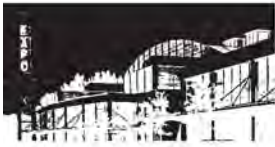

MERC Commission Meeting

October 5, 2011
12:30 pm

Oregon Convention Center
Room C121-22



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

www.oregonmetro.gov



Metro | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Regular Meeting
Date: Wednesday October 5, 2011
Time: 12:30 – 2:30 pm
Place: Oregon Convention Center, Room C121-22

CALL TO ORDER

- | | | | |
|--------------|------------|---|--|
| 12:30 | 1. | QUORUM CONFIRMED | |
| 12:35 | 2. | COMMISSIONER/EX OFFICIO COMMUNICATIONS | |
| 12:45 | 3. | GENERAL MANAGER COMMUNICATIONS | Teri Dresler |
| | 3.1 | August 2011 Financial Report | |
| 12:55 | 4. | TRAVEL PORTLAND FY11 4TH QUARTER REPORT | Jeff Miller |
| 1:20 | 5. | MERC VENUES' BUSINESS REPORTS | Blosser/Williams/
Rotchford |
| 1:30 | 6. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 1:35 | 7. | CONSENT AGENDA | |
| | 7.1 | September 7, 2011 MERC Commission Record of Actions | |
| 1:40 | 8. | ACTION AGENDA | |
| | 8.1 | Resolution 11-21 for the purpose of approving an increase in project costs for the Oregon Convention Center's Coffee Retail Stores renovation project and requesting that the Metro Council amend the FY 2011-12 through FY 2015-16 Capital Improvement Plan | Cynthia Hill |
| 2:00 | 9. | EXECUTIVE SESSION - for the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d) | Mary Rowe |

ADJOURN

MERC Commission Meeting

October 5, 2011
12:30 pm

3.0 General Manager
Communications

AUGUST 2011

FINANCIAL INFORMATION

For Management Purposes only



Date: 09/23/11

To:

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

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

Re: MERC Financial Information for the 2 months ended August 2011

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

July and August are historically the slower month of the year for all of the venues the seasonal activity picks up in the fall beginning in September.

The Oregon Convention Center (OCC) is experiencing a strong start to the new year with operating revenue 11% greater than prior year. There were three conventions in August, Farwest Show 2011; Tektronix Sales University and Society for the Study of Reproduction.

Expo Center operating revenues are greater than prior year including food & beverage revenue which has been slow to recover from the economic downturn.

Portland Center for Performing Arts (PCPA) operating revenues are 8% less than prior year, due to the difference in the popularity of specific Broadway shows booked in July and August. Prior year Lion King was here and sold 92% versus Mary Poppins in FY 2011 sold at 60%

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

FINANCIAL HIGHLIGHTS

REVENUE

OPERATING

- **MERC** overall revenue is better than prior year by 6% or \$261 thousand and less than budget by 1% or \$353 thousand. Food and Beverage (F&B) is better than budget by 3% or \$355 thousand and 8% better than prior year by \$173 thousand.
- **Expo** overall revenue is better than prior year by 8% or \$35 thousand. The largest event of the period was STOM Present Los Tigres del Norte generating approximately \$44 thousand, of which F&B generated approximately \$15 thousand.
- **OCC** is better than prior year by 11% or \$322 thousand and better than budget by 4% or \$606 thousand. The highest revenue generating event was Tektronix Sales University for approximately \$552 thousand, of which F&B generated approximately \$363 thousand. F&B revenue is better than prior year by 12% or \$211 thousand and better than budget by % or \$566 thousand.
- **PCPA** is less than prior year by 8% or \$94 thousand and less than budget by 5% or \$412 thousand. F&B is relatively flat compared to budget by .376% or \$6 thousand. The highest event revenue generator for the period was Les Miserables for approximately \$225 thousand of which Admission & User Fee generated approximately \$82 thousand.

Non – OPERATING

- Transient Lodging Tax (TLT) is received monthly beginning in September, all transfers of taxes from Multnomah County received for the months of July and August are recorded in the prior year as they relate to 3rd and 4th quarter tax collections.
- The PCPA yearly appropriation from the City of Portland is approximately \$784 thousand.

EXPENDITURES

OPERATING

- **MERC** overall expenditures are higher than prior year by 7% or \$384 thousand and less than budget by 2% or \$653 thousand.
- **Expo** overall expenditures are higher than prior year by 16% or \$74 thousand and less than budget by 5% or \$205 thousand. F&B expenditures are higher than prior year by 24% or \$28 thousand and less than budget by 7% or \$107 thousand.
- **OCC** is greater than prior year by 13% or \$441 thousand and is relatively flat compared to budget by .162% or \$36 thousand. F&B is higher than prior year by 25% which is approximately \$278 thousand.
- **PCPA** is less than prior year by 3% or \$32 thousand and budget by 4% or \$417 thousand. F&B is less than prior year by 14% or \$37 thousand.

Non – OPERATING

- Expo budgeted \$1.189 million Debt Service with principal and interest payment (\$925,816) due December 1, 2011 and interest only payment (\$262,816) due June 1, 2012.
- MERC has paid Metro Support Service & Risk Management \$670 thousand of the budgeted amount of \$2.9 million or 23%.

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

	Current Month Actual August-11	Current Year to Date Actual August-11	Prior Year to Date Actual August-10	% of Prior Year	2010-11 Adopted Budget August-11	% of Annual Budget 17%
Operating						
Revenue	1,136,600	2,458,176	2,370,246	104%	18,626,251	13%
Revenue - Food and Beverage	917,277	2,380,605	2,207,203	108%	11,912,662	20%
Total Operating Revenue	2,053,878	4,838,780	4,577,449	106%	30,538,913	16%
Costs - Food and Beverage	788,559	1,785,708	1,516,617	118%	9,576,203	19%
Personal Services	1,381,243	2,770,439	2,664,846	104%	17,788,181	16%
Goods & Services	609,865	869,352	863,742	101%	7,913,710	11%
Marketing	639,486	440,420	436,560	101%	3,067,917	14%
Total Operating Expenses	3,419,153	5,865,919	5,481,764	107%	38,346,011	15%
Net Operating Results Inc (Dec)	(1,365,275)	(1,027,139)	(904,315)	114%	(7,807,098)	13%
Non Operating	-	(0)	0		-	
Transient, Lodging Tax	-	-	-	-	11,155,335	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	(29,994)	36,458	9,791	372%	179,407	20%
Non-Operating Expense	-	-	-	-	2,500	0%
	(29,994)	36,458	9,791	372%	12,116,562	0%
Support and Risk Management						
MERC Administration	-	-	0	0%	-	-
Metro Support Services	180,404	360,808	332,198	109%	2,164,856	17%
Metro Risk Management	-	309,069	208,048	149%	741,765	42%
	180,404	669,877	540,246	124%	2,906,621	23%
Net Increase (Decrease)	(1,575,674)	(1,660,558)	(1,434,771)	116%	1,402,843	-118%
Transfers						
Transfers to (Expense)	6,490	12,980	-	-	2,047,513	1%
Transfers from (Revenue)	-	-	-	-	111,510	0%
Debt Service (Expense)	-	-	-	-	1,188,632	0%
Net Transfers	(6,490)	(12,980)	-	-	(3,124,635)	0%
Net Operations	(1,582,164)	(1,673,538)	(1,434,771)	117%	(1,721,792)	97%
Capital						
Capital Outlay	164,157	152,269	61,144	249%	2,991,366	5%
Goods & Services	-	-	-	-	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	1,146	29,324	4%	450,000	0%
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	(164,157)	(151,123)	(31,820)	475%	(2,061,366)	7%
Fund Balance Inc (Dec)	(1,746,321)	(1,824,661)	(1,466,590)	124%	(3,783,158)	48%
Food and Beverage Gross Margin	128,718	594,897	690,586		2,336,459	25%
Food and Beverage Gross Margin	14.0%	25.0%	31.3%		19.6%	
Full Time Employees					190.0	
Excise Tax	111,475	279,522	147,216			
Transient, Lodging Taxes as percent of revenue	0%	0%	0%		27%	
Fund Balance						
Beginning Fund Balance		24,615,569	27,089,539		24,615,569	
Fund Balance Inc (Dec)		(1,824,661)	(1,466,590)		(3,783,158)	
Ending Fund Balance		22,790,908	25,622,949		20,832,411	
Unrestricted Fund Balance					-	
Operating Contingency					2,299,335	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					12,578,195	
New Capital/Business Strategy Reserve					5,334,381	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					-	
Ending Fund Balance					20,832,411	

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

	Current Month Actual August-11	Current Year to Date Actual August-11	Prior Year to Date Actual August-10	% of Prior Year	2010-11 Adopted Budget August-11	% of Annual Budget 17%
Operating						
Revenue	97,182	328,734	305,970	107%	3,876,866	8%
Revenue - Food and Beverage	23,824	130,336	117,838	111%	2,039,798	6%
Total Operating Revenue	121,006	459,070	423,808	108%	5,916,664	8%
Costs - Food and Beverage	43,621	145,425	117,458	124%	1,486,495	10%
Personal Services	126,358	240,357	208,495	115%	1,535,806	16%
Goods & Services	78,699	138,314	124,650	111%	1,266,746	11%
Total Operating Expenses	248,678	524,096	450,603	116%	4,289,047	12%
Net Operating Results Inc (Dec)	(127,672)	(65,025)	(26,794)	243%	1,627,617	-4%
Non Operating						
Non-Operating Revenue	(6,899)	990	158	628%	22,731	4%
Non-Operating Expense	-	-	-	-	-	-
	(6,899)	990	158	628%	22,731	4%
Support and Risk Management						
MERC Administration	-	-	40,629	0%	187,337	0%
Metro Support Services	16,236	32,472	29,898	109%	194,837	17%
Metro Risk Management	-	35,811	31,266	115%	85,947	42%
	16,236	68,283	101,793	67%	468,121	15%
Net Increase (Decrease)	(150,807)	(132,319)	(128,430)	103%	1,182,227	-11%
Transfers						
Transfers from	-	-	-	-	7,980	0%
Debt Service	-	-	-	-	1,188,632	0%
Net Transfers	-	-	-	-	(1,357,116)	0%
Net Operations	(150,807)	(132,319)	(128,430)	103%	(174,889)	76%
Capital						
Capital Outlay Expense	396	396	14,708	3%	300,000	0%
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	(396)	(396)	(14,708)	3%	(300,000)	0%
Fund Balance Inc (Dec)	(151,203)	(132,714)	(143,138)	93%	(474,889)	28%
Food and Beverage Gross Margin	(19,797)	(15,089)	381		553,303	-3%
Food and Beverage Gross Margin %	-83.1%	-11.6%	0.3%		27.1%	
Full Time Employees					13.3	
Excise Tax	8,713	33,757	9,646		-	
Fund Balance						
Beginning Fund Balance		4,902,217	5,644,984		4,902,217	
Fund Balance Inc (Dec)		(132,714)	(143,138)		(474,889)	
Ending Fund Balance		4,769,503	5,501,846		4,427,328	
Unrestricted Fund Balance					-	
Operating Contingency					364,000	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					925,000	
New Capital/Business Strategy Reserve					2,952,328	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Ending Fund Balance					4,427,328	

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

PRELIMINARY

	Current Month Actual	Excluding HOH Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	August-11	August-11	August-10		August-11	17%
Operating						
Revenue	645,556	1,350,730	1,240,483	109%	7,708,519	18%
Revenue - Food and Beverage	729,305	1,955,596	1,744,291	112%	8,176,999	24%
Total Operating Revenue	1,374,861	3,306,326	2,984,774	111%	15,885,518	21%
Costs - Food and Beverage	628,266	1,412,710	1,134,660	125%	6,642,900	21%
Personal Services	751,378	1,519,363	1,388,216	109%	9,184,586	17%
Goods & Services	360,635	492,801	464,340	106%	3,627,246	14%
Marketing POVA	639,486	440,420	436,560	101%	3,067,917	14%
Total Operating Expenses	2,379,765	3,865,294	3,423,776	113%	22,522,649	17%
Net Operating Results Inc (Dec)	(1,004,904)	(558,968)	(439,002)	127%	(6,637,131)	8%
Non Operating						
Transient, Lodging Tax	-	-	-	-	9,622,667	0%
Non-Operating Revenue	(13,545)	27,697	373	7426%	45,608	61%
Non-Operating Expense	-	-	-	-	-	-
	(13,545)	27,697	373	7426%	9,668,275	0%
Support and Risk Management						
MERC Administration	-	-	252,804	0%	1,165,651	0%
Metro Support Services	101,027	202,054	186,030	109%	1,212,319	17%
Metro Risk Management	-	165,570	118,176	140%	397,366	42%
	101,027	367,624	557,010	66%	2,775,336	13%
Net Increase (Decrease)	(1,119,476)	(898,895)	(995,639)	90%	255,808	-351%
Transfers						
Transfers to (Expense)	-	-	-	-	1,004,018	0%
Transfers from (Revenue)	-	-	-	-	66,180	0%
Debt Service (Expense)	-	-	-	-	-	-
Net Transfers	-	-	-	-	(937,838)	0%
Net Operations	(1,119,476)	(898,895)	(995,639)	-10%	(682,030)	132%
Capital						
Capital Outlay Expense	97,968	85,757	45,440	189%	2,014,366	4%
Non-Operating Revenue	-	1,146	-	-	-	-
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	(97,968)	(84,612)	(45,440)	186%	(1,534,366)	6%
Fund Balance Inc (Dec)	(1,217,444)	(983,506)	(1,041,078)	94%	(2,216,396)	44%
Food and Beverage Gross Margin	101,039	542,886	609,631		1,534,099	35%
Food and Beverage Gross Margin %	13.9%	27.8%	35.0%		18.8%	
Full Time Employees					110.3	
Excise Tax	102,763	245,742	137,570		-	
Transient, Lodging Taxes as percent of revenue	0%	0%	0%		38%	
Fund Balance						
Beginning Fund Balance		9,995,990	11,426,052		9,995,990	
Fund Balance Inc (Dec)		(983,506)	(1,041,078)		(2,216,396)	
Fund Balance Inc (Dec) for HOH		-	-		-	
Ending Fund Balance		9,012,484	10,384,974		7,779,594	
Unrestricted Fund Balance					-	
Operating Contingency					1,540,000	Ar
Stabilization Reserve					260,000	
Designated for Renewal & Replacement					5,325,779	
New Capital/Business Strategy Reserve					653,815	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					-	
Ending Fund Balance					7,779,594	

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

	Current Month Actual August-11	PRELIMINARY Current Year to Date Actual August-11	Prior Year to Date Actual August-10	% of Prior Year 95% 85% 92% 86% 103% 94% 97% 194%	2010-11 Adopted Budget August-11	% of Annual Budget 17%
Operating						
Revenue	393,863	778,402	821,621	95%	7,040,866	11%
Revenue - Food and Beverage	164,148	294,673	345,073	85%	1,695,865	17%
Total Operating Revenue	558,011	1,073,075	1,166,694	92%	8,736,731	12%
Costs - Food and Beverage	116,672	227,573	264,499	86%	1,446,808	16%
Personal Services	388,700	774,951	755,843	103%	5,634,176	14%
Goods & Services	105,830	198,699	212,421	94%	2,436,398	8%
Total Operating Expenses	611,202	1,201,224	1,232,763	97%	9,517,382	13%
Net Operating Results Inc (Dec)	(53,191)	(128,149)	(66,069)	194%	(780,651)	16%
Non Operating						
Transient, Lodging Tax	-	-	-	-	1,532,668	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	(7,996)	7,928	7,649	104%	106,681	7%
Non-Operating Expense	-	-	-	-	2,500	0%
	(7,996)	7,928	7,649	104%	2,421,169	0%
Support and Risk Management						
MERC Administration	-	-	158,002	0%	728,532	0%
Metro Support Services	63,141	126,282	116,270	109%	757,700	17%
Metro Risk Management	-	107,688	58,606	184%	258,452	42%
	63,141	233,970	332,878	70%	1,744,684	13%
Net Increase (Decrease)	(124,328)	(354,191)	(391,299)	91%	(104,166)	340%
Transfers						
Transfers to (Expense)	-	-	-	-	614,408	0%
Transfers from (Revenue)	-	-	-	-	28,440	0%
Net Transfers	-	-	-	-	(585,968)	0%
Net Operations	(124,328)	(354,191)	(391,299)	91%	(690,134)	51%
Capital						
Capital Outlay Expense	65,794	66,116	996	6635%	575,000	11%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	-	29,324	0%	450,000	0%
Net Capital	(65,794)	(66,116)	28,328	-233%	(125,000)	53%
Fund Balance Inc (Dec)	(190,122)	(420,307)	(362,971)	116%	(815,134)	52%
Food and Beverage Gross Margin	47,476	67,099	80,574		249,057	27%
Food and Beverage Gross Margin %	28.9%	22.8%	23.3%		14.7%	
Full Time Employees					46.4	
Taxes as percent of revenue	0%	0%	0%		15%	
Fund Balance						
Beginning Fund Balance		8,612,872	9,016,013		8,612,872	
Fund Balance Inc (Dec)		(420,307)	(362,971)		(815,134)	
Ending Fund Balance		8,192,565	8,653,042		7,797,738	
Operating Contingency					300,000	
Stabilization Reserve					174,500	
Designated for Renewal & Replacement					5,595,000	
New Capital/Business Strategy Reserve					1,728,238	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Ending Fund Balance					7,797,738	

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

	Current Month Actual August-11	Current Year to Date Actual August-11	Prior Year to Date Actual August-10	% of Prior Year	2010-11 Adopted Budget August-11	% of Annual Budget 17%
Operating						
Revenue	-	309	2,173	14%	-	-
Personal Services	114,806	235,768	312,292	75%	1,433,613	16%
Goods & Services	64,701	39,538	62,330	63%	583,320	7%
Net Operating Results Inc (Dec)	(179,508)	(274,997)	(372,450)	74%	(2,016,933)	14%
Non Operating						
Non-Operating Revenue	(1,554)	(157)	1,611	-10%	4,387	-4%
Non-Operating Expense	-	-	-	-	-	-
	(1,554)	(157)	1,611	-10%	4,387	-4%
Support and Risk Management						
MERC Administration	-	-	451,435	0%	2,081,520	0%
	-	-	451,435	0%	2,081,520	0%
Net Increase (Decrease)	(181,062)	(275,154)	80,596	-341%	68,974	-399%
Transfers						
Transfers to (Expense)	6,490	12,980	-	-	252,623	5%
Transfers from (Revenue)	-	-	-	-	8,910	0%
Net Transfers	(6,490)	(12,980)	-	-	(243,713)	5%
Net Operations	(187,552)	(288,134)	80,596	-358%	(174,739)	165%
Capital						
Capital Outlay Expense	-	-	-	-	102,000	0%
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	-	-	-	-	(102,000)	0%
Fund Balance Inc (Dec)	(187,552)	(288,134)	80,596	-358%	(276,739)	104%
Full Time Employees					20.0	
Excise Tax	-	23	-	-	-	-
Fund Balance						
Beginning Fund Balance		1,104,490	1,002,490		1,104,490	
Fund Balance Inc (Dec)		(288,134)	80,596		(276,739)	
Ending Fund Balance		816,356	1,083,086		827,751	
Operating Contingency					95,335	
Designated for Renewal & Replacement					732,416	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					-	
Ending Fund Balance					827,751	

MERC Commission Meeting

October 5, 2011
12:30 pm

4.0 - Travel Portland FY11
4th Quarter Report

travel PORTLAND

FOURTH QUARTER/YEAR-END REPORT 2010-2011

FOR
MERC

What's Inside

Executive Summary	3
Convention Sales	4
Convention Services	9
Marketing	10
Communications and Publications	12
Partner Services	13
Tourism	13
Visitor Information Services	13
Operations	14
Finance	16
Board of Directors	19
Appendix 1 and 2	20

Jeff Miller President & CEO
503.275.9797, jmill@travelportland.com

Brian McCartin Executive Vice President of Convention and Tourism Sales
503.275.9278, brian@travelportland.com

Ron Melton Executive Vice President of Services and Operations
503.275.9775, ron@travelportland.com

Greg Newland Executive Vice President of Marketing and Public Relations
503.275.9771, greg@travelportland.com

Megan Conway Vice President of Communications and Public Relations
503.275.9795, megan@travelportland.com

Michelle Graham, CMP Vice President of Services
503.275.9759, michelle@travelportland.com

Veronica Rinard Director of Community Relations
503.275.9777, veronica@travelportland.com

Michael C. Smith Vice President of Convention Sales
503.275.9770, mike@travelportland.com

Barbara Steinfeld Vice President of Tourism Sales
503.275.9778, barbara@travelportland.com

Nancy Truszkowski Director of Partner Services
503.275.9779, nancyt@travelportland.com

Travel Portland
1000 SW Broadway
Suite 2300
Portland, OR 97205
503.275.9750
1.800.962.3700
www.travelportland.com

EXECUTIVE SUMMARY

ACCOMPLISHMENTS

June 2011 - Percent change from June 2010		
Smith Travel Statistics	Central City	Portland Market
Occupancy	+8.6%	+7.4%
ADR	+7.8%	+6.3%
RevPar	+17.1%	+14.1%
Rooms Sold	+9.4%	+7.7%

- Travel Portland exceeded all of its contractual goals.
- For the year OCC realized over \$10M in revenue from Travel Portland booked business with an ROI of 47.8:1. This exceeds last year's high water mark of \$9.2M. The year began with \$6.8M of potential OCC revenue so additional bookings and increased attendance helped make this a very strong year in OCC revenue.
- During fiscal year 2010-11 Travel Portland booked 47 future OCC business with an estimated OCC revenue of over \$7.5M and an economic impact of over \$55M. This represents 111,745 rooms. More conventions were booked but with less future room nights so we are seeing smaller conventions. This speaks to the lack of a headquarter hotel and smaller room blocks.
- Travel Portland booked 96 total group meetings, including single hotel, for future years during the fourth quarter. These represent a total of 62,542 rooms sold with an estimated economic impact of \$38.6 million. For 2010-11, 359 groups meetings were booked which represented 227,864 rooms sold. Estimated economic impact was \$138.5 million.
- Travel Portland generated three articles with a value of \$20K for the OCC. There were also two article valued at \$219K from our efforts in the Chicago/DC markets. A total of 55 MERC and Chicago/DC articles valued at \$3 million was generated for 2010-11.

TRENDS, SUCCESSES, OBSTACLES

- YTD room tax collection from the City is +7.1% compared to 2010.
- Travel Portland tracks lost business and during the 4th quarter six groups worth 15,238 room nights declined to come to Portland due to lack of a headquarter hotel or the inability to get all of their delegates in a single hotel.

MERC CONTRACT GOALS

GOAL #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	OCC revenue goal	\$10,041,416	\$5.75 million
2	ROI on future OCC business	2.6	2.2
3	Lead conversion	37%	30%
4	Services performance survey	3.7	3.5
5	ROI on public relations/media	34.6	Benchmark Year
6	Community economic impact	47.8	25.0

CONVENTION SALES

OREGON CONVENTION CENTER REVENUE FROM TRAVEL PORTLAND BOOKINGS			
Convention Year	OCC Revenue	Annuals	Total Potential Future Business
FY 10/11	\$ 10,041,416	\$ -	\$ 10,041,416
FY 11/12	\$ 5,420,120	\$ 487,184	\$ 5,907,304
FY 12/13	\$ 2,968,461	\$ 1,476,318	\$ 4,444,779
FY 13/14	\$ 2,355,756	\$ 1,327,303	\$ 3,683,059
FY 14/15	\$ 1,880,946	\$ 1,657,480	\$ 3,538,426
FY 15/16	\$ 844,470	\$ 1,327,303	\$ 2,171,773
FY 16/17	\$ 171,952	\$ 1,657,480	\$ 1,829,432
FY 17/18	\$ -	\$ 1,327,303	\$ 1,327,303
FY 18/19	\$ -	\$ 1,657,480	\$ 1,657,480
FY 19/20	\$ -	\$ 1,327,303	\$ 1,327,303
Total	\$ 23,683,121	\$ 12,245,154	\$ 35,928,275

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Goal
New OCC Bookings	13	38	
Repeat OCC Bookings	1	9	
Total OCC Bookings	14	47	
Room Nights from OCC Bookings	29,694	111,745	
Future OCC Revenue Booked during FY 2010/11	\$ 2,103,998	\$7,581,305	
ROI OCC Bookings	\$ 2.3	\$ 2.6	2.2
Community Economic Impact from OCC Bookings	\$ 15,642,000	\$ 55,154,564	
Total Room Nights Booked	62,542	226,675	
Total Community Economic Impact from Bookings	\$ 38,623,435	\$ 137,503,978	
ROI on Total Community Economic Impact	\$ 42.3	\$ 47.8	25.0 to 1
OCC Revenue Realized During FY 2010/11	\$ 2,981,080	\$ 10,041,416	\$ 5.75 million

CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JULY 1, 2011					
	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15 and beyond
Current	49	35	22	9	11
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 07/08 – FY 10/11)	48	36	21	12	11

4TH QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 10/11	1	1,543	900	\$ 44,814	\$ 1,276,731
FY 11/12	10	10,721	26,625	\$ 1,252,369	\$ 9,584,607
FY 12/13	1	1,400	500	\$ 58,260	\$ 291,110
FY 13/14	1	6,805	2,900	\$ 540,705	\$ 2,092,002
FY 14/15	1	9,225	5,000	\$ 207,850	\$ 2,397,550
Total OCC Bookings	14	29,694	35,925	\$ 2,103,998	\$ 15,642,000

4TH QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 10/11	29	5,494	\$ 86,840	\$ 4,227,646
FY 11/12	36	12,510	\$ 197,736	\$ 7,742,174
FY 12/13	10	7,225	\$ 114,200	\$ 6,995,345
FY 13/14	4	4,555	\$ 71,997	\$ 2,380,934
FY 14/15	2	2,316	\$ 36,607	\$ 1,163,206
FY 15/16	1	748	\$ 11,823	\$ 472,130
Total Other Bookings	82	32,848	\$ 519,204	\$ 22,981,435

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

CONVENTION SALES

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	51	166	9	23	19	68
OCC Lost Leads due to OCC space & availability	3	11	1	2	0	5
OCC Lost Leads due to hotel package & availability	8	30	1	4	6	18
Lead Conversion Percentage	35%	37%	29%	24%	23%	24%
Annual Goal -30%						

4TH QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account Name	Groups	Reason	Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	4	Hotel - HQ	11,828	9,650	\$ 818,119	\$ 9,371,097
Subtotal	7	Geographic	20,885	17,300	\$ 1,118,017	\$ 13,698,795
Subtotal	3	Date Availability - OCC	9,220	4,950	\$ 858,824	\$ 7,123,275
Subtotal	2	Date Availability - Hotel	14,123	3,200	\$ 213,632	\$ 468,416
Subtotal	2	Hotel Package - Number Hotels Needed	18,842	6,800	\$ 767,040	\$ 3,872,934
Subtotal	2	Hotel - Under One Roof	3,410	1,400	\$ 163,128	\$ 815,108
Subtotal	1	Conference Cancelled - Not Happening	1,536	1,000	\$ 186,450	\$ 721,380
Subtotal	1	Hotel Package - Brand/Quality	1,690	3,000	\$ 349,560	\$ 1,746,660
Subtotal	1	Perceived Destination Draw	1,655	700	\$ 130,515	\$ 504,966
Subtotal	1	Perceived Destination Draw - Ethnic Demographics	1,088	800	\$ 61,120	\$ 456,088
Subtotal	1	Rates/Cost - Hotel	2,130	2,000	\$ 45,700	\$ 536,640
Subtotal	1	Selected Another Year	14,624	3,500	\$ 407,820	\$ 2,037,770
Total	26	Total	101,031	54,300	\$ 5,119,925	\$ 41,353,129

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

CONVENTION SALES

4TH QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact	Arrival
Total OCC Cancellations	0	N/A	0	0	\$ -	\$ -	N/A

4TH QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
Customary Advisory Board	Portland
Springtime	Washington, D.C.
Chicago Client Event/Sales Week	Chicago, IL
SimpleView	Tucson, AZ
Collaborate Marketplace	Houston, TX
CMP Conclave	Cancun, MX
Washington, D.C. Client Event/Sales Week	Washington, D.C.
ASQ 3-City Event	Pittsburgh, PA
Spring Familiarization Trip	Portland
Society of Government Meeting Professionals	Norfolk, VA
PCMA Education	Baltimore, MD

CONVENTION SALES

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	4th Quarter	YTD
New Minority Bookings	3	18
Total Minority Bookings	3	18
Room Nights from Minority Bookings	713	4,375
Minority Leads	8	39
Minority Lost Leads	7	14
Minority Lost Leads due to hotel package & availability	2	2

For the fourth quarter of FY 2010/11, minority bookings created an estimated economic impact to the greater metro Portland community of approximately \$1 million. Booked groups included the following:

Federation of Philippine American Chambers of Commerce	\$ 1,001,910
Institute for Tribal Environmental Professionals	\$ 19,919
Women's Flat Track Roller Derby	\$ 33,870
Total	\$ 1,055,699.00

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

CONVENTION SERVICES

ACTIVITY DESCRIPTION	4TH QUARTER	YTD
Distribution of promotional pieces	54,150	144,314
Meeting planning assistance - Services leads	349	1,123
Pre-convention attendance building - Site tours	4	29
Pre-convention attendance building - Promo trips, e-mails and materials	20	37
Housing-convention room nights	2,171	16,958

4TH QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
International Institute of Municipal Clerks	Rancho Cucamonga, CA	x		x	
Specialty Coffee Association	Long Beach, CA	x		x	
Daughters of the Nile	Myrtle Beach, OR	x		x	
National Association of Counties	Washington, DC		x	x	
Machine Quilters Expo	Hampton Falls, NH		x	x	
Passenger Vessel Association	Alexandria, VA		x		x
Specialty Coffee Association	Long Beach, CA		x		

MARKETING

	4th Quarter	YTD
Travelportland.com (official website for organization)		
*User Sessions	321,231	1,374,471
PortlandSpoke.com (staff blog)		
*User Sessions	10,169	32,848
*Outbound Clicks	1,768	6,424
GoSeePortland.com (user-generated content site)		
*User Sessions	0	39,572
*Tip Additions	0	35
Twitter (twitter.com/travelportland)		
*Followers	1,943	23,190
*Replies/mentions	474	1,856
Facebook fan page (facebook.com/travelportland)		
*Fans/likes	27,472	46,068
*Total interactions (comments, likes and wall posts)	7,129	12,806
<i>Portland Travel Update</i> (consumer e-newsletter)		
*Click-through rate	6.7%	7.0%
Portland Perks		
*Room nights (arrivals)	2,384	9,107

MARKETING

Marketing Highlights

Online Initiatives

Ongoing functionality enhancements to travelportland.com, plus development of wireframes for modified homepage and navigation. Continued engagement with consumers via Twitter (more than 23,000 followers) and Facebook (more than 46,000 “likes”).

Cultural Tourism Marketing

Launched co-op marketing campaign with attractions to promote the Portland Attractions Pass via printed boarding passes for PDX-bound air passengers.

Convention Sales Marketing Support

Convention Sales marketing support: Development of creative for Food & Wine “magazine wraps” (being sent to 1,000 targeted planners in Chicago and DC markets) as well as maintaining and updating microsite, www.choosepdx.com for lead generation. Production of new booths for Tourism, Convention Services and Convention Sales departments. Creation of new electronic bid book for Convention Sales. Ongoing promotion of Portland via Cvent (lead-generation site). Creation of new collateral material for Convention Services and Housing Services. Preliminary planning for FY 11-12, including enhanced booth presence at ASAE.

Consumer Marketing

Consumer marketing: Ran “Dining Month Portland”-flavored online ads for Portland Perks in Seattle and Vancouver, BC from May 25-June 22 online. FB advertising campaign generated 9,114 new fans/”likes” (a 33% increase). Results: Perks revenue increased 3.3% vs. same month last year. Launched Portland Perks/LGBT “Welcome Package.”

COMMUNICATIONS & PUBLIC RELATIONS

	4th Quarter	YTD
MERC		
Value	\$ 885,230	\$ 2,160,262
Number of Placements	14	48
OCC		
Value	\$ 20,295	\$ 316,119
Number of Placements	3	21
Chicago/DC PR effort (counted separately from MERC)		
Value	\$ 219,124	\$ 939,162
Number of Placements	2	7
Total Value = MERC + Chicago/DC	\$ 1,104,354	\$ 3,099,424
Total Number of Placements = MERC + Chicago/DC	16	55
Total Value = City/Regional PR (Non-MERC/OCC/Chicago/DC)	\$ 2,570,642	\$ 8,343,953
Total Number of Placements = City/Regional PR (Non-MERC/OCC/Chicago/DC)	78	305
Travel Portland Grand Total - Print and Online Value	\$ 3,674,996	\$ 11,443,377
Travel Portland Grand Total - Print and Online Circulation	83,125,629	534,244,484
Travel Portland Grand Total - Number of Placements	94	360
	4th Quarter	YTD
Total Value = MERC + Chicago/DC	\$ 1,104,354	\$ 3,099,424
Direct Costs	\$ 77,197	\$ 89,635
ROI	14.3	34.6
Benchmark Year		

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

PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

PARTNER SERVICES		
	4th Quarter	YTD
Revenue	\$105,706	\$438,829
Active Partners		
New	60	114
Cancellations	49	111
Current Active Partners	742	742

TOURISM SALES		
	Quarterly Total	YTD Total
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	220	1,118
Leads/Referrals Sent	342	1,209
FAMS/Research & Site Visits		
# of Companies	26	90
# of Attendees	74	148
Published Itineraries/Pkgs/Departures/Contracts	611	1,387
Number of Room Nights by County - Receptive Tour Operators report Room Nights at fiscal year end.		
Clackamas County	468	2,245
Columbia County	0	0
Multnomah County	6,023	16,606
Washington County	114	906
Mt. Hood/Gorge	0	68

VISITOR INFORMATION SERVICES		
	4th Quarter	YTD
Visitor Information Total Visitors	195,422	716,038
Volunteer Hours	2,454	9,637
Retail Sales	\$ 4,208	\$ 16,498

OPERATIONS

AFFIRMATIVE ACTION GOALS 2010-11					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	June 30, 2011		2010-11		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
Females					
Officials/Managers	3	8	38%	50%	Improve
Professionals	12	16	75%	50%	Maintain
Sales	11	13	85%	50%	Maintain
Office/Clerical	14	15	93%	65%	Maintain
Total	40	52	77%	50%	Maintain
Minorities					
Officials/Managers	1	8	13%	10%	Maintain
Professionals	0	16	0%	10%	Improve
Sales	1	13	8%	10%	Improve
Office/Clerical	4	15	27%	15%	Maintain
Total	6	52	12%	15%	Improve
This report is based on current full-time staff.					

OPERATIONS

FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

HIRING

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

PURCHASING

Travel Portland expended a total of \$180,815.27 with businesses in the FOTA area for twelve months ending June 30, 2011.

PARTNERSHIP

Travel Portland currently has 78 member businesses within FOTA and 52 minority and 92 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE TWELVE MONTHS ENDING JUNE 30, 2011

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

For fiscal year 2010-11, Travel Portland expended \$575,642.00 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$91,563.37 or 15.9 percent was spent with minority/women-owned or emerging small business enterprises.

FY 2011 Travel Portland/MERC Contract Budget Financial Report
4th Quarter FY10-11

Description	FY 2010 Convention Sales, Marketing & Services			
	Quarterly spending thru 06/30/11	Year-to-date 06/30/11	Total Budget	% of spending to total budget
Direct Sales:				
<u>Portland office:</u>				
Professional services	213,705	791,875	860,950	
Direct expenses	49,826	144,195	114,516	
Total Portland office	263,531	936,070	975,466	96%
<u>Washington DC office:</u>				
Professional services	73,360	256,095	202,230	
DC Client events	9,290	12,547	5,600	
Direct expenses	6,220	23,411	32,727	
Total DC expenses	88,870	292,053	240,557	121%
<u>Chicago office:</u>				
Professional services	24,895	96,720	92,690	
Chicago client events	(9,931)	2,560	4,775	
Direct expenses	4,467	13,695	14,738	
Total Chicago expenses	19,430	112,974	112,203	101%
Fall & Spring FAM	58,122	114,278	56,837	201%
Niche Fam	32,039	35,323	24,000	147%
Site Visits	18,256	66,948	63,500	105%
Bid/Sales Trips	4,846	12,485	12,780	98%
Local Promotions	5,187	14,122	11,700	121%
Tradeshows	(11,961)	181,043	113,643	159%
Road Shows/Clients Events Chicago & Washington DC	56,447	79,490	47,355	168%
Research/Lead Generation	354	25,587	50,000	51%
Three City Alliance	5,284	36,633	24,448	150%
Focus Group/Client Input Sessions	30,068	52,651	35,000	150%
Total Direct Sales	570,473	1,959,657	1,767,489	111%
Marketing:				
Professional Services	27,838	123,911	163,225	
E-Marketing	69,388	214,978	82,309	
Minority Advertising	12,500	12,500	-	
Convention Marketing & Direct Mail	110,090	341,511	330,407	
Total Marketing	219,816	692,900	575,941	120%
Publication Relations:				
Professional Services	18,785	62,943	60,355	
Minority PR Services	37,107	122,795	125,000	
Writer/Editors program	38,412	80,769	9,280	
Total PR	94,304	266,507	194,635	137%
Convention Services:				
Professional Services	53,308	217,271	215,310	
Direct Servicing Cost	10,770	50,276	-	
Pre-Con site visits	6,462	21,538	13,950	
Attendance Building trips	11,134	41,229	26,400	
Convention housing	7,490	27,895	36,890	
Total Convention Services	89,164	358,209	292,550	122%
Minority Marketing:				
Professional Services	33,020	138,084	-	
Total Minority Marketing	33,020	138,084	-	-
Contract Administration:				
Minority Professional Services	-	-	-	
Professional Services	66,168	203,246	206,475	
Total Contract Admin.	66,168	203,246	206,475	98%
Total OCC Sales & Marketing	1,072,944	3,618,602	3,037,090	119%

**TRAVEL PORTLAND
STATEMENT OF FINANCIAL POSITION**

ASSETS	June 30, 2011	June 30, 2010	Variance
<u>Current assets:</u>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank-Operating	732,505	972,072	(239,567)
Cash in Bank-Savings	60,331	60,113	218
Cash in Bank-Certificate of Deposit/Money Mkt	700,475	600,475	100,000
MERC Receivable	354,779	412,682	(57,903)
City Receivable	21,349	25,197	(3,848)
Partnership Receivable	83,290	16,625	66,665
Account Receivable-DMI	13,266	0	13,266
RCMP Receivable	19,690	127,240	(107,550)
VDF Receivable	48,862	58,569	(9,707)
Receivable Other	4,643	21,378	(16,735)
Miscellaneous Receivable	82,965	91,722	(8,757)
Promissory Note Receivable	3,750	5,000	(1,250)
Loans Receivable-Officers	18,286	0	18,286
Allowance for bad debts	(10,000)	(10,000)	0
Prepaid Expense	187,440	149,406	38,034
	2,321,706	2,530,554	(208,848)
<u>Property and equipment:</u>			
Furniture & equipment	81,100	77,311	3,790
Less: accum. depreciation	(44,454)	(33,118)	(11,336)
	36,646	44,193	(7,546)
 Computers	173,761	183,555	(9,794)
Less: Accum. Depreciation	(140,626)	(126,604)	(14,022)
	33,135	56,951	(23,816)
 Automobiles	66,667	66,667	0
Less: Accum. Depreciation	(54,445)	(41,111)	(13,334)
	12,222	25,556	(13,334)
 Leasehold Improvements	71,824	71,824	0
Less: Accum. Depreciation	(71,824)	(66,465)	(5,359)
	0	5,359	(5,359)
<u>Other assets:</u>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	309,675	221,470	88,205
Employee advances	8,600	5,700	2,900
	318,275	227,170	91,105
 TOTAL ASSETS	\$ 2,721,985	\$ 2,889,783	\$ (167,798)
 LIABILITIES & NET ASSETS			
<u>Current liabilities:</u>			
Accounts payable	\$ 326,753	\$ 578,685	(251,932)
Accounts Payable Educational Foundation	600	1,630	(1,030)
Accrued payroll costs	90,794	114,918	(24,124)
Accrued Incentives	193,343	189,617	3,726
Accrued expenses	45,378	62,174	(16,796)
Accrued longevity award	194,722	159,956	34,766
Total current liabilities	851,590	1,106,980	(255,391)
<u>Other liabilities:</u>			
Rent payable	121,102	44,448	76,654
Deferred revenues-wells fargo	0	1,188	(1,188)
Deferred revenues-marketing	12,530	11,250	1,280
Deferred partnership dues-2009-10	0	0	0
Deferred partnership dues-2010-11	0	232,755	(232,755)
Deferred partnership dues-2011-12	276,352	2,097	274,255
Deferred partnership dues-2012-13	2,055	0	2,055
Deferred revenues-VDF	(102,291)	0	(102,291)
Deferred compensation	292,175	208,220	83,955
Housing Conference Deposits	0	844	(844)
Deferred revenues-Portland PERKS	375	0	375
Total other liabilities	602,298	500,802	101,496
<u>Net assets:</u>			
Unrestricted net assets, at beginning of year			
Undesignated-Operating Expenditures	1,112,261	840,173	272,088
Undesignated-Contingency Marketing Fund	141,926	0	141,926
Board Designated-Capital Equip/Replacement	33,015	250,000	(216,985)
Net Property and Equipment	132,059	195,889	(63,830)
Decrease in net assets for year ended 06-30-2011	(151,164)	143,296	(294,460)
Total net assets	1,268,097	1,429,358	(161,261)
 TOTAL LIABILITIES & NET ASSETS	\$ 2,721,985	\$ 3,037,140	\$ (315,156)

TRAVEL PORTLAND
STATEMENT OF ACTIVITIES
FOR THE MONTH OF JUNE, 2010, AND THE YEAR ENDED JUNE 30, 2010

	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
REVENUES:								
CITY/CO ROOM TAX	21,349	37,442	-16,093	3,041,699	2,895,552	2,838,300	5%	7%
MERC	255,372	273,757	-18,385	2,975,354	3,037,086	3,032,043	-2%	-2%
TOT/CULTURAL	27,888	17,116	10,772	199,819	205,447	212,253	-3%	-6%
DUES	19,529	38,492	-18,963	461,963	475,000	503,812	-3%	-8%
FEES	45,588	55,308	-9,720	409,731	381,076	322,363	8%	27%
CO-OP	108,694	78,992	29,702	954,415	889,979	1,016,109	7%	-6%
INTEREST INCOME	133	337	-204	3,497	4,000	3,937	-13%	-11%
TOTAL REVENUE	478,553	501,444	-22,891	8,046,478	7,888,140	7,928,817	2%	1%
EXPENSES:								
CONVENTION SALES	338,837	273,086	65,751	2,391,247	2,406,564	2,304,801	-1%	4%
TOURISM SALES	110,944	85,816	25,128	871,979	898,548	788,590	-3%	11%
MARKETING & COMMUNICATIONS	236,594	152,582	84,012	2,250,757	2,385,035	2,044,837	-6%	10%
CONVENTION & VISITORS SERVICES	80,749	82,148	-1,399	821,233	824,363	820,582	0%	0%
PARTNERSHIP SERVICES	32,227	31,821	406	275,797	313,057	328,709	-12%	-16%
EVENTS	9,265	30,362	-21,097	154,583	144,658	156,748	7%	-1%
PROGRAM SUPPORT	180,674	143,649	37,025	1,432,046	1,358,347	1,394,131	5%	3%
TOTAL EXPENSES	989,290	799,464	189,826	8,197,641	8,330,572	7,838,398	-2%	5%
NET REVENUE OR (LOSS)	-510,737	-298,020	-212,717	-151,163	-442,432	90,419	-66%	-267%

TRAVEL PORTLAND BOARD OF DIRECTORS

EXECUTIVE COMMITTEE		BOARD OF DIRECTORS	
<p>Chair</p> <p>J. Isaac</p> <p>Portland Trail Blazers</p>	<p>Tim Ackman</p> <p>Alaska Airlines/Horizon Air</p>	<p>Chris Erickson</p> <p>The Heathman Hotel</p>	<p>Lance Rohs</p> <p>Marriott Portland Downtown Waterfront</p>
<p>Chair-elect</p> <p>Convention Sales Steering Committee Chair</p> <p>Steve Jung</p> <p>Embassy Suites Portland Downtown</p>	<p>Adam Berger</p> <p>Tabla</p>	<p>Victoria Frey</p> <p>Portland Institute for Contemporary Art</p>	<p>Commissioner Dan Saltzman</p> <p>City of Portland</p>
<p>Vice-chair</p> <p>Sabrina Rokovitz</p> <p>Enterprise Rent A Car</p>	<p>Gus Castaneda</p> <p>The Mark Spencer Hotel</p>	<p>Kyle Hanson</p> <p>Wells Fargo Bank</p>	<p>Kim Smith</p> <p>Oregon Zoo</p>
<p>Treasurer</p> <p>E. Allen Shelby</p> <p>Ashforth Pacific, Inc.</p>	<p>Kendall Clawson</p> <p>Q Center</p>	<p>David Machado</p> <p>Nel Centro</p>	<p>Randall Thayer</p> <p>Sheraton Portland Airport Hotel</p>
<p>Past Chair</p> <p>Steve Faulstick</p> <p>DoubleTree by Hilton Portland</p>	<p>Councilor Shirley Craddick</p> <p>Metro</p>	<p>Tracy Marks</p> <p>Hilton Hotel Downtown Portland</p>	<p>Jon Tullis</p> <p>Timberline Lodge</p>
<p>Community Action Committee Chair</p> <p>Deane Funk</p> <p>PGE</p>	<p>Jim Dodson</p> <p>Embassy Suites Portland Airport</p>	<p>Commissioner Diane McKeel</p> <p>Multnomah County</p>	<p>Bashar Wali</p> <p>Provenance Hotels</p>
<p>Partner Services Chair</p> <p>Wanda Rosenbarger</p> <p>Lloyd Center Mall</p>	<p>Tom Drumheller</p> <p>Escape Lodging</p>	<p>David Penilton</p> <p>America's Hub World Travel</p>	<p>Brett Wilkerson</p> <p>North Pacific Management</p>

APPENDIX I – COMMUNICATIONS AND PUBLIC RELATIONS

Publication/Air Date	Outlet / Headline	OCC	MERC	Chicago/DC
April 1, 2011	Korean Portland Guidebook "Green Delights"		\$ 344,400	
April-June 2011	Junglecity.com Portland Portal site for Portland in Japan/Japanese		\$ 5,040	
April 1, 2011	Vancouver Courier "Travel: Portland Pleases Visiting Vancouver Kids"		\$ 19,944	
April 1, 2011	Meetings Focus West "Positively Portland"		\$ 18,450	
April 1, 2011	Association News "Greater Portland: Seeing Green"	\$ 11,685	\$ 11,685	
April 1, 2011	Association News "Washington & Oregon: Green Plus Friendly"	\$ 3,895	\$ 3,895	
April 17, 2011	Chicago Sun-Times "Powell's Megastore in Portland Driven by a Love of Books"			\$ 168,748
April 19, 2011	ChicagoTribune.com from LATimes.com "Portland: Get \$50 cash with your room at hotels from downtown to Mt. Hood"			\$ 50,376
April 25, 2011	Digital Journal "Portland, Oregon Offers Themed Hotel Packages"			
April/May 2011	Mensa Bulletin "Portland Revealed: A local tells you where to eat, drink, play and indulge like a native"		Amount not known	
May 1, 2011	Globetrotter Guidebook Seattle/Portland "How to Walk in Portland"		\$ 450,000	
May 1, 2011	Smart Meetings "Window of Opportunity"		\$ 2,636	
June 1, 2011	Smart Meetings "No More Rubber Chicken! Convention center catering becomes cuisine"	\$ 4,715	\$ 4,715	
June 23, 2011	Examiner.com - Portland "Portland Attractions Pass Saves You Up to 30%"			
	4th Quarter 2010-11 Ad Value	\$ 20,295	\$ 860,765	\$ 219,124

APPENDIX 2 – CONVENTION SERVICES

Travel Portland Survey						
Overall impression of the following:						
Answer Options	Excellent =	Good =	Average =	Poor =	Did not utilize	Rating Average
	4	3	2	1		
Travel Portland sales staff	4	1	0	0	0	3.80
Travel Portland convention services staff	4	1	0	0	0	3.80
Travel Portland housing services (if utilized)	2	0	0	0	2	4.00
Travel Portland collateral/promotional materials	4	0	0	0	1	4.00
Quality and user-friendliness of the Travel Portland	2	1	0	0	2	3.67
Is there anything Travel Portland could have done to enhance your experience?						
Average rating						3.9
						<i>answered question</i>
						<i>skipped question</i>
Travel Portland staff was outstanding-each and every one of them. Kudos!						

MERC Commission Meeting

October 5, 2011
12:30 pm

5.0 - Venue Business
Reports

OCC Event Analysis Monthly Revenue Report August 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC AUG 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	08/01/11	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	31	0		\$0	\$1,105	\$4	\$47,455	\$0	\$0	\$0	\$0	\$0	\$0	\$1,375	\$0	\$0	\$49,939
ABI - Grace Hopper Planning Meeting	08/01/11	20	In-house	Meeting/Seminar	Meeting	National	8,210	2	0		\$0	\$1,108	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$338	\$0	\$0	\$1,445
Reggie Davis Cherries	08/01/11	2	In-house	Meeting/Seminar	In-house	Local	0	3	0		\$0	\$434	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$434
TASTING for Responder Life	08/02/11	3	In-house	Tasting	In-house		0	1	0		\$0	\$58	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58
OCC Advisory Committee -- In House	08/02/11	16	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136
Ocean Renewable Energy Conference VI	08/03/11	250	New	Annual Convention/Conference	Convention w/ Tradeshow	National	58,266	2	1	TRUE	\$0	\$19,491	\$0	\$0	\$100	\$4,686	\$1,682	\$2,834	\$0	\$0	\$3,774	\$4,425	\$310	\$37,302
Our Ocean Breakfast Meeting	08/04/11	20	New	Breakfast	Meeting	Local	1,377	1	0	TRUE	\$0	\$726	\$0	\$0	\$0	\$519	\$0	\$0	\$0	\$0	\$0	\$230	\$0	\$1,475
Qi Revolution	08/06/11	450	Repeat	Meeting/Seminar	Meeting	Regional	65,500	4	1		\$0	\$0	\$0	\$0	\$185	\$281	\$1,603	\$0	\$0	\$0	\$0	\$9,950	\$880	\$12,899
OfficeMax Hood To Coast, Integra Telecom Portland To Coast Walk, OHSU Sports Medicine High School Challenge Relay Packet Pickup	08/06/11	1,500	Repeat	Sporting Event/Athletics	Miscellaneous/Other	Local	123,900	1	1		\$0	\$0	\$0	\$0	\$0	\$765	\$288	\$0	\$0	\$0	\$550	\$4,000	\$114	\$5,717
American Institute of Aeronautics and Astronautics (AIAA) - Conference	08/08/11	758	New	Annual Convention/Conference	Convention w/ Tradeshow	National	202,935	4	2	TRUE	\$0	\$63,428	\$0	\$0	\$525	\$0	\$4,002	\$10,244	\$0	\$0	\$6,507	\$29,290	\$940	\$114,937
HR Continental Breakfast	08/09/11	1	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$3,642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,642
Fall Kick-off Party Parking	08/09/11	80	New	Miscellaneous	Miscellaneous/Other	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500
Catholic Youth Organization Client Tasting	08/10/11	5	In-house	Tasting	In-house	Local	0	1	0		\$0	\$103	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103
Farwest Pre-Con -- In house	08/10/11	13	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$66
Tektronix Sales University	08/15/11	906	Repeat	Annual Convention/Conference	Convention	International	1,037,680	5	4	TRUE	\$0	\$369,391	\$0	\$2,484	\$1,646	\$103,323	\$14,960	\$24,007	\$0	\$0	\$19,129	\$30,760	\$33,250	\$598,949

OCC Event Analysis Monthly Revenue Report August 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OfficeMax Hood To Coast, Integra Telecom Portland To Coast Walk, OHSU Sports Medicine High School Challenge Relay Volunteer Training	08/13/11	2,025	Repeat	Sporting Event/Athletics	Miscellaneous/Other	Local	122,000	1	1		\$0	\$0	\$0	\$0	\$30	\$0	\$274	\$0	\$0	\$0	\$550	\$4,000	\$114	\$4,968
OfficeMax Hood To Coast, Integra Telecom Portland To Coast Walk, OHSU Sports Medicine High School Challenge Relay Volunteer Training	08/17/11	2,500	Repeat	Sporting Event/Athletics	Miscellaneous/Other	Local	122,000	1	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$114	\$4,114
In-House: ARAMARK Tasting for Oregon Business Association	08/18/11	5	In-house	Tasting	In-house	Local	0	1	0		\$0	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90
AI - EP CULL	08/20/11	550	New	Meeting/Seminar	Meeting	Local	127,671	3	0		\$0	\$17,033	\$0	\$252	\$120	\$2,679	\$2,214	\$3,420	\$0	\$0	\$720	\$24,250	\$4,992	\$55,680
SSQF Level 1 Instructor Training	08/20/11	72	Repeat	Meeting/Seminar	Meeting	Local	13,566	7	0		\$0	\$0	\$0	\$0	\$0	\$110	\$0	\$0	\$0	\$0	\$0	\$2,040	\$0	\$2,150
In-House: OCC selling daily exhibitor parking for Farwest Show	08/22/11	0	In-house	Miscellaneous	In-house	Local	0	3	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Farwest Show 2011	08/25/11	0	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	National	1,930,559	3	4	TRUE	\$0	\$20,078	\$220	\$260	\$30	\$8,186	\$36,487	\$4,957	\$4,945	\$0	\$3,858	\$99,973	\$6,527	\$185,521
OCC Welcomes Third Party Audio Visual Providers	08/23/11	25	In-house	Meeting/Seminar	In-house	Local	1,520	1	0		\$0	\$1,232	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,232
Summer '12 North America Go To Market Meeting	08/31/11	500	Repeat	Annual Convention/Conference	Convention	National	250,505	2	8	TRUE	\$0	\$81,396	\$0	\$2,898	\$165	\$10,551	\$15,813	\$26,100	\$0	\$0	\$9,708	\$34,555	\$1,714	\$182,899
CAGON Reception	08/25/11	26	New	Reception	Food & Beverage/Catering	Local	0	1	0		\$0	\$1,647	\$0	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$180	\$0	\$100	\$2,002

OCC Event Analysis Monthly Revenue Report August 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Private Event for the Renate Lundberg Blue Diamond Organization (Independent Univera Associate)	08/26/11	150	New	Meeting/Seminar	Meeting	Local	14,100	3	0		\$0	\$186	\$0	\$0	\$50	\$50	\$228	\$0	\$0	\$0	\$494	\$3,900	\$0	\$4,909
Oregon Club of Portland 2011 Kick Off with Chip Kelly	08/26/11	388	Repeat	Dinner	Food & Beverage/Catering	State	18,900	1	0		\$0	\$15,269	\$0	\$42	\$0	\$1,675	\$176	\$0	\$0	\$0	\$0	\$0	\$740	\$17,902
Islamic Center of Portland - EID-UL-FITR (Will be only one date).	08/30/11	4,000	Repeat	Annual Convention/Conference	Meeting	Local	183,000	2	1		\$0	\$0	\$0	\$1,344	\$0	\$1,095	\$0	\$0	\$0	\$0	\$550	\$3,000	\$615	\$6,604
Event Department Meeting -- In House	08/31/11	12	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$105	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105
BTA's 2011 Bike Commute Challenge (This is actually at the Metro Regional Center Plaza) Catering only.	08/31/11	60	New	Green / Sustainable	In-house		0	1	0		\$0	-\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$180	\$0	\$0	\$150
Total		14,338					4,281,689															\$254,873		\$1,295,927

OCC Event Analysis Monthly Revenue Report August 2010 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC AUG 2010 MISC NON-EVENT ACTIVITIES/BILLINGS	08/01/10	0	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	31	0		\$0	\$985	\$5,746	\$32,649	\$0	\$0	\$0	\$0	\$0	\$466	\$2,118	\$0	\$0	\$41,964
JEOL USA Inc.	08/02/10	12	New	Meeting/Seminar	Meeting	National	4,912	4	0		\$0	\$2,790	\$0	\$0	\$0	\$83	\$83	\$0	\$0	\$0	\$720	\$1,560	\$100	\$5,335
Gatan Meeting	08/02/10	12	New	Meeting/Seminar	Meeting	Local	1,622	2	0		\$0	\$0	\$0	\$0	\$15	\$463	\$92	\$0	\$0	\$0	\$0	\$520	\$0	\$1,090
FEI Company Meeting	08/02/10	9	New	Meeting/Seminar	Meeting	Local	1,294	3	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$400	
Carl Zeiss Meeting	08/02/10	6	New	Meeting/Seminar	Meeting	National	647	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$200	
SEPG - Software Engineering Institute planning meeting/tasting (17037)	08/03/10	16	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$243	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$243
Oregon's 3 Shows in 1!	08/05/10	148	New	Trade Show	Tradeshow	State	62,424	1	1		\$0	\$162	\$0	\$0	\$0	\$468	\$1,776	\$0	\$0	\$0	\$275	\$3,250	\$437	\$6,368
OCC Summer Tasting & Open House - "Mad Hatter's Tea Party"	08/06/10	123	Repeat	Lunch	In-house	Local	16,400	1	1		\$0	\$6,173	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,173
Wiley-Blackwell Publishing: Scanning Editorial Board Meeting	08/05/10	15	New	Breakfast	Meeting	Local	811	1	0		\$0	\$373	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$260	\$0	\$633	
Happy Retirement Bill Hayes!	08/05/10	20	In-house	Reception	In-house	Local	1,772	1	0		\$0	\$228	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$228
OfficeMax Hood To Coast, Integra Telecom Portland To Coast Walk, OHSU Sports Medicine High School Challenge Relay Packet Pickup	08/07/10	5,200	New	Sporting Event/Athletics	Miscellaneous/Other	National	271,766	12	1		\$0	\$0	\$0	\$0	\$0	\$925	\$608	\$99	\$0	\$0	\$550	\$11,038	\$336	\$13,556
SSQF Level 1 Instructor Training	08/07/10	90	New	Meeting/Seminar	Meeting	Local	12,005	1	5		\$0	\$0	\$0	\$0	\$0	\$6	\$0	\$0	\$0	\$0	\$0	\$1,825	\$0	\$1,831
American Association of Naturopathic Physicians (AANP) 25th Annual Convention	08/11/10	580	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	National	543,551	3	5	TRUE	\$0	\$188,074	\$3,168	\$36	\$930	\$19,513	\$15,073	\$3,491	\$1,293	\$0	\$2,794	\$26,950	\$3,864	\$265,186
AANP Pre-Con	08/09/10	0	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OCC Event Analysis Monthly Revenue Report August 2010 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
32nd Annual Cognitive Science Society Conference	08/11/10	500	New	Annual Convention/ Conference	Convention/ Tradeshow	International	380,879	4	3	TRUE	\$0	\$58,557	\$8,635	\$0	\$0	\$30,751	\$1,099	\$1,186	\$70	\$0	\$13,735	\$40,275	\$14,169	\$168,476
Cognitive Science Society Pre-Con -- In-House	08/10/10	0	In-house	Accounting/ Non-event	In-house	Local	0	1	0		\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67	\$0	\$0	\$87
OCC CPR Training	08/10/10	7	In-house	Training	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Medicaid Management Information Systems: MMIS Conference 2010	08/15/10	963	New	Annual Convention/ Conference	Convention w/ Tradeshow	National	338,431	5	1	TRUE	\$0	\$224,917	\$4,033	\$0	\$48	\$23,979	\$9,215	\$19,455	\$3,135	\$0	\$10,628	\$34,620	\$5,077	\$335,107
Noridian Administrative Services	08/16/10	8	New	Meeting/Seminar	Meeting	National	3,132	3	1		\$0	\$383	\$0	\$0	\$60	\$1,100	\$48	\$1,170	\$0	\$0	\$270	\$720	\$0	\$3,751
Molina HealthCare	08/16/10	100	New	Reception	Food & Beverage/Catering	National	5,182	4	1		\$0	\$14,671	\$0	\$0	\$0	\$1,085	\$389	\$445	\$0	\$0	\$1,101	\$1,350	\$1,410	\$20,451
ACS, A Xerox Company - Private Reception	08/16/10	100	New	Reception	Food & Beverage/Catering	National	0	1	0		\$0	\$5,657	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$222	\$0	\$100	\$5,979
FOX Systems	08/16/10	10	New	Meeting/Seminar	Meeting	National	6,693	3	0		\$0	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15	\$1,710	\$0	\$1,760
Microsoft Staff Meeting	08/16/10	12	New	Meeting/Seminar	Meeting	National	2,211	3	0		\$0	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$315	\$570	\$0	\$1,016
MMIS 2010 CNSI Demonstration Room	08/16/10	15	New	Exhibits	Meeting	National	4,131	3	0		\$0	\$257	\$0	\$0	\$0	\$250	\$184	\$0	\$0	\$0	\$1,278	\$1,140	\$0	\$3,109
CA Technologies	08/16/10	40	New	Meeting/Seminar	Meeting	National	3,030	3	0		\$0	\$153	\$0	\$0	\$0	\$1,545	\$0	\$0	\$0	\$0	\$207	\$720	\$90	\$2,715
Infocrossing Healthcare Services	08/16/10	15	New	Meeting/Seminar	Meeting	National	5,622	3	0		\$0	\$1,757	\$0	\$0	\$0	\$38	\$79	\$0	\$0	\$0	\$705	\$1,410	\$200	\$4,189
Ingenix/i3	08/16/10	4	New	Meeting/Seminar	Meeting	National	660	4	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$300
SourcePulse: MITA Enthusiasts Reception	08/16/10	10	New	Reception	Food & Beverage/Catering	Local	1,228	1	0		\$0	\$577	\$0	\$0	\$0	\$205	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$882
OCC CPR Training	08/16/10	4	In-house	Training	In-house	Local	811	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Edifecs	08/16/10	10	New	Meeting/Seminar	Meeting	National	2,850	3	0		\$0	\$268	\$0	\$0	\$70	\$75	\$83	\$640	\$0	\$0	\$270	\$825	\$0	\$2,231
Union Negotiations	08/16/10	15	In-house	Meeting/Seminar	In-house	Local	2,033	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Farwest Show Pre Con -- In House	08/17/10	0	In-house	Accounting/ Non-event	In-house	Local	0	1	0		\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19
Kaiser Permanente Dental Program All Staff Meeting	08/17/10	624	Repeat	Meeting/Seminar	Meeting	Local	25,500	1	0		\$0	\$39,589	\$0	\$1,872	\$0	\$6,997	\$92	\$0	\$0	\$0	\$3,855	\$0	\$1,815	\$54,220

OCC Event Analysis Monthly Revenue Report August 2010 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC CPR Training	08/18/10	9	In-house	Training	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OCC CPR Training	08/19/10	10	In-house	Training	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Metro Service Awards Luncheon	08/19/10	25	In-house	Lunch	In-house	Local	1,772	1	0		\$0	\$281	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$281
Best Practices Construction Management Team Meeting -- In House	08/20/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$86	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10	\$0	\$0	\$96
OCC CPR Training	08/22/10	15	In-house	Training	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Farwest Show 2010	08/26/10	8,500	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	National	1,905,837	3	5	TRUE	\$0	\$11,792	\$48,196	\$0	\$770	\$9,175	\$37,065	\$6,132	\$6,240	\$0	\$3,881	\$108,334	\$6,857	\$238,441
In-House: OCC to sell daily exhibitor passes for Farwest	08/23/10	0	Accounting/Non-Event	Accounting/Non-event	In-house	Local	0	3	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OCC CPR Training	08/25/10	5	In-house	Training	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
World Wide Group -Second Look Meeting	08/25/10	600	Repeat	Meeting/Seminar	Meeting	Regional	8,900	1	0		\$0	\$160	\$0	\$0	\$0	\$390	\$83	\$0	\$0	\$0	\$165	\$2,500	\$0	\$3,298
Decorators Meeting	08/27/10	26	In-house	Meeting/Seminar	In-house	Local	1,875	1	0		\$0	\$231	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$231
Oregon Club of Portland 2010 Kick Off with Chip Kelly	08/27/10	321	Repeat	Dinner	Food & Beverage/Catering	State	18,900	1	0		\$0	\$9,776	\$0	\$70	\$0	\$1,620	\$166	\$0	\$0	\$0	\$165	\$0	\$740	\$12,537
Tektronix Sales University	08/30/10	680	Repeat	Annual Convention/Conference	Convention	International	490,548	4	3	TRUE	\$0	\$289,155	\$1,098	\$1,852	\$2,115	\$69,253	\$10,644	\$11,388	\$0	\$0	\$28,878	\$12,280	\$29,883	\$456,544
Comcast SportsNet - Wanted Adventure Women Casting Call	08/29/10	300	New	Entertainment	Meeting	Local	5,719	1	1		\$0	\$911	\$0	\$0	\$150	\$26	\$798	\$0	\$0	\$0	\$0	\$1,350	\$125	\$3,360
Travel Portland TAP Training Session	08/31/10	34	In-house	Meeting/Seminar	Meeting	Local	1,875	1	0	TRUE	\$0	\$56	\$0	\$0	\$0	\$538	\$0	\$0	\$0	\$0	\$225	\$0	\$0	\$819
Total		19,193					4,141,163														\$254,107			\$1,663,105

PCPA MONTHLY ANALYSIS

August 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	8/1 to 7 8/6	Broadway Across America	Les Miserables	1	8	23,050	23,507	99%	\$1,134,349	\$35,955	\$39,606	\$82,117	\$5,290	\$46,063	\$209,031
		Fidelity Investments	Les Miserables Reception	0	1				\$0	\$0	\$0	\$0	\$0	\$2,564	\$2,564
	8/22 to 28	Broadway Across America	Mamma Mia!	1	8	16,457	16,456	70%	\$794,737	\$27,751	\$31,696	\$57,596	\$3,007	\$41,340	\$161,390
	8/29	River Road Park	Mamma Mia! Reception	0	1				\$0	\$0	\$0	\$0	\$0	\$554	\$554
	8/30	Steve Litman Presents	Janet Jackson	0	1	2,861	2,419	87%	\$161,506	\$8,500	\$22,903	\$9,406	\$2,780	\$13,328	\$56,917
ASCH	8/19	Young LIFE Entertainment	Put it Down on Me - cancelled	0	0	0	0		\$0	\$3,105	\$52	\$0	\$0	\$0	\$3,157
	8/31	Oregon Symphony	Auditions	1	0	0	0		\$0	\$5,355	\$683	\$0	\$0	\$0	\$6,038
	8/31	Oregon Symphony	Waterfront Rehearsal	1	0	0	0		\$0	\$0	\$1,012	\$0	\$0	\$0	\$1,012
NEWMARK	7/25 to 8/5	Oregon Children's Theatre	Acting Academy	0	2	0	371		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/4	Oregon Public Broadcasting	Ken Burns	0	1	794	747	85%	\$11,205	\$1,170	\$1,965	\$1,724	\$0	see matts	\$4,859
	8/17	Sockeye Creative	Video Shoot	0	1	0	0		\$0	\$1,140	\$3,488	\$0	\$0	\$0	\$4,628
	8/19	OHSU	White Coat Ceremony	0	1	477	0		\$0	\$1,715	\$1,547	\$0	\$0	\$8,388	\$11,650
WINNINGSTAD															\$0
A. HATFIELD HALL	8/3	PCPA Music on Main Street	Alameda & Autopilot	0	1	277	0		\$0	\$0	\$0	\$0	\$0	\$2,377	\$2,377
	8/3	PCPA Volunteers	Noontime Showcase - Cul An Ti	0	1	162	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/9	Metro	Reception - COO Candidates	0	1	17	0		\$0	\$0	\$0	\$0	\$0	\$856	\$856
	8/10	PCPA Music on Main Street	Stereovision	0	1	258	0		\$0	\$0	\$0	\$0	\$0	\$1,784	\$1,784
	8/10	PCPA Volunteers	Noontime Showcase - NW Dance Project	0	1	231	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/17	PCPA Music on Main Street	Midnight Serenaders	0	1	483	0		\$0	\$0	\$0	\$0	\$0	\$3,093	\$3,093
	8/17	PCPA Volunteers	Noontime Showcase - PHAME	0	1	188	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/24	PCPA Music on Main Street	Lisa Mann	0	1	421	0		\$0	\$0	\$0	\$0	\$0	\$3,137	\$3,137
	8/24	PCPA Volunteers	Noontime Showcase - Mistrail English	0	1	126	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/31	PCPA Music on Main Street	Quick and Easy Boys	0	1	327	0		\$0	\$0	\$0	\$0	\$0	\$2,426	\$2,426
	8/31	PCPA Volunteers	Noontime Showcase - Sunset Traffic Jam	0	1	122	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
KELLER CAFÉ	August													\$15,823	\$15,823
ARTBAR	August													\$1,061	\$1,061
MATT'S BAR	August													\$203	\$203
PCPA CATERING	August													\$1,086	\$1,086
		TOTALS		4	35	46,251	43,500	85%	\$2,101,797	\$84,691	\$102,952	\$150,843	\$11,077	\$144,083	\$493,646

PCPA MONTHLY ANALYSIS

August 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	8/2	Broadway Across America	South Pacific	1	8	16,379	16,790	70%	\$811,415	\$31,111	\$38,868	\$58,765	\$3,253	\$32,626	\$164,623
ASCH	8/9	Leverage 3	Leverage Film Shoot	4	1	0	0		\$0	\$12,393	\$8,062	\$0	\$0	\$0	\$20,455
	8/21	Concert for Kids	Shriners Hospital	0	1	1,046	777	28%	\$60,068	\$3,340	\$15,915	\$3,437	\$1,525	\$2,920	\$27,137
	8/26	Live Nation	Margaret Cho	0	1	1,359	1,330	48%	\$55,293	\$4,159	\$4,652	\$2,170	\$308	\$5,332	\$16,621
A. HATFIELD HALL	8/4	PCPA Volunteers	Bridgetown Morris Men	0	1	203	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/4	PCPA Music on Main Street	Shanghai Woolies	0	1	603	0		\$0	\$0	\$0	\$0	\$0	\$3,402	\$3,402
	8/7	Int'l Designers Society	Reception	0	1	1,046	0		\$0	\$1,695	\$2,835	\$0	\$0	\$60,663	\$65,193
	8/11	PCPA Volunteers	Brooklyn Street Jazz	0	1	224	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/11	PCPA Music on Main Street	Freak Mountain Ramblers	0	1	511	0		\$0	\$0	\$0	\$0	\$0	\$4,646	\$4,646
	8/18	PCPA Volunteers	Mistral	0	1	103	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/18	PCPA Music on Main Street	Dr. Theopolis	0	1	605	0		\$0	\$0	\$0	\$0	\$0	\$5,524	\$5,524
	8/25	PCPA Volunteers	Northwest Professional Dance	0	1	306	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	8/25	PCPA Music on Main Street	Derby, with the Angry Orts	0	1	464	0		\$0	\$0	\$0	\$0	\$0	\$4,362	\$4,362
KELLER CAFÉ														\$10,941	\$10,941
ARTBAR														\$14,183	\$14,183
PCPA CATERING														\$3,838	\$3,838
		TOTALS		5	20	22,849	18,897	49%	\$926,776	\$52,698	\$70,332	\$64,372	\$5,086	\$148,437	\$340,925

Expo Center Event Analysis

Aug-11

	Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
MERC Commission Meeting	3		1		1	1	0		23					453			453
VW Product Launch	5		1		1	1	0		48	6,875	225			3,102	134	264	10,600
Spa, Swin and Sauna Sale	5-7	1			1	3	3		243	7,744	253				521	1,465	9,983
Starplex Corp Orientations	9		1		1	1	0		50	400							400
Los Tigres del Norte	12		1		1	1	1		3,234	7,550	1,325	16,622			552	8,945	34,994
Photo Shoot	14		1		1	1	0		10	350							350
Collectors West Gun & Knife Show	19-21	1			1	3	2		3,558	15,300	500	5,418			788	17,207	39,213
	2	0	5	0	7	11	6	9%	7,166	38,219	2,303	22,040	0	3,555	1,995	27,881	95,993

FY 2011-12

July	3		4		6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880
August	2		5		7	11	6	9%	7,166	38,219	2,303	22,040		3,555	1,995	27,881	95,993
September																	
October																	
November																	
December																	
January																	
February																	
March																	
April																	
May																	
June																	
Total to Date	5	0	9	0	13	25	15	37%	25,103	155,954	3,795	108,562	11,679	19,714	10,280	116,889	426,873
Month to Month Comparison	1	0	2	0	3	4	2	0	-48	10,214	1,803	-566	0	-558	1,053	-753	11,193
Year to Date Comparison	1	0	1	0	2	1	3	0	1,376	9,915	1,558	-5,763	11,679	6,254	1,865	3,166	28,674

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	6		1		7	15	16	32%	46,821	142,750	869	236,756	14,451	1,547	6,687	79,219	482,279
May	4	2	3		9	17	18	16%	11,062	60,319	1,075	33,155	1,242	59,417	10,792	52,137	218,137
June	1		3		4	11	7	13%	8,563	40,550	3,950	19,321	1,480	2,992	2,856	31,875	103,024
Total to Date	49	4	40		93	208	164	35%	390,333	1,462,522	32,257	1,419,858		224,372	196,558	1,523,525	4,955,176

MERC Commission Meeting

October 5, 2011
12:30 pm

7.0 - Consent Agenda

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



September 7, 2011
Oregon Convention Center, Meeting Room A107-108

Present:	Chris Erickson (Acting Chair), Ray Leary , Karis Stoudamire-Phillips, Cynthia Haruyama, and Terry Goldman
Absent:	Elisa Dozono (excused), Judie Hammerstad (excused), Rex Burkholder (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Acting Chair Chris Erickson at the Oregon Convention Center, Meeting Room A107-108 at 12:30 p.m.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	COMMISSIONER EXOFFICIO COMMUNICATIONS <ul style="list-style-type: none"> Commissioner Leary acknowledged Matthew Rotchford as a the new Interim Expo Director. Acting Chair Chris Erickson welcomed the new ARAMARK executive chef, Allan Wambaa.
3.0	GENERAL MANAGER COMMUNICATIONS <ul style="list-style-type: none"> Teri Dresler noted that Council President Hughes will recommend Martha Bennett for appointment as Metro’s Chief Operating Officer at the September 8 Metro Council meeting. If the Council approves Ms. Bennett will begin at Metro on October 31st. T. Dresler noted the next Commission retreat is scheduled for October 26 at the Oregon Convention Center. Teri Dresler provided follow-up on the procurement policy recommendations related to the diversity and outreach discussed at past Commission meetings which included: <ul style="list-style-type: none"> Proposed evaluation guidelines related to the scoring allocation for diversity in each firm. A broader discussion will be held at a future Commission meeting when all Commissioners are present for discussion. Outreach event on November 1, 3-7 pm at the Expo Center. This event will consist of information on employment and contracting opportunities available at the Venues, Zoo, Parks and Environmental Services and other opportunities within Metro. Dresler reported that an event invitation would be distributed and targeted invites would be sent to to N/NE Portland businesses and individuals as well as MWESB firms. T. Dresler asked Commissioners for any feedback or input related to this event. Commissioner Leary expressed his support and appreciation for Teri Dressler’s initiative related to this outreach event. Commissioner Haruyama requested an electronic version of the invitation in order to distribute to her contacts. Commissioner Erickson suggested that staffs from Travel Portland as well as ARAMARK be invited to participate or attend the event. The procurement policy recommendation which addresses the sizing of contracts will be developed when management begins discussion, toward the end of the year, on merging the Metro and MERC procurement code/policy. Darin Matthews, procurement officer at Metro, expressed appreciation for the opportunity to raise the bar for diversity in contracting and fully supports the 20% point allocation to the diversity category in the procurement policy.
3.1	<ul style="list-style-type: none"> 2nd Close FY 11 Financial Report
3.2	<ul style="list-style-type: none"> July 2011 Financial Report
3.3	<ul style="list-style-type: none"> FY11 Year End Capital Report Cynthia Hill provided an overview of the report which included: <ul style="list-style-type: none"> In receipt of \$1.4 million lodging tax which was allocated approximately as follows: \$350,000 each to PCPA and OCC and \$700,000 (7%) into the capital fund. This information is not reflected in the report distributed to the Commission today. There was a substantial savings in the MERC Administration budget of approximately \$400,000 which was credited back to the venues.

	<ul style="list-style-type: none"> - Commissioner Haruyama inquired if the operating fund for PCPA and Expo were worse than budgeted. Cynthia Hill responded that actual operation numbers were better than forecasted. The report distributed to the Commission did not including the lodging tax recently received.
4.0	MERC VENUES' BUSINESS REPORTS <ul style="list-style-type: none"> • Matt Rotchford, Jeff Blosser and Lori Leyba Kramer provided the venues' business reports. • Matt Rotchford expressed his appreciation for Mr. Chris Bailey and his outstanding, long-term contribution to the Expo Center.
5.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> • None
6.0 6.1 6.2	CONSENT AGENDA July 6, 2011 MERC Commission Record of Actions August 3, 2011 MERC Commission Record of Actions <ul style="list-style-type: none"> • A motion was made by Commissioner Goldman and seconded by Commissioner Leary to approve the Consent Agenda. VOTING: Aye: 5 (Haruyama, Erickson, Leary, Stoudamire-Phillips, Goldman) Nay: 0 Motion Passed
7.0	OVERVIEW OF METRO GREEN BUILDING POLICY ADMINISTRATIVE PROCEDURE <ul style="list-style-type: none"> • Molly Chidsey, Metro Sustainability Coordinator provided the overview. • Commissioner Leary noted there will be a significant cost commitment in order to pursue this plan and the Commission will need to exert effort to honor that cost commitment. Molly Chidsey commented that there was an option to put some cost parameters on various standards for new construction however, ultimately it was decided to give that decision-making authority to the directors to retain flexibility to set the best parameters. Commissioner Leary also inquired if the Commission is going to equip venue executive directors with technical knowledge and support. Molly Chidsey responded that she would hope there will be some implementation of the policy with the Metro project management office so everyone who manages Metro projects will be equipped with the basic understanding of green buildings and their standards so they can best oversee the project. • Commissioner Erickson expressed his appreciation for Molly Chidsey's work and noted it is a vital aspect of running a venue business in order to appeal to the 'green market'. • Commissioner Haruyama inquired if any of MERC facilities will be in the facility category of "less than 50,000 square feet". M. Chidsey responded that none of the facilities falls in that particular category. • Commissioner Goldman noted that the definition of sustainability could translate to different meanings depending on the audience. M. Chidsey responded that the definition of the Metro adopted framework for sustainability is based on triple factors which include: economic, environmental and social aspects. M. Chidsey noted that true sustainable projects ideally satisfy all three elements.
8.0	ARAMARK/GIACOMETTI PARTNERS – FISCAL YEAR END FINANCIAL AND PROJECT REPORT <ul style="list-style-type: none"> • Brendan Coffey, ARAMARK District Manager, presented the fiscal year end financial and project report to the Commission. B. Coffey also introduced pacificwild catering as the exclusive premium brand created by ARAMARK specifically for the Metro Visitor Venues, with an emphasis on serving seasonal, local and sustainable food. • Commissioner Haruyama was complimentary of the new logo and branding efforts implemented by ARAMARK.
	Meeting adjourned at 1:59pm

MERC Commission Meeting

October 5, 2011
12:30 pm

8.0 - Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-21

Approving an increase in project costs for the Oregon Convention Center's (OCC) Coffee Retail Stores renovation project and requesting that the Metro Council amend the FY 2011-12 through FY 2015-16 Capital Improvement Plan (CIP)

WHEREAS, Metro policy requires Council approval of a change in the CIP for any cost increase to an existing CIP project of greater than 20 percent; and

WHEREAS, the cost of OCC's Coffee Retail Stores renovation project has increased more than 20 percent from \$150,000 to \$225,000; and

WHEREAS, funds are available for this increase through the ARAMARK Capital Investment Fund.

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

1. Approve the increase in cost to the Oregon Convention Center renovation project from \$150,000 to \$225,000, and;
2. Requests that the Metro Council amend the FY 2011-12 through FY 2015-16 CIP to increase the cost of Coffee Retail Store renovation project from \$150,000 to \$225,000.

Passed by the Commission on October 5, 2011.

Chair

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

Secretary/Treasurer

By:
Nathan A. Schwartz Sykes, Senior Attorney

MERC Staff Report

Agenda Item/Issue:

Approving an increase in project costs for the Oregon Convention Center's (OCC) Coffee Retail Stores renovation project and requesting that the Metro Council amend the FY 2011-12 through FY 2015-16 Capital Improvement Plan (CIP)

Resolution No: 11-21

Presented By:

Jeff Blosser
Cynthia Hill

Date: October 5, 2011

Background and Analysis:

Starbucks Store Renovations:

The Oregon Convention Center and ARAMARK have entered into a new contract with Portland Roasting which replaces the franchise agreement with Starbucks for coffee retail outlet services in the Oregon Convention Center. As part of this new operation, both retail stores needed to be renovated to follow the de-commissioning requirement of the Starbucks contract as well as new design requirements for the new operation with Portland Roasting.

Prior to the selection of the new vendor Portland Roasting, the cost of the retail space renovation was estimated to be \$75,000 per store or \$150,000 total. The result of the actual design, construction bids and implementation of the renovations is \$75,000 greater than the original estimate of \$150,000. The additional funding is provided from the ARAMARK capital investment account.

Metro's financial policies state any project exceeding \$100,000 or an existing CIP project increasing greater than 20 percent receive Council approval. This resolution is requesting Commission approval of the increased project costs for renovating former Starbucks Stores # 1 and # 2 and a recommendation to Metro Council to amend the Metro Capital Improvement Plan FY 2010-11 through FY 2014-15.

Fiscal Impact:

Projects funded from existing appropriations.

Attachments to Resolution and/or Staff Report:

Revised Capital Improvement Plan for FY 2011-12

Recommendation:

Staff recommends that the Metropolitan Exposition Recreation Commission approve Resolution 11-21.

Visitor Venues (MERC Fund)

Capital & Major Project Report

October 5, 2011 Commission Meeting (Expenditures as of 9-26-11)

<i>Description</i>	<i>FY 10-11 Expenditures</i>	<i>FY 11-12 Adopted Budget</i>	<i>FY 11-12 Revised Budget</i>	<i>Budget Realignmen t</i>	<i>Revised Project Total</i>	<i>Comments</i>
Oregon Convention Center						
Electrical Sub Metering		200,000	200,000			
Plaza Issues		90,000	90,000			
Phone Bank Retrofit Project		32,000	32,000			
Handicap Lift Purchase		30,000	30,000			
Escalator Cleaning Machine		73,000	73,000			
Genie Roundabout High Lift		21,000	21,000			
Recycling containers Purchase for Ex Halls		50,000	50,000			
Permanent Automatic AV Screens in all Meeting Rooms		195,000	195,000			
Cooling Tower-Process Loop Project		35,000	35,000			
Sizzler Block Plaza Construction Project	214,896	515,000	584,002	69,002	798,898	CIP amendment resolution 11-19 increased project to \$798,898
Hand Dryers Installation(carried over from last year)		60,000	-	(60,000)		Project complete FY 10-11 balance moved to project contingency
Digital Signage Upgrade	99,471	161,000	61,529	(99,471)		\$99,471 spent n FY 10-11 - budget adjusted to actual carry over
Project Contingency			92,372	92,372		
Subtotal OCC Operations Projects		1,462,000	1,463,903	1,903		
ARAMARK Capital Projects						
Coffee Retail Space - Starbuck # 1 Renovation	9,351	75,000	111,649	36,649	121,000	Completion date is October
Coffee Retail Space - Starbuck # 2 Renovation		75,000	104,000	29,000	104,000	Completion date is December/ \$75,000 funded ARAMARK 5% Reserve
Catering China Replacement		217,000	212,000	(5,000)		
Skyview Terrace - Tasting Kitchen		100,000	100,000			
Kitchen Upgrades		160,366	89,220	(71,146)		
Hoyt Street Station Café	169,071		3,594	3,594		
Kitchen Walk-in Cooler	113,936		5,000	5,000	118,936	
Tilt Kettle			15,000			Funding - 5% ARAMARK Reserve account (existing funds)
Orbit Café Stainless upgrade			3,168			Funding - 5% ARAMARK Reserve account (existing funds)
Dragon Café Stainless upgrade			9,080			Funding - 5% ARAMARK Reserve account (existing funds)
Orbit Café Cosmetic upgrade			10,000			Funding - 5% ARAMARK Reserve account (existing funds)
Dragon Café Cosmetic upgrade			10,000			Funding - 5% ARAMARK Reserve account (existing funds)
Subtotal ARAMARK Projects		627,366	672,711	(1,903)		Funding - 5% ARAMARK Reserve account (existing funds)
Total Oregon Convention Center Capital		2,089,366	2,136,614	-		
OCC - Non Capital Major Projects						
Retro Commissioning	124,785	65,000	65,000			Second year of a four year contract

Visitor Venues (MERC Fund)

Capital & Major Project Report

October 5, 2011 Commission Meeting (Expenditures as of 9-26-11)

Description	FY 10-11 Expenditures	FY 11-12 Adopted Budget	FY 11-12 Revised Budget	Budget Realignmen t	Revised Project Total	Comments
PORTLAND CENTER FOR PERFORMING ARTS (PCPA)						
Keller Lighting Console		60,000	55,000	(5,000)		In process - year to date expenditures \$43,605
Winnigstad Theatre Dimmer System		85,000	85,000			PO issued for \$51,515
Arlene Schnitzer Roof Completion		75,000	80,000	5,000		Revised project cost \$80,000, contract issued for \$79,742
Arlene Schnitzer Concert Hall & Hatfield HVAC Controls Replacement		130,000	130,000			
Keller Boiler Replacement	102,371	100,000	109,141	9,141	211,500	CIP amendment resolution 11-07 increased project to \$191,726
Keller Concessions Upgrade	319,837	100,000	5,163	(94,837)		Project complete FY 10-11 balance moved to project contingency
Keller Concession Point of Sale		13,030	13,030			Funded Aramark 5% Reserve
Keller Heat Recovery System		25,000	25,000			
Hatfield Hall Chiller	312,571		34,229		346,800	Additional work to replace secondary systems to allow for a full functioning Chiller
Project Contingency			85,696	85,696		
Total Portland Center for Performing Arts Capital		588,030	622,259	-		
PCPA - Non Capital Major Projects						
ASCH Exterior Façade Repair	44,507	170,000	170,000		214,507	Current phase of project is near completion
Keller Wall Panels	11,010		28,250	25,250	39,260	Funding from existing budget
Portland Expo Center						
Structural Issue Hall E		100,000	100,000			\$5,000 spent for structural engineering - RFB in process
Portable bleacher replacement (2 units)		80,000	80,000			
Hall E lobby and meeting room carpet replacement		45,000	45,000			
Parking Lot Asphalt maintenance and/or removal/replacement		50,000	50,000			Contract issued for \$49,000 - complete by early October
Halls D and E Wi Fi		25,000	25,000			
Project Contingency			-			
Total Portland Expo Center Capital		300,000	300,000			
Administration - IT						
Projects TBD (Teri Dresler)		102,000	102,000			
Total Administration - IT Capital		102,000	102,000			