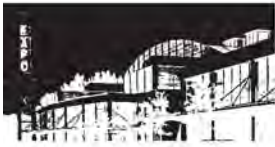

MERC Commission Meeting

December 7, 2011
12:30 pm

Oregon Convention Center
777 NE Martin Luther King Jr.
Blvd. Room A107-08



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

www.oregonmetro.gov



Metro | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Regular Meeting
Date: Wednesday, December 7, 2011
Time: 12:30 – 2:30 pm
Place: Oregon Convention Center, Room A107-08

CALL TO ORDER

- | | | | |
|--------------|------------|--|--|
| 12:30 | 1. | QUORUM CONFIRMED | |
| 12:35 | 2. | COMMISSIONER/EX OFFICIO COMMUNICATIONS | |
| | 2.1 | Budget Committee Report | Chris Erickson |
| 12:45 | 3. | GENERAL MANAGER COMMUNICATIONS | Teri Dresler |
| | 3.1 | Quarterly Financial Report | |
| 12:55 | 4. | MERC VENUES' BUSINESS REPORTS | Karen Totaro
Robyn Williams
Matthew Rotchford |
| 1:10 | 5. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 1:15 | 6.0 | FIRST OPPORTUNITY TARGET AREA (FOTA) AND MWESB ANNUAL REPORT | Darin Matthews |
| 1:35 | 7. | CONSENT AGENDA | |
| | 7.1 | November 2, 2011 MERC Commission Record of Actions | |
| 1:40 | 8. | EXECUTIVE SESSION for the purpose of considering the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660(2)(a) | Teri Dresler |
| 1:55 | 9. | ACTION AGENDA | |
| | 9.1 | Resolution 11-25 authorizing the hiring of an Expo Center Director | Teri Dresler |
| | 9.2 | Resolution 11-26 for the purpose of amending the PCPA Rental Rate Schedule for Commercial Shows | Robyn Williams |
| 2:15 | 10. | EXECUTIVE SESSION for the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d). | Mary Rowe |

ADJOURN

MERC Commission Meeting

December 7, 2011
12:30 pm

3.0 - General Manager
Communications

OCTOBER 2011

FINANCIAL INFORMATION

For Management Purposes only



Date: 11/22/11

To:

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

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

Re: MERC Financial Information for the 4 months ended October 2011

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

The venues continue to have a strong year with overall revenue from operations greater than prior year by 10 percent. Expenditures have a direct relationship to the event activity and when we see increased revenue there is usually an increase in off-setting expenditures. Food and beverage services are a clear example of the direct relationship with revenue up 18 percent and expenditures up 22 percent over prior year.

Transient Lodging Tax (TLT) receipts provide fundamental operating and marketing financial support for OCC and PCPA. TLT payments year to date are less than the very strong prior year by \$170 thousand. Year to date room nights sold in the market are up 4.2 percent, occupancy rates (room nights per hotel) are up 3.6 percent, and the average daily room rate (ADR) is up 4.8 percent. TLT trends become more apparent after first quarter payments are received in November and December.

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

FINANCIAL HIGHLIGHTS

REVENUE

OPERATING

- **MERC** overall revenue is better than prior year by 10% or \$966 thousand and better than budget by 2% or \$608 thousand. Food and Beverage (F&B) is better than budget by 9% or \$1.1 million and 16% better than prior year by \$677 thousand.
- **Expo** overall revenue is better than prior year by 23% or \$261 thousand. The largest event was America's Largest Antique & Collectible Show which generated approximately \$125 thousand.
- **OCC** is better than prior year by 11% or \$664 thousand and better than budget by 10% or \$1.6 million. The highest revenue generating event for the period was the Net Impact Conference for approximately \$357 thousand. F&B revenue is better than prior year by 16% or \$538 thousand and better than budget by 15% or \$1.3 million.
- **PCPA** is better than prior year by 2% or \$40 thousand and less than budget by 5% or \$421 thousand. F&B is better than budget by 6% or \$108 thousand. The highest event revenue generator for the period was The Blue Man Group for approximately \$198 thousand.

Non – OPERATING

- Transient Lodging Tax (TLT) was less than prior year by 13.789% or \$170 thousand.
- The PCPA yearly appropriation from the City of Portland is approximately \$784 thousand.

EXPENDITURES

OPERATING

- **MERC** overall expenditures are higher than prior year by 6% or \$766 thousand and relatively flat compared to budget by .105% or \$40 thousand.
- **Expo** overall expenditures are higher than prior year by 18% or \$175 thousand and less than budget by 7% or \$285 thousand. F&B expenditures are higher than prior year by 24% or \$65 thousand and less than budget by 11% or \$158 thousand.
- **OCC** is greater than prior year by 8% or \$618 thousand and is higher than budget by 3% or \$646 thousand. F&B is higher than prior year by 12% or \$314 thousand.
- **PCPA** is greater than prior year by 7% or \$186 thousand and less than budget by 2% or \$177 thousand. F&B is less than prior year by 1% or \$8 thousand.

Non – OPERATING

- Expo budgeted \$1.189 million Debt Service with principal and interest payment (\$925,816) due December 1, 2011 and interest only payment (\$262,816) due June 1, 2012.
- MERC has paid Metro Support Service & Risk Management \$1.2 million of the budgeted amount of \$2.9 million or 42%.

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

PRELIMINARY

	Current Month Actual October-11	Current Year to Date Actual October-11	Prior Year to Date Actual October-10	% of Prior Year 116%	Annual Budget October-11	% of Annual Budget 33%
Operating						
Revenue	1,837,336	5,695,586	5,406,258	105%	18,626,251	31%
Revenue - Food and Beverage	1,506,929	4,990,753	4,313,602	116%	11,912,662	42%
Total Operating Revenue	3,344,266	10,686,340	9,719,860	110%	30,538,913	35%
Costs - Food and Beverage	1,139,861	3,898,851	3,527,549	111%	9,576,203	41%
Personal Services	1,506,066	5,792,902	5,580,763	104%	17,788,181	33%
Goods & Services	472,278	2,131,778	1,956,814	109%	7,943,710	27%
Marketing	220,210	880,840	873,120	101%	3,067,917	29%
Total Operating Expenses	3,338,416	12,704,371	11,938,246	106%	38,376,011	33%
Net Operating Results Inc (Dec)	5,850	(2,018,032)	(2,218,387)	91%	(7,837,098)	26%
Non Operating	(0)	-	-		-	
Transient, Lodging Tax	149,571	1,063,862	1,233,982	86%	11,155,335	10%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	16,986	72,071	42,020	172%	179,407	40%
Non-Operating Expense	-	-	-	-	2,500	0%
	166,557	1,135,934	1,276,001	89%	12,116,562	9%
Support and Risk Management						
MERC Administration	-	-	0	0%	-	-
Metro Support Services	180,404	721,616	664,396	109%	2,164,856	33%
Metro Risk Management	185,442	494,511	332,878	149%	741,765	67%
	365,846	1,216,127	997,274	122%	2,906,621	42%
Net Increase (Decrease)	(193,440)	(2,098,225)	(1,939,659)	108%	1,372,843	-153%
Transfers						
Transfers to (Expense)	6,490	25,960	-	-	2,047,513	1%
Transfers from (Revenue)	-	-	-	-	111,510	0%
Debt Service (Expense)	-	-	-	-	1,188,632	0%
Net Transfers	(6,490)	(25,960)	-	-	(3,124,635)	1%
Net Operations	(199,930)	(2,124,185)	(1,939,659)	110%	(1,751,792)	121%
	(0)	-	-		-	
Capital						
Capital Outlay	309,162	849,928	579,775	147%	2,961,366	29%
Goods & Services	-	-	-	-	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	(16,634)	81,212	29,324	277%	450,000	18%
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	(325,796)	(768,716)	(550,451)	140%	(2,031,366)	38%
Fund Balance Inc (Dec)	(525,725)	(2,892,902)	(2,490,110)	116%	(3,783,158)	76%
	(0)	-	-		-	
Food and Beverage Gross Margin	367,068	1,091,902	786,053		2,336,459	47%
Food and Beverage Gross Margin	24.4%	21.9%	18.2%		19.6%	
Full Time Employees					190.0	
Excise Tax	195,255	610,416	384,385			
Transient, Lodging Taxes as percent of revenue	4%	9%	11%		27%	
Fund Balance						
Beginning Fund Balance		26,357,848	27,089,539		26,357,848	
Fund Balance Inc (Dec)		(2,892,902)	(2,490,110)		(3,783,158)	
Ending Fund Balance		23,464,946	24,599,429		22,574,690	
Unrestricted Fund Balance					-	
Operating Contingency					2,299,335	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					13,439,072	
New Capital/Business Strategy Reserve					5,723,569	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					-	
Ending Fund Balance					22,082,476	

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

	Current Month Actual October-11	Current Year to Date Actual October-11	Prior Year to Date Actual October-10	% of Prior Year	Annual Budget October-11	% of Annual Budget 33%
Operating						
Revenue	381,564	1,003,911	845,915	119%	3,876,866	26%
Revenue - Food and Beverage	172,851	373,373	269,993	138%	2,039,798	18%
Total Operating Revenue	554,414	1,377,284	1,115,908	123%	5,916,664	23%
Costs - Food and Beverage	126,049	332,516	267,916	124%	1,486,495	22%
Personal Services	127,216	493,050	445,538	111%	1,535,806	32%
Goods & Services	87,990	304,468	241,673	126%	1,266,746	24%
Total Operating Expenses	341,255	1,130,035	955,127	118%	4,289,047	26%
Net Operating Results Inc (Dec)	213,160	247,249	160,781	154%	1,627,617	15%
Non Operating						
Non-Operating Revenue	1,647	5,328	5,772	92%	22,731	23%
Non-Operating Expense	-	-	-	-	-	-
	1,647	5,328	5,772	92%	22,731	23%
Support and Risk Management						
MERC Administration	15,611	62,446	81,258	77%	187,337	33%
Metro Support Services	16,236	64,944	59,796	109%	194,837	33%
Metro Risk Management	21,487	57,298	50,026	115%	85,947	67%
	53,334	184,688	191,080	97%	468,121	39%
Net Increase (Decrease)	161,472	67,890	(24,527)	-277%	1,182,227	6%
Transfers						
Transfers from	-	-	-	-	7,980	0%
Debt Service	-	-	-	-	1,188,632	0%
Net Transfers	-	-	-	-	(1,357,116)	0%
Net Operations	161,472	67,890	(24,527)	-277%	(174,889)	-39%
Capital						
Capital Outlay Expense	34,731	35,126	49,856	70%	300,000	12%
Non-Operating Revenue	-	4,987	-	-	-	-
Net Capital	(34,731)	(30,139)	(49,856)	60%	(300,000)	10%
Fund Balance Inc (Dec)	126,741	37,751	(74,383)	-51%	(474,889)	-8%
Food and Beverage Gross Margin	46,802	40,857	2,077		553,303	7%
Food and Beverage Gross Margin %	27.1%	10.9%	0.8%		27.1%	
Full Time Employees					13.3	
Excise Tax	40,861	101,658	41,002		-	
Fund Balance						
Beginning Fund Balance		4,732,826	5,644,984		4,732,826	
Fund Balance Inc (Dec)		37,751	(74,383)		(474,889)	
Ending Fund Balance		4,770,577	5,570,601		4,257,937	
Unrestricted Fund Balance					-	
Operating Contingency					364,000	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					925,000	
New Capital/Business Strategy Reserve					2,782,937	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Ending Fund Balance					4,257,937	

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

PRELIMINARY

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	October-11	October-11	October-10		October-11	33%
Operating						
Revenue	904,042	2,893,711	2,766,942	105%	7,708,519	38%
Revenue - Food and Beverage	1,183,250	3,949,886	3,412,244	116%	8,176,999	48%
Total Operating Revenue	2,087,292	6,843,596	6,179,187	111%	15,885,518	43%
Costs - Food and Beverage	866,080	3,026,775	2,712,458	112%	6,642,900	46%
Personal Services	788,976	3,111,409	2,855,276	109%	9,184,586	34%
Goods & Services	212,655	1,059,731	1,019,635	104%	3,627,246	29%
Marketing POVA	220,210	880,840	873,120	101%	3,067,917	29%
Total Operating Expenses	2,087,921	8,078,755	7,460,489	108%	22,522,649	36%
Net Operating Results Inc (Dec)	(629)	(1,235,159)	(1,281,303)	96%	(6,637,131)	19%
Non Operating						
Transient, Lodging Tax	129,726	922,711	1,102,420	84%	9,622,667	10%
Non-Operating Revenue	5,042	38,589	11,480	336%	45,608	85%
Non-Operating Expense	-	-	-	-	-	-
	134,768	961,300	1,113,900	86%	9,668,275	10%
Support and Risk Management						
MERC Administration	97,138	388,550	505,607	77%	1,165,651	33%
Metro Support Services	101,027	404,108	372,060	109%	1,212,319	33%
Metro Risk Management	99,342	264,912	189,082	140%	397,366	67%
	297,507	1,057,570	1,066,749	99%	2,775,336	38%
Net Increase (Decrease)	(163,368)	(1,331,429)	(1,234,151)	108%	255,808	-520%
Transfers						
Transfers to (Expense)	-	-	-	-	1,004,018	0%
Transfers from (Revenue)	-	-	-	-	66,180	0%
Debt Service (Expense)	-	-	-	-	-	-
Net Transfers	-	-	-	-	(937,838)	0%
Net Operations	(163,368)	(1,331,429)	(1,234,151)	8%	(682,030)	195%
Capital						
Capital Outlay Expense	183,679	497,840	416,884	119%	2,014,366	25%
Non-Operating Revenue	-	-	-	-	-	-
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	(183,679)	(497,840)	(416,884)	119%	(1,534,366)	32%
Fund Balance Inc (Dec)	(347,047)	(1,829,269)	(1,651,035)	111%	(2,216,396)	83%
Food and Beverage Gross Margin	317,170	923,111	699,786		1,534,099	60%
Food and Beverage Gross Margin %	26.8%	23.4%	20.5%		18.8%	
Full Time Employees					110.3	
Excise Tax	154,380	508,518	343,384		-	
Transient, Lodging Taxes as percent of revenue	6%	12%	15%		38%	
Fund Balance						
Beginning Fund Balance		11,552,031	11,426,052		11,552,031	
Fund Balance Inc (Dec)		(1,829,269)	(1,651,035)		(2,216,396)	
Fund Balance Inc (Dec) for HOH		-	-		-	
Ending Fund Balance		9,722,762	9,775,017		9,335,635	
Unrestricted Fund Balance					-	
Operating Contingency					1,540,000	
Stabilization Reserve					260,000	
Designated for Renewal & Replacement					6,200,779	
New Capital/Business Strategy Reserve					1,334,856	
Ending Fund Balance					9,335,635	

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

	Current Month Actual	PRELIMINARY Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	October-11	October-11	October-10		October-11	33%
Operating						
Revenue	551,478	1,794,700	1,790,702	100%	7,040,866	25%
Revenue - Food and Beverage	150,829	667,494	631,364	106%	1,695,865	39%
Total Operating Revenue	702,307	2,462,194	2,422,066	102%	8,736,731	28%
Costs - Food and Beverage	147,733	539,560	547,174	99%	1,446,808	37%
Personal Services	477,201	1,723,360	1,659,604	104%	5,634,176	31%
Goods & Services	159,649	700,813	571,308	123%	2,436,398	29%
Total Operating Expenses	784,583	2,963,732	2,778,086	107%	9,517,382	31%
Net Operating Results Inc (Dec)	(82,275)	(501,537)	(356,020)	141%	(780,651)	64%
Non Operating						
Transient, Lodging Tax	19,845	141,151	131,562	107%	1,532,668	9%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	8,263	25,671	21,511	119%	106,681	24%
Non-Operating Expense	-	-	-	-	2,500	0%
	28,108	166,822	153,073	109%	2,421,169	7%
Support and Risk Management						
MERC Administration	60,711	242,844	316,005	77%	728,532	33%
Metro Support Services	63,141	252,564	232,540	109%	757,700	33%
Metro Risk Management	64,613	172,301	93,770	184%	258,452	67%
	188,465	667,709	642,315	104%	1,744,684	38%
Net Increase (Decrease)	(242,632)	(1,002,425)	(845,261)	119%	(104,166)	962%
Transfers						
Transfers to (Expense)	-	-	-	-	614,408	0%
Transfers from (Revenue)	-	-	-	-	28,440	0%
Net Transfers	-	-	-	-	(585,968)	0%
Net Operations	(242,632)	(1,002,425)	(845,261)	119%	(690,134)	145%
Capital						
Capital Outlay Expense	90,752	316,962	113,035	280%	575,000	55%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	(16,634)	76,225	29,324	260%	450,000	17%
Net Capital	(107,386)	(240,737)	(83,711)	288%	(125,000)	193%
Fund Balance Inc (Dec)	(350,018)	(1,243,162)	(928,972)	134%	(815,134)	153%
Food and Beverage Gross Margin	3,097	127,935	84,190		249,057	51%
Food and Beverage Gross Margin %	2.1%	19.2%	13.3%		14.7%	
Full Time Employees					46.4	
Taxes as percent of revenue	3%	5%	5%		15%	
Fund Balance						
Beginning Fund Balance		8,490,410	9,016,013		8,490,410	
Fund Balance Inc (Dec)		(1,243,162)	(928,972)		(815,134)	
Ending Fund Balance		7,247,248	8,087,041		7,675,276	
Unrestricted Fund Balance					-	
Operating Contingency					300,000	
Stabilization Reserve					174,500	
Designated for Renewal & Replacement					5,595,000	
New Capital/Business Strategy Reserve					1,605,776	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Ending Fund Balance					7,675,276	

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

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	October-11	October-11	October-10		October-11	33%
Operating						
Revenue	252	3,265	2,698	121%	-	-
Personal Services	112,674	465,082	620,345	75%	1,433,613	32%
Goods & Services	11,984	66,767	124,199	54%	613,320	11%
Net Operating Results Inc (Dec)	(124,406)	(528,584)	(741,846)	71%	(2,046,933)	26%
Non Operating						
Non-Operating Revenue	2,034	2,483	3,256	76%	4,387	57%
Non-Operating Expense	-	-	-	-	-	-
	2,034	2,483	3,256	76%	4,387	57%
Support and Risk Management						
MERC Administration	173,460	693,840	902,870	77%	2,081,520	33%
	173,460	693,840	902,870	77%	2,081,520	33%
Net Increase (Decrease)	51,088	167,739	164,281	102%	38,974	430%
Transfers						
Transfers to (Expense)	6,490	25,960	-	-	252,623	10%
Transfers from (Revenue)	-	-	-	-	8,910	0%
Net Transfers	(6,490)	(25,960)	-	-	(243,713)	11%
Net Operations	44,598	141,779	164,281	86%	(204,739)	-69%
Capital						
Capital Outlay Expense	-	-	-	-	72,000	0%
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	-	-	-	-	(72,000)	0%
Fund Balance Inc (Dec)	44,598	141,779	164,281	86%	(276,739)	-51%
Full Time Employees					20.0	
Excise Tax	14	240	-		-	
Fund Balance						
Beginning Fund Balance		1,582,581	1,002,490		1,582,581	
Fund Balance Inc (Dec)		141,779	164,281		(276,739)	
Ending Fund Balance		1,724,360	1,166,771		1,305,842	
Unrestricted Fund Balance					-	
Operating Contingency					95,335	
Designated for Renewal & Replacement					718,293	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					492,214	
Ending Fund Balance					1,305,842	

MERC Commission Meeting

December 7, 2011
12:30 pm

4.0 - MERC Venues'
Business Reports

OCC Event Analysis Monthly Revenue Report October 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
Pioneer Pacific College Graduation	10/01/11	700	Repeat	Graduation	Meeting	Local	12,600	1	0		\$0	\$0	\$0	\$0	\$28	\$335	\$88	\$0	\$0	\$0	\$165	\$3,500	\$112	\$4,228
OCC OCT 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	10/01/11	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	31	0		\$0	\$281	\$11	\$91,739	\$0	\$0	\$0	\$0	\$0	\$171	\$1,503	\$0	\$0	\$93,705
Sumner College 2011 Commencement Ceremony	10/01/11	700	New	Graduation	Meeting	Local	8,200	1	0		\$0	\$0	\$0	\$0	\$0	\$185	\$0	\$0	\$0	\$0	\$165	\$1,880	\$0	\$2,230
St Mary's Academy Father / Daughter Dance	10/02/11	575	Repeat	Dance	Food & Beverage/Catering	Local	18,900	1	0		\$0	\$22,833	\$0	\$0	\$1,024	\$3,595	\$554	\$0	\$0	\$0	\$165	\$0	\$540	\$28,711
OCC Volunteer Recruitment Meeting	10/04/11	3	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$0	\$0	\$9
Beta Alpha Psi Meet the Firms	10/04/11	200	Repeat	Job Fair	Meeting	Local	8,200	1	0		\$0	\$1,492	\$0	\$413	\$520	\$0	\$0	\$0	\$0	\$0	\$0	\$2,350	\$0	\$4,775
Oregon Arts Summit	10/05/11	385	Repeat	Meeting/Seminar	Meeting	State	33,193	1	1		\$0	\$12,389	\$0	\$0	\$30	\$13,632	\$0	\$1,200	\$0	\$0	\$2,520	\$3,365	\$5,415	\$38,551
Great Western Council of Optometry 2011	10/06/11	900	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	355,454	3	1	TRUE	\$0	\$37,252	\$3,237	\$126	\$0	\$1,527	\$7,655	\$3,731	\$798	\$0	\$5,161	\$22,940	\$1,647	\$84,073
Metro Council	10/05/11	15	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$97	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108	\$0	\$0	\$205
OCC Plaza Tour & Reception	10/05/11	45	In-house	Reception	In-house	Local	0	1	0		\$0	\$2,433	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$2,533
Metropolitan Exposition Recreation Commission	10/05/11	24	In-house	Meeting/Seminar	In-house	Local	2,346	1	0		\$0	\$425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$425
Metropolitan Exposition Recreation Commission	10/05/11	70	In-house	Reception	In-house	Local	4,908	1	0		\$0	\$323	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$523
Wordstock - Portland Book Festival 2011	10/08/11	4,318	Repeat	Consumer/Public Show	Consumer Public	Local	281,211	2	2	TRUE	\$0	\$297	\$0	\$0	\$165	\$1,900	\$1,891	\$0	\$256	\$537	\$2,630	\$18,170	\$3,592	\$29,438
Oregon State Bar - Elder Law	10/07/11	144	Repeat	Meeting/Seminar	Meeting	State	4,983	1	0		\$0	\$2,959	\$0	\$0	\$0	\$318	\$419	\$406	\$0	\$0	\$1,125	\$1,150	\$0	\$6,377
Rose City Bridal Showcase 2011	10/08/11	1,803	Repeat	Exhibits	Ticketed	Local	266,532	2	1		\$0	\$3,054	\$0	\$0	\$126	\$415	\$7,364	\$0	\$378	\$326	\$1,077	\$13,400	\$3,060	\$29,200
Machine Quilters Exposition: MQX Show Portland 2011	10/13/11	600	New	Annual Convention/Conference	Convention w/ Tradeshow	Local	410,396	3	4	TRUE	\$0	\$13,535	\$0	\$0	\$428	\$4,938	\$9,948	\$1,293	\$761	\$500	\$550	\$31,370	\$1,519	\$64,842
OCC CPR Training	10/11/11	12	In-house	Training	In-house	Local	2,456	1	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OCC Event Analysis Monthly Revenue Report October 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Oregon Realtors / R.E. Negotiations	10/11/11	210	New	Meeting/Seminar	Meeting	State	4,700	1	0		\$0	\$2,665	\$0	\$0	\$0	\$250	\$88	\$0	\$0	\$0	\$855	\$0	\$0	\$3,858
Northwest Chevy Dealers - Disney Institute	10/11/11	168	New	Meeting/Seminar	Meeting	Regional	12,400	1	0		\$0	\$6,546	\$0	\$369	\$0	\$1,655	\$0	\$0	\$0	\$0	\$389	\$1,000	\$523	\$10,481
DAMA Day 2011	10/11/11	58	Premier	Meeting/Seminar	Meeting	Local	6,585	1	0		\$0	\$3,890	\$0	\$0	\$210	\$1,440	\$0	\$0	\$0	\$0	\$690	\$930	\$0	\$7,160
The Governors' Gold Awards	10/11/11	739	Repeat	Dinner	Food & Beverage/Catering	Local	27,546	1	0		\$0	\$56,758	\$0	\$0	\$42	\$8,358	\$286	\$0	\$0	\$0	\$497	\$0	\$2,299	\$68,239
Bullard Smith Jernstedt Wilson Annual Briefing	10/11/11	315	New	Meeting/Seminar	Meeting	Local	34,200	2	0		\$0	\$14,110	\$0	\$36	\$140	\$0	\$991	\$0	\$0	\$0	\$1,631	\$1,738	\$0	\$18,645
US Bank Alumni Luncheon	10/12/11	520	Repeat	Lunch	Food & Beverage/Catering	Local	18,258	1	0		\$0	\$20,292	\$0	\$1,798	\$0	\$8,315	\$0	\$0	\$0	\$0	\$531	\$0	\$890	\$31,826
Western Exhibitors Cash & Carry Show 2011	10/14/11	3,500	Repeat	Exhibits	Convention w/ Tradeshow	Local	157,444	3	2		\$0	\$0	\$0	\$0	\$0	\$0	\$6,767	\$316	\$376	\$0	\$1,200	\$10,418	\$3,433	\$22,511
Oregon Business Association - 2011 Statesman Dinner	10/12/11	823	Repeat	Dinner	Food & Beverage/Catering	Local	25,200	1	0		\$0	\$43,080	\$0	\$0	\$0	\$4,690	\$0	\$0	\$0	\$0	\$165	\$0	\$2,325	\$50,260
PECI Grocery	10/13/11	95	New	Meeting/Seminar	Meeting	Local	2,231	1	0		\$0	\$2,813	\$0	\$0	\$0	\$415	\$0	\$0	\$0	\$0	\$225	\$500	\$100	\$4,053
OCC CPR Training	10/14/11	15	In-house	Training	In-house	Local	2,456	1	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PECI: All Hands Meeting	10/14/11	396	New	Meeting/Seminar	Meeting	Local	30,200	1	0		\$0	\$32,261	\$0	\$0	\$580	\$370	\$1,908	\$1,000	\$0	\$0	\$1,440	\$4,400	\$0	\$41,959
Festival of Trees Tasting	10/14/11	10	In-house	Tasting	In-house	Local	0	1	0		\$0	\$146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146
Magic Pro Tour Qualifier	10/15/11	150	New	Competition	Consumer Public	Local	4,093	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,280	\$0	\$1,280
Secrets of Deep Tissue Massage	10/15/11	65	Repeat	Training	Meeting	Local	8,210	2	0		\$0	\$96	\$0	\$0	\$0	\$110	\$0	\$0	\$0	\$0	\$0	\$2,080	\$0	\$2,286
East West College Graduation	10/16/11	300	Repeat	Graduation	Meeting	Local	4,700	1	0		\$0	\$1,489	\$0	\$0	\$60	\$140	\$0	\$0	\$0	\$0	\$270	\$1,300	\$0	\$3,259
American Massage Therapy Association 2011 National Convention	10/18/11	1,400	New	Annual Convention/Conference	Convention w/ Tradeshow	National	614,589	5	1	TRUE	\$0	\$78,742	\$0	\$0	\$1,800	\$31,934	\$5,624	\$5,315	\$972	\$0	\$5,727	\$47,120	\$12,433	\$189,667
Oregon Convention Center - AV Orientation	10/17/11	2	In-house	Training	In-house	Local	526	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ITC (Intel Technology Conference) 2011	10/17/11	185	New	Annual Convention/Conference	Convention w/ Tradeshow	Local	46,010	2	0	TRUE	\$0	\$11,456	\$0	\$999	\$564	\$62	\$4,215	\$1,615	\$0	\$0	\$1,018	\$4,300	\$0	\$24,229

OCC Event Analysis Monthly Revenue Report October 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 Clin	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Cricket Q4 Road Show	10/18/11	145	New	Meeting/Seminar	Meeting	Regional	11,340	1	1		\$0	\$2,101	\$0	\$792	\$0	\$680	\$1,080	\$0	\$0	\$0	\$315	\$2,400	\$0	\$7,368
American Massage Therapy Pre-Con -- In House	10/17/11	18	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$56
Inhouse: MPI Board Meeting	10/18/11	10	In-house	Meeting/Seminar	In-house	Local	1,158	1	0		\$0	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$112
MPI-OC Meetings Industry Forum	10/19/11	80	Repeat	Breakfast	Food & Beverage/Catering	Local	22,088	1	1		\$0	\$985	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54	\$0	\$0	\$1,039
Bravo! Showcase	10/19/11	1,700	New	Trade Show	Consumer Public	Local	130,678	1	1		\$0	\$596	\$0	\$0	\$0	\$1,400	\$13,376	\$90	\$208	\$0	\$1,203	\$6,700	\$1,242	\$24,814
Home Improvement & Remodeling Show	10/21/11	1,801	Repeat	Consumer/Public Show	Consumer Public	Local	542,568	3	3		\$0	\$0	\$0	\$0	\$0	\$0	\$19,108	\$0	\$877	\$681	\$2,177	\$40,675	\$4,258	\$67,776
PSU - Simon Benson Awards Dinner	10/19/11	1,438	Repeat	Dinner	Food & Beverage/Catering	Local	42,336	1	0		\$0	\$85,713	\$0	\$1,099	\$590	\$240	\$2,059	\$0	\$0	\$0	\$1,093	\$0	\$5,003	\$95,797
18th Annual Northwest Public Employees Diversity Conference	10/25/11	866	Repeat	Community Event	Meeting	Regional	43,785	1	5		\$0	\$26,049	\$0	\$0	\$0	\$5,043	\$112	\$0	\$0	\$0	\$2,435	\$2,640	\$310	\$36,588
Oregon & Washington Chapter of the American Planning Association - Joint Conference 2011	10/20/11	580	New	Annual Convention/Conference	Convention	Regional	51,710	2	0		\$0	\$48,659	\$0	\$0	\$225	\$9,585	\$868	\$0	\$0	\$0	\$6,465	\$5,520	\$420	\$71,742
"Moonlight Masquerade" - presented by Red Cube and Abstract Earth Project	10/21/11	2,588	New	Concert	Consumer Public	Local	292,510	3	0		\$0	\$2,580	\$0	\$0	\$2,400	\$0	\$5,839	\$0	\$0	\$409	\$2,612	\$5,500	\$3,058	\$22,398
NCAI Tasting	10/21/11	5	In-house	Tasting	Food & Beverage/Catering	Local	0	1	0		\$0	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44
Oregon Law Institute - Guardianship and Conservatorships	10/21/11	182	Repeat	Meeting/Seminar	Meeting	State	4,000	1	0		\$0	\$1,259	\$0	\$99	\$0	\$230	\$88	\$0	\$0	\$0	\$644	\$1,100	\$0	\$3,420

OCC Event Analysis Monthly Revenue Report October 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 Clin	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Colonial Williamsburg's Teaching American History Conference - Bringing History to Life in Your Classroom	10/22/11	65	New	Meeting/Seminar	Meeting	Local	4,908	1	0		\$0	\$2,036	\$0	\$0	\$0	\$95	\$176	\$0	\$0	\$0	\$542	\$960	\$0	\$3,809
West Point Admissions - Oregon Field Force	10/22/11	65	Repeat	Meeting/Seminar	Meeting	Local	1,818	1	0		\$0	\$65	\$0	\$0	\$0	\$50	\$79	\$0	\$0	\$0	\$0	\$306	\$0	\$500
Church of Christ TLC 2011	10/23/11	700	Repeat	Annual Convention/Conference	Meeting	Local	30,653	1	0		\$0	\$0	\$0	\$0	\$75	\$1,460	\$88	\$0	\$0	\$0	\$275	\$8,820	\$389	\$11,107
Architecture Foundation of Oregon Honored Citizen Dinner	10/25/11	464	Repeat	Fundraiser	Food & Beverage/Catering	State	37,800	1	1		\$0	\$25,643	\$0	\$0	\$60	\$7,190	\$0	\$0	\$0	\$0	\$0	\$1,000	\$3,780	\$37,673
Net Impact Conference	10/27/11	0	New	Annual Convention/Conference	Convention w/ Tradeshow	National	458,037	3	3	TRUE	\$0	\$270,995	\$0	\$0	\$1,695	\$42,787	\$3,573	\$3,090	\$159	\$0	\$14,778	\$22,690	\$16,066	\$375,832
Legacy Epic Design Wrap-up	10/25/11	185	New	Reception	Food & Beverage/Catering	Local	3,750	1	0		\$0	\$7,852	\$0	\$917	\$0	\$519	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$9,488
Tasting for OAME	10/25/11	5	New	Tasting	In-house	Local	937	1	0		\$0	\$243	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$243
Oregon Convention Center Volunteers' Update Meeting	10/25/11	22	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72	\$0	\$0	\$79
Metropolitan Exposition Recreation Commission	10/26/11	8	In-house	Meeting/Seminar	In-house		0	1	0		\$0	\$257	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$180	\$0	\$0	\$437
Net Impact Conference Pre-Con -- In House	10/26/11	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$40
Bank of America - Single Servicer - Portland	10/27/11	400	New	Meeting/Seminar	Meeting		49,240	3	1		\$0	\$28,416	\$0	\$4,338	\$780	\$360	\$2,270	\$24,474	\$0	\$0	\$5,885	\$10,990	\$0	\$77,513
Association for Pediatric Hematology/Oncology Nurses Welcome Reception for 2014!	10/26/11	8	In-house	Reception	In-house		0	1	0	TRUE	\$0	\$122	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122
Event Manager Interviews -- In House	10/27/11	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$54	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54

OCC Event Analysis Monthly Revenue Report October 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 Clin	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
NCAI Pre-Con - In House	10/28/11	20	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$40
Los Inquietos del Norte	10/28/11	0	Repeat	Dance	Consumer Public	Local	183,610	2	0		\$0	\$9	\$0	\$0	\$2,129	\$2,040	\$3,045	\$0	\$0	\$795	\$1,695	\$5,000	\$1,191	\$15,904
Oregon Law Institute - Consumer Law	10/28/11	72	Repeat	Meeting/Seminar	Meeting		2,457	1	0		\$0	\$561	\$0	\$54	\$0	\$140	\$88	\$0	\$0	\$0	\$429	\$790	\$0	\$2,062
68th Annual Convention - National Congress of American Indians	10/30/11	2,500	New	Annual Convention/Conference	Convention w/ Tradeshow	National	830,991	6	1	TRUE	\$0	\$180,763	\$1,012	\$0	\$1,035	\$78,795	\$6,279	\$12,944	\$1,648	\$0	\$37,447	\$0	\$31,225	\$351,148
SAMHSA Tribal Technical Advisory Committee meeting	10/30/11	20	New	Meeting/Seminar	Meeting	National	621	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$315	\$0	\$0	\$0	\$200	\$0	\$515
The Abbey Foundation of Oregon: Annual Seminary Benefit Dinner 2011	10/30/11	513	New	Dinner	Food & Beverage/Catering	Local	30,200	1	0		\$0	\$39,922	\$0	\$1,362	\$0	\$7,975	\$0	\$0	\$0	\$0	\$275	\$0	\$4,832	\$54,366
Travel Portland and the Oregon Convention Center Welcome our Customer Advisory Board	11/02/11	0	In-house	Dinner	In-house		120,000	1	3		\$0	\$4,009	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7	\$0	\$0	\$4,017
Totals		33,906					5,305,922														\$288,482		\$2,145,787	

OCC Event Analysis Monthly Revenue Report October 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 OCT 2010 MISC NON-EVENT ACTIVITIES/BILLINGS	10/01/10	1	Accounting/N on-Event	Accounting/ Non-event	Accounting/N on-Event		0	31	0		\$0	\$387	\$5,063	\$114,530	\$0	\$0	\$0	\$0	\$0	\$0	\$1,974	\$0	\$0	\$121,954
Oregon Law Institute - Current Issues in Workers' Compensation Cases	10/01/10	81	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$604	\$0	\$108	\$0	\$170	\$83	\$0	\$0	\$0	\$351	\$900	\$0	\$2,216
Rose City Bridal Showcase 2010	10/02/10	1,887	Repeat	Exhibits	Ticketed	Local	103,986	2	1		\$0	\$150	\$2,603	\$0	\$120	\$50	\$4,873	\$0	\$90	\$390	\$691	\$6,500	\$2,908	\$18,375
Oregon State Bar - Elder Law Roundup: Substance and Practice	10/01/10	130	Repeat	Meeting/Seminar	Meeting	State	5,858	1	0		\$0	\$2,568	\$0	\$90	\$0	\$275	\$166	\$365	\$0	\$0	\$1,176	\$1,300	\$0	\$5,940
Handwriting Without Tears	10/01/10	80	Repeat	Meeting/Seminar	Meeting	Local	4,462	2	0		\$0	\$690	\$0	\$0	\$30	\$380	\$83	\$0	\$0	\$0	\$325	\$1,420	\$0	\$2,928
Autism Society of Oregon - Believe in Possibilities	10/01/10	180	New	Annual Convention/ Conference	Meeting	State	18,267	1	0		\$0	\$8,092	\$0	\$0	\$0	\$3,878	\$0	\$0	\$0	\$0	\$1,596	\$3,100	\$0	\$16,666
Basic Rights Oregon Annual Dinner & Auction	10/02/10	872	Repeat	Dinner	Food & Beverage/Catering	State	34,200	1	0		\$0	\$50,376	\$4,987	\$0	\$930	\$10,550	\$994	\$0	\$0	\$0	\$255	\$0	\$1,630	\$69,722
St. Mary's Academy Father/Daughter Dinner Dance	10/03/10	539	New	Dinner	Food & Beverage/Catering	Local	25,500	1	0		\$0	\$25,205	\$0	\$0	\$1,229	\$3,595	\$554	\$0	\$0	\$0	\$0	\$0	\$840	\$31,423
Event Services Interviews -- In House	10/04/10	0	In-house	Accounting/ Non-event	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Regional Wildlife Corridors Mapping	10/04/10	25	New	Meeting/Seminar	Meeting	Local	1,875	1	0		\$0	\$152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$235	\$0	\$387
Portland State University - Simon Benson	10/05/10	1,058	Repeat	Dinner	Food & Beverage/Catering	Local	37,233	1	0		\$0	\$55,479	\$0	\$854	\$1,120	\$2,226	\$908	\$0	\$0	\$0	\$323	\$0	\$2,209	\$63,118
Beta Alpha Psi - Meet the Firms	10/05/10	120	New	Job Fair	Meeting	Local	5,670	1	0		\$0	\$1,230	\$0	\$126	\$510	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250	\$0	\$4,116
IN-HOUSE: Supreme Daughter of the Nile - Site Tour & Meetingmee	10/06/10	8	In-house	Meeting/Seminar	In-house	Local	1,010	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hip Pain Seminar	10/06/10	14	New	Meeting/Seminar	Meeting	Local	826	1	0		\$0	\$93	\$0	\$0	\$0	\$206	\$83	\$0	\$0	\$0	\$135	\$275	\$0	\$792
Portland Women's Show 2010	10/08/10	3,113	Repeat	Consumer/Public Show	Consumer Public	Local	559,200	3	2		\$0	\$288	\$12,741	\$0	\$0	\$178	\$8,876	\$225	\$775	\$321	-\$3,360	\$28,042	\$5,656	\$53,742
Association of Christian Schools, International (ACSI) 2010	10/07/10	950	Repeat	Annual Convention/ Conference	Convention	Local	221,340	2	1	TRUE	\$0	\$467	\$6,133	\$0	\$0	\$13,055	\$3,020	\$550	\$0	\$0	\$1,270	\$13,830	\$2,874	\$41,200
MERC Commission Meeting	10/06/10	45	In-house	Meeting/Seminar	In-house	Local	1,563	1	0		\$0	\$242	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$292

OCC Event Analysis Monthly Revenue Report October 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
Minority Enterprise Development Week	10/06/10	331	Repeat	Lunch	Food & Beverage/Catering	Local	22,253	1	0		\$0	\$12,564	\$156	\$0	\$0	\$2,126	\$0	\$0	\$0	\$0	\$795	\$3,975	\$0	\$19,616
Wordstock - Portland Book Festival 2010	10/08/10	3,642	Repeat	Consumer/Public Show	Consumer Public	Local	283,938	3	1		\$0	\$313	\$9,835	\$0	\$0	\$2,642	\$2,682	\$396	\$249	\$593	\$2,890	\$17,945	\$5,228	\$42,774
United Way: 2010 Community Issues Breakfast & Forum	10/07/10	480	Repeat	Breakfast	Food & Beverage/Catering	Local	33,028	1	0		\$0	\$16,402	\$0	\$0	\$0	\$5,536	\$0	\$0	\$0	\$0	\$0	\$1,282	\$1,032	\$24,252
Oregon State Bar ADR 2010: A New Perspective	10/07/10	85	Repeat	Meeting/Seminar	Meeting	State	7,733	1	0		\$0	\$3,446	\$136	\$90	\$0	\$872	\$249	\$0	\$0	\$0	\$678	\$1,900	\$100	\$7,471
OregonAEYC Annual Fall Conference 2010	10/08/10	400	Repeat	Annual Convention/Conference	Meeting	State	53,231	2	0		\$0	\$10,581	\$1,903	\$666	\$480	\$2,638	\$1,162	\$0	\$0	\$0	\$2,430	\$9,970	\$0	\$29,831
Oregon Law Institute - Trial Tips for the Litigator	10/08/10	65	Repeat	Meeting/Seminar	Meeting	State	2,346	1	0		\$0	\$582	\$0	\$63	\$0	\$165	\$83	\$0	\$0	\$0	\$254	\$750	\$0	\$1,896
Oregon State Bar - Recognizing, Understanding, and Litigating Trauma Disorders	10/08/10	35	Repeat	Meeting/Seminar	Meeting	State	4,700	1	0		\$0	\$604	\$0	\$27	\$0	\$305	\$83	\$365	\$0	\$0	\$336	\$1,300	\$0	\$3,020
Light the Night Walk	10/09/10	3,350	New	Parade/March	Consumer Public	Local	64,568	1	1		\$0	\$250	\$0	\$0	\$0	\$1,200	\$300	\$0	\$0	\$0	\$275	\$6,350	\$210	\$8,585
American Diabetes Association - Annual Practice Update	10/08/10	350	Repeat	Meeting/Seminar	Meeting	Local	18,900	1	0		\$0	\$16,177	\$0	\$18	\$480	\$1,255	\$0	\$0	\$0	\$0	\$1,575	\$1,750	\$440	\$21,695
Festival of Trees Tasting	10/08/10	10	In-house	Tasting	In-house	Local	0	1	0		\$0	\$210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$210
The Governors' Gold Awards	10/09/10	717	Repeat	Dinner	Food & Beverage/Catering	State	25,200	1	0		\$0	\$41,707	\$3,632	\$0	\$42	\$6,985	\$270	\$0	\$0	\$0	\$300	\$0	\$1,792	\$54,728
East West College Graduation	10/10/10	350	Repeat	Graduation	Meeting	Local	4,700	1	0		\$0	\$824	\$0	\$0	\$0	\$162	\$0	\$0	\$0	\$0	\$225	\$1,300	\$0	\$2,511
Fidelity National Financial	10/12/10	180	Repeat	Meeting/Seminar	Meeting	Local	25,874	2	1		\$0	\$16,004	\$0	\$1,827	\$0	\$5,170	\$0	\$0	\$0	\$0	\$3,077	\$3,500	\$0	\$29,579
American Heart Association - Go Red Luncheon	10/12/10	280	New	Lunch	Food & Beverage/Catering	Local	14,831	1	1		\$0	\$9,497	\$0	\$72	\$50	\$2,518	\$0	\$0	\$0	\$0	\$579	\$0	\$925	\$13,641
Council on Social Work Education Annual Program Meeting 2010	10/14/10	2,600	New	Annual Convention/Conference	Convention w/ Tradeshow	National	860,304	4	4	TRUE	\$0	\$227,990	\$22,020	\$0	\$294	\$7,689	\$16,813	\$14,395	\$1,247	\$0	\$8,027	\$86,363	\$23,836	\$408,672

OCC Event Analysis Monthly Revenue Report October 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
Bullard Smith Jernstedt Wilson Annual Briefing	10/12/10	460	New	Meeting/Seminar	Meeting	Local	34,200	2	0		\$0	\$12,150	\$0	\$0	\$30	\$3,994	\$0	\$0	\$0	\$0	\$2,034	\$4,801	\$840	\$23,848
Western Exhibitors Cash & Carry Show 2010	10/15/10	3,800	Repeat	Exhibits	Convention w/ Tradeshow	Local	305,825	3	2		\$0	\$0	\$7,324	\$0	\$0	\$0	\$5,448	\$0	\$390	\$0	\$1,350	\$15,900	\$3,491	\$33,902
Home Improvement & Remodeling Show	10/15/10	3,717	Repeat	Consumer/Public Show	Consumer Public	Local	558,000	3	3		\$0	\$0	\$15,747	\$0	\$0	\$1,190	\$17,419	\$0	\$1,265	\$1,086	\$2,523	\$40,225	\$7,607	\$87,062
Metro Council and SLT Members Budget Retreat	10/14/10	25	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$138	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62	\$0	\$0	\$200
Oregon Votes Rally with President Barack Obama & John Kitzhaber	10/20/10	8,401	New	Consumer/Public Show	Consumer Public	Local	444,350	1	3		\$0	\$7,317	\$0	\$0	\$0	\$41,493	\$7,857	\$13,472	\$0	\$0	\$2,108	\$23,000	\$9,997	\$105,244
ASFME Union Negotiations	10/18/10	20	In-house	Meeting/Seminar	In-house	Local	1,720	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intel ICEC	10/18/10	183	New	Annual Convention/Conference	Convention	Local	66,912	2	0	TRUE	\$0	\$15,163	\$0	\$828	\$386	\$0	\$3,187	\$840	\$0	\$0	\$865	\$8,810	\$0	\$30,079
ACCO Managing Waste Workshop	10/19/10	35	New	Lecture/Speaker Series	Meeting	Local	2,346	1	0		\$0	\$1,921	\$0	\$0	\$0	\$395	\$0	\$0	\$0	\$0	\$360	\$450	\$0	\$3,126
Bravo! Showcase	10/20/10	0	New	Trade Show	Consumer Public	Local	191,678	1	2		\$0	\$2,963	\$2,485	\$0	\$0	\$560	\$10,612	\$465	\$200	\$0	\$843	\$3,000	\$721	\$21,848
MPI Oregon Chapter Monthly Program	10/20/10	68	Repeat	Lunch	Food & Beverage/Catering	Local	16,400	1	1		\$0	\$1,438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,438
Inhouse: MPI Board Meeting	10/19/10	25	In-house	Meeting/Seminar	In-house	Local	1,228	1	0		\$0	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72	\$0	\$0	\$178
IN-HOUSE: ARAMARK Tasting for Komen Issues Conference	10/19/10	0	In-house	Tasting	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Portland Tattoo Show	10/22/10	4,000	New	Consumer/Public Show	Consumer Public	Local	317,979	3	2		\$0	\$0	\$29,794	\$0	\$90	\$0	\$13,883	\$0	\$0	\$856	\$1,650	\$21,450	\$4,281	\$72,004
MTAC Meeting	10/20/10	35	Repeat	Meeting/Seminar	Meeting	Local	1,875	1	0		\$0	\$25	\$0	\$0	\$15	\$288	\$0	\$0	\$0	\$0	\$108	\$280	\$0	\$715
IN-HOUSE: Aramark Luncheon	10/21/10	0	In-house	Lunch	In-house	Local	756	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Oregon Business Association - 2010 Statesman Dinner	10/21/10	619	Repeat	Dinner	Food & Beverage/Catering	Local	25,200	1	0		\$0	\$44,188	\$2,632	\$0	\$0	\$6,182	\$0	\$0	\$0	\$0	\$165	\$0	\$2,343	\$55,509

OCC Event Analysis Monthly Revenue Report October 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
Bonneville Power Administration - Operations Planning Department Retreat	10/21/10	15	New	Meeting/Seminar	Meeting	Local	826	1	0		\$0	\$0	\$0	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$260	\$0	\$290
Stampin' Up!	10/22/10	640	Repeat	Meeting/Seminar	Meeting	Local	109,314	2	1		\$0	\$21,065	\$3,211	\$0	\$976	\$63	\$1,208	\$0	\$0	\$0	\$383	\$21,400	\$340	\$48,645
PICES Pre-Con -- In House	10/21/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44	\$0	\$0	\$63
PICES Annual Meeting	10/22/10	450	New	Annual Convention/Conference	Convention	International	313,641	8	2	TRUE	\$0	\$29,805	\$2,933	\$405	\$0	\$34,317	\$813	\$8,305	\$0	\$0	\$17,898	\$54,425	\$4,870	\$153,771
American Association for Aerosol Research Pre-Con -- In House	10/22/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42	\$0	\$0	\$63
Oregon Law Institute - The Impact of Culture and Gender on Negotiation and Mediation	10/22/10	62	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$424	\$0	\$9	\$30	\$90	\$83	\$0	\$0	\$0	\$215	\$900	\$0	\$1,750
Body Mind Spirit Expo 2010	10/23/10	950	Repeat	Exhibits	Consumer Public	Local	98,678	2	1		\$0	\$0	\$0	\$0	\$0	\$0	\$1,569	\$0	\$0	\$0	\$275	\$6,500	\$315	\$8,659
American Association for Aerosol Research Annual Conference 2010	10/26/10	800	New	Annual Convention/Conference	Convention w/ Tradeshow	National	341,759	3	5	TRUE	\$0	\$51,329	\$4,134	\$0	\$0	\$2,300	\$5,113	\$3,940	\$532	\$0	\$10,113	\$32,088	\$2,345	\$111,894
West Point Academy- Oregon Field Force	10/23/10	80	Repeat	Meeting/Seminar	Meeting	National	2,231	1	0		\$0	\$65	\$0	\$0	\$0	\$50	\$79	\$0	\$0	\$0	\$0	\$306	\$0	\$500
Knowledge Learning Corporation Team Meeting	10/26/10	650	Repeat	Meeting/Seminar	Meeting	Local	12,600	1	0		\$0	\$130	\$0	\$0	\$0	\$1,882	\$675	\$0	\$0	\$0	\$165	\$3,500	\$0	\$6,352
Verizon Wireless Q4 Sales Rally	10/28/10	320	Repeat	Meeting/Seminar	Meeting	Regional	18,900	1	1		\$0	\$10,822	\$0	\$749	\$390	\$50	\$1,528	\$315	\$0	\$0	\$185	\$3,525	\$200	\$17,764
Third Annual FolkTime Breakfast	10/28/10	82	New	Breakfast	Food & Beverage/Catering	Local	3,204	1	0		\$0	\$2,652	\$0	\$0	\$0	\$235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,887
NAPT Pre-Con -- In House	10/28/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44	\$0	\$0	\$63
17th Annual Northwest Public Employees Diversity Conference	11/02/10	750	Repeat	Community Event	Meeting	Regional	35,699	1	5		\$0	\$23,091	\$0	\$0	\$15	\$4,438	\$92	\$0	\$0	\$0	\$2,165	\$2,380	\$440	\$32,621

OCC Event Analysis Monthly Revenue Report October 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
National Association for Pupil Transportation: 36th Annual Conference & Trade Show	10/31/10	1,100	New	Annual Convention/Conference	Convention w/ Tradeshow	National	983,246	5	3	TRUE	\$0	\$101,097	\$1,958	\$0	\$2,212	\$19,223	\$16,858	\$6,593	\$3,143	\$0	\$4,145	\$26,000	\$10,899	\$192,127
EM Interviews -- In House	10/29/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36
Inhouse: Sustainability Brown Bag Discussion	10/29/10	0	In-house	Meeting/Seminar	In-house	Local	1,875	1	0		\$0	\$107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108	\$0	\$0	\$215
Happy Retirement Carl Warren	10/29/10	20	In-house	Reception	In-house	Local	1,458	1	0		\$0	\$228	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$228
Pioneer Pacific College Graduation	10/30/10	1,300	Repeat	Graduation	Meeting	Local	12,600	1	0		\$0	\$0	\$0	\$0	\$28	\$320	\$79	\$0	\$0	\$0	\$165	\$3,500	\$112	\$4,204
Church of Christ TLC 2010	10/31/10	1,500	Repeat	Annual Convention/Conference	Meeting	Local	20,795	1	0		\$0	\$0	\$622	\$0	\$0	\$1,205	\$405	\$0	\$0	\$0	\$165	\$6,010	\$210	\$8,617
IC Bus Product Introduction and Reception	11/01/10	150	New	Meeting/Seminar	Meeting	National	97,303	1	4		\$0	\$17,990	\$0	\$0	\$0	\$14,677	\$513	\$325	\$0	\$0	\$1,013	\$3,750	\$11,170	\$49,438
Totals		52,235					6,470,956														\$476,696			\$2,176,692

PCPA MONTHLY ANALYSIS

OCTOBER 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	10/3 to 15	Oregon Ballet Theatre	Petrouhka	7	5	7,729	8,206	55%	\$331,755	\$9,700	\$36,611	\$10,689	\$0	\$19,042	\$76,042
	10/17 to 23	Broadway Across America	Blue Man Group	1	8	15,988	18,517	78%	\$855,773	\$36,967	\$35,585	\$66,955	\$3,828	\$21,255	\$164,590
	10/24	Portland Opera	Launch Party for Jersey Boys	0	1	250	0	n/a	\$0	\$1,075	\$35,585	\$0	\$0	\$11,357	\$48,017
ASCH	9/29 tp 10/1	Oregon Symphony	Community Classical Celebration	2	1	1,484	1,355	49%	\$26,455	\$1,375	\$9,389	\$2,033	\$0	\$1,551	\$14,348
	10/4 to 5	White Bird	Pilobolus	1	1	2,452	2,296	83%	\$83,563	\$2,865	\$21,225	\$5,391	\$0	\$3,612	\$33,093
	10/6 to 8	Oregon Symphony	Classical 2-Bronfman Plays Brahms	2	2	2,622	2,647	48%	\$108,170	\$2,180	\$11,418	\$3,971	\$0	\$2,864	\$20,433
	10/11	Institute for Science, Engineering	Lisa Randall	0	1	1,333	227	8%	\$9,052	\$3,440	\$3,493	\$2,603	\$150	\$565	\$10,251
	10/13 to 15	Oregon Symphony	Beethoven Choral Fantasy	2	1	1,079	1,023	37%	\$36,259	\$1,565	\$9,818	\$1,535	\$0	\$1,336	\$14,254
	10/16	Oregon Symphony	Kids Perf. Peter & the Wolf	0	1	2,572	2,677	96%	\$42,216	\$555	\$5,517	\$4,016	\$0	\$875	\$10,963
	10/20 to 23	Oregon Symphony	Pops 1-Sounds of 60's & 70's	2	2	3,410	3,526	63%	\$136,282	\$1,930	\$11,384	\$5,289	\$160	\$4,634	\$23,397
	10/25	Oregon Symphony	Auditions	1	0	0	0	n/a	\$0	\$190	\$80	\$0	\$0	\$0	\$270
	10/27	Portland Arts & Lectures	Stacy Schiff	0	1	1,857	2,163	78%	\$72,103	\$1,910	\$3,271	\$5,492	\$20	\$1,029	\$11,722
	10/28	Waren Miller Enterprises	Ski Film "Like There's No Tomorrow"	0	2	1,852	1,864	34%	\$35,121	\$7,125	\$7,429	\$4,194	\$87	\$8,949	\$27,784
	10/29	True West	Jeff Beck	0	1	2,686	2,682	97%	\$129,900	\$9,000	\$12,196	\$7,352	\$1,142	\$14,426	\$44,116
	10/25 to 31	Oregon Symphony	Classical 3-Gomyo Plays Beethoven	3	2	3,480	3,597	65%	\$132,427	\$2,120	\$11,284	\$5,396	\$74	\$3,052	\$21,926
NEWMARK	9/29 to 10/2	Portland Taiko	Beat Salad: U Pick	2	2	614	512	29%	\$12,964	\$2,040	\$6,065	\$1,143	\$0	\$1,087	\$10,335
	10/3 to 7	Polaris Dance Theatre	iChange	2	4	531	535	15%	\$4,999	\$4,920	\$9,377	\$882	\$0	see ArtBar	\$15,179
	10/8	Oregon Music Hall of Fame	5th Annual Induction	0	1	431	267	30%	\$7,950	\$1,170	\$4,695	\$815	\$0	\$38	\$6,718
	10/9	Portland Piano International	Inon Barnatan	0	1	435	472	54%	\$15,928	\$1,170	\$2,111	\$1,137	\$0	\$1,424	\$5,842
	10/10	Square Peg Concerts	India Arie	0	1	439	450	51%	\$26,386	\$1,390	\$3,045	\$1,504	\$348	see ArtBar	\$6,287
	10/12 to 15	White Bird Presents	Vertigo Dance Company	2	3	1,628	1,573	60%	\$59,739	\$2,700	\$15,521	\$3,772	\$0	see ArtBar	\$21,993
WINNINGSTAD	10/21	Kaiser Permanente	Saward Lecture	0	1	761	0	n/a	\$0	\$1,435	\$2,169	\$0	\$121	\$2,405	\$6,130
	10/2	Educate Ya Modela Inc.	Miss Latin Look Pageant	0	1	80	86	30%	\$2,522	\$670	\$2,119	\$194	\$0	see ArtBar	\$2,983
	10/3	MSP Films	Attack of La Nina	0	1	309	270	93%	\$4,050	\$785	\$786	\$639	\$0	see ArtBar	\$2,210
	10/4	IEEE	The Green Electricity Challenge	0	1	14	13	5%	\$195	\$670	\$661	\$29	\$0	see ArtBar	\$1,360
	10/5 to 30	Third Rail Repertory Theatre	The Pain and the Itch	14	13	1,801	1,685	48%	\$44,709	\$13,360	\$9,763	\$1,172	\$0	\$88	\$24,383
BRUNISH HALL	9/26 to 10/8	Stumptown Stages	Once On This Island	6	8	691	260	25%	\$4,357	\$0	\$2,232	\$614	\$0	see ArtBar	\$2,846
	10/11	KZME Film Shoot	Film Shoot	0	1	0	0	n/a	\$0	\$0	\$0	\$0	\$0	see ArtBar	\$0
HATFIELD HALL	10/3	PCPA Volunteers	Days of Culture-Doug Tracy	0	1	17	0	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	10/4	PCPA Volunteers	Days of Culture-Doreen Stoll Lect.	0	1	9	0	0%	\$0	\$0	\$0	\$0	\$0	\$4	\$4
	10/5	PCPA Volunteers	Days of Culture-NW Children's Th.	0	1	57	0	0%	\$0	\$0	\$0	\$0	\$0	\$2	\$2
	10/6	PCPA Volunteers	Days of Culture - Spitfires	0	1	19	0	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	10/7	PCPA Volunteers	Days of Culture-Brongaene Griffin	0	1	36	0	0%	\$0	\$0	\$0	\$0	\$0	\$18	\$18
	10/10	PCPA Volunteers	Noontime Showcase-Emma Lily	0	1	56	0	0%	\$0	\$0	\$0	\$0	\$0	\$13	\$13
KELLER CAFÉ	October													\$10,706	\$10,706
ARTBAR	October													\$26,762	\$26,762
MATT'S BAR	October													\$4,823	\$4,823
PCPA CATERING	October													\$3,613	\$3,613
TOTALS				47	73	56,722	56,903	41%	\$2,182,875	\$112,307	\$272,829	\$136,817	\$5,930	\$145,530	\$673,413

PCPA MONTHLY ANALYSIS

OCTOBER 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	9/14 to 10/3	Portland Opera	Pagliacci/Carmina Burana	15	4	9,468	9,266	78%	\$670,302	\$13,310	\$38,714	\$9,266	\$0	\$28,713	\$90,003
	10/4 to 17	Oregon Ballet	The Sleeping Beauty	9	6	11,323	10,516	50%	\$498,432	\$9,860	\$38,571	\$10,890	\$0	\$20,829	\$80,150
	10/18 to 24	Broadway Across America	In The Heights	1	8	12,551	12,868	54%	\$582,854	\$26,800	\$37,891	\$43,132	\$1,726	\$27,177	\$136,726
ASCH	10/1	Oregon Republican Party	Ann Coulter	0	1	598	506	18%	\$39,985	\$3,935	\$3,088	\$2,390	\$0	\$1,253	\$10,666
	9/27 to 10/4	Oregon Symphony	Classical 1 - Hilary Hahn	3	3	5,499	5,659	68%	\$222,986	\$2,840	\$14,176	\$5,659	\$992	\$4,973	\$28,640
	10/7	ISEPP	Tom Siegfried	0	1	1,043	259	9%	\$9,686	\$3,340	\$2,943	\$1,997	\$0	\$401	\$8,681
	10/7 to 10/11	Oregon Symphony	Classical 2 Mendelssohn & Mozart	2	3	4,658	4,892	59%	\$179,961	\$2,895	\$14,371	\$4,892	\$32	\$5,900	\$28,090
	10/15	Square Peg Concerts	Kathy Griffin	0	1	2,370	2,426	87%	\$128,300	\$9,000	\$4,464	\$7,388	\$1,042	\$7,248	\$29,142
	10/13 to 17	Oregon Symphony	Pops 1 A Night at the Cotton Club	3	2	4,006	4,008	72%	\$170,881	\$2,060	\$9,072	\$4,008	\$0	\$4,627	\$19,767
	10/19	Monqui Presents	Belle and Sebastian	0	1	1,833	1,783	64%	\$73,140	\$5,519	\$11,164	\$4,159	\$1,316	\$7,844	\$30,002
	10/21	Portland Arts and Lectures	Natasha Trethewey	0	1	1,389	2,055	74%	\$67,934	\$1,855	\$2,688	\$5,427	\$127	\$698	\$10,795
	10/22	True West	She & Him	0	1	1,572	1,479	53%	\$48,861	\$3,643	\$6,492	\$3,328	\$942	\$6,381	\$20,786
	10/24	Oregon Symphony	Kids 1 - Pirates!	0	1	2,038	2,302	41%	\$35,796	\$540	\$3,367	\$1,151	\$0	\$487	\$5,545
	10/25	Oregon Jewish Museum	Capitol Steps	0	1	816	747	27%	\$29,210	\$2,545	\$3,149	\$1,866	\$148	\$2,134	\$9,842
	10/26	The Knitting Factory	Lady Antebellum	0	1	2,617	2,625	94%	\$105,000	\$7,925	\$16,481	\$5,943	\$1,913	\$12,985	\$45,247
	10/29	True West	Sufjan Stevens	0	1	2,691	2,701	96%	\$81,238	\$6,013	\$11,065	\$6,077	\$841	\$7,992	\$31,988
	10/31	Oregon Symphony	Hitchcock's Psycho	0	1	2,342	2,209	80%	\$54,756	\$725	\$5,308	\$2,209	\$0	\$4,367	\$12,609
NEWMARK	9/30 to 10/3	Portland Taiko	Fall Concert	2	3	1,796	1,692	64%	\$37,698	\$2,300	\$7,077	\$3,812	\$140	\$834	\$14,163
	10/4	Journeys of the Heart	Scott Simon	0	1	343	302	34%	\$10,264	\$1,135	\$1,578	\$682	\$321	\$0	\$3,716
	10/5 to 9	White Bird	Lucinda Childs	2	3	1,433	1,616	61%	\$46,344	\$2,620	\$13,486	\$2,967	\$0	\$201	\$19,274
	10/10	Portland Piano	Joaquin Achucarro	0	1	482	470	53%	\$16,970	\$1,135	\$1,949	\$3,150	\$97	\$1,911	\$8,242
	10/14	Aaron Meyer	Photo and Filmshoot	1	0	0	0	n/a	\$0	\$735	\$1,254	\$0	\$0	\$0	\$1,989
	10/15	Transitional Youth	Transitional Youth Concert	0	1	546	370	42%	\$12,894	\$1,135	\$4,123	\$1,132	\$0	\$274	\$6,664
WINNINGSTAD	10/16	A Good Smack Productions	Whose Live Anyway?	0	1	828	828	94%	\$31,756	\$1,350	\$2,147	\$1,863	\$0	\$553	\$5,913
	10/2	Rasika	Dr. L. Subramaniam	0	1	207	86	30%	\$2,449	\$650	\$725	\$579	\$0	\$54	\$2,008
	10/8 to 9	Bradley-Angle	Bradley Angle Benefit	0	1	222	175	60%	\$7,000	\$1,020	\$1,770	\$569	\$0	\$0	\$3,359
	10/23	Portland Jazz Festival	Avishai Cohen	0	1	244	244	84%	\$8,307	\$650	\$1,053	\$549	\$188	\$229	\$2,669
A. HATFIELD HALL	10/11	PCPA Volunteers	Noontime Showcase Tears of Joy	0	1	65	0	n/a	\$0	\$0	\$0	\$0	\$0	\$15	\$15
KELLER CAFÉ														\$19,883	\$19,883
ARTBAR														\$15,149	\$15,149
PCPA CATERING														\$1,728	\$1,728
TOTALS				38	51	\$72,980	\$72,084	59%	\$3,173,004	\$115,535	\$258,166	\$135,085	\$9,825	\$184,840	\$703,451

Expo Center Event Analysis

Oct-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
Portland Fall Home and Garden Show	9.29-10.2	1				1	4	4		6,740	47,678	0	18,508	5,147	17,465	6,865	45,821	141,484
Portland Classic Car	7-9	1				1	3	3		3,802	23,290	63	9,445	0	0	0	15,164	47,962
Portland Tattoo Expo	7-9	1				1	3	3		3,174	13,300	0	18,900	7,916	0	0	15,106	55,222
Annual Tool Sale Event	7-9	1				1	3	4		823	10,938	0	520	0	0	230	3,369	15,057
West Hayden Island Open House	10-11			1		1	1	0		40	300	0	0	0	100	0	0	400
Collectors West Gun and Knife Show	14-16	1				1	3	2		4,642	15,300	500	7,944	0	98	428	22,064	46,334
DeafNation Expo	15	1				1	1	1		1,837	4,450	160	4,508	0	0	488	6,514	16,120
PGA Merchandise Sale	18-19		1			1	2	1		730	8,025	40	2,207	2,472	10,950	11,089	5,192	39,975
Food Services of America - Annual Food Show	19		1			1	1	2		3,600	9,540	220	0	0	1,759	1,759	15,090	28,368
Wishes on Wheels - Legacy Emmanuel Child Hosp	15-18			1		1	1	1		390	2,950	0	0	0	15,201	193	1,560	19,904
Picadilly Circus	22-23	1				1	2	0		5,111	8,390	3,169	4,730	0	500	1,299	8,777	26,865
Toyota / Entune / IQ Ride and Drive	24-25			1		1	2	1		293	14,456	1,028	0	0	11,529	11,529	1,560	40,102
America's Largest Antique and Collectible Sale	28-30	1				1	3	2		10,742	33,150	0	49,521	4,583	0	0	45,848	133,102
		8	2	3	0	13	29	24	48%	41,924	191,767	5,180	116,283	20,118	57,602	33,880	186,065	610,895
FY 2011-12																		
July		3		4		6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880
August		2		5		7	11	6	9%	7,166	38,219	2,303	22,040		3,555	1,995	27,881	95,993
September		9	1	3	0	13	28	27	35%	22,977	135,432	1,175	43,659	12,847	8,630	10,762	93,730	306,235
October		8	2	3	0	13	29	24	48%	41,924	191,767	5,180	116,283	20,118	57,602	33,880	186,065	610,895
November																		
December																		
January																		
February																		
March																		
April																		
May																		
June																		
Totals to Date		22	3	15	0	39	82	66	30%	90,004	483,153	10,150	268,504	44,644	85,946	54,922	396,684	1,344,003
Month to Month Comparison		4	1	0	0	5	11	11	22%	13,949	74,754	3,332	31,050	20,118	31,185	4,111	46,209	210,759
Year to Date Comparison		8	1	2	0	10	20	24	6%	14,413	108,760	4,735	19,242	44,644	44,002	2,441	49,168	272,992
FY 2010-11																		
July		3		5		7	17	8	28%	16,513	118,034	1,737	91,719		9,347	7,473	85,089	313,399
August		1		3		4	7	4	6%	7,214	28,005	500	22,606		4,113	942	28,634	84,800
September		6	1	2		10	20	17	36%	23,889	111,341	1,330	49,704		2,067	14,297	93,937	272,676
October		4	1	3		8	18	13	26%	27,975	117,013	1,848	85,233		26,417	29,769	139,856	400,136
November		5		2		7	18	14	51%	43,655	112,420	500	53,956		3,391	19,674	151,875	341,816
December		2		1		3	10	12	16%	35,738	84,150	4,953	128,843			11,158	153,155	382,259
January		4		4		8	19	17	57%	32,440	236,170	8,853	141,821	28,224	74,526	20,825	179,817	690,236
February		5		8		13	29	20	68%	73,130	221,010	3,021	383,451	30,064	21,742	41,130	292,167	992,585
March		8		5		13	27	18	75%	63,333	190,760	3,621	173,293	20,623	18,813	30,955	235,764	673,829
April		6		1		7	15	16	32%	46,821	142,750	869	236,756	14,451	1,547	6,687	79,219	482,279
May		4	2	3		9	17	18	16%	11,062	60,319	1,075	33,155	1,242	59,417	10,792	52,137	218,137
June		1		3		4	11	7	13%	8,563	40,550	3,950	19,321	1,480	2,992	2,856	31,875	103,024
Total to Date		49	4	40		93	208	164	35%	390,333	1,462,522	32,257	1,419,858		224,372	196,558	1,523,525	4,955,176

MERC Commission Meeting

December 7, 2011
12:30 pm

7.0 - Consent Agenda

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



November 2, 2011
Portland Expo Center, Hall D, Room D202-4

Present:	Judie Hammerstad (Chair), Ray Leary , Karis Stoudamire-Phillips, Elisa Dozono, Terry Goldman ,
Absent:	Cynthia Haruyama, (excused), Chris Erickson (excused), Rex Burkholder (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at the Portland Expo Center, Hall D, Room D202-4 at 12:30 p.m.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	COMMISSIONER EXOFFICIO COMMUNICATIONS <ul style="list-style-type: none"> Commissioner Leary noted that the Making Connections outreach event was a great first step and he was encouraged to see the number of attendees. Chair Hammerstad expressed her appreciation to ARAMARK for the outstanding lunch.
2.1	Introduction of Metro COO Martha Bennett <ul style="list-style-type: none"> Teri Dresler introduced Martha Bennett, Metro Chief Operating Officer. Martha Bennett provided a brief overview of her background. Commissioner Leary expressed his desire to see the new Diversity Manager's role hold autonomy of reporting and the ability to initiate goals and outcomes without built in organizational checks and balances. Martha Bennett responded that she is aware there is a long history with this issue. She will analyze the effectiveness of the position based on utilization.
2.2	Introduction of Expo Staff <ul style="list-style-type: none"> Matthew Rotchford, acting director of the Expo Center, introduced members of the Expo Center staff.
3.0	GENERAL MANAGER COMMUNICATIONS Teri Dresler provided the following updates to the Commission: <ul style="list-style-type: none"> Tomorrow, the Metro Council will be considering a resolution recognizing and thanking the National Congress of American Indians for holding their annual congress meeting at Oregon Convention Center. Also on the Council consent agenda tomorrow, is a resolution seeking approval of the Expo Center Easement, related to the south access drive at Expo. Invitations will be emailed later this month to the grand opening of the Portland Roasting Company retail store at OCC. T. Dresler commented that the venues have had a strong first quarter, per the financial report in the Commission meeting packet and there were no outstanding challenges to report. Teri Dresler reported that the Commissioners will soon receive an invite to participation in the final interview process for the new Expo Center director on November 14. This day-long process will include formal interviews, staff interaction with finalists, and external stakeholders' "meet and greet".
3.1	Budget Retreat Follow-up Discussion <ul style="list-style-type: none"> Teri Dresler expressed her appreciation to the Commission for their active participation in the recent Commission budget retreat. Dresler noted there was a great deal of conversation surrounding the need for a convention center hotel. Dresler reported that Cheryl Twete is working to develop a draft proposal which will be made available to Commissioners upon its completion.
4.0	TRAVEL PORTLAND FY11-12 FIRST QUARTER REPORT <ul style="list-style-type: none"> Jeff Miller presented the Travel Portland first quarter report to the Commission. J. Miller expressed his concern about the lack of a headquarter hotel. He noted that the Super Computing convention, which brings over \$1.2 million of revenue to the OCC and over \$12 million of

	economic impact to the City, has contacted Travel Portland to note that the next bid will be a challenge due to the lack of a hotel package.
5.0	MERC VENUES' BUSINESS REPORTS <ul style="list-style-type: none"> Karen Totaro, Robyn Williams and Matthew Rotchford provided business reports. Chair Hammerstad asked Robyn Williams if there was any affect on PCPA business due to PSU's remodel of Lincoln Hall. R. Williams responded that the PSU space is much smaller and does not compete with PCPA facilities. Chair Hammerstad also asked about the new performing arts center at Reed College. R. Williams responded that most colleges use their performing arts centers for college department performances. Chair Hammerstad expressed her appreciation to Matthew Rotchford for his excellent job filling in as the acting director at Expo Center.
6.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> None
7.0	CONSENT AGENDA
7.1	October 5, 2011 MERC Commission Record of Actions
7.2	October 19, 2011 MERC Commission Special Meeting – Record of Actions <ul style="list-style-type: none"> Chair Hammerstad asked that the October 5 and October 19 Commission Record of Actions be corrected to reflect the correct spelling of her first name. A motion was made by Commissioner Dozono and seconded by Chair Hammerstad to approve the Consent Agenda as amended. VOTING: Aye: 5 (Hammerstad , Goldman , Leary , Stoudamire-Phillips, Dozono) Nay: 0 Motion Passed
8.0	ACTION AGENDA
8.1	Resolution 11-23 for the purpose of amending the contract with Brown Contracting Inc. for the Block 26 Redevelopment project. <ul style="list-style-type: none"> Teri Dresler commented that the OCC Block 26 plaza project is close to being completed. She noted however, in the process of the project, there were some unforeseen circumstances which now require another contract amendment related to cost increase. Lydia Neill noted that the overall budget for the project will be within the amount previously authorized. The amendment itself is for the contracting of the project due to a few issues such as grade changes which the architect did not anticipate. Total increase in cost would be approximately \$10,000. Commissioner Leary inquired if the site work created the cost increase. Lydia Neill responded that the project site grades had changed and the contractor had to reset forms, redo some concrete work, and add some additional materials. Commissioner Leary asked if the Portland Development Commission would assist with this additional cost. Teri Dresler noted that PDC has already contributed \$ 67,000 toward the project. Commissioner Dozono noted that it appeared as though the additional cost was related to the design architect. T. Dresler noted that reimbursement was being sought from the architect. Commissioner Dozono expressed her appreciation to Lydia Neill for her efforts in managing this project. A motion was made by Commissioner Goldman and seconded by Commissioner Leary to approve Resolution 11-23 as presented. VOTING: Aye: 5 (Hammerstad , Goldman , Leary ,Stoudamire-Phillips, Dozono) Nay: 0 Motion Passed
8.2	Resolution 11-24 for the purpose of adopting changes to the MERC Personnel Policy <ul style="list-style-type: none"> Mary Rowe presented the resolution to the Commission as well as background information. Chair Hammerstad asked if the represented staff were mandated to take the day after Thanksgiving as a holiday or if they were they able to defer the holiday. M. Rowe responded that employees can defer the

	<p>holiday, upon agreement of their supervisor, but must take the deferred holiday during fiscal year 2011-12.</p> <ul style="list-style-type: none"> • Commissioner Goldman asked if the proposed action was for the current fiscal year only. M. Rowe responded affirmatively and added that the action will cover exempt and non-expect full time, benefitted, non-represented employees. • A motion was made by Commissioner Stoudamire-Phillips and seconded by Chair Hammerstad to approve Resolution 11-24 as presented. <p>VOTING: Aye: 5 (Hammerstad , Goldman , Leary ,Stoudamire-Phillips, Dozono) Nay: 0 Motion Passed</p>
9.0	<p>PREVIEW OF NEW EXPO CENTER WEB SITE</p> <ul style="list-style-type: none"> • Matt Rotchford presented a power point of the new Expo Center web site to the Commission.
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:30 p.m.</p>

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

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



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 _____
Tert 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 ($1\frac{1}{2}$) 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 Commission Meeting

December 7, 2011
12:30 pm

9.0 - Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-25

For the purpose of approving the initial appointment of _____ as Facility Director of the Portland Metropolitan Exposition Center (Expo).

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) must approve the initial appointment of the MERC Facility Directors;

WHEREAS, the Commission finds that _____ is qualified for the position of Facility Director of the Expo.

BE IT THEREFORE RESOLVED, that MERC approves the initial appointment of _____ as the Expo Facility Director.

Passed by the Commission on December 7, 2011.

Chair

Approved As to Form:
Dan Cooper, Metro Attorney

By: _____
Nathan A. Schwartz Sykes
Senior Attorney

Secretary/Treasurer

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-26

For the purpose of amending the PCPA Rental Rate Schedule for Commercial Shows

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) must approve rental rate increases for PCPA; and

WHEREAS, PCPA staff recommends the amendment of the Rental Rate Schedule for Commercial Shows because the rates for second shows on the same day are not in accordance with other PCPA rental rate classifications.

BE IT THEREFORE RESOLVED,

That MERC approves the attached amendment of the PCPA's Rental Rate Schedule for Commercial Shows.

Passed by the Commission on December 7, 2011.

Chair

Approved As to Form:
Dan Cooper, Metro Attorney

By: _____
Nathan A. Schwartz Sykes
Senior Attorney

Secretary/Treasurer

Staff Report

Agenda Item/Issue: For the purpose of amending the PCPA Rental Rate Schedule for Commercial Shows when adding a second show in the same day.

Resolution No.: 11-26

Presented By: Robyn Williams

Date: December 7, 2011

Background and Analysis:

Local non-profit organizations pay a half-house (half the seating capacity) or matinee rate when adding a second performance in the same day. When a commercial show adds a second performance in the same day, they currently pay a rate that is slightly lower than if the rent was a half-house/matinee rate. Staff recommends that the Tier 1 Commercial Rate for a second performance, same day be increased to match the half-house/matinee rates. This is a “housekeeping” action to be consistent with the rent structure of PCPA’s other rental classifications.

Fiscal Impact:

This increase will have minimal affect on revenue due to the few times per year that this rental rate is used. It is primarily intended to provide uniformity in PCPA rate sheets.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 11-26 for the purpose of amending the PCPA Rental Rate Schedule for Commercial Shows when adding a second show in the same day.

Second Performance rates FY2011-12012

12.07.11

Current

Current

Proposed Change

	Keller	ASCH
Tier 1 - Commercial Rates		
2nd Performance - Same Evening	3,070 vs. 8%	3,070 vs. 8%
1/2 House Performance Evening	3,105 vs 8%	3,105 vs 8%
Performance - Matinee	3,105 vs 8%	3,105 vs 8%

Keller	ASCH
3,105 vs 8%	3, 105 vs 8%
3,105 vs 8%	3,105 vs 8%
3,105 vs 8%	3,105 vs 8%

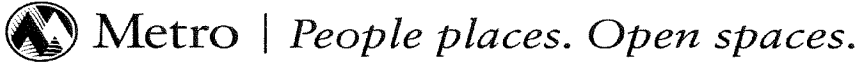
Tier 2 - Non-Profit Rates

2nd Performance - Same Evening	2,620 vs 5%	2,620 vs. 5%
1/2 House Performance Evening	2,620vs. 5%	2,620 vs. 5%
Performance - Matinee	2,620 vs. 5%	2,620 vs. 5%

Tier 3 - Featured/Non-Profit -- Jefferson Dancers, MYS, Singing Tree, PA&L, PICA, WB, Taiko

2nd Performance - Same Evening	1,465	1,465
Performance - Matinee	1,465	1,465
No 1/2 house pricing due to		

**Materials following this page are
attachments to the public record.**



DATE: December 7, 2011

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

FROM: Julie Hoffman, CPPB, Program Coordinator
Darin Matthews, CPPO, C.P.M., Procurement Officer

CC: Teri Dresler, General Manager of Visitor Venues

SUBJECT: ANNUAL UTILIZATION REPORT OF FIRST OPPORTUNITY TARGET AREA (FOTA) AND MINORITY, WOMEN AND EMERGING SMALL BUSINESSES (MWESB)

The enclosed report represents the agency's utilization of contractors within the first opportunity target area (FOTA), as well as the use of minority, women, and emerging small businesses (MWESB) during the past fiscal year. The report represents the contracts awarded from July 1, 2010 through June 30, 2011 by the following venues operated by the Metro Exposition Recreation Commission (MERC):

- Oregon Convention Center (OCC)
- Portland Center for the Performing Arts (PCPA)
- Portland Expo Center (Expo)

Metro's FOTA and MWESB programs focus on outreach and opportunity. Through a variety of means, small businesses are given the opportunity to compete in our contracting process. This report summarizes our program activities and areas of focus for outreach. It also details the number and value of contracts awarded. Program highlights and accomplishments are noted, and also recommendations for future program enhancements.

We welcome your suggestions and feedback on our FOTA and MWESB programs. Please feel free to contact either of us if you require additional information.

PROGRAM HISTORY - FOTA

The first opportunity target area (FOTA) was originally established in 1989 by the Oregon Legislature. The program was intended to provide employment opportunities to economically disadvantaged residents within a defined geographic area proximate to the Oregon Convention Center.

The MERC Commission later expanded the program to include the Portland Center for the Performing Arts and the Portland Expo Center. The FOTA program was also expanded by MERC to include contract opportunities, in addition to employment.

PROGRAM HISTORY - MWESB

Metro's minority, women, and emerging small business (MWESB) program is a result of the Oregon Regional Consortium Disparity Study conducted in 1995. Along with several other public agencies, Metro and MERC developed contracting programs to provide opportunities to MWESB contractors. These programs sought to level the playing field and also boost the local business economy.

Historical patterns of exclusion have long existed in the Portland metropolitan area. This has resulted in inequities for minority and women owned businesses. Full participation by these firms is essential to a sustainable local economy, and therefore the Metro Council and MERC Commission have supported the use of MWESB firms to the maximum extent practical.

CURRENT PROGRAM

Metro's FOTA and MWESB programs are administered by Procurement Services, a division within the Finance and Regulatory Services Department. The FOTA program related to agency employment is administered by the Human Resources Department.

The agency's contracting policies are race and gender neutral. All contractors are eligible to compete in our contracting processes, regardless of race or gender, as long as they reside in the FOTA region, or are certified by the State of Oregon as a minority business enterprise (MBE), women business enterprise (WBE), or emerging small business (ESB). Metro does not certify contractors, but rather relies on these well-established State certifications.

Serving as the agency's public contract review board, the Metro Council sets forth the procurement and contract policies for the agency in Metro Code 2.04. The contracting policies for the venues operated by MERC are contained in the MERC Contracting and Purchasing Rules.

Our program is one of outreach, education and opportunity. The program activities that promote the use of FOTA and MWESB firms include:

- Focusing on outreach to local FOTA and MWESB firms to ensure their participation.
- Providing technical assistance and resources on bidding, bonding, insurance, and other business practices
- Structuring contract size appropriately to encourage the use of FOTA and MWESB firms.
- Providing ongoing education and guidance to agency staff on FOTA and MWESB program rules.
- Ensuring local plan centers receive Metro bids and requests for proposals, and advertising in local minority business publications.

OUTREACH

In order to increase opportunities for FOTA and MWESB businesses, the agency identifies outreach as one of the key activities of the program. Metro participates with a number of business groups and events that support small businesses in the region. These include the Oregon Association of Minority Entrepreneurs, the National Association of Minority Contractors of Oregon, the African American Chamber of Commerce, the Business Diversity Institute, and the Hispanic Metropolitan Chamber. Agency staff participates in training and networking events in order to stay engaged with the small business community.

PURCHASING POLICIES

To ensure maximum opportunities for FOTA and MWESB firms, the previously mentioned policies set forth the following requirements:

Small purchases (under \$5,000)

Purchases under \$5,000 do not require a competitive process. However, the use of FOTA and MWESB contractors is encouraged for all venues. This is a prime opportunity to utilize local, qualified businesses for a variety of goods and services. Small purchases are made via contract, purchase order and purchasing card.

Informal purchasing opportunities (between \$5,000 and \$100,000)

Purchases and contracts between \$5,000 and \$100,000 are open to all bidders, but require that at least one MBE, WBE, or ESB within FOTA are contacted and given the opportunity to bid. Additionally, one other MBE, WBE or ESB is to be contacted, regardless of location. Normally, a minimum of three quotes are required, but the agency may seek more quotes (including from FOTA and MWESB firms) if such action is in the agency's best interest.

In addition to cost, other factors are considered including experience, expertise, suitability and diversity. The areas considered with regards to diversity include past partnering with small businesses, providing employment opportunities to women and minorities, and the proposed utilization of MBE, WBE and ESB subcontractors.

Formal purchasing opportunities (over \$100,000)

Purchases and contracts over \$100,000 are considered to be formal procurements. Therefore, a public notice is required as well as the submission of sealed bids or proposals. The selection process must be identified in the bid or RFP request with award being made in the best interest of the agency. Selection factors include cost, experience, expertise, suitability, sustainability and diversity.

Formal procurements are advertised in at least one minority publication. Metro currently does business with The Skanner, The Observer, Asian Reporter, and El Hispanic. In addition to notifying the minority business community about current bids, it also provides support to these local publications through ad revenues.

Good faith effort (construction related)

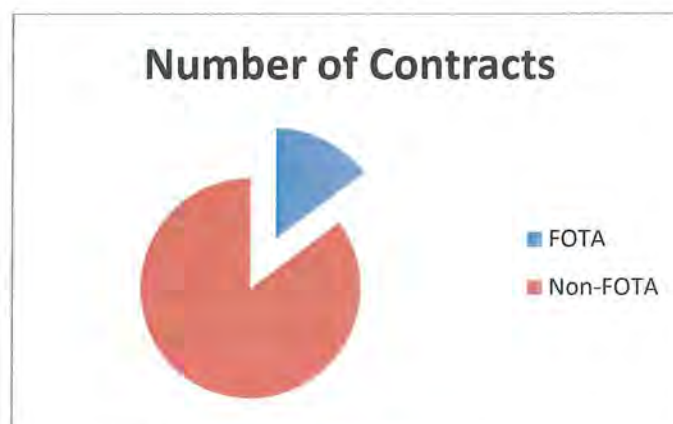
On all construction projects over \$100,000, prime bidders are required to demonstrate a good faith effort by inviting MWESB firms to bid on sub-contracts. The intent is to promote communication with local MWESB firms, so that they can compete for work within their area of expertise. As part of the bid submission, prime contractors are required to identify all MWESB subcontractors to be used, as well as the dollar amount of the sub-contracts. Contractors wishing to replace an MWESB subcontractor during the project can only do so with Metro's written approval.

AGENCY UTILIZATION OF FOTA AND MWESB FIRMS

Overall, the agency performed well with regard to the utilization of FOTA and MWESB firms. Consistent with past years, MERC provided many contract opportunities to local small businesses, which in many instances resulted in them earning MERC contracts. The agency is committed to providing contract opportunities for local businesses, particularly FOTA and MWESB firms. While the agency does not have a set-aside, quota, or mandatory goal for participation, it is our practice to track results achieved each year. While outreach, networking and advertising activities are important, the real measure of success is the dollars actually going into the small business community. The following represents FOTA and MWESB utilization during the past year:

Contracts awarded to FOTA businesses (number)

During FY 2010-11 MERC awarded a total of 24 contracts to FOTA businesses. Out of a total of 162 available contracts, this represents a utilization rate of **15 percent**.



Contracts awarded to FOTA businesses (value)

The total value of contracts awarded during the past year was \$5,311,465. FOTA businesses earned \$255,192 of these contracts, which is a utilization rate of **5 percent**.



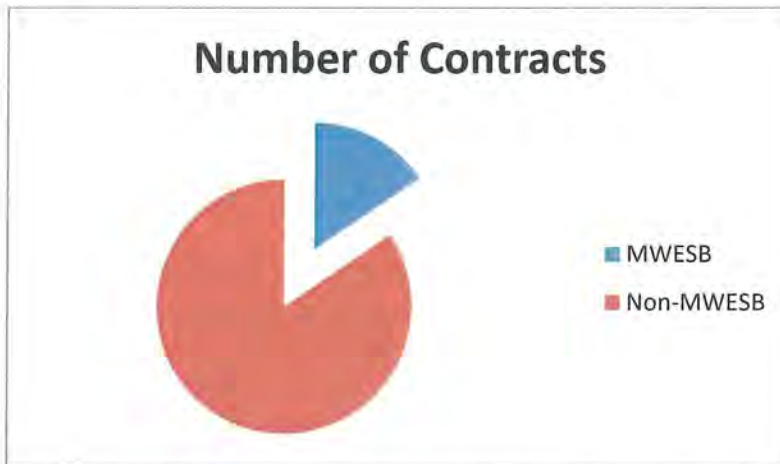
FOTA contract award history (2010, 2011)

During the past two fiscal years, MERC venues have been consistent in both the number of contracts awarded to FOTA businesses and the total contract value.

Year	Number of Contracts	Total Dollar Value
2010	20	\$247,469
2011	24	\$255,192

MWESB participation by MERC venues

MERC awarded 25 contracts to MWESB certified businesses during FY 2010-11. This represents **15 percent** of the 162 available contracts.



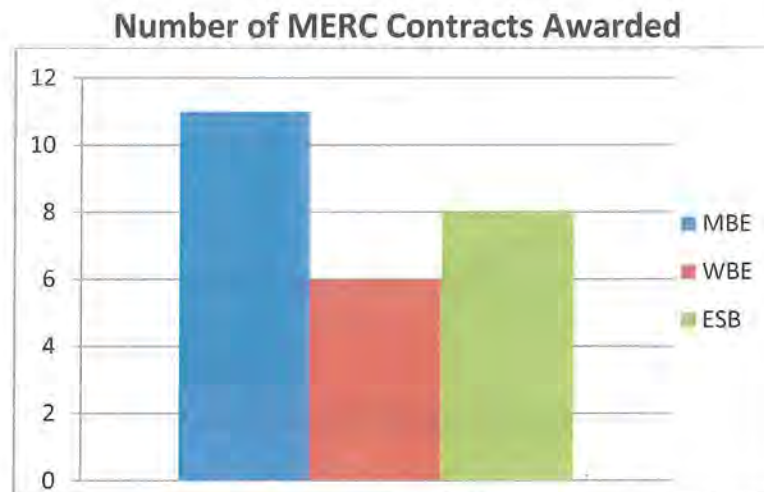
Out of the \$5,311,465 in contract dollars awarded last year, a total of \$251,457 was awarded to MWESB certified businesses. This represents a utilization of **5 percent**.



Breakdown of MWESB contracts

The contracts awarded to MWESB businesses were well balanced during the past fiscal year. A total of 11 went to MBE, six to WBE and eight to ESB firms. MERC significantly increased its MWESB contract awards from last year, as the 25 contracts awarded in 2010-11 more than doubled the amount awarded in 2009-10 (11 contracts).

Balancing the contract awards between MBE, WBE and ESB firms has historically been a challenge for public agencies. It is not unusual for ESB firms to receive the largest amount of contract awards in a given year, both in dollar value and number of contracts.



SUCCESS STORIES

Metro and MERC have continued to manage and expand a strong program for FOTA and MWESB businesses, and does so in accordance with state and local procurement regulations. Compared to other area agencies, Metro is smaller in both size and contract spending. However, the agency has worked diligently with its venues and programs to maximize the use of FOTA and MWESB firms. When projects have presented themselves, staff has been quick to recognize the opportunities and include utilization as a part of its contracting strategy. Some success stories for the agency this past year include the following:

Hoyt Street Station

Metro and MERC chose to act as their own general contractor to remodel the vacant retail building at the Metro Regional Center. Rather than hire a general contractor to manage several building trades through sub-contracts, Metro contracted directly with local contractors for each trade. Named the Hoyt Street Station Cafe, the project was undertaken to provide opportunities to disadvantaged members of the community that sought career training in food service. It also provided a quality restaurant for area businesses and agency staff.

The contracts were packaged in a way that was advantageous to small businesses. Each trade was contracted for directly and the contracts were small enough that they fit within the sheltered market program. Plumbing, drywall, painting, electrical and other areas were treated as individual contracts, and competitive bids were sought from qualified MWESB contractors. The only non-MWESB contracts were for counters, design, and kitchen equipment.

Out of a total of 13 contracts for the café project, Metro awarded 9 to MWESB contractors. The total amount of all MWESB contracts was **\$74,399**, which represented a utilization rate of **48%** of the contract dollars available. Of this amount, 16% went to contractors within FOTA.

Turner school of construction management

During April of 2011, Metro partnered with Turner Construction to host the Annual School of Construction Management. Since 1969 Turner has been providing classes to small contractors on estimating, project management, and subcontracting. For the fourth year a school has been provided in

the Portland area. Metro provided use of training rooms at the Metro Regional Center over several weeks. Additionally, Metro staff participated in the kick off celebration and graduation ceremony, and also helped with the instruction of the contracting and purchasing class.

This past year, 35 contractors graduated from the Turner School of Construction Management. Many of these contractors submit prime and sub bids on Metro and MERC projects, and have been successful in securing contracts with other public and private organizations in the region.

PROGRAM RECOMMENDATIONS

While the agency has experienced recent success with its FOTA and MWESB programs, we believe there is always room for improvement. Only by continually assessing the quality of our programs, can we best support our minority, women and emerging small contractors. The following have been identified as areas to focus on in the coming year:

Package contracts for small business

During the last fiscal year, the Metro Council formally adopted a policy to package contracts in a manner that attracts small businesses. When contracts are bid out in smaller packages, MWESB firms are more likely to be interested. This results in better bids and increased competition for MERC. Project managers should consider the size of their contract packages when planning their projects, and should keep in mind the needs of small business prior to issuing a bid or RFP solicitation.

Adopt sheltered market program

The Metro Council has approved the use of a sheltered market program for all construction projects up to \$50,000. These projects are competitively bid, but only among qualified MWESB contractors. MERC should consider the formal adoption of the sheltered market program within its Contracting and Procurement Rules.

Align procurement rules for FOTA and MWESB contacts

MERC should look to further align its procurement rules with the Metro Code and increase the number of contacts for informal procurements. For example, rather than contacting two MWESB firms (one within FOTA), MERC should require one each from the MBE, WBE and ESB communities. MERC has already taken an important step in this area by increasing the bonding level to \$100,000 (formerly \$50,000) on construction contracts, which mirrors the Metro Code.

Engage legal counsel

The Office of Metro Attorney has been instrumental in allowing the agency to diversify its contract spend. While ensuring compliance with all applicable laws and statutes, OMA can advise the agency on how far to expand the FOTA and MWESB programs. MERC should leverage the use of OMA to maximize the contract and procurement opportunities for small business. This includes participation in the regional MWESB legal summit, review of state law on MWESB programs and pending legislation, advise on expanded use of the sheltered market, review of best public agency practices, and legal analysis of area disparity studies.

