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# **MERC Commission Meeting**

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June 1, 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](http://www.oregonmetro.gov)

 **Metro** | *Exposition Recreation Commission*

**REVISED Agenda**

Meeting: Metro Exposition Recreation Commission Regular Meeting  
Date: Wednesday June 1, 2011  
Time: 12:30 – 2:30 pm  
Place: Oregon Convention Center, Meeting Rooms A 107-8

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**CALL TO ORDER**

- 12:30 1. QUORUM CONFIRMED**
- 12:35 2. COMMISSIONER COMMUNICATIONS**
- 12:40 3. GENERAL MANAGER COMMUNICATIONS** **Teri Dresler**  
**3.1 April 2011 MERC Financial Report**
- 12:45 4. MERC VENUES' BUSINESS REPORTS** **Blosser/Williams/Bailey**
- 12:55 5. OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**
- 1:05 6. CONSENT AGENDA**  
**6.1 Revised May 5, 2011 MERC Commission Record of Actions – Special Meeting**
- 1:10 7. TRAVEL PORTLAND QUARTERLY REPORT** **Jeff Miller**
- 1:30 8. DISCUSS CHANGES TO MERC PERSONNEL POLICIES** **Mary Rowe**
- 1:45 9. ACTION AGENDA**
  - 9.1 Resolution 11-14** for the purpose of electing MERC Commission Officers for fiscal year 2011-12. **Elisa Dozono**
  - 9.2 Resolution 11-15** for the purpose of approving rental rates for the Oregon Convention Center. **Jeff Blosser**
  - 9.3 Resolution 11-16** for the purpose of approving a contract for Peer Group Security for Portland Expo Center and Portland Center for the Performing Arts. **Joe Durr**
  - 9.4 Resolution 11-12** for the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12. **Cynthia Hill**

**ADJOURN**

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# **MERC Commission Meeting**

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June 1, 2011  
12:30 pm

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3.1 - April 2011 Financial  
Report

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APRIL 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: 05/24/11

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 10 months ended April 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.

As noted in the financial report for the 3<sup>rd</sup> quarter revenues are expected to be better than year-end budget and slightly better than prior year based upon the upcoming schedule of events. Also, an OCC F&B expenditure budget amendment may be required in June, however it is expected that overall MERC expenditures will be well within the budget by year-end.

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 3% or \$640 thousand and better than budget by 3% or \$1.05 million. Food and Beverage (F&B) is better than budget by 9% or \$1.013 million and relatively flat compared to prior year by \$44 thousand.
- **Expo** overall revenue is better than prior year by 1% or \$44 thousand. The largest event of the period was the Portland Auto Swap Meet generating approximately \$303 thousand, of which F&B generated approximately \$193 thousand.
- **OCC** is better than prior year by 5% or \$652 thousand and better than budget by 9% or \$1.5 million. The highest accrued revenue generating event was Oregon Dental Associations 2011 Conference for approximately \$319 thousand, of which F&B generated approximately \$160 thousand. F&B revenue is better than prior year by 1% or \$78 thousand and better than budget by 10% or \$877 thousand.
- **PCPA** is less than prior year by 1% or \$52 thousand and less than budget by 6% or \$466 thousand. F&B is better than budget by 15% or \$222 thousand. The highest event revenue generator for the period was Billy Elliot for approximately \$389 thousand of which Admission & User Fee generated approximately \$109 thousand.

### NON – OPERATING

- Transient Lodging Tax (TLT) is better than prior year to date by 17.578% which equals \$915 thousand.

## EXPENDITURES

### OPERATING

- **MERC** overall expenditures are less than prior year by 0.27% or \$83 thousand and less than budget by 3% or \$1.04 million.
- **Expo** overall expenditures are higher than prior year by 7% or \$226 thousand and less than budget by 4% or \$185 thousand. F&B expenditures are higher than prior year by 12 % or \$144 thousand and higher than budget by 7% or \$110 thousand.
- **OCC** is greater than prior year by 1% or \$199 thousand and slightly higher than budget by 0.30% or \$67 thousand. F&B is less than prior year by 1% which is approximately \$42 thousand.
- **PCPA** is less than prior year by 5% or \$414 thousand and budget by 6% or \$517 thousand. F&B is less than prior year by 8% or \$105 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 \$2.2 million of the budgeted amount of \$2.5 million or 87%.

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

|   | Current<br>Month<br>Actual<br>April-11 | Current<br>Year to Date<br>Actual<br>April-11 | Prior<br>Year to Date<br>Actual<br>April-10 | % of<br>Prior<br>Year | 2010-11<br>Adopted<br>Budget<br>April-11 | % of<br>Annual<br>Budget<br>83% |
|---|--|---|---|-----------------------|--|---------------------------------|
| <b>Operating</b>                        |  |   |   |                       |  |                                 |
| Revenue                                 | 1,919,314                              | 15,376,612                                    | 14,692,800                                  | 105%                  | 18,481,869                               | 83%                             |
| Revenue - Food and Beverage             | 1,353,910                              | 10,819,794                                    | 10,863,777                                  | 100%                  | 11,813,716                               | 92%                             |
| <b>Total Operating Revenue</b>          | <b>3,273,225</b>                       | <b>26,196,407</b>                             | <b>25,556,577</b>                           | <b>103%</b>           | <b>30,295,585</b>                        | <b>86%</b>                      |
| Costs - Food and Beverage               | 1,016,467                              | 8,957,034                                     | 8,959,875                                   | 100%                  | 9,422,641                                | 95%                             |
| Personal Services                       | 1,493,028                              | 14,385,524                                    | 14,010,478                                  | 103%                  | 17,989,676                               | 80%                             |
| Goods & Services                        | 691,607                                | 5,522,926                                     | 5,952,906                                   | 93%                   | 8,203,986                                | 67%                             |
| Marketing                               | 218,280                                | 2,182,800                                     | 2,207,801                                   | 99%                   | 3,037,090                                | 72%                             |
| <b>Total Operating Expenses</b>         | <b>3,419,382</b>                       | <b>31,048,285</b>                             | <b>31,131,061</b>                           | <b>100%</b>           | <b>38,653,393</b>                        | <b>80%</b>                      |
| <b>Net Operating Results Inc (Dec)</b>  | <b>(146,157)</b>                       | <b>(4,851,878)</b>                            | <b>(5,574,484)</b>                          | <b>87%</b>            | <b>(8,357,808)</b>                       | <b>58%</b>                      |
| <b>Non Operating</b>                    |  |   |   |                       |  |                                 |
| Transient, Lodging Tax                  | 128,680                                | 6,118,491                                     | 5,203,762                                   | 118%                  | 10,558,553                               | 58%                             |
| Government Support City of Portland     | -                                      | -   | -   | -                     | 756,907                                  | 0%                              |
| Non-Operating Revenue                   | 14,806                                 | 115,341                                       | 186,167                                     | 62%                   | 294,773                                  | 39%                             |
| Non-Operating Expense                   | 2,500                                  | 2,500   | 2,503                                       | 100%                  | 2,500                                    | 100%                            |
|   | <b>140,986</b>                         | <b>6,231,332</b>                              | <b>5,387,427</b>                            | <b>116%</b>           | <b>11,607,733</b>                        | <b>54%</b>                      |
| <b>Support and Risk Management</b>      |  |   |   |                       |  |                                 |
| MERC Administration                     | 0                                      | -   | -   | -                     | -  | -                               |
| Metro Support Services                  | 166,099                                | 1,660,990                                     | 1,689,710                                   | 98%                   | 1,993,186                                | 83%                             |
| Metro Risk Management                   | 83,215                                 | 499,312                                       | 488,571                                     | 102%                  | 499,311                                  | 100%                            |
|   | <b>249,314</b>                         | <b>2,160,302</b>                              | <b>2,178,281</b>                            | <b>99%</b>            | <b>2,492,497</b>                         | <b>87%</b>                      |
| <b>Net Increase (Decrease)</b>          | <b>(254,485)</b>                       | <b>(780,848)</b>                              | <b>(2,365,338)</b>                          | <b>33%</b>            | <b>757,428</b>                           | <b>-103%</b>                    |
| <b>Transfers</b>                        |  |   |   |                       |  |                                 |
| Transfers from                          | -                                      | -   | -   | -                     | -  | -                               |
| Debt Service                            | -                                      | 913,316                                       | 1,027,936                                   | 89%                   | 1,189,132                                | 77%                             |
| <b>Net Transfers</b>                    | <b>-</b>                               | <b>913,316</b>                                | <b>1,027,936</b>                            | <b>89%</b>            | <b>1,189,132</b>                         | <b>77%</b>                      |
| <b>Net Operations</b>                   | <b>(254,485)</b>                       | <b>(1,694,164)</b>                            | <b>(3,393,275)</b>                          | <b>122%</b>           | <b>(431,704)</b>                         | <b>392%</b>                     |
|   | <b>0</b>                               | <b>(0)</b>                                    | <b>-</b>                                    | <b>-</b>              | <b>-</b>                                 | <b>-</b>                        |
| <b>Capital</b>                          |  |   |   |                       |  |                                 |
| Capital Outlay                          | 180,909                                | 2,543,232                                     | 1,028,709                                   | 247%                  | 5,213,214                                | 49%                             |
| Goods & Services                        | -                                      | -   | -   | -                     | -  | -                               |
| Non-Operating Revenue                   | -                                      | 236,267                                       | 2,218,425                                   | 11%                   | 1,094,592                                | 22%                             |
| Transfers from                          | 475,000                                | 475,000                                       | -   | -                     | 475,000                                  | 100%                            |
| <b>Net Capital</b>                      | <b>294,091</b>                         | <b>(1,831,964)</b>                            | <b>1,189,716</b>                            | <b>-154%</b>          | <b>(3,643,622)</b>                       | <b>50%</b>                      |
| <b>Fund Balance Inc (Dec)</b>           | <b>39,606</b>                          | <b>(3,526,128)</b>                            | <b>(2,203,559)</b>                          | <b>160%</b>           | <b>(4,075,326)</b>                       | <b>87%</b>                      |
|   | <b>0</b>                               | <b>(0)</b>                                    | <b>-</b>                                    | <b>-</b>              | <b>-</b>                                 | <b>-</b>                        |
| Food and Beverage Gross Margin          | 2,370,378                              | 19,776,829                                    | 19,823,652                                  | -                     | 21,236,357                               | 93%                             |
| Food and Beverage Gross Margin          | 24.9%                                  | 17.2%   | 17.5%                                       | -                     | 20.2%                                    | -                               |
| Full Time Employees                     | -                                      | -   | -   | -                     | 190.0                                    | -                               |
| Excise Tax                              | (183,037)                              | (1,285,439)                                   | (1,318,459)                                 | -                     | -  | -                               |
| Taxes as percent of revenue             | 4%                                     | 19%   | 17%   | -                     | 26%                                      | -                               |
| <b>Fund Balance</b>                     |  |   |   |                       |  |                                 |
| Beginning Fund Balance                  | -                                      | 27,089,539                                    | 26,619,236                                  | -                     | 27,089,539                               | -                               |
| Fund Balance Inc (Dec)                  | -                                      | (3,526,128)                                   | (2,203,559)                                 | -                     | (4,075,326)                              | -                               |
| <b>Ending Fund Balance</b>              | <b>-</b>                               | <b>23,563,411</b>                             | <b>24,415,677</b>                           | <b>-</b>              | <b>23,014,213</b>                        | <b>-</b>                        |
| Unrestricted Fund Balance               | -                                      | -   | -   | -                     | 304,624                                  | -                               |
| Contingency                             | -                                      | -   | -   | -                     | 2,183,463                                | -                               |
| Stabilization Reserve                   | -                                      | -   | -   | -                     | 620,500                                  | -                               |
| Contingency for Renewal & Replacement   | -                                      | -   | -   | -                     | -  | -                               |
| Designated for Renewal & Replacement    | -                                      | -   | -   | -                     | 12,543,636                               | -                               |
| Designated for Phase 3                  | -                                      | -   | -   | -                     | -  | -                               |
| New Capital/Business Strategy Reserve   | -                                      | -   | -   | -                     | 5,100,858                                | -                               |
| Contingency for HQH                     | -                                      | -   | -   | -                     | -  | -                               |
| Contingency for HQH (PERS Rsvr - Prior) | -                                      | -   | -   | -                     | -  | -                               |
| Designated for PERS Reserve - Current   | -                                      | -   | -   | -                     | 360,277                                  | -                               |
| Designated for PERS Reserve - Prior     | -                                      | -   | -   | -                     | 1,631,545                                | -                               |
| Restricted by Contract - Aramark        | -                                      | -   | -   | -                     | -  | -                               |
| Restricted by Agreement - TLT           | -                                      | -   | -   | -                     | 269,310                                  | -                               |
| <b>Ending Fund Balance</b>              | <b>-</b>                               | <b>23,563,411</b>                             | <b>24,415,677</b>                           | <b>-</b>              | <b>23,014,213</b>                        | <b>-</b>                        |

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

|   | Current<br>Month<br><u>Actual</u><br>April-11 | Current<br>Year to Date<br><u>Actual</u><br>April-11 | Prior<br>Year to Date<br><u>Actual</u><br>April-10 | % of<br>Prior<br>Year | 2010-11<br>Adopted<br><u>Budget</u><br>April-11 | % of<br>Annual<br><u>Budget</u><br>83% |
|---|---|--|--|-----------------------|---|--|
| <b>Operating</b>                        |   |  |  |                       |   |  |
| Revenue                                 | 299,945                                       | 3,246,845  | 3,225,169  | 101%                  | 3,766,945                                       | 86%                                    |
| Revenue - Food and Beverage             | <u>241,670</u>                                | <u>1,519,337</u>                                     | <u>1,497,326</u>                                   | 101%                  | <u>1,934,927</u>                                | 79%                                    |
| <b>Total Operating Revenue</b>          | <b>541,615</b>                                | <b>4,766,182</b>                                     | <b>4,722,495</b>                                   | <b>101%</b>           | <b>5,701,872</b>                                | <b>84%</b>                             |
| Costs - Food and Beverage               | 170,356                                       | 1,333,048  | 1,188,816  | 112%                  | 1,473,430                                       | 90%                                    |
| Personal Services                       | 120,065                                       | 1,180,412  | 1,171,037  | 101%                  | 1,501,164                                       | 79%                                    |
| Goods & Services                        | <u>115,076</u>                                | <u>958,645</u>                                       | <u>886,350</u>                                     | 108%                  | <u>1,430,635</u>                                | 67%                                    |
| <b>Total Operating Expenses</b>         | <b>405,497</b>                                | <b>3,472,104</b>                                     | <b>3,246,203</b>                                   | <b>107%</b>           | <b>4,405,229</b>                                | <b>79%</b>                             |
| <b>Net Operating Results Inc (Dec)</b>  | <b>136,118</b>                                | <b>1,294,078</b>                                     | <b>1,476,292</b>                                   | <b>88%</b>            | <b>1,296,643</b>                                | <b>100%</b>                            |
| <b>Non Operating</b>                    |   |  |  |                       |   |  |
| Non-Operating Revenue                   | 1,869   | 17,605   | 20,423   | 86%                   | 53,932  | 33%                                    |
| Non-Operating Expense                   | -   | -  | -  | -                     | -   | -                                      |
|   | <b>1,869</b>                                  | <b>17,605</b>  | <b>20,423</b>                                      | <b>86%</b>            | <b>53,932</b>                                   | <b>33%</b>                             |
| <b>Support and Risk Management</b>      |   |  |  |                       |   |  |
| MERC Administration                     | 20,315  | 203,146  | 253,923  | 80%                   | 243,775   | 83%                                    |
| Metro Support Services                  | 14,949  | 149,490  | 168,970  | 88%                   | 179,387   | 83%                                    |
| Metro Risk Management                   | <u>12,505</u>                                 | <u>75,038</u>  | <u>70,743</u>                                      | 106%                  | <u>75,038</u>                                   | 100%                                   |
|   | <b>47,769</b>                                 | <b>427,674</b>                                       | <b>493,636</b>                                     | <b>87%</b>            | <b>498,200</b>                                  | <b>86%</b>                             |
| <b>Net Increase (Decrease)</b>          | <b>90,219</b>                                 | <b>884,009</b>                                       | <b>1,003,079</b>                                   | <b>88%</b>            | <b>852,375</b>                                  | <b>104%</b>                            |
| <b>Transfers</b>                        |   |  |  |                       |   |  |
| Intrafund Transfers                     | -   | -  | -  | -                     | -   | -                                      |
| Transfers to                            | -   | -  | -  | -                     | -   | -                                      |
| Transfers from                          | -   | -  | -  | -                     | -   | -                                      |
| Debt Service                            | -   | 913,316  | 888,316  | 103%                  | 1,189,132                                       | 77%                                    |
| <b>Net Transfers</b>                    | <b>-</b>                                      | <b>913,316</b>                                       | <b>888,316</b>                                     | <b>103%</b>           | <b>1,189,132</b>                                | <b>77%</b>                             |
| <b>Net Operations</b>                   | <b>90,219</b>                                 | <b>(29,307)</b>                                      | <b>114,763</b>                                     | <b>-26%</b>           | <b>(336,757)</b>                                | <b>9%</b>                              |
| <b>Capital</b>                          |   |  |  |                       |   |  |
| Revenue                                 | -   | -  | -  | -                     | -   | -                                      |
| Capital Outlay Expense                  | -   | 391,059  | 61,804   | 633%                  | 492,000   | 79%                                    |
| Construction Management Expense         | -   | -  | -  | -                     | -   | -                                      |
| Goods & Services Expense                | -   | -  | -  | -                     | -   | -                                      |
| Non-Operating Revenue                   | -   | 3,450  | 325,000  | 1%                    | -   | -                                      |
| <b>Net Capital</b>                      | <b>-</b>                                      | <b>(387,609)</b>                                     | <b>263,196</b>                                     | <b>-147%</b>          | <b>(492,000)</b>                                | <b>79%</b>                             |
| <b>Fund Balance Inc (Dec)</b>           | <b>90,219</b>                                 | <b>(416,916)</b>                                     | <b>377,959</b>                                     | <b>-110%</b>          | <b>(828,757)</b>                                | <b>50%</b>                             |
| Food and Beverage Gross Margin          | 412,026                                       | 2,852,384  | 2,686,142  |                       | 3,408,357                                       | 84%                                    |
| Food and Beverage Gross Margin %        | 29.5%   | 12.3%  | 20.6%  |                       | 23.9%   |  |
| Full Time Employees                     |   |  |  |                       | 13.3  |  |
| Excise Tax                              | (40,681)                                      | (306,728)  | (342,973)  |                       | -   |  |
| <b>Fund Balance</b>                     |   |  |  |                       |   |  |
| Beginning Fund Balance                  |   | 5,644,984  | 5,745,316  |                       | 5,644,984                                       |  |
| Fund Balance Inc (Dec)                  |   | <u>(416,916)</u>                                     | <u>377,959</u>                                     |                       | <u>(828,757)</u>                                |  |
| <b>Ending Fund Balance</b>              |   | <b>5,228,068</b>                                     | <b>6,123,275</b>                                   |                       | <b>4,816,227</b>                                |  |
| Unrestricted Fund Balance               |   |  |  |                       | 304,624   |  |
| Contingency                             |   |  |  |                       | 270,000   |  |
| Stabilization Reserve                   |   |  |  |                       | 186,000   |  |
| Contingency for Renewal & Replacement   |   |  |  |                       | -   |  |
| Designated for Renewal & Replacement    |   |  |  |                       | 925,000   |  |
| Designated for Phase 3                  |   |  |  |                       | -   |  |
| New Capital/Business Strategy Reserve   |   |  |  |                       | 2,952,328                                       |  |
| Contingency for HQH (PERS Rsvr - Prior) |   |  |  |                       | -   |  |
| Designated for PERS Reserve - Current   |   |  |  |                       | 30,056  |  |
| Designated for PERS Reserve - Prior     |   |  |  |                       | <u>148,219</u>                                  |  |
| <b>Ending Fund Balance</b>              |   |  |  |                       | <b>4,816,227</b>                                |  |



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

|   | Current<br>Month<br>Actual | Excluding HQH<br>Current<br>Year to Date<br>Actual | Prior<br>Year to Date<br>Actual | % of<br>Prior<br>Year | 2010-11<br>Adopted<br>Budget | % of<br>Annual<br>Budget |
|---|----------------------------|--|---------------------------------|-----------------------|------------------------------|--------------------------|
|   | April-11                   | April-11   | April-10                        |                       | April-11                     | 83%                      |
| <b>Operating</b>                        |                            |  |                                 |                       |                              |                          |
| Revenue                                 | 958,597                    | 7,179,063  | 6,604,354                       | 109%                  | 7,900,301                    | 91%                      |
| Revenue - Food and Beverage             | 911,934                    | 7,860,545  | 7,783,042                       | 101%                  | 8,412,150                    | 93%                      |
| <b>Total Operating Revenue</b>          | <b>1,870,531</b>           | <b>15,039,608</b>                                  | <b>14,387,396</b>               | <b>105%</b>           | <b>16,312,451</b>            | <b>92%</b>               |
| Costs - Food and Beverage               | 692,712                    | 6,366,889  | 6,409,323                       | 99%                   | 6,679,602                    | 95%                      |
| Personal Services                       | 746,060                    | 7,270,330  | 7,065,619                       | 103%                  | 8,923,956                    | 81%                      |
| Goods & Services                        | 404,619                    | 2,823,256  | 2,761,070                       | 102%                  | 3,736,343                    | 76%                      |
| Marketing POVA                          | 218,280                    | 2,182,800  | 2,207,801                       | 99%                   | 3,037,090                    | 72%                      |
| <b>Total Operating Expenses</b>         | <b>2,061,671</b>           | <b>18,643,276</b>                                  | <b>18,443,813</b>               | <b>101%</b>           | <b>22,376,991</b>            | <b>83%</b>               |
| <b>Net Operating Results Inc (Dec)</b>  | <b>(191,140)</b>           | <b>(3,603,668)</b>                                 | <b>(4,056,418)</b>              | <b>89%</b>            | <b>(6,064,540)</b>           | <b>59%</b>               |
| <b>Non Operating</b>                    |                            |  |                                 |                       |                              |                          |
| Transient, Lodging Tax                  | 114,959                    | 5,466,164  | 4,451,638                       | 123%                  | 8,700,202                    | 63%                      |
| Non-Operating Revenue                   | 4,362                      | 42,629   | 66,376                          | 64%                   | 99,351                       | 43%                      |
| Non-Operating Expense                   | -                          | -  | 3                               | 0%                    | -                            | -                        |
|   | <b>119,322</b>             | <b>5,508,793</b>                                   | <b>4,518,011</b>                | <b>122%</b>           | <b>8,799,553</b>             | <b>63%</b>               |
| <b>Support and Risk Management</b>      |                            |  |                                 |                       |                              |                          |
| MERC Administration                     | 126,402                    | 1,264,018  | 1,371,184                       | 92%                   | 1,516,822                    | 83%                      |
| Metro Support Services                  | 93,015                     | 930,150  | 912,440                         | 102%                  | 1,116,184                    | 83%                      |
| Metro Risk Management                   | 47,270                     | 283,622  | 275,033                         | 103%                  | 283,621                      | 100%                     |
|   | <b>266,687</b>             | <b>2,477,790</b>                                   | <b>2,558,657</b>                | <b>97%</b>            | <b>2,916,627</b>             | <b>85%</b>               |
| <b>Net Increase (Decrease)</b>          | <b>(338,505)</b>           | <b>(572,665)</b>                                   | <b>(2,097,063)</b>              | <b>27%</b>            | <b>(181,614)</b>             | <b>315%</b>              |
| <b>Transfers</b>                        |                            |  |                                 |                       |                              |                          |
| Intrafund Transfers                     | -                          | -  | -                               | -                     | -                            | -                        |
| Transfers to                            | -                          | -  | -                               | -                     | -                            | -                        |
| 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>(338,505)</b>           | <b>(572,665)</b>                                   | <b>(2,236,684)</b>              | <b>-74%</b>           | <b>(181,614)</b>             | <b>315%</b>              |
| <b>Capital</b>                          |                            |  |                                 |                       |                              |                          |
| Revenue                                 | -                          | -  | -                               | -                     | -                            | -                        |
| Capital Outlay Expense                  | 151,620                    | 1,679,310  | 626,370                         | 268%                  | 3,638,105                    | 46%                      |
| Construction Management                 | -                          | -  | -                               | -                     | -                            | -                        |
| Goods & Services                        | -                          | -  | -                               | -                     | -                            | -                        |
| Transient, Lodging Tax                  | -                          | -  | -                               | -                     | -                            | -                        |
| (use to get net Non-Operating Revenue)  | -                          | 207,817  | 1,351,500                       | 15%                   | 626,291                      | 33%                      |
| Non-Operating Revenue                   | -                          | 207,817  | 1,351,500                       | 15%                   | 626,291                      | 33%                      |
| Non-Operating Expense                   | -                          | -  | -                               | -                     | -                            | -                        |
| Intrafund Transfers                     | -                          | -  | -                               | -                     | -                            | -                        |
| Transfers to                            | -                          | -  | -                               | -                     | -                            | -                        |
| Transfers from                          | 475,000                    | 475,000  | -                               | -                     | 475,000                      | 100%                     |
| <b>Net Capital</b>                      | <b>323,380</b>             | <b>(996,492)</b>                                   | <b>725,130</b>                  | <b>-137%</b>          | <b>(2,536,814)</b>           | <b>39%</b>               |
| <b>Fund Balance Inc (Dec)</b>           | <b>(15,125)</b>            | <b>(1,569,157)</b>                                 | <b>(1,511,554)</b>              | <b>104%</b>           | <b>(2,718,428)</b>           | <b>58%</b>               |
| <b>Food and Beverage Gross Margin</b>   | <b>1,604,647</b>           | <b>14,227,435</b>                                  | <b>14,192,365</b>               |                       | <b>15,091,752</b>            | <b>94%</b>               |
| <b>Food and Beverage Gross Margin %</b> | <b>24.0%</b>               | <b>19.0%</b>                                       | <b>17.7%</b>                    |                       | <b>20.6%</b>                 |                          |
| <b>Full Time Employees</b>              |                            |  |                                 |                       | <b>110.3</b>                 |                          |
| <b>Excise Tax</b>                       | <b>(142,306)</b>           | <b>(978,383)</b>                                   | <b>(974,655)</b>                |                       | <b>-</b>                     |                          |
| <b>Taxes as percent of revenue</b>      | <b>6%</b>                  | <b>27%</b>   | <b>24%</b>                      |                       | <b>35%</b>                   |                          |
| <b>Fund Balance</b>                     |                            |  |                                 |                       |                              |                          |
| Beginning Fund Balance                  |                            | 11,426,052   | 10,870,137                      |                       | 11,426,052                   |                          |
| Fund Balance Inc (Dec)                  |                            | (1,569,157)  | (1,511,554)                     |                       | (2,718,428)                  |                          |
| Fund Balance Inc (Dec) for HQH          |                            | -  | (4,750)                         |                       | -                            |                          |
| <b>Ending Fund Balance</b>              |                            | <b>9,856,895</b>                                   | <b>9,353,833</b>                |                       | <b>8,707,624</b>             |                          |
| Unrestricted Fund Balance               |                            |  |                                 |                       | -                            |                          |
| Contingency                             |                            |  |                                 |                       | 1,316,623                    |                          |
| Stabilization Reserve                   |                            |  |                                 |                       | 260,000                      |                          |
| Contingency for Renewal & Replacement   |                            |  |                                 |                       | -                            |                          |
| Designated for Renewal & Replacement    |                            |  |                                 |                       | 5,325,779                    |                          |
| Designated for Phase 3                  |                            |  |                                 |                       | -                            |                          |
| New Capital/Business Strategy Reserve   |                            |  |                                 |                       | 518,032                      |                          |
| Contingency for HQH                     |                            |  |                                 |                       | -                            |                          |
| Contingency for HQH (PERS Rsvr - Prior) |                            |  |                                 |                       | -                            |                          |
| Designated for PERS Reserve - Current   |                            |  |                                 |                       | 182,678                      |                          |
| Designated for PERS Reserve - Prior     |                            |  |                                 |                       | 835,202                      |                          |
| Restricted by Contract - Aramark        |                            |  |                                 |                       | -                            |                          |
| 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**  
**April 2011**

|   | Current<br>Month<br>Actual<br>April-11 | Current<br>Year to Date<br>Actual<br>April-11 | Prior<br>Year to Date<br>Actual<br>April-10 | % of<br>Prior<br>Year<br>83% | 2010-11<br>Adopted<br>Budget<br>April-11 | % of<br>Annual<br>Budget<br>83% |
|---|--|---|---|------------------------------|--|---------------------------------|
| <b>Operating</b>                        |  |   |   |                              |  |                                 |
| Revenue                                 | 660,118                                | 4,940,559                                     | 4,848,961                                   | 102%                         | 6,781,123                                | 73%                             |
| Revenue - Food and Beverage             | 200,306                                | 1,439,912                                     | 1,583,410                                   | 91%                          | 1,466,639                                | 98%                             |
| <b>Total Operating Revenue</b>          | <b>860,424</b>                         | <b>6,380,471</b>                              | <b>6,432,371</b>                            | <b>99%</b>                   | <b>8,247,762</b>                         | <b>77%</b>                      |
| Costs - Food and Beverage               | 153,399                                | 1,257,097                                     | 1,361,736                                   | 92%                          | 1,269,609                                | 99%                             |
| Personal Services                       | 478,273                                | 4,374,862                                     | 4,219,225                                   | 104%                         | 5,606,405                                | 78%                             |
| Goods & Services                        | 156,091                                | 1,494,473                                     | 1,959,328                                   | 76%                          | 2,331,409                                | 64%                             |
| <b>Total Operating Expenses</b>         | <b>787,763</b>                         | <b>7,126,432</b>                              | <b>7,540,290</b>                            | <b>95%</b>                   | <b>9,207,423</b>                         | <b>77%</b>                      |
| <b>Net Operating Results Inc (Dec)</b>  | <b>72,662</b>                          | <b>(745,961)</b>                              | <b>(1,107,919)</b>                          | <b>67%</b>                   | <b>(959,661)</b>                         | <b>78%</b>                      |
| <b>Non Operating</b>                    |  |   |   |                              |  |                                 |
| Transient, Lodging Tax                  | 13,721                                 | 652,328                                       | 752,124                                     | 87%                          | 1,858,351                                | 35%                             |
| Government Support City of Portland     | -                                      | -   | -   | -                            | 756,907                                  | 0%                              |
| Non-Operating Revenue                   | 8,063                                  | 49,225  | 60,194                                      | 82%                          | 117,851                                  | 42%                             |
| Non-Operating Expense                   | 2,500                                  | 2,500   | 2,500                                       | 100%                         | 2,500                                    | 100%                            |
|   | <b>19,284</b>                          | <b>699,053</b>                                | <b>809,818</b>                              | <b>86%</b>                   | <b>2,730,609</b>                         | <b>26%</b>                      |
| <b>Support and Risk Management</b>      |  |   |   |                              |  |                                 |
| MERC Administration                     | 79,001                                 | 790,012                                       | 914,123                                     | 86%                          | 948,014                                  | 83%                             |
| Metro Support Services                  | 58,135                                 | 581,350                                       | 608,300                                     | 96%                          | 697,615                                  | 83%                             |
| Metro Risk Management                   | 23,440                                 | 140,652                                       | 142,795                                     | 98%                          | 140,652                                  | 100%                            |
|   | <b>160,576</b>                         | <b>1,512,014</b>                              | <b>1,665,218</b>                            | <b>91%</b>                   | <b>1,786,281</b>                         | <b>85%</b>                      |
| <b>Net Increase (Decrease)</b>          | <b>(68,631)</b>                        | <b>(1,558,922)</b>                            | <b>(1,963,319)</b>                          | <b>79%</b>                   | <b>(15,333)</b>                          | <b>10167%</b>                   |
| <b>Transfers</b>                        |  |   |   |                              |  |                                 |
| Intrafund Transfers                     | -                                      | -   | -   | -                            | -  | -                               |
| Transfers to                            | -                                      | -   | -   | -                            | -  | -                               |
| Transfers from                          | -                                      | -   | -   | -                            | -  | -                               |
| <b>Net Transfers</b>                    | <b>-</b>                               | <b>-</b>                                      | <b>-</b>                                    | <b>-</b>                     | <b>-</b>                                 | <b>-</b>                        |
| <b>Net Operations</b>                   | <b>(68,631)</b>                        | <b>(1,558,922)</b>                            | <b>(1,963,319)</b>                          | <b>79%</b>                   | <b>(15,333)</b>                          | <b>10167%</b>                   |
| <b>Capital</b>                          |  |   |   |                              |  |                                 |
| Revenue                                 | -                                      | -   | -   | -                            | -  | -                               |
| Capital Outlay Expense                  | 29,289                                 | 472,862                                       | 239,866                                     | 197%                         | 981,109                                  | 48%                             |
| Construction Management Expense         | -                                      | -   | -   | -                            | -  | -                               |
| Goods & Services Expense                | -                                      | -   | -   | -                            | -  | -                               |
| Non-Operating Revenue                   | -                                      | 25,000  | 541,925                                     | 5%                           | 468,301                                  | 5%                              |
| Non-Operating Expense                   | -                                      | -   | -   | -                            | -  | -                               |
| Intrafund Transfers                     | -                                      | -   | -   | -                            | -  | -                               |
| Transfers to                            | -                                      | -   | -   | -                            | -  | -                               |
| Transfers from                          | -                                      | -   | -   | -                            | -  | -                               |
| <b>Net Capital</b>                      | <b>(29,289)</b>                        | <b>(447,862)</b>                              | <b>302,059</b>                              | <b>-148%</b>                 | <b>(512,808)</b>                         | <b>87%</b>                      |
| <b>Fund Balance Inc (Dec)</b>           | <b>(97,919)</b>                        | <b>(2,006,784)</b>                            | <b>(1,661,260)</b>                          | <b>121%</b>                  | <b>(528,141)</b>                         | <b>380%</b>                     |
| <b>Food and Beverage Gross Margin</b>   | <b>353,705</b>                         | <b>2,697,010</b>                              | <b>2,945,146</b>                            |                              | <b>2,736,248</b>                         | <b>99%</b>                      |
| <b>Food and Beverage Gross Margin %</b> | <b>23.4%</b>                           | <b>12.7%</b>                                  | <b>14.0%</b>                                |                              | <b>13.4%</b>                             |                                 |
| <b>Full Time Employees</b>              |  |   |   |                              | <b>46.4</b>                              |                                 |
| <b>Taxes as percent of revenue</b>      | <b>2%</b>                              | <b>9%</b>                                     | <b>10%</b>                                  |                              | <b>18%</b>                               |                                 |
| <b>Fund Balance</b>                     |  |   |   |                              |  |                                 |
| Beginning Fund Balance                  |  | 9,016,013                                     | 9,045,395                                   |                              | 9,016,013                                |                                 |
| Fund Balance Inc (Dec)                  |  | (2,006,784)                                   | (1,661,260)                                 |                              | (528,141)                                |                                 |
| <b>Ending Fund Balance</b>              |  | <b>7,009,229</b>                              | <b>7,384,135</b>                            |                              | <b>8,487,872</b>                         |                                 |
| Unrestricted Fund Balance               |  |   |   |                              | -  |                                 |
| Contingency                             |  |   |   |                              | 471,840                                  |                                 |
| Stabilization Reserve                   |  |   |   |                              | 174,500                                  |                                 |
| Contingency for Renewal & Replacement   |  |   |   |                              | -  |                                 |
| Designated for Renewal & Replacement    |  |   |   |                              | 5,595,000                                |                                 |
| Designated for Phase 3                  |  |   |   |                              | -  |                                 |
| Contingency for HOH                     |  |   |   |                              | -  |                                 |
| New Capital/Business Strategy Reserve   |  |   |   |                              | 1,630,498                                |                                 |
| Contingency for HOH (PERS Rsvr)         |  |   |   |                              | -  |                                 |
| 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**  
**April 2011**

|   | Current<br>Month<br>Actual<br>April-11 | Current<br>Year to Date<br>Actual<br>April-11 | Prior<br>Year to Date<br>Actual<br>April-10 | % of<br>Prior<br>Year | 2010-11<br>Adopted<br>Budget<br>April-11 | % of<br>Annual<br>Budget<br>83% |
|---|--|---|---|-----------------------|--|---------------------------------|
| <b>Operating</b>                        |  |   |   |                       |  |                                 |
| Revenue                                 | 655                                    | 10,145  | 14,316                                      | 71%                   | 33,500                                   | 30%                             |
| Personal Services                       | 148,630                                | 1,559,920                                     | 1,554,597                                   | 100%                  | 1,958,151                                | 80%                             |
| Goods & Services                        | 15,821                                 | 246,553                                       | 341,407                                     | 72%                   | 705,599                                  | 35%                             |
| <b>Net Operating Results Inc (Dec)</b>  | <b>(163,797)</b>                       | <b>(1,796,327)</b>                            | <b>(1,881,689)</b>                          | <b>95%</b>            | <b>(2,630,250)</b>                       | <b>68%</b>                      |
| <b>Non Operating</b>                    |  |   |   |                       |  |                                 |
| Non-Operating Revenue                   | 511                                    | 5,881   | 39,174                                      | 15%                   | 23,639                                   | 25%                             |
| Non-Operating Expense                   | -                                      | -   | -   | -                     | -  | -                               |
|   | <b>511</b>                             | <b>5,881</b>                                  | <b>39,174</b>                               | <b>15%</b>            | <b>23,639</b>                            | <b>25%</b>                      |
| <b>Support and Risk Management</b>      |  |   |   |                       |  |                                 |
| MERC Administration                     | 225,718                                | 2,257,176                                     | 2,539,229                                   | 89%                   | 2,708,611                                | 83%                             |
|   | <b>225,718</b>                         | <b>2,257,176</b>                              | <b>2,539,229</b>                            | <b>89%</b>            | <b>2,708,611</b>                         | <b>83%</b>                      |
| <b>Net Increase (Decrease)</b>          | <b>62,431</b>                          | <b>466,729</b>                                | <b>696,715</b>                              | <b>67%</b>            | <b>102,000</b>                           | <b>458%</b>                     |
| <b>Transfers</b>                        |  |   |   |                       |  |                                 |
| <b>Net Transfers</b>                    | -                                      | -   | -   | -                     | -  | -                               |
| <b>Net Operations</b>                   | <b>62,431</b>                          | <b>466,729</b>                                | <b>696,715</b>                              | <b>67%</b>            | <b>102,000</b>                           | <b>458%</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>62,431</b>                          | <b>466,729</b>                                | <b>596,046</b>                              | <b>78%</b>            | <b>-</b>                                 | <b>-</b>                        |
| <b>Full Time Employees</b>              |  |   |   |                       | <b>20.0</b>                              |                                 |
| Excise Tax                              | (49)                                   | (329)   | (831)                                       |                       | -  |                                 |
| <b>Fund Balance</b>                     |  |   |   |                       |  |                                 |
| Beginning Fund Balance                  |  | 1,002,490                                     | 958,388                                     |                       | 1,002,490                                |                                 |
| Fund Balance Inc (Dec)                  |  | 466,729                                       | 596,046                                     |                       | -  |                                 |
| <b>Ending Fund Balance</b>              |  | <b>1,469,219</b>                              | <b>1,554,434</b>                            |                       | <b>1,002,490</b>                         |                                 |
| Unrestricted Fund Balance               |  |   |   |                       | -  |                                 |
| Contingency                             |  |   |   |                       | 125,000                                  |                                 |
| Stabilization Reserve                   |  |   |   |                       | -  |                                 |
| Designated for Renewal & Replacement    |  |   |   |                       | 697,857                                  |                                 |
| Contingency for HQH (PERS Rsvr - Prior) |  |   |   |                       | -  |                                 |
| 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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June 1, 2011  
12:30 pm

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4.0 - Venue Business  
Reports

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OCC Event Analysis Monthly Revenue Report April 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 APR 2011 MISC NON-EVENT ACTIVITIES/BILLINGS                        | 04/01/11   | 0             | Accounting/Non-Event | Accounting/Non-event         | Accounting/Non-Event     |                 | 0                | 30         | 0           |                 | \$0              | \$481               | \$16               | \$139,426          | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$6,619         | \$0             | \$0              | \$146,542        |
| Oregon Episcopal School Annual Auction                                 | 04/02/11   | 365           | New                  | Auction                      | Food & Beverage/Catering |                 | 25,200           | 1          | 1           |                 | \$0              | \$30,983            | \$130              | \$812              | \$855                | \$3,420             | \$953                | \$0              | \$0                         | \$0                   | \$135           | \$600           | \$538            | \$38,426         |
| OnStage New York 2011  | 04/02/11   | 2,000         | Repeat               | Dance                        | Miscellaneous/Other      | Local           | 108,711          | 2          | 1           |                 | \$0              | \$490               | \$0                | \$0                | \$117                | \$0                 | \$2,027              | \$0              | \$0                         | \$0                   | \$2,975         | \$9,000         | \$3,601          | \$18,210         |
| James Smith's Financial Success Premier                                | 04/01/11   | 660           | New                  | Meeting/Seminar              | Meeting                  |                 | 18,900           | 3          | 0           |                 | \$0              | \$430               | \$0                | \$0                | \$195                | \$2,379             | \$269                | \$0              | \$0                         | \$0                   | \$622           | \$4,250         | \$0              | \$8,145          |
| Climate Leadership Summit  | 04/01/11   | 275           | Repeat               | Meeting/Seminar              | Meeting                  | Local           | 8,200            | 1          | 0           |                 | \$0              | \$1,638             | \$0                | \$0                | \$0                  | \$1,069             | \$0                  | \$915            | \$0                         | \$0                   | \$0             | \$1,225         | \$0              | \$4,847          |
| Inhouse: Meeting w/ Oregon Health Care Association                     | 04/01/11   | 10            | In-house             | Meeting/Seminar              | In-house                 |                 | 0                | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              |
| Oregon Law Institute - Advanced Mediation Strategies for the Litigator | 04/01/11   | 67            | Repeat               | Meeting/Seminar              | Meeting                  |                 | 3,033            | 1          | 0           |                 | \$0              | \$584               | \$0                | \$99               | \$0                  | \$200               | \$83                 | \$0              | \$0                         | \$0                   | \$293           | \$790           | \$0              | \$2,049          |
| Secrets of Deep Tissue Massage   | 04/02/11   | 50            | Repeat               | Training                     | Meeting                  | Local           | 8,210            | 2          | 0           |                 | \$0              | \$95                | \$0                | \$0                | \$0                  | \$80                | \$83                 | \$0              | \$0                         | \$0                   | \$0             | \$2,080         | \$0              | \$2,338          |
| Catholic Charities 2011 Annual Celebration                             | 04/02/11   | 918           | Repeat               | Dinner                       | Food & Beverage/Catering |                 | 35,358           | 1          | 0           |                 | \$0              | \$53,287            | \$0                | \$1,155            | \$520                | \$8,398             | \$405                | \$0              | \$0                         | \$0                   | \$275           | \$0             | \$3,507          | \$67,547         |
| 13th Annual Race for the Roses   | 04/03/11   | 6,300         | Repeat               | Competition                  | Miscellaneous/Other      |                 | 90,000           | 1          | 1           |                 | \$0              | \$0                 | \$0                | \$45               | \$510                | \$1,295             | \$867                | \$0              | \$0                         | \$0                   | \$1,050         | \$5,000         | \$310            | \$9,077          |
| Plumbers & Steamfitters Local 290 Contract Meeting                     | 04/03/11   | 1,149         | Repeat               | Meeting/Seminar              | Meeting                  |                 | 12,600           | 1          | 0           |                 | \$0              | \$2,985             | \$0                | \$0                | \$80                 | \$1,045             | \$166                | \$0              | \$0                         | \$0                   | \$5,190         | \$3,500         | \$140            | \$13,106         |
| Inhouse: Food Bank Volunteers  | 04/04/11   | 40            | In-house             | Meeting/Seminar              | In-house                 |                 | 811              | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              |
| Welcome O'Reilly Media   | 04/04/11   | 6             | In-house             | Meeting/Seminar              | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$180               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$180            |
| Oregon Dental Association: 2011 Oregon Dental Conference               | 04/07/11   | 6,709         | Repeat               | Annual Convention/Conference | Convention w/ Tradeshow  | State           | 781,470          | 3          | 2           | TRUE            | \$0              | \$137,892           | \$0                | \$1,125            | \$180                | \$46,344            | \$25,873             | \$10,109         | \$4,595                     | \$0                   | \$5,550         | \$69,732        | \$9,837          | \$311,237        |
| Hoffman Corporation  | 04/05/11   | 120           | Repeat               | Meeting/Seminar              | Meeting                  | Local           | 1,875            | 1          | 0           |                 | \$0              | \$790               | \$0                | \$0                | \$0                  | \$255               | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$545           | \$0              | \$1,590          |
| James Smith's Financial Success Premier                                | 04/05/11   | 682           | Repeat               | Meeting/Seminar              | Meeting                  | Local           | 26,700           | 3          | 0           |                 | \$0              | \$430               | \$0                | \$0                | \$850                | \$2,726             | \$433                | \$198            | \$0                         | \$0                   | \$643           | \$4,250         | \$0              | \$9,530          |

OCC Event Analysis Monthly Revenue Report April 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 |
|---|------------|---------------|------------|------------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Metropolitan Exposition Recreation Commission                     | 04/06/11   | 45            | In-house   | Meeting/Seminar              | In-house                 | Local           | 2,346            | 1          | 0           |                 | \$0              | \$335               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$50            | \$0             | \$0              | \$385            |
| University Honors College Reception                               | 04/06/11   | 160           | Repeat     | Reception                    | Food & Beverage/Catering | State           | 4,000            | 1          | 0           |                 | \$0              | \$1,979             | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$200            | \$2,179          |
| Seminar Group Meeting   | 04/06/11   | 15            | Repeat     | Meeting/Seminar              | Meeting                  | Local           | 1,772            | 1          | 0           |                 | \$0              | \$206               | \$0                | \$0                | \$0                  | \$50                | \$83                 | \$0              | \$0                         | \$0                   | \$190           | \$560           | \$0              | \$1,089          |
| Dave Ramsey's Entreleadership - One Day                           | 04/08/11   | 610           | Repeat     | Meeting/Seminar              | Meeting                  |                 | 122,000          | 1          | 1           |                 | \$0              | \$1,559             | \$0                | \$0                | \$280                | \$62                | \$1,790              | \$0              | \$0                         | \$0                   | \$550           | \$3,500         | \$250            | \$7,991          |
| Stanford Tasting  | 04/07/11   | 8             | In-house   | Tasting                      | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$246               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$246            |
| Dr. Thomas LeVeist Presentation                                   | 04/07/11   | 80            | New        | Meeting/Seminar              | Meeting                  | State           | 3,750            | 1          | 0           |                 | \$0              | \$2,144             | \$0                | \$0                | \$0                  | \$765               | \$83                 | \$0              | \$0                         | \$0                   | \$495           | \$500           | \$0              | \$3,987          |
| Oregon FBLA State Leadership Conference                           | 04/08/11   | 1,550         | Repeat     | Annual Convention/Conference | Convention               |                 | 90,000           | 2          | 1           | TRUE            | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$1,208              | \$0              | \$0                         | \$0                   | \$275           | \$9,000         | \$224            | \$10,707         |
| St. Mary's Academy Auction 2011                                   | 04/09/11   | 609           | Repeat     | Auction                      | Food & Beverage/Catering | Local           | 47,300           | 1          | 1           |                 | \$0              | \$56,670            | \$0                | \$0                | \$904                | \$4,205             | \$759                | \$0              | \$0                         | \$0                   | \$566           | \$1,500         | \$1,330          | \$65,934         |
| Oregon Law Institute - A Day with the Oregon Court of Appeals     | 04/08/11   | 152           | Repeat     | Meeting/Seminar              | Meeting                  |                 | 4,000            | 1          | 0           |                 | \$0              | \$1,165             | \$0                | \$99               | \$0                  | \$230               | \$83                 | \$0              | \$0                         | \$0                   | \$546           | \$1,100         | \$0              | \$3,223          |
| Future Energy Expo Pre-Con -- In House                            | 04/11/11   | 8             | In-house   | Accounting/Non-event         | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$30                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$45            | \$0             | \$0              | \$75             |
| Inhouse: Tasting: IAG (Intel)                                     | 04/11/11   | 5             | In-house   | Tasting                      | In-house                 |                 | 0                | 1          | 0           |                 | \$0              | \$108               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$108            |
| Oregon Professional Educators Fair 2011                           | 04/12/11   | 2,600         | Repeat     | Annual Convention/Conference | Consumer Public          | State           | 140,952          | 2          | 1           | TRUE            | \$0              | \$1,653             | \$141              | \$0                | \$0                  | \$193               | \$5,668              | \$2,288          | \$0                         | \$0                   | \$2,125         | \$9,340         | \$217            | \$21,625         |
| Metropolitan Exposition Recreation Commission -- In House Meeting | 04/11/11   | 10            | In-house   | Accounting/Non-event         | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$85                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$85             |
| Future Energy Expo  | 04/12/11   | 640           | Repeat     | Trade Show                   | Tradeshow                | Local           | 106,940          | 2          | 1           |                 | \$0              | \$27,567            | \$0                | \$0                | \$0                  | \$906               | \$1,401              | \$0              | \$0                         | \$0                   | \$1,835         | \$7,400         | \$848            | \$39,956         |
| Plaid Pantry Seminar  | 04/13/11   | 220           | Repeat     | Meeting/Seminar              | Meeting                  |                 | 2,457            | 1          | 0           |                 | \$0              | \$1,379             | \$0                | \$0                | \$0                  | \$160               | \$0                  | \$0              | \$0                         | \$0                   | \$810           | \$790           | \$0              | \$3,139          |
| Stephen Pierce MRM Infinite Internet Workshop                     | 04/15/11   | 306           | New        | Meeting/Seminar              | Meeting                  |                 | 15,000           | 3          | 1           |                 | \$0              | \$125               | \$0                | \$0                | \$120                | \$85                | \$540                | \$925            | \$0                         | \$0                   | \$25            | \$2,975         | \$0              | \$4,795          |
| GC Showcase   | 04/14/11   | 400           | Repeat     | Trade Show                   | Tradeshow                |                 | 16,400           | 1          | 0           |                 | \$0              | \$18,230            | \$0                | \$0                | \$85                 | \$1,160             | \$1,909              | \$815            | \$0                         | \$0                   | \$165           | \$5,000         | \$1,000          | \$28,364         |
| SprintWorld Training  | 04/14/11   | 167           | New        | Meeting/Seminar              | Meeting                  | Local           | 3,204            | 1          | 0           |                 | \$0              | \$725               | \$0                | \$396              | \$195                | \$294               | \$354                | \$345            | \$0                         | \$0                   | \$675           | \$1,020         | \$0              | \$4,004          |

OCC Event Analysis Monthly Revenue Report April 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 |
|--|------------|---------------|------------|------------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Portland General Electric 2011 Diversity Conference  | 04/15/11   | 850           | Repeat     | Annual Convention/Conference | Meeting                  | Local           | 225,820          | 1          | 1           |                 | \$0              | \$25,854            | \$0                | \$0                | \$755                | \$10,762            | \$626                | \$0              | \$0                         | \$0                   | \$6,760         | \$17,582        | \$1,533          | \$63,871         |
| USA Fencing Association 2011: Division 1 / NAC Youth 14/12/10 & Wheelchair National Championship   | 04/15/11   | 4,000         | New        | Sporting Event/Athletics     | Convention               | National        | 667,494          | 4          | 1           | TRUE            | \$0              | \$15,707            | \$403              | \$0                | \$60                 | \$0                 | \$135                | \$695            | \$317                       | \$0                   | \$4,245         | \$45,600        | \$0              | \$67,161         |
| Stumptown Comics Fest - 2011   | 04/16/11   | 3,159         | Repeat     | Trade Show                   | Tradeshow                | Local           | 101,820          | 2          | 1           | TRUE            | \$0              | \$0                 | \$616              | \$0                | \$0                  | \$100               | \$965                | \$0              | \$0                         | \$459                 | \$884           | \$6,500         | \$2,552          | \$12,075         |
| Oregon League of Conservation Voters: 14th Annual Celebration for the Environment                  | 04/15/11   | 1,151         | Repeat     | Fundraiser                   | Food & Beverage/Catering | Local           | 37,404           | 1          | 0           |                 | \$0              | \$56,144            | \$0                | \$0                | \$600                | \$6,446             | \$256                | \$0              | \$0                         | \$0                   | \$539           | \$0             | \$2,029          | \$66,013         |
| Body Mind Spirit Expo 2011   | 04/16/11   | 960           | Repeat     | Exhibits                     | Consumer Public          | Local           | 101,822          | 2          | 1           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$727                | \$0              | \$0                         | \$0                   | \$275           | \$6,500         | \$350            | \$7,852          |
| Mt. Hood Kiwanis Camp 2011 Auction   | 04/16/11   | 450           | New        | Dinner                       | Food & Beverage/Catering | Local           | 26,000           | 1          | 0           |                 | \$0              | \$19,541            | \$0                | \$0                | \$360                | \$556               | \$440                | \$0              | \$0                         | \$0                   | \$595           | \$2,450         | \$1,040          | \$24,982         |
| In-house: Kitchen Remodel  | 04/17/11   | 0             | In-house   | Miscellaneous                | In-house                 |                 | 51,030           | 9          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              |
| East West College Graduation   | 04/17/11   | 425           | Repeat     | Graduation                   | Meeting                  |                 | 4,700            | 1          | 0           |                 | \$0              | \$1,475             | \$0                | \$0                | \$48                 | \$115               | \$135                | \$0              | \$0                         | \$0                   | \$270           | \$1,300         | \$0              | \$3,343          |
| Portland Business Alliance 2011 Annual Awards Breakfast  | 04/19/11   | 820           | Repeat     | Breakfast                    | Food & Beverage/Catering | Local           | 50,400           | 1          | 1           |                 | \$0              | \$23,571            | \$0                | \$0                | \$0                  | \$2,730             | \$856                | \$0              | \$0                         | \$0                   | \$275           | \$1,000         | \$0              | \$28,432         |
| In-House: National Association of Home Builders Site Tour & Lunch for NAHB Board of Directors 2014 | 04/18/11   | 12            | New        | Lunch                        | Meeting                  | Local           | 0                | 1          | 0           |                 | \$0              | \$158               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$158            |
| Habitat for Humanity: HopeBuilder Breakfast 2011   | 04/20/11   | 970           | Repeat     | Breakfast                    | Food & Beverage/Catering | Local           | 34,200           | 1          | 0           |                 | \$0              | \$19,995            | \$0                | \$0                | \$0                  | \$4,425             | \$0                  | \$0              | \$0                         | \$0                   | \$410           | \$0             | \$681            | \$25,511         |
| National Association of Counties (NACo)  | 04/20/11   | 120           | New        | Meeting/Seminar              | Meeting                  |                 | 1,874            | 1          | 0           |                 | \$0              | \$303               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$50            | \$0             | \$0              | \$354            |

OCC Event Analysis Monthly Revenue Report April 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 |      |
|---|------------|---------------|------------|--------------------------|---------------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|------|
| RMLS Trade Fair 2011  | 04/21/11   | 1,100         | Repeat     | Trade Show               | Tradeshaw                       | Local           | 186,695          | 1          | 1           |                 | \$0              | \$10,462            | \$0                | \$0                | \$0                  | \$1,833             | \$5,456              | \$594            | \$112                       | \$0                   | \$1,265         | \$3,240         | \$1,051          | \$24,013         |      |
| Spring Beer & Wine Fest 2011  | 04/22/11   | 8,664         | Repeat     | Consumer/P<br>ublic Show | Consumer<br>Public              | Local           | 565,624          | 2          | 4           |                 | \$0              | \$3,652             | \$0                | \$0                | \$0                  | \$832               | \$5,358              | \$925            | \$0                         | \$0                   | \$19,000        | \$14,500        | \$6,950          | \$51,217         |      |
| InnoTech Conference & Expo 2011                                     | 04/20/11   | 1,700         | Repeat     | Exhibits                 | Tradeshaw                       |                 | 91,341           | 2          | 0           |                 | \$0              | \$17,461            | \$0                | \$0                | \$0                  | \$3,683             | \$6,061              | \$3,682          | \$143                       | \$0                   | \$905           | \$4,670         | \$1,173          | \$37,777         |      |
| Portland Good Friday Breakfast presented by Open Arms International | 04/22/11   | 1,180         | Repeat     | Breakfast                | Food &<br>Beverage/Ca<br>tering | Local           | 44,358           | 1          | 1           |                 | \$0              | \$26,084            | \$0                | \$240              | \$285                | \$3,143             | \$939                | \$0              | \$0                         | \$0                   | \$500           | \$500           | \$250            | \$31,941         |      |
| Basic Rights Oregon - Oregonians Against Discrimination Luncheon    | 04/21/11   | 440           | Repeat     | Lunch                    | Food &<br>Beverage/Ca<br>tering |                 | 12,400           | 1          | 0           |                 | \$0              | \$11,894            | \$0                | \$0                | \$0                  | \$470               | \$323                | \$0              | \$0                         | \$0                   | \$180           | \$0             | \$0              | \$12,867         |      |
| Stanford Tasting  | 04/21/11   | 3             | In-house   | Tasting                  | In-house                        | Local           | 0                | 1          | 0           |                 | \$0              | \$11                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              | \$11 |
| Knowledge Universe!   | 04/21/11   | 650           | Repeat     | Meeting/Se<br>minar      | Meeting                         |                 | 12,600           | 1          | 0           |                 | \$0              | \$130               | \$0                | \$0                | \$0                  | \$2,298             | \$675                | \$0              | \$0                         | \$0                   | \$165           | \$3,500         | \$0              | \$6,768          |      |
| Metro Managers Retreat  | 04/22/11   | 8             | Repeat     | Meeting/Se<br>minar      | Meeting                         | Local           | 0                | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              |      |
| Plumbers & Steamfitters Local 290 Contract Meeting                  | 04/23/11   | 900           | Repeat     | Meeting/Se<br>minar      | Meeting                         |                 | 12,600           | 1          | 0           |                 | \$0              | \$1,568             | \$0                | \$0                | \$80                 | \$1,306             | \$184                | \$0              | \$0                         | \$0                   | \$2,730         | \$3,500         | \$112            | \$9,480          |      |
| Reynolds High School PROM 2011                                      | 04/23/11   | 800           | New        | Dance                    | Miscellaneous/Other             |                 | 25,500           | 1          | 0           |                 | \$0              | \$2,460             | \$0                | \$0                | \$675                | \$280               | \$416                | \$0              | \$0                         | \$0                   | \$165           | \$4,000         | \$0              | \$7,996          |      |
| Sheet Metal Workers Local 16 Awards Banquet                         | 04/23/11   | 90            | New        | Dinner                   | Food &<br>Beverage/Ca<br>tering | Local           | 4,908            | 1          | 0           |                 | \$0              | \$7,348             | \$0                | \$0                | \$0                  | \$230               | \$0                  | \$0              | \$0                         | \$0                   | -\$28           | \$0             | \$100            | \$7,650          |      |
| 2011 Professional Training Conference & Solar Expo                  | 04/26/11   | 900           | Repeat     | Consumer/P<br>ublic Show | Consumer<br>Public              |                 | 200,263          | 6          | 1           |                 | \$0              | \$17,287            | \$0                | \$0                | \$30                 | \$1,746             | \$5,549              | \$1,736          | \$684                       | \$196                 | \$3,255         | \$13,350        | \$3,747          | \$47,580         |      |
| Welcome O'Reilly Media  | 04/25/11   | 6             | In-house   | Meeting/Se<br>minar      | In-house                        | Local           | 0                | 1          | 0           |                 | \$0              | \$454               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$454            |      |
| Women's Leadership Luncheon   | 04/25/11   | 460           | Repeat     | Lunch                    | Food &<br>Beverage/Ca<br>tering |                 | 8,900            | 1          | 0           |                 | \$0              | \$14,508            | \$0                | \$0                | \$0                  | \$2,625             | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$220            | \$17,353         |      |
| Metro Council Retreat   | 04/27/11   | 12            | In-house   | Meeting/Se<br>minar      | In-house                        | Local           | 0                | 1          | 0           |                 | \$0              | \$37                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$72            | \$0             | \$0              | \$109            |      |
| 29th Annual OPA Ceramic Showcase 2011                               | 04/29/11   | 15,704        | Repeat     | Consumer/P<br>ublic Show | Consumer<br>Public              | Local           | 368,200          | 3          | 2           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$470               | \$14,215             | \$1,600          | \$0                         | \$0                   | \$2,800         | \$23,930        | \$734            | \$43,749         |      |
| A Gathering of the Guilds   | 04/29/11   | 14,500        | New        | Consumer/P<br>ublic Show | Consumer<br>Public              | State           | 305,000          | 3          | 2           |                 | \$0              | \$0                 | \$0                | \$0                | \$28                 | \$0                 | \$11,938             | \$675            | \$0                         | \$0                   | \$550           | \$20,100        | \$3,858          | \$37,149         |      |



OCC Event Analysis Monthly Revenue Report April 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 |
|--|------------|---------------|------------|----------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Portland Community College Foundation Annual Scholarship Banquet (PCC) | 04/28/11   | 420           | New        | Dinner               | Food & Beverage/Catering | Local           | 17,100           | 1          | 0           |                 | \$0              | \$28,139            | \$0                | \$0                | \$15                 | \$4,876             | \$0                  | \$0              | \$0                         | \$0                   | \$165           | \$0             | \$684            | \$33,878         |
| Littler Mendelson - Employment Law Seminar                             | 04/28/11   | 30            | New        | Breakfast            | Food & Beverage/Catering | Local           | 1,875            | 1          | 0           |                 | \$0              | \$756               | \$0                | \$180              | \$0                  | \$235               | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$150           | \$0              | \$1,321          |
| Lloyd District Meeting -- In House                                     | 04/28/11   | 24            | In-house   | Accounting/Non-event | In-house                 |                 | 0                | 1          | 0           |                 | \$0              | \$63                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$72            | \$0             | \$0              | \$135            |
| TD Ameritrade Workshop   | 04/29/11   | 33            | New        | Meeting/Seminar      | Meeting                  | Local           | 6,300            | 1          | 0           |                 | \$0              | \$540               | \$0                | \$0                | \$250                | \$391               | \$297                | \$315            | \$0                         | \$0                   | \$482           | \$1,400         | \$0              | \$3,675          |
| Oregon State Bar - Family Law 2011                                     | 04/29/11   | 105           | Repeat     | Meeting/Seminar      | Meeting                  |                 | 4,000            | 1          | 0           |                 | \$0              | \$1,650             | \$0                | \$81               | \$0                  | \$368               | \$166                | \$365            | \$0                         | \$0                   | \$960           | \$1,150         | \$0              | \$4,739          |
| Oregon Law Institute - Litigating Auto Accident Cases                  | 04/29/11   | 102           | Repeat     | Meeting/Seminar      | Meeting                  |                 | 2,457            | 1          | 0           |                 | \$0              | \$744               | \$0                | \$108              | \$0                  | \$200               | \$83                 | \$0              | \$0                         | \$0                   | \$410           | \$790           | \$0              | \$2,334          |
| Dress for Success Annual Fashion Show and Dinner                       | 04/29/11   | 650           | New        | Auction              | Food & Beverage/Catering |                 | 25,500           | 1          | 0           |                 | \$0              | \$32,620            | \$30               | \$0                | \$482                | \$3,632             | \$1,028              | \$0              | \$0                         | \$0                   | \$165           | \$2,000         | \$1,293          | \$41,250         |
| Central Catholic High School - Presidents Dinner 2011                  | 04/30/11   | 779           | Repeat     | Fundraiser           | Food & Beverage/Catering |                 | 37,233           | 1          | 0           |                 | \$0              | \$56,943            | \$90               | \$2,226            | \$819                | \$3,718             | \$1,212              | \$0              | \$0                         | \$0                   | \$406           | \$0             | \$3,183          | \$68,596         |
| Totals   |            | 89,113        |            |                      |                          |                 | 4,916,607        |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                             |                       |                 | \$321,370       |                  | \$1,622,512      |

OCC Event Analysis Monthly Revenue Report April 2010 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 APR 2010 MISC NON-EVENT ACTIVITIES/BILLINGS                                      | 04/01/10   | 1             | Accounting/N on-Event | Accounting/N on-event        | Accounting/ Non-Event    |                 | 0                | 30         | 0           |                 | \$0              | \$463               | \$9,048            | \$127,441          | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$248                 | \$3,522         | \$0             | \$0              | \$140,722        |
| ODA Pre-Con -- In House  | 04/01/10   | 15            | In-house              | Accounting/N on-event        | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$28                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$42            | \$0             | \$0              | \$70             |
| Joint MPAC/IPACT Meeting   | 04/02/10   | 190           | Repeat                | Meeting/Seminar              | Meeting                  | Local           | 3,750            | 1          | 0           |                 | \$0              | \$1,949             | \$0                | \$0                | \$0                  | \$341               | \$0                  | \$648            | \$0                         | \$0                   | \$827           | \$600           | \$0              | \$4,365          |
| Good Friday Breakfast  | 04/02/10   | 1,145         | Repeat                | Breakfast                    | Food & Beverage/Catering | Local           | 25,500           | 1          | 0           |                 | \$0              | \$26,187            | \$0                | \$114              | \$315                | \$1,710             | \$387                | \$0              | \$0                         | \$0                   | \$375           | \$0             | \$104            | \$29,192         |
| White Tantric Yoga Class   | 04/03/10   | 100           | New                   | Sporting Event/Athletics     | Meeting                  | Local           | 4,577            | 1          | 0           |                 | \$0              | \$3,407             | \$0                | \$0                | \$0                  | \$470               | \$79                 | \$0              | \$0                         | \$0                   | \$150           | \$650           | \$0              | \$4,756          |
| Oregon Professional Educators Fair 2010  | 04/06/10   | 3,000         | Repeat                | Annual Convention/Conference | Consumer Public          | State           | 232,895          | 2          | 1           | TRUE            | \$0              | \$1,283             | \$9,618            | \$0                | \$0                  | \$68                | \$9,100              | \$2,172          | \$25                        | \$0                   | \$2,421         | \$12,235        | \$652            | \$37,574         |
| Pre-Con Pedal Nation Bicycle Show -- In House  | 04/05/10   | 20            | In-house              | Accounting/N on-event        | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$16                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$16             |
| Oregon Dental Association: 2010 Oregon Dental Conference                             | 04/08/10   | 6,540         | Repeat                | Annual Convention/Conference | Convention w/ Tradeshow  | State           | 786,874          | 3          | 2           | TRUE            | \$0              | \$132,857           | \$26,898           | \$1,072            | \$210                | \$47,468            | \$26,151             | \$8,216          | \$3,959                     | \$0                   | \$4,650         | \$63,541        | \$9,292          | \$324,312        |
| Oregon FBLA State Leadership Conference  | 04/08/10   | 1,500         | Repeat                | Annual Convention/Conference | Convention               | State           | 183,000          | 2          | 1           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$1,150              | \$0              | \$0                         | \$0                   | \$550           | \$9,000         | \$215            | \$10,915         |
| Pedal Nation - The Bicycle Show  | 04/10/10   | 3,425         | New                   | Sporting Event/Athletics     | Consumer Public          | State           | 257,333          | 2          | 2           |                 | \$0              | \$722               | \$11,943           | \$400              | \$0                  | \$80                | \$2,804              | \$464            | \$220                       | \$137                 | \$260           | \$12,700        | \$3,228          | \$32,957         |
| Body Mind Spirit Expo 2010   | 04/10/10   | 860           | Repeat                | Exhibits                     | Consumer Public          | Local           | 98,186           | 2          | 1           |                 | \$0              | \$0                 | \$983              | \$0                | \$0                  | \$0                 | \$1,221              | \$0              | \$0                         | \$0                   | \$275           | \$6,000         | \$442            | \$8,921          |
| St. Mary's Academy Auction 2010  | 04/10/10   | 612           | Repeat                | Auction                      | Food & Beverage/Catering | Local           | 47,300           | 1          | 1           |                 | \$0              | \$56,612            | \$0                | \$30               | \$829                | \$4,533             | \$373                | \$0              | \$0                         | \$0                   | \$407           | \$1,400         | \$1,330          | \$65,514         |
| 12th Annual Race for the Roses   | 04/10/10   | 5,300         | Repeat                | Competition                  | Miscellaneous/Other      | Regional        | 60,000           | 2          | 0           |                 | \$0              | \$0                 | \$0                | \$375              | \$375                | \$1,890             | \$543                | \$0              | \$0                         | \$0                   | \$1,059         | \$4,350         | \$400            | \$8,992          |
| National Institute of Building Sciences - BEST 2 Conference                          | 04/12/10   | 292           | New                   | Annual Convention/Conference | Convention               | National        | 107,889          | 3          | 1           | TRUE            | \$0              | \$67,187            | \$86               | \$0                | \$0                  | \$4,231             | \$1,282              | \$198            | \$0                         | \$0                   | \$50            | \$8,450         | \$400            | \$81,884         |
| East West College Graduation   | 04/11/10   | 212           | Repeat                | Graduation                   | Meeting                  | Local           | 4,700            | 1          | 0           |                 | \$0              | \$1,127             | \$0                | \$0                | \$0                  | \$126               | \$0                  | \$0              | \$0                         | \$0                   | \$210           | \$1,200         | \$0              | \$2,663          |
| Uniting for Excellence and Equity in Education: Making Portland the City that Learns | 04/12/10   | 200           | New                   | Meeting/Seminar              | Meeting                  | Local           | 30,200           | 1          | 0           |                 | \$0              | \$8,230             | \$0                | \$152              | \$0                  | \$5,507             | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$3,400         | \$1,650          | \$18,939         |
| Portland Roadster Show 54th Annual   | 04/16/10   | 11,092        | Repeat                | Trade Show                   | Consumer Public          | Local           | 1,016,858        | 3          | 3           |                 | \$0              | \$1,716             | \$71,511           | \$843              | \$0                  | \$1,895             | \$8,704              | \$0              | \$0                         | \$2,174               | \$3,280         | \$55,370        | \$8,844          | \$154,338        |

OCC Event Analysis Monthly Revenue Report April 2010 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 |
|---|------------|---------------|------------|------------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| University Honors College Reception   | 04/14/10   | 100           | New        | Reception                    | Food & Beverage/Catering | State           | 4,000            | 1          | 0           |                 | \$0              | \$2,304             | \$0                | \$0                | \$0                  | \$30                | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$200            | \$2,534          |
| JEA/NSPA Pre-Con -- In House  | 04/14/10   | 15            | In-house   | Accounting/Non-event         | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$9                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$9              |
| JEA/NSPA National High School Journalism Convention                         | 04/15/10   | 2,600         | Repeat     | Annual Convention/Conference | Convention w/ Tradeshow  | National        | 582,693          | 4          | 1           | TRUE            | \$0              | \$34,466            | \$13,679           | \$200              | \$189                | \$24,405            | \$4,308              | \$5,229          | \$760                       | \$0                   | \$5,004         | \$38,000        | \$3,726          | \$129,966        |
| Residential Exchange Program (REP) Mediation Session                        | 04/15/10   | 50            | New        | Meeting/Seminar              | Meeting                  | Local           | 9,816            | 2          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$1,660         | \$0              | \$1,660          |
| American Academy of Matrimonial Lawyers - Oregon Chapter                    | 04/16/10   | 150           | Repeat     | Meeting/Seminar              | Meeting                  | Local           | 4,904            | 1          | 0           |                 | \$0              | \$1,804             | \$0                | \$112              | \$0                  | \$790               | \$0                  | \$0              | \$0                         | \$0                   | \$1,212         | \$1,190         | \$0              | \$5,108          |
| Adviser Lounge by Jostens   | 04/16/10   | 50            | New        | Miscellaneous                | Corporate                | Local           | 0                | 1          | 0           |                 | \$0              | \$670               | \$0                | \$0                | \$0                  | \$263               | \$88                 | \$0              | \$0                         | \$0                   | \$492           | \$200           | \$0              | \$1,713          |
| The Active Group - Training   | 04/19/10   | 45            | New        | Training                     | Meeting                  | Local           | 19,648           | 12         | 4           |                 | \$0              | \$0                 | \$0                | \$534              | \$0                  | \$0                 | \$1,746              | \$3,200          | \$0                         | \$0                   | \$150           | \$1,000         | \$0              | \$6,630          |
| 11th Annual ALS Dinner & Auction  | 04/17/10   | 412           | Repeat     | Auction                      | Food & Beverage/Catering | Local           | 22,310           | 1          | 0           |                 | \$0              | \$25,272            | \$875              | \$66               | \$336                | \$301               | \$1,860              | \$99             | \$0                         | \$0                   | \$165           | \$1,000         | \$1,100          | \$31,074         |
| Thunderstruck Dance   | 04/17/10   | 900           | Repeat     | Dance                        | Miscellaneous/Other      | Local           | 27,422           | 2          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$2,500              | \$4,926             | \$176                | \$0              | \$0                         | \$0                   | \$250           | \$7,070         | \$1,430          | \$16,352         |
| A Day with Dr. Brian Weiss  | 04/18/10   | 550           | Repeat     | Miscellaneous                | Consumer Public          | Local           | 25,200           | 1          | 0           |                 | \$0              | \$180               | \$0                | \$0                | \$0                  | \$575               | \$0                  | \$0              | \$0                         | \$0                   | \$347           | \$6,400         | \$468            | \$7,970          |
| YWCA Greater Portland - Leadership Luncheon                                 | 04/20/10   | 1,215         | Repeat     | Lunch                        | Food & Beverage/Catering | Local           | 25,200           | 1          | 0           |                 | \$0              | \$39,713            | \$339              | \$126              | \$0                  | \$6,670             | \$0                  | \$0              | \$0                         | \$0                   | \$291           | \$0             | \$1,220          | \$48,358         |
| Future Energy Expo  | 04/21/10   | 694           | New        | Trade Show                   | Tradeshow                | Local           | 108,157          | 2          | 1           |                 | \$0              | \$32,102            | \$558              | \$80               | \$0                  | \$480               | \$1,746              | \$693            | \$276                       | \$0                   | \$2,717         | \$7,400         | \$353            | \$46,406         |
| IACP Pre-Con -- In House  | 04/20/10   | 14            | In-house   | Accounting/Non-event         | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$18                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$34            | \$0             | \$0              | \$52             |
| International Association of Culinary Professionals: 32nd Annual Conference | 04/23/10   | 800           | New        | Annual Convention/Conference | Convention w/ Tradeshow  | International   | 152,374          | 1          | 2           | TRUE            | \$0              | \$32,200            | \$204              | \$256              | \$0                  | \$728               | \$7,885              | \$1,144          | \$250                       | \$0                   | \$4,283         | \$21,565        | \$5,435          | \$73,950         |
| Basic Rights Oregon - Oregonians Against Discrimination Luncheon            | 04/21/10   | 392           | New        | Lunch                        | Food & Beverage/Catering | State           | 12,400           | 1          | 0           |                 | \$0              | \$9,804             | \$0                | \$0                | \$0                  | \$470               | \$359                | \$0              | \$0                         | \$0                   | \$345           | \$830           | \$0              | \$11,808         |
| Department of Human Services Community Budget Forum                         | 04/21/10   | 270           | New        | Meeting/Seminar              | Meeting                  | State           | 7,524            | 1          | 0           |                 | \$0              | \$65                | \$0                | \$0                | \$0                  | \$500               | \$158                | \$0              | \$0                         | \$0                   | \$0             | \$1,835         | \$0              | \$2,558          |
| Luis Palau Association: Benefit Dinner                                      | 04/22/10   | 995           | Repeat     | Dinner                       | Food & Beverage/Catering | Local           | 38,706           | 1          | 0           |                 | \$0              | \$58,537            | \$0                | \$492              | \$60                 | \$4,755             | \$1,188              | \$0              | \$0                         | \$0                   | \$291           | \$0             | \$222            | \$65,545         |
| Residential Exchange Program (REP) Mediation Session                        | 04/22/10   | 50            | New        | Meeting/Seminar              | Meeting                  | Local           | 6,502            | 2          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$15                 | \$0                 | \$0                  | \$467            | \$0                         | \$0                   | \$0             | \$1,660         | \$0              | \$2,142          |

OCC Event Analysis Monthly Revenue Report April 2010 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 Convention Center Volunteers' Update Meeting   | 04/22/10   | 24            | In-house   | Meeting/Seminar      | In-house                 | Local           | 1,010            | 1          | 0           |                 | \$0              | \$8                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$84            | \$0             | \$0              | \$92             |
| TRICARE Seminar   | 04/22/10   | 50            | New        | Meeting/Seminar      | Meeting                  | Local           | 3,750            | 1          | 0           |                 | \$0              | \$345               | \$0                | \$175              | \$0                  | \$240               | \$79                 | \$0              | \$0                         | \$0                   | \$196           | \$650           | \$0              | \$1,685          |
| Youth Advisory Banquet  | 04/23/10   | 197           | New        | Meeting/Seminar      | Meeting                  | Local           | 12,600           | 1          | 0           |                 | \$0              | \$4,760             | \$0                | \$0                | \$221                | \$200               | \$232                | \$0              | \$0                         | \$0                   | \$345           | \$800           | \$0              | \$6,558          |
| Success Seminar presented by Rick DeLuca  | 04/23/10   | 200           | Repeat     | Meeting/Seminar      | Meeting                  | Local           | 6,300            | 1          | 0           |                 | \$0              | \$141               | \$0                | \$0                | \$30                 | \$580               | \$0                  | \$0              | \$0                         | \$0                   | \$574           | \$1,600         | \$0              | \$2,925          |
| OnStage New York  | 04/24/10   | 5,845         | Repeat     | Dance                | Miscellaneous/Other      | Local           | 116,265          | 2          | 1           |                 | \$0              | \$229               | \$7,589            | \$0                | \$90                 | \$0                 | \$2,011              | \$0              | \$0                         | \$0                   | \$330           | \$10,100        | \$3,452          | \$23,801         |
| Oregon League of Conservation Voters: 13th Annual Dinner for the Environment                | 04/23/10   | 997           | Repeat     | Fundraiser           | Food & Beverage/Catering | State           | 35,358           | 1          | 0           |                 | \$0              | \$53,007            | \$4,817            | \$0                | \$0                  | \$3,603             | \$115                | \$0              | \$0                         | \$0                   | \$429           | \$0             | \$1,743          | \$63,713         |
| Central Catholic High School - Presidents Dinner 2010                                       | 04/24/10   | 887           | Repeat     | Fundraiser           | Food & Beverage/Catering | Local           | 37,233           | 1          | 0           |                 | \$0              | \$62,865            | \$6,150            | \$2,088            | \$1,101              | \$6,845             | \$415                | \$0              | \$0                         | \$0                   | \$296           | \$0             | \$2,720          | \$82,480         |
| Great NW Tour Concert - KEAK DA SNEAK & SAN QUINN   | 04/24/10   | 12            | New        | Dance                | Consumer Public          | Local           | 64,320           | 2          | 0           |                 | \$0              | \$0                 | \$186              | \$0                | \$750                | \$2,100             | \$0                  | \$0              | \$0                         | \$4                   | \$1,458         | \$3,000         | \$1,635          | \$9,133          |
| Aramark Meeting   | 04/26/10   | 50            | In-house   | Meeting/Seminar      | In-house                 | Local           | 1,294            | 2          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              |
| Northwest Solar Expo & Clean Technology Showcase  | 04/26/10   | 1,579         | Repeat     | Consumer/Public Show | Tradeshows               | Regional        | 201,796          | 7          | 0           |                 | \$0              | \$25,023            | \$2,351            | \$250              | \$270                | \$2,694             | \$4,944              | \$716            | \$381                       | \$245                 | \$5,003         | \$13,855        | \$4,054          | \$59,784         |
| Portland Business Alliance 2010 Annual Awards Breakfast                                     | 04/27/10   | 795           | Repeat     | Breakfast            | Food & Beverage/Catering | Local           | 50,400           | 1          | 1           |                 | \$0              | \$19,900            | \$0                | \$0                | \$0                  | \$1,210             | \$1,589              | \$0              | \$0                         | \$0                   | \$275           | \$1,000         | \$0              | \$23,974         |
| Oregon Public Health Division All-Staff Meeting   | 04/27/10   | 300           | New        | Meeting/Seminar      | Meeting                  | State           | 8,900            | 1          | 0           |                 | \$0              | \$557               | \$0                | \$0                | \$0                  | \$513               | \$0                  | \$0              | \$0                         | \$0                   | \$1,674         | \$2,150         | \$0              | \$4,894          |
| 28th Annual OPA Ceramic Showcase 2010   | 04/30/10   | 16,826        | Repeat     | Consumer/Public Show | Consumer Public          | Local           | 368,200          | 3          | 2           |                 | \$0              | \$0                 | \$29,036           | \$0                | \$0                  | \$470               | \$12,964             | \$1,800          | \$0                         | \$0                   | \$2,800         | \$23,294        | \$494            | \$70,858         |
| Oregon Glass Guild - Glass Gallery 2010 and Portland Bead Society - Art & Elegance in Beads | 04/30/10   | 0             | Repeat     | Consumer/Public Show | Consumer Public          | State           | 152,349          | 3          | 2           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$6,810              | \$450            | \$0                         | \$0                   | \$1,312         | \$9,007         | \$733            | \$18,312         |
| B.U.L.L. Session 20th Anniversary Lunch   | 04/28/10   | 60            | New        | Lunch                | Food & Beverage/Catering | Local           | 3,750            | 1          | 0           |                 | \$0              | \$880               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$42            | \$0             | \$100            | \$1,022          |
| Providence Positive Perspectives Foundation Cancer Luncheon                                 | 04/28/10   | 750           | Repeat     | Lunch                | Food & Beverage/Catering | Local           | 34,200           | 1          | 0           |                 | \$0              | \$28,319            | \$0                | \$84               | \$0                  | \$10,359            | \$0                  | \$367            | \$0                         | \$0                   | \$275           | \$0             | \$5,295          | \$44,699         |

OCC Event Analysis Monthly Revenue Report April 2010 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 |       |
|---|------------|---------------|------------|----------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|-------|
| Plaid Pantry Seminar  | 04/28/10   | 250           | Repeat     | Meeting/Seminar      | Meeting                  | Local           | 2,457            | 1          | 0           |                 | \$0              | \$1,316             | \$0                | \$0                | \$0                  | \$160               | \$0                  | \$0              | \$0                         | \$0                   | \$855           | \$565           | \$0              | \$2,896          |       |
| Project Management Training - RLI Program                                 | 04/28/10   | 29            | Repeat     | Meeting/Seminar      | In-house                 | Local           | 1,010            | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              |       |
| Residential Exchange Program (REP) Mediation Session                      | 04/29/10   | 120           | New        | Meeting/Seminar      | Meeting                  | Local           | 19,296           | 2          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$240                | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$2,720         | \$0              | \$2,960          |       |
| In-House: Welcome NAHB - Green Building Conference 2011                   | 04/29/10   | 10            | In-house   | Lunch                | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$198               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              | \$198 |
| Habitat for Humanity: HopeBuilder Breakfast 2010                          | 04/29/10   | 930           | Repeat     | Breakfast            | Food & Beverage/Catering | Local           | 34,200           | 1          | 0           |                 | \$0              | \$20,665            | \$0                | \$0                | \$0                  | \$4,100             | \$0                  | \$0              | \$0                         | \$0                   | \$401           | \$0             | \$644            | \$25,810         |       |
| Christ in Youth - Jr. High Only Believe 2010                              | 04/30/10   | 1,100         | Repeat     | Concert              | Convention               | Regional        | 250,696          | 2          | 1           |                 | \$0              | \$720               | \$3,944            | \$0                | \$825                | \$0                 | \$2,729              | \$0              | \$0                         | \$0                   | \$1,094         | \$9,800         | \$3,464          | \$22,577         |       |
| Creative Metal Arts Guild - Spring Show 2010                              | 04/30/10   | 0             | Repeat     | Consumer/Public Show | Consumer Public          | Local           | 25,812           | 3          | 1           |                 | \$0              | \$0                 | \$0                | \$0                | \$305                | \$0                 | \$2,832              | \$225            | \$0                         | \$0                   | \$0             | \$7,859         | \$733            | \$11,955         |       |
| Guild of Oregon Woodworkers Wood Showcase 2010                            | 04/30/10   | 1,000         | Repeat     | Consumer/Public Show | Consumer Public          | Local           | 9,384            | 3          | 1           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$2,821         | \$733            | \$3,554          |       |
| Northwest Fine Woodworkers Wood Showcase 2010                             | 04/30/10   | 1,000         | New        | Consumer/Public Show | Consumer Public          | Local           | 22,980           | 3          | 1           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$79                 | \$0              | \$0                         | \$0                   | \$0             | \$6,761         | \$727            | \$7,567          |       |
| Dress for Success Annual Fashion Show and Dinner                          | 04/30/10   | 600           | New        | Auction              | Food & Beverage/Catering | Local           | 25,500           | 1          | 0           |                 | \$0              | \$28,025            | \$401              | \$0                | \$652                | \$3,770             | \$217                | \$0              | \$0                         | \$0                   | \$252           | \$2,000         | \$1,478          | \$36,795         |       |
| Oregon Law Institute - The Law of Trial Evidence with Judge William Young | 04/30/10   | 100           | Repeat     | Meeting/Seminar      | Meeting                  | State           | 3,750            | 1          | 0           |                 | \$0              | \$439               | \$0                | \$16               | \$0                  | \$132               | \$0                  | \$0              | \$0                         | \$0                   | \$273           | \$1,090         | \$0              | \$1,950          |       |
| Crafty Wonderland Super Colossal Spring Show 2010                         | 05/01/10   | 3,500         | New        | Arts and Crafts      | Consumer Public          | Local           | 183,000          | 2          | 1           |                 | \$0              | \$0                 | \$12,638           | \$0                | \$5                  | \$40                | \$761                | \$0              | \$0                         | \$0                   | \$550           | \$6,350         | \$758            | \$21,101         |       |
| Portland Handweavers Guild 2010   | 04/30/10   | 4,000         | Repeat     | Consumer/Public Show | Consumer Public          | Local           | 12,315           | 3          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$255                | \$0                 | \$413                | \$225            | \$0                         | \$0                   | \$0             | \$3,770         | \$284            | \$4,947          |       |
| Project Management Training - RLI Program                                 | 04/30/10   | 29            | Repeat     | Meeting/Seminar      | In-house                 | Local           | 1,010            | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              |       |
| Totals  |            | 85,046        |            |                      |                          |                 | 5,595,053        |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                             |                       | \$377,898       |                 | \$1,936,201      |                  |       |

## PCPA MONTHLY ANALYSIS

APRIL 2011

| FACILITY NAME                          | DATE         | PRESENTER                   | EVENT                             | LOAD-IN/<br>LOAD-OUT<br>DARK DAYS | NO. OF<br>PERF. | TOTAL<br>ATTEND. | PAID<br>ATTEND. | %<br>SOLD  | GROSS<br>TICKET<br>SALES | RENT             | CHARGES &<br>REIMBURSE. | USER'S<br>FEE    | SOUVEN.        | GROSS<br>FOOD &<br>BEV.         | GROSS<br>REVENUE<br>EARNED      |
|--|--------------|-----------------------------|-----------------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|------------------|-------------------------|------------------|----------------|---------------------------------|---------------------------------|
| KELLER                                 | 4/4 TO 17    | Broadway Across America     | Billy Elliot                      | 2                                 | 14              | 31,204           | 31,579          | 66%        | \$1,777,292              | \$75,000         | \$38,412                | \$108,559        | \$3,071        | \$59,137                        | \$284,179                       |
| ASCH                                   | 3/31 to 4/3  | Oregon Symphony             | Pops 3 Classical Mystery Tour     | 2                                 | 2               | 4,617            | 4,193           | 75%        | \$166,092                | \$10,005         | \$10,885                | \$4,193          | \$616          | \$5,433                         | \$31,132                        |
|  | 4/6          | MAGPI                       | Sweet Honey in the Rock           | 0                                 | 1               | 882              | 742             | 27%        | \$21,461                 | \$3,015          | \$3,610                 | \$1,670          | \$167          | \$1,444                         | \$9,906                         |
|  | 4/7          | Live Nation                 | Sarah Silverman                   | 0                                 | 1               | 1,736            | 1,712           | 62%        | \$59,920                 | \$4,485          | \$4,015                 | \$3,852          | \$0            | \$7,261                         | \$19,613                        |
|  | 4/8          | Live Nation                 | Lewis Black                       | 0                                 | 1               | 2,608            | 2,609           | 94%        | \$125,390                | \$9,458          | \$4,841                 | \$7,166          | \$272          | \$11,374                        | \$33,111                        |
|  | 4/9          | Double Tee Presents         | Lauryn Hill/Soul'd Out Music Fest | 0                                 | 1               | 1,791            | 1,584           | 57%        | \$122,970                | \$9,000          | \$13,606                | \$6,960          | \$0            | \$15,731                        | \$45,297                        |
|  | 4/4 to 4/11  | Oregon Symphony             | Classical 13 Pair of Sixth Symph. | 3                                 | 2               | 3,676            | 3,773           | 68%        | \$140,220                | \$2,060          | \$10,994                | \$3,773          | \$4            | \$2,639                         | \$19,470                        |
|  | 4/14 to 18   | Oregon Symphony             | Classical 14 - Eroica             | 2                                 | 3               | 5,244            | 5,117           | 61%        | \$202,832                | \$2,895          | \$13,140                | \$5,117          | \$466          | \$5,120                         | \$26,738                        |
|  | 4/19         | True West                   | Robert Plant & The Band of Joy    | 0                                 | 1               | 2,644            | 2,655           | 96%        | \$149,630                | \$9,500          | \$13,173                | \$8,469          | \$2,298        | \$16,073                        | \$49,513                        |
|  | 4/20         | Portland Youth Philharmonic | Youth Performances                | 0                                 | 2               | 3,433            | 0               |            | \$0                      | \$315            | \$2,915                 | \$0              | \$0            | \$0                             | \$3,230                         |
|  | 4/21 to 23   | The Snowman Foundation      | Ten Grands                        | 3                                 | 3               | 7,898            | 2,626           | 95%        | \$136,370                | \$7,855          | \$12,235                | \$8,290          | \$0            | \$3,035                         | \$31,415                        |
|  | 4/28         | Portland Arts and Lectures  | Art Spiegelman                    | 0                                 | 1               | 1,733            | 2,245           | 81%        | \$74,046                 | \$1,855          | \$3,099                 | \$5,907          | \$49           | \$849                           | \$11,759                        |
| NEWMARK                                | 3/23 to 4/10 | Portland Opera              | Ravel: Double Bill                | 13                                | 6               | 3,601            | 3,744           | 71%        | \$254,581                | \$4,775          | \$24,716                | \$3,813          | \$0            | \$5,145                         | \$38,449                        |
|  | 4/11 to 12   | MetroArts Inc.              | Young Artists Debut               | 1                                 | 1               | 477              | 134             | 15%        | \$2,700                  | \$0              | \$3,629                 | \$302            | \$0            | \$1,905                         | \$5,836                         |
|  | 4/13 to 16   | Portland Metro Arts         | Alice in Wonderland               | 1                                 | 3               | 1,352            | 390             | 45%        | \$8,576                  | \$2,955          | \$4,708                 | \$972            | \$0            | \$234                           | \$8,869                         |
|  | 4/15         | Urban Arts Dance Company    | Hostage                           | 0                                 | 1               | 561              | 505             | 57%        | \$7,359                  | \$1,135          | \$3,542                 | \$1,136          | \$0            | \$565                           | \$6,378                         |
|  | 4/21 to 5/1  | Oregon Ballet Theatre       | Left Unsaid                       | 7                                 | 13              | 8,403            | 7,328           | 88%        | \$321,596                | \$4,110          | \$34,989                | \$7,328          | \$0            | \$9,752                         | \$56,179                        |
| WINNINGSTAD                            | 4/1 to 2     | Paige Productions           | Let's Talk Church                 | 0                                 | 2               | 295              | 296             | 51%        | \$9,620                  | \$1,520          | \$1,993                 | \$666            | \$37           | \$188                           | \$4,404                         |
|  | 4/4 to 17    | Tears of Joy                | The Ugliest Duckling              | 3                                 | 19              | 3,419            | 3,602           | 65%        | \$29,331                 | \$1,885          | \$3,737                 | \$1,207          | \$0            | \$160                           | \$6,989                         |
|  | 4/9          | Rasika Inc.                 | Ganesh & Kumaresh Violin Duet     | 0                                 | 1               | 159              | 62              | 21%        | \$2,259                  | \$670            | \$675                   | \$291            | \$20           | see artbar                      | \$1,656                         |
| A. HATFIELD HALL                       | 4/11         | PCPA Volunteers             | Noon Showcase Gerardo Calderon    | 0                                 | 1               | 142              | 0               |            | \$0                      | \$0              | \$0                     | \$0              | \$0            | \$33                            | \$33                            |
|  | 4/23         | Scientology                 | Private Fundraiser Event          | 0                                 | 1               | 178              | 0               |            | \$0                      | \$275            | \$479                   | \$0              | \$0            | \$4,815                         | \$5,569                         |
| KELLER CAFÉ<br>ARTBAR<br>PCPA CATERING |              |                             |                                   |                                   |                 |                  |                 |            |                          |                  |                         |                  |                | \$15,643<br>\$23,089<br>\$3,423 | \$15,643<br>\$23,089<br>\$3,423 |
|  |              | <b>TOTALS</b>               |                                   | <b>37</b>                         | <b>80</b>       | <b>86,053</b>    | <b>74,896</b>   | <b>63%</b> | <b>\$3,612,245</b>       | <b>\$152,768</b> | <b>\$209,393</b>        | <b>\$179,671</b> | <b>\$7,000</b> | <b>\$193,048</b>                | <b>\$741,880</b>                |

## PCPA MONTHLY ANALYSIS

APRIL 2010

| FACILITY NAME                          | DATE            | PRESENTER                    | EVENT                              | LOAD-IN/<br>LOAD-OUT<br>DARK DAYS | NO. OF<br>PERF. | TOTAL<br>ATTEND. | PAID<br>ATTEND. | %<br>SOLD  | GROSS<br>TICKET<br>SALES | RENT             | CHARGES &<br>REIMBURSE. | USER'S<br>FEE    | SOUVEN.         | GROSS<br>FOOD &<br>BEV. | GROSS<br>REVENUE<br>EARNED |
|--|-----------------|------------------------------|------------------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|------------------|-------------------------|------------------|-----------------|-------------------------|----------------------------|
| KELLER                                 | 4/8             | Seattle Theatre Group (STG)  | Tegan and Sara                     | 0                                 | 1               | 2,027            | 2,130           | 77%        | \$63,783                 | \$5,103          | \$10,594                | \$4,260          | \$3,600         | \$8,226                 | \$31,783                   |
|  | 4/10            | Live Nation                  | Mark Knopfler                      | 0                                 | 1               | 2,901            | 2,957           | 99%        | \$223,336                | \$11,500         | \$19,123                | \$12,641         | \$761           | \$13,703                | \$57,728                   |
|  | 4/12 to 18      | Broadway Across America      | Dreamgirls                         | 1                                 | 8               | 12,540           | 12,989          | 54%        | \$619,000                | \$28,665         | \$35,420                | \$42,214         | \$1,306         | \$22,455                | \$130,060                  |
|  | 4/20 and 22     | Oregon Ballet Theatre        | Fireproof Drops                    | 2                                 | 0               | 0                | 0               |            | \$0                      | \$740            | \$0                     | \$0              | \$0             | \$0                     | \$740                      |
| ASCH                                   | 3/31 to 4/3     | Snowman Foundation           | Ten Grands                         | 1                                 | 6               | 14,749           | 3,336           | 61%        | \$178,190                | \$10,092         | \$26,132                | \$10,286         | \$0             | \$5,125                 | \$51,635                   |
|  | 4/5 to 7        | White Bird                   | Complexions                        | 2                                 | 2               | 4,506            | 1,878           | 68%        | \$57,420                 | \$3,243          | \$14,425                | \$3,759          | \$0             | \$2,896                 | \$24,323                   |
|  | 4/8             | ISEPP                        | Howard Rheingold                   | 0                                 | 1               | 370              | 249             | 9%         | \$9,229                  | \$3,340          | \$2,316                 | \$688            | \$150           | \$145                   | \$6,639                    |
|  | 4/8 to 12       | Oregon Symphony              | Classical 13 Pinchas Zukerman      | 2                                 | 3               | 3,386            | 5,191           | 53%        | \$204,817                | \$2,895          | \$10,905                | \$2,596          | \$392           | \$4,469                 | \$21,257                   |
|  | 4/14            | Portland Youth Philharmonic  | Youth Concerts                     | 0                                 | 2               | 4,625            | 0               |            | \$0                      | \$315            | \$2,353                 | \$0              | \$0             | \$0                     | \$2,668                    |
|  | 4/16            | True West                    | John Prine                         | 0                                 | 1               | 2,550            | 2,590           | 93%        | \$113,995                | \$8,603          | \$6,426                 | \$6,452          | \$695           | \$9,101                 | \$31,277                   |
|  | 4/15 to 18      | Oregon Symphony              | Pops 4 Fabulous Forties            | 2                                 | 2               | 3,834            | 3,854           | 69%        | \$177,127                | \$1,875          | \$8,419                 | \$1,927          | \$470           | \$2,993                 | \$15,684                   |
|  | 4/18            | Metro Arts                   | Young Artists Concert              | 0                                 | 1               | 898              | 351             | 13%        | \$4,877                  | \$0              | \$4,947                 | \$707            | \$0             | \$1,180                 | \$6,834                    |
|  | 4/19            | True West                    | Norah Jones                        | 0                                 | 1               | 2,629            | 2,732           | 98%        | \$125,764                | \$8,500          | \$13,623                | \$7,118          | \$330           | \$10,437                | \$40,008                   |
|  | 4/21            | ISEPP                        | Scott Borg                         | 0                                 | 1               | 532              | 107             | 4%         | \$8,074                  | \$3,340          | \$2,569                 | \$668            | \$150           | \$277                   | \$7,004                    |
|  | 4/22            | Portland Arts & Lectures     | Edwidge Danticat                   | 0                                 | 1               | 1,661            | 2,459           | 89%        | \$64,881                 | \$1,855          | \$2,735                 | \$5,126          | \$94            | \$706                   | \$10,516                   |
|  | 4/22 to 26      | Oregon Symphony              | Classical 14 Midori Plays Sibelius | 2                                 | 3               | 5,368            | 5,680           | 68%        | \$234,603                | \$2,895          | \$11,690                | \$2,840          | \$310           | \$4,720                 | \$22,455                   |
| 4/27                                   | Oregon Symphony | Itzhak Perlman               | 0                                  | 1                                 | 2,547           | 2,701            | 97%             | \$165,660  | \$7,825                  | \$3,382          | \$9,389                 | \$296            | \$2,825         | \$23,717                |                            |
| NEWMARK                                | 3/17 to 4/4     | Portland Opera               | Trouble in Tahiti                  | 16                                | 4               | 2,192            | 2,524           | 72%        | \$156,842                | \$4,775          | \$23,119                | \$1,262          | \$2,755         | \$6,096                 | \$38,007                   |
|  | 4/6 to 10       | White Bird                   | U Theatre                          | 2                                 | 3               | 1,559            | 1,436           | 54%        | \$52,010                 | \$2,620          | \$25,203                | \$3,274          | \$0             | \$0                     | \$31,097                   |
|  | 4/11            | Portland Piano International | Cecile Licad                       | 0                                 | 1               | 549              | 660             | 75%        | \$21,406                 | \$1,135          | \$1,985                 | \$1,472          | \$78            | \$454                   | \$5,124                    |
|  | 4/16            | Urban Arts Dance Company     | Pulse                              | 0                                 | 1               | 459              | 432             | 49%        | \$6,989                  | \$1,135          | \$2,905                 | \$864            | \$0             | \$367                   | \$5,271                    |
| WINNINGSTAD                            | 4/7 to 4/18     | Tears of Joy                 | Malika Queen of the Cats           | 4                                 | 16              | 2,480            | 2,888           | 66%        | \$29,661                 | \$2,220          | \$6,340                 | \$1,083          | \$141           | \$642                   | \$10,426                   |
| A. HATFIELD HALL                       | 4/1             | PCPA                         | First Thursday                     | 0                                 | 1               | 250              |                 |            |                          |                  |                         |                  |                 | \$652                   | \$652                      |
|  | 4/12            | PCPA                         | Noontime Showcase                  | 0                                 | 1               | 77               |                 |            |                          |                  |                         |                  |                 | \$25                    | \$25                       |
| KELLER CAFÉ<br>ARTBAR<br>PCPA CATERING |                 |                              |                                    |                                   |                 |                  |                 |            |                          |                  |                         |                  |                 | \$9,732                 | \$9,732                    |
|  |                 |                              |                                    |                                   |                 |                  |                 |            |                          |                  |                         |                  |                 | \$24,756                | \$24,756                   |
|  |                 |                              |                                    |                                   |                 |                  |                 |            |                          |                  |                         |                  |                 | \$153                   | \$153                      |
|  |                 | <b>TOTALS</b>                |                                    | <b>34</b>                         | <b>62</b>       | <b>72,689</b>    | <b>57,144</b>   | <b>63%</b> | <b>\$2,517,664</b>       | <b>\$112,671</b> | <b>\$234,611</b>        | <b>\$118,626</b> | <b>\$11,528</b> | <b>\$132,135</b>        | <b>\$609,571</b>           |

Expo Center Event Analysis

April 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          |
|--|----------|-------|----------|-------|-------------|------------|-----------|------------|---------------|----------------|------------|----------------|------------------------|--------------|--------------|---------------|----------------|
| NW Model A Regional Group Meeting          | 2        |       | 1        |       | 1           | 1          |           |            | 42            | 140            |            |                |                        |              |              |               | 140            |
| Portland Auto Swap Meet                    | 1-3      | 1     |          |       | 1           | 3          | 4         |            | 23,431        | 100,313        |            | 210,092        | 12,309                 | 1,508        | 3,199        |               | 327,421        |
| Spa, Swimspa, Patio Furniture & Sauna Show | 8-10     | 1     |          |       | 1           | 3          | 4         |            | 817           | 7,547          | 181        |                |                        |              | 660          | 2,317         | 10,705         |
| Hardy Plant Society of Oregon              | 9-10     | 1     |          |       | 1           | 2          | 2         |            | 4,513         | 8,650          | 188        | 2,406          |                        | 39           | 869          | 15,633        | 27,785         |
| Portland's Largest Garage Sale             | 16       | 1     |          |       | 1           | 1          | 2         |            | 5,401         | 3,900          |            | 7,637          |                        |              | 91           | 17,172        | 28,800         |
| Collectors West Gun and Knife Show         | 15-17    | 1     |          |       | 1           | 3          | 2         |            | 6,744         | 14,850         | 500        | 10,134         | 2,142                  |              | 955          | 26,055        | 54,636         |
| NW's Largest Family Expo - KidFest!        | 16-17    | 1     |          |       | 1           | 2          | 2         |            | 5,873         | 7,350          |            | 6,487          |                        |              | 913          | 18,042        | 32,792         |
|  | <b>6</b> |       | <b>1</b> |       | <b>7</b>    | <b>15</b>  | <b>16</b> | <b>32%</b> | <b>46,821</b> | <b>142,750</b> | <b>869</b> | <b>236,756</b> | <b>14,451</b>          | <b>1,547</b> | <b>6,687</b> | <b>79,219</b> | <b>482,279</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        |
| February      | 5        |   | 8        |   | 13       | 29        | 20        | 68%        | 73,130        | 221,010        | 3,021      | 383,451        | 30,064        | 21,742       | 41,130       | 292,167       | 992,585        |
| March         | 8        |   | 5        |   | 13       | 27        | 18        | 75%        | 63,333        | 190,760        | 3,621      | 173,293        | 20,623        | 18,813       | 30,955       | 235,764       | 673,829        |
| <b>April</b>  | <b>6</b> |   | <b>1</b> |   | <b>7</b> | <b>15</b> | <b>16</b> | <b>32%</b> | <b>46,821</b> | <b>142,750</b> | <b>869</b> | <b>236,756</b> | <b>14,451</b> | <b>1,547</b> | <b>6,687</b> | <b>79,219</b> | <b>482,279</b> |
| May           |          |   |          |   |          |           |           |            |               |                |            |                |               |              |              |               | 0              |
| June          |          |   |          |   |          |           |           |            |               |                |            |                |               |              |              |               | 0              |
| Total to Date | 44       | 2 | 34       | 0 | 80       | 180       | 139       | 40%        | 370,708       | 1,361,653      | 27,232     | 1,367,382      | 93,362        | 161,963      | 182,910      | 1,439,513     | 4,634,015      |

Month to Month Comparison

|  |           |           |          |          |           |           |           |             |               |                |             |               |               |                |               |              |                |
|--|-----------|-----------|----------|----------|-----------|-----------|-----------|-------------|---------------|----------------|-------------|---------------|---------------|----------------|---------------|--------------|----------------|
|  | <b>-3</b> | <b>-1</b> | <b>0</b> | <b>0</b> | <b>-3</b> | <b>-5</b> | <b>-6</b> | <b>-18%</b> | <b>-2,170</b> | <b>-22,048</b> | <b>-437</b> | <b>-2,424</b> | <b>14,451</b> | <b>-21,641</b> | <b>-3,658</b> | <b>6,817</b> | <b>-28,940</b> |
|--|-----------|-----------|----------|----------|-----------|-----------|-----------|-------------|---------------|----------------|-------------|---------------|---------------|----------------|---------------|--------------|----------------|

Year to Date Comparison

|  |            |          |           |          |           |            |            |            |                |               |               |                |               |              |                |               |               |
|--|------------|----------|-----------|----------|-----------|------------|------------|------------|----------------|---------------|---------------|----------------|---------------|--------------|----------------|---------------|---------------|
|  | <b>-17</b> | <b>0</b> | <b>13</b> | <b>0</b> | <b>-4</b> | <b>-18</b> | <b>-28</b> | <b>-1%</b> | <b>-26,876</b> | <b>26,417</b> | <b>-2,408</b> | <b>-91,581</b> | <b>93,362</b> | <b>3,878</b> | <b>-12,529</b> | <b>43,560</b> | <b>60,699</b> |
|--|------------|----------|-----------|----------|-----------|------------|------------|------------|----------------|---------------|---------------|----------------|---------------|--------------|----------------|---------------|---------------|

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        |
| February      | 6        |          | 3        |  | 9         | 22        | 22        | 62%        | 81,063        | 203,208        | 2,730        | 408,157        |  | 17,190        | 37,639        | 305,241       | 974,165        |
| March         | 9        |          | 1        |  | 10        | 25        | 18        | 53%        | 47,929        | 161,608        | 2,261        | 121,293        |  | 14,978        | 26,209        | 167,759       | 494,108        |
| <b>April</b>  | <b>9</b> | <b>1</b> | <b>1</b> |  | <b>10</b> | <b>20</b> | <b>22</b> | <b>50%</b> | <b>48,991</b> | <b>164,798</b> | <b>1,306</b> | <b>239,180</b> |  | <b>23,188</b> | <b>10,345</b> | <b>72,402</b> | <b>511,219</b> |
| 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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June 1, 2011  
12:30 pm

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6.0 - Consent Agenda

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

May 5, 2011

Special Commission Meeting (via telephone conference call)

|                          |   |
|--------------------------|---|
| <b>Present:</b>          | Judie Hammerstad (Acting Chair), Ray Leary, Terry Goldman, Karis Stoudamire-Phillips and Chris Erickson   |
| <b>Absent:</b>           | Elisa Dozono (excused) and Cynthia Haruyama (excused)   |
|                          | A special telephone conference meeting of the Metropolitan Exposition Recreation Commission was called to order by Acting Chair Judie Hammerstad at 1:30 p.m. in the MERC Board Room, Oregon Convention Center.   |
| <b>1.0</b>               | <b>QUORUM CONFIRMED</b><br>A quorum of Commissioners was present.   |
| <b>2.0</b><br><b>2.1</b> | <b>ACTION AGENDA</b><br><b>Resolution 11-11 for the purpose of approving a contract with Delta AV for the Oregon Convention Center Digital Signage Upgrade Project</b><br><br>Jeff Blosser presented Resolution 11-11.<br><br>A motion was made by Commissioner Goldman and seconded by Commissioner Erickson to approve Resolution 11-11 as presented.<br><br><b>VOTING:</b> Aye: 5 (Hammerstad, Leary, Goldman, Stoudamire-Phillips, Erickson)<br>Nay: 0<br>Motion passed |
|                          | There was no further business to come before the Commission and the special meeting was adjourned at 1:38 p.m.  |

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# **MERC Commission Meeting**

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June 1, 2011  
12:30 pm

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7.0 - Travel Portland  
Quarterly Report

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*travel*  
**PORTLAND**

THIRD QUARTER REPORT  
2010-2011

FOR  
MERC

# What's Inside

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|                      |   |
|----------------------|---|
| Jeff Miller          | President & CEO<br>503.275.9797, jmiller@travelportland.com   |
| Brian McCartin       | Executive Vice President of Convention and Tourism Sales<br>503.275.9278, brian@travelportland.com  |
| Ron Melton           | Executive Vice President of Services and Operations<br>503.275.9775, ron@travelportland.com         |
| Greg Newland         | Executive Vice President of Marketing and Public Relations<br>503.275.9771, greg@travelportland.com |
| Megan Conway         | Vice President of Communications and Public Relations<br>503.275.9795, megan@travelportland.com     |
| Michelle Graham, CMP | Vice President of Services<br>503.275.9759, michelle@travelportland.com                             |
| Veronica Rinard      | Director of Community Relations<br>503.275.9777, veronica@travelportland.com                        |
| Michael C. Smith     | Vice President of Convention Sales<br>503.275.9770, mike@travelportland.com                         |
| Barbara Steinfeld    | Vice President of Tourism Sales<br>503.275.9778, barbara@travelportland.com                         |
| Nancy Truszkowski    | Director of Partner Services<br>503.275.9779, nancyt@travelportland.com                             |

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# EXECUTIVE SUMMARY

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## ACCOMPLISHMENTS

| Hotel Statistics - January - March | Central City | Portland Market |
|------------------------------------|--------------|-----------------|
| Occupancy                          | -1.2%        | +4.3%           |
| ADR                                | +1.0%        | +1.4%           |
| RevPar                             | -0.3%        | +5.7%           |
| Rooms Sold                         | -0.8%        | +4.4%           |

- Convention bookings last year versus this year caused the Central City statistics to flatten.
- For the third quarter OCC realized almost \$1.6 million revenue from Travel Portland booked business with a community economic impact ROI of 22.3:1.
- Six OCC conventions were booked for future years in the quarter worth almost \$1 million in revenue to the OCC and with a community EEI of \$5.7 million.
- Travel Portland generated five articles with a value of \$187K for the OCC. There was also one article valued at \$11K from our efforts in the Chicago/DC markets. Five articles have appeared in these markets valued at over \$720K based on our new initiative.

## TRENDS, SUCCESSES, OBSTACLES

- YTD room tax collection from the City is +7.9% compared to 2010.
- Work was completed during the third quarter to review VDF criteria for the grant process for citywide meetings. Seven recommendations were made and the board will work on the recommendations during the next fiscal year.
- Travel Portland tracks lost business and during the third quarter three groups worth 8,217 room nights declined to come to Portland due to lack of a headquarter hotel or the inability to get all of their delegates in a single hotel.

## MERC CONTRACT GOALS

| GOAL # | GOAL DESCRIPTION              | YEAR TO DATE ACTUAL | ANNUAL GOAL    |
|--------|-------------------------------|---------------------|----------------|
| 1      | OCC revenue goal              | \$6,947,078         | \$5.75 million |
| 2      | ROI on future OCC business    | 2.1                 | 2.2            |
| 3      | Lead conversion               | 38%                 | 30%            |
| 4      | Services performance survey   | 3.7                 | 3.5            |
| 5      | ROI on public relations/media | 11.6                | Benchmark Year |
| 6      | Community economic impact     | 38.2                | 25.0           |

# CONVENTION SALES

| OREGON CONVENTION CENTER BOOKED REVENUE FROM TRAVEL PORTLAND |               |               |                                 |
|--|---------------|---------------|---------------------------------|
| Convention Year  | OCC Revenue   | Annuals       | Total Potential Future Business |
| FY 10/11   | \$ 8,949,020  | \$ -          | \$ 8,949,020                    |
| FY 11/12   | \$ 4,167,751  | \$ 537,833    | \$ 4,705,584                    |
| FY 12/13   | \$ 2,910,201  | \$ 1,599,921  | \$ 4,510,122                    |
| FY 13/14   | \$ 1,815,051  | \$ 1,356,327  | \$ 3,171,378                    |
| FY 14/15   | \$ 1,673,096  | \$ 1,687,862  | \$ 3,360,958                    |
| FY 15/16   | \$ 844,470    | \$ 1,356,327  | \$ 2,200,797                    |
| FY 16/17   | \$ 171,952    | \$ 1,687,862  | \$ 1,859,814                    |
| FY 17/18   | \$ -          | \$ 1,356,327  | \$ 1,356,327                    |
| FY 18/19   | \$ -          | \$ 1,687,862  | \$ 1,687,862                    |
| FY 19/20   | \$ -          | \$ 1,356,327  | \$ 1,356,327                    |
| Total  | \$ 20,531,541 | \$ 12,626,648 | \$ 33,158,189                   |

| Oregon Convention Center Projected Future Revenue |               |               |                 |
|---|---------------|---------------|-----------------|
| Total Travel Portland Contract:                   | Quarter       | YTD           | Goal            |
| New OCC Bookings                                  | 4             | 23            |                 |
| Repeat OCC Bookings                               | 2             | 9             |                 |
| Total OCC Bookings                                | 6             | 32            |                 |
| Room Nights from OCC Bookings                     | 11,200        | 81,616        |                 |
| Future OCC Revenue Booked during FY 2010/11       | \$ 897,964    | \$ 5,357,858  |                 |
| ROI OCC Bookings                                  | \$ 0.9        | \$ 2.1        | 2.2 - 2.5       |
| Community Economic Impact from OCC Bookings       | \$ 5,779,996  | \$ 39,452,189 |                 |
| Total Room Nights Booked                          | 41,144        | 165,173       |                 |
| Total Community Economic Impact from Bookings     | \$ 22,776,421 | \$ 99,882,537 |                 |
| ROI on Total Community Economic Impact            | \$ 22.3       | \$ 38.2       | 25.0 to 1       |
| OCC Revenue Realized During FY 2010/11            | \$ 1,586,835  | \$ 6,947,078  | \$ 5.75 million |

# CONVENTION SALES

| OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS |            |            |            |            |                       |
|--|------------|------------|------------|------------|-----------------------|
| AS OF APRIL 1, 2011                            |            |            |            |            |                       |
|  | FY 2010-11 | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 and beyond |
| Current  | 48         | 25         | 21         | 8          | 10                    |
| 4 Year Average                                 | Current    | 1 yr. out  | 2 yrs. out | 3 yrs. out | Beyond 3 yrs.         |
| (FY 07/08 – FY 10/11)                          | 47         | 30         | 19         | 10         | 9                     |

| 3RD QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS |        |                   |           |             |                           |
|--|--------|-------------------|-----------|-------------|---------------------------|
| Year   | Groups | Total Room Nights | Attendees | OCC Revenue | Community Economic Impact |
| FY 10/11   | 2      | 635               | 3,200     | \$ 154,228  | \$ 1,484,526              |
| FY 11/12   | 1      | 1,451             | 2,200     | \$ 226,605  | \$ 577,258                |
| FY 12/13   | 2      | 2,744             | 1,500     | \$ 320,031  | \$ 2,306,490              |
| FY 15/16   | 1      | 6,370             | 1,800     | \$ 197,100  | \$ 1,411,722              |
| Total OCC Bookings   | 6      | 11,200            | 8,700     | \$ 897,964  | \$ 5,779,996              |

| 3RD QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS |        |                   |                    |                           |  |
|--|--------|-------------------|--------------------|---------------------------|--|
| Year   | Groups | Total Room Nights | Room Tax Generated | Community Economic Impact |  |
| FY 10/11   | 41     | 11,003            | \$ 173,916.17      | \$ 6,055,567              |  |
| FY 11/12   | 34     | 13,285            | \$ 209,986.03      | \$ 7,815,654              |  |
| FY 12/13   | 6      | 2,190             | \$ 34,615.69       | \$ 1,892,159              |  |
| FY 13/14   | 3      | 3,466             | \$ 54,784.46       | \$ 1,233,045              |  |
| Total Other Bookings                                 | 84     | 29,944            | \$ 473,302.35      | \$ 16,996,425             |  |

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



# CONVENTION SALES

| <b>LEAD CONVERSION</b>                             |                        |     |                |     |                       |     |
|--|------------------------|-----|----------------|-----|-----------------------|-----|
|  | Travel Portland Office |     | Chicago Office |     | Washington, DC Office |     |
|  | Quarter                | YTD | Quarter        | YTD | Quarter               | YTD |
| OCC Leads  | 49                     | 115 | 6              | 14  | 21                    | 49  |
| OCC Lost Leads due to OCC space & availability     | 3                      | 8   | 0              | 1   | 1                     | 5   |
| OCC Lost Leads due to hotel package & availability | 6                      | 22  | 1              | 3   | 3                     | 12  |
| Lead Conversion Percentage                         | 15%                    | 38% | 0%             | 20% | 6%                    | 25% |
| Annual Goal - 28% - 31%                            |                        |     |                |     |                       |     |

| <b>3RD QUARTER - OREGON CONVENTION CENTER LOST BUSINESS</b> |        |  |                   |            |                  |                                |
|---|--------|--|-------------------|------------|------------------|--------------------------------|
| Account Name  | Groups | Reason                                       | Total Room Nights | Attendance | Lost OCC Revenue | Lost Community Economic Impact |
| Subtotal  | 3      | Hotel - HQ                                   | 8,217             | 3,075      | \$ 351,571       | \$ 2,459,423                   |
| Subtotal  | 5      | Geographic                                   | 27,000            | 13,900     | \$ 1,900,659     | \$ 15,069,126                  |
| Subtotal  | 3      | Date Availability - OCC                      | 8,345             | 3,800      | \$ 427,545       | \$ 2,266,773                   |
| Subtotal  | 3      | Hotel - Under One Roof                       | 5,313             | 3,600      | \$ 312,123       | \$ 1,946,975                   |
| Subtotal  | 3      | Weak Local Support                           | 4,350             | 3,000      | \$ 258,278       | \$ 1,614,190                   |
| Subtotal  | 2      | Client Postponed Search                      | 7,350             | 7,000      | \$ 298,480       | \$ 1,659,000                   |
| Subtotal  | 1      | Conference Cancelled - Moved to Another Year | 2,800             | 700        | \$ 46,732        | \$ 102,466                     |
| Subtotal  | 1      | Date Availability - Hotel                    | 50                | 750        | \$ 17,138        | \$ 201,240                     |
| Subtotal  | 1      | Flights-Cost/Convenience                     | 595               | 3,000      | \$ 559,350       | \$ 2,164,140                   |
| Subtotal  | 1      | Perceived Destination Draw                   | 1,350             | 10,000     | \$ 189,300       | \$ 4,467,500                   |
| Subtotal  | 1      | Selected Another Year                        | 5,400             | 3,000      | \$ 134,070       | \$ 776,130                     |
| Subtotal  | 1      | Weather/Environmental Issues                 | 2,070             | 900        | \$ 78,552        | \$ 1,440,891                   |
| Total   | 25     |  | 72,840            | 52,725     | \$ 4,573,798     | \$ 34,167,854                  |

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

# CONVENTION SALES

## 3RD QUARTER - OREGON CONVENTION CENTER CANCELLATIONS

| Account Name            | Groups | Reason | Total Room Nights | Attendance | Lost OCC Revenue | Lost community Economic Impact | Lead Arrival Date |
|-------------------------|--------|--------|-------------------|------------|------------------|--------------------------------|-------------------|
| Total OCC Cancellations | 0      | N/A    | 0                 | 0          | \$ -             | \$ -                           | N/A               |

## 3RD QUARTER INDUSTRY TRADE SHOWS AND EVENTS

| Trade Show/Event  | Location                   |
|---|----------------------------|
| HelmsBriscoe Partners Meeting                                       | Washington, D.C.           |
| Professional Convention Management Association                      | Las Vegas, NV              |
| California Road Trip  | San Francisco/San Jose, CA |
| Religious Conference Managers Association                           | Tampa, FL                  |
| Greater Oregon Society of Government Meeting Planners               | Seaside, OR                |
| East Coast Road Trip  | New York, NY/Milwaukee WI  |
| AMC Institute   | Mohegan Sun, CT            |
| Green Meetings Industry Council                                     | Portland, OR               |
| DMAI Destinations Showcase, D.C.                                    | Washington, D.C.           |
| Association for Convention Sales and Marketing Executives           | Washington, D.C.           |
| Experient Envision  | Cincinnati, OH             |
| Council of Engineering and Scientific Society Executives Mid-Winter | Fort Myers, FL             |
| Arizona Road Trip   | Phoenix/Flagstaff, AZ      |
| ConferenceDirect Annual Meeting                                     | Washington, D.C.           |

# CONVENTION SALES

| <b>MINORITY PROJECTED FUTURE REVENUE</b>                |                    |            |
|---|--------------------|------------|
| <b>Total Travel Portland Contract:</b>                  | <b>3rd Quarter</b> | <b>YTD</b> |
| New Minority Bookings                                   | 3                  | 14         |
| Total Minority Bookings                                 | 3                  | 14         |
| Room Nights from Minority Bookings                      | 608                | 3,422      |
| <b>Minority Leads</b>                                   |                    |            |
| Minority Leads  | 10                 | 31         |
| Minority Lost Leads                                     | 2                  | 5          |
| Minority Lost Leads due to hotel package & availability | 0                  | 0          |

For the third quarter of FY 2010/11, minority bookings created over \$378,000 in estimated economic impact to the greater metro Portland community. Booked groups included the following:

|   |    |         |
|---|----|---------|
| National Organization of Black Law Enforcement Executives | \$ | 242,000 |
| National Council of La Raza                               | \$ | 111,848 |
| Women of Reform Judaism                                   | \$ | 24,365  |
| Total   | \$ | 378,213 |

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

# CONVENTION SERVICES

| ACTIVITY DESCRIPTION   | 3RD QUARTER | YTD    |
|--|-------------|--------|
| Distribution of promotional pieces                                     | 27,790      | 90,164 |
| Meeting planning assistance - Services leads                           | 325         | 774    |
| Pre-convention attendance building - Site tours                        | 9           | 25     |
| Pre-convention attendance building -Promo trips, e-mails and materials | 8           | 17     |
| Housing-convention room nights   | 5,809       | 14,787 |

| 3RD QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS |                       |                  |            |     |         |
|--|-----------------------|------------------|------------|-----|---------|
| Organization   | Organization Location | Promotional Trip | Site Tours | OCC | Non-OCC |
| Worldwide Distributors                                       | Kent, WA              | x                |            | x   |         |
| National Association of Counties                             | Washington, DC        | x                |            | x   |         |
| American Massage Therapy Assn.                               | Evanston, IL          |                  | x          | x   |         |
| American Industrial Hygiene Assn.                            | Twinsburg, OH         |                  | x          | x   |         |
| NA Lake Mgmt Society   | Durham, NH            |                  | x          | x   |         |
| Barbershop Harmony Society                                   | Nashville, TN         |                  | x          | x   |         |
| Grace Hopper Women in Computing                              | Palo Alto, CA         |                  | x          | x   |         |
| Technical Assn of the Pulp and Paper Industry                | Norcross, GA          |                  | x          | x   |         |
| Barbershop Harmony Society                                   | Nashville, TN         |                  | x          | x   |         |
| Am Fed of Labor & Congress of I.O.                           | Washington, DC        |                  | x          |     | x       |
| Society for Thermal Medicine                                 | Lawrence, KS          |                  | x          |     | x       |

# MARKETING

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|   | 3rd Quarter | YTD       |
|---|-------------|-----------|
| <b>Travelportland.com (official website for organization)</b> |             |           |
| *User Sessions  | 281,433     | 1,053,240 |
| <b>PortlandSpoke.com (staff blog)</b>                         |             |           |
| *User Sessions  | 10,238      | 22,679    |
| *Outbound Clicks  | 2,024       | 4,656     |
| <b>GoSeePortland.com (user-generated content site)</b>        |             |           |
| *User Sessions - Site discontinued                            | 0           | 39,572    |
| *Tip Additions - Site discontinued                            | 0           | 35        |
| <b>Twitter (twitter.com/travelportland)</b>                   |             |           |
| *Followers  | 1,639       | 21,247    |
| *Replies/mentions   | 340         | 1,382     |
| <b>Facebook fan page (facebook.com/travelportland)</b>        |             |           |
| *Fans/likes   | 6,736       | 18,596    |
| *Total interactions (comments, likes and wall posts)          | 2,179       | 5,671     |
| <b>Portland Travel Update (consumer e-newsletter)</b>         |             |           |
| *Click-through rate   | 6.5%        | 7.5%      |
| <b>Portland Perks</b>   |             |           |
| *Room nights (arrivals)                                       | 1,570       | 6,723     |

# MARKETING

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## **Marketing Highlights**

### **Online Initiatives**

Travelportland.com: Launch of new, retooled website, with major improvements for end-user navigation and usability, as well as a completely new back-end system for managing content and functionality. Ongoing engagement with external vendor to scope and develop additional enhancements.

Social media: Continued engagement with consumers via Twitter (more than 21,000 followers) and Facebook (18,596 “likes,” thanks to recent promotions, a new “welcome” tab and targeted Facebook advertising). We have also implemented the ability to search for and book Portland hotel rooms directly within Facebook.

### **Cultural Tourism Marketing**

Launch and promotion of “Winter Blah-Buster” campaign, with seven performing arts venues providing 2-for-1 tickets. Results: more than 750 tickets sold. Campaign included “Night on the Town” social media promotion and additional online discounts (dining, shopping, parking).

### **Convention Sales Marketing Support**

Creative development for first three (of six) *Food & Wine* “magazine wraps” (to be sent to 1,000 targeted planners in Chicago and DC markets). Ongoing promotion of Portland via Cvent (lead-generation site) and updates to Portland landing page. Development of collateral material for Convention Services and Housing Services. Collection of new images for new pop-up tradeshow booths.

### **Consumer Marketing**

Advertising campaign to coincide with Expedia’s system-wide winter sale (book Dec. 14 – Feb. 28, for travel through March 31). Results: During the campaign, Expedia tracked a 3.1 percent increase in room nights generated in the Portland market (on top of last year’s 35 percent increase) and generated more than 100 “Expedia Extra” dining redemptions. Launch of “Perks + \$50” promotion (book and travel March 1-April 30) with “Picture Portland” advertising campaign and social media contest.

# COMMUNICATIONS & PUBLIC RELATIONS

|  | 3rd Quarter        | YTD            |
|--|--------------------|----------------|
| <b>MERC</b>  |                    |                |
| Value  | \$ 208,578         | \$ 1,275,032   |
| Number of Placements                                       | 9                  | 34             |
| <b>OCC</b>   |                    |                |
| Value  | \$ 187,430         | \$ 295,824     |
| Number of Placements                                       | 5                  | 18             |
| <b>Chicago/DC PR effort (counted separately from MERC)</b> |                    |                |
| Value  | \$ 11,000          | \$ 720,038     |
| Number of Placements                                       | 1                  | 5              |
| <b>Total Value = MERC + Chicago/DC</b>                     | \$ 219,578         | \$ 1,995,071   |
| <b>Total Number of Placements = MERC + Chicago/DC</b>      | 10                 | 39             |
| <b>Total Value = City/Regional PR</b>                      | \$ 408,328         | \$ 878,615     |
| <b>Total Number of Placements = City/Regional PR</b>       | \$ 16              | \$ 61          |
| <b>Print and Online Value</b>                              | \$ 1,705,639       | \$ 7,768,382   |
| <b>Print and Online Circulation</b>                        | \$ 114,192,457     | \$ 451,118,855 |
|  |                    |                |
|  |                    |                |
|  | <b>3rd Quarter</b> | <b>YTD</b>     |
| <b>Total Value = MERC + Chicago/DC</b>                     | \$ 219,578         | \$ 1,995,071   |
| <b>Direct Costs</b>  | \$ 110,608         | \$ 172,202     |
| <b>ROI</b>   | 2.0                | 11.6           |
| <b>Benchmark Year</b>                                      |                    |                |

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

# PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

| <b>PARTNER SERVICES</b> |                    |            |
|-------------------------|--------------------|------------|
|                         | <b>3rd Quarter</b> | <b>YTD</b> |
| <b>Revenue</b>          | \$84,141           | \$333,123  |
| <b>Active Partners</b>  |                    |            |
| New                     | 14                 | 54         |
| Cancellations           | 17                 | 62         |
| Current Active Partners | 731                | 731        |

| <b>TOURISM SALES</b>                                   |                    |                  |
|--|--------------------|------------------|
|  | <b>3rd Quarter</b> | <b>YTD Total</b> |
| <b>Client Contacts</b>                                 |                    |                  |
| Trade Shows, Events, Inquiries and Sales Calls         | 361                | 898              |
| Leads/Referrals Sent                                   | 267                | 867              |
| <b>FAMS/Research &amp; Site Visits</b>                 |                    |                  |
| # of Companies   | 16                 | 64               |
| # of Attendees   | 17                 | 74               |
| <b>Published Itineraries/Pkgs/Departures/Contracts</b> | 20                 | 230              |
| <b>Number of Room Nights by County</b>                 |                    |                  |
| Clackamas County                                       | 184                | 1,777            |
| Columbia County  | 0                  | 0                |
| Multnomah County                                       | 7,211              | 10,583           |
| Washington County                                      | 308                | 792              |
| Mt. Hood/Gorge   | 34                 | 68               |

| <b>VISITOR INFORMATION SERVICES</b> |                    |            |
|-------------------------------------|--------------------|------------|
|                                     | <b>3rd Quarter</b> | <b>YTD</b> |
| Visitor Information Total Visitors  | 99,777             | 520,616    |
| Volunteer Hours                     | 2,233              | 7,183      |
| Retail Sales                        | \$2,262.00         | \$ 12,290  |



# OPERATIONS

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| AFFIRMATIVE ACTION GOALS 2010-11                        |                |       |                   |                 |           |
|---|----------------|-------|-------------------|-----------------|-----------|
| TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES |                |       |                   |                 |           |
|   |                |       |                   |                 |           |
|   | March 31, 2011 |       | 2010-11           |                 |           |
| Job Category  | Number         | Total | Actual Percentage | Goal Percentage | Objective |
| Females   |                |       |                   |                 |           |
| Officials/Managers                                      | 4              | 9     | 44%               | 50%             | Improve   |
| Professionals   | 12             | 16    | 75%               | 50%             | Maintain  |
| Sales   | 10             | 12    | 83%               | 50%             | Maintain  |
| Office/Clerical   | 12             | 14    | 86%               | 65%             | Maintain  |
| Total   | 38             | 51    | 75%               | 50%             | Maintain  |
| Minorities  |                |       |                   |                 |           |
| Officials/Managers                                      | 1              | 9     | 11%               | 10%             | Maintain  |
| Professionals   | 0              | 16    | 0%                | 10%             | Improve   |
| Sales   | 1              | 12    | 8%                | 10%             | Improve   |
| Office/Clerical   | 4              | 14    | 29%               | 15%             | Maintain  |
| Total   | 6              | 51    | 12%               | 15%             | Improve   |
| This report is based on current full-time staff.        |                |       |                   |                 |           |

# OPERATIONS

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## FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

### HIRING

Travel Portland hired two new employees in the third quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has seven employees who reside in the MERC FOTA.

### PURCHASING

Travel Portland expended a total of \$139,883.94 with businesses in the FOTA area for nine months ending March 31, 2011.

### PARTNERSHIP

Travel Portland currently has 79 member businesses within FOTA and 55 minority and 91 women-owned businesses as its partners.

## MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE NINE MONTHS ENDING MARCH 31, 2011

For the last 22 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2010-11, Travel Portland expended \$403,564.00 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$49,568.41 or 12.3 percent was spent with minority/women-owned or emerging small business enterprises.

**FY 2011 Travel Portland/MERC Contract Budget Financial Report**  
3rd Quarter FY10-11

| Description                                       | FY 2010 Convention Sales, Marketing & Services |                          |                  |                                  |
|---|--|--------------------------|------------------|----------------------------------|
|   | Quarterly spending<br>thru 03/31/11            | Year-to-date<br>03/31/11 | Total<br>Budget  | % of spending<br>to total budget |
| <b>Direct Sales:</b>                              |  |                          |                  |                                  |
| <u>Portland office:</u>                           |  |                          |                  |                                  |
| Professional services                             | 194,735  | 578,170                  | 860,950          |                                  |
| Direct expenses                                   | 32,185   | 94,369                   | 114,516          |                                  |
| <b>Total Portland office</b>                      | <b>226,920</b>                                 | <b>672,539</b>           | <b>975,466</b>   | <b>69%</b>                       |
| <u>Washington DC office:</u>                      |  |                          |                  |                                  |
| Professional services                             | 66,185   | 182,735                  | 202,230          |                                  |
| DC Client events                                  | 2,128  | 3,257                    | 5,600            |                                  |
| Direct expenses                                   | 5,461  | 17,191                   | 32,727           |                                  |
| <b>Total DC expenses</b>                          | <b>73,774</b>                                  | <b>203,183</b>           | <b>240,557</b>   | <b>84%</b>                       |
| <u>Chicago office:</u>                            |  |                          |                  |                                  |
| Professional services                             | 25,805   | 71,825                   | 92,690           |                                  |
| Chicago client events                             | 7,871  | 12,491                   | 4,775            |                                  |
| Direct expenses                                   | 2,569  | 9,228                    | 14,738           |                                  |
| <b>Total Chicago expenses</b>                     | <b>36,245</b>                                  | <b>93,544</b>            | <b>112,203</b>   | <b>83%</b>                       |
| Fall & Spring FAM                                 | 11,761   | 56,156                   | 56,837           | 99%                              |
| Niche Fam   | 534  | 3,284                    | 24,000           | 14%                              |
| Site Visits                                       | 16,101   | 48,692                   | 63,500           | 77%                              |
| Bid/Sales Trips                                   | 1,528  | 7,639                    | 12,780           | 60%                              |
| Local Promotions                                  | 5,623  | 8,935                    | 11,700           | 76%                              |
| Tradeshows  | 47,499   | 193,005                  | 113,643          | 170%                             |
| Road Shows/Clients Events Chicago & Washington DC | 23,015   | 23,043                   | 47,355           | 49%                              |
| Research/Lead Generation                          | 4,500  | 25,233                   | 50,000           | 50%                              |
| Three City Alliance                               | 16,051   | 31,349                   | 24,448           | 128%                             |
| Focus Group/Client Input Sessions                 | 22,583   | 22,583                   | 35,000           | 65%                              |
| <b>Total Direct Sales</b>                         | <b>486,134</b>                                 | <b>1,389,185</b>         | <b>1,767,489</b> | <b>79%</b>                       |
| <b>Marketing:</b>                                 |  |                          |                  |                                  |
| Professional Services                             | 29,735   | 96,073                   | 163,225          |                                  |
| E-Marketing                                       | 66,168   | 145,590                  | 82,309           |                                  |
| Minority Advertising                              | -  | -                        | -                |                                  |
| Convention Marketing & Direct Mail                | 107,179  | 231,421                  | 330,407          |                                  |
| <b>Total Marketing</b>                            | <b>203,082</b>                                 | <b>473,084</b>           | <b>575,941</b>   | <b>82%</b>                       |
| <b>Publication Relations:</b>                     |  |                          |                  |                                  |
| Professional Services                             | 18,133   | 44,158                   | 60,355           |                                  |
| Minority PR Services                              | 85,688   | 85,688                   | 125,000          |                                  |
| Writer/Editors program                            | 6,788  | 42,357                   | 9,280            |                                  |
| <b>Total PR</b>                                   | <b>110,608</b>                                 | <b>172,202</b>           | <b>194,635</b>   | <b>88%</b>                       |
| <b>Convention Services:</b>                       |  |                          |                  |                                  |
| Professional Services                             | 57,153   | 163,963                  | 215,310          |                                  |
| Direct Servicing Cost                             | 11,798   | 39,506                   | -                |                                  |
| Pre-Con site visits                               | 4,110  | 15,076                   | 13,950           |                                  |
| Attendance Building trips                         | 24,826   | 30,095                   | 26,400           |                                  |
| Convention housing                                | 11,655   | 20,405                   | 36,890           |                                  |
| <b>Total Convention Services</b>                  | <b>109,541</b>                                 | <b>269,044</b>           | <b>292,550</b>   | <b>92%</b>                       |
| <u>Minority Marketing:</u>                        |  |                          |                  |                                  |
| Professional Services                             | 45,068   | 105,064                  | -                |                                  |
| <b>Total Minority Marketing</b>                   | <b>45,068</b>                                  | <b>105,064</b>           | <b>-</b>         | <b>-</b>                         |
| <b>Contract Administration:</b>                   |  |                          |                  |                                  |
| Minority Professional Services                    | -  | -                        | -                |                                  |
| Professional Services                             | 67,423   | 204,501                  | 206,475          |                                  |
| <b>Total Contract Admin.</b>                      | <b>67,423</b>                                  | <b>204,501</b>           | <b>206,475</b>   | <b>99%</b>                       |
| <b>Total OCC Sales &amp; Marketing</b>            | <b>1,021,856</b>                               | <b>2,613,079</b>         | <b>3,037,090</b> | <b>86%</b>                       |

**TRAVEL PORTLAND**  
**STATEMENT OF FINANCIAL POSITION**  
 March 31, 2011

| ASSETS   | March 31, 2011             | March 31, 2010             | Variance                  |
|--|----------------------------|----------------------------|---------------------------|
| <b><u>Current assets:</u></b>  |                            |                            |                           |
| Petty Cash   | \$ 75                      | \$ 75                      | \$ -                      |
| Cash in Bank-Operating   | 1,034,563                  | 897,351                    | 137,212                   |
| Cash in Bank-Savings   | 60,285                     | 60,054                     | 231                       |
| Cash in Bank-Certificate of Deposit/Money Mkt  | 600,475                    | 600,475                    | 0                         |
| MERC Receivable  | 267,464                    | 284,948                    | (17,484)                  |
| City Receivable  | 22,890                     | 43,399                     | (20,509)                  |
| Partnership Receivable   | 88,431                     | 75,908                     | 12,523                    |
| Account Receivable-DMI   | 11,292                     | 35,974                     | (24,682)                  |
| RCMP Receivable  | 36,806                     | 70,446                     | (33,640)                  |
| VDF Receivable   | 0                          | 2,090                      | (2,090)                   |
| Miscellaneous Receivable   | 41,555                     | 256,888                    | (215,333)                 |
| Promissory Note Receivable   | 5,000                      | 5,000                      | 0                         |
| Allowance for bad debts  | (10,000)                   | 0                          | (10,000)                  |
| Prepaid Expense  | 143,152                    | 82,458                     | 60,694                    |
|  | <u>2,301,987</u>           | <u>2,415,065</u>           | <u>(113,078)</u>          |
| <b><u>Property and equipment:</u></b>  |                            |                            |                           |
| Furniture & equipment  | 79,452                     | 77,311                     | 2,141                     |
| Less: accum. depreciation  | (41,517)                   | (30,194)                   | (11,323)                  |
|  | <u>37,935</u>              | <u>47,117</u>              | <u>(9,183)</u>            |
| Computers  | 172,784                    | 185,034                    | (12,250)                  |
| Less: Accum. Depreciation  | (132,473)                  | (116,495)                  | (15,977)                  |
|  | <u>40,312</u>              | <u>68,539</u>              | <u>(28,227)</u>           |
| Automobiles  | 66,667                     | 66,667                     | 0                         |
| Less: Accum. Depreciation  | (51,110)                   | (37,777)                   | (13,333)                  |
|  | <u>15,557</u>              | <u>28,890</u>              | <u>(13,333)</u>           |
| Leasehold Improvements   | 71,824                     | 71,824                     | 0                         |
| Less: Accum. Depreciation  | (70,488)                   | (64,192)                   | (6,296)                   |
|  | <u>1,336</u>               | <u>7,632</u>               | <u>(6,296)</u>            |
| <b><u>Other assets:</u></b>  |                            |                            |                           |
| Restricted cash and cash surrendered value of life insurance for deferred compensation | 280,214                    | 187,936                    | 92,279                    |
| Employee advances  | 5,900                      | 6,800                      | (900)                     |
|  | <u>286,114</u>             | <u>194,736</u>             | <u>91,379</u>             |
| <b>TOTAL ASSETS</b>  | <b><u>\$ 2,683,240</u></b> | <b><u>\$ 2,761,980</u></b> | <b><u>\$ (78,740)</u></b> |
| <b>LIABILITIES &amp; NET ASSETS</b>  |                            |                            |                           |
| <b><u>Current liabilities:</u></b>   |                            |                            |                           |
| Accounts payable   | \$ 74,674                  | \$ 349,914                 | (275,240)                 |
| Accounts Payable Educational Foundation  | 245                        | 913                        | (668)                     |
| Accrued payroll costs  | 93,546                     | 72,490                     | 21,057                    |
| Accrued expenses   | 41,431                     | (21)                       | 41,453                    |
| Accrued longevity award  | 159,956                    | 149,538                    | 10,417                    |
| Total current liabilities  | <u>369,853</u>             | <u>572,834</u>             | <u>(202,981)</u>          |
| <b><u>Other liabilities:</u></b>   |                            |                            |                           |
| Rent payable   | 64,213                     | 42,491                     | 21,722                    |
| Deferred partnership dues-2009-10  | 0                          | 101,940                    | (101,940)                 |
| Deferred partnership dues-2010-11  | 204,524                    | 196,909                    | 7,614                     |
| Deferred partnership dues-2011-12  | 72,685                     | 0                          | 72,685                    |
| Deferred revenues-VDF  | 360                        | (45,926)                   | 46,286                    |
| Deferred compensation  | 261,964                    | 188,936                    | 73,029                    |
| Housing Conference Deposits  | 3,308                      | 2,730                      | 577                       |
| Deferred revenues-Portland PERKS   | 375                        | 0                          | 375                       |
| Total other liabilities  | <u>607,429</u>             | <u>487,082</u>             | <u>120,348</u>            |
| <b><u>Net assets:</u></b>  |                            |                            |                           |
| Unrestricted net assets, at beginning of year  |                            |                            |                           |
| Undesignated-Operating Expenditures  | 1,112,261                  | 840,173                    | 272,088                   |
| Undesignated-Contingency Marketing Fund  | 141,926                    | 0                          | 141,926                   |
| Board Designated-Capital Equip/Replacement   | 33,015                     | 250,000                    | (216,985)                 |
| Net Property and Equipment   | 132,059                    | 195,889                    | (63,830)                  |
| Increase in net assets for year ended 03-31-2011                                       | 286,697                    | 416,002                    | (129,305)                 |
| Total net assets   | <u>1,705,958</u>           | <u>1,702,064</u>           | <u>3,894</u>              |
| <b>TOTAL LIABILITIES &amp; NET ASSETS</b>  | <b><u>\$ 2,683,240</u></b> | <b><u>\$ 2,761,980</u></b> | <b><u>\$ (78,740)</u></b> |

**TRAVEL PORTLAND**  
**STATEMENT OF ACTIVITIES**  
For the month of March, 2011, and the nine months ended March 31, 2011

|                                | Current<br>Month<br>Actual | Current<br>Month<br>Budget | Difference     | YTD<br>Actual    | YTD<br>Budget    | Last Year<br>Actual | % Change<br>Budget | % Change<br>Last Year |
|--------------------------------|----------------------------|----------------------------|----------------|------------------|------------------|---------------------|--------------------|-----------------------|
| <b>REVENUES:</b>               |                            |                            |                |                  |                  |                     |                    |                       |
| CITY/CO ROOM TAX               | 22,890                     | 51,954                     | -29,064        | 2,394,177        | 2,254,330        | 2,218,983           | 6%                 | 8%                    |
| MERC                           | 217,277                    | 249,503                    | -32,226        | 2,233,199        | 2,291,371        | 2,254,515           | -3%                | -1%                   |
| TOT/CULTURAL                   | 33,388                     | 17,121                     | 16,267         | 157,484          | 154,089          | 141,365             | 2%                 | 11%                   |
| DUES                           | 39,119                     | 39,334                     | -215           | 362,571          | 357,840          | 362,264             | 1%                 | 0%                    |
| FEES                           | 32,924                     | 24,308                     | 8,616          | 298,912          | 277,152          | 272,973             | 8%                 | 10%                   |
| CO-OP                          | 74,009                     | 66,828                     | 7,181          | 652,467          | 690,632          | 691,019             | -6%                | -6%                   |
| INTEREST INCOME                | 145                        | 333                        | -188           | 2,464            | 2,997            | 3,562               | -18%               | -31%                  |
| <b>TOTAL REVENUE</b>           | <b>419,751</b>             | <b>449,381</b>             | <b>-29,630</b> | <b>6,101,273</b> | <b>6,028,411</b> | <b>5,944,681</b>    | <b>1%</b>          | <b>3%</b>             |
| <b>EXPENSES:</b>               |                            |                            |                |                  |                  |                     |                    |                       |
| CONVENTION SALES               | 180,930                    | 215,373                    | -34,443        | 1,668,342        | 1,816,874        | 1,560,969           | -8%                | 7%                    |
| TOURISM SALES                  | 76,621                     | 92,176                     | -15,555        | 621,560          | 651,446          | 557,518             | -5%                | 11%                   |
| MARKETING & COMMUNICATIONS     | 215,364                    | 211,351                    | 4,013          | 1,603,267        | 1,857,517        | 1,485,799           | -14%               | 8%                    |
| CONVENTION & VISITORS SERVICES | 65,939                     | 67,451                     | -1,512         | 601,932          | 608,785          | 601,828             | -1%                | 0%                    |
| PARTNERSHIP SERVICES           | 23,734                     | 25,220                     | -1,486         | 183,687          | 230,796          | 229,497             | -20%               | -20%                  |
| EVENTS                         | 6,721                      | 8,156                      | -1,435         | 105,405          | 100,584          | 97,838              | 5%                 | 8%                    |
| PROGRAM SUPPORT                | 102,104                    | 106,196                    | -4,091         | 1,030,382        | 1,009,306        | 995,230             | 2%                 | 4%                    |
| <b>TOTAL EXPENSES</b>          | <b>671,413</b>             | <b>725,923</b>             | <b>-54,510</b> | <b>5,814,575</b> | <b>6,275,308</b> | <b>5,528,679</b>    | <b>-7%</b>         | <b>5%</b>             |
| <b>NET REVENUE OR (LOSS)</b>   | <b>-251,663</b>            | <b>-276,542</b>            | <b>24,880</b>  | <b>286,697</b>   | <b>-246,897</b>  | <b>416,002</b>      | <b>-216%</b>       | <b>-31%</b>           |

# TRAVEL PORTLAND BOARD OF DIRECTORS

## EXECUTIVE COMMITTEE

|  |
|--|
| <p><b>Chair</b><br/> <b>J. Isaac</b><br/>                     Portland Trail Blazers</p> <p><b>Chair-elect</b><br/> <b>Convention Sales Steering Committee Chair</b><br/> <b>Steve Jung</b><br/>                     Embassy Suites Portland Downtown</p> <p><b>Vice-chair</b><br/> <b>Sabrina Rokovitz</b><br/>                     Enterprise Rent A Car</p> <p><b>Treasurer</b><br/> <b>E. Allen Shelby</b><br/>                     Ashforth Pacific, Inc.</p> <p><b>Past Chair</b><br/> <b>Steve Faulstick</b><br/>                     DoubleTree by Hilton Portland</p> <p><b>Community Action Committee Chair</b><br/> <b>Adam Berger</b><br/>                     Tabla</p> <p><b>Partner Services Chair</b><br/> <b>Wanda Rosenbarger</b><br/>                     Lloyd Center Mall</p> |
|--|

## BOARD OF DIRECTORS

|   |  |  |
|---|--|--|
| <p><b>Tim Ackman</b><br/>                     Alaska Airlines/Horizon Air</p> <p><b>Gus Castaneda</b><br/>                     The Mark Spencer Hotel</p> <p><b>Kendall Clawson</b><br/>                     Q Center</p> <p><b>Councilor Shirley Craddick</b><br/>                     Metro</p> <p><b>Jim Dodson</b><br/>                     Embassy Suites Portland Airport</p> <p><b>Tom Drumheller</b><br/>                     Escape Lodging</p> <p><b>Chris Erickson</b><br/>                     The Heathman Hotel</p> | <p><b>Victoria Frey</b><br/>                     Portland Institute for Contemporary Art</p> <p><b>Dean Funk</b><br/>                     PGE</p> <p><b>Kyle Hanson</b><br/>                     Wells Fargo Bank</p> <p><b>David Machado</b><br/>                     Nel Centro</p> <p><b>Tracy Marks</b><br/>                     Hilton Hotel Downtown Portland</p> <p><b>Commissioner Diane McKeel</b><br/>                     Multnomah County</p> <p><b>David Penilton</b><br/>                     America's Hub World Travel</p> | <p><b>Lance Rohs</b><br/>                     Portland Marriott Downtown</p> <p><b>Commissioner Dan Saltzman</b><br/>                     City of Portland</p> <p><b>Kim Smith</b><br/>                     Oregon Zoo</p> <p><b>Randall Thayer</b><br/>                     Sheraton Portland Airport Hotel</p> <p><b>Jon Tullis</b><br/>                     Timberline Lodge</p> <p><b>Bashar Wali</b><br/>                     Provenance Hotels</p> <p><b>Brett Wilkerson</b><br/>                     North Pacific Management</p> |
|---|--|--|

## APPENDIX I – COMMUNICATIONS AND PUBLIC RELATIONS

| Publication/Air Date  | Outlet / Headline   | OCC       | MERC             | Chicago/DC |
|-----------------------|---|-----------|------------------|------------|
| October 1, 2010       | <b>Manhattan Magazine</b><br>"Green Scene: Laid-back and eco-friendly, Portland's revival has skyrocketed this Oregon city into enlightened notoriety"  |           | Amount not known |            |
| January 1, 2011       | <b>Smart Meetings</b><br>"Destination: Portland"  | \$ 28,970 | \$ 28,970        |            |
| January 1, 2011       | <b>Successful Meetings</b><br>"Places & Spaces: Fine Wining and Dining in the Pacific NW"   | \$ 25,310 | \$ 25,310        |            |
| January/February 2011 | <b>Washington Flyer</b><br>"Great Escapes: Portland, Oregon"  |           |                  | \$ 11,000  |
| February 1, 2011      | <b>TravelAge West</b><br>"Two-for-One Deal Gets Toes Tapping"   |           | \$ 10,138        |            |
| February 4, 2011      | "Portland Jazz Festival a Hot Blend of International and Regional Talent"   |           | \$ 1,010         |            |
| February 25, 2011     | <b>Portland Business Journal</b><br>"Hoteliers Hope for Occupancy Gains"  | \$ 16,996 | \$ 16,996        |            |
| February 25, 2011     | <b>Portland Business Journal</b><br>"Conventions Fall Short of Mark"  | \$ 16,996 | \$ 16,996        |            |
| Spring 2011           | <b>Fynske Medier - Denmark</b><br>Cykelbyen Portland  |           | \$ 10,000        |            |
| March 1, 2011         | <b>GB&amp;D (Green Building &amp; Design)</b><br>"Green Colored Glasses: Oregon's City of Roses has traded its rose-tinted lenses in favor of a cooperative, unified green front - the secret behind Portland's sustainability success story" | \$ 99,158 | \$ 99,158        |            |
|                       | 3rd Quarter 2010-11 Ad Value  | \$187,430 | \$ 208,578       | \$ 11,000  |

## APPENDIX 2 – CONVENTION SERVICES

### Travel Portland Survey

#### Overall impression of the following:

| Answer Options  | Excellent =<br>4 | Good =<br>3 | Average =<br>2 | Poor =<br>1 | Did not<br>utilize | Rating<br>Average        | Response<br>Count |
|---|------------------|-------------|----------------|-------------|--------------------|--------------------------|-------------------|
| Travel Portland sales staff   | 0                | 1           | 0              | 0           | 0                  | 3.00                     | 1                 |
| Travel Portland convention services staff                                     | 1                | 0           | 0              | 0           | 0                  | 4.00                     | 1                 |
| Travel Portland housing services (if utilized)                                | 1                | 0           | 0              | 0           | 0                  | 4.00                     | 1                 |
| Travel Portland collateral/promotional materials                              | 1                | 0           | 0              | 0           | 0                  | 4.00                     | 1                 |
| Quality and user-friendliness of the Travel Portland                          | 1                | 0           | 0              | 0           | 0                  | 4.00                     | 1                 |
| Is there anything Travel Portland could have done to enhance your experience? |                  |             |                |             |                    |                          | 1                 |
| Average rating  |                  |             |                |             |                    | 3.8                      |                   |
|   |                  |             |                |             |                    | <i>answered question</i> | <b>1</b>          |
|   |                  |             |                |             |                    | <i>skipped question</i>  | <b>0</b>          |

The CVB is a very well run organization. They genuinely want business and always exude an attitude of "going the extra mile". Was particularly impressed with the housing service...they did a flawless job.



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# **MERC Commission Meeting**

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June 1, 2011  
12:30 pm

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8.0 - Discussion of Changes  
to MERC Personnel Policies

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## BATCH #1 POLICY MATRIX

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

| Policy                            | Existing MERC Policy   | Existing Metro Policy  | Legal Requirement | Policy Summary   | Fiscal Impact   | Business Impact  |
|-----------------------------------|--|--|-------------------|--|---|--|
| Criminal History Check            | No   | No   | No                | <ul style="list-style-type: none"> <li>Adds a background check for finalists to all new positions or internal promotions/transfers</li> <li>Identifies positions for internal and promotional recruitments that are safety sensitive, have fiduciary responsibility (cash handling or access to funds and fund transfers) or direct unsupervised access to children where background checks will be required</li> </ul>  | <ul style="list-style-type: none"> <li>Cost of checking backgrounds is minimal since only finalists for jobs receive screening</li> </ul> | <ul style="list-style-type: none"> <li>Better scrutiny of candidates minimizes risk of negligent hiring</li> </ul>                                       |
| Discrimination and Harassment     | Yes  | Yes  | Yes               | <ul style="list-style-type: none"> <li>Outlines procedures for reporting and investigating incidents of harassment and/or discrimination</li> </ul>  | <ul style="list-style-type: none"> <li>Limits liability/risk</li> </ul>   | <ul style="list-style-type: none"> <li>Provides clear language on Metro values</li> </ul>  |
| Equal Opportunity Employment      | Yes  | Yes  | Yes               | <ul style="list-style-type: none"> <li>Updates language, outlines guidelines</li> </ul>  | <ul style="list-style-type: none"> <li>Limits liability/risk</li> </ul>   | <ul style="list-style-type: none"> <li>Provides clear language to public on Metro's commitment to equal opportunity</li> </ul>                           |
| Family Medical Leave              | <ul style="list-style-type: none"> <li>Tracking is 12 month look back</li> <li>Requires employees to use leave accruals when on leave</li> </ul> | <ul style="list-style-type: none"> <li>Tracking is 12 month look forward</li> <li>Does not require employee to use leave accruals on paid leave</li> </ul> | Yes               | <ul style="list-style-type: none"> <li>Updates language to include mandated Military Caregiver Leave, Qualifying Exigency Leave, Spousal Leave for Military Families, Domestic Violence Leave</li> <li>Updates MERC/Metro to a single leave tracking to meet BOLI requirement employers adopt a single leave tracking year –provides 60 day transition that gives best option for employees</li> <li>Updated policy requires employees to use leave accruals when taking qualified leave</li> <li>Clarifies procedure for notifying, using and tracks leave</li> </ul> | <ul style="list-style-type: none"> <li>Additional software module activated to centralize tracking</li> </ul>                             | <ul style="list-style-type: none"> <li>Ensures employee leave rights are transparent</li> <li>Provides consistent practices throughout agency</li> </ul> |
| Immigration and Control Act (I-9) | Yes  | Yes  | Yes               | <ul style="list-style-type: none"> <li>Changes mandated by Department of Homeland Security includes language for compliance, receipt and retention of I-9 and related documents</li> </ul>   | <ul style="list-style-type: none"> <li>No</li> </ul>  | <ul style="list-style-type: none"> <li>No</li> </ul>   |

|                                  |     |     |   |  |   |  |
|----------------------------------|-----|-----|---|--|---|--|
| Nursing Mothers Accommodation    | Yes | Yes | Yes   | <ul style="list-style-type: none"> <li>• Outlines State and Federal Guidelines providing locations for expression of milk</li> <li>• Updates language on timekeeping</li> <li>• Clarifies Metro's obligation to ensure appropriate locations at all facilities</li> </ul>  | <ul style="list-style-type: none"> <li>• None unless facilities need remodeling additions to be in compliance</li> </ul>  | <ul style="list-style-type: none"> <li>• No</li> </ul>   |
| Sales Incentive Plan             | No  | No  | No  | <ul style="list-style-type: none"> <li>• Provides annual incentive goals that are approved through the budget process for sales teams</li> <li>• Participants receive bonuses in lieu of salary increase except under specific circumstances</li> <li>• Outlines structure of plan and responsibilities for monitoring/auditing success of goals</li> <li>• Plan will be offered at OCC FY 11-12 and then evaluated</li> </ul> | <ul style="list-style-type: none"> <li>• Within the guidelines in approved FY 11-12 budget</li> <li>• Potential for revenue vs. expense is within acceptable range</li> </ul> | <ul style="list-style-type: none"> <li>• Aligns sales teams with industry practices</li> <li>• Gives management immediate feedback on programs at both group / individual level</li> <li>• Allows management to target current "need" periods with specific goals/incentives to increase bookings and utilize facilities on an expanded basis</li> </ul> |
| Temporary and Seasonal Employees | No  | No  | No  | <ul style="list-style-type: none"> <li>• Outlines guidelines and procedures for hiring and managing temporary and seasonal workers</li> </ul>  | <ul style="list-style-type: none"> <li>• Helps manage unemployment costs/ PERS contributions</li> </ul>   | <ul style="list-style-type: none"> <li>• MERC does not use many temp/seasonal workers so most of the impact is at Metro</li> </ul>   |
| Training and Education Policy    | Yes | Yes | In some cases for certification/ compliance | <ul style="list-style-type: none"> <li>• Formalizes current practice</li> <li>• Differentiates between training/education</li> <li>• Explains procedures for requesting training and tuition reimbursement</li> </ul>  | <ul style="list-style-type: none"> <li>• Provides better accountability for fiscal resources</li> </ul>   | <ul style="list-style-type: none"> <li>• Better training of workforce provides opportunities for career advancement/retention</li> <li>• Stronger, more competitive organization</li> </ul>  |
| Veteran's Preference             | Yes | Yes | Yes   | <ul style="list-style-type: none"> <li>• Outlines guidelines for Veteran's preference during the recruitment and selection process</li> <li>• Removes redundant language regarding minimum qualifications</li> <li>• Insures compliance with state law</li> </ul>  | <ul style="list-style-type: none"> <li>• No</li> </ul>  | <ul style="list-style-type: none"> <li>• Gives better direction during hiring process so managers meet legal requirements</li> </ul>   |

# Metro | Policies and procedures

**Subject:** Criminal Background Check  
**Section:** Human Resources  
**Approved by** Dan Cooper, Chief Operating Officer

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## **POLICY or PROCEDURE**

*In order to protect the well being of its employees, the public and agency assets, Metro will conduct criminal background checks on all internal and external final applicants selected for Metro positions, including volunteers, interns and current employees. The criminal background check is intended to identify persons who have demonstrated unsafe, threatening or illegal behaviors and assess their fitness for complying with job requirements. This policy is administered by Human Resources Department with oversight from the Office of Metro Attorney.*

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## **Applicable to**

All internal and external final applicants for Metro positions, including volunteers and interns.

## **Definitions**

Arrest: A criminal charge that may or may not have resulted in immediate incarceration.

Child Registry, State of Oregon Child Care Division: The Division of the State of Oregon ensures that all individuals working in or associated with child care facilities and education programs receive criminal history and child protective services record checks.

Direct Unsupervised Access: An employee, volunteer or intern who has contact with children that provide the opportunity for personal communication or touch when not under the direct supervision of a child care provider or another employee. *ORS 414-061-0020*

The Fair Credit Reporting Act ("FCRA"): FCRA is a federal law that regulates how consumer reporting agencies use personal information.

## **Guidelines**

A criminal background check will be conducted for all applicant finalists of Metro jobs. Individuals who do not disclose all convictions requested on the application form may be denied employment due to falsification of the application or, if the omission is discovered after employment, may result in termination.

Finalists for positions with direct unsupervised access to children will be required to register with the Child Registry, State of Oregon Child Care Division. These guidelines and procedures are outlined and attached as Appendix Y.

## Procedures

Possessing a criminal conviction will not necessarily bar an employee from hire or continued employment with Metro. HR will consider the following criteria when reviewing a conviction record:

1. Nature, gravity and frequency of the offense;
2. Duties of the position the employee holds or the candidate is applying for;
3. Age of the individual at the time of conviction;
4. Time that has passed since the conviction;
5. Rehabilitation and/or other court-ordered treatment completed, if any;
6. Employee's entire work record or the applicant's work qualifications in total, rather than only one aspect of individual's history.

An applicant who is still on probation or parole may be denied employment based on the above facts. If a pre-employment arrest becomes a conviction after hire it will be evaluated by the Human Resources and the Office of Metro Attorney.

Finalists for positions that involve financial or fiduciary responsibilities, safety and security, or direct unsupervised access to children may be denied a position because of arrests. A consultation with the Office of Metro Attorney is required prior to rendering a no-hire decision based on an arrest record or an "open case" with Child Protective Services.

Metro may also conduct a background check for criminal convictions on employees who transfer, promote to or work out of class in positions with responsibilities that include safety and security, financial or fiduciary duties, or direct unsupervised access to children. These checks may also occur if there is reason to believe that an arrest or undisclosed conviction has occurred and would impact the safety of employees and customers, or integrity of the organization.

All finalists will be provided a disclosure and are required to sign a consent form for a background check. Metro will contract with an outside vendor to conduct criminal background checks. All background checks will comply with the Fair Credit Reporting Act (FCRA) requirements. If a finalist is not hired due to the background check, they will receive an "adverse action letter" including a notice of the individual's right to obtain a free copy of the report from the agency and to dispute with the agency the accuracy or completeness of the information. The agency can then conduct a reasonable reinvestigation to determine whether the disputed information is inaccurate. If it is determined that the initial information provided was inaccurate, Metro may choose to hire the finalist.

Metro will require employees to self-report criminal convictions which relate to an employee's qualifications for the position held. If an internal applicant discloses a crime or arrest that impacts his/her ability to perform in the current position, that position may be impacted. OMA and HR will evaluate such situations and determine the appropriate outcome.

Per the Drug Free Act of 1998, employees are also required to disclose any drug related convictions that occur in the workplace during the course of employment within 5 days of conviction.

Finalists, whose primary and essential duty will be driving a vehicle for Metro, must successfully pass the driving record check.

At the time of the standard pre-employment background check procedures, Human Resources will complete the driving record check according to the criteria contained in "Appendix A". If the driving record does not meet Metro standards, Human Resources will

reject the applicant. Employees who drive for Metro as a primary function of their position must report all driving related arrests, suspensions and convictions.

### **Responsibilities**

All applicants are required to disclose convictions and sign an authorization form in order to proceed in the hiring process. Applicants may be asked to provide supplemental information and should do so in a timely manner to be further considered for employment.

Employees will:

- Disclose arrests and convictions that may impact their ability to perform their essential functions related to safety and security, financial and fiduciary responsibility or positions with direct unsupervised access to children.
- Self-report criminal convictions, which take place during employment, and which relate to the employee's qualifications for the position held.
- Refrain from conducting own unofficial background check on potential employees.

Supervisors will:

- Make offers contingent upon passing background and other pre-employment screenings.
- Hire a finalist only after they receive notification from HR that they have successfully passed all applicable background checks.
- Ensure confidentiality of information.

Human resources will:

- Be responsible for the background check process; HR staff are the only persons authorized to administer the process and obtain background check related information.
- Provide finalists with information about his or her rights under FCRA and disclose that a "consumer report" will be obtained for employment purposes when applicable.
- Ensure confidentiality and prompt processing of the information.

Office of Metro Attorney will:

- Provide legal counsel.
- Make determination of applicants suitability for employment based on the information obtained through the recruitment process.

### **Expunged Record**

Applicants and employees shall not report convictions that have been expunged by a court.

### **Attachments**

- Appendix A: Driving Record Criteria
- Appendix Y: Child Registry Procedures and Laws

# Metro | *Policies and procedures*

**Subject** Discrimination and Harassment  
**Section** Human Resources  
**Approved by** Dan Cooper, Chief Operating Officer

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## **POLICY**

*Metro is committed to promoting and maintaining a work environment that is free from all forms of discrimination, harassment, intimidation, hostility and offensive behavior.*

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### **Applicable to**

All employees, elected officials, interns, volunteers, visitors, contractors and vendors.

### **Definitions**

**Discrimination:** An act having adverse effect on one or more individuals because of race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, veteran status, disability for which a reasonable accommodation can be made, or any other status protected by law. It may be intentional or unintentional.

**Harassment:** Behavior which is reasonably perceived by the recipient as unwelcome and includes, but is not limited to, the use of verbal/written derogatory or discriminatory statements, denigrating jokes, unwelcome touching, offensive remarks, put-downs, epithets, slurs or negative stereotyping, displays, objects or materials which create an offensive work environment. Harassment has the purpose or effect of creating an intimidating, hostile, abusive or offensive work environment; unreasonably interfering with an individual's work performance; or otherwise adversely affecting an individual's employment and employment related opportunities.

Harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, or that is offensive, fails to respect the rights of others, lowers morale and interferes with work effectiveness.

**Unlawful Harassment:** Any harassment as defined above that is based on a protected class status or singles someone out because of a protected class status, and where: 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

**Protected Class:** Any individual or group of individuals where there is an established law prohibiting harassment, discrimination or retaliation. E.g., race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, veteran status or disability.

**Retaliation:** Treating someone negatively or differently because that person has filed a complaint under this policy or exercised his/her rights under state or federal law, or participated in a harassment investigation.

## **Guidelines**

Any practice or behavior which acts to discriminate against or harass an employee or applicant because of his/her race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, veteran status, disability for which a reasonable accommodation can be made, or any other status protected by law, is in direct conflict with Metro's commitment to ensuring a discrimination and harassment-free work environment. Such behavior, or tolerance of such behavior, on the part of management or employees violates Metro's policy and may result in disciplinary action up to and including termination, even if the conduct does not necessarily constitute a violation of the law.

This policy applies to all conduct on any of Metro's premises and to conduct off of Metro's premises that has an effect upon an employee's work environment.

No employee, elected official, intern, volunteer, visitor, contractor or vendor may engage in any of the following (this list represents examples and is not intended to be all-inclusive):

- Make unwelcome sexual advances, or requests for sexual favors or other inappropriate verbal or physical conduct of a sexual nature.
- Make stereotypical offensive comments, jokes, innuendo or threats about a person's protected class status (e.g., race, color, religion, sex, national origin, age, etc.)
- Bring suggestive or offensive objects or pictures, cartoons, or graphics onto Metro premises, either electronically or otherwise.
- Make suggestive or insulting sounds or obscene gestures, leering, staring, or whistling.
- Make unwanted physical contact with others, such as touching, grabbing, pinching, brushing the body, neck or back rubs, coerced sexual intercourse or assault.

Management and elected officials must demonstrate by their own conduct that they support and enforce Metro's policy. For example, management must take prompt action when they observe inappropriate conduct or when a complaint is made, and they are expected to provide leadership in carrying out the policy's intent. If a manager learns of any potential discrimination or harassment in the workplace, they must immediately contact the Human Resources department.

## **Procedures**

### Complaint Procedure:

Any employee or elected official subjected to discrimination or harassment is encouraged to proceed under the Complaint Procedure in this policy. Employees or elected officials who observe or who are aware of situations involving discrimination or harassment are to immediately notify their supervisor, the Human Resources Director or any other manager at Metro. Discretion will be used during the investigation in order to maintain as much confidentiality as is possible, while still being able to effectively complete the investigation.

1. If a complaint, whether informal or formal, is in regard to a Councilor, the complaint shall be forwarded to the Council President or Human Resources Director. If the complaint, whether informal or formal, is in regard to the Council President, the complaint shall be forwarded to the Deputy Council President or Human Resources Director.
2. If a complaint, whether informal or formal, is in regard to the Chief Operating Officer, the complaint shall be forwarded to the Council President or Human Resources Director.
3. If a complaint, whether informal or formal, is in regard to the Auditor, the complaint shall be forwarded to the Chief Operating Officer or Human Resources Director.



4. If a complaint, whether informal or formal, is in regard to the Human Resources Director, the complaint shall be forwarded to the Chief Operating Officer.
5. If a complaint, whether informal or formal, is in regard to the Metro Attorney, the complaint shall be forwarded to the Council President or Human Resources Director.

a. Formal Complaint Procedure:

Any employee alleging an act of discrimination or harassment by another employee, elected official, intern, volunteer, visitor, contractor or vendor has occurred, may file a complaint in writing to the Human Resources Director.

A written complaint should include the following information:

- 1) complainant's name and protected class status (e.g., race, religion, sex, national origin, disability, age, veteran status, sexual orientation, etc.) if applicable;
- 2) nature of the complaint, date the alleged violation occurred, the name of the person who is the subject of the complaint, and the names of any witnesses present; and
- 3) if the complaint is in regard to a vendor, contractor or subcontractor, the name of that organization.

The Human Resources Director or his or her designee shall:

- 1) thoroughly investigate the complaint and establish a file of findings;
- 2) submit the findings with a recommendation to the Department Director or his or her designee;
- 3) inform the alleged harasser of the determination and any action to be taken; and
- 4) notify the complainant that the investigation has been completed, and relevant avenues of appeal, if appropriate.

b. Informal Complaint Procedure

Some individuals alleging an act of unlawful discrimination or harassment may wish to go through an informal process. The following informal procedure is established to address that need, however, a person making a complaint is not required to use this procedure either in lieu of or prior to proceeding with a formal complaint:

- 1) Any employee alleging an act of discrimination or harassment by another employee, elected official, intern, volunteer, visitor, contractor or vendor has occurred, may verbally request an informal investigation of the allegation by either his/her Manager/Director, or the Human Resources Director.
- 2) The Manager/Director, or Human Resources Director or his or her designee shall, after appropriate investigation of the complaint, determine what informal remedial action, if any, shall be taken. The Manager/Director, or Human Resources Director or his or her designee shall inform the complainant and alleged harasser of the determination and any action to be taken.
- 3) If the complainant does not feel that the informal procedure satisfactorily resolves his/her complaint, or if the complainant does not want to initiate the informal procedure, he/she may proceed with the formal complaint procedure below.

- 4) All management and supervisory personnel, who have received a report or complaint of discrimination or harassment, shall immediately inform Metro's Human Resources Director. The Human Resources Director shall make arrangements for the prompt and proper investigation of such report or complaint.
  - 5) Discretion will be used during the investigation in order to maintain as much confidentiality as possible while still being able to effectively complete the investigation.
- c. Job Applicant Complaint Procedure:  
Any individual who has made application for employment and alleges that an act of unlawful discrimination has occurred may file a complaint in writing to the Human Resources Director as set forth in the formal procedure outlined above.

### **Retaliation**

Any employee who files a complaint of discrimination or harassment, participates in the investigation of a complaint, or reports harassing or discriminatory behavior, shall not have his/her conditions of employment negatively impacted as a result. In addition, any individual who is the subject of or is aware of a complaint must refrain from taking any retaliatory actions against the person who complained, or others participating in the investigation. Any form of retaliation as a result of a discrimination or harassment complaint may be disciplined up to and including termination. Any employee who believes he or she has been retaliated against for filing a complaint or otherwise participating in any investigation under this policy should immediately report the circumstances to the Human Resources Director.

### **Responsibilities**

#### Employee:

- Demonstrate support of the policy by your own conduct; refrain from engaging in behaviors which constitute harassment, discrimination or retaliation.
- If you are comfortable doing so, tell employees who violate this policy to stop the offensive behavior.
- Immediately notify your supervisor, Human Resources Director or any Metro manager if you observe or are aware of situations involving discrimination, harassment or retaliation in the workplace.

#### Director/Manager/Supervisor:

- Monitor and ensure that the work environment is free from discrimination, harassment and retaliation.
- Demonstrate support and enforcement of the policy by your own conduct, and provide leadership in carrying out this policy's intent.
- Take all complaints of discrimination or harassment seriously.
- Immediately notify Human Resources if you learn of any actual or potential discrimination, harassment or retaliation in the workplace.

#### Human Resources:

- Upon notification of potential discrimination, harassment or retaliation in the workplace, immediately conduct a thorough investigation.
- Take appropriate action in order to end discrimination, harassment or retaliation in the workplace.

**References**

Additional information can be found at the Oregon Bureau of Labor and Industries ([www.boli.state.or.us](http://www.boli.state.or.us)), or the Equal Employment Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov)).

**Attachments**

N/A

# Metro | Policies and procedures

**Subject** Equal Opportunity Policy/Affirmative Action Policy  
**Section** Human Resources  
**Approved by** Dan Cooper, Chief Operating Officer

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## **POLICY**

*It is the policy of Metro to ensure that equal employment opportunity and affirmative action practices exist for all applicants and employees without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability, veteran status, or any other status protected by law.*

*Equal opportunities and considerations will be given in all phases of employment, including recruiting, selecting, hiring, advertisement of vacancies, transferring, and promoting, source of income, compensating and terminating employees.*

## **Applicable to**

All employees and applicants.

## **Definitions**

1. **Equal Opportunity:** Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability, veteran status, or any other protected class under State and/or Federal law.
2. **Affirmative Action:** A set of specific and result-oriented procedures in which Metro works to promote equal employment opportunities and non-discriminatory practices and compliance.
3. **Affirmative Action Plan:** The affirmative action plan informs and directs the organization to ensure inclusion of under-represented groups in the workforce. It includes a biennium report outlining Metro's utilization of women and minorities in its workforce as it compares to the availability of qualified women and minorities in their respective recruitment area. Goals and action items are established based on the utilization data and the Diversity Action Plan.

## **Guidelines**

1. All Metro employees will work to promote the intent and requirements of this policy in all employment, employee relations and personnel practices.
2. Recruitment, selection, and promotion of employees will be based on the employee's knowledge, skills, and abilities as they relate to the requirements of the job, and will be administered without regard to any legally protected class except where there is a bona fide occupational qualification. All other aspects of personnel administration will be administered based on job related criteria or seniority.

## **PROCEDURES**

1. Update and distribute an agency affirmative action plan on a regular basis; analyze the plan to identify underutilization of women and minorities in the workforce; provide outreach to underutilized groups.
2. Regularly review recruitment and selection procedures and other personnel processes for instances of perceived disparate impact on protected groups; revise procedures and processes as appropriate to maintain equity.
3. Provide a complaint procedure to address complaints of discrimination and harassment; investigate and address complaints as appropriate. (The Harassment and Discrimination Policy outlines the complaint procedure).

## **Responsibilities**

### Employees:

- Help ensure that the work environment is free of discrimination and harassment.
- Adhere to this policy by supporting equal opportunity for all employees.
- Refrain from engaging in harassment and discrimination.
- Uphold all employee values, specifically that of respect.

### Supervisors:

- Make employment related decisions based on job-related criteria.
- Seek assistance from Human Resources, as needed, to understand and carry out responsibilities as they relate to equal opportunity.
- Monitor workplace to help ensure there is not any harassment or discrimination.

### Human Resources Department:

- Human Resources Director will serve as the agency's designated Affirmative Action Officer, and will manage and implement Metro's Affirmative Action Plan.
- Undertake a program of affirmative action to communicate, particularly to minorities, women, persons with disabilities, and veterans, that employment opportunities are available on the basis of individual merit and to actively encourage all persons to seek employment and to strive for advancement.
- Update the Affirmative Action Program Utilization and Availability Analysis every two years, as required, to effectively maintain conformance with this equal opportunity policy.
- Determine appropriate steps and take necessary action if a complaint is initiated relating to this policy.

## **References**

- Metro Affirmative Action Plan
- Discrimination and Harassment Policy

# Metro | Policies and procedures

**Subject** Family Medical Leave  
**Section** Human Resources  
**Approved by** Dan Cooper, Chief Operating Officer

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## **POLICY**

*It is the policy of Metro to grant Family Medical Leave to eligible employees in accordance with federal and state law. Family Medical Leave is intended to ensure that eligible employees have the opportunity to take protected leave to care for a family member with a serious illness or injury, to care for oneself due to a serious illness or injury, and/or to care for a newborn child, newly adopted child, or newly placed foster child in the employee's home. Additionally, Military Family Leave provides eligible employees with the opportunity to take leave for various service-related reasons. Represented employees may have greater leave rights under their applicable Collective Bargaining Agreement with Metro.*

## **Applicable to**

All eligible employees.

## **Definitions**

Family Medical Leave: Leave rights are governed by both federal law (FMLA) and state law (OFLA). Family Medical Leave is protected leave which allows a covered employee extended time off work on a continuous or intermittent basis under the following circumstances:

- 1) he/she suffers from a serious health condition (as defined under applicable law);
- 2) to respond to a serious health condition of an immediate family member;
- 3) for the birth of a child, or placement with the employee of a child under the age of 18 (or older if the child is mentally or physically disabled) for adoption or foster care; or
- 4) to care for a sick child.

Eligible employees have reinstatement and/or reemployment rights after using Family Medical Leave. An employee's benefits remain in place while he/she is off work on approved Family Medical Leave. Family Medical Leave must be paid from accrued personal leave time. Once paid leave accrual is exhausted, approved Family Medical Leave shall be unpaid.

Eligible Employee: Certain eligibility requirements apply under state and federal law. To qualify for FMLA, employees must have been employed by Metro for a total of at least 12 months (if months are non-consecutive, there can be no more than a seven year break in service) and have worked at least 1250 hours during the 12 month period immediately preceding the leave. To qualify for OFLA, employees must have been employed by Metro for a period of 180 calendar days immediately preceding the date leave begins, and have worked an average of 25 hours per week during the preceding 180 day period, unless the leave is to care for a newborn child or newly placed adopted or foster child in which case employees

must meet the 180 day requirement only. To qualify for Oregon Military Family Leave (OMFL), employees must have worked an average of at least 20 hours per week and there is no 180 day requirement. Metro's Human Resources department will review all leave applications and determine eligibility consistent with state and federal law.

Immediate Family Member: Immediate family members include an employee's legal spouse, state registered or certified affidavit domestic partner, an employee's child or adult mentally/physically impaired child (biological, adopted, foster or step) to whom custody rights or responsibility have been given to the employee, or any individual who stands in loco parentis of a child, the parent (biological, adoptive, foster or step) or parent-in-law of the employee or employee's legal spouse, domestic partner, grandchildren and grandparents of the employee.

Rolling Consecutive Twelve Months: Each 12-month period begins on the date of the first day of the actual leave taken. Leave taken for any qualified reason during that 12-month leave year will be deducted from the 12 week leave allowance. Once the period has expired, the 12-month period recommences with the first day of the next Family Medical Leave taken.

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves one of the following:

- a. Hospital Care/Inpatient Care. Hospital Care/Inpatient Care is an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to, such inpatient care.
- b. Absence Plus Treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
  - 1) Treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g. physical therapist) under orders of, or on referral by, a health care provider; or
  - 2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- c. Pregnancy Disability or Prenatal Care. Any period of incapacity due to pregnancy or leave for prenatal care.
- d. Chronic Conditions Requiring Treatments. A chronic condition which:
  - 1) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
  - 2) Continues over an extended period of time; and
  - 3) May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.).
- e. Permanent/Long-term Conditions Requiring Supervision. A period of permanent and long-term incapacity due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

- f. **Multiple Treatments (Non-Chronic Conditions).** Any period of absence to receive multiple treatments (including any associated period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

## **Definitions Regarding Types of Leave**

### **Military Family Leave;**

- a. **Veteran Leave.** Leave for a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that occurred any time within five years of service in the Armed Forces. Veteran leave, when combined with all other Family Medical Leave, may not exceed 26 weeks in a single 12-month period.
- b. **Caregiver Leave.** Leave to care for a military veteran who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in line –of active duty. The individual receiving care must have been a member of the Armed Forces at some point during the five years preceding the date of treatment. An eligible employee who is the spouse, son, daughter, parent or “next of kin” of the military service member may take up to 26 weeks of leave during a single rolling consecutive 12-month period for this reason. Leave to care for a military service member, when combined with all other Family Medical Leave, may not exceed 26 weeks in a single 12-month period.
- c. **Qualifying Exigency Leave.** Leave allows eligible employees to take up to 14 days to handle exigencies related to a family member’s active duty military service or call to active duty. Qualifying exigency leave is specifically intended to cover events other than medical needs, including making financial, legal or childcare arrangements. Eligible employees include being a spouse, son, daughter, or parent of a military service member on active duty (or notified of an impending call or order to active duty) in support of a contingency operation. Metro and the employee must agree to both the timing and duration of any such leave and the leave will be counted against the employee’s 12 week FMLA leave entitlement.
- d. **Spousal Leave.** Spouses of members of the military are entitled to up to 14 days of leave prior to deployment and/or during leave from deployment.

**Parental Leave:** An eligible employee may take leave to care for a newborn, newly adopted or newly placed foster child. Parental Leave may be taken any time within 12 months of the birth, adoption, or placement of the child. Parental Leave may also be used to complete legal procedures prior to the adoption.

**Sick Child Leave:** An eligible employee may take leave to care for their child due to a non-serious health condition requiring home care. Non-serious health conditions include a cold, the flu, or a condition not requiring hospitalization. Metro may request a doctor’s note after the fourth occurrence of such leave.

**Domestic Violence Leave:** This leave applies to victims of domestic violence, sexual assault or stalking, or are parents of victims. Eligible employee make take leave if the employee or the employee’s minor child or dependent needs time off to deal with issues of domestic



violence, sexual assault, or stalking. These arrangements might include such things as seeking medical treatment, obtaining counseling, relocating, getting legal advice or contacting law enforcement personnel.

Serious Health Condition: An eligible employee may take leave on a continuous or intermittent basis for his/her own serious health condition or to care for an immediate family member with a serious health condition.

### Guidelines

N/A

### Procedures

1. Generally, eligible employees may take a maximum of 12 weeks of Family Medical Leave within a rolling forward, consecutive 12-month period. Each 12-month period begins on the first day of actual leave taken. Leave may be taken continuously, intermittently, or, under certain circumstances, on a reduced workweek schedule. Except for limited circumstances, Federal Family Medical Leave typically runs concurrent with other leaves, including Workers' Compensation. Oregon Family Medical Leave typically runs concurrent with other leaves except Workers' Compensation leave.
2. Employees who work less than 40 hours will have a pro-rated number of hours available based on their FTE.
3. Employees initially request their need for leave on the **Leave Request Form**. This requires approval by the immediate supervisor. The approved leave form is then forwarded to Human Resources to determine if the employee is eligible under FMLA/OFLA. When the need for Family Medical Leave can be anticipated, the employee should submit a **Leave Request Form** to his/her supervisor at least 30 days prior to the commencement of the leave. If leave is unexpected, notification should be as soon as possible. In addition, employees are to follow appropriate call-in procedures for their department while on leave.
4. Notification of eligibility will occur within 5 days of receipt of the **Leave Request Form**, at which time a **Medical Certification Form** will be sent to the employee. Employees forward this form to their treating medical provider to certify the need and duration of leave.
5. In an emergency situation, the employee may initially make a verbal request for Family Medical Leave. A verbal request must be followed up with the completed Family Medical Leave Certification Form within 15 calendar days of verbal request.
6. Human Resources will notify the employee whether or not his/her time off from work qualifies as Family Medical Leave.
7. Failure to complete the Medical Certification Form or complete the form in full may result in the delay of leave approval. It is the employee's responsibility to make sure the health care provider completes the form in-full, including specific information regarding requested leave dates, times, and frequency.
8. Metro reserves the right to place employees who fail to return the Medical Certification Form on FMLA.
9. Metro may provide a temporary reassignment for a pregnant employee unable to perform her job duties without significant risk to the health and safety of the employee

and the pregnancy, if there is suitable, available work for which the employee is qualified to perform, and to which the reassignment can be reasonably accommodated. If there is no suitable, available work for which the employee is qualified for temporary reassignment, Metro shall provide a pregnancy leave of absence if the leave can be reasonably accommodated.

10. An employee who takes Family Medical Leave has a duty to make reasonable efforts to schedule medical treatment or supervision on days off or around their current work schedule to minimize disruption of Metro's operations, subject to the approval of the health care provider.
11. Family Medical Leave must be paid from accrued personal leave time. Once paid leave accrual is exhausted, approved Family Medical Leave shall be unpaid.
12. Health and welfare coverage will continue at the same level of benefits and contributions for employees on Family Medical Leave as for active benefit-eligible employees. Employees in an approved FMLA without pay are required to make direct payment to Metro for their premium payments on elected benefits.  
  
If an employee fails to return from leave, Metro is entitled to recover the full amount of health premiums the agency paid on behalf of the employee while on leave, except in cases where the employee fails to return due to their own serious health condition.
13. Prior to returning to work from leave for an employee's own serious health condition, the employee will be required to submit a release for work from their health care provider to the Human Resources Department. The Human Resources Department will then review the release and file it in the employee's confidential medical file.
14. An employee returning from Family Medical Leave shall be reinstated with no greater or lesser rights in employment than if the employee had not taken the leave.
15. Employees who do not return to work by the date specified by their health care provider may be disciplined, up to and including dismissal.

### **Responsibilities**

#### **Employees:**

- Request the leave by completing appropriate Leave Request Form and obtain the appropriate supervisor authorization. This leave form is then sent to the Human Resources Department to determine eligibility. Become familiar with the Leave packet that includes a FAQ, Your Rights Under FMLA, and the appropriate Certification form that will be sent to you if it is determined you are eligible for leave.
- Employees are required under Family Medical Leave to provide medical certification of a serious health condition. Such medical certification shall come from an approved health care provider and must be submitted to the Human Resources Department 30 days prior to the anticipated leave or no later than 15 days of the receipt of certification.
- Employees are responsible for ensuring the medical certification is completed in full by the treating provider including the dates of absence, anticipated date of return and any intermittent frequency for leave. Leave approval may be delayed if the medical certification is not complete.
- If an employee's anticipated return to work date changes, he/she shall immediately notify Human Resources by providing a written medical update from the approved health care provider.

- Upon approval the FMLA letter will include your return to work date and requirements to provide a physician release for duty, if necessary.
- Complete Kronos coding appropriately. If you have any questions, be sure to check with your department time keeper.
- If using intermittent Family Medical Leave you are still required to provide 30 days advance notice when at all possible. You must also follow call-in procedures in your respective collective bargaining agreement, non-represented employee policy and/or work rule. When possible, physician's visits and care for family members should be scheduled around your work schedule to minimize disruptions of Metro's operations.
- Metro will periodically request recertification as necessary. Periodically check in with the supervisor as to return to work status while on leave.

**Supervisors:**

- Notify the Benefits Manager and the employee when you think an employee may be on leave that would qualify as Family Medical Leave and forward approved Leave Request Forms to Human Resources.
- Communicate with the Benefits Manager on staffing issues and the employee return to work timeline.
- If an employee directly provides you medical paperwork, forward it directly to the Benefits Manager; do not keep in the employee file on site.

**Human Resources:**

- Within 5 days of the receipt of a Leave Request form, Human Resources will provide an employee with initial eligibility determination and a Family Medical Leave certification form.
- Within 10 days of receipt of the Medical Certification form, Human Resources will determine if the situation qualifies under Family Medical Leave and notify the employee and the supervisor of its determination or need for further information..
- Notify an employee and supervisor 30 days prior to the end of the allowable Family Medical Leave.
- Notify an employee if they are in a leave without pay status and are required to pay their portion of Health & Welfare benefits and any supplemental life insurance. If appropriate, provide notice for availability of Long Term Disability insurance.
- Maintain all medical information in a confidential medical file in Human Resources.
- Metro may request a second or third opinion regarding a Medical Certification Form. Metro may also request recertification if an employee requests an extension of leave, the duration or nature of the condition has changed significantly or Metro receives information contrary to the employee's reason for the absences.
- If an employee requests additional leave time beyond that provided under FMLA/OFLA, Human Resources will dialogue with the employee regarding all available options, including those provided under the Americans with Disabilities Act.

**References**

- [http://www.oregon.gov/DAS/HR/docs/advice/fmla/FMLA\\_poster.pdf](http://www.oregon.gov/DAS/HR/docs/advice/fmla/FMLA_poster.pdf)
- [http://www.oregon.gov/BOLI/TA/docs/OFLA\\_English\\_Poster\\_Mar2010.pdf](http://www.oregon.gov/BOLI/TA/docs/OFLA_English_Poster_Mar2010.pdf)

**Attachments**

Leave Request Form

Medical Certification Form

Frequently Asked Questions

DRAFT

# Metro | Policies and procedures

Subject Immigration Reform and Control Act, I-9, Employment and Eligibility Form  
Section Human Resources  
Approved by Dan Cooper, Chief Operating Officer

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## **POLICY**

*It is the policy of Metro to comply with the Immigration Reform and Control Act of 1986 that requires employers to verify work eligibility and proof of identity for all employees hired after November 6, 1986. Employers must maintain documentation of such eligibility for three years from verification or one year after the person's employment is terminated.*

## **Applicable to**

All employees hired after November 7, 1986.

## **Definitions**

**I-9 Form:** The I-9 Employment and Eligibility Verification form, issued by the Department of Homeland Security – U.S. Citizen and Immigration Services is used to verify a person's identity and eligibility for employment in the United States.

**Human Resources Representative:** A member of the Metro Human Resources Department or their designee.

**Acceptable Documentation:** Specific documents used to show proof of identity and eligibility to work in the United States. These documents are listed on the I-9, Employment Verification form and are the only ones that an employer is allowed to accept.

## **Guidelines**

1. A new employee will receive an employment confirmation letter notifying him/her of the requirement to provide documentation on their first day of employment that verifies identity and eligibility to work in the United States.
2. The human resources representative collecting the I-9 form must review and verify the documentation and certify to the genuine appearance of the documents presented.
3. The I-9 form must be completed in the Metro Human Resources Department or by a human resource representative on or before the employee's first day of work. The I-9 form includes listings of acceptable documents and they must be current. The employer may not ask for specific pieces of identification or request to view a specific document, as long as documents submitted by the employee fulfill the requirements listed on the I-9 form.
4. An employee who cannot produce the required documents or an "acceptable receipt in lieu of the document" will be terminated. "Acceptable receipts in lieu of document" are listed on the I-9 form.
5. If employees have alien or visa status, they may not work past the visa expiration date unless eligibility for employment is re-verified. It is the responsibility of the employee to obtain an extended visa or work permit. If the visa or work permit is not extended, the employee will be terminated.
6. A new I-9 form must be completed for rehired employees, unless the employee is rehired within 3 years of completion of the original I-9 form.

## **Procedures**

1. A new employee will either report to the Metro Human Resources Department or meet with a human resources representative to complete the I-9 form. Before the form can be approved, the new employee will also provide documentation that establishes identity and eligibility for working in the United States.
2. The human resources representative will insure that Section 1 is properly completed and will complete the I-9 form by examining the original document(s), providing the information requested, and signing the form. The document(s) presented should appear to be genuine and relate to the individual. Photocopies of the document(s) are then attached to the I-9 form. Employees who provide documents that demonstrate limited eligibility will be required to provide updated information upon expiration. The updated information will be attached to the original I-9 form.
3. If documents have expired, human resources will update and record the new document title, number, and expiration date (if any) of the documents the employee presents. A new I-9 form must be completed if the version of the original I-9 form has since been replaced by a newer version or if the employee is rehired 3 years after the initial hire date.
4. Completed I-9 forms are retained in the Metro Human Resources Office for whichever is greater: three years or one year following termination.

## **Responsibilities**

### Employees:

- Before beginning work, new employees need to document their identity and eligibility to work in the United States. If applicable, employees will provide Metro Human Resources Department with updated immigration documents upon expiration.

### Hiring Managers:

- Before starting work, instruct new employees to report to either Metro Human Resources Department or meet with a human resources representative to complete the I-9 form.
- Verify with Metro Human Resources Department that the I-9 form is completed.
- Contact Metro Human Resources Department if they have any questions about correct documentation or procedures.

### Metro Human Resources Department:

- Insure that the new employee fills out the I-9 form and check to make sure that the new employee has provided acceptable documentation. If applicable, verify employee's eligibility documents, notify employees and managers of expired status, and insure that updated documents are provided.
- Maintain all I-9 forms in a secure location.

## **References**

Form I-9, Employment and Eligibility Form

## **Attachments**

Form I-9, Employment and Eligibility Form

# Metro | Policies and procedures

**Subject** Nursing Mothers Accommodation  
**Section** Human Resources  
**Approved by** Dan Cooper, Chief Operating Officer

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## **POLICY**

*In accordance with Federal and State law, Metro provides unpaid rest periods and designated locations for employees to express milk for children up to eighteen months.*

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### **Applicable to**

All Metro employees.

### **Definitions**

**Designated Locations:** A private area in close proximity to an employee's workstation, other than a public restroom or toilet stall, to express milk.

**Break/Rest Period:** Duration in which employees are entitled to unpaid leave in accordance with wage and hour laws and guidelines.

**Work Time:** The regular schedule for which an employee is paid to work. In order to comply with the law, supervisors may have to offer an employee a flexible schedule.

### **Guidelines**

The intent of this policy is to comply with Patient Protection and Affordable Care Act (PPACA) and Oregon law and to accommodate women who wish to breastfeed.

### **Procedures**

1. Metro will supply a list of designated locations that meet the above guidelines and will be responsible for maintaining these locations in accordance with state and federal laws.
2. The supervisor and employee should determine a mutually agreeable schedule for breastfeeding rest periods.
3. Employees covered under this policy are entitled to a 30 minute unpaid rest period to express milk for every four hours of work. The break(s) should be taken approximately in the middle of the work period and, if possible, at the same time as the other rest or meal periods provided to the employee. If the employee's rest period to express milk overlaps with a regular paid rest break, Metro will compensate the employee for the time of the paid rest break but not the remaining time of the break to express milk.<sup>1</sup>
4. Supervisors are to consider flexible schedules to accommodate individual employee's needs. With supervisor approval, if an employee takes unpaid rest periods to express milk, the employee may work before or after their shift to make up the amount of time used during the unpaid rest break. If the employee does not work to make up the time used during unpaid rest periods, Metro will not compensate the employee for this time.<sup>2</sup>

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<sup>1</sup> Does not apply to exempt employees

<sup>2</sup> Does not apply to exempt employees

Example: If a regularly scheduled 8 am to 5 pm employee takes two 30-minute breaks, the employee can be required to work an additional half hour to offset the two break periods.

5. If the employee no longer has need for the provisions of this policy or no longer qualifies, she should inform her supervisor and return to a regular work schedule.
6. In calculating hours worked towards benefit eligibility, time spent on authorized leave under the law will count towards hours worked. I.e. if a 20 hour a week employee takes 30 minutes of unpaid leave each shift for the purposes of expressing milk, that time will count towards the required 20 hour minimum for benefit eligibility.

## **Responsibilities**

### Employee:

- Provide written or verbal notice to her supervisor that she intends to express milk upon returning to work or at any later point prior to her child's eighteenth month birthday.
- If unable to determine an agreed upon schedule with their supervisor, the employee should contact Metro Human Resources for assistance.
- Will be responsible for storing breast milk. An employee may bring a cooler or insulated food container or use a Metro refrigerator open for personal use at the worksite.

### Supervisor:

- Familiarize themselves with this policy and the designated locations at their worksite.
- Upon request for accommodation to express breast milk, supervisors will discuss scheduling issues with the employee and work out a mutually agreeable plan.
- Consider flexible schedules to accommodate employees' needs.
- Contact Metro Human Resources if questions regarding designated locations and scheduling arise.

### Metro Human Resources Department:

- Work with employees and supervisors to accommodate employee requests to express breast milk.
- Maintain a current list of designated locations at every Metro worksite and inspect them periodically to make sure they comply with the policy. When feasible, contact the employee for feedback when a new designated location is established.

## **Attachments**

Appendix A: List of designated locations for all Metro work sites.



# Metro | Policies and procedures

**Subject** Sales Incentive Plan  
**Approved by** MERC Commission and/or Metro COO

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## **POLICY or PROCEDURE**

*Sales Managers will participate in a sales incentive program. The incentive goals will be included in the annual budget and reviewed quarterly. If employees meet both individual and team goals, they will receive quarterly bonuses.*

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### **Applicable to**

In the first year of this trial program is it applicable to Oregon Convention Center Sales Managers.

### **Definitions**

1. Sales incentive plan: pre-established goals and criteria identified by management and approved by the MERC Commission or Metro COO. The plan will identify goals that are measurable, increase revenues to the department utilizing the program, provide a reward that motivates employees, and offers immediate rewards.
2. Sales incentive bonus: is compensation in lieu of annual salary increases and is intended to reward program participants for meeting pre-established, quarterly, targeted goals to increase revenue. Employees participating in the plan are eligible for quarterly payments based on both individual and team objectives.
3. Sales incentive plan and program goals: the goals for the sales incentive programs are as follows:
  - a. To increase sales of facility rentals and other services when compared to the same quarter in previous years
  - b. To insure Metro's venues remain first class and operate as prestige facilities at the national/international level as measured by industry standards
  - c. To increase total economic impact to the region by increasing city-wide sales as measured in the annual economic impact study
  - d. To retain a strong sales team by compensating them according to standard industry practices
4. Sales incentive plan quarterly rating periods:
  - a. July 1-September 30
  - b. October 1-December 31
  - c. January 1-March 31
  - d. April 1-June 30

### **Guidelines**

The program is being implemented on a trial basis with the Oregon Convention Center. At the end of fiscal year 2011-12, management will conduct a thorough review to determine the

success of the program. The program will continue to be evaluated by management on an annual basis in order to establish ongoing sales goals

The intention of this program is to align sales teams with industry practices in order to provide consistency and achieve strong results. The incentive structure gives management immediate feedback on successful programs at both the group and individual level. This is essential in market-driven industries like the hospitality industry. The bonus structure allows management to target current “need” periods with specific goals and incentives in order to increase bookings, revenues and facility utilization on an expanded basis.

Staff will receive rewards for generating immediate revenue as well as increasing bookings for successive years, specifically targeting an 18-24 month timeframe. Metrics for this will be meeting sales goals, feasibility of implementing across other departments, and staff feedback.

During the annual budget development process, financial compensation tied to this program will be incorporated and approved through the usual route. Metro Finance and Regulatory Services will affirm quarterly results and bonus payments (if any) following an audit of documentation submitted by the Director of Sales and the Facility Director will approve bonuses.

#### **Procedures:**

1. At the beginning of each fiscal year, management, in consultation with the MERC Commission or Metro COO, will determine overall sales incentive plan ratings and goals. These ratings will be metrics that are accessible from the EBMS database or another program participant’s financial systems.
2. Upon approval, management will inform sales teams of their goals. All members of the team will participate in the sales incentive plan in lieu of other annual salary adjustments. Management will collect and evaluate data at the end of each ratings period to determine if the sales team both as a group and individually have met quarterly goals. An audit of this information will be conducted by accounting staff during their regular quarter end process.
3. Following this audit, authorization for incentive payments (if any) will be forwarded to Human Resources Department for payroll processing.
4. If, during the employment performance assessment process an employee receives an overall rating of Needs Development or Unsatisfactory, the employee will forfeit their eligibility to participate in the sales incentive plan until their performance improves.
5. The sales team will be eligible for salary increases if their salaries fall below the range of a new compensation plan or by a CPI trending of the overall compensation salary structure. The dollar amount budgeted for the sales incentive plan will be determined on an annual basis during the budget development process. Continuation of the plan and the budget must be approved as part of the regular budget process.

#### **Responsibilities**

**Sales Team:** Participants are expected to be familiar with the plan, goals, incentives, and the rating areas.

**Director of Sales:** In conjunction with Visitor Venues General Manager and other senior management, develop goals, budget, and rating areas. The Director of Sales is also responsible for communicating the annual plan to the sales team, managing the plan, and accountability for conducting a regular review of progress towards the goals with both the sales team staff and other senior management.

Finance and Regulatory Services: Review and audit quarterly results and approve transmission of the results to Human Resources for processing.

Facility Director: Oversee Director of Sales implementation and management of plan. Monitor and communicate quarterly results of the incentive plan to the Visitor Venues General Manager, MERC Commission, and other stakeholders.

**Attachments**

Attachment "A" OCC Sales Incentive Plan for FY 2011-12

**Attachment A**  
**OCC Sales Incentive Plan Detail**  
**Fiscal Year 2011-12**

1. Sales team incentive plan ratings:

Goals 1-3 are team goals; goal 4 is an individual goal

- a. GOAL 1: Total facility revenue for the current fiscal year—to include all enterprise revenue (rental, food & beverage, internet, electrical services, parking, and liquidated damages). The sales team has a significant impact in this area. (25%)
- b. GOAL 2: Rental revenue for the next fiscal year as it is traditionally 20% of the OCC-generated revenue and is a good pacesetter for future performance. (25%)
- c. GOAL 3: Working in tandem with the Travel Portland team, insure that room-night rental goals are being met within the tax base area that affects OCC, specifically Multnomah County. (25%)
- d. GOAL 4: Determine at the beginning of each fiscal year employee opportunities to seek out training, special projects, or sales opportunities that further the above goals. The Director of Sales may have an additional goal that reflects responsibility for overseeing and managing the plan. Senior management will determine this goal. (25%)

2. Sales incentive plan compensation budget:<sup>1</sup>

- a. Budgeted amount: \$25,000
- b. Quarterly maximum sales team bonus: \$6,520
- c. Quarterly maximum individual bonus total: \$1,562
- d. Calculation: \$6250 - \$625 (individual goal) = \$5,625

3. Sales incentive plan bonuses percentage awards:

Bonuses are paid on percentages of goals met

|                        |      |
|------------------------|------|
| 92% of goal or higher  | 25%  |
| 96% of goal or higher  | 50%  |
| 100% of goal or higher | 75%  |
| 102% of goal or higher | 100% |

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<sup>1</sup> For fiscal year 2011-2012

 **Metro** | *Policies and procedures*

**Subject** Temporary and Seasonal Employee Policy  
**Section** Human Resources  
**Approved by** Dan Cooper, Chief Operating Officer

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### **POLICY or PROCEDURE**

*Temporary and seasonal employees are employed to meet short term non-reoccurring or seasonal workload needs which are vital to this organization.*

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#### **Applicable to**

All employees who are hired to work in a temporary or seasonal assignment.

#### **Definitions**

**Temporary Employee:** An employee hired for the purpose of meeting emergency, non-recurring or short-term workload needs, or to replace an employee during an approved leave period.

**Seasonal Employee:** An employee hired to work during peak seasons of the year and who may be scheduled as needed during the remainder of the year.

**Regular Employee:** An employee, who is appointed to fill a budgeted position, has passed a probationary period, and who is not temporary or seasonal.

**Competitive recruitment:** A recruitment for which a candidate has submitted an application through an open recruitment process either internal and/or external, interviewed for a position, and was selected for the position.

**Non-recurring workload:** Hires and assignments are made and budgeted to meet workload needs and are intended to stay within the 1040 hours limitation.

#### **Guidelines**

Temporary employee shall be employed by Metro for non-recurring workload needs on a short-term basis not to exceed 1040 hours within 12 months from date of hire. Temporary positions are not intended to undermine the competitive recruitment process or replace, diminish wages, hours or other conditions of work for regular employees.

Temporary and seasonal employees are not eligible for an internal only recruitment unless hired as a result of a competitive recruitment. Temporary and seasonal employees work at-will, and are not guaranteed at any set number of hours.

## **Procedures**

A hiring manager shall notify Human Resources when a need for a temporary employee arises. Human Resources will conduct a competitive recruitment for temporary and seasonal employees.

If the department's need for temporary assistance is urgent, Human Resources will contact a temporary agency to request qualified candidates. If the temporary agency is not able to provide a qualified candidate for the position, a hiring manager may directly appoint a person to the temporary position provided the candidate possesses the specialized knowledge, skills and abilities required for the role.

All temporary or seasonal employees are subject to passing the background check prior to employment regardless of recruitment method.

Human Resources will help the department prepare offer letters and should be completed for all temporary positions, clarifying employment, including the start and anticipated end date of the position. If the end date is not certain, the offer will be for duration not to exceed 1040 hours within 12 months from date of hire.

The Department and Human Resources will ensure that any pay adjustments will be applied consistently to prevent inequity and adverse impact. With budget approval, supervisors have discretion to pay returning employees above the minimum pay or step in the respective range.

For instances in which a temporary employee is not filling the full responsibilities of a regular classification employee, HR, in conjunction with the Department, may create temporary classifications at a lower pay range.

## **Responsibilities**

### Employee:

- Maintain work hours limit unless an extension has been authorized by management and agreed to by the union when the temporary employee is filling a position that would otherwise fall within the bargaining unit.
- No temporary or regular employee working directly for Metro shall report to work or engage in work with a temporary employment agency in a Metro assignment.

### Supervisor:

- Anticipate and budget total costs of temporary and seasonal hires. This assessment includes potential PERS and unemployment costs.
- At the start of employment, a manager should indicate if a temporary employee is projected to reach the PERS threshold of 600 hours and 12 months of service, and then manage hours appropriately.
- Ensure the period of employment of temporary employee does not exceed the 1040 hour limit.
- If there is an emergency that would necessitate using a temporary employee in excess of 1040 hours, prior to exceeding the limit, request approval from the department director and Human Resources to extend the hours. .

- Ensure there is a distinction between regular staff and temporary staff with clear roles and responsibilities. Make it clear to all regular staff what the appropriate duties are for temporary employees.
- When work is offered to a temporary or seasonal employee and they decline the offer or report in advance that they will be unavailable for work, make note of that information and report it to Human Resources.
- Notify Human Resources if a temporary employee will not be called back for thirty days or more. Human Resources will then terminate the employee from the human resource information system.

Human Resources:

- Manage and conduct competitive recruitments for temporary and seasonal employees.
- Track all temporary hours based on hours from time of hire and notify departments and hiring managers appropriately.
- Draft hire letters for the managers for temporary employees
- Ensure that no contract is made with a temporary employment agency for services which would result in a temporary or regular Metro employee working concurrently for Metro and a temporary employment agency.
- Administer compensation for temporary employees per applicable policy and procedure.

**References**

Recruitment and Selection Manual

**Subject** Training and Education Policy  
**Section** Human Resources  
**Approved by** Dan Cooper, Chief Operating Officer

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## **POLICY**

*Metro is committed to providing training and educational opportunities for employees to develop knowledge, skills, and abilities to excel in their current positions and prepare for future opportunities within Metro.*

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### **Applicable to**

All employees.

### **Definitions**

**Metro Learning Center:** An online resource for learning about training and educational opportunities at Metro. The Metro Learning Center allows employees to enroll in courses, launch online trainings, and view their personalized transcripts.

**Training:** Employees, upon hire or promotion, are expected to possess the general education and experience to perform the duties of their job successfully. If additional, job-related training is necessary for an employee to become more proficient, Metro will provide this training.

**Education:** Metro encourages employees to pursue educational opportunities or work programs for professional development that are relevant to the employee's work and that will enhance the employee's job-related skills. Depending on budgetary constraints, Metro may or may not reimburse employees for education-related expenses.

### **Procedures**

#### Training

All regular status employees and temporary employees may participate in training courses offered through Metro or by outside entities. Employees must obtain advanced approval from their manager before enrolling in training. Training opportunities are subject to budgetary limitations and priorities.

Metro will provide information about internal training opportunities to all employees through the Metro Learning Center.

Employees may participate in training offered by Metro during working hours provided it does not interfere with their work responsibilities. If management requires the training, it will be considered time worked for pay purposes.

1. Employees should request to attend Metro-sponsored training through the Metro Learning Center.
2. Employees should provide at least 24 hours notice when cancelling their enrollment.

#### Education

Upon successful completion of the initial probationary period, all regular status, full-time employees and regular status, part-time employees, on a prorated basis may pursue courses at a college or university that are directly related to their current position. Employees must receive approval at least thirty (30) day in advance from their department director and be performing their job duties at a satisfactory level in order to participate, The supervisor, manager, or Facility Director may approve time off with pay so an employee may attend



courses or training which are related to the employee's current position and/or will result in improved job performance.

Employees may be reimbursed for tuition, textbooks, and related course material, not to exceed \$1000 in any fiscal year. The tuition reimbursement per course shall not exceed the tuition rate for a similar course at Portland State University. The specific amount of reimbursement is at the department director's discretion and is subject to budgetary limitations and priorities.

If an employee terminates employment or is terminated for cause within one year of completion of the course, he/she shall refund Metro a proportional amount of the course costs. To determine the prorated amount, the course cost will be divided by 12 months. The employee will repay the cost less the prorated amounts for the months worked since completion of the course.

To receive reimbursement for courses at a college or university, an employee must:

1. Obtain approval from their Department Director at least 30 days prior to proposed enrollment.
2. Receive a grade of "C" or better or a "Pass" grade if the class is graded on a "Pass-Fail" basis.
3. Provide proof of satisfactory completion of the approved course. Metro will make reimbursement within 30 days after receiving proof of satisfactory completion.
4. Show proof that they did not receive tuition reimbursement from other sources for the amount reimbursed by Metro.

### **Responsibilities**

#### Employees:

- Discuss training and professional development needs with their manager as part of the annual performance appraisal process (PACE).
- Satisfactorily complete training as outlined above.
- Apply newly acquired knowledge and skills to their work.

#### Supervisors:

- Discuss training and professional development needs with employees as part of the annual performance appraisal process.
- Work with employees to prepare development goals and identify training and development resources that align with their current position and/or promotional opportunities within Metro.

#### Department directors:

- Prioritize training and development needs and provide appropriate budget and resources.

#### Human Resources:

- Communicate Metro-sponsored training opportunities to all employees.
- Partner with managers to identify training needs and resources.
- Coordinate delivery of training where appropriate and evaluate training effectiveness.

### **Attachments**

No attachments.



## Metro | Policies and procedures

|                    |                                     |
|--------------------|-------------------------------------|
| <b>Subject</b>     | Veterans' Preference                |
| <b>Section</b>     | Human Resources                     |
| <b>Approved by</b> | Dan Cooper, Chief Operating Officer |

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### **POLICY**

*Oregon law requires Oregon public employers to devise a "uniform method by which special consideration is given to eligible veterans and disabled veterans seeking public employment." As a public employer, Metro will give eligible and disabled veterans preference in the selection process for available positions.*

### **Applicable to**

All employees and applicants for employment

### **Definitions**

1. **Eligible veteran:** To qualify as a veteran eligible to receive preference, a person must have served in the Armed Forces of the United States, been discharged under honorable conditions, and
  - a. Served for more than 178 consecutive days; OR
  - b. Served for at least one day in a combat zone; OR
  - c. Received a qualifying military decoration for service in the Armed Forces.
  
2. **Disabled veteran:** To qualify as a disabled veteran eligible to receive preference, a person must have served in the Armed Forces of the United States and meet one of these criteria:
  - a. Served for 178 days or less and were discharged under honorable conditions because of a service-connected disability; OR
  - b. Entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; OR
  - c. Awarded the Purple Heart for wounds received in combat.
  
3. **Preference:** Those applicants who are deemed to be an eligible veteran or disabled veteran and meet minimum qualifications:
  - a. Will be included in the first round of interviews; and,
  - b. During the interview, eligible veterans shall be given a 5% preference and disabled veterans shall be given a 10% preference over non-veteran candidates.
  - c. During the interview, all eligible and disabled veterans will be asked this question, "How has your military service experience provided you with the skills and qualifications relevant to this position?"

## **Guidelines**

1. Metro is required by law to give eligible and disabled veterans preference in the selection process for positions (including promotional) that have been opened for recruitment.
2. In order to be deemed eligible for Veterans' Preference, applicants must:
  - a. Follow and complete the application process required of all applicants;
  - b. Complete and submit required Veterans' Preference paperwork providing proof of their eligibility with their application; and
  - c. Pass minimum qualification screening as set by Human Resources.

## **Procedures**

- All veterans who apply for Veterans' Preference will be screened for eligibility by Recruitment and Selection.
- When an applicant pool contains at least one applicant who is an eligible or disabled veteran, Human Resources will contact the hiring manager to explain the steps required for compliance with the preference process.
- All eligible and disabled veterans will be invited to participate in the first round of interviews. During the interview, eligible veterans shall be given a 5% preference and disabled veterans shall be given a 10% preference over non-veteran candidates. In addition, during the interview, all eligible and disabled veterans will be asked this question, "How has your military service experience provided you with the skills and qualifications relevant to this position?"

## **Responsibilities**

### Supervisors:

- Follow the Veterans Preference procedure during the employee selection and hiring process.
- Ask for guidance from Human Resources when questions arise.

### Human Resources:

- Screen and determine eligibility for all veterans who apply for Veterans' Preference.
- Notify the hiring manager when they have eligible and/or disabled veterans in the applicant pool.
- Inform and advise hiring manager on the policy and procedure for applying Veterans' Preference in the selection and hiring process.

## **References**

1. ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015.
2. [www.Oregon.gov](http://www.Oregon.gov); [www.boli.state.or.us](http://www.boli.state.or.us) – pages on Veterans' Preference in Public Employment.

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# **MERC Commission Meeting**

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June 1, 2011  
12:30 pm

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9.0 - Action Agenda

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**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**Resolution No. 11-14**

**For the Purpose of Electing MERC Commission Officers for Fiscal Year 2011-12.**

WHEREAS, at the June 1, 2011 regular meeting of the Metropolitan Exposition-Recreation Commission, the following Commissioners were nominated and elected as the Metropolitan Exposition-Recreation Commission officers for a one- year term, beginning July 1, 2011 and ending June 30, 2012:

- Chair:**
- Vice Chair:**
- Secretary-Treasurer:**

**BE IT THEREFORE RESOLVED** that the above slate of officers of the Metropolitan Exposition-Recreation Commission be hereby confirmed.

Passed by the Commission on June 1, 2011.

Approved as to form:  
Alison Kean Campbell, Acting Metro Attorney

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Secretary-Treasurer

Metropolitan Exposition Recreation Commission

**Resolution No. 11-15**

For the purpose of approving rental rates at the Oregon Convention Center for Fiscal Years 2013-14, 2014-15, 2015-16.

**WHEREAS**, the Commission sets facility rental rates for the MERC venues, and;

**WHEREAS**, the Oregon Convention Center seeks increased rental rates for fiscal years 2013-2016 for events scheduled after June 30, 2013, and;

**WHEREAS**, the Oregon convention Center seeks to establish new rental rates for the OCC Plaza effective July 1, 2011 thru June 30, 2013.

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission approves the Oregon Convention Center's rental rates, per Attachment A, for fiscal years 2013-2014, 2014-2015, and 2015-2016.

Passed by the Commission on June 1, 2011.

\_\_\_\_\_  
Chair

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

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

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

| <b>Exhibit Hall</b>    |                   |  |  |  |                      |
|------------------------|-------------------|--|--|--|----------------------|
| <b>Non-convention</b>  |                   |  |  |  |                      |
| NAME OF ROOM           | SQUARE<br>SQ. FT. | OLD<br>FLAT RENT<br><u>07.01.07</u><br><u>INCREASE</u><br>9.2% | Today's<br>FLAT RENT<br><u>07.01.10</u><br><u>INCREASE</u><br>8.3% | NEW<br>FLAT RENT<br><u>07.01.13</u><br><u>INCREASE</u><br>9.2% |                      |
| <b>Exhibit Halls</b>   |                   |  |  |  | <b>Exhibit Halls</b> |
| A, A1, B or E          | 30000             | \$3,000  | \$3,250  | \$3,550  | A, A1, B or E        |
| A/A1, A1/B, C or D     | 60000             | \$6,000  | \$6,500  | \$7,100  | A/A1 or A1/B         |
| A/A1/B, B/C, D/E       | 90000             | \$9,375  | \$10,000   | \$10,900   | A/A1/B               |
| A1/B/C                 | 124000            | \$12,900   | \$13,700   | \$14,950   | A1/B/C               |
| C/D                    | 130000            | \$13,450   | \$14,300   | \$15,600   | C/D                  |
| A/A1/B/C               | 155000            | \$16,050   | \$17,000   | \$18,550   | A/A1/B/C             |
| B/C/D or C/D/E         | 162000            | \$16,800   | \$17,800   | \$19,400   | B/C/D or C/D/E       |
| B/C/D/E or A1/B/C/D    | 195000            | \$20,200   | \$21,600   | \$22,550   | B/C/D/E or A1/B/C/D  |
| A/A1/B/C/D, A1/B/C/D/E | 222000            | \$23,000   | \$24,450   | \$26,700   | A/A1/B/C/D           |
| A/A1/B/C/D/E           | 255000            | \$26,500   | \$28,100   | \$30,650   | A/A1/B/C/D/E         |
| <b>Exhibit Hall</b>    |                   |  |  |  |                      |
| <b>Convention</b>      |                   |  |  |  |                      |
| NAME OF ROOM           | SQUARE<br>SQ. FT. | OLD<br>FLAT RENT<br><u>07.01.07</u><br><u>INCREASE</u><br>4.5% | Today's<br>FLAT RENT<br><u>07.01.10</u><br><u>INCREASE</u><br>9.8% | NEW<br>FLAT RENT<br><u>07.01.13</u><br><u>INCREASE</u><br>9.8% |                      |
| <b>Exhibit Halls</b>   |                   |  |  |  | <b>Exhibit Halls</b> |
| A, A1, B or E          | 30000             | \$2,300  | \$2,550  | \$2,800  | A, A1, B or E        |
| A/A1, A1/B, C or D     | 60000             | \$4,600  | \$5,100  | \$5,600  | A/A1 or A1/B         |
| A/A1/B, B/C, D/E       | 90000             | \$7,200  | \$7,950  | \$8,700  | A/A1/B               |
| A1/B/C                 | 124000            | \$9,900  | \$10,900   | \$11,950   | A1/B/C               |
| C/D                    | 130000            | \$10,350   | \$11,400   | \$12,500   | C/D                  |
| A/A1/B/C               | 155000            | \$12,350   | \$13,550   | \$14,850   | A/A1/B/C             |
| B/C/D or C/D/E         | 162000            | \$12,900   | \$14,200   | \$15,550   | B/C/D or C/D/E       |
| B/C/D/E or A1/B/C/D    | 195000            | \$15,550   | \$17,200   | \$18,850   | B/C/D/E or A1/B/C/D  |
| A/A1/B/C/D, A1/B/C/D/E | 222000            | \$17,700   | \$19,500   | \$21,400   | A/A1/B/C/D           |
| A/A1/B/C/D/E           | 255000            | \$20,400   | \$22,400   | \$24,550   | A/A1/B/C/D/E         |

Ballroom Rent for 2007-2013

| <b><u>Ballroom</u></b>             |                    |                 |                     |                 |                                    |
|------------------------------------|--------------------|-----------------|---------------------|-----------------|------------------------------------|
|                                    |                    |                 |                     |                 |                                    |
|                                    |                    |                 |                     |                 |                                    |
| <b>Non-convention</b>              |                    |                 |                     |                 |                                    |
| <b>NAME OF ROOM</b>                | <b>SQUARE FOOT</b> | <b>Old RENT</b> | <b>Today's RENT</b> | <b>NEW RENT</b> |                                    |
|                                    |                    | <b>7.1.07</b>   | <b>7.1.10</b>       | <b>7.1.13</b>   |                                    |
|                                    |                    | <b>INCREASE</b> | <b>INCREASE</b>     | <b>INCREASE</b> |                                    |
|                                    |                    | <b>10.5%</b>    | <b>9.4%</b>         | <b>9.4%</b>     |                                    |
| <b>Oregon Ballroom</b>             |                    |                 |                     |                 | <b>Oregon Ballroom</b>             |
| 201, 202, 203, 204                 | 6300               | \$1,600         | \$1,750             | \$1,925         | 201, 202, 203, 204                 |
| 201-202, 202-203, 203-204          | 12600              | \$3,200         | \$3,500             | \$3,850         | 201-202, 202-203, 203-204          |
| 201-203, 202-204                   | 18900              | \$4,800         | \$5,250             | \$5,775         | 201-203, 202-204                   |
| 201-204                            | 25200              | \$6,400         | \$7,000             | \$7,700         | 201-204                            |
| <b>Portland Ballroom</b>           |                    |                 |                     |                 | <b>Portland Ballroom</b>           |
| 251 or 256                         | 4000               | \$1,050         | \$1,150             | \$1,250         | 251 or 256                         |
| 253, 254, 257 or 258               | 4200               | \$1,100         | \$1,200             | \$1,300         | 253, 254, 257 or 258               |
| 252 or 255                         | 4700               | \$1,200         | \$1,300             | \$1,400         | 252 or 255                         |
| 251-258 or 256-257                 | 8200               | \$2,150         | \$2,350             | \$2,550         | 251-258 or 256-257                 |
| 253-254 or 253-258 or 254-257      | 8400               | \$2,200         | \$2,400             | \$2,600         | 253-254 or 253-258 or 254-257      |
| 251-252 or 255-256                 | 8700               | \$2,250         | \$2,450             | \$2,650         | 251-252 or 255-256                 |
| 252-253 or 254-255                 | 8900               | \$2,300         | \$2,500             | \$2,700         | 252-253 or 254-255                 |
| 251-257-258 or 256-257-258         | 12400              | \$3,200         | \$3,500             | \$3,800         | 251-257-258 or 256-257-258         |
| 252-253-254 or 253-254-255         | 13100              | \$3,400         | \$3,700             | \$4,000         | 252-253-254 or 253-254-255         |
| 251-256-257-258                    | 16400              | \$4,300         | \$4,700             | \$5,100         | 251-256-257-258                    |
| 253-254-257-258                    | 16800              | \$4,400         | \$4,800             | \$5,200         | 253-254-257-258                    |
| 251-252-253-258 or 254-255-256-257 | 17100              | \$4,450         | \$4,850             | \$5,250         | 251-252-253-258 or 254-255-256-257 |
| 252-253-254-255                    | 17800              | \$4,600         | \$5,000             | \$5,400         | 252-253-254-255                    |
| 251-252-253-254-257-258            | 25500              | \$6,600         | \$7,200             | \$7,800         | 251-252-253-254-257-258            |
| 253-254-255-256-257-258            | 25500              | \$6,600         | \$7,200             | \$7,800         | 253-254-255-256-257-258            |
| 251-252-253-254-255-256-257-258    | 34200              | \$8,900         | \$9,700             | \$10,500        | 251-252-253-254-255-256-257-258    |
|                                    |                    |                 |                     |                 |                                    |
|                                    |                    |                 |                     |                 |                                    |
|                                    |                    |                 |                     |                 |                                    |



Ballroom Rent for 2007-2013

| <b><u>Ballroom</u></b>             |                    |                 |                     |                 |                                    |
|------------------------------------|--------------------|-----------------|---------------------|-----------------|------------------------------------|
|                                    |                    |                 |                     |                 |                                    |
|                                    |                    |                 |                     |                 |                                    |
| <b>Convention</b>                  |                    |                 |                     |                 |                                    |
| <b>NAME OF ROOM</b>                | <b>SQUARE FOOT</b> | <b>Old RENT</b> | <b>Today's RENT</b> | <b>NEW RENT</b> |                                    |
|                                    |                    | <u>7.1.07</u>   | <u>7.1.10</u>       | <u>7.1.13</u>   |                                    |
|                                    |                    | <u>INCREASE</u> | <u>INCREASE</u>     | <u>INCREASE</u> |                                    |
|                                    |                    | <u>18.2%</u>    | <u>7.7%</u>         | <u>10.0%</u>    |                                    |
| <b>Oregon Ballroom</b>             |                    |                 |                     |                 | <b>Oregon Ballroom</b>             |
| 201, 202, 203, 204                 | 6300               | \$1,300         | \$1,400             | \$1,550         | 201, 202, 203, 204                 |
| 201-202, 202-203, 203-204          | 12600              | \$2,600         | \$2,800             | \$3,100         | 201-202, 202-203, 203-204          |
| 201-203, 202-204                   | 18900              | \$3,900         | \$4,200             | \$4,650         | 201-203, 202-204                   |
| 201-204                            | 25200              | \$5,200         | \$5,600             | \$6,200         | 201-204                            |
| <b>Portland Ballroom</b>           |                    |                 |                     |                 | <b>Portland Ballroom</b>           |
| 251 or 256                         | 4000               | \$850           | \$925               | \$1,025         | 251 or 256                         |
| 253, 254, 257 or 258               | 4200               | \$900           | \$975               | \$1,075         | 253, 254, 257 or 258               |
| 252 or 255                         | 4700               | \$1,000         | \$1,075             | \$1,175         | 252 or 255                         |
| 251-258 or 256-257                 | 8200               | \$1,750         | \$1,900             | \$2,100         | 251-258 or 256-257                 |
| 253-254 or 253-258 or 254-257      | 8400               | \$1,800         | \$1,950             | \$2,150         | 253-254 or 253-258 or 254-257      |
| 251-252 or 255-256                 | 8700               | \$1,850         | \$2,000             | \$2,200         | 251-252 or 255-256                 |
| 252-253 or 254-255                 | 8900               | \$1,900         | \$2,050             | \$2,250         | 252-253 or 254-255                 |
| 251-257-258 or 256-257-258         | 12400              | \$2,600         | \$2,825             | \$3,125         | 251-257-258 or 256-257-258         |
| 252-253-254 or 253-254-255         | 13100              | \$2,800         | \$3,025             | \$3,325         | 252-253-254 or 253-254-255         |
| 251-256-257-258                    | 16400              | \$3,500         | \$3,800             | \$4,200         | 251-256-257-258                    |
| 253-254-257-258                    | 16800              | \$3,600         | \$3,900             | \$4,300         | 253-254-257-258                    |
| 251-252-253-258 or 254-255-256-257 | 17100              | \$3,650         | \$3,950             | \$4,350         | 251-252-253-258 or 254-255-256-257 |
| 252-253-254-255                    | 17800              | \$3,800         | \$4,100             | \$4,500         | 252-253-254-255                    |
| 251-252-253-254-257-258            | 25500              | \$5,400         | \$5,850             | \$6,450         | 251-252-253-254-257-258            |
| 253-254-255-256-257-258            | 25500              | \$5,400         | \$5,850             | \$6,450         | 253-254-255-256-257-258            |
| 251-252-253-254-255-256-257-258    | 34200              | \$7,300         | \$7,900             | \$8,700         | 251-252-253-254-255-256-257-258    |

NSF Rental Rates

| <b><u>NSF</u></b>                  |                       |                 |                    |                 |                      |
|------------------------------------|-----------------------|-----------------|--------------------|-----------------|----------------------|
| <b>NAME OF ROOM</b>                | <b>SQUARE SQ. FT.</b> | <b>Old NSF</b>  | <b>Today's NSF</b> | <b>NEW NSF</b>  |                      |
|                                    |                       | <u>7.1.07</u>   | <u>7.1.10</u>      | <u>7.1.13</u>   |                      |
|                                    |                       | <u>INCREASE</u> | <u>INCREASE</u>    | <u>INCREASE</u> |                      |
|                                    |                       | <u>7.4%</u>     | <u>6.9%</u>        | <u>6.5%</u>     |                      |
| <b>Exhibit Halls</b>               |                       |                 |                    |                 | <b>Exhibit Halls</b> |
| A, B or E                          | 30000                 | \$0.27          | \$0.29             | \$0.31          | A, B or E            |
| A/A1,A1/B, C or D                  | 60000                 | \$0.27          | \$0.29             | \$0.31          | A/A1 or A1/B         |
| A/A1/B, B/C, D/E                   | 90000                 | \$0.27          | \$0.29             | \$0.31          | A/A1/B               |
| A1/B/C                             | 124000                | \$0.27          | \$0.29             | \$0.31          | A1/B/C               |
| C/D                                | 130000                | \$0.27          | \$0.29             | \$0.31          | C/D                  |
| A/A1/B/C                           | 155000                | \$0.27          | \$0.29             | \$0.31          | A/A1/B/C             |
| B/C/D or C/D/E                     | 162000                | \$0.27          | \$0.29             | \$0.31          | B/C/D or C/D/E       |
| B/C/D/E or A1/B/C/D                | 195000                | \$0.27          | \$0.29             | \$0.31          | B/C/D/E or A1/B/C/D  |
| A/A1/B/C/D or A1/B/C/D/E           | 222000                | \$0.27          | \$0.29             | \$0.31          | A/A1/B/C/D           |
| A/A1/B/C/D/E                       | 255000                | \$0.27          | \$0.29             | \$0.31          | A/A1/B/C/D/E         |
| <b>Lobbies &amp; Meeting Rooms</b> |                       | <b>\$0.27</b>   | <b>\$0.29</b>      | <b>\$0.31</b>   |                      |

OCC has traditionally been above the national average in NSF. The NEW rate is more in line with US numbers

| <b><u>Public Area and Lobbies</u></b>             |                           |  |  |  |
|---|---------------------------|--|--|--|
| <b>NAME OF ROOM</b>                               | <b>SQUARE<br/>SQ. FT.</b> | <b>Old<br/>NSF<br/><u>7.1.07</u><br/><u>INCREASE</u><br/><u>5.0%</u></b> | <b>Today's<br/>NSF<br/><u>7.1.10</u><br/><u>INCREASE</u><br/><u>7.0%</u></b> | <b>NEW<br/>NSF<br/><u>7.1.13</u><br/><u>INCREASE</u><br/><u>9.0%</u></b> |
| Oregon Ballroom Lobby                             | 14,000                    | \$500  | \$500  | \$500  |
| Portland Ballroom Lobby                           | 16,336                    | \$500  | \$500  | \$500  |
| Oregon Ballroom Balcony                           | 3,500                     | \$150  | \$150  | \$150  |
| M.L. King Lobby                                   | 11,500                    | \$150  | \$150  | \$150  |
| Holladay Lobby                                    | 9,000                     | \$350  | \$350  | \$350  |
| Ginkoberry Concourse                              | 13,000                    | \$500  | \$500  | \$500  |
| Pre-Function A & C Lobbies                        | 10,000                    | \$350  | \$350  | \$350  |
| Pre-function D Lobby                              | 10,000                    | \$350  | \$350  | \$350  |
| Pre-function E Lobby                              | 13,000                    | \$350  | \$350  | \$350  |
| A or C Series Meeting Room Lobbies                | 1,940                     | \$200  | \$200  | \$200  |
| B Meeting Room Lobby                              | 3,840                     | \$325  | \$325  | \$325  |
| D or E Series Meeting Room Lobbies                | 2,525                     | \$200  | \$200  | \$200  |
| F Meeting Room Lobby                              | 10,220                    | \$300  | \$300  | \$300  |
| VIP Suite B                                       | 1,670                     | \$400  | \$400  | \$400  |
| VIP Suite D                                       | 1,200                     | \$350  | \$350  | \$350  |
| Skyview Terrace                                   | 7,000                     | \$700  | \$700  | \$700  |
| North Plaza                                       | 5,000                     | \$325  | \$325  | \$325  |
| South Plaza                                       | 2,000                     | \$325  | \$325  | \$325  |
| Parking Garage - Level 1                          | 400 spaces                | \$3,000  | \$3,200  | \$3,500  |
| Parking Garage - Level 2                          | 400 spaces                | \$3,000  | \$3,200  | \$3,500  |
| Lloyd Parking Lot                                 | 60 spaces                 | \$500  | \$500  | \$500  |
| I-5 North Parking Lot                             | 72 spaces                 | \$450  | \$550  | \$550  |
| I-5 South Parking Lot                             | 90 spaces                 | \$550  | \$650  | \$650  |
| <b><u>Convention Center Plaza</u></b>             |                           |  |  |  |
| Convention Center Plaza (move-in/out)             | 18,000                    | n/a  | \$750  | \$825  |
| Convention Center Plaza (show day)                | 18,000                    | n/a  | \$1,500  | \$1,650  |
| Convention Center Plaza (add on reception)        | 18,000                    | n/a  | \$750  | \$825  |
| Convention Center Plaza (add on non F&B function) | 18,000                    | n/a  | \$1,500  | \$1,650  |

| <b>Meeting Rooms</b>   |               |                 |                 |                 |                        |
|------------------------|---------------|-----------------|-----------------|-----------------|------------------------|
| <b>Non-Convention</b>  |               |                 |                 |                 |                        |
| <u>NAME OF ROOM</u>    | <u>SQUARE</u> | <u>Old</u>      | <u>Today's</u>  | <u>NEW</u>      | <u>NAME OF ROOM</u>    |
|                        | <u>FOOT</u>   | <u>RENT</u>     | <u>RENT</u>     | <u>RENT</u>     |                        |
|                        |               | <u>7.1.07</u>   | <u>7.1.10</u>   | <u>7.1.13</u>   |                        |
|                        |               | <u>INCREASE</u> | <u>INCREASE</u> | <u>INCREASE</u> |                        |
|                        |               | <u>10.4%</u>    | <u>9.6%</u>     | <u>10.0%</u>    |                        |
| A101, A102, C127 C128  |               | \$ 75.00        | \$ 75.00        | \$ 90.00        | A101, A102, C127 C128  |
| A103 C126              | 621           | \$ 180.00       | \$ 200.00       | \$ 220.00       | A103 C126              |
| A104 C125              | 756           | \$ 220.00       | \$ 230.00       | \$ 260.00       | A104 C125              |
| A103-104 C125-126      | 1377          | \$ 400.00       | \$ 430.00       | \$ 480.00       | A103-104 C125-126      |
| A105 C124              | 1874          | \$ 545.00       | \$ 600.00       | \$ 650.00       | A105 C124              |
| A106 C123              | 2231          | \$ 650.00       | \$ 710.00       | \$ 780.00       | A106 C123              |
| A105-106 C123-124      | 4105          | \$ 1,195.00     | \$ 1,310.00     | \$ 1,430.00     | A105-106 C123-124      |
| A107 C122              | 826           | \$ 240.00       | \$ 260.00       | \$ 290.00       | A107 C122              |
| A108 C121              | 737           | \$ 215.00       | \$ 240.00       | \$ 260.00       | A108 C121              |
| A107-108 C121-122      | 1563          | \$ 455.00       | \$ 500.00       | \$ 550.00       | A107-108 C121-122      |
| A109 C120              | 783           | \$ 230.00       | \$ 250.00       | \$ 270.00       | A109 C120              |
| A108-109 C120-121      | 1520          | \$ 445.00       | \$ 490.00       | \$ 530.00       | A108-109 C120-121      |
| A107-109 C120-122      | 2346          | \$ 685.00       | \$ 750.00       | \$ 820.00       | A107-109 C120-122      |
| B110 B119              | 783           | \$ 230.00       | \$ 250.00       | \$ 270.00       | B110                   |
| B111 B118              | 737           | \$ 215.00       | \$ 240.00       | \$ 260.00       | B111                   |
| B110-111 B118-119      | 1520          | \$ 445.00       | \$ 490.00       | \$ 530.00       | B110-111               |
| B112 B117              | 937           | \$ 275.00       | \$ 300.00       | \$ 330.00       | B112                   |
| B111-112 B117-118      | 1674          | \$ 490.00       | \$ 540.00       | \$ 590.00       | B111-112               |
| B110-112 B117-119      | 2457          | \$ 720.00       | \$ 790.00       | \$ 860.00       | B110 - 111 - 112       |
| B113 B116              | 1665          | \$ 485.00       | \$ 530.00       | \$ 580.00       | B113 B116              |
| B114 B115              | 1170          | \$ 340.00       | \$ 370.00       | \$ 410.00       | B114 B115              |
| B113-114 B115-116      | 2835          | \$ 825.00       | \$ 900.00       | \$ 990.00       | B113-114, 115-116      |
| B114-115               | 2340          | \$ 680.00       | \$ 740.00       | \$ 820.00       | B114-115               |
| B113-115 B114-116      | 4005          | \$ 1,165.00     | \$ 1,270.00     | \$ 1,400.00     | B113 - 114 - 115       |
| B113 - 114 - 115 - 116 | 5670          | \$ 1,650.00     | \$ 1,800.00     | \$ 1,980.00     | B113 - 114 - 115 - 116 |
| D129 (D/A)             | 785           | \$ 230.00       | \$ 250.00       | \$ 270.00       | D129 (D/A)             |
| D130                   | 1024          | \$ 295.00       | \$ 320.00       | \$ 360.00       | D130                   |
| D131                   | 1228          | \$ 355.00       | \$ 390.00       | \$ 430.00       | D131                   |
| D132                   | 1010          | \$ 290.00       | \$ 320.00       | \$ 360.00       | D132                   |
| D133 E148              | 811           | \$ 235.00       | \$ 260.00       | \$ 280.00       | D133 E148              |
| D134 E147              | 647           | \$ 185.00       | \$ 200.00       | \$ 220.00       | D134 E147              |
| D135 E146              | 1386          | \$ 405.00       | \$ 450.00       | \$ 490.00       | D135 E146              |
| D136 E145              | 1818          | \$ 520.00       | \$ 570.00       | \$ 640.00       | D136 E145              |
| D137 E144              | 983           | \$ 285.00       | \$ 300.00       | \$ 340.00       | D137 E144              |
| D138 E143              | 940           | \$ 275.00       | \$ 300.00       | \$ 340.00       | D138 E143              |
| D139 E142              | 958           | \$ 280.00       | \$ 300.00       | \$ 340.00       | D139 E142              |
| D140                   | 814           | \$ 235.00       | \$ 260.00       | \$ 280.00       | D140                   |
| D129-130               | 1809          | \$ 530.00       | \$ 580.00       | \$ 630.00       | D129-130               |
| D131-132               | 2238          | \$ 645.00       | \$ 710.00       | \$ 790.00       | D131-132               |
| D133-134 E147-148      | 1458          | \$ 420.00       | \$ 460.00       | \$ 500.00       | D133-134 E147-148      |
| D135-136 E145-146      | 3204          | \$ 925.00       | \$ 1,020.00     | \$ 1,130.00     | D135-136 E145-146      |
| D137-138 E143-144      | 1923          | \$ 560.00       | \$ 600.00       | \$ 680.00       | D137-138 E143-144      |
| D138-139 E142-143      | 1898          | \$ 555.00       | \$ 600.00       | \$ 680.00       | D138-139 E142-143      |

|                   |       |              |              |              |                   |
|-------------------|-------|--------------|--------------|--------------|-------------------|
| D137-139 E142-144 | 2881  | \$ 840.00    | \$ 900.00    | \$ 1,020.00  | D137-139 E142-144 |
| D137-140          | 3695  | \$ 1,075.00  | \$ 1,160.00  | \$ 1,300.00  | D137-140          |
| D138-140          | 2712  | \$ 790.00    | \$ 860.00    | \$ 960.00    | D138-140          |
| D139-140          | 1772  | \$ 515.00    | \$ 560.00    | \$ 620.00    | D139-140          |
|                   |       |              |              |              |                   |
| E141              | 1212  | \$ 350.00    | \$ 380.00    | \$ 420.00    | E141              |
| E141-142          | 2170  | \$ 630.00    | \$ 680.00    | \$ 760.00    | E141-142          |
| E141-143          | 3110  | \$ 905.00    | \$ 980.00    | \$ 1,100.00  | E141-143          |
| E141-144          | 4093  | \$ 1,190.00  | \$ 1,280.00  | \$ 1,440.00  | E141-144          |
| F149 F152         | 1158  | \$ 330.00    | \$ 360.00    | \$ 400.00    | F149 F152         |
| F150 F151         | 1875  | \$ 545.00    | \$ 600.00    | \$ 660.00    | F150 F151         |
| F149-150 F151-152 | 3033  | \$ 875.00    | \$ 960.00    | \$ 1,060.00  | F149-150 F151-152 |
| F149-151 F150-152 | 4908  | \$ 1,420.00  | \$ 1,560.00  | \$ 1,720.00  | F149-151 F150-152 |
| F150-151          | 3750  | \$ 1,090.00  | \$ 1,200.00  | \$ 1,320.00  | F150-151          |
| F149-F152         | 6066  | \$ 1,750.00  | \$ 1,920.00  | \$ 2,120.00  | F149-F152         |
|                   |       |              | \$ -         |              |                   |
| A series A101-109 | 8256  | \$ 2,430.00  | \$ 2,640.00  | \$ 2,910.00  | A series A101-109 |
| B series B110-119 | 10584 | \$ 3,090.00  | \$ 3,380.00  | \$ 3,700.00  | B series B110-119 |
| C series C120-128 | 8256  | \$ 2,430.00  | \$ 2,640.00  | \$ 2,910.00  | C series C120-128 |
| D series D131-140 | 10595 | \$ 3,065.00  | \$ 3,350.00  | \$ 3,720.00  | D series D131-140 |
| E series E141-148 | 8755  | \$ 2,535.00  | \$ 2,760.00  | \$ 3,030.00  | E series E141-148 |
| F series F149-152 | 6066  | \$ 1,750.00  | \$ 1,920.00  | \$ 2,120.00  | F series F149-152 |
|                   |       | \$ 15,300.00 | \$ 16,690.00 | \$ 18,390.00 |                   |

## Meeting Rooms

### Convention

| <u>NAME OF ROOM</u>   | <u>SQUARE</u> | <u>Old</u>      | <u>Today's</u>  | <u>NEW</u>      | <u>NAME OF ROOM</u>   |
|-----------------------|---------------|-----------------|-----------------|-----------------|-----------------------|
|                       | <u>FOOT</u>   | <u>RENT</u>     | <u>RENT</u>     | <u>RENT</u>     |                       |
|                       |               | <u>7.1.07</u>   | <u>7.1.10</u>   | <u>7.1.10</u>   |                       |
|                       |               | <u>INCREASE</u> | <u>INCREASE</u> | <u>INCREASE</u> |                       |
|                       |               | <u>10.9%</u>    | <u>12.1%</u>    | <u>12.0%</u>    |                       |
| A101, A102, C127 C128 |               | \$ 75.00        | \$ 75.00        | \$ 85.00        | A101, A102, C127 C128 |
| A103 C126             | 621           | \$ 140.00       | \$ 160.00       | \$ 180.00       | A103 C126             |
| A104 C125             | 756           | \$ 175.00       | \$ 190.00       | \$ 220.00       | A104 C125             |
| A103-104 C125-126     | 1377          | \$ 315.00       | \$ 350.00       | \$ 400.00       | A103-104 C125-126     |
| A105 C124             | 1874          | \$ 430.00       | \$ 470.00       | \$ 540.00       | A105 C124             |
| A106 C123             | 2231          | \$ 515.00       | \$ 570.00       | \$ 650.00       | A106 C123             |
| A105-106 C123-124     | 4105          | \$ 945.00       | \$ 1,040.00     | \$ 1,190.00     | A105-106 C123-124     |
| A107 C122             | 826           | \$ 190.00       | \$ 210.00       | \$ 240.00       | A107 C122             |
| A108 C121             | 737           | \$ 170.00       | \$ 190.00       | \$ 210.00       | A108 C121             |
| A107-108 C121-122     | 1563          | \$ 360.00       | \$ 400.00       | \$ 450.00       | A107-108 C121-122     |
| A109 C120             | 783           | \$ 180.00       | \$ 200.00       | \$ 230.00       | A109 C120             |
| A108-109 C120-121     | 1520          | \$ 350.00       | \$ 390.00       | \$ 440.00       | A108-109 C120-121     |
| A107-109 C120-122     | 2346          | \$ 540.00       | \$ 600.00       | \$ 680.00       | A107-109 C120-122     |
|                       |               |                 |                 |                 |                       |
| B110 B119             | 783           | \$ 180.00       | \$ 200.00       | \$ 230.00       | B110                  |
| B111 B118             | 737           | \$ 170.00       | \$ 190.00       | \$ 210.00       | B111                  |
| B110-111 B118-119     | 1520          | \$ 350.00       | \$ 390.00       | \$ 440.00       | B110-111              |
| B112 B117             | 937           | \$ 215.00       | \$ 240.00       | \$ 270.00       | B112                  |

Meeting Rooms 2007-2013

|                        |       |              |              |              |                        |
|------------------------|-------|--------------|--------------|--------------|------------------------|
| B111-112 B117-118      | 1674  | \$ 385.00    | \$ 430.00    | \$ 480.00    | B111-112               |
| B110-112 B117-119      | 2457  | \$ 565.00    | \$ 630.00    | \$ 710.00    | B110 - 111 - 112       |
| B113 B116              | 1665  | \$ 385.00    | \$ 420.00    | \$ 480.00    | B113 B116              |
| B114 B115              | 1170  | \$ 270.00    | \$ 300.00    | \$ 340.00    | B114 B115              |
| B113-114 B115-116      | 2835  | \$ 655.00    | \$ 720.00    | \$ 820.00    | B113-114, 115-116      |
| B114-115               | 2340  | \$ 540.00    | \$ 600.00    | \$ 680.00    | B114-115               |
| B113-115 B114-116      | 4005  | \$ 925.00    | \$ 1,020.00  | \$ 1,160.00  | B113 - 114 - 115       |
| B113 - 114 - 115 - 116 | 5670  | \$ 1,310.00  | \$ 1,440.00  | \$ 1,640.00  | B113 - 114 - 115 - 116 |
|                        |       |              |              |              |                        |
| D129 (D/A)             | 785   | \$ 180.00    | \$ 200.00    | \$ 230.00    | D129 (D/A)             |
| D130                   | 1024  | \$ 230.00    | \$ 260.00    | \$ 300.00    | D130                   |
| D131                   | 1228  | \$ 285.00    | \$ 310.00    | \$ 360.00    | D131                   |
| D132                   | 1010  | \$ 230.00    | \$ 260.00    | \$ 300.00    | D132                   |
| D133 E148              | 811   | \$ 185.00    | \$ 210.00    | \$ 240.00    | D133 E148              |
| D134 E147              | 647   | \$ 150.00    | \$ 160.00    | \$ 180.00    | D134 E147              |
| D135 E146              | 1386  | \$ 320.00    | \$ 350.00    | \$ 400.00    | D135 E146              |
| D136 E145              | 1818  | \$ 420.00    | \$ 460.00    | \$ 530.00    | D136 E145              |
| D137 E144              | 983   | \$ 225.00    | \$ 240.00    | \$ 280.00    | D137 E144              |
| D138 E143              | 940   | \$ 215.00    | \$ 240.00    | \$ 280.00    | D138 E143              |
| D139 E142              | 958   | \$ 220.00    | \$ 240.00    | \$ 280.00    | D139 E142              |
| D140                   | 814   | \$ 185.00    | \$ 210.00    | \$ 240.00    | D140                   |
| D129-130               | 1809  | \$ 410.00    | \$ 460.00    | \$ 530.00    | D129-130               |
| D131-132               | 2238  | \$ 515.00    | \$ 570.00    | \$ 660.00    | D131-132               |
| D133-134 E147-148      | 1458  | \$ 335.00    | \$ 370.00    | \$ 420.00    | D133-134 E147-148      |
| D135-136 E145-146      | 3204  | \$ 740.00    | \$ 810.00    | \$ 930.00    | D135-136 E145-146      |
| D137-138 E143-144      | 1923  | \$ 440.00    | \$ 480.00    | \$ 560.00    | D137-138 E143-144      |
| D138-139 E142-143      | 1898  | \$ 435.00    | \$ 480.00    | \$ 560.00    | D138-139 E142-143      |
| D137-139 E142-144      | 2881  | \$ 660.00    | \$ 720.00    | \$ 840.00    | D137-139 E142-144      |
| D137-140               | 3695  | \$ 845.00    | \$ 930.00    | \$ 1,080.00  | D137-140               |
| D138-140               | 2712  | \$ 620.00    | \$ 690.00    | \$ 800.00    | D138-140               |
| D139-140               | 1772  | \$ 405.00    | \$ 450.00    | \$ 520.00    | D139-140               |
|                        |       |              |              |              |                        |
| E141                   | 1212  | \$ 280.00    | \$ 310.00    | \$ 350.00    | E141                   |
| E141-142               | 2170  | \$ 500.00    | \$ 550.00    | \$ 630.00    | E141-142               |
| E141-143               | 3110  | \$ 715.00    | \$ 790.00    | \$ 910.00    | E141-143               |
| E141-144               | 4093  | \$ 940.00    | \$ 1,030.00  | \$ 1,190.00  | E141-144               |
|                        |       |              |              |              |                        |
| F149 F152              | 1158  | \$ 265.00    | \$ 290.00    | \$ 340.00    | F149 F152              |
| F150 F151              | 1875  | \$ 430.00    | \$ 470.00    | \$ 540.00    | F150 F151              |
| F149-150 F151-152      | 3033  | \$ 695.00    | \$ 760.00    | \$ 880.00    | F149-150 F151-152      |
| F149-151 F150-152      | 4908  | \$ 1,125.00  | \$ 1,230.00  | \$ 1,420.00  | F149-151 F150-152      |
| F150-151               | 3750  | \$ 860.00    | \$ 940.00    | \$ 1,080.00  | F150-151               |
| F149-F152              | 6066  | \$ 1,390.00  | \$ 1,520.00  | \$ 1,760.00  | F149-F152              |
|                        |       |              | \$ -         |              |                        |
| A series A101-109      | 8256  | \$ 1,880.00  | \$ 2,140.00  | \$ 2,440.00  | A series A101-109      |
| B series B110-119      | 10584 | \$ 2,360.00  | \$ 2,700.00  | \$ 3,060.00  | B series B110-119      |
| C series C120-128      | 8256  | \$ 1,880.00  | \$ 2,140.00  | \$ 2,440.00  | C series C120-128      |
| D series D131-140      | 10595 | \$ 2,435.00  | \$ 2,680.00  | \$ 3,090.00  | D series D131-140      |
| E series E141-148      | 8755  | \$ 2,015.00  | \$ 2,210.00  | \$ 2,540.00  | E series E141-148      |
| F series F149-152      | 6066  | \$ 1,390.00  | \$ 1,520.00  | \$ 1,760.00  | F series F149-152      |
|                        |       |              |              |              |                        |
|                        | 52512 | \$ 11,960.00 | \$ 13,390.00 | \$ 15,330.00 |                        |
|                        |       |              |              |              |                        |
|                        |       |              |              |              |                        |
|                        |       |              |              |              |                        |
|                        |       |              |              |              |                        |

## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving, the Oregon Convention Center rental rates for fiscal years 2013-2014, 2014-2015, and 2015-2016.

**Resolution No: 11-15**

**Presented by:** Jeffrey A. Blosser

**Date:** June 1, 2011

**Background and Analysis:** The Oregon Convention Center staff reviews rates with West Coast competitive sets every other year and also shops the local hotels to gauge local meeting and ballroom rates to ensure OCC is competitive.

Establishing rates for a three-year period allows current and potential clients to plan accordingly for increases as well as OCC staff to prepare for the budget planning process. Many OCC clients, coming from Travel Portland, need advanced bid pricing or guaranteed rates for conventions. The proposed rate increases would be guaranteed for three years beginning in fiscal year 2013-2014, with increases averaging approximately 2.5% per year.

The OCC Advisory Committee was presented with the proposed increases at their May 2011 meeting and agreed with the increases proposed by staff.

**Fiscal Impact:** Increases would affect fiscal year 2013-2014 with the initial increase averaging approximately 9%. Fiscal years 2014-15 and 2015-16 would remain flat.

**Attachments to Resolution and/Sr. Staff Report:** Attachment "A" reflects proposed rates for exhibit halls, ballrooms, and meeting spaces with comparison to past years. The proposal also outlines flat rates for convention business and non-convention business, as well as square footage rates for show utilization for exhibit halls in a tradeshow format.

Also included are new rates for the OCC Plaza effective July 1, 2011 thru June 30, 2013, with an increase for FY 2013-2014 and then remaining flat for FYs 2014-2015 and 2015-2016.

**Recommendations:** Staff recommends that the Metropolitan Exposition-Recreation Commission approve the proposed rentals rates for the Oregon Convention Center as outlined in Attachment A.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 11-16**

**For the purpose of selecting Starplex Corporation to provide non-uniform and traffic security services for the Portland Center for the Performing Arts and Portland Metropolitan Exposition Center.**

**WHEREAS**, the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center seek continued provision of services and professional expertise in supplementing crowd management and in safely managing traffic at and around their facilities, and;

**WHEREAS**, the current agreement for non-uniform and traffic security services will expire on June 30, 2011, and;

**WHEREAS**, staff completed an extensive Request for Proposal process, and;

**WHEREAS**, staff received 6 qualified proposals, and staff reviewed the proposals, selecting Starplex Corporation as exhibiting requisite experience, training, and certifications in their proposal response, and;

**WHEREAS**, the continued provision of services to the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center is in the best interests of the Commission and its' facilities.

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

1. Selects Starplex Corporation to provide non-uniformed and traffic security services at the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center.
2. Approves the award of a contract in a form substantially similar to the attached Exhibit A to Starplex Corporation for a term of three years with the option to extend the contract for two additional one year terms and delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on June 1, 2011.

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

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Secretary-Treasurer





# Standard Public Contract

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**Expo and PCPA Security Services**

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 Starplex Corporation, whose address is 11300 SW Bull Mountain Road, Tigard, OR 97223, hereinafter referred to as the "CONTRACTOR."

THE PARTIES AGREE AS FOLLOWS:

### ARTICLE I SCOPE OF WORK

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

### ARTICLE II TERM OF CONTRACT

The term of this Contract shall be for the period commencing July 1, 2011 through and including June 30, 2014. MERC shall have the option to renew this contract for two additional one year periods at its sole discretion.

### ARTICLE III 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.

### 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, the City of Portland and their 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.

## 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 commercial 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, the City of Portland 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, the City of Portland 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 as an additional insured 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.

For public work subject to ORS 279C.800 to 279C.870, the Contractor shall pay prevailing wages and shall pay an administrative fee to the Bureau of Labor and Industries pursuant to the administrative rules established by the Commissioner of Labor and Industries. Contractors must promptly pay, as due, all persons supplying to such contractor labor or material used in this contract. 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 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. No liens or claims are permitted to be filed against MERC on account of any labor or material furnished. Contractors are required to pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

Contractor shall meet the MERC bond requirement of a \$10,000 Performance Bond for the entire contract period.

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.

#### 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

This 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 Circuit Court located 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 their 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 ARRA or other 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 XVIII  
COUNTERPARTS

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

ARTICLE XIX  
ASSIGNMENT

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

**CONTRACTOR**

**METROPOLITAN EXPOSITION-RECREATION  
COMMISSION**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Teri Dresler

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

Title: General Manager, Visitor Venues

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

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

## Attachment A, Scope of Work

Contractor shall be capable of providing, simultaneously as requested by MERC, an adequate number of security personnel for either one or both facilities. The number of personnel, their posts and locations, and the hours and nature of duties will vary from time to time to meet MERC requirements. The services provided shall consist of all equipment, materials, and labor as necessary to perform non-uniform security services in accordance with the proposal documents. The Contractor shall be responsible for the direct supervision of all security personnel through its designated representatives at the MERC facilities where the services are provided. Security personnel may act as admissions personnel as required to fulfill event needs at PCPA and Expo.

### **GENERAL**

Contractor shall fill MERC's request for non-uniform security services on 24 hours notice. When assigning personnel to MERC facilities, Contractor shall assign competent and requested number of supervisors to be responsible for the direct supervision of all scheduled personnel. Supervisory personnel shall be responsive to the Facility Events Manager or designated representative's immediate needs and carry out appropriate assignments expediently. All personnel shall be briefed and at their assigned posts at the scheduled work time. A typed personnel sign-in sheet with the name of each working person and their assigned location shall be presented to the Facility Events Manager 24 hours prior to the scheduled events. This sheet shall be maintained at the designated entrance and all personnel must sign in and sign out with a designated MERC employee upon entering or exiting the facility. The sign-in sheet shall be the property of MERC and shall be used as the sole source to indicate hours expended by the Contractor.

Contractor's employees, representatives, and agents shall at all times comply with MERC rules, regulations, and order for operation of MERC facilities. Contractor shall discharge any person employed by Contractor in the performance of this Agreement upon written notice from the MERC General Manager or her designee that such person is not acceptable to the MERC Management. Contractor's duties of defense and indemnification, set forth below, shall extend to any actions, remarks, or claims brought by or on behalf of any persons discharged pursuant to this paragraph.

The Contractor shall not allow any of its employees to carry any type of weapon, including, but not limited to: firearm; nightstick; baton; or any type of slugging device or weapon, including chemical agents. A flashlight, no longer than a 3-cell, is the only service device permitted by MERC.

The Contractor shall provide at the Contractor's expense, instant display (i.e. digital) cameras or devices with which the Contractor shall take photos of all persons trespassed by the Contractor's personnel. Each such photo must show all persons involved in the incident, including Contractor's personnel.

The Contractor shall be alert to specific needs for court case development arising from activities within MERC facilities. All Contractor personnel are expected to familiarize themselves with the general layout of all PCPA and Expo facilities (ingress and egress, fire exits, seating section, restrooms, concessions, first aid, offices, etc.).

The Contractor shall provide two-way portable radios, flashlights, parking cones, traffic barrels, traffic vests, flags, signage and other traffic management (e.g. public street or lane closure) equipment for use by non-uniform security personnel in accordance with State certification for traffic management. MERC will not be responsible to provide equipment for contractor to perform duties.

The Contractor shall provide for each and every person in his/her employ an identification badge containing the following information:

- Employee name
- Contractor Company name
- Photo of employee

The Contractor must comply with all Federal and State Equal Opportunity Employer Laws and must adhere to these laws at all times while under contract with MERC. Contractor shall be certified by the City of Portland as an Equal Employment Opportunity Affirmative Action Employer. No parking privileges are associated with this agreement.

## **UNIFORM**

For easy identification, all personnel employed by the Contractor shall be clothed in a manner approved by MERC, i.e., matching uniforms, tee-shirts, blazers, etc., while on duty at the MERC facilities. Uniforms are to be provided by Contractor. MERC shall reserve the right to provide uniforms of its own choosing for utilization by the Contractor's personnel.

## **TRAINING**

At the discretion of MERC, Contractor shall provide assurance that Contractor's employees are trained in the following:

- Crowd psychology, management and control techniques
- Customer service techniques
- Public relations
- Limited force ejection techniques
- Laws of arrest
- Familiarization with each named MERC facility
- MERC Rules and Regulations
- MERC Emergency Procedures
- Use of fire extinguishers
- Legal complaint procedures
- Court appearance and testimony
- Civil liability (Contractor & MERC)
- Visual inspection techniques
- Report writing
- CPR
- Bus parking and coordination
- Current proof of flagger training or certification card recognized by the Oregon Department of Transportation
- Urban traffic management technique
- Oregon Liquor Control Commission training for alcohol management, monitoring
- Sexual harassment

Contractor's contingent of on-site employees will include the appropriate ratio of individuals who possess a current Department of Public Safety Standard and Training (DPSST) certificate stating that the individual is certified to perform security duties in the State of Oregon. Same employees must have participated in a background check as part of that certification process.

## **JOB DESCRIPTION / RESPONSIBILITIES**

Non-uniform security personnel may be required to perform the following (not all-inclusive) functions at all named MERC facilities:

1. Conduct a pre-entry inspection of all patrons when required to do so by the MERC.

The pre-entry inspection may consist of visually examining every patron and their possessions for the below listed items prohibited on MERC premises:

- Cans
- Bottles
- Alcoholic beverages
- Illicit drugs
- Fireworks
- Weapons of any type
- and / or other items identified by MERC

Any patron carrying a prohibited item shall be required to dispose of the item prior to entry subject to specific facility guidelines. Patrons not wishing to comply with the visual inspection requirement shall be refused entry into the facility.

2. Direct patrons to take the prohibited items not allowed by event promoters (e.g. cameras, recording devices, etc.) off site. At no time will valuable items be taken or stored by non-uniform security personnel. All questions are to be directed to the Event Manager/House Manager on duty.

3. Enforce all MERC rules and regulations and City ordinances including, but not limited to, those dealing with aisles, fire lanes, and smoking.
4. Assist facilities personnel with crowd ingress/egress.
5. Act as ushers, gate attendants, and/or elevator operators as appropriate to fulfill admissions staffing requirements.
6. Assist all patrons with any problems or direct them to the proper authority.
7. Secure all fire exits from unauthorized entry.
8. Act to prevent vandalism to the building and its equipment
9. Evict any person refusing to comply with MERC rules and regulations or City ordinances. If necessary, effect and arrest of any person violating state or local statute/ordinance.
10. Use only limited physical force in performing their duties and then only when absolutely required.
11. At no time use foul or obscene language towards a patron, employee, or tenant of MERC.
12. Personal appearance shall be professional and personal hygiene shall be neat, clean and unobtrusive. Jewelry must be kept to a minimum and no dangling earrings are permitted. Hair must be trimmed and combed/brushed in place (long hair should be tied back) and all equipment kept in serviceable condition.
13. Cooperate fully with MERC personnel and local law enforcement officials.
14. Prepare and submit to MERC on-site representative a written report on any incident when requested and/or to justify all arrests and be prepared to justify all evictions made in and around MERC facilities and truthfully testify in a court of law in regard to that arrest and/or eviction.
15. When requested, take a photograph of person(s) trespassed from or arrested on MERC premises.
16. Provide traffic control and bus parking coordination on city streets as specifically requested by MERC personnel.
17. Provide alcohol monitoring with valid, current permit from the Oregon Liquor Control Commission.

### **QUALIFICATIONS / EXPERIENCE**

Contractor shall:

- Assign competent local manager with direct management experience in peer-group and traffic security services or comparable security services.
- Be fully competent and be able to provide the necessary personnel directly supervised by proposer and properly equipped and trained to perform the duties required by MERC for non-uniform security including peer-group and traffic security. (For example, specific event labor forces of 45-50, with some exceeding 80 persons, are common at rock concerts.)
- Effectively train adequate numbers of people for these types of services.
- Ensure reliable access to 24 Hours/7 Days a Week answering service to ensure access to contractor for 24 Hours/7 Days a Week emergency, or "last minute", staffing needs by MERC.

### **CONTRACT ADMINISTRATION**

MERC's contract manager shall be Joe Durr. Contractor's point of contact shall be Randy Scott.

### **MERC First Opportunity Target Area**

Consistent with Oregon law, policies adopted by MERC pursue a policy of providing first opportunity for available jobs to economically disadvantage residents living in economically distressed neighborhoods in the vicinity of the Oregon Convention Center. Contractor must also cooperate, to the maximum extent possible, with the local job training and economic development agencies to identify, solicit, assist, and, if necessary, train such persons to qualify for and receive employment with proposers. Also, Contractor must document and report to MERC every six months on the implementation of these requirements.

The First Opportunity Area Boundaries are:

|                 |                         |
|-----------------|-------------------------|
| North Boundary: | Columbia Boulevard      |
| East Boundary:  | 42nd Avenue             |
| South Boundary: | Banfield / 1-84 Freeway |

Northwest Boundary: Chautauqua Avenue to Willamette Boulevard to include:  
Columbia Villa by designation (Portsmouth & Willis) Willamette River and Greeley  
Avenue to Albina Community. (Map of First Opportunity Area available upon  
request.)

### **FEE SCHEDULE AND PAYMENT PROCEDURE**

\$14.75 per straight time-per-hour, per-person for **peer-group** security

\$14.75 per straight time-per-hour, per-person for **traffic** security

\$15.75 per straight time-per-hour, per-person for **supervisor** services

Contractor shall submit invoices for its services to MERC within 48 hours of each event for which the Contractor provides services under this Agreement, except when event settlements are conducted on-site, in which case the invoices are required at the time of service. If an invoice is not received by MERC within 48 hours (or the day of the event, in the case of on-site settlements), MERC shall not pay more than the documented final request. The invoices shall identify each employee who worked the event and the actual hours each employee worked. In the event the invoice and the sign-in sheet are in conflict, the sign-in sheet shall control. Payment shall be made by MERC on a Net 30 day basis upon approval of Contractor invoice.

At its sole discretion, MERC may increase these rates each extension year at a rate not exceeding the Portland Metropolitan CPI.

### **COMPLIANCE WITH ORS 181.870**

Contractor shall certify that it complies with ORS 181.870, Regulations of Private Security Service Providers, as per Attachment B. Contractor shall immediately notify MERC if there are any changes to its status with regard to this requirement.



Attachment B, Compliance with ORS 181.870

Contractor certifies that his/her company and its security personnel assigned to MERC facilities will comply with the requirements of ORS 181.870, "Regulations of Private Security Service Providers" as terms and conditions under the contract awarded by MERC. Contractor agrees to notify MERC immediately if it or any of its employees are determined to be in non-compliance and promptly take corrective action to comply with the regulations and terms of MERC's contract requirements. Failure to meet the requirements of ORS 181.870 will be considered a breach of contract and may result in the termination of contract without notice.

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_

**(Authorized Agent)**

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

## MERC Staff Report

**Agenda Item/Issue:** Approving selection of Starplex Corporation, and authorizing General Manager to execute contract between MERC and Starplex Corporation, to provide non-uniform and traffic security services for the Portland Center for the Performing Arts and Portland Metropolitan Exposition Center.

**Resolution No. 11-16**

**Date:** June 1, 2011

**Presented by:** Joe Durr

**Background:** Portland Center for the Performing Arts (PCPA) and the Portland Metropolitan Exposition Center (Expo) seek continued use of a non-exclusive provider of non-uniform security for supplemental crowd and traffic management. As stipulated in License Agreements, PCPA and Expo retain the right to order and oversee sufficient types and numbers of personnel necessary to provide for safe and enjoyable events. This includes personnel to manage attendees, promoters, exhibitors and talent through efficient and safe crowd and traffic management, with emphasis on public safety and optimum customer service.

In April 2011, MERC and Metro staff prepared and distributed a Request for Proposal (RFP) in accordance with MERC's Purchasing and Contracting Rules as well as Metro Policy and any and all state (ORS) requirements. In addition to public postings in media, notices were sent to 14 former or interested providers. Of those directly contacted, 12 companies were MWESB vendors and 4 FOTA vendors (3 of which are also MWESB certified).

Staff received six qualified proposals (4 of which are MWESB certified and 1 in FOTA area). In compliance with the RFP criteria including experience, training and certifications, diversity, cost, and sustainable business practices, staff reviewed and scored the responses. Staff determined that the selection of Starplex Corporation to provide the required services is in the best interests of MERC and its facilities. Starplex Corporation is not a MWESB certified or FOTA area vendor.

The Public Contract term is 3 years with two, one-year renewal options.

**Fiscal Impact:** Non-uniform security services revenue and expenses are budgeted and approved by the Commission annually. The majority of expenses are reimbursed by MERC Licensees. For example, in fiscal year 2012, based on anticipated hours and proposed rates, of combined service expense of \$98,500, \$83,000 will be billed to Licensees.

**Recommendation:** Staff recommends that the Metropolitan Exposition Recreation Commission, by Resolution No. 11-16, approve the selection of Starplex Corporation as the most responsive proposer for non-uniform security services, and authorize the General Manager to execute a contract between MERC and Starplex Corporation to provide non-uniform and traffic security services for the Portland Center for the Performing Arts and Portland Metropolitan Exposition Center.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 11-12**

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

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

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

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission approves a budget amendment to the MERC Fund as described in the attached Staff Report and Exhibit A for the fiscal year beginning July 1, 2011 and ending June 30, 2012 for inclusion as part of the total Metro budget for this period and directs the Acting Metro COO to present this to the Metro Council for ratification.

Passed by the Commission on June 1, 2011.

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

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**Chair**

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**Secretary/Treasurer**

**By:**  

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

## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12.

**Resolution No.:** 11-12

**Presented By:** Cynthia Hill

**Date:** June 1, 2011

### **Background and Analysis:**

The MERC Budget was approved by Metro Council on April 28<sup>th</sup> and submitted to Tax Supervising and Conservation Commission (TSCC). Metro Council will adopt a final budget on June 23<sup>rd</sup>.

There are two opportunities to amend the budget before it is adopted in June. As we near the end of the fiscal year capital projects are reviewed to determine if carry over funding is required to complete the projects in the following year. A similar review is done for non capital projects with contract balances or grant funding that requires carry over.

This resolution requests three technical amendments to the approved budget, attached as "Exhibit A":

- 1) Increase the cost of food & beverage sales at the Portland Center for the Performing Arts (\$93,832) and the Hoyt Street Station Café (\$177,000)
- 2) Carry over for projects other than capital (\$82,675)
- 3) Carry over for capital projects (\$1,640,366)

"Exhibit B" is a copy of a Metro Council approved amendment to the proposed budget. This is a technical change in how the MERC fund recognizes the offset of health and welfare cost through use of the Opt out Reserve. The result is an increase in fringe cost and an equal amount recognized as an incoming transfer from the Risk Fund.

### **Fiscal Impact:**

- 1) The beginning balance will increase \$1,601,366 based on unspent balances for carry over projects.
- 2) Revenue will increase \$121,675 for Grants & Donations and \$177,000 Food Service Revenue.
- 3) The New Capital/Business Strategy reserve at PCPA will decrease \$93,832

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

"Exhibit A": budget amendment documents for submission to Metro Council for inclusion in the FY 2011-12 Adopted Budget.

"Exhibit B": copy of the Risk Management amendment previously approved by Metro Council.

**Recommendation:** Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution No. 11-12.

| For FP Use Only |   |
|-----------------|---|
| Org Unit        | # |
|                 |   |

**AMENDMENT TO FY 2011-12 BUDGET**

**CENTER/SERVICE:** MERC Fund Visitor Venues

**DATE:** June 1, 2011

**DRAFTED BY :** Cynthia Hill

|                           |                                     |                      |                                     |                       |                                     |                |                                     |
|---------------------------|-------------------------------------|----------------------|-------------------------------------|-----------------------|-------------------------------------|----------------|-------------------------------------|
| <i>Type of Amendment:</i> |                                     | <i>Amendment to:</i> |                                     | <i>Purpose:</i>       |                                     | <i>Status:</i> |                                     |
| Technical                 | <input checked="" type="checkbox"/> | Proposed Budget      | <input type="checkbox"/>            | Operating             | <input checked="" type="checkbox"/> | Ongoing        | <input checked="" type="checkbox"/> |
| Substantive               | <input type="checkbox"/>            | Approved Budget      | <input checked="" type="checkbox"/> | Capital Project       | <input type="checkbox"/>            | One-time       | <input type="checkbox"/>            |
|                           |                                     |                      |                                     | Renewal & Replacement | <input type="checkbox"/>            |                | <input type="checkbox"/>            |

**PROPOSED AMENDMENT:**

- 1) Increase the cost of food & beverage sales at the Portland Center for Performing Arts (\$93,832).
- 2) Establish operating budget for the Hoyt Street Station Café (\$177,000).

| Org Unit            | Fund            | Line Items |  |           |
|---------------------|-----------------|------------|--|-----------|
|                     |                 | Acct #     | Account Title  | Amount    |
| <b>Resources</b>    | MERC Fund (555) |            |  |           |
|                     |                 | 4550       | Food Service Revenue   | \$177,000 |
|                     |                 |            | Total Resources  | \$177,000 |
| <b>Requirements</b> | MERC Fund (555) |            |  |           |
|                     |                 | 5291       | Food & Beverage Services   | \$270,832 |
|                     |                 | 5999       | Appropriated Fund Balance (New Capital/Business Strategy Reserve | (93,832)  |
|                     |                 |            | Total Requirements   | \$177,000 |

**PROGRAM/STAFFING IMPACTS:**

- 1) PCPA and Aramark reviewed the proposed food & beverage budget for FY 2011-12 and determined expenditures were understated by \$93,832 due to a clerical error between the Excel budget buildup sheet and the entry into EBMS. This amendment adds additional cost in hourly labor and cost of goods sold. The change reduces the food & beverage margin down to 14.69% from 20% included in the proposed budget.
- 2) With the opening of the Hoyt Street Station Café, the Oregon Convention Center is projecting a breakeven budget from the operations for year one starting July 1, 2011. The estimated revenue in year one of operations is \$177,000 net of excise tax. This new project was meant to help disadvantaged individuals gain experience and expertise in the food and beverage management business by creating a training program and providing hands on experience. If successful, this program will create funds to allow for grant funding of individuals to pursue their dreams of owning their own business or furthering their education to help them secure a job in the food industry. All profits from the operations will be directed back into the Café operations for maintaining the day to day business needs and to create monies for grant funding opportunities in the future. An addendum to the ARAMARK contract was executed earlier this year to recognize this change in the flow of monies generated from the Café business.

| For FP Use Only |   |
|-----------------|---|
| Org Unit        | # |
|                 |   |

**AMENDMENT TO FY 2011-12 BUDGET**

**CENTER/SERVICE:** MERC Fund Visitor Venues

**DATE:** June 1, 2011

**DRAFTED BY :** Cynthia Hill

|   |   |  |  |
|---|---|--|--|
| <i>Type of Amendment:</i>                     | <i>Amendment to:</i>                                | <i>Purpose:</i>                                | <i>Status:</i>                               |
| Technical <input checked="" type="checkbox"/> | Proposed Budget <input type="checkbox"/>            | Operating <input checked="" type="checkbox"/>  | Ongoing <input type="checkbox"/>             |
| Substantive <input type="checkbox"/>          | Approved Budget <input checked="" type="checkbox"/> | Capital Project <input type="checkbox"/>       | One-time <input checked="" type="checkbox"/> |
|   |   | Renewal & Replacement <input type="checkbox"/> | <input type="checkbox"/>                     |

**PROPOSED AMENDMENT:**

Request carry over funding for projects other than capital.

| Org Unit            | Fund                   | Line Items |   |          |
|---------------------|------------------------|------------|---|----------|
|                     |                        | Acct #     | Account Title   | Amount   |
| <i>Resources</i>    | MERC Fund (555)        |            |   |          |
|                     |                        | 3500       | Beginning Fund Balance  | \$61,000 |
|                     |                        | 4120       | Local Grant Direct – unearned revenue from City of Portland Grant | 21,675   |
|                     |                        |            | Total Resources   | \$82,675 |
| <i>Requirements</i> | <i>MERC Fund (555)</i> |            |   |          |
|                     |                        | 5240       | Contracted Professional Services                                  | \$82,675 |
|                     |                        |            | Total Requirements  | \$82,675 |

**PROGRAM/STAFFING IMPACTS:**

| <u>Project/Grant</u>                     | <u>Description</u>  | <u>Amount</u> |
|--|---|---------------|
| 1) Expo Center PSU Study Recommendations | Gard Communications – Develop marketing and communication plan recommendations on brand strategy and business outreach (\$16,000).<br>Oak Tree Digital - Website Re-Design (\$35,000)   | \$51,000      |
| 2) Expo Center Master Plan/Phase 3       | Shields Oblatz Johnsen, Inc – Expo Master Plan Update   | \$10,000      |
| 3) PCPA Grant from the City of Portland  | Carry over the unspent balance of the City of Portland Grant for the design, program and budget development for the renovation and expansion of the Arlene Schnitzer Concert Hall (ASCH). The original grant was \$225,000 received in November 2008. | \$21,675      |
|  | Total   | \$82,675      |

| For FP Use Only |   |
|-----------------|---|
| Org Unit        | # |
|                 |   |

**AMENDMENT TO FY 2011-12 BUDGET**

**CENTER/SERVICE:** MERC Fund Visitor Venues

**DATE:** June 1, 2011

**DRAFTED BY :** Cynthia Hill

|                           |                                     |                      |                                     |                       |                                     |                |                                     |
|---------------------------|-------------------------------------|----------------------|-------------------------------------|-----------------------|-------------------------------------|----------------|-------------------------------------|
| <i>Type of Amendment:</i> |                                     | <i>Amendment to:</i> |                                     | <i>Purpose:</i>       |                                     | <i>Status:</i> |                                     |
| Technical                 | <input checked="" type="checkbox"/> | Proposed Budget      | <input type="checkbox"/>            | Operating             | <input type="checkbox"/>            | Ongoing        | <input type="checkbox"/>            |
| Substantive               | <input type="checkbox"/>            | Approved Budget      | <input checked="" type="checkbox"/> | Capital Project       | <input checked="" type="checkbox"/> | One-time       | <input checked="" type="checkbox"/> |
|                           |                                     |                      |                                     | Renewal & Replacement | <input checked="" type="checkbox"/> |                | <input type="checkbox"/>            |

**PROPOSED AMENDMENT: Carry -Over for Capital Projects**

Capital projects are scheduled to work around event activity at each venue and sometimes may be impacted by weather conditions; as a result some projects have been delayed. An example is the boiler project at the Keller, there are events in the building and the boiler cannot be turned off due to the cooler than normal weather conditions.

- 1) Six projects listed below are in process and the work will cross fiscal years and be complete over the summer.
- 2) There are five projects that are in various stages of planning and will be complete next year.
- 3) The Information Technology projects (\$102,000) are under review by the business practices group in Information Services (IS). They are working on identifying and prioritizing which projects should or should not move forward for the MERC venues. At this time we know we have additional IS issues to deal with at the venues and there is no capital budgeted in FY 12. This project list and budget may need to be expended next fiscal year as detailed, or a new plan for capital investment in MERC IS may be proposed to the Commission later for consideration.

| Org Unit            | Fund            | Line Items |                                 |             |
|---------------------|-----------------|------------|---------------------------------|-------------|
|                     |                 | Acct #     | Account Title                   | Amount      |
| <b>Resources</b>    | MERC Fund (555) |            |                                 |             |
|                     |                 | 3500       | Beginning Fund Balance          | \$1,540,366 |
|                     |                 | 4750       | Donations                       | 100,000     |
|                     |                 |            | Total Resources                 | \$1,640,366 |
| <b>Requirements</b> | MERC Fund (555) |            |                                 |             |
|                     |                 | 5710       | Improvement Other than Building | \$515,000   |
|                     |                 | 5720       | Building and Related            | 646,600     |
|                     |                 | 5750       | Office Furniture & Equipment    | 102,000     |
|                     |                 | 5740       | Equipment & Vehicles            | 377,366     |
|                     |                 |            | Total Requirements              | \$1,640,366 |

**PROGRAM/STAFFING IMPACTS:**

|    | Project            | Status     | Funding Source  | Amount   |
|----|--------------------|------------|-----------------|----------|
|    | <u>Expo Center</u> |            |                 |          |
| 1) | Wi Fi              | planning   | Beg Bal         | \$25,000 |
|    | <u>OCC</u>         |            |                 |          |
| 2) | Plaza Block 26     | in process | Beg Bal         | 515,000  |
| 3) | Hand Dryers        | in process | Beg Bal - MTOCA | 60,000   |

|     |   |            |                                      |             |
|-----|---|------------|--------------------------------------|-------------|
| 4)  | Digital Signage                           | in process | Beg Bal – TLT Reserve                | 161,000     |
| 5)  | Coffee Retail Space Remodel (Starbuck #1) | in process | Beg Bal – F & B Capital Contribution | 75,000      |
| 6)  | Catering China Replacement                | planning   | Beg Bal – F & B Capital Contribution | 217,000     |
| 7)  | Skyview Terrace – Tasting Kitchen         | planning   | Beg Bal – F & B Capital Contribution | 100,000     |
| 8)  | Kitchen Upgrades                          | planning   | Beg Bal – F & B Capital Contribution | 160,366     |
|     |   |            |                                      |             |
|     | <u>PCPA</u>                               |            |                                      |             |
| 9)  | Keller Boiler                             | in process | PCPA Foundation (Friends of PCPA)    | 100,000     |
| 10) | Keller Concessions                        | in process | Beg Bal – F & B Capital Contribution | 100,000     |
| 11) | Keller Heat Recovery System               | planning   | Beg Bal – Metro Sustainability Grant | 25,000      |
|     |   |            |                                      |             |
|     | <u>Administration</u>                     |            |                                      |             |
| 12) | Information Technology                    | TBD        | Beg Bal                              | 102,000     |
|     |   |            |                                      |             |
|     |   |            | Total                                | \$1,640,366 |



| ACCT  | DESCRIPTION                                   | FY 2011-12<br><u>Approved</u> |            | Commission<br><u>Proposed Revision</u> |         | FY 2011-12<br><u>Revised</u> |            |
|---|---|-------------------------------|------------|--|---------|------------------------------|------------|
|   |   | FTE                           | Amount     | FTE                                    | Amount  | FTE                          | Amount     |
| <b>MERC Fund</b>                                |   |                               |            |  |         |                              |            |
| <b><u>Resources</u></b>                         |   |                               |            |  |         |                              |            |
| <i>BEGBAL Beginning Fund Balance</i>            |   |                               |            |  |         |                              |            |
|   | * Undesignated                                |                               | 3,108,587  |  | 788,000 |                              | 3,896,587  |
|   | * Renewal & Replacement Reserve               |                               | 12,543,636 |  | 0       |                              | 12,543,636 |
|   | * Transient Lodging Tax Capital Reserve       |                               | 269,310    |  | 161,000 |                              | 430,310    |
|   | * New Capital / Business Strategy Reserve     |                               | 5,100,848  |  |         |                              | 5,100,848  |
|   | * Aramark Contract Capital Investment Reserve |                               | 0          |  | 652,366 |                              | 652,366    |
|   | * PERS Reserve                                |                               | 1,991,822  |  | 0       |                              | 1,991,822  |
|   | * Expo Phase 3 Reserve                        |                               | 0          |  | 0       |                              | 0          |
| <i>GRANTS Grants</i>                            |   |                               |            |  |         |                              |            |
| 4105  | Federal Grants - Indirect                     |                               | 0          |  | 0       |                              | 0          |
| 4110  | State Grant - Direct                          |                               | 0          |  | 0       |                              | 0          |
| 4115  | State Grant - Indirect                        |                               | 0          |  | 0       |                              | 0          |
| 4120  | Local Grant - Direct                          |                               | 0          |  | 21,675  |                              | 21,675     |
| 4125  | Local Grants - Indirect                       |                               | 0          |  | 0       |                              | 0          |
| <i>LGSHRE Local Gov't Share Revenues</i>        |   |                               |            |  |         |                              |            |
| 4130  | Hotel/Motel Tax                               |                               | 11,155,335 |  | 0       |                              | 11,155,335 |
| 4142  | Intergovernment Misc. Revenue                 |                               | 0          |  | 0       |                              | 0          |
| <i>GVCNTB Contributions from Governments</i>    |   |                               |            |  |         |                              |            |
| 4145  | Government Contributions                      |                               | 784,320    |  | 0       |                              | 784,320    |
| <i>CHGSVC Charges for Service</i>               |   |                               |            |  |         |                              |            |
| 4500  | Admission Fees                                |                               | 1,880,177  |  | 0       |                              | 1,880,177  |
| 4510  | Rentals                                       |                               | 7,333,144  |  | 0       |                              | 7,333,144  |
| 4550  | Food Service Revenue                          |                               | 11,735,662 |  | 177,000 |                              | 11,912,662 |
| 4560  | Retail Sales                                  |                               | 7,000      |  | 0       |                              | 7,000      |
| 4570  | Merchandising                                 |                               | 15,000     |  | 0       |                              | 15,000     |
| 4575  | Advertising                                   |                               | 15,000     |  | 0       |                              | 15,000     |
| 4580  | Utility Services                              |                               | 1,578,500  |  | 0       |                              | 1,578,500  |
| 4590  | Commissions                                   |                               | 1,123,500  |  | 0       |                              | 1,123,500  |
| 4620  | Parking Fees                                  |                               | 2,874,555  |  | 0       |                              | 2,874,555  |
| 4645  | Reimbursed Services                           |                               | 2,645,172  |  | 0       |                              | 2,645,172  |
| 4647  | Reimbursed Services - Contract                |                               | 527,989    |  | 0       |                              | 527,989    |
| 4650  | Miscellaneous Charges for Svc                 |                               | 370,050    |  | 0       |                              | 370,050    |
| <i>INTRST Interest Earnings</i>                 |   |                               |            |  |         |                              |            |
| 4700  | Interest on Investments                       |                               | 122,806    |  | 0       |                              | 122,806    |
| <i>DONAT Contributions from Private Sources</i> |   |                               |            |  |         |                              |            |
| 4750  | Donations and Bequests                        |                               | 350,000    |  | 100,000 |                              | 450,000    |
| 4755  | Capital Donations and Bequests                |                               | 0          |  | 0       |                              | 0          |
| 4760  | Sponsorship Revenue                           |                               | 160,000    |  | 0       |                              | 160,000    |

| ACCT   | DESCRIPTION                 | FY 2011-12<br><u>Approved</u> |                     | Commission<br><u>Proposed Revision</u> |                    | FY 2011-12<br><u>Revised</u> |                     |
|--|-----------------------------|-------------------------------|---------------------|--|--------------------|------------------------------|---------------------|
|  |                             | FTE                           | Amount              | FTE                                    | Amount             | FTE                          | Amount              |
| <b>MERC Fund</b>                             |                             |                               |                     |  |                    |                              |                     |
| <i>MISCRV Miscellaneous Revenue</i>          |                             |                               |                     |  |                    |                              |                     |
| 4170   | Fine & Forfeitures          |                               | 1,500               |  | 0                  |                              | 1,500               |
| 4805   | Financing Transaction       |                               | 93,664              |  | 0                  |                              | 93,664              |
| 4890   | Miscellaneous Revenue       |                               | 35,926              |  | 0                  |                              | 35,926              |
| 4891   | Refunds and Reimbursements  |                               | 0                   |  | 0                  |                              | 0                   |
| <i>INFREQ Special Items-Infrequent Items</i> |                             |                               |                     |  |                    |                              |                     |
| 4810   | Sale of Fixed Assets        |                               | 0                   |  | 0                  |                              | 0                   |
| <i>EQTREV Fund Equity Transfers</i>          |                             |                               |                     |  |                    |                              |                     |
| 4970   | Transfer of Resources       |                               |                     |  |                    |                              |                     |
|  | * from General Fund         |                               | 480,000             |  | 0                  |                              | 480,000             |
|  | * from Risk Management Fund |                               | 111,510             |  | 0                  |                              | 111,510             |
| <b>TOTAL RESOURCES</b>                       |                             |                               | <b>\$66,415,013</b> |  | <b>\$1,900,041</b> |                              | <b>\$68,315,054</b> |

| <u>Personal Services</u>           |   |      |         |   |   |      |         |
|------------------------------------|---|------|---------|---|---|------|---------|
| <i>SALWGE Salaries &amp; Wages</i> |   |      |         |   |   |      |         |
| 5010                               | Reg Employees-Full Time-Exempt            |      |         |   |   |      |         |
|                                    | Account Executive                         | 3.00 | 167,295 | - | 0 | 3.00 | 167,295 |
|                                    | Accountant                                | -    | 0       | - | 0 | -    | 0       |
|                                    | Accountant II                             | 2.00 | 116,085 | - | 0 | 2.00 | 116,085 |
|                                    | Controller                                | -    | 0       | - | 0 | -    | 0       |
|                                    | Admissions Staffing Manager               | 1.00 | 50,440  | - | 0 | 1.00 | 50,440  |
|                                    | Assistant Ticket Services Manager         | 1.00 | 48,880  | - | 0 | 1.00 | 48,880  |
|                                    | Asst. Event Svcs Mgr. or Senior House Mg  | 1.00 | 75,629  | - | 0 | 1.00 | 75,629  |
|                                    | Asst. Executive Director                  | 2.00 | 205,169 | - | 0 | 2.00 | 205,169 |
|                                    | Asst. Operations Mgr. (Asst. Tech Svcs. M | 3.00 | 199,118 | - | 0 | 3.00 | 199,118 |
|                                    | Audio Visual Supervisor                   | 1.00 | 60,112  | - | 0 | 1.00 | 60,112  |
|                                    | Audio/Visual Technician Lead              | 1.00 | 48,339  | - | 0 | 1.00 | 48,339  |
|                                    | Audio/Visual Sales                        | 1.00 | 53,414  | - | 0 | 1.00 | 53,414  |
|                                    | Budget Manager                            | -    | 0       | - | 0 | -    | 0       |
|                                    | System Administrator II                   | -    | 0       | - | 0 | -    | 0       |
|                                    | System Analyst I                          | 1.00 | 58,172  | - | 0 | 1.00 | 58,172  |
|                                    | System Analyst II                         | 1.00 | 64,143  | - | 0 | 1.00 | 64,143  |
|                                    | Associate Management Analyst              | 1.00 | 60,840  | - | 0 | 1.00 | 60,840  |
|                                    | Assistant Management Analyst              | 0.60 | 27,269  | - | 0 | 0.60 | 27,269  |
|                                    | Construction Division Manager             | -    | 0       | - | 0 | -    | 0       |
|                                    | Policy Advisor I                          | 1.00 | 97,843  | - | 0 | 1.00 | 97,843  |
|                                    | Program Director                          | -    | 0       | - | 0 | -    | 0       |
|                                    | Director of Event Services                | 1.00 | 80,995  | - | 0 | 1.00 | 80,995  |
|                                    | Director of Sales & Marketing             | 1.00 | 93,600  | - | 0 | 1.00 | 93,600  |
|                                    | Event Manager                             | 5.00 | 303,762 | - | 0 | 5.00 | 303,762 |

| ACCT             | DESCRIPTION                       | FY 2011-12<br><u>Approved</u> |         | Commission<br><u>Proposed Revision</u> |        | FY 2011-12<br><u>Revised</u> |         |
|------------------|-----------------------------------|-------------------------------|---------|--|--------|------------------------------|---------|
|                  |                                   | FTE                           | Amount  | FTE                                    | Amount | FTE                          | Amount  |
| <b>MERC Fund</b> |                                   |                               |         |  |        |                              |         |
|                  | Event Services Manager            | 1.00                          | 81,078  | -                                      | 0      | 1.00                         | 81,078  |
|                  | Director - Expo Center            | 1.00                          | 117,395 | -                                      | 0      | 1.00                         | 117,395 |
|                  | Manager I                         | 2.35                          | 189,428 | -                                      | 0      | 2.35                         | 189,428 |
|                  | Manager II                        | 0.30                          | 31,609  | -                                      | 0      | 0.30                         | 31,609  |
|                  | GM of Visitor Venues              | 0.75                          | 113,599 | -                                      | 0      | 0.75                         | 113,599 |
|                  | Program Analyst II                | 0.85                          | 54,083  | -                                      | 0      | 0.85                         | 54,083  |
|                  | Graphic Designer II               | 1.00                          | 60,882  | -                                      | 0      | 1.00                         | 60,882  |
|                  | Human Resources Manager           | -                             | 0       | -                                      | 0      | -                            | 0       |
|                  | Information Technology Manager    | -                             | 0       | -                                      | 0      | -                            | 0       |
|                  | Maintenance Supervisor            | -                             | 0       | -                                      | 0      | -                            | 0       |
|                  | Chief Engineer                    | 1.00                          | 70,990  | -                                      | 0      | 1.00                         | 70,990  |
|                  | Marketing & Web Services Manager  | 1.00                          | 72,883  | -                                      | 0      | 1.00                         | 72,883  |
|                  | Executive Director - OCC          | 1.00                          | 165,443 | -                                      | 0      | 1.00                         | 165,443 |
|                  | Operations Manager                | 4.00                          | 314,642 | -                                      | 0      | 4.00                         | 314,642 |
|                  | Director of Operations            | 1.00                          | 98,155  | -                                      | 0      | 1.00                         | 98,155  |
|                  | Executive Director - PCPA         | 1.00                          | 132,956 | -                                      | 0      | 1.00                         | 132,956 |
|                  | Procurement Analyst               | -                             | 0       | -                                      | 0      | -                            | 0       |
|                  | Sales & Events Manager            | 1.00                          | 78,500  | -                                      | 0      | 1.00                         | 78,500  |
|                  | Sales & Booking Manager           | 1.00                          | 74,235  | -                                      | 0      | 1.00                         | 74,235  |
|                  | Sales Manager                     | 5.00                          | 296,816 | -                                      | 0      | 5.00                         | 296,816 |
|                  | Security Manager                  | 1.00                          | 73,237  | -                                      | 0      | 1.00                         | 73,237  |
|                  | Senior Event Manager              | -                             | 0       | -                                      | 0      | -                            | 0       |
|                  | Set-up & Operations Supervisor    | 8.00                          | 426,440 | -                                      | 0      | 8.00                         | 426,440 |
|                  | Senior Set-up Supervisor          | 1.00                          | 67,413  | -                                      | 0      | 1.00                         | 67,413  |
|                  | Stage Supervisor                  | 1.00                          | 59,779  | -                                      | 0      | 1.00                         | 59,779  |
|                  | Sustainability Coordinator        | 1.00                          | 58,365  | -                                      | 0      | 1.00                         | 58,365  |
|                  | Ticketing/Parking Service Manager | 2.00                          | 147,234 | -                                      | 0      | 2.00                         | 147,234 |
|                  | Ticket Services Manager           | 1.00                          | 65,062  | -                                      | 0      | 1.00                         | 65,062  |
|                  | Volunteer Services Coordinator    | 1.00                          | 51,438  | -                                      | 0      | 1.00                         | 51,438  |
| 5015             | Reg Empl-Full Time-Non-Exempt     |                               |         |  |        |                              |         |
|                  | Accounting Technician             | 3.00                          | 124,675 | -                                      | 0      | 3.00                         | 124,675 |
|                  | Administrative Assistant          | 11.00                         | 432,206 | -                                      | 0      | 11.00                        | 432,206 |
|                  | Accountant                        | 1.00                          | 47,753  | -                                      | 0      | 1.00                         | 47,753  |
|                  | Executive Assistant               | 3.00                          | 126,846 | -                                      | 0      | 3.00                         | 126,846 |
|                  | Audio Visual Technician           | 3.00                          | 132,253 | -                                      | 0      | 3.00                         | 132,253 |
|                  | Electrician                       | 5.00                          | 329,200 | -                                      | 0      | 5.00                         | 329,200 |
|                  | Facility Security Agent           | 9.00                          | 310,549 | -                                      | 0      | 9.00                         | 310,549 |
|                  | Lead Electrician                  | 2.00                          | 145,613 | -                                      | 0      | 2.00                         | 145,613 |
|                  | Lead Operating Engineer           | 1.00                          | 64,373  | -                                      | 0      | 1.00                         | 64,373  |
|                  | Operating Engineer                | 7.00                          | 424,283 | -                                      | 0      | 7.00                         | 424,283 |
|                  | Painter                           | 2.00                          | 80,743  | -                                      | 0      | 2.00                         | 80,743  |

| ACCT                                   | DESCRIPTION                            | FY 2011-12<br><u>Approved</u> |                     | Commission<br><u>Proposed Revision</u> |            | FY 2011-12<br><u>Revised</u> |                     |
|--|--|-------------------------------|---------------------|--|------------|------------------------------|---------------------|
|  |  | FTE                           | Amount              | FTE                                    | Amount     | FTE                          | Amount              |
| <b>MERC Fund</b>                       |  |                               |                     |  |            |                              |                     |
|  | Secretary II                           | -                             | 0                   | -                                      | 0          | -                            | 0                   |
|  | Services Sales Coordinator             | -                             | 0                   | -                                      | 0          | -                            | 0                   |
|  | Marketing/Promotions Coordinator       | 2.00                          | 86,422              | -                                      | 0          | 2.00                         | 86,422              |
|  | Lead Stagedoor Watchperson             | 1.00                          | 38,691              | -                                      | 0          | 1.00                         | 38,691              |
|  | Telecom & Information Systems Tech     | 1.00                          | 52,722              | -                                      | 0          | 1.00                         | 52,722              |
|  | Box Office Coordinator                 | 1.00                          | 32,468              | -                                      | 0          | 1.00                         | 32,468              |
|  | Utility Lead                           | 4.00                          | 156,665             |  | 0          | 4.00                         | 156,665             |
|  | Utility Maintenance                    | 4.00                          | 178,728             |  | 0          | 4.00                         | 178,728             |
|  | Utility Maintenance Specialist         | 3.00                          | 135,678             |  | 0          | 3.00                         | 135,678             |
|  | Utility Maintenance Technician         | 1.00                          | 41,719              |  | 0          | 1.00                         | 41,719              |
|  | Utility Worker II                      | 40.00                         | 1,358,800           |  | 0          | 40.00                        | 1,358,800           |
| 5025                                   | Regular Employees Part Time Non-Exempt | -                             | 195,030             |  | 0          | -                            | 195,030             |
| 5030                                   | Temporary Employees                    | -                             | 8,250               |  | 0          | -                            | 8,250               |
| 5043                                   | Part-Time, Non-Reimbursed Labor        | -                             | 1,177,514           |  | 0          | -                            | 1,177,514           |
| 5045                                   | Part-Time, Reimbursed Labor-Stagehands | 15.00                         | 358,200             |  | 0          | 15.00                        | 358,200             |
| 5045                                   | Part-Time, Reimbursed Labor-Other      | -                             | 1,060,546           |  | 0          | -                            | 1,060,546           |
| 5080                                   | Overtime                               | -                             | 415,799             |  | 0          | -                            | 415,799             |
| 5089                                   | Salary Adjustment                      |                               |                     |  |            |                              |                     |
|  | Merit/COLA Adjustment (non-rep)        |                               | 93,148              |  | 0          |                              | 93,148              |
|  | Step Increases (AFSCME)                |                               | 4,962               |  | 0          |                              | 4,962               |
|  | COLA (represented employees)           |                               | 129,281             |  | 0          |                              | 129,281             |
|  | <i>FRINGE Fringe Benefits</i>          |                               |                     |  |            |                              |                     |
| 5100                                   | Fringe Benefits                        |                               |                     |  |            |                              |                     |
|  | Base Fringe (variable & fixed)         |                               | 5,332,297           |  | 0          |                              | 5,332,297           |
| 5190                                   | PERS Bond Recovery                     |                               | 0                   |  | 0          |                              | 0                   |
| <b>Total Personal Services</b>         |  | <b>185.85</b>                 | <b>\$17,788,181</b> | <b>-</b>                               | <b>\$0</b> | <b>185.85</b>                | <b>\$17,788,181</b> |
| <b><u>Materials &amp; Services</u></b> |  |                               |                     |  |            |                              |                     |
|  | <i>GOODS Goods</i>                     |                               |                     |  |            |                              |                     |
| 5201                                   | Office Supplies                        |                               | 198,065             |  | 0          |                              | 198,065             |
| 5205                                   | Operating Supplies                     |                               | 307,112             |  | 0          |                              | 307,112             |
| 5210                                   | Subscriptions and Dues                 |                               | 55,295              |  | 0          |                              | 55,295              |
| 5214                                   | Fuels and Lubricants                   |                               | 16,600              |  | 0          |                              | 16,600              |
| 5215                                   | Maintenance & Repairs Supplies         |                               | 524,140             |  | 0          |                              | 524,140             |
| 5225                                   | Retail                                 |                               | 11,000              |  | 0          |                              | 11,000              |
|  | <i>SVCS Services</i>                   |                               |                     |  |            |                              |                     |
| 5240                                   | Contracted Professional Svcs           |                               | 577,634             |  | 82,675     |                              | 660,309             |
| 5245                                   | Marketing Expense                      |                               | 2,642,520           |  | 0          |                              | 2,642,520           |
| 5246                                   | Sponsorship Expenditures               |                               | 41,000              |  | 0          |                              | 41,000              |
| 5247                                   | Visitor Development Marketing          |                               | 425,397             |  | 0          |                              | 425,397             |
| 5251                                   | Utility Services                       |                               | 2,636,796           |  | 0          |                              | 2,636,796           |
| 5255                                   | Cleaning Services                      |                               | 34,200              |  | 0          |                              | 34,200              |

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|---|----------------------------------|-------------------------------|---------------------|--|--------------------|------------------------------|---------------------|
|   |                                  | FTE                           | Amount              | FTE                                    | Amount             | FTE                          | Amount              |
| <b>MERC Fund</b>                                |                                  |                               |                     |  |                    |                              |                     |
| 5260  | Maintenance & Repair Services    |                               | 1,199,660           |  | 0                  |                              | 1,199,660           |
| 5265  | Rentals                          |                               | 524,700             |  | 0                  |                              | 524,700             |
| 5270  | Insurance                        |                               | 23,700              |  | 0                  |                              | 23,700              |
| 5280  | Other Purchased Services         |                               | 387,575             |  | 0                  |                              | 387,575             |
| 5281  | Other Purchased Services - Reimb |                               | 448,571             |  | 0                  |                              | 448,571             |
| 5291  | Food and Beverage Services       |                               | 9,230,371           |  | 270,832            |                              | 9,501,203           |
| 5292  | Parking Services                 |                               | 272,931             |  | 0                  |                              | 272,931             |
| IGEXP   | <i>Intergov't Expenditures</i>   |                               |                     |  |                    |                              |                     |
| 5300  | Payments to Other Agencies       |                               | 261,846             |  | 0                  |                              | 261,846             |
| 5310  | Taxes (Non-Payroll)              |                               | 17,000              |  | 0                  |                              | 17,000              |
| OTHEXP  | <i>Other Expenditures</i>        |                               |                     |  |                    |                              |                     |
| 5450  | Travel                           |                               | 175,696             |  | 0                  |                              | 175,696             |
| 5455  | Staff Development                |                               | 116,514             |  | 0                  |                              | 116,514             |
| 5490  | Miscellaneous Expenditures       |                               | 3,500               |  | 0                  |                              | 3,500               |
| GAAP  | <i>GAAP Account</i>              |                               |                     |  |                    |                              |                     |
| 5520  | Bad Debt Expense                 |                               | 0                   |  | 0                  |                              | 0                   |
| <b>Total Materials &amp; Services</b>           |                                  |                               | <b>\$20,131,823</b> |  | <b>\$353,507</b>   |                              | <b>\$20,485,330</b> |
| <b><u>Capital Outlay</u></b>                    |                                  |                               |                     |  |                    |                              |                     |
| <i>CAPNON Capital Outlay (Non-CIP Projects)</i> |                                  |                               |                     |  |                    |                              |                     |
| 5710  | Improve-Oth thn Bldg             |                               | 50,000              |  | 0                  |                              | 50,000              |
| 5720  | Buildings & Related              |                               | 435,000             |  | 225,000            |                              | 660,000             |
| 5740  | Equipment & Vehicles             |                               | 140,000             |  | 0                  |                              | 140,000             |
| 5750  | Office Furniture & Equip         |                               | 0                   |  | 0                  |                              | 0                   |
| <i>CAPCIP Capital Outlay (CIP Projects)</i>     |                                  |                               |                     |  |                    |                              |                     |
| 5710  | Improve-Oth thn Bldg             |                               | 90,000              |  | 515,000            |                              | 605,000             |
| 5720  | Buildings & Related              |                               | 505,000             |  | 421,000            |                              | 926,000             |
| 5740  | Equipment & Vehicles             |                               | 206,000             |  | 377,366            |                              | 583,366             |
| 5750  | Office Furniture & Equip         |                               | 0                   |  | 102,000            |                              | 102,000             |
| <b>Total Capital Outlay</b>                     |                                  |                               | <b>\$1,426,000</b>  |  | <b>\$1,640,366</b> |                              | <b>\$3,066,366</b>  |
| <b><u>Debt Service</u></b>                      |                                  |                               |                     |  |                    |                              |                     |
| <i>LOAN Loan Payments</i>                       |                                  |                               |                     |  |                    |                              |                     |
| 5610  | Loan Payments-Principal          |                               | 0                   |  | 0                  |                              | 0                   |
| 5615  | Loan Payments-Interest           |                               | 0                   |  | 0                  |                              | 0                   |
| <b>Total Debt Service</b>                       |                                  |                               | <b>\$0</b>          |  | <b>\$0</b>         |                              | <b>\$0</b>          |

| ACCT   | DESCRIPTION                               | FY 2011-12<br><u>Approved</u> |                     | Commission<br><u>Proposed Revision</u> |                    | FY 2011-12<br><u>Revised</u> |                     |
|--|---|-------------------------------|---------------------|--|--------------------|------------------------------|---------------------|
|  |   | FTE                           | Amount              | FTE                                    | Amount             | FTE                          | Amount              |
| <b>MERC Fund</b>                             |   |                               |                     |  |                    |                              |                     |
| <b><u>Interfund Transfers</u></b>            |   |                               |                     |  |                    |                              |                     |
| <i>INDTEX Interfund Reimbursements</i>       |   |                               |                     |  |                    |                              |                     |
| 5800   | Transfer for Indirect Costs               |                               |                     |  |                    |                              |                     |
|  | * to General Fund-Support Services        |                               | 1,953,643           |  | 0                  |                              | 1,953,643           |
|  | * to General Fund                         |                               | 211,213             |  | 0                  |                              | 211,213             |
|  | * to Risk Management Fund - Liability     |                               | 461,938             |  | 0                  |                              | 461,938             |
|  | * to Risk Management Fund - Workers Comp. |                               | 279,827             |  | 0                  |                              | 279,827             |
| <i>INTCHG Internal Service Transfers</i>     |   |                               |                     |  |                    |                              |                     |
| 5820   | Transfer for Direct Costs                 |                               |                     |  |                    |                              |                     |
|  | * to General Fund-Support Services        |                               | 77,884              |  | 0                  |                              | 77,884              |
| <i>EQTCHG Fund Equity Transfers</i>          |   |                               |                     |  |                    |                              |                     |
| 5810   | Transfer of Resources                     |                               |                     |  |                    |                              |                     |
|  | * to Renewal & Replacement Fund           |                               | 10,824              |  | 0                  |                              | 10,824              |
|  | * to General Fund-PERS Reserve            |                               | 1,958,805           |  | 0                  |                              | 1,958,805           |
|  | * to General Revenue Bond Fund            |                               | 1,188,632           |  | 0                  |                              | 1,188,632           |
| <b>Total Interfund Transfers</b>             |   |                               | <b>\$6,142,766</b>  | <b>-</b>                               | <b>\$0</b>         |                              | <b>\$6,142,766</b>  |
| <b><u>Contingency and Ending Balance</u></b> |   |                               |                     |  |                    |                              |                     |
| <i>CONT Contingency</i>                      |   |                               |                     |  |                    |                              |                     |
| 5999   | Contingency                               |                               |                     |  |                    |                              |                     |
|  | * General Contingency                     |                               | 2,299,335           |  | 0                  |                              | 2,299,335           |
|  | * Renewal and Replacement                 |                               | 0                   |  | 0                  |                              | 0                   |
|  | * New Capital/Business Strategy Reserve   |                               | 5,428,213           |  | (93,832)           |                              | 5,334,381           |
|  | * Contingency for Capital (TL TAX)        |                               | 0                   |  | 0                  |                              | 0                   |
| <i>UNAPP Unappropriated Fund Balance</i>     |   |                               |                     |  |                    |                              |                     |
| 5990   | Unappropriated Fund Balance               |                               |                     |  |                    |                              |                     |
|  | * Restricted Fund Balance (User Fees)     |                               | 0                   |  | 0                  |                              | 0                   |
|  | * Stabilization Reserve                   |                               | 620,500             |  | 0                  |                              | 620,500             |
|  | * New Capital/Business Strategy Reserve   |                               | 0                   |  | 0                  |                              | 0                   |
|  | * Ending Balance                          |                               | 0                   |  | 0                  |                              | 0                   |
|  | * Renewal & Replacement                   |                               | 12,578,195          |  | 0                  |                              | 12,578,195          |
|  | * Current Year PERS Reserve               |                               | 0                   |  | 0                  |                              | 0                   |
|  | * Prior Year PERS Reserve                 |                               | 0                   |  | 0                  |                              | 0                   |
| <b>Total Contingency and Ending Balance</b>  |   |                               | <b>\$20,926,243</b> |  | <b>(\$93,832)</b>  |                              | <b>\$20,832,411</b> |
| <b>TOTAL REQUIREMENTS</b>                    |   | <b>185.85</b>                 | <b>\$66,415,013</b> | <b>-</b>                               | <b>\$1,900,041</b> | <b>185.85</b>                | <b>\$68,315,054</b> |

| <i>For FP Use Only</i> |   |
|------------------------|---|
| Org Unit               | # |
| FRS                    | 2 |

**AMENDMENT TO FY 2011-12 BUDGET**

**CENTER/SERVICE:** Finance and Regulatory Services

**DATE:** 4/22/11

**DRAFTED BY :** Kathy Rutkowski

|                           |                                     |                      |                                     |                       |                                     |                |                                     |
|---------------------------|-------------------------------------|----------------------|-------------------------------------|-----------------------|-------------------------------------|----------------|-------------------------------------|
| <i>Type of Amendment:</i> |                                     | <i>Amendment to:</i> |                                     | <i>Purpose:</i>       |                                     | <i>Status:</i> |                                     |
| Technical                 | <input checked="" type="checkbox"/> | Proposed Budget      | <input checked="" type="checkbox"/> | Operating             | <input checked="" type="checkbox"/> | Ongoing        | <input checked="" type="checkbox"/> |
| Substantive               | <input type="checkbox"/>            | Approved Budget      | <input type="checkbox"/>            | Capital Project       | <input type="checkbox"/>            | One-time       | <input type="checkbox"/>            |
|                           |                                     |                      |                                     | Renewal & Replacement | <input type="checkbox"/>            |                | <input type="checkbox"/>            |

*Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet*

**PROPOSED AMENDMENT: Risk Management Fund – Health & Welfare Program**

The initial tasks of the business process evaluation have focused on the Human Resources enterprise system for processing and managing Payroll and Benefits. The evaluation followed up on a recent audit recommendations from Metro’s Auditor Office. The goal of the evaluation team was to identify ways in which to take advantage of functionality provided in PeopleSoft and to begin using the system in the manner in which it was intended thereby recognizing efficiencies in business processes. The recommendations of the evaluation team require a change in how health and welfare program costs are reflected in the budget.

The Risk Management Fund is considered an internal service fund. Charges are levied to departments based on experience for certain costs such as premiums and claims. Funding flows from the department to the Risk Management Fund where actual costs of premiums and claims are paid. This method has been used for all programs of the Risk Management Fund – liability, property, workers compensation, unemployment and health & welfare. While the internal service fund worked well for all other aspects of risk management, the evaluation team found it was an inefficient process for health & welfare and resulted in unintended difficulties in managing health & welfare costs. They found it also posed difficulties in responding to future requirements of the new health care reform act. They highly recommended that Metro reconsider the use of the internal service fund methodology for health & welfare costs. After discussions with the evaluation team, the Budget Office agrees with the recommendations.

This amendment implements the recommendations of the Human Resources business process evaluation team. Health & welfare costs will be treated solely as direct costs charged against the departments based on actual expense. It removes the internal services designation from the health & welfare program and removes associated costs from the Risk Management Fund. It retains the provision to partially offset the costs of health and welfare through the use of the Opt Out Reserve.

See the attached spreadsheet for specific line item changes.

**PROGRAM/STAFFING IMPACTS:**

Creates efficiencies in the processing and management of payroll and benefits.

**ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT**

This action implements the recommendations of the business process evaluation team related to benefits and payroll processing and management. The change creates efficiencies in the processes by using the enterprise software in the manner in which it was intended. It reduces the double counting of costs that is inherent in any internal service fund and assists in responding to the future requirements of the health care reform act.

**OPTIONS FOR FUNDING THIS AMENDMENT**

N/A.

**Line Item changes for change in Health & Welfare portion of Risk Management Fund**

| Fund                 | Org Unit                   | Line Items |                                    |                      |
|----------------------|----------------------------|------------|------------------------------------|----------------------|
|                      |                            | Acct #     | Account Title                      | Amount               |
| <b>Resources</b>     |                            |            |                                    |                      |
| Risk Management Fund | Health & Welfare           | 4460       | Insurance Premiums - H&W           | (9,665,664)          |
|                      |                            |            | <b>Total</b>                       | <b>(\$9,665,664)</b> |
| <b>Requirements</b>  |                            |            |                                    |                      |
| Risk Management Fund | Health & Welfare           | 5271       | Medical Insurance                  | (10,405,650)         |
|                      |                            | 5490       | Miscellaneous Expense              | (20,000)             |
|                      |                            | 5810       | Transfer of Resources (opt out)    |                      |
|                      |                            |            | to MERC Fund                       | 111,510              |
|                      |                            |            | to Natural Areas Fund              | 8,940                |
|                      |                            |            | to Oregon Zoo Bond Fund            | 3,350                |
|                      |                            |            | to Solid Waste Revenue Fund        | 56,130               |
|                      |                            |            | to General Fund                    | 270,070              |
|                      |                            |            | to General Fund (risk staff)       | 277,890              |
|                      |                            | 5990       | Unappropriated Ending Balance      | 32,096               |
|                      |                            |            | <b>Total</b>                       | <b>(\$9,665,664)</b> |
| <b>Resources</b>     |                            |            |                                    |                      |
| MERC Fund            |                            | 4970       | Transfer of Resources (opt out)    | 111,510              |
| Natural Areas Fund   |                            | 4970       | Transfer of Resources (opt out)    | 8,940                |
| Oregon Zoo Bond Fund |                            | 4970       | Transfer of Resources (opt out)    | 3,350                |
| Solid Waste Fund     |                            | 4970       | Transfer of Resources (opt out)    | 56,130               |
| General Fund         |                            | 4970       | Transfer of Resources (opt out)    | 270,070              |
| General Fund         |                            | 4970       | Transfer of Resources (risk staff) | 277,890              |
|                      |                            |            | <b>Total</b>                       | <b>\$727,890</b>     |
| <b>Requirements</b>  |                            |            |                                    |                      |
| General Fund         | Human Resources            | 5240       | Contracted Professional Services   | 40,000               |
|                      | Communications             | 5100       | Fringe Benefits                    | 12,600               |
|                      | Council                    | 5100       | Fringe Benefits                    | 14,400               |
|                      | Finance & Reg Services     | 5100       | Fringe Benefits                    | 19,020               |
|                      | Human Resources            | 5100       | Fringe Benefits                    | 11,400               |
|                      | Information Services       | 5100       | Fringe Benefits                    | 15,600               |
|                      | Office of Metro Attorney   | 5100       | Fringe Benefits                    | 9,300                |
|                      | Office of Metro Auditor    | 5100       | Fringe Benefits                    | 3,600                |
|                      | Oregon Zoo                 | 5100       | Fringe Benefits                    | 91,860               |
|                      | Parks & Environmental Svcs | 5100       | Fringe Benefits                    | 22,650               |
|                      | Planning & Development     | 5100       | Fringe Benefits                    | 33,228               |
|                      | Research Center            | 5100       | Fringe Benefits                    | 17,580               |
|                      | Sustainability Center      | 5100       | Fringe Benefits                    | 18,570               |
| MERC Fund            | Administration             | 5100       | Fringe Benefits                    | 8,910                |
|                      | Expo Center                | 5100       | Fringe Benefits                    | 7,980                |
|                      | Oregon Convention Center   | 5100       | Fringe Benefits                    | 66,180               |
|                      | PCPA                       | 5100       | Fringe Benefits                    | 28,440               |
| Natural Areas Fund   | Sustainability Center      | 5100       | Fringe Benefits                    | 8,940                |
| Oregon Zoo Bond Fund | Oregon Zoo                 | 5100       | Fringe Benefits                    | 3,350                |
| Solid Waste Rev Fund | Finance & Reg Services     | 5100       | Fringe Benefits                    | 7,200                |
|                      | Parks & Environmental Svcs | 5100       | Fringe Benefits                    | 35,430               |
|                      | Sustainability Center      | 5100       | Fringe Benefits                    | 13,500               |
| General Fund         | General Expense-Reserves   | 5990       | Unapp Balance - Stabilization      | 238,152              |
|                      |                            |            | <b>Total</b>                       | <b>\$727,890</b>     |