,700	(2,000)
	344,095	284,633	59,462
TOTAL ASSETS	\$ 2,518,355	\$ 3,226,465	\$ (708,110)
LIABILITIES & NET ASSETS			
<u>Current liabilities:</u>			
Accounts payable	\$ 313,674	\$ 687,642	(373,968)
Accounts Payable Educational Foundation	1,135	1,265	(130)
Accrued payroll costs	70,239	75,781	(5,543)
Accrued expenses	29,343	12,420	16,923
Accrued longevity award	0	159,956	(159,956)
Total current liabilities	414,391	937,064	(522,673)
<u>Other liabilities:</u>			
Rent payable	118,333	45,050	73,283
Deferred partnership dues-2010-11	0	230,305	(230,305)
Deferred partnership dues-2011-12	211,351	71,778	139,573
Deferred partnership dues-2012-13	110,569	0	110,569
Deferred revenues-VDF	(95,796)	(142,676)	46,880
Deferred compensation	310,896	250,183	60,713
Housing Conference Deposits	(1,616)	2,198	(3,814)
Deferred revenues-Portland PERKS	0	375	(375)
Total other liabilities	653,737	457,213	196,524
<u>Net assets:</u>			
Unrestricted net assets, at beginning of year			
Undesignated-Operating Expenditures	929,625	1,128,768	(199,143)
Undesignated-Contingency Marketing Fund	116,242	125,419	(9,177)
Tourism Improvement District	(15,069)	0	(15,069)
Board Designated-Capital Equip/Replacement	23,310	33,015	(9,705)
Net Property and Equipment	93,239	132,059	(38,820)
Increase in net assets for year ended 12-31-2011	302,880	412,927	(110,047)
Total net assets	1,450,227	1,832,188	(381,961)
TOTAL LIABILITIES & NET ASSETS	\$ 2,518,355	\$ 3,226,465	\$ (708,110)

TRAVEL PORTLAND
STATEMENT OF ACTIVITIES
For the month of December, 2011, and the six months ended December 31, 2011

	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
REVENUES:								
CITY/CO ROOM TAX	20,126	13,036	7,090	1,916,552	1,811,110	1,719,412	6%	11%
MERC	241,795	278,246	-36,451	1,565,478	1,539,350	1,436,986	2%	9%
TOT/CULTURAL	54,662	16,574	38,088	107,561	99,443	91,792	8%	17%
DUES	39,327	40,946	-1,619	226,613	245,675	243,571	-8%	-7%
FEES	24,111	33,813	-9,702	190,396	190,275	215,467	0%	-12%
CO-OP	55,361	60,623	-5,263	343,908	386,638	380,514	-11%	-10%
INTEREST INCOME	437	333	104	1,835	2,000	2,086	-8%	-12%
TOTAL REVENUE	435,819	443,571	-7,753	4,352,343	4,274,491	4,089,828	2%	6%
EXPENSES:								
CONVENTION SALES	184,851	259,374	-74,523	1,111,020	1,186,730	1,045,184	-6%	6%
TOURISM SALES	82,714	63,803	18,911	463,582	408,247	411,859	14%	13%
MARKETING & COMMUNICATIONS	215,795	188,478	27,317	1,126,610	1,229,376	916,769	-8%	23%
CONVENTION & VISITORS SERVICES	58,592	71,839	-13,247	403,803	429,472	403,397	-6%	0%
PARTNERSHIP SERVICES	27,796	27,158	638	169,022	167,350	121,426	1%	39%
EVENTS	6,318	7,226	-907	72,098	70,752	74,919	2%	-4%
PROGRAM SUPPORT	112,379	115,207	-2,828	703,327	700,879	703,347	0%	0%
TOTAL EXPENSES	688,445	733,084	-44,639	4,049,462	4,192,806	3,676,901	-3%	10%
NET REVENUE OR (LOSS)	-252,627	-289,513	36,886	302,880	81,686	412,927	271%	-27%

TRAVEL PORTLAND BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

<p>Chair</p> <p>Steve Jung Embassy Suites Portland Downtown</p> <p>Chair-elect</p> <p>Sabrina Rokovitz Enterprise Rent A Car</p> <p>Vice-chair</p> <p>Chris Erickson The Heathman Hotel</p> <p>Treasurer</p> <p>E. Allen Shelby Ashforth Pacific, Inc.</p> <p>Past Chair</p> <p>J. Isaac Consultant</p> <p>Convention Sales Steering Committee Chair Lance Rohs, Portland Marriott Downtown Waterfront</p> <p>Community Action Committee Chair Dean Funk, PGE</p> <p>Partner Services Chair Wanda Rosenbarger, Lloyd Center Mall</p>

BOARD OF DIRECTORS

<p>Tim Ackman Alaska Airlines/Horizon Air</p> <p>Gus Castaneda The Mark Spencer Hotel</p> <p>Kendall Clawson State of Oregon</p> <p>Councilor Shirley Craddick Metro</p> <p>Jim Dodson Embassy Suites Portland Airport</p> <p>Tom Drumheller Escape Lodging</p> <p>Steve Faulstick DoubleTree by Hilton Portland</p>	<p>Victoria Frey Portland Institute for Contemporary Art</p> <p>Kyle Hanson Wells Fargo Bank</p> <p>David Machado Nel Centro</p> <p>Tracy Marks Hilton Hotel Downtown Portland</p> <p>Commissioner Diane McKeel Multnomah County</p> <p>David Penilton America's Hub World Travel</p> <p>Commissioner Dan Saltzman City of Portland</p>	<p>Kim Smith Oregon Zoo</p> <p>Randall Thayer Sheraton Portland Airport Hotel</p> <p>Jon Tullis Timberline Lodge</p> <p>Bashar Wali Provenance Hotels</p> <p>Brett Wilkerson North Pacific Management</p>
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APPENDIX I – COMMUNICATIONS AND PUBLIC RELATIONS

Publication/Air Date	Outlet / Headline	MERC	OCC	Chicago/DC
October 1, 2011	Smart Meetings Magazine / SmartMeetings.com "Going Green Gets Easier"	\$ 6,447.50	\$ 6,447.50	
October 1, 2011	Meetings West / MeetingsFocus.com "Enchanting Oregon"	\$ 9,003.75	\$ 9,003.75	
October 1, 2011	Alaska Airlines Horizon Edition Magazine / AlaskaAirlinesMagazine.com/horizedition "Arts Appreciation"	\$ 26,200.00		
November 1, 2011	Globetrotter Guidebook West Coast USA "Portland City Guide"	\$ 106,400.00		
December 1, 2011	Smart Meetings Magazine "Smart Scene"	\$ 6,930.00		
December 9, 2011	Las Vegas Review-Journal "Attendance rises at tour association show in Las Vegas"	\$ 345.95		
December 19, 2011	Successful Meetings "Portland's code of conduct ensures respectful business environment"	\$ 1,100.00	\$ 1,100.00	
Total		\$ 156,427.20	\$ 16,551.25	\$ -

APPENDIX 2 – CONVENTION SERVICES

Travel Portland Survey

Overall impression of the following:

Answer Options	Excellent =	Good =	Average =	Poor =	Did not utilize	Rating Average	Response Count
	4	3	2	1			
Travel Portland sales staff	7	0	0	0	0	4.00	7
Travel Portland convention services staff	6	1	0	0	0	3.86	7
Travel Portland housing services (if utilized)	2	1	0	0	4	3.67	3
Travel Portland collateral/promotional materials	4	2	1	0	0	3.43	7
Quality and user-friendliness of the Travel Portland	4	2	0	0	1	3.67	6
Is there anything Travel Portland could have done to enhance your experience?							4

Average rating

3.7

answered question

7

skipped question

0

Comments

Additional pricing for union labor and other items made it more expensive then other destinations we have used in the past.

Travel Portland blows every other CVB out of the water with service.

Sissy was wonderful and helped with the spouse/guest program, local assistance from Mt. Hood Community College to provide several students who helped stuff conference bags and came by several times to be sure all was running smoothly. The goodies were awesome as well.

Travel Portland team is excellent and I would rate them above their competitive cities. They worked as a team and have more influence with service providers than do most city reps.

MERC Commission Meeting

March 7, 2012
12:30 pm

5.0 - MERC Venues'
Business Reports

PCPA MONTHLY ANALYSIS

JANUARY 2012

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	1/2 TO 8	Broadway Across America	West Side Story	1	8	22,864	23,041	100%	\$1,039,578	\$39,724	\$40,442	\$83,098	\$3,591	\$49,291	\$216,146
	1/21	True West	Mythbusters	0	1	5,064	5,084	85%	\$272,395	\$17,000	\$17,054	\$15,663	\$3,835	\$10,551	\$64,103
ASCH	1/10	Oregon Symphony	Auditions	1	0	0	0	0%	\$0	\$190	\$31	\$0	\$0	\$0	\$221
	1/13	Icon Entertainment Group	Gabriel Iglesias	0	1	2,681	2,712	99%	\$88,710	\$7,399	\$7,956	\$5,120	\$1,200	\$7,776	\$29,451
	1/9 to 16	Oregon Symphony	Classical 7	4	3	7,283	7,757	93%	\$332,327	\$3,115	\$16,470	\$11,635	\$969	\$7,463	\$39,652
	1/17 to 23	Oregon Symphony	Classical 8	3	2	3,234	3,075	53%	\$109,961	\$10,680	\$13,903	\$4,613	\$0	\$3,854	\$33,050
	1/24	US Bank	Employee Meeting	0	1	1,636	0	0%	\$0	\$5,680	\$4,872	\$0	\$0	\$53,382	\$63,934
	1/26 to 27	Oregon Symphony	The Music of Abba	1	1	2,564	2,667	96%	\$129,379	\$995	\$9,355	\$4,001	\$0	\$4,904	\$19,255
	1/28	Mike Pettite Presents	Hal Holbrook as Mark Twain	0	1	2,042	2,116	76%	\$111,785	\$8,425	\$5,503	\$6,468	\$0	\$3,818	\$24,214
NEWMARK	1/7	Seattle Theatre Group	Stephanie Miller	0	1	616	634	72%	\$37,285	\$1,390	\$1,599	\$2,115	\$0	see Matt's	\$5,104
	1/10 to 14	White Bird	Soledad Barrio	2	3	2,485	2,314	88%	\$91,365	\$2,340	\$15,576	\$7,829	\$0	see Matt's	\$25,745
	1/15	Portland Piano International	Vladimir Feltsman	0	1	530	640	73%	\$21,932	\$1,170	\$1,917	\$1,550	\$135	see Matt's	\$4,772
	1/27	Outback Concerts	Demetri Martin	0	2	1,164	1,172	67%	\$41,020	\$2,490	\$3,640	\$2,637	\$0	see Matt's	\$8,767
WINNINGSTAD	1/4 to 29	Third Rail Repertory Theatre	Collapse	14	13	1,716	1,964	52%	\$39,182	\$13,360	\$10,108	\$2,718	\$0	\$660	\$26,846
A. HATFIELD HALL	1/9	PCPA Volunteers	Noontime Showcase-Tears of Joy	0	1	212	0	0%	\$0	\$0	\$0	\$0	\$0	\$35	\$35
	1/31	City of PDX Attorney's Office	Private Reception	0	1	24	0	0%	\$0	\$0	\$0	\$0	\$0	\$825	\$825
KELLER CAFÉ	January													\$12,403	\$12,403
ARTBAR	January													\$15,745	\$15,745
MATT'S BAR	January													\$5,137	\$5,137
PCPA CATERING	January													\$137	\$137
TOTALS				26	40	54,115	53,176	60%	\$2,314,919	\$113,958	\$148,426	\$147,447	\$9,730	\$175,981	\$595,542

PCPA MONTHLY ANALYSIS

JANUARY 2011

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	12/28 to 1/2 1/7 to 9	Broadway Across America	Hair	0	7	14,633	15,182	73%	\$721,786	\$33,645	\$39,082	\$53,137	\$3,381	\$32,935	\$162,180
		New Epoch Culture Center	Shen Yun	0	3	1,657	1,345	15%	\$120,138	\$9,225	\$15,634	\$6,800	\$227	\$3,791	\$35,677
	1/11	Film for Thought	Hood to Coast Film Premiere	0	1	1,602	1,600	54%	\$53,819	\$3,996	\$11,937	\$3,973	\$466	\$4,309	\$24,681
	1/13	Tix Productions	Grease	0	1	2,575	2,585	87%	\$127,855	\$8,500	\$19,117	\$7,455	\$548	\$6,364	\$41,984
ASCH	1/8	Oregon Symphony	Joan Rivers	1	1	2,192	2,096	75%	\$99,790	\$1,150	\$6,319	\$2,096	\$66	\$4,571	\$14,202
	1/9	Oregon Symphony	Kids 2 - Happy Trails	0	1	1,742	1,952	70%	\$34,375	\$540	\$3,654	\$1,952	\$0	\$406	\$6,552
	1/10 to 17	Oregon Symphony	Emanuel Ax Plays Brahms	4	3	5,070	5,314	64%	\$210,621	\$3,450	\$16,238	\$5,314	\$423	\$4,881	\$30,306
	1/18	Oregon Symphony	Tango Buenos Aires	0	1	1,827	1,830	66%	\$75,144	\$3,340	\$7,586	\$4,253	\$0	\$3,205	\$18,384
	1/20	Oregon Symphony	Lang Lang in Recital	0	1	2,634	2,550	92%	\$176,820	\$8,341	\$5,333	\$10,008	\$316	\$2,359	\$26,357
	1/21	World Affairs Council	General Stanley McChrystal	0	1	1,509	1,388	50%	\$43,262	\$3,340	\$3,091	\$3,323	\$0	\$1,241	\$10,995
	1/19 to 23	Oregon Symphony	Pops 2 - Three Broadway Divas	3	2	3,758	3,613	65%	\$144,896	\$1,690	\$10,021	\$3,613	\$308	\$3,392	\$19,024
	1/25	Portland Arts & Lectures	Elizabeth Strout	0	1	1,876	2,243	64%	\$70,988	\$1,855	\$2,945	\$5,631	\$88	\$1,101	\$11,620
	1/28	Live Nation	Brian Regan	0	1	2,682	2,712	98%	\$107,802	\$8,136	\$4,489	\$6,102	\$0	\$4,785	\$23,512
1/26 to 31	Oregon Symphony	Classical 8 - Percussion Spectacular	5	2	3,840	3,646	81%	\$142,399	\$3,040	\$13,430	\$3,646	\$180	\$3,974	\$24,270	
NEWMARK	1/12 to 15	White Bird	Doug Elkins & Co's Fraulein Maria	1	3	2,138	2,316	88%	\$66,900	\$2,270	\$10,088	\$4,700	\$0	\$579	\$17,637
	1/16	Portland Piano International	Nareh Arghamanyan	0	1	534	565	64%	\$18,951	\$1,135	\$1,715	\$1,359	\$116	\$223	\$4,548
WINNINGSTAD	1/4	Metro	Inauguration Ceremony	0	1	287	0	0%	\$0	\$0	\$200	\$0	\$0	\$1,599	\$1,799
	1/28 to 29	Standing Room Only	Emerge - Seven Women	0	2	240	239	41%	\$15,186	\$1,520	\$3,470	\$993	\$155	see artbar	\$6,138
A. HATFIELD HALL	1/5	Metro	Metro Retreat	0	1	15	0	0%	\$0	\$0	\$0	\$0	\$0	\$395	\$395
	1/10	PCPA Volunteers	Noontime Showcase Chinook Winds	0	1	76	0	0%	\$0	\$0	\$0	\$0	\$0	\$28	\$28
	1/20	PCPA	ArtSpark	0	1	170	0	0%	\$0	\$0	\$0	\$0	\$0	see artbar	\$0
KELLER CAFÉ														\$9,367	\$9,367
ARTBAR														\$12,952	\$12,952
PCPA CATERING														\$129	\$129
		TOTALS		14	36	51,057	51,176	55%	\$2,230,732	\$95,173	\$174,349	\$124,355	\$6,274	\$102,586	\$502,737

PCPA MONTHLY ANALYSIS

DECEMBER 2011

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	11/23 to 12/4	Portland's Singing Christmas Tree	Singing Christmas Tree	7	7	12,977	13,746	66%	\$431,759	\$18,080	\$56,379	\$32,310	\$624	\$22,648	\$130,041
	12/5 to 26	Oregon Ballet Theatre	The Nutcracker	9	20	34,205	33,065	55%	\$1,392,341	\$18,970	\$78,783	\$49,598	\$0	\$71,415	\$218,766
ASCH	12/1	Portland Arts and Lectures	Tom Brokaw	0	1	1,988	1,916	69%	\$69,891	\$1,910	\$3,709	\$4,840	\$0	\$1,818	\$12,277
	12/1 to 5	Oregon Symphony	Classical 6	2	3	4,613	4,637	56%	\$176,269	\$2,985	\$13,917	\$6,956	\$168	\$4,814	\$28,840
	12/4	Metro Youth Symphony	Concert #1	0	1	627	465	17%	\$8,776	\$1,465	\$3,969	\$1,046	\$0	\$365	\$6,845
	12/6	Square Peg Concerts	Straight No Chaser	0	1	2,291	2,432	88%	\$78,256	\$5,810	\$7,849	\$5,635	\$1,205	\$4,743	\$25,242
	12/7 to 11	Oregon Symphony	Gospel Christmas	2	3	5,682	5,669	68%	\$247,428	\$2,925	\$23,401	\$8,504	\$144	\$8,043	\$43,017
	12/14	J&R Adventures	Joe Bonamassa	0	1	2,330	2,233	80%	\$140,096	\$8,000	\$11,337	\$7,921	\$2,050	\$7,908	\$37,216
	12/16	Oregon Symphony	The Canadian Tenors Christmas	1	1	2,252	2,461	89%	\$129,400	\$1,185	\$9,351	\$3,692	\$1,360	\$2,914	\$18,502
	12/17	Oregon Symphony	Mannheim Steamroller	0	2	4,453	4,586	83%	\$274,604	\$12,953	\$13,415	\$15,543	\$1,456	\$8,209	\$51,576
	12/18	Oregon Symphony	Kids Concert 2 - Happy Holidays	0	1	2,392	2,370	85%	\$40,191	\$555	\$5,461	\$3,555	\$33	\$662	\$10,266
	12/20	Monqui Presents	Pink Martini Holiday Concert	0	1	2,651	2,609	94%	\$128,650	\$8,500	\$8,547	\$7,691	\$1,246	\$5,713	\$31,697
	12/22	Oregon Symphony	Comfort and Joy	1	1	2,191	1,873	67%	\$42,739	\$1,185	\$8,173	\$2,810	\$0	\$2,931	\$15,099
	12/24	Solid Rock Church	Christmas Eve Services	0	3	7,332	0	0%	\$0	\$12,820	\$13,900	\$0	\$0	\$0	\$26,720
	12/26	Portland Youth Philharmonic	Concert at Christmas	0	1	1,528	878	32%	\$22,011	\$805	\$5,273	\$729	\$0	\$1,149	\$7,956
12/27	Seattle Theatre Group	Woody Allen & His New Orleans Jazz Band	0	1	1,921	1,998	72%	\$122,722	\$8,500	\$5,094	\$7,100	\$0	\$3,575	\$24,269	
NEWMARK	11/29 to 12/3	White Bird	Trey McIntyre Project	2	3	2,092	2,263	86%	\$78,100	\$2,340	\$20,972	\$4,856	\$42	see MATT BAR	\$28,210
	12/4	Portland Piano International	Richard Goode	0	1	618	633	72%	\$22,522	\$1,170	\$1,895	\$1,562	\$180	see MATT BAR	\$4,807
	12/6 & 7	Theatre Council Productions	Menopause the Musical in Concert	0	2	700	708	40%	\$19,948	\$2,780	\$2,795	\$1,593	\$0	see MATT BAR	\$7,168
	12/9	Portland Gay Men's Chorus	The Beautiful Season	1	3	1,808	1,718	65%	\$50,899	\$4,215	\$10,167	\$3,860	\$0	see MATT BAR	\$18,242
	12/11 to 1/2	Pixie Dust Productions	Wizard of Oz	4	13	5,332	4,525	40%	\$185,907	\$13,400	\$49,308	\$11,311	\$0	see MATT BAR	\$74,019
WINNINGSTAD	12/2	Young Audiences of Oregon	Julianne Johnson Holiday Concert	0	1	132	133	46%	\$4,289	\$670	\$1,287	\$299	\$72	see ARTBAR	\$2,328
	12/6	Morgan Stanley	Private Event	0	1	150	0	0%	\$0	\$955	\$766	\$0	\$0	see PCPA Cater	\$1,721
	12/9 & 10	Firesign Theatre	The Legendary Firesign Theatre	0	2	290	263	45%	\$10,653	\$1,570	\$1,262	\$647	\$269	see ARTBAR	\$3,748
		Tears of Joy Theatre	Ride the Red Mare	0	10	1,447	1,157	40%	\$14,270	\$985	\$2,224	\$257	\$0	see ARTBAR	\$3,466
BRUNISH HALL	11/21 to 12/24	Stumptown Stages	Ebenezer Ever After	25	11	1,066	1,042	53%	\$20,380	\$0	\$4,711	\$2,345	\$0	see ARTBAR	\$7,056
A. HATFIELD HALL	12/12	PCPA Volunteers	Noontime Showcase-Sally Harmon	0	1	94	0	0%	\$0	\$0	\$0	\$0	\$0	\$38	\$38
ArtBar & Rotunda	12/14	USDA Forest Service	Luncheon	0	1	55	0	0%	\$0	\$0	\$0	\$0	\$0	see PCPA Cater	\$0
KELLER CAFÉ	December													\$8,034	\$8,034
ARTBAR	December													\$27,827	\$27,827
MATT'S BAR	December													\$8,993	\$8,993
PCPA CATERING	December													\$19,694	\$19,694
TOTALS				54	97	103,217	93,380	54%	\$3,712,101	\$134,733	\$363,945	\$184,660	\$8,849	\$211,493	\$903,680

PCPA MONTHLY ANALYSIS

DECEMBER 2010

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	11/18 to 12/5	Portland's Singing Christmas Tree	Singing Christmas Tree	11	10	20,350	19,018	70%	\$588,044	\$26,985	\$54,936	\$44,678	\$524	\$8,697	\$135,820
	12/6 to 24	Oregon Ballet Theatre	The Nutcracker	6	19	29,888	24,102	42%	\$1,088,292	\$16,550	\$65,641	\$24,102	\$0	\$65,608	\$171,901
ASCH	12/3	Double Tee Presents	Black Crowes	0	1	2,129	2,021	73%	\$89,942	\$6,779	\$13,641	\$5,199	\$2,532	\$21,135	\$49,286
	12/4	Pacific Lutheran University	PLU Concert	0	1	1,033	1,112	40%	\$16,460	\$2,545	\$4,294	\$2,502	\$0	\$6,487	\$15,828
	12/5	Oregon Symphony	Yo-Yo Ma Concert	0	1	2,578	2,761	99%	\$255,688	\$1,520	\$9,379	\$2,761	\$286	\$2,552	\$16,498
	12/6	Oregon Symphony	Bela Fleck and the Flecktones	0	1	1,809	1,663	60%	\$78,238	\$965	\$9,233	\$1,663	\$1,154	\$4,461	\$17,476
	12/7 to 12	Oregon Symphony	Gospel Christmas	2	3	5,692	5,789	69%	\$262,392	\$3,080	\$22,420	\$5,789	\$0	\$5,427	\$36,716
	12/13 to 19	Oregon Symphony	Classical 6 - Messiah	3	2	4,886	5,271	95%	\$208,818	\$2,245	\$10,886	\$5,271	\$100	\$5,277	\$23,779
	12/20	Metro Youth Symphony	Winter Concert	0	1	873	1,030	37%	\$17,406	\$1,855	\$3,680	\$2,318	\$0	\$690	\$8,543
	12/20 to 23	Oregon Symphony	Comfort & Joy Concert	2	1	2,236	1,662	60%	\$7,857	\$1,150	\$5,657	\$1,662	\$40	\$1,209	\$9,718
	12/24	Solid Rock Church	Christmas Eve Services	1	2	5,552	0	0%	\$0	\$10,860	\$10,882	\$0	\$0	\$0	\$21,742
	12/26	Portland Youth Philharmonic	Concert at Christmas	0	1	1,682	1,683	61%	\$24,148	\$780	\$4,440	\$842	\$0	\$1,209	\$7,271
	12/29	JMP Tours, LLC	Jim Brickman 15th Anniv. Concert	0	1	972	885	32%	\$42,211	\$3,400	\$5,164	\$2,488	\$515	\$2,554	\$14,121
12/31	Monqui Presents	Pink Martini	0	2	5,354	5,203	94%	\$210,355	\$14,799	\$17,434	\$13,924	\$755	\$8,393	\$55,305	
NEWMARK	12/2 to 4	White Bird	Jason Samuels Smith	0	3	1,926	1,808	69%	\$65,954	\$2,270	\$10,233	\$4,356	\$0	\$596	\$17,455
	12/9 to 11	Portland Gay Men's Chorus	Jingle Bell Swing	1	3	2,133	2,279	86%	\$68,050	\$4,090	\$9,224	\$5,170	\$0	\$3,656	\$22,140
	12/12	Portland Piano International	Andrew Brownwell	0	1	541	558	63%	\$18,234	\$1,135	\$2,028	\$1,325	\$0	\$254	\$4,742
WINNINGSTAD	12/3	Hamyar Art Foundation	We Are Not Spies	0	1	69	74	25%	\$2,100	\$760	\$803	\$167	\$0	\$0	\$1,730
	12/4	Young Audiences	Julianne Johnson Holiday Concert	0	1	90	87	30%	\$3,514	\$650	\$1,154	\$210	\$51	\$0	\$2,065
	12/5 to 23	Jeffrey Gilpin	Tuna Christmas	0	13	2,422	2,340	62%	\$76,182	\$5,720	\$9,379	\$5,450	\$0	\$172	\$20,721
	12/16 to 19	Tears of Joy Theatre	Shoemaker and the Elves	0	8	1,694	1,234	53%	\$17,630	\$950	\$1,767	\$683	\$0	\$294	\$3,694
A. HATFIELD HALL	12/9	USDA Forest Service	Luncheon	0	1	35	0	0%	\$0	\$0	\$0	\$0	\$0	\$1,377	\$1,377
	12/13	PCPA Volunteers	Noontime Showcase-Sally Harmon	0	1	81	0	0%	\$0	\$0	\$0	\$0	\$0	\$17	\$17
KELLER CAFÉ														see Jan.	\$0
ARTBAR														\$20,116	\$20,116
PCPA CATERING														\$4,187	\$4,187
		TOTALS		26	78	94,025	80,580	53%	\$3,141,515	\$109,088	\$272,275	\$130,560	\$5,957	\$164,368	\$682,248

Expo Center Event Analysis

Jan-12		Consumer	Trade	Misc. / Mtg.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
Rose City Gun and Knife Show	7-8	1				1	2	2		6,386	8,300	375	9,446	0	0	333	24,504	42,958
Portland Boat Show and Rose City RV Show	11-15	1				1	5	7		11,825	89,040	0	39,550	8,942	15,772	7,576	52,636	213,516
Oregon State Marine Board	12			1		1	1	1		16	200	0	0	0	452	0	0	652
Rose City Classic Dog Show	18-22	1				1	5	2		8,480	133,330	3,950	66,301	8,820	34,032	7,114	62,797	316,344
Northwest Agriculture Show	24-26		1			1	3	2		4,010	41,590	420	13,425	5,100	32,526	2,926	32,307	128,294
Creative Memories	28	1				1	1	5		944	8,900	1,855	9,242	1,701	0	90	3,856	25,644
		4	1	1	0	6	17	19	63%	31,661	281,360	6,600	137,964	24,563	82,782	18,039	176,100	727,408

FY 2011-12		Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
July		3		4		6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880
August		2		5		7	11	6	9%	7,166	38,219	2,303	22,040		3,555	1,995	27,881	95,993
September		9	1	3	0	13	28	27	43%	22,977	135,432	1,175	43,659	12,847	8,630	10,762	93,730	306,235
October		8	2	3	0	13	29	24	48%	41,924	191,767	5,180	116,283	20,118	57,602	33,880	186,065	610,895
November		8	0	4	0	12	21	18	37%	42,595	103,780	992	46,823	3,941	82,782	10,808	140,704	317,924
December		3	0	2	0	5	14	17	37%	34,996	96,558	5,613	127,249	8,125	360	9,845	153,919	401,669
January		4	1	1	0	6	17	19	63%	31,661	281,360	6,600	137,964	24,563	82,782	18,039	176,100	727,408
February																		
March																		
April																		
May																		
June																		
Totals to Date		37	4	22	0	62	134	120	38%	199,256	964,851	23,355	580,540	81,273	251,870	93,614	867,407	2,791,004
Month to Month Comparison		0	1	-3	0	-2	-2	2	6%	-779	45,190	-2,253	-3,857	-3,661	8,256	-2,786	-3,717	37,172
Year to Date Comparison		12	2	2	0	15	25	35	3%	11,832	157,718	3,634	6,658	53,049	132,009	-10,524	35,044	305,682

FY 2010-11		Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
July		3		5		7	17	8	28%	16,513	118,034	1,737	91,719		9,347	7,473	85,089	313,399
August		1		3		4	7	4	6%	7,214	28,005	500	22,606		4,113	942	28,634	84,800
September		6	1	2		10	20	17	36%	23,889	111,341	1,330	49,704		2,067	14,297	93,937	272,676
October		4	1	3		8	18	13	26%	27,975	117,013	1,848	85,233		26,417	29,769	139,856	400,136
November		5		2		7	18	14	51%	43,655	112,420	500	53,956		3,391	19,674	151,875	341,816
December		2		1		3	10	12	16%	35,738	84,150	4,953	128,843			11,158	153,155	382,259
January		4		4		8	19	17	57%	32,440	236,170	8,853	141,821	28,224	74,526	20,825	179,817	690,236
February		5		8		13	29	20	68%	73,130	221,010	3,021	383,451	30,064	21,742	41,130	292,167	992,585
March		8		5		13	27	18	75%	63,333	190,760	3,621	173,293	20,623	18,813	30,955	235,764	673,829
April		6		1		7	15	16	32%	46,821	142,750	869	236,756	14,451	1,547	6,687	79,219	482,279
May		4	2	3		9	17	18	16%	11,062	60,319	1,075	33,155	1,242	59,417	10,792	52,137	218,137
June		1		3		4	11	7	13%	8,563	40,550	3,950	19,321	1,480	2,992	2,856	31,875	103,024
Total to Date		49	4	40		93	208	164	35%	390,333	1,462,522	32,257	1,419,858		224,372	196,558	1,523,525	4,955,176

OCC Event Analysis Monthly Revenue Report January 2012

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC JAN 2012 MISC NON-EVENT ACTIVITIES/BI LLINGS	01/01/12	0	Accounting/N on-Event	Accounting/N on-event	Accounting/N on-Event		0	31	0		\$0	\$381	\$0	\$555	\$0	\$0	\$0	\$0	\$0	\$160	\$149	\$0	\$0	\$1,245
Oregon Convention Center - New Horizons Training	01/03/12	15	In-house	Meeting/Seminar	In-house	Local	11,730	4	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Metropolitan Exposition Recreation Commission	01/04/12	40	In-house	Meeting/Seminar	In-house		2,346	1	0		\$0	\$447	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$447
Tasting: MLK JR Breakfast	01/04/12	8	In-house	Tasting	In-house		2,231	1	0		\$0	\$172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$172
2012 Portland Bridal Show	01/07/12	6,949	Repeat	Consumer/P ublic Show	Consumer Public		307,220	2	3		\$0	\$463	\$0	\$0	\$120	\$110	\$14,794	\$0	\$504	\$542	\$1,650	\$11,900	\$5,090	\$35,173
Build, Remodel & Landscape Show	01/06/12	9,481	New	Consumer/P ublic Show	Consumer Public	Local	376,830	3	3		\$0	\$19	\$0	\$0	\$0	\$50	\$11,332	\$275	\$96	\$485	\$640	\$23,450	\$4,787	\$41,133
OSCPA: State and Local Tax Conference 2012	01/06/12	190	Repeat	Meeting/Seminar	Meeting	State	21,800	1	1		\$0	\$7,414	\$0	\$930	\$0	\$1,510	\$88	\$406	\$0	\$0	\$1,679	\$2,050	\$564	\$14,641
TASTING - CASA for Children (for event #18947, 02-11-12)	01/05/12	5	In-house	Tasting	Miscellaneous/Other	Local	2,231	1	0		\$0	\$242	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$242
Western Winter Sports Reps Association 2012	01/09/12	500	Repeat	Retail	Convention w/ Tradeshow	Regional	558,000	4	2		\$0	\$0	\$1,042	\$0	\$4,633	\$0	\$12,650	\$0	\$0	\$0	\$1,364	\$41,400	\$1,013	\$62,102
Pentecostal Experience Revival Conference	01/07/12	175	New	Lecture/Speaker Series	Meeting	Local	8,900	1	0		\$0	\$0	\$0	\$0	\$0	\$60	\$723	\$0	\$0	\$0	\$165	\$900	\$0	\$1,848
A/V meeting with Yard Garden Patio	01/09/12	5	In-house	Meeting/Seminar	In-house		0	1	0		\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$40
Oregon Convention Center - Experience pacificwild	01/11/12	80	Repeat	Lunch	In-house	Local	16,800	1	1		\$0	\$2,587	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,587
US Fencing Association: USA Fencing North American Cup 2012	01/13/12	4,500	New	Sporting Event/Athletics	Convention	National	790,675	4	1	TRUE	\$0	\$16,044	\$463	\$0	\$210	\$1,070	\$3,432	\$1,057	\$0	\$0	\$4,253	\$43,360	\$0	\$69,889
LMN Architects Meeting -- In House	01/12/12	12	In-house	Accounting/N on-event	In-house	Local	0	1	0		\$0	\$95	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95

OCC Event Analysis Monthly Revenue Report January 2012

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total	
2012 NW Food Manufacturing & Packaging Expo	01/16/12	3,742	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	786,330	3	4	TRUE	\$500	\$84,970	\$422	\$0	\$343	\$17,865	\$56,522	\$5,444	\$9,085	\$0	\$17,239	\$45,957	\$11,329	\$249,675	
Landmark Education Seminar	01/14/12	65	Repeat	Meeting/Seminar	Education	Regional	1,520	1	0		\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$410	\$0	\$475	
26th Annual Martin Luther King Jr Prayer Breakfast	01/15/12	780	Repeat	Breakfast	Food & Beverage/Catering		50,400	2	0		\$0	\$21,658	\$0	\$0	\$120	\$3,989	\$495	\$769	\$0	\$0	\$390	\$1,400	\$721	\$29,542	
Cambridge Real Estate Services Symposium	01/18/12	100	Repeat	Meeting/Seminar	Meeting	Local	13,728	3	0		\$0	\$15,877	\$0	\$765	\$70	\$3,527	\$1,584	\$500	\$0	\$0	\$540	\$1,630	\$239	\$24,732	
ChocolateFest	01/20/12	7,997	New	Consumer/Public Show	Consumer Public	Local	191,280	3	2		\$0	\$1,915	\$89	\$0	\$0	\$415	\$2,333	\$248	\$135	\$2,067	\$875	\$11,928	\$5,696	\$25,701	
Tasting for Classic Wine Auction	01/18/12	8	In-house	Tasting	In-house		937	1	0		\$0	\$172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$172	
M4 Mission Control	01/19/12	45	New	Training	Meeting	Local	8,000	1	1		\$0	\$3,803	\$0	\$306	\$144	\$1,689	\$1,362	\$5,412	\$0	\$0	\$720	\$500	\$778	\$14,714	
OCC Be the Difference Training	01/18/12	24	In-house	Meeting/Seminar	In-house		756	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Auto Show Pre-Con -- In House	01/19/12	18	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54	\$0	\$0	\$86
In-House: Supreme Daughters of the Nile Pre-Planning Meeting	01/19/12	6	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54	\$0	\$0	\$86
2012 Portland International Auto Show	01/26/12	48,023	Repeat	Exhibits	Consumer Public	Local	4,032,752	4	9		\$0	\$48,046	\$0	\$2,257	\$613	\$32,747	\$55,185	\$12,340	\$35,964	\$10,278	\$29,299	\$239,112	\$61,241	\$527,082	
OSCPA:2011 Tax Update by Biebl and Ranweiler - Portland	01/19/12	437	Repeat	Meeting/Seminar	Meeting	State	40,068	1	0		\$0	\$17,965	\$0	\$2,070	\$340	\$2,559	\$626	\$486	\$0	\$0	\$5,680	\$4,800	\$578	\$35,103	
In-House: WOF Tech Meeting	01/20/12	28	In-house	Miscellaneous	In-house	Local	158,408	1	1		\$0	\$1,343	\$0	\$0	\$0	\$620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,963
CMI Education - Toxic Anger Seminar	01/20/12	62	New	Meeting/Seminar	Meeting	Local	3,750	1	0		\$0	\$57	\$0	\$0	\$30	\$240	\$88	\$0	\$0	\$0	\$320	\$1,200	\$0	\$1,935	
Tasting - Catholic Charities	01/24/12	8	In-house	Tasting	In-house		0	1	0		\$0	\$239	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$239
Architecture Foundation of Oregon	01/26/12	22	New	Dinner	Meeting		0	1	0		\$0	\$1,384	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6	\$0	\$100	\$1,490	
CWA - Production Meeting	01/31/12	10	In-house	Meeting/Seminar	In-house		0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

OCC Event Analysis Monthly Revenue Report January 2012

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Totals		83,335					7,386,692															\$429,997		\$1,142,607

OCC Event Analysis Monthly Revenue Report Jan 2011 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC JAN 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	01/01/11	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	31	0		\$0	\$495	\$48	\$145,128	\$0	\$0	\$0	\$0	\$0	\$243	\$2,556	\$0	\$0	\$148,471
DSS new hire orientation	01/05/11	15	In-house	Training	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Build, Remodel & Landscape Show	01/07/11	8,304	New	Consumer/Public Show	Consumer Public	Local	370,884	3	3		\$0	\$0	\$0	\$0	\$0	\$220	\$9,481	\$275	\$0	\$407	\$550	\$23,450	\$3,850	\$38,233
Site Visit for American Industrial Hygiene Association	01/05/11	10	In-house	Meeting/Seminar	In-house	Local	0	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OSCPA: State and Local Tax Conference	01/07/11	180	Repeat	Meeting/Seminar	Meeting	State	21,800	1	1		\$0	\$6,641	\$0	\$820	\$0	\$1,538	\$83	\$415	\$0	\$0	\$1,579	\$3,000	\$555	\$14,630
Aloha Portland Championships 2011	01/08/11	1,004	New	Competition	Consumer Public	Local	120,000	1	1		\$0	\$352	\$0	\$0	\$1,176	\$0	\$790	\$142	\$0	\$205	\$550	\$6,500	\$981	\$10,696
Spiritual Awakening Crusade	01/08/11	60	Repeat	Meeting/Seminar	Meeting	Local	4,700	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0	-\$58	\$900	\$0	\$992
Western Winter Sports Reps Association 2011	01/10/11	500	Repeat	Retail	Convention w/ Tradeshow	Local	546,000	4	2		\$0	\$4,289	\$559	\$0	\$4,258	\$0	\$8,636	\$0	\$0	\$0	\$1,177	\$43,268	\$663	\$62,849
Convention Sales Partnership Session - sponsored by Travel Portland	01/11/11	65	New	Meeting/Seminar	Meeting	Local	4,105	1	0	TRUE	\$0	\$1,167	\$0	\$0	\$0	\$594	\$0	\$0	\$0	\$0	\$88	\$0	\$0	\$1,849
Inhouse: Classic Wines Tasting	01/11/11	5	In-house	Tasting	In-house	Local	0	1	0		\$0	\$70	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70
Tasting: Planned Parenthood	01/11/11	4	In-house	Tasting	In-house	Local	0	1	0		\$0	\$136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136
MERC Budget Committee Meeting	01/11/11	18	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$180	\$0	\$0	\$300
OCC Winter Open House & Tasting	01/13/11	103	In-house	Tasting	In-house	Local	38,400	1	1		\$0	\$2,405	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,405
Metro Council Retreat	01/12/11	15	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$68
2011 NW Food Manufacturing & Packaging Expo	01/17/11	2,600	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	786,330	3	5	TRUE	\$0	\$69,534	\$181	\$0	\$300	\$22,878	\$53,083	\$4,269	\$7,231	\$0	\$15,250	\$43,704	\$10,175	\$226,605
2011 Portland Bridal Show	01/15/11	7,311	Repeat	Consumer/Public Show	Consumer Public	Local	247,220	2	2		\$0	\$402	\$0	\$0	\$120	\$110	\$15,427	\$0	\$0	\$610	\$1,100	\$13,394	\$5,109	\$36,273
Soroptimists Northwest Coalition Against Trafficking	01/15/11	327	New	Annual Convention/Conference	Meeting	Regional	28,923	1	1	TRUE	\$0	\$13,339	\$0	\$0	\$435	\$1,263	\$332	\$99	\$0	\$0	\$1,665	\$4,450	\$0	\$21,583
Jesuit High School Father/Daughter Dinner Dance	01/15/11	672	Repeat	Dinner	Food & Beverage/Catering	Local	17,100	1	0		\$0	\$23,402	\$0	\$0	\$600	\$25	\$408	\$0	\$0	\$0	\$165	\$0	\$0	\$24,600

OCC Event Analysis Monthly Revenue Report Jan 2011 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Plumbers & Steamfitters Local 290 - Preliminary Contract Meeting	01/15/11	275	Repeat	Meeting/Seminar	Meeting	Local	5,670	1	0		\$0	\$481	\$0	\$0	\$0	\$595	\$83	\$0	\$0	\$0	\$1,380	\$1,800	\$0	\$4,339
25th Annual Martin Luther King Jr Prayer Breakfast	01/16/11	785	Repeat	Breakfast	Food & Beverage/Catering	Local	50,400	2	0		\$0	\$18,860	\$0	\$0	\$120	\$4,675	\$218	\$315	\$0	\$0	\$390	\$1,400	\$979	\$26,957
OSU National Merit Semi-Finalist Recognition	01/18/11	45	Repeat	Reception	Food & Beverage/Catering	State	2,346	1	0		\$0	\$1,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$1,989
MERC/Aramark Accounting Meeting	01/18/11	10	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bargreen Ellingson: Annual Sales Meeting	01/19/11	1,350	New	Trade Show	Meeting	Regional	232,542	4	1		\$0	\$52,438	\$0	\$1,017	\$0	\$7,056	\$4,789	\$750	\$922	\$0	\$7,178	\$9,750	\$2,339	\$86,239
ChocolateFest	01/21/11	6,451	New	Consumer/Public Show	Consumer Public	Local	177,522	3	2		\$0	\$1,518	\$455	\$0	\$0	\$0	\$2,631	\$825	\$112	\$1,658	\$509	\$10,315	\$4,843	\$22,866
Cambridge Real Estate Services Symposium	01/19/11	95	New	Meeting/Seminar	Meeting	Local	10,674	3	0		\$0	\$15,829	\$0	\$776	\$0	\$126	\$368	\$0	\$0	\$0	\$330	\$1,500	\$100	\$19,029
OSCPA: Federal Tax Update by Biebl and Ranweiler - Portland	01/19/11	524	Repeat	Meeting/Seminar	Meeting	State	40,068	1	0		\$0	\$19,393	\$0	\$1,975	\$60	\$2,170	\$616	\$0	\$0	\$0	\$6,551	\$5,250	\$578	\$36,592
2011 Portland International Auto Show	01/27/11	49,760	Repeat	Exhibits	Consumer Public	Local	3,684,995	4	9		\$0	\$54,356	\$0	\$1,775	\$400	\$37,935	\$43,490	\$10,121	\$0	\$8,945	\$21,735	\$193,975	\$48,873	\$421,605
Oregon Society of Certified Public Accountants - New Tax Law	01/20/11	24	Repeat	Meeting/Seminar	Meeting	State	1,158	1	0		\$0	\$192	\$0	\$50	\$30	\$62	\$0	\$0	\$0	\$0	\$180	\$360	\$0	\$874
US Bank All Employee Meeting	01/20/11	2,000	Repeat	Reception	Food & Beverage/Catering	Local	34,200	1	0		\$0	\$42,592	\$0	\$3,885	\$0	\$8,520	\$0	\$275	\$0	\$0	\$4,325	\$0	\$1,010	\$60,607
Primerica Northwest Convention - 2011	01/21/11	700	Repeat	Lecture/Speaker Series	Meeting	Regional	25,200	2	0		\$0	\$8,424	\$0	\$0	\$135	\$1,770	\$353	\$0	\$0	\$0	\$165	\$4,250	\$797	\$15,894
CASA for Children Benefit Auction	01/22/11	438	Repeat	Auction	Food & Beverage/Catering	Local	51,300	1	1		\$0	\$37,022	\$336	\$798	\$698	\$3,515	\$1,278	\$0	\$0	\$0	\$270	\$3,650	\$2,080	\$49,646
OCC and Travel Portland Sales Meeting	01/21/11	15	In-house	Lunch	In-house	Local	0	1	0		\$0	\$141	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$141
Auto Show Pre-Con -- In House	01/24/11	10	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12
OSCPA: Winter Governmental Auditors Conference	01/24/11	73	New	Meeting/Seminar	Meeting	State	8,700	1	0		\$0	\$2,917	\$0	\$220	\$0	\$1,565	\$83	\$415	\$0	\$0	\$724	\$1,075	\$596	\$7,594
The Green Professionals Conference 2011	01/25/11	650	New	Annual Convention/Conference	Meeting	Local	54,631	2	0		\$0	\$15,221	\$0	\$0	\$0	\$2,778	\$1,012	\$600	\$0	\$0	\$2,930	\$5,513	\$300	\$28,354

OCC Event Analysis Monthly Revenue Report Jan 2011 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Planned Parenthood Columbia Willamette 2011 Annual Luncheon, Provide, Promote, Protect	01/27/11	881	New	Lunch	Food & Beverage/Catering	Local	25,500	1	0		\$0	\$25,800	\$0	\$0	\$0	\$125	\$1,080	\$0	\$0	\$0	\$165	\$0	\$0	\$27,170
Totals		85,280					6,591,596															\$377,504		\$1,399,668

MERC Commission Meeting

March 7, 2012
12:30 pm

6.0 - Consent Agenda

**Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions**



December 7, 2011
Oregon Convention Center 777 NE Martin Luther King Jr. Blvd.
Room A107-108

Present:	Judie Hammerstad (Chair), Ray Leary, Elisa Dozono, Terry Goldman, Cynthia Haruyama, Chris Erickson
Absent:	Karis Stoudamire-Phillips, (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at 12:30 p.m.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	COMMISSIONER / EX OFFICIO COMMUNICATIONS <ul style="list-style-type: none"> Commissioner Dozono expressed her appreciation to Jeff Miller and to Travel Portland staff for their assistance in the bidding process to bring to Portland the 2013 National Asian Pacific Bar Association conference. Dozono indicated Portland lost the bid due to the lack of a hotel package.
2.1	Budget Committee Report <ul style="list-style-type: none"> Commissioner Erickson updated the Commission on the outcomes of the last committee meeting and noted that another meeting will be held December 12. C. Erickson expects to bring a full report to the Commission at its January meeting.
3.0	GENERAL MANAGER COMMUNICATIONS <ul style="list-style-type: none"> Teri Dresler reported that Commissioner Stoudamire-Phillips attended a recent Metro Audit Committee meeting and submitted, in advance of the Commission meeting, a written report of the meeting results. Stoudamire-Phillips' report noted that the outside financial auditor, Moss Adams, reported a very clean and positive audit. Teri Dresler acknowledged the finance team, specifically, Cynthia Hill, Julia Fennell, and Shiu Ram from MERC, for their outstanding job in preparing for the audit. T. Dresler updated the Commissioners on the past press coverage related to ARAMARK labor issues and noted that she is confident that ARAMARK is being responsive and respectful to the issue. T. Dresler reported that the selection of the Expo Director will be discussed in the executive session later in the meeting. She noted that the MBL Group has been contracted with to assist in broadening the candidate pool for the OCC executive director. T. Dresler updated the Commissioners on the Metro Council retreat on Nov. 30, specifically, discussion on the potential hotel project proposal. T Dresler noted she would bring any additional information to the January Commission meeting.
3.1	October 2011 Financial Information <ul style="list-style-type: none"> T. Dresler noted strong revenues particularly food & beverage which resulted in over a million dollars in revenue in November. ARAMARK's new brand, pacificwild, the hiring of a new chef, and implementing more sustainable features are some factors that have contributed to this outstanding result. Chair Hammerstad asked what factors influenced the results related to operating revenues and expenditures. Cynthia Hill noted there were several factors including: PCPA's \$170,000 expenditure for the repair of their facility; Expo Center had a carry-over expenditure related to website branding in the amount of approximately \$50-60,000; and better than expected food and beverage revenue which was off-set by increased costs.
4.0	MERC VENUES' BUSINESS REPORTS <ul style="list-style-type: none"> Karen Totaro, Robyn Williams and Matthew Rotchford provided respective venue business reports. Chair Hammerstad asked for comments on the 2013 OCC forecast. Karen Totaro reported the forecast

	<p>was sluggish compared to where they would like it to be.</p> <ul style="list-style-type: none"> • Commissioner Goldman inquired about additional funds Travel Portland is seeking. Jeff Miller from Travel Portland commented on the refinancing of the OCC bond. Those funds don't come in until 18 months from now. The VDF receipts are projected to be approximately \$3.9 million this year. • Commissioner Goldman inquired about business generated from the FAM activities and how many of those potential pieces of business are at risk of being lost because of a lack of a headquarters hotel. Jeff Miller responded that the lack of a headquarters hotel is one issue but a bigger problem is the lack of meeting space in a single hotel. • Commissioner Leary suggested that Jeff Miller discuss with Metro Council President Hughes the hotel issues mentioned as well as public relations for Portland as a green destination. • Commissioner Dozono asked if Expo Center management had received any feedback from the RV show. Matthew Rotchford responded no feedback received.
5.0	<p>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</p> <ul style="list-style-type: none"> • None
6.0	<p>FIRST OPPORTUNITY TARGET AREA (FOTA) AND MWESB ANNUAL REPORT</p> <ul style="list-style-type: none"> • Darin Matthews, Metro procurement officer, presented the annual utilization report of the First Opportunity Target Area (FOTA) and Minority, Women and Emerging Small Businesses (MWESB) representing the contracts awarded during fiscal year 2010-11 by the MERC venues. D. Matthews proposed recommendations to the program including: package contracts for small businesses; formally adopting the sheltered market program; align procurement rules for FOTA and MWESB contracts with Metro Code and increase the number of contracts for informal procurement, and engage legal counsel (Office of Metro Attorney) in how best to expand the FOTA and MWESB programs and maximize the contract and procurement opportunities for small businesses. • Commissioner Leary expressed his disappointment in the report results and specifically noted the areas he felt needed improvement which included: including measureable goals, reviewing the \$50,000 ceiling; and recognizing that FOTA and MWESB are philosophically the same market. • Teri Dresler expressed appreciation for Commission Leary's comments and noted previous discussion related to aligning the Metro and MERC procurement policies. T. Dresler noted the challenges of working with two sets of policy and suggested that a subcommittee be formed to meet after the first of the year to draft procurement policies for the full Commission to review. T. Dresler added that Commissioners' participation in the subgroup would be vital. • Commissioner Leary stated he would support any initiative originating from the General Manager's office. • Commissioner Dozono suggested that for future written reports it would be helpful to include a document showing the overlap of FOTA and MWESB contracts. Dozono noted she was pleased with the progress made on the Hoyt Street Station cafe and asked Darin Matthews to comment on the procurement mechanisms attributed to that progress. D. Matthews responded that Metro procurement staff used the general contractor approach which allowed Metro to reach out to MWESB contractors for competitive bids as well as using the sheltered market program. Commissioner Dozono also asked what the next steps were for the Commission to adopt the sheltered market program, if other Commissioners were in agreement. She also asked about continued outreach and technical assistance both of which she did not see noted in the program recommendations. Darin Matthews responded that the recent outreach event was a great first step and understood that it would be a semi-annual event. Commissioner Dozono also suggested surveying MWESB firms to help identify barriers that firms might be experiencing with Metro's contracting process. D. Matthews indicated a survey has not been done so far, but procurement staff continue to hear that the bonding threshold, contract packaging and notification are potential barriers. • Commissioner Goldman suggested that additional analysis be done to determine the number of MWESB and FOTA firms available for potential contracting. • Commissioner Leary spoke of the critical role in outreach to the African American community.

	<ul style="list-style-type: none"> Chair Hammerstad asked Commissioners present to indicate their availability to serve on the procurement policy subcommittee. Commissioners Leary, Dozono and Erickson agreed to participate. Commissioner Erickson noted his caveat for participation included the establishment of goals, timeline and identification of specific policies needing review.
7.0	<p>CONSENT AGENDA November 2, 2011 MERC Commission Record of Actions</p> <ul style="list-style-type: none"> A motion was made by Commissioner Dozono and seconded by Commissioner Erickson to approve the Consent Agenda. <p>VOTING: Aye: 6 (Hammerstad , Goldman , Leary , Erickson, Haruyama, Dozono) Nay: 0 Motion Passed</p>
8.0	<p>EXECUTIVE SESSION for the purpose of considering the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660(2)(a). Chair Hammerstad directed the Commission into executive session at 1:30 p.m. pursuant to ORS 192.660(2)(a). At 1:45 p.m., Chair Hammerstad reconvened the regular meeting of the Metropolitan Exposition Recreation Commission.</p>
9.0	<p>ACTION AGENDA</p>
9.1	<p>Resolution 11-25 authorizing the hiring of an Expo Center Director. Teri Dresler presented Resolution 11-25.</p> <ul style="list-style-type: none"> A motion was made by Commissioner Dozono and seconded by Commissioner Goldman to approve Resolution 11-25 as presented. <p>VOTING: Aye: 6 (Hammerstad , Goldman , Leary ,Erickson, Haruyama, Dozono) Nay: 0 Motion Passed</p>
9.2	<p>Resolution 11-26 for the purpose of amending the PCPA Rental Rate Schedule for Commercial Shows. Robyn Williams presented Resolution 11-26.</p> <ul style="list-style-type: none"> A motion was made by Commissioner Leary and seconded by Commissioner Haruyama to approve Resolution 11-26 as presented. <p>VOTING: Aye: 6 (Hammerstad , Goldman , Leary ,Erickson, Haruyama, Dozono) Nay: 0 Motion Passed</p>
10.0	<p>EXECUTIVE SESSION for the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d). Chair Hammerstad directed the Commission go into executive session at 1:55 p.m., pursuant to ORS 192.660(2)(d).</p>
	<p>The regular meeting of the Metropolitan Exposition Recreation Commission was reconvened at 2:29 p.m. by Chair Hammerstad. As there was no further business to come before the Commission, the meeting was adjourned at 2:30 p.m.</p>

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-25


For the purpose of approving the initial appointment of Matthew P. Rotchford as Facility Director of the Portland Metropolitan Exposition Center (Expo).

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) must approve the initial appointment of the MERC Facility Directors;

WHEREAS, the Commission finds that Mr. Rotchford is qualified for the position of Facility Director of the Expo.


BE IT THEREFORE RESOLVED, that MERC approves the initial appointment of Matthew P. Rotchford as the Expo Facility Director.

Passed by the Commission on December 7, 2011.

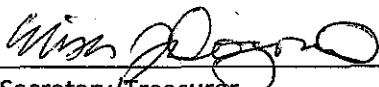


Chair

Approved As to Form:
Dan Cooper, Metro Attorney

By: 

Nathan A. Schwartz Sykes
Senior Attorney



Secretary/Treasurer

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-26

For the purpose of amending the PCPA Rental Rate Schedule for Commercial Shows

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) must approve rental rate increases for PCPA; and

WHEREAS, PCPA staff recommends the amendment of the Rental Rate Schedule for Commercial Shows because the rates for second shows on the same day are not in accordance with other PCPA rental rate classifications.

BE IT THEREFORE RESOLVED,


That MERC approves the attached amendment of the PCPA's Rental Rate Schedule for Commercial Shows.

Passed by the Commission on December 7, 2011.



Chair

Approved As to Form:
Dan Cooper, Metro Attorney

By: 

Nathan A. Schwartz Sykes
Senior Attorney



Secretary/Treasurer

Second Performance rates FY2011-12012

12.07.11

Current Current

Proposed Change

	Keller	ASCH
Tier 1 - Commercial Rates		
2nd Performance - Same Evening	3,070 vs. 8%	3,070 vs. 8%
1/2 House Performance Evening	3,105 vs 8%	3,105 vs 8%
Performance - Matinee	3,105 vs 8%	3,105 vs 8%

Keller	ASCH
3,105 vs 8%	3,105 vs 8%
3,105 vs 8%	3,105 vs 8%
3,105 vs 8%	3,105 vs 8%

Tier 2 - Non-Profit Rates

	Keller	ASCH
2nd Performance - Same Evening	2,620 vs 5%	2,620 vs. 5%
1/2 House Performance Evening	2,620 vs. 5%	2,620 vs. 5%
Performance - Matinee	2,620 vs. 5%	2,620 vs. 5%

Tier 3 - Featured/Non-Profit -- Jefferson Dancers, MYS, Singing Tree, PA&L, PICA, WB, Taiko

	Keller	ASCH
2nd Performance - Same Evening	1,465	1,465
Performance - Matinee	1,465	1,465
No 1/2 house pricing due to		

**Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions**

January 4, 2012
Oregon Convention Center 777 NE Martin Luther King Jr. Blvd.
Room A107-108

Present:	Judie Hammerstad (Chair), Ray Leary, Elisa Dozono, Terry Goldman, Cynthia Haruyama, Karis Stoudamire-Phillips, Rex Burkholder (Ex-officio)
Absent:	Chris Erickson (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at the Oregon Convention Center at 12:30 p.m.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	COMMISSIONER EX OFFICIO COMMUNICATIONS <ul style="list-style-type: none"> • Chair Hammerstad noted her desire to move Resolution No. 12-03 to the beginning of the Action Agenda and asked if any Commissioners were opposed to this change in the agenda. There was no opposition to the Chair’s request. • Rex Burkholder noted that this is his last year of his term as a Metro Councilor. • Commissioner Dozono reported that the MERC Commission and Miller Nash are co-sponsoring the Partners in Diversity “Say Hey” event on February 16 at the Antoinette Hatfield Hall and encouraged Commissioners to attend.
2.1	<ul style="list-style-type: none"> • Budget Committee Report Teri Dresler reported that the Budget committee met to begin review of the venues’ capital projects. The next Budget committee meeting is on January 27th during which the venues’ operating budgets will be reviewed as well as discussion on alternative funding sources for capital projects.
3.0	GENERAL MANAGER COMMUNICATIONS <ul style="list-style-type: none"> • Teri Dresler reminded the Commissioners of the following upcoming events/meetings which included: January 16th - Dr. Martin Luther King Jr. breakfast at the Oregon Convention Center and sponsored by the <i>Skanner</i> newspaper. January 17th is the Joint Work Session for the MERC Commission and Metro Council in the Metro Council chamber. The agenda will include a presentation from the outside auditing firm of Moss Adams. Additionally, Susan Sieger from Crossroads Consulting will present the FY11 Economic Impact Reports for Visitor Venues. T. Dresler noted there would also be discussion on the OCC enhanced marketing initiatives. • Teri Dresler reported on the discussions related to the street car/light rail project and the potential elimination or modification of the parameters for fareless square. She noted there were significant budget concerns for the Oregon Convention Center, potential impact on national convention attendees and the potential to lose Portland’s marketing advantage related to the current ease of access from downtown to the Convention Center. T. Dresler noted meetings will be held with Tri-Met and the City to find a solution. Chair Hammerstad commented that she is a member of the Portland Streetcar Commission and would be happy to help. • Teri Dresler commented that there will be discussion on tourism spending at the joint work session.
4.0	MERC VENUES’ BUSINESS REPORTS <ul style="list-style-type: none"> • Karen Totaro, Robyn Williams and Matthew Rotchford provided venues’ business reports. <p><i>Note: Commissioner Haruyama arrived to the meeting at 12:46 p.m.</i></p>

5.0	<p>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</p> <p>None</p>
6.0	<p>ACTION AGENDA</p>
6.3	<p>Resolution 12-03 for the purpose of approving a contract for ticketing services at the Portland Center for the Performing Arts.</p> <ul style="list-style-type: none"> • Robyn Williams presented Resolution 12-03 and provided the Commission background on the procurement process and the criteria used by the selection committee. • The following individuals provided verbal testimony on agenda item 6.3 and their comments are attached and made a part of the meeting record. Christopher Mattaliano, GM, Portland Opera; Valeria Ramierz, Portland Opera; Peter Bilotta, Portland Opera; Anne Francis, Broadway Across America; Jeff Thede, Portland Opera and Jack Lucas, President of Tickets West. • A lengthy discussion was held among the Commissioners and the Portland Opera staff. • A motion was made by Commissioner Leary and seconded by Commissioner Stoudamire-Phillips to approve Resolution 12-03 as presented. <p><i>Note: Commissioner Goldman departed</i></p> <p>VOTING: Aye: 4 (Hammerstad , Leary, Haruyama, Stoudamire-Phillips) Nay: 1 (Dozono) Motion Passed</p>
6.1	<p>Resolution 12-01 for the purpose of approving FY13, FY14 and FY15 rental rates at the Portland Metropolitan Exposition Center.</p> <ul style="list-style-type: none"> • Matthew Rotchford presented Resolution 12-01. • A motion was made by Commissioner Leary and seconded by Commissioner Dozono to approve the Resolution 12-01 as presented. <p>VOTING: Aye: 5 (Hammerstad, Leary, Haruyama, Dozono, Stoudamire-Phillips) Nay: 0 Motion Passed</p> <p><i>Note: Commissioner Stoudamire-Phillips departed</i></p>
6.2	<p>Resolution 12-02 for the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12.</p> <ul style="list-style-type: none"> • Cynthia Hill and Matthew Rotchford presented Resolution 12-02. • Commissioner Haruyama asked for confirmation that the \$396,000 increase in expense is for an increased revenue potential of \$546,000. Matthew Rotchford confirmed. • A motion was made by Commissioner Leary and seconded by Commissioner Dozono to approve Resolution 12-02 as presented. <p>VOTING: Aye: 4 (Hammerstad , Leary , Haruyama, Dozono) Nay: 0 Motion Passed</p>
<p>As there was no further business to come before the Commission, the meeting adjourned at 3:04 p.m.</p>	

January 4, 2012

MERC Commission Meeting

Verbatim Testimony

6.3 Resolution 12-03 for the purpose of approving a contract for ticketing services at the Portland Center for the Performing Arts.

Individuals providing comments included:

- Christopher Mattaliano, Portland Opera, GM
- Valeria Ramirez, Portland Opera
- Peter Bilotta, Portland Opera
- Anne Francis, Broadway Across America
- Jeff Thede, Portland Opera
- Jack Lucas, President Tickets West

Christopher Mattaliano: For the record, my name is Christopher Mattaliano, I am the General Director of the Portland Opera. My work address is 211 SE Caruthers, Portland Oregon 97201. Good afternoon, Chair and members of the Commission. We are here to represent the Portland Opera serving nearly 250,000 audience members annually we bring to PCPA facilities. We represent PCPA's single largest tenant and revenue source by bringing to PCPA on average 1 million dollars annually. We are here because as such we want to support as possible and to build a strong and sustainable future for both the Portland Opera and for PCPA. However, we've yet to receive in writing the detailed operating plan or financial overview of the proposed ticketing change. As a result, there are significant unresolved issues which create significant financial risk for both Portland Opera and PCPA.

Valeria Ramirez: For the record, my name is Valeria Ramirez, Chief Operating Officer for Portland Opera and Portland Theatre Productions. My work address is 211 SE Caruthers, Portland 97214. And to continue Chris's comments, it's important to understand that the Portland Opera doesn't just produce locally produced Opera, we are also the local face of Broadway touring shows' subscription series for now 17 seasons and we are about to launch the 18th in the near future. As a member of this joint venture, we are responsible for a wide variety of local services including advertising and promotions, marketing, ticketing services, accounting, and technical theatre requirements. The term commercial user, I think is a little misleading. The majority of tickets that are actually in this category are generated from sales of Broadway series and as such are managed locally by Portland Opera staff. Let me tell you about our staff. We have approximately 20 full time staff members who are involved in the Portland Broadway series. As such, excuse me, I lost my place here, back to the commercial user, the local face of Broadway is in fact Portland Opera. We handle the customer service issues at a local level and have done so since 1995. During that time, we have sold 150 million in tickets, that's a big number and we've sold 3.5 million primarily through Portland Opera's box office - subscriptions, groups and single tickets. There is total operating between Opera and Broadway series and 20 of us working on the Broadway

series also have the same duties on the Opera side including myself. And in a real sense, these two series are integrated and cannot easily be pulled apart unless there is financial damage to one or both. Right now, on average, the Broadway series brings approximately a half a million dollars in net contribution to Portland Opera's operations. We use these funds to accomplish our mission which includes a wide range of education and outreach and community based programs as well as producing nationally recognized quality brand Opera.

Peter Bilotta: For the record, my name is Peter Bilotta, Director of Communications and Marketing for the Portland Opera. I would like to speak to a financial implication that this potentially has for the Portland Opera, as one of the leading nonprofits in the Arts community. Ticket inventory management and transfer ticketing system to system to real time data transfer, we require for our ticketing operations for both Opera and the Broadway are very complex process. It's a process we have experienced in the past and we know that it's also staff intensive. We foresee this contributing at least an additional staff member to our Opera staff and cost probably would be in the \$50,000 range. We are also concerned that this new ticketing proposal has a new retail outlet. It happened to be retail outlets that are direct competitors to Fred Meyer, our current sponsor for the Broadway series. All likelihood we will lose that sponsorship. Now that would be a direct hit to the Portland Opera nonprofit organization of at least \$30,000 annually. Mr. Mattaliano mentioned that we haven't seen the financial plan yet and we are not certain of the fees to be charged for the Broadway tickets. We don't know how this will affect the Broadway partnership and ultimately the net revenue of approximately \$5,000 per year we receive from the Broadway series. And that could be a substantial hit to the Portland Opera bottom line as well. We rely on real time data for dynamic pricing. Through the recession, it helped us achieve a higher level of ticket revenue while ticket sales were depressed. We fear we may lose that capability if we are transferring data in a non-real time basis between different ticketing systems. We are also concerned that what contingencies are in place if there is any problem with conversion or if there are any technical issues - if ticket sales drop for the Broadway series or perhaps Opera because of this. What contingencies are in place to make sure that Portland Opera and Broadway series is whole. My title is important, Director of Communications and Marketing for Portland Opera. That's a recent change over the past 10 years in non-profit performing arts sector. Finding an integrated system allows us to combine subscriptions, ticket sales, development, charitable giving, and sales all into one package so that we are developing the single relationship with our patrons to develop long term relations and grow over time. We've only recently accomplished this for Portland Opera we made the conversion system like this only 2 years ago with substantial cost. This is a step backwards. To be honest, we are not just concerned about financial implications for Portland Opera. We are also concerned about financial implications for PCPA.

Ann Francis: For the record my name is Anne Francis I'm the Vice President for the West Coast Broadway across America. We present Broadway series in about 32 different markets across America. Partnership with nonprofit venues in every market. As Valeria stated, Broadway Across America is a joint venture with the Portland Opera, nonprofit partner for 17 seasons. As I stated, in the overall agreement with MERC, Portland Opera has specific responsibility with joint venture. Most importantly,

they are ticketing service agencies. Broadway in Portland has spent many seasons, I myself personally since 1998. Working hard to make Portland a 1st tier city to the producers and booking agencies in New York. As I work with Valeria booking 12th and 13th seasons, we need all of the tools to convince producers and booking agents to come to Portland first, when the tour first starts to go out on the road and not wait 5 - 6 seasons. Hard to get people to come out to the west coast. When they start the tour on the east coast, it takes a while to get here. We need everything in our power to convince people to come to Portland first. Show producers do care about ticketing systems. They use it sometimes the bases for choosing where to start the tour and which venue to book. The suddenness of New Era announcement starting in the 12th and 13th seasons, we can't commit to the producers now who I need to tell how much our ticketing service charges are going to be in our ticketing prices. I'm right now negotiating prices with tours coming through here for 12 and 13. I can't tell them what single ticket those shows will be sold on. In my 20 years of experience working with Broadway industry presenting shows in many cities for both nonprofit venues and joint venture partnership. I personally overseen transition of ticket systems in two major markets. Both two prominent well respected and very well used ticketing system. They were not cheap companies that venues were choosing to transition to. In one of those, the market had a very successful transition, it took us 2 years to make the plan, it took us a very long time to look and tinker with the actual system even before we considered putting the Broadway series on that system. Even with this success we saw a 43% dip in single ticket sales due to rebranding efforts. Redirecting people from Ticketmaster to the venue site. In other markets, we have seen the loss of 53% in our single ticket sales in the very first season and we have yet to recover. In both cases, the Broadway series was involved in analysis and RFP process at least to give what we need on our reporting side to give it to producers. We had a seat at the table and clearly defined what we need as a business analyst. We are also the very last user group. Both of these venues to transition over the ticketing system. Basically these venues that I worked with in two other cities recognize the Broadway industry is too stable and too important of a business to move as a guinea pig to a new system right off the bat. They basically put on other shows to work out to make sure that we can do method of payment and such. Despite what the resolution does say, Broadway series has not been involved in and seen any of these RFPs and ticketing systems. So I just really want to make sure that you know that I am more than willing to work with PCPA and make the best choice for the ticketing system. Broadway series is an advocate to finding solutions to sell the maximum amount of tickets possible. That's our only goal however, I can't support the resolution with full confidence based on my experience in other markets and lack of information that I personally have with the system, and lack of the Broadway series involvement in the analysis process. It really just takes one producer with a 2-4 week engagement to have a bad experience with the ticketing system to decide not to open for the west coast and skip Portland all together. As we see it, that's a loss of \$100,000 for PCPA for user fees and rent alone. Not to mention any other income. It's too important of a risk not only for the Portland Opera but also to the PCPA.

Jeff Thede: Thank you Madam Chair and Commissioners. My name is Jeff Thede I'm an attorney in private practice I'm here today as a current president of the Portland Opera Board of Directors. First, I do want to apologize for being in casual attire. I drove straight here from the Rose Bowl. I apologize.

On behalf of the board, I can't state strongly enough how concerned we are about the proposal. The recession has been hard on all of this and most notably for Arts organizations. We have reduced programming, staffing cuts, just about everything we can. We are concerned that any additional cost or revenue reductions in either Opera or Broadway series will seriously threaten our financial health and long term sustainability. We are equally concerned about the financial risk to PCPA. We understand that PCPA too has financial challenges and we remain open to explore a successful remedy for both. We are concerned the proposed ticketing change is not the way and we will ask any vote to be postponed to give us an opportunity to more fully understand the facts and give some input. Thank you.

Chair Hammerstad: Thank you. Questions before I come back to Robyn? Because I want her to respond rather than questions from the Commission before we do that.

Commissioner Leary: When Portland Opera went through their system's update a couple of years ago to correct system, what was the degree of collaboration you engaged in regarding that move and who all was addressed and who all talked?

Valeria Ramirez: I think it's important to understand that through that period, Ticketmaster was the exclusive ticketing system. So, really, when we were looking at a number of options, at the end of the day, we came back to the fact that Ticketmaster had the exclusive contract with PCPA and any other choice would be more complicated and more costly more confusing perhaps to our patrons. So, we actually chose Ticketmaster to integrate to the system because of the relationship between Ticketmaster and PCPA. Does that answer your question?

Commissioner Leary: Yes it does and that will dive into my next question. This dialogue began almost a year ago. This effort and research began about a year ago?

Valeria Ramirez: There has not been a dialogue between Portland Opera Key Brand theatrical group and PCPA regarding requirements, concerns and alternative ticketing systems.

Commissioner Leary: When did you guys find out the PCPA was considering the option other than current status?

Anne Francis: We've known since I've been Vice President-since March 2011. I knew there was a process happening. By this point in my previous experience, I was usually not only sent examples of what they are looking at and what the reporting systems were and what the options were on the table. We didn't find out the decision was made until October 11, 2011 without seeing anything. None of the RFPs systems nor were we asked specifically what we might be concerned with. I was under the impression that we would be invited to participate.

Commissioner Dozono: Did Portland Opera receive a copy of the RFP?

Valeria Ramirez: No, we didn't.

Commissioner Leary: Ok. But you knew the consideration.

Anne Francis: Correct. We knew that was happening and multiple times over the phone offered my extensive personal services and transition ticketing services in Costa Mesa and Seattle, that I would love to come to the table to at least help and really trouble shoot what some of the difficulties might be.

Commissioner Leary: But in making your decision to upgrade your system.

Anne Francis: We were making ...

Commissioner Leary: Right, but you guys almost went through the same process that now you are arguing against PCPA.

Christopher Mattaliano: No, I should clarify the process we did a few years ago was an internal data based system that we incorporated into our daily operation called Arctic which has a direct relationship to Ticketmaster. So, that was a key part of why we chose to adopt an integrated sales and development system into our daily operations.

Valeria Ramirez: It's a product of Ticketmaster which has seamless integration with the host product.

Commissioner Leary: But that calculation that Portland Opera made unaware that PCPA was considering other options?

Valeria Ramirez: Correct. And quite frankly we have seen what happened to another Arts organization that had moved away from Ticketmaster and it was a quite unpleasant and I'm sure all around and we have always enjoyed good working relations with PCPA and we chose not to go that route.

Commissioner Leary: Could it have been of value to PCPA in the decision making process if you have those other examples nationally regionally to document that?

Anne Francis: We would be more than happy to send it to you .

Commissioner Leary: I mean, at this stage of the game.... I'm talking about back when the window was there in March when the discussion began.

Valeria Ramirez: I think it's important to understand that we have been given double messages. On one hand, we have been told that you don't have a place at the table. We don't want you at the table because you aren't an interested party. On the other hand, we have been told in fact we haven't been engaged, so which is it? We have been kind of waiting in the wings for most of the process and it wasn't until the second week of October that we received anything in writing and that came in the form of an email with no detail.

Commissioner Dozono: So, has Portland Opera ever seen the RFPs ?

Valeria Ramirez: We have not.

Commissioner Dozono: I can't believe that you guys have never seen it. But have you asked?

Anne Francis: We have never seen it.

Chair Hammerstad: Ok, I am going to interrupt here. We can't solve problems around this table. What we are trying to do is to understand what happened. There are two aspects of this. One of the aspects is that you feel that you didn't have information and you were not included in the process. Now we can't actually do anything about that now. Because that's in the past and it would have been good to know that earlier but that's something happened and we can't really address it. What we can address is the actual substance of the agreement with new ticketing agency and how that's going to affect each venue. We can do that around this table. But I think it's necessary for us to know that those are the two aspects. What I'm hearing from you and it's not a new story is that a lot of the testimony you have given is based on the uncertainty of what's going to happen in the future. You are questioning how does this affect you financially, how will this affect your patrons, and I think those are all legitimate concerns when you don't know. And then I'm hearing from PCPA and Robyn, these are the things that are going to happen and this is the benefit going to New Era and to a new ticketing system. There has to be a connection in here some place, so that you do know what is going to happen and what's likely to happen even though we can't project the future. So, we will be able to say these are the consequences and in fact actions and reactions are not necessarily related so I'm going to stop talking now. We can't really solve it but I want to hear from Robyn and let's see if we can address some method to raising your comfort level. And all of us have a better understanding of what this new ticketing process is going to be and how you are going to benefit. I don't think it will do any good to speculate on how we are not going to benefit because we wouldn't go through all of this if we thought this was a bad idea. So, Terry you have a question?

Commissioner Goldman: I did have a brief question, thank you Madam Chair. You addressed what the City has gone through with Costa Mesa and Seattle. What company ?

Anne Francis: I would be more than happy to answer your question- from Ticketmaster to Tessitura in Orange County. It's a software you purchase from a company. You then can program and manage it yourself. That was actually the most successful and made me more nervous because it was taking quite a bit. One that is a little more parallel with Tickets West is the Tickets.com transition in Seattle at the Paramount Theatre. They transitioned from Ticketmaster to Tickets.com in August 2008 and we didn't move until January 2010 and we still had reporting issues ... what would happen is that the Broadway series contracts and sales models are quite complicated than to say another Broadway series and another city would be ok for my Broadway Across America deals are. There isn't anybody from PCPA who's sitting in the box office with the Portland Opera box office manager and the producer's representatives at the end of the show to say like how many group tickets have you sold, how many VIP tickets have you sold, can you give me a method of payment reports subtracts these things out. And it's a very complicated process to get to the same vocabulary with two different systems. It takes a very long time to integrate two.

Commissioner Goldman: Sure, you said that switching systems can jeopardize shows which potentially come to Portland, so have Seattle and Orange County lost shows which normally come to the West Coast first?

Anne Francis: Seattle has. I have a venue in Seattle that I compete with. The decision for a specific engagement of....return of the show, they decided to go to my direct competitor. And the booking agent has also taken it to another one, both played here in Portland but he chose Tessitura for their system. They would like to know that they can do pricing, and right now in Seattle they are struggling with 3 systems so it takes a full day for my marketing and box office people to pull a report that tells me how many seats have I sold. In any system you have to show the full capacity of the event and kill that seat that you are not using. So it's a lot of work.

Commissioner Goldman: Just another very quick follow up question. So the show in Seattle lost your venue but still went to the major market?

Anne Francis: It went to the market and to the other venue but that same show also chose to bypass Portland and come back in 5 years. It's a package deal sometimes to combine Seattle and Portland.

Commissioner Goldman: Ok, Thank you.

Chair Hammerstad: Thank you very much and now I'm going to excuse you and express great appreciation for you taking your time to be with us. We have Jack Lucas signed up to testify.

Jack Lucas: Good afternoon Madam Chair and other members. First of all, on the other hand, thank Robyn and her staff and evaluation committee for the hard work put into this. I've been involved in this type of thing before and I know it take a lot of time and dedication. So thanks to Robyn and the evaluation committee for the time they took to go through these RFPS. I just wanted to say a few words today about the new ownership with New Era. For the record, I'm Jack Lucas, I'm president of Tickets West. I think the word committed comes to my mind when I think about the relationship that we want to forge with PCPA and their staff. We are totally committed and we will totally get behind the project and to say we are excited about the project is underscoring it. A little back ground on Tickets West. We moved to the market here in Portland in 1998. We established a regional office here in 1998. We just moved to a larger space over on Glisan Street last weekend. Our call center is here since 1998 and we had a relationship with Safeway and a number of other small businesses for network outlets since 1999 or 2000. So we have been in the community for a long time. We've always enjoyed Portland and our local employees obviously live here work here and play here. It's been a great opportunity for Tickets West. Tickets West-this year starts 25th year in the business. I think there is only one other ticketing company that I know which has been in the business longer. When you are in business for 25 years, you have to have a good product, good team, you have to pay attention to clients and customers. Tickets West has done that over the years. So again, we are happy, committed, behind the project, we want to have the open dialog, we welcome the opportunity. I think the other hat that I wear is that I'm president of West Coast Entertainment which is another company that presents Broadway musicals. I've been doing Broadway for a long time and probably other than folks representing the Opera, I'm just

as passionate as Broadway as anybody in the room. I also set out a partnership with a New York organization, Columbia Art Theatrical, and a number of other partners we own a company called Trica-- we actually produced Broadway musicals for national and international tours. Obviously, I've used Tickets West for Broadway over the years and it's always provided what we needed in terms of making sure that we are on the cutting edge of technology. Obviously ticketing over the years, it got a lot more complicated than in 1997 when I got involved and started Tickets West. But again, we look forward to it. We welcome the open dialog. As I tell people, my office number hasn't changed in 26 years. And my cell phone number is the same as when the cell phone was invented. So, I'm not hard to get hold of. Anyway, thank you very much. If there are any questions, I would be happy to answer.

Chair Hammerstad: Are there any questions? (None) Thank you for taking your time to come to testify.

Jack Lucas: Thank you.

Chair Hammerstad: Robyn, would you like to share reactions or make any suggestions or whatever you would like to say.

Robyn Williams: Yes, thank you for that opportunity. This is not a process PCPA is taking lightly. Broadway is very critical to PCPA. It is the substantial number of commercial tickets that we sell so , delicate balance that we had to walk was that how do you have truly competitive defensible process and yet still get information that you need. We started conversations more than 2 ye years ago with the Vice President of West Coast what's now Broadway Across America to talk about the fact that we are going to come to the end of the contract and as a public entity we were required to go out with this. We never ever come to the fact that this is going to be forever contract. So we entered the negotiations of RFP what does this mean to you. And the feedback that we have got is that it is two systems. Even though we are both Ticketmaster, it is two very separate systems that don't talk that seamlessly together. They are some things which are easier in terms of setting up some shows and uploading and downloading something but they are very different systems. One we had hosted with Ticketmaster, the Arctic system is more of a software base system. So, when we began the dialog, we said there was a possibility that Ticketmaster, in the competitive process, might not win the award. What does that mean to you? So, the response was it really is two different systems. We did have one problem with Seattle and we would like to talk to you about the details of that information. So after that conversation, we did start to have one-on-one conversations with some Opera staff and some Broadway Across America staff on more than one occasion. We repeatedly said, there is no guarantee that we will be back with Ticketmaster. And unfortunately at no time was there were any concerns raised until we made the announcement that we were going forward with awarding with New Era. And I heard that there were concerns with Broadway. And immediately contacted and asked that we get some specific information and we offered to do the demo of the system and whatever the reason that offer was not taken. We still standby our desire to demo the system. I know Christopher Mattaliano, after the November 29th letter, I met a few days after that. And had very open discussion about that. And I asked that time to get specific information because it's very important for us that we start the dialog sooner rather than later. And unfortunately I only got list of some concerns in late yesterday afternoon.

At first glance, it looks like answer to the many of us however we are doing on Ticketmaster is pretty much is going to be the way doing here because how the duo systems work but we do need to sit down and have a dialog with that. I don't think that we have been shy in communicating that we very much want to have dialog but we have to know that problem or concerns exist before we can address it. But we have not had that expressed to us despite of number of face to face meetings. I think that the concern about clients being used to go into Ticketmaster for tickets, It's definitely not the concern as a result of splits of _____ from Live Nation, we will be able to have a presence on Ticketmaster website for 3 years. And so, we have plenty of time for people to get used to being redirected from Ticketmaster. They've got Ticketmaster and be able to find shows and be directed to our system so we feel like that is a concern that doesn't need to be there. I have had good conversation with Jack Lucas as well as Fred Maglione, the other COO, and I think the strength of the partnership is that I have the ears of two COOs. I have no dialog with regional person or somebody who has many layers down in the organization. But I have the commitment and ears of the people who can make changes. If there is something special that needs to be done, I don't have to go through layers and layers to try to get the change effected. So, I think that will go a long ways to solving any hiccups we may encounter. We are definitely interested in starting this sooner rather than later.

Commissioner Dozono: I have heard one specific issue which is the fee schedule. Are the fees more or less than Ticketmaster's current fees?

Robyn Williams: Fees will be less. The difference in the system is that currently Ticketmaster sets the fees based on the price of the ticket. So the higher the ticket, the bigger the fee and PCPA just gets a small piece of that. This system, PCPA merely pays a fee to the company and we set the service charges so we have a lot of flexibility on how we establish rates and fees. Overall our fees are going to be lower than what they currently are with Ticketmaster.

Chair Hammerstad: Other observations? From the testimony from people at the Opera, it seems the things they are most concerned about are, first of all the financial plan. And there is considerable concern about financial damage to the Opera in setting up a new system. Especially the idea if you pull it apart, these two aspects with Ticketmaster and Arctic that would be detrimental to the Opera. I think that needs to be addressed in some way. Ticket prices are pretty well covered. Jeff Thede talked about cost, revenue reductions and financial risks. And I think those things are certainly in the minds of both parties because we are not going to take on financial risk that doesn't have significant reward to us. And they need to understand the proposal. Now, I don't know if this could be accomplished with face to face discussion or perhaps a mediator might need to be involved in this. But it looks to me as if you have a few major issues that are also causing you to be uncomfortable and uncertain about the future. So, I don't expect you to answer now Robyn but if you are ready to vote on it or if you would like to take a couple of weeks we have another meeting on the 17th with Metro Council. I think that is a reasonable amount of time. And so, can I have some conversation.

Commissioner Dozono: I think I need to better understand if we need to delay a week or two weeks what is that the Opera can work out with PCPA in terms of the implementation. Because if it's a

question of how systems work together, I'm not sure that's something they can do. What period of time...

Valeria Ramirez: We actually don't have overview of operating plan. We were invited to ask questions but we really don't know what question to ask because we haven't given a foundation which to understand how we might be affected. So we are still looking for executive summary of operating plan which apply to the Broadway series and what timeline these and any kind of complication or any major components. What they are? Yes, there are a lot of speculations but we have been invited to ask questions but questions we have got more questions to ask after that. We waited 4 weeks to answers to the original letter. We are still waiting for the operating plan. That would be very helpful.

Commissioner Dozono: We can't really have operating plan till we have agreement with. Isn't that a chicken or egg kind of thing? Because we don't have a contract.

Christopher Mattaliano: Even in the course of this discussion, you are mentioning ticket prices and fees. We get to see that. We get to see any financial information. We don't have any of the information you have. So until we have that information, it's hard for us to response. It's one thing to great to be invited to demonstration of the system but that does not replace operating , and specific financial overview. Very basic financial overview we get to see.

Commissioner Dozono: Wouldn't a demonstration help you in terms of giving you a real picture of how the operation would work?

Anne Francis: In my experience, I have sat through many demonstrations and until actually it would be implemented and you have your shows, you don't necessary know because you are not talking in the same language.

Commissioner Dozono: Is there anything that Tickets West can do to talk with the Opera?

Anne Francis: Comparable reports in Tickets West that I requested in October that I haven't received yet. For me the main thing, if we do choose to vote, the possibility of Broadway to be excluded from commercial entity at least for the 12-13 season until you and PCPA know more about this plan. I think that's the least that I ask for. This takes time. It's not two weeks. It takes months of meetings and working in the system. And making dummy reports and doing dummy box office statement and doing the dummy show.

Chair Hammerstad: That does seem the implementation part of the issue though. And we can't really get there until we get to the resolution. Terry?

Valeria Ramirez: And to be clear that Portland Opera is not in the position to support implementation of the plan that we don't understand. We are still back in last spring. We have a lot of catching up to do.

Commissioner Leary: It seems to me that given the fact that you had experience in other cities, and you have seen this process, and you are protecting your own interest . It seems like you wouldn't wait for

whatever PCPA was going to send out to you. You might want to do projections on your own and try to get a determination and then give us more than 15 minutes to address it. I mean she talks about 4 weeks began in November and we are in January.

Anne Francis: I did reach out to Fox Cities but not Tickets West. I need to know very specific things about what these reports are. I can't do that unless I have granted access.

Commissioner Leary: Please recognize part of what you are asking us to do is many of the goals we have pursued for last 4-5 years and finally we got here based on information. I think everybody has the responsibility to do that research for themselves.

Valeria Ramirez: I'm sorry I don't quite understand that. If there is an RFP that has been circulating to vendors and the most important commercial driver of your revenue is on the side lines and later you say you have no place at the table. We have been polite. We have been waiting. I have been in a meeting with Robyn in September with Anne Francis and the president of Key Brand Theatrical Group at which both we said if you think going in that certain direction those are two-year selection. Please reach out to us that we have lots of experience good and bad but please reach out to us.

Anne Francis: I have been in the stage before where everything you are hearing about the ticketing system. It is a good system. You understand the system. Until you are pulling a report and realizing I built this ticket incorrectly and now I can't tell the clients how many tickets are sold. Sometimes you don't know until the heat of the moment. We are going to change the ticketing system, we are going to test out in a few concerts and we are going to do this for a little while and make sure we are not going to put your business in risk.

Commissioner Leary: And that public RFP has been available for how long? Whoever can answer the question.

Robyn Williams: I think it was March when it was issued. It's posted on website certainly. And we sent that to every major ticketing company that we knew of.

Commissioner Leary: And it was posted on the website.

Teri Dresler: Just a point of clarification. One of the challenges is that in this disconnected communication right here, part of our challenge as a public agency is that we can't share RFPs with anyone who has interest in any one particular vendor who might be proposing. So that's why you weren't able to see those and the reason that we aren't able to share fee schedule or anything specific about the selection process until we have awarded contract is that we can't make it public no matter how large the client's interest maybe until we've made that selection and we have an opportunity in public meeting for the Commission to vote. So that's the challenge with exchange of the information as a public agencies, we are not legally allowed to do that.

Commissioner Dozono: You are talking about responses though. Actual RFP...

Teri Dressler: The actual RFP anybody can see that. Yes, that's a public document. You are talking about the proposal.

Commissioner Dozono: Yes. We are talking about ...did you actually see the request.

Teri Dresler: And we can't share the proposals legally until we've made the selection and that time, we negotiate the contract and all of the information upon request is a public document. So that's the disconnect in terms of the communication.

Anne Francis: Even a part from the fee schedule knowing the capability of the system, can or can't do. Things that I can go back to producers of the show and say... See the actual reporting system, tracking system, database, how does the database... I think it's not fair to us

Teri Dresler: It's all part of what we negotiate, unfortunately.

Chair Hammerstad: I'm going to end this meeting. I think there are a lot of uncertainties Portland Opera has to address. I'm not sure it has to be addressed before to pass the resolution. We have talked about our desire to go forward on opening up the ticketing process because we felt it would be a good financial decision. I will be willing to entertain the motion and let's have discussion and we will either pass it or postpone it or will not.

Commissioner Leary: I will make a motion to vote.

Commissioner Stoudamire-Phillips: I will second.

Chair Hammerstad: Ok, we have a motion to vote. What are we voting on? What is the substance of the motion? Is it for the purpose of approving the contract for ticketing service at the PCPA ?

Commissioner Leary: Yes

Chair Hammerstad: Resolution 12-03 May I have the reason why you have made this motion.

Commissioner Leary: I think it hits so many of our program goals. The fight we have gone through in the last two years for the FOTA, and to have a job creation opportunity within the FOTA area is critical for us. I don't know if we financially know what 12-13 is going to bring and to look at a quarter of a million dollars in the face is kind of hard for us to pass up on. And additionally, to have local engagement for a problem solving mechanism that would be a great benefit to our efforts so when you look at the list of goals that can be achieved in this, this is very important for me.

Commissioner Dozono: So, I guess it sounds like most of the concerns are implementation based so my question is for Nathan and Robyn in terms of the contract, what legal abilities we have to ensure that Tickets West is able to provide the same level of service that they have been getting from Ticketmaster.

Robyn Williams: We believe that we have enough comparability between the systems because of the information that we received from the ticketing consultant who did the very in-depth analysis so I think

between that and the fact that we have seen the list of very detailed implementation information from the Opera that we have a starting point now finally for detailed information that we can start on. And should start on immediately.

Nathan Sykes: Commissioner Dozono, Tickets West represented to us they can handle the ticketing service in the contract so we have to assume whether they can meet Broadway's specific requirements; I guess that's to be seen.

Commissioner Dozono: And if they can't during this run up period for Ticketmaster's contract ending, what ability is there for us to postpone the switch.

Nathan Sykes: They have to breach the contract after they signed it.

Commissioner Dozono: Not to be able to provide a service.

Nathan Sykes: It would be a breach for them not to meet the ticket demands requested and has put in their RFP. That would be an interesting question.

Commissioner Haruyama: Can I ask... the money- that up-front signing bonus and anticipated increased income is that already included in your budget for this year?

Robyn Williams: It will be yes.

Commissioner Haruyama: It will be but hasn't yet.

Robyn Williams: It hasn't yet. It's because the Ticketmaster contract will be in effect through FY13.

Commissioner Haruyama: Is it possible to use some of the portion of signing bonus to assist the Portland Opera because I'm quite sure that implementation can be done with extra effort by everybody which means the Opera and Broadway series will have extra labor cost.

Robyn Williams: Christopher Mattaliano and I actually had brief conversation around this. We are certainly willing to have dialog with the Opera. If there is some unique thing, I would be happy to sit down and have a conversation about it and New Era is also willing to sit down and have the same dialog and partnership with us.

Chair Hammerstad: Karis?

Commissioner Stoudamire-Phillips: At this time, I'm a single ticket purchaser for Broadway Across America for all 17 seasons and I actually welcome the opportunity to support a local company and not have to pay very high ticket prices so I welcome this opportunity and feel it's very important that we maintain this relationship with Portland Opera and I'm very confident Mr. Mattaliano and Robyn and the rest of your staff and with our Commission's support to see this through.

Chair Hammerstad: Nathan, do you want to share with us?

Nathan Sykes: Sure. I guess what I'm going to share with you is that there is a particular provision that doesn't limit liability for breach of warranty for particular purpose so if the claim were to be that didn't meet the requirement for the Broadway system, probably would not be able to call that breach.

Chair Hammerstad: I'm going to support the motion mainly because I think that process that Robyn has gone through with the competitive process, trying to avoid vested interest, using an outside expert, having financial return to PCPA, and frankly addressing more revenue opportunity is a major role of this Commission we have taken very seriously and I think this gives us an opportunity we have not had. If Ticketmaster were going to give us that opportunity, they would have given it to us in the past. It seems to me this is a.... and also you have a partnership with Rose Garden and marketing opportunities and it is local. Supporting the FOTA program is a big thing for this Commission and it seems to me that we are headed to the right direction. That's not to say we have done everything right. And I think we have to take the ownership of things that we have not done right. Especially not communicating well enough with Portland Opera and your interests. So, I'm urging that you get more certainty that the programming is made crystal clear to you and you have the operations report you need and most of all, we as a MERC commission and PCPA are all in this together. Opera is an extremely valuable piece of our operation. I really appreciate the fact that you've taken your time to come here to express concerns you have. We will try our very best to settle this concerns and raise your comfort level and have this a big success. So with that, Robyn would you call the roll.

Robyn Williams: Commissioner Dozono?

Commissioner Dozono: I'm going to vote no at this time, because I would like Portland Opera to have a chance to look at the fee schedule. I understand not wanting to wait another year. And I certainly don't want to wait another year to implement this. But I would like to give Opera a chance to review the fee schedule even though I hear from you it is a more beneficial fee schedule than Ticketmaster, I do feel that they deserve the opportunity to have a look at it. So I'm going to vote No this time.

Lisa Brown: Hammerstad?

Chair Hammerstad: Yes

Lisa Brown: Haruyama?

Commissioner Haruyama: Yes

Lisa Brown: Leary?

Commissioner Leary: Yes

Lisa Brown: And Stoudamire-Phillips?

Commissioner Stoudamire-Phillips: Yes

Chair Hammerstad: Motion passes. 4-1 Thank you very much. It was a little grueling but I think that we can make success out of this. And thank you all for coming.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 12-01


For The Purpose of Raising Facility Rental Rates for Fiscal Years 2012-13, 2013-14 and 2014-15 at the Portland Metropolitan Exposition Center (Expo)

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) sets the rental rates for MERC Facilities; and


WHEREAS, Expo staff recommends that MERC increase Expo's rental rates in accordance with the market and other considerations regarding discounted space.

BE IT THEREFORE RESOLVED that MERC approves the increases to Expo's facility rental rates for Fiscal Years 2012-13, 2013-14 and 2014-15 as set forth in Exhibit A.

Passed by the Commission on January 4, 2012.



Chair



Secretary-Treasurer

Approved As To Form:
Daniel B. Cooper, Metro Attorney

By: 

Nathan A. Schwartz Sykes, Senior Attorney

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-02

For the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12.

WHEREAS, Metro Code 6.01.050 provides that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations, and;


WHEREAS, Metro Code 6.01.050(d) further provides that once the Commission's budget has been adopted by the Metro Council, any changes in the adopted appropriations must be ratified in advance by the Metro Council; and


WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2011-12 budgets for the MERC Fund, and;


BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission approves budget amendments to the MERC Fund as described in the attached Staff Report and Exhibits A and B for the fiscal year beginning July 1, 2011 and ending June 30, 2012 for inclusion as part of the total Metro budget for this period.

Passed by the Commission on January 4, 2012.

Approved as to Form:
Daniel B. Cooper, Metro Attorney

By: 
Nathan A. Schwartz Sykes
Senior Attorney


Chair


Secretary-Treasurer

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 12-03

For the Purpose of Approving The Selection of TicketsWest.com, Inc. and New Era Tickets (New Era Tickets) For Automated Ticketing Services For Events At The Portland Center For The Performing Arts (PCPA) And Authorizing The General Manager of Visitor Venues To Execute The Contract With New Era Tickets.

WHEREAS, PCPA staff issued a Request for Proposals in order to select a new ticketing contractor for PCPA venues; and

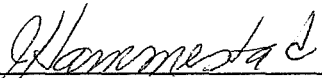
WHEREAS, New Era Tickets was the highest ranked proposer in response to the Request for Proposals; and

WHEREAS, PCPA staff recommends that the Metropolitan Exposition Recreation Commission (MERC) select New Era Tickets as the new ticketing contractor and authorize the General Manager of Visitor Venues to execute the contract on MERC's behalf.

BE IT THEREFORE RESOLVED the Metropolitan Exposition Recreation Commission hereby:

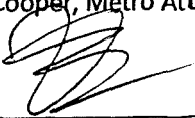
1. Approves the selection of New Era Tickets as the provider of automated ticketing services for events at PCPA; and
2. Authorizes the General Manager of Visitor Venues to execute the contract, in substantially the same form as the attached Exhibit "A," with New Era Tickets.

Passed by the Commission on January 4, 2012.

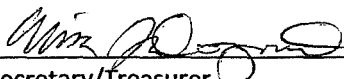


Chair

Approved As to Form:
Dan Cooper, Metro Attorney

By: 

Nathan A. Schwartz Sykes
Senior Attorney



Secretary/Treasurer



**JOINT METRO COUNCIL-MERC COMMISSION WORK SESSION
MEETING SUMMARY**

Jan. 17, 2012
Metro Council Chamber

Councilors Present: Deputy Council President Rex Burkholder and Councilors Shirley Craddick, Carlotta Collette, Carl Hosticka, Kathryn Harrington and Barbara Roberts

Councilors Excused: President Tom Hughes

Deputy Council President Rex Burkholder convened the Metro Council work session at 2:03pm.

Commissioners Present: Chair Judie Hammerstad, Vice Chair Elisa Dozono, Secretary-Treasurer Chris Erickson, and Commissioner Karis Stoudamire-Phillips

Commissioners Excused: Commissioners Ray Leary, Terry Goldman and Cynthia Johnson Haruyama.

Chair Judie Hammerstad convened the MERC Commission work session at 2:03pm.

1. FY 2010-11 EXTERNAL FINANCIAL AUDIT RESULTS

Ms. Suzanne Flynn, Metro Auditor, introduced Mr. James Lanzarotta of Moss Adams LLP, who represented the firm that conducted the state required annual independent audit of Metro's financial statements. Ms. Flynn thanked Metro Audit Committee members, including Councilor Harrington and Commissioner Stoudamire-Phillips, for their participation in the audit review process.

Mr. Lanzarotta introduced Mr. John Burns of Moss Adams LLP and discussed the scope and results of the external audit, which looks at Metro's internal control over financial reporting and compliance with provision of laws, regulations, contracts and grant agreements. Mr. Lanzarotta explained that Metro received a clean opinion, which means there were no findings of budget violations in Metro's Comprehensive Annual Financial Report (CARF). Mr. Lanzarotta praised Metro's management of the budget and noted that the Finance and Regulatory Services department should receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

Mr. Lanzarotta noted that Metro is in compliance with all federal grant requirements, and resolved an issue from last year's report. Of Metro's 2 bonds benefiting the Oregon Zoo and natural areas, Moss Adams LLP had no findings of non-compliance. Mr. Burns offered best practice recommendations regarding timely cash reconciliation.

In addition to the clean opinion and best practice observations, Mr. Lanzarotta provided information on new governmental accounting standards that will affect Metro's financial reporting. Mr. Lanzarotta explained that classification of fund balance will need to be identified in terms of

constraints and that pension reporting will reflect the current underfunded situation of Oregon PERS, meaning Metro will have more liability on financial statements. Lastly, Mr. Lanzarotta explained that GASB is currently deliberating whether governments should be required to include a 5-year forecast of cash receipts and cash payments information into financial statements in order to determine financial sustainability. Mr. Lanzarotta noted that this issue is highly controversial.

Mr. Tim Collier of Metro noted that for the third time in 29 years, Metro did not receive a management letter from the external audit, which means staff did a fantastic job reporting the agency's finances.

Councilor/Commission Discussion:

Councilors expressed firm appreciation for the diligent work of Metro's Finance and Regulatory Services department. Councilor Harrington urged other councilors to participate with the auditing process as a liaison in the future. Councilor Roberts expressed concern regarding GASB's consideration to require 5-year forecasts of cash receipts and payments, noting that it is extremely difficult to predict budgets so far in advance. Mr. Lanzarotta agreed with the shared concern about the change in accounting standards and mentioned that the issue is still in the early stages of deliberation.

2. FY10-11VISITOR VENUES' ECONOMIC IMPACT REPORT UPDATES

Ms. Teri Dresler of Metro introduced Ms. Susan Sieger of Crossroads Consulting LLC, who presented the economic and fiscal impact analysis reports for Metro's visitor venues. Ms. Sieger highlighted the qualitative and quantitative findings from the reports, which show that visitor venues, including the Oregon Convention Center (OCC), Oregon Zoo, the Portland Center for Performing Arts (PCPA) and the Portland Expo Center (Expo), make up a diverse range of events and activities benefiting local residents and regional, national and international visitors, associations and convention meeting planners. Moreover, Ms. Sieger pointed out that visitor venues are significant employers as well, supporting over 6,000 total jobs.

Ms. Sieger noted that the national economic recession has negatively affected visitor venues across the county, but that Metro management has done well to mitigate external factors with flexible operating strategies, increased marketing and steady event booking. The economic downturn has made the national convention market more competitive, Ms. Sieger explained. She emphasized the need for OCC to continue to be innovative because the same product will not be as profitable in the future. Specifically, Ms. Sieger cited the lack of a headquarters hotel near the OCC as the primary reason for lost revenue.

Ms. Sieger summarized that visitor venues combined for 1,400 events and 3.3 million attendees last year. Ultimately, Ms. Sieger highlighted facts indicating positive growth in the industry, but also warned of challenges included a more competitive market and the need for increased marketing and capital improvements.

Council Discussion:

Councilors discussed how the high operating costs of visitor venues can be interpreted negatively in the local media publications. Ms. Sieger noted that it is common for convention centers to lose

money from operating expenses, and added that the best way to measure financial impact is the number of jobs created. Commission Chair Hammerstad commended Ms. Sieger's reporting and concurred with her points regarding the urgency in sustaining Metro's visitor venues' viability. Councilors and commissioners discussed whether or not all is being done to make the OCC and other venues as robust and attractive as needed in a more competitive market. Ms. Sieger again pointed to the need for a hotel with large room block availability near the convention center.

3. BREAK

Metro Councilors and MERC Commissioners recessed for 5 minutes.

4. OREGON CONVENTION CENTER ENHANCED MARKETING INITIATIVE

Deputy President Rex Burkholder and Commissioner Elisa Dozono began the discussion of an enhanced marketing initiative for the Oregon Convention Center. Commissioner Dozono, who is the President of the Oregon chapter of the Asian-Pacific American Bar Association, described Portland losing the opportunity to host the association's national conference because there is not a big enough hotel with significant room blocks near the convention center.

Chair Hammerstad spoke about making up for lost opportunities, achieving potential and enhancing the overall experience at the OCC. Specifically, Chair Hammerstad explained current efforts to enhance marketing, to reach out to the private sector stakeholders and to the minority community for employment opportunities as well as adding food services in the OCC. Commissioner Erickson, who is also the Chair of Travel Oregon, noted Portland has a great, marketable brand. Commissioner Erickson ultimately expressed concern for the future without a viable hotel in close vicinity to the OCC.

Mr. Dan Cooper of Metro, Ms. Cheryl Twete of Metro and Ms. Dresler presented updates on the enhanced market initiatives, as well as its evolution since 2009. Ms. Twete explained that the hotel market is currently strong, and that the Portland area is being courted by hotel corporations. Ms. Twete also noted that construction costs are 10% lower than 2009 levels. Mr. Cooper addressed the current political climate as it relates to a hotel, explaining there is a definite interest to pursue workable opportunities. Mr. Cooper also indicated that the process in pursuing a hotel near the OCC is different this time because government partners and stakeholders are being consulted before proposals are officially presented.

Ms. Dresler reiterated that there is interest from the business community for a designated room block directly adjacent to the OCC. Ms. Dresler also presented a map outlining available property surrounding the OCC; some which is owned outright by Metro as well as other parcels that are privately owned.

Councilors questioned the impact of leadership changes in the Portland City Council that could affect partnership agreements. Commissioner Dozono reiterated the urgency of moving forward given the needs of the agency and interest in the business community. Councilor Hosticka questioned Metro's role in the process if the hotel is not publicly owned or financed. Councilor Collette asked about specific interest from a hotel corporation. Ms. Twete explained that Metro is not currently in an active mode, but is entertaining opportunities. Councilor Collette also mentioned her support for a scaled-down, more feasible hotel.

Ultimately, councilors and commissioners agreed that a room block in the future hotel is a priority. Additionally, there was consensus among councilors and commissioners of urgency to move forward with the initiative. Deputy President Burkholder restated the need to establish strong partnerships and initiate a feedback mechanism to ensure a clear understanding of agreement.

5. ADJOURN

Seeing no further business, Deputy President Burkholder adjourned the Council work session at 4:42pm. Chair Hammerstad then adjourned the MERC Commission work session at 4:42pm.

Prepared by,



Josh Springer
Council Office Policy Assistant

ATTACHMENTS TO THE PUBLIC RECORD FOR THE MEETING OF JAN. 17, 2012

ITEM	DOCUMENT TYPE	DOC DATE	DOCUMENT DESCRIPTION	DOCUMENT No.
	Agenda	1/19/12	Council Meeting Agenda	11712cw-01
1.0	Presentation	1/17/12	PPT: Moss Adams LLP external audit	11712cw-02
2.0	Presentation	1/17/12	PPT: Economic and Fiscal Impact Analysis	11712cw-03
4.0	Map	n/a	Potential hotel sites near Oregon Convention Center	11712cw-04
4.0	Memo	1/17/12	Memo from Council President Hughes	11712cw-05

MERC Commission Meeting

March 7, 2012
12:30 pm

9.0 - Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-04

Approving the Metropolitan Exposition Recreation Commission (“MERC”) 2012-13 Budget; and the Five Year Capital Plan; and payment of the Oregon Convention Center (“OCC”) Street Car LID through financing by Metro.

WHEREAS, pursuant to Section 6.01.50 of the Metro Code, MERC must prepare and approve a budget by resolution and;

WHEREAS, the MERC Budget Committee has met in public meetings for the purpose of creating the MERC 2012-13 budget and recommends approval of the budget and five year capital plan attached as Exhibit A to this Resolution and;

WHEREAS, the MERC Budget Committee recommends that OCC finance the Street Car LID assessment through financing by Metro.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission:

1. Approves the MERC fiscal year 2012-13 budget and the Five Year Capital Plan attached as Exhibit A and transmits it to the Metro Chief Operating Officer for submission to the Metro Council for inclusion in the Metro budget for the fiscal year 2012-13;
2. Recommends that OCC finance the Street Car LID assessment through Metro

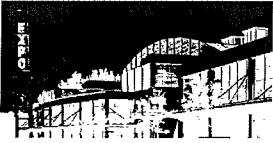
Passed by the Commission on March 7, 2012.

Approved as to Form:
Alison Kean Campbell, Metro Attorney

Chair

Secretary/Treasurer

By: _____
Nathan A. Schwartz Sykes, Senior Attorney



600 NE Grand Ave.
Portland, OR 97232
503-797-1780

www.oregonmetro.gov



Metro | *Exposition Recreation Commission*

March 7, 2012

TO: MERC Commission

FROM: Chris Erickson, Chair of the MERC Budget Committee
Teri Dresler, General Manager of Visitor Venues

RE: Transmittal of the FY 2012-13 MERC Budget

The proposed FY 2012 - 2013 MERC budget is attached to this memorandum as prepared and recommended by the MERC Budget Committee. The committee met five times, and over the course of these meetings, learned from venue directors the challenges and opportunities each venue faces in the coming year. This background context was essential to the committee's understanding of the expenditure requests and revenue forecasts for each venue.

In addition to preparing the budget recommendation, the committee:

- reviewed and approved the 5-year capital plan;
- reviewed and approved a 10-year inter-agency loan arrangement to finance the LID related to the new Eastside Streetcar;
- reviewed and approved a \$518,633 MTOCA request to fund the OCC enhanced marketing initiative project;
- reviewed and approved a \$360,000 request from Expo and the Oregon Convention Center to fund capital projects from a pooled MERC TLT Capital Fund;
- reviewed and approved a \$2,081,895 request from the VDF Bucket #4 account of the Visitor Facilities Trust Account, comprised of \$1,206,444 for OCC operations and streetcar LID payments, and \$875,000 for OCC Enhanced Marketing through the VDF.

The committee's recommended budget is being presented to the Commission on Wednesday, March 7, 2012 for consideration and approval, and then will be forwarded to the Metro Budget Officer, Martha Bennett, Chief Operating Officer, for presentation to and review by the Metro Council beginning April 19. If the Chief Operating Officer proposes amendments to the budget, those will be brought back to the Commission for consideration in April or May.

Economic Climate

The slow economic recovery continues to pose challenges to the visitor venues as corporate, nonprofit and general public customers maintain reduced spending levels implemented in recent years. Signs of growth are emerging evidenced by increasing attendance and size of events overall. To the venues' credit, reduced spending, capture of new markets and diversification of events have contributed to strong revenues despite the downturn. A direct result of the 2008 recession, the number of national conventions booked at the Oregon Convention Center is significantly lower than average. The Expo Center is taking an aggressive approach to generating new streams of revenue through a staff reorganization and increased investment in marketing. The Portland Center for the Performing Arts will benefit from a new more lucrative ticketing contract and a strong 10-week run of Broadway in FY 13.

Significant Budget Impacts for Fiscal Year 2012 – 2013

- The MERC/Metro Business Practices Study outcomes continue into the new fiscal year with three administrative positions formerly 100% MERC dedicated, transitioning into central service positions and a reduction to the Administration budget of \$274,000. In addition the reduction mid-year of a construction manager resulted in an overhead savings of \$61,076.
- Funding for the OCC enhanced marketing initiative, focused on solving the lack of a dedicated block of hotel rooms located across the street from the center will be funded out of Metro's Tourism Opportunity and Competitiveness Account. The total budget amount required is \$518,633, to cover a transfer of .75 FTE project management staff and .33 FTE special assistant to the COO staff time. In addition, these resources will provide for financial analysis, public engagement, outside legal services, and other costs associated with this effort.
- The Oregon Convention Center has budgeted \$231,000 to cover the first Eastside streetcar LID payment. A \$2.2 million inter-agency lending arrangement is in place to facilitate these reduced payments annually over 10 years.
- Due to revenues generated by the refinancing of city held bonds for the construction of the Oregon Convention Center, an additional funding amount of \$875,000 is being requested as part of the OCC's annual VDF bucket #4 funding request. Beginning with FY 13, these funds will be available annually through 2025. A draft MOU is currently being written for review and ultimate signature, by the VDF Board and the MERC Commission to define how those funds will be used to further enhance marketing efforts to lure national convention business to the OCC. It is assumed that these funds will flow through the OCC budget to the VDF Board on an annual basis.

Policy considerations in the FY 2012 – 2013 Proposed Budget

- Approval of rental rate increases for PCPA and Expo.
- Approval of the first payment under a new inter-agency financial agreement to finance the Eastside streetcar LID.
- Approval of the MERC 5-year capital plan.

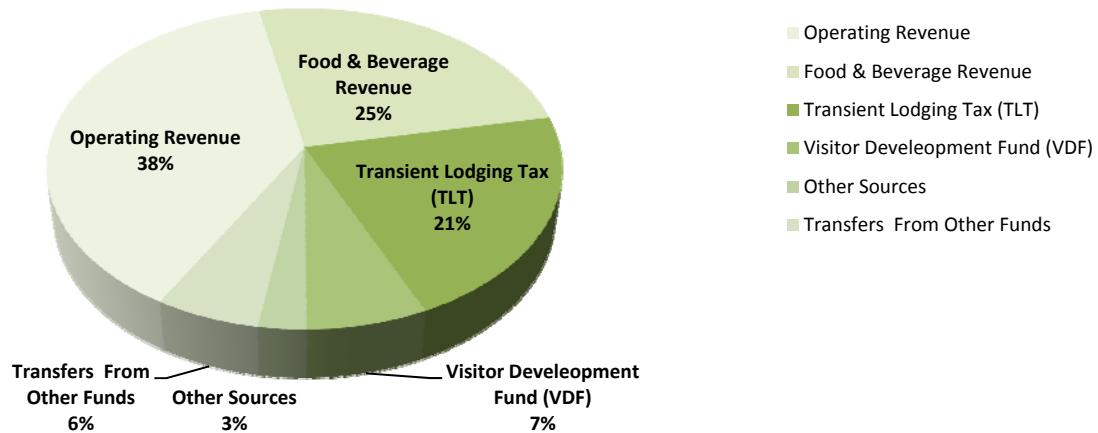
We would like to thank Cynthia Hill who worked to range three venue budgets and the staff behind those budgets to get us to a balanced budget - not an easy task! Thanks also go to the Metro finance team, who have worked tirelessly on making sure all of our assumptions are solid and accurate. Also a big thank you goes to the venue directors and assistant directors who worked many hours on projections and cuts, getting us to a balanced budget. The proposed budget provides the venues with the financial resources needed to achieve excellence in customer service and maintain the venues in a manner that delivers on our promise to the region to operate world-class facilities.

And finally, thank you to the MERC Budget Committee members, Commission Chair Judie Hammerstad and Commissioner Terry Goldman for their diligence in reading the reams of financial information and their engaged participation in the Budget Committee.

FY 2012-13 Proposed Budget

Included in this exhibit is a high level overview of revenues, expenditures, and the fund balance.

MERC Fund Revenue



Operating Revenue, excluding Food & Beverage, is \$18.0 million which is 5% less than FY 2011-12 Budget. Operating revenue includes the cost of renting facilities, equipment and providing services to clients and attendees, and the revenue generated by business operations.

- EXPO \$3.8 million operating revenue is 10% less than FY 2011-12 budget; the recent budget amendment increasing revenue in the current year for the Cirque du Soleil event influences this variance.
 - Individual space (exhibit hall/meeting room) rental rates increase by approximately 3% and combined exhibit hall rental fees increased by approximately 4%, rates approved by the Commission in January 2012
 - The number of events is expected to increase from 93 in FY 2011-12 to 104 in FY 2012-13
 - Attendance is projected to modestly increase to 420,000
- OCC \$7.8 million operating revenue, 1 % greater than FY 2011-12 budget
 - July 2012 rates charged for services and products will increase 3%
 - OCC Plaza rental revenue of \$50 thousand is projected
- PCPA \$6.4 million operating revenue is 9 % less than FY 2011-12 budget
 - Broadway and commercial rental rates increase 3%
 - 10 weeks of Broadway with a slightly better than average product compared to 12.5 weeks in FY 2011-12
 - The user fee for resident tenants will increase 50 cents per ticket
 - Broadway user fee will increase 25 cents per ticket

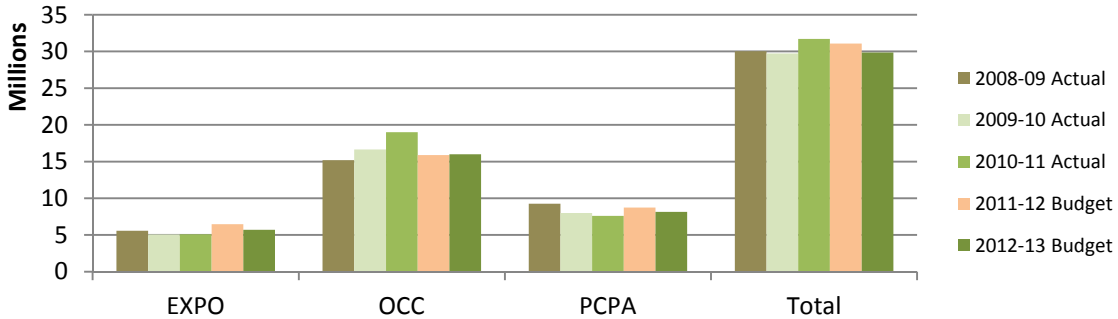
Food & Beverage Revenue is \$11.8 million 2 % less than FY 2011-12

- EXPO food & beverage revenue is estimated at \$1.8 million, a 16% decrease from FY 2011-12; margin of 19.3%. The recent budget amendment increasing revenue in the current year

for the Cirque du Soleil event and forecasting more in line with recent actual performance influence this variance.

- OCC food & beverage revenue is estimated at \$8.2 million; food and beverage revenues will remain flat compared to the prior year. While there is a decrease in the more profitable convention business, the gap will be filled with small local and regional events which have lower F & B returns; margin of 16.3%.
- PCPA food & beverage increases just under 1% at \$1.7 million due to increased successes in caterings and promotions with resident companies; margin of 13.9%.

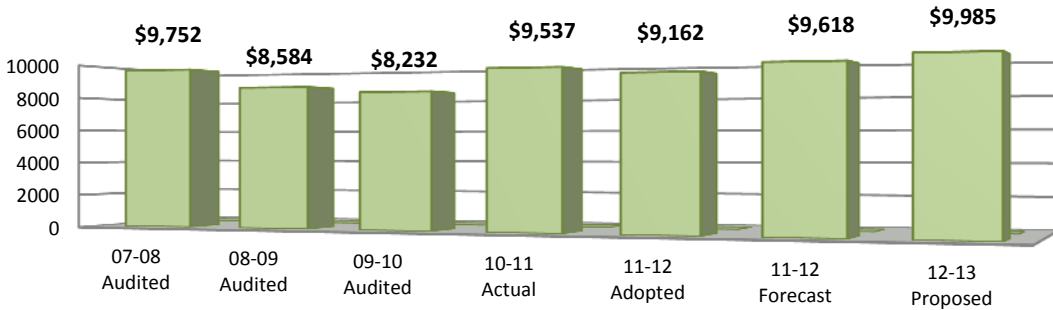
Total Operating Revenues by Venue and Fiscal Year



Non - Operating Revenues

- Transient Lodging Tax (TLT) 3% Excise Tax budgeted to increase 4% at \$9.99 million.
 - OCC \$8.7 million
 - PCPA \$1.3 million

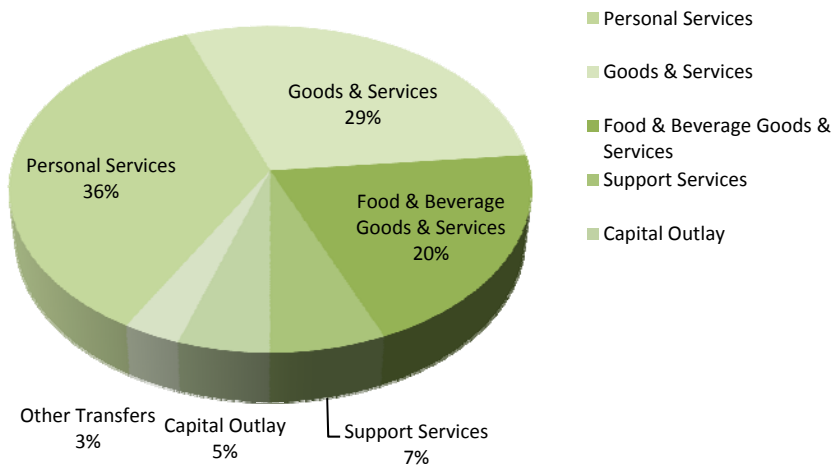
Transient Lodging Tax (Excise 3%)



- Visitor Development Trust Account (VDI Buckets) includes operational support for OCC and PCPA and enhanced marketing support passed through to Travel Portland. New this year is the additional request to the Visitor Development Board for Supplemental Marketing efforts funded from Bucket 4. The \$875 thousand request is the annual savings from the City of Portland’s refinancing of the OCC bonds which funded the completion of OCC.
 - VDI Bucket 4 – The OCC request is \$2.1 million (VDF request detail page 7)

- VDI Bucket 5 - Enhanced marketing \$439 thousand (Pass through to Travel Portland)
- VDI Bucket 8 - PCPA operational support- \$627 thousand
- City of Portland Contribution of \$793 thousand to PCPA increases by CPI annually.
- Energy Trust of Oregon (ETO) \$ 220 thousand estimated funding for two sustainability projects at OCC, which include a lighting project and the ECMS Air Handlers Energy Conservation project. (Capital Project funding schedule page 10)
- The annual contribution from the PCPA Foundation for capital renewal and replacement is \$75 thousand in FY 2012-13.
- Transfers from other funds
 - OCC will be receiving a loan from Metro of \$2.2 million dollars to pay the Streetcar LID in full. A debt repayment plan will then be created for ten years. The FY 2012-13 principal and interest payment is \$231 thousand (proposed debt schedule page 9). This debt amount will be requested from the VDF through Bucket 4, OCC operating support, on an annual basis for the next ten years.
 - The Convention Center Enhanced Marketing Project included in the proposed budget is \$518,633. We are requested \$518,633 from the Metro Tourism Opportunity and Competitiveness Account (MTOCA) to fund the project.
 - The Convention Center Enhanced Marketing Project includes legal services of \$28 thousand and project management services of \$119 thousand, reflected in the budget as a direct transfer to the Metro general fund. The project budget is included in the financial statements on page 27.

MERC Fund Expenditures

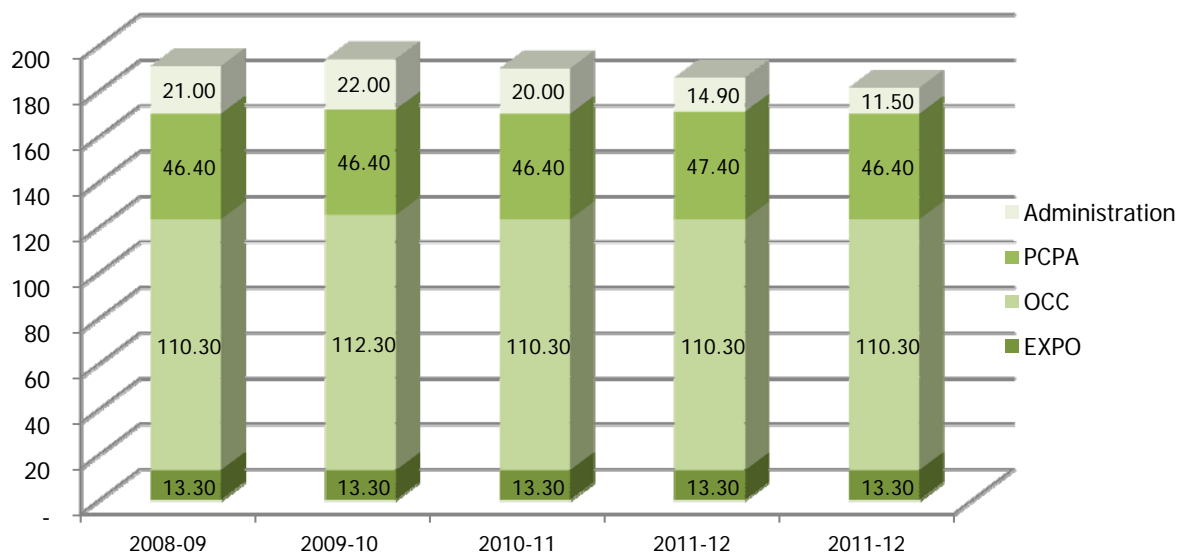


Personal Services

- The MERC Fund includes 181.5 full time employees and approximately 300 part time employees.

- The PCPA proposed budget includes the elimination of 1.0 full time employee and one part time employee saving a total of \$100 thousand.
 - 1.0 FTE administrative assistant as part of a departmental re-organization
 - .50 part time electrician
- The transition of the MERC business management unit to corresponding organizational units within Metro continues. The accounting department is now located in the Metro Regional Center building. The transition has resulted in 3.0 FTE centralized and serving all Metro departments; the impact is a \$274 thousand reduction to MERC Administration.
 - MERC Controller
 - Accountant II
 - Administrative Assistant
- The FY 2011-12 budget included the elimination of the construction manager position in December 2011 with a saving in FY 2012-13 of \$61 thousand.
- Due to position vacancies and decreased conventions OCC will delay replacing open positions in the Operations labor area. OCC has included a \$260 thousand turnover vacancy savings.

Number of Full Time Employees by Venue and Fiscal Year



Goods & Services

- Aramark food & beverage expenses \$9.9 million for the consolidated MERC Fund
- The venues continue to implement sustainable renewal & replacement projects. These projects have offset some of the costs as utility rates rise.
- The national marketing contract with Travel Portland is \$2.7 million reflecting an increase by CPI of 2.6 % (see page 8 for contract components)
- VDI Enhanced Marketing \$439 thousand passed through to Travel Portland
- The additional \$875 thousand request from the Visitor Development Board through Bucket 4 for Supplemental Marketing efforts is budgeted in goods & services. This is the annual savings from the City of Portland refinance of the OCC bonds which funded the completion of OCC.
- The Expo budget includes \$75,000 to review the current status of Halls A, B and C including structure, usage and economic impact to the facility. This is a one time cost to for basic building investment planning.

- The OCC budget includes \$75,000 to pursue recertification of LEED at the Gold level. This cost occurs every five years.

MERC Administration and Metro Support Indirect & Direct Support

- MERC Administration decrease 18%
 - The transition of the MERC business management unit to corresponding organizational units within Metro continues. The accounting department is now located in the Metro Regional Center. The transition has resulted in 3.0 FTE generalized and serving all Metro departments. The savings generated of \$274,000. Is offset by an increase in Metro indirect support costs.
 - The FY 2011-12 budget included the elimination of the construction manager position in December 2011 with a saving in FY 2012-13 of \$61,076 and a reduction of .35 FTE
- Metro Indirect Cost/Support Services transfer is 11.5% greater than current year. This increase includes the addition three MERC FTE generalized and serving all Metro Departments who share in the cost. The current support services cost may increase as agency wide budget decisions are finalized
- Metro Risk Management Services increased an average of 4.8 %.
 - Property Insurance based on property values
 - Liability allocated based on three year average losses
 - Workers' Compensation based on three year average losses
- The Convention Center Enhanced Marketing Project includes legal services \$28 thousand and project management services \$119 thousand reflected in the budget as a direct transfer to the Metro general fund. The project budget is included in the financial statements on page 27.

Capital and Reserve Balances

- A summary schedule of "Capital Projects by Funding Source" for FY 2012-13 page 10
- FY 2012-13 capital project description pages 12 through 22
- Five Year Capital Plan for each venue pages 29 through 36
- Summary of FY 12-13 Reserve Balances page 11

Transient Lodging & Vehicle Rental Taxes

Metro/MERC Distribution

(stated in thousands)	Audited	Audited	Audited	Audited	Actual	Forecast	Proposed
Transient Lodging /Tax (TLT)	06-07	07-08	08-09	09-10	10-11	11-12	12-13
Oregon Convention Center (OCC)	6,729	7,838	7,322	7,331	7,845	8,394	8,729
Portland Center for Performing Arts (PCPA)	1,391	1,433	1,262	901	1,200	1,224	1,256
Capital	616	481			492		
Total MERC Venues TLT	8,736	9,752	8,584	8,232	9,537	9,618	9,985
Percent change	114%	112%	88%	96%	116%	101%	104%

(stated in thousands)	Audited	Audited	Audited	Audited	Actual	Forecast	Proposed
Visitor Development Fund (VDF)	06-07	07-08	08-09	09-10	10-11	11-12	12-13
OCC Operations	300	400	1,060	660	1,060	960	2,082 *
Enhanced Marketing (Travel Portland)	386	398	418	413	419	428	439
PCPA	554	563	597	593	599	611	627
Total Metro/MERC VDF	1,240	1,361	2,075	1,666	2,078	1,999	3,148

* Includes \$875 thousand request for supplemental marketing - VDF priority Funding available through the City of Portland refinance of OCC Bonds

Metropolitan Exposition Recreation Commission
VDF Board Meeting
 March 2, 2012

Proposed Visitor Development Fund Request FY 2012-13	
A) Alternative Marketing Efforts without a Headquarter Hotel Paid to Travel Portland for increased marketing efforts in the absence of a headquarter hotel.	250,000
B) Portland as a Destination: Additional amount approve June 6, 2008 - VDI Single Hotel Marketing New projects developed by OCC, Travel Portland, Tri-County Lodging * to market the Portland destination for conventions and single hotel business	160,000
C) LEED Certification The cost of pursuing recertification of LEED at the Gold Level. This cost occurs once every five years.	75,000
E) Lighting Project/Energy Savings (Exhibit Halls and Meeting Rooms) \$500,000 project with \$160,000 funded from the Energy Trust of Oregon (ETO) and \$340,000 from the VDF request. This project will enable OCC to have more energy efficient lighting.	340,000
F) Convention Center Operating Deficit This is the amount in operating support requested to achieve a balanced budget. OCC has made budget reductions to account for the lower number of national conventions in FY 2012-13.	150,444
Subtotal	975,444
G) LID Debt - Annual Repayment to Metro OCC will be receiving a loan from Metro for \$2.2 million to pay the Streetcar LID in full. A debt repayment plan will then be created for ten years with an annual cost of approximately \$231 thousand.	231,000
Total Proposed VDF Request 2-8-12	1,206,444
H) Additional request for Supplemental Marketing from the Visitor Development Board The annual savings from the City of Portland refinancing the OCC bonds which financed the completion of OCC.	875,451
Total Proposed VDF Request 2-15-12	2,081,895

* Oregon Restaurant & Lodging Association

Travel Portland

National Sales Contract

Budget FY 2012-13	<u>FY 2011-12 Budget</u>	<u>Inflation Factor</u>	<u>FY 2012-13 Increase</u>	<u>FY 2012-13</u>
Base Contract:				
National Marketing	2,086,764	2.6%	54,256	2,141,020
Minority Marketing	82,373	2.6%	2,142	84,515
Total Base Contract	2,169,137		56,398	2,225,535
Additional Amounts:				
2% for FAM, Sales Trip, Marketing (2% of Base Contract)	43,383		1,128	44,511
Alternative Marketing Efforts without a Headquarter Hotel	250,000			250,000
OCC Sales Department - Marketing	20,000			20,000
Additional Amount Approve June 6, 2008 - VDI Single Hotel Marketing	160,000			160,000
New projects developed by OCC, Travel Portland, Tri-County Lodging * to market the Portland destination for conventions and single hotel business			-	-
Total Additional Amounts	473,383		1,128	474,511
Total Travel Portland Contract	2,642,520		57,526	2,700,046
<hr/>				
Visitor Development Fund Enhanced Marketing(bucket #5 VDF)	427,662	2.6%	11,119	438,781
<hr/>				
Total National Sales	3,070,182		68,645	3,138,827

* Oregon Restaurant & Lodging Association

OCC TLT Revenue for Marketing

<i>OCC estimated Transient Lodging Tax (TLT) revenue included in Proposed Budget</i>	<i>8,729,303</i>
<i>One third of OCC TLT revenue distributed to OCC</i>	<i>2,909,768</i>
<i>Less proposed marketing budget</i>	<i>2,700,046</i>
<i>Variance</i>	<u><i>209,722</i></u>

MERC Streetcar LID - 10 year repayment schedule

Loan Amount	\$2,200,000
Annual Principal Payment	\$220,000
Annual Interest Rate	varies by year
Term of Loan in Years	10
Loan originated	07/01/12
First Payment Date	06/30/13
Payment Frequency	Annual
Compound Period	Annual
Pay Type	End of Period

No.	Due Date	Interest Rate	Principal	Interest	Payment	Balance
	7/1/2012					2,200,000
1	6/30/2013	0.5%	220,000	11,000	231,000	1,980,000
2	6/30/2014	1.0%	220,000	19,800	239,800	1,760,000
3	6/30/2015	1.5%	220,000	26,400	246,400	1,540,000
4	6/30/2016	2.0%	220,000	30,800	250,800	1,320,000
5	6/30/2017	2.5%	220,000	33,000	253,000	1,100,000
6	6/30/2018	3.0%	220,000	33,000	253,000	880,000
7	6/30/2019	3.5%	220,000	30,800	250,800	660,000
8	6/30/2020	4.0%	220,000	26,400	246,400	440,000
9	6/30/2021	4.5%	220,000	19,800	239,800	220,000
10	6/30/2022	5.0%	220,000	11,000	231,000	0
TOTAL			2,200,000	242,000	2,442,000	

Resolution 12-04 Exhibit A
MERC Commission Meeting

March 7, 2012

Capital Project Funding Sources

	<u>R & R Reserve</u>	<u>Pooled TL Capital Account</u>	<u>OCC TLT Capital</u>	<u>Energy Trust of Oregon</u>	<u>PCPA Foundation</u>	<u>VDF Bucket 4</u>	<u>Totals</u>
EXPO Capital Request							
Roof Repair Hall D	150,000						150,000
Parking Lot Asphalt maintenance	50,000						50,000
Roof Repair Hall A & B	20,000						20,000
Roof Repair Hall C	15,000						15,000
Sign Tower Painting		20,000					20,000
Electronic Reader Board		40,000					40,000
Audio Visual Sound Towers Hall D & E		30,000					30,000
Bleacher Replacement		50,000					50,000
Riding Sweeper/Scrubber		50,000					50,000
Boom Lift		40,000					40,000
Retail Coffee/Espresso Stand		40,000					40,000
Total Expo Capital Projects	235,000	270,000	-	-			505,000
OCC Capital Request							
Original Roof Replacement Part 1	100,000						100,000
CCTV Replacement (Security)	275,000						275,000
Replace Chrome Entry Doors	125,000						125,000
Pallet Jack Replacement	15,000						15,000
Show Network			80,000				80,000
Lighting Project Energy Savings				160,000		340,000	500,000
Restroom Handicap Door Operators			50,000				50,000
ECMS Air Handlers Energy Conservation		90,000		60,000			150,000
Replace Pick up			40,000				40,000
Riding Sweeper/Scrubber			50,000				50,000
Total OCC Capital Projects	515,000	90,000	220,000	220,000	-	340,000	1,385,000
PCPA Capital Request							
Hatfield Hall Cooling Tower	150,000						150,000
Schnitzer Cooling Tower	25,000						25,000
Hatfield Exterior Insulation	100,000						100,000
Newmark Theatre Rolling Fire Walls					75,000		75,000
Keller Orchestra Pit Hand Rails	40,000						40,000
Keller Soft Good Legs, Border, Misc.	50,000						50,000
Newmark Theatre Sound Console	25,000						25,000
Winningstad Soft Good, Borders, Misc..	25,000						25,000
Event Chairs	10,000						10,000
Keller Production Communication	20,000						20,000
Keller Carpet stairwells	50,000						50,000
Total PCPA Capital Projects	495,000	-	-	-	75,000		570,000
Admin IT Capital Request							
Network Fire Wall/DMZ Replacement	20,000						20,000
Web Filtering	15,000						15,000
Data Center OS Upgrades	12,000						12,000
Total Administration IT Capital Projects	47,000	-	-	-			47,000
Grand Total	1,292,000	360,000	220,000	220,000	75,000	340,000	2,507,000

FY 2012-13 Reserves

MERC Commission Meeting 3-7-12

	Expo	OCC	PCPA	Admin	MERC
A. Contingency Reserves:					
1) Operating Contingency	364,000	1,540,000	300,000	95,335	2,299,335
2) Stabilization	186,000	260,000	174,500		620,500
Subtotal Contingency Reserves	550,000	1,800,000	474,500	95,335	2,919,835
B. Accumulation Reserves:					
1) Renewal & Replacement Reserve Beginning Balance	925,000	5,325,779	5,595,000	718,293	12,564,072
Annual Contribution to R & R Reserve for FY 2012-13	85,000	875,000	245,000		1,205,000
Capital request included in proposed budget	(235,000)	(515,000)	(495,000)	(47,000)	(1,292,000)
Adjusted Renewal & Replacement Reserve	775,000	5,685,779	5,345,000	671,293	12,477,072
2) New Capital/Business Strategy	2,782,937	1,334,856	1,605,776		5,723,569
Expo Annual Contribution to R & R Reserve	(85,000)				(85,000)
Expo Operating Deficit	(197,912)				(197,912)
Adjusted New Capital Business Strategy Reserve	2,500,025	1,334,856	1,605,776	-	5,440,657
3) MERC TLT Pooled Capital Account					492,214
Transfer to Expo Center Capital					(270,000)
Transfer to OCC Capital					(90,000)
Adjusted MERC TLT Pooled Capital Account	-	-	-	-	132,214
4) OCC Project Balance TLT Capital		230,000			230,000
Capital request included in proposed budget		(220,000)			(220,000)
Adjusted OCC Project Balance TLT Capital	-	10,000	-	-	10,000

**Portland Expo Center Capital Request
FY 2012-13 Budget**

Renewal and Replacement Projects

Roof Repair – Hall D – Front (Lobby) and Back (Loading Dock) - \$150,000

- Hall D roof began leaking in the Lobby/Meeting Room areas in earnest in the fall of 2011. The warranty for the roof was up and patch repairs have been made. Estimates have run from \$77K (coating to existing) to \$154K (remove and replace). These estimates were for 15,400 square feet of the Lobby roof area only.
- Project need for basic building and investment and safety protection.
- Project can be completed in FY13.
- ROI is achieved with the remove/replacement option with warranty but not with the coating/patch repair.

Funding Source - Renewal and Replacement Reserve

Parking Lot Asphalt maintenance / removal / replacement - \$50,000

- Continuation of parking lot standard maintenance. Repairs to balance of Upper Parking Lot 4 not completed in FY12 as well as South area and into Upper Parking Lot Three.
- Basic maintenance for 52 acre Expo facility site.
- Project can be completed in FY13.
- ROI is avoiding patch and repair fees if avoiding scheduled maintenance.

Funding Source - Renewal and Replacement Reserve

Roof Repair – Hall AB – Storage, Ops Office - \$20,000

- Hall AB basic membrane sealing, coating and repairs.
- Project need for basic building and investment and safety protection.
- Project can be completed in FY13.
- Building investment ROI achieved even with basic coating/patch repair.

Funding Source - Renewal and Replacement Reserve

Roof Repair – Hall C – Aluminum Barrel Roof - \$15,000

- Hall C aluminum application to the existing barrel roof - coating and repairs.
- Project need for basic building and investment and safety protection.
- Project can be completed in FY13.
- Building investment ROI achieved even with basic coating/patch repair.

Funding Source - Renewal and Replacement Reserve

Sign Tower Painting - \$20,000

- Basic scrape/prep and painting of 120' Expo Tower. Based on weather and timing, the painting of the tower may extend to the summer months. Large lift rental required. Branding signage

planned for install at same timeline if possible. If painting is not feasible by June 30, moved to FY13.

- Current paint is visible peeling and showing signs of rust.
- Can be completed in FY13, perhaps in FY12.
- No known ROI other than investment maintenance.

Funding Source – MERC TLT Pooled Capital Account

Electronic Reader Board - \$40,000

- Replace / restore the current event reader board with an affordable electronic option with features allowing for sponsorship opportunities and other improved marketing.
- Current sign came with the building originally in 1994 and could have been up as long as 30+ years. Sign options not limited to Marine Drive, but entry as well.
- Can be completed in FY13.
- ROI savings found from 2 staff required to replace letters on sign, increased messaging and improved look to bring us into today's marketplace.

Funding Source – MERC TLT Pooled Capital Account

Hall D and E Audio Visual Sound Towers - \$30,000

- Replace existing Hall E and Hall D sound paging equipment currently at the end of the equipment life cycle.
- Units required in maintaining audio visual paging and announcements for patrons.
- Current units are being replaced one at a time and some major progress made.
- Clarity of announcements and ability to communicate to a full show floor is a safety concern. Current units in Hall E purchased in 1996 and past life cycle by many years.
- Can be purchased in FY13.
- ROI is met through lack of labor costs for repairs and parts to maintain old equipment via providers.

Funding Source – MERC TLT Pooled Capital Account

Portable Bleacher Replacement - \$50,000

- Replacement of 10 Expo bleachers beginning in FY12. Bleachers hold up to 150 patrons in a safe and presentation ally appropriate manner. Estimate for 4 more at \$10K per.
- Current bleachers came with the building originally in 1994 and may have been in use as long as 30+ years. Intention was never for these to be moved around as much as these are. New bleachers meet safety and standards for today's facilities.
- Can be completed in FY13.
- ROI savings found from 2 staff required to set and replace current bleachers and improved look to bring us into today's marketplace.

Funding Source – MERC TLT Pooled Capital Account

Sweeper Scrubber Combination - \$50,000

- Replace existing sweeper/scrubber that is at the end of its equipment life cycle.
- Unit required in maintaining cleanliness of exhibit halls.

- Current unit has been repaired numerous times and is not as efficient as when new.
- Can be purchased in FY13.
- ROI is met through lack of Operating Engineer labor for repairs, parts and labor to maintain old equipment via providers.

Funding Source – MERC TLT Pooled Capital Account

Boom Lift – 45’-60’ articulated man lift - \$40,000

- Replace existing JLG Lift that is at the end of its equipment life cycle.
- Unit required in maintaining natural gas services, electrical and audio visual needs.
- Current unit has been repaired numerous times by service agents and is not as efficient as when new. This unit must be able to navigate in a full show floor.

Funding Source – MERC TLT Pooled Capital Account

New Capital

Retail Coffee/Esspresso Stand/Cart and related - \$40,000

- Addition of Hall E feature for patron access to immediate point-of-sale and coffee / seating feature. Area would feature tables and chairs to relax. Carpeting project in FY12 considered as phase one.
- First major business feature improvement to Hall E since its opening in 1997.
- Can complete in FY13. Main challenge is with scheduling the work around the event schedule. Discussion continues regarding flex vs. permanent installation.
- ROI realized by semi-permanent point-of-sale to feature Portland Roasting and pacific**wild** catering partners.

Funding Source – MERC TLT Pooled Capital Account

Total Renewal and Replacement Reserve	\$235,000
Total MERC TLT Pooled Capital Account	\$270,000
Total FY13 Capital Projects	\$505,000

**OCC Capital Request
FY2012-13 Budget**

Renewal and Replacement – Funded

Original Roof Replacement – Part 1 - \$100,000.00

- Part 1 is to hire a Roofing Consultant/Structural Engineer to review and design the replacement roof and assist with writing a thorough RFP to encompass replacement details and timelines with venue restrictions.
- The project is a major undertaking that will take approx. 4 months to complete the physical work in FY14. Part 1 is needed to ensure all the details are prepared for so clients that will be effected are notified with our game plan
- Project (Part 1) can be completed in FY 13
- ROI – thorough prep work to ensure we have a plan that will limit downtime and last minute costs. The project also gives us the opportunity to create future options with the potential of a solar and/or green roof in preparation for an RFP

FUNDING SOURCE – Renewal and Replacement
(Project)

CCTV Replacement - \$275,000.00

- Funds to replace and re-strategize entire security camera placement and DVR's
- Develop master plan for placement ensuring entire venue is secure and preventative measures are in place for loss
- Project can be completed in FY 13
- ROI – Ease of client concerns regarding loss of merchandise or equipment goes a long way. Saves on insurance cost for losses we have to reimburse on or on raised rates due to losses or criminal activity. Moving from analog to digital system provides better picture quality and clarity.

FUNDING SOURCE – Renewal and Replacement
(Project)

Replacement Chrome Entry Doors on Original Side of Venue - \$125,000.00

- Doors are original to the facility. Loss of seal and distribution of weight is bending hinges making it difficult to open and close.
- Doors will be replaced. Supporting ground structure will be repaired and upgraded.
- Project can be completed in FY 13
- ROI – new doors will save on energy cost as the seals have not been able to retain their use. Wear and tear costs on replacement parts should be eliminated.

FUNDING SOURCE – Renewal and Replacement
(Project)

Pallet Jack Replacement - \$15,000.00

- Replace original pallet jack for efficiency (21 years old)
- Project can be completed in FY 13
- ROI – new equipment is faster and more efficient, vital when unloading large pallets and need to move quickly due to client needs.

FUNDING SOURCE – Renewal and Replacement
(Purchase)

Priority Capital Projects – Funding Requested

Show Network Capacity Upgrade – 6 WiFi Arrays/Gigabit Switches - \$80,000.00

- Increase Wi-Fi capacity due to greater number of users, upgrade the network switches to Gigabit capacity (increased speed) vital for tech shows
- Project can be completed in FY 13
- ROI – increased capacity gives us the opportunity to sell to tech shows already on the books for FY 13. 1000 -3000 users at a time and growing. New show booked; Drupalcon will spend approx. \$75,000 on WiFi/Hardwired Internet. All tech shows are getting bigger and we are getting rave reviews for our tech expertise and ability to handle their specific needs. To stay competitive we need to stay ahead of the curve as noted in our revenue assumptions.

FUNDING SOURCE – OCC TLT Balance Fund Request (Business Strategy)
(Purchase)

Lighting Project/Energy Savings (Exhibit Halls \$190k and Meeting Rooms\$300k) – Total Project approx. \$500,000.00 (Est. ETO dollars back \$160k) = \$340,000.00

- Last year we changed 400 watt metal halides to 200 watt induction lights and reduced our energy usage in half. Now we want to reduce it further and change the square lights in the halls to match the color temp as well as going from a 32 watt lamp to a 25 watt. We also want to eliminate several lamps in Hall D/Hall E to mirror halls A, A1, B, and C.
- In the original side meeting space we want to change the 250 watt quartz lights to 42 watt dimmable compact fluorescents so we mirror the expansion side of the venue. The dimmer controls in the rooms are original to the facility and do not meet the technical requirements for the lighting upgrades.
- Project can be completed in FY 13
- ROI – Greater energy savings to add to the huge investment we have already made. In addition the better controls for meeting rooms assist with meeting customer service demands.

FUNDING SOURCE #1– VDF Fund Request (Sustainability)
FUNDING SOURCE #2 – Energy Trust of Oregon
(Project)

Restroom Handicap Door Operators - \$50,000.00

- Add touch buttons to open restroom doors front of house for those with physical challenges
- Project can be completed in FY 13
- ROI – good customer service and keeps us away from any ADA concerns. We meet ADA regulations, however this makes it easier on those with challenges

FUNDING SOURCE – OCC TLT Balance Fund Request (Health & Safety & Customer Service)
(Project)

**ECMS – Energy Conservation Measures - \$150,000.00 (Est. ETO dollars back \$60k)
= \$90,000.00**

- OCC has been going through an intensive retro commissioning project these past two years. This means all of our mechanical systems have been reviewed by Glumac Engineering to look for areas to improve upon our operating efficiency. This includes changing our air handler controllers on the expansion side to reduce reaction time in the system. This will give us the ability to better control the temperature throughout the facility. In addition having the new controllers commissioned for optimum efficiency.
- Project can be completed in FY 13
- ROI - These dollars would be used to put the expert’s recommendations into action so that we could benefit from further efficiency in our operating systems saving both energy and dollars. In addition this will help us with LEED points for Gold.

FUNDING SOURCE #1 – MERC TLT Pooled Capital Fund Request (Sustainability)
FUNDING SOURCE #2 – Energy Trust of Oregon
(Project)

Replacement Pick-Up Truck w/Plow Attachment - \$40,000.00

- Replace 21 year old truck used for day to day operational needs
- Adding plow attachment in order to be able to plow our own surface lots and loading dock areas in emergency situations.
- Project can be completed in FY 13
- ROI – Truck is necessary for day to day operations. It gives us the opportunity to prioritize and respond effectively to emergency snow removal.

FUNDING SOURCE – OCC TLT Balance Fund Request
(Purchase)

Riding Sweeper/Scrubber - \$50,000.00

- Replace an original 20 year old scrubber
- Advanced technology has made this equipment much more sustainable and this will ensure our fleet of scrubbers are of the highest sustainable standards
- Vital to ensure quick turnaround on clean hall floors for clients
- Project can be completed in FY 13
- ROI – New scrubber is quicker and more effective at ensuring halls get cleaned which saves on labor time. This will also enable us to get rid of the last remaining gasoline powered scrubber and move towards propane. Propane burns cleaner (greener) and is easier to manage than gasoline (saves on trips to the gas station). Propane is also safer and reduces the risk of leaks and theft.

FUNDING SOURCE – OCC TLT Balance Fund Request
(Purchase)

Renewal and Replacement Reserve	\$515,000.00
OCC TLT Balance Fund	\$220,000.00
MERC TLT Pooled Fund Request	\$90,000.00
VDF Request	\$340,000.00
Energy Trust of Oregon (ETO)	\$220,000.00
<hr/>	
TOTAL CAPITAL Projects	\$1,385,000.00

**PCPA Capital Request
FY 2012-13 Budget**

Renewal and Replacement Projects

Hatfield Hall Cooling Tower & Associated Piping \$150,000

- Full replacement of the cooling tower including VFD (variable frequency drive) control for pumps and redo plumbing feed to cooling tower on roof. Also need to replace the chilled water pumps and also install VFD control.
- Project need for safety as cooling tower structure is literally coming apart and consistently sending debris downstream to our new chiller potentially damaging it or making it unavailable for operation. We will also benefit from more efficient electrical operations and stop dumping debris-filled water out of the system.
- Project can be completed in FY13.
- ROI: Savings from water and electrical efficiency combined with the labor to safely operate the chiller for our HVAC. Failure to replace could result in lack of cooling capabilities and damage to other equipment in the system.

Schnitzer Cooling Tower & Associated Piping (Pan Restoration Only) \$25,000

- Coat the entire interior of the cooling tower pan to protect it from corrosion failure. Comes with a 5 year warranty and helps to make the asset life longer than originally expected.
- Opportunity to save cost for an entirely new capital investment.
- Project can be completed in FY13.
- ROI: Avoids the immediate cost of a new tower: \$150K-\$200K; tower failure could result in lack of cooling capabilities

Hatfield Hall Exterior Insulation Finish System \$100,000

- Reinstall the exterior insulation finish system (outside walls) outside Brunish Hall and Winningstad Theatres on the North elevation of the AHH. We have systemic failure in original construction methods & poor historical maintenance from the roof line level to the sidewalk level. Project requires redesign and new construction of the entire wall system, flashing details, vapor barrier, insulation, and possible roof work as well.
- Safety of the building envelope is a critical piece of operating a building. We have had significant known leaks all over the Winningstad Theatre for a number of years.
- Unknown if we can fully complete the project in FY13. We may discover additional work needs to be done with this project or we may need to do additional work as a separate project in the future.
- ROI: Cost avoidance of potential additional damage to our theater, production equipment, and/or potentially endangering our ability to book performances if the leaks were unable to be controlled; could cause harm to the occupants of the theater.

Newmark Theatre Rolling Fire Doors \$75,000

- Replace non-operational fire/life safety doors separating Newmark Theater stage from loading dock. Doors are part of designed life-safety system and must be maintained and operational. Current manufacturer no longer exists so we cannot repair any further.
- Safety issue.
- Can be completed in FY13.
- ROI: This is a life safety issue in case of a stage fire. Improperly operating doors might not provide the necessary fire containment to limit serious injury/loss of life or damage to the venue.

Keller Orchestra Pit Handrails \$40,000 (Higher number from \$25,000 originally submitted for 5 year plan)

- Holds the scrim covering between the stage, and over the orchestra pit, and prevents the audience from entering/falling into the pit. The current system is very loose and is on its last legs.
- Safety issue and Broadway production issue.
- Can be completed in FY13.
- ROI: Failure to replace could result in injury to patrons/staff in and around the orchestra pit.

Keller Soft Goods-legs. Borders, misc. \$50,000

- Replace all of the on-stage curtains.
- Needs to be funded as a safety issue. We cannot operate the theater with non-fire retardant or disintegrating soft goods. Our clients would be unable to stage shows without them.
- Can be completed in FY13.
- ROI: Life safety compromised without proper fire retardant; inability to meet the needs of the shows thus decreasing marketability.

Newmark Theatre Sound Console \$25,000

- Replace the Sound console. The current one is cobbled together with multiple add-on devices (from the sound department head's own collection) in order to make it efficient and useful to client needs which are so varied in the venue.
- Operational cost savings opportunity for clients as the new console will make the sound department stagehand work more efficient and likely cost less in labor.
- Can be completed in FY13.
- ROI: Fail to replace could result in poor sound quality and labor costs that decrease the marketability and desirability of the venue.

Winningstad Soft Goods-legs, borders, misc \$25,000

- Replace all of the house drapes on stage.
- Needs to be funded as a safety issue. We cannot operate the theater with non-fire retardant or disintegrating soft goods. Our clients would be unable to stage shows without them.
- Can be completed in FY13.
- ROI: Life safety compromised without proper fire retardant; inability to meet the needs of the shows thus decreasing marketability.

Event Chairs \$10,000

- Replace banquet chairs with heavy duty/ flexible-use chairs for both indoor/outdoor applications
- Current banquet chairs are shabby and embarrassing. PCPA does not do enough high end seated catering to warrant replacing with banquet style chairs plus many clients prefer to rent their own. Less expensive multi use event chairs are more practical. Cost savings opportunity on event setup labor with type chair and free up much needed storage space in each building eliminating unneeded banquet chairs. Better experience for customers with comfortable seating both indoors and outside.
- Can be completed in FY13.
- ROI: Project efficiencies gained in use of storage space and labor needed for event setups plus being more attractive increases the marketability of the venue.

Keller Production Communications (Clearcom) \$20,000

-Add Clearcom in multiple production locations from the FOH ceiling to the pin rail. Change out the head end to operate on multiple channels thereby allowing for better integration with Broadway touring shows. Replace multiple failing headsets and handsets throughout the building.

-This is a safety issue as most of the communications in these missing locations are done with shouting while operating rigging and other stage equipment where clear communication helps insure the safety of those working in the area.

-Can be completed in FY13

-ROI: Life safety issues are more likely if proper communications amongst stage technicians fails or is inadequate.

Keller Carpet Stairwells \$50,000

-Need to replace stairway carpets as many have worn to the threads.

-Safety issue as it is becoming a potential trip hazard. It also is embarrassing.

-Should be able to complete in FY13. Main challenge is with scheduling the work around the busy schedule.

-ROI: Worn carpet increases the chances of slip and falls and possible serious injury to patrons; shoddy appearance and decrease marketability of the venue.

Total FY13 Capital Request: \$570,000

**Administration - IT Capital Request
FY 2012-13 Budget**

Network Firewall / DMZ replacement \$20,000

-Replacement of existing PIX firewalls. This equipment protects the network from outside intrusion over the Internet. Without a firewall, any externally-facing servers, including all web and remote access servers, would provide access to any server on the network. Existing firewalls are over 10 years old. They do not have up to date capabilities and are not under any type of support agreement. There are two firewalls, to make the system redundant, but in their current configuration, a failure on the primary firewall would require a physical switch in cabling to make the backup firewall active.

-Project is needed to update and protect the network and to help ensure PCI (Purchasing Card Institute) compliance. Compliance is a requirement by merchant banks in order to take credit card payments. Proper firewall and network security is one component of the requirement. Non-compliance increases chances of credit card theft and could result in fines.

-Project will be completed in FY13.

-ROI is expressed in terms of reduction of risk.

Web Filtering \$15,000

-Install service or device to filter workstations from viewing websites which contain known malware and viruses as well as the filtering of inappropriate sites.

-Project will help contain unusually large number of viruses on workstations and will give management the ability to limit and/or monitor web surfing to sites that may contain inappropriate or non-business related websites. At a minimum, sites containing malware or viruses could be prohibited. MERC management can decide upon other filtering levels, as needed.

-Project can be completed in FY13.

-No known ROI

Data Center Server OS Upgrades \$12,000

-Update Microsoft Server licensing in the data center

-Project would upgrade and make compliant the existing Microsoft Server licensing on all virtualized servers. Not all of the servers used in this environment are properly licensed. There are also some existing servers in older versions of Microsoft Server. The virtual environment contains mission critical applications, such as Exchange email, EBMS, Celayix scheduling and the hosting for all of the MERC websites.

-Can be completed in FY13.

-No known ROI.

Total FY13 Capital Request: \$47,000

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity Budget Report
All Departments
2012-13 Proposed Budget

					% Change of
			2011-12	2012-13	Annual
	2009-10 Actual	2010-11 Actual	Adopted Budget	Proposed Budget	Budget
	June-10	June-11	June-12	June-13	100%
Operating					
Revenue	17,199,328	18,211,686	18,994,606	18,043,632	-5%
Revenue - Food and Beverage	12,564,711	13,502,313	12,090,548	11,804,821	-2%
Total Operating Revenue	29,764,039	31,713,999	31,085,154	29,848,453	-4%
Costs - Food and Beverage	10,516,100	11,347,477	9,702,618	9,862,144	2%
Personal Services	16,800,139	17,212,775	17,791,493	17,567,418	-1%
Goods & Services	7,310,187	7,076,236	8,284,135	8,129,664	-2%
Marketing	3,058,257	3,038,636	3,067,917	4,014,278	31%
Total Operating Expenses	37,684,683	38,675,124	38,846,163	39,573,504	1.87%
Net Operating Results Inc (Dec)	(7,920,644)	(6,961,125)	(7,761,009)	(9,725,051)	25%
Non Operating					
Transient, Lodging Tax	9,897,188	11,022,691	11,155,335	13,132,633	18%
Government Support City of Portland	766,100	767,019	784,320	793,408	1%
Non-Operating Revenue	256,669	142,593	157,732	156,412	-1%
Non-Operating Expense	2,780	2,500	2,500	2,200,000	87900%
	10,917,177	11,929,803	12,094,887	11,882,453	-2%
Support and Risk Management					
MERC Administration	-	-	-	-	-
Indirect Cost Metro Support	-	-	-	-	-
Metro Support Services	1,837,172	1,993,186	2,164,856	2,412,776	11%
Metro Risk Management	481,672	499,312	741,765	741,610	-0.021%
	2,318,844	2,492,498	2,906,621	3,154,386	9%
Net Increase (Decrease)	677,689	2,476,180	1,427,257	(996,984)	-170%
	0	-	-	-	-
Transfers					
Transfers to (Expense)	-	-	2,047,513	377,966	-82%
Transfers from (Revenue)	-	-	114,822	2,718,633	2268%
Debt Service (Expense)	1,316,252	1,189,132	1,188,632	1,187,132	0%
Net Transfers	(1,316,252)	(1,189,132)	(3,121,323)	1,153,535	-137%
Net Operations	(638,563)	1,287,048	(1,694,066)	156,551	-109%
	0	0	-	-	-
Capital					
Revenue	-	-	-	-	-
Capital Outlay	1,493,865	3,736,634	3,026,366	2,507,000	-17%
Construction Management	-	117	-	-	-
Goods & Services	-	-	-	-	-
Transient, Lodging Tax	-	492,214	-	-	-
Non-Operating Revenue	2,412,221	856,729	471,675	295,000	-37%
Transfers to (Expense)	-	105,931	-	-	-
Transfers from (Revenue)	187,252	475,000	480,000	-	-
Net Capital	1,105,607	(2,018,739)	(2,074,691)	(2,212,000)	7%
Fund Balance Inc (Dec)	467,044	(731,692)	(3,768,757)	(2,055,449)	-45%
	0	0	-	-	-
Food and Beverage Gross Margin	2,048,611	2,154,836	2,387,930	1,942,677	-19%
Food and Beverage Gross Margin	16.3%	16.0%	19.8%	16.5%	
Full Time Employees	194.0	190.0	185.9	181.5	
Excise Tax	1,670,101	1,145,662			
Transient, Lodging Taxes as percent of revenue	25%	26%	26%	31%	
Fund Balance					
Beginning Fund Balance			26,357,848	22,804,690	
Fund Balance Inc (Dec)			(3,768,757)	(2,055,449)	
Ending Fund Balance			22,589,091	20,749,241	
Unrestricted Fund Balance			546,241	(155,537)	
Operating Contingency			2,299,335	2,299,335	
Stabilization Reserve			620,500	620,500	
Designated for Renewal & Replacement			13,439,072	12,477,072	
New Capital/Business Strategy Reserve			5,191,729	5,365,657	
Restricted by Agreement - TLT			492,214	142,214	
Ending Fund Balance			22,589,091	20,749,241	

**Metropolitan Exposition-Recreation Commission
MERC Statement of Activity Budget Report
Portland Exposition Center
2012-13 Proposed Budget**

	2009-10	2010-11	2011-12	2012-13	% Change of
	Actual	Actual	Adopted	Proposed Budget	Annual
	June-10	June-11	June-12	June-13	Budget
					100%
Operating					
Revenue	3,454,746	3,471,329	4,245,221	3,838,186	-10%
Revenue - Food and Beverage	1,625,859	1,618,546	2,217,684	1,864,849	-16%
Total Operating Revenue	5,080,604	5,089,875	6,462,905	5,703,035	-12%
Costs - Food and Beverage	1,299,303	1,434,827	1,612,910	1,505,243	-7%
Personal Services	1,373,100	1,388,413	1,535,806	1,605,485	5%
Goods & Services	1,047,253	1,138,375	1,622,171	1,246,236	-23%
Total Operating Expenses	3,719,657	3,961,614	4,770,887	4,356,964	-8.68%
Net Operating Results Inc (Dec)	1,360,948	1,128,260	1,692,018	1,346,071	-20%
Non Operating					
Non-Operating Revenue	30,754	24,106	22,731	21,290	-6%
Non-Operating Expense	-	-	-	-	-
	30,754	24,106	22,731	21,290	-6%
Support and Risk Management					
MERC Administration	238,284	200,195	187,337	153,944	-18%
Metro Support Services	183,718	179,387	194,837	217,150	11%
Metro Risk Management	72,467	75,038	85,947	82,047	-5%
	494,469	454,620	468,121	453,141	-3%
Net Increase (Decrease)	897,233	697,746	1,246,628	914,220	-27%
Transfers					
Intrafund Transfers	-	-	-	-	-
Transfers to	-	-	176,464	-	-
Transfers from	-	-	7,980	-	-
Debt Service	1,176,632	1,189,132	1,188,632	1,187,132	-0.13%
Net Transfers	(1,176,632)	(1,189,132)	(1,357,116)	(1,187,132)	-13%
Net Operations	(279,399)	(491,386)	(110,488)	(272,912)	147%
Capital					
Revenue	-	-	-	-	-
Capital Outlay Expense	145,933	429,622	350,000	505,000	44.29%
Non-Operating Revenue	325,000	8,850	-	-	-
Non-Operating Expense	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	-	-	270,000	-
Transfers to (Expense)	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	-
Net Capital	179,067	(420,772)	(350,000)	(235,000)	-33%
Fund Balance Inc (Dec)	(100,332)	(912,158)	(460,488)	(507,912)	10%
Food and Beverage Gross Margin	326,556	183,719	604,774	359,606	-41%
Food and Beverage Gross Margin %	20.1%	11.4%	27.3%	19.3%	
Full Time Employees	13.30	13.3	13.3	13.3	
Excise Tax	393,566	330,265	-	-	
Fund Balance					
Beginning Fund Balance			4,732,826	3,957,937	
Fund Balance Inc (Dec)			(460,488)	(507,912)	
Ending Fund Balance			4,272,338	3,450,025	
Unrestricted Fund Balance			546,241	(300,000)	
Operating Contingency			364,000	364,000	
Stabilization Reserve			186,000	186,000	
Designated for Renewal & Replacement			925,000	775,000	
New Capital/Business Strategy Reserve			2,251,097	2,425,025	
Ending Fund Balance			4,272,338	3,450,025	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity Budget Report
Oregon Convention Center
2012-13 Proposed Budget

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	2012-13	% Change of
	June-10	June-11	Budget	Proposed Budget	Annual
			June-12	June-13	Budget
					100%
Operating					
Revenue	7,638,067	8,803,510	7,708,519	7,774,734	1%
Revenue - Food and Beverage	9,008,750	10,203,890	8,176,999	8,224,999	1%
Total Operating Revenue	16,646,817	19,007,400	15,885,518	15,999,733	1%
Costs - Food and Beverage	7,556,973	8,415,431	6,642,900	6,880,666	4%
Personal Services	8,422,409	8,768,636	9,184,586	9,224,471	0%
Goods & Services	3,392,821	3,781,524	3,627,246	3,881,641	7%
Marketing POVA	3,058,257	3,038,636	3,067,917	4,014,278	31%
Total Operating Expenses	22,430,460	24,004,227	22,522,649	24,001,056	7%
Net Operating Results Inc (Dec)	(5,783,643)	(4,996,827)	(6,637,131)	(8,001,323)	21%
Non Operating					
Transient, Lodging Tax	8,405,157	9,223,725	9,622,667	11,249,979	17%
Non-Operating Revenue	85,742	31,217	45,608	46,678	2%
Non-Operating Expense	3	-	-	2,200,000	#DIV/0!
	8,490,896	9,254,942	9,668,275	9,096,657	-6%
Support and Risk Management					
MERC Administration	1,286,740	1,245,656	1,165,651	957,878	-18%
Metro Support Services	992,072	1,116,184	1,212,319	1,351,155	11%
Metro Risk Management	274,083	283,622	397,366	415,301	5%
	2,552,895	2,645,462	2,775,336	2,724,334	-2%
Net Increase (Decrease)	154,358	1,612,654	255,808	(1,629,000)	-737%
Transfers					
Transfers to (Expense)	-	-	1,004,018	231,000	-77%
Transfers from (Revenue)	-	-	66,180	2,200,000	3224%
Debt Service (Expense)	139,620	-	-	-	-
Net Transfers	(139,620)	-	(937,838)	1,969,000	-310%
Net Operations	14,737	1,612,654	(682,030)	340,000	-150%
Capital					
Revenue	-	-	-	-	-
Capital Outlay Expense	994,583	2,389,158	2,014,366	1,385,000	-31%
Transient, Lodging Tax	-	-	-	-	-
Non-Operating Revenue	1,350,000	533,414	-	220,000	#DIV/0!
Non-Operating Expense	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	-	-	90,000	#DIV/0!
Transfers to (Expense)	-	105,931	-	-	-
Transfers from (Revenue)	187,252	475,000	480,000	-	-
Net Capital	542,669	(1,486,675)	(1,534,366)	(1,075,000)	-30%
Fund Balance Inc (Dec)	557,406	125,979	(2,216,396)	(735,000)	-67%
Food and Beverage Gross Margin	1,451,777	1,788,459	1,534,099	1,344,333	-12%
Food and Beverage Gross Margin %	16.1%	17.5%	18.8%	16.3%	
Full Time Employees	112.3	110.3	110.3	110.3	
Excise Tax	1,218,090	1,275,473	-	-	
Transient, Lodging Taxes as percent of revenue	34%	33%	38%	41%	
Fund Balance					
Beginning Fund Balance			11,552,031	9,565,635	
Fund Balance Inc (Dec)			(2,216,396)	(735,000)	
Ending Fund Balance			9,335,635	8,830,635	
Unrestricted Fund Balance			-	-	
Operating Contingency			1,540,000	1,540,000	
Stabilization Reserve			260,000	260,000	
Designated for Renewal & Replacement			6,200,779	5,685,779	
New Capital/Business Strategy Reserve			1,334,856	1,334,856	
Restricted by Agreement - TLT			-	10,000	
Ending Fund Balance			9,335,635	8,830,635	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity Budget Report
Portland Center for the Performing Arts
2012-13 Proposed Budget

	2009-10	2010-11	2011-12	2012-13	% Change
	Actual	Actual	Adopted	Proposed Budget	of
	June-10	June-11	Budget	June-13	Annual
			June-12		Budget
					100%
Operating					
Revenue	6,068,817	5,925,299	7,040,866	6,430,712	-9%
Revenue - Food and Beverage	1,930,102	1,679,877	1,695,865	1,714,973	1%
Total Operating Revenue	7,998,919	7,605,176	8,736,731	8,145,685	-7%
Costs - Food and Beverage	1,659,824	1,497,220	1,446,808	1,476,235	2%
Personal Services	5,096,747	5,189,200	5,634,176	5,582,207	-1%
Goods & Services	2,455,342	1,867,774	2,436,398	2,070,811	-15%
Total Operating Expenses	9,211,912	8,554,194	9,517,382	9,129,253	-4%
Net Operating Results Inc (Dec)	(1,212,994)	(949,018)	(780,651)	(983,568)	26%
Non Operating					
Transient, Lodging Tax	1,492,031	1,798,966	1,532,668	1,882,654	23%
Government Support City of Portland	766,100	767,019	784,320	793,408	1%
Non-Operating Revenue	96,923	80,239	85,006	84,376	-1%
Non-Operating Expense	2,777	2,500	2,500	-	-
	2,352,277	2,643,724	2,399,494	2,760,438	15%
Support and Risk Management					
MERC Administration	857,827	778,535	728,532	598,674	-18%
Metro Support Services	661,382	697,615	757,700	844,471	11%
Metro Risk Management	135,122	140,652	258,452	244,262	-5%
	1,654,331	1,616,802	1,744,684	1,687,407	-3%
Net Increase (Decrease)	(515,047)	77,903	(125,841)	89,463	-171%
Transfers					
Intrafund Transfers	-	-	-	-	-
Transfers to (Expense)	-	-	614,408	-	-
Transfers from (Revenue)	-	-	28,440	-	-
Net Transfers	-	-	(585,968)	-	-
Net Operations	(515,047)	77,903	(711,809)	89,463	-113%
Capital					
Revenue	-	-	-	-	-
Capital Outlay Expense	251,556	917,855	590,000	570,000	-3%
Construction Management Expense	-	117	-	-	-
Goods & Services Expense	-	-	-	-	-
Non-Operating Revenue	737,221	314,465	471,675	75,000	-84%
Non-Operating Expense	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	-	15,000	-	-
Transfers to (Expense)	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	-
Net Capital	485,665	(603,507)	(103,325)	(495,000)	379%
Fund Balance Inc (Dec)	(29,382)	(525,603)	(815,134)	(405,537)	-50%
Food and Beverage Gross Margin	270,278	182,657	249,057	238,738	-4%
Food and Beverage Gross Margin %	14.0%	10.9%	14.7%	13.9%	
Full Time Employees	46.40	46.40	47.4	46.4	
Transient, Lodging Taxes as percent of revenue	16%	19%	15%	19%	
Fund Balance					
Beginning Fund Balance			8,490,410	7,975,276	
Fund Balance Inc (Dec)			(815,134)	(405,537)	
Ending Fund Balance			7,675,276	7,569,739	
Unrestricted Fund Balance			-	144,463	
Operating Contingency			300,000	300,000	
Stabilization Reserve			174,500	174,500	
Designated for Renewal & Replacement			5,595,000	5,345,000	
New Capital/Business Strategy Reserve			1,605,776	1,605,776	
Ending Fund Balance			7,675,276	7,569,739	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity Budget Report
Convention Center Enhanced Marketing Project
2012-13 Proposed Budget

	2006-07 Actual June-07	2007-08 Actual June-08	2008-09 Actual June-09	2009-10 Actual June-10	2012-13 Proposed Budget June-13
Operating					
Revenue	0	0	0	0	-
Personal Services	-	28,748	21,949	-	-
Goods & Services	125,266	971,657	440,707	4,750	371,667
Meetings Expense	-	541	85	-	-
Developer Agreement I	-	600,028	4,274	-	-
Developer Agreement II	-	-	-	-	-
Communications Consulting	44,132	56,424	73,758	-	75,000
Construction Consulting	-	-	35,684	4,750	-
Financial Consulting	-	133,441	70,374	-	75,000
Legal Consulting	-	52,194	232,806	-	71,667
Management Consulting	23,265	8,836	-	-	50,000
Market Consulting	42,035	78,194	23,725	-	50,000
Project Management	15,834	41,999	-	-	50,000
	(125,266)	(1,000,405)	(462,655)	(4,750)	(371,667)
Non Operating					
Transient, Lodging Tax					
Government Support City of Portland					
Non-Operating Revenue	-	-	-	-	-
Non-Operating Expense	-	-	-	-	-
	-	-	-	-	-
Support and Risk Management					
Indirect Cost Metro Support	-	-	104,000	-	-
MERC Administration	-	-	-	-	-
Metro Support Services					
Metro Risk Management	-	-	-	-	-
	-	-	(104,000)	-	-
Net Increase (Decrease)	(125,266)	(1,000,405)	(566,655)	(4,750)	(371,667)
Transfers					
Intrafund Transfers					
Transfers to (Expense)	-	-	-	-	146,966
Transfers from (Revenue)	-	669,720	746,146	-	518,633
Debt Service (Expense)					
Net Transfers	-	669,720	746,146	-	371,667
Net Operations	(125,266)	(330,685)	179,491	(4,750)	-

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity Budget Report
MERC Administration
2012-13 Proposed Budget

	<u>2009-10 Actual</u>	<u>2010-11 Actual</u>	<u>2011-12 Adopted</u>	<u>2012-13</u>	<u>% Change</u>
	June-10	June-11	Budget	Proposed Budget	of
			June-12	June-13	Annual
					Budget
					100%
Operating					
Revenue	37,699	11,549	-	-	-
Personal Services	1,907,883	1,866,526	1,436,925	1,155,255	-20%
Goods & Services	410,021	288,562	598,320	559,309	-7%
Net Operating Results Inc (Dec)	(2,280,205)	(2,143,540)	(2,035,245)	(1,714,564)	-16%
Non Operating					
Non-Operating Revenue	43,249	7,031	4,387	4,068	-7%
Non-Operating Expense	-	-	-	-	-
	43,249	7,031	4,387	4,068	-7%
Support and Risk Management					
MERC Administration	2,382,851	2,224,386	2,081,520	1,710,496	-18%
	2,382,851	2,224,386	2,081,520	1,710,496	-18%
Net Increase (Decrease)	145,896	87,877	50,662	-	-
Transfers					
Intrafund Transfers	-	-	-	-	-
Transfers to (Expense)	-	-	252,623	-	-
Transfers from (Revenue)	-	-	12,222	-	-
Debt Service	-	-	-	-	-
Net Transfers	-	-	(240,401)	-	-
Net Operations	145,896	87,877	(189,739)	-	-
Capital					
Revenue	-	-	-	-	-
Capital Outlay Expense	101,794	-	72,000	47,000	-35%
Construction Management Expense	-	-	-	-	-
Goods & Services Expense	-	-	-	-	-
Transient, Lodging Tax	-	492,214	-	-	-
(use to get net Non-Operating Revenue)	-	492,214	-	-	-
Non-Operating Revenue	-	-	-	-	-
Non-Operating Expense	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	-	(15,000)	(360,000)	2300%
Transfers to (Expense)	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	-
Net Capital	(101,794)	492,214	(87,000)	(407,000)	368%
Fund Balance Inc (Dec)	44,102	580,091	(276,739)	(407,000)	47%
Full Time Employees	22.00	20.00	14.9	11.5	
Excise Tax	1,062	434	-	-	
Fund Balance					
Beginning Fund Balance			1,582,581	1,305,842	
Fund Balance Inc (Dec)			(276,739)	(407,000)	
Ending Fund Balance			1,305,842	898,842	
Unrestricted Fund Balance			-	-	
Operating Contingency			95,335	95,335	
Designated for Renewal & Replacement			718,293	671,293	
Restricted by Agreement - TLT			492,214	132,214	
Ending Fund Balance			1,305,842	898,842	

Expo Center
Five year Capital Plan 2012-13 through 2016-17

MERC Commission Meeting March 7, 2012

<i>Description</i>	<i>Location</i>	<i>Project Type</i>	<i>Funding Source</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-17</i>	<i>Total</i>
Expo FY 2012-13									
Parking Lot Asphalt maintenance and/or removal/replacement - UP4 South / UP3	Expo	Renewal & Replacement	R & R Reserve	50,000					50,000
Portable bleacher replacement - 2 of 4	Expo	Renewal & Replacement	MERC TLT Pooled Capital	50,000					50,000
Sweeper Scrubber Combination	Expo	Renewal & Replacement	MERC TLT Pooled Capital	50,000					50,000
Boom Lift - 45'-60'	Expo	Renewal & Replacement	MERC TLT Pooled Capital	40,000					40,000
Sign Tower - Painting	Expo	Renewal & Replacement	MERC TLT Pooled Capital	20,000					20,000
Electronic Reader Board	Expo	New Capital	MERC TLT Pooled Capital	40,000					40,000
Roof Repair - Halls A & B - Storage, Ops Office, Hall A	Hall A & B	Renewal & Replacement	R & R Reserve	20,000					20,000
Roof Repair - Hall C - Aluminum Roof	Hall C	Renewal & Replacement	R & R Reserve	15,000					15,000
Roof Repair - Hall D - front/back	Hall D	Renewal & Replacement	R & R Reserve	150,000					150,000
Audio Visual Sound Towers - Halls D & E	Hall D & E	Renewal & Replacement	MERC TLT Pooled Capital	30,000					30,000
Coffee Cart - Hall E / Plumb line / Electrical / Furniture	Hall E	New Capital	MERC TLT Pooled Capital	40,000					40,000
Expo FY 2013-14									
Parking Lot Asphalt maintenance and/or removal/replacement - UP2, UP1	Expo	Renewal & Replacement	R & R Reserve		50,000				50,000
Portable bleacher replacement - 3 of 4	Expo	Renewal & Replacement	R & R Reserve		50,000				50,000
Forklift - - Equipment life cycle end	Expo	Renewal & Replacement	R & R Reserve		25,000				25,000
Golf / Electric Carts - Ops/Parking/Events - (Replace one existing Cart purchase an additional Cart)	Expo	New Capital/ R & R	Unfunded/ R& R Reserve		20,000				20,000
Connector Seating Improvements - F&B	Expo	New Capital	Aramark Reserve		40,000				40,000
Forklift - - Equipment life cycle end	Expo	Renewal & Replacement	R & R Reserve		25,000				25,000
Group of Lighting - Hall A revision	Hall A	Sustainability Initiative / Renewal & Replacement	R & R Reserve		90,000				90,000

Expo Center
Five year Capital Plan 2012-13 through 2016-17

MERC Commission Meeting March 7, 2012

<i>Description</i>	<i>Location</i>	<i>Project Type</i>	<i>Funding Source</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-17</i>	<i>Total</i>
Hall D Lobby and Mtg. Rm. Carpet	Hall D	Renewal & Replacement	R & R Reserve		65,000				65,000
FM Global - Fire / Safety Recommendations - Hall D	Hall D	Renewal & Replacement	R & R Reserve		25,000				25,000
Roof Repair - Hall E (pending review front / back)	Hall E	Renewal & Replacement	R & R Reserve		175,000				175,000
Expo FY 2014-15									
Parking Lot Asphalt maintenance and/or removal/replacement - LP3	Expo	Renewal & Replacement	R & R Reserve			50,000			50,000
Roof Repair - Hall D (barrel)	Expo	Renewal & Replacement	R & R Reserve			100,000			100,000
Golf / Electric Carts - Ops/Parking/Events	Expo	Renewal & Replacement	Unfunded			20,000			20,000
Electronic Reader Board	Expo	New Capital	Unfunded			50,000			50,000
Electrical - Hall A/ B - Upgrade	Hall A & B	Renewal & Replacement	R & R Reserve			140,000			140,000
Lobby Furniture - Hall D or E	Hall D & E	New Capital	Aramark Reserve			25,000			25,000
FM Global - Fire / Safety Recommendations - Hall E	Hall E	Renewal & Replacement	R & R Reserve			35,000			35,000
Expo FY 2015-16									
Parking Lot Asphalt maintenance and/or removal/replacement - LP2 / Plaza	Expo	Renewal & Replacement	R & R Reserve				50,000		50,000
Phone System	Expo	Renewal & Replacement	R & R Reserve				100,000		100,000
Security Mobile Car / Truck or Van - - Equipment life cycle end (Ops / Parking)	Expo	Renewal & Replacement	R & R Reserve				45,000		45,000
200 - 18" Classroom Tables	Expo	New Capital	Unfunded				25,000		25,000
Roof Repair - Hall A, B or C	Hall A & B & C	Renewal & Replacement	R & R Reserve				25,000		25,000
Roof Repair - Hall E (barrel)	Hall E	Renewal & Replacement	R & R Reserve				120,000		120,000

Expo Center
Five year Capital Plan 2012-13 through 2016-17

MERC Commission Meeting March 7, 2012

<i>Description</i>	<i>Location</i>	<i>Project Type</i>	<i>Funding Source</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-17</i>	<i>Total</i>
<i>Expo FY 2016-17</i>									
Parking Lot Asphalt maintenance and/or removal/replacement - LP1 / UP4 Phase 1	Expo	Renewal & Replacement	R & R Reserve					60,000	60,000
Forklift - - Equipment life cycle end	Expo	Renewal & Replacement	R & R Reserve					35,000	35,000
Plastic / Flat Stacking Chairs	Expo	Renewal & Replacement	R & R Reserve					50,000	50,000
Sign Tower Painting	Expo	Renewal & Replacement	R & R Reserve					25,000	25,000
Tractor/Grounds Equipment - Equipment life cycle end	Expo	Renewal & Replacement	R & R Reserve					40,000	40,000
Scissor lift - 30-40' - New	Expo	New Capital	Unfunded					35,000	35,000
AV Upgrades	Expo	Renewal & Replacement	R & R Reserve					25,000	25,000
WiFi / Telecomm / Technology Upgrades	Expo	Renewal & Replacement	R & R Reserve					35,000	35,000
Roof Repair - Hall A, B or C	Hall A & B & C	Renewal & Replacement	R & R Reserve					25,000	25,000
Roof Repair - Hall D or E (areas not completed)	Hall D & E	Renewal & Replacement	R & R Reserve					75,000	75,000
<i>Total</i>				<i>505,000</i>	<i>565,000</i>	<i>420,000</i>	<i>365,000</i>	<i>405,000</i>	<i>2,260,000</i>

Oregon Convention Center
Five year Capital Plan 2012-13 through 2016-17

MERC Commission Meeting March 7, 2012

<i>Description</i>	<i>Project Type</i>	<i>Funding Source</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-17</i>	<i>Total</i>
<i>OCC FY 2012-13</i>								
ECMS- Energy Conservation Measures (ETO back 60k)	New Capital/Sustainability	MERC TLT Pooled Capital & Energy Trust Oregon	150,000					150,000
Show Network Capacity Upgrade - 6 Arrays/GB Switcher Upgrade	New Capital	OCC TLT Capital Balance	80,000					80,000
Rest Room Handicap Door Operators	Health & Safety & Customer Service	OCC TLT Capital Balance	50,000					50,000
Replacement Pick-Up Truck with plow attachment	Renewal & Replacement	OCC TLT Capital Balance	40,000					40,000
Riding Sweeper/Scrubber	Renewal & Replacement	OCC TLT Capital Balance	50,000					50,000
Original Roof Replacement (add Parapet Wall Cap to Project) Part 1	Renewal & Replacement	R & R Reserve	100,000					100,000
CCTV Replacement	Renewal & Replacement	R & R Reserve	275,000					275,000
Replacement Chrome Entry Doors on Original Side of Venue	Renewal & Replacement	R & R Reserve	125,000					125,000
Pallet Jack	Renewal & Replacement	R & R Reserve	15,000					15,000
Lighting Project (Exhibit Halls 190k/Meeting Space 300k (ETO back160k)	New Capital/Sustainability	VDF Request & Energy Trust Oregon	500,000					500,000
<i>OCC FY 2013 -14</i>								
Original Roof Replacement (add Parapet Wall Cap to Project) Part 2	Renewal & Replacement	R & R Reserve		2,000,000				2,000,000
Purchase AV Equipment	Renewal & Replacement	R & R Reserve		100,000				100,000
Cooling Towers	Renewal & Replacement	R & R Reserve		385,000				385,000
Oregon Ballroom Renovation	New Capital	Unfunded		TBA				-
VIP B Renovation	New Capital	Unfunded		TBA				-
Construct Ops office on dock and Add additional Conference space in former Ops office and former MERC offices	New Capital	Unfunded		TBA				-
Solar Roof or Green Roof Above Dock Area	New Capital/Sustainability	Unfunded		TBA				-
Upgrade all Meeting Room and Ballroom signage to Video Screens	New Capital	Unfunded		250,000				250,000

Oregon Convention Center
Five year Capital Plan 2012-13 through 2016-17

MERC Commission Meeting March 7, 2012

<i>Description</i>	<i>Project Type</i>	<i>Funding Source</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-17</i>	<i>Total</i>
<i>OCC FY 2014-15</i>								
Carpet Replacement plus overall Design Consulting	Renewal & Replacement	R & R Reserve			2,100,000			2,100,000
Replace Meeting Room Chairs	Renewal & Replacement	R & R Reserve			960,000			960,000
Concrete Polishing	Renewal & Replacement	R & R Reserve			375,000			375,000
Public Circulation Furniture (Lobby Areas)	New Capital	Unfunded			500,000			500,000
Change out Radio system to Digital per the FCC Requirement	Renewal & Replacement	Unfunded			275,000			275,000
LEED Project work for Re-Certification	Sustainability	Unfunded			300,000			300,000
Install Electronic Swipe Locking System for Meeting & Ballrooms	New Capital/Business Strategy	Unfunded			400,000			400,000
Brew Pub Construction	New Capital	Unfunded			600,000			600,000
<i>OCC FY 2015-16</i>								
Elevator 18 Car and Rail Rework	Renewal & Replacement	R & R Reserve				850,000		850,000
Replace Folding Padded Chairs	Renewal & Replacement	R & R Reserve				1,000,000		1,000,000
Replace 2 of the 4 Chiller Units	Renewal & Replacement/Sustainability	R & R Reserve				600,000		600,000
Replace 2 out of three Boilers	Renewal & Replacement/Sustainability	R & R Reserve				475,000		475,000
Exterior Security Bollards (or Planters)	Renewal & Replacement	Unfunded				60,000		60,000
Renovate all Restrooms/Original Side of Venue	Renewal & Replacement	Unfunded				TBA		-
Teledata Upgrade VOIP	Renewal & Replacement	Unfunded				130,000		130,000
<i>OCC FY 2016-17</i>								
Replace 2 chiller units	Renewal & Replacement/Sustainability	R & R Reserve					550,000	550,000
Bleacher Replacement	Renewal & Replacement	R & R Reserve					2,000,000	2,000,000
Replace all Tables on Expanded Side	Renewal & Replacement	R & R Reserve					350,000	350,000
Re-landscaping MLK/Holladay	Renewal & Replacement/Sustainability	Unfunded					TBA	-
All External Electric Signage	Renewal & Replacement	Unfunded					TBA	-
<i>Total</i>			<i>1,385,000</i>	<i>2,735,000</i>	<i>5,510,000</i>	<i>3,115,000</i>	<i>2,900,000</i>	<i>15,645,000</i>

PORTLAND CENTER FOR THE PERFORMING ARTS (PCPA)

Five year Capital Plan 2012-13 through 2016-17

MERC Commission Meeting March 7, 2012

<i>Description</i>	<i>Location</i>	<i>Project Type</i>	<i>Funding Source</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-2017</i>	<i>Total</i>
PCPA FY 2012-13									
Event Chairs (150 total needed)	AHH	Renewal & Replacement	R & R Reserve	10,000					10,000
Newmark Theatre Rolling Fire Doors (3)	AHH	Renewal & Replacement	Foundation	75,000					75,000
Exterior Insulation Finish System (design, demo, construction outside the Winni & Brunish ONLY)	AHH	Renewal & Replacement	R & R Reserve	100,000					100,000
Cooling Tower & Associated Piping	AHH	Renewal & Replacement	R & R Reserve	150,000					150,000
Cooling Tower & Associated Piping (Pan Restoration Alt.)	ASCH	Renewal & Replacement	R & R Reserve	25,000					25,000
Production Communications (Clearcom)	Keller	Renewal & Replacement	R & R Reserve	20,000					20,000
Orchestra Pit Handrails	Keller	Renewal & Replacement	R & R Reserve	25,000					25,000
Carpet--stairwells	Keller	Renewal & Replacement	R & R Reserve	50,000					50,000
Soft goods-legs, borders, misc	Keller	Renewal & Replacement	R & R Reserve	50,000					50,000
Sound Console	Newmark	Renewal & Replacement	R & R Reserve	25,000					25,000
Soft goods-legs, borders, misc	Winningstad	Renewal & Replacement	R & R Reserve	25,000					25,000
PCPA FY 2013-14									
Replace 20 toilets (5 gpf w/ 1.6 gpf)	AHH	Renewal & Replacement	R & R Reserve		15,000				15,000
Front of House Recycling Containers--20 (5 per floor)	AHH	Renewal & Replacement	R & R Reserve		30,000				30,000
Phone/Voicemail System--in concert w/ Metro	AHH	Renewal & Replacement	R & R Reserve		50,000	25,000			75,000
Production Communications (Clearcom) Wireless	ASCH	Renewal & Replacement	R & R Reserve		20,000				20,000
Front of House Recycling Containers--20 (5 per floor)	ASCH	Renewal & Replacement	R & R Reserve		30,000				30,000
Lighting Console	ASCH	Renewal & Replacement	R & R Reserve		50,000				50,000
Lighting Conversion in Auditorium to LED	ASCH	Renewal & Replacement	R & R Reserve		90,000				90,000
HVAC Controls Updates	ASCH	Renewal & Replacement	R & R Reserve		100,000				100,000
Front of House Recycling Containers--20 (5 per floor)	Keller	Renewal & Replacement	R & R Reserve		30,000				30,000
Lavatories, faucets, countertops--failing laminate/upgrades to faucets/lavatories	Keller	Renewal & Replacement	R & R Reserve		50,000				50,000
Main Curtain	Keller	Renewal & Replacement	R & R Reserve		50,000				50,000
Stage Door entrance renovation	Keller	Renewal & Replacement	R & R Reserve		50,000				50,000
Cooling Tower & Associated Piping	Keller	Renewal & Replacement	R & R Reserve		150,000				150,000

PORTLAND CENTER FOR THE PERFORMING ARTS (PCPA)

Five year Capital Plan 2012-13 through 2016-17

MERC Commission Meeting March 7, 2012

<i>Description</i>	<i>Location</i>	<i>Project Type</i>	<i>Funding Source</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-2017</i>	<i>Total</i>
Roof & Drains--full tearoff and replacement	Keller	Renewal & Replacement	R & R Reserve		250,000	250,000	250,000		750,000
Fore Stage (Pit) Elevator Lift	Keller	Renewal & Replacement	R & R Reserve		250,000	250,000			500,000
Sound Amplifiers	Newmark	Renewal & Replacement	R & R Reserve		45,000				45,000
Dimmer System (theatrical dimming, house lighting, console, electrical cabling overhaul)	Newmark	Renewal & Replacement	R & R Reserve		160,000				160,000
Main Curtain	Winningstad	Renewal & Replacement	R & R Reserve		15,000				15,000
Sound Amplifiers	Winningstad	Renewal & Replacement	R & R Reserve		20,000				20,000
<i>PCPA FY 2014-15</i>									
HVAC Boilers	AHH	Renewal & Replacement	R & R Reserve			150,000			150,000
Aerial Work Platform (Genie Lift)	ASCH	Renewal & Replacement	R & R Reserve			20,000			20,000
Chiller & Associated Piping	ASCH	Renewal & Replacement	R & R Reserve			350,000			350,000
Aerial Work Platform (Genie Lift)	Keller	Renewal & Replacement	R & R Reserve			20,000			20,000
Loading Dock/Garbage Screening Fence	Keller	New Capital	Unfunded			30,000			30,000
Lighting Conversion in Auditorium to LED	Keller	Renewal & Replacement	R & R Reserve			50,000			50,000
A/V - flat screens, FOH/BOH cameras, cabling, controller	Keller	New Capital	Unfunded			100,000			100,000
Front of House & Backstage Elevators	Keller	Renewal & Replacement	R & R Reserve			100,000			100,000
Carpet--Front of House	Keller	Renewal & Replacement	R & R Reserve			150,000	100,000		250,000
Aerial Work Platform (Genie Lift)	Newmark	Renewal & Replacement	R & R Reserve			20,000			20,000
Production Communications (Clearcom)	Newmark	Renewal & Replacement	R & R Reserve			20,000			20,000
Main Curtain	Newmark	Renewal & Replacement	R & R Reserve			35,000			35,000
Main Speakers	Newmark	Renewal & Replacement	R & R Reserve			50,000			50,000
Aerial Work Platform (Genie Lift)	Winningstad	Renewal & Replacement	R & R Reserve			20,000			20,000
<i>PCPA FY 2015-16</i>									
Elevators--controllers & interiors	AHH	Renewal & Replacement	R & R Reserve				150,000	150,000	300,000
Followspots	ASCH	Renewal & Replacement	R & R Reserve				30,000		30,000
Soft goods-legs, borders, misc	ASCH	Renewal & Replacement	R & R Reserve				50,000		50,000

PORTLAND CENTER FOR THE PERFORMING ARTS (PCPA)**Five year Capital Plan 2012-13 through 2016-17**

MERC Commission Meeting March 7, 2012

<i>Description</i>	<i>Location</i>	<i>Project Type</i>	<i>Funding Source</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-2017</i>	<i>Total</i>
Portland Sign--re-paint, re-light	ASCH	Renewal & Replacement	R & R Reserve				100,000	100,000	200,000
Followspots	Keller	Renewal & Replacement	R & R Reserve				30,000		30,000
Amplifiers	Keller	Renewal & Replacement	R & R Reserve				50,000		50,000
Main Speakers	Keller	Renewal & Replacement	R & R Reserve				125,000		125,000
Stage Floor	Newmark	Renewal & Replacement	R & R Reserve				100,000		100,000
Sound Console	Winningstad	Renewal & Replacement	R & R Reserve				15,000		15,000
<i>PCPA FY 2016-17</i>									
Roof	AHH	Renewal & Replacement	R & R Reserve					200,000	200,000
Main Curtain	ASCH	Renewal & Replacement	R & R Reserve					50,000	50,000
Elevators--overhaul & interiors	ASCH	Renewal & Replacement	R & R Reserve					300,000	300,000
Monitors	Keller	Renewal & Replacement	R & R Reserve					25,000	25,000
Sound Console	Keller	Renewal & Replacement	R & R Reserve					50,000	50,000
Monitors & Associated Equipment	Newmark	Renewal & Replacement	R & R Reserve					35,000	35,000
									-
<i>Total</i>				<i>555,000</i>	<i>1,455,000</i>	<i>1,640,000</i>	<i>1,000,000</i>	<i>910,000</i>	<i>5,560,000</i>

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 12-05

For the purpose of ratifying the collective bargaining agreement with the International Union of Operating Engineers (IUOE), Local 701-1.

WHEREAS, the Metropolitan Exposition Recreation Commission's (MERC) designated representatives for labor relations have negotiated in good faith with IUOE; and

WHEREAS, the parties have reached an agreement for a three-year collective bargaining agreement; and

WHEREAS, the collective bargaining agreement is subject to ratification by a vote of the Union membership on behalf of the Union, and approval of MERC; and

WHEREAS, the Union membership duly ratified the collective bargaining agreement; and,

WHEREAS, MERC believes that the collective bargaining agreement is fair, reasonable, and in the public interest,

THEREFORE BE IT RESOLVED:

1. MERC approves the collective bargaining agreement attached to this Resolution as Exhibit A.
2. MERC authorizes and directs the General Manager of Visitor Venues, or her delegate, to execute the collective bargaining agreement and forward it to the Union for signature.

Passed by the Commission on March 7, 2012.

Chair

Secretary-Treasurer

Approved As To Form:
Alison Kean Campbell, Metro Attorney

By: _____
Nathan A. Schwartz Sykes, Senior Attorney

MERC STAFF REPORT

Agenda Item/Issue: FOR THE PURPOSE OF APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING OFFICERS LOCAL 701-1

Resolution No. 12-05

Presented by: Mary Rowe, Metro Human Resources Director

Date: March 7, 2012

Background and Analysis:

Bargaining started November 14, 2011 and continued through four sessions. Tentative agreement was reached on the contract in on December 12, 2012 and the union ratified the contract on February 8, 2012. The provisions in this contract continue efforts to bargain consistent language across the six MERC contracts and the two Metro contracts. Standard language around management rights, protected leaves, and health insurance are part of this agreement.

RESOLUTION:

The major elements of the Agreement are as follows:

Term of Agreement: January 1, 2012-December 31, 2014.

Wages: Upon ratification of the contract by the union and approval by the Commission, bargaining unit members will receive a 1.25% COLA based on their wages for 2011. This COLA will be paid as a lump sum and not added to base wages. Effective July 1, 2012, bargaining unit members will receive a \$110.00 lump sum payment not added to base wages. Effective July 1, 2013 and July 2014 wages will increase in accordance with the Portland-Salem OR Consumer Price Index (CPI-U) by the average of January to June and July to December of the preceding year. The schedule adjustment will have a minimum of 1.25% and a maximum of 2.5%.

Insurance: Metro will contribute 94% of the insurance premium costs per plan and employees will pay 6%. This contribution is consistent with other MERC/Metro collective bargaining agreements and Metro's overall strategy to maintain fiscal control on insurance costs while continuing to provide a competitive benefit program for employees.

Language Changes: Significant language changes between the previous and proposed Agreement appear below.

- Article 8 Hours of Work & Overtime: Call in time was increased and now listed as subject to progressive discipline.
- Article 9 Shifts: Shift differential pay will not increase and remain at the current rate of \$1.00/ hour for swing shift and \$1.20/ hour for graveyard.
- Article 16 Personnel File: New language was negotiated that allows retention of some disciplinary documents in personnel files for an additional two years.
- Article 22 Other Leaves: Obsolete leave language was replaced so that family and military leave follow applicable state/federal law.

SHORT RANGE FISCAL IMPACT:

The costs of the collective bargaining agreement are within budgeted amounts for FY 11-12 and within parameters approved in the Commission budget.

LONG RANGE FISCAL IMPACT:

The costs of the collective bargaining agreement will be reflected in future budget years and are viewed as reasonable and consistent with other employee compensation.

RECOMMENDATION:

Staff recommends approval of Resolution 12-05.

~~Collective Bargaining Agreement~~

~~between~~

~~Metropolitan Exposition Recreation Commission~~

~~M.E.R.C.~~

~~and~~

~~The International Union of Operating Engineers, Local 701-1~~

COLLECTIVE
BARGAINING
AGREEMENT

METROPOLITAN EXPOSITION-RECREATION COMMISSION

And

THE INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL 701-1

Effective January 1, 2012-December 31, 2014

Preamble

This agreement is entered into by the Metropolitan Exposition-Recreation Commission, hereafter referred to as the "Employer," METRO, and the International Union of Operating Engineers, Local Union No. 701-1, AFL-CIO, hereafter referred to as the "Union," for the purpose of governing the wages and related fringe benefits, hours of work, and conditions of employment for employees covered by this Agreement for the term specified herein.

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, sexual orientation, gender identity, race, color, creed, religion, national origin, association or political affiliation, mental or physical disability, veteran's status or any other class protected by law.

Except as otherwise provided by law, regulation, or grant provisions, the parties agree as follows:

Article 1: Recognition

Employees covered by this Agreement shall be Event Custodians who are part-time and the art-time event custodians, Utility Maintenance Technicians and Utility Leads who are full-time. Employees covered in this Agreement work and full-time utility personnel at the Portland Center for the Performing Arts which include the Keller Auditorium, Arlene Schnitzer Concert Hall, and the Antoinette Hatfield Hall.

Article 2: Definitions

Probation: Newly hired full-time employees shall be considered probationary employees for six (6) months from the first day worked. The probationary period for part-time employees shall be a minimum of 400 hours. An employee's probationary period shall be extended by the number of days an employee is on leave provided such leave exceeds ten (10) consecutive work days. Probation is considered as an extension of the hiring process. Probationary employees work at the will of the employer and may not invoke the grievance procedure in this agreement for matters of discipline up to and including termination.

Provided there is no pending disciplinary action, Union employees promoted to non-Union positions may voluntarily return to their Union position in the previously

held classification at the same step in their range at any time during the promotional probation period. If an employee has not completed probation in their previously held position, they must do so. Such voluntary return shall not reflect discredit on the employee.

~~Temporary: Temporary employees are provided by an outside agency and are excluded from the bargaining unit. A temporary employee's period of employment shall be restricted to no more than 720 hours in any calendar year.~~

Full-Time: A position which is designated as a 1.00 full-time employee in the adopted MERC Commission budget and which typically consists of forty hours per week. However, nothing in this Agreement shall be construed as a guarantee of hours worked per week or per day.

Full-time employees approved by the MERC Commission are entitled to pay, insurance, vacation, sick leave, other leaves, holidays and retirement as described in this Agreement.

~~Part-Time:~~ All event custodians shall be classified as part-time. Part-time employees are not entitled to vacation pay, health and welfare, sick leave, ~~and~~ personal holidays, ~~or other benefits offered by Metro such as life insurance.~~

A minimum number of ten (10) Event Custodians will be designated as 32-hour employees and guaranteed 32 hours per week, except as provided below. The total of ten (10) constitutes a permanent number of designees and the list shall be replenished as needed to maintain the total. An employee can neither expect nor be guaranteed 40 hours a week. However, if hours are available after the 32-hour obligation is met, an employee may be offered additional hours.

32-hour designees shall be determined by the Employer based upon quality of performance and with consideration of seniority whenever possible.

All other employees will be scheduled based upon event management needs.

Subcontracting: The parties' mutual goal is to have as much work performed by staff as possible and to minimize the use of contracted temporary employees. The employer further agrees that all employees should be given the maximum opportunity to work available hours as long as the Union recognizes that the Employer runs an event-driven business and the Union will not construe it otherwise

~~and Nthat~~ nothing in this Agreement ~~will be construed in any way to limit~~ will limit the Employer's right to discontinue any portion of its operations or to make and implement any other decision relating to its operations. The Employer will provide the Union with not less than ninety (90) calendar days' advance notice of such contemplated change and provide the Union with an opportunity to discuss such proposed change and the effect such change will have on unit employees during the ninety (90) calendar day advance notice period.

Article # 3 Union Security

Section 1.

Membership or non-membership in the Union shall be a guaranteed individual choice of employees within the bargaining unit provided, however, that any employee who chooses to belong to the Union shall be entitled to subsequently withdraw from membership of the Union by the giving of written notice to the Union and the Employer.

Section 2.

The Employer agrees to fairshare in accordance with and pursuant to the terms of the Oregon Revised Statutes 243.650 (10) and (16) with the understanding that the fair share for non-union employees shall be equivalent to the dues of the Union membership in the International Union of Operating Engineers, Local No. 701, AFL-CIO, subject to any reductions required under applicable state or federal law.

Section 3.

The right of non-association of employees based on bona fide religious tenets or teaching of a church or religious body of which an employee is a member is hereby guaranteed. Such employee shall pay the fairshare amount described herein above to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. The employee shall furnish proof to the Union that this has been done.

Section 4.

The effective date of withholding Union membership dues or fairshare shall be the first of the month following thirty (30) calendar days of employment.

Section 5.

Upon receipt of a signed authorization from the employee, the Employer agrees to deduct from the paycheck of each employee authorized by the Union, the regular monthly dues uniformly required of members of the Union or the amount of fairshare determined by application of Article 3, Section 2 of this Agreement from all non-union members of the bargaining unit for which the Union is the exclusive bargaining agent. The aggregate amount deducted, together with an itemized statement, shall be transmitted monthly to the Union offices on behalf of all employees involved. The performance of this service is at no cost to the Union. The Employer will not be held liable for any errors or delays, but will make any proper corrections as soon as possible.

Section 6.

The Union agrees that it will indemnify, defend and hold the Employer harmless from all suits, actions, proceedings, and claims against the Employer, or person acting on behalf of the Employer, whether for damages, compensation, reinstatement, or a combination hereof arising out of the Employer's implementation of this Article. In the event any decision is rendered by the highest court having jurisdiction that this Article is invalid and/or that reimbursement of the service fee (fairshare) must be made to employees affected, the Union shall be solely responsible for such reimbursement.

Section 7.

The Union agrees to represent all members of the bargaining unit regardless of race, color, religion, national origin, disability, sex, age, sexual orientation, gender identity, marital or familial status, political affiliation veteran's status or any other class protected by law.

Article 4: Union Representatives

Section 1.

Within thirty (30) calendar days from the signing of this Agreement, the Union shall appoint and notify the Operations Manager in writing of the names of designated Stewards. The list will be updated as changes occur.

- a) Upon prior notice to his/her immediate supervisor, a Steward shall be granted reasonable time during the Steward's work shift without loss of pay or benefits to process and investigate grievances and attend investigatory interviews when requested by the employee. If the permitted activity would interfere with either the Steward's or employee's duties, the direct supervisor shall, within 72 hours, arrange a mutually agreeable time for the requested activity.

- b) No Steward will be eligible for overtime pay, other premium pay or travel reimbursement as a result of carrying out Steward duties.
- c) A Steward who comes to the worksite during their off duty hours to carry out Steward duties shall not be paid for such time.
- d) Internal union business shall be conducted by Stewards and employees during their non-duty time.
- e) One (1) Steward on Employer time can process and investigate any one (1) grievance at any given time.
- f) All matters relating to contract negotiations will be performed on the employee's own time.

Section 2.

All officers of the International Union and the Business Representatives of the Union shall have access at any time to any part of the facilities in which said event custodians are employed, provided they do not interfere or cause employees to neglect their work **and have provided prior notification to management.**

Section 3.

The Employer shall furnish union bulletin boards in places mutually satisfactory to the Employer and the Union. Such bulletin boards shall be used by the Union to post notices of interest to the employees.

Article 5: Management Rights

~~The Employer retains all the customary, usual and exclusive rights, decision-making prerogatives, functions and authority connected with or in any way incident to its responsibilities to manage the affairs of the MERC. The rights of employees in the bargaining unit and the Union are limited to those specifically set forth in this Agreement.~~

~~The exercise of any management prerogative, function, or right which is not specifically modified by a provision of this Agreement is not subject to the grievance procedure, to arbitration, or, as set forth above, to bargaining during the term of this agreement.~~

The employer shall have and retain the sole responsibility for the management and operation of all MERC functions and direction and control of its work force, facilities, properties, programs and activities, except as expressly limited by the terms and conditions of this Agreement. These rights include but are not limited to the following:

- a) Determining MERC's mission, policies, and all standards of service offered to the public and other local governments;
- b) Planning, directing, controlling and determining the operations or services to be conducted by employees of MERC;
- c) Determining the methods, means, number of personnel needed to carry out any department's mission;
- d) Directing the work force and issuing or changing work orders and rules.
- e) Hiring and assigning or transferring employees within or between departments;
- f) Promoting, suspending, disciplining or discharging, consistent with this Agreement;
- g) Laying off or relieving employees due to lack of work or funds or for other legitimate reasons;
- h) Making, changing, publishing and enforcing work practices, rules or personnel policies and regulations covering permissive subjects of bargaining, including issuing rules over issues which are nonnegotiable and are not in conflict with or otherwise addressed in a specific provision of this Agreement.
- i) Introducing new or improved methods, equipment or facilities.
- j) Completing performance evaluations of employees as required; and
- k) Classifying, reclassifying or merging positions as required.

These rights are diminished only by the law and this Agreement.

Article 6: Hiring

The Employer shall be the sole judge in decisions concerning the employment of personnel. The Employer agrees to continue their policies on non-discrimination and to provide equal employment opportunities without regard to race, color, religion, national origin, disability, sex, age, sexual orientation, marital or familial status, political affiliation, or union activity, except where a bona fide occupational qualification exists.

~~Any complaint alleging unlawful discrimination/harassment based on the above which is brought to the Union for processing will be submitted directly to the Metro Affirmative Action Officer. If such a complaint is not satisfactorily resolved within thirty (30) days of its submission, it may be submitted to the Bureau of Labor and Industries for resolution.~~

Article 7: Discrimination and Harassment

Any complaint alleging unlawful discrimination/harassment which is brought to the Union for processing will be submitted directly to the Metro Human Resources Director.

Article ~~7~~ 8: Hours of Work & Overtime

Section 1.

Because of the nature of the Employer's operation, it is recognized that employee scheduling requirements and assignments must be determined by the Employer based upon the nature of each event and related considerations. Eight (8) hours per day shall constitute the normal work day. The work week shall consist of Thursday 12:01 a.m. through Wednesday midnight with two (2) consecutive days off.

All employees shall be compensated at the rate of time and one-half for all authorized work performed in excess of eight (8) hours in any workday, or forty (40) hours in any workweek. Overtime compensation shall be in the form of overtime pay at the rate of one and one-half hours for each overtime hour worked. ~~If an employee works six (6) consecutive days crossing the regular work week overtime pay will be given for every hour worked over forty (40).~~ If an employee works six (6) consecutive days crossing the regular work week overtime pay will be given for every hour worked over forty (40); however at no time shall an employee's wages exceed time and one half (1.5x) as a result of this provision.

Section 2.

If an employee cannot report to work as scheduled, the employee must call the designated supervisor or message telephone number if the supervisor is unavailable, a minimum of ninety (90) minutes before their scheduled shift starts.

Article 89: Shifts

Shift work shall be permitted in all classifications, without restrictions, on the following basis. The day shift for pay purposes shall be defined as any shift which begins between 4:00 a.m. and 12:00 p.m., including a paid one-half (1/2) hour lunch period.

The second or swing shift for pay purposes shall be defined as any shift which begins between 12:00 noon and 5:00 p.m., including a paid one-half (1/2) hour lunch period. Employees scheduled on the second shift shall receive a shift premium of one dollar (\$1.00) per hour in addition to the regular hourly rate for all hours worked on that shift.

The third or graveyard shift for pay purposes shall be defined as any shift which begins between 5:00 p.m. and 12:00 a.m., including a paid one-half (1/2) hour lunch period. Employees scheduled on the third shift shall receive a shift premium of one dollar and 20 cents (\$1.20) per hour in addition to the regular hourly rate for all hours worked on that shift.

Article 910: Reporting and Call-in Pay

Any Employee who is scheduled to report for work on their regularly scheduled shift and who presents themselves for work as scheduled, but where work is not available or a full shift's work is not available for them, shall be compensated at their regular rate for all scheduled hours in that shift.

Any Employee called to return to work immediately, ~~or before the employee's next work shift~~, and such call is after the employee has left the Employer's premises at the end of their last shift, shall be paid for a minimum of four (4) hours at the rate of one and one-half (1½) times the regular rate.

Article ~~10~~11: No Strike or Lockout

- a) During the term of this Agreement, neither the Union nor its agents nor any employee, for any reason, will authorize, institute, aid, condone or engage in a slowdown, work stoppage, picketing, strike, or any other interference with the work and statutory functions or obligations of MERC. During the term of this Agreement neither MERC nor its agents for any reason shall authorize, institute, aid, or promote any lockout of employees covered by this Agreement.
- b) If any work stoppage, slowdown, picketing, or strike shall take place, the Union agrees to immediately notify any employees engaging in such activities to cease and desist and to publicly declare that such work stoppage, slowdown, picketing, or strike is in violation of this Agreement and is unauthorized. The Union agrees to immediately notify all Local officers and representatives of their obligation and responsibility for maintaining compliance with this Article including their responsibilities to remain at work during any interruption which may be caused or initiated by others and to encourage other employees violating Section a) above to return to work.

Article ~~11~~12: Grievance Procedure

Section 1.

A grievance is defined as a dispute by the Union or a covered employee concerning the application or interpretation of a specific provision of this Agreement. Grievances may be initiated and pursued in the following manner using the Grievance Form in Exhibit B.

Step 1 The employee or union representative shall present the grievance, on the official grievance form, to the employee's immediate supervisor for adjustment within seven (7) calendar days of the date on which the events occurred giving rise to the grievance. An employee's supervisor shall respond promptly, but in no event more than seven (7) calendar days after receipt of the written grievance.

Step 2 If a written grievance, as outlined in Step 1, has not been settled between the affected employee and the immediate supervisor, the grievance shall be submitted in writing to the facility director or designee, by the Union representative within ten (10) calendar days. The facility director or

designee shall respond in writing to the Union representative within ten (10) calendar days after receipt thereof.

Step 3 If the grievance is not resolved, the Union or the affected employee may submit the grievance to the ~~General Manager~~ General Manager of Visitor Venues, Metro or designee within (10) calendar days from the receipt of the facility director or designee's written response. The General Manager shall respond in writing within ten (10) calendar days from receipt of the grievance.

Step 4 Should the parties fail to settle the grievance within seven (7) calendar days from the date of submission to the General Manager of Visitor Venues, Metro or designee, it may be referred in writing within seven (7) calendar days thereafter to a Board of Adjustment upon mutual agreement of the parties.

The Board of Adjustment shall consist of two (2) members designated by the ~~MERC~~ General Manager of Visitor Venues, Metro and two (2) members designated by the Union. Members of the Board of Adjustment shall not be from any of the facilities or local union under the jurisdiction of this Agreement. The Board of Adjustment shall convene within ten (10) calendar days following referral of the grievance to hear evidence submitted by the parties involved. The Board of Adjustment shall decide the issue by majority vote of its members within five (5) calendar days following the hearing. A majority decision of the Board of Adjustment shall be final and binding on all parties. ~~In the event of a split decision,~~ The grievance shall be considered unsettled in the event of a split decision.

Step 5 If the grievance is still unsettled, the Union shall, within ten (10) calendar days of the receipt of the decision of the Board of Adjustment, have the right to have the matter submitted to final and binding arbitration by submitting a written notice to the Metro Human Resources Director with a copy to the Employer. In order to advance the grievance the Union shall request a list of seven (7) arbitrators from the State of Oregon Mediation and Conciliation Services within ~~W~~within ten (10) calendar days from the request for arbitration, ~~the Employment Relations Board shall be requested to submit a list of seven (7) names.~~ Upon the receipt of the list of arbitrators within fourteen (14) days ~~B~~both the Employer and the Union

shall have the right to strike three (3) names from the list alternately; the last name remaining shall be the impartial arbitrator. The Employer and the Union shall flip a coin to determine who strikes first. The parties will make best efforts to schedule arbitration within six (6) months of selecting and arbitrator.

The fees and expenses of the arbitrator shall be shared equally by the Employer and the Union. All other expenses shall be borne by the party which incurs them. Each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim recording of the proceedings, it may cause such a record to be made. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies.

The designated arbitrator shall conduct a hearing, and then issue a decision which shall be final and binding on the parties. The arbitrator shall not have jurisdiction or authority to: add to, subtract from, modify or in any way change the provision of this Agreement; establish new wage rates or change existing wage rates or rates for specific job classifications; or assume any responsibility of Management or of the Union. The Employer and the Union may, by mutual agreement, submit the grievance to mediation prior to proceeding to binding arbitration.

The provisions of this Article shall not be interpreted to require that the Union process any grievance through the grievance or arbitration procedure, which it believes in good faith, lacks sufficient merit.

The time limits of this grievance and arbitration procedure shall be strictly adhered to. The Employer shall have the right to refuse to process or arbitrate a grievance which is not raised or processed within the above-described time limits. If at any step of the grievance procedure the Employer does not formally respond as provided herein, it will be assumed that the Employer has rejected the grievance and the next step of the grievance procedure shall be available.

The time limits of this grievance and arbitration procedure may be extended or waived by mutual agreement, in writing, between the parties.

Article ~~12~~ 13: Seniority

Seniority shall be computed and defined from date of hire into a represented classification at Portland Center for the Performing Arts.

Seniority shall be applied for lay off, lack of work, and scheduling of additional shifts.

Time spent on approved leave or as a result of on the job injury or illness shall not be considered a break in service. ~~Seniority shall not accrue during a break in service, but will continue to accrue upon return from a break in service.~~

A break in service shall be defined as a voluntary quit, discharge, involuntary lay-off, or non-return to work after a leave of absence. Seniority shall not accrue during a break in service, but will continue to accrue upon return from a break in service.

MERC shall publish and distribute annually and thirty (30) days prior to any lay off a seniority list for all employees.

Article ~~13~~ 14: Layoff

Lay off shall be defined as a separation from service for an indefinite period of time for involuntary reasons not reflecting discredit upon employees. The Employer shall determine the number of employees to be laid off. In the event of a lay off, all temporary and probationary employees shall be laid off prior to any lay off of bargaining unit employees.

The least senior employees will be laid off first. Employees shall be given thirty (30) days written notice of lay off. A cancellation of a shift due to the loss of a show shall not be construed as a layoff.

During any period of layoff, the Employer shall not use temporary workers or hire new employees in the affected classification before laid-off employees are returned to work. Employer shall re-employ laid-off employees on a ~~strict~~ seniority basis as defined in Article 13.

Disputes concerning lay-offs shall be handled through the grievance procedure.

Article ~~14~~ 15: Discipline & Discharge

~~No non-p~~ Probationary employee may be disciplined or discharged without just cause.

No Employees shall not be denied representation in any investigation that may result in disciplinary action.

If the Employer has reason to reprimand or discipline an employee, every reasonable effort shall be made to avoid embarrassment to the employee before other employees or the public.

The Employer shall adhere to standard progressive discipline practices.

Because of the nature of the Employer's operation, it is recognized that employee scheduling requirements and assignments must be determined by the Employer based upon the nature of each event and related considerations. The Employer and the Union jointly recognize the critical nature of employee promptness and compliance with scheduling. Failure to report as scheduled shall include but not be limited to, repeated failure to make call-in as defined in Article 8, Section 2, tardiness, absenteeism and leaving a shift early without reasonable justification. This, which places a great burden on both the Employer and fellow employees and may be cause for progressive discipline up to and including discharge. **Any employee who fails to make call-in or is a "no call, no show" on three occasions is subject to progressive discipline which may include termination.**

Article ~~15~~ 16: Personnel File

The Employer shall maintain one (1) official personnel file for all employees. This file shall be maintained in the Metro Human Resources Department. No document, report or correspondence of an adverse nature shall be placed in this file without a signature by the Employee or a statement signed by the Supervisor which indicates the Employee has been shown the document and refused to sign it. An Employee's signature shall not be construed to mean the Employee agrees with the content.

Upon request, aAll material in the official personnel file of any Employee may be inspected by the affected Employee. ~~No material of an adverse nature may be used against an Employee unless entered in the personnel file as described in this article. An Employee upon request shall have the right to view all material in the Employee's personnel file.~~

~~At an employee's request, all disciplinary material shall be expunged from the personnel file or considered obsolete two (2) years from the date the material was entered, provided that the Employee has received no other disciplinary action. Periodic performance appraisals shall permanently remain part of the official personnel file. Supervisors may elect to remove disciplinary material from an Employee's personnel file prior to the end of the two (2) year period specified above. Any material of an~~

~~adverse nature shall be removed if not entered in accordance with this article. Employees may include in their official personnel file any material rebutting disciplinary material that they believe to be incorrect. Grievances shall not be maintained in the personnel file.~~

At the employee's request, disciplinary material except in extreme cases like discrimination and harassment policy violations, shall be removed from the personnel file two (2) years or thereafter from the date the material was entered, and provided that the employee has received no other disciplinary action. At the employee's request, extreme cases like discrimination and harassment policy violations, shall be removed from the personnel file four (4) years from the date the material was entered, and provided that the employee has received no other violations. A written record of an oral reprimand may be included in the personnel file as disciplinary material subject to the restrictions specified in this article.

Periodic performance appraisals shall remain part of the official personnel file. Supervisors may elect to remove disciplinary material from an employee's personnel file prior to the end of the four (4) or two (2) year period specified above. Any material of an adverse nature shall be removed if not entered in accordance with the first paragraph above. Employees may include in their official personnel file any material rebutting disciplinary material that they believe to be incorrect. Grievances shall not be maintained in the personnel file.

Article-1617: Salary Administration

Section 1.

~~Upon ratification by the Union, pay for bargaining unit employees shall be in accordance with Exhibit A of this Agreement. Anyone who is a bargaining unit member on the date of ratification of this contract shall receive a 1.25% COLA paid as a lump sum and not added to base wages. It will be paid within thirty (30) days of ratification. The 1.25% will be based on each bargaining member's total wages paid for the 2011 calendar year.~~

~~On July 1, 2009-2012 anyone who is a bargaining unit member employees shall receive a \$110.00 lump sum payment not added to base wages. a 5 percent increase and, July 1, 2010, July 1, 2011 the pay rates listed in Exhibit A shall be increased by 100 percent of National CPI U (1982-84=100), computed from March to March; provided, that the minimum upward adjustment shall be two (2) percent, and the maximum upward adjustment shall be four (4) percent.~~

Effective July 1, 2013 the rates set in Exhibit A shall increase in accordance with the Portland-Salem OR Consumer Price Index all Urban Consumers (CPI-U) measured by the average of January to June and July to December of the preceding year before the July 1 effective date of the wage schedule. This index will be used for determining the schedule adjustment with a minimum of 1.25% and maximum of 2.5%.

Effective July 1, 2014 the rates set in Exhibit A shall increase in accordance with the Portland-Salem OR Consumer Price Index all Urban Consumers (CPI-U) measured by the average of January to June and July to December of the preceding year before the July 1 effective date of the wage schedule. This index will be used for determining the schedule adjustment with a minimum of 1.25% and maximum of 2.5%.

Section 2.

The probationary period for employees shall be six (6 months). Upon successful completion of 88 hours of work, an employee shall move to the non-probationary pay rate for their classification. If an employee takes a leave of absence during the probationary period, their probationary period shall be extended for the equivalent period of time. Upon successful completion of probation an employee shall move to the non-probationary pay rate for their classification.

Section 3.

~~To implement Exhibit A on the effective date of this Agreement, employees on initial probation on the effective date of this Agreement shall be paid the probationary pay step for their classification. Non-probationary employees shall be paid the pay rate stated in Exhibit A for their classification. Employees hired after the effective date of this Agreement shall be paid at the probationary pay rate for their classification.~~

Section 43.

Standard paydays will be on the 10th and the 25th of each month or the immediately preceding business day in the case where a payday falls on a holiday or weekend.

Section 5.4

~~Part time event~~Event custodians shall receive a written performance evaluation every six months--provided the employee has worked a minimum of 480 hours during this period (average 18.5 hours per week). If upon review the employee earns an overall performance rating of "meets" or "exceeds" standards, the employee will be awarded

four (4) hours of leave. A member that earns an overall performance rating of “requires improvement” or “not satisfactory” is not eligible for the award.

A member must use this leave within one (1) year of the award. Hours not taken by an employee shall be lost and not compensable. If a member terminates employment prior to use of the leave, the leave is not compensable.

Article 1718: Vacation Leave

Section 1.

Vacation leave with pay for full-time employees shall accrue at the rate shown below prorated on the total of compensable hours paid to the employee for hours worked, vacation, personal holidays, and paid sick leave:

Total Years of Service	Accrual of Hours at 24 Pay Period/Year	Vacation Hours
0 through 4	3.34	80
5 through 9	5.00	120
10 through 14	5.84	140
15 through 19	6.67	160
20 through 24	7.50	180
25 or more	8.34	200

<i>Total Years of Service</i>	<i>Accrual Rate at 24 Pay Periods Per Year</i>	<i>Vacation Rate Per Year</i>
0 through 4	3.34 hours	80 hours
5 through 9	5.00 hours	120 hours
10 through 14	5.84 hours	140 hours
15 through 19	6.67 hours	160 hours
20 through 24	7.50 hours	180 hours
25 or more	8.34 hours	200 hours

Employees who have successfully completed the initial probationary period and have received a full-time appointment are eligible to take accrued vacation leave with pay.

Section 2.

Employees shall not accumulate more than two hundred and fifty (250) hours of vacation leave. Additional hours that would have accrued at the rates in this Agreement shall be forfeited. If an employee is close to reaching the 250 hour cap, the employee will schedule such time off pursuant to **Section 4** of this Article.

Section 3.

At separation, any non-probationary full-time employee who resigns, retires, is laid off or dismissed from employment with the Employer shall be entitled to an immediate lump sum payment for accrued and unused vacation hours at the employee's existing salary rate, ~~provided, however, that such lump sum payment shall not be made if separation occurs prior to the completion of the initial probationary period.~~

Section 4.

When practicable, The Operations Manager or their designee shall schedule vacation for their respective staff with consideration for vacation accrued, seniority, ~~the desires of the staff~~ staff requests, and for the work requirements of the department. Vacation requests shall be submitted through the employee's immediate supervisor and approved by the Operations Manager on an "Employee Leave Request Form." Requests for vacation leave shall be submitted at least two (2) weeks prior to the desired vacation time.

~~Article 18~~19: Sick Leave

Section 1.

Bargaining unit members shall earn sick leave with pay at a rate of .05 hours per hour worked accrued in an unlimited amount. Qualified employees shall be eligible for use of earned sick leave after ninety (90) days of employment with the Employer.

Section 2.

Employees are eligible to use sick leave for the following reasons:

- a) Personal illness or physical disability.
- b) Illness or physical disability in the employee's immediate family which includes an employee's spouse, domestic partner, parent, parent-in-law, and step parent; biological, adopted, step and foster child; grandchild; and any other person for which the employee is a legal guardian.
- c) Medical appointments and office visits.

~~1) —or household requiring the employee to remain at home.~~

Section 3.

As described in Article 7 e Employees unable to report to work due to illness ~~shall will~~ report the reason for the absence to their supervisor ~~one (1) hours~~ ninety (90) minutes prior to the scheduled beginning of their shift. ~~Sick leave with pay may not be allowed~~

~~if such report has not been made.~~ The supervisor may require sick leave beyond three (3) days to be supported by a physician's statement attesting to the illness.

Section 4.

The Employer and the Union agree that no employee should receive full wages in paid sick leave while also receiving time loss payments on an insured disability or Workers' Compensation claim. The parties therefore agree as follows:

Where the dual payment would result from the employee filing a claim for time loss payments for an injury or disease the employee shall receive only the paid sick leave, if any, for the same condition necessary to bring the employee to full pay for the pay period. The Employer may recoup any overpayment of sick leave paid, either by deductions from gross wages per pay period in an amount not exceeding twenty (20) percent gross wages until the total overpayment is recouped, or the Employer and the employee may, by mutual agreement, provide for some other means for repayment. Upon repayment of the total amount of the excess, the employee's sick leave account shall be credited with that portion of the sick leave repaid.

Section 5.

Sick leave shall not continue to accrue during periods of ~~disability or~~ leave unpaid by the Employer.

Section 6.

Full-time employees who use twenty-four (24) hours or less of sick leave within one fiscal year period shall accrue eight (8) additional hours of vacation leave in exchange of eight (8) hours of sick leave at the end of the fiscal year.

Article ~~19-20~~: Holidays

Section 1.

The following shall be considered holidays for full-time and part-time employees:

- ~~1. New Years Day January 1~~
- ~~2. Martin Luther King Jr. Day Third Monday in January~~
- ~~3. Presidents' Day Third Monday in February~~
- ~~4. Memorial Day Last Monday in May~~
- ~~5. Independence Day July 4~~
- ~~6. Labor Day First Monday in September~~
- ~~7. Veterans' Day November 11~~

8. ~~Thanksgiving Day~~ ~~Fourth Thursday in November~~
 9. ~~Christmas Day~~ ~~December 25~~

<u>New Year's Day</u>	<u>January 1st</u>
<u>Martin Luther King, Jr. Day</u>	<u>Third Monday in January</u>
<u>President's Day</u>	<u>Third Monday in February</u>
<u>Memorial Day</u>	<u>Last Monday in May</u>
<u>Independence Day</u>	<u>July 4th</u>
<u>Labor Day</u>	<u>First Monday in September</u>
<u>Veteran's Day</u>	<u>November 11th</u>
<u>Thanksgiving Day</u>	<u>Fourth Thursday in November</u>
<u>Christmas Day</u>	<u>December 25th</u>

Full-time employees shall receive eight (8) hours of straight time pay for each of the holidays enumerated above on which they perform no work. If a full-time or part-time employee works on a holiday as enumerated above, the employee shall receive one and one-half (1 ½) time compensation for the time worked in addition to regular holiday pay.

In addition to the above holidays, full-time employees who complete their initial probationary period will be eligible to take up to twenty-four (24) hours of personal holiday time. The personal holiday hours must be used within the fiscal year in which they accrue. Employees hired before November 1 will receive twenty-four (24) hours leave. Employees hired on or after November 1 but before December 24 will receive sixteen (16) hours leave. An employee can use personal holiday hours in no less than four (4) hour blocks of time. An employee must request and obtain prior approval before taking such leave. Personal holiday hours not taken by an employee during the fiscal year shall be lost and are not compensable.

Section 2.

Holidays that occur during vacation or paid sick leave shall not be charged against leave.

Section 3.

No employee shall receive holiday pay if the employee is absent for all or part of their scheduled workday either immediately preceding or immediately following the holiday or adjacent, single, or consecutive days off unless they have applied to their supervisor in writing for permission to be so absent and such written request has been applied for and approved by the Operations Manager within that pay period.

Section 4.

~~For full-time employees, w~~Whenever one of the holidays listed in **Section 1** of this Article falls on a regularly scheduled day off, the day prior to or the day following the holiday will be scheduled off in accordance with building or event needs pursuant to **Section 6** of this article or as mutually agreed.

Section 5.

The holiday shift is the shift on which at least one-half of the hours of the shift are worked.

Section 6.

Employees shall normally be notified of holiday work schedules at least fourteen (14) days in advance, except in situations over which the Employer has no control.

Section 7.

~~MERC shall offer work available on holidays to volunteers. Employees interested in working the holiday will advise the employer of their desire to do so 72 hours prior to the holiday. If two or more employees volunteer within 72 hours prior to the holiday, the most senior will be selected. If there are no volunteers, the least senior non-probationary employee will be required to work.~~

Section 8.

~~When part-time employees are engaged for any work on a holiday, the employee shall be compensated at one and one-half (1 1/2) times the regular straight time hourly rate. Holidays for the purposes of this agreement are New Year's Day (January 1), Martin Luther King, Jr. Day (third Monday in January), Presidents' Day (third Monday in February), Easter Sunday, Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), and Christmas Day (December 25).~~

Article 2021: Other Leaves

Section 1. Parental Leave

The Employer provides parental leave of up to twelve (12) weeks for eligible employees who have become parents. At the employee's discretion, the leave shall be paid from accrued vacation time or accrued sick leave, or be unpaid.

- a) ~~The employee shall be entitled to take parental leave without being penalized for taking leave.~~

- b) ~~When the employee returns from the leave, he or she must be restored to the former or an equivalent job, without loss of seniority. If the employee cannot be reinstated to the former or equivalent job because the Employer's circumstances have changed, the employee must be reinstated to any other position that is available and suitable.~~
- e) ~~All employees who have completed ninety (90) days of service are eligible to request the leave.~~
- d) ~~Employees have the option of using their accumulated leave balances during the parental leave. If the employee chooses to take leave without pay, benefits will be paid through the last day of the month following the month in which the leave without pay commences. If the employee chooses to utilize accumulated balances, benefits will be continued as long as the leave is continued on paid status.~~
- e) ~~Employees are entitled to a maximum of twelve (12) weeks unpaid parental leave. Such entitlement begins on the date of birth of the child, or on the date of the taking of physical custody of a newly adopted child.~~
- f) ~~A request shall be submitted simultaneously to the Operations Manager and the Human Resource Division thirty (30) calendar days before the occurrence of the event. The request must be in writing and contain the following information:
 - (1) ~~The employee's intent to take parental leave beginning on a certain date more than thirty (30) days from the date of the request.~~
 - (2) ~~The anticipated date of birth of the parent's child, or~~
 - (3) ~~The anticipated date that the parent will obtain physical custody of a newly adopted child under six years of age, and~~
 - (4) ~~The dates when the parent, or if both parents request parental leave, the dates which each parent will commence and terminate his or her portion of the parental leave.~~~~
- g) ~~Failure to submit a written request in accordance with (1) above will be handled pursuant to the law applicable.~~

~~h) Employees who return from parental leave by the date listed in the written request on file will be restored to their former position without loss of seniority or vacation credits. If circumstances change so that the employee's former job is no longer available, that worker will be reinstated to an equivalent position or any other position that is available and suitable. Employees who do not return may be disciplined.~~

Section 1. ADA and Family Medical Leave

i)a) Employer abides by the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) when administering qualifying leave for employees. Employees must use accrued leave balances (sick leave, compensatory time, personal holiday and vacation) for FMLA and OFLA leave.

i)b) If a leave of absence for a disability extends beyond the authorized FMLA or OFLA leave and the employee is on an authorized leave without pay, the employee ~~shall~~ may elect COBRA if he/she wishes to continue health benefits. An employee shall be notified of eligibility for COBRA benefits as required by law.

Section 2. Benefit Eligibility

Full-time employees working forty (40) hours a week are eligible for benefits. Eligibility will begin on the first of the month following thirty days of employment for all benefit eligible employees who elect to participate in one of the Metro plans.

Section ~~23~~. Leave Without Pay

In instances where the work will not be seriously handicapped by the temporary absence of a full-time employee, the Operations Manager may grant a leave of absence without pay not to exceed ninety (90) calendar days. Leaves of absence without pay for periods in excess of ninety (90) calendar days, but not exceed six (6) months, must be approved by the ~~MERC Visitor Venues General Manager of Visitor Venues, Metro.~~ General Manager of Visitor Venues, Metro. Requests for such leave must be submitted ten (10) working days before the first day of the requested leave unless there is an unforeseen emergency that is outside the employee's control. The request must be in writing and must establish reasonable justification for approval of the request.

The employee may elect to continue insurance benefits; however, premiums for such extended benefits shall be paid by the employee. Any and all such extension of

insurance benefits shall be subject to any and all restrictions and conditions that may exist in each applicable benefit policy or plan. No employee may be denied leave without pay for arbitrary or capricious reasons. Any employee returning from an approved leave shall be ~~reinstates with~~ reinstated with no greater or lesser employment rights than if the employee had not taken the leave.

Section-34. Union Business Leave

~~Upon written request at least two (2) weeks in advance and subject to operating requirements, the Operations Manager shall grant leave without pay for conducting Union business for up to two (2) employees at any one time.~~ The Employer recognizes that from time to time employees may need an unpaid leave of absence to conduct Union business. Therefore no more than two (2) employees may be granted leave of absence for Union business at any one time. Requests for the leave of absence must follow the regular leave of absence approval process outlined in **Section 2.** above.

Section 4.5 Jury Duty

Upon the presentation of written documentation, full-time employees shall be granted leave with pay when called for jury duty or subpoenaed as a witness to attend court in connection with the employee's officially assigned duties subject to the following:

- a) The employee granted such leave shall pay all money received except travel allowance, to the Employer.
- b) An employee on jury duty who is on other than a day shift shall be temporarily assigned to day shift for the duration of jury duty. An employee, whose shift is temporarily changed, as a result of jury duty shall waive all overtime and other premium pay as a result of the schedule change. Nothing in this Agreement shall prohibit the Employer from requesting the court to excuse the employee from jury duty.

Section-56. Military Leave

~~A non-probationary employee who is a member of the National Guard or a reserve component of the Armed Forces of the United States is entitled to leave of absence for a period not to exceed fifteen (15) days in any calendar year for his/her annual training requirement. Such fifteen (15) calendar day leave shall be granted without loss of pay, or other leave and without impairment of other rights or benefits to which he/she is entitled, providing the employee receives bona fide orders to active training duty for a temporary period and providing he/she returns to his/her position immediately upon expiration of the period for which he/she was ordered to duty. The employee shall provide the Employer with copies of their leave earnings statement. Such employees shall be entitled to the difference, if any, between their regular earnings and their military pay. If their military earnings exceed their regular earnings no payment will be made by the Employer. Leave without pay shall be allowed in accordance with the~~

~~Oregon state laws for employees entering military service for extended or indefinite periods of active duty.~~

Eligible employees shall be granted military leave with pay, as required by law. Any remaining leave shall be without pay, as required by law.

Section ~~67~~. Bereavement Leave

- a) A full-time employee absent from duty by reason of the death of his or her spouse, domestic partner, parents, children, sister, brother, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or relative of domestic partners that are equivalent to those in-laws or other household member shall be allowed not to exceed three (3) days of leave with pay within ninety (90) days of notification of the event. Additional leave may be granted upon approval. However, such leave shall be charged to the employee's sick leave, personal holiday or vacation hours at the employee's request. Employees will provide written notification to the Operations Manager of their request for bereavement leave within a week of their return to work. ~~hours. Eligibility for bereavement leave is extended to domestic partners.~~
- b) If travel is required, two (2) additional days, chargeable to sick leave may be allowed upon approval of the Operations Manager.
- c) A full-time employee may be granted four (4) hours of paid leave to attend a funeral ceremony for another ~~a fellow~~-PCPA employee. This leave is ~~in the Operations Department or Expo, whichever is applicable, with four (4) hours leave with pay to attend such funeral ceremony,~~ subject to the Employer's operating needs.

Article ~~21~~ 22: Insurances

Section 1.

~~a) From the signing of this Agreement to June 30, 2008, the Employer will fund health benefits to the same limits as funded by Metro for AFSCME represented employees of Metro.~~

~~b) No later than February 1st of each year of this Agreement a joint Health and Welfare Committee shall be formed. This bargaining unit will be represented by the committee by IUOE Local 701. The employer shall make available to the~~

~~committee current information regarding insurance premium rates and projected increases; as such information becomes available to the Employer. The committee shall meet to consider adjustments to benefits or coverages to stay below the specified employer contributions for each year of the Agreement.~~

~~e) — Effective upon the signing of this Agreement, the Employer shall contribute \$692.50 amount per employee per month for medical, dental and vision plan provided by an HMO and/or indemnity carrier.~~

~~— Effective July 1, 2006, Metro shall contribute an amount not to exceed (727.12) per employee per month for a medical, dental and vision plan provided by an HMO and/or indemnity carrier. Effective July 1, 20047 Metro shall contribute an amount not to exceed (763.48) per employee per month for a medical, dental and vision plan provided by an HMO and/or indemnity carrier. Effective July 1, 2008 Metro shall contribute an amount not to exceed (\$801.65) per employee per month for an medical, dental and vision plan provided by an HMO and/or indemnity carrier.~~

~~Through January 1, 2006, life insurance and additional dependent life and disability coverages shall be maintained at current levels at no cost to the employee unless adjustments are made by the joint Metro/MERC/AFSCME committee to keep medical, dental and vision costs below the cap for that coverage.~~

Section 1. Joint Labor Management Committee

A Metro Joint Labor Management Committee (JLMC) for health benefits comprised in accordance with adopted by-laws shall review health, dental and vision insurance plans and costs and make plan offering recommendations to the Metro Human Resources Director and Chief Operating Officer in an effort to keep health care costs at a minimum for employees and for Metro. The Union is entitled to select one voting member to serve on the Joint Labor-Management Committee on Health Benefits. This bargaining unit will be represented by IUOE 701.

Metro shall make available to the committee current information regarding insurance premium rates and projected increases as such information becomes available to Metro. The committee shall meet to maintain an ongoing review of health benefit related issues for employees of Metro.

A lawful meeting shall be comprised of an equal number of Union and Metro Committee members with not less than two of each group. The Committee shall make recommendations to the Human Resource Director and Chief Operating Officer. The Chief Operating Officer shall consider the committee's recommendations and have the authority to make Plan modifications as necessary.

Section 2. Benefit Eligibility

Full-time employees working forty (40) hours a week are eligible for benefits. Eligibility will begin on the first of the month following thirty days of employment for all benefit eligible employees who elect to participate in one of the Metro plans.

Section 3. Premium Sharing

Metro shall contribute ninety-four percent (94%) of the insurance premium costs per plan and employees shall pay six percent (6%) of the premium costs per plan selected by the employee. The premium cost used in these calculations shall be the amount agreed to with the carriers. No cost sharing between plans or any other premium cost adjustments shall be made.

These premiums will be paid through payroll deduction for medical, dental, and vision plans provided by an HMO and/or indemnity carrier.

Metro agrees to pay an amount up to \$150 per month to full-time employees who provide proof of other medical coverage and who opt out of medical and dental coverage through Metro.

Section 4. Life, Long Term Disability and Accidental Death and Dismemberment Insurance

Life insurance and accidental death and dismemberment and long term disability coverage shall be provided to all employees who are health insurance benefit eligible and shall be maintained at current levels at no cost to the employee.

Article ~~2223~~: Retirement

Employees shall continue to be eligible for participation in the Public Employee Retirement System PERS pursuant to the law. Full-time employees shall continue to have the Employer "pick-up" their required six-percent (6%) monthly contribution to the PERS.

Article ~~2324~~: Recoupment of Payments

Section 1. Overpayments

- a) In the event that an employee receives wages or benefits to which the employee is not entitled, regardless of whether the employee knew or should have known of the overpayment, the Employer shall notify the employee in writing of the overpayment which will include information supporting that an overpayment exists and the amount of wages and/or benefits to be repaid. For purposes of recovering overpayments by payroll deduction, the following shall apply:
- 1) The Employer may, at its discretion, use the payroll deduction process to correct any overpayment made within a maximum period of two (2) years ~~before~~after the notification.
 - 2) Where this process is utilized, the employee and employer shall meet and attempt to reach mutual agreement on a repayment schedule within thirty (30) calendar days following written notification.
 - 3) If there is no mutual agreement at the end of the thirty (30) calendar day period, the employer shall implement the repayment schedule stated in subsection (d) below.
 - 4) If the overpayment amount to be repaid is more than five percent (5%) of the employee's regular monthly base salary, the overpayment shall be recovered in monthly amounts not exceeding five percent (5%) of the employee's regular monthly base salary, the overpayment shall be recovered in a lump sum deduction from the employee's paycheck. If an employee leaves Metro service before Metro fully recovers the overpayment, the remaining amount may be deducted from the employee's final check.
- b) An employee who disagrees with the employer's determination that an overpayment has been made to the employee may grieve the determination through the grievance procedure.
- c) This Article does not waive the employer's right to pursue other legal procedures and processes to recoup an overpayment made to an employee at any time.

Section 2. Underpayments

- (1) In the event the employee does not receive the wages or benefits to which the record/documentation has for times indicated the employer agreed the employee was entitled, the employer shall notify the employee in writing of the underpayment. ~~His~~This notification will include information showing that an underpayment exists and the amount of wages and/or benefits to be repaid. The employer shall correct any such underpayment made within a maximum period of ~~two one~~ years ~~before~~ after the notification and agreement of the amount owed.

Article ~~24~~25: Clothing Allowance

Where the Employer now furnishes and requires specified working clothing for employees in its various operations, such practice will continue.

Article ~~25-26~~: Education & Training

The Employer and the Union share a desire to retain a workforce skilled in job related duties. To the extent possible, the Employer will make available to members of the bargaining unit current information about available employer approved training opportunities.

Job-related training for employees may be conducted both during and outside of an employee's work schedule. When an employee's attendance is required by the Employer, ~~they shall be notified in writing and the employee~~ shall be paid for the time at regular pay as time worked.

The Employer may offer in-house training for employees to improve their knowledge, skills and abilities to perform the job.

The Employer shall conduct or arrange for training in emergency procedures and for safety training on all new products and equipment.

The ~~Operations Coordinator Employer or vendor~~ shall conduct or arrange orientation and training for all affected employees on new equipment, products, and procedures ~~for all newly hired employees~~.

Article ~~26~~ 27: Safety & Health

Section 1.

The Employer agrees to provide a safe and healthful workplace, as required by law, and to provide and maintain all tools and equipment required by Employer for use by the employee.

Section 2.

The Employer and the Union agree that a representative will serve on the joint labor-management safety committee in compliance with current Oregon law and administrative rules.

Section 3.

The safety committee shall inquire into and make recommendations to the Employer on all safety issues in the work area. Any employee who observes an unsafe condition in the workplace shall promptly report the same to their supervisor. The supervisor shall promptly take appropriate action.

Section 4.

No employee shall be disciplined for failure to perform an unsafe work operation or operate unsafe equipment.

Article ~~27~~28 : Savings Clause**Section 1.**

Should any Article, Section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof directly specified in the decision. Upon the issuance of any such decision, the Parties agree immediately to negotiate a substitute, if possible, for the invalidated Article, Section or portion thereof. All other portions of this Agreement and the Agreement as a whole shall continue without interruption for the term of this Agreement.

Section 2.

In the event of a conflict between this Agreement and ~~Metro~~ERC-MERC policy, the terms of the Agreement shall apply.

Article ~~28~~29: Maintenance of Standards**Section 1.**

The Employer agrees that all conditions of employment established by its individual operations which constitute an economic benefit to employees covered by this Agreement shall be maintained at not less than the standards in effect at the time of the final ratification of this Agreement except where those standards have been modified through collective bargaining.

Section 2.

This article of the Agreement shall not apply to inadvertent or bona fide errors made by the Employer. Any disagreement regarding errors shall be resolved through the grievance process.

Article ~~2930~~: Term of Agreement

This Agreement shall remain in full force and effect from the signing of this Agreement to ~~December 31, 2014~~December 31, 2014. Either party may give written notice at least ~~sixty (60)~~ninety (90) days prior to the expiration of the Agreement of its intention to renegotiate the terms and provisions of this Agreement.

Signature Page

FOR MERC:

**FOR INTERNATIONAL UNION OF
OPERATING ENGINEERS**

By _____
Teri Dresler, Visitor Venues General
Manager

By _____
Mark Holliday, Business Manager
& Financial Secretary

By _____
Mary Rowe, Metro Human
Resources Director

Date

By _____
Joni Johnson, Metro Human
Resources Manger

By _____
Jason Blackwell, PCPA Operations
Manager

By _____
Tom Bugas, PCPA Assistant
Operations Manager

Date

SIDE LETTER OF AGREEMENT

~~The parties mutual goal is to have as much work performed by staff as possible, and to minimize the use of contracted temporary employees.~~

~~The employer agrees that all employees should be given the maximum opportunity to work available hours so long as it is recognized that this is an event driven business and will not be construed otherwise and does not create an overtime situation. Available hours at all facilities shall be offered to employees regardless of their assigned facilities and in the event that two employees request the same hours, then seniority shall govern.~~

~~A minimum total of ten (10) Event custodians will be designated as 32 hour employees and guaranteed 32 hours per week, except as provided below. The total of 10 constitutes a permanent number of designees and the list will be replenished as needed to maintain the total.~~

~~Designees shall be determined by the Employer based upon quality of performance, desires of the employee, and with consideration of seniority whenever possible.~~

~~The number of hours up to 32 are at the discretion of the employee. If an above named employee wants to work fewer hours they must submit a Leave Request form for non-emergencies 14 days in advance of the time off.~~

~~In recognition of the event driven nature of this business, no employee can expect nor be guaranteed 40 hours a week. However, if hours are available after the 32 hour obligation is met, an employee may volunteer to work more than 32 hours based on the event driven needs of the employer.~~

~~When the employer experiences a reduction of business activity they shall reduce the number of hours in conjunction with the Layoff article. The employer must give 30 days' written notice except for an emergency, such as the loss of a show.~~

~~The number of employees listed in this side letter of agreement constitutes a permanent number and the list will, as soon as possible, be replenished as based on quality of performance with seniority taken into consideration where possible.~~