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# **MERC Commission Meeting**

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November 2, 2011  
12:30 pm

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Portland Expo Center  
2060 N. Marine Drive  
Hall D, Room D 202-4

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

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

# Metro | *Exposition Recreation Commission*

## *Agenda*

Meeting: Metro Exposition Recreation Commission Regular Meeting  
Date: Wednesday, November 2, 2011  
Time: 12:30 – 2:30 pm  
Place: Portland Expo Center, Hall D, Room D202-4

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### CALL TO ORDER

- |       |     |  |                                       |
|-------|-----|--|---------------------------------------|
| 12:30 | 1.  | <b>QUORUM CONFIRMED</b>  |                                       |
| 12:35 | 2.  | <b>COMMISSIONER/EX OFFICIO COMMUNICATIONS</b>  |                                       |
|       | 2.1 | Introduction of Metro COO Martha Bennett   |                                       |
|       | 2.2 | Introduction of Expo Staff   |                                       |
| 12:50 | 3.  | <b>GENERAL MANAGER COMMUNICATIONS</b>  | <b>Teri Dresler</b>                   |
|       | 3.1 | Budget Retreat Follow-up Discussion  |                                       |
| 1:00  | 4.  | <b>TRAVEL PORTLAND FY11-12 1<sup>st</sup> QUARTER REPORT</b>   | <b>Jeff Miller</b>                    |
| 1:25  | 5.  | <b>MERC VENUES' BUSINESS REPORTS</b>   | <b>Totaro/Williams/<br/>Rotchford</b> |
| 1:35  | 6.  | <b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>  |                                       |
| 1:40  | 7.  | <b>CONSENT AGENDA</b>  |                                       |
|       | 7.1 | October 5, 2011 MERC Commission Record of Actions  |                                       |
|       | 7.2 | October 19, 2011 MERC Commission Special Meeting – Record of Actions   |                                       |
| 1:45  | 8.  | <b>ACTION AGENDA</b>   |                                       |
|       | 8.1 | <b>Resolution 11-23</b> for the purpose of amending the contract with Brown Contracting Inc. for the Block 26 Redevelopment project. | <b>Lydia Neill</b>                    |
|       | 8.2 | <b>Resolution 11-24</b> for the purpose of adopting changes to the MERC Personnel Policy   | <b>Mary Rowe</b>                      |
| 2:05  | 9.0 | <b>PREVIEW OF NEW EXPO CENTER WEB SITE</b>   | <b>Rotchford</b>                      |

**ADJOURN**

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# **MERC Commission Meeting**

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November 2, 2011  
12:30 pm

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3.0 - General Manager  
Communications

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# 1st Quarter Results

July through September 2011

OCC	1st Quarter FY 11		1st Quarter FY 12	
	Events	Attendance	Events	Attendance
Tradeshows/Conventions	21	46,795	19	27,604
Consumer Public Shows	5	9,173	5	32,482
Miscellaneous	38	5,828	39	6,546
Meetings	47	8,731	33	13,340
Catering	18	6,954	12	11,268
<b>Totals</b>	<b>129</b>	<b>77,481</b>	<b>108</b>	<b>91,240</b>

Expo Center	1st Quarter FY 11		1st Quarter FY 12	
	Events	Attendance	Events	Attendance
Consumer Public Shows	10	44,381	14	47,509
Miscellaneous	4	2,982	6	280
Meetings	6	233	4	130
Tradeshows/Conventions	1	20	3	161
<b>Totals</b>	<b>21</b>	<b>47,616</b>	<b>27</b>	<b>48,080</b>

PCPA	1st Quarter FY 11		1st Quarter FY 12	
	Performances	Attendance	Performances	Attendance
Commercial (Non-Broadway)	18	13,810	19	23,709
Broadway	31	64,569	37	71,102
Resident Company	9	15,305	10	16,548
Student	31	3,786	29	3,134
Non-Profit	58	22,353	16	11,323
Miscellaneous	10	4,363	10	3,146
<b>Totals</b>	<b>157</b>	<b>124,186</b>	<b>121</b>	<b>128,962</b>

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# **MERC Commission Meeting**

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November 2, 2011  
12:30 pm

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4.0 - Travel Portland  
FY 11-12 First Quarter  
Report

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*travel*  
**PORTLAND**

For MERC

A decorative graphic element at the bottom of the page, consisting of a series of overlapping, semi-transparent blue and grey rectangular blocks of varying heights and widths, creating a layered, architectural effect.

1st Quarter Report 2011-12

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Jeff Miller ..... President and CEO

Brian McCartin ..... Executive Vice President of Convention and Tourism Sales

Ron Melton ..... Executive Vice President of Services and Operations

Greg Newland..... Executive Vice President of Marketing and Public Relations

1000 SW Broadway  
 Suite 2300  
 Portland, OR 97205  
 503.275.9750

# EXECUTIVE SUMMARY

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## ACCOMPLISHMENTS

- For the first quarter OCC realized over \$3.3 million in revenue from Travel Portland booked business with a community economic impact ROI of 31.6:1.
- Seven new and three repeat OCC conventions were booked for future years in the quarter worth \$1.4 million in OCC revenue and community economic impact of over \$13 million. Total Travel Portland bookings, including single hotel will result in over \$28 million of economic impact.
- Travel Portland booked three minority meetings in the quarter with an EEI of over \$1.2 million.
- Travel Portland generated twelve articles with a value of over \$924,185 for the OCC and visitor venues in the quarter.

## TRENDS, SUCCESSES, OBSTACLES

- Transient Lodger’s Tax continues to increase. Fiscal year collections of the city’s tax were up 12.9%.
- A plan was developed to reduce hotel rebates and increase room blocks using additional VDF funds generated by the refinance of the OCC bonds. The goal is to increase business to the OCC between April and October.

## MERC CONTRACT GOALS

GOAL #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	OCC revenue goal	\$3,325,549	\$6.0 Million
2	ROI on future OCC business	1.7	2.2
3	Lead conversion	23%	35%
4	Services performance survey	3.7	3.6
5	ROI on public relations/media	38.9	20
6	Community economic impact	31.6	25.0



# CONVENTION SALES

<b>OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND BOOKINGS</b>			
<b>Convention Year</b>	<b>OCC Revenue</b>	<b>Annuals</b>	<b>Total Potential Future Business</b>
FY 11/12	\$ 7,420,395	\$ 37,963	\$ 7,458,358
FY 12/13	\$ 3,414,357	\$ 1,119,925	\$ 4,534,282
FY 13/14	\$ 2,385,021	\$ 1,072,167	\$ 3,457,188
FY 14/15	\$ 1,910,211	\$ 1,540,328	\$ 3,450,539
FY 15/16	\$ 1,122,978	\$ 1,072,167	\$ 2,195,145
FY 16/17	\$ 171,952	\$ 1,540,328	\$ 1,712,280
FY 17/18	\$ -	\$ 1,072,167	\$ 1,072,167
FY 18/19	\$ -	\$ 1,540,328	\$ 1,540,328
FY 19/20	\$ -	\$ 1,072,167	\$ 1,072,167
<b>Total</b>	<b>\$ 16,424,914</b>	<b>\$ 10,067,540</b>	<b>\$ 26,492,454</b>

\* During the quarter, two of Portland's regular programs notified us that they will no longer occur (Purveyor \$93,221 (annual) & Wood Technology Clinic \$137,984(even years)).

<b>Oregon Convention Center Projected Future Revenue</b>			
<b>Total Travel Portland Contract:</b>	<b>Quarter</b>	<b>YTD</b>	<b>Goal</b>
New OCC Bookings	7	7	
Repeat OCC Bookings	3	3	
Total OCC Bookings	10	10	
Room Nights from OCC Bookings	17,972	17,972	
Future OCC Revenue Booked during FY 2011/12	\$ 1,489,502	\$ 1,489,502	
ROI OCC Bookings	\$ 1.7	\$ 1.7	2.2 to 1
Community Economic Impact from OCC Bookings	\$ 13,692,586	\$ 13,692,586	
Total Room Nights Booked	47,165	47,165	
Total Community Economic Impact from Bookings	\$ 28,223,465	\$ 28,223,465	
ROI on Total Community Economic Impact	\$ 31.6	\$ 31.6	25.0 to 1
OCC Revenue Realized During FY 2011/12	\$ 3,325,549	\$ 3,325,549	\$6.0 Million

# CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF OCTOBER 1, 2011					
	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16 and beyond
Current	38	25	10	7	6
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 08/09 – FY 11/12)	40	25	14	7	6

1ST QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 11/12	3	3,276	7,500	\$ 497,687	\$ 4,505,810
FY 12/13	4	7,971	19,500	\$ 654,777	\$ 5,636,630
FY 13/14	1	1,035	1,500	\$ 29,265	\$ 565,845
FY 14/15	1	1,035	1,500	\$ 29,265	\$ 565,845
FY 15/16	1	4,655	1,200	\$ 278,508	\$ 2,418,456
<b>Total OCC Bookings</b>	<b>10</b>	<b>17,972</b>	<b>31,200</b>	<b>\$ 1,489,502</b>	<b>\$ 13,692,586</b>

1ST QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS					
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact	
FY 11/12	44	11,036	\$ 174,438	\$ 5,839,920	
FY 12/13	16	8,653	\$ 136,771	\$ 5,045,892	
FY 13/14	4	3,604	\$ 56,966	\$ 1,479,359	
FY 14/15	1	665	\$ 10,511	\$ 300,573	
FY 15/16	3	5,235	\$ 82,746	\$ 1,865,135	
<b>Total Other Bookings</b>	<b>68</b>	<b>29,193</b>	<b>\$ 461,432</b>	<b>\$ 14,530,879</b>	

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	53	53	11	11	23	23
OCC Lost Leads due to OCC space & availability	1	1	0	0	1	1
OCC Lost Leads due to hotel package & availability	8	8	3	3	4	4
Lead Conversion Percentage	23%	23%	13%	13%	22%	22%
Annual Goal - 35%						

1ST QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	1	Hotel - HQ	1,868	800	\$ 93,216	\$ 465,776
Subtotal	8	Geographic	22,465	17,300	\$ 1,320,410	\$ 10,881,737
Subtotal	5	Client Postponed Search	16,555	16,500	\$ 835,465	\$ 8,747,105
Subtotal	5	Conference Cancelled - Due to Economy	9,000	47,500	\$ 689,920	\$ 12,463,525
Subtotal	5	Hotel - Under One Roof	10,735	4,050	\$ 391,460	\$ 2,765,630
Subtotal	4	Rate/Cost - Hotel	21,400	25,200	\$ 372,884	\$ 15,846,768
Subtotal	3	Selected Another Year	7,767	3,400	\$ 219,107	\$ 2,738,682
Subtotal	2	Conference Cancelled - Moved to Another Year	5,050	2,000	\$ 210,190	\$ 983,770
Subtotal	2	Declined Business - Hotel	23,937	7,000	\$ 181,370	\$ 3,718,150
Subtotal	2	Hotel Package - Number Hotels Needed	12,500	5,600	\$ 624,432	\$ 4,068,712
Subtotal	1	Board Decision	1,436	600	\$ 64,866	\$ 851,154
Subtotal	1	Conference Cancelled - Not Happening	3,055	1,200	\$ 51,168	\$ 284,400
Subtotal	1	Date Availability - OCC	4,455	1,500	\$ 162,165	\$ 2,127,885
Subtotal	1	Hotel - Meeting Space Issue	535	300	\$ 6,855	\$ 80,496
Subtotal	1	Perceived Destination Draw	4,235	1,500	\$ 164,250	\$ 1,176,435
Subtotal	1	Rates/Cost - OCC	1,500	400	\$ 74,580	\$ 288,552
Subtotal	1	Weather/Environmental Issues	2,000	1,700	\$ 186,150	\$ 1,333,293
<b>Total</b>	<b>44</b>	<b>Total</b>	<b>148,493</b>	<b>136,550</b>	<b>\$ 5,648,488</b>	<b>\$ 68,822,070</b>

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# CONVENTION SALES

1ST QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival
Total OCC Cancellations	0	N/A	0	0	\$ -	\$ -	N/A

1ST QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
Fraternity Executives Association	Chicago, IL
Counsel of Engineering and Scientific Societies Executives	Vancouver, B.C.
Oregon Society of Association Management Client Event	Portland
Destination Marketing Association International	New Orleans, LA
Meeting Professionals International - WEC	Orlando, FL
Connect Marketplace	Chicago, IL
American Society of Association Executives	St. Louis, MO
HSMIA Affordable Meetings	Washington, D.C.
Professional Convention Management Assn. New York	New York, NY
New York/Philadelphia Road Show	New York/Philadelphia
National Black Caucus	Washington, D.C.

# CONVENTION SALES

<b>MINORITY PROJECTED FUTURE REVENUE</b>		
<b>Total Travel Portland Contract:</b>	<b>1st Quarter</b>	<b>YTD</b>
New Minority Bookings	3	3
Total Minority Bookings	3	3
Room Nights from Minority Bookings	925	925
<b>Minority Leads</b>		
	<b>5</b>	<b>5</b>
<b>Minority Lost Leads</b>		
	<b>3</b>	<b>3</b>
<b>Minority Lost Leads due to hotel package &amp; availability</b>		
	<b>0</b>	<b>0</b>

**For the first quarter of FY 2011/12, minority bookings created an estimated economic impact to the greater metro Portland community of approximately \$1.2 million. Booked groups included the following:**

National Council of La Raza	\$	53,261
Delta Lambda Phi	\$	86,606
Women of Faith	\$	1,113,840
Total	\$	1,253,707

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	1ST QUARTER	YTD
Distribution of promotional pieces	37,843	37,843
Meeting planning assistance - Services leads	180	180
Pre-convention attendance building - Site tours	7	7
Pre-convention attendance building -Promo trips, e-mails and materials	5	5
Housing-convention room nights	3,489	3,489

1ST QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
Ecological Society of America	Washington, DC	x		x	
Barbershop Harmony Society	Nashville, TN	x		x	
US Fencing	Colorado Springs, CO		x	x	
Grace Hopper Celebration for Women in Computing	Palo Alto, CA		x	x	
International Institute of Municipal Clerks	Rancho Cucamonga, CA		x	x	
The Wildlife Society	Bethesda, MD		x	x	
Barbershop Harmony Society	Nashville, TN		x	x	
Barbershop Harmony Society	Nashville, TN		x	x	
Association for Computing Machinery	New York, NY		x		x

# MARKETING

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	1st Quarter	YTD
<b>Travelportland.com (official website for organization)</b>		
*User Sessions	370,784	370,784
<b>PortlandSpoke.com (staff blog)</b>		
*User Sessions	9,014	9,014
*Outbound Clicks	2,381	2,381
<b>Twitter (twitter.com/travelportland)</b>		
*Followers	24,696	24,696
*Replies/mentions	577	577
<b>Facebook fan page (facebook.com/travelportland)</b>		
*Fans	47,498	47,498
*Total interactions (comments, likes and wall posts)	10,613	10,613
<b>Portland Travel Update (consumer e-newsletter)</b>		
*Click-through rate	6.1%	6.1%
<b>Portland Perks</b>		
*Room nights (arrivals)	2,389	2,389

# MARKETING

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## **Marketing Highlights**

### **Online Initiatives**

Launch of enhanced hotel/venue search tool for Meeting Planners on Travelportland.com; continued development of modified homepage and top-level navigation. Ongoing engagement with consumers via Twitter (more than 24,600 followers) and Facebook (more than 47,000 “likes”).

### **Cultural Tourism Marketing**

Development, with City and RACC, of enhanced Cultural Tourism plan.

### **Convention Sales Marketing Support**

Completed post-campaign research for Food & Wine “magazine wraps” (62.9 percent of respondents indicated that the cover wraps have enhanced their perception of Portland’s appeal to delegates). Continued development of electronic bid books. Exploration, with OCC, of potential app for delegates and planners.

### **Consumer Marketing**

Development of Portland Perks holiday promotion. Continued research work in LGBT market (conclusion of quantitative survey, and development of questions for focus groups). Preliminary planning/brainstorming with Feast Portland (foodie event for Fall 2012). Downtown Marketing Initiative: Promotional and advertising support for Fashion’s Night Out; participating retailers reported spikes in sales. Stakeholder outreach and development of 2011 holiday campaign.



# COMMUNICATIONS & PUBLIC RELATIONS

	1st Quarter	YTD
<b>MERC</b>		
Value	\$ 84,785	\$ 84,785
Number of Placements	4	4
<b>OCC</b>		
Value	\$ 84,785	\$ 84,785
Number of Placements	4	4
<b>Chicago/DC PR effort (counted separately from MERC)</b>		
Value	\$ 839,400	\$ 839,400
Number of Placements	7	7
<b>Total Value = MERC + Chicago/DC</b>	\$ 924,185	\$ 924,185
<b>Total Number of Placements = MERC + Chicago/DC</b>	11	11
<b>Total Value = City/Regional PR (Non-MERC/OCC/Chicago/DC)</b>	\$ 5,861,266	\$ 5,861,266
<b>Total Number of Placements = City/Regional PR (Non-MERC/OCC/Chicago/DC)</b>	82	82
<b>Travel Portland Grand Total - Print and Online Value</b>	\$ 6,785,451	\$ 6,785,451
<b>Travel Portland Grand Total - Print and Online Circulation</b>	195,798,974	195,798,974
<b>Travel Portland Grand Total - Number of Placements</b>	93	93
	<b>1st Quarter</b>	<b>YTD</b>
<b>Total Value = MERC + Chicago/DC</b>	\$ <b>924,185</b>	\$ <b>924,185</b>
<b>Direct Costs</b>	\$ <b>23,747</b>	\$ <b>23,747</b>
<b>ROI</b>	<b>38.9</b>	<b>38.9</b>
<b>Annual Goal - 20.0 to 1</b>		

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

# PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

PARTNER SERVICES		
	1st Quarter	YTD
<b>Revenue</b>	\$97,831	\$97,831
<b>Active Partners</b>		
New	31	31
Cancellations	25	25
Current Active Partners	748	748

TOURISM SALES		
	1st Quarter	YTD
<b>Client Contacts</b>		
Trade Shows, Events, Inquiries and Sales Calls	83	83
Leads/Referrals Sent	244	244
<b>FAMS/Research &amp; Site Visits</b>		
# of Companies	9	9
# of Attendees	19	19
<b>Published Itineraries</b>	72	72
<b>Number of Room Nights by County</b>		
Clackamas County	1719	1,719
Columbia County	0	0
Multnomah County	3,324	3,324
Washington County	0	0
Mt. Hood/Gorge	0	0

VISITOR INFORMATION SERVICES		
	1st Quarter	YTD
Visitor Information Total Visitors	387,186	387,186
Volunteer Hours	2,510	2,510
Retail Sales	\$ 6,084	\$ 6,084

# OPERATIONS

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AFFIRMATIVE ACTION GOALS 2011-12					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	September 30, 2011		2011-12		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
<b>Females</b>					
Officials/Managers	3	8	38%	50%	Improve
Professionals	12	16	75%	50%	Maintain
Sales	11	13	85%	50%	Maintain
Office/Clerical	14	16	88%	65%	Maintain
Total	40	53	75%	50%	Maintain
<b>Minorities</b>					
Officials/Managers	1	8	13%	10%	Maintain
Professionals	0	16	0%	10%	Improve
Sales	1	13	8%	10%	Improve
Office/Clerical	2	16	13%	15%	Improve
Total	4	53	8%	15%	Improve
This report is based on current full-time staff.					

# OPERATIONS

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## FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

### HIRING

Travel Portland hired no new employee in the 1st 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 \$44,192 with businesses in the FOTA area for three months ending September 30, 2011.

### PARTNERSHIP

Travel Portland currently has 81 member businesses within FOTA and 54 minority and 91 women-owned businesses as its partners.

## MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2011

For the last 23 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 2011-12, Travel Portland expended \$177,039 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$23,286 or 13.2 percent was spent with minority/women-owned or emerging small business enterprises.

**FY 2012 Travel Portland/MERC Contract Budget Financial Report**  
1st Quarter FY11-12

Description	FY 2011-12 Convention Sales, Marketing & Services			
	Quarterly spending thru 9/30/11	Year-to-date 9/30/11	Total Budget	% of spending to total budget
<b>Direct Sales:</b>				
<b>Portland office:</b>				
Professional services	209,373	209,373	860,950	
Direct expenses	23,709	23,709	84,307	
<b>Total Portland office</b>	<b>233,081</b>	<b>233,081</b>	<b>945,257</b>	<b>25%</b>
<b>Washington DC office:</b>				
Professional services	61,110	61,110	202,230	
DC Client events	729	729	4,400	
Direct expenses	5,513	5,513	33,982	
<b>Total DC expenses</b>	<b>67,352</b>	<b>67,352</b>	<b>240,612</b>	<b>28%</b>
<b>Chicago office:</b>				
Professional services	24,440	24,440	92,690	
Chicago client events	-	-	4,775	
Direct expenses	2,561	2,561	16,586	
<b>Total Chicago expenses</b>	<b>27,001</b>	<b>27,001</b>	<b>114,051</b>	<b>24%</b>
Fall & Spring FAM	3,596	3,596	75,000	5%
Site Visits	9,409	9,409	57,000	17%
Bid/Sales Trips	2,366	2,366	12,780	19%
Local Promotions	1,633	1,633	11,000	15%
Tradeshows	87,897	87,897	150,106	59%
Road Shows/Clients Events Chicago & Washington DC	4,632	4,632	48,915	9%
Research/Lead Generation	14,600	14,600	48,700	30%
Three City Alliance	4,158	4,158	31,000	13%
Advisory Council	490	490	40,000	1%
<b>Total Direct Sales</b>	<b>456,214</b>	<b>456,214</b>	<b>1,774,421</b>	<b>26%</b>
<b>Marketing:</b>				
Professional Services	31,825	31,825	161,879	
Website, E-Marketing & Photography	56,209	56,209	107,309	
Minority Advertising	-	-	-	
Convention Marketing & Direct Mail	80,078	80,078	311,753	
<b>Total Marketing</b>	<b>168,112</b>	<b>168,112</b>	<b>580,941</b>	<b>29%</b>
<b>Publication Relations:</b>				
Professional Services	13,085	13,085	55,355	
Minority PR Services	63,139	63,139	126,250	
Writer/Editors program	10,662	10,662	9,280	
Media Outreach Chicago/Wash DC	-	-	25,000	
<b>Total PR</b>	<b>86,886</b>	<b>86,886</b>	<b>215,885</b>	<b>40%</b>
<b>Convention Services:</b>				
Professional Services	57,585	57,585	211,270	
Direct Servicing Cost	10,384	10,384	-	
Pre-Con site visits	7,231	7,231	16,000	
Attendance Building trips	4,763	4,763	28,390	
Convention housing	8,015	8,015	36,890	
<b>Total Convention Services</b>	<b>87,977</b>	<b>87,977</b>	<b>292,550</b>	<b>30%</b>
<b>Minority Marketing:</b>				
Professional Services	33,765	33,765	-	
<b>Total Minority Marketing</b>	<b>33,765</b>	<b>33,765</b>	<b>-</b>	<b>-</b>
<b>Contract Administration:</b>				
Minority Professional Services	-	-	-	
Professional Services	60,550	60,550	196,758	
<b>Total Contract Admin.</b>	<b>60,550</b>	<b>60,550</b>	<b>196,758</b>	<b>31%</b>
<b>Total OCC Sales &amp; Marketing</b>	<b>893,504</b>	<b>893,504</b>	<b>3,060,555</b>	<b>29%</b>

**TRAVEL PORTLAND  
STATEMENT OF FINANCIAL POSITION**

ASSETS	September 30, 2011	September 30, 2010	Variance
<b><u>Current assets:</u></b>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank-Operating	835,650	1,189,172	(353,522)
Cash in Bank-Savings	60,370	60,174	196
Cash in Bank-Certificate of Deposit/Money Mkt	600,475	600,475	0
MERC Receivable	137,675	73,186	64,489
City Receivable	9,589	24,131	(14,542)
Partnership Receivable	61,462	45,690	15,772
Account Receivable-DMI	108,153	15,271	92,882
RCMP Receivable	29,308	27,298	2,010
VDF Receivable	23,110	38,289	(15,179)
Miscellaneous Receivable	61,450	30,486	30,964
Promissory Note Receivable	3,750	5,000	(1,250)
Loans Receivable-Officers	12,957	0	12,957
Allowance for bad debts	(10,000)	(10,000)	0
Prepaid Expense	166,476	84,634	81,842
	<b>2,100,500</b>	<b>2,183,881</b>	<b>(83,381)</b>
<b><u>Property and equipment:</u></b>			
Furniture & equipment	94,475	77,311	17,164
Less: accum. depreciation	(47,625)	(35,908)	(11,717)
	<b>46,850</b>	<b>41,403</b>	<b>5,447</b>
Computers	181,872	186,781	(4,909)
Less: Accum. Depreciation	(145,156)	(134,305)	(10,851)
	<b>36,716</b>	<b>52,476</b>	<b>(15,760)</b>
Automobiles	66,667	66,667	0
Less: Accum. Depreciation	(57,499)	(44,444)	(13,055)
	<b>9,168</b>	<b>22,223</b>	<b>(13,055)</b>
Leasehold Improvements	71,824	71,824	0
Less: Accum. Depreciation	(71,824)	(67,806)	(4,018)
	<b>0</b>	<b>4,018</b>	<b>(4,018)</b>
<b><u>Other assets:</u></b>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	328,245	256,966	71,279
Employee advances	12,400	8,700	3,700
	<b>340,645</b>	<b>265,666</b>	<b>74,979</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,533,879</b>	<b>\$ 2,569,667</b>	<b>\$ (35,788)</b>
<b>LIABILITIES &amp; NET ASSETS</b>			
<b><u>Current liabilities:</u></b>			
Accounts payable	\$ 412,289	\$ 241,760	170,529
Accounts Payable Educational Foundation	855	2,360	(1,505)
Accrued payroll costs	92,492	100,991	(8,499)
Accrued Incentives	35,000	28,516	6,484
Accrued expenses	7,732	2,919	4,813
Accrued longevity award	39,465	159,956	(120,491)
Total current liabilities	<b>587,833</b>	<b>536,502</b>	<b>51,331</b>
<b><u>Other liabilities:</u></b>			
Rent payable	119,718	44,749	74,969
Deferred revenues-marketing	12,200	0	12,200
Deferred partnership dues-2010-11	0	212,301	(212,301)
Deferred partnership dues-2011-12	223,176	17,886	205,290
Deferred partnership dues-2012-13	20,602	0	20,602
Deferred revenues-VDF	(120,800)	(86,754)	(34,046)
Deferred compensation	303,745	232,466	71,279
Housing Conference Deposits	17,250	12,640	4,610
Total other liabilities	<b>575,891</b>	<b>433,288</b>	<b>142,603</b>
<b><u>Net assets:</u></b>			
Unrestricted net assets, at beginning of year			
Undesignated-Operating Expenditures	929,625	1,128,768	(199,143)
Undesignated-Contingency Marketing Fund	116,242	125,419	(9,177)
Board Designated-Capital Equip/Replacement	23,310	33,015	(9,705)
Net Property and Equipment	93,239	132,059	(38,820)
Increase in net assets for year ended 09-30-2011	207,739	180,616	27,123
Total net assets	<b>1,370,155</b>	<b>1,599,877</b>	<b>(229,722)</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$ 2,533,879</b>	<b>\$ 2,569,667</b>	<b>\$ (35,788)</b>

TRAVEL PORTLAND  
STATEMENT OF ACTIVITIES  
FOR THE MONTH OF SEPTEMBER, 2011, AND THE THREE MONTHS ENDED SEPTEMBER 30, 2011

	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
<b>REVENUES:</b>								
CITY/CO ROOM TAX	9,589	25,217	-15,628	873,834	808,750	774,881	8%	13%
MERC	279,872	236,997	42,875	799,851	772,741	729,240	4%	10%
TOT/CULTURAL	10,421	16,574	-6,153	28,919	49,332	28,696	-41%	1%
DUES	38,673	31,374	7,299	110,633	139,560	124,047	-21%	-11%
FEES	45,426	15,812	29,614	109,798	77,438	112,128	42%	-2%
CO-OP	59,517	63,035	-3,518	173,928	211,665	187,664	-18%	-7%
INTEREST INCOME	64	333	-269	403	1,000	1,496	-60%	-73%
<b>TOTAL REVENUE</b>	<b>443,560</b>	<b>389,342</b>	<b>54,218</b>	<b>2,097,364</b>	<b>2,060,486</b>	<b>1,958,152</b>	<b>2%</b>	<b>7%</b>
<b>EXPENSES:</b>								
CONVENTION SALES	196,968	199,549	-2,581	538,157	593,490	502,405	-9%	7%
TOURISM SALES	58,468	60,978	-2,510	192,114	192,739	186,230	0%	3%
MARKETING & COMMUNICATIONS	139,948	132,858	7,090	495,473	573,711	427,440	-14%	16%
CONVENTION & VISITORS SERVICES	72,772	72,714	58	203,403	215,693	215,470	-6%	-6%
PARTNERSHIP SERVICES	24,695	28,158	-3,463	83,207	82,475	60,196	1%	38%
EVENTS	24,859	7,225	17,634	39,189	21,676	44,085	81%	-11%
PROGRAM SUPPORT	121,393	155,501	-34,108	338,083	359,437	341,711	-6%	-1%
<b>TOTAL EXPENSES</b>	<b>639,102</b>	<b>656,982</b>	<b>-17,880</b>	<b>1,889,625</b>	<b>2,039,221</b>	<b>1,777,537</b>	<b>-7%</b>	<b>6%</b>
<b>NET REVENUE OR (LOSS)</b>	<b>-195,542</b>	<b>-267,640</b>	<b>72,098</b>	<b>207,739</b>	<b>21,265</b>	<b>180,615</b>	<b>877%</b>	<b>15%</b>

# TRAVEL PORTLAND BOARD OF DIRECTORS

## EXECUTIVE COMMITTEE

<p><b>Chair</b></p> <p><b>Steve Jung</b> Embassy Suites Portland Downtown</p> <p><b>Chair-elect</b></p> <p><b>Sabrina Rokovitz</b> Enterprise Rent A Car</p> <p><b>Vice-chair</b></p> <p><b>Chris Erickson</b> The Heathman Hotel</p> <p><b>Treasurer</b></p> <p><b>E. Allen Shelby</b> Ashforth Pacific, Inc.</p> <p><b>Past Chair</b></p> <p><b>J. Isaac</b> Portland Trail Blazers</p> <p><b>Convention Sales Steering Committee Chair</b> Lance Rohs, Portland Marriott Downtown</p> <p><b>Community Action Committee Chair</b> Dean Funk, PGE</p> <p><b>Partner Services Chair</b> Wanda Rosenbarger, Lloyd Center Mall</p>
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## BOARD OF DIRECTORS

<p><b>Tim Ackman</b> Alaska Airlines/Horizon Air</p> <p><b>Adam Berger</b> Tabla</p> <p><b>Gus Castaneda</b> The Mark Spencer Hotel</p> <p><b>Kendall Clawson</b> Q Center</p> <p><b>Councilor Shirley Craddick</b> Metro</p> <p><b>Jim Dodson</b> Embassy Suites Portland Airport</p> <p><b>Tom Drumheller</b> Escape Lodging</p>	<p><b>Steve Faulstick</b> DoubleTree by Hilton Portland</p> <p><b>Victoria Frey</b> Portland Institute for Contemporary Art</p> <p><b>Kyle Hanson</b> Wells Fargo Bank</p> <p><b>David Machado</b> Nel Centro</p> <p><b>Tracy Marks</b> Hilton Hotel Downtown Portland</p> <p><b>Commissioner Diane McKeel</b> Multnomah County</p> <p><b>David Penilton</b> America's Hub World Travel</p>	<p><b>Commissioner Dan Saltzman</b> City of Portland</p> <p><b>Kim Smith</b> Oregon Zoo</p> <p><b>Randall Thayer</b> Sheraton Portland Airport Hotel</p> <p><b>Jon Tullis</b> Timberline Lodge</p> <p><b>Bashar Wali</b> Provenance Hotels</p> <p><b>Brett Wilkerson</b> North Pacific Management</p>
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## APPENDIX I – COMMUNICATIONS AND PUBLIC RELATIONS

Publication/Air Date	Outlet / Headline	MERC	OCC	Chicago/DC
July 10, 2011	<b>Chicago Tribune</b> "Portland Has Beer on Its Mind"			\$ 53,462.00
July 21, 2011	<b>USA Today/Bing.com</b> "Fantasy Camp: Ladies Rock Camp"			\$ 764,438.00
September 1, 2011	<b>Smart Meetings</b> "Eat, Meet and Be Merry - Oregon Crafts and Enticing Array of Local Beverages"	\$ 42,830.00	\$ 42,830.00	
September 1, 2011	<b>Washington Flyer</b> "Northwest Obsession"			\$ 21,500.00
September 1, 2011	<b>Prevue Magazine</b> "A Planner's Look at Portland"	\$ 41,955.00	\$ 41,955.00	
<b>Total Ad Value</b>		<b>\$ 84,785.00</b>	<b>\$ 84,785.00</b>	<b>\$ 839,400.00</b>

## APPENDIX 2 – CONVENTION SERVICES

### Travel Portland Survey

Overall impression of the following:

Answer Options	Excellent =	Good =	Average =	Poor =	Did not utilize	Rating Average	Response Count
	4	3	2	1			
Travel Portland sales staff	3	0	0	0	0	4.00	3
Travel Portland convention services staff	3	0	0	0	0	4.00	3
Travel Portland housing services (if utilized)	3	0	0	0	0	4.00	3
Travel Portland collateral/promotional materials	1	1	1	0	0	3.00	3
Quality and user-friendliness of the Travel Portland	2	1	0	0	0	3.67	3
Is there anything Travel Portland could have done to enhance your experience?							1
<b>Average rating</b>						<b>3.7</b>	
						<i>answered question</i>	<b>3</b>
						<i>skipped question</i>	<b>0</b>
Travel Portland team is excellent, and I would rate them above their competitive cities. They worked as a team and have more influence with service providers than do most city reps.							

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# **MERC Commission Meeting**

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November 2, 2011  
12:30 pm

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5.0 - MERC Venues'  
Business Reports

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OCC Event Analysis Monthly Revenue Report September 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 SEP 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	09/01/11	0	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	30	0		\$0	\$867	\$0	\$77,364	\$0	\$0	\$0	\$0	\$0	\$400	\$1,348	\$0	\$0	\$79,980
TASTING - B.U.L.L. Session (for event #15894, 09-12-11)	09/01/11	2	In-house	Tasting	Miscellaneous/Other		0	1	0		\$0	\$48	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48
La Femme Magnifique International Pageant - to crown the most glamorous female impersonator in the business	09/04/11	700	Repeat	Competition	Meeting	National	68,400	1	1		\$0	\$0	\$0	\$0	\$562	\$4,301	\$1,001	\$175	\$0	\$0	\$539	\$4,000	\$1,310	\$11,887
Hoffman Corporation	09/06/11	100	Repeat	Meeting/Seminar	Meeting	Local	3,750	1	0		\$0	\$1,996	\$0	\$0	\$0	\$525	\$0	\$0	\$0	\$0	\$180	\$545	\$0	\$3,246
Metropolitan Exposition Recreation Commission	09/07/11	23	In-house	Meeting/Seminar	In-house	Local	2,346	1	0		\$0	\$381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$381
Metropolitan Exposition Recreation Commission Budget Committee Meeting -- In House	09/07/11	15	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$41	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$86
Spectrum 2011 - NW Property Management Conference	09/08/11	1,000	Repeat	Trade Show	Convention w/ Tradeshow	Local	206,240	1	1		\$0	\$37,794	\$0	\$0	\$60	\$5,675	\$5,906	\$175	\$339	\$0	\$2,040	\$7,440	\$930	\$60,358
Hispanic Metropolitan Chamber - Hispanic Heritage Dinner	09/08/11	502	New	Dinner	Food & Beverage/Catering	Local	17,100	1	0		\$0	\$22,905	\$0	\$28	\$395	\$7,327	\$0	\$0	\$0	\$0	\$165	\$1,309	\$2,045	\$34,174
TASTING For St. Mary Father/Daughter Dance	09/08/11	6	In-house	Tasting	In-house	Local	0	1	0		\$0	\$113	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$113
TASTING - The Abbey Foundation (for event #16733, 10-30-11)	09/09/11	3	In-house	Tasting	Miscellaneous/Other		0	1	0		\$0	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72
TASTING - REAP Benefit Dinner (for event #18575, 09-29-11)	09/09/11	4	In-house	Tasting	Miscellaneous/Other		0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Oregon State Bar - All Day Power Play	09/09/11	130	Repeat	Meeting/Seminar	Meeting		6,300	1	0		\$0	\$2,516	\$0	\$18	\$0	\$250	\$409	\$425	\$0	\$0	\$1,125	\$1,750	\$0	\$6,493
9/11 Tribute Dinner	09/10/11	1,060	New	Dinner	Food & Beverage/Catering		40,266	1	0		\$0	\$46,895	\$0	\$168	\$0	\$9,411	\$0	\$0	\$0	\$0	\$195	\$0	\$4,770	\$61,438
Church of Scientology Portland	09/10/11	363	New	Dinner	Food & Beverage/Catering		18,900	1	0		\$0	\$15,627	\$0	\$0	\$0	\$0	\$1,278	\$0	\$0	\$0	\$0	\$0	\$186	\$17,091
Oregon Health Care Association Annual Convention & Tradeshow	09/11/11	1,400	New	Annual Convention/Conference	Convention w/ Tradeshow		200,280	3	0		\$0	\$66,478	\$0	\$0	\$450	\$13,596	\$12,670	\$510	\$396	\$0	\$9,160	\$10,600	\$1,962	\$115,822
Worldwide Distributors Fall Show	09/13/11	1,500	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	National	1,460,851	4	3	TRUE	\$0	\$68,132	\$0	-\$1,133	\$1,100	\$2,220	\$20,628	\$10,642	\$2,957	\$0	\$8,534	\$81,164	\$3,513	\$197,756
The B.U.L.L. Session Dinner & Auction	09/12/11	352	Repeat	Auction	Food & Beverage/Catering	Local	13,977	1	0		\$0	\$25,697	\$0	\$0	\$745	\$4,975	\$257	\$0	\$0	\$0	\$51	-\$500	\$1,123	\$32,348
AIM 2011: Innovating for Healthy Oregonians	09/14/11	350	New	Annual Convention/Conference	Convention w/ Tradeshow		12,600	1	0		\$0	\$22,408	\$0	\$0	\$220	\$4,959	\$7,114	\$2,000	\$0	\$0	\$2,835	\$0	\$2,470	\$42,006

OCC Event Analysis Monthly Revenue Report September 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
Susan G. Komen for the Cure Health Expo 2011	09/16/11	17,500	Repeat	Trade Show	Consumer Public		193,515	2	2		\$0	\$296	\$0	\$0	\$0	\$878	\$2,242	\$448	\$363	\$0	\$700	\$13,000	\$1,036	\$18,963
PSU/Simon Benson Tasting	09/14/11	5	In-house	Tasting	Food & Beverage/Catering		0	1	0		\$0	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35
Bonneville Power Administration	09/14/11	40	New	Meeting/Seminar	Meeting	Local	6,510	3	0		\$0	\$0	\$0	\$0	\$0	\$860	\$98	\$0	\$0	\$0	\$0	\$600	\$0	\$1,558
Shared Thermal Energy System Interviews	09/15/11	8	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$85	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85
Inhouse - ticket refund desk for OHSU Brain Awareness Lecture	09/15/11	5	In-house	Miscellaneous	In-house		0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Creative Cares - Social Media for Non-profits	09/15/11	35	New	Meeting/Seminar	Meeting	Local	1,458	1	0		\$0	\$0	\$0	\$0	\$0	\$30	\$88	\$0	\$0	\$0	\$150	\$250	\$0	\$518
Metro Service Awards Luncheon	09/15/11	50	In-house	Lunch	In-house	Local	1,874	1	0		\$0	\$666	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$666
Portland VegFest 2011	09/17/11	5,672	Repeat	Consumer/Public Show	Consumer Public	Local	132,902	2	1		\$0	\$1,475	\$0	\$0	\$0	\$1,340	\$5,904	\$248	\$0	\$903	\$1,139	\$6,480	\$3,299	\$20,788
Oregon Law Institute - 2011 Oregon Legislative Update	09/16/11	50	Repeat	Meeting/Seminar	Meeting		1,923	1	0		\$0	\$240	\$0	\$36	\$0	\$105	\$88	\$0	\$0	\$0	\$137	\$600	\$0	\$1,206
World Wide Group - Regional Rallies	09/17/11	560	Repeat	Meeting/Seminar	Meeting	Regional	6,563	1	0		\$0	\$131	\$0	\$0	\$0	\$425	\$88	\$0	\$0	\$0	\$165	\$1,850	\$55	\$2,714
Institute of Navigation - GNSS 2011	09/21/11	1,400	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	International	724,564	3	4	TRUE	\$0	\$176,268	\$0	\$0	\$0	\$6,938	\$17,066	\$14,003	\$5,903	\$0	\$24,572	\$29,300	\$7,281	\$281,331
Locata Launch 2011	09/18/11	45	New	Meeting/Seminar	Meeting	International	25,200	6	0		\$0	\$8	\$0	\$99	\$195	\$2,208	\$376	\$0	\$0	\$0	\$939	\$5,850	\$0	\$9,675
KelbyTraining Adobe Photoshop Seminar	09/19/11	272	Repeat	Meeting/Seminar	Corporate	National	12,600	1	0		\$0	\$350	\$0	\$0	\$340	\$880	\$616	\$0	\$0	\$0	\$900	\$3,500	\$0	\$6,586
In-House: WOF Portland Visit - Overview (planning meeting)	09/19/11	14	In-house	Miscellaneous	Miscellaneous/Other		122,000	1	0		\$0	\$38	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$126	\$0	\$0	\$164
Portland Veterans Stand Down & Job Fair	09/20/11	800	New	Community Event	Tradeshow	Local	60,000	1	1		\$0	\$4,398	\$0	\$0	\$146	\$450	\$1,603	\$0	\$0	\$0	\$1,100	\$3,250	\$0	\$10,947
ION GNSS 2011 Pre-Con -- In House	09/19/11	14	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$22	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$58
Oregon Realtors / Oregon R.E. Agency Forum	09/20/11	225	New	Meeting/Seminar	Meeting	State	4,700	1	0		\$0	\$236	\$0	\$0	\$0	\$250	\$88	\$0	\$0	\$0	\$1,125	\$1,300	\$0	\$2,999
Fidelity National Financial	09/21/11	134	Repeat	Meeting/Seminar	Meeting	Local	25,874	2	1		\$0	\$13,435	\$0	\$1,377	\$0	\$4,440	\$0	\$0	\$0	\$0	\$1,074	\$3,520	\$0	\$23,846
Metro All Managers Meeting	09/20/11	125	Repeat	Meeting/Seminar	Meeting	Local	4,000	1	0		\$0	\$0	\$0	\$0	\$0	\$680	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$1,280
Inhouse: MPI Board Meeting	09/20/11	12	In-house	Meeting/Seminar	In-house		1,158	1	0		\$0	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54	\$0	\$0	\$80
2011 Northwest Apparel & Footwear Material Show	09/21/11	1,000	Repeat	Trade Show	Tradeshow	Regional	259,086	2	1		\$0	\$29,766	\$5,664	\$0	\$30	\$1,115	\$2,257	\$0	\$353	\$0	\$1,030	\$10,092	\$100	\$50,407
Private Reception	09/21/11	200	New	Reception	Food & Beverage/Catering	National	7,812	2	0		\$0	\$6,341	\$0	\$0	\$60	\$640	\$0	\$650	\$0	\$0	\$312	\$460	\$400	\$8,863
Barran Liebman Annual Labor & Employment Seminar 2011	09/22/11	600	Repeat	Meeting/Seminar	Meeting		34,200	1	1		\$0	\$16,397	\$0	\$0	\$700	\$3,070	\$429	\$0	\$0	\$0	\$165	\$7,275	\$503	\$28,538
Scrapbook EXPO - Portland	09/23/11	1,300	New	Consumer/Public Show	Consumer Public	Local	136,186	2	2		\$0	\$0	\$0	\$0	\$0	\$164	\$1,672	\$0	\$0	\$0	\$275	\$6,500	\$1,287	\$9,898

OCC Event Analysis Monthly Revenue Report September 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	
MED Week Kick-Off Celebration Party	09/21/11	70	Repeat	Reception	Food & Beverage/Catering		6,300	1	0		\$0	\$3,236	\$0	\$0	\$0	\$0	\$286	\$0	\$0	\$0	\$150	\$0	\$200	\$3,872	
Spirent Federal Systems	09/21/11	8	New	Meeting/Seminar	Meeting	National	1,242	2	0		\$0	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$400	\$0	\$462	
Tahoe RF Semiconductor Meeting Room	09/21/11	10	New	Meeting/Seminar	Season	Local	783	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$250	
Greenwood Telecom	09/21/11	5	New	Meeting/Seminar	Meeting	Local	330	2	0		\$0	\$39	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99	\$150	\$0	\$288	
Jenni Rivera Concert and Dance	09/23/11	4,880	New	Dance	Consumer Public	Local	328,972	2	1		\$0	\$2,031	\$0	\$0	\$4,881	\$7,000	\$8,459	\$0	\$0	\$1,097	\$2,749	\$6,500	\$2,988	\$35,704	
Oregon Law Institute - 24th Annual Family Law Seminar	09/23/11	100	Repeat	Meeting/Seminar	Meeting		2,881	1	0		\$0	\$641	\$0	\$81	\$0	\$175	\$88	\$0	\$0	\$0	\$273	\$900	\$0	\$2,158	
Oregon Convention Center - New Horizons Training	09/25/11	15	In-house	Meeting/Seminar	In-house	Local	8,748	6	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
CYO Champions of Faith Benefit Dinner	09/27/11	607	New	Dinner	Food & Beverage/Catering		26,658	1	0		\$0	\$39,005	\$0	\$0	\$75	\$11,854	\$88	\$0	\$0	\$0	\$365	\$0	\$3,000	\$54,387	
Tasting for Net Impact	09/27/11	8	In-house	Lunch	In-house	Local	0	1	0		\$0	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$106
Kaiser Permanente: Leaders Summit	09/28/11	175	New	Meeting/Seminar	Meeting	Local	12,600	1	0		\$0	\$10,363	\$0	\$531	\$450	\$40	\$514	\$375	\$0	\$0	\$810	\$4,600	\$0	\$17,683	
OSCPA Career Showcase 2011	09/28/11	300	New	Job Fair	Tradeshow	State	51,300	1	0		\$0	\$4,590	\$0	\$469	\$540	\$0	\$0	\$0	\$0	\$0	\$1,050	\$3,950	\$0	\$10,599	
Oregon Convention Center All Staff Meeting	09/28/11	75	In-house	Meeting/Seminar	Meeting		1,520	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Minority Enterprise Development Week	09/28/11	283	Repeat	Lunch	Food & Beverage/Catering		19,051	1	0		\$0	\$15,365	\$0	\$0	\$0	\$1,655	\$0	\$0	\$0	\$0	\$720	\$1,620	\$193	\$19,553	
REAP 10 Year Anniversary Benefit Dinner	09/29/11	297	New	Dinner	Food & Beverage/Catering	Local	12,400	1	0		\$0	\$12,745	\$0	\$0	\$0	\$7,503	\$98	\$0	\$0	\$0	\$165	\$1,840	\$1,950	\$24,301	
TAPPI PEERS Pre-Con In House	09/30/11	17	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40	\$0	\$0	\$58	
Oregon Law Institute - 2011 Workers' Compensation Update	09/30/11	70	Repeat	Meeting/Seminar	Meeting		2,881	1	0		\$0	\$541	\$0	\$81	\$0	\$140	\$88	\$0	\$0	\$0	\$195	\$900	\$0	\$1,945	
American Diabetes Association - Annual Practice Update	09/30/11	450	Repeat	Meeting/Seminar	Meeting		18,900	1	0		\$0	\$19,278	\$0	\$0	\$585	\$1,160	\$0	\$100	\$0	\$0	\$2,205	\$1,750	\$523	\$25,601	
Light the Night Walk	10/01/11	2,500	New	Parade/March	Consumer Public	Local	123,723	1	1		\$0	\$499	\$0	\$0	\$0	\$1,350	\$1,246	\$0	\$0	\$0	\$550	\$9,700	\$221	\$13,567	
TAPPI PEERS Conference 2011 and IPBC 2011	10/02/11	620	New	Annual Convention/Conference	Convention	Regional	235,781	6	2	TRUE	\$0	\$62,406	\$0	\$0	\$270	\$19,076	\$2,381	\$400	\$0	\$0	\$8,578	\$0	\$6,640	\$99,750	
Totals		48,066					4,667,205														\$233,295		\$1,454,784		

OCC Event Analysis Monthly Revenue Report September 10 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 SEP 2010 MISC NON-EVENT ACTIVITIES/BILLINGS	09/01/10	0	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	30	0		\$0	\$382	\$672	\$68,267	\$0	\$0	\$0	\$0	\$0	\$325	\$1,488	\$0	\$0	\$71,134
La Femme Magnifique International Pageant - to crown the most glamorous female impersonator in the business	09/05/10	780	New	Competition	Meeting	National	64,400	1	1		\$0	\$0	\$7,479	\$0	\$515	\$4,145	\$945	\$225	\$0	\$0	\$539	\$4,000	\$1,428	\$19,276
Safety in Motion Training for Operations Set-up Staff	09/07/10	40	In-house	Training	In-house	Local	6,300	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hoffman Corporation	09/07/10	120	Repeat	Meeting/Seminar	Meeting	Local	3,750	1	0		\$0	\$1,758	\$0	\$0	\$0	\$305	\$166	\$0	\$0	\$0	\$315	\$545	\$0	\$3,089
OCC CPR Training	09/09/10	13	In-house	Training	In-house	Local	2,456	1	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unite Here! Local #9	09/09/10	20	Repeat	Meeting/Seminar	Meeting	Local	1,158	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$260	\$0	\$260
Islamic Center of Portland - EID Prayers	09/10/10	7,000	Repeat	Annual Convention/Conference	Meeting	Local	122,000	1	1		\$0	\$0	\$0	\$0	\$0	\$645	\$0	\$0	\$0	\$0	\$550	\$2,500	\$510	\$4,205
Inhouse: Lunch for Intel Tech Fest Site Tour	09/09/10	0	In-house	Lunch	In-house	Local	0	1	0		\$0	\$98	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98
Hispanic Metropolitan Chamber - Hispanic Heritage Dinner	09/09/10	430	New	Dinner	Food & Beverage/Catering	Local	17,100	1	0		\$0	\$25,674	\$1,061	\$36	\$0	\$6,527	\$0	\$0	\$0	\$0	\$165	\$0	\$1,825	\$35,289
Magic Grand Prix - Portland	09/10/10	1,400	Repeat	Competition	Meeting	Local	180,000	3	1		\$0	\$991	\$15,190	\$0	\$815	\$318	\$635	\$700	\$0	\$0	\$847	\$12,000	\$334	\$31,830
US Bank Alumni Luncheon	09/09/10	435	Repeat	Lunch	Food & Beverage/Catering	Local	17,100	1	0		\$0	\$17,190	\$0	\$888	\$0	\$8,410	\$0	\$0	\$0	\$0	\$475	\$0	\$690	\$27,653
In-House: Hold for OCC Set Up for Magic Grand Prix	09/10/10	0	Accounting/Non-Event	Move-in/Move-out	In-house	Local	30,000	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Responder Life Tribute Dinner	09/11/10	392	New	Dinner	Food & Beverage/Catering	State	12,600	1	0		\$0	\$15,360	\$0	\$294	\$125	\$4,350	\$135	\$0	\$0	\$0	\$165	\$0	\$1,650	\$22,079
Worldwide Distributors Fall Show	09/13/10	1,600	New	Annual Convention/Conference	Convention w/ Tradeshow	National	1,511,791	4	3	TRUE	\$0	\$48,524	\$23,457	-\$1,280	\$0	\$2,555	\$19,274	\$10,988	\$3,954	\$0	\$9,431	\$74,716	\$4,691	\$196,310
The Oregon Small Business Fair - 17th Annual	09/11/10	500	Repeat	Community Event	Tradeshow	State	10,584	1	0		\$0	\$0	\$0	\$0	\$0	\$180	\$866	\$99	\$0	\$0	\$165	\$3,380	\$0	\$4,690
Oregon BEST FEST '10	09/13/10	240	New	Annual Convention/Conference	Meeting	State	10,584	1	0		\$0	\$12,323	\$36	\$9	\$80	\$1,573	\$0	\$0	\$0	\$0	\$1,617	\$790	\$324	\$16,751
The B.U.L.L. Session Dinner & Auction	09/13/10	440	Repeat	Auction	Food & Beverage/Catering	Local	20,277	1	0		\$0	\$24,437	\$0	\$0	\$647	\$5,210	\$242	\$0	\$0	\$0	\$39	-\$985	\$1,343	\$30,933
2010 Northwest Apparel & Footwear Material Show	09/14/10	500	Repeat	Trade Show	Tradeshow	Regional	256,482	2	1		\$0	\$20,910	\$5,704	\$0	\$45	\$570	\$1,657	\$0	\$360	\$0	\$5,815	\$9,744	\$533	\$45,338
All Metro Managers Meeting	09/14/10	320	Repeat	Meeting/Seminar	Meeting	Local	12,600	1	0		\$0	\$0	\$0	\$0	\$0	\$310	\$0	\$0	\$0	\$0	\$0	\$1,750	\$0	\$2,060
Susan G. Komen for the Cure Health Expo 2010	09/17/10	20,000	Repeat	Trade Show	Consumer Public	Local	193,515	2	2		\$0	\$155	\$6,435	\$0	\$0	\$1,040	\$1,965	\$1,017	\$406	\$0	\$700	\$13,000	\$693	\$25,411
Statesman Dinner Tasting	09/16/10	2	In-house	Tasting	In-house	Local	0	1	0		\$0	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115
Oregon State Bar - All Day Power Play	09/16/10	180	Repeat	Meeting/Seminar	Meeting	State	12,600	1	0		\$0	\$2,958	\$0	\$18	\$0	\$281	\$166	\$365	\$0	\$0	\$1,383	\$3,500	\$0	\$8,671

OCC Event Analysis Monthly Revenue Report September 10 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
IAHB Workshop	09/16/10	176	Repeat	Meeting/Seminar	Meeting	Regional	11,340	2	0		\$0	\$1,707	\$0	\$0	\$0	\$1,290	\$0	\$0	\$0	\$0	\$1,679	\$2,200	\$0	\$6,876
Portland VegFest 2010	09/18/10	4,800	Repeat	Consumer/Public Show	Consumer Public	Local	132,902	2	1		\$0	\$770	\$0	\$0	\$0	\$1,280	\$5,350	\$0	\$0	\$0	\$966	\$6,390	\$1,339	\$16,095
Sustainable Industries Economic Forum	09/17/10	190	New	Breakfast	Meeting	Regional	8,900	1	0		\$0	\$6,435	\$0	\$0	\$0	\$1,600	\$175	\$0	\$0	\$0	\$25	\$0	\$575	\$8,810
OCC's 20th Anniversary Celebration	09/17/10	283	In-house	Reception	In-house	Local	18,900	1	0		\$0	\$13,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,678
Cascade Dafo, Inc. - Introduction to Dynamic Bracing	09/17/10	31	New	Meeting/Seminar	Meeting	Local	1,520	1	0		\$0	\$1,010	\$0	\$0	\$0	\$235	\$0	\$0	\$0	\$0	\$573	\$250	\$0	\$2,068
PCCG 2010 Platforms Launch Celebration	09/18/10	420	New	Dinner	Food & Beverage/Catering	Local	25,200	1	0		\$0	\$52,842	\$83	\$852	\$756	\$8,040	\$0	\$0	\$0	\$0	\$165	\$0	\$2,535	\$65,273
World Wide Group - Regional Rallies	09/18/10	650	Repeat	Meeting/Seminar	Meeting	Regional	8,200	1	0		\$0	\$130	\$0	\$0	\$0	\$390	\$83	\$0	\$0	\$0	\$165	\$2,350	\$55	\$3,173
Institute of Navigation - GNSS 2010	09/22/10	1,268	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	International	718,902	3	2	TRUE	\$0	\$161,292	\$3,335	\$0	\$0	\$2,875	\$14,836	\$12,475	\$5,645	\$0	\$19,531	\$28,800	\$3,363	\$252,151
GNSS Solutions Tutorials	09/20/10	85	New	Meeting/Seminar	Meeting	National	7,446	2	0		\$0	\$1,545	\$0	\$0	\$60	\$300	\$0	\$0	\$0	\$0	\$1,380	\$1,900	\$0	\$5,185
Institute of Navigation Pre-Con	09/20/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7
Radio Technical Commission for Maritime Services: RTCM Special Committee 104	09/20/10	25	New	Meeting/Seminar	Meeting	National	3,544	2	0		\$0	\$1,278	\$0	\$0	\$0	\$410	\$0	\$0	\$0	\$0	\$0	\$1,120	\$0	\$2,808
MERC Executive Team Meeting -- In House	09/21/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11
US Department of Veterans Affairs	09/21/10	33	In-house	Meeting/Seminar	In-house	National	2,456	2	0	TRUE	\$0	\$1,597	\$0	\$0	\$0	\$0	\$92	\$0	\$0	\$0	\$255	\$0	\$0	\$1,944
Spirent Federal Systems	09/22/10	15	New	Meeting/Seminar	Meeting	National	3,116	2	1		\$0	\$29	\$0	\$0	\$30	\$0	\$0	\$375	\$0	\$0	\$39	\$480	\$0	\$953
Oregon Convention Center - Meeting with Ottawa Convention Center	09/21/10	14	In-house	Meeting/Seminar	In-house	International	0	1	0		\$0	\$276	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16	\$0	\$0	\$292
Oregon Department of Transportation Geospatial Meeting	09/22/10	4	New	Meeting/Seminar	Meeting	State	826	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$260	\$0	\$260
Scrapbook EXPO - Portland	09/24/10	1,100	New	Consumer/Public Show	Consumer Public	Local	262,342	2	2		\$0	\$0	\$2,785	\$0	\$0	\$410	\$1,494	\$275	\$0	\$0	\$1,650	\$10,600	\$346	\$17,559
Private Reception	09/22/10	140	New	Reception	Food & Beverage/Catering	National	7,812	2	0		\$0	\$7,027	\$0	\$0	\$15	\$340	\$0	\$650	\$0	\$0	\$525	\$460	\$200	\$9,217
Oregon State Bar - Advanced Estate Planning	09/23/10	190	Repeat	Meeting/Seminar	Meeting	State	7,528	1	0		\$0	\$3,581	\$0	\$81	\$0	\$290	\$166	\$365	\$0	\$0	\$1,568	\$1,750	\$0	\$7,801
MED Week Kick-off Celebration Party	09/23/10	75	New	Reception	Food & Beverage/Catering	Local	4,700	1	0		\$0	\$2,762	\$0	\$0	\$0	\$150	\$270	\$0	\$0	\$0	\$150	\$0	\$300	\$3,632
Allies in Change Presents "Advanced Techniques in Working with Abusive Men"	09/23/10	21	New	Meeting/Seminar	Meeting	Local	1,652	2	0		\$0	\$22	\$0	\$9	\$0	\$0	\$83	\$0	\$0	\$0	\$0	\$520	\$0	\$634
Barbershop Harmony Society - Evergreen District Fall Barbershop Convention	09/24/10	1,200	Repeat	Concert	Consumer Public	Regional	116,122	2	1	TRUE	\$0	\$1,136	\$4,844	\$125	\$1,480	\$6,435	\$332	\$0	\$0	\$0	\$368	\$5,100	\$3,388	\$23,208



OCC Event Analysis Monthly Revenue Report September 10 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Oregon Law Institute - 23rd Annual Family Law Seminar	09/24/10	97	Repeat	Meeting/Seminar	Meeting	State	4,000	1	0		\$0	\$874	\$0	\$126	\$0	\$190	\$83	\$0	\$0	\$0	\$468	\$1,100	\$0	\$2,841
In-House: Oregon Chapter of the American Planning Association (Site Tour & Meeting)	09/24/10	8	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Oregon State Bar - Labor & Employment Law 2010: Rising to the Challenge	09/24/10	150	Repeat	Meeting/Seminar	Meeting	State	10,575	1	0		\$0	\$3,639	\$0	\$72	\$0	\$955	\$83	\$0	\$0	\$0	\$1,342	\$1,900	\$0	\$7,991
Miss Latin Look International Pageant	09/26/10	200	New	Fashion Show/Pageant	Meeting	Local	22,111	1	0		\$0	\$120	\$2,186	\$0	\$360	\$650	\$467	\$0	\$0	\$0	\$345	\$2,500	\$200	\$6,828
Aramark Staff meeting	09/27/10	8	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Celebrating 20 Years of YOU!	09/27/10	150	In-house	Accounting/Non-event	In-house	Local	30,000	1	0		\$0	\$5,996	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,996
Architecture Foundation of Oregon Honored Citizen Dinner	09/28/10	525	Repeat	Fundraiser	Food & Beverage/Catering	Local	50,400	1	1		\$0	\$29,111	\$3,523	\$49	\$20	\$9,400	\$405	\$0	\$0	\$0	\$165	\$2,600	\$3,760	\$49,033
DAMA Day 2010	09/29/10	75	New	Meeting/Seminar	Meeting	Local	6,585	1	0		\$0	\$3,483	\$0	\$0	\$150	\$2,059	\$0	\$0	\$0	\$0	\$285	\$800	\$0	\$6,777
Spectrum 2010 - NW Property Management Conference	09/30/10	900	Repeat	Trade Show	Convention w/ Tradeshow	Local	202,350	1	1		\$0	\$32,401	\$1,852	\$0	\$0	\$8,428	\$15,988	\$2,052	\$136	\$0	\$1,435	\$6,378	\$1,226	\$69,897
Great Western Council of Optometry 2010	09/30/10	924	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	240,270	3	1	TRUE	\$0	\$51,064	\$6,149	\$0	\$120	\$2,124	\$4,971	\$920	\$409	\$0	\$408	\$20,990	\$787	\$87,941
OSCPA Career Showcase 2010	09/29/10	300	New	Job Fair	Tradeshow	State	37,800	1	0		\$0	\$3,947	\$0	\$406	\$465	\$0	\$276	\$0	\$0	\$0	\$1,365	\$2,750	\$0	\$9,209
Barran Liebman Annual Labor & Employment Seminar 2010	09/30/10	625	Repeat	Meeting/Seminar	Meeting	Local	34,200	1	1		\$0	\$14,936	\$0	\$0	\$1,080	\$3,090	\$462	\$0	\$0	\$0	\$165	\$7,275	\$303	\$27,310
Simpson Strong-Tie Workshops	09/30/10	50	Repeat	Meeting/Seminar	Meeting	Local	3,750	1	0		\$0	\$1,834	\$0	\$0	\$60	\$550	\$83	\$0	\$0	\$0	\$225	\$0	\$0	\$2,752
Totals		49,144					4,470,746														\$233,673		\$1,263,399	

## PCPA MONTHLY ANALYSIS

SEPTEMBER 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	9/12 to 18	Broadway Across America	Shrek the Musical	1	8	12,736	12,868	54%	\$543,870	\$27,600	\$39,128	\$46,536	tba	\$27,585	\$140,849
	9/20	Monqui Presents	The Flaming Lips	0	1	1,881	1,785	64%	\$81,431	\$4,646	\$16,753	\$4,609	\$1,268	\$14,144	\$41,420
	9/24	Portland Opera	Big Night Gala Concert	3	1	1,544	1,527	51%	\$105,627	\$1,945	\$13,047	\$2,291	\$0	\$22,824	\$40,107
ASCH	9/3	Friends of the Children	Hall & Oates	0	1	1,820	1,715	62%	\$113,140	\$6,130	\$11,610	\$6,531	\$389	\$6,959	\$31,619
	9/10	Oregon Symphony	Chris Botti	1	1	1,807	1,767	64%	\$118,498	\$995	\$9,872	\$2,651	\$707	\$3,628	\$17,853
	9/11 to 13	Oregon Symphony	Pink Martini w/Storm Large	2	3	8,035	8,180	98%	\$594,336	\$2,985	\$20,270	\$12,270	\$1,050	\$17,918	\$54,493
	9/14	Double Tee Presents	Thievery Corporation	0	1	1,805	1,830	66%	\$87,373	\$6,587	\$12,933	\$5,035	\$0	\$13,705	\$38,260
	9/15	Oregon Public Broadcasting	Wait..Wait..Don't Tell Me	0	1	2,654	2,523	91%	\$151,835	\$7,162	\$6,283	\$8,594	\$0	\$6,854	\$28,893
	9/16	Oregon Symphony	Auditions	1	0	0	0		\$0	\$5,355	\$749	\$0	\$0	\$0	\$6,104
	9/22	Portland Arts and Lectures	Annie Proulx	0	1	2,145	2,159	78%	\$72,173	\$1,910	\$2,993	\$5,527	\$78	\$1,136	\$11,644
	9/23	Square Peg Concerts	Merle Haggard/Kris Kristofferson	0	1	1,974	1,922	69%	\$109,430	\$8,259	\$5,456	\$6,194	\$780	\$7,754	\$28,443
	9/24 to 25	Oregon Symphony	Classical 1	3	3	4,855	4,875	59%	\$186,250	\$3,365	\$15,404	\$7,313	\$15,404	\$7,053	\$48,539
	9/30	JS Touring LLC	Jerry Seinfeld	0	1	2,711	2,770	100%	\$200,210	\$8,500	\$4,379	\$11,332	\$0	\$8,779	\$32,990
NEWMARK	9/9	Live Nation	John Oliver		1	855	902	100%	\$25,478	\$1,390	\$1,907	\$2,030	\$0	see Matt's	\$5,327
	9/11	NGM Entertainment LLC	Shoufou Alwawa Wayn	0	1	197	142	16%	\$7,850	\$1,390	\$1,758	\$453	\$65	\$0	\$3,666
	9/14	Shining City Productions	Deva Premal and Miten	0	1	401	376	43%	\$13,651	\$1,390	\$3,037	\$884	\$737	\$0	\$6,048
	9/15	MSP Films	The Art of Flight	0	1	747	743	84%	\$11,145	\$1,390	\$3,850	\$1,672	\$423	see Matt's	\$7,335
	9/17	Keeping the Beat	Portland Creative Conference	0	1	314	0		\$0	\$2,715	\$3,978	\$0	\$0	\$6,316	\$13,009
	9/22 & 23	Puppet Labs	Puppet Con Seminar		3	530	0		\$0	\$8,035	\$8,659	\$0	\$0	\$44,487	\$61,181
	9/24	Paige Productions	Let's Talk Church	0	1	119	120	41%	\$3,914	\$785	\$1,115	\$270	\$10	\$0	\$2,180
9/25	Peacock Productions	Peacock After Dark	0	1	340	398	45%	\$9,950	\$1,365	\$5,172	\$896	\$0	see Matt's	\$7,433	
WINNINGSTAD	9/9 to 11	PICA tba Festival	Kyle Abraham/Rachid Quramdane	2	5	967	845	58%	\$6,460	\$3,155	\$5,654	\$1,901	\$0	\$0	\$10,710
	9/29	CMD Agency	Film Shoot	1	0	0	0		\$0	\$400	\$178	\$0	\$0	\$0	\$578
A. HATFIELD HALL	9/14	PCPA Volunteers	Noontime Showcase - Taiko	0	1	142	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
KELLER CAFÉ														\$7,336	\$7,336
ARTBAR														\$17,649	\$17,649
MATT'S BAR														\$2,138	\$2,138
PCPA CATERING														\$2,957	\$2,957
<b>TOTALS</b>				<b>14</b>	<b>39</b>	<b>48,579</b>	<b>47,447</b>	<b>65%</b>	<b>\$2,442,621</b>	<b>\$107,454</b>	<b>\$194,185</b>	<b>\$126,989</b>	<b>\$20,911</b>	<b>\$219,222</b>	<b>\$668,761</b>

## PCPA MONTHLY ANALYSIS

SEPTEMBER 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	9/4 to 12	Broadway Across America	Burn the Floor	1	8	10,828	11,238	46%	\$474,816	\$34,456	\$37,044	\$37,429	\$1,484	\$22,964	\$133,377
ASCH	9/5 to 9	Oregon Symphony/PICA	Rufus Wainwright	2	1	1,943	1,837	66%	\$82,743	\$1,150	\$8,681	\$1,837	\$0	\$5,710	\$17,378
	9/16	Oregon Symphony	Joshua Bell	2	1	2,430	2,538	92%	\$210,817	\$1,335	\$8,168	\$2,538	\$418	\$2,408	\$14,867
	9/17	The Struble Foundation	Chick Corea Freedom Band	0	1	792	671	24%	\$43,453	\$3,340	\$4,950	\$2,483	\$423	\$958	\$12,154
	9/18	Oregon Symphony	Countdown to Carnegie	0	1	1,676	1,602	58%	\$85,410	\$780	\$4,636	\$1,602	\$0	\$3,169	\$10,187
	9/22	Seattle Theatre Group	Primus	0	1	1,911	1,874	67%	\$81,788	\$6,169	\$15,203	\$4,675	\$1,928	\$14,695	\$42,670
	9/23	Portland Arts and Lectures	Margaret Atwood/Ursula LaGuin	0	1	2,245	2,195	80%	\$72,646	\$1,855	\$3,261	\$5,630	\$103	\$1,567	\$12,416
	9/25	Oregon Symphony	The Mozart Grand Mass	2	1	1,016	931	34%	\$38,688	\$1,150	\$8,269	\$931	\$0	\$1,268	\$11,618
	9/28	Live Nation	Harry Connick Jr.	0	1	2,247	2,249	81%	\$168,695	\$11,500	\$14,369	\$9,548	\$239	\$3,755	\$39,411
NEWMARK	8/8 to 9/7	Artists Repertory Theatre	Long Day's Journey into Night	0	25	11,424	10,839	49%	\$667,811	\$34,540	\$65,604	\$38,566	\$0	\$29,197	\$167,907
	9/11	Kalakendra	Erasing Borders	0	1	253	168	19%	\$4,075	\$1,135	\$1,806	\$379	\$0	\$319	\$3,639
	9/12	Rasika	Jayanthi Raman's Dance Co.	0	1	220	131	25%	\$3,096	\$1,135	\$1,674	\$295	\$0	\$151	\$3,255
	9/14	Square Peg Concerts	Canadian Tenors	0	1	497	446	51%	\$22,095	\$1,350	\$2,910	\$1,264	\$438	\$495	\$6,457
	9/16	Kaiser Permanente	Saward Lecture	0	1	586	0		\$0	\$1,395	\$3,181	\$0	\$70	\$2,441	\$7,087
	9/22 to 25	White Bird	Ballet Jazz Montreal	1	3	1,144	1,611	61%	\$60,135	\$2,270	\$13,654	\$3,896	\$0	\$1,551	\$21,371
	9/26	Peacock Productions	Peacock After Dark	1	1	355	393	45%	\$10,875	\$1,325	\$4,332	\$786	\$0	\$575	\$7,018
WINNINGSTAD	9/8 to 19	PICA	Gloria's Cause, Cedric Andrieux	2	13	1,211	1,394	37%	\$10,216	\$4,815	\$6,240	\$3,138	\$239	\$0	\$14,432
	9/26	Rasika	Natya Dance Academy	1	1	147	0		\$0	\$985	\$822	\$0	\$0	\$0	\$1,807
	9/29	MSP Films	The Way I See It	0	1	251	240	82%	\$3,600	\$760	\$1,261	\$540	\$0	\$0	\$2,561
BRUNISH HALL	9/6 to 20	PICA	There is Still Time Brother	5	33	1,233	548	45%	\$2,760	\$0	\$4,043	\$1,233	\$0	\$0	\$5,276
A. HATFIELD HALL	9/1	PCPA Volunteers	Summer Arts on Main	0	1	188	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	9/1	PCPA	St. James Gate	0	1	338	0		\$0	\$0	\$0	\$0	\$0	\$3,415	\$3,415
	9/15	PCPA Volunteers	Portland Taiko	0	1	110	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
KELLER CAFÉ														\$7,918	\$7,918
ARTBAR														\$20,969	\$20,969
PCPA CATERING														\$2,432	\$2,432
		<b>TOTALS</b>		<b>17</b>	<b>100</b>	<b>43,045</b>	<b>40,905</b>	<b>53%</b>	<b>\$2,043,719</b>	<b>\$111,445</b>	<b>\$210,108</b>	<b>\$116,770</b>	<b>\$5,342</b>	<b>\$125,957</b>	<b>\$569,622</b>

Expo Center Event Analysis

Sep-11	Consumer	Trade	Misc. / Mtg.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total	
Real Time Logistics (Ride and Drive)	8-9		1		1	2	0		40	9,960				1,240		200	11,400	
Rose City Gun and Knife Show	10-11	1			1	2	2		3,335	8,300	517	5,065			405	13,139	27,426	
Hardy Plant Society Garden Fair	10-11	1			1	2	2		2,811	7,400		1,563			179	9,803	18,945	
Rose City Live Model Horse Show	10		1		1	1	1		54	600						276	876	
Grow Big Expo	10-11	1			1	2	2		378	5,100	125	767	2,141	689	485	1,684	10,991	
LGBTQ Expo	10-11	1			1	2	2		271	7,550	63	2,211			630	2,064	12,518	
NW Quilters - Quilt Judging	12		1		1	1	9		15	590							590	
Aramark / Sears Appliance Training	13-14	1			1	2	1		97	2,200	281			5,245	314	480	8,520	
Johnson and Johnson Driver Training (Ride and Dr.)	14		1		1	1	0		8	1,000	70			188		480	1,738	
Portland Fall RV and Van Show	15-18	1			1	4	4		6,643	59,092		12,977	6,068	600	5,335	27,066	111,138	
Just Between Friends Consignment Sale	16-18	1			1	3	3		4,213	8,850		1,122			95	15,169	25,236	
Northwest Quilting Expo	20-24	1			1	5	0		4,852	21,015	119	17,977	4,638	668	3,185	22,275	69,877	
Silver Car Auction	24	1			1	1	1		260	3,775		1,977			134	1,094	6,980	
		<b>9</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>13</b>	<b>28</b>	<b>27</b>	<b>35%</b>	<b>22,977</b>	<b>135,432</b>	<b>1,175</b>	<b>43,659</b>	<b>12,847</b>	<b>8,630</b>	<b>10,762</b>	<b>93,730</b>	<b>306,235</b>
<b>FY 2011-12</b>																		
July		3		4		6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880
August		2		5		7	11	6	9%	7,166	38,219	2,303	22,040		3,555	1,995	27,881	95,993
<b>September</b>		<b>9</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>13</b>	<b>28</b>	<b>27</b>	<b>35%</b>	<b>22,977</b>	<b>135,432</b>	<b>1,175</b>	<b>43,659</b>	<b>12,847</b>	<b>8,630</b>	<b>10,762</b>	<b>93,730</b>	<b>306,235</b>
October																		
November																		
December																		
January																		
February																		
March																		
April																		
May																		
June																		
<b>Totals to Date - Q1</b>		<b>14</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>26</b>	<b>53</b>	<b>42</b>	<b>24%</b>	<b>48,080</b>	<b>291,386</b>	<b>4,970</b>	<b>152,221</b>	<b>24,526</b>	<b>28,344</b>	<b>21,042</b>	<b>210,619</b>	<b>733,108</b>
<b>Month to Month Comparison</b>		<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>10</b>	<b>-1%</b>	<b>-912</b>	<b>24,091</b>	<b>-155</b>	<b>-6,045</b>	<b>12,847</b>	<b>6,563</b>	<b>-3,535</b>	<b>-207</b>	<b>33,559</b>
<b>Year to Date Comparison - Q1</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>9</b>	<b>13</b>	<b>23%</b>	<b>464</b>	<b>34,006</b>	<b>1,403</b>	<b>-11,808</b>	<b>24,526</b>	<b>12,817</b>	<b>-1,670</b>	<b>2,959</b>	<b>62,233</b>
<b>FY 2010-11</b>																		
July		3		5		7	17	8	28%	16,513	118,034	1,737	91,719		9,347	7,473	85,089	313,399
August		1		3		4	7	4	6%	7,214	28,005	500	22,606		4,113	942	28,634	84,800
<b>September</b>		<b>6</b>	<b>1</b>	<b>2</b>	<b>10</b>	<b>20</b>	<b>17</b>	<b>36%</b>	<b>23,889</b>	<b>111,341</b>	<b>1,330</b>	<b>49,704</b>		<b>2,067</b>	<b>14,297</b>	<b>93,937</b>	<b>272,676</b>	
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
<b>Total to Date</b>		<b>49</b>	<b>4</b>	<b>40</b>		<b>93</b>	<b>208</b>	<b>164</b>	<b>35%</b>	<b>390,333</b>	<b>1,462,522</b>	<b>32,257</b>	<b>1,419,858</b>		<b>224,372</b>	<b>196,558</b>	<b>1,523,525</b>	<b>4,955,176</b>

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# **MERC Commission Meeting**

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November 2, 2011  
12:30 pm

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7.0 - Consent Agenda

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



October 5, 2011  
Oregon Convention Center, Meeting Room C121-122

<b>Present:</b>	Julie Hammerstad (Chair), Chris Erickson, Ray Leary, Karis Stoudamire-Phillips, and Elisa Dozono (via telephone)
<b>Absent:</b>	Cynthia Haruyama (excused), Terry Goldman (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at the Oregon Convention Center, Meeting Room C121-122 at 12:30 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER EXOFFICIO COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• On behalf of the Commission and Metro Council, Chair Hammerstad presented an appreciation plaque to Jeff Blosser for his 23 years of dedication and commitment as the Executive Director of the Oregon Convention Center.</li> <li>• Chair Hammerstad congratulated Commissioner Dozono on her reappointment to the MERC Commission.</li> </ul>
<b>3.0</b>	<b>GENERAL MANAGER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Teri Dresler noted that Metro Councilor Rex Burkholder is participating in a German Fellowship program and will be out until the end of the month.</li> <li>• Dresler noted that the Expo Director position has been posted and the recruitment will be open until filled. The Commission will be invited to participate in the interview process. The OCC Executive Director's recruitment notice will be posted by the end of the week. Dresler noted the Commission retains the authority of hiring approval for both positions. The goal is to have final candidates identified by the end of the year.</li> <li>• Teri Dresler encouraged the Commissioner's participation in the outreach event "Making Connections" at the Expo Center on November 1 from 3-7pm.</li> <li>• Reminder of the Commission retreat on October 26<sup>th</sup> - Commissioners' lunch at 11:30 am and retreat beginning at 1pm-the focus will be on budget policy issues. The November 2 Commission meeting will be held at the Expo Center. Martha Bennett, Metro's new COO, will join the Commissioners for lunch and the meeting.</li> <li>• Teri Dresler reported that Jeff Blosser has been in earlier discussions with the Portland Bureau of Transportation related to the Bureau's project to create new bike way connections in the Lloyd District, specifically on Holiday Street around the OCC. Recently, the project team proposed that the vehicle right turn lane, at the north end of the Convention Center, be removed to make for a safer passage for cyclists. Jeff Blosser noted several OCC operational issues with the recent proposal. Commissioner Leary recommended that on behalf of the Commission, a letter be crafted by staff to convey to the Bureau the recently proposals impact on the Convention Center's operations. It was the consensus of the Commission that staff prepare a letter to be sent on behalf of the Commission.</li> </ul>
<b>4.0</b>	<b>TRAVEL PORTLAND FY11 4<sup>TH</sup> QUARTER REPORT</b> <ul style="list-style-type: none"> <li>• Jeff Miller reviewed a power point presentation with the Commission.</li> </ul>
<b>5.0</b>	<b>MERC VENUES' BUSINESS REPORTS</b> <ul style="list-style-type: none"> <li>• Jeff Blosser, Robyn Williams and Matthew Rotchford provided venue business reports.</li> </ul>

6.0	<p><b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>  Mark Jackson, R.E.A.P., Inc. presented his public comments which are attached and made a part of this meeting record.</p>
7.0	<p><b>CONSENT AGENDA</b>  <b>September 7, 2011 MERC Commission Record of Actions</b></p> <ul style="list-style-type: none"> <li>• A motion was made by Commissioner Erickson and seconded by Commissioner Leary to approve the Consent Agenda.</li> </ul> <p><b>VOTING:</b> Aye: 5 (Hammerstad , Erickson , Leary ,Stoudamire-Phillips, Dozono)  Nay: 0  Motion Passed</p>
8.0	<p><b>ACTION AGENDA</b>  <b>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</b></p> <ul style="list-style-type: none"> <li>• Cynthia Hill presented Resolution 11-21.</li> <li>• Commissioner Dozono inquired if the increase was due to the vendor change from Starbucks to Portland Roasting. Jeff Blosser responded yes and specifically it was due to the design change Portland Roasting requested as well as the actual bids which came in higher than anticipated.</li> <li>• Dozono inquired if Portland Roasting is contributing to the cost modification. Blosser responded that they are not. He noted however, that Portland Roasting is contributing to the marketing operation of the store. Dozono inquired if any of the renovations included sustainability improvements. Jeff Blosser responded affirmatively.</li> <li>• Commissioner Leary inquired about the timing of both store openings. Jeff Blosser responded that the first store should be completed in two weeks and the second store will be due to open by the end of the year.</li> <li>• A motion was made by Commissioner Leary and seconded by Commissioner Stoudamire-Phillips to approve the Resolution 11-21 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 5 (Hammerstad , Erickson , Leary ,Stoudamire-Phillips, Dozono)  Nay: 0  Motion Passed</p>
9.0	<p><b>EXECUTIVE SESSION</b>  For the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d)</p>
	<p>The Executive Session concluded at 2:25 pm and the Chair reconvened the regular MERC Commission meeting. As there was no further business to come before the Commission, the meeting was adjourned at 2:30 pm.</p>

**October 5, 2011**

**MERC Commission Meeting**

**The Oregon Convention Center, Room C 121-122**

**6.0: Opportunity for Public Comment on Non-Agenda Items**

**1) Mark Jackson – R.E.A.P. Inc.**

Good afternoon Commission. I wanted to come by this afternoon to say thank you for your partnership, and your support of our 10<sup>th</sup> year anniversary. I thought it was a huge success. I think the oldest guest was 82 years old and youngest guest was 11 years old REAP student. I wanted to come by and say thank you Jeff for your leadership and for your staff. And Jeff Miller from Travel Portland, Brendan Coffey, from ARAMARK, for his work in getting food involved, and to Commissioner Leary, for your support and effort. I think it speaks to the community partnership. We are looking forward to a new decade of service. I'm so excited to look at the growth of this event that began three years ago at the OAME Center on N. Vancouver Avenue. Now three years later we are at OCC in the Portland Ballroom. It speaks to the work we have been doing in the community around the impact economically, around achieving a reduction in high dropout rates and compelling relevant work to mobilize young people to think in terms of what's possible around business ownership and leadership and being a very strong change agent in our public education system. Since our event last week, we have been invited to bring students to the Statesman Dinner next Wednesday here at OCC. This just underscores our commitment to organizations to ensure our young people in the region understand business, understand leadership and more importantly we have a sense of confidence to ensure when it's their turn, they are prepared to lead. We invite you all to continue to utilize this partnership as catalyst as we move forward. Thank you for your support. I appreciate it.



**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.

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:

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>
<b>Oregon Convention Center</b>						
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		
<b>Subtotal OCC Operations Projects</b>		<b>1,462,000</b>	<b>1,463,903</b>	<b>1,903</b>		
<b>ARAMARK Capital Projects</b>						
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)
<b>Subtotal ARAMARK Projects</b>		<b>627,366</b>	<b>672,711</b>	<b>(1,903)</b>		Funding - 5% ARAMARK Reserve account (existing funds)
<b>Total Oregon Convention Center Capital</b>		<b>2,089,366</b>	<b>2,136,614</b>	<b>-</b>		
<b>OCC - Non Capital Major Projects</b>						
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
<b>PORTLAND CENTER FOR PERFORMING ARTS (PCPA)</b>						
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		
<b>Total Portland Center for Performing Arts Capital</b>		<b>588,030</b>	<b>622,259</b>	-		
<b>PCPA - Non Capital Major Projects</b>						
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
<b>Portland Expo Center</b>						
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						
<b>Total Portland Expo Center Capital</b>		<b>300,000</b>	<b>300,000</b>			
<b>Administration - IT</b>						
Projects TBD (Teri Dresler)		102,000	102,000			
<b>Total Administration - IT Capital</b>		<b>102,000</b>	<b>102,000</b>			

**Metropolitan Exposition Recreation Commission**  
**Record of MERC Commission Actions**  
**Special Meeting**  
 October 19, 2011  
 Oregon Convention Center, MERC Board Room



<b>Present:</b>	Julie Hammerstad (Chair), Chris Erickson, Elisa Dozono, Ray Leary (via telephone), Karis Stoudamire-Phillips (via telephone) and Cynthia Haruyama (via telephone).
<b>Absent:</b>	Terry Goldman (excused)
	A special meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at the Oregon Convention Center in the MERC Board Room at 3:00 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b> <b>2.1</b>	<b>ACTION AGENDA</b> <b>Resolution 11-22 for the purpose of amending the Metropolitan Exposition Recreation Commission (MERC) Contracting and Purchasing Rules</b> Teri Dresler presented Resolution 11-22 and reviewed the staff report content with the Commission. <ul style="list-style-type: none"> <li>• A motion was made by Commissioner Dozono and seconded by Commissioner Stoudamire-Phillips to approve the Resolution 11-22 as presented.</li> </ul> <b>VOTING:</b> Aye: 6 (Hammerstad , Erickson , Leary ,Stoudamire-Phillips, Dozono, Haruyama) Nay: 0 Motion Passed
	As there was no further business to come before the Commission, the meeting was adjourned at 3:10 pm.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 11-22**

**For the purpose of amending the Metropolitan Exposition Recreation Commission (MERC) Contracting and Purchasing Rules.**

**WHEREAS, MERC is a local contracting agency and has adopted purchasing and contracting policies; and**

**WHEREAS, MERC wishes to raise its bond requirement from \$50,000 to \$100,000 on public improvement contracts.**

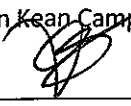
**BE IT THEREFORE RESOLVED AS FOLLOWS:**


1. The Metropolitan Exposition Recreation Commission adopts the change to the Contracting and Purchasing Rules attached as Exhibit "A."

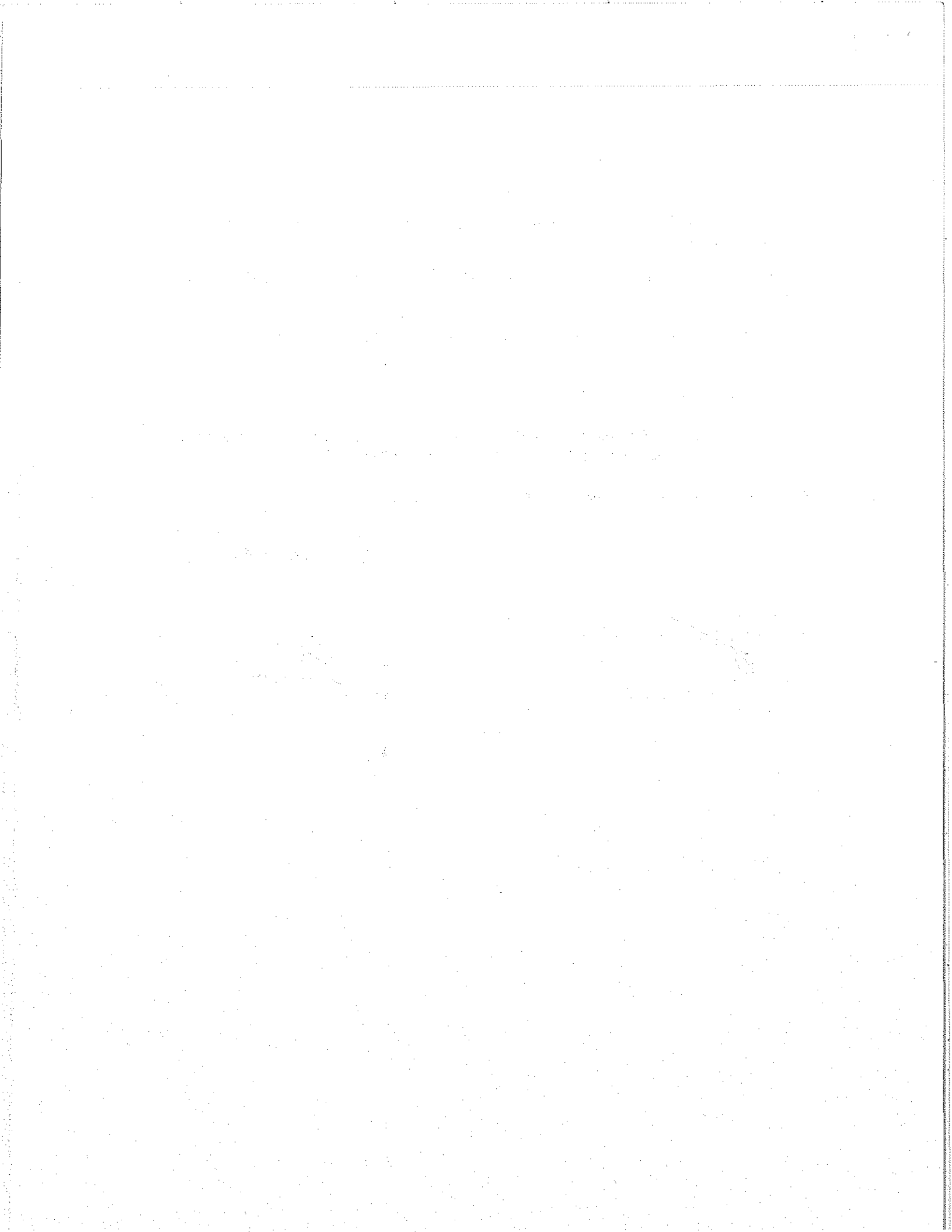
Passed by the Commission on October 19, 2011.

  
\_\_\_\_\_  
Chair

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

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

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



**EXHIBIT A**

**METROPOLITAN EXPOSITION-RECREATION COMMISSION  
CONTRACTING AND PURCHASING RULES**

**Adopted February 23, 2005  
Effective March 1, 2005**

**Adopted by MERC Resolution No. 05-05 on February 23, 2005; amended by MERC Resolution No. 08-10 on September 24, 2008; amended by MERC Resolution No. 11-22 on October 19, 2011.**



## EXHIBIT A

### D. Bonds.

Bonds and bid security requirements are as follows:

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

### E. Adoption Of Metro Good Faith Efforts Requirement For Construction Projects.

For construction contracts of \$100,000 or more, the Commission adopts in principle, policy, and content the "Good Faith Effort" program established by Metro Code § 2.04.100 through 2.04.190 (Metro Minority Business Enterprise, Women Owned Business, and Emerging Small Business Program) as they apply to contracts of the Commission. This adoption includes any and all ordinances subsequently adopted by the Metro Council relating to Metro's Minority Business Enterprise, Women Owned Business, and Emerging Small Business Program. The General Manager shall designate MERC staff to perform the functions of the Liaison Officer to carry out the MBE/WBE/ESB program as it relates to MERC contracting activities.

## SECTION 8 - CONTRACT AMENDMENTS

### A. Public Contract Amendments.

- 1) The General Manager may execute amendments to public contracts provided that any one of the following conditions are met:
  - a) The original contract was let by a formal competitive procurement process, the amendment is for the purpose of authorizing additional work for which unit prices or alternates were provided that established the cost for the additional work and the original contract governs the terms and conditions of the additional work;  
or
  - b) The amendment is a change order that resolves a bona fide dispute with the contractor regarding the terms and conditions of a contract for a public improvement and the amendment does not materially add to or delete from the original scope of work included in the original contract; or

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# **MERC Commission Meeting**

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November 2, 2011  
12:30 pm

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8.0 - Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

RESOLUTION NO. 11-23

**For the purpose of amending the contract with Brown Contracting Inc. for the Block 26 Redevelopment project, and authorizing the General Manager to execute a contract amendment with Brown Contracting Inc. for concrete installation and miscellaneous other project expenses.**

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

**WHEREAS**, the Metropolitan Exposition Recreation Commission (MERC) entered into a contract with Brown Contracting Inc. for concrete installation in the original amount of \$219,400; and

**WHEREAS**, MERC authorized the original contract with Brown Contracting Inc. for concrete installation in the original amount of \$219,400 to be amended up to the amount of \$270,000; and

**WHEREAS**, additional work was required due to permitting requirements imposed by the City of Portland after the initial award of the above mentioned contract; and

**WHEREAS**, additional work was required due to changes and incomplete design and engineering; and

**WHEREAS**, the contract with Brown Contracting Inc. for concrete installation in the amount of \$270,000 is required to be amended to cost no more than \$280,000 to complete the project; and

**WHEREAS**, Section 3(B), and 8(A)(1)(d) of MERC's Contracting and Purchasing Rules, allows MERC to approve the contract amendment by resolution; and

**WHEREAS**, adequate appropriation exists to fund additional concrete installation as well as miscellaneous project costs upon approval by MERC.

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

1. Approves amending the contracts with Brown Contracting Inc. for Block 26 concrete for an amount not to exceed \$280,000 for construction of Block 26 Plaza Redevelopment Project and not to exceed \$280,000 for concrete installation.
2. Authorizes the MERC General Manager to execute a contract amendment on behalf of MERC in substantially the same form as attached in Exhibit A.

Passed by the Commission on November 2, 2011.

\_\_\_\_\_  
Chair

Approved As to Form:  
Dan Cooper, Metro Attorney

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

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

## MERC STAFF REPORT

**Agenda Item/Issue:** For the purpose of amending the contracts with Brown Contracting Inc. for the Block 26 Redevelopment project, and authorizing the General Manager to execute a contract amendment with Brown Contracting Inc. for concrete installation and miscellaneous other project expenses .

**Resolution No: 11-23**

**Date: November 2, 2011**

**Presented by: Lydia Neill**

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

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

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

As the lowest responsive bidder, Brown Contracting Inc. was awarded contracts for site excavation (\$127,300) and concrete and steel reinforcement (\$219,400). Both contracts were amended to \$183,098.23 for site excavation and \$270,000.00 for concrete installation and an overall increase in the project budget of the amount of \$32,500 by the approval of Ordinance 11-19 by the MERC Commission on August 3, 2011.

### **Issue**

The City of Portland Bureau of Transportation has required removal and replacement of damaged sections of curb on Oregon and, Pacific and Grand Avenue prior to construction of new sidewalks. These requirements have resulted in additional engineering, permitting and construction costs. The total value of replacement of damaged curb and site changes due to other permitting and design issues will increase the value of Brown Contracting Inc. to no more than \$280,000.

Additional project costs were incurred due to design issues related to grading and providing ADA access to the site that were uncovered as construction was occurring. Design changes by the project architect resulted in additional survey costs, additional man hours for construction and additional materials. The City of Portland also required that the street trees originally approved for installation be changed which resulted in additional costs.

<b>Brown Contracting Inc. Concrete Installation</b>	<b>Change Orders</b>	<b>Total - Cumulative Change Orders</b>	<b>Percent of total contract Authorized on 8/3</b>
<b><i>Original Contract- \$219,400.00</i></b>			
CO #1 Steel weir installation	\$5,073.00	\$5,073.00	2%
CO #2 Footings for walls	\$8,741.53	\$13,814.53	6%
CO #3 Investigate storm drain line	\$3,252.57	\$17,067.10	8%
CO #4 Additional storm drain line	\$1,830.53	\$18,897.63	9%
CO #5 System Development Fees	\$1,044.13	\$19,941.76	9%
CO # 6 Bollard footings, stair revisions due to design issues	\$8,212.43	\$28,154.19	13%
CO # 7 ADA pathway, footings, adjust driveway grades	\$8,060.15	36,214.34	13.45%
<i>CO#8 Curb installation, Pacific Ave.</i>	<i>\$21,658.63</i>	<i>\$57,872.34</i>	<i>21.4%, Proposed-</i>
<b>TOTAL Contract with change orders</b>	<b>\$ 277,272.97</b>		

**FISCAL IMPACT:** Resolution 11-19 increased the project budget to \$798,898 for the Block 26 Plaza Redevelopment Project. The overall project budget of \$798,898 is sufficient to cover the remaining change orders and miscellaneous project costs. The projected project costs are anticipated to be approximately \$790,500.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution No. 11-23 approving the amendment to the contract with Brown Contracting Inc. to perform concrete installation relating to the Block 26 Plaza Redevelopment project and authorizing the General Manager to execute the amendment.

**Block 26 Plaza Redevelopment: Concrete and Steel Reinforcement Installation**  
**Change Order**

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**CHANGE ORDER NO. 8**

**CONTRACT NO. 301043**

This Amendment hereby amends the above titled contract between MERC, a metropolitan service district organized under the law of the State of Oregon and the Metro Charter, and Brown Contracting, hereinafter referred to as "Contractor."

This amendment is a change order to the original Scope of Work as follows:

- Replacement of curb on Pacific Avenue

MERC shall pay Contractor for services performed and materials delivered under this amendment in the amount not to exceed **\$21,658.63**, for a total contract amount not to exceed **\$277,272.97**.

The completion date for this work is extended to November 15, 2011.

Except for the above, all other conditions and covenants remain in full force and effect.

IN WITNESS TO THE ABOVE, the following duly authorized representatives of the parties referenced have executed this Amendment.

CONTRACTOR

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

MERC

By \_\_\_\_\_  
Teri Dresler, General Manager

Date \_\_\_\_\_

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 11-24**

**For the purpose of adopting changes to the Metropolitan Exposition Recreation Commission (MERC) Personnel Policies.**

**WHEREAS**, MERC is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010(b) and 6.01.040(a); and

**WHEREAS**, MERC periodically updates the MERC Personnel Policies (the Personnel Policies) in accordance with both legal requirements and agency wide policies; and

**WHEREAS**, MERC wants to add the day after Thanksgiving as a holiday for full-time non-represented employees for calendar year 2011 only; and

**WHEREAS**, employees that defer this holiday must take the deferred holiday in the 2011-2012 fiscal year.

**THEREFORE BE IT RESOLVED:**

That MERC adopts the changes to Section 16.1 of the MERC Personnel Policies attached hereto.

Passed by the Commission on November 2, 2011.

\_\_\_\_\_  
Chair

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

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

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

## Attachment A

### 16.1 Holidays

The following shall be considered holidays for full-time employees. However, Personal Days (16.1 C) cannot be utilized by employees in their initial probationary period.

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday Following Thanksgiving Day (2011 only)	Fourth Friday in November (2011 only)
Christmas Day	December 25
Three Personal Days	Open

A. Exempt employees working on a holiday will be compensated at their regular rate of pay and the holiday will be accrued to be taken at a later date within the same fiscal year. Non-exempt employees who work on a holiday and are eligible for overtime compensation shall receive one-and-one-half (1 1/2) time compensation for the time worked if the employee has actually worked 40 hours during the week in which the holiday occurs. If the employee has not worked 40 hours during the week in which the holiday occurs, payment for time worked will be at straight time. Additional holiday compensation does not apply to personal days (16.1 D).



B. For those individuals who work more than eight (8) hours a day (*i.e.*, 9, 10, or 12 hour days) as their normal schedule, the number of holiday hours paid for personal and recognized holidays shall be equal to the number of hours in their regular workday.

C. The three (3) personal days may be used at the employee's discretion during the fiscal year in which they accrue.

Employees hired between July 1 and October 31 will receive three (3) personal days; employees hired between November 1 and February 29 will receive two (2) personal days; and employees hired between March 1 through June 30 will receive one (1) personal day. Requests to use personal days will be handled as vacation leave (16.2C). If the personal holidays are not taken within the fiscal year, they will be lost.

Personal days cannot be utilized by employees in their initial probationary period.

Employees hired between January 1 and June 30 may carry their personal holiday(s) earned during probation until the end of the following fiscal year.

D. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday the following Monday shall be observed as the holiday. Full-time employees working an irregular workweek shall receive the same number of holidays as employees working a regular workweek unless otherwise defined in a collective bargaining agreement.

## MERC STAFF REPORT

**Agenda Item/Issue:** FOR THE PURPOSE OF APPROVING A NEW HOLIDAY

**Resolution No.** 11-24

**Presented by:** Mary Rowe, Metro HR Director

**Date:** November 2, 2011

### **Background and Analysis:**

In order to ensure fiscal sustainability, Metro is developing new compensation strategies for its employees. As part of these strategies, for fiscal year 2011-12 Metro and MERC full-time, non-represented employees received a one-time, lump sum cost-of-living payment instead of having a COLA added to base wages. The increase was paid progressively depending on base salaries with an overall average budget impact of 1%. During recent negotiations with AFSCME 3580 a 1% lump sum COLA was negotiated in lieu of a higher percentage COLA being added to base consistent with what non represented employees received. AFSCME negotiated the day after Thanksgiving as an additional holiday in exchange for taking the COLA in this manner. In recognition of the non-represented employees both receiving a COLA that is not reflected in their base wages and picking up a greater share of their health insurance premium than represented employees (8% rather than 6%), Metro has decided to add the day after Thanksgiving as an additional holiday for their non-represented employees.

If Resolution 11-24 is approved, full-time non-represented MERC employee will receive the additional holiday in 2011. During the next year the overall vacation/sick leave/ and holiday accruals for MERC non-represented staff will be reviewed as part of the total compensation strategy being developed for all Metro employees.

If, due to the needs of their facility an employee is unable to take the day after Thanksgiving as a holiday, the employee will be able to schedule it at a later date during the same fiscal year with approval of their manager. Exempt employees working on the holiday will be compensated at their regular rate of pay. Non-exempt employees who work on the holiday and are eligible for overtime compensation will receive overtime compensation for the time worked only for any hours over forty (40) worked in the week in which the holiday occurs. If the employee has not worked 40 hours during the week in which the holiday occurs, payment for time worked will be straight time. In no circumstances will the employee receive holiday pay and pay for hours worked.

The Resolution also adds language that clarifies that all deferred holidays must be taken within the same fiscal year. This has been past practice but the personnel policies did not specify that employees who defer their holidays due to business reasons are expected to use them within the same fiscal year.

### **Resolution:**

That MERC adopts the change to the Personnel Policies Section 16.1 Holidays by adding an additional holiday that falls on the day after Thanksgiving for full-time, non-represented employees. This provision will apply only in 2011. It also adds language that stipulates that deferred holidays must be taken within the same fiscal year. All other provisions of Section 16.1 remain the same.

### **Long Range Fiscal Impact:**

The cost of an additional holiday in 2011 is offset by the salary savings of the reduced cost of living increase.

### **Recommendation:**

Staff recommends that the Commission approve Resolution 11-24.