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# **MERC Commission Meeting**

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April 4, 2012  
12:30 pm

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Oregon Convention Center  
777 NE Martin Luther  
King Jr. Blvd.  
Room C121-22

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

[www.oregonmetro.gov](http://www.oregonmetro.gov)



## **Metro** | *Exposition Recreation Commission*

### *Agenda*

Meeting: Metro Exposition Recreation Commission Regular Meeting  
Date: Wednesday, April 4, 2012  
Time: 12:30 – 2:30 pm  
Place: Oregon Convention Center; Room C121-22

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#### **CALL TO ORDER**

- |              |             |  |  |
|--------------|-------------|--|--|
| <b>12:30</b> | <b>1.</b>   | <b>QUORUM CONFIRMED</b>  |  |
| <b>12:35</b> | <b>2.</b>   | <b>COMMISSIONER/EX OFFICIO COMMUNICATIONS</b>  |  |
| <b>12:45</b> | <b>3.</b>   | <b>INTRODUCTION OF BILL TOLBERT, METRO DIVERSITY MANAGER</b>   | <b>Teri Dresler</b>  |
| <b>1:00</b>  | <b>4.</b>   | <b>GENERAL MANAGER COMMUNICATIONS</b>  | <b>Teri Dresler</b>  |
|              | <b>4.1</b>  | Financial Statement – February 2012  |  |
| <b>1:10</b>  | <b>5.</b>   | <b>L.M.N. ARCHITECTS' PRESENTATION OF OCC REMODEL CONCEPT DRAWINGS</b>   | <b>Karen Totaro and LMN Representatives</b>                  |
| <b>1:35</b>  | <b>6.</b>   | <b>MERC VENUES' BUSINESS REPORTS</b>   | <b>Karen Totaro<br/>Robyn Williams<br/>Matthew Rotchford</b> |
| <b>1:50</b>  | <b>7.</b>   | <b>CONSENT AGENDA</b>  |  |
|              | <b>7.1</b>  | March 7, 2012 MERC Commission Record of Actions  |  |
| <b>1:55</b>  | <b>8.</b>   | <b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>  |  |
| <b>2:00</b>  | <b>9.</b>   | <b>DISCUSS CHANGES TO SPECIFIC MERC PERSONNEL POLICIES</b>   | <b>Mary Rowe</b>   |
| <b>2:10</b>  | <b>10.</b>  | <b>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)</b> | <b>Teri Dresler</b>  |
| <b>2:20</b>  | <b>11.</b>  | <b>ACTION AGENDA</b>   |  |
|              | <b>11.1</b> | Resolution 12-06 authorizing the hiring of an Executive Director for the Oregon Convention Center  | <b>Teri Dresler</b>  |

#### **ADJOURN**

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# **MERC Commission Meeting**

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April 4, 2012  
12:30 pm

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4.1 - Financial Report –  
February 2012

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# FEBRUARY 2012

## 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: 03/27/12

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

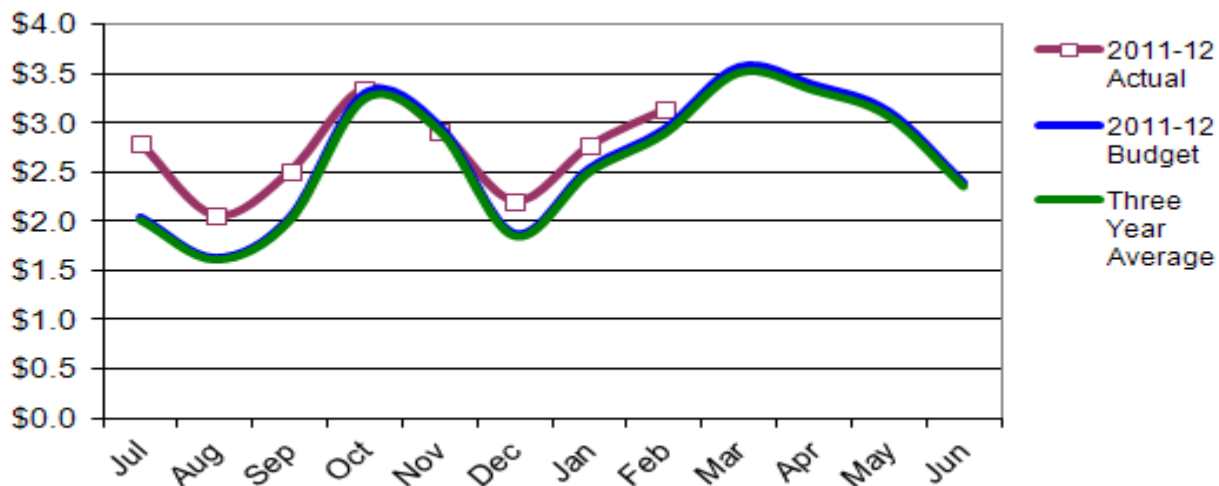
From: Julia Fennell – Controller, and Cynthia Hill – Budget Manager

Re: MERC Financial Information for the 8 months ended February 2012

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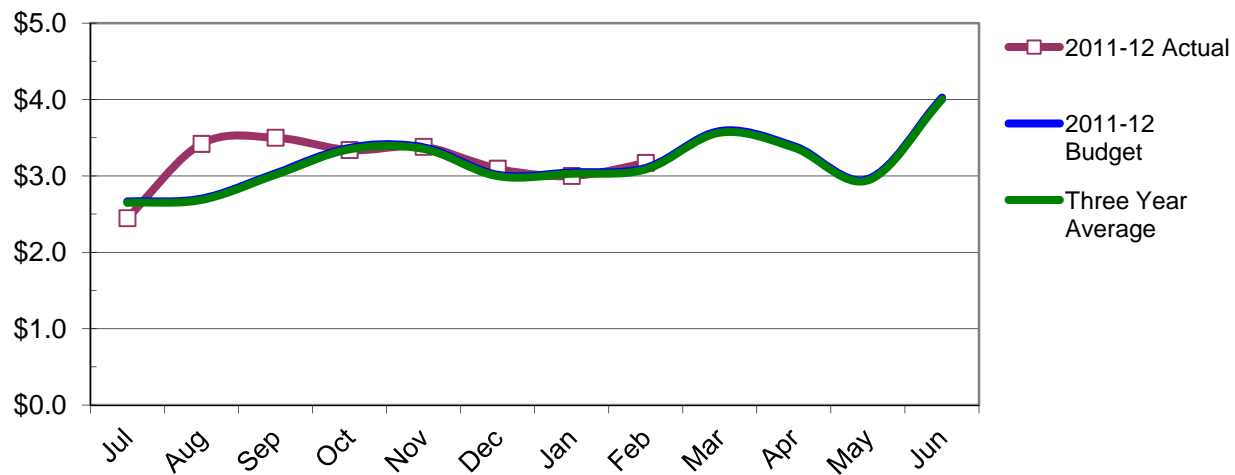
Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission, with detail by venue and department. This report provides current month and year-to-date financial information.

#### MERC- Operating Revenues by Month



Revenue from operations, including food and beverage sales, are \$1.8 million greater than prior year. This chart compares the three year average of actual revenue received, the seasonal budget and the current year actuals as of February. All three venues are experiencing stronger sales than prior year and trending better than the original budget forecast. Cirque de Soleil is on site at the Portland Expo Center with performances from April 5th through May 20<sup>th</sup>.

## MERC - Operating Expenditures by Month *shown in millions*



Expenditures are trending close to the seasonal budget forecast and the three year average year to date (February). The venues are experiencing strong food & beverage sales; however the associated costs are rising. Year to date the MERC food and beverage margin is 15.7 percent which is less than the adopted budget of 19.8 percent. There are several factors influencing this variance including the mix of events, at the Oregon Convention Center, the rising cost of food and labor, and the aggressive revenue forecasted in the adopted budget for the Expo Center. The Portland Center for the Performing Arts food and beverage margin is 20.4 percent compared to the 14.7 percent forecasted in the original budget, this is considered a very strong margin for a performing arts center.

Year to date Transient Lodging Tax (TLT) is greater than prior year by \$406 thousand or 7.4%. Transient Lodging Tax (TLT) receipts provide fundamental operating and marketing financial support for OCC and PCPA. Year to date room nights sold in the market are up 4.2 percent, occupancy rates (room nights per hotel) are up 3.4 percent and the average daily room rate (ADR) is up 2.1 percent.

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.

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

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**All Departments**  
**February 2012**

	Current Month Actual February-12	Current Year to Date Actual February-12	Prior Year to Date Actual February-11	% of Prior Year	Annual Budget February-12	% of Annual Budget 67%
<b>Operating</b>						
Revenue	1,969,852	12,503,237	11,603,700	108%	18,994,606	66%
Revenue - Food and Beverage	1,159,762	9,189,521	8,293,145	111%	12,090,548	76%
<b>Total Operating Revenue</b>	<b>3,129,614</b>	<b>21,692,758</b>	<b>19,896,846</b>	<b>109%</b>	<b>31,085,154</b>	<b>70%</b>
Costs - Food and Beverage	970,036	7,747,804	6,865,475	113%	9,702,618	80%
Personal Services	1,421,274	11,431,030	11,494,700	99%	17,791,493	64%
Goods & Services	558,572	4,408,476	4,089,493	108%	8,284,135	53%
Marketing	220,210	1,761,680	1,746,240	101%	3,067,917	57%
<b>Total Operating Expenses</b>	<b>3,170,092</b>	<b>25,348,990</b>	<b>24,195,907</b>	<b>105%</b>	<b>38,846,163</b>	<b>65%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(40,478)</b>	<b>(3,656,232)</b>	<b>(4,299,062)</b>	<b>85%</b>	<b>(7,761,009)</b>	<b>47%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	1,752,681	5,905,906	5,499,471	107%	9,162,230	64%
Visitor Development Fund (VDF)	-	-	-	-	1,993,105	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	12,220	130,061	84,900	153%	157,732	82%
Non-Operating Expense	-	-	-	-	2,500	0%
	<b>1,764,901</b>	<b>6,035,967</b>	<b>5,584,371</b>	<b>108%</b>	<b>12,094,887</b>	<b>50%</b>
<b>Support and Risk Management</b>						
MERC Administration	-	-	0	0%	-	-
Metro Support Services	180,404	1,443,232	1,328,792	109%	2,164,856	67%
Metro Risk Management	-	618,139	416,097	149%	741,765	83%
	<b>180,404</b>	<b>2,061,371</b>	<b>1,744,889</b>	<b>118%</b>	<b>2,906,621</b>	<b>71%</b>
<b>Net Increase (Decrease)</b>	<b>1,544,019</b>	<b>318,364</b>	<b>(459,579)</b>	<b>-69%</b>	<b>1,427,257</b>	<b>22%</b>
<b>Transfers</b>						
Transfers to (Expense)	6,490	51,920	-	-	2,047,513	3%
Transfers from (Revenue)	-	114,822	-	-	114,822	100%
Debt Service (Expense)	-	925,816	913,316	101%	1,188,632	78%
<b>Net Transfers</b>	<b>(6,490)</b>	<b>(862,914)</b>	<b>(913,316)</b>	<b>94%</b>	<b>(3,121,323)</b>	<b>28%</b>
<b>Net Operations</b>	<b>1,537,529</b>	<b>(544,550)</b>	<b>(1,372,895)</b>	<b>40%</b>	<b>(1,694,066)</b>	<b>32%</b>
	-	0	(0)		-	
<b>Capital</b>						
Capital Outlay	79,309	1,220,030	2,081,289	59%	3,026,366	40%
Construction Management	-	-	-	-	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	98,616	237,142	42%	471,675	21%
Intrafund Transfers (Exp/Rev)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
<b>Net Capital</b>	<b>(79,309)</b>	<b>(1,121,414)</b>	<b>(1,844,147)</b>	<b>61%</b>	<b>(2,074,691)</b>	<b>54%</b>
<b>Fund Balance Inc (Dec)</b>	<b>1,458,219</b>	<b>(1,665,963)</b>	<b>(3,217,042)</b>	<b>52%</b>	<b>(3,768,757)</b>	<b>44%</b>
	-	-	(0)		-	
<b>Food and Beverage Gross Margin</b>	<b>189,726</b>	<b>1,441,717</b>	<b>1,427,671</b>		<b>2,387,930</b>	<b>60%</b>
<b>Food and Beverage Gross Margin</b>	<b>16.4%</b>	<b>15.7%</b>	<b>17.2%</b>		<b>19.8%</b>	
<b>Full Time Employees</b>			-		<b>190.0</b>	
<b>Excise Tax</b>	<b>172,268</b>	<b>1,202,409</b>	<b>922,965</b>			
<b>Transient, Lodging Taxes as percent of revenue</b>	<b>36%</b>	<b>21%</b>	<b>22%</b>		<b>23%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		26,357,848	27,089,539		26,357,848	
Fund Balance Inc (Dec)		(1,665,963)	(3,217,042)		(3,768,757)	
<b>Ending Fund Balance</b>		<b>24,691,885</b>	<b>23,872,497</b>		<b>22,589,091</b>	
Unrestricted Fund Balance					546,241	
Operating Contingency					2,299,335	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					13,439,072	
New Capital/Business Strategy Reserve					5,191,729	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					-	
<b>Ending Fund Balance</b>					<b>22,096,877</b>	

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Portland Exposition Center**  
**February 2012**

	Current Month Actual February-12	Current Year to Date Actual February-12	Prior Year to Date Actual February-11	% of Prior Year 109%	Annual Budget February-12	% of Annual Budget 67%
<b>Operating</b>						
Revenue	560,580	2,675,455	2,463,497	109%	4,245,221	63%
Revenue - Food and Beverage	402,813	1,187,792	1,075,144	110%	2,217,684	54%
<b>Total Operating Revenue</b>	<b>963,393</b>	<b>3,863,247</b>	<b>3,538,641</b>	<b>109%</b>	<b>6,462,905</b>	<b>60%</b>
Costs - Food and Beverage	260,508	992,618	942,254	105%	1,612,910	62%
Personal Services	129,362	975,019	929,350	105%	1,535,806	63%
Goods & Services	101,587	715,739	689,555	104%	1,622,171	44%
<b>Total Operating Expenses</b>	<b>491,457</b>	<b>2,683,376</b>	<b>2,561,159</b>	<b>105%</b>	<b>4,770,887</b>	<b>56%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>471,937</b>	<b>1,179,871</b>	<b>977,482</b>	<b>121%</b>	<b>1,692,018</b>	<b>70%</b>
<b>Non Operating</b>						
Non-Operating Revenue	1,591	17,916	13,939	129%	22,731	79%
Non-Operating Expense	-	-	-	-	-	-
	<b>1,591</b>	<b>17,916</b>	<b>13,939</b>	<b>129%</b>	<b>22,731</b>	<b>79%</b>
<b>Support and Risk Management</b>						
MERC Administration	15,611	124,891	162,517	77%	187,337	67%
Metro Support Services	16,236	129,888	119,592	109%	194,837	67%
Metro Risk Management	-	71,622	62,533	115%	85,947	83%
	<b>31,847</b>	<b>326,401</b>	<b>344,642</b>	<b>95%</b>	<b>468,121</b>	<b>70%</b>
<b>Net Increase (Decrease)</b>	<b>441,680</b>	<b>871,385</b>	<b>646,780</b>	<b>135%</b>	<b>1,246,628</b>	<b>70%</b>
<b>Transfers</b>						
Transfers to	-	-	-	-	176,464	-100%
Transfers from	-	7,980	-	-	7,980	100%
Debt Service	-	925,816	913,316	101%	1,188,632	78%
<b>Net Transfers</b>	<b>-</b>	<b>(917,836)</b>	<b>(913,316)</b>	<b>100%</b>	<b>(1,357,116)</b>	<b>68%</b>
<b>Net Operations</b>	<b>441,680</b>	<b>(46,451)</b>	<b>(266,536)</b>	<b>17%</b>	<b>(110,488)</b>	<b>42%</b>
<b>Capital</b>						
Capital Outlay Expense	130	55,513	320,496	17%	350,000	16%
Non-Operating Revenue	-	4,987	-	-	-	-
<b>Net Capital</b>	<b>(130)</b>	<b>(50,526)</b>	<b>(320,496)</b>	<b>16%</b>	<b>(350,000)</b>	<b>14%</b>
<b>Fund Balance Inc (Dec)</b>	<b>441,550</b>	<b>(96,976)</b>	<b>(587,033)</b>	<b>17%</b>	<b>(460,488)</b>	<b>21%</b>
<b>Food and Beverage Gross Margin</b>	<b>142,305</b>	<b>195,173</b>	<b>132,889</b>		<b>604,774</b>	<b>32%</b>
<b>Food and Beverage Gross Margin %</b>	<b>35.3%</b>	<b>16.4%</b>	<b>12.4%</b>		<b>27.3%</b>	
<b>Full Time Employees</b>					<b>13.3</b>	
<b>Excise Tax</b>	<b>72,269</b>	<b>287,196</b>	<b>214,740</b>		<b>-</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		4,732,826	5,644,984		4,732,826	
Fund Balance Inc (Dec)		(96,976)	(587,033)		(460,488)	
<b>Ending Fund Balance</b>		<b>4,635,850</b>	<b>5,057,951</b>		<b>4,272,338</b>	
Unrestricted Fund Balance					546,241	
Operating Contingency					364,000	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					925,000	
New Capital/Business Strategy Reserve					2,251,097	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Contract - Aramark						
Restricted by Agreement - TLT						
<b>Ending Fund Balance</b>					<b>4,272,338</b>	



**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**Oregon Convention Center**  
**February 2012**

	Current Month Actual February-12	Excluding HQH Current Year to Date Actual February-12	Prior Year to Date Actual February-11	% of Prior Year 106% 109% 108% 115% 104% 105% 101% 107% 106%	Annual Budget February-12	% of Annual Budget 67%
<b>Operating</b>						
Revenue	808,669	5,668,309	5,354,987	106%	7,708,519	74%
Revenue - Food and Beverage	536,626	6,618,411	6,053,304	109%	8,176,999	81%
<b>Total Operating Revenue</b>	<b>1,345,295</b>	<b>12,286,720</b>	<b>11,408,291</b>	<b>108%</b>	<b>15,885,518</b>	<b>77%</b>
Costs - Food and Beverage	561,369	5,653,395	4,915,517	115%	6,642,900	85%
Personal Services	718,165	6,045,770	5,827,469	104%	9,184,586	66%
Goods & Services	279,168	2,210,616	2,105,087	105%	3,627,246	61%
Marketing POVA	220,210	1,761,680	1,746,240	101%	3,067,917	57%
<b>Total Operating Expenses</b>	<b>1,778,912</b>	<b>15,671,461</b>	<b>14,594,314</b>	<b>107%</b>	<b>22,522,649</b>	<b>70%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(433,617)</b>	<b>(3,384,741)</b>	<b>(3,186,023)</b>	<b>106%</b>	<b>(6,637,131)</b>	<b>51%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	1,520,139	5,122,322	4,913,141	104%	8,237,270	62%
Visitor Development Fund (VDF)	-	-	-	-	1,385,397	0%
Non-Operating Revenue	4,351	46,910	28,556	164%	45,608	103%
Non-Operating Expense	-	-	-	-	-	-
	<b>1,524,490</b>	<b>5,169,232</b>	<b>4,941,697</b>	<b>105%</b>	<b>9,668,275</b>	<b>53%</b>
<b>Support and Risk Management</b>						
MERC Administration	97,138	777,101	1,011,215	77%	1,165,651	67%
Metro Support Services	101,027	808,216	744,120	109%	1,212,319	67%
Metro Risk Management	-	331,140	236,352	140%	397,366	83%
	<b>198,165</b>	<b>1,916,457</b>	<b>1,991,687</b>	<b>96%</b>	<b>2,775,336</b>	<b>69%</b>
<b>Net Increase (Decrease)</b>	<b>892,708</b>	<b>(131,966)</b>	<b>(236,012)</b>	<b>56%</b>	<b>255,808</b>	<b>-52%</b>
<b>Transfers</b>						
Transfers to (Expense)	-	-	-	-	1,004,018	0%
Transfers from (Revenue)	-	66,180	-	-	66,180	100%
Debt Service (Expense)	-	-	-	-	-	-
<b>Net Transfers</b>	<b>-</b>	<b>66,180</b>	<b>-</b>	<b>-</b>	<b>(937,838)</b>	<b>-7%</b>
<b>Net Operations</b>	<b>892,708</b>	<b>(65,786)</b>	<b>(236,012)</b>	<b>-72%</b>	<b>(682,030)</b>	<b>10%</b>
<b>Capital</b>						
Capital Outlay Expense	74,492	798,235	1,345,442	59%	2,014,366	40%
Non-Operating Revenue	-	1,404	207,817	1%	-	-
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
<b>Net Capital</b>	<b>(74,492)</b>	<b>(796,831)</b>	<b>(1,137,625)</b>	<b>70%</b>	<b>(1,534,366)</b>	<b>52%</b>
<b>Fund Balance Inc (Dec)</b>	<b>818,216</b>	<b>(862,616)</b>	<b>(1,373,637)</b>	<b>63%</b>	<b>(2,216,396)</b>	<b>39%</b>
<b>Food and Beverage Gross Margin</b>	<b>(24,743)</b>	<b>965,016</b>	<b>1,137,787</b>		<b>1,534,099</b>	<b>63%</b>
<b>Food and Beverage Gross Margin %</b>	<b>-4.6%</b>	<b>14.6%</b>	<b>18.8%</b>		<b>18.8%</b>	
<b>Full Time Employees</b>					<b>110.3</b>	
<b>Excise Tax</b>	<b>100,000</b>	<b>914,963</b>	<b>708,163</b>		<b>-</b>	
<b>Transient, Lodging Taxes as percent of revenue</b>	<b>53%</b>	<b>29%</b>	<b>30%</b>		<b>34%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		11,552,031	11,426,052		11,552,031	
Fund Balance Inc (Dec)		(862,616)	(1,373,637)		(2,216,396)	
Fund Balance Inc (Dec) for HQH		-	-		-	
<b>Ending Fund Balance</b>		<b>10,689,415</b>	<b>10,052,415</b>		<b>9,335,635</b>	
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	
<b>Ending Fund Balance</b>					<b>9,335,635</b>	

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Portland Center for the Performing Arts**  
**February 2012**

	Current Month Actual February-12	Current Year to Date Actual February-12	Prior Year to Date Actual February-11	% of Prior Year 110%	Annual Budget February-12	% of Annual Budget 67%
<b>Operating</b>						
Revenue	600,603	4,156,046	3,778,861	110%	7,040,866	59%
Revenue - Food and Beverage	220,323	1,383,318	1,164,698	119%	1,695,865	82%
<b>Total Operating Revenue</b>	<b>820,925</b>	<b>5,539,365</b>	<b>4,943,559</b>	<b>112%</b>	<b>8,736,731</b>	<b>63%</b>
Costs - Food and Beverage	148,159	1,101,791	1,007,703	109%	1,446,808	76%
Personal Services	460,289	3,484,793	3,476,941	100%	5,634,176	62%
Goods & Services	168,965	1,328,367	1,091,911	122%	2,436,398	55%
<b>Total Operating Expenses</b>	<b>777,413</b>	<b>5,914,951</b>	<b>5,576,555</b>	<b>106%</b>	<b>9,517,382</b>	<b>62%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>43,512</b>	<b>(375,586)</b>	<b>(632,997)</b>	<b>59%</b>	<b>(780,651)</b>	<b>48%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	232,542	783,584	586,330	134%	924,960	85%
Visitor Development Fund (VDF)	-	-	-	-	607,708	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	5,589	58,945	37,353	158%	85,006	69%
Non-Operating Expense	-	-	-	-	2,500	0%
	<b>238,131</b>	<b>842,529</b>	<b>623,683</b>	<b>135%</b>	<b>2,399,494</b>	<b>35%</b>
<b>Support and Risk Management</b>						
MERC Administration	60,711	485,688	632,009	77%	728,532	67%
Metro Support Services	63,141	505,128	465,080	109%	757,700	67%
Metro Risk Management	-	215,377	117,212	184%	258,452	83%
	<b>123,852</b>	<b>1,206,193</b>	<b>1,214,301</b>	<b>99%</b>	<b>1,744,684</b>	<b>69%</b>
<b>Net Increase (Decrease)</b>	<b>157,791</b>	<b>(739,250)</b>	<b>(1,223,615)</b>	<b>60%</b>	<b>(125,841)</b>	<b>587%</b>
<b>Transfers</b>						
Transfers to (Expense)	-	-	-	-	614,408	0%
Transfers from (Revenue)	-	28,440	-	-	28,440	100%
<b>Net Transfers</b>	<b>-</b>	<b>28,440</b>	<b>-</b>	<b>-</b>	<b>(585,968)</b>	<b>-5%</b>
<b>Net Operations</b>	<b>157,791</b>	<b>(710,810)</b>	<b>(1,223,615)</b>	<b>58%</b>	<b>(711,809)</b>	<b>100%</b>
<b>Capital</b>						
Capital Outlay Expense	4,688	366,283	415,350	88%	590,000	62%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	92,225	29,324	315%	471,675	20%
Intrafund Transfers (Exp/Rev)	15,000	15,000	-	-	15,000	100%
<b>Net Capital</b>	<b>10,312</b>	<b>(259,058)</b>	<b>(386,026)</b>	<b>67%</b>	<b>(103,325)</b>	<b>251%</b>
<b>Fund Balance Inc (Dec)</b>	<b>168,103</b>	<b>(969,868)</b>	<b>(1,609,640)</b>	<b>60%</b>	<b>(815,134)</b>	<b>119%</b>
<b>Food and Beverage Gross Margin</b>	<b>72,164</b>	<b>281,528</b>	<b>156,994</b>		<b>249,057</b>	<b>113%</b>
<b>Food and Beverage Gross Margin %</b>	<b>32.8%</b>	<b>20.4%</b>	<b>13.5%</b>		<b>14.7%</b>	
<b>Full Time Employees</b>					<b>46.4</b>	
<b>Taxes as percent of revenue</b>	<b>22%</b>	<b>12%</b>	<b>11%</b>		<b>10%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		8,490,410	9,016,013		8,490,410	
Fund Balance Inc (Dec)		(969,868)	(1,609,640)		(815,134)	
<b>Ending Fund Balance</b>		<b>7,520,543</b>	<b>7,406,373</b>		<b>7,675,276</b>	
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					-	
<b>Ending Fund Balance</b>					<b>7,675,276</b>	

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**MERC Administration**  
**February 2012**

	Current Month Actual February-12	Current Year to Date Actual February-12	Prior Year to Date Actual February-11	% of Prior Year	Annual Budget February-12	% of Annual Budget 67%
<b>Operating</b>						
Revenue	-	3,427	6,355	54%	-	-
Personal Services	113,457	925,448	1,260,939	73%	1,436,925	64%
Goods & Services	8,852	153,754	202,940	76%	598,320	26%
<b>Net Operating Results Inc (Dec)</b>	<b>(122,309)</b>	<b>(1,075,775)</b>	<b>(1,457,524)</b>	<b>74%</b>	<b>(2,035,245)</b>	<b>53%</b>
<b>Non Operating</b>						
Non-Operating Revenue	689	6,289	5,051	125%	4,387	143%
Non-Operating Expense	-	-	-	-	-	-
	<b>689</b>	<b>6,289</b>	<b>5,051</b>	<b>125%</b>	<b>4,387</b>	<b>143%</b>
<b>Support and Risk Management</b>						
MERC Administration	173,460	1,387,680	1,805,741	77%	2,081,520	67%
	<b>173,460</b>	<b>1,387,680</b>	<b>1,805,741</b>	<b>77%</b>	<b>2,081,520</b>	<b>67%</b>
<b>Net Increase (Decrease)</b>	<b>51,840</b>	<b>318,194</b>	<b>353,268</b>	<b>90%</b>	<b>50,662</b>	<b>628%</b>
<b>Transfers</b>						
Transfers to (Expense)	6,490	51,920	-	-	252,623	21%
Transfers from (Revenue)	-	12,222	-	-	12,222	100%
<b>Net Transfers</b>	<b>(6,490)</b>	<b>(39,698)</b>	<b>-</b>	<b>-</b>	<b>(240,401)</b>	<b>17%</b>
<b>Net Operations</b>	<b>45,350</b>	<b>278,496</b>	<b>353,268</b>	<b>79%</b>	<b>(189,739)</b>	<b>-147%</b>
<b>Capital</b>						
Capital Outlay Expense	-	-	-	-	72,000	0%
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	(15,000)	(15,000)	-	-	(15,000)	100%
<b>Net Capital</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(87,000)</b>	<b>17%</b>
<b>Fund Balance Inc (Dec)</b>	<b>30,350</b>	<b>263,496</b>	<b>353,268</b>	<b>75%</b>	<b>(276,739)</b>	<b>-95%</b>
<b>Full Time Employees</b>					<b>20.0</b>	
<b>Excise Tax</b>	<b>-</b>	<b>251</b>	<b>62</b>		<b>-</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		1,582,581	1,002,490		1,582,581	
Fund Balance Inc (Dec)		263,496	353,268		(276,739)	
<b>Ending Fund Balance</b>		<b>1,846,077</b>	<b>1,355,758</b>		<b>1,305,842</b>	
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	
<b>Ending Fund Balance</b>					<b>1,305,842</b>	

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# **MERC Commission Meeting**

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April 4, 2012  
12:30 pm

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6.0 - MERC Venues'  
Business Reports

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OCC Event Analysis Monthly Revenue Report February 2012

Event Name	Event ID	Actual Attend	Event Rank	Event Type	Event Class	Event Status	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
OSU FOOTBALL RECRUITMENT DINNER	13905	698	New	Dinner	Food & Beverage/Catering	Settled		36,370	1	0		\$0	\$48,322	\$0	\$140	\$150	\$5,590	\$1,375	\$0	\$0	\$0	\$469	\$0	\$1,825	\$57,871
Oregon Club of Portland Recruitment Dinner 2012	13909	447	Repeat	Dinner	Food & Beverage/Catering	Settled		25,200	1	0		\$0	\$34,223	\$0	\$616	\$585	\$2,595	\$623	\$0	\$0	\$0	\$165	\$0	\$1,450	\$40,257
2012 Portland Seafood & Wine Festival	18318	5,571	Repeat	Consumer/Public Show	Consumer Public	Settled	State	521,280	2	3		\$0	\$3,452	\$80	\$180	\$0	\$562	\$8,298	\$348	\$0	\$1,373	-\$150	\$22,400	\$3,937	\$40,480
Cloud Intelligence	22245	135	New	Meeting/Seminar	Meeting	Settled		28,316	1	1		\$0	\$12,263	\$0	\$0	\$115	\$695	\$1,760	\$713	\$0	\$0	\$1,080	\$5,000	\$361	\$21,987
OCC FEB 2012 MISC NON-EVENT ACTIVITIES/BILLINGS	22678	0	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event	Settled		0	29	0		\$0	\$356	\$0	\$944	\$0	\$0	\$0	\$0	\$0	\$131	\$189	\$0	\$0	\$1,620
OCC Be the Difference Training	23091	24	In-house	Meeting/Seminar	In-house	Settled		6,804	9	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Northwest MBA Consortium Career Day	21525	200	New	Trade Show	Tradeshow	Settled	Local	8,281	1	0		\$0	\$748	\$0	\$0	\$760	\$374	\$256	\$0	\$0	\$0	\$970	\$2,250	\$100	\$5,458
Pampered Chef 2012 Spring Launch	19304	684	New	Meeting/Seminar	Meeting	Settled	Local	51,091	1	1		\$0	\$20,506	\$0	\$0	\$70	\$12,381	\$1,511	\$0	\$0	\$0	\$2,480	\$5,500	\$3,996	\$46,444
41st Annual Estate Planning Seminar	19157	440	Repeat	Meeting/Seminar	Meeting	Settled		37,950	1	0		\$0	\$32,306	\$0	\$0	\$0	\$3,911	\$2,453	\$2,000	\$0	\$0	\$2,370	\$6,790	\$200	\$50,030
Vietnamese Community of Oregon - TET 2012	18696	3,984	Repeat	Festival	Consumer Public	Settled	Local	184,622	1	2		\$0	\$550	\$0	\$108	\$368	\$0	\$3,467	\$360	\$0	\$584	\$1,243	\$6,525	\$3,164	\$16,369
Joint Commission on Sports Medicine Dinner	19977	87	New	Dinner	Food & Beverage/Catering	Settled		12,900	1	0		\$0	\$4,147	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16	\$0	\$100	\$4,263
Inhouse: A/V New Employee Training	23291	7	In-house	Training	In-house	Settled		165	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19th Annual Portland Golf Show	10349	7,343	Repeat	Consumer/Public Show	Consumer Public	Settled	Local	383,076	3	2		\$0	\$827	\$443	\$972	\$0	\$1,001	\$5,955	\$2,015	\$501	\$1,070	\$685	\$20,218	\$4,934	\$38,621
Karen Totaro Meeting	23383	6	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PDC Central City Full Day Team Retreat	23059	23	New	Meeting/Seminar	Meeting	Settled	Local	2,844	1	0		\$0	\$589	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$129	\$0	\$0	\$718
American Diabetes Association Expo 2012	16762	2,949	Repeat	Consumer/Public Show	Consumer Public	Settled	Local	202,512	1	1		\$0	\$4,908	\$0	\$270	\$234	\$5,052	\$4,541	\$2,435	\$581	\$0	\$1,270	\$6,700	\$1,674	\$27,665
Oregon Law Institute - Attacking the Expert's Opinion at Trial	21693	76	Repeat	Meeting/Seminar	Meeting	Settled		2,457	1	0		\$0	\$538	\$0	\$0	\$0	\$143	\$88	\$0	\$0	\$0	\$213	\$790	\$0	\$1,771

OCC Event Analysis Monthly Revenue Report February 2012

Event Name	Event ID	Actual Attend	Event Rank	Event Type	Event Class	Event Status	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
CASA for Children Benefit Auction	18947	377	Repeat	Auction	Food & Beverage/Catering	Settled		34,900	1	1		\$0	\$31,046	\$243	\$770	\$900	\$3,181	\$2,339	\$0	\$0	\$0	\$435	\$2,500	\$3,172	\$44,585
Chinese New Year Cultural Fair 2012 - Year of the Dragon	19182	2,446	New	Festival	Consumer Public	Settled	Local	92,686	1	1		\$0	\$600	\$0	\$14	\$400	\$0	\$2,422	\$0	\$0	\$191	\$621	\$3,800	\$1,702	\$9,750
OCC Sells Daily Passes for YPG Exhibitor Parking	21723	0	In-house	Miscellaneous	In-house	Settled	Local	0	4	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yard, Garden & Patio Show 2012	7442	20,229	Repeat	Consumer/Public Show	Consumer Public	Dispute	Local	1,317,275	3	5		\$0	\$5,971	\$2,251	\$439	\$0	\$24,831	\$21,347	\$1,885	\$186	\$4,126	\$3,217	\$80,100	\$18,184	\$162,537
In-House: WOF Security Meeting	23239	4	In-house	Miscellaneous	In-house	Settled	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inhouse: Director of Operations Meet and Greet	23326	8	In-house	Meeting/Seminar	In-house	Settled		0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Green Professionals Conference 2012	19232	0	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Regional	85,550	2	0		\$0	\$18,643	\$0	\$0	\$0	\$4,955	\$2,088	\$800	\$0	\$0	\$1,850	\$5,210	\$554	\$34,099
Metro Service Awards Luncheon	22898	53	In-house	Lunch	In-house	Settled	Local	1,818	1	0		\$0	\$746	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$746
"Andrew Wommack Ministries Gospel Truth Rally"	22470	925	New	Meeting/Seminar	Meeting	Settled		13,100	1	0		\$0	\$221	\$0	\$0	\$0	\$3,505	\$98	\$0	\$0	\$0	\$165	\$3,450	\$203	\$7,642
Hoffman Construction Company	23141	100	Repeat	Meeting/Seminar	Meeting	Settled		17,300	1	0		\$0	\$11,932	\$0	\$427	\$540	\$545	\$406	\$0	\$0	\$0	\$360	\$1,300	\$300	\$15,810
The Power of Meditation - Energy Principles for Everyday Success	22915	350	New	Meeting/Seminar	Meeting	Settled	Local	6,921	1	0		\$0	\$0	\$0	\$0	\$203	\$2,852	\$196	\$0	\$0	\$0	\$0	\$1,750	\$358	\$5,359
Oregon Wine Industry Symposium	17789	1,300	New	Annual Convention/Conference	Convention w/ Tradeshow	Settled	State	266,434	3	0		\$0	\$80,638	\$0	\$0	\$0	\$1,531	\$9,642	\$843	\$1,168	\$0	\$2,800	\$16,750	\$4,278	\$117,649
In-House: SCAA Planning Meeting	23450	8	In-house	Miscellaneous	Meeting	Settled	Local	0	1	0		\$0	\$37	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37
Nike Football NFL Photoshoot	23454	25	New	Film/Photoshoot	Miscellaneous/Other	Settled	Local	28,332	3	1		\$0	\$4,713	\$0	\$72	\$660	\$0	\$4,698	\$100	\$0	\$0	\$954	\$5,250	\$0	\$16,448
Metro Council Retreat	23285	15	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		\$0	\$93	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$129

OCC Event Analysis Monthly Revenue Report February 2012

Event Name	Event ID	Actual Attend	Event Rank	Event Type	Event Class	Event Status	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
Inhouse: Planning Meeting & Luncheon for International Code Council	23161	12	In-house	Meeting/Seminar	In-house	Settled		1,377	1	0		\$0	\$161	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62	\$0	\$0	\$223
Classic Wines Auction - Volunteer Training	23205	25	Repeat	Meeting/Seminar	Miscellaneous/Other	Settled		3,750	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Portland Women's Expo	21924	2,762	New	Consumer/Public Show	Consumer Public	Settled	Local	65,508	1	3		\$0	\$225	\$0	\$0	\$0	\$70	\$4,340	\$0	\$0	\$139	\$1,675	\$3,250	\$2,447	\$12,146
The Justice Conference Pre-Con -- In-House	23444	18	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$40
B&GC Wine & Cheese Showcase	19138	2,200	Repeat	Miscellaneous	Food & Beverage/Catering	Settled		74,466	1	1		\$0	\$51,104	\$0	\$135	\$360	\$6,470	\$1,863	\$0	\$0	\$0	\$170	\$3,850	\$5,536	\$69,488
World's Greatest Hobby on Tour	19409	17,288	New	Consumer/Public Show	Consumer Public	Settled	Local	386,018	2	2		\$0	\$0	\$0	\$0	\$0	\$0	\$5,732	\$0	\$0	\$0	\$550	\$22,350	\$1,447	\$30,079
The Justice Conference 2012	19368	4,500	New	Annual Convention/Conference	Meeting	Settled	International	429,200	2	1	TRUE	\$0	\$29,667	\$0	\$0	\$2,072	\$12,681	\$10,544	\$8,893	\$0	\$0	\$2,666	\$28,938	\$5,568	\$101,029
Travelers Product Fair	22685	90	New	Breakfast	Meeting	Settled		6,300	1	0		\$0	\$3,568	\$0	\$574	\$280	\$496	\$0	\$0	\$0	\$0	\$25	\$995	\$0	\$5,938
Non-Proft Capacity Training "Connecting Communities"	23194	120	New	Training	Meeting	Settled	Regional	6,300	1	0		\$0	\$252	\$0	\$0	\$15	\$1,816	\$0	\$0	\$0	\$0	\$92	\$1,550	\$495	\$4,220
LMN Wrap-Up Presentation -- In House	23262	10	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$95	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95
Merc Commission Budget Committee Meeting -- In House	23510	12	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$28	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$64
Auto Show Post Con -- In House	23453	8	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13
Oregon Law Institute - The Strategic Negotiator	21511	76	Repeat	Meeting/Seminar	Education	Settled		1,923	1	0		\$0	\$575	\$0	\$0	\$0	\$105	\$88	\$0	\$0	\$0	\$318	\$600	\$0	\$1,686
pacific wild Be the Difference Training	23375	25	In-house	Meeting/Seminar	In-house	Settled		1,874	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landmark Education	23063	30	Repeat	Meeting/Seminar	Education	Settled	Regional	1,520	1	0		\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$410	\$0	\$475
Intercultural Initiatives at GFES / NAIITS	22745	60	New	Meeting/Seminar	Food & Beverage/Catering	Settled	Local	1,520	1	0		\$0	\$532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$532
Blue Like Jazz Screening	23512	460	New	Meeting/Seminar	Meeting	Settled		4,005	1	0		\$0	\$0	\$0	\$0	\$0	\$2,225	\$0	\$0	\$0	\$0	\$0	\$675	\$0	\$2,900

OCC Event Analysis Monthly Revenue Report February 2012

		Actual Attend	Event Rank	Event Type	Event Class	Event Status	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
The Portland Vancouver Connector Project	22867	87	New	Meeting/Seminar	Meeting	Settled	Local	8,200	1	0		\$0	\$2,789	\$0	\$0	\$0	\$6,823	\$0	\$0	\$0	\$0	\$173	\$0	\$3,510	\$13,295
Classic Wines Auction 2012	19496	711	Repeat	Auction	Food & Beverage/Catering	Settled		139,848	1	5		\$0	\$62,144	\$11,827	\$0	\$0	\$8,734	\$2,644	\$293	\$0	\$0	\$2,114	\$450	\$6,810	\$95,016
RMLS Trade Fair 2012	11422	1,059	Repeat	Trade Show	Tradeshow	Settled	Local	96,314	1	1		\$0	\$3,930	\$0	\$0	\$0	\$1,595	\$6,296	\$100	\$97	\$0	\$1,280	\$4,270	\$503	\$18,071
2012 Portland Gift & Accessories Show	19262	0	Repeat	Consumer/Public Show	Convention w/ Tradeshow	Settled	Local	476,536	3	4		\$0	\$175	\$416	\$0	\$49	\$0	\$11,440	\$0	\$805	\$0	\$1,575	\$18,550	\$4,934	\$37,943
Totals		78,067						5,072,843														\$282,171		\$1,161,597	



OCC Event Analysis Monthly Revenue Report February 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 Clin	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC FEB 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	02/01/11	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	28	0		\$0	\$161	\$15	\$96,044	\$0	\$0	\$0	\$0	\$0	\$0	\$1,348	\$0	\$0	\$97,567
2011 Portland Seafood & Wine Festival	02/04/11	5,840	Repeat	Consumer/Public Show	Consumer Public	State	493,085	2	4		\$0	\$3,650	\$32	\$0	\$0	\$430	\$6,368	\$896	\$0	\$1,217	\$558	\$22,400	\$2,998	\$38,549
OCC Advisory Committee -- In-House	02/01/11	20	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$168	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168
Aramark/Giacometti	02/01/11	6	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
World Wide Group - Regional Rallies	02/01/11	560	Repeat	Meeting/Seminar	Meeting	Local	8,200	1	0		\$0	\$130	\$0	\$0	\$0	\$390	\$83	\$0	\$0	\$0	\$165	\$2,350	\$28	\$3,146
OSU FOOTBALL RECRUITMENT DINNER	02/02/11	686	Repeat	Dinner	Food & Beverage/Catering	State	34,847	1	0		\$0	\$49,299	\$0	\$77	\$0	\$5,720	\$958	\$200	\$0	\$0	\$356	\$42	\$1,415	\$58,066
Oregon Club of Portland Recruitment Dinner	02/02/11	475	Repeat	Dinner	Food & Beverage/Catering	State	18,900	1	0		\$0	\$39,917	\$0	\$406	\$180	\$1,870	\$384	\$0	\$0	\$0	\$0	\$0	\$975	\$43,732
MERC Commission Budget Committee Meeting -- In-House	02/02/11	15	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$127	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127
MERC/Aramark Meeting	02/02/11	20	In-house	Meeting/Seminar	Meeting	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chinese New Year Cultural Fair 2011 - Year of the Rabbit	02/05/11	3,565	New	Festival	Consumer Public	Local	184,377	1	1		\$0	\$600	\$0	\$0	\$200	\$0	\$2,111	\$0	\$0	\$315	\$1,069	\$3,750	\$1,962	\$10,007
40th Annual Estate Planning Seminar	02/04/11	480	Repeat	Meeting/Seminar	Meeting	State	26,000	1	0		\$0	\$30,209	\$0	\$0	\$0	\$4,001	\$1,371	\$0	\$0	\$0	\$1,920	\$3,850	\$200	\$41,551
Vietnamese Community of Oregon - TET 2011	02/05/11	4,888	Repeat	Festival	Consumer Public	Local	183,811	1	1		\$0	\$550	\$0	\$0	\$358	\$0	\$2,751	\$0	\$0	\$883	\$1,243	\$6,350	\$3,114	\$15,249
YGP Pre-Con -- In House	02/07/11	12	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54	\$0	\$0	\$85
Metro All Staff Meeting	02/08/11	402	Repeat	Meeting/Seminar	Meeting	Local	8,900	1	0		\$0	\$0	\$0	\$0	\$0	\$580	\$0	\$0	\$0	\$0	\$0	\$1,250	\$0	\$1,830
IN-HOUSE: Tasting for Susan G. Komen BCIC	02/08/11	3	In-house	Tasting	In-house	Local	0	1	0		\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18
2010 Visitor Venue Economic and Fiscal	02/08/11	45	In-house	Meeting/Seminar	Meeting	Local	4,509	1	0		\$0	\$529	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$580
18th Annual Portland Golf Show	02/11/11	7,099	Repeat	Consumer/Public Show	Consumer Public	Local	383,076	3	2		\$0	\$720	\$280	\$648	\$0	\$733	\$5,078	\$2,187	\$516	\$1,026	\$550	\$20,142	\$5,056	\$36,936
Dessert reception for CESSE site tour	02/09/11	8	In-house	Reception	Food & Beverage/Catering	Local	0	1	0		\$0	\$71	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4	\$0	\$0	\$75

OCC Event Analysis Monthly Revenue Report February 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
Oregon Law Institute: Robert Musante - Great! Adverse Depositions	02/11/11	75	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$561	\$0	\$0	\$0	\$120	\$83	\$0	\$0	\$0	\$312	\$900	\$0	\$1,976
Pampered Chef 2011 Spring Launch	02/12/11	600	New	Meeting/Seminar	Meeting	Regional	50,565	1	1		\$0	\$16,478	\$0	\$0	\$0	\$0	\$948	\$0	\$0	\$0	\$3,695	\$5,500	\$452	\$27,073
Tasting: Stanford University	02/11/11	3	In-house	Tasting	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pampered Chef Pre-Con -- In House	02/11/11	8	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$68
MERC/Aramark - Food -- photo studio	02/11/11	5	In-house	Film/Photo shoot	In-house	Local	17,199	7	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mutual of Enumclaw Annual Agents Meeting	02/11/11	56	New	Meeting/Seminar	Meeting	Local	3,794	1	0		\$0	\$1,987	\$0	\$217	\$0	\$100	\$214	\$0	\$0	\$0	\$0	\$500	\$0	\$3,018
OCC Hold for OCC A/V and Decorator Set (check with Sales before selling)	02/12/11	0	In-house	Miscellaneous	In-house	Local	302,000	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Plumbers & Steamfitters Local 290 Second Contract Meeting	02/13/11	300	Repeat	Meeting/Seminar	Meeting	Local	5,670	1	0		\$0	\$643	\$0	\$0	\$0	\$585	\$83	\$0	\$0	\$0	\$1,920	\$1,800	\$0	\$5,031
OCC Sells Daily Passes for YPG Exhibitor Parking	02/14/11	0	In-house	Miscellaneous	In-house	Local	0	4	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yard, Garden & Patio Show 2011	02/18/11	18,718	Repeat	Consumer/Public Show	Consumer Public	Local	1,321,855	3	5		\$0	\$6,044	\$441	\$243	\$45	\$21,158	\$20,773	\$2,625	\$0	\$3,524	\$3,583	\$80,100	\$17,053	\$155,588
2011 Emergency Nurses Association Leadership Conference	02/18/11	2,200	New	Annual Convention/Conference	Convention w/ Tradeshow	National	986,091	3	3	TRUE	\$0	\$118,150	\$2,741	\$0	\$1,107	\$18,371	\$21,820	\$20,724	\$2,638	\$24	\$14,381	\$73,475	\$17,155	\$290,585
Emergency Nurses Association Pre-Con -- In House	02/15/11	15	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$64
MERC Commission Budget Committee Meeting -- In House	02/18/11	10	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$119	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$119
Destination Portland Night	02/21/11	250	New	Reception	Food & Beverage/Catering	Local	12,600	1	0		\$0	\$7,707	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,707
Wells Fargo: Mortgage Home Preservation Workshop	02/23/11	350	New	Meeting/Seminar	Meeting	Local	138,272	2	2	TRUE	\$0	\$38,632	\$0	\$3,222	\$2,175	\$538	\$6,053	\$36,225	\$0	\$0	\$2,201	\$6,375	\$2,017	\$97,438

OCC Event Analysis Monthly Revenue Report February 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
Classic Wines Auction - Volunteer Training	02/22/11	35	In-house	Meeting/Seminar	In-house	Local	3,750	1	0		\$0	\$133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$193
Grain Elevator and Processing Society: GEAPS Exchange 2011	02/26/11	2,000	New	Annual Convention/Conference	Convention w/ Tradeshow	National	1,175,935	4	4	TRUE	\$0	\$208,114	\$0	\$0	\$1,946	\$3,510	\$39,547	\$5,327	\$7,519	\$0	\$10,035	\$46,693	\$7,586	\$330,276
GEAPS Pre-Con -- In House	02/23/11	10	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21
Inhouse luncheon for American Anthropology Association	02/23/11	10	In-house	Reception	In-house	Local	0	1	0		\$0	\$101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101
B&GC Wine & Cheese Showcase	02/25/11	1,800	Repeat	Miscellaneous	Food & Beverage/Catering	Local	74,466	1	1		\$0	\$49,742	\$0	\$0	\$380	\$6,290	\$1,770	\$0	\$0	\$0	\$275	\$4,850	\$5,051	\$68,357
Metro Glendoveer Golf Course Consultant Interviews	02/25/11	4	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$53	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4	\$0	\$0	\$57
Inhouse Planning Meeting	02/25/11	6	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62	\$0	\$0	\$168
Oregon Law Institute - Representing Family and Closely Held Businesses	02/25/11	70	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$476	\$0	\$63	\$0	\$135	\$83	\$0	\$0	\$0	\$273	\$900	\$0	\$1,930
It's the End of the World as We Know It! Brought to you by OPI-Integris and CMC Industrial Electronics Ltd.	02/27/11	375	New	Reception	Food & Beverage/Catering	Local	3,695	1	0		\$0	\$6,191	\$0	\$0	\$0	\$875	\$0	\$99	\$0	\$0	\$171	\$0	\$665	\$8,001
Northwest Council for Computer Education (NCCE)	03/02/11	1,800	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	449,368	3	2	TRUE	\$0	\$21,744	\$667	\$0	\$30	\$18,463	\$22,441	\$27,994	\$1,774	\$0	\$3,988	\$30,860	\$7,738	\$135,699
Totals		52,825					5,897,955														\$312,087			\$1,481,156

## PCPA MONTHLY ANALYSIS

FEBRUARY 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	1/25 to 2/12 2/13 to 19	Portland Opera Broadway Across America	Madame Butterfly Beauty and the Beast	15 1	4 8	11,002 22,225	10,495 22,020	88% 92%	\$780,998 \$1,013,617	\$12,920 \$39,334	\$35,745 \$33,878	\$15,347 \$81,136	\$0 \$5,852	\$28,749 \$49,745	\$92,761 \$209,945
ASCH	2/1 2/3 1/30 to 2/6 2/7 2/8 2/9 to 12 2/13 to 14 2/16 to 18 2/20 to 22 2/23 2/24 2/23 to 25 2/26	Portland Youth Philharmonic World Affairs Council Oregon Symphony Portland Arts and Lectures Monqui Presents Oregon Symphony Oregon Symphony Oregon Symphony White Bird Portland Arts and Lectures ISEPP Oregon Symphony Oregon Symphony	School Performances Jim Lehrer Classical 9 - Jun Iwaskai Plays Bruch The Moth Wilco A Tribute to Benny Goodman A Natalie Cole Valentine Classical 10 - Kahane Plays Mozart Garth Fagan Sebastian Junger David Cox Perلمان Pkays Mendelssohn Kids 3	0 0 3 0 0 2 2 2 2 0 0 2 0	2 1 2 1 1 2 1 1 1 1 1 1 1	4,018 1,829 3,031 2,526 2,627 3,885 2,609 3,843 1,913 2,102 775 2,554 2,415	0 1,301 3,098 2,516 2,620 3,905 2,697 3,918 1,900 2,270 157 2,586 2,552	0% 47% 56% 91% 94% 70% 97% 71% 68% 82% 6% 93% 92%	\$0 \$47,500 \$117,055 \$84,165 \$117,900 \$159,369 \$200,046 \$147,155 \$68,134 \$76,053 \$6,150 \$233,516 \$40,060	\$325 \$3,440 \$2,370 \$1,910 \$8,898 \$1,740 \$1,185 \$2,310 \$3,343 \$1,910 \$3,440 \$1,565 \$555	\$2,960 \$3,572 \$3,561 \$3,689 \$13,441 \$9,073 \$11,619 \$13,781 \$18,657 \$3,235 \$3,057 \$9,203 \$3,639	\$0 \$4,138 \$0 \$6,162 \$6,673 \$5,858 \$4,046 \$5,877 \$4,460 \$5,878 \$1,201 \$3,879 \$3,828	\$0 \$135 \$0 \$0 \$1,538 \$920 \$153 \$59 \$0 \$61 \$0 \$206 \$0	\$0 \$1,532 \$3,166 \$5,423 \$15,716 \$4,256 \$6,189 \$3,548 \$2,591 \$1,331 \$211 \$3,026 \$554	\$3,285 \$12,817 \$13,744 \$17,184 \$46,266 \$21,847 \$23,192 \$25,575 \$29,051 \$12,415 \$7,909 \$17,879 \$8,576
NEWMARK	1/18 to 2/19 2/2 2/9 2/17 2/20 2/22 2/23 2/24 2/25 2/26 2/27 2/29	Oregon Children's Theatre Devine Chiropractic NW Film Center Square Peg Concerts OHSU Brain Institute Oregon Art Education Assoc. Portland Jazz Festival Portland Jazz Festival Portland Jazz Festival Portland Jazz Festival OHSU Brain Institute Oregon Symphony	The Magic School Bux Barbara Loe Fisher Portland Int'l Film Fest Opening Anjelah Johnson Gary Small Scholastic Art Awards Dee Dee Bridgewater Roy Haynes Quartet Bill Frisell Branford Marsalis Henry Greely Evelyn Nagel Donors Apprec.	10 0 0 0 0 0 0 0 0 0 0 0 0	38 1 1 1 1 1 1 1 1 1 1 1 1	24,989 292 849 856 489 558 524 638 622 693 264 616	24,348 474 292 876 518 0 497 552 587 653 252 0	73% 54% 33% 100% 59% 0% 57% 63% 67% 74% 29% 0%	\$227,314 \$7,300 \$6,415 \$26,867 \$13,418 \$0 \$19,519 \$21,585 \$24,575 \$27,964 \$6,503 \$0	\$6,890 \$1,390 \$1,523 \$1,390 \$1,170 \$1,435 \$1,170 \$1,170 \$2,964 \$1,170 \$1,510 \$330	\$34,520 \$1,733 \$2,315 \$1,884 \$1,596 \$1,772 \$2,766 \$2,668 \$2,964 \$3,135 \$1,510 \$2,434	\$7,313 \$1,067 \$1,706 \$1,971 \$1,170 \$0 \$1,329 \$1,488 \$1,591 \$1,774 \$571 \$23	\$0 \$0 \$0 \$525 \$194 \$0 \$268 \$154 \$215 \$305 \$23 \$885	see Matts see Matts see Matts see Matts see Matts see Matts see Matts see Matts see Matts see Matts see Matts see Matts	\$48,723 \$4,190 \$5,544 \$5,770 \$4,130 \$3,207 \$5,533 \$5,480 \$5,940 \$6,384 \$3,274 \$3,649
WINNINGSTAD	1/30 to 2/12 2/15 2/17 2/18 2/19	Tears of Joy Daily Journal of Commerce Portland Jazz Festival Portland Jazz Festival Portland Jazz Festival	Baba Yaga & Tell Tale Heart Battle of the Lawyers Thara Memory Enrico Rava Quintet The Jazz Passengers	5 0 0 0 0	21 1 1 1 1	2,338 102 281 271 168	1,560 0 242 242 108	26% 0% 83% 83% 40%	\$23,360 \$0 \$9,030 \$8,824 \$4,565	\$2,015 \$955 \$670 \$670 \$670	\$5,813 \$812 \$1,256 \$1,428 \$1,068	\$978 \$0 \$594 \$580 \$328	\$0 \$0 \$42 \$169 \$57	see ArtBar \$8,045 see ArtBar see ArtBar see ArtBar	\$8,806 \$9,812 \$2,562 \$2,847 \$2,123
BRUNISH HALL	1/24 to 3/11	Stumptown Stages	Club Morocco	27	8	708	724	55%	\$13,191	\$0	\$4,513	\$1,629	\$0	\$937	\$7,079
A.HATFIELD HALL	2/13 2/16 2/23 2/24 2/25	PCPA Volunteers MERC Portland Jazz Festival Portland Jazz Festival Portland Jazz Festival	Portland Opera Say Hey LateNightJazz-Frischberg/Kilgore LateNightJazz-Trio Subtonic LateNightJazz-Upper:UpperLeft Trio	0 0 0 0 0	1 1 1 1 1	164 400 96 66 92	0 0 0 0 0	0% 0% 0% 0% 0%	\$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0	\$0 \$512 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$57	\$46 \$11,066 see ArtBar see ArtBar see ArtBar	\$46 \$11,578 \$0 \$0 \$57
KELLER CAFÉ ARTBAR MATT'S BAR PCPA CATERING	February February February February													\$21,943 \$28,565 \$5,165 \$9,426	\$21,943 \$28,565 \$5,165 \$9,426
		TOTALS		71	116	103,430	93,960	51%	\$3,532,148	\$110,203	\$243,809	\$177,219	\$10,933	\$212,115	\$754,279

PCPA MONTHLY ANALYSIS				FEBRUARY 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	1/25 to 2/13	Portland Opera	Turandot	15	4	9,216	9,091	76%	\$680,461	\$13,310	\$40,906	\$9,401	\$0	\$25,629	\$89,246
ASCH	2/2	Monqui Presents	Sarah McLachlan	0	1	2,640	2,698	97%	\$127,324	\$8,500	\$15,062	\$7,350	\$1,305	\$10,765	\$42,982
	2/4	BYU Alumni Association	The Living Legends	0	1	2,566	2,464	89%	\$16,016	\$3,340	\$3,934	\$5,544	\$24	\$370	\$13,212
	1/31 to 2/7	Oregon Symphony	Classical 9 - Yuja Wang	3	3	5,869	5,918	71%	\$226,821	\$2,895	\$14,234	\$5,918	\$562	\$5,279	\$28,888
	2/7 to 2/9	White Bird	Grupo Corpo	2	1	2,153	2,043	59%	\$65,033	\$3,243	\$16,583	\$4,759	\$248	\$2,755	\$27,588
	2/10	ISEPP	Dr. Nancy Cartwright	0	1	839	241	9%	\$9,569	\$3,340	\$2,388	\$1,434	\$150	\$316	\$7,628
	2/12	Fellowship for the PA	The Screwtape Letters	0	1	2,662	2,692	48%	\$108,646	\$6,438	\$13,670	\$7,984	\$175	\$2,500	\$30,767
	2/14	Oregon Symphony	Johnny Mathis	0	1	2,688	2,703	97%	\$184,549	\$965	\$8,575	\$2,703	\$635	\$3,882	\$16,760
	2/16	Portland Youth Philharmonic	Youth Concerts	0	2	3,116	0		\$0	\$315	\$2,631	\$0	\$0	\$0	\$2,946
	2/17	Portland Arts & Lectures	The Moth	0	1	2,467	1,310	47%	\$41,345	\$1,855	\$3,185	\$5,930	\$105	\$5,153	\$16,228
	2/19	Monqui Presents	The Decemberists	0	1	2,685	2,622	94%	\$83,904	\$6,240	\$13,132	\$5,900	\$2,365	\$11,079	\$38,716
	2/15 to 21	Oregon Symphony	Classical 10 - G. Vajda's Dvorak	3	2	2,877	2,944	53%	\$113,137	\$2,300	\$11,835	\$2,944	\$72	\$2,769	\$19,920
	2/23	World Affairs Council	Vandana Shiva	0	1	1,304	1,476	53%	\$47,624	\$3,340	\$3,015	\$3,754	\$0	\$799	\$10,908
	2/24	ISEPP	Dr. Brian Greene	0	1	1,575	672	24%	\$29,624	\$3,340	\$2,858	\$3,534	\$150	\$702	\$10,584
	2/24 to 28	Oregon Symphony	Classical 11 - T. Lauderdale	2	3	5,783	6,355	76%	\$253,641	\$2,655	\$13,515	\$6,355	\$365	\$5,229	\$28,119
NEWMARK	1/21 to 2/20	Oregon Children's Theatre	Diary of a Worm, Spider & Fly	13	37	24,652	24,570	76%	\$214,513	\$5,905	\$32,046	\$7,311	\$0	\$1,546	\$46,808
	2/6	Portland Piano International	Louis Lortie	0	1	478	550	63%	\$18,679	\$1,135	\$2,103	\$1,322	\$163	\$331	\$5,054
	2/7	OHSU Brain Institute	Helen Mayburg	0	1	521	567	64%	\$12,190	\$1,135	\$1,903	\$1,245	\$68	see artbar	\$4,351
	2/10	NW Film Center	Film Festival Opening	0	1	766	706	80%	\$5,745	\$1,478	\$2,044	\$563	\$1,580	see artbar	\$5,665
	2/14	OHSU Brain Institute	Daniel Geschwind	0	1	410	426	48%	\$9,588	\$1,135	\$1,575	\$972	\$65	\$64	\$3,811
	2/21	OHSU Brain Institute	Howard Field "Pain"	0	1	410	430	55%	\$9,674	\$1,135	\$2,094	\$914	\$48	see artbar	\$4,191
	2/23	Oregon Art Educ. Assoc.	Scholastic Art Awards	0	1	652	0		\$0	\$1,395	\$1,720	\$0	\$0	see artbar	\$3,115
	2/24	Portland Jazz Festival	Don Byron	0	1	327	287	33%	\$10,215	\$1,135	\$1,559	\$723	\$53	\$716	\$4,186
	2/25	Portland Jazz Festival	Esperanza Spalding	0	1	878	833	95%	\$32,382	\$1,135	\$1,867	\$2,162	\$421	\$1,529	\$7,114
	2/26	Portland Jazz Festival	San Francisco Jazz Collective	0	1	686	633	72%	\$22,809	\$1,135	\$1,760	\$1,646	\$157	\$898	\$5,596
	2/27	Portland Jazz Festival	Joshua Redmond	0	1	741	694	79%	\$26,744	\$1,135	\$1,853	\$1,782	\$124	\$885	\$5,779
WINNINGSTAD	1/31 to 2/13	Tears of Joy	Bridge of the Gods	4	19	3,040	2,296	41%	\$25,290	\$1,730	\$4,399	\$1,368	\$0	\$325	\$7,822
	2/18	Portland Jazz Festival	Randy Weston	0	1	265	228	78%	\$7,322	\$650	\$709	\$514	\$146	\$1,420	\$3,439
	2/19	Portland Jazz Festival	Anat Fort	0	1	224	195	67%	\$5,932	\$650	\$674	\$439	\$132	\$1,398	\$3,293
	2/20	Portland Jazz Festival	Dave Frishberg	0	1		267	91%	\$8,484	\$650	\$705	\$602	\$88	see artbar	\$2,045
A. HATFIELD HALL	2/3	PCPA	1st Thurs. PDX Open Studios	0	1	115	0		\$0	\$0	\$0	\$0	\$0	\$1,143	\$1,143
	2/14	PCPA	Noontime Showcase - POA	0	1	200	0		\$0	\$0	\$0	\$0	\$0	\$64	\$64
KELLER CAFÉ	2/1 to 28		Turandot performances											\$10,289	\$10,289
ARTBAR														\$19,798	\$19,798
PCPA CATERING														\$3,195	\$3,195
		TOTALS		42	95	82,805	75,911	66%	\$2,397,261	\$83,614	\$222,534	\$95,073	\$9,201	\$120,828	\$531,250

# Expo Center Event Analysis

Feb-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
Oregon Cats Classic	4-5	1			1	2	2		1,606	5,735	375	1,583	1,813	0	0	5,297	14,803
Sportsman Show	8-12	1			1	5	5		48,643	90,915	3,039	312,031	14,417	2,376	12,695	141,182	576,655
Oregon State Marine Board	9		1		1	1	1		25	200	0	0	0	0	0	0	200
Coastal Conservation Meeting	10		1		1	1	1		30	175	0	0	0	0	0	0	175
Collector's West Gun & Knife Show	17-19	1			1	3	2		8,821	15,570	1,042	14,711	2,355	0	0	35,740	69,418
Hotel Meeting - Cirque	17		1		1	1	1		20	0	0	0	0	99	0	0	99
Pro Start	18	1			1	1	2		513	3,860	888	510	0	5,332	0	3,061	13,651
HBA Meeting	23		1		1	1	1		31	320	0	0	0	0	0	189	509
Home and Garden Show	22-26	1			1	5	11		17,536	87,600	3,449	62,207	11,194	4,763	0	111,000	280,213
	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>9</b>	<b>20</b>	<b>26</b>	<b>67%</b>	<b>77,225</b>	<b>204,375</b>	<b>8,792</b>	<b>391,042</b>	<b>29,779</b>	<b>12,570</b>	<b>12,695</b>	<b>296,469</b>	<b>955,723</b>
<b>FY 2011-12</b>																	
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	12,570	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
<b>February</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>9</b>	<b>20</b>	<b>26</b>	<b>67%</b>	<b>77,225</b>	<b>204,375</b>	<b>8,792</b>	<b>391,042</b>	<b>29,779</b>	<b>12,570</b>	<b>12,695</b>	<b>296,469</b>	<b>955,723</b>
March																	
April																	
May																	
June																	
<b>Totals to Date</b>	<b>42</b>	<b>4</b>	<b>26</b>	<b>0</b>	<b>71</b>	<b>154</b>	<b>146</b>	<b>35%</b>	<b>276,481</b>	<b>1,169,226</b>	<b>32,147</b>	<b>971,582</b>	<b>111,052</b>	<b>194,228</b>	<b>106,309</b>	<b>1,163,876</b>	<b>3,746,727</b>
<b>Month to Month Comparison</b>	<b>0</b>	<b>0</b>	<b>-4</b>	<b>0</b>	<b>-4</b>	<b>-9</b>	<b>6</b>	<b>-1%</b>	<b>4,095</b>	<b>-16,635</b>	<b>5,771</b>	<b>7,591</b>	<b>-285</b>	<b>-9,172</b>	<b>-28,435</b>	<b>4,302</b>	<b>-36,862</b>
<b>Year to Date Comparison</b>	<b>12</b>	<b>2</b>	<b>-2</b>	<b>0</b>	<b>11</b>	<b>16</b>	<b>41</b>	<b>3%</b>	<b>15,927</b>	<b>141,083</b>	<b>9,405</b>	<b>14,249</b>	<b>52,764</b>	<b>52,625</b>	<b>-38,959</b>	<b>39,346</b>	<b>268,820</b>
<b>FY 2010-11</b>																	
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
<b>February</b>	<b>5</b>		<b>8</b>		<b>13</b>	<b>29</b>	<b>20</b>	<b>68%</b>	<b>73,130</b>	<b>221,010</b>	<b>3,021</b>	<b>383,451</b>	<b>30,064</b>	<b>21,742</b>	<b>41,130</b>	<b>292,167</b>	<b>992,585</b>
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
<b>Total to Date</b>	<b>49</b>	<b>4</b>	<b>40</b>		<b>93</b>	<b>208</b>	<b>164</b>	<b>35%</b>	<b>390,333</b>	<b>1,462,522</b>	<b>32,257</b>	<b>1,419,858</b>		<b>224,372</b>	<b>196,558</b>	<b>1,523,525</b>	<b>4,955,176</b>

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# **MERC Commission Meeting**

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April 4, 2012  
12:30 pm

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7.0 - Consent Agenda

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



March 7, 2012  
Portland Exposition Center – Hall D, Room 202-203  
2060 N. Marine Drive, Portland OR

<b>Present:</b>	Judie Hammerstad (Chair), Elisa Dozono, Cynthia Haruyama, Karis Stoudamire-Phillips, Chris Erickson
<b>Absent:</b>	Ray Leary (excused), Terry Goldman (excused), Rex Burkholder, Ex-officio (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at the Portland Exposition Center at 12:30pm
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER EXOFFICIO COMMUNICATIONS</b> Commissioner Dozono expressed her appreciation to Teri Dresler, Robyn Williams and Lisa Brown for assisting with the “Say Hey” event on February 16 <sup>th</sup> at the Portland Center for the Performing Arts.
<b>3.0</b>	<b>GENERAL MANAGER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>Teri Dresler provided updates to the Commissioners which included: <ul style="list-style-type: none"> <li>The announcement of the new media reporting system from which a monthly report will be issued the first Friday of each month.</li> <li>Bill Tolbert, Metro’s diversity program manager will begin his tenure on Feb 27<sup>th</sup> and will attend the April 4<sup>th</sup> Commission meeting.</li> <li>Discussions continue with the City, Portland Development Commission (PDC) and Multnomah County staffs related to the OCC room block project.</li> <li>The OCC Executive Director position recruitment process is progressing. Telephone interviews have been completed and the candidate pool has been narrowed to four finalists.</li> <li>There are concerns about recommended budget cuts that Tri Met is considering, specifically the potential elimination of the Free Rail Zone which will impact OCC’s marketability significantly. Martha Bennett, Metro COO, has scheduled a Metro Council work session on April 3<sup>rd</sup> in Council Chambers as an opportunity for Metro Council to have a discussion with TriMet staff.</li> <li>The following event invitations have been extended to Commissioners which include: Wheel of Fortune VIP event on April 2<sup>nd</sup>, VIP reception for Cirque de Soleil on April 5<sup>th</sup>, and the Portland Business Alliance Annual Breakfast Meeting at May 8<sup>th</sup> at 7:30am at OCC.</li> </ul> </li> </ul>
<b>3.1</b>	<ul style="list-style-type: none"> <li>Financial Quarterly Report: Overall MERC operating revenue is trending higher than previous year in all three venues. Food and beverage is strong at OCC and PCPA. Expo is trending below which is due to slightly aggressive projections. Transient lodging tax is up over 7%.</li> </ul>
<b>4.0</b>	<b>TRAVEL PORTLAND FY12 SECOND QUARTER REPORT</b> <ul style="list-style-type: none"> <li>Jeff Miller presented a power point presentation to the Commission. Power point presentation is attached and made a part of this meeting record.</li> </ul>
<b>5.0</b>	<b>MERC VENUES’ BUSINESS REPORTS</b> <ul style="list-style-type: none"> <li>Karen Totaro, Robyn Williams and Matthew Rotchford provided venue business reports.</li> <li>Chuck Dills and Matt Uchtman, OCC Operations, spoke to the Commission regarding a direction change on how to spend their allocated capital budget to purchase new audio visual equipment to enhance OCC’s marketability. No budget amendment to the current budget is needed nor an amendment to the capital plan. Teri Dresler supports the directional change.</li> </ul>



<b>6.0</b>	<b>CONSENT AGENDA</b>
<b>6.1</b>	December 7, 2011 MERC Commission Record of Actions
<b>6.2</b>	January 4, 2012 MERC Commission Record of Actions <ul style="list-style-type: none"> <li>A motion was made by Commissioner Erickson and seconded by Commissioner Dozono to approve the Consent Agenda.</li> </ul> <p><b>VOTING:</b> Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama, Stoudamire-Phillips) Nay: 0 Motion Passed</p>
<b>7.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> Jeff Thede, Portland Opera Board President provided comments to the Commission. Verbatim comments are attached and made a part of this meeting record.
<b>8.0</b>	<b>MERC BUDGET COMMITTEE REPORT</b> <ul style="list-style-type: none"> <li>Chris Erickson and Cynthia Hill presented a brief power point presentation providing information on the proposed FY 13 MERC budget.</li> <li>Teri Dresler noted a few items which were not included in the presentation which included the proposed \$518,000 for the OCC enhanced marketing initiatives project to provide outside consultant support and research to the project. The proposed amount would be requested from the MTOCA account.</li> </ul> <p><i><b>Note:</b> Commissioner Stoudamire-Phillips leaves the meeting</i></p>
<b>9.0</b>	<b>ACTION AGENDA</b>
<b>9.1</b>	Resolution 12-04 for the purpose of approving and transmitting to Metro Council the FY12-13 MERC fund budget. <ul style="list-style-type: none"> <li>Chris Erickson and Teri Dresler presented Resolution 12-04 to the Commission.</li> <li>A motion was made by Commissioner Erickson and seconded by Commissioner Dozono to approve Resolution 12-04 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 4 (Dozono, Erickson, Hammerstad, Haruyama) Nay: 0 Motion Passed</p>
<b>9.2</b>	<b>Resolution 12-05</b> for the purpose of ratifying a contract with IUOE 701-1. <ul style="list-style-type: none"> <li>Mary Rowe presented Resolution 12-05 to the Commission.</li> <li>A motion was made by Commissioner Erickson and seconded by Commissioner Haruyama to approve Resolution 12-05 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 4 (Dozono, Erickson, Hammerstad, Haruyama) Nay: 0 Motion Passed</p>
<b>10.0</b>	<b>EXECUTIVE SESSION</b> 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)
	At 2:34 p.m., MERC Chair Hammerstad reconvened the regular meeting of the Exposition Recreation Commission. As there was no further business to come before the Commission, the meeting adjourned at 2:35 p.m.

**MERC Commission Meeting**  
**March 7, 2012**

**7.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**

**Jeff Thede, President of the Board, Portland Opera.**

Thank you Madam Chair and Commissioners. My name is Jeff Thede. I am an attorney in private practice in Portland. I'm here today in the capacity of President for the Board of Portland Opera. The Board and senior leadership asked me to appear today to remind the Commission that we are extremely anxious to receive a reply to and hopefully to begin a dialogue on Christopher Mattaliano's letter to the Commission, dated January 13<sup>th</sup> 2012, regarding Resolution 12-03 relating to the new ticketing system at PCPA, as we go forward to try to identify and quantify what we believe to be the actual and potential negative financial impact to the Opera. That number just grows and grows. Although having said that, I have never understood and will never understand that incredibly complicated world of ticketing. But as it appears, it is a greater and greater problem so we are extremely anxious to hopefully begin a dialogue with the Commission on what we can do.

**Chair Hammerstad:** Thank you for coming again. We are grateful for you bringing forward your concerns. We hope to be able to address that in a productive way. Where are we on meeting with the Opera and talking about some of these things?

**Robyn Williams:** We have of course sent a written response to the list of questions they had sent us. It went out shortly after the last Commission meeting. Since that time, we had a meeting with members of the Opera and Broadway Across America with our ticketing representatives. I think we addressed, to my knowledge, most of the concerns. At this point, I'm not aware of any other outstanding issues at this time.

**Chair Hammerstad:** Teri (Dresler) do you have anything to add to that?

**Teri Dresler:** Well, I think it sounds like there are issues over and above the operational issues that the Opera is concerned about and talking with the Commission directly about. I guess that is sort of what we need to get to; what are those issues and what's the appropriate form for us to discuss those and I assumed when I read Robyn's response back to Christopher Mattaliano on the same day he sent the letter of the list of concerns, her spread sheets, we gave to all of you, went back to him the same day, responding to each one of those questions and concerns and I'm not aware that we heard from the Opera on those responses unless you heard something Robyn.

**Robyn Williams:** I haven't heard of any other issues out there. I mean I did hear comments that it confirms some of their concerns and they would be back in touch with me but I haven't heard any more.

**Teri Dresler:** I think hearing specifics so we can respond or the Commission can respond. I think that's where Robyn and I are now. We haven't heard those.

**Chair Hammerstad:** It sounds to me that this is a communication problem. Those people who have the ability to affect the outcome need to be in the room together and talk about the concerns that are still outstanding. Now, we may not be able to solve some of those problems. But we can certainly work on it. I think from my stand point we want to know you have been heard. And the Opera's concerns need to be identified as to those that are not solvable and those that are solvable. What I would like to suggest is that occur before the next officers' meeting and then we can have a discussion about that. Because coming into this meeting and I haven't seen this letter until today which is because I was out of town most of January. It's difficult for us to solve these problems in this setting. But I want you to know that we will make every attempt possible to do that.

**Jeff Thede:** I understood and thank you very much.

**Chair Hammerstad:** Even if we can't do it you would know that.

**Jeff Thede:** Thank you.

**Commissioner Dozono:** So, can I ask for a clarification? Jeff, are there other, Teri said, are there other issues, other than operational ones, not being addressed?

**Jeff Thede:** I'm not sure I understand your question but Chris's letter of January 13<sup>th</sup> sets forth what the Opera staff had, at that point, identified as specific additional financial issues and that list continues to grow. I certainly understand that this is not the time and place to address those substantively and we just want to make sure that we continue to speak, we will.

**Chair Hammerstad:** Thank you for coming.

**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,

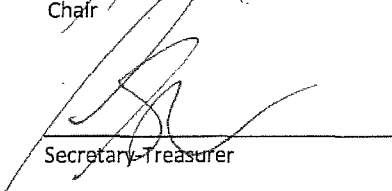
**WHEREAS**, MERC believes that the collective bargaining agreement is fair, reasonable, and in the public interest,

**THEREFORE BE IT RESOLVED:**

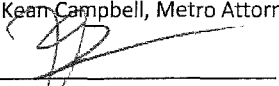
1. MERC approves the collective bargaining agreement attached to this Resolution as Exhibit A.
2. MERC authorizes and directs the General Manager of Visitor Venues, or her delegate, to execute the collective bargaining agreement and forward it to the Union for signature.

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

**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

By:   
Nathan A. Schwartz Sykes, Senior Attorney

  
Chair

  
Secretary/Treasurer

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# **MERC Commission Meeting**

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April 4, 2012  
12:30 pm

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9.0 - Proposed Changes to  
MERC Personnel Policies  
Discussion

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# BATCH #2A POLICY MATRIX

Following is a list of policies that Metro Human Resources has created or recently updated. These proposed policies will supersede corresponding policies in the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07).

Policy	Existing MERC Policy	Existing Metro Policy	Legal Requirement	Policy Summary	Fiscal Impact	Business Impact
Administrative Leave for Exemplary Service	No	Yes E.O. 88 - Administrative Leave, 31 D	No	<ul style="list-style-type: none"><li>Provides a mechanism to award additional unpaid leave to non-represented, benefits-eligible, overtime-exempt employees who put in a substantial amount of extra work time beyond the expectations for their position.</li><li>Administrative leave is awarded at supervisor's discretion and is not intended to provide hour-for-hour compensatory time.</li><li>A maximum of 40 hours of leave may be awarded per fiscal year.</li></ul>	<ul style="list-style-type: none"><li>Leave is paid in addition to accruals, but fiscal impact is limited because leave is awarded only at the manager's discretion.</li></ul>	<ul style="list-style-type: none"><li>Promotes consistent practices throughout agency.</li><li>Rewards employees who demonstrate extraordinary dedication.</li></ul>
Crime Victims' Leave to Attend Criminal Proceedings	No	No	Yes ORS 659A.190-659A.198	<ul style="list-style-type: none"><li>Allows unpaid leave for victims of certain felonies to attend criminal proceedings as required by Oregon law.</li><li>To be eligible for leave, employees must have worked an average of 25 hours or more for at least 180 days following the leave.</li></ul>	<ul style="list-style-type: none"><li>Minimizes legal liability.</li><li>Leave is unpaid unless covered by accruals.</li><li>Effect on staffing will be minor due to the limited purposes for which leave may be taken.</li></ul>	<ul style="list-style-type: none"><li>Ensures compliance with state law.</li></ul>
Marketing Rewards and Rebates	No	Yes New - implemented with Batch 1.	No	<ul style="list-style-type: none"><li>Allows Metro employees to retain marketing rewards and incentives such as frequent flyer miles, hotel rewards, credit card awards, and rebates.</li></ul>	<ul style="list-style-type: none"><li>No fiscal impact except to the extent that marketing rewards were previously retained for use by Metro.</li></ul>	<ul style="list-style-type: none"><li>Provides clear guidelines for acceptance of marketing rewards.</li><li>Promotes consistent practices throughout the agency.</li><li>Provides a benefit to employees with minimal cost to Metro.</li></ul>

Religious Accommodation	No	No	Yes ORS 659A.030; ORS 659A.033 Title VII of the Civil Rights Act of 1964 (Sections 701 – 702)	<ul style="list-style-type: none"> <li>Provides reasonable accommodation for an employee’s sincerely held religious beliefs unless such accommodation would cause an undue hardship to Metro’s operations.</li> <li>The “undue hardship” standard is lower than under the ADA; accommodation is not required if it would pose “more than minimal” difficulty or expense.</li> </ul>	<ul style="list-style-type: none"> <li>Minimizes legal liability.</li> <li>Potential fiscal impact is limited by low threshold for undue hardship exemption.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures compliance with state and federal law.</li> </ul>
Social Media	No	No	In part Public records laws - ORS 192.001 <i>et seq.</i> Restrictions on political campaigning by public employees - ORS 260.432	<ul style="list-style-type: none"> <li>Establishes expectations and procedures for the use of social media at Metro.</li> <li>Establishes expectations for personal use of social media that may impact the Metro work environment.</li> <li>Outlines records retention requirements for social media, consistent with public records law.</li> </ul>	<ul style="list-style-type: none"> <li>Minimizes legal liability.</li> <li>No other fiscal impact.</li> </ul>	<ul style="list-style-type: none"> <li>Promotes consistent practices throughout agency.</li> </ul>



# Metro | Policies and procedures

**DRAFT**

**Subject** Administrative Leave for Exemplary Service

**Approved by** Martha Bennett, Chief Operating Officer

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## **POLICY**

*Metro may, in its discretion, award paid leave to non-represented, benefits-eligible, overtime-exempt regular status and limited duration employees who demonstrate extraordinary dedication by working long hours above and beyond the expectations for their position. This policy is comparable to "bonus time" provisions found in some Metro collective bargaining agreements.*

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## **Applicable to**

All non-represented regular status and limited duration Metro employees who are eligible to receive benefits from Metro but ineligible to receive overtime compensation due to their exempt status under the Fair Labor Standards Act.

*If an applicable collective bargaining agreement contains a comparable article such as "bonus time," that article will apply in lieu of this policy.*

## **Guidelines**

1. The intent of this policy is to reward employees who put in a substantial amount of work time in excess of regular work hours for a sustained period of time but who are ineligible for overtime compensation.
2. The decision whether to award leave and the length of the leave awarded are at Metro's sole discretion. Exemplary service leave is not intended to compensate employees for extra work on an hour-for-hour basis.
3. The maximum leave that may be awarded under this policy is 40 hours per fiscal year.
4. Leave awards under this policy are in addition to accrued paid leave and will have no effect on accrual rates or maximum accrual limits for other types of leave.
5. Metro's fiscal year runs from July 1 – June 30. Leave time must be used within the fiscal year in which it is awarded, with the exception of leave time awarded during the month of June, which may be carried over to the following fiscal year. Leave time that is not used within the applicable fiscal year will be forfeited. Leave awarded in June must be used by June 30 of the following fiscal year.
6. Employees will not receive monetary payment for any unused leave awarded under this policy.

## **Procedures**

1. An award of leave must be approved by the Department Director. A supervisor who wishes to award administrative leave for exemplary service to an employee will coordinate with the

Department Director. Leave will be granted to a Department Director only with the approval of the General Manager, Chief Operating Officer (C.O.O.) or designee.

2. Once approval is confirmed, the Department Director, General Manager, C.O.O or designee must notify the Payroll Division.
3. The Payroll Division will establish an administrative leave bank for the employee by entering the hours into the timekeeping system, and will confirm with the supervisor and Department Director when this process has been completed.
4. The supervisor will notify the employee of leave awarded under this policy.
5. Employees who have been awarded leave should follow regular procedures for requesting to use accrued leave. Employees may use leave under this policy only after receiving notification that the Payroll Division has established an administrative leave bank.

### **Responsibilities**

#### Employee:

- After receiving an award of leave, follow regular procedures for requesting and coding use of leave.

#### Supervisor:

- Coordinate with the Department Director to award leave under this policy.
- Notify the employee that leave has been awarded.

#### Department Director, C.O.O. or designee:

- Approve leave awards and notify the Payroll Division.

#### Human Resources Department Payroll Division:

- Establish a leave bank and notify the supervisor and Department Director that leave has been awarded.

# Metro | Policies and procedures

**DRAFT**

**Subject** Crime Victims' Leave to Attend Criminal Proceedings

**Approved by** Martha Bennett, Chief Operating Officer

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## **POLICY**

*Metro provides excused leave from work for crime victims to attend criminal proceedings as required by Oregon law.*

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## **Applicable to**

All Metro employees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

## **Definitions**

**Crime Victim:** An employee who has suffered financial, social, psychological or physical harm as the result of a "person felony," as defined in the rules of the Oregon Criminal Justice Commission (OAR 213-003-0001(14)), or who is the immediate family member of a person who meets these criteria.

**Criminal Proceeding:** Any proceeding that constitutes a part of a criminal action or occurs in court in connection with a prospective, pending or completed criminal action, including juvenile proceedings or any other proceeding at which a crime victim has a right to be present arising from his or her status as a victim.

**Eligible Employee:** An employee who meets the above definition of crime victim, and who has worked an average of 25 hours or more for at least 180 days immediately preceding the date leave begins.

**Qualifying Family Member:** The employee's spouse, domestic partner, father, mother, sibling, child, stepchild or grandparent.

**Undue hardship:** A significant difficulty or expense, determined on a case-by-case basis.

## **Guidelines**

1. An eligible employee who is a crime victim or a crime victim's immediate family member as defined above will be granted leave from employment to attend a criminal proceeding related to the crime, unless the employee's absence would result in an undue hardship to Metro's operations.
2. Leave taken under this policy must be paid from accrued paid leave time. Once paid leave accruals are exhausted, approved leave will be unpaid.

3. Leave taken under this policy will not deplete the employee's leave entitlement under the Family and Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA). An employee may still be eligible for FMLA or OFLA for a serious health condition related to the crime, or for other qualifying purposes under those laws.
4. Crime victims who are victims of domestic violence, sexual assault, harassment or stalking may be entitled to additional protections. See Metro's Domestic Violence, Sexual Assault, Harassment and Stalking policy or contact the Human Resources Department for more information.

## **Procedures**

1. Eligible employees must give reasonable notice to their supervisor and/or the HR Department of the intention to take leave. To verify the need for leave, the employee must provide the HR Department with a copy of the notice of scheduled criminal proceedings received from a court, district attorney, or law enforcement agency.
  - a. Employees shall request leave by submitting a Leave Request Form and verification documents to Human Resources (HR) 30 days before the date leave is to begin. If the employee receives notice of a criminal proceeding that will occur fewer than 30 days from the date notice is received, the employee will request leave and submit verification documents to HR as soon as practicable after receiving notice.
  - b. If the employee receives notice that a criminal proceeding will occur within 48 hours of the date notice is received, the initial request for leave may be verbal or written, and may be directed to the employee's supervisor, Department Director, or the HR Department. The employee must submit a completed Leave Request Form and appropriate verification to HR immediately upon return to duty.
  - c. Employees are not required to disclose to their supervisors the nature of the underlying crime or criminal proceedings. The HR Department will inform the supervisor of the need for leave and the leave approval designation but will maintain the confidentiality of the underlying details and the documents provided for verification in accordance with applicable law. The HR Department, supervisor, and other managers may confer about staffing needs and any operational hardships related to the absence,
  - d. The HR Department will notify the employee whether the leave is approved.
2. The maximum length of leave ordinarily will be the duration of the criminal proceeding. Metro may deny the leave request or limit leave to a shorter period only if the employee's absence would result in an undue hardship to Metro's operations.
  - a. Supervisors and Department Directors should notify the Human Resources Department immediately if they believe the employee's absence would create an undue hardship.
  - b. The HR Department, in consultation with the Department Director and Office of Metro Attorney, will make the decision whether to limit or deny leave based on undue hardship.
3. An employee on crime victims' leave must keep his or her supervisor informed of any changes to his or her anticipated return date and time. If the duration of leave is not known at the outset, the employee should follow regular call-in procedures.
4. The use of leave under this policy will not be held against the employee when evaluating the employee's attendance.
5. Metro will maintain the confidentiality of all records related to leave taken under this policy.

## **Responsibilities**

### Employee:

- Provide reasonable notice of the intention to take leave following the procedures outlined above.
- Provide a copy of the notice of scheduled criminal proceedings received from a court, district attorney, or law enforcement agency.
- Keep your supervisor informed of any changes to your anticipated return date and/or follow regular call-in procedures while on leave.
- If you experience any adverse employment action or negative treatment as a result of taking leave under this policy, report it following the procedures outlined in Metro's Discrimination and Harassment Policy.

### Supervisor:

- Immediately notify the HR Benefits Manager of any requests for leave under this policy.
- Maintain the confidentiality of all records related to leave taken under this policy. Send any verification documents received from the employee to Human Resources without keeping a copy.

### Department Director:

- Immediately notify the HR Benefits Manager of any requests for leave under this policy.
- Maintain the confidentiality of all records related to leave taken under this policy. Send any verification documents received from the employee to HR without keeping a copy.

### Human Resources Department:

- Notify the supervisor of any requests for leave under this policy and provide guidance and information to the supervisor and Department Director as needed.
- Track leave requests, verification of the need for leave, and the use of paid and unpaid leave following usual procedures.
- Maintain the confidentiality of all records related to leave taken under this policy.

## **References**

ORS 659A.190 – ORS 659A.198 (Crime Victims' Leave statute)

OAR 213-003-0001(14) (definition of "person felony")

Metro Domestic Violence, Sexual Assault, Harassment and Stalking Policy

Metro Family and Medical Leave Policy

Metro Discrimination and Harassment Policy

# Metro | Policies and procedures

**Subject** Marketing Rewards and Rebates Policy  
**Approved by** Martha Bennett, Chief Operating Officer

**DRAFT**

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## **POLICY**

*Metro recognizes that employees are often presented with marketing rewards and incentives, including frequent flyer miles, hotel rewards, and credit card rewards and rebates, in the course and scope of their work. Consistent with state law, Metro will allow employees to retain these rewards as an ordinary employment benefit.*

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## **Applicable to**

All employees.

## **Definitions**

Ordinary fringe benefit: An employment benefit given in addition to one's wages or salary.

Marketing rewards: Marketing programs are designed to enhance brand loyalty by cultivating an ongoing relationship between a marketer and a customer. Many loyalty programs reward purchases based on the dollar value of purchases made or the frequency of purchases. The most well-known loyalty programs are airline frequent flyer programs that offer discounts against future travel called award miles.

## **Guidelines**

As an ordinary fringe benefit of employment, all Metro employees are entitled to retain marketing rewards received in the course and scope of work, including but not limited to, frequent flier airline miles, hotel rewards, and credit card rewards and rebates. Since such rewards are non-transferable and can only be used for an employee's personal use, Metro will not track the retention and use of these rewards. As indicated above, marketing rewards include frequent flyer airline miles, hotel rewards, and credit card rewards and rebates. All rewards must be appropriately associated with travel or other business-related expenses as specified in Metro Executive Order 63 and MERC Personnel Policies 12.10.

## **Responsibilities**

### Employee:

- Direct any questions to your supervisor, department director, or the Human Resources Benefits Manager regarding whether a particular marketing reward is being received through the course and scope of work and/or can properly be retained.

### Supervisor:

- Familiarize yourself with this policy and respond to employee questions regarding coverage.

- Direct any questions that you cannot answer to the department director or the Human Resources Benefits Manager.

Department Director:

- Familiarize yourself with this policy and respond to employee questions regarding coverage.
- Direct any questions that you cannot answer to the Human Resources Benefits Manager.

Human Resources:

- Provide education regarding this policy.
- Answer employee, supervisor, and/or department director questions regarding the policy's applicability to particular situations.

**References**

Metro Executive Order 63

MERC Personnel Policies 12.10



**DRAFT**

**Subject** Religious Accommodation  
**Approved by** Martha Bennett, Chief Operating Officer

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## **POLICY**

*It is Metro's policy to provide reasonable accommodation for an employee's sincerely held religious beliefs, observances and practices unless such accommodation would cause an undue hardship to Metro's operations.*

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## **Applicable to**

All Metro employees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

## **Definitions**

Religious Beliefs: Moral or ethical beliefs as to what is right and wrong that are sincerely held with the strength of traditional religious views, even though the beliefs themselves may be nontraditional.

Undue Hardship: A significant difficulty or expense that is more than minimal. Undue hardship is determined on a case-by-case basis. Co-workers' or supervisors' mere dissatisfaction with the requested accommodation is not an undue hardship. Factors influencing a determination of undue hardship include, but are not limited to:

- a. Business necessity;
- b. Safety and health concerns;
- c. Financial cost and overall financial resources available; and
- d. Resulting personnel problems, such as staffing needs, interference with other employees' rights, or the effect on seniority systems mandated by union contract.

## **Guidelines**

1. The intent of this policy is to provide reasonable accommodation for employees' sincerely held religious beliefs, observances and practices, consistent with state and federal law.
2. Common examples of religious accommodation include:
  - a. Accommodation or time off to engage in religious practices, attend religious services, or observe a holy day as required by the employee's religion.
  - b. Accommodation of religious dress or grooming practices (e.g. required hairstyles or facial hair).



3. There is no prescribed manner of providing reasonable accommodation. Metro will consider all possibilities as they apply to its operational requirements. Criteria for determining whether an accommodation is reasonable include:
  - a. The nature of the job;
  - b. The number of employees who can do that job;
  - c. The effects of transferring the employee;
  - d. The effects of accommodation on other employees;
  - e. The requirements of applicable collective bargaining agreements; and/or
  - f. Scheduling and overtime problems.
4. The Human Resources (HR) Department may request verification that the request is based on a sincerely held religious belief. Metro is not required to accommodate requests that are based merely on an employee's personal preference. Determinations of whether a requested accommodation pertains to a sincerely held religious belief, whether verification is necessary, and what verification may be appropriate will be made on a case-by-case basis consistent with applicable law.
5. It is unlawful to harass, discriminate against, or take any adverse employment action in regards to an employee because of his or her religion or because he or she has requested or received an accommodation under this policy. Employees who experience or observe discrimination, harassment, or retaliation on the basis of their religious beliefs or request for a religious accommodation should report the offending conduct using the procedures specified in Metro's Discrimination and Harassment Policy.

### **Procedures**

1. An employee may initiate a request for religious accommodation by contacting his or her supervisor or the HR Department.
2. Upon receipt of a request for accommodation, the supervisor shall notify the HR Benefits Manager. The HR Department, in consultation with the Office of Metro Attorney, will be responsible for determining whether a requested accommodation is reasonable and whether it will result in undue hardship to Metro.
3. The HR Benefits Manager will contact the employee to discuss the requested accommodation, and will consult with the supervisor and other managers as needed to determine the impact of the requested accommodation on Metro operations.
4. If it is determined that the requested accommodation would pose an undue hardship, the HR Benefits Manager and the employee will engage in an interactive process to determine whether a mutually acceptable alternative accommodation is available.
5. The HR Benefits Manager may require the employee to provide additional information to verify that the requested accommodation is based on a sincerely held religious belief and/or a religious requirement.
6. Failure to timely submit verification may result in the delay of accommodation approval.
7. After receiving sufficient verification, the HR Benefits Manager will inform the employee of whether a requested or alternative accommodation will be granted.

8. The employee is required to comply with all employment policies and work rules while the request for accommodation is under consideration, or if the request is denied.
9. If special circumstances make it necessary to expedite the approval process, the HR Benefits Manager may grant an accommodation on a provisional basis before receiving verification, with the understanding that there is no guarantee the requested accommodation will be granted permanently.
10. If an employee has concerns about the religious accommodation process, he or she may contact the Director of Human Resources or Office of Metro Attorney to discuss the matter.

## **Responsibilities**

### Employee:

- Notify the immediate supervisor or HR Department if religious accommodation is needed.
- Provide additional information as requested by the HR Benefits Manager.
- Be willing to discuss mutually agreeable alternative accommodations if necessary to avoid undue hardship to Metro's operations.
- Continue to follow all employment policies and work rules until accommodation is approved.

### Supervisor:

- Notify the HR Benefits Manager if an employee requests religious accommodation.
- Work with the HR Benefits Manager to determine the impact of the requested accommodation on operations.

### Human Resources Department:

- Contact the employee and engage in an interactive process to determine whether a reasonable accommodation is appropriate.
- Request documentation as necessary to certify the employee's eligibility for accommodations and/or protected leave.
- Work with the supervisor and other managers as needed to determine the impact of the requested accommodation on operations.
- Determine whether the requested accommodation poses an undue hardship.
- Notify the employee of the decision and discuss possible alternative accommodations if the requested accommodation is denied.

## **References**

ORS 659A.030; ORS 659A.033

Title VII of the Civil Rights Act of 1964 (Sections 701 and 702)

29 CFR §1605.1 (definition of sincerely held religious belief; codifies federal case law)

Metro Discrimination and Harassment Policy



# Metro | Policies and procedures

DRAFT

**Subject** Social Media Policy  
**Approved by** Martha Bennett, Chief Operating Officer

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## POLICY

*Metro recognizes the value of social media in connecting with the citizens of the Metro region. Metro finds social media to be a valuable tool to further the goals of the Metro Compass. This policy establishes expectations for employee use of social media. Metro has an overriding interest in what is "spoken" on behalf of Metro on social media sites.*

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## Applicable to

All employees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of the collective bargaining agreement will prevail.*

## Definitions

Social Media: Primarily internet and mobile-based tools for sharing and discussing information. The term most often refers to activities that integrate technology and social interaction. Examples include but are not limited to:

- a. Weblogs: blogs, vlogs, microblogs
- b. Wikis
- c. Social bookmarking
- d. Social networking
- e. Podcasts
- f. Videos

Social Media Site: A website that leverages social media tools for its visitors. Examples include but are not limited to:

- a. Facebook
- b. Twitter
- c. LinkedIn
- d. YouTube
- e. MySpace
- f. Flickr
- g. Wikipedia

Moderator: A Metro employee authorized to moderate public comments on a Metro social media account.

User: A Metro employee authorized to post or publish to a Metro social media account.

Public Record: As defined by Oregon Revised Statutes (ORS) 192.005(5), a public record is “a document, book, paper, photograph, file, sound recording or machine-readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use.”

## **Guidelines**

1. All Metro social media users and moderators shall comply with this policy and the laws cited herein as well as the Metro Charter, Code and other applicable policies. Applicable policies include but are not limited to the Metro Email/Voicemail Policy, Network Access Policy, Restrictions on Political Campaigning by Public Employees, Discrimination and Harassment Policy, and the Code of Ethics.
2. Metro employees using social media for personal use outside of work are cautioned not to give the false impression that they are speaking on behalf of Metro.
  - a. Employees should avoid using Metro’s logo, venue logos or other Metro branding on personal websites, and should avoid using Metro-generated content in a way that may lead a reader to believe they are viewing Metro’s official website.
  - b. Employees who are known by the public to be Metro employees are encouraged to include a disclaimer on their personal social media accounts stating that the opinions and posts contained there are personal and are not endorsed by Metro.
  - c. The intent of this policy is to avoid misleading the public. Employees are not restricted from speaking as private citizens on matters of public concern.
3. Metro employees using social media shall have no expectation of privacy for any data posted during work time or while using Metro equipment.
4. Metro employees using social media for personal use outside of work may be subject to discipline for posts on personal blogs, profiles, and other social media accounts that are related to Metro and adversely impact the Metro work environment.
  - a. Examples of social media conduct for which an employee may be disciplined include disclosing confidential information or threatening, harassing, or violating the privacy of others at Metro.
  - b. Employees will not be disciplined for concerted union activity or other legally protected speech.

## **Procedures**

### **Using Metro’s Social Media Channels**

1. A department or venue may enter into an agreement with a social media site to create a forum for interacting with the public when there is a proven need to do so and staff capacity to regularly update and moderate the online conversation.
2. To request permission for access to a social media site, employees must fill out the attached Social Media Access Request form and submit it, with supervisor and manager approval, to the Communications Director. If the Communications Director authorizes the Social Media Access Request, social media content management will be formally added to the individual employee's job description.
3. Users must familiarize themselves and comply with all Terms of Use of the social media host site. Each user shall retain a copy of the host's Terms of Use and be alert to any modification to those terms. Departments may establish their own procedures for monitoring changes to host sites' Terms of Use.
4. Whenever possible, all Metro social media accounts will display the Metro logo and tag "Making a great place" for consistency and authenticity. Metro has ownership of the Metro logo, which can only be used by Metro for Metro business. Venues that choose to display their own venue logo instead of the Metro logo shall ensure the registration of their trademark logo with the State of Oregon.
5. Users who are authorized to establish or maintain a Metro social media account shall ensure that all public comment capabilities are disabled unless they are essential to the purpose of the social media account. If public comments are enabled, the following steps must be taken:
  - a. If possible, use a "click to agree" disclaimer that includes the Social Media Terms of Use, Prohibited Content and Disclaimer statement.
  - b. If there is no "click to agree" function available, the Social Media Terms of Use, Prohibited Content and Disclaimer statement should be posted in a conspicuous location on the profile or information page for the social media site.
  - c. If the formatting of the social media site cannot accommodate the full text of the Social Media Terms of Use, Prohibited Content and Disclaimer statement in a prominent location on the account, the user must include a hyperlink to the full disclaimer in a prominent location on the site.
6. Each Metro social media account shall prominently post one of the two following Terms of Use, Prohibited Content and Disclaimer statements:

**Metro - Social Media Terms of Use, Prohibited Content and Disclaimer**

We welcome you and your comments to Metro's [Social Media account type]. The purpose of this site is to [mission / purpose of page]. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and is not a public forum.

Metro reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, sexual or religious group. Further, Metro also reserves the right to delete comments that are: (i) spam or include links to other sites; (ii) off topic; (iii) advocate illegal activity; (iv) promote particular services, products, or political organizations or campaigns; (v) contain personal attacks; (vi) contain confidential or proprietary information; (vii) raise privacy concerns; (viii) identify a minor; or (ix) infringe on copyrights or trademarks.

Metro does not endorse or sponsor any comment made on this site by parties other than Metro. Such comments do not reflect the opinions and position of the Metro regional government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact \_\_\_\_\_ at phone/email\_\_\_\_\_. The comments made on this site may be considered public records and may be maintained and reproduced.

or

#### Metro - Social Media Terms of Use, Prohibited Content and Disclaimer

We strive to provide our guests with a positive experience when visiting our venues and websites. Please post respectfully.

This site is for your comments, questions, and concerns relating to [insert specific mission/purpose of the applicable Visitor Venue's page]. We encourage your input, but please note this is a moderated online discussion site and not a public forum.

[Applicable Visitor Venue] reserves the right to remove submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, sexual or religious group.

[Applicable Visitor Venue] also reserves the right to delete comments that are: (i) spam or include links to other sites; (ii) off topic; (iii) advocate illegal activity; (iv) promote particular services, products, or political organizations or campaigns; (v) contain personal attacks; (vi) contain confidential or proprietary information; (vii) raise privacy concerns; (viii) identify a minor; or (ix) infringe on copyrights or trademarks.

The comments expressed on this site do not reflect the opinions and position of the [applicable Visitor Venue] or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact \_\_\_\_\_ at phone/email\_\_\_\_\_. The comments made on this site may be considered public records and may be maintained and reproduced by [insert Visitor Venue].

7. If outside links are permitted, the Metro social media account shall prominently post the following “Links Disclaimer”:

Metro – Outside Links Disclaimer

Links to external Internet sites do not constitute Metro’s endorsement of the content of those sites, policies, or statements contained therein. Web links are often updated or deleted, and the user is cautioned to conduct his/her own research before following a link contained herein or elsewhere.

8. Metro’s social media channels are designed to be moderated discussion sites rather than public forums. A moderator shall delete, in their entirety, any comments that violate the Social Media Terms of Use and Prohibited Content statement. A copy of all deleted comments shall be retained for Metro’s records, including the date, time, and identity of the poster, when available, and a brief description of why the comment violates the Metro comment policy.
9. Moderators shall not discriminate against public speech based on content or viewpoint except as provided in the Social Media Terms of Use and Prohibited Content statement.
10. Users shall establish social media accounts using a Metro or venue email address. Using a Metro or venue email address will ensure that:
- a. Personal and professional communications are separated;
  - b. Metro is able to back up public conversations because of Metro’s ownership and control of the email address;
  - c. Metro has access to the social media account when the employee is out on vacation or otherwise away from the office; and
  - d. Metro and the public can determine that the social media account is legitimately Metro’s (and not a rogue site generated from a private email address).
11. All users shall be trained on appropriate and effective use of social media in order to meet Metro’s goals. Only those employees who are both authorized and trained shall engage in social media activities on Metro’s behalf.
12. Users shall not make any posts on Metro’s social media sites that include the following:
- a. Confidential information;
  - b. Nonpublic or otherwise sensitive information;
  - c. Defamatory, libelous, offensive or demeaning material;

- d. Inaccurate or misleading information;
  - e. Information that would invade the privacy of others;
  - f. Information or opinions related to legal matters, litigation or parties involved in legal or litigation matters;
  - g. Statements promoting or opposing election petitions, candidates, political committees or ballot measures in violation of restrictions on political campaigning by public employees;
  - h. Personal matters regarding yourself or others;
  - i. Illegal or banned substances and narcotics;
  - j. Pornography or other offensive or illegal materials; or
  - k. Uncivil, tactless, incendiary or combative statements.
13. Each user is responsible for publishing accurate and clear information to social media accounts and quickly making corrections or clarifications as needed. Users must clearly indicate corrections and clarifications and include the time and reason for the correction or clarification.

#### **Records Retention Requirements**

1. Users and moderators must maintain and preserve records in compliance with Oregon public records law, ORS 192.001 *et seq.* Metro is required to maintain records for the period provided in the retention schedule for that type of record.
  - a. In some instances, individual departments have their own records retention schedules for their records. These must be approved by the State where they differ from what is found in the state statute. Users and moderators must be familiar with their department's record retention schedules and preserve records in accordance with those schedules.
  - b. The public records law applies whether the site is hosted by Metro or a third party.
2. **Managing Social Media Content that is Officially Maintained Elsewhere.** Under the ORS definition, a public record does *not* include: "Extra copies of a document, preserved only for convenience of reference" (ORS 192.005(5)(d)). Users can greatly simplify their retention responsibilities by using Social Media applications exclusively to provide the public with links or references to content that is officially maintained elsewhere. Using this approach, the links or references posted on Social Media sites would be considered convenience copies that need to be retained only "as needed" or "until superseded."



3. **Managing “Original” Social Media Content.** It is possible that users will publish original content via social media, and that content requires retention. Public comments to Metro social media sites may also constitute a public record. Almost all of this “original” content will fall into one of the categories below.
- a. **Speeches/Statements/News Releases/Program Activity Records:** For retention purposes, a Metro blog posting (for example) is the equivalent of a public speech. An on-the-spot written or photographed account of a Metro event, or summary of Metro activities, pushed out via any social media should be considered a “report.” If any of these statements or reports contains policy or historically significant content, they must be retained permanently. Otherwise, they have a two-year retention from the time they are “published.”
  - b. **Correspondence:** Incoming messages from the public that arrive via a Metro social media site should be treated as correspondence. For correspondence that originates on a Metro social media site and that merits a response to an individual (as opposed to a public posting), the user would be advised to take that correspondence “offline” and, if possible, communicate directly with the individual and maintain that correspondence using established procedures for correspondence management. Much of the correspondence between elected officials and the public is considered “policy and historical” and warrants permanent retention.
  - c. **Content Associated with a Specific Function or Activity:** If a user establishes a social media site as a public entry point to solicit specific information (e.g. conducting a poll) or launch a process (e.g. placing an order), the information received should then be retained along with other records associated with that function or activity using the appropriate retention schedule.
4. **Preserving Social Media Content – Technology.** Metro does not currently endorse a single, preferred method of capturing and preserving social Media content. Before activating a social media account, users should consult with Information Services and the Metro Records Officer to create a plan for managing any content that constitutes an official Metro record.

## **Responsibilities**

### Employees:

- Become familiar with this policy and comply with its terms.
- Refrain from representing comments on a non-Metro site as Metro-endorsed or as acting in the capacity of a Metro representative.

### Supervisors and Managers:

- Oversee employee compliance with this policy.

- Provide preliminary approval of Social Media Access Requests before they are submitted to the Communications Department.

Communications Department:

- Approve or deny Social Media Access Requests.
- In consultation with the Office of Metro Attorney, provide guidance to social media users and moderators as needed.

**References**

Record Retention Policy: Executive Order No. 91  
Oregon public records laws, ORS 192.001 *et seq.*  
Oregon restrictions on political campaigning by public employees, ORS 260.432.

**Attachments**

Social Media Access Request Form and Policy Compliance Agreement

# Attachment

## Social Media Access Request Form and Policy Compliance Agreement

### Employee Information:

Full Name:

System Login:

Employee Number:

Department:

Title:

Supervisor Name:

Phone Extension:

**Employee Acknowledgement:** I understand and will follow the rules for conduct established in Metro's Network Access Policy, Social Media Policy and all other relevant Metro policies. Failure to abide by these policies will subject me to discipline in accordance with Metro personnel policies and any applicable Collective Bargaining Agreement. (Access these policies on the Intramet Human Resources Page.)

Employee name:

Signature:

Date:

### Communications Director Approval

This request was approved by the Communications Director.

### Director and Supervisor or Designee Endorsement

I am hereby requesting that the employee named above be given access to the requested social media site on the below business justifications.

Director:

Signature:

Date:

Supervisor:

Signature:

Date:

### Business Justifications and Work Plan for Social Media Use

- a) What type of social media and specific platform do you plan to use?
- b) What is the business need and justification for this media site?
- c) What is the purpose of this communication?
- d) Who is the targeted audience?
- e) Will this be a one-time use or ongoing?
- f) What is the fiscal impact of adding this media site?
- g) Are public comments to be allowed or authentically facilitated?

1. If public comments are allowed or authentically facilitated, the website must include, in a prominent location, the Metro Comment Policy and disclaimer of limited public forum. All Metro employees with posting authority must read and consistently comply with the Comment Policy and limited public forum disclaimer.

- h) What email address will be used for establishing the account/site?

\_\_\_\_\_@oregonmetro.gov

- i) Name of the employee(s) that plans to:
  - 1. Author content:
  - 2. Proofread content:
  - 3. Post content:
  - 4. Respond to comments in a timely manner, if necessary:
  - 5. Moderate comments for compliance with Comment Policy:
  - 6. Maintain record retention to comply with retention schedule:
- j) What Metro “voice” is desired? Will a user of this social media channel be speaking as an individual, as a department or facility, or on behalf of Metro as a whole?
- k) Will posts include unique information or will they direct users to find information on the Metro or Venue website?
- l) What is the anticipated number of hours per week required for this project?
- m) Do you commit to using the latest browser and installing all security patches to maintain network integrity?
- n) Have the individuals named on this form been trained on the appropriate and effective use of social media to meet Metro’s goals?
  - 1. Who gave the training? [Communications/OMA/Other:\_\_\_\_\_]
  - 2. Date and location of training: \_\_\_\_\_

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# **MERC Commission Meeting**

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April 4, 2012  
12:30 pm

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11.0 - Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 12-06**

For the purpose of approving the initial appointment of \_\_\_\_\_ as Executive Director of the Oregon Convention Center (OCC).

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

**WHEREAS**, the Commission finds that \_\_\_\_\_ is qualified for the position of the Executive Director of the Oregon Convention Center.

**BE IT THEREFORE RESOLVED**, that the Commission approves the initial appointment of \_\_\_\_\_ as the Oregon Convention Center Executive Director

Passed by the Commission on April 4, 2012.

\_\_\_\_\_  
Chair

Approved As to Form:  
Alison Kean Campbell, Metro Attorney

By: \_\_\_\_\_  
Nathan A. Schwartz Sykes  
Senior Attorney

\_\_\_\_\_  
Secretary/Treasurer