
MERC Commission Meeting


May 17, 2011
1:00 pm

Brunish Hall, Portland Center
for the Performing Arts
1111 SW Broadway



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

www.oregonmetro.gov

 **Metro** | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Regular Meeting
Date: Tuesday, May 17, 2011
Time: 1:00 – 2:00 p.m.
Place: Brunish Hall, Portland Center for the Performing Arts

CALL TO ORDER

- | | | | |
|------|-----|--|-------------------------|
| 1:00 | 1. | QUORUM CONFIRMED | |
| 1:05 | 2. | COMMISSIONER / EX OFFICIO COMMUNICATIONS | |
| 1:10 | 3. | GENERAL MANAGER COMMUNICATIONS | Teri Dresler |
| | 3.1 | March 2011 Financial Report | |
| 1:15 | 4. | MERC VENUES' BUSINESS REPORTS | Blosser/Williams/Bailey |
| 1:20 | 5. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 1:25 | 6. | CONSENT AGENDA | |
| | 6.1 | Approval of Ethics Authorization Form for Travel Portland FAM June 2011 Events | |
| | 6.2 | April 6, 2011 MERC Commission Record of Actions | |
| | 6.3 | May 5, 2011 MERC Commission Record of Actions-Special Meeting | |
| 1:30 | 7. | ACTION AGENDA | |
| | 7.1 | 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 |
| | 7.2 | Resolution 11-13 for the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2010-11. | Cynthia Hill |

ADJOURN

MERC Commission Meeting

May 17 , 2011
1:00 pm

3.1 - March 2011 Financial
Reports

FISCAL YEAR 2010-2011
3RD QUARTER
(JAN ~ MAR)

FINANCIAL INFORMATION

For Management Purposes only



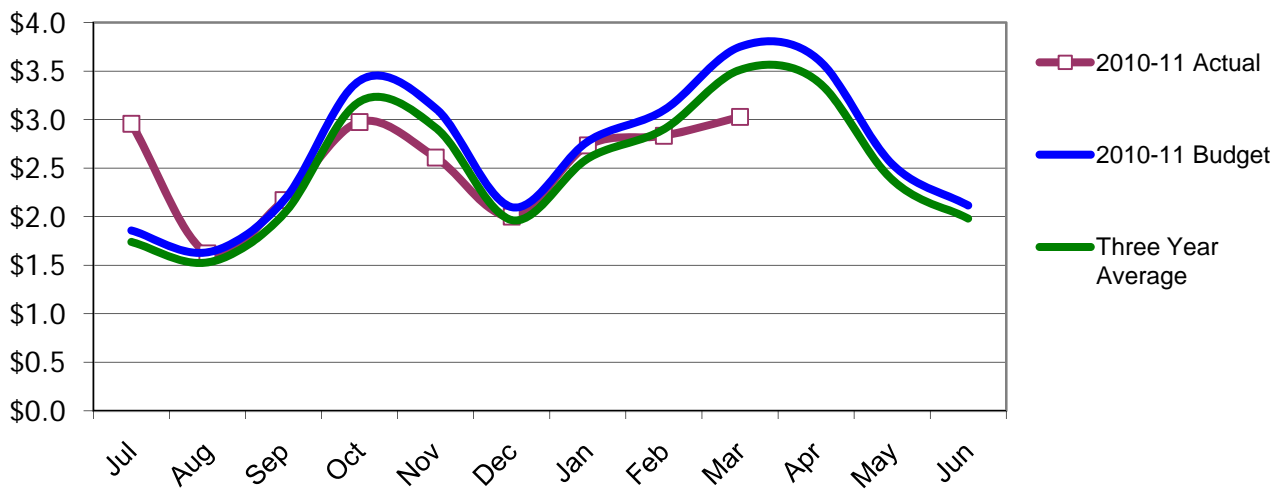
Date: May 12, 2011

To: MERC Commission

From: Julia Fennel - Controller and Cynthia Hill – Budget Manager

Third Quarter Report and Financial Outlook

MERC- Program Revenues by Month
shown in millions



MERC operating revenues are expected to end the year over budget and slightly better than last year, based on the schedule of upcoming events. Attendance at individual events has shown improvement over the previous year, and food and beverage spending has rebounded from FY 2009-10 as well.

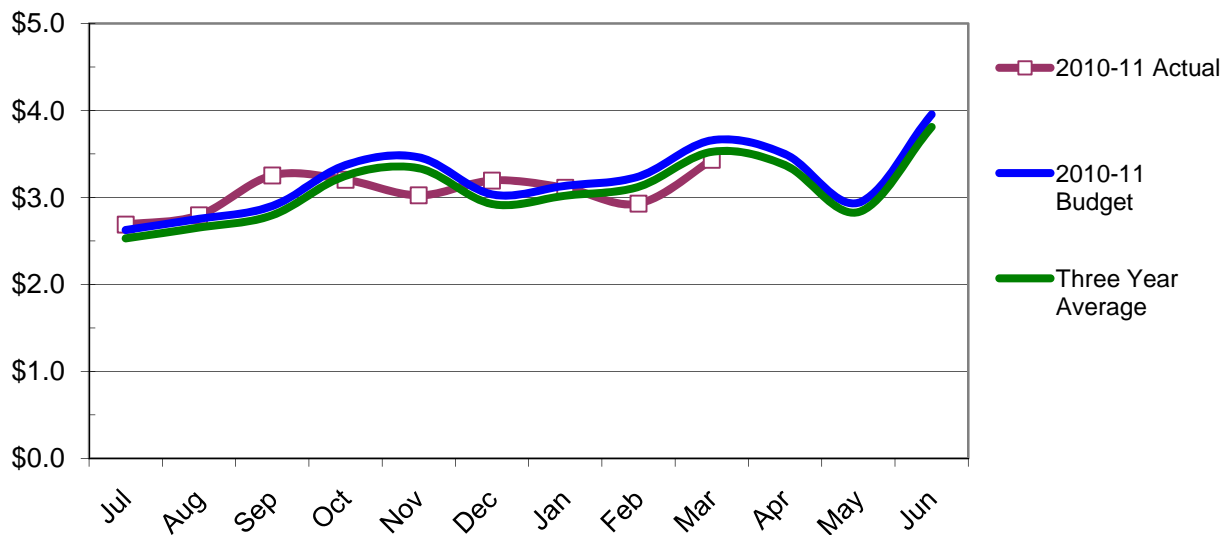
Third quarter revenues again demonstrate the impact of large events at the Oregon Convention Center. Last March (2010), OCC had three large conventions each with revenue over \$350,000. In March 2011 OCC had four smaller conferences with revenues ranging from \$125,000 to \$244,000 each. OCC projects a very strong fourth quarter, including just booked Nike and Intel events, and expects food and beverage revenues to end the year more than \$1 million ahead of budget. MERC may bring an amendment to Council in June to provide the additional appropriation needed for spending associated with that revenue.

The 3rd quarter was very strong for the Expo Center with the largest annual events held January through April; attendance continues to improve each quarter. PCPA operating revenue is flat year to date compared to last year. However, the Broadway schedule for the fourth quarter is strong, with three weeks of *Billy Elliot* in April and two weeks of *Mary Poppins* in June.

MERC Expenditures as of March 2011

| | Budget | YTD Actual | YTD % of Budget | Year-end Projection | Year-end % of Budget | 3-Year Average |
|-------------------------------------|---------------------|---------------------|--------------------|------------------------|-------------------------|-------------------|
| Personal Services | 17,989,676 | 12,892,496 | 71.7% | 17,105,757 | 95.1% | 93.4% |
| Materials and Services | 20,580,326 | 14,736,407 | 71.6% | 20,726,235 | 100.7% | 99.7% |
| Total Operating Expenditures | 38,570,002 | 27,628,903 | 71.6% | 37,831,992 | 98.1% | 96.8% |
| Total Capital Outlay | 5,299,105 | 2,362,323 | 44.6% | 4,390,946 | 82.9% | 44.3% |
| Total Expenditures | \$43,869,107 | \$29,991,226 | 68.4% | \$42,222,938 | 96.2% | 93.4% |

MERC - Operating Expenditures by Month *shown in millions*



MERC expenditures relate directly to venue event activity; MERC staff is skilled at managing expenses to revenue. The third quarter reflects the Expo Center's busiest time, including the year's largest events (Pacific Northwest Sportsman Show and Sport Fishing Boat Show, Rose City Classic Dog Show, Portland Home & Garden Show, Portland Boat Show, Portland RV Dealers Spring Show and, for the first year, the Portland Roadster Show).

As noted in the revenue discussion, higher food and beverage revenues and related expenditures at OCC may require a budget amendment in June. Otherwise, MERC expenditures are expected to end the year well within budget.

Capital projects have proceeded at all three venues: the Expo center opened the West Delta Bar & Grill in January, PCPA is completing the chiller replacement at Hatfield Hall and beginning the remodel of the concessions at the Keller Auditorium, while OCC is completing the replacement of lighting fixtures and the moveable wall retrofit.

FINANCIAL HIGHLIGHTS – MERC ACTUALS AS OF MARCH 2011

REVENUE

OPERATING

- **MERC** overall revenue is better than prior year by 2% or \$414 thousand and better than budget by 1% or \$264 thousand. Food and Beverage (F&B) is better than budget by 5% or \$630 thousand and less than prior year by 1% or \$126 thousand.
- **Expo** overall revenue is less than prior year by 1% or \$27 thousand. The largest event of the 3rd quarter was Portland Metro RV Dealers generating approximately \$162 thousand. Event revenue is better than prior year 3rd Quarter by approximately \$181 thousand, new this year was the Portland Roadster Show generating approximately \$153 thousand.
- **OCC** is better than prior year by 4% or \$452 thousand and better than budget by 6% or \$968 thousand. Event revenue is less than prior year 3rd quarter by approximately \$376 thousand. There were 3 events in the 3rd quarter FYE 2010 which generated a combined total of approximately \$1.4 million these were the Public Library Association (\$652 thousand), American Physical Society (\$403 thousand) and Portland Auto Show (\$398 thousand), compared to 3rd quarter FYE11 which generated approximately \$920 thousand these were the Portland Auto Show (\$416 thousand), Emergency Nurses Association Leadership Conf (\$276 thousand) and NW Food Manufacturing (\$226 thousand).
- **PCPA** is less than prior year by 1% or \$61 thousand and less than budget by 8% or \$650 thousand. F&B is better than budget by 10% or \$143 thousand. In third quarter of FY09-10 PCPA highest revenue generator was *Rain* for approximately \$139 thousand, in FY10-11 the highest event revenue was *Hair* for approximately \$149 thousand.

NON – OPERATING

- Transient Lodging Tax (TLT) is greater than prior year to date by 19.38% which equals \$972 thousand.

EXPENDITURES

OPERATING

- **MERC** overall expenditures are less than prior year by 1% or \$330 thousand and less than budget by 3% or \$1.3 million.
- **Expo** overall expenditures are greater than prior year by 7% or \$197 thousand and less than budget by 5% or \$228 thousand. F&B expenditures are greater than prior year by 14 % or \$145 thousand and greater than budget by 4% or \$61 thousand.
- **OCC** is relatively flat compared to prior year by \$26 thousand and less than budget 1% or \$155 thousand. F&B is less than prior year by 1% which is approximately \$78 thousand.
- **PCPA** is less than prior year by 6% or \$429 thousand and budget by 6% or \$548 thousand. F&B is slightly less than prior year by 10% or \$129 thousand.

NON – OPERATING

- Expo has paid 77% or \$913 thousand of the budgeted Debt Service of \$1.189 million.
- MERC has paid Metro Support Service & Risk Management \$1.9 million of the budgeted amount of \$2.5 million or 77%.

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

| | Current Month Actual March-11 | Current Year to Date Actual March-11 | Prior Year to Date Actual March-10 | % of Prior Year | 2010-11 Adopted Budget March-11 | % of Annual Budget 75% |
|---|--|---|---|-----------------------|--|---------------------------------|
| Operating | | | | | | |
| Revenue | 1,853,598 | 13,457,298 | 12,917,677 | 104% | 18,481,869 | 73% |
| Revenue - Food and Beverage | 1,172,739 | 9,465,884 | 9,591,778 | 99% | 11,813,716 | 80% |
| Total Operating Revenue | 3,026,336 | 22,923,182 | 22,509,455 | 102% | 30,295,585 | 76% |
| Costs - Food and Beverage | 1,075,093 | 7,940,567 | 8,003,258 | 99% | 9,422,641 | 84% |
| Personal Services | 1,397,797 | 12,892,496 | 12,592,812 | 102% | 17,989,676 | 72% |
| Goods & Services | 741,827 | 4,831,320 | 5,373,464 | 90% | 8,203,986 | 59% |
| Marketing | 218,280 | 1,964,520 | 1,989,521 | 99% | 3,037,090 | 65% |
| Total Operating Expenses | 3,432,996 | 27,628,903 | 27,959,056 | 99% | 38,653,393 | 71% |
| Net Operating Results Inc (Dec) | (406,660) | (4,705,721) | (5,449,601) | 86% | (8,357,808) | 56% |
| Non Operating | | | | | | |
| Transient, Lodging Tax | 490,340 | 5,989,811 | 5,017,642 | 119% | 10,558,553 | 57% |
| Government Support City of Portland | - | - | - | - | 756,907 | 0% |
| Non-Operating Revenue | (13,689) | 100,535 | 151,319 | 66% | 294,773 | 34% |
| Non-Operating Expense | - | - | 2,503 | 0% | 2,500 | 0% |
| | 476,651 | 6,090,346 | 5,166,458 | 118% | 11,607,733 | 52% |
| Support and Risk Management | | | | | | |
| MERC Administration | 0 | - | 0 | 0% | - | - |
| Metro Support Services | 166,099 | 1,494,891 | 1,520,739 | 98% | 1,993,186 | 75% |
| Metro Risk Management | - | 416,097 | 407,145 | 102% | 499,311 | 83% |
| | 166,099 | 1,910,988 | 1,927,884 | 99% | 2,492,497 | 77% |
| Net Increase (Decrease) | (96,108) | (526,363) | (2,211,027) | 24% | 757,428 | -69% |
| Transfers | | | | | | |
| Transfers from | - | - | - | - | - | - |
| Debt Service | - | 913,316 | 1,027,936 | 89% | 1,189,132 | 77% |
| Net Transfers | - | 913,316 | 1,027,936 | 89% | 1,189,132 | 77% |
| Net Operations | (96,108) | (1,439,679) | (3,238,964) | 113% | (431,704) | 333% |
| | (0) | (0) | - | | - | |
| Capital | | | | | | |
| Capital Outlay | 281,034 | 2,362,323 | 985,795 | 240% | 5,213,214 | 45% |
| Goods & Services | - | - | - | - | - | - |
| Non-Operating Revenue | 28,450 | 236,267 | 2,218,425 | 11% | 1,094,592 | 22% |
| Transfers from | - | - | - | - | 475,000 | 0% |
| Net Capital | (252,584) | (2,126,056) | 1,232,630 | -172% | (3,643,622) | 58% |
| Fund Balance Inc (Dec) | (348,692) | (3,565,734) | (2,006,333) | 178% | (4,075,326) | 87% |
| | - | - | 0 | | - | |
| Food and Beverage Gross Margin | 2,247,831 | 17,406,451 | 17,595,036 | | 21,236,357 | 82% |
| Food and Beverage Gross Margin | 8.3% | 16.1% | 16.6% | | 20.2% | |
| Full Time Employees | | | | | 190.0 | |
| Excise Tax | (179,437) | (1,102,402) | (1,108,524) | | | |
| Taxes as percent of revenue | 14% | 21% | 18% | | 26% | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 27,089,539 | 26,619,236 | | 27,089,539 | |
| Fund Balance Inc (Dec) | | (3,565,734) | (2,006,333) | | (4,075,326) | |
| Ending Fund Balance | | 23,523,805 | 24,612,903 | | 23,014,213 | |
| 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 | |
| Ending Fund Balance | | | | | 23,014,213 | |

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

| | Current Month Actual March-11 | Current Year to Date Actual March-11 | Prior Year to Date Actual March-10 | % of Prior Year | 2010-11 Adopted Budget March-11 | % of Annual Budget 75% |
|---|--|---|---|-----------------------|--|---------------------------------|
| Operating | | | | | | |
| Revenue | 483,403 | 2,946,900 | 2,939,055 | 100% | 3,766,945 | 78% |
| Revenue - Food and Beverage | 202,523 | 1,277,666 | 1,258,468 | 102% | 1,934,927 | 66% |
| Total Operating Revenue | 685,926 | 4,224,567 | 4,197,523 | 101% | 5,701,872 | 74% |
| Costs - Food and Beverage | 220,438 | 1,162,692 | 1,018,020 | 114% | 1,473,430 | 79% |
| Personal Services | 130,997 | 1,060,346 | 1,056,258 | 100% | 1,501,164 | 71% |
| Goods & Services | 154,014 | 843,569 | 794,905 | 106% | 1,430,635 | 59% |
| Total Operating Expenses | 505,449 | 3,066,607 | 2,869,184 | 107% | 4,405,229 | 70% |
| Net Operating Results Inc (Dec) | 180,478 | 1,157,960 | 1,328,339 | 87% | 1,296,643 | 89% |
| Non Operating | | | | | | |
| Non-Operating Revenue | 1,797 | 15,736 | 17,951 | 88% | 53,932 | 29% |
| Non-Operating Expense | - | - | - | - | - | - |
| | 1,797 | 15,736 | 17,951 | 88% | 53,932 | 29% |
| Support and Risk Management | | | | | | |
| MERC Administration | 20,315 | 182,831 | 228,530 | 80% | 243,775 | 75% |
| Metro Support Services | 14,949 | 134,541 | 152,073 | 88% | 179,387 | 75% |
| Metro Risk Management | - | 62,533 | 58,954 | 106% | 75,038 | 83% |
| | 35,264 | 379,905 | 439,557 | 86% | 498,200 | 76% |
| Net Increase (Decrease) | 147,011 | 793,790 | 906,733 | 88% | 852,375 | 93% |
| Transfers | | | | | | |
| Transfers from | - | - | - | - | - | - |
| Debt Service | - | 913,316 | 888,316 | 103% | 1,189,132 | 77% |
| Net Transfers | - | 913,316 | 888,316 | 103% | 1,189,132 | 77% |
| Net Operations | 147,011 | (119,526) | 18,417 | -649% | (336,757) | 35% |
| Capital | | | | | | |
| Capital Outlay Expense | 70,563 | 391,059 | 61,804 | 633% | 492,000 | 79% |
| Non-Operating Revenue | 3,450 | 3,450 | 325,000 | 1% | - | - |
| Net Capital | (67,113) | (387,609) | 263,196 | -147% | (492,000) | 79% |
| Fund Balance Inc (Dec) | 79,898 | (507,135) | 281,613 | -180% | (828,757) | 61% |
| Food and Beverage Gross Margin | 422,961 | 2,440,358 | 2,276,489 | | 3,408,357 | 72% |
| Food and Beverage Gross Margin % | -8.8% | 9.0% | 19.1% | | 23.9% | |
| Full Time Employees | | | | | 13.3 | |
| Excise Tax | (51,307) | (266,046) | (299,563) | | - | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 5,644,984 | 5,745,316 | | 5,644,984 | |
| Fund Balance Inc (Dec) | | (507,135) | 281,613 | | (828,757) | |
| Ending Fund Balance | | 5,137,849 | 6,026,929 | | 4,816,227 | |
| 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 | | | | | 148,219 | |
| Ending Fund Balance | | | | | 4,816,227 | |

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

| | Current Month Actual March-11 | Excluding HOH Current Year to Date Actual March-11 | Prior Year to Date Actual March-10 | % of Prior Year | 2010-11 Adopted Budget March-11 | % of Annual Budget 75% |
|---|--|--|---|-----------------------|--|---------------------------------|
| Operating | | | | | | |
| Revenue | 865,479 | 6,220,466 | 5,829,664 | 107% | 7,900,301 | 79% |
| Revenue - Food and Beverage | 895,307 | 6,948,611 | 6,887,483 | 101% | 8,412,150 | 83% |
| Total Operating Revenue | 1,760,786 | 13,169,077 | 12,717,147 | 104% | 16,312,451 | 81% |
| Costs - Food and Beverage | 758,660 | 5,674,177 | 5,752,225 | 99% | 6,679,602 | 85% |
| Personal Services | 696,801 | 6,524,271 | 6,358,747 | 103% | 8,923,956 | 73% |
| Goods & Services | 313,551 | 2,418,638 | 2,507,158 | 96% | 3,736,343 | 65% |
| Marketing POVA | 218,280 | 1,964,520 | 1,989,521 | 99% | 3,037,090 | 65% |
| Total Operating Expenses | 1,987,292 | 16,581,605 | 16,607,651 | 100% | 22,376,991 | 74% |
| Net Operating Results Inc (Dec) | (226,506) | (3,412,528) | (3,890,505) | 88% | (6,064,540) | 56% |
| Non Operating | | | | | | |
| Transient, Lodging Tax | 438,063 | 5,351,205 | 4,292,240 | 125% | 8,700,202 | 62% |
| Non-Operating Revenue | 9,711 | 38,267 | 61,733 | 62% | 99,351 | 39% |
| Non-Operating Expense | - | - | 3 | 0% | - | - |
| | 447,774 | 5,389,472 | 4,353,970 | 124% | 8,799,553 | 61% |
| Support and Risk Management | | | | | | |
| MERC Administration | 126,402 | 1,137,616 | 1,234,066 | 92% | 1,516,822 | 75% |
| Metro Support Services | 93,015 | 837,135 | 821,196 | 102% | 1,116,184 | 75% |
| Metro Risk Management | - | 236,352 | 229,195 | 103% | 283,621 | 83% |
| | 219,417 | 2,211,103 | 2,284,457 | 97% | 2,916,627 | 76% |
| Net Increase (Decrease) | 1,852 | (234,160) | (1,820,991) | 13% | (181,614) | 129% |
| Transfers | | | | | | |
| Transfers from | - | - | - | - | - | - |
| Debt Service | - | - | 139,620 | 0% | - | - |
| Net Transfers | - | - | 139,620 | 0% | - | - |
| Net Operations | 1,852 | (234,160) | (1,960,612) | -88% | (181,614) | 129% |
| Capital | | | | | | |
| Capital Outlay Expense | 182,247 | 1,527,690 | 583,456 | 262% | 3,638,105 | 42% |
| Non-Operating Revenue | - | 207,817 | 1,351,500 | 15% | 626,291 | 33% |
| Transfers from | - | - | - | - | 475,000 | 0% |
| Net Capital | (182,247) | (1,319,873) | 768,044 | -172% | (2,536,814) | 52% |
| Fund Balance Inc (Dec) | (180,395) | (1,554,033) | (1,192,568) | 130% | (2,718,428) | 57% |
| Food and Beverage Gross Margin | 1,653,966 | 12,622,788 | 12,639,708 | | 15,091,752 | 84% |
| Food and Beverage Gross Margin % | 15.3% | 18.3% | 16.5% | | 20.6% | |
| Full Time Employees | | | | | 110.3 | |
| Excise Tax | (127,913) | (836,077) | (808,148) | | - | |
| Taxes as percent of revenue | 20% | 29% | 25% | | 35% | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 11,426,052 | 10,870,137 | | 11,426,052 | |
| Fund Balance Inc (Dec) | | (1,554,033) | (1,192,568) | | (2,718,428) | |
| Fund Balance Inc (Dec) for HOH | | - | (4,750) | | - | |
| Ending Fund Balance | | 9,872,019 | 9,672,819 | | 8,707,624 | |
| Unrestricted Fund Balance | | | | | | |
| 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 HOH | | | | | - | |
| Contingency for HOH (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 | |
| Ending Fund Balance | | | | | 8,707,624 | |

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

| | Current Month <u>Actual</u> March-11 | Current Year to Date <u>Actual</u> March-11 | Prior Year to Date <u>Actual</u> March-10 | % of Prior Year <u>Actual</u> | 2010-11 Adopted Budget March-11 | % of Annual Budget 75% |
|---|---|--|--|--|--|---------------------------------|
| Operating | | | | | | |
| Revenue | 501,579 | 4,280,441 | 4,135,258 | 104% | 6,781,123 | 63% |
| Revenue - Food and Beverage | 74,909 | 1,239,607 | 1,445,827 | 86% | 1,466,639 | 85% |
| Total Operating Revenue | 576,488 | 5,520,047 | 5,581,085 | 99% | 8,247,762 | 67% |
| Costs - Food and Beverage | 95,995 | 1,103,698 | 1,233,013 | 90% | 1,269,609 | 87% |
| Personal Services | 419,648 | 3,896,589 | 3,777,546 | 103% | 5,606,405 | 70% |
| Goods & Services | 246,471 | 1,338,382 | 1,756,661 | 76% | 2,331,409 | 57% |
| Total Operating Expenses | 762,114 | 6,338,669 | 6,767,220 | 94% | 9,207,423 | 69% |
| Net Operating Results Inc (Dec) | (185,626) | (818,622) | (1,186,135) | 69% | (959,661) | 85% |
| Non Operating | | | | | | |
| Transient, Lodging Tax | 52,277 | 638,607 | 725,401 | 88% | 1,858,351 | 34% |
| Government Support City of Portland | - | - | - | - | 756,907 | 0% |
| Non-Operating Revenue | (25,515) | 41,162 | 51,640 | 80% | 117,851 | 35% |
| Non-Operating Expense | - | - | 2,500 | 0% | 2,500 | 0% |
| | 26,761 | 679,769 | 774,542 | 88% | 2,730,609 | 25% |
| Support and Risk Management | | | | | | |
| MERC Administration | 79,001 | 711,011 | 822,710 | 86% | 948,014 | 75% |
| Metro Support Services | 58,135 | 523,215 | 547,470 | 96% | 697,615 | 75% |
| Metro Risk Management | - | 117,212 | 118,996 | 99% | 140,652 | 83% |
| | 137,136 | 1,351,438 | 1,489,176 | 91% | 1,786,281 | 76% |
| Net Increase (Decrease) | (296,000) | (1,490,291) | (1,900,769) | 78% | (15,333) | 9719% |
| Transfers | | | | | | |
| Transfers from | - | - | - | - | - | - |
| Net Transfers | - | - | - | - | - | - |
| Net Operations | (296,000) | (1,490,291) | (1,900,769) | 78% | (15,333) | 9719% |
| Capital | | | | | | |
| Revenue | - | - | - | - | - | - |
| Capital Outlay Expense | 28,224 | 443,574 | 239,866 | 185% | 981,109 | 45% |
| Construction Management Expense | - | - | - | - | - | - |
| Goods & Services Expense | - | - | - | - | - | - |
| Non-Operating Revenue | 25,000 | 25,000 | 541,925 | 5% | 468,301 | 5% |
| Non-Operating Expense | - | - | - | - | - | - |
| Intrafund Transfers | - | - | - | - | - | - |
| Transfers to | - | - | - | - | - | - |
| Transfers from | - | - | - | - | - | - |
| Net Capital | (3,224) | (418,574) | 302,059 | -139% | (512,808) | 82% |
| Fund Balance Inc (Dec) | (299,224) | (1,908,864) | (1,598,710) | 119% | (528,141) | 361% |
| Food and Beverage Gross Margin | 170,904 | 2,343,305 | 2,678,840 | | 2,736,248 | 86% |
| Food and Beverage Gross Margin % | -28.1% | 11.0% | 14.7% | | 13.4% | |
| Full Time Employees | | | | | 46.4 | |
| Taxes as percent of revenue | 8% | 10% | 12% | | 18% | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 9,016,013 | 9,045,395 | | 9,016,013 | |
| Fund Balance Inc (Dec) | | (1,908,864) | (1,598,710) | | (528,141) | |
| Ending Fund Balance | | 7,107,149 | 7,446,685 | | 8,487,872 | |
| 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 HQH | | | | | - | |
| New Capital/Business Strategy Reserve | | | | | 1,630,498 | |
| Contingency for HQH (PERS Rsvr) | | | | | - | |
| Designated for PERS Reserve - Current | | | | | 105,401 | |
| Designated for PERS Reserve - Prior | | | | | 510,633 | |
| Ending Fund Balance | | | | | 8,487,872 | |

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

| | Current Month Actual March-11 | Current Year to Date Actual March-11 | Prior Year to Date Actual March-10 | % of Prior Year | 2010-11 Adopted Budget March-11 | % of Annual Budget 75% |
|---|--|---|---|-----------------------|--|---------------------------------|
| Operating | | | | | | |
| Revenue | 3,136 | 9,491 | 13,700 | 69% | 33,500 | 28% |
| Personal Services | 150,351 | 1,411,290 | 1,400,261 | 101% | 1,958,151 | 72% |
| Goods & Services | 27,791 | 230,731 | 309,990 | 74% | 705,599 | 33% |
| Net Operating Results Inc (Dec) | (175,006) | (1,632,530) | (1,696,550) | 96% | (2,630,250) | 62% |
| Non Operating | | | | | | |
| Non-Operating Revenue | 318 | 5,370 | 19,995 | 27% | 23,639 | 23% |
| Non-Operating Expense | - | - | - | - | - | - |
| | 318 | 5,370 | 19,995 | 27% | 23,639 | 23% |
| Support and Risk Management | | | | | | |
| MERC Administration | 225,718 | 2,031,458 | 2,285,306 | 89% | 2,708,611 | 75% |
| | 225,718 | 2,031,458 | 2,285,306 | 89% | 2,708,611 | 75% |
| Net Increase (Decrease) | 51,030 | 404,298 | 608,750 | 66% | 102,000 | 396% |
| Transfers | | | | | | |
| Net Transfers | - | - | - | - | - | - |
| Net Operations | 51,030 | 404,298 | 608,750 | 66% | 102,000 | 396% |
| Capital | | | | | | |
| Capital Outlay Expense | - | - | 100,669 | 0% | 102,000 | 0% |
| Non-Operating Revenue | - | - | - | - | - | - |
| Net Capital | - | - | (100,669) | 0% | (102,000) | 0% |
| Fund Balance Inc (Dec) | 51,030 | 404,298 | 508,082 | 80% | - | - |
| Full Time Employees | | | | | 20.0 | |
| Excise Tax | (217) | (280) | (812) | | - | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 1,002,490 | 958,388 | | 1,002,490 | |
| Fund Balance Inc (Dec) | | 404,298 | 508,082 | | - | |
| Ending Fund Balance | | 1,406,788 | 1,466,470 | | 1,002,490 | |
| 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 | |
| Ending Fund Balance | | | | | 1,002,490 | |

MERC Commission Meeting

May 17, 2011
1:00 pm

4.0 - Venue Business
Reports

OCC Event Analysis Monthly Revenue Report March 2011

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Clin | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|------------|---------------|----------------------|------------------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|------------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| OCC MAR 2011 MISC NON-EVENT ACTIVITIES/BILLINGS | 03/01/11 | 1 | Accounting/Non-Event | Accounting/Non-Event | Accounting/Non-Event | Settled | | 0 | 31 | 0 | | \$0 | \$227 | \$18 | \$127,694 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,588 | \$0 | \$0 | \$129,527 |
| NCCE Pre-Con - In House | 03/01/11 | 0 | In-house | Accounting/Non-Event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$23 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$23 |
| MillerCoors Meeting | 03/01/11 | 10 | New | Meeting/Seminar | Meeting | Settled | Local | 1,158 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$400 | \$0 | \$0 | \$0 | \$0 | \$0 | \$290 | \$0 | \$690 |
| Classic Wines Auction 2011 | 03/05/11 | 730 | Repeat | Auction | Food & Beverage/Catering | Settled | Local | 141,318 | 1 | 5 | | \$0 | \$63,250 | \$12,040 | \$0 | \$45 | \$9,506 | \$2,786 | \$250 | \$0 | \$0 | \$3,038 | \$450 | \$7,159 | \$98,524 |
| Oregon Business Magazine Dinner | 03/03/11 | 771 | Repeat | Dinner | Food & Beverage/Catering | Settled | State | 25,500 | 1 | 0 | | \$0 | \$30,630 | \$0 | \$0 | \$0 | \$7,897 | \$107 | \$0 | \$0 | \$0 | \$165 | -\$854 | \$3,495 | \$41,439 |
| U.S. National Open Taekwondo Championships 2011 | 03/05/11 | 1,204 | Repeat | Sporting Event/Athletics | Consumer Public | Settled | Local | 62,457 | 1 | 1 | | \$0 | \$130 | \$904 | \$125 | \$1,120 | \$100 | \$777 | \$0 | \$0 | \$257 | \$330 | \$3,250 | \$1,455 | \$8,449 |
| Catholic Charities Tasting | 03/04/11 | 3 | In-house | Tasting | In-house | Settled | Local | 1,228 | 1 | 0 | | \$0 | \$90 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$90 |
| MWESB Legal Summit | 03/04/11 | 30 | New | Meeting/Seminar | Meeting | Settled | Local | 1,158 | 1 | 0 | | \$0 | \$336 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$54 | \$300 | \$0 | \$690 |
| Oregon Governor's Safety & Health Conference (GOSH) | 03/08/11 | 1,450 | Repeat | Annual Convention/Conference | Convention w/ Tradeshow | Settled | State | 691,406 | 3 | 4 | TRUE | \$0 | \$119,042 | \$0 | \$1,503 | \$1,113 | \$39,917 | \$10,392 | \$1,560 | \$612 | \$0 | \$1,190 | \$28,150 | \$3,589 | \$207,067 |
| Chess for Success | 03/04/11 | 2,500 | Repeat | Competition | Miscellaneous/Other | Settled | Local | 76,216 | 2 | 0 | | \$0 | \$0 | \$0 | \$0 | \$120 | \$0 | \$332 | \$0 | \$0 | \$0 | \$275 | \$4,100 | \$336 | \$5,163 |
| World Wide Group - Regional Rallies | 03/05/11 | 625 | Repeat | Meeting/Seminar | Meeting | Settled | Regional | 6,563 | 1 | 0 | | \$0 | \$130 | \$0 | \$0 | \$0 | \$390 | \$83 | \$0 | \$0 | \$0 | \$165 | \$1,850 | \$55 | \$2,673 |
| ARAMARK staff dinner | 03/05/11 | 0 | In-house | Dinner | In-house | Settled | Local | 3,750 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| GOSH Pre-Con - In House | 03/07/11 | 0 | In-house | Accounting/Non-Event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$19 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$45 | \$0 | \$0 | \$64 |
| Inhouse: Intel Tech Fest Tasting | 03/07/11 | 0 | In-house | Lunch | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$201 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$201 |
| ARAMARK District Meeting | 03/07/11 | 21 | In-house | Meeting/Seminar | Meeting | Settled | Local | 11,070 | 3 | 0 | | \$0 | \$2,290 | \$0 | \$0 | \$0 | \$1,468 | \$559 | \$0 | \$0 | \$0 | \$202 | \$0 | \$0 | \$4,519 |
| Kaiser Permanente - Leadership Development Institute | 03/09/11 | 290 | New | Meeting/Seminar | Meeting | Settled | Local | 25,200 | 1 | 0 | | \$0 | \$13,631 | \$0 | \$1,395 | \$336 | \$25 | \$599 | \$0 | \$0 | \$0 | \$3,810 | \$4,250 | \$0 | \$24,046 |
| Susan G. Komen for the Cure - Breast Cancer Issues Conference 2011 | 03/12/11 | 450 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 51,957 | 1 | 2 | | \$0 | \$16,367 | \$0 | \$621 | \$636 | \$5,300 | \$83 | \$0 | \$0 | \$0 | \$2,525 | \$7,490 | \$495 | \$33,517 |

OCC Event Analysis Monthly Revenue Report March 2011

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|------------|---------------|------------|--------------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Pac West Open National Cheer and Dance Championships 2011 | 03/11/11 | 6,011 | Repeat | Sporting Event/Athletics | Consumer Public | Settled | Local | 384,768 | 3 | 1 | | \$0 | \$6,064 | \$0 | \$0 | \$8,885 | \$22,336 | \$1,688 | \$225 | \$0 | \$1,842 | \$1,026 | \$23,652 | \$11,179 | \$76,897 |
| KinkFest Pre-Con -- In House | 03/10/11 | 0 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$20 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$20 |
| SHRM 2011 - Ninth Annual Labor & Employment Law Conference | 03/10/11 | 333 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 25,351 | 1 | 0 | | \$0 | \$19,118 | \$0 | \$1,926 | \$40 | \$2,873 | \$0 | \$0 | \$0 | \$0 | \$1,855 | \$1,640 | \$0 | \$27,452 |
| Luis Palau Association: Benefit Dinner 2011 | 03/11/11 | 562 | Repeat | Dinner | Food & Beverage/Catering | Settled | Local | 23,761 | 1 | 0 | | \$0 | \$26,494 | \$0 | \$357 | \$60 | \$985 | \$570 | \$0 | \$0 | \$0 | \$333 | \$0 | \$0 | \$28,798 |
| Oregon Law Institute - ABC's of Decedents' Estate Administration | 03/11/11 | 160 | Repeat | Meeting/Seminar | Meeting | Settled | State | 4,000 | 1 | 0 | | \$0 | \$1,033 | \$0 | \$117 | \$0 | \$200 | \$83 | \$0 | \$0 | \$0 | \$546 | \$1,100 | \$0 | \$3,079 |
| Providence Cancer Luncheon Tasting | 03/11/11 | 14 | In-house | Tasting | Food & Beverage/Catering | Settled | Local | 0 | 1 | 0 | | \$0 | \$420 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$420 |
| Handwriting Without Tears | 03/11/11 | 60 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 3,636 | 2 | 0 | | \$0 | \$844 | \$0 | \$0 | \$30 | \$380 | \$83 | \$0 | \$0 | \$0 | \$355 | \$1,140 | \$0 | \$2,832 |
| IAHB Workshop | 03/11/11 | 125 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 6,220 | 2 | 0 | | \$0 | \$1,599 | \$0 | \$0 | \$0 | \$810 | \$0 | \$0 | \$0 | \$0 | \$1,742 | \$1,800 | \$0 | \$5,951 |
| Flash Bus Tour featuring Joe McNally and David Hobby | 03/12/11 | 300 | New | Meeting/Seminar | Meeting | Settled | Local | 6,300 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$150 | \$816 | \$249 | \$0 | \$0 | \$0 | \$0 | \$1,750 | \$0 | \$2,965 |
| Shamrock Run Packet Pick Up | 03/12/11 | 14,500 | New | Miscellaneous | Miscellaneous/Other | Settled | Regional | 18,900 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$160 | \$463 | \$810 | \$0 | \$0 | \$165 | \$5,107 | \$348 | \$7,053 |
| Food Services of America | 03/15/11 | 217 | Repeat | Trade Show | Tradeshow | Settled | Local | 60,000 | 1 | 3 | | \$0 | \$0 | \$0 | \$2,475 | \$0 | \$330 | \$18,276 | \$0 | \$0 | \$0 | \$275 | \$3,000 | \$573 | \$24,929 |
| Get Motivated Seminars | 03/14/11 | 3,800 | New | Meeting/Seminar | Meeting | Settled | Local | 101,786 | 1 | 1 | | \$0 | \$37,765 | \$0 | \$105 | \$600 | \$7,554 | \$1,746 | \$1,565 | \$0 | \$0 | \$1,040 | \$13,000 | \$2,756 | \$66,131 |
| American Red Cross Breakfast of Champions | 03/15/11 | 700 | Repeat | Breakfast | Food & Beverage/Catering | Settled | Local | 123,458 | 1 | 1 | | \$0 | \$14,294 | \$0 | \$515 | \$440 | \$2,885 | \$790 | \$0 | \$0 | \$0 | \$772 | \$2,200 | \$3,388 | \$25,284 |
| 2011 Northwest Apparel & Footwear Material Show | 03/16/11 | 0 | Repeat | Trade Show | Tradeshow | Settled | Regional | 255,656 | 2 | 1 | | \$0 | \$26,292 | \$4,774 | \$0 | \$60 | \$608 | \$2,035 | \$0 | \$229 | \$0 | \$1,036 | \$9,512 | \$721 | \$45,267 |
| Kaiser Permanente - Leadership Development Institute | 03/15/11 | 368 | New | Meeting/Seminar | Meeting | Settled | Local | 25,200 | 1 | 0 | | \$0 | \$14,478 | \$0 | \$1,296 | \$384 | \$65 | \$539 | \$0 | \$0 | \$0 | \$4,035 | \$4,250 | \$0 | \$25,047 |
| Inhouse: MPI Board Meeting | 03/15/11 | 25 | In-house | Meeting/Seminar | In-house | Settled | Local | 1,228 | 1 | 0 | | \$0 | \$51 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$126 | \$0 | \$0 | \$177 |

OCC Event Analysis Monthly Revenue Report March 2011

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|------------|---------------|------------|------------------------------|-------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Metro Multifamily Housing Association - 2011 Maintenance Fair | 03/17/11 | 450 | New | Meeting/Seminar | Tradeshow | Settled | Local | 97,369 | 1 | 1 | | \$0 | \$14,465 | \$0 | \$0 | \$0 | \$3,400 | \$4,389 | \$0 | \$45 | \$0 | \$3,829 | \$3,450 | \$166 | \$29,743 |
| Aramark/Giacometti | 03/16/11 | 4 | In-house | Meeting/Seminar | In-house | Settled | Local | 330 | 2 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2011 Portland Gift & Accessories Show | 03/19/11 | 3,000 | Repeat | Consumer/Public Show | Convention w/ Tradeshow | Settled | Local | 476,536 | 3 | 4 | TRUE | \$0 | \$180 | \$718 | \$0 | \$124 | \$325 | \$9,577 | \$297 | \$660 | \$0 | \$1,830 | \$19,450 | \$4,802 | \$37,963 |
| INTERFACE 2011 | 03/17/11 | 0 | Repeat | Trade Show | Tradeshow | Settled | Local | 60,400 | 1 | 1 | | \$0 | \$25,419 | \$0 | \$0 | \$0 | \$2,696 | \$5,327 | \$1,815 | \$0 | \$0 | \$1,129 | \$6,800 | \$1,040 | \$44,225 |
| KF 2011 , presented by the PLA | 03/18/11 | 915 | New | Annual Convention/Conference | Convention w/ Tradeshow | Settled | Regional | 115,163 | 3 | 1 | | \$0 | \$5,571 | \$0 | \$0 | \$720 | \$525 | \$1,913 | \$0 | \$0 | \$0 | \$2,435 | \$26,760 | \$0 | \$37,924 |
| OES Meeting | 03/17/11 | 0 | New | Meeting/Seminar | Meeting | Settled | Local | 0 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Inhouse: Classic Wine Auction Post Con | 03/17/11 | 0 | In-house | Meeting/Seminar | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Ecoroof Portland 2011 | 03/18/11 | 400 | New | Consumer/Public Show | Consumer Public | Settled | Local | 64,023 | 1 | 1 | | \$0 | \$1,562 | \$0 | \$0 | \$60 | \$921 | \$929 | \$0 | \$0 | \$0 | \$905 | \$3,350 | \$574 | \$8,302 |
| SEPG Pre-Con -- In House | 03/17/11 | 0 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$21 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$36 | \$0 | \$0 | \$57 |
| Blood Born Pathogens Training | 03/18/11 | 0 | In-house | Meeting/Seminar | Meeting | Settled | Local | 1,228 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Software and Systems Engineering Process Group (SEPG 2011) | 03/20/11 | 0 | New | Annual Convention/Conference | Convention w/ Tradeshow | Settled | National | 478,991 | 5 | 3 | TRUE | \$0 | \$154,548 | \$0 | \$0 | \$30 | \$2,685 | \$5,775 | \$9,567 | \$1,567 | \$0 | \$19,786 | \$38,140 | \$5,455 | \$237,553 |
| Oregon Law Institute - Moving Your Discovery Practice from DialUp to Broadband | 03/18/11 | 65 | Repeat | Meeting/Seminar | Meeting | Settled | State | 6,085 | 1 | 0 | | \$0 | \$2,488 | \$0 | \$63 | \$105 | \$602 | \$727 | \$0 | \$0 | \$0 | \$390 | \$900 | \$0 | \$5,275 |
| Plumbers & Steamfitters Local 290 Contract Meeting | 03/20/11 | 568 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 30,000 | 1 | 1 | | \$0 | \$749 | \$0 | \$0 | \$0 | \$1,540 | \$166 | \$0 | \$0 | \$0 | \$1,895 | \$3,250 | \$0 | \$7,600 |
| title nine - Blow Out Sale | 03/24/11 | 2,000 | Repeat | Trade Show | Consumer Public | Settled | Local | 210,000 | 3 | 4 | | \$0 | \$0 | \$0 | \$0 | \$2,030 | \$790 | \$0 | \$1,800 | \$0 | \$0 | \$275 | \$6,125 | \$50 | \$11,070 |
| TASTING: Good Friday Breakfast | 03/22/11 | 2 | In-house | Tasting | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$18 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$18 |
| Creating Keepsakes Scrapbook Convention (CKC) - Portland 2011 | 03/25/11 | 4,300 | Repeat | Consumer/Public Show | Consumer Public | Settled | State | 300,520 | 2 | 2 | | \$0 | \$0 | \$2,147 | \$117 | \$90 | \$2,260 | \$4,083 | \$99 | \$0 | \$0 | \$550 | \$23,749 | \$2,803 | \$35,897 |
| INVESTools - Investor Workshop | 03/23/11 | 360 | New | Meeting/Seminar | Meeting | Settled | Local | 35,250 | 2 | 0 | | \$0 | \$3,781 | \$0 | \$0 | \$390 | \$856 | \$166 | \$630 | \$0 | \$0 | \$6,450 | \$7,000 | \$0 | \$19,273 |

OCC Event Analysis Monthly Revenue Report March 2011

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|---|------------|---------------|------------|------------------------------|-------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Pella Pro Expo | 03/23/11 | 0 | Repeat | Trade Show | Tradeshow | Settled | Local | 75,505 | 2 | 0 | | \$0 | \$14,155 | \$0 | \$882 | \$795 | \$0 | \$1,639 | \$396 | \$0 | \$0 | \$491 | \$3,250 | \$484 | \$22,092 |
| SEPG Post-Con - In House | 03/25/11 | 0 | In-house | Accounting/Non-event | In-house | Settled | | 0 | 1 | 0 | | \$0 | \$20 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$36 | \$0 | \$0 | \$56 |
| Christ in Youth - Jr. High Only Believe 2011 | 03/26/11 | 1,122 | Repeat | Concert | Convention | Closed | Regional | 249,317 | 1 | 1 | | \$0 | \$180 | \$0 | \$0 | \$2,385 | \$50 | \$2,662 | \$0 | \$0 | \$0 | \$2,000 | \$13,400 | \$3,156 | \$23,833 |
| INVESTools - Investor Workshop | 03/26/11 | 422 | New | Meeting/Seminar | Meeting | Settled | Local | 26,000 | 2 | 0 | | \$0 | \$3,953 | \$0 | \$0 | \$390 | \$856 | \$166 | \$630 | \$0 | \$0 | \$5,143 | \$5,750 | \$481 | \$17,369 |
| Plumbers & Steamfitters Local 290 Contract Meeting | 03/27/11 | 930 | Repeat | Meeting/Seminar | Meeting | Settled | | 18,900 | 1 | 0 | | \$0 | \$1,404 | \$0 | \$0 | \$80 | \$1,045 | \$166 | \$0 | \$0 | \$0 | \$3,180 | \$3,500 | \$126 | \$9,501 |
| All Metro Managers Meeting | 03/30/11 | 120 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 4,700 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$278 | \$0 | \$0 | \$0 | \$0 | \$0 | \$615 | \$0 | \$893 |
| Blood Born Pathogens Training | 03/30/11 | 0 | In-house | Meeting/Seminar | Meeting | Settled | Local | 1,228 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| ODA Pre-Con -- In House | 03/31/11 | 0 | In-house | Accounting/Non-event | In-house | Settled | | 0 | 1 | 0 | | \$0 | \$24 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$54 | \$0 | \$0 | \$78 |
| Northwest Foodservice Show 2011 | 04/03/11 | 8,000 | Repeat | Annual Convention/Conference | Convention w/ Tradeshow | Closed | Regional | 1,042,484 | 2 | 4 | TRUE | \$0 | \$1,116 | \$0 | \$243 | \$0 | \$8,834 | \$46,847 | \$4,338 | \$3,725 | \$0 | \$1,280 | \$48,600 | \$98,382 | \$213,365 |
| Oregon Convention Center Volunteers' Update Meeting | 03/31/11 | 28 | In-house | Meeting/Seminar | In-house | Settled | | 1,158 | 1 | 0 | | \$0 | \$7 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$72 | \$0 | \$0 | \$79 |
| Totals | | 57,946 | | | | | | 5,434,432 | | | | | | | | | | | | | | | \$331,516 | | \$1,661,149 |

OCC Event Analysis Monthly Revenue Report March 10 Historical Comparison

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|---|------------|---------------|----------------------|----------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| OCC MAR 2010 MISC NON-EVENT ACTIVITIES/BILLINGS | 03/01/10 | 1 | Accounting/Non-Event | Accounting/Non-event | Accounting/Non-Event | Settled | | 0 | 31 | 0 | | \$0 | \$116 | \$19,908 | \$99,558 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,168 | \$0 | \$0 | \$123,749 |
| Pacific State Marine Fisheries Commission - Boxed lunch/meeting - In house | 03/01/10 | 8 | In-house | Lunch | Food & Beverage/Catering | Settled | Local | 0 | 1 | 0 | | \$0 | \$225 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9 | \$0 | \$0 | \$234 |
| MERC/Aramark | 03/02/10 | 20 | In-house | Meeting/Seminar | In-house | Settled | Local | 756 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Classic Wines Auction 2010 | 03/06/10 | 695 | Repeat | Fundraiser | Food & Beverage/Catering | Settled | Local | 147,840 | 1 | 5 | | \$0 | \$60,104 | \$11,600 | \$0 | \$45 | \$8,791 | \$2,315 | \$250 | \$0 | \$0 | \$1,986 | \$300 | \$6,994 | \$92,385 |
| MERC Commission Meeting | 03/03/10 | 28 | In-house | Meeting/Seminar | In-house | Settled | Local | 2,457 | 1 | 0 | | \$0 | \$400 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$50 | \$0 | \$0 | \$450 |
| MERC EBMS Meeting -- In House | 03/03/10 | 15 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$127 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$127 |
| OCC Gainsharing Update -- In-House | 03/04/10 | 50 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$78 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$78 |
| IBM Wilshire Welcome Event | 03/04/10 | 1,000 | New | Meeting/Seminar | Meeting | Settled | Regional | 25,200 | 1 | 0 | | \$0 | \$61,588 | \$0 | \$2,680 | \$0 | \$7,668 | \$88 | \$0 | \$0 | \$0 | \$1,781 | -\$210 | \$3,244 | \$76,839 |
| Wood Tech Show 2010 | 03/09/10 | 1,200 | Repeat | Exhibits | Convention w/ Tradeshow | Settled | National | 1,139,458 | 3 | 6 | TRUE | \$0 | \$27,953 | \$21,755 | \$64 | \$0 | \$328 | \$34,911 | \$1,495 | \$3,911 | \$0 | \$2,183 | \$38,813 | \$6,571 | \$137,984 |
| Oregon Business Magazine Dinner | 03/04/10 | 700 | Repeat | Dinner | Food & Beverage/Catering | Settled | State | 25,500 | 1 | 0 | | \$0 | \$27,061 | \$6,045 | \$0 | \$0 | \$5,378 | \$102 | \$0 | \$0 | \$0 | \$275 | \$0 | \$4,060 | \$42,921 |
| Oregon Law Institute - Representing Family and Closely Held Businesses | 03/05/10 | 132 | Repeat | Meeting/Seminar | Meeting | Settled | State | 2,881 | 1 | 0 | | \$0 | \$704 | \$0 | \$56 | \$0 | \$165 | \$79 | \$0 | \$0 | \$0 | \$273 | \$840 | \$0 | \$2,117 |
| Handwriting Without Tears | 03/05/10 | 68 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 4,462 | 2 | 0 | | \$0 | \$563 | \$0 | \$0 | \$30 | \$380 | \$102 | \$0 | \$0 | \$0 | \$108 | \$1,300 | \$0 | \$2,483 |
| Reliv Business Opportunity Meeting | 03/05/10 | 110 | New | Meeting/Seminar | Meeting | Settled | Local | 7,500 | 2 | 0 | | \$0 | \$65 | \$0 | \$0 | \$30 | \$1,412 | \$79 | \$0 | \$0 | \$0 | \$0 | \$2,180 | \$125 | \$3,891 |
| El Potro de Sinaloa, La Autoridad De La Sierra, Los Razos, Sonora Santanera de Carlos Colorado and Arranque Norteno | 03/05/10 | 904 | Repeat | Dance | Consumer Public | Settled | Local | 63,040 | 2 | 0 | | \$0 | -\$22 | \$5,263 | \$0 | \$1,715 | \$0 | \$1,907 | \$0 | \$0 | \$43 | \$1,417 | \$2,000 | \$977 | \$13,300 |

OCC Event Analysis Monthly Revenue Report March 10 Historical Comparison

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|---|------------|---------------|------------|--------------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| U.S. National Open Taekwondo Championships 2010 | 03/06/10 | 952 | Repeat | Sporting Event/Athletics | Consumer Public | Settled | Local | 124,105 | 1 | 1 | | \$0 | \$670 | \$7,450 | \$0 | \$2,000 | \$125 | \$759 | \$0 | \$0 | \$202 | \$569 | \$6,000 | \$5,162 | \$22,937 |
| Childpeace Montessori School Benefit Auction | 03/06/10 | 309 | New | Dinner | Food & Beverage/Catering | Settled | Local | 18,900 | 1 | 0 | | \$0 | \$21,052 | \$571 | \$0 | \$400 | \$3,805 | \$286 | \$0 | \$0 | \$0 | \$84 | \$1,600 | \$1,295 | \$29,092 |
| American Red Cross Breakfast of Champions | 03/09/10 | 380 | Repeat | Breakfast | Food & Beverage/Catering | Settled | Local | 61,458 | 1 | 1 | | \$0 | \$13,032 | \$0 | \$312 | \$0 | \$2,165 | \$701 | \$0 | \$0 | \$0 | \$605 | \$1,100 | \$1,710 | \$19,625 |
| INTERFACE 2010 | 03/09/10 | 600 | Repeat | Trade Show | Tradeshow | Settled | Local | 51,000 | 1 | 1 | | \$0 | \$26,871 | \$24 | \$0 | \$0 | \$2,848 | \$4,538 | \$414 | \$0 | \$0 | \$731 | \$6,175 | \$1,040 | \$42,641 |
| MERC/Aramark - Sage Discovery Day | 03/08/10 | 15 | In-house | Meeting/Seminar | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$35 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$59 | \$0 | \$0 | \$94 |
| 2010 Northwest Apparel & Footwear Material Show | 03/10/10 | 1,500 | Repeat | Trade Show | Tradeshow | Settled | Regional | 255,656 | 2 | 1 | | \$0 | \$23,423 | \$4,686 | \$250 | \$0 | \$537 | \$1,659 | \$0 | \$285 | \$0 | \$1,057 | \$8,532 | \$754 | \$41,182 |
| Metro Multifamily Housing Association - 2010 Maintenance Fair | 03/11/10 | 450 | New | Meeting/Seminar | Tradeshow | Settled | Local | 97,369 | 1 | 1 | | \$0 | \$11,254 | \$0 | \$0 | \$0 | \$5,020 | \$3,562 | \$0 | \$46 | \$0 | \$2,249 | \$3,185 | \$298 | \$25,613 |
| Foreclosure Fraud Symposium hosted by the Oregon Department of Justice | 03/10/10 | 470 | New | Meeting/Seminar | Meeting | Settled | State | 12,600 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,626 | \$0 | \$0 | \$0 | \$0 | \$165 | \$2,900 | \$550 | \$5,241 |
| Pac West Open National Cheer and Dance Championships 2010 | 03/12/10 | 7,442 | Repeat | Sporting Event/Athletics | Consumer Public | Settled | Local | 383,484 | 3 | 1 | | \$0 | \$5,362 | \$68,787 | \$125 | \$8,000 | \$20,748 | \$1,800 | \$475 | \$0 | \$1,773 | \$996 | \$20,796 | \$12,644 | \$141,506 |
| SHRM 2010 - Eighth Annual Labor & Employment Law Conference | 03/11/10 | 250 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 26,728 | 1 | 0 | | \$0 | \$18,234 | \$0 | \$1,312 | \$30 | \$1,978 | \$237 | \$0 | \$0 | \$0 | \$504 | \$1,800 | \$0 | \$24,095 |
| Oregon Law Institute - Probate Primer & Beyond the Basics of Probate Practice | 03/12/10 | 115 | Repeat | Meeting/Seminar | Meeting | Settled | State | 4,000 | 1 | 0 | | \$0 | \$921 | \$0 | \$88 | \$0 | \$200 | \$79 | \$0 | \$0 | \$0 | \$273 | \$1,000 | \$0 | \$2,561 |

OCC Event Analysis Monthly Revenue Report March 10 Historical Comparison

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|------------|---------------|------------|------------------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Susan G. Komen for the Cure - Breast Cancer Issues Conference 2010 | 03/13/10 | 650 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 49,456 | 1 | 1 | | \$0 | \$19,921 | \$0 | \$608 | \$615 | \$6,678 | \$271 | \$0 | \$0 | \$0 | \$2,585 | \$7,795 | \$784 | \$39,257 |
| American Physical Society March Meeting 2010 - APS | 03/15/10 | 7,500 | New | Annual Convention/Conference | Convention w/ Tradeshow | Settled | International | 1,552,294 | 4 | 4 | TRUE | \$0 | \$149,609 | \$90,256 | \$0 | \$0 | \$13,066 | \$17,498 | \$32,537 | \$5,860 | \$0 | \$6,071 | \$102,825 | \$20,258 | \$437,981 |
| NASW 2010 Statewide Conference | 03/12/10 | 173 | New | Annual Convention/Conference | Meeting | Settled | State | 9,647 | 1 | 0 | | \$0 | \$6,967 | \$112 | \$0 | \$135 | \$250 | \$395 | \$99 | \$0 | \$0 | \$672 | \$915 | \$100 | \$9,645 |
| American Physical Society Pre Con -- In House | 03/12/10 | 14 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$19 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$19 |
| Listening to the Body - IBP | 03/12/10 | 250 | New | Meeting/Seminar | Meeting | Settled | Local | 8,900 | 1 | 0 | | \$0 | \$312 | \$0 | \$0 | \$0 | \$355 | \$0 | \$0 | \$0 | \$0 | \$954 | \$2,150 | \$0 | \$3,771 |
| Chess for Success | 03/12/10 | 1,000 | Repeat | Competition | Miscellaneous/Other | Settled | Local | 76,216 | 2 | 0 | | \$0 | \$0 | \$12,938 | \$0 | \$120 | \$0 | \$413 | \$0 | \$0 | \$0 | \$275 | \$3,730 | \$0 | \$17,476 |
| Food Services of America | 03/18/10 | 325 | Repeat | Trade Show | Tradeshow | Settled | Local | 120,000 | 1 | 1 | | \$0 | \$0 | \$0 | \$1,640 | \$0 | \$213 | \$15,354 | \$0 | \$0 | \$0 | \$275 | \$3,000 | \$972 | \$21,454 |
| MERC/Aramark - Meeting with NACo Planners | 03/17/10 | 10 | In-house | Breakfast | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$84 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$84 |
| Jim Bailey's Retirement Reception | 03/18/10 | 45 | New | Reception | Food & Beverage/Catering | Settled | Local | 0 | 1 | 0 | | \$0 | \$1,262 | \$396 | \$0 | \$0 | \$150 | \$0 | \$0 | \$0 | \$0 | \$150 | \$0 | \$200 | \$2,158 |
| Public Library Association 2010 | 03/21/10 | 7,725 | Repeat | Annual Convention/Conference | Convention w/ Tradeshow | Settled | National | 2,981,904 | 7 | 2 | TRUE | \$0 | \$264,191 | \$65,881 | \$1,201 | \$384 | \$19,479 | \$64,321 | \$83,026 | \$22,088 | \$0 | \$42,589 | \$117,100 | \$20,841 | \$701,100 |
| Pre-Con for Public Library Association 2010 -- In House | 03/22/10 | 15 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$11 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11 |
| MERC meeting | 03/23/10 | 20 | In-house | Meeting/Seminar | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$56 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$56 |
| The Biggest Loser - Open Casting Call | 03/28/10 | 5,000 | New | Meeting/Seminar | Meeting | Settled | Local | 1,772 | 1 | 0 | | \$0 | \$0 | \$3,043 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$80 | \$250 | \$182 | \$3,555 |
| Hoffman Corporation Quarterly Meeting | 03/30/10 | 100 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 3,750 | 1 | 0 | | \$0 | \$1,786 | \$0 | \$0 | \$0 | \$330 | \$79 | \$0 | \$0 | \$0 | \$0 | \$545 | \$0 | \$2,740 |
| RMLS Trade Fair 2010 | 04/01/10 | 850 | Repeat | Trade Show | Tradeshow | Settled | Local | 94,093 | 1 | 1 | | \$0 | \$3,687 | \$753 | \$0 | \$0 | \$965 | \$5,638 | \$947 | \$89 | \$0 | \$275 | \$3,000 | \$630 | \$15,985 |
| Spring Beer & Wine Fest 2010 | 04/02/10 | 10,876 | Repeat | Consumer/Public Show | Consumer Public | Settled | Local | 566,052 | 2 | 4 | | \$0 | \$3,049 | \$1,238 | \$0 | \$25 | \$0 | \$5,907 | \$0 | \$0 | \$0 | \$18,500 | \$14,000 | \$0 | \$42,719 |
| Liberty Northwest Agency Roundtable | 03/31/10 | 110 | Repeat | Meeting/Seminar | Meeting | Settled | Local | 3,851 | 1 | 0 | | \$0 | \$3,173 | \$0 | \$584 | \$225 | \$595 | \$0 | \$0 | \$0 | \$0 | \$50 | \$834 | \$0 | \$5,461 |

OCC Event Analysis Monthly Revenue Report March 10 Historical Comparison

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|--------------------------|------------|---------------|------------|-----------------|----------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Oregon Convention Center | 03/31/10 | 10 | In-house | Meeting/Seminar | Accounting/Non-Event | Settled | Local | 0 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Totals | | 52,087 | | | | | | 7,922,329 | | | | | | | | | | | | | | \$354,455 | | | \$2,154,616 |
| | | | | | | | | | | | | | | | | | | | | | | | | | |

PCPA MONTHLY ANALYSIS

MARCH 2011

| FACILITY NAME | DATE | PRESENTER | EVENT | LOAD-IN/ LOAD-OUT DARK DAYS | NO. OF PERF. | TOTAL ATTEND. | PAID ATTEND. | % SOLD | GROSS TICKET SALES | RENT | CHARGES & REIMBURSE. | USER'S FEE | SOUVEN. | GROSS FOOD & BEV. | GROSS REVENUE EARNED |
|------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|-----------------|-------------------------|------------------|----------------|-------------------------|----------------------------|
| KELLER | 2/20 to 3/6 | Oregon Ballet Theatre | Firebird, Rite of Spring | 10 | 4 | 7,351 | 7,312 | 61% | \$352,635 | \$8,945 | \$29,946 | \$7,312 | \$0 | \$18,258 | \$64,461 |
| | 3/10 to 13 | Broadway Across America | Stomp | 1 | 5 | 10,589 | 10,568 | 71% | \$370,358 | \$16,750 | \$19,848 | \$36,988 | \$1,611 | \$16,206 | \$91,403 |
| ASCH | 3/1 | True West | Imagination Movers | 0 | 1 | 800 | 800 | 29% | \$27,075 | \$3,015 | \$7,699 | \$1,888 | \$1,324 | \$676 | \$14,602 |
| | 3/3 | Portland Arts and Lectures | Tracy Kidder | 0 | 1 | 1,919 | 2,257 | 81% | \$75,125 | \$1,855 | \$2,689 | \$5,904 | \$70 | \$950 | \$11,468 |
| | 3/4 | Oregon Symphony | Storm Large | 2 | 1 | 2,524 | 2,729 | 98% | \$191,210 | \$1,335 | \$9,566 | \$2,729 | \$320 | \$7,398 | \$21,348 |
| | 3/5 | Portland Youth Philharmonic | Winter Concert | 0 | 1 | 1,156 | 1,101 | 40% | \$13,479 | \$780 | \$3,590 | \$657 | \$0 | \$1,514 | \$6,541 |
| | 3/6 | Oregon Symphony | Kids Concert "Gotta Dance" | 0 | 1 | 2,185 | 2,153 | 78% | \$37,220 | \$540 | \$4,735 | \$2,153 | \$0 | \$480 | \$7,908 |
| | 3/7 | Portland Arts and Lectures | Wes Moore | 0 | 1 | 1,976 | 1,196 | 43% | \$23,193 | \$1,855 | \$3,095 | \$4,780 | \$82 | \$586 | \$10,398 |
| | 3/10 | ISEPP | Dr. Michael Coe | 0 | 1 | 1,297 | 319 | 12% | \$14,077 | \$3,340 | \$3,065 | \$2,522 | \$150 | \$369 | \$9,446 |
| | 3/7 to 14 | Oregon Symphony | Classical 12 Baiba Skride | 3 | 2 | 3,085 | 3,150 | 57% | \$122,418 | \$2,300 | \$11,148 | \$3,150 | \$124 | \$3,545 | \$20,267 |
| | 3/13 | Metro Youth Symphony | Winter Performance | 0 | 1 | 709 | 683 | 25% | \$12,183 | \$1,420 | \$3,825 | \$1,537 | \$0 | \$526 | \$7,308 |
| | 3/14 to 16 | White Bird | Alvin Ailey | 0 | 2 | 5,090 | 4,738 | 85% | \$164,727 | \$3,710 | \$36,974 | \$11,320 | \$1,015 | \$7,378 | \$60,397 |
| | 3/17 | Oregon Symphony | Evelyn Nagel Donor Appr. | 0 | 1 | 916 | 0 | | \$0 | \$1,045 | \$2,278 | \$0 | \$0 | \$229 | \$3,552 |
| 3/17 to 18 | Oregon Symphony | Youth Concerts | 0 | 4 | 6,253 | 0 | | \$0 | \$4,180 | \$5,575 | \$0 | \$0 | \$0 | \$9,755 | |
| NEWMARK | 2/28 to 3/12 | JANE a theatre company | Ghosts of Celilo | 8 | 9 | 4,904 | 4,013 | 51% | \$160,424 | \$8,560 | \$28,075 | \$14,181 | \$172 | \$4,081 | \$55,069 |
| | 3/13 | Portland Piano | Garrick Ohlsson | 0 | 1 | 653 | 692 | 79% | \$23,433 | \$1,135 | \$1,803 | \$1,671 | \$161 | \$2,218 | \$6,988 |
| | 3/15 | OHSU Brain Institute | Stephen Hauser | 0 | 1 | 407 | 454 | 52% | \$10,190 | \$1,135 | \$1,496 | \$1,036 | \$32 | see ArtBar | \$3,699 |
| | 3/17 to 19 | NW Dance Project | NW Dance Project | 1 | 2 | 803 | 667 | 38% | \$22,768 | \$2,955 | \$6,926 | \$1,505 | \$0 | \$492 | \$11,878 |
| 3/21 | OHSU Brain Institute | Marquam Hill Lecture | 0 | 1 | 336 | 0 | | \$0 | \$1,395 | \$1,363 | \$0 | \$0 | see ArtBar | \$2,758 | |
| WINNINGSTAD | 2/21 to 3/20 | Oregon Children's Theatre | On the Eve of Friday Morning | 11 | 29 | 5,501 | 5,398 | 64% | \$43,594 | \$3,935 | \$7,607 | \$1,462 | \$0 | \$373 | \$13,377 |
| A. HATFIELD HALL | 3/14 | PCPA Volunteers | Noontime Showcase-B. Griffin | 0 | 1 | 168 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| KELLER CAFÉ | | | | | | | | | | | | | | \$1,278 | \$1,278 |
| ARTBAR | | | | | | | | | | | | | | \$15,896 | \$15,896 |
| PCPA CATERING | | | | | | | | | | | | | | \$172 | \$172 |
| TOTALS | | | | 36 | 70 | 58,622 | 48,230 | 57% | \$1,664,109 | \$70,185 | \$191,303 | \$100,795 | \$5,061 | \$82,625 | \$449,969 |

PCPA MONTHLY ANALYSIS

MARCH 2010

| FACILITY NAME | DATE | PRESENTER | EVENT | LOAD-IN/ LOAD-OUT DARK DAYS | NO. OF PERF. | TOTAL ATTEND. | PAID ATTEND. | % SOLD | GROSS TICKET SALES | RENT | CHARGES & REIMBURSE. | USER'S FEE | SOUVEN. | GROSS FOOD & BEV. | GROSS REVENUE EARNED |
|--|--------------|------------------------------|----------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|------------------|-------------------------|------------------|----------------|------------------------------|------------------------------|
| KELLER | 2/22 to 3/7 | Oregon Ballet Theatre | The Four Temperaments | 9 | 6 | 11,138 | 10,441 | 58% | \$452,154 | \$8,760 | \$30,187 | \$5,221 | \$0 | \$11,785 | \$55,953 |
| | 3/11 | Live Nation | Martin Lawrence | 0 | 1 | 1,978 | 1,881 | 63% | \$116,916 | \$8,824 | \$7,891 | \$6,617 | \$0 | \$11,100 | \$34,432 |
| | 3/16 to 18 | Marathon Productions | America's Got Talent | 1 | 4 | 5,964 | 0 | | \$0 | \$12,620 | \$87,319 | \$0 | \$0 | \$22,730 | \$122,669 |
| | 3/19 | Live Nation | Chelsea Handler | 0 | 2 | 5,212 | 5,520 | 91% | \$315,371 | \$15,000 | \$10,211 | \$17,850 | \$2,107 | \$28,104 | \$73,272 |
| | 3/20 to 21 | New Epoch Culture Center | Shen Yun Performing Arts | 0 | 2 | 2,360 | 2,139 | 36% | \$117,250 | \$5,885 | \$11,844 | \$6,348 | \$156 | \$3,303 | \$27,536 |
| | 3/22 to 28 | Broadway Across America | Cats | 1 | 8 | 18,001 | 18,252 | 76% | \$760,710 | \$30,794 | \$30,068 | \$59,319 | \$6,539 | \$35,072 | \$161,792 |
| | 3/23 | Fidelity Investment | Private Reception | 1 | 1 | 60 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,716 | \$2,716 |
| | 3/25 | Lockheed Martin | Keller Café Private Dinner | 0 | 1 | 30 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$792 | \$792 |
| ASCH | 3/4 to 8 | Oregon Symphony | Classical 11 - Rossini | 2 | 3 | 3,734 | 3,679 | 44% | \$137,767 | \$11,025 | \$12,833 | \$1,840 | \$0 | \$3,950 | \$29,648 |
| | 3/11 | ISEPP | Dr. Donald Tomalia | 0 | 1 | 698 | 227 | 8% | \$8,388 | \$3,340 | \$2,951 | \$1,127 | \$150 | \$269 | \$7,837 |
| | 3/12 | Metropolitan Youth Symphony | An Epic Evening | 0 | 1 | 912 | 842 | 30% | \$14,073 | \$1,855 | \$3,550 | \$16,384 | \$0 | \$611 | \$22,400 |
| | 3/13 | Portland Youth Philharmonic | Winter Concert | 0 | 1 | 1,188 | 1,105 | 40% | \$14,360 | \$780 | \$3,308 | \$553 | \$0 | \$1,220 | \$5,861 |
| | 3/8 to 14 | Oregon Symphony | Classical 12 | 4 | 1 | 1,464 | 1,653 | 60% | \$51,854 | \$1,095 | \$7,011 | \$827 | \$0 | \$1,145 | \$10,078 |
| | 3/15 | World Affairs Council | Pervez Musharraf | 0 | 1 | 1,661 | 1,509 | 54% | \$50,905 | \$3,340 | \$3,663 | \$3,378 | \$0 | \$1,083 | \$11,464 |
| | 3/15 to 19 | Oregon Symphony | Youth Concerts | 1 | 4 | 5,349 | 0 | | \$0 | \$4,180 | \$5,590 | \$0 | \$0 | \$0 | \$9,770 |
| | 3/28 | Portland Arts and Lectures | Ruth Reichl | 0 | 1 | 1,965 | 2,343 | 84% | \$68,822 | \$1,855 | \$2,692 | \$4,990 | \$0 | \$982 | \$10,519 |
| NEWMARK | 3/1 | OHSU | Joseph LeDoux | 0 | 1 | 848 | 750 | 85% | \$19,046 | \$1,135 | \$1,925 | \$1,636 | \$111 | \$0 | \$4,807 |
| | 3/1 to 6 | White Bird | Random Dance | 1 | 3 | 1,239 | 1,169 | 44% | \$24,999 | \$2,270 | \$18,647 | \$2,338 | \$0 | \$315 | \$23,570 |
| | 3/7 | Portland Piano International | Benjamin Kim | 0 | 1 | 611 | 684 | 78% | \$21,994 | \$1,135 | \$1,959 | \$1,529 | \$0 | \$217 | \$4,840 |
| | 3/8 | OHSU | Jordan Grafman | 0 | 1 | 593 | 666 | 76% | \$14,918 | \$1,135 | \$1,739 | \$1,252 | \$0 | \$1,308 | \$5,434 |
| | 3/11 to 13 | Northwest Dance Project | Northwest Dance Project | 1 | 2 | 577 | 560 | 32% | \$17,217 | \$2,955 | \$6,774 | \$1,123 | \$0 | \$358 | \$11,210 |
| | 3/15 | OHSU | Joel Nigg | 0 | 1 | 497 | 0 | | \$0 | \$1,395 | \$1,499 | \$0 | \$0 | \$549 | \$3,443 |
| WINNINGSTAD | 2/22 to 3/21 | Oregon Children's Theatre | The Three Little Pigs | 7 | 41 | 12,568 | 12,839 | 97% | \$128,364 | \$4,350 | \$10,574 | \$2,140 | \$0 | \$1,351 | \$18,415 |
| | 3/26 to 27 | Portland Taiko | The Way Back Home | 1 | 2 | 531 | 523 | 90% | \$9,625 | \$1,670 | \$1,699 | \$1,046 | \$0 | \$126 | \$4,541 |
| A. HATFIELD HALL | 3/18 | Janina Malone | Birthday Party | 0 | 1 | 15 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$164 | \$164 |
| | 3/18 | Travel Portalnd | FAM Dinner | 0 | 1 | 42 | 0 | | \$0 | \$2,000 | \$0 | \$0 | \$0 | \$3,313 | \$5,313 |
| | 3/22 | PCPA | Noontime Showcase | | | | | | | | | | | \$65 | \$65 |
| KELLER CAFÉ ARTBAR PCPA CATERING | | | | | | | | | | | | | | \$9,083 \$12,907 \$400 | \$9,083 \$12,907 \$400 |
| TOTALS | | | | 29 | 92 | 79,235 | 66,782 | 60% | \$2,344,733 | \$127,398 | \$263,934 | \$135,518 | \$9,063 | \$155,018 | \$690,931 |

PCPA MONTHLY ANALYSIS

APRIL 2011

| FACILITY NAME | DATE | PRESENTER | EVENT | LOAD-IN/ LOAD-OUT DARK DAYS | NO. OF PERF. | TOTAL ATTEND. | PAID ATTEND. | % SOLD | GROSS TICKET SALES | RENT | CHARGES & REIMBURSE. | USER'S FEE | SOUVEN. | GROSS FOOD & BEV. | GROSS REVENUE EARNED |
|--|--------------|-----------------------------|-----------------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|------------------|-------------------------|------------------|----------------|---------------------------------|---------------------------------|
| KELLER | 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 ARTBAR PCPA CATERING | | | | | | | | | | | | | | \$15,643 \$23,089 \$3,423 | \$15,643 \$23,089 \$3,423 |
| | | TOTALS | | 37 | 80 | 86,053 | 74,896 | 63% | \$3,612,245 | \$152,768 | \$209,393 | \$179,671 | \$7,000 | \$193,048 | \$741,880 |

PCPA MONTHLY ANALYSIS

APRIL 2010

| FACILITY NAME | DATE | PRESENTER | EVENT | LOAD-IN/ LOAD-OUT DARK DAYS | NO. OF PERF. | TOTAL ATTEND. | PAID ATTEND. | % SOLD | GROSS TICKET SALES | RENT | CHARGES & REIMBURSE. | USER'S FEE | SOUVEN. | GROSS FOOD & BEV. | GROSS REVENUE EARNED |
|--|-------------|------------------------------|------------------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|------------------|-------------------------|------------------|-----------------|------------------------------|------------------------------|
| KELLER | 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 ARTBAR PCPA CATERING | | | | | | | | | | | | | | \$9,732 \$24,756 \$153 | \$9,732 \$24,756 \$153 |
| TOTALS | | | | 34 | 62 | 72,689 | 57,144 | 63% | \$2,517,664 | \$112,671 | \$234,611 | \$118,626 | \$11,528 | \$132,135 | \$609,571 |

Expo Center Event Analysis

| March 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 | |
|--|----------|------------|----------|-----------|-------------|------------|------------|------------|---------------|----------------|---------------|----------------|------------------------|---------------|---------------|----------------|----------------|----------------|
| Commission Meeting | 2 | | 1 | | 1 | 1 | 0 | | 13 | | | | | 492 | | | 492 | |
| America's Largest Antique & Collectible Show | 4-6 | 1 | | | 1 | 3 | 2 | | 11,873 | 32,175 | 625 | 49,368 | 3,792 | | 3,163 | 47,551 | 136,674 | |
| Portland Swap Meet Committee Meeting | 10 | | 1 | | 1 | 1 | 0 | | 100 | | | | | | | | 0 | |
| Columbia River Crossing Project | 10 | | 1 | | 1 | 1 | 0 | | 65 | 390 | | | | 12 | | | 402 | |
| Northwest Quilters 37th Annual Quilt Show | 10-12 | 1 | | | 1 | 3 | 1 | | 2,171 | 7,025 | | 5,055 | | 1,166 | 1,631 | 8,985 | 23,862 | |
| Spring RV Show of Shows | 9-13 | 1 | | | 1 | 5 | 3 | | 11,573 | 75,235 | | 28,264 | 5,006 | 3,737 | 8,865 | 48,374 | 169,481 | |
| 55th Annual Portland Roadster Show | 18-20 | 1 | | | 1 | 3 | 3 | | 15,348 | 40,455 | 720 | 63,656 | 5,467 | 230 | 4,416 | 59,054 | 173,998 | |
| Rose City Gun and Knife Show | 19-20 | 1 | | | 1 | 2 | 2 | | 7,452 | 7,800 | 500 | 12,036 | | | 716 | 25,203 | 46,255 | |
| Portland Swap Meet Committee Meeting | 24 | | 1 | | 1 | 1 | 0 | | 125 | 350 | | | | | | | 350 | |
| Youth of the Year Banquet | 26 | | 1 | | 1 | 1 | 0 | | 800 | 2,875 | 1,110 | | | 10,948 | | 2,110 | 17,043 | |
| Silver Collector Car Auction | 26 | 1 | | | 1 | 1 | 1 | | 541 | 3,675 | | 3,467 | | | 514 | 1,427 | 9,083 | |
| 2011 Better Living Show | 25-27 | 1 | | | 1 | 3 | 5 | | 12,403 | 16,080 | 541 | 9,927 | 6,358 | 2,228 | 11,412 | 40,333 | 86,879 | |
| Portland Rubber Stamp & Paper Arts Festival | 26-27 | 1 | | | 1 | 2 | 1 | | 869 | 4,700 | 125 | 1,520 | | | 238 | 2,727 | 9,310 | |
| | 8 | | 5 | | 13 | 27 | 18 | 75% | 63,333 | 190,760 | 3,621 | 173,293 | 20,623 | 18,813 | 30,955 | 235,764 | 673,829 | |
| 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 | |
| April | | | | | | | | | | | | | | | | | 0 | |
| May | | | | | | | | | | | | | | | | | 0 | |
| June | | | | | | | | | | | | | | | | | 0 | |
| Total to Date | | 38 | 2 | 33 | 0 | 73 | 165 | 40% | 323,887 | 1,218,903 | 26,363 | 1,130,626 | 78,911 | 160,416 | 176,223 | 1,360,294 | 4,151,736 | |
| Month to Month Comparison | | -1 | 0 | 4 | 0 | 3 | 2 | 0 | 22% | 15,404 | 29,152 | 1,360 | 52,000 | 20,623 | 3,835 | 4,746 | 68,005 | 179,721 |
| Year to Date Comparison | | -14 | 1 | 13 | 0 | -1 | -13 | -22 | 1% | -24,706 | 48,465 | -1,971 | -89,157 | 78,911 | 25,519 | -8,871 | 36,743 | 89,639 |
| 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 | |
| April | | 9 | 1 | 1 | 10 | 20 | 22 | 50% | 48,991 | 164,798 | 1,306 | 239,180 | | 23,188 | 10,345 | 72,402 | 511,219 | |
| May | | 5 | 1 | 3 | 9 | 17 | 14 | 18% | 12,069 | 68,031 | 3,153 | 27,891 | | 61,840 | 7,422 | 49,446 | 217,783 | |
| June | | 1 | | 4 | 5 | 7 | 6 | 11% | 10,963 | 26,126 | 4,300 | 30,157 | | 3,436 | 2,020 | 34,509 | 100,548 | |
| Total to Date | | 67 | 3 | 28 | | 98 | 222 | 36% | 420,616 | 1,429,393 | 37,093 | 1,517,011 | | 223,361 | 204,881 | 1,479,908 | 4,891,647 | |

MERC Commission Meeting

May 17, 2011
1:00 pm

6.0 - Consent Agenda

**Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission;
Economic Development Activity; or Negotiation
(Food Travel, Lodging Expenses Approved in Advance- exception (H))**

In accordance with ORS 244.020(5)(b)(H), the following public officials: **all current MERC Commissioners and current Metro Councilors** are hereby authorized to represent Metro/MERC in an official capacity; and

The MERC Commission and Metro Council hereby approves in advance, the receipt of reasonable expenses for food, travel, and lodging for the above-named public officials and his/her accompanying relative, household member, or staff member, for attendance at (*check one*):

- trade-promotion mission;**
- fact-finding mission;**
- economic development activity; OR**
- negotiation;**

as follows (*describe date and type of event*):

Two Portland familiarization tours ("fam tour") where meals will be paid for by Travel Portland, to familiarize potential meeting planners and association executives with Portland and with the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development, which activity(ies) will take place in Portland on **June 2, 3, & 4, 2011** and **December 1, 2, & 3, 2011**.

Being approved by the MERC Commission, at its regular meeting on May 17, 2011, the above activity is hereby officially sanctioned by MERC.

MERC Commission Chair

Being approved by the Metro Council, at its regular meeting on _____, the above activity is hereby officially sanctioned by Metro.

Metro Council President



1000 S.W. BROADWAY, STE. 2300 | PORTLAND, OR 97205 | 503.275.9750 TEL | TRAVELPORTLAND.COM

May 6, 2011

Dear Travel Portland Board of Directors, City of Portland Commissioners, Multnomah County Commissioners, Metro Councilors, MERC Commissioners and Multicultural Advisory Council:

Travel Portland will be hosting a convention “Familiarization Trip” to Portland over the dates of June 2-5, 2011.

Approximately 24 national association executives and decision-makers, representing 17 associations, will be here to review Portland as a possible future convention site. These clients range from Oregon Convention Center users to multiple and single-hotel users.

Familiarization trips have been very successful in the past. Historically, fifty percent of customers attending previous trips have eventually chosen Portland as a meeting site, resulting in millions of dollars of business for the community. We feel this remarkable response can largely be attributed to the support, friendliness and sincerity of the Oregonians our visitors meet during their stay.

It is important that we show these valued clients that we appreciate the economic importance of their meetings. The presence of community leaders can make a huge impact, and we sincerely hope your schedule will allow you to attend your choice of the following events as our guests.

| THURSDAY June 2, 2011 | FRIDAY June 3, 2011 | | SATURDAY June 4, 2011 | |
|--|---|---|--|--|
| 6-8:30 p.m. Dinner Meriwether’s Restaurant 2601 N.W. Vaughn St. Dress: Business | 8-9 a.m. Breakfast Portland Marriott Downtown Waterfront 1401 S.W. Naito Parkway Dress: Business | 1-2 p.m. Lunch Doubletree Hotel Portland 1000 N.E. Multnomah St. Dress: Business | 8:45-10:15 a.m. Breakfast Lan Su Chinese Garden N.W. Third Avenue at Everett St. Dress: Casual | 6-9 p.m. Reception/ Dinner Portland Center for the Performing Arts 1111 S.W. Broadway Dress: Business Casual |

These functions offer the best opportunities and the most convenient times for you to meet our guests. I hope we will have the pleasure of your company. Please mark your calendars now and **RSVP by Friday, May 27, 2011**, to Jackie Harper, CMP (503.275.9290 or jackie@travelportland.com), if you are able to join us.

Again, your continued support of our industry is highly valued.

Sincerely,

Jeff Miller
President & CEO

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

April 6, 2011
Oregon Convention Center, Meeting Room A 107 - 108

| | |
|--------------------------|--|
| Present: | Elisa Dozono (Chair), Judie Hammerstad (via telephone), Ray Leary , Chris Erickson, Cynthia Haruyama, and Ex-officio Rex Burkholder |
| Absent: | Karis Stoudamire-Phillips (excused), Terry Goldman (excused) |
| | A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Dozono at Oregon Convention Center, Meeting Room A 107-108 at 12:30 p.m. Chair Dozono noted that the meeting agenda had been revised to include two additional resolutions under the Action Agenda. |
| 1.0 | QUORUM CONFIRMED A quorum of Commissioners was present. |
| 2.0 | COMMISSIONER / EX OFFICIO COMMUNICATIONS <ul style="list-style-type: none"> • Ex-officio Rex Burkholder reported on the Metro COO’s budget statement and also reported on discussions at a recent Council Work Session related to ethics and the risks and benefits of using social media. |
| 3.0 | METRO COUNCIL PRESIDENT COMMUNICATIONS <ul style="list-style-type: none"> • Council President Tom Hughes provided relevant details of his recent trips to Japan and Albuquerque, NM and outlined the recruitment process for the Metro COO. Council President Hughes and MERC Commissioners discussed the need for a political champion and leadership for potential opportunities surrounding any future convention center hotel plans. |
| 4.0 4.1 | GENERAL MANAGER COMMUNICATIONS February 2011 Financial Report <ul style="list-style-type: none"> • Chair Dozono expressed appreciation in receiving regular legislative updates which were provided to Commissioners. • Teri Dresler provided the following updates to the Commission: <ul style="list-style-type: none"> ○ April 7th: MERC Budget Chair Hammerstad will be attending the Metro Council budget presentation to provide an overview of the MERC budget. ○ April 14th: Venue directors will provide venue budget narrative to the Metro Council. ○ May 17th: MERC Commission meeting followed by a Joint Metro Council/MERC Commission Work Session in Brunish Hall. ○ Upcoming event reminders include: April 19th is the Portland Business Alliances Breakfast; April 21st is the Black United Fund Dinner at the Governor Hotel and May 10th is the Travel Portland Awards Breakfast. • Chair Dozono commented favorably on the new financial report format. |
| 5.0 | MERC VENUES BUSINESS REPORTS Chris Bailey, Jeff Blosser and Robyn Williams provided venue business updates. |
| 6.0 | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS Jeff Miller, President and CEO, Travel Portland, encouraged participation by Commissioners to a Travel Portland Customer Advisory Board event on the evening of April 14, 2011. He explained the Customer Advisory Board was an outcome of last year’s customer focus group. The permanent advisory board comes to meet in Portland every 6-8 months. |

| | |
|---|---|
| <p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> | <p>CONSENT AGENDA</p> <ul style="list-style-type: none"> Chair Dozono noted an addition to the Consent Agenda of an Authorization of Ethics Form for MERC Commissioners to attend the Travel Portland Customer Advisory Board Activities April 14. She asked if any Commissioners were opposed to this item being added to the Consent Agenda. No Commissioners were opposed. <p>March 2, 2011 MERC Commission Record of Actions</p> <p>March 15, 2011 MERC Commission Record of Actions</p> <p>Authorization of Ethics Form for MERC Commissioners to attend Travel Portland Customer Advisory Board Activities April 14, 2011.</p> <ul style="list-style-type: none"> A motion was made by Commissioner Leary and seconded by Commissioner Erickson to approve the Consent Agenda. <p>VOTING: Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama and Leary) Nay: 0 Motion Passed</p> |
| <p>8.</p> <p>8.1</p> | <p>ACTION AGENDA</p> <p>Resolution 11-07 for the purpose of approving a new capital project at the Oregon Convention Center and the increase of the cost for the Keller Auditorium Boiler Replacement Project for the Portland Center for the Performing Arts, amending MERC’s 5 year Capital Plan, and recommending that the metro Council amend the FY 2010-11 through FY 2014-15 Capital Improvement Plan.</p> <ul style="list-style-type: none"> Cynthia Hill presented Resolution 11-07. A motion was made by Commissioner Erickson and seconded by Commissioner Leary to approve Resolution 11-07 as presented. <p>VOTING: Aye: 4 (Dozono, Erickson, Hammerstad, Leary) Abstain: 1 (Hammerstad- unable to hear Resolution 11-07 discussion) Nay: 0 Motion Passed</p> |
| <p>8.2</p> | <p>Resolution 11-08 for the purpose of selecting DeTemple Company, Inc. as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the Performing Arts, Keller Auditorium “Boiler Replacement Project”, and authorizing the General Manager to execute a contract with DeTemple Company, Inc</p> <ul style="list-style-type: none"> Robyn Williams presented Resolution 11-08. Chair Dozono inquired about FOTA outreach for this process and if any input was received from FOTA Liaison Commissioners Leary and Stoudamire-Phillips. Commissioner Leary suggested, on a go forward basis, that procurement outreach might be enhanced by attendance at the Friday meetings of the Oregon Association of Minority Entrepreneurs (OAME). He offered to introduce venue staff at future OAME meetings. Chair Dozono asked if the lifespan of the new boiler would be longer than the previous boiler. R. Williams responded affirmatively. A motion was made by Commissioner Hammerstad and seconded by Commissioner Erickson to approve Resolution 11-08 as presented. <p>VOTING: Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama and Leary) Nay: 0 Motion Passed</p> |
| <p>8.3</p> | <p>Resolution 11-09 for the purpose of selecting Payne Construction Inc. as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the</p> |

| | |
|-------------------|--|
| | <p>Performing Arts “Keller Auditorium Concessions Areas Upgrade General Contracting Services” and authorizing the General Manager to execute a contract with Payne Construction.</p> <ul style="list-style-type: none"> • Robyn Williams presented Resolution 11-09. • A motion was made by Commissioner Erickson and seconded by Commissioner Hammerstad to approve Resolution 11-09 as presented. <p>VOTING: Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama and Leary) Nay: 0 Motion Passed</p> |
| <p>8.4</p> | <p>Resolution 11-10 for the purpose of selecting Bargreen Ellingson as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the Performing Arts “Keller Auditorium Concessions Areas Upgrade Millwork” and authorizing the General Manager to execute a contract with Bargreen Ellingson.</p> <ul style="list-style-type: none"> • Robyn Williams presented the Resolution 11-10. • A motion was made by Commissioner Leary and seconded by Commissioner Erickson to approve Resolution 11-10 as presented. <p>VOTING: Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama and Leary) Nay: 0 Motion Passed</p> |
| | <p>As there was no further business to come before the Commission, the meeting was adjourned at 2:03 pm.</p> |

**Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission;
Economic Development Activity; or Negotiation
(Food Travel, Lodging Expenses Approved in Advance- exception (H))**

In accordance with ORS 244.020(5)(b)(H), the following public officials: **all current MERC Commissioners and the General Manager of Visitor Venues**, are hereby authorized to represent Metro/MERC in an official capacity; and

The MERC Commission hereby approves in advance, the receipt of reasonable expenses for food, travel, and lodging for the above-named public officials and his/her accompanying relative, household member, or staff member, for attendance at (*check one*):

trade-promotion mission;
 fact-finding mission;
 economic development activity; OR
 negotiation;

as follows (*describe date and type of event*):

Travel Portland's Customer Advisory Committee activities on April 13 and 14, 2011, where meals will be paid for by Travel Portland (formerly "POVA"), to familiarize national organizations and meeting planners with Portland and with the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development,

Being approved by the MERC Commission April 6, 2011, the above activity is hereby officially sanctioned by MERC.



MERC Commission Chair

Note: the Metro Councilor/MERC Commissioner are required to keep detailed accounting of the expenses paid and shall report same to the Ethics Commission as required by law.

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-07

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

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

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

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

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

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


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

Passed by the Commission on April 6, 2011.


Chair

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

Secretary/Treasurer

By: 
Nathan A. Schwartz Sykes, Senior Attorney

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-08

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

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

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

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

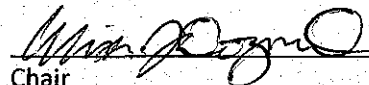
WHEREAS, Section 4(D)(1)(c) of the MERC Contracting and Purchasing Rules, requires MERC to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

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

BE IT THEREFORE RESOLVED as follows:

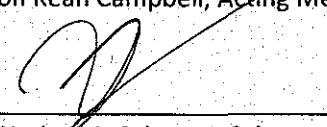
1. The Metropolitan Exposition Recreation Commission selects DeTemple Company, Inc. as the lowest responsive and responsible bidder in response to the Request for Bids for the PCPA, Keller Auditorium Boiler Replacement Project;
2. The Metropolitan Exposition Recreation Commission approves the award of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

Passed by the Commission on April 6, 2011.


Chair

Secretary/Treasurer

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

By: 
Nathan A. Schwartz Sykes
Senior Metro Attorney

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-09

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

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

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


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

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

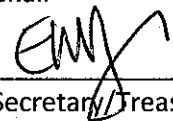
BE IT THEREFORE RESOLVED as follows:

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

Passed by the Commission on April 6, 2011.




 Chair



 Secretary/Treasurer

Approved As to Form:

Alison Kean Campbell, Acting Metro Attorney

By: 

 Nathan A. Schwartz Sykes
 Senior Attorney

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-10

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

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

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

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

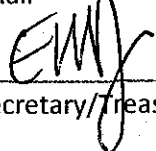
WHEREAS, MERC staff has evaluated the bids, and Bargreen Ellingson is the lowest responsive and responsible bidder.

BE IT THEREFORE RESOLVED as follows:


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

Passed by the Commission on April 6, 2011.


Chair


Secretary/Treasurer

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

By: 
Nathan A. Schwartz Sykes
Senior Attorney

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

May 5, 2011

Special Commission Meeting (via telephone conference call)

| | |
|--------------------------|--|
| Present: | Judie Hammerstad (Acting Chair), Ray Leary, Terry Goldman, and Chris Erickson |
| Absent: | Elisa Dozono (excused), Cynthia Haruyama (excused), and Karis Stoudamire-Phillips (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. |
| 1.0 | QUORUM CONFIRMED A quorum of Commissioners was present. |
| 2.0 2.1 | ACTION AGENDA Resolution 11-11 for the purpose of approving a contract with Delta AV for the Oregon Convention Center Digital Signage Upgrade Project Jeff Blosser presented Resolution 11-11. A motion was made by Commissioner Goldman and seconded by Commissioner Erickson to approve Resolution 11-11 as presented. VOTING: Aye: 4 (Hammerstad, Leary, Goldman, Erickson) Nay: 0 Motion passed |
| | There was no further business to come before the Commission and the special meeting was adjourned at 1:38 p.m. |

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-11

Approving the selection of **Delta AV** as the general contractor for the Digital Signage Upgrade Project.

WHEREAS, in the public interest for the purpose of providing timely and efficient event information inside the Oregon Convention Center Operation, and;

WHEREAS, this agreement meets the sustainable practices of the Oregon Convention Center and;

WHEREAS, staff has completed a thorough Request for Proposal process and selected the most qualified respondent, and;

WHEREAS, the Commission has the authority to enter into contracts for the Oregon Convention Center, and;

WHEREAS, this project will have a positive impact on client and attendee satisfaction at the Oregon Convention Center, and;

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

1. Approves the selection of **Delta AV** as the most responsive proposer to the Oregon Convention Center Digital Signage Upgrade Project.
2. Delegates the authority to the General Manager of Visitor Venues to execute the contract in substantially the form attached as Exhibit A, with **Delta AV** in the amount of \$152,858.70 to design and install a new digital signage system at the Oregon Convention Center.

Passed by the Commission on May 5, 2011.

Approved as to form:

Alison Kean Campbell, Acting Metro Attorney

Chair

By: _____

Nathan A. Schwartz Sykes, Senior Attorney

Secretary/Treasurer

MERC Commission Meeting

May 17, 2011
1:00 pm

7.0 - Action Agenda

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; and

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 May 17, 2011

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

Chair

Secretary/Treasurer

By:

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: May 17, 2011

Background and Analysis:

The MERC Budget was approved by Metro Council on May 5th and submitted to Tax Supervising and Conservation Commission (TSCC). Metro Council will adopt a final budget on June 23rd.

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 (\$182,675)
- 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 with an equal amount recognized as an incoming transfer from the Risk Fund. The net result has zero fiscal impact on the MERC fund.

Fiscal Impact:

- 1) The beginning balance will increase \$1,651,366 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: May 17, 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 |
| Resources | MERC Fund (555) | | | |
| | | 4550 | Food Service Revenue | \$177,000 |
| | | | Total Resources | \$177,000 |
| Requirements | 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: May 17, 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 |
| Resources | MERC Fund (555) | | | |
| | | 3500 | Beginning Fund Balance | \$111,000 |
| | | 4120 | Local Grant Direct – unearned revenue from City of Portland Grant | 21,675 |
| | | | Total Resources | \$132,675 |
| Requirements | MERC Fund (555) | | | |
| | | 5240 | Contracted Professional Services | \$82,675 |
| | | 5800 | Transfer to Metro General Fund | 50,000 |
| | | | Total Requirements | \$132,675 |

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). 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 |
| 4) Renovation of Metro | In an effort to support the implementation of the MERC/Metro Business | \$50,000 |

Human Resources Office
– Transfer to Metro
General Fund

Practices Study specifically in the arena of human resources, a transfer of \$50,000 from the MERC Fund to the Metro General Fund is proposed to cover the cost of a remodel in the HR office. The newly created space will accommodate the MERC human resources manager and facilitate her integration into the centralized human resources work group. This integration will ultimately bring additional human resource office focus to the MERC employees and offer more support and back up to the services previously provided through MERC. The overhead costs for these services have been reduced in the FY 12 proposed budget providing higher value at a lower cost to the MERC venues.

Total \$132,675

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

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: MERC Fund Visitor Venues

DATE: May 17, 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 |
| Resources | MERC Fund (555) | | | |
| | | 3500 | Beginning Fund Balance | \$1,540,366 |
| | | 4750 | Donations | 100,000 |
| | | | Total Resources | \$1,640,366 |
| Requirements | 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 <u>Approved</u> | | Commission <u>Proposed Revision</u> | | FY 2011-12 <u>Revised</u> | |
|---|---|-------------------------------|------------|--|---------|------------------------------|------------|
| | | FTE | Amount | FTE | Amount | FTE | Amount |
| MERC Fund | | | | | | | |
| <u>Resources</u> | | | | | | | |
| <i>BEGBAL Beginning Fund Balance</i> | | | | | | | |
| | * Undesignated | | 3,108,587 | | 838,000 | | 3,946,587 |
| | * 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 <u>Approved</u> | | Commission <u>Proposed Revision</u> | | FY 2011-12 <u>Revised</u> | |
|--|-----------------------------|-------------------------------|---------------------|--|--------------------|------------------------------|---------------------|
| | | FTE | Amount | FTE | Amount | FTE | Amount |
| MERC Fund | | | | | | | |
| <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 |
| TOTAL RESOURCES | | | \$66,415,013 | | \$1,950,041 | | \$68,365,054 |

| <u>Personal Services</u> | | | | | | | |
|------------------------------------|---|------|---------|---|---|------|---------|
| <i>SALWGE Salaries & 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 <u>Approved</u> | | Commission <u>Proposed Revision</u> | | FY 2011-12 <u>Revised</u> | |
|------------------|-----------------------------------|-------------------------------|---------|--|--------|------------------------------|---------|
| | | FTE | Amount | FTE | Amount | FTE | Amount |
| MERC Fund | | | | | | | |
| | 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 <u>Approved</u> | | Commission <u>Proposed Revision</u> | | FY 2011-12 <u>Revised</u> | |
|--|--|-------------------------------|---------------------|--|------------|------------------------------|---------------------|
| | | FTE | Amount | FTE | Amount | FTE | Amount |
| MERC Fund | | | | | | | |
| | 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 |
| Total Personal Services | | 185.85 | \$17,788,181 | - | \$0 | 185.85 | \$17,788,181 |
| <u>Materials & Services</u> | | | | | | | |
| | <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 |

| ACCT | DESCRIPTION | FY 2011-12 <u>Approved</u> | | Commission <u>Proposed Revision</u> | | FY 2011-12 <u>Revised</u> | |
|---|----------------------------------|-------------------------------|---------------------|--|--------------------|------------------------------|---------------------|
| | | FTE | Amount | FTE | Amount | FTE | Amount |
| MERC Fund | | | | | | | |
| 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 |
| <i>IGEXP</i> | <i>Intergov't Expenditures</i> | | | | | | |
| 5300 | Payments to Other Agencies | | 261,846 | | 0 | | 261,846 |
| 5310 | Taxes (Non-Payroll) | | 17,000 | | 0 | | 17,000 |
| <i>OTHEXP</i> | <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 |
| <i>GAAP</i> | <i>GAAP Account</i> | | | | | | |
| 5520 | Bad Debt Expense | | 0 | | 0 | | 0 |
| Total Materials & Services | | | \$20,131,823 | | \$353,507 | | \$20,485,330 |
| <u>Capital Outlay</u> | | | | | | | |
| <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 |
| Total Capital Outlay | | | \$1,426,000 | | \$1,640,366 | | \$3,066,366 |
| <u>Debt Service</u> | | | | | | | |
| <i>LOAN Loan Payments</i> | | | | | | | |
| 5610 | Loan Payments-Principal | | 0 | | 0 | | 0 |
| 5615 | Loan Payments-Interest | | 0 | | 0 | | 0 |
| Total Debt Service | | | \$0 | | \$0 | | \$0 |

| ACCT | DESCRIPTION | FY 2011-12 <u>Approved</u> | | Commission <u>Proposed Revision</u> | | FY 2011-12 <u>Revised</u> | |
|--|---|-------------------------------|---------------------|--|--------------------|------------------------------|---------------------|
| | | FTE | Amount | FTE | Amount | FTE | Amount |
| MERC Fund | | | | | | | |
| <u>Interfund Transfers</u> | | | | | | | |
| <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 | | 50,000 | | 127,884 |
| <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 |
| Total Interfund Transfers | | | \$6,142,766 | - | \$50,000 | | \$6,192,766 |
| <u>Contingency and Ending Balance</u> | | | | | | | |
| <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 |
| Total Contingency and Ending Balance | | | \$20,926,243 | | (\$93,832) | | \$20,832,411 |
| TOTAL REQUIREMENTS | | 185.85 | \$66,415,013 | - | \$1,950,041 | 185.85 | \$68,365,054 |

| <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 |
| Resources | | | | |
| Risk Management Fund | Health & Welfare | 4460 | Insurance Premiums - H&W | (9,665,664) |
| | | | Total | (\$9,665,664) |
| Requirements | | | | |
| 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 |
| | | | Total | (\$9,665,664) |
| Resources | | | | |
| 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 |
| | | | Total | \$727,890 |
| Requirements | | | | |
| 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 |
| | | | Total | \$727,890 |

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-13

For the purpose of approving and transmitting to the Metro Council a budget amendment to the MERC Fund for fiscal year 2010-11

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

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

WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2010-11 budgets for the MERC Fund; and

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, 2010 and ending June 30, 2011 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 May 17, 2011

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

Chair

Secretary/Treasurer

By:

Nathan A. Schwartz Sykes, Senior Attorney

MERC Staff Report

Agenda Item/Issue:

For the purpose of approving and transmitting to the Metro Council a budget amendment to the MERC Fund for fiscal year 2010-11

Resolution No: 11-13

Presented By: Cynthia Hill

Date: May 17, 2011

Background and Analysis:

Oregon Convention Center Food & Beverage

The Oregon Convention Center is experiencing food and beverage sales greater than original estimates. The current revenue forecast is \$9.6 million, an increase of \$1.2 million over the adopted budget. Food & beverage sales for conventions have exceeded original budget projections all year. In addition to better than expected sales throughout the year OCC booked two new corporate events, the Intel Tech Fest, a five day event with estimated sales of \$474 thousand in May and a Nike event in June with estimated sales of \$61 thousand. The current estimated food and beverage cost is \$7.9 million, also an increase of \$1.2 million over the adopted budget.

The current projected food and beverage margin is 18 percent, down 3 percent from the original budget estimate of 21 percent. The change in the margin is a result of increased labor and benefit costs, and the transition to new Executive Chef carrying salary for two chefs' for 3 months.

Oregon budget law does not allow the recognition and direct appropriation of this additional revenue without the benefit of a supplemental budget. This action transfers \$1,250,000 from the Operating Contingency to materials and services to provide for the needed increase in food and beverage expense. It also acknowledges the receipt of \$1,217,000 in additional revenue but places the additional revenue in New Capital/Business Strategy Reserve (unappropriated).

The Community Café (Hoyt Street Station Café)

The building improvements required to operate the Community Café previously referred to as the "Leg Up Program" are considered an improvement to a Metro asset. The funding source for the Cafe is a capital contribution to OCC from Aramark/Giacometti Joint Partnership. The original project approved in the adopted budget was estimated to be \$150,000, however the actual location was undetermined at the time the budget was prepared so an actual budget for remodel improvements was estimated. The current project cost is projected to be \$182,000. The additional amount is funded from the project contingency account within the original \$1,350,000 capital contribution.

The Community Café project will make improvements to Metro Regional Center, a general Metro asset. As a result, it is necessary to record the capital costs in the General Fund. As mentioned above the project is funded by a capital contribution to the Oregon Convention Center from Aramark/Giacometti Joint Partnership.

Approval of this amendment will provide several actions necessary to fully implement the budgetary requirements of the project:

Fiscal Impact:

- a) Transfer up to \$120,000 from the MERC Fund to the General Fund to provide funding for the expenditures considered building improvements. Furniture & equipment items will not be transferred to Metro as they are part of the OCC food & beverage operating equipment
- b) Recognize additional revenue in the General Fund of \$120,000 in the form of a transfer from the MERC Fund, and

Attachments to Resolution and/or Staff Report:

Exhibit A Schedule of Appropriations

Recommendation:

Staff recommends that the Metropolitan Exposition Recreation Commission adopt Resolution 11-13.

| ACCT | DESCRIPTION | Current | | Revision | | Amended | |
|------|-------------|---------|--------|----------|--------|---------|--------|
| | | FTE | Amount | FTE | Amount | FTE | Amount |

Metro Exposition Recreation Commission Fund

MERC Fund

| | | | | | | | |
|------------------|---|--|------------|--|-----------|--|------------|
| Resources | | | | | | | |
| BEGBAL | Beginning Fund Balance | | | | | | |
| | * Undesignated | | 17,513,857 | | 0 | | 17,513,857 |
| | * Renewal & Replacement Reserve | | 2,255,000 | | 0 | | 2,255,000 |
| | * Transient Lodging Tax Capital Reserve | | 640,310 | | 0 | | 640,310 |
| | * Aramark Contract Capital Investment Reserve | | 1,625,000 | | 0 | | 1,625,000 |
| | * PERS Reserve | | 1,631,545 | | 0 | | 1,631,545 |
| | * Expo Phase 3 Reserve | | 1,185,232 | | 0 | | 1,185,232 |
| GRANTS | Grants | | | | | | |
| 4105 | Federal Grants - Indirect | | 235,063 | | 0 | | 235,063 |
| 4110 | State Grant - Direct | | 259,500 | | 0 | | 259,500 |
| 4115 | State Grant - Indirect | | 158,029 | | 0 | | 158,029 |
| 4120 | Local Grant - Direct | | 26,925 | | 0 | | 26,925 |
| LGSHRE | Local Gov't Share Revenues | | | | | | |
| 4130 | Hotel/Motel Tax | | 10,558,553 | | 0 | | 10,558,553 |
| 4142 | Intergovernment Misc. Revenue | | 43,955 | | 0 | | 43,955 |
| GVCNTB | Contributions from Governments | | | | | | |
| 4145 | Government Contributions | | 756,907 | | 0 | | 756,907 |
| CHGSVC | Charges for Service | | | | | | |
| 4500 | Admission Fees | | 1,700,500 | | 0 | | 1,700,500 |
| 4510 | Rentals | | 7,420,586 | | 0 | | 7,420,586 |
| 4550 | Food Service Revenue | | 11,813,716 | | 1,217,000 | | 13,030,716 |
| 4560 | Retail Sales | | 5,000 | | 0 | | 5,000 |
| 4570 | Merchandising | | 13,000 | | 0 | | 13,000 |
| 4575 | Advertising | | 15,000 | | 0 | | 15,000 |
| 4580 | Utility Services | | 1,598,360 | | 0 | | 1,598,360 |
| 4590 | Commissions | | 1,135,000 | | 0 | | 1,135,000 |
| 4620 | Parking Fees | | 2,838,899 | | 0 | | 2,838,899 |
| 4645 | Reimbursed Services | | 2,688,825 | | 0 | | 2,688,825 |
| 4647 | Reimbursed Services - Contract | | 486,142 | | 0 | | 486,142 |
| 4650 | Miscellaneous Charges for Svc | | 302,230 | | 0 | | 302,230 |
| INTRST | Interest Earnings | | | | | | |
| 4700 | Interest on Investments | | 235,523 | | 0 | | 235,523 |
| DONAT | Contributions from Private Sources | | | | | | |
| 4750 | Donations and Bequests | | 442,000 | | 0 | | 442,000 |
| 4760 | Sponsorship Revenue | | 143,500 | | 0 | | 143,500 |
| MISCRV | Miscellaneous Revenue | | | | | | |
| 4170 | Fine & Forfeitures | | 2,000 | | 0 | | 2,000 |
| 4805 | Financing Transaction | | 82,372 | | 0 | | 82,372 |
| 4890 | Miscellaneous Revenue | | 34,825 | | 0 | | 34,825 |
| 4891 | Refunds and Reimbursements | | 4,000 | | 0 | | 4,000 |
| EQTREV | Fund Equity Transfers | | | | | | |
| 4970 | Transfer of Resources | | | | | | |
| | * from General Fund | | 475,000 | | 0 | | 475,000 |

| | | | | | | |
|------------------------|--|---------------------|--|--------------------|--|---------------------|
| TOTAL RESOURCES | | \$68,326,354 | | \$1,217,000 | | \$69,543,354 |
|------------------------|--|---------------------|--|--------------------|--|---------------------|

| | | | | | | |
|--------------------------------|---------------|---------------------|-------------|------------|---------------|---------------------|
| Total Personal Services | 190.00 | \$17,989,676 | 0.00 | \$0 | 190.00 | \$17,989,676 |
|--------------------------------|---------------|---------------------|-------------|------------|---------------|---------------------|

| | | | | | | | |
|---------------------------------|--------------------------------|--|---------|--|---|--|---------|
| Materials & Services | | | | | | | |
| GOODS | Goods | | | | | | |
| 5201 | Office Supplies | | 232,402 | | 0 | | 232,402 |
| 5205 | Operating Supplies | | 265,947 | | 0 | | 265,947 |
| 5210 | Subscriptions and Dues | | 63,005 | | 0 | | 63,005 |
| 5214 | Fuels and Lubricants | | 16,820 | | 0 | | 16,820 |
| 5215 | Maintenance & Repairs Supplies | | 544,340 | | 0 | | 544,340 |

| ACCT | DESCRIPTION | Current | | Revision | | Amended | |
|--|---|---------------|---------------------|-------------|--------------------|---------------|---------------------|
| | | FTE | Amount | FTE | Amount | FTE | Amount |
| Metro Exposition Recreation Commission Fund | | | | | | | |
| 5225 | Retail | | 10,000 | | 0 | | 10,000 |
| SVCS | Services | | | | | | |
| 5240 | Contracted Professional Svcs | | 1,033,284 | | 0 | | 1,033,284 |
| 5245 | Marketing Expense | | 2,619,362 | | 0 | | 2,619,362 |
| 5246 | Sponsorship Expenditures | | 59,050 | | 0 | | 59,050 |
| 5247 | Visitor Development Marketing | | 417,728 | | 0 | | 417,728 |
| 5251 | Utility Services | | 2,519,600 | | 0 | | 2,519,600 |
| 5255 | Cleaning Services | | 33,800 | | 0 | | 33,800 |
| 5260 | Maintenance & Repair Services | | 1,156,339 | | 0 | | 1,156,339 |
| 5265 | Rentals | | 527,940 | | 0 | | 527,940 |
| 5270 | Insurance | | 28,560 | | 0 | | 28,560 |
| 5280 | Other Purchased Services | | 400,626 | | 0 | | 400,626 |
| 5281 | Other Purchased Services - Reimb | | 390,773 | | 0 | | 390,773 |
| 5291 | Food and Beverage Services | | 9,322,641 | | 1,250,000 | | 10,572,641 |
| 5292 | Parking Services | | 305,580 | | 0 | | 305,580 |
| IGEXP | Intergov't Expenditures | | | | | | |
| 5300 | Payments to Other Agencies | | 275,258 | | 0 | | 275,258 |
| 5310 | Taxes (Non-Payroll) | | 16,500 | | 0 | | 16,500 |
| OTHEXP | Other Expenditures | | | | | | |
| 5450 | Travel | | 193,171 | | 0 | | 193,171 |
| 5455 | Staff Development | | 130,600 | | 0 | | 130,600 |
| 5490 | Miscellaneous Expenditures | | 17,000 | | 0 | | 17,000 |
| Total Materials & Services | | | \$20,580,326 | | \$1,250,000 | | \$21,830,326 |
| Capital Outlay | | | | | | | |
| CAPCIP | Capital Outlay (CIP Projects) | | | | | | |
| 5710 | Improve-Oth thn Bldg | | 690,000 | | 0 | | 690,000 |
| 5720 | Buildings & Related | | 4,081,105 | | (120,000) | | 3,961,105 |
| 5740 | Equipment & Vehicles | | 426,000 | | 0 | | 426,000 |
| 5750 | Office Furniture & Equip | | 102,000 | | 0 | | 102,000 |
| Total Capital Outlay | | | \$5,299,105 | | (\$120,000) | | \$5,179,105 |
| Interfund Transfers | | | | | | | |
| INDTEX | Interfund Reimbursements | | | | | | |
| 5800 | Transfer for Indirect Costs | | | | | | |
| | * to General Fund-Support Services | | 1,870,208 | | 0 | | 1,870,208 |
| | * to General Fund | | 122,978 | | 0 | | 122,978 |
| | * to Risk Management Fund - Liability | | 386,429 | | 0 | | 386,429 |
| | * to Risk Management Fund - Workers Comp. | | 112,883 | | 0 | | 112,883 |
| EQTCHG | Fund Equity Transfers | | | | | | |
| 5810 | Transfer of Resources | | | | | | |
| | * to General Fund | | 0 | | 120,000 | | 120,000 |
| | * to General Revenue Bond Fund | | 1,189,132 | | 0 | | 1,189,132 |
| Total Interfund Transfers | | | \$3,681,630 | | 0.00 | | \$3,801,630 |
| Contingency and Ending Balance | | | | | | | |
| CONT | Contingency | | | | | | |
| 5999 | Contingency | | | | | | |
| | * General Contingency | | 2,183,463 | | (1,250,000) | | 933,463 |
| | * Contingency for Capital (TL TAX) | | 269,310 | | 0 | | 269,310 |
| UNAPP | Unappropriated Fund Balance | | | | | | |
| 5990 | Unappropriated Fund Balance | | | | | | |
| | * Stabilization Reserve | | 620,500 | | 0 | | 620,500 |
| | * New Capital/Business Strategy Reserve | | 3,893,133 | | 1,217,000 | | 5,110,133 |
| | * Ending Balance | | 48,755 | | 0 | | 48,755 |
| | * Renewal & Replacement | | 11,768,634 | | 0 | | 11,768,634 |
| | * Prior Year PERS Reserve | | 1,991,822 | | 0 | | 1,991,822 |
| Total Contingency and Ending Balance | | | \$20,775,617 | | (\$33,000) | | \$20,742,617 |
| TOTAL REQUIREMENTS | | 190.00 | \$68,326,354 | 0.00 | \$1,217,000 | 190.00 | \$69,543,354 |