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# **MERC Commission Meeting**

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April 6, 2011  
12:30 pm

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Oregon Convention Center  
777 NE Martin Luther King Jr.  
Room A 107-08

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

www.oregonmetro.gov

# Metro | *Exposition Recreation Commission*

## **REVISED Agenda**

Meeting: Metro Exposition Recreation Commission Regular Meeting  
Date: Wednesday, April 6, 2011  
Time: 12:30 – 2:30 p.m.  
Place: Oregon Convention Center, Room A 107-08

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### CALL TO ORDER

- |       |     |  |                         |
|-------|-----|--|-------------------------|
| 12:30 | 1.  | <b>QUORUM CONFIRMED</b>  |                         |
| 12:35 | 2.  | <b>COMMISSIONER / EX OFFICIO COMMUNICATIONS</b>  |                         |
| 1:05  | 3.  | <b>METRO COUNCIL PRESIDENT COMMUNICATIONS</b>  | Tom Hughes              |
| 1:25  | 4.  | <b>GENERAL MANAGER COMMUNICATIONS</b>  | Teri Dresler            |
|       | 4.1 | February 2011 Financial Report   |                         |
| 1:35  | 5.  | <b>MERC VENUES' BUSINESS REPORTS</b>   | Blosser/Williams/Bailey |
| 1:45  | 6.  | <b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>  |                         |
| 1:50  | 7.  | <b>CONSENT AGENDA</b>  |                         |
|       | 7.1 | March 2, 2011 MERC Commission Record of Actions  |                         |
|       | 7.2 | March 15, 2011 MERC Commission Record of Actions   |                         |
| 1:55  | 8.  | <b>ACTION AGENDA</b>   |                         |
|       | 8.1 | <b>Resolution 11-07</b> for the purpose of approving a new capital project at the Oregon Convention Center and the increase of the cost for the Keller Auditorium Boiler Replacement Project for the Portland Center for the Performing Arts, amending MERC's 5-Year Capital Plan, and recommending that the Metro Council amend the FY 2010-11 through FY 2014-15 Capital Improvement Plan. | Cynthia Hill            |
|       | 8.2 | <b>Resolution 11-08</b> for the purpose of selecting DeTemple Company, Inc. as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the Performing Arts, Keller Auditorium "Boiler Replacement Project", and authorizing the General Manager to execute a contract with DeTemple Company, Inc.                                | Robyn Williams          |
|       | 8.3 | <b>Resolution 11-09</b> for the purpose of selecting Payne Construction Inc. as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the Performing Arts "Keller Auditorium Concessions Areas Upgrade General Contracting Services" and authorizing the General Manager to execute a contract with Payne Construction.        | Robyn Williams          |
|       | 8.4 | <b>Resolution 11-10</b> for the purpose of selecting Bargreen Ellingson as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the Performing Arts "Keller Auditorium Concessions Areas Upgrade Millwork" and authorizing the General Manager to execute a contract with Bargreen Ellingson.                                 | Robyn Williams          |

**ADJOURN**

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# **MERC Commission Meeting**

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April 6, 2011  
12:30 pm

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4. - General Manager  
Communications

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March 24, 2011

Committee Members  
2010-2012

Dear officers of the Metropolitan Exposition Recreation Commission,

On February 2, 2011, the Oregon Convention Center (OCC) Advisory Committee met and among the topics discussed was the need for a convention center headquarter hotel to ensure OCC's long-term financial health and viability. A unanimous decision was made to express our support for the project and request your consideration of the following:

Katja Asaro  
Patti Beyer  
Lisa Donaldson  
Steve Faulstick  
Sandra Fisher  
Ray Leary  
Brian McCartin  
Allan Niemi  
Greg Remensperger  
Wanda Rosenbarger  
Carolyn Wence  
Rick Williams  
Bill Zepp  
Justin Zeulner

1. The Oregon Convention Center was designed as a tool to draw business and leisure travelers to Portland and the surrounding areas and, each year, does so, thereby generating millions in economic impact and supporting thousands of jobs.
2. The Oregon Convention Center will not reach its full potential in generating economic impact benefits to the region without the proper infrastructure in place, specifically, nearby blocks of available hotel rooms to support citywide convention business.
3. The Oregon Convention Center is increasingly losing market share to its competitors and will continue to experience significant swings in revenue from year-to-year, as witnessed by solid booked business in 2010 followed by significant drops in 2012, 2013, and 2015.
4. The Oregon Convention Center's financial well being is dependent upon successfully booking annual convention business which supports the necessary sales, marketing and operations functions, as well as facility renewal and replacement projects that sustain its first-class condition.
5. Nearly all major cities in the convention center's competitive set (cities along the west coast) include convention quality headquarter hotel properties attached or adjacent to their convention centers. Portland and the OCC are at a distinct disadvantage and the lack of a convention quality headquarter hotel and necessary room blocks continue to be a primary reason business is lost to other cities.
6. Also critical to convention center's long-term success is development of vacant and unused blocks in the Lloyd District and around the convention center that supports tourism and enhances livability for both visitors and residents.

Given these reasons, the OCC Advisory Committee respectfully recommends that the MERC Commission pursue in earnest the development of a headquarter hotel property for the Oregon Convention Center and support development opportunities in the Lloyd District that further the OCC's mission and provide needed services for convention attendees. The data continues to prove that in absence of doing so the public investments in this facility will generate fewer returns over time. Please be assured that we are committed to providing help and support to the MERC Commission in the pursuit of these initiatives.

Thank you for your attention. We look forward to your response.

Sincerely,

The Oregon Convention Center Advisory Board Committee:

Katja Asaro, Henry V Events-Managing Director, Sales  
Patti Beyer, DWA Trade Show & Exposition Services-VP/Sales Manager  
Lisa Donaldson, Ashforth Pacific, Inc.-Property Manager  
Steve Faulstick, Doubletree Hotel  
Sandra Fisher, CAE, Update Management, Inc., Vice President  
Ray Leary, MERC Commissioner  
Brian McCartin, Travel Portland – Executive Vice President of Convention & Tourism Sales  
Allan Niemi, Oregon Association of Nurseries  
Greg Remensperger, Metro Portland New Car Dealers Association & Oregon Auto Dealers Association-Executive Vice President  
Wanda Rosenbarger, Glimcher Properties/Lloyd Center  
Carolyn Wence, Plans & Action-President  
Rick Williams, Lloyd District TMA-Executive Director  
Justin Zeulner, Rose Quarter/Portland Trail Blazers-Director of Sustainability and Planning  
Bill Zepp, Oregon Dental Association-Executive Director

CC: Teri Dresler, Metro Visitor Venues-General Manager

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# **MERC Commission Meeting**

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April 6, 2011  
12:30 pm

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4.1 - February 2011  
Financial Reports

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# FEBRUARY 2011

## FINANCIAL INFORMATION

*For Management Purposes only*



**PORTLAND CENTER FOR  
THE PERFORMING ARTS**

 A SERVICE OF METRO

**expo**

 A SERVICE OF METRO



**OREGON CONVENTION CENTER**

 A SERVICE OF METRO

**THE merc**

**METROPOLITAN EXPOSITION  
RECREATION COMMISSION**

 A SERVICE OF METRO

Date: 03/24/11

To:

Commissioner Elisa Dozono, Chair  
Commissioner Ray Leary, Vice Chair  
Commissioner Judie Hammerstad, Secretary/Treasurer  
Commissioner Chris Erickson  
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 2011

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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. It is intended to be used as a management tool for directors, the General Manager, Metro COO, and the MERC Commission. This report omits substantially all disclosures required by generally accepted accounting principles.

Overall the Venues continue to trend better than prior year and budget due to the strong 1<sup>st</sup> quarter. Expenditures are tied to event activity and the Facility Directors continue to monitor these closely.

Recent lodging industry occupancy and room rate data show significant growth in FY 2010-11. Year to date room revenues are 8.4% up over same time last year. A 6% increase would be slightly better than budget.

The attached sheets provide the financial highlights at each Venue and a prior year and budgetary overview.



# FINANCIAL HIGHLIGHTS

## REVENUE

### OPERATING

- **MERC** overall revenue is better than prior year by 8% or \$1.4 million and less than budget by 1% or \$190 thousand. Food and Beverage (F&B) is better than budget by 4% or \$460 thousand and better than prior year by 4% or \$285 thousand.
- **Expo** overall revenue is less than prior year by 4% or \$153 thousand. The largest event of the period was the Pacific Northwest Sportsmen's Show & Sport Fishing Boat Show generating approximately \$539 thousand, of which F&B generated approximately \$283 thousand. Prior year indicators suggest Expo's stronger months are January through April.
- **OCC** is better than prior year by 11% or \$1.2 million and better than budget by 4% or \$593 thousand. The strong first quarter continues to support the positive event revenue results. The highest accrued revenue generating event was Emergency Nurses Association Leadership Conference for approximately \$276 thousand, of which F&B generated approximately \$138 thousand. F&B revenue is better than prior year by 8% or \$462 thousand and better than budget by 6% or \$476 thousand.
- **PCPA** is better than prior year by 9% or \$423 thousand this is due to a strong 1<sup>st</sup> quarter increase in event revenue by approximately \$798 thousand. F&B is better than budget by 13% or \$192 thousand. The highest event revenue generator for the period was Turnandot for approximately \$101 thousand.

### **NON – OPERATING**

- Transient Lodging Tax (TLT) is better than prior year to date by 35.123% which equals \$1.4 million.

## EXPENDITURES

### OPERATING

- **MERC** overall expenditures are less than prior year by 1% or \$165 thousand and less than budget by 4% or \$1.4 million.
- **Expo** overall expenditures are higher than prior year by 4% or \$87 thousand and less than budget by 8% or \$360 thousand. F&B expenditures are higher than prior year by 10 % or \$87 thousand and less than budget by 2% or \$35 thousand.
- **OCC** is greater than prior year by 1% or \$197 thousand and slightly less than budget by 1% or \$242 thousand. F&B is higher than prior year by 1% which is approximately \$39 thousand.
- **PCPA** is less than prior year by 6% or \$378 thousand and budget by 6% or \$537 thousand. F&B is less than prior year by 8% or \$85 thousand.

### NON – OPERATING

- Expo has paid 77% or \$913 thousand of the budgeted Debt Service of \$1.189 million.
- MERC has paid Metro Support Service & Risk Management \$1.7 million of the budgeted amount of \$2.5 million or 70%.

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

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	February-11	February-11	February-10		February-11	66%
<b>Operating</b>						
Revenue	1,704,008	11,603,700	10,463,015	111%	18,481,869	63%
Revenue - Food and Beverage	1,129,297	8,293,145	8,007,845	104%	11,813,716	70%
<b>Total Operating Revenue</b>	<b>2,833,305</b>	<b>19,896,846</b>	<b>18,470,860</b>	<b>108%</b>	<b>30,295,585</b>	<b>66%</b>
Costs - Food and Beverage	869,014	6,865,475	6,824,770	101%	9,422,641	73%
Personal Services	1,329,705	11,494,700	11,160,428	103%	17,989,676	64%
Goods & Services	511,490	4,089,493	4,604,141	89%	8,218,095	50%
Marketing	218,280	1,746,240	1,771,241	99%	3,037,090	57%
<b>Total Operating Expenses</b>	<b>2,928,489</b>	<b>24,195,907</b>	<b>24,360,580</b>	<b>99%</b>	<b>38,667,502</b>	<b>63%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(95,184)</b>	<b>(4,299,062)</b>	<b>(5,889,721)</b>	<b>73%</b>	<b>(8,371,917)</b>	<b>51%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	1,426,210	5,499,471	4,070,008	135%	10,558,553	52%
Government Support City of Portland	-	-	-	-	756,907	0%
Non-Operating Revenue	10,362	114,224	137,148	83%	294,773	39%
Non-Operating Expense	-	-	2,503	0%	2,500	0%
	<b>1,436,572</b>	<b>5,613,695</b>	<b>4,204,653</b>	<b>134%</b>	<b>11,607,733</b>	<b>48%</b>
<b>Support and Risk Management</b>						
MERC Administration	0	0	-	-	-	-
Metro Support Services	166,099	1,328,792	1,351,768	98%	1,993,186	67%
Metro Risk Management	-	416,097	407,145	102%	499,311	83%
	<b>166,099</b>	<b>1,744,889</b>	<b>1,758,913</b>	<b>99%</b>	<b>2,492,497</b>	<b>70%</b>
<b>Net Increase (Decrease)</b>	<b>1,175,289</b>	<b>(430,255)</b>	<b>(3,443,980)</b>	<b>12%</b>	<b>743,319</b>	<b>-58%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	-	913,316	1,039,936	88%	1,189,132	77%
<b>Net Transfers</b>	<b>-</b>	<b>913,316</b>	<b>1,039,936</b>	<b>88%</b>	<b>1,189,132</b>	<b>77%</b>
<b>Net Operations</b>	<b>1,175,289</b>	<b>(1,343,571)</b>	<b>(4,483,917)</b>	<b>100%</b>	<b>(445,813)</b>	<b>301%</b>
	-	(0)	-		-	
<b>Capital</b>						
Capital Outlay	540,323	2,081,289	921,775	226%	5,199,105	40%
Goods & Services	-	-	-	-	-	-
Non-Operating Revenue	176,297	207,817	2,218,425	9%	1,094,592	19%
Transfers from	-	-	-	-	475,000	0%
<b>Net Capital</b>	<b>(364,026)</b>	<b>(1,873,471)</b>	<b>1,296,650</b>	<b>-144%</b>	<b>(3,629,513)</b>	<b>52%</b>
<b>Fund Balance Inc (Dec)</b>	<b>811,263</b>	<b>(3,217,042)</b>	<b>(3,187,266)</b>	<b>101%</b>	<b>(4,075,326)</b>	<b>79%</b>
	-	(0)	0		-	
<b>Food and Beverage Gross Margin</b>	<b>1,998,311</b>	<b>15,158,620</b>	<b>14,832,615</b>		<b>21,236,357</b>	<b>71%</b>
<b>Food and Beverage Gross Margin</b>	<b>23.0%</b>	<b>17.2%</b>	<b>14.8%</b>		<b>20.2%</b>	
<b>Full Time Employees</b>			-		<b>190.0</b>	
<b>Excise Tax</b>	<b>(180,565)</b>	<b>(922,965)</b>	<b>(908,804)</b>			
<b>Taxes as percent of revenue</b>	<b>33%</b>	<b>22%</b>	<b>18%</b>		<b>26%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		27,089,539	26,619,236		27,089,539	
Fund Balance Inc (Dec)		(3,217,042)	(3,187,266)		(4,075,326)	
<b>Ending Fund Balance</b>		<b>23,872,497</b>	<b>23,431,970</b>		<b>23,014,213</b>	
Unrestricted Fund Balance					304,624	
Contingency					2,183,463	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					12,543,636	
New Capital/Business Strategy Reserve					5,100,858	
Designated for PERS Reserve - Current					360,277	
Designated for PERS Reserve - Prior					1,631,545	
Restricted by Agreement - TLT					269,310	
<b>Ending Fund Balance</b>					<b>23,014,213</b>	

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

	Current Month Actual February-11	Current Year to Date Actual February-11	Prior Year to Date Actual February-10	% of Prior Year	2010-11 Adopted Budget February-11	% of Annual Budget 66%
<b>Operating</b>						
Revenue	573,764	2,463,497	2,559,227	96%	3,766,945	65%
Revenue - Food and Beverage	405,204	1,075,144	1,132,839	95%	1,934,927	56%
<b>Total Operating Revenue</b>	<b>978,968</b>	<b>3,538,641</b>	<b>3,692,065</b>	<b>96%</b>	<b>5,701,872</b>	<b>62%</b>
Costs - Food and Beverage	270,642	942,254	855,392	110%	1,473,430	64%
Personal Services	124,917	929,350	936,222	99%	1,501,164	62%
Goods & Services	125,015	689,555	682,567	101%	1,430,635	48%
<b>Total Operating Expenses</b>	<b>520,574</b>	<b>2,561,159</b>	<b>2,474,182</b>	<b>104%</b>	<b>4,405,229</b>	<b>58%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>458,394</b>	<b>977,482</b>	<b>1,217,883</b>	<b>80%</b>	<b>1,296,643</b>	<b>75%</b>
<b>Non Operating</b>						
Non-Operating Revenue	2,051	13,939	15,623	89%	53,932	26%
Non-Operating Expense	-	-	-	-	-	-
	<b>2,051</b>	<b>13,939</b>	<b>15,623</b>	<b>89%</b>	<b>53,932</b>	<b>26%</b>
<b>Support and Risk Management</b>						
MERC Administration	20,315	162,517	203,138	80%	243,775	67%
Metro Support Services	14,949	119,592	135,176	88%	179,387	67%
Metro Risk Management	-	62,533	58,954	106%	75,038	83%
	<b>35,264</b>	<b>344,642</b>	<b>397,268</b>	<b>87%</b>	<b>498,200</b>	<b>69%</b>
<b>Net Increase (Decrease)</b>	<b>425,181</b>	<b>646,780</b>	<b>836,238</b>	<b>77%</b>	<b>852,375</b>	<b>76%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	-	913,316	900,316	101%	1,189,132	77%
<b>Net Transfers</b>	<b>-</b>	<b>913,316</b>	<b>900,316</b>	<b>101%</b>	<b>1,189,132</b>	<b>77%</b>
<b>Net Operations</b>	<b>425,181</b>	<b>(266,536)</b>	<b>(64,078)</b>	<b>416%</b>	<b>(336,757)</b>	<b>79%</b>
<b>Capital</b>						
Capital Outlay Expense	19,995	320,496	61,804	519%	492,000	65%
Non-Operating Revenue	-	-	325,000	0%	-	-
<b>Net Capital</b>	<b>(19,995)</b>	<b>(320,496)</b>	<b>263,196</b>	<b>-122%</b>	<b>(492,000)</b>	<b>65%</b>
<b>Fund Balance Inc (Dec)</b>	<b>405,186</b>	<b>(587,033)</b>	<b>199,118</b>	<b>-295%</b>	<b>(828,757)</b>	<b>71%</b>
<b>Food and Beverage Gross Margin</b>	<b>675,845</b>	<b>2,017,398</b>	<b>1,988,231</b>		<b>3,408,357</b>	<b>59%</b>
<b>Food and Beverage Gross Margin %</b>	<b>33.2%</b>	<b>12.4%</b>	<b>24.5%</b>		<b>23.9%</b>	
<b>Full Time Employees</b>					<b>13.3</b>	
<b>Excise Tax</b>	<b>(80,927)</b>	<b>(214,740)</b>	<b>(240,280)</b>		<b>-</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		5,644,984	5,745,316		5,644,984	
Fund Balance Inc (Dec)		(587,033)	199,118		(828,757)	
<b>Ending Fund Balance</b>		<b>5,057,951</b>	<b>5,944,434</b>		<b>4,816,227</b>	
Unrestricted Fund Balance					304,624	
Contingency					270,000	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					925,000	
New Capital/Business Strategy Reserve					2,952,328	
Designated for PERS Reserve - Current					30,056	
Designated for PERS Reserve - Prior					148,219	
<b>Ending Fund Balance</b>					<b>4,816,227</b>	

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

	Current Month Actual	Excluding HQH Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	February-11	February-11	February-10		February-11	66%
<b>Operating</b>						
Revenue	710,252	5,354,987	4,653,313	115%	7,900,301	68%
Revenue - Food and Beverage	595,298	6,053,304	5,591,099	108%	8,412,150	72%
<b>Total Operating Revenue</b>	<b>1,305,550</b>	<b>11,408,291</b>	<b>10,244,412</b>	<b>111%</b>	<b>16,312,451</b>	<b>70%</b>
Costs - Food and Beverage	492,417	4,915,517	4,876,482	101%	6,679,602	74%
Personal Services	636,801	5,827,469	5,638,459	103%	8,923,956	65%
Goods & Services	259,127	2,105,087	2,111,248	100%	3,736,343	56%
Marketing POVA	218,280	1,746,240	1,771,241	99%	3,037,090	57%
<b>Total Operating Expenses</b>	<b>1,606,625</b>	<b>14,594,314</b>	<b>14,397,430</b>	<b>101%</b>	<b>22,376,991</b>	<b>65%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(301,075)</b>	<b>(3,186,023)</b>	<b>(4,153,018)</b>	<b>77%</b>	<b>(6,064,540)</b>	<b>53%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	1,274,153	4,913,141	3,480,665	141%	8,700,202	56%
Non-Operating Revenue	4,240	28,556	57,360	50%	99,351	29%
Non-Operating Expense	-	-	3	0%	-	-
	<b>1,278,394</b>	<b>4,941,697</b>	<b>3,538,022</b>	<b>140%</b>	<b>8,799,553</b>	<b>56%</b>
<b>Support and Risk Management</b>						
MERC Administration	126,402	1,011,215	1,096,947	92%	1,516,822	67%
Metro Support Services	93,015	744,120	729,952	102%	1,116,184	67%
Metro Risk Management	-	236,352	229,195	103%	283,621	83%
	<b>219,417</b>	<b>1,991,687</b>	<b>2,056,094</b>	<b>97%</b>	<b>2,916,627</b>	<b>68%</b>
<b>Net Increase (Decrease)</b>	<b>757,902</b>	<b>(236,012)</b>	<b>(2,671,091)</b>	<b>9%</b>	<b>(181,614)</b>	<b>130%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	-	-	139,620	0%	-	-
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>139,620</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>757,902</b>	<b>(236,012)</b>	<b>(2,810,711)</b>	<b>-92%</b>	<b>(181,614)</b>	<b>130%</b>
<b>Capital</b>						
Capital Outlay Expense	288,483	1,345,442	523,377	257%	3,638,105	37%
Non-Operating Revenue	-	207,817	1,351,500	15%	626,291	33%
Transfers from	-	-	-	-	475,000	0%
<b>Net Capital</b>	<b>(112,186)</b>	<b>(1,137,625)</b>	<b>828,123</b>	<b>-137%</b>	<b>(2,536,814)</b>	<b>45%</b>
<b>Fund Balance Inc (Dec)</b>	<b>645,716</b>	<b>(1,373,637)</b>	<b>(1,982,589)</b>	<b>69%</b>	<b>(2,718,428)</b>	<b>51%</b>
<b>Food and Beverage Gross Margin</b>	<b>1,087,715</b>	<b>10,968,821</b>	<b>10,467,581</b>		<b>15,091,752</b>	<b>73%</b>
<b>Food and Beverage Gross Margin %</b>	<b>17.3%</b>	<b>18.8%</b>	<b>12.8%</b>		<b>20.6%</b>	
<b>Full Time Employees</b>					<b>110.3</b>	
<b>Excise Tax</b>	<b>(99,622)</b>	<b>(708,163)</b>	<b>(667,898)</b>		<b>-</b>	
<b>Taxes as percent of revenue</b>	<b>49%</b>	<b>30%</b>	<b>25%</b>		<b>35%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		11,426,052	10,870,137		11,426,052	
Fund Balance Inc (Dec)		(1,373,637)	(1,982,589)		(2,718,428)	
Fund Balance Inc (Dec) for HQH		-	(4,750)		-	
<b>Ending Fund Balance</b>		<b>10,052,415</b>	<b>8,882,798</b>		<b>8,707,624</b>	
Unrestricted Fund Balance					-	
Contingency					1,316,623	Ar
Stabilization Reserve					260,000	
Designated for Renewal & Replacement					5,325,779	
New Capital/Business Strategy Reserve					518,032	
Designated for PERS Reserve - Current					182,678	
Designated for PERS Reserve - Prior					835,202	
Restricted by Agreement - TLT					269,310	
<b>Ending Fund Balance</b>					<b>8,707,624</b>	

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

	Current Month Actual February-11	Current Year to Date Actual February-11	Prior Year to Date Actual February-10	% of Prior Year	2010-11 Adopted Budget February-11	% of Annual Budget 66%
<b>Operating</b>						
Revenue	419,778	3,778,861	3,237,031	117%	6,781,123	56%
Revenue - Food and Beverage	128,795	1,164,698	1,283,908	91%	1,466,639	79%
<b>Total Operating Revenue</b>	<b>548,572</b>	<b>4,943,559</b>	<b>4,520,939</b>	<b>109%</b>	<b>8,247,762</b>	<b>60%</b>
Costs - Food and Beverage	105,956	1,007,703	1,092,895	92%	1,269,609	79%
Personal Services	417,356	3,476,941	3,339,594	104%	5,606,405	62%
Goods & Services	106,586	1,091,911	1,522,339	72%	2,345,518	47%
<b>Total Operating Expenses</b>	<b>629,897</b>	<b>5,576,555</b>	<b>5,954,828</b>	<b>94%</b>	<b>9,221,532</b>	<b>60%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(81,325)</b>	<b>(632,997)</b>	<b>(1,433,889)</b>	<b>44%</b>	<b>(973,770)</b>	<b>65%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	152,056	586,330	589,343	99%	1,858,351	32%
Government Support City of Portland	-	-	-	-	756,907	0%
Non-Operating Revenue	3,708	66,677	45,962	145%	117,851	57%
Non-Operating Expense	-	-	2,500	0%	2,500	0%
	<b>155,765</b>	<b>653,008</b>	<b>632,805</b>	<b>103%</b>	<b>2,730,609</b>	<b>24%</b>
<b>Support and Risk Management</b>						
MERC Administration	79,001	632,009	731,298	86%	948,014	67%
Metro Support Services	58,135	465,080	486,640	96%	697,615	67%
Metro Risk Management	-	117,212	118,996	99%	140,652	83%
	<b>137,136</b>	<b>1,214,301</b>	<b>1,336,934</b>	<b>91%</b>	<b>1,786,281</b>	<b>68%</b>
<b>Net Increase (Decrease)</b>	<b>(62,696)</b>	<b>(1,194,290)</b>	<b>(2,138,018)</b>	<b>56%</b>	<b>(29,442)</b>	<b>4056%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>(62,696)</b>	<b>(1,194,290)</b>	<b>(2,138,018)</b>	<b>56%</b>	<b>(29,442)</b>	<b>4056%</b>
<b>Capital</b>						
Revenue	-	-	-	-	-	-
Capital Outlay Expense	231,845	415,350	235,925	176%	967,000	43%
Construction Management Expense	-	-	-	-	-	-
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	-	541,925	0%	468,301	0%
Non-Operating Expense	-	-	-	-	-	-
Intrafund Transfers	-	-	-	-	-	-
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	-	-
<b>Net Capital</b>	<b>(231,845)</b>	<b>(415,350)</b>	<b>306,000</b>	<b>-136%</b>	<b>(498,699)</b>	<b>83%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(294,541)</b>	<b>(1,609,640)</b>	<b>(1,832,018)</b>	<b>88%</b>	<b>(528,141)</b>	<b>305%</b>
<b>Food and Beverage Gross Margin</b>	<b>234,750</b>	<b>2,172,401</b>	<b>2,376,803</b>		<b>2,736,248</b>	<b>79%</b>
<b>Food and Beverage Gross Margin %</b>	<b>17.7%</b>	<b>13.5%</b>	<b>14.9%</b>		<b>13.4%</b>	
<b>Full Time Employees</b>					<b>46.4</b>	
<b>Taxes as percent of revenue</b>	<b>22%</b>	<b>11%</b>	<b>12%</b>		<b>18%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		9,016,013	9,045,395		9,016,013	
Fund Balance Inc (Dec)		(1,609,640)	(1,832,018)		(528,141)	
<b>Ending Fund Balance</b>		<b>7,406,373</b>	<b>7,213,377</b>		<b>8,487,872</b>	
Unrestricted Fund Balance					-	
Contingency					471,840	
Stabilization Reserve					174,500	
Designated for Renewal & Replacement					5,595,000	
New Capital/Business Strategy Reserve					1,630,498	
Designated for PERS Reserve - Current					105,401	
Designated for PERS Reserve - Prior					510,633	
<b>Ending Fund Balance</b>					<b>8,487,872</b>	

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

	Current Month Actual February-11	Current Year to Date Actual February-11	Prior Year to Date Actual February-10	% of Prior Year	2010-11 Adopted Budget February-11	% of Annual Budget 66%
<b>Operating</b>						
Revenue	214	6,355	13,444	47%	33,500	19%
Personal Services	150,631	1,260,939	1,246,153	101%	1,958,151	64%
Goods & Services	20,762	202,940	283,238	72%	705,599	29%
<b>Net Operating Results Inc (Dec)</b>	<b>(171,179)</b>	<b>(1,457,524)</b>	<b>(1,515,946)</b>	<b>96%</b>	<b>(2,630,250)</b>	<b>55%</b>
<b>Non Operating</b>						
Non-Operating Revenue	363	5,051	18,203	28%	23,639	21%
Non-Operating Expense	-	-	-	-	-	-
	<b>363</b>	<b>5,051</b>	<b>18,203</b>	<b>28%</b>	<b>23,639</b>	<b>21%</b>
<b>Support and Risk Management</b>						
MERC Administration	225,718	1,805,741	2,031,383	89%	2,708,611	67%
	<b>225,718</b>	<b>1,805,741</b>	<b>2,031,383</b>	<b>89%</b>	<b>2,708,611</b>	<b>67%</b>
<b>Net Increase (Decrease)</b>	<b>54,902</b>	<b>353,268</b>	<b>533,640</b>	<b>66%</b>	<b>102,000</b>	<b>346%</b>
<b>Transfers</b>						
Net Transfers	-	-	-	-	-	-
<b>Net Operations</b>	<b>54,902</b>	<b>353,268</b>	<b>533,640</b>	<b>66%</b>	<b>102,000</b>	<b>346%</b>
<b>Capital</b>						
Capital Outlay Expense	-	-	100,669	0%	102,000	0%
Non-Operating Revenue	-	-	-	-	-	-
<b>Net Capital</b>	<b>-</b>	<b>-</b>	<b>(100,669)</b>	<b>0%</b>	<b>(102,000)</b>	<b>0%</b>
<b>Fund Balance Inc (Dec)</b>	<b>54,902</b>	<b>353,268</b>	<b>432,972</b>	<b>82%</b>	<b>-</b>	<b>-</b>
<b>Full Time Employees</b>					20.0	
Excise Tax	(16)	(62)	(626)		-	
<b>Fund Balance</b>						
Beginning Fund Balance		1,002,490	958,388		1,002,490	
Fund Balance Inc (Dec)		353,268	432,972		-	
<b>Ending Fund Balance</b>		<b>1,355,758</b>	<b>1,391,360</b>		<b>1,002,490</b>	
Unrestricted Fund Balance					-	
Contingency					125,000	
Designated for Renewal & Replacement					697,857	
Designated for PERS Reserve - Current					42,142	
Designated for PERS Reserve - Prior					137,491	
<b>Ending Fund Balance</b>					<b>1,002,490</b>	

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# **MERC Commission Meeting**

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April 6, 2011  
12:30 pm

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5.0 - Venue Business  
Reports

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OCC Event Analysis Monthly Revenue Report February 09 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC FEB 2009 MISC NON-EVENT ACTIVITIES/BILLINGS	02/01/09	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	28	0		\$0	\$828	\$553	\$147,229	\$0	\$0	\$0	\$0	\$0	\$0	\$3,558	\$0	\$0	
INHSE OCC ADV COMMITTEE MTG	02/03/09	22	In-house	Lunch	In-house	Local	0	1	0		\$0	\$231	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Concession Team Meeting	02/03/09	10	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MLK Lot Reserved - Do Not Book Entire Lot / Only 20 spaces available	02/08/09	1	In-house	Miscellaneous	In-house	Local	0	143	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INHSE HQH PRJ TEAM MTG	02/09/09	24	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$159
Liberty Northwest/Safeco Agency Roundtable	02/10/09	220	New	Meeting/Seminar	Meeting	Local	5,127	1	0		\$0	\$5,291	\$0	\$952	\$120	\$1,220	\$0	\$0	\$0	\$0	\$25	\$1,020	\$0	\$8,628
Metro/MERC All Staff Meeting	02/11/09	70	In-house	Meeting/Seminar	In-house	Local	8,200	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INHSE HQH VDI FINANCE TEAM MTG	02/11/09	18	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136
MPAC Meeting	02/11/09	100	New	Meeting/Seminar	Meeting	Local	8,200	1	0		\$0	\$2,152	\$0	\$0	\$0	\$726	\$0	\$0	\$0	\$0	\$0	\$650	\$0	\$3,528
16th Annual Portland Golf Show	02/13/09	7,782	Repeat	Consumer/Public Show	Consumer Public	Local	564,681	3	2		\$0	\$648	\$16,044	\$608	\$0	\$750	\$5,258	\$1,238	\$484	\$1,006	\$550	\$20,550	\$6,062	\$53,197
Legacy/Epic Workflow Confirmation #1	02/11/09	460	Repeat	Training	Meeting	Local	30,965	3	0		\$0	\$5,108	\$4,266	\$0	\$210	\$8,244	\$0	\$3,045	\$0	\$0	\$0	\$7,000	\$270	\$28,142
Bureau of Education and Research	02/11/09	20	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$293	\$0	\$0	\$0	\$98	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$876
Everything Green Oregon Expo	02/14/09	1,000	New	Consumer/Public Show	Consumer Public	Local	123,132	2	2		\$0	\$0	\$3,120	\$0	\$0	\$238	\$2,640	\$149	\$184	\$0	\$635	\$6,000	\$1,117	\$14,083
INHSE ACHIEVE GREEN EVENT PLANNING MEETING	02/13/09	8	In-house	Lunch	In-house	Local	0	1	0		\$0	\$155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$155
The Fly Fishing Show West 2009	02/14/09	1,192	New	Consumer/Public Show	Consumer Public	Local	266,452	2	1		\$0	\$0	\$3,466	\$0	\$0	\$1,152	\$1,879	\$0	\$0	\$238	\$550	\$11,440	\$2,486	\$21,211
Handwriting Without Tears	02/13/09	91	Repeat	Meeting/Seminar	Meeting	Local	4,462	2	0		\$0	\$908	\$0	\$0	\$30	\$380	\$88	\$0	\$0	\$0	\$189	\$1,300	\$0	\$2,895
Northwest Council for Computer Education Conference	02/18/09	2,200	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	514,896	3	3	TRUE	\$0	\$26,829	\$17,772	\$0	\$0	\$7,743	\$13,534	\$19,714	\$1,261	\$0	\$1,537	\$35,600	\$4,940	\$128,930



OCC Event Analysis Monthly Revenue Report February 09 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC A/V Set-Up = Yard, Garden & Patio Show 2009	02/22/09	1	In-house	Move-in/Move-out	In-house	Local	30,000	1	5		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NCCE Precon	02/17/09	20	In-house	Miscellaneous	In-house	Local	0	1	0		\$0	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44
IN-HOUSE: CPR and First Aid Training	02/18/09	6	In-house	Training	In-house	Local	1,158	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Worldwide Dreambuilders Second Look Meeting	02/18/09	780	Repeat	Meeting/Seminar	Meeting	Regional	12,600	1	0		\$0	\$65	\$0	\$0	\$0	\$390	\$79	\$0	\$0	\$0	\$165	\$3,200	\$41	\$3,940
B&GC Wine & Cheese Showcase	02/20/09	2,000	Repeat	Miscellaneous	Miscellaneous/Other	Local	74,466	1	1		\$0	\$49,175	\$0	\$64	\$380	\$4,809	\$1,821	\$0	\$0	\$0	\$275	\$4,450	\$5,778	\$66,752
Inhouse - MPI Board Meeting	02/19/09	30	Repeat	Meeting/Seminar	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
The Oregonian Small Business Seminar	02/19/09	275	New	Meeting/Seminar	Meeting	State	6,300	1	0		\$0	\$5,952	\$0	\$0	\$30	\$380	\$0	\$0	\$0	\$0	\$0	\$1,600	\$0	\$7,962
Metro Service Awards Luncheon	02/19/09	25	In-house	Lunch	In-house	Local	1,458	1	0		\$0	\$337	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$337
Mt. Hood Community College Foundation Tasting	02/20/09	4	In-house	Tasting	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Diabetes Expo 2009	02/21/09	5,507	Repeat	Consumer/Public Show	Tradeshow	Local	202,714	1	1		\$0	\$7,376	\$6,902	\$656	\$0	\$3,750	\$6,969	\$1,373	\$615	\$0	\$1,650	\$9,700	\$2,040	\$41,029
Oregon Law Institute Seminar - Administrative Law: Staying Current with the Latest Developments	02/20/09	90	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$1,259	\$0	\$80	\$0	\$180	\$79	\$0	\$0	\$0	\$0	\$840	\$0	\$2,438
GSSA 1 Spirit Portland Cheer & Dance Championships	02/21/09	1,500	New	Competition	Consumer Public	Local	122,000	1	1		\$0	\$410	\$8,525	\$0	\$1,586	\$0	\$492	\$0	\$0	\$0	\$550	\$6,350	\$599	\$18,512
Secrets of Deep Tissue Massage	02/21/09	34	Repeat	Training	Meeting	Local	8,210	2	0		\$0	\$65	\$0	\$0	\$0	\$100	\$79	\$0	\$0	\$0	\$0	\$1,890	\$0	\$2,134
Yard, Garden & Patio Show 2009	02/27/09	19,906	Repeat	Consumer/Public Show	Consumer Public	Local	1,315,627	3	7		\$0	\$6,889	\$52,861	\$0	\$45	\$24,727	\$17,908	\$2,611	\$1,818	\$3,659	\$2,900	\$75,225	\$18,437	\$207,079
Oregon Anesthesiology Group Education Event	02/21/09	100	New	Meeting/Seminar	Meeting	Local	8,700	1	0		\$0	\$5,264	\$35	\$0	\$0	\$670	\$0	\$0	\$0	\$0	\$0	\$1,200	\$300	\$7,469
Frito Lay Portland Zone Year End Recognition Celebration	02/21/09	221	New	Dinner	Food & Beverage/Catering	Local	21,300	1	0		\$0	\$18,251	\$223	\$600	\$384	\$2,200	\$314	\$0	\$0	\$0	\$0	\$0	\$400	\$22,372

OCC Event Analysis Monthly Revenue Report February 09 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
Travel Portland Visitor Industry Trade Show	02/25/09	800	Repeat	Trade Show	Tradeshaw	Local	51,000	1	1	TRUE	\$0	\$216	\$174	\$0	\$0	\$0	\$2,540	\$0	\$0	\$0	\$300	\$6,600	\$811	\$10,640
MPI-OC Planner to Planner Roundtable	02/25/09	38	Repeat	Lunch	Food & Beverage/Catering	Local	7,500	1	1		\$0	\$98	\$152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Business Leader NW	02/24/09	300	New	Meeting/Seminar	Tradeshaw	Local	130,292	3	0		\$0	\$9,264	\$2,523	\$0	\$405	\$20,186	\$1,508	\$1,993	\$98	\$0	\$425	\$7,115	\$3,344	\$46,861
Classic Wines Auction - Volunteer Training	02/24/09	25	In-house	Meeting/Seminar	In-house	Local	1,158	1	0		\$0	\$127	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127
IN HSE HQH VDI FINANCE TEAM MTG	02/24/09	18	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$143	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$143
Classic Wines Auction Inc	02/24/09	10	Repeat	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IN-HOUSE: OCC Maintenance (painting Skyview Terrace)	02/24/09	1	In-house	Accounting/Non-event	In-house	Local	0	3	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MERC Commission Meeting	02/25/09	30	In-house	Meeting/Seminar	In-house	Local	2,457	1	0		\$0	\$423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$423
Bureau of Education and Research	02/25/09	10	Repeat	Meeting/Seminar	Meeting	Regional	3,204	1	0		\$0	\$187	\$0	\$0	\$0	\$122	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$829
Aramark/Giacometti	02/25/09	10	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Structural Engineers Association of Oregon Scholarship Foundation (SEAOF): Annual Scholarship Tradeshaw 2009	02/25/09	200	New	Annual Convention/Conference	Tradeshaw	State	14,946	1	0		\$0	\$9,085	\$51	\$184	\$0	\$410	\$2,470	\$0	\$0	\$0	\$165	\$2,148	\$100	\$14,613
Oregon State Bar: Estate and Distribution Planning for Retirement Benefits with Natalie Choate	02/26/09	170	Repeat	Meeting/Seminar	Meeting	State	14,474	1	0		\$0	\$4,425	\$0	\$8	\$0	\$40	\$0	\$0	\$0	\$0	\$50	\$3,200	\$0	\$7,723
Bureau of Education and Research	02/26/09	20	Repeat	Meeting/Seminar	Meeting	Regional	1,386	1	0		\$0	\$259	\$0	\$0	\$0	\$90	\$0	\$0	\$0	\$0	\$0	\$405	\$0	\$754
Bureau of Education and Research	02/26/09	25	Repeat	Meeting/Seminar	Meeting	Regional	1,818	1	0		\$0	\$195	\$0	\$0	\$0	\$90	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$805
Northwest's Largest Family Expo: KidFest! BabyFest! Campfest! 2009	02/28/09	2,961	Repeat	Consumer/Public Show	Consumer Public	Local	257,224	2	2		\$0	\$400	\$8,633	\$0	\$0	\$0	\$4,500	\$300	\$0	\$512	\$944	\$13,900	\$3,145	\$32,334

OCC Event Analysis Monthly Revenue Report February 09 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 Business Magazine-100 Best Companies	02/26/09	662	Repeat	Dinner	Food & Beverage/Catering	Local	25,500	1	0		\$0	\$31,525	\$5,762	\$0	\$75	\$5,902	\$683	\$0	\$0	\$0	\$355	\$0	\$3,741	\$48,042
ARAMARK Union Meeting	02/26/09	5	In-house	Meeting/Seminar	In-house	Local	621	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Oregon State Bar: Family Law 2009	02/27/09	130	Repeat	Meeting/Seminar	Meeting	State	6,300	1	0		\$0	\$2,463	\$0	\$80	\$0	\$342	\$79	\$0	\$0	\$0	\$55	\$1,600	\$0	\$4,619
Bureau of Education and Research	02/27/09	58	Repeat	Meeting/Seminar	Meeting	Regional	1,818	1	0		\$0	\$306	\$0	\$0	\$0	\$122	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$948
Oregon Law Institute Seminar - Advising Business Clients in Troubled Times: Risks and Opportunities	02/27/09	65	Repeat	Meeting/Seminar	Meeting	State	2,712	1	0		\$0	\$985	\$0	\$88	\$0	\$165	\$79	\$0	\$0	\$0	\$0	\$790	\$0	\$2,107
U.S. National Open Taekwondo Championships 2009	02/28/09	1,439	Repeat	Sporting Event/Athletics	Consumer Public	Local	63,204	1	1		\$0	\$670	\$8,010	\$0	\$1,180	\$120	\$592	\$0	\$0	\$189	\$295	\$3,000	\$1,040	\$15,097
Susan G. Komen for the Cure - Breast Cancer Issues Conference 2009	02/28/09	650	Repeat	Meeting/Seminar	Meeting	Local	42,557	1	0		\$0	\$20,904	\$993	\$456	\$555	\$4,812	\$325	\$0	\$0	\$0	\$275	\$6,870	\$729	\$35,918
IN-HOUSE: CPR and First Aid Training	02/28/09	8	In-house	Training	In-house	Local	1,158	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IN-HOUSE: American Numismatic Association Committee Meeting	02/28/09	10	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>		<b>51,363</b>																						<b>\$864,239</b>

OCC Event Analysis Monthly Revenue Report February 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC FEB 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	02/01/11	1	Accounting/N on-Event	Accounting/N on-event	Accounting/N on-Event		0	28	0		\$0	\$161	\$15	\$96,044	\$0	\$0	\$0	\$0	\$0	\$0	\$1,348	\$0	\$0	\$97,567
OCC Advisory Committee -- In-House	02/01/11	0	In-house	Accounting/N on-event	In-house		0	1	0		\$0	\$168	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168
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
Aramark/Giacometti	02/01/11	6	In-house	Meeting/Seminar	Meeting		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		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		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		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	0	In-house	Accounting/N on-event	In-house		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		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	0	In-house	Accounting/N on-event	In-house		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	0	In-house	Reception	Food & Beverage/Catering		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

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		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		50,565	1	1		\$0	\$16,478	\$0	\$0	\$0	\$0	\$948	\$0	\$0	\$0	\$3,695	\$5,500	\$452	\$27,073
MERC/Aramark - Food -- photo studio	02/11/11	5	In-house	Film/Photostudio	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
Tasting: Stanford University	02/11/11	0	In-house	Tasting	Miscellaneous/Other	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	0	In-house	Accounting/Non-event	In-house		0	1	0		\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$68
Plumbers & Steamfitters Local 290 Second Contract Meeting	02/13/11	300	Repeat	Meeting/Seminar	Meeting		5,670	1	0		\$0	\$643	\$0	\$0	\$0	\$585	\$83	\$0	\$0	\$0	\$1,920	\$1,800	\$0	\$5,031
Yard, Garden & Patio Show 2011	02/18/11	0	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	0	In-house	Accounting/Non-event	In-house		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		0	1	0		\$0	\$119	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$119
Wells Fargo: Mortgage Home Preservation Workshop	02/23/11	350	New	Meeting/Seminar	Meeting	Local	138,272	2	2		\$0	\$38,632	\$0	\$3,222	\$2,175	\$538	\$6,053	\$36,225	\$0	\$0	\$2,201	\$6,375	\$2,017	\$97,438
Destination Portland Night	02/21/11	250	New	Reception	Food & Beverage/Catering		12,600	1	0		\$0	\$7,707	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,707
Classic Wines Auction - Volunteer Training	02/22/11	0	In-house	Meeting/Seminar	In-house		3,750	1	0		\$0	\$133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$193

OCC Event Analysis Monthly Revenue Report February 2011

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
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	\$3,728	\$39,547	\$5,327	\$7,519	\$0	\$10,385	\$46,693	\$7,586	\$330,844
GEAPS Pre-Con - In House	02/23/11	0	In-house	Accounting/Non-event	In-house		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		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	0	Repeat	Miscellaneous	Miscellaneous/Other		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	0	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		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		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	\$18,775	\$22,607	\$27,994	\$1,774	\$0	\$4,238	\$30,860	\$7,738	\$136,427
Totals		32,177					5,595,955														\$312,087			\$1,482,452

## 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	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
		<b>TOTALS</b>		<b>42</b>	<b>95</b>	<b>82,805</b>	<b>75,911</b>	<b>66%</b>	<b>\$2,397,261</b>	<b>\$83,614</b>	<b>\$222,534</b>	<b>\$95,073</b>	<b>\$9,201</b>	<b>\$120,828</b>	<b>\$531,250</b>

## PCPA MONTHLY ANALYSIS

FEBRUARY 2010

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	1/26 to 2/14	Portland Opera	Cosi Fan Tutte	15	4	7,635	7,578	63%	\$555,722	\$13,310	\$37,307	\$3,789	\$0	\$17,584	\$71,990
	2/15 to 21	Broadway Across America	Legally Blonde	1	8	13,398	16,136	67%	\$797,928	\$31,349	\$35,824	\$52,442	\$4,945	\$32,934	\$157,494
ASCH	2/5	Oregon Symphony	Chris Botti	0	1	2,380	2,352	85%	\$152,964	\$7,215	\$4,935	\$8,658	\$765	\$2,475	\$24,048
	2/5 to 8	Oregon Symphony	Classical 9	2	3	3,489	3,806	46%	\$155,792	\$2,895	\$11,738	\$1,903	\$32	\$3,214	\$19,782
	2/9	Monqui Presents	Wilco	0	1	2,724	2,653	94%	\$92,897	\$7,007	\$13,273	\$5,308	\$3,930	\$12,283	\$41,801
	2/10	World Affairs Council	Howard Dean & Carl Rove	0	1	1,641	1,420	51%	\$45,636	\$3,340	\$4,399	\$3,078	\$0	\$1,145	\$11,962
	2/12	Live Nation	Cheech and Chong	0	1	2,559	2,539	92%	\$107,771	\$8,134	\$5,835	\$6,100	\$1,934	\$9,724	\$31,727
	2/11 to 13	Oregon Symphony	Storm Large	2	1	2,548	2,664	96%	\$159,951	\$1,335	\$6,981	\$1,332	\$210	\$6,700	\$16,558
	2/14	Oregon Symphony	Kids Concert 3	0	1	1,372	1,332	50%	\$22,155	\$540	\$3,582	\$666	\$0	\$382	\$5,170
	2/17	Portland Youth Philharmonic	Youth Concerts	0	2	3,647	0		\$0	\$315	\$2,292	\$0	\$0	\$0	\$2,607
	2/20 to 21	Oregon Symphony	Classical 10 Angela Hewitt	2	2	3,193	3,391	61%	\$121,690	\$1,875	\$8,835	\$1,696	\$352	\$2,691	\$15,449
	2/22 to 23	White Bird	Hubbard Street Dance	1	1	1,619	1,603	58%	\$51,808	\$2,780	\$19,374	\$3,326	\$0	\$2,280	\$27,760
	2/24	Oregon Symphony	Max Raabe & Palast Orchest.	0	1	1,340	1,161	42%	\$46,845	\$3,340	\$4,760	\$2,651	\$500	\$2,660	\$13,911
	2/25	World Affairs Council	Joseph Stiglitz	0	1	1,529	1,505	54%	\$50,380	\$3,340	\$3,178	\$3,155	\$0	\$981	\$10,654
2/27 to 28	Oregon Symphony	Pops 3 Motown's Greatest Hits	1	2	3,357	3,492	63%	\$162,831	\$9,820	\$9,364	\$1,746	\$600	\$4,210	\$25,740	
NEWMARK	2/1	OHSU Neuro Sciences	Jonah Lehrer	0	1	762	773	88%	\$17,218	\$1,135	\$1,944	\$1,546	\$140	\$73	\$4,838
	1/24 to 2/21	Oregon Children's Theatre	Giggle Giggle Quack	10	35	15,316	5,091	87%	\$164,306	\$5,280	\$25,517	\$5,455	\$0	\$698	\$36,950
	2/7	Portland Piano International	Anton Kuerti	0	1	636	626	71%	\$23,125	\$1,135	\$2,003	\$1,621	\$81	\$235	\$5,075
	2/11	NW Film Center	PDX Intl Film Festival Opening	0	1	633	145	17%	\$3,260	\$1,478	\$2,862	\$1,120	\$0	\$6,240	\$11,700
	2/15	OHSU Neuro Sciences	Patrick Kennedy	0	1	345	378	43%	\$8,685	\$1,135	\$1,887	\$756	\$136	\$0	\$3,914
	2/22	OHSU Neuro Sciences	Kay Redfield Jamison	0	1	840	857	97%	\$19,025	\$1,135	\$1,838	\$1,627	\$153	\$160	\$4,913
	2/23 to 24	Chinus Cultural Productions	Butterfly Lovers	1	2	722	678	77%	\$30,750	\$3,335	\$7,301	\$1,792	\$0	\$1,197	\$13,625
	2/25	Oregon Symphony	Evelyn Nagel Donor Apprec	0	1	577	0		\$0	\$330	\$3,108	\$0	\$0	\$857	\$4,295
	2/26	PDX Jazz Festival	Mingus Big Band	0	1	836	782	89%	\$30,868	\$801	\$1,855	\$1,863	\$0	\$3,384	\$7,903
	2/27	PDX Jazz Festival	Dave Holland	0	1	833	688	78%	\$30,944	\$802	\$1,910	\$1,867	\$188	\$4,033	\$8,800
2/28	PDX Jazz Festival	Pharoah Sanders	0	1	852	822	93%	\$32,332	\$802	\$1,842	\$1,952	\$0	\$1,248	\$5,844	
WINNINGSTAD	2/1 to 14	Tears of Joy	Little One Inch	4	12	1,587	1,643	47%	\$17,171	\$1,625	\$3,673	\$768	\$0	\$0	\$6,066
	2/19 to 20	MAGPI	Defending the Caveman	0	3	578	580	66%	\$24,666	\$2,015	\$3,074	\$1,396	\$0	\$322	\$6,807
BRUNISH HALL	2/3	PCPA	Volunteer Dinner and Bingo	0	1	150	0		\$0	\$0	\$0	\$0	\$0	\$2,240	\$2,240
	2/27 to 28	PDX Jazz Festival	Student Stage	0	10	608	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
A. HATFIELD HALL	2/4	PCPA	1st Thursday Reception	0	1	50	0		\$0	\$0	\$0	\$0	\$0	\$833	\$833
	2/8	PCPA	Noontime Showcase	0	1	140	0		\$0	\$0	\$0	\$0	\$0	\$32	\$32
	2/16	RailVolution	Reception	0	1	98	0		\$0	\$0	\$0	\$0	\$0	\$1,316	\$1,316
	2/26 to 27	PDX Jazz Festival	Late Night Jazz	0	9	683	0		\$0	\$0	\$0	\$0	\$0	see ArtBar \$18,907	see ArtBar \$18,907
ARTBAR	(see PDX Jazz #s)														
<b>TOTALS</b>				<b>39</b>	<b>114</b>	<b>78,677</b>	<b>64,695</b>	<b>68%</b>	<b>\$2,926,720</b>	<b>\$117,603</b>	<b>\$230,491</b>	<b>\$117,613</b>	<b>\$13,966</b>	<b>\$141,038</b>	<b>\$620,711</b>



Expo Center Event Analysis

February 2011

	Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
Collectors West Gun and Knife Show	4-6	1			1	3	2		7,154	16,650	500	13,323	2,121		955	32,133	65,682
Oregon Cats Classic	5-6	1			1	2	1		805	4,600	665	1,653	330			4,148	11,396
Oregon State Marine Board	10		1		1	1			22	195				57			252
Coastal Conservation Association	12		1		1	1			40	170				83			253
Sportsmen's Show and Sport Fishing Boat Show	9-13	1			1	5	3		44,567	85,760	375	301,433	16,268	3,185	20,076	141,750	568,847
Exhibitor Meeting Better Living Show	16		1		1	1			18	350				208			558
CRC Bridge Review Report Information Session	17		1		1	1			75	390	30			12			432
2011 State High School Culinary Championships	19		1		1	1	1		500	3,420	1,138	1,098		5,279	531	1,770	13,236
Touch N' Go Flyball Training Seminar	18-20		1		1	3			142	2,000						912	2,912
The Great Train Expo	19-20	1			1	2	2		5,334	8,420	313	5,354	2,189		476	15,756	32,508
Chrysler Sales Training	22-23		1		1	3			160	15,200				7,346	430	640	23,616
Home Builders Association of Metro Portland	24		1		1	1			25	195						147	342
2011 Portland Home and Garden Show	23-27	1			1	5	11		14,288	83,660		60,590	9,156	5,572	18,662	94,911	272,551
	<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>

FY 2010-11

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																	0	
April																	0	
May																	0	
June																	0	
Total to Date		30	2	28	0	60	138	105	36%	260,554	1,028,143	22,742	957,333	58,288	141,603	145,268	1,124,530	3,477,907

Month to Month Comparison

	<b>-1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>-2</b>	<b>6%</b>	<b>-7,933</b>	<b>17,802</b>	<b>291</b>	<b>-24,706</b>	<b>30,064</b>	<b>4,552</b>	<b>3,491</b>	<b>-13,074</b>	<b>18,420</b>
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Year to Date Comparison

	<b>-13</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>-4</b>	<b>-15</b>	<b>-22</b>	<b>-7%</b>	<b>-40,110</b>	<b>19,313</b>	<b>-3,331</b>	<b>-141,157</b>	<b>58,288</b>	<b>21,684</b>	<b>-13,617</b>	<b>-31,262</b>	<b>-90,082</b>
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FY 2009-10

July		3			3	10	7	27%	17,662	88,958	1,375	100,895		5,000	9,689	87,906	293,823	
August		4		1	5	10	8	12%	10,179	27,600	1,483	32,861			2,080	33,667	97,691	
September		10		4	14	31	27	41%	30,039	136,994	3,106	81,530		5,349	29,648	134,313	390,940	
October		5		5	11	24	18	32%	26,720	92,242	2,836	110,235		11,489	28,257	110,805	355,864	
November		8			8	26	22	58%	69,085	142,143	1,903	65,784		1,058	18,552	184,705	414,145	
December		2			2	6	5	16%	33,814	77,410	1,625	127,317			10,655	137,326	354,333	
January		5	1	6	12	24	18	55%	32,102	240,275	11,015	171,711		79,833	22,365	161,829	687,028	
<b>February</b>		<b>6</b>		<b>3</b>	<b>9</b>	<b>22</b>	<b>22</b>	<b>62%</b>	<b>81,063</b>	<b>203,208</b>	<b>2,730</b>	<b>408,157</b>		<b>17,190</b>	<b>37,639</b>	<b>305,241</b>	<b>974,165</b>	
March		9		1	10	25	18	53%	47,929	161,608	2,261	121,293		14,978	26,209	167,759	494,108	
April		9	1	1	10	20	22	50%	48,991	164,798	1,306	239,180		23,188	10,345	72,402	511,219	
May		5	1	3	9	17	14	18%	12,069	68,031	3,153	27,891		61,840	7,422	49,446	217,783	
June		1		4	5	7	6	11%	10,963	26,126	4,300	30,157		3,436	2,020	34,509	100,548	
Total to Date		67	3	28		98	222	187	36%	420,616	1,429,393	37,093	1,517,011		223,361	204,881	1,479,908	4,891,647

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# **MERC Commission Meeting**

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April 6, 2011  
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 2, 2011  
Expo Center Room D202-03

<b>Present:</b>	Elisa Dozono (Chair), Judie Hammerstad, Ray Leary, Terry Goldman, Chris Erickson, Cynthia Haruyama, and Karis Stoudamire-Phillips
<b>Absent:</b>	None
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Dozono at the Expo Center.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER / EX OFFICIO COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• On behalf of the MERC Commission, Chair Dozono presented Michael Jordan with a certificate of appreciation and good wishes on his new position at the State of Oregon. Michael Jordan thanked the Commission and extended his appreciation for their contributions.</li> <li>• Commissioner Leary acknowledged Travel Portland for their recent sponsorship of Reaching and Empowering All People (R.E.A.P.).</li> <li>• Ex officio Rex Burkholder reported on the recruitment process for a Chief Operating Officer. He noted Councilor Hosticka will lead the recruitment committee. Commissioner Hammerstad made a motion that Elisa Dozono serve as the MERC Commission representative to the recently formed COO Recruitment Task Force. Commissioner Goldman seconded the motion.</li> </ul> <b>VOTING:</b> Aye: 7 (Dozono, Leary, Hammerstad, Haruyama, Goldman, Erickson and Stoudamire-Phillips) Nay: 0 Motion passed unanimously
<b>3.0</b>	<b>RESULTS OF METRO EXTERNAL AUDITS FOR FY09-10 PRESENTED BY MOSS ADAMS</b> <ul style="list-style-type: none"> <li>• Commissioner Goldman introduced Metro Auditor Suzanne Flynn who, in turn, introduced Jim Lanzarotta, Partner, Moss-Adams.</li> <li>• J. Lanzarotta provided an overview of Metro’s FY10 Financial Audit and included areas of audit focus, nature of services provided, audit results, status of prior year observations and recommendations, and current year observations and recommendation highlighting significant MERC changes from the prior year.</li> </ul>
<b>4.0</b>	<b>GENERAL MANAGER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Teri Dresler provided updates to the Commission and noted that the Travel Portland FY11 Second Quarter Report had been distributed to MERC Commissioners.</li> <li>• T. Dresler reported on six bills introduced at the 2011 Legislative Session that impact the Metro venues and/or industry partners. Dresler also reported on recent media coverage related to Visitor Venues.</li> <li>• T. Dresler reported the MERC budget will be presented to the Metro Council during the Council’s April 7 meeting – Budget Chair Judie Hammerstad will present an overview of the budget. Commissioners are invited to attend. Dresler also reminded the Commission of the Joint Work Session on May 17 for the Council and the Commission.</li> </ul>
<b>4.1</b>	<b>January 2011 Financial Reports</b>
<b>5.0</b>	<b>MERC VENUE BUSINESS REPORTS</b> <ul style="list-style-type: none"> <li>• Jeff Blosser, Joe Durr (for PCPA) and Chris Bailey provided venue business reports.</li> </ul>
<b>6.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> None

7.0	<p><b>DISCUSSION ON POTENTIAL DELEGATION OF AUTHORITY TO ADOPT PERSONNEL RULES TO THE METRO CHIEF OPERATING OFFICER</b></p> <ul style="list-style-type: none"> <li>• Mary Rowe, Director of Metro Human Resources, spoke to the Commission about the challenges of managing MERC and Metro personnel policies. Mary Rowe stated she would supply the Commission with a side/side comparison of the two policies for the Commissioners' reference.</li> <li>• Commissioner Hammerstad asked how the two policies could be consolidated but still allow the Commission to be informed and the business of the venues not affected by proposed changes.</li> <li>• After discussion, it was the consensus of the Commission that trust needed to be built between the Commission and Metro executives and the Commission would like further discussion on this topic at a later meeting.</li> </ul>
8.0	<p><b>CONSENT AGENDA</b>  <b>February 8, 2011 MERC Commission Record of Actions</b>  <b>January 5, 2011 MERC Commission Record of Actions</b></p> <ul style="list-style-type: none"> <li>• A motion was made by Commissioner Goldman and seconded by Commissioner Erickson to approve the Consent Agenda as presented.</li> </ul> <p><b>VOTING:</b> Aye: 7 (Dozono, Hammerstad, Leary, Goldman, Erickson, Haruyama, Stoudamire-Phillips)  Nay: 0  Motion passed unanimously</p>
9.0	<p><b>MERC BUDGET COMMITTEE REPORT</b></p> <ul style="list-style-type: none"> <li>• Judie Hammerstad as Chair of the MERC Budget Committee expressed appreciation to Commissioners Erickson and Haruyama for participating in the work of the budget committee. J. Hammerstad provided a brief overview of the MERC budget process and the goals and outcomes of that process. Doug Anderson was introduced and provided a brief overview of Final Report and Recommendations on MERC Financial Reserves. J. Hammerstad and Teri Dresler expressed appreciation to the Venue Directors and Cynthia Hill for their efforts during the budget process.</li> </ul>
10.0	<p><b>ACTION AGENDA</b></p> <p>Resolution 11-05 for the purpose of approving the MERC fiscal year 2011-12 budget and transmitting it to the Metro Chief Operation officer for submission to the Metro Council for inclusion in the Metro budget for the fiscal year 2011-12; Approves the MERC Reserve Policy; Approves the rental rate increases for PCPA and the Expo for FY 2011-12; Approves the re-designation of the Expo Center Phase III construction user fee for operations and making the existing reserves part of the new Capital/Business Strategy Reserve pursuant to the new MERC Reserve Policy; and Recommends that OCC finance the Street Car LID assessment and directs the Metro Chief Operating Officer to work with the Metro Council on financing options.</p> <ul style="list-style-type: none"> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Dozono to approve Resolution 11-05 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 7 (Dozono, Hammerstad, Leary, Goldman, Erickson, Haruyama Stoudamire-Phillips)  Nay: 0  Motion passed unanimously</p> <ul style="list-style-type: none"> <li>• Commissioner Goldman left the meeting.</li> </ul>
11.0	<p><b>EXECUTIVE SESSION</b></p> <p>For the purpose of deliberations with persons designated by the Commission to conduct labor negotiations, pursuant to ORS 192.660(2)(d)</p>
	<p>The regular meeting of the MERC Commission was re-convened at 2:58 p.m. There was no further business to come before the Commission and the meeting was adjourned at 2:59 p.m.</p>

## METROPOLITAN EXPOSITION RECREATION COMMISSION

### Resolution No. 11-05

Approving the Metropolitan Exposition Recreation Commission ("MERC") 2011-2012 Budget, the MERC Reserve Policy, Rental Rate increases for the Portland Center for the Performing Arts ("PCPA") and the Portland Metropolitan Exposition Center ("Expo") for FY 2011-12, Re-Designation of the Expo Center Phase Three Expo Master Plan User Fee and recommending the 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 2011-2012 budget and recommends approval of the budget attached as Exhibit A to this Resolution and;

**WHEREAS**, the MERC Budget Committee has reviewed the MERC Reserve Policy attached as Exhibit B to this Resolution and recommends its approval to the Commission and;

**WHEREAS**, the MERC Budget Committee has included rental rate increases for the PCPA and the Expo in the MERC 2011-2012 budget and recommends the increases attached as Exhibit C, and;

**WHEREAS**, the MERC Budget Committee as part of the budget process reviewed the user fees for the Expo and recommends the user fee designated for Phase III construction at the Expo be used for operations, see Exhibit D, and that the existing reserve for Phase III will become part of the new Capital/Business Strategy Reserve pursuant to new MERC Reserve Policy; and


**WHEREAS**, the MERC Budget Committee recommends that OCC finance the Street Car LID assessment and work with the Metro Council on financing options.

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

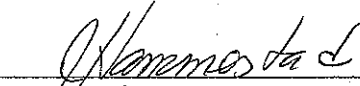
1. Approves the MERC fiscal year 2011-2012 budget attached as Exhibit A and transmits it to the Metro Chief Operating Officer for submission to the Metro Council for inclusion in the Metro budget for the fiscal year 2011-2012;
2. Approves the MERC Reserve Policy attached as Exhibit B;
3. Approves the rental rate increases for the PCPA and the Expo for FY 11-12 in accordance with Exhibit C;
4. Approves the re-designation of the Expo Center Phase III construction user fee for operations, see Exhibit D, and making the existing reserve part of the new Capital/Business Strategy Reserve pursuant to the new MERC Reserve Policy; and

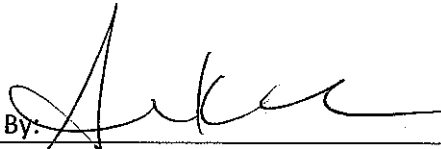
- 5. Recommends that OCC finance the Street Car LID assessment and directs the Metro Chief Operating Officer to work with the Metro Council on financing options.

Passed by the Commission on March 2, 2011.

  
\_\_\_\_\_  
Chair

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

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

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

## MERC Staff Report

**Agenda Item/Issue:** Approving the Metropolitan Exposition Recreation Commission (“MERC”) 2011-2012 Budget, the MERC Reserve Policy, Rental Rate increases for the Portland Center for the Performing Arts (“PCPA”) and the Portland Metropolitan Exposition Center (“Expo”) for FY 2011-12, Re-Designation of the Expo Center Phase Three Expo Master Plan User Fee and recommending the payment of the Oregon Convention Center (“OCC”) Street Car LID through financing by Metro.

**Resolution No.:** 11-05

**Presented By:** Judie Hammerstad  
Teri Dresler  
Cynthia Hill

**Date:** March 2, 2011

### **Background and Analysis:**

Approval of Resolution 11-05 would implement the following actions:

1. Approves the MERC fiscal year 2011-2012 budget 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 2011-2012;
2. Approves the MERC Reserve Policy attached as Exhibit B;
3. Approves the rental rate increases for the PCPA and the Expo for FY 11-12 in accordance with Exhibit C;
4. Approves the re-designation of the Expo Center Phase III construction user fee for operations, see Exhibit D, and making the existing reserve part of the new Capital/Business Strategy Reserve pursuant to the new MERC Reserve Policy. The user fees collected annually range from \$150 thousand to \$200 thousand. The accumulated balance in the Reserve for Phase 3 as of June 30, 2010 was \$1,166,039. This amount is included in the new Capital/Business Strategy Reserve in the proposed budget.
5. Recommends that OCC finance the Street Car LID assessment and directs the Metro Chief Operating Officer to work with the Metro Council on financing options. The OCC assessment for Eastside Streetcar Local Improvement District (LID) is \$2 million. The current estimate for completion of the project is late 2011-12 or early 2012-13, which is when the assessment will occur.

The Budget Committee, consisting of MERC Commissioners Hammerstad (Chair), Haruyama and Erickson met three times to review the budget in detail and the recommended Reserve Policy.

“Exhibit A” includes a letter from Judie Hammerstad, MERC Commissioner and Teri Dresler, Visitor Venues General Manager, describing the business outlook and the major issues and challenges we faced in the development of the FY 2011-12 proposed budget.

Staff Report Resolution 11-05  
March 2, 2011

**Fiscal Impact:**

Total Revenues and Transfers \$43,289,300

Total Expenditures \$ 42,218,999

Fund Equity Transfers \$3,158,261

Net Decrease to Fund Balance \$2,087,960

**Recommendation:** The MERC Commission Budget Committee recommends adoption of Resolution 11-05:

1. Approves the MERC fiscal year 2011-2012 budget 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 2011-2012;
2. Approves the MERC Reserve Policy attached as Exhibit B;
3. Approves the rental rate increases for the PCPA and the Expo in accordance with Exhibit C;
4. Approves the re-designation of the Expo Center Phase III construction user fee for operations, see Exhibit D, and making the existing reserve part of the new Capital/Business Strategy Reserve pursuant to the new MERC Reserve Policy; and
5. Recommends that OCC finance the Street Car LID assessment and directs the Metro Chief Operating Officer to work with the Metro Council on financing options.



**Metropolitan Exposition Recreation Commission**  
**Record of MERC Commission Actions**  
**Special Meeting**  
 March 15, 2011  
 Oregon Convention Center – MERC Board Room

<b>Present:</b>	Elisa Dozono (Chair) – via telephone, Cynthia Haruyama – via telephone, Chris Erickson – via telephone, Karis Stoudamire-Phillips - via telephone, and Ray Leary, in person.
<b>Absent:</b>	Judie Hammerstad (excused) and Terry Goldman (excused)
	A special meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Dozono at the Oregon Convention Center in the MERC Board Room at 9:30 a.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>ACTION AGENDA</b>
<b>2.1</b>	<p><b>Resolution 11-06 for the purpose of approving the selection of Brown Contracting Inc. as the lowest responsive and responsible bidder for the Block 26 Redevelopment project, approving the contract awards and authorizing the General Manager to execute two contracts with Brown Contracting Inc. for: (1) concrete installation and (2) general site work.</b></p> <ul style="list-style-type: none"> <li>• Jeff Blosser presented Resolution 11-06 and provided the following points:           <ul style="list-style-type: none"> <li>○ Plaza improvements are planned on a full block site currently leased for five years from Portland Development Commission. The improvements will provide space for community events and compliment events held at the Oregon Convention Center.</li> <li>○ Staff is acting as the General Contractor to attempt to increase participation in the MWESB and FOTA programs and will take a very active role as General Contractor.</li> <li>○ The project was divided into seven different bid packages to allow for higher MWESB and FOTA participation. Three of those bid packages were small enough to be bid through Metro’s Sheltered Market Program. This direct outreach was conducted to 99 MWESB firms. A total of 18 firms from direct solicitation were within the FOTA area.</li> <li>○ The larger bid packages included a 15% MWESB participation goal as well as a 10% FOTA participation goal.</li> <li>○ Resolution 11-06 requests approving the selection of Brown Contracting Inc and contract award for two of the larger bid packages – (1) concrete and steel reinforcement installation; and (2) general site work. There were no bid protests related to these two bids.</li> </ul> </li> <li>• Commissioner Leary asked about future use of the outreach results. Staff noted that the plan was to meet with solicited FOTA and MWESB firms to identify any barriers in the bidding process.</li> <li>• Chair Dozono asked if breaking the project into smaller bid packages enhanced FOTA and MWESB participation and staff responded in the affirmative.</li> <li>• Chair Dozono asked why the terms of each considered contracts extended out an addition month for substantial completion. Staff indicated the additional time was to allow for any unforeseen issues that could arise during the work.</li> <li>• A motion was made by Commissioner Erickson and seconded by Commissioner Haruyama to approve Resolution 11-06 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 5 (Dozono, Leary, Haruyama, Erickson, Stoudamire-Phillips)          Nay: 0          Motion Passed</p>
	As there was no further business to come before the Commission, the meeting was adjourned at 9:45 a.m.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

RESOLUTION NO. 11-06

**For the purpose of approving the selection of Brown Contracting Inc. as the lowest responsive and responsible bidders for the Block 26 Redevelopment project, approving the contract awards and authorizing the General Manager to execute two contracts with Brown Contracting Inc for (1) concrete installation and (2) general site work.**

**WHEREAS**, the Oregon Convention Center intends to construct full block improvements including landscaping, storm water planters, a concrete plaza, seatwalls and other amenities to Block 26 through a partnership with Metro’s Parks and Environmental Services Department and a lease with the Portland Development Commission; and

**WHEREAS**, Section 4(D)(1)(a) of the Metropolitan Exposition Recreation Commission's (“the Commission”) Contracting and Purchasing Rules, delegates authority to the General Manager to prepare and approve Request for Bids (RFB) documents and to solicit bids; and

**WHEREAS**, staff will be acting as the general contractor for this project to increase participation in the Sheltered Market and First Opportunity Target Area (FOTA) programs; and

**WHEREAS**, staff prepared a total of seven RFBs for work to be performed on this project which have resulted in the selection of one contractor for two separate contracts, (1) concrete installation and (2) general site work on the project each exceeding the \$100,000 contract threshold and therefore requiring Commission approval; and

**WHEREAS**, participation in the Sheltered Market and FOTA programs is expected to exceed the 15% target for the MWESB program and achieve 4.8% of the 10% FOTA goal; and

**WHEREAS**, Section 4(D)(1)(c) of the Commission’s Contracting and Purchasing Rules, requires the Commission to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contracts by resolution; and

**WHEREAS**, staff has evaluated the bids and recommends the Commission approve awarding the two major contracts to Brown Contracting Inc. as it is the lowest responsive and responsible bidder.

**BE IT THEREFORE RESOLVED** as follows:

1. The Metropolitan Exposition Recreation Commission selects Brown Contracting Inc. as the lowest responsive and responsible bidder for (1) concrete installation and (2) general site work in response to the Request for Bids for the Block 26 Plaza Redevelopment Project;
2. Approves the award of the contracts to Brown Contracting Inc., in a form substantially similar to the attached Exhibit A; and
3. Delegates authority to the General Manager to execute the contracts on behalf of the Commission.

Passed by the Commission on March 15, 2011.

\_\_\_\_\_  
Chair

Approved As to Form:  
Alison Kean Campbell, Metro Attorney

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

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

## MERC STAFF REPORT

**Agenda Item/Issue:** Approving the selection of Brown Contracting Inc. as the lowest responsive and responsible bidder to a Request for Bids 11-1808 and 11-1839, relating to the Block 26 Plaza Redevelopment project, approving the contract awards and authorizing the General Manager to execute two contracts with Brown Contracting Inc.

**Resolution No: 11-06**

**Date: March 15, 2011**

**Presented by: Jeff Blosser**

**BACKGROUND:** The Oregon Convention Center, Portland Development Commission and Metro's Parks and Environmental Services Department have formed a partnership to construct the plaza improvements to Block 26. This project entails removing a building that was unused and beyond its useful life to improve an underutilized site for the public's benefit. It is in the best interest of Metro and the public to complete improvements to the site to allow use of the site for outdoor events, events associated with the Oregon Convention Center and provide a neighborhood amenity. The redevelopment of a new plaza space will be accomplished by construction of a rain garden and an underground detention system to retain all stormwater on site, construction of a large concrete plaza as an event space, installation of concrete seatwalls, landscaping and extensive sidewalk and street tree improvements. This project is included in the 2010–2011 adopted budget as approved at the September 1, 2010 MERC Commission meeting.

Staff is acting as the general contractor for this project to create more opportunities for MWESB and FOTA businesses. The project was divided into seven different bid packages to allow for higher MWESB and FOTA participation.

Staff prepared and issued Requests for Bids in accordance with MERC's Purchasing and Contracting Rules as well as Metro Policy and any and all state (ORS) requirements. Broad MWESB and FOTA outreach was conducted, including networking through Oregon Association of Minority Entrepreneurs and National Association of Minority Contractors of Oregon and making plans and specifications available for review at no cost to contractors. Bid packages were advertised in the Daily Journal of Commerce, El Hispanic News, the Skanner and the Observer. Approximately 18% of the targeted solicitation was to FOTA area businesses. Of all the contracts that staff intends to award, three are located within the FOTA area.

Three bid packages (paver installation, site furnishing and demolition of sidewalks and street trees) were small enough to be bid through Metro's Sheltered Market Program, wherein only State of Oregon Certified MWESBs are solicited. This direct outreach was conducted to 99 MWESB firms. A total of 18 firms from this direct solicitation were within the FOTA area. On February 23, 2011 seven MWESB contractors submitted bids for this work. Their bids ranged from \$21,000 to \$36,000.

The bid documents for the larger bid packages (general site work, concrete and steel reinforcement, landscaping and irrigation installation, and electrical installation) included a 15% MWESB participation goal as well as a 10% FOTA participation goal. Three of the bidders were certified MWESB Contractors. Only one of the lowest responsive and responsible bidders intend to subcontract out any work and there is no dedicated MWESB sub-contractor participation. Of these larger bid packages only two of four were bid over \$100,000.

The lowest responsive and responsible bid for general site work as provided by Columbia Paving and Excavation Inc. was submitted in the amount of one hundred and nine thousand & 00/100 dollars (\$109,000). This bid was disqualified due because this contractor does not hold a commercial CCB license. The second most responsive bidder was Brown Contracting at one hundred and twenty seven thousand three hundred & 00/100 dollars (\$127,300).

The most responsive and responsible bid for the concrete and steel reinforcement installation was Brown Contracting at \$219,400.00.

**FISCAL IMPACT:** The FY2010-11 adopted budget includes a total of \$660,000 for the Block 26 Plaza Redevelopment Project. Major elements of the project and anticipated expenditures from an Engineer’s Estimate based on 100% construction drawings include:

	<b>Estimated Costs</b>	<b>Bid Results</b>	<b>MWESB/ FOTA Participation</b>
General Site Work	\$128,000	\$127,300	None
Landscaping and Irrigation	\$77,000	\$84,376	None
Electrical	\$72,000	\$64,130	None
Concrete & Steel Reinforcement	\$170,000	\$219,400	ESB, MBE ( <i>responded, not awarded</i> )
<i>Sidewalk &amp; Street Tree Demolition</i>	<i>\$13,000*</i>	\$23,850	No response from MWESB, None
<i>Site Furnishing Installation</i>	<i>\$22,000*</i>	\$24,843	FOTA, WBE,ESB
<i>Paver Installation</i>	<i>\$11,000*</i>	21,433	ESB
<i>Site survey</i>	<i>\$4,780*</i>	\$4,780	FOTA,MBE, ESB, WBE
<i>Site Design, Landscape Architect</i>	<i>\$65,000*</i>	\$65,000	WBE
<i>Plan copies and Bid Distribution</i>	<i>\$1,000</i>	\$1,000	FOTA
<i>Site fencing and traffic control</i>	<i>\$1,000*</i>	\$1,370	ESB
<b>Total</b>	<b>\$562,780</b>	637,482	

**Total MWESB \$118, 426 or 18.5% of the total project cost**

**Total FOTA \$30,623 or 4.8% of the total project cost**

*\*Work was directly either contracted or solicited through the Sheltered market Program.*

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution No. 11-06 approving the selection of Brown Contracting Inc. to perform general site work and concrete installation as the lowest responsive and responsible bidder in response to a Request For Bids 11-1808 and 11-1839, relating to the Block 26 Plaza Redevelopment project, approving the contract awards and authorizing the General Manager to execute the contracts.

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# **MERC Commission Meeting**

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April 6, 2011  
12:30 pm

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8.0 - Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 11-07**

Approving a new capital project at the Oregon Convention Center (OCC) and the increase of the cost for the Keller Auditorium Boiler Replacement Project for the Portland Center for Performing Arts (PCPA), amending MERC's 5 Year Capital Plan, and recommending that the Metro Council amend the FY 2010-11 through FY 2014-15 Capital Improvement Plan (CIP).

**WHEREAS**, The Metropolitan Exposition Recreation Commission's (MERC) Capital Asset Management Policy requires any project exceeding \$100,000 receive MERC approval; and

**WHEREAS**, Metro's adopted financial policies require any project exceeding \$100,000 or an existing CIP project increasing greater than 10% receive Council approval; and

**WHEREAS**, a new Capital Improvement Project at OCC totaling \$150,000 has been identified as necessary; and

**WHEREAS**, The Keller Auditorium Boiler Replacement Project proposal includes an increase from \$100,000 to \$191,726;

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

- 1) Approves a new capital project at the OCC for renovation of the two existing Coffee Retail Stores for a cost of \$150,000; and
- 2) Approves the increase to the Keller Auditorium Boiler Replacement project from \$100,000 to \$191,726; and
- 3) Amends the MERC 5 year Capital Plan to add the coffee shop renovation projects and increase the Keller Auditorium Boiler Replacement Project to \$191,726; and
- 4) Recommends that the Metro Council amend the FY 2010-11 through FY 2014-15 Capital Improvement Plan (CIP) to add the Coffee Retail Store renovation projects and increase the Keller Auditorium Project to \$191,726.

Passed by the Commission on April 6, 2011.

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**Chair**

**Approved as to Form:**  
**Alison Kean Campbell, Acting Metro Attorney**

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**Secretary/Treasurer**

**By:**  

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**Nathan A. Schwartz Sykes, Senior Attorney**

## MERC Staff Report

### **Agenda Item/Issue:**

Approving a new capital project at the Oregon Convention Center (OCC) and the increase of the cost for the Keller Auditorium Boiler Replacement Project for the Portland Center for Performing Arts (PCPA), amending MERC's 5 Year Capital Plan, and recommending that the Metro Council amend the FY 2010-11 through FY 2014-15 Capital Improvement Plan (CIP).

**Resolution No:** 11-07

**Presented By:** Jeff Blosser  
Robyn Williams  
Cynthia Hill

**Date:** April 6, 2011

### **Background and Analysis:**

#### **Starbucks Store Renovations:**

The retail coffee shops currently franchised with Starbucks are required to be renovated per the Starbucks's requirements to stay licensed. ARAMARK and OCC have been negotiating over the past several months to reduce the costs of operations and have decided to not renew the contracts for these two stores. With this in mind, ARAMARK and OCC are negotiating with a different company to franchise a coffee shop retail outlet to replace Starbucks at the Oregon convention Center. As part of this new operation, both retail stores will need to be renovated so as to follow the de-commissioning requirement of the Starbucks contract as well as new design requirements for the new operation. It is anticipated that notices to terminate the Starbucks agreement will go out March 23, 2011 and construction to start on Coffee Retail Store #1 (\$75,000) May 23, 2011 and store #2 (\$75,000) to follow upon completion and opening of the first new retail outlet estimated to start renovation September 2011.

Funding will be provided from the existing ARAMARK 5% reserve capital account in each fiscal year; however this project is not included in the 5 year capital plan (CIP). Project funding may need to be carried over into next fiscal year due to the construction schedule and completion of Store #1 in July or August of 2011. The budget development process includes a review of capital projects in process and an amendment for all MERC capital projects requiring carryover will be requested in the next few months.

#### **Keller Auditorium Boiler Replacement:**

During a recent inspection of the existing Boiler at Keller Auditorium which was installed in 1985, it was determined the boiler system has come to the end of its useful life and can no longer perform as needed. After the new boiler project was budgeted, Keller Auditorium was undergoing a thorough energy audit. The audit recommended replacing the existing flexible gas tube boiler system with a new high efficiency condensing boiler system. While a high efficiency condensing boiler system is more expensive initially, the calculated payback is 11.8 years, meaning that in 11.8 years this upgrade will have paid for itself by the utility savings that this higher efficiency model produces (\$0.67/kWh and \$1.3 per therm for simple payback calculation). This payback does not include the monetary rebate from the Energy Trust of Oregon (\$32,500). It was determined to be in the facility's best interest as well as complying with Metro goals and MERC's sustainability efforts to proceed with replacing the boiler system with the recommended high efficiency model.

This project is included in the 2010–2011 adopted budget as reflected in the PCPA Keller Boiler Project. The funding as allocated in the budget is for \$100,000. The additional \$91,726 will be used from unspent capital comprised of monies from capital projects that were cancelled as well as projects that came in under budget. The \$191,726 total fiscal impact will be offset by an incentive offer rebate from the Energy Trust of Oregon (ETO) in the amount of \$32,500. Upon completion of this project, the ETO will pay MERC the guaranteed incentive rebate amount of \$32,500.

MERC Capital Asset Management Policy requires the Commission approve all projects exceeding \$100,000 and Metro’s financial policies require projects exceeding \$100,00 receive Council approval. This resolution is requesting Commission approval of the new project renovating Starbucks Sores # 1 and # 2 and the increase of \$91,726 for the Keller Auditorium Boiler Replacement Project. and a recommendation to Metro Council to amend the Metro Capital Improvement Plan FY 2010-11 through FY 2014-15.

**Fiscal Impact:**

Projects funded from existing appropriations.

**Attachments to Resolution and/or Staff Report:**

Revised Capital Improvement Plan for FY 2010-11

**Recommendation:**

Staff recommends that the Metropolitan Exposition Recreation Commission approve Resolution 11-07.



**Metropolitan Exposition Recreation Commission**  
**Fiscal Year FY 2010-11 Capital Plan Updated 3-30-11**

<i>Description</i>	<i>Funding Source</i>	<i>Original Plan FY 2010-11</i>	<i>Carry Over / Amendments</i>	<i>Adopted Budget</i>	<i>Revised Budget</i>	<i>Year to dated Actuals</i>	<i>Project Status</i>
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**OCC FY 2010-11**

Kitchen Equipment & Trade Work	F & B Capital Investment - Fund Balance	525,000		525,000	497,385	279,698	in process
Kitchen Remodel - T-Bar Replacement	F & B Capital Investment - Fund Balance				22,140	22,140	complete
Small wares Purchase	F & B Capital Investment - Fund Balance	300,000		300,000	187,107	45,636	in process
Leg Up Program Store Project - Metro Café	F & B Capital Investment - Fund Balance	150,000		150,000	150,000	14,064	in process
F & B Capital Investment Contingency	F & B Capital Investment - Fund Balance				162,593		n/a
Hand Dryers Installation(carried over from last year)	MTOCA Funds	150,000		150,000	150,000	544	in process
Phase Air-wall Retrofit Project	MTOCA Funds	220,000	340,000	560,000	383,700	280,449	in process
VAV Controllers and CO2 Sensors on AHUs LEED phase 2	MTOCA Funds	105,000		105,000	69,246	69,246	complete
VAV Controllers and CO2 Sensors on AHUs LEED phase 1	TLT Capital Funds				17,562	17,562	complete
Digital Signage Upgrade	TLT Capital Funds	150,000		150,000	152,900		in process
Replace Stage Unit Steps	TLT Capital Funds	15,000		15,000	17,810	17,810	complete
Forklift Replacement	TLT Capital Funds	60,000		60,000	67,732	67,732	complete
Security Console Replacement	TLT Capital Funds	20,000		20,000	-		cancelled
Garage Door Dry Waste Area Replacement	TLT Capital Funds	15,000		15,000	405	405	cancelled
Riding Scrubber/Sweeper Replacement	TLT Capital Funds	35,000		35,000	44,905		in process
Parking Management System and Equipment Replacement	TLT Capital Funds	130,000		130,000	130,000	250	in process
48" Tables & Carts	TLT Capital Funds	11,000		11,000	11,323	11,323	complete
Elevators 1 & 2 Cab Retrofit	TLT Capital Funds			-	41,000	41,000	complete
Sizzler Block Plaza Construction Project	OCC Fund Balance	660,000		660,000	660,000	5,765	in process
Lighting Fixture Replacement and Upgrade	MTOCA proposal		751,645	751,645	751,645	526,262	in process
Project Contingency						120,192	n/a
<b>Subtotal OCC Capital Account</b>		<b>2,546,000</b>	<b>1,091,645</b>	<b>3,637,645</b>	<b>3,637,645</b>	<b>1,399,886</b>	

**OCC Aramark Capital Reserve**

Kitchen Remodel Construction Phase	5% Reserve Account-Capital	100,000		100,000	18,412		in process
Aramark - ABI Timekeeping System Software & Hardware	5% Reserve Account-Capital			-	33,509	26,807	in process
Renovation of Starbucks Store # 1	5% Reserve Account-Capital			-	75,000		new project
<b>Subtotal OCC Aramark Capital Reserve</b>		<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>126,921</b>	<b>26,807</b>	
<b>Total OCC Capital Projects</b>		<b>2,646,000</b>	<b>1,091,645</b>	<b>3,737,645</b>	<b>3,764,566</b>	<b>1,426,693</b>	

**Metropolitan Exposition Recreation Commission  
Fiscal Year FY 2010-11 Capital Plan Updated 3-30-11**

<i>Description</i>	<i>Funding Source</i>	<i>Original Plan FY 2010-11</i>	<i>Carry Over / Amendments</i>	<i>Adopted Budget</i>	<i>Revised Budget</i>	<i>Year to dated Actuals</i>	<i>Project Status</i>
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**PCPA FY 2010-11**

Arlene Schnitzer Concert Hall Boiler Upgrade & Complete Inspection	PCPA Foundation (Friends of PCPA)	10,000		10,000	979	979	complete
Winnestad Dimmer System	PCPA Foundation (Friends of PCPA)	80,000		80,000	-	-	cancelled
Arlene Schnitzer Concert Hall - Main Roof & Mechanical	PCPA Foundation (Friends of PCPA)	100,000		100,000	97,884	97,884	complete
Arlene Schnitzer Concert Hall - Grand Lobby Roof	PCPA Foundation (Friends of PCPA)			-	76,520	76,520	complete
Keller Auditorium Boiler Replacement	PCPA Foundation (Friends of PCPA)	100,000		100,000	191,726	7,747	contract
Keller Lighting Console	PCPA Foundation (Friends of PCPA)	40,000		40,000	-		cancelled
Newmark Sound Console	PCPA Foundation (Friends of PCPA)	23,000		23,000	-		cancelled
Keller Concession Remodel	F & B Capital Investment - Fund Balance	325,000		325,000	325,000	566	in process
Hatfield Hall - PCPA Chiller Replacement	PCPA Fund Balance		289,000	289,000	289,000	252,624	in process
Keller Auditorium Heat Recovery System (\$25,000)	Metro Sustainability Grant				25,000		new
Project Contingency							n/a
<b>Subtotal PCPA Capital Account</b>		<b>678,000</b>	<b>289,000</b>	<b>967,000</b>	<b>1,006,109</b>	<b>436,320</b>	

**PCPA Aramark Capital Reserve**

Aramark - ABI Timekeeping System Software & Hardware	5% Reserve Account-Capital				20,646	9,632	in process
<b>Subtotal PCPA Aramark Capital Reserve</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>20,646</b>	<b>9,632</b>	
<b>Total PCPA Capital Projects</b>		<b>678,000</b>	<b>289,000</b>	<b>967,000</b>	<b>1,026,755</b>	<b>445,952</b>	

**Metropolitan Exposition Recreation Commission**  
**Fiscal Year FY 2010-11 Capital Plan Updated 3-30-11**

<i>Description</i>	<i>Funding Source</i>	<i>Original Plan FY 2010-11</i>	<i>Carry Over / Amendments</i>	<i>Adopted Budget</i>	<i>Revised Budget</i>	<i>Year to dated Actuals</i>	<i>Project Status</i>
<b>EXPO FY 2010-11</b>							
Seismic Gas Valves	EXPO Fund Balance	10,000		10,000	12,807	12,807	complete
Alerton DCC Global Controller	EXPO Fund Balance	22,000		22,000	24,533		in process
Electronic signage at parking lot entrance	EXPO Fund Balance	30,000		30,000	-		cancelled
Halls DE Wi-Fi	EXPO Fund Balance	25,000		25,000	25,000		in planning
Halls D relamp	EXPO Fund Balance	30,000		30,000	10,968	10,968	complete
Halls D relamp loading dock (increase \$3,450 Metro Sustainability Grant)	Metro Sustainability Grant				4,140	-	new
Unknown impact of Hall E boring	EXPO Fund Balance	50,000		50,000	8,923	8,923	complete
Five Control Alarm Panel	EXPO Fund Balance			-	9,152	9,152	complete
Hall C Heating System	EXPO Fund Balance			-	12,273	12,273	complete
West Delta Bar & Grill	F & B Capital Investment - Fund Balance	325,000		325,000	336,936	336,936	complete
Project Contingency					47,958		n/a
<b>Subtotal Expo Capital Account</b>		<b>492,000</b>	<b>-</b>	<b>492,000</b>	<b>492,690</b>	<b>391,059</b>	
<b>Expo Aramark Capital Reserve</b>							
Aramark - ABI Timekeeping System Software & Hardware	5% Reserve Account-Capital				14,514	8,175	in process
West Delta Bar & Grill	5% Reserve Account-Capital			-	12,207	12,207	complete
<b>Subtotal Expo Aramark Capital Reserve</b>		<b>-</b>	<b>-</b>		<b>14,514</b>	<b>8,175</b>	
<b>Total Expo Capital Projects</b>		<b>492,000</b>	<b>-</b>	<b>492,000</b>	<b>507,204</b>	<b>399,234</b>	

**Metropolitan Exposition Recreation Commission  
Fiscal Year FY 2010-11 Capital Plan Updated 3-30-11**

<i>Description</i>	<i>Funding Source</i>	<i>Original Plan FY 2010-11</i>	<i>Carry Over / Amendments</i>	<i>Adopted Budget</i>	<i>Revised Budget</i>	<i>Year to dated Actuals</i>
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<b><i>Administration FY 2010-11</i></b>						
Add Disk Storage space to Virtual server environment	MERC Support Costs	25,000		25,000		25,000
Add two additional application servers to Virtual environment	MERC Support Costs	30,000		30,000		30,000
Citrix XEN Essentials Software - administrator	MERC Support Costs	5,000		5,000		5,000
Server operating system upgrades - software, license, setup	MERC Support Costs	10,000		10,000		10,000
Citrix "test" environment - new server, license, setup	MERC Support Costs	20,000		20,000		20,000
Project Contingency	MERC Support Costs	12,000		12,000		12,000
<b>Total Administration Capital Projects</b>		<b>102,000</b>	<b>-</b>	<b>102,000</b>	<b>-</b>	<b>102,000</b>

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 11-08**

For the purpose of selecting DeTemple Company, Inc. as the lowest responsive and responsible bidder in response to a Request For Bids, relating to the Portland Center for the Performing Arts (PCPA), Keller Auditorium "Boiler Replacement Project," and authorizing the General Manager to execute a contract with DeTemple Company, Inc.

**WHEREAS**, the existing boiler has reached its useful life expectancy; and

**WHEREAS**, in the public interest, for purposes of providing effective facility temperature maintenance, protection of the environment and significant energy savings, PCPA desires to replace the boiler; and

**WHEREAS**, Section 4(D)(1)(a) of the MERC Purchasing Policies and Rules, delegates authority to the General Manager to prepare and approve Request for Bids (RFB) documents and to solicit bids; and

**WHEREAS**, Section 4(D)(1)(c) of the MERC Contracting and Purchasing Rules, requires MERC to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

**WHEREAS**, MERC staff has evaluated the bids, and DeTemple Company, Inc. is the lowest responsive and responsible bidder.

**BE IT THEREFORE RESOLVED** as follows:

1. The Metropolitan Exposition Recreation Commission selects DeTemple Company, Inc. as the lowest responsive and responsible bidder in response to the Request for Bids for the PCPA, Keller Auditorium Boiler Replacement Project;
2. The Metropolitan Exposition Recreation Commission approves the award of a contract in the amount of \$179,980 and in a form substantially similar to the attached Exhibit "A," to DeTemple Company, Inc.
3. The Metropolitan Exposition Recreation Commission hereby delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on April 6, 2011.

\_\_\_\_\_  
Chair

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

Approved As to Form:  
Alison Kean Campbell, Acting Metro Attorney

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

## MERC Staff Report

**Agenda Item/Issue:** Approval of the contract award and written contract with DeTemple Company Inc., for the PCPA Keller Auditorium Boiler Replacement.

**Resolution No:** 11-08

**Date:** April 6, 2011

**Presented by:** Robyn Williams

**BACKGROUND:** During a recent inspection of the existing Boiler at Keller Auditorium which was installed in 1985, it was determined the boiler system has come to the end of its useful life and can no longer perform as needed. After the new boiler project was budgeted, Keller Auditorium was undergoing a thorough energy audit. The audit recommended replacing the existing flexible gas tube boiler system with a new high efficiency condensing boiler system. While a high efficiency condensing boiler system is more expensive initially, the calculated payback is 11.8 years, meaning that in 11.8 years this upgrade will have paid for itself by the utility savings that this higher efficiency model produces (\$0.67/kWh and \$1.3 per therm for simple payback calculation). This payback does not include the monetary rebate from the Energy Trust of Oregon (\$32,500). It was determined to be in the facility's best interest as well as complying with Metro goals and MERC's sustainability efforts to proceed with replacing the boiler system with the recommended high efficiency model.

Staff prepared and issued Bid Documents and a Request for Bids in accordance with MERC and Metro's Purchasing Policies for the boiler system replacement project. The complete project consists of purchasing and replacing the current gas tube boiler system with a high efficiency condensing boiler system to be designed and built by the contractor in accordance with pre-written technical specifications and required engineering. Staff conducted M/W/ESB outreach by advertising in a local M/W/ESB trade publication and contacting mechanical contractors directly through contractor certifications provided by the State of Oregon website for Oregon Business Development Department Office of Minority, Women and Emerging Small Business and inviting the certified contractors to attend the sitewalk and obtain our RFB documents. There were seven contractors listed on the State of Oregon website as Mechanical M/W/ESB contractors in the tri-county area. Staff also published the RFB in the Oregonian, DJC and Contract & Careers (a minority publication), specific additional FOTA outreach was not conducted however, there were no mechanical contractor's listed in the MERC FOTA database at the time of this RFB. Staff conducted a site walk for potential bidders in which eleven (11) mechanical contractors attended and one (1) vendor representative attended. Of the eleven (11) mechanical contractors that attended the site walk, four (4) were ESB firms; however no minority or women owned firms were in attendance. Four (4) bids were received on February 3, 2011 and ranged from \$179,980 to \$224,000. None of the bids were submitted by a certified M/W/ESB or FOTA contractor, nor did any contractor have any second tier sub-contractors listed as a part of their bid. After a technical review was completed by a mechanical engineer, it was determined that the lowest responsive and responsible bidder was DeTemple Company, Inc, in the amount of one hundred seventy-nine thousand, nine hundred and eighty & NO/100 dollars (\$179,980).

This project is included in the 2010–2011 adopted budget as reflected in the PCPA Keller Boiler Project. The funding as allocated in the budget is \$100,000. The additional \$79,980 for this contract will be used from unspent capital comprised of monies from capital projects that were postponed as well as projects that came in under budget. This increase to the overall project budget is reflected in the revised Capital Project Plan as provided in Resolution 11-07. The overall project budget of \$191,726 is inclusive of this contract, in the amount of \$179,980, also including a two percent contract contingency, permit fees, BOLI fees, asbestos abatement and engineering and design services.

The \$179,980 contract total fiscal impact will be partially offset by an incentive offer rebate from the Energy Trust of Oregon (ETO) in the amount of \$32,500. Upon completion of this project, the ETO will pay MERC the guaranteed incentive rebate amount of \$32,500 which will ultimately reflect a replacement cost of \$147,480.

**FISCAL IMPACT:** The Project shall be paid for out of the 2010-2011 adopted budget.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission, by Resolution No.11-08, approve the contract award and written contract with DeTemple Company, Inc , for the amount of One hundred seventy-nine thousand, nine hundred and eighty & NO/100 dollars (\$179,980) for the Keller Auditorium Boiler Replacement Project.

# Standard Public Contract

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For Public Contracts Greater than \$50,000

CONTRACT NO. \_\_\_\_\_

## PUBLIC CONTRACT

THIS Contract is entered into between Metropolitan Exposition-Recreation Commission ("MERC"), whose address is 777 NE Martin Luther King, Jr., Blvd., Portland, Oregon 97232-2742, and **DeTemple Company, Inc. (CCB# 2510)**, whose address is **1951 NW Overton Street, Portland, OR. 97209**, hereinafter referred to as the "CONTRACTOR." Work is to be take place at the Portland Center for the Performing Arts – Keller Auditorium, located at 222 SW Clay, Portland, OR 97201.

THE PARTIES AGREE AS FOLLOWS:

### ARTICLE I TERM OF CONTRACT

The term of this Contract shall be for the period commencing **April 15, 2011** through and including **August 30, 2011**, with **substantial completion by June 30, 2011**, unless terminated or extended as provided in this Contract.

### ARTICLE II CONTRACT SUM AND TERMS OF PAYMENT

MERC shall compensate the CONTRACTOR for work performed and/or goods supplied as described in the Scope of Work. MERC shall not be responsible for payment of any materials, expenses or costs other than those which are specifically included in the Scope of Work, in an amount not to exceed (written amount) **One Hundred Seventy-Nine Thousand, Nine Hundred and Eighty Dollars and NO/100 (\$179,980.00)**. Payment shall be on a unit price only for those goods or services received in a condition or manner acceptable to MERC. CONTRACTOR'S Invoice shall include an itemized statement of items purchased or services provided, and shall be sent to MERC, Attention: Accounts Payable, 777 NE Martin Luther King, Jr. Blvd., Portland, Oregon 97232-2742. As per Article VII of this document, Contractor's invoice must breakout and withhold retainage as obligated by Public Contracting Code, and submit certified payroll with their invoice as per Prevailing Wage Requirement Law. MERC will pay Contractor within 30 days of receipt of an approved invoice.

### ARTICLE III SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to MERC the goods described in the Scope of Work All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

**CONTRACTOR is to provide and install a new boiler system, Contractor shall replace the existing gas tube boiler system with a high efficiency condensing system as specifically outlined in the request for bids. Scope of Work is to include: design and construction, equipment purchase, installation, demolition and removal of existing system a control work as specified in the "PCPA – Keller Auditorium Boiler Replacement Project Request for Bids" Documents dated February 3, 2011, hereto attached as "Attachment "A". Contractor agrees to comply with each and every term, condition and provision of the contract documents. Contractor agrees to provide all labor, tools, equipment, machinery, supervision, transportation, and every other item and service necessary to perform the work described in the contract documents. Contractor agrees to comply with each and every term, condition and provision of the contract documents including the RFB. Contractor may be subject to liquidated damages if work not in compliance with Request for Bids Documents as referenced above, and Contract Agreement. All work on this contract is subject to Prevailing Wage Rates.**



Additional Requirements:

CONTRACTOR must provide to MERC:

- A written Workplace Safety Program and Drug Policy prior to start of work
- A copy of Contractor's Certificate of Insurance as specified in Article VI below
- A written Work Schedule to be approved by Owner 48 hours prior to start of work. Work must be performed without causing any disruptions to scheduled events. Owner will make every effort to keep construction areas off limits to the public to accommodate the Contractor's Work Plan.

Contractor must coordinate all work with Project Manager.

The Contract Time shall commence upon issuance of the Notice to Proceed which is anticipated to be issued following execution of the contract. Contractor shall commence work under this Contract within no more than ten (10) calendar days after issuance of written Notice to Proceed. Contractor shall bring the Work to **substantial completion no later than June 30, 2011, or at such date as may be extended by Change Order approved by Contractor and Owner.** By executing this Contract, Contractor confirms and accepts that the Contract Time so stated is a reasonable period for performance of all of the Work.

The end date of the Contract Term is intended to allow for finalization of all closeout requirements, receipt of warranties, manuals and final payment, but does not alter requirements for substantial completion of the work by the date specified.

Owner will coordinate with Contractor regarding the dates and approximate shifts that are available and unavailable to the Contractor to perform the required work, depending on the location in the building of the scheduled event, the type of event and the Work being conducted simultaneously with the event. **Due to the likely possibility of additional "bookings" or cancellations of events in the building, this schedule may be modified, which may positively or negatively impact the work schedule. It is not anticipated however, that the net number of days available to the Contractor as indicated on the schedule included as part of these documents will be lessened. In the event of a schedule change, the Owner will notify the Contractor directly following the implementation of the change so that work plans may be modified accordingly.** Due to the nature of the Public Events Facility industry, it will be necessary for the Contractor to work closely with the Project Manager and applicable building staff to coordinate day-to-day logistical requirements for the benefit of the Contractor and to afford Owner Staff the necessary time to perform event or non-event related functions. Contractor shall be liable to incur liquidated damages if not substantially complete by contract terms. Liquidated damages shall be assessed at no less than One Hundred Dollars (\$100) per day unless contract is extended.

#### ARTICLE IV LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR'S labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Contract, and shall indemnify, defend and hold harmless MERC, Metro, its agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR'S subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and MERC.

#### ARTICLE V TERMINATION

MERC may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. MERC shall not be liable for indirect, consequential damages or any other damages. Termination by MERC will not waive any claim or remedies it may have against CONTRACTOR. Contractor may be liable for liquidated damages.

ARTICLE VI  
INSURANCE

CONTRACTOR shall purchase and maintain at CONTRACTOR'S expense, the following types of insurance covering the CONTRACTOR, its employees and agents.

- A. Broad form comprehensive general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability shall be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage. **MERC, Metro, and their elected and appointed officials, departments, employees and agents shall be named as an ADDITIONAL INSURED.**
  
- B. Automobile bodily injury and property damage liability insurance. Insurance coverage shall be a minimum of \$1,000,000 per occurrence. **MERC, Metro and their elected and appointed officials, departments, employees, and agents shall be named as an ADDITIONAL INSURED.** Notice of any material change or policy cancellation shall be provided to MERC thirty (30) days prior to the change.

This insurance as well as all workers' compensation coverage for compliance with ORS 656.017 must cover CONTRACTOR'S operations under this Contract, whether such operations be by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them.

CONTRACTOR shall provide MERC with a certificate of insurance complying with this article and naming MERC and Metro as additional insureds within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

ARTICLE VII  
PUBLIC CONTRACTS

All applicable provisions of ORS chapters 187 and 279A & B, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Contract. Specifically, it is a condition of this contract that Contractor and all employers working under this Contract are subject employers that will comply with ORS 656.017 as required by 1989 Oregon Laws, Chapter 684.

All applicable provisions of ORS Chapters 187 and 279A & B, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Contract including, but not limited to, ORS 279B.220 to 279B.235.

**For public work subject to ORS 279C.800 to 279C.870, the contractor shall pay Prevailing Wage Rates** as per the *Oregon Bureau of Labor and Industries (BOLI) "Prevailing Wage Rates for Public Contract Works Contracts in Oregon - Effective January 1, 2011"*, pursuant to the administrative rules established by the Commissioner of Labor and Industries. Contractor must provide a written schedule to employees showing the number of hours per day and days per week the employee may be required to work; and must pay daily, weekly, weekend and holiday overtime in accordance with, and as required by ORS 279C.520.

Contractors must promptly pay, as due, all persons supplying to such contractor labor or material used in this contract. If the contractor fails to pay for labor or services, the contracting agency can pay and withhold these amounts due the contractor. Additionally, if the contractor or first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the public contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus shall pay interest in accordance with ORS 279C.515. If the contractor or first-tier subcontractor fails, neglects, or refuses to make payment, to a person furnishing labor or materials in connection with the public contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. Contractor must promptly pay for any medical services they have agreed to pay in accordance with ORS 279C.530.

Contractor must pay any and all contributions and amounts due to the Industrial Accident Fund from contractor or subcontractor and incurred in the performance of the contract.

**Contractor is required to Submit Certified Payroll Reports each month to MERC as Contracting Public Agency to: MERC–Construction/Capital Projects Dept–Attn: Renee Pace, 777 NE MLK Jr Blvd Portland, OR 97232;** as well as to BOLI. In addition to any other retainage obligated by the Public Contracting Code, the Prevailing Wage Requirement Law requires public agencies to withhold 25 percent of any amount earned by the prime contractor if the prime contractor does not submit certified payroll reports. Once the certified payroll reports have been submitted, the public agency must pay the 25 percent withheld within 14 days. ORS 279C.845(7)

Contractor and every subcontractor must have a Public Works Bond filed with the Construction Contractors Board prior to starting work on the Contract, unless exempt, in accordance with ORS 279C.830(3). Contractors are required to pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

CONTRACTOR shall meet MERC Bonds and Bid Security requirements as follows:

1. Bid Security not exceeding 10 percent of the amount bid for the contract is required unless the contract is for \$50,000 or less.
2. For public improvements, a labor and material bond and a performance bond, both in the amount equal to 100 percent of the contract price are required for contracts over \$50,000.
3. Bid security, labor and material bond and performance bond may be required even though a contract is of a class not identified above, if the General Manager determines it is in the public interest.

CONTRACTOR shall meet the Metro “Good Faith Efforts” Requirement for Construction Projects as below:

For construction contracts of \$100,000 or more, the Commission adopts in principle, policy, and content, the “Good Faith Effort” program established by Metro Code§ 2.04.100 through 2.04.190 (Metro Minority Business Enterprise, Women Owned Business, and Emerging Small Business Program) as they apply to contracts of the Commission. This adoption includes any and all ordinances subsequently adopted by the Metro Council relating to Metro’s Minority Business Enterprise, Women Owned Business and Emerging Small Business Program. The General Manager shall designate MERC staff to perform the functions of the Liaison Officer to carry out the MBE/WBE/ESB program as it relates to MERC contracting activities. Metro and MERC have a compelling government interest to ensure that their contracts provide fair and equal employment opportunities for minority, women, and emerging small businesses reflecting the diversity found in the Portland Metropolitan area. **Therefore, MERC aspires to utilize 15% (by dollar value) MBE/WBE/ESB subcontractor participation on this project.** Accordingly, the prime contractor is required to submit proof showing that Good Faith Effort has been made to contract with MBE/WBE/ESB subcontractors. **Additionally, MERC aspires to utilize 10% (by dollar value) of subcontractors within the First Opportunity Target Area (FOTA).** Contractor shall submit an MWESB/FOTA report along with certified payroll for compliance.

For public improvement work all contractors must demonstrate that an employee drug-testing program is in place.

#### ARTICLE VIII QUALITY OF GOODS AND SERVICES

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by MERC, whichever is later. All guarantees and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of MERC.

ARTICLE IX  
OWNERSHIP OF DOCUMENTS

Unless otherwise provided herein, all documents, instruments and media of any nature produced by Contractor pursuant to this contract are Work Products and are the property of MERC, including but not limited to: drawings, specifications, reports, scientific or theoretical modeling, electronic media, computer software created or altered specifically for the purpose of completing the Scope of Work, works of art and photographs. Unless otherwise provided herein, upon MERC request, Contractor shall promptly provide MERC with an electronic version of all Work Products that have been produced or recorded in electronic media. MERC and Contractor agree that all work Products are works made for hire and Contractor hereby conveys, transfers, and grants to MERC all rights of reproduction and the copyright to all such Work Products.

ARTICLE X  
SUBCONTRACTORS

CONTRACTOR shall contact MERC prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from MERC before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract.

MERC reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR'S compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this contract. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

ARTICLE XI  
RIGHT TO WITHHOLD PAYMENTS

MERC shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in MERC's sole opinion, to protect MERC against any loss, damage or claim which may result from CONTRACTOR'S performance or failure to perform under this contract or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors.

If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in MERC's opinion, violated that provision, MERC shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by MERC under this Article shall become the property of MERC and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

ARTICLE XII  
SAFETY

If services of any nature are to be performed pursuant to this contract, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits. Contractor shall supply a written safety program/policy that all employees must follow. Workplace safety MUST be in compliance with OSHA regulations at all times

ARTICLE XIII  
INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any procurement documents including, but not limited to, the Advertisement for Bids, Proposals or responses, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated contract between MERC and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both MERC and CONTRACTOR.

ARTICLE XIV  
JURISDICTION

The Contract was entered into in the State of Oregon. This Contract will be interpreted, construed and enforced in accordance with the laws of the State of Oregon. Both parties agree that exclusive jurisdiction for any claim under this Contract will be in Multnomah County, Oregon.

ARTICLE XV  
SEVERABILITY

The parties agree that any provision of this Contract that is held to be illegal, invalid, or unenforceable under present or future laws shall be fully severable. The parties further agree that this Contract shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never been a part of them and the remaining provisions of the Contract shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Contract. Furthermore, a provision as similar to the illegal, invalid, or unenforceable provision as is possible and legal, valid, and enforceable shall be automatically added to this Contract in lieu of the illegal, invalid or unenforceable provision. Any failure by MERC to enforce a provision of the Contract is not to be construed as a waiver by MERC of this right to do so.

ARTICLE XVI  
BINDING ON ASSIGNS AND SUCCESSORS

This Contract is binding upon the parties hereto and upon the heirs, administrators, representatives, executors, successors, and assigns, and will inure to the benefit of said parties and each of them and to their heirs, administrators, representatives, executors, successors and assigns.

ARTICLE XVII  
COMPLIANCE

CONTRACTOR shall comply with federal, state, and local laws, statutes, and ordinances related to the execution of the work. This requirement includes, but is not limited to any requirements associated with the grant funds used for this project, non-discrimination, safety and health, environmental protection, waste reduction and recycling, fire protection, permits, fees and similar subjects.

ARTICLE XVII  
COUNTERPARTS

This Contract may be executed in counterparts or multiples, any one of which will have the full force of an original.

ARTICLE XIX  
DELIVERY OF NOTICES

Any notice, request, demand, instruction, or any other communications to be given to any party hereunder shall be in writing, sent by registered or certified mail or fax as follows:

To: Commission	Robyn Williams, Executive Director, Portland Center for the Performing Arts Heather Peck, Project Manager 777 NE Martin Luther King Jr. Blvd. Portland, Oregon 97232
To: Contractor	DeTemple Company, Inc. 1951 NW Overton Street Portland, Or. 97209

ARTICLE XX  
ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from MERC.

**CONTRACTOR**

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: DeTemple Company, Inc

Address 1951 NW Overton St.

Portland, Or. 97209

Telephone: 503-227-2641

Tax I.D. or SS#: 93-0893475

CCB 2510

**METROPOLITAN EXPOSITION-RECREATION  
COMMISSION**

Signature: \_\_\_\_\_

Printed Name Teri Dresler

Date: \_\_\_\_\_

Title: General Manager

Signature: \_\_\_\_\_

Printed Name Robyn Williams

Date: \_\_\_\_\_

Title: Executive Director - PCPA

*Copy 1 - Metro Contracts*

*Copy 2 - Project Manager/File*

*Copy 3 - Contractor*

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 11-09**

**For the purpose of selecting Payne Construction Inc. as the lowest responsive and responsible bidder in response to a Request For Bids, relating to the Portland Center for the Performing Arts (PCPA) "Keller Auditorium Concession Areas Upgrade General Contracting Services" and authorizing the General Manager to execute a contract with Payne Construction Inc.**

**WHEREAS**, the PCPA intends to upgrade current Food and Beverage resources through capital improvements by remodeling and altering a concession area south of the main entrance and create a permanent concession area between the North and South entrances to accommodate for the expansion of patron amenities; and

**WHEREAS**, Section 4(D)(1)(a) of the Commission's Contracting and Purchasing Rules, delegates authority to the General Manager to prepare and approve Request for Bids (RFB) documents and to solicit bids; and

**WHEREAS**, Section 4(D)(1)(c) of the Commission's Contracting and Purchasing Rules, requires the Commission to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

**WHEREAS**, MERC staff has evaluated the bids, and Payne Construction Inc. is the lowest responsive and responsible bidder.

**BE IT THEREFORE RESOLVED** as follows:

1. The Metropolitan Exposition Recreation Commission selects Payne Construction Inc. as the lowest responsive and responsible bidder in response to the Request for Bids for the Portland Center for the Performing Arts Keller Auditorium Concessions Areas Upgrade – General Contractor Services.
2. The Commission approves the award of a contract, in a form substantially similar to the attached Exhibit A to Payne Construction Inc. and delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on April 6, 2011.

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Chair

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Secretary/Treasurer

Approved As to Form:  
Alison Kean Campbell, Acting Metro Attorney

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

## MERC STAFF REPORT

**Agenda Item/Issue:** Approval of the contract award and written contract with Payne Construction Inc. for the PCPA Keller Auditorium Concession Areas Upgrade General Contractor Services

**Resolution No:** 11-09

**Date:** April 6, 2011

**Presented by:** Robyn Williams

**BACKGROUND:** In order to keep the food and beverage service program at the Portland Center for the Performing Arts' (PCPA) Keller Auditorium effective, efficient and competitive while keeping up with the ongoing demands of the public, it was determined that adding new permanent retail concession spaces to meet current and upcoming demands would be in the best interest of MERC and the Public. The addition of remodeled and new permanent concession spaces will be accomplished by a construction improvement that will modify an existing concession area to the south of the main entrances and the addition of a permanent concession area between the North and South entrances. This capital improvement will consist of remodeling and the purchase and installation of equipment and millwork or custom cabinetry as well as electrical and plumbing work. A general contractor is needed to coordinate and manage demolition and millwork installation as well as contract and manage work requiring electricians, plumbers, framing, drywall installation, painters and additional trade technicians. This project is included in the 2010–2011 adopted budget as reflected in the PCPA F&B Capital Investment Project. The funding as allocated in the budget was from the capital investment received as a part of the Aramark contract.

MERC Staff prepared and issued Bid Documents and a Request for Bids in accordance with MERC's Purchasing and Contracting Rules as well as Metro Policy and any and all state (ORS) requirements. MERC staff included in the bid documents an aspirational M/W/ESB goal for participation in this project of 25% , (the M/W/ESB aspirational goal for this project was slightly higher than the standard 15% because of the various amount of trade work associated) as well as an additional 10% aspirational FOTA contractor participation goal. MERC staff conducted a broad M/W/ESB outreach by advertising in a local M/W/ESB trade publication and contacting contractors directly through contractor certifications provided by the State of Oregon website for Oregon Business Development Department Office of Minority, Women and Emerging Small Business and inviting the certified contractors to attend the sidewalk and obtain our RFB documents. Plans and specifications were also made available at no cost to the contractors and sub-contractors for this project. On three occasions in March, 2011, MERC Staff conducted a site walk for potential bidders in which 22 contractors attended. Nine firms that attended the site walk were certified M/W/ESB contractors. On March 22<sup>nd</sup> 2011, four bids were received and ranged from \$111,867 to \$140,000. One of the bidders was a certified ESB General Contractor, with a bid of \$120,530. The lowest responsive and responsible bidder, Payne Construction Inc., with a bid of \$111,867 is not a certified M/W/ESB contractor but did include 49% dedicated M/W/ESB sub-contractor participation as a part of their bid.

Because all bids were over the project budget, MERC staff negotiated with the lowest responsive bidder, Payne Construction Inc., to remove some architectural features that were not a critical component to the overall project scope of work. MERC staff conducted the negotiation in accordance to the ORS, Metro and MERC Purchasing Policy and the guidelines of Metro Procurement. The negotiated bid amount has been reduced to \$106,215, from the original low bid of \$111,867, a decrease in cost of \$5,652.

**FISCAL IMPACT:** The FY2010-11 adopted budget includes \$325,000 appropriation for the PCPA F&B Capital Investment Project.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission, by Resolution No. 11-10, approve the contract award and written contract (attached hereto) with Payne Construction Inc., for the amount of One Hundred Six Thousand Two Hundred Fifteen & 00/100 dollars (\$106,215).



**METROPOLITAN EXPOSITION RECREATION COMMISSION**

RESOLUTION NO. 11-10

**For the purpose of selecting Bargreen Ellingson as the lowest responsive and responsible bidder in response to a Request For Bids, relating to the Portland Center for the Performing Arts (PCPA) "Keller Auditorium Concessions Areas Upgrade Millwork " and authorizing the General Manager to execute a contract with Bargreen Ellingson.**

**WHEREAS**, the PCPA intends to upgrade current Food and Beverage resources through capital improvements by remodeling and altering a concession area south of the main entrance and creating a permanent concession area between the North and South entrances to accommodate for the expansion of patron amenities; and

**WHEREAS**, Section 4(D)(1)(a) of the Commission's Contracting and Purchasing Rules, delegates authority to the General Manager to prepare and approve Request for Bids (RFB) documents and to solicit bids; and

**WHEREAS**, Section 4(D)(1)(c) of the Commission's Contracting and Purchasing Rules, requires the Commission to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

**WHEREAS**, MERC staff has evaluated the bids, and Bargreen Ellingson is the lowest responsive and responsible bidder.

**BE IT THEREFORE RESOLVED** as follows:

1. The Metropolitan Exposition Recreation Commission selects Bargreen Ellingson as the lowest responsive and responsible bidder in response to the Request for Bids for the PCPA Keller Auditorium Concessions Areas Upgrade Millwork.
2. The Commission approves the award of a contract, in a form substantially similar to the attached Exhibit A to Bargreen Ellingson and delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on April 6, 2011.

\_\_\_\_\_  
Chair

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Secretary/Treasurer

Approved As to Form:  
Alison Kean Campbell, Acting Metro Attorney

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

## MERC STAFF REPORT

**Agenda Item/Issue:** Approval of the contract award and written contract with Bargreen Ellingson for the PCPA Keller Auditorium Concession Areas Upgrade Millwork

**Resolution No:** 11-10

**Date:** April 6, 2011

**Presented by:** Robyn Williams

**BACKGROUND:** In order to keep the food and beverage service program at the Portland Center for the Performing Arts' (PCPA) Keller Auditorium effective, efficient and competitive while keeping up with the ongoing demands of the public, it was determined that adding new permanent retail concession spaces to meet current and upcoming demands would be in the best interest of MERC and the Public. The addition of remodeled and new permanent concession spaces will be accomplished by a construction improvement that will modify an existing concession area to the south of the main entrances and the addition of a permanent concession area between the North and South entrances. This improvement will consist of the remodeling and the purchase and installation of equipment and millwork or custom cabinetry. The remodel will provide for the use of keg beer rather than the current bottle program-which is more cost efficient and a greener practice environmentally, as well as provide three additional points of sale on the main level of the auditorium. This project is included in the 2010–2011 adopted budget as reflected in the PCPA F&B Capital Investment Project. The funding as allocated in the budget was from the capital investment received as a part of the Aramark contract.

MERC Staff prepared and issued Bid Documents and a Request for Bids in accordance with MERC's Purchasing and Contracting Rules as well as Metro Policy and any and all state (ORS) requirements. MERC staff included in the bid documents an aspirational M/W/ESB goal for participation in this project of 15% as well as an additional 10% aspirational FOTA contractor participation goal. MERC staff conducted a broad M/W/ESB outreach by advertising in a local M/W/ESB trade publication and contacting mechanical contractors directly through contractor certifications provided by the State of Oregon website for Oregon Business Development Department Office of Minority, Women and Emerging Small Business and inviting the certified contractors to attend the sitewalk and obtain our RFB documents. Staff also published the RFB in the Oregonian, DJC and Contract & Careers. and made plans and specifications available at no cost to the contractors and sub-contractors for this project. On three occasions in March, 2011, MERC Staff conducted a site walk for potential bidders in which 11 contractors attended. Two firms that attended the site walk were certified M/W/ESB contractors. On March 22<sup>nd</sup> 2011, four bids were received and ranged from \$122,837.60 to \$168,767. One of the bidders was a certified ESB Contractor, with a bid amount of \$168,767. Of the four bids received none of them included M/W/ESB subcontractor participation.

Because all bids were over the project budget, MERC staff negotiated with the lowest responsive bidder, Bargreen Ellingson, to remove some architectural features that were not a critical component to the overall project scope of work. MERC staff conducted the negotiation in accordance to the ORS, Metro and MERC Purchasing Policy and the guidelines of Metro Procurement. The negotiated bid amount has been reduced to \$107,388.10 from the original low bid of \$122,837.60, a decrease in cost of \$15,449.50.

**FISCAL IMPACT:** The FY2010-11 adopted budget includes \$325,000 appropriation for the PCPA F&B Capital Investment Project.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission, by Resolution No. 11-11, approve the contract award and written contract (attached hereto) with Bargreen Ellingson, for the amount of One Hundred Seven Thousand Three Hundred Eighty Eight & 10/100 dollars (\$107,388.10).