
MERC Commission Meeting

March 4, 2015
12:30 pm

Oregon Convention Center
777 NE Martin Luther King Jr. Blvd.
Room C121-122



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

www.oregonmetro.gov



Metro | Exposition Recreation Commission

Agenda

Meeting: Metro Exposition Recreation Commission Meeting
Date: Wednesday, March 4, 2015
Time: 12:30-2:30 p.m.
Place: Oregon Convention Center, C121-122

CALL TO ORDER

- | | | | |
|--------------|-------------|---|--|
| 12:30 | 1. | QUORUM CONFIRMED | |
| 12:35 | 2. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 12:40 | 3. | RECOGNITION OF COMMISSIONER CYNTHIA HARUYAMA | Tom Hughes
Sam Chase
Terry Goldman
Scott Robinson |
| 1:00 | 4. | ACTION AGENDA I | Scott Robinson |
| | 4.1 | Resolution 15-01 For the purpose of recognizing Cynthia Haruyama's Contributions to the Metropolitan Exposition Recreation Commission. | |
| 1:05 | 5. | COMMISSION/COUNCIL LIAISON COMMUNICATIONS | Terry Goldman |
| 1:10 | 6. | METRO DEPUTY COO COMMUNICATIONS | Scott Robinson |
| 1:15 | 7. | CONSENT AGENDA
February 4, 2015 Record of MERC Action | |
| 1:20 | 8. | TRAVEL PORTLAND QUARTERLY REPORT | Brian McCartin |
| 1:30 | 9. | ENERGY TRUST OF OREGON PRESENTATION | Lyn Schmidt |
| 1:40 | 10. | VENUE BUSINESS REPORTS | Robyn Williams
Matthew P. Rotchford
Scott Cruickshank |
| 1:50 | 11. | FINANCIAL REPORT | Ben Rowe |
| 1:55 | 12. | ACTION AGENDA II | |
| | 12.1 | Resolution 15-02 For the purpose of approving the Metropolitan Exposition Recreation Commission ("MERC") 2015-16 Budget and 2015-16 Capital Plan. | Judie Hammerstad
Ben Rowe |
| | 12.2 | Resolution 15-03 For the purpose of ratifying the collective bargaining agreement with the International Union of Operating Engineers, (IUOE) Local 701-1.] | Ron Zito |

ADJOURN

MERC Commission Meeting

March 4, 2015
12:30 pm

4. Action Agenda I

METROPOLITAN EXPOSITION RECREATION COMMISSION
Resolution Number 15-01

For the purpose of recognizing Cynthia Haruyama’s Contributions to the Metropolitan Exposition Recreation Commission.

WHEREAS, Cynthia Haruyama has served as a board member of MERC since July 2009, providing leadership and counsel to the agency;

WHEREAS, Haruyama served as a member of the Budget Committee in 2010, 2013 and as Committee Chair in 2014, providing guidance and direction for the development and management of MERC’s \$88 million enterprise-driven budget; and

WHEREAS, Haruyama brought substantial expertise and experience to the Commission helping guide it to many notable achievements. During her service, Commissioner Haruyama:

- Provided leadership and advocacy for the Expo Center as a liaison to the venue throughout her years on the Commission;
- Effectively advocated the importance of developing a convention headquarters hotel adjacent to the Oregon Convention Center;
- Provided leadership and guidance to the MERC venues by requesting a study leading to an update of MERC’s First Opportunity Target Area recommendations;
- Supported sustainability efforts of the MERC venues including the Oregon Convention Center’s achievement of LEED Platinum certification, the highest level of certification offered by the U.S. Green Building Council;
- Prioritized a Market and Financial Feasibility Study to determine the long-term future of the Portland Expo Center;

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission thanks Cynthia Haruyama for her service, leadership, enthusiasm and a willingness to share her business expertise in the many roles she so admirably filled during her tenure with MERC.

Passed by the Commission on March 4, 2015.

Chair

Approved as to Form:
Alison R. Kean, Metro Attorney

Secretary/Treasurer

Nathan A. S. Sykes, Deputy Metro Attorney

MERC Commission Meeting

March 4, 2015
12:30 pm

7. Consent Agenda

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

February 4, 2015
Oregon Zoo, Vista Room

Present:	Terry Goldman, Chris Erickson, Ray Leary, Karis Stoudamire-Phillips, Elisa Dozono, Cynthia Haruyama
Absent:	Judie Hammerstad (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Commissioner Haruyama at 12:35 p.m. at the Oregon Zoo.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> • None
3.0	COMMISSIONER , COUNCIL LIAISON COMMUNICATIONS <ul style="list-style-type: none"> • Commissioner Haruyama announced that she will leave the Commission following the March 4, 2015 MERC meeting. • Council Liaison, Sam Chase, offered his gratitude for Commissioner Haruyama’s service. Chase announced that he will attend a Best Practices workshop in Huston. He updated the Commission on Metro’s MWESB Open House scheduled for Feb. 11. • Commissioner Dozono thanked Metro and MERC for sponsorship of the MLK Jr. Breakfast held January 19. • Commissioner Leary offered his gratitude for the Joint Metro Council/MERC FOTA work session held on January 13.
4.0	METRO DEPUTY COO COMMUNICATIONS Metro Deputy COO, Scott Robinson provided updates to the Commission: <ul style="list-style-type: none"> • On behalf of the Embassy Suites Hillsboro hotel’s new GM, MERC Chair Terry Goldman, Robinson invited the Commission to attend a ribbon cutting ceremony to be held tomorrow at 10:30 a.m.at the hotel. • Final Budget Committee Meeting is scheduled for Friday, February 20, at 1:30 p.m. at the Oregon Zoo. • Work on the FOTA Project is proceeding. Following discussions with Metro’s Diversity, Equity and Inclusion program as well as the Procurement and HR Departments, a draft work plan will be prepared. The Scope of work for a FOTA boundary task force administrator is under way. • An Expo retreat planned for Feb. 19 will bring together several members of Metro’s Senior Leadership team to look at recommendations from Hunden Report as well as developing additional recommendations focusing on the long -term sustainability of Expo. The goal is to produce several scenarios which will eventually come to the MERC for direction and approval. • Travel Portland has announced that Kayak listed Portland as number 3 in its top 10 trending destinations for flight searches from the U.S. and Canada, 2014 vs. 2013.
5.0	FINANCIAL REPORT <ul style="list-style-type: none"> • MERC Finance Manger, Benjamin Rowe updated the Commission noting that the venues are set for a record-breaking first half of the year. (Commissioner Goldman arrived at 12:54 p.m.)
6.0	FY 2013-14 FINANCIAL AUDIT Recently elected Metro Auditor, Brian Evans, introduced himself to the Commission. Brad Smith of Moss Adams, LLC, reported the results of the financial audit. <ul style="list-style-type: none"> • Commissioner Goldman inquired regarding the finding of possible improper segregation of duties with

	<p>regard to approval of a rate charged to a venue customer.</p> <ul style="list-style-type: none"> Smith explained that Moss Adams recommends that the person that has access to change the rates, the person that authorizes those transactions and the person that records those transactions should be three different people. In this case, it wasn't clear that had occurred. Goldman requested that a solution for the situation be found and correct procedures be set for the venues.
7.0	<p>ARAMARK SECOND QUARTER REVIEW Aramark General Manager, Ed Strong, provided an update to the Commission.</p> <ul style="list-style-type: none"> Commissioner Erickson noted that the report on the margins was very good and inquired if it was due to the fact that consumers are spending more in general. Strong replied that his assumption was correct and, in addition, price increases and several good events are reflected in the numbers as well. Commissioner Dozono inquired whether new kiosks at the venues were responsible for the increased margins as well. Strong replied affirmatively adding that the addition of points of sale for "grab and go" sales has helped. Commissioner Leary also noted that Aramark will, for the third year in a row, hire students from Roosevelt H.S. to work with their catering staff.
8.0	<p>VENUE BUSINESS REPORTS Robyn Williams, Matthew P. Rotchford and Scott Cruickshank updated the Commission.</p>
9.0	<p>CONSENT AGENDA A motion was made by Commissioner Dozono and seconded by Commissioner Leary to approve the Consent Agenda with a correction to the adjournment time of the January 13, 2015 meeting in the record of actions. The minutes should reflect a correct adjourn time of 3:26 p.m. VOTE: Aye: 6 Nay: 0 Motion passed</p>
10.0	<p>VENUES STRATEGY GUIDANCE Metro Deputy COO, Scott Robinson, reported that future MERC meetings will include more discussion time as recently requested by the Commissioners.</p>
	<p>Commissioner Goldman offered his thanks to Commissioner Haruyama for her work on the Commission.</p>
	<p>As there was no further business to come before the Commission, the meeting adjourned at 1:43 p.m.</p>

MERC Commission Meeting

March 4, 2015
12:30 pm

8. Travel Portland
Quarterly Report

travel
PORTLAND

Highlights:

Executive Summary - Page 3



Table of Contents

Executive Summary.....	3
Convention Sales.....	4
Convention Services.....	9
Communications & Public Relations.....	11
Marketing.....	13
Tourism Sales.....	13
Operations.....	14
Financials.....	16
Board of Directors.....	19

Jeff Miller.....	President and CEO
Brian McCartin.....	Executive Vice President of Convention and Tourism Sales
Ron Melton.....	Executive Vice President of Services and Operations
Greg Newland.....	Executive Vice President of Marketing and Public Relations

1000 SW Broadway
Suite 2300
Portland, OR 97205
503.275.9750



Executive Summary

ACCOMPLISHMENTS

- For the second quarter OCC realized \$2.4 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 39.7 to 1.
- Seventeen new OCC conventions were booked for future years in the quarter worth over \$2.9 million in OCC revenue and community economic impact over \$19 million. Total Travel Portland bookings, including single hotel will result in \$34.2 million of economic impact.
- Travel Portland booked four minority meetings in the quarter with an EEI of \$1.5 million
- Travel Portland generated nineteen articles with a value of over \$2.4 million for the OCC and visitor venues in the quarter.

TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax continues to increase. YTD collections of the city's tax were up 16.7%
- Lack of a headquarters hotel resulted in the loss of twenty groups worth 80,469 room nights and projected OCC lost revenue of \$7.6 million. Cost of community economic impact is estimated at over \$55 million.

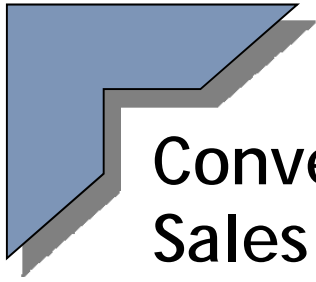
MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue goal	\$5,670,559	\$8.0 Million
2	ROI on future OCC business	3.0	2.8
3	Lead conversion	41%	35%
4	Services performance survey	3.8	3.6
5	ROI on public relations/media	86.6	20.0
6	Community economic impact	34.7	30.0

CITY CONTRACT GOALS

OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1 - Goal A	Travel Portland Convention Sales and Marketing	30.0	25.0
1 - Goal B	Leisure Programs**	5.3	17.0
5.	Positive Media Placement	104.6	7.0

**The program which was measured for this goal was discontinued in favor of the larger Winter Campaign. Travel Portland is working with Susan Hartnett (City of Portland) on new goals to better measure current programs.

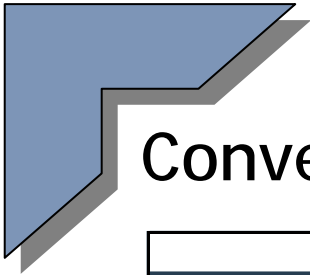


Convention Sales

OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND			
Account	OCC Revenue	Annuals	Total Potential Future Business
FY 14/15	\$ 11,969,939	\$431,224	\$ 12,401,163
FY 15/16	\$ 8,246,585	\$1,199,526	\$ 9,446,111
FY 16/17	\$ 5,858,904	\$1,682,009	\$ 7,540,913
FY 17/18	\$ 2,844,119	\$1,199,526	\$ 4,043,645
FY 18/19	\$ 1,303,594	\$1,682,009	\$ 2,985,603
FY 19/20	\$ 857,402	\$1,199,526	\$ 2,056,928
FY 20/21	\$ 1,688,500	\$1,682,009	\$ 3,370,509
FY 21/22	\$ 4,345,636	\$1,199,526	\$ 5,545,162
FY 22/23	\$ -	\$1,682,009	\$ 1,682,009
FY 23/24	\$ -	\$1,199,526	\$ 1,199,526
Total	\$ 37,114,679	\$13,156,890	\$ 50,271,569

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	17	29	
Repeat OCC Bookings	0	0	
Total OCC Bookings	17	29	
Room Nights from OCC Bookings	35,235	63,930	
Future OCC Revenue Booked during FY 2014/15	\$ 2,991,491	\$ 5,852,234	
ROI OCC Bookings	\$ 3.5	\$ 3.0	2.8 to 1
Community Economic Impact from OCC	\$ 19,865,638	\$ 39,279,553	
Total Room Nights Booked	66,956	133,353	
Total Community Economic Impact from	\$ 34,157,001	\$ 66,815,875	
ROI on Total Community Economic Impact	\$ 39.7	\$ 34.7	30 to 1
OCC Revenue Realized During FY 2014/15	\$ 2,401,479	\$ 5,670,559	\$8.0 Million

OCC Revenue Realized quarter two includes American Association of Safe Patient Handling and Movement, Rose City Comic-Con, Viewpoint Construction Software, and Geothermal Resources Council that occurred during quarter one at OCC. Groups had not settled in EBMS at the time of reporting quarter one. Therefore they were included in quarter two OCC revenue realized. In addition, OCC Revenue Realized does not include JLC Live Construction Training Show that occurred during quarter two at OCC. Group had not settled in EBMS at the time of reporting. Therefore they will be included in quarter three OCC revenue realized.



Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JANUARY 1, 2015					
	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19 and beyond
Current	56	32	19	9	12
4 Year Average (FY 11/12 - FY 14/15)	Current 44	1 yr. out 28	2 yrs. out 17	3 yrs. out 10	Beyond 3 yrs. 10

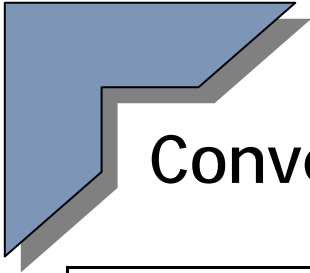
2ND QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Account	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 14/15	8	7,202	17,500	\$ 645,911	\$ 2,511,868
FY 15/16	4	6,089	5,075	\$ 605,103	\$ 4,535,059
FY 16/17	1	4,535	1,200	\$ 206,152	\$ 1,857,684
FY 17/18	2	6,975	2,400	\$ 390,549	\$ 3,033,959
FY 18/19	1	4,110	2,400	\$ 440,764	\$ 3,124,405
FY 19/20	1	6,324	2,000	\$ 703,012	\$ 4,802,663
Total OCC Bookings	17	35,235	30,575	\$ 2,991,491	\$ 19,865,638

2ND QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Account	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 14/15	44	9,313	\$ 147,204	\$ 3,323,638
FY 15/16	12	12,381	\$ 195,697	\$ 5,433,961
FY 16/17	2	2,692	\$ 42,550	\$ 929,224
FY 17/18	3	4,575	\$ 72,314	\$ 3,512,971
FY 18/19	1	2,760	\$ 43,625	\$ 1,091,569
Total Other Bookings	62	31,721	\$ 501,390	\$ 14,291,363

Convention Sales

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	62	126	13	28	26	48
OCC Lost Leads due to OCC space & availability	14	24	5	8	7	10
OCC Lost Leads due to HQ hotel & hotel package	20	31	6	9	9	15
Lead Conversion Percentage	61%	41%	100%	18%	40%	30%
Annual Target- 35%						

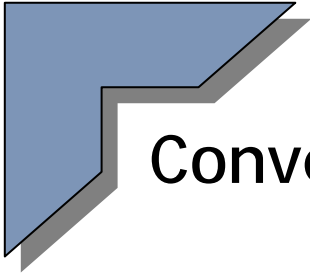
2ND QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account	Groups	Reason	Total room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	8	Hotel - HQ	27,840	15,225	\$ 2,255,262	\$ 17,079,182
Subtotal	14	Date Availability - OCC	52,403	34,200	\$ 4,710,415	\$ 31,898,447
Subtotal	7	Hotel - Under One Roof	18,371	8,420	\$ 2,109,500	\$ 10,647,865
Subtotal	5	Hotel Package - Number Hotels	34,258	18,100	\$ 3,321,649	\$ 27,543,597
Subtotal	4	Client Postponed Search	4,588	3,300	\$ 352,364	\$ 2,767,160
Subtotal	4	Rates/Cost - Hotel	17,915	8,200	\$ 1,871,550	\$ 12,478,350
Subtotal	3	Conference Cancelled - Not	5,375	4,800	\$ 1,093,335	\$ 4,586,562
Subtotal	3	Geographic	11,409	5,450	\$ 819,831	\$ 6,433,636
Subtotal	3	Selected Another Year	10,195	6,550	\$ 943,688	\$ 7,156,602
Subtotal	2	Board Decision	1,010	1,350	\$ 101,040	\$ 671,507
Subtotal	2	Declined Business - Hotel	17,402	8,250	\$ 1,218,217	\$ 12,180,046
Subtotal	1	Conference Cancelled - Moved to Another Year	1,875	900	\$ 127,329	\$ 908,455
Subtotal	1	Perceived Destination Draw	8,078	2,500	\$ 559,975	\$ 4,823,276
Subtotal	1	Perceived Destination Draw - 1st Tier City Opportunity	875	1,000	\$ 129,021	\$ 756,769
Total	58		211,594	118,245	\$ 19,613,176	\$ 139,931,454



Convention Sales

2ND QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival Date
Intel Corporation	1	Conference Cancelled - Not Happening	2,880	2,200	\$ 178,998	\$ 1,151,965	8/5/16
Total OCC Cancellations	1	Conference Cancelled - Not Happening	2,880	2,200	\$ 178,998	\$ 1,151,965	N/A

2ND QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
Portland Customer Advisory Board	Portland, OR
IMEX	Las Vegas, NV
Collinson Sports Customer Advisory Board	Fort Lauderdale, FL
Rejuvenate	Atlanta, GA
Oregon Society of Association Management	Portland, OR
M&C Interact	Portland, OR
Nursing Organization Alliance	Tampa, FL
3-City Marketing Meeting	Pittsburgh, PA
3-City Wreath Event	Washington, D.C.
Holiday Showcase	Chicago, IL

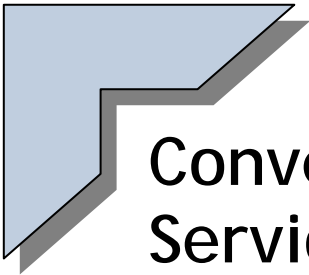


Convention Sales

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	2nd Quarter	YTD
New Minority Bookings	4	9
Total Minority Bookings	4	9
Room Nights from Minority Bookings	2,361	3,158
Minority Leads		
Minority Leads	8	20
Minority Lost Leads	6	12
Minority Lost Leads due to hotel package & availability	1	2

For the second quarter of FY 2014/15 minority bookings created an estimated economic impact to the greater metro Portland community of approximately \$1.5 million. Booked groups included the following:

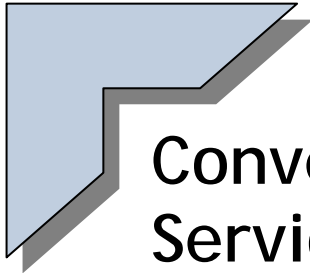
Delta Sigma Theta Sorority	\$	30,524
National Indian Child Welfare Association	\$	11,606
National Forum for Black Public Administrators	\$	1,099,091
Signature EquipoVision, LLC	\$	307,981



Convention Services

ACTIVITY DESCRIPTION	2ND QUARTER	YTD
Distribution of promotional pieces	33,820	68,433
Meeting planning assistance - Services leads	335	802
Pre-convention attendance building - Site tours	7	17
Pre-convention attendance building -Promo trips, e-newsletters and materials	9	21
Housing-convention room nights	6,032	12,337

2ND QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
National Indian Education Association	Washington, DC	X		X	
American Rabbit Breeders Association	Bloomington, IL	X			X
IEEE - NSREC (Nuclear & Space Radiation Effects Conference)	Castle Rock, CO		X	X	
Presbyterian Women PCUSA	Louisville, KY		X	X	
Unitarian Universalist Association	Boston, MA		X	X	
Coastal Estuarine Research Federation	Seattle, WA		X	X	
General Council on Finance & Admin, United Methodist Church	Nashville, TN		X		X
National Collegiate Athletic Association	Indianapolis, IN		X		X
World Parkinson Coalition, Inc.	New York, NY		X		X

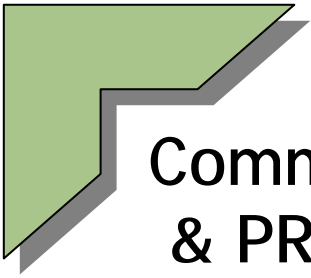


Convention Services

Travel Portland Post Convention Survey
Overall impression of the following:

Answer Options	Excellent = 4	Good = 3	Average = 2	Poor = 1	N/A	Rating Average	Response Count
Travel Portland sales staff	5	0	0	0	0	4.00	5
Travel Portland convention services staff	5	0	0	0	0	4.00	5
Travel Portland housing services (if utilized)	2	0	0	0	3	4.00	2
Travel Portland collateral/promotional	2	2	1	0	0	3.20	5
Quality and user-friendliness of the Travel	2	1	1	0	1	3.25	4
<i>Average rating for the quarter</i>						3.7	
<i>Average rating YTD</i>						3.8	

Is there anything Travel Portland could have done to enhance your experience?
 Comment: I cannot think of anything.



Communications & PR

	2nd Quarter	YTD
MERC		
Value	\$ 1,511,298	\$ 2,182,102
Number of Placements	17	31
OCC		
Value	\$ 1,134,200	\$ 1,558,165
Number of Placements	6	13
Chicago/DC PR effort (counted separately from MERC)		
Value	\$ 976,371	\$ 1,015,371
Number of Placements	2	4
Total Value = MERC + Chicago/DC	\$ 2,487,669	\$ 3,197,473
Total Number of Placements = MERC + Chicago/DC	19	35
Total Value = City/Regional PR (Non-MERC/OCC/Chicago/DC)	\$ 14,892,755	\$ 25,086,866
Total Number of Placements = City/Regional PR (Non-MERC/OCC/Chicago/DC)	235	357
Travel Portland Grand Total - Print and Online Value	\$ 17,380,423	\$ 28,284,339
Travel Portland Grand Total - Print and Online Circulation	583,148,302	845,448,936
Travel Portland Grand Total - Number of Placements	254	392
	2nd Quarter	YTD
Total Value = MERC + Chicago/DC	\$ 2,487,669	\$ 3,197,473
Direct Costs	\$ 21,570	\$ 36,929
ROI	115.3	86.6
Annual Goal - 20.0 to 1		

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



Communications & PR

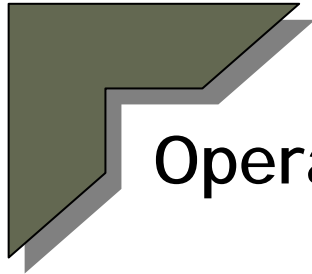
Publication Date	Outlet / Headline	MERC			OCC			Chicago/DC		
		Value	Circulation	Placements	Value	Circulation	Placements	Value	Circulation	Placements
November 1, 2014	Globetrotter Guidebook (Japan) "Seattle & Portland"	\$ 345,800.00	60,000	1						
December 1, 2014	Junglcity.com "Portland"	\$ 5,000.00	37,951	1						
October 1, 2014	Courier Magazine "From the DMO Director"	\$ 1,875.00	8,000	1						
October 1, 2014	Courier Magazine "From the Vice Chairman"	\$ 1,875.00	8,000	1						
October 1, 2014	MeetingsFocus.com "Oregon venues make it easy to incorporate the arts"	\$ -	181,808	1	\$ -	181,808	1			
October 17, 2014	USAToday.com "10Best: Places to dine down on the farm"							\$ 976,370.62	18,776,358	1
October 17, 2014	Green Bay Press-Gazette Reprint of USAToday.com "10Best: Place to dine down on the farm"							\$ -	0	1
November 1, 2014	NW Travel Magazine "Zoos Dress Up for the Holidays"	\$ -	40,000	1						
November 20, 2014	TalkTravel.ca (Canada) "Portland rides into Vancouver"	\$ -	2,000	1						
December 1, 2014	Meeting Professional Magazine "An Industry Icon"	\$ 18,258.00	29,989	1						
December 1, 2014	Smart Meetings Magazine "States of Enlightenment"	\$ 9,400.00	70,662	1	\$ 9,400.00	70,662	1			
December 1, 2014	SmartMeetings.com "Portland's Art Scene Alive and Well at the Oregon Convention Center"	\$ -	26,662	1	\$ -	26,662	1			
December 1, 2014	SmartMeetings.com / SmartMeetings.com "Selfies Are Worth a Thousand Words"	\$ 9,400.00	70,662	2	\$ 9,400.00	70,662	2			
December 1, 2014	Successful Meetings Magazine "Four Local Demand Factors to Consider Before Sending your RFP"	\$ -	0	1						
December 1, 2014	Successful Meetings "The RFP Reconstructed Checklist"	\$ -	0	1						
December 3, 2014	Food & Wine Magazine / FoodandWine.com "Portland's Secret Holiday Cookie Club" / "Portland's Cookie Collective"	\$ 1,115,400.00	5,185,054	1	1,115,400	5,185,054	1			
December 12, 2014	Passport Magazine / PassportMagazine.com "Business Profile: Meet Jeff Miller, Travel Portland's Gay President and CEO"	\$ 4,290.00	75,000	2						
Total		\$ 1,511,298.00	5,795,788	17	\$ 1,134,200.00	5,534,848	6	\$ 976,370.62	18,776,358	2



Marketing & Tourism Sales

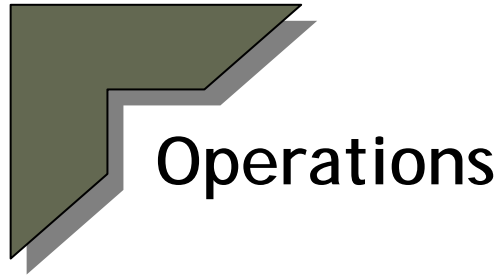
MARKETING		
	2nd Quarter	YTD
Room nights booked via travelportland.com	353	1,062
Travelportland.com (Website Visits)	664,397	1,515,716
Referrals from travelportland.com	179,467	464,102
Average monthly Facebook reach	638,630	1,192,669

TOURISM SALES		
	2nd Quarter	YTD Total
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	2,770	5,655
Leads/Referrals Sent	127	293
FAMS/Research & Site Visits		
# of Fams	8	33
# of Companies	21	99
# of Attendees	45	154
Published Itineraries	230	230
Number of Room Nights by County		
Clackamas County	1,032	2,079
Columbia County	0	0
Multnomah County	28,119	43,853
Washington County	1,011	2,429
Mt. Hood/Gorge	0	0



Operations

AFFIRMATIVE ACTION GOALS 2014-15					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	December 31, 2014		2014-15		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Office/Clerical	19	20	95%	65%	Monitor
Officials/Administration	3	8	38%	50%	Improve
Professionals	10	14	71%	50%	Monitor
Sales	14	15	93%	50%	Monitor
Technicians	2	4	50%	10%	Monitor
Total	48	61	79%	45%	Monitor
	Number of Minorities	Number of Staff			
Office/Clerical	2	20	10%	15%	Improve
Officials/Administration	0	8	0%	10%	Improve
Professionals	2	14	14%	10%	Monitor
Sales	3	15	20%	10%	Monitor
Technicians	0	4	0%	10%	Improve
Total	7	61	11%	11%	Monitor
This report is based on current full and part-time staff.					



FIRST OPPORTUNITY TARGET AREA (FOTA)

HIRING

Travel Portland hired two new employees in the second quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has ten employees who reside in the MERC FOTA. Job openings were posted to the following: El Hispanic News, Skanner, Asian Reporter, Mosaic Metier, Travel Portland website, Craigslist, Indeed, and Staffing Northwest.

PURCHASING

Travel Portland expended a total of \$88,688 with businesses in the FOTA area for ending FY quarter December 2014.

PARTNERSHIP

Travel Portland currently has 97 member businesses within FOTA and 53 minority and 94 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION

For the last 26 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2014-15, Travel Portland expended \$368,205 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$79,391 or 22% percent was spent with minority/women-owned or emerging small business enterprises.

OCC SALES AND MARKETING BUDGET

Expenses

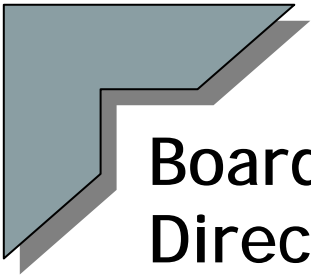
	Annual Budget	QTR Ending 12-31-14	Sum of YTD 06/30/2015	Percent
<u>Direct Sales:</u>				
Portland office:				
Professional services	911,754	223,386	477,569	
Direct expenses	113,456	29,142	57,593	
Total Portland office	1,025,210	252,528	535,162	52%
Washington DC office:				
Professional services	240,240	60,863	126,852	
DC client events	13,000	6,805	6,805	
Direct expenses	56,141	19,741	34,086	
Total DC office	309,381	87,408	167,742	54%
Chicago office:				
Professional services	113,256	27,440	64,376	
Chicago client events	12,000	52	52	
Direct expenses	18,359	6,245	11,963	
Total Chicago expenses	143,615	33,737	76,391	53%
Fall & Spring Fam	58,000		-	
Site Visits	72,500	18,591	54,871	
Bid/Sales Trips	30,000	770	16,810	
Local Promotions	6,000	568	9,253	
Tradeshows	258,233	4,613	91,730	
Road Shows/Client Events-Chicago & Washington	65,000		-	
Research/Lead Generation	39,000	9,398	14,955	
Three City Alliance	55,000	8,585	11,397	
Advisory Council	50,000	27,963	44,350	
Sub-Total	633,733	70,488	243,365	
Total Direct Sales	2,111,940	444,161	1,022,661	48%
<u>Marketing:</u>				
Total Marketing	593,693	183,169	438,541	74%
<u>Publication Relations:</u>				
Total PR	264,110	99,171	191,708	73%
<u>Convention Services:</u>				
Total Convention Services	362,000	100,586	185,789	51%
<u>Contract Administration:</u>				
Professional Services	231,959	33,170	86,548	
Total Contract Admin	231,959	33,170	86,548	37%
Total Budget for FY 2014-15	\$ 3,563,702	\$ 860,257	\$ 1,925,246	54%

Travel Portland
Income Statement
(Statement of Financial Activities)

	Actual (Prior Year) YTD 12/31/2013 Column A	Actual YTD 12/31/2014 Column B	Budget YTD 12/31/2014 Column C	Actual (Prior Year) Full Year 6/30/2014 Column D	Budget Full Year 6/30/2015 Column E
Revenue					
City/County Lodging Tax (1%)	2,424,811	2,828,949	2,222,369	4,193,151	4,444,740
Tourism Improvement District (TID) (2%)	4,774,801	5,405,385	4,396,426	8,296,047	8,792,856
MERC (OCC contract)	1,484,254	2,133,364	2,136,750	3,418,128	3,561,250
Partnership Dues	233,297	236,755	235,000	461,203	470,000
Fees earned	111,649	118,246	83,785	208,478	167,570
Other Income	2,574	16,850	2,000	4,297	4,000
Tradeout/In-Kind	0	0	0	21,265	0
Cooperative programs	62,693	111,822	65,250	175,280	130,501
Regional RCMP (from Travel Oregon)	369,411	0	393,476	541,648	665,793
Cultural Tourism	149,234	230,534	150,000	320,931	300,000
Downtown Marketing Initiative (DMI)	414,155	0	0	828,309	0
Visitor Development Fund (VDF)	149,870	216,105	116,466	841,525	232,933
Total Revenue	10,176,747	11,298,009	9,801,521	19,310,261	18,769,643
Expenses					
Convention Sales	1,798,311	1,908,776	1,882,753	3,904,706	3,765,515
Tourism Sales	669,486	843,251	932,347	1,562,314	1,864,703
Marketing & Communications	4,317,332	4,877,739	4,491,809	7,472,918	7,733,623
Regional RCMP (from Travel Oregon)	0	276,739	387,499	0	775,000
Downtown Marketing Initiative (DMI)	382,054	84,345	84,345	732,371	84,345
Convention & Housing Services	296,736	385,953	421,248	651,118	842,500
Partnership Services & Events	236,492	283,657	320,280	544,118	640,563
Visitor Services (Fulfillment & VIC)	137,423	159,917	167,499	320,512	335,000
Program Support	917,904	1,149,983	1,261,215	1,773,945	2,495,435
Total Expenses	8,755,738	9,970,360	9,948,996	16,962,001	18,536,685
NET SURPLUS/(DEFICIT)	1,421,009	1,327,649	-147,475	2,348,261	232,958

**Travel Portland
Balance Sheet
(Statement of Financial Position)**

	Actual 12/31/2014 Column A	Actual as of 6/30/2014 Column B	Increase (Decrease) Column C
Assets			
Cash and Cash Equivalents	\$5,929,591.38	\$4,834,080.16	23%
Accounts Receivable	\$1,040,754.24	\$1,032,842.44	1%
Prepaid Assets	\$678,200.40	\$827,682.52	-18%
Fixed Assets, net	\$486,651.47	\$547,031.39	-11%
Total Assets	\$8,135,197.49	\$7,241,636.51	12%
Liabilities and Net Assets			
Liabilities			
Accounts Payable & Accrued Expenses	\$680,873.10	\$1,129,902.40	-40%
Accrued Personnel	\$1,288,269.32	\$1,289,761.58	0%
Deferred Revenue	\$262,507.96	\$246,074.48	7%
Other Fiduciary Liabilities - RCMP	\$160,335.41	\$160,335.41	0%
Total Liabilities	\$2,391,985.79	\$2,826,073.87	-15%
Net Assets			
Temporarily Restricted Net Assets	\$0.00	\$84,344.54	-100%
1-10-300 Undesignated Net Assets- (Target \$3.1M)	\$4,617,866.31	\$3,205,872.71	44%
1-10-300 Board Designated-(Mkting & PPE Reserve)	\$578,314.00	\$578,314.00	0%
1-10-300 Board Designated-Net Property and Equipment	\$547,031.39	\$547,031.39	0%
Total Net Assets	\$5,743,211.70	\$4,415,562.64	30%
Total Liabilities and Net Assets	\$8,135,197.49	\$7,241,636.51	12%



Board of Directors

Last Name	First Name	Company	Officers	Committee Chair
Ackman	Tim	Alaska Airlines/Horizon Air	Chair	
Burkett	Sandy	Hotel Vintage Plaza		Community Action Committee
Craddick	Shirley	Metro		
Dodson	Jim	Embassy Suites Portland Airport	Chair-elect	TID Committee
Erickson	Chris	The Heathman Hotel	Past Chair	
Faulstick	Steve	DoubleTree by Hilton Portland		Convention Sales Steering Committee
Frey	Victoria	Portland Institute for Contemporary Art		
Hanley	Terry	Hotel Rose		
Hasan	Naim	Naim Hasan Photography @ N2H Media Group		
Johnson	Samuel	Oxford Suites, Jantzen Beach		
LeBlanc	Gregg	Marketing Karma LLC		
Marks	Tracy	Hilton Portland & Executive Tower		
McKeel	Diane	Multnomah County		
Patel	Jatin	Lodging Mgmt NW, LLC		
Penilton	David	America's Hub World Travel	Vice Chair	Partner Services Committee
Ponzi	Maria	Ponzi Vineyards		
Porter	David	Aloft Portland Airport at Cascade Station		
Pyne	Tim	Portland Marriott Downtown Waterfront		
Rokovitz	Sabrina	Enterprise Rent A Car		
Rosenbarger	Wanda	Lloyd Center Mall		
Saltzman	Dan	City of Portland		
Shelby	E. Allen	Langley Investment Properties	Treasurer	Budget and Finance Committee
Shelly	Ruth	Portland Children's Museum		
Tullis	Jon	Timberline Lodge		
Wali	Bashar	Provenance Hotels		
Watson	Lisa	Cupcake Jones		
Welch	David	Lincoln Restaurant and Sunshine Tavern		
Weston	Linda	Oregon Entrepreneurs Network		

MERC Commission Meeting

March 4, 2015
12:30 pm

9. Energy Trust of
Oregon Report



MERC Commission Presentation

March 4, 2015



Energy Trust of Oregon

- Independent nonprofit
- Serving 1.5 million customers of Portland General Electric, Pacific Power, NW Natural and Cascade Natural Gas
- Providing access to affordable energy
- Generating homegrown, renewable power
- Building a stronger Oregon and SW Washington



Existing Buildings

We serve: Any existing commercial or institutional building

We offer: Financial incentives for:

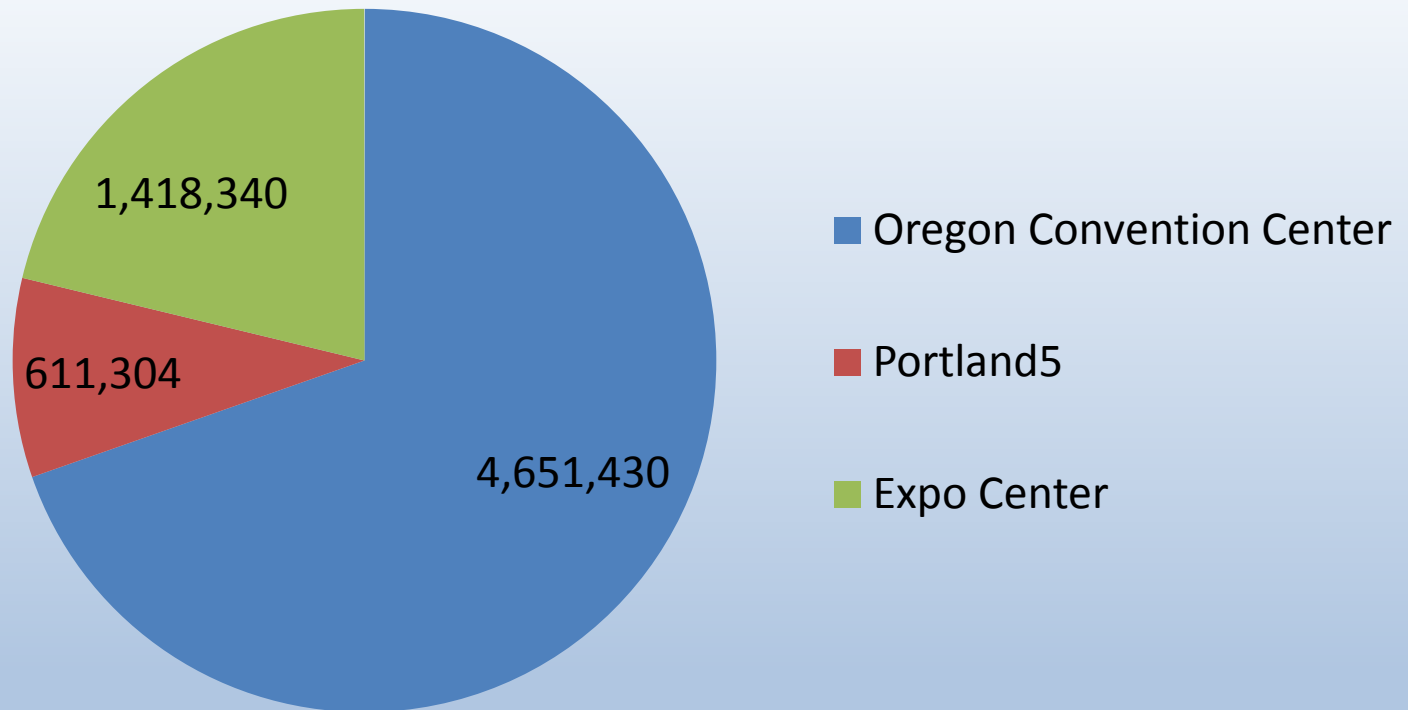
- Energy-efficient improvements
- Energy studies
- Technical support

Two paths:

- Standard
- Custom

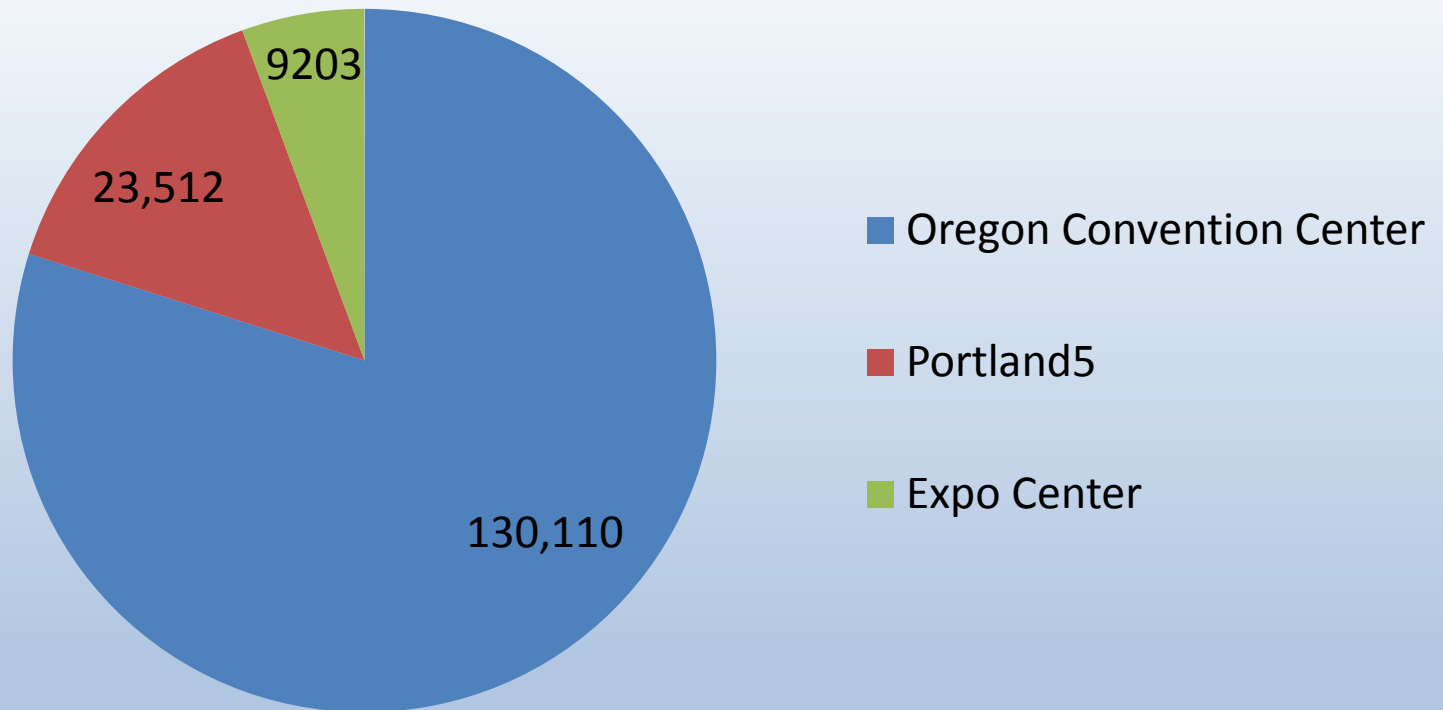
Electricity Savings

Total of 6,681,074 kWh of electricity saved per year



Natural gas savings

Total 162,825 therms of natural gas saved per year



Estimated Annual Cost Savings

Value of Energy Trust of Oregon Investment

	Cash Incentives	Study Value	Total Value
OCC	\$671,119	81,727	\$752,391
Portland5	\$174,872	56,482	\$231,354
Expo	\$223,441	6,425	\$229,866
	\$1,069,432	144,634	\$1,213,611



Thank You

Lyn Schmidt
Account Manager,
Existing Buildings
lyn.schmidt@icfi.com
503.351.1017


EnergyTrust
of Oregon

MERC Commission Meeting

March 4, 2015
12:30 pm

11. Financial Report

JANUARY 2015

FINANCIAL INFORMATION

For Management Purposes only



Date: March 4, 2015

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

From: Ben Rowe – MERC Finance Manager

Re: MERC Financial Information January Fiscal Year 2014-15

MERC Venues Events & Attendance

Total MERC venue January hosted events are 13% above the three-year historical January average and attendance is at the three-year historical January average. Total MERC venue hosted events and attendance year to date are 7% (54), and 4% (31,000) respectively above the three-year historical average.

	2013		2014		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Total MERC Venues						
1st Quarter	225	189,996	269	280,679	44, 20%	90,683, 48%
2nd Quarter	435	491,670	458	464,780	23, 5%	(26,890), (-5%)
January	118	178,262	116	180,443	(2), (2%)	2,181, 1%
Year to Date	778	859,928	843	925,902	65, 8%	65,974, 8%

MERC Venues Revenues & Expense

All three venues experienced a record first half of the fiscal year. MERC venue event related (rent and food and beverage) year to date (YTD) revenues are \$3.2 million (14.6%) above the three-year historical average, however 4% below budget. These increases in revenues over the historical averages are due to the much improved economy, higher than average number of events hosted as well as higher profit margin type events hosted the first two quarters. Total venue expenses are 9.2% above the prior year, 10% above the three-year historical average, and 3.6% below budget projections.

Food & Beverage

The total MERC Venue food and beverage margin for January is 6.5%, 10% below January 2014 due to two dynamics; 1) OCC had a very good January 2014 compared to 2015 manifesting a lower margin compared to the prior year and 2) in preparation for the Sportsman and Outdoor Show in February, Expo recorded approximately \$39,000 in food & Beverage expense in January with no corresponding revenue driving the margin even lower compared to January 2014. The year to date food & beverage margin is 20.1%, 6% higher than the prior year to date, and 5% higher than the three-year historical YTD average.

Net Operations

Total MERC YTD net operations is \$1.4 million (147%) greater than 2014 and 125% (\$2.2 million) greater than the three-year historical YTD average.

Historical Actual Comparison FY 2012-2014 to FY 2015

	Fiscal Year:	2012	2013	2014	2015	2012-14	% Diff.	% Diff.
Revenues		YTD	YTD	YTD	YTD	Average	Average	2014
Food & Beverage		8,032,877	7,725,540	8,050,960	9,139,997	7,936,459	15%	14%
Charges for Services		10,485,778	10,978,884	10,798,459	12,753,521	10,754,374	19%	18%
Lodging Tax		4,153,225	4,372,964	5,177,348	6,065,124	4,567,845	33%	17%
Other		280,220	143,265	549,890	328,803	324,459	1%	-40%
Total Revenue		22,952,101	23,220,653	24,576,657	28,287,444	23,583,137	20%	15.10%
Expenses								
Food & Beverage		6,669,769	6,644,460	6,937,918	7,306,860	6,750,716	8%	5%
Personnel Services		10,009,757	9,634,295	9,577,626	10,101,193	9,740,559	4%	5%
Materials & Services		5,606,070	5,832,052	5,850,149	6,935,383	5,762,757	20%	19%
Other		2,947,225	3,118,023	3,132,783	3,510,807	3,066,010	15%	12%
Total Expense		25,232,820	25,228,829	25,498,476	27,854,244	25,320,042	10%	9%
Net Operations		(2,280,719)	(2,008,177)	(921,819)	433,201	(1,736,905)	-125%	-147%
Food & Beverage Margin		16.97%	13.99%	13.82%	20.06%	14.94%	5%	6%

Oregon Convention Center

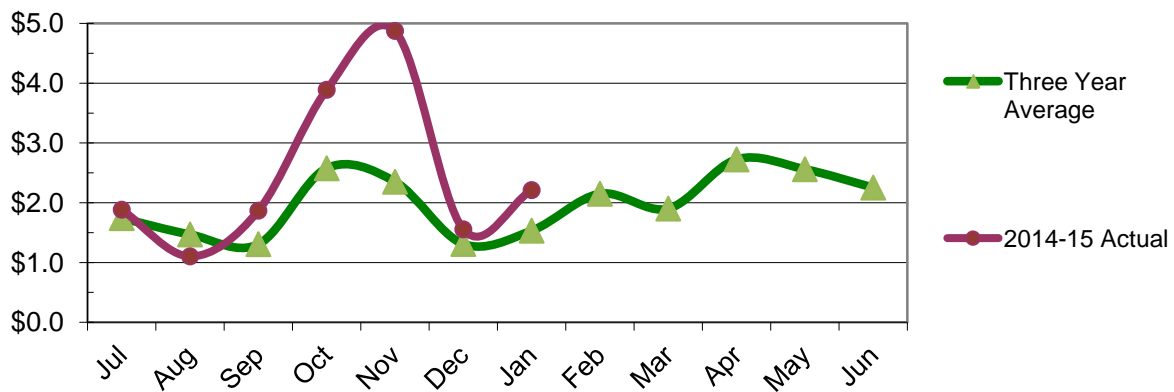
OCC set record gross revenues in September, October, November, and January compared to the past 4 years. There were 5 more events at OCC in January 2015 than 2014, and 9,900 (11%) more attendees than the prior year. OCC January events and attendance are 21% higher and 2% lower respectively compared to the three-year historical monthly average. January revenues are 21% (\$382,000) greater than the prior year and 44% above the three-year historical January average. TLT receipts year to date are 13.6% (\$636,000) above the prior year. Year to date revenues are 4% below budget projections. Expenses are 8% more than the prior year, 30% above the three-year historical January average, and 6% under budget. OCC YTD food and beverage margin is 20.7%.

Highest Grossing Events

Event	Gross Revenue	% of January Event Revenue
Tektronix Sales University	\$489,243	27%
Wizard World – Portland Comic Con	262,943	14%
Northwest Food Processor’s Expo & Conference	205,547	11%
Western Winter Sports Reps Association	91,685	5%
All other Events	788,023	43%
Total	\$1,837,441	100%

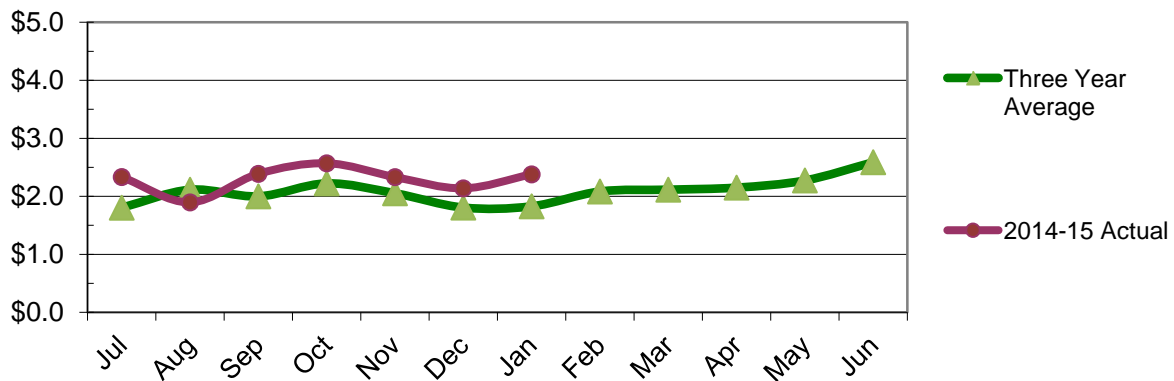
OCC Program Revenues by Month

Shown in Millions



OCC Program Expense by Month

Shown in Millions



Portland'5 Centers for the Arts

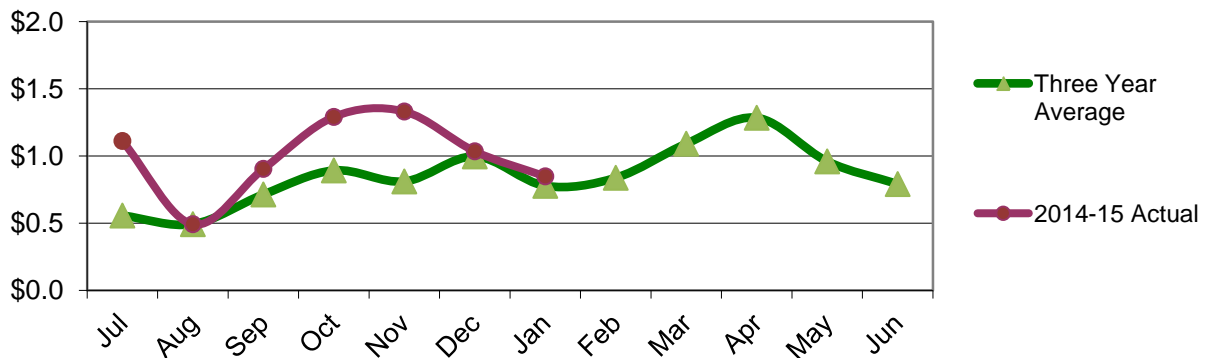
Portland'5 set record gross revenues in July, September, October, and November 2014 compared to the past 4 years however slipped slightly below the prior year in December and January. There were 7 (11%) less events, and 6,500 (-10%) less attendees at the Portland'5 Centers for the Arts in January compared to the prior year. Portland'5 January events and attendance are 26% and 44% respectively below the three-year historical monthly average. Portland'5 January revenues are 10.4% below the prior year however still 9% above the three-year historical January average. Year to date revenues are 19.8% (\$1.2 million) above the prior year thanks in large part to *The Book of Mormon* production and TLT receipts. Year to date revenues are 0.6% below budget projections. January expenses are 13.3% above the prior year and 37% above the three-year historical January average. Year to date expenses are 9.8% above the prior year and 1% over budget projections. Portland'5 YTD food and beverage margin is 29% due to two dynamics; 1) Portland'5 has benefited from labor cost savings from two vacant positions and 2) at the same time benefited from an increase in consumer spending habits without the need for additional labor costs.

Highest Grossing Events

Event	Gross Revenue	% of January Event Revenue
Dirty Dancing	\$314,709	40%
The Phantom of the Opera	96,294	12%
Primus	58,966	8%
Classical #7 – Ravel's Bolero	29,580	4%
All other Events	281,762	36%
Total	\$781,311	100%

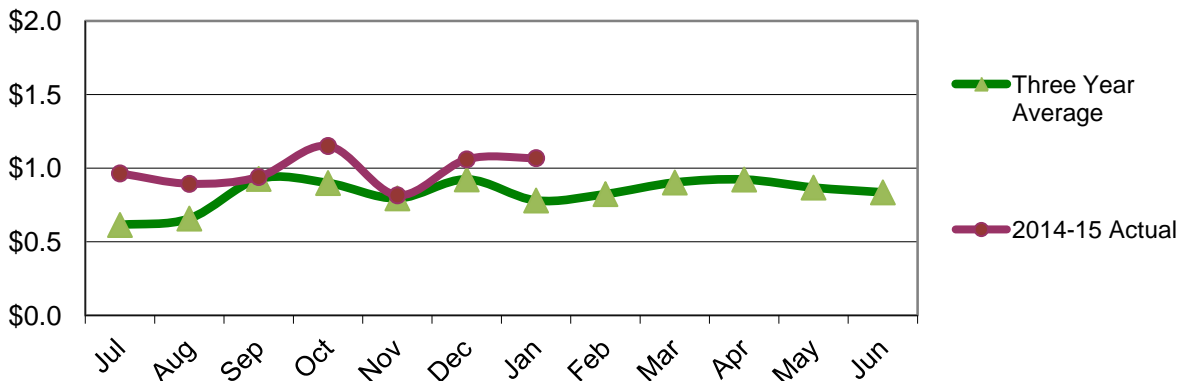
P5CA Program Revenue by Month

Shown in Millions



P5CA Program Expense by Month

Shown in Millions



Portland Expo Center

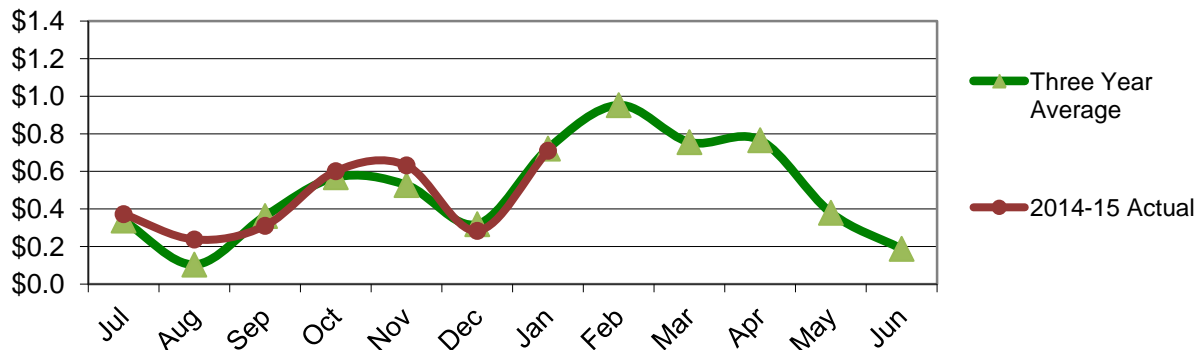
Expo set gross revenue records in July, August, and November 2014 compared to the past 4 years however dipped slightly below average in December and January. There was the same number of events in January 2015 as prior year, however 1,200 less attendees. Events and attendance in January were 27% and 6% above the three-year historical January average respectively. January revenues are 2.9% below the prior year and 1.6% below the three-year historical January average. However, this report does not include \$21,000 of commission revenue which, if included, would meet the prior year's January revenue. Expo's YTD revenues are 5.9% above the prior year and 9% below budget. Expo's YTD expenses are 9.5% above the prior year and 2% above budget projections mostly due to the 25% increase in storm water fees by the City of Portland's Bureau of Environmental Services. Expo's year to date food & beverage margin is -0.47% due to approximately \$39,000 in food & beverage expenditures recorded in late January in preparation for the Sportsman and Outdoor show in early February. Additionally, Expo filled the Food & Beverage Director position within the past year placing pressure on the F&B margin. Without these two dynamics, the YTD Expo F&B margin would be 3%, (4.25%) higher than the prior year.

Highest Grossing Events

Event	Gross Revenue	% of January Event Revenue
Rose City Classic Dog Show	\$270,047	39%
Portland Boat Show	199,965	29%
Northwest Agricultural Show	92,834	14%
Rose City Gun and Knife Show	34,596	5%
All other Events	87,757	13%
Total	\$685,199	100%

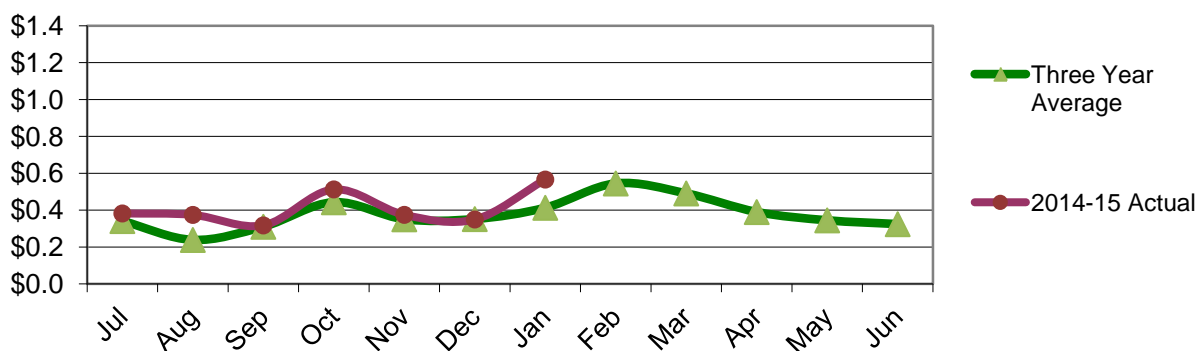
Expo Program Revenue by Month

Shown in Millions



Expo Program Expense by Month

Shown in Millions



MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Departments

January 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Current Year Budget	% of Prior Year	% of Annual Budget
Operations							
Charges for Services	2,290,047	2,178,396	12,753,521	10,798,459	21,098,321	118.11%	60.45%
Contributions from Governments	-	-	-	-	831,905	0.00%	0.00%
Enhanced Marketing VDF	-	-	-	-	463,702	0.00%	0.00%
Food and Beverage Revenue	1,282,500	1,158,989	9,139,997	8,050,960	15,202,929	113.53%	60.12%
Interest Earnings	15,263	11,837	118,302	73,267	57,750	161.47%	204.85%
Interfund Loans	-	-	-	-	-	0.00%	0.00%
Lodging Tax	248,692	231,052	6,065,124	5,177,348	11,131,163	117.15%	54.49%
Miscellaneous Revenue	21,244	22,969	83,767	57,990	84,542	144.45%	99.08%
Transfers-R	18,105	-	126,735	418,633	1,137,263	30.27%	11.14%
Visitor Development Fund Alloc	-	-	-	-	1,931,633	0.00%	0.00%
Total Revenues	3,875,851	3,603,243	28,287,444	24,576,657	51,939,208	115.10%	54.46%
Capital Outlay							
Capital Outlay	17,965	-	17,985	-	25,000	0.00%	71.94%
Food & Beverage Services	1,199,079	966,732	7,306,860	6,937,918	12,871,802	105.32%	56.77%
Materials and Services	1,069,831	702,849	6,935,383	5,850,149	13,425,476	118.55%	51.66%
Personnel Services	1,486,173	1,409,436	10,101,193	9,577,626	18,432,052	105.47%	54.80%
Transfers-E	334,789	338,231	3,492,822	3,132,783	5,680,018	111.49%	61.49%
Visitor Development Marketing	-	-	-	-	463,702	0.00%	0.00%
Total Expenditures	4,107,838	3,417,247	27,854,244	25,498,476	50,898,050	109.24%	54.73%
Net Operations	(231,987)	185,995	433,201	(921,819)	1,041,158		
Capital							
Contributions from Private Sources	-	-	100,000	-	-	0.00%	0.00%
Grants	3,596	-	160,082	-	70,000	0.00%	228.69%
Miscellaneous Revenue	-	-	14,633	-	-	0.00%	0.00%
Other Financing Sources	3,125	-	3,125	-	-	0.00%	0.00%
Transfers-R	-	-	-	-	-	0.00%	0.00%
Total Revenues	6,721	-	277,840	-	70,000	0.00%	396.91%
Capital Outlay	213,532	103,457	3,063,821	1,866,899	7,219,300	164.11%	42.44%
Total Expenditures	213,532	103,457	3,063,821	1,866,899	7,219,300	164.11%	42.44%
Net Capital	(206,811)	(103,457)	(2,785,981)	(1,866,899)	(7,149,300)		
12 Month Fund Balance Increase	(438,798)	82,538	(2,352,780)	(2,788,718)	(6,108,142)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Convention Center Operating Fund

January 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	1,130,049	870,094	5,742,730	4,288,168	9,446,977	133.9%	60.8%
Enhanced Marketing VDF	-	-	-	-	463,702	0.0%	0.0%
Food and Beverage Revenue	897,753	795,329	6,569,223	6,017,768	11,002,827	109.2%	59.7%
Interest Earnings	5,012	4,369	40,083	28,221	14,500	142.0%	276.4%
Interfund Loans	-	-	-	-	-	0.0%	0.0%
Lodging Tax	218,584	209,519	5,331,208	4,694,823	9,803,384	113.6%	54.4%
Miscellaneous Revenue	6,069	4,488	23,242	11,596	11,000	200.4%	211.3%
Transfers-R	(45,604)	(53,505)	(319,226)	44,095	93,756	-724.0%	-340.5%
Visitor Development Fund Alloc	-	-	-	-	1,281,250	0.0%	0.0%
Total Revenues	2,211,862	1,830,293	17,387,260	15,084,671	32,117,396	115.3%	54.1%
Food & Beverage Services	825,766	645,060	5,206,836	5,104,566	9,363,294	102.0%	55.6%
Materials and Services	540,298	349,471	3,999,535	3,488,934	8,527,570	114.6%	46.9%
Personnel Services	805,897	739,597	5,283,525	5,000,750	9,969,814	105.7%	53.0%
Transfers-E	206,488	192,452	1,542,085	1,247,573	2,698,655	123.6%	57.1%
Visitor Development Marketing	-	-	-	-	463,702	0.0%	0.0%
Total Expenditures	2,378,450	1,926,580	16,031,981	14,841,823	31,023,035	108.0%	51.7%
Net Operations	(166,587)	(96,287)	1,355,279	242,849	1,094,361		
Capital							
Contributions from Private Sources	-	-	62,500	-	-	0.0%	0.0%
Grants	-	-	-	-	60,000	0.0%	0.0%
Miscellaneous Revenue	-	-	14,633	-	-	0.0%	0.0%
Transfers-R	-	-	360,000	615,000	360,000	58.5%	100.0%
Total Revenues	-	-	437,133	615,000	420,000	71.1%	104.1%
Capital Outlay	53,850	23,274	1,618,940	1,133,183	4,258,000	142.9%	38.0%
Total Expenditures	53,850	23,274	1,618,940	1,133,183	4,258,000	142.9%	38.0%
Net Capital	(53,850)	(23,274)	(1,181,807)	(518,183)	(3,838,000)		
12 Month Fund Balance Increase	(220,438)	(119,562)	173,472	(275,335)	(2,743,639)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts Fund

January 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	653,507	787,174	4,781,270	4,349,164	7,454,065	109.9%	64.1%
Contributions from Governments	-	-	-	-	831,905	0.0%	0.0%
Food and Beverage Revenue	176,687	147,194	1,637,612	1,178,472	2,225,102	139.0%	73.6%
Interest Earnings	7,842	5,928	58,407	32,415	31,000	180.2%	188.4%
Lodging Tax	30,108	21,534	733,916	482,524	1,327,779	152.1%	55.3%
Miscellaneous Revenue	15,609	16,681	49,201	37,702	51,302	130.5%	95.9%
Transfers-R	(35,701)	(32,384)	(249,908)	(226,685)	(428,413)	110.2%	58.3%
Visitor Development Fund Alloc	-	-	-	-	650,383	0.0%	0.0%
Total Revenues	848,051	946,127	7,010,499	5,853,592	12,143,123	119.8%	57.7%
Food & Beverage Services	146,571	129,452	1,162,489	991,166	1,857,227	117.3%	62.6%
Materials and Services	377,035	234,116	1,993,619	1,553,868	2,948,738	128.3%	67.6%
Personnel Services	464,106	465,894	3,378,616	3,249,588	5,996,451	104.0%	56.3%
Transfers-E	80,570	113,475	626,203	724,255	1,318,646	86.5%	47.5%
Total Expenditures	1,068,282	942,937	7,160,928	6,518,877	12,121,062	109.8%	59.1%
Net Operations	(220,230)	3,190	(150,429)	(665,284)	22,061		
Capital							
Contributions from Private Sources	-	-	22,500	-	-	0.0%	0.0%
Grants	3,596	-	46,582	-	-	0.0%	0.0%
Total Revenues	3,596	-	69,082	-	-	0.0%	0.0%
Capital Outlay	136,141	36,043	1,052,518	313,883	1,938,000	335.3%	54.3%
Total Expenditures	136,141	36,043	1,052,518	313,883	1,938,000	335.3%	54.3%
Net Capital	(132,545)	(36,043)	(983,436)	(313,883)	(1,938,000)		
12 Month Fund Balance Increase	(352,775)	(32,853)	(1,133,865)	(979,167)	(1,915,939)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Expo Fund

January 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	506,491	521,127	2,229,500	2,161,102	4,197,279	103.2%	53.1%
Food and Beverage Revenue	208,061	216,466	933,161	854,720	1,975,000	109.2%	47.2%
Interest Earnings	1,094	987	9,760	9,751	8,500	100.1%	114.8%
Miscellaneous Revenue	(434)	1,800	11,323	8,538	22,240	132.6%	50.9%
Transfers-R	(5,556)	(9,323)	(38,892)	(65,260)	212,330	59.6%	-18.3%
Total Revenues	709,656	731,057	3,144,852	2,968,850	6,415,349	105.9%	49.0%
Capital Outlay							
Capital Outlay	17,965	-	17,985	-	25,000	0.0%	71.9%
Food & Beverage Services	226,742	192,220	937,535	842,186	1,651,281	111.3%	56.8%
Materials and Services	122,452	109,183	667,837	666,873	1,459,762	100.1%	45.7%
Personnel Services	151,440	137,896	975,889	901,883	1,721,145	108.2%	56.7%
Transfers-E	47,731	32,304	1,312,534	1,160,955	1,639,717	113.1%	80.0%
Total Expenditures	566,330	471,603	3,911,780	3,571,897	6,496,905	109.5%	60.2%
Net Operations	143,326	259,455	(766,928)	(603,047)	(81,556)		
Capital							
Contributions from Private Sources	-	-	15,000	-	-	0.0%	0.0%
Grants	-	-	113,500	-	10,000	0.0%	1135.0%
Miscellaneous Revenue	-	-	-	-	-	0.0%	0.0%
Other Financing Sources	3,125	-	3,125	-	-	0.0%	0.0%
Transfers-R	-	-	360,000	165,000	360,000	218.2%	100.0%
Total Revenues	3,125	-	491,625	165,000	370,000	298.0%	132.9%
Capital Outlay	23,541	44,140	392,363	419,833	930,500	93.5%	42.2%
Total Expenditures	23,541	44,140	392,363	419,833	930,500	93.5%	42.2%
Net Capital	(20,416)	(44,140)	99,262	(254,833)	(560,500)		
12 Month Fund Balance Increase	122,910	215,314	(667,666)	(857,880)	(642,056)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

January 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	-	-	22	25	-	87.0%	0.0%
Interest Earnings	1,316	553	10,051	2,880	3,750	349.0%	268.0%
Miscellaneous Revenue	-	-	-	155	-	0.0%	0.0%
Transfers-R	104,966	95,212	734,761	666,483	1,259,590	110.2%	58.3%
Total Revenues	106,281	95,765	744,833	669,543	1,263,340	111.2%	59.0%
Materials and Services	30,045	10,080	274,392	140,474	489,406	195.3%	56.1%
Personnel Services	64,731	66,048	463,163	425,405	744,642	108.9%	62.2%
Transfers-E	-	-	12,000	-	23,000	0.0%	52.2%
Total Expenditures	94,776	76,127	749,555	565,879	1,257,048	132.5%	59.6%
<hr/>							
Net Operations	11,505	19,638	(4,721)	103,664	6,292		
<hr/>							
Capital							
Transfers-R	-	-	(720,000)	(780,000)	(720,000)	92.3%	100.0%
Total Revenues	-	-	(720,000)	(780,000)	(720,000)	92.3%	100.0%
Capital Outlay	-	-	-	-	92,800	0.0%	0.0%
Total Expenditures	-	-	-	-	92,800	0.0%	0.0%
<hr/>							
Net Capital	-	-	(720,000)	(780,000)	(812,800)		
<hr/>							
12 Month Fund Balance Increase	11,505	19,638	(724,721)	(676,336)	(806,508)		

**MERC Visitor Venues
Events-Performances-Attendance
FY 2014-15**

OCC	January 2014		January 2015		Net Change from Prior Year		January 2014
	Events	Attendance	Events	Attendance	Events	Attendance	Revenue
Tradeshows/Conventions	4	6,336	5	6,005	1	(331)	937,749
Consumer Public Shows	6	56,779	6	65,114	-	8,335	504,116
Miscellaneous					-	-	-
Miscellaneous -In-House	10	209	13	253	3	44	2,811
Meetings	11	4,946	13	5,483	2	537	264,185
Catering	4	1,021	3	2,360	(1)	1,339	128,580
Totals	35	69,291	40	79,215	5	9,924	\$ 1,837,441

Expo Center	January 2014		January 2015		Net Change from Prior Year		January 2014
	Events	Attendance	Events	Attendance	Events	Attendance	Revenue
Consumer Public Shows	7	33,511	6	33,059	(1)	(452)	582,833
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-
Miscellaneous	1	10	1	24	-	14	488
Meetings	2	29	3	28	1	(1)	9,044
Catering	-	-	-	-	-	-	-
Tradeshows/Conventions	1	4,135	1	3,358	-	(777)	92,834
Totals	11	37,685	11	36,469	-	(1,216)	\$ 685,199
Totals w/Cirque du Soleil	11	37,685	11	36,469	-	(1,216)	\$ 685,199

Portland '5	January 2014		January 2015		Net Change from Prior Year		January 2014
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue
Commercial (Non-Broadway)	5	7,666	3	5,144	(2)	(2,522)	282,863
Broadway	8	17,763	8	22,235	-	4,472	315,874
Resident Company	18	21,730	19	22,059	1	329	819
Non-Profit	21	10,388	14	4,174	(7)	(6,214)	162,758
Promoted/ Co-Promoted	-	-	6	1,160	6	1,160	18,130
Student	16	13,194	15	9,987	(1)	(3,207)	867
Miscellaneous	4	545	-	-	(4)	(545)	-
Totals	72	71,286	65	64,759	(7)	(6,527)	\$ 781,311

*Attendance and revenue numbers reflect calendar month actuals and not the event total.

MERC Food and Beverage Margins

January 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Annual Budget
Convention Center Operating Fund					
Food and Beverage Revenue	897,753	795,329	6,569,223	6,017,768	11,002,827
Food & Beverage Services	825,766	645,060	5,206,836	5,104,566	9,363,294
Food and Beverage Gross Margin	71,987	150,269	1,362,387	913,202	1,639,533
Food and Beverage Gross Margin %	8.02%	18.89%	20.74%	15.18%	14.90%
Portland'5 Centers for the Arts Fund					
Food and Beverage Revenue	176,687	147,194	1,637,612	1,178,472	2,225,102
Food & Beverage Services	146,571	129,452	1,162,489	991,166	1,857,227
Food and Beverage Gross Margin	30,116	17,742	475,123	187,306	367,875
Food and Beverage Gross Margin %	17.04%	12.05%	29.01%	15.89%	16.53%
Expo Fund					
Food and Beverage Revenue	208,061	216,466	933,161	854,720	1,975,000
Food & Beverage Services	226,742	192,220	937,535	842,186	1,651,281
Food and Beverage Gross Margin	(18,681)	24,246	(4,373)	12,533	323,719
Food and Beverage Gross Margin %	-8.98%	11.20%	-0.47%	1.47%	16.39%
MERC Fund Total					
Food and Beverage Revenue	1,282,500	1,158,989	9,139,997	8,050,960	15,202,929
Food & Beverage Services	1,199,079	966,732	7,306,860	6,937,918	12,871,802
Food and Beverage Gross Margin	83,422	192,257	1,833,136	1,113,042	2,331,127
Food and Beverage Gross Margin %	6.50%	16.59%	20.06%	13.82%	15.33%

MERC Statement of Fund Balances and Reserves

January 2015

	FY 2015 Through January	FY 2014 Through January	FY 2014 Through June	FY 2015 Annual Budget
<u>Oregon Convention Center</u>				
Beginning Fund Balance	14,734,771	14,415,732	14,415,732	16,655,732
Fund Balance Inc (Dec)	173,472	(275,335)	353,943	(2,743,639)
Ending Fund Balance	14,908,243	14,140,397	14,769,675	13,912,093
<i>Contingency - Operating</i>				1,630,000
<i>Contingency - New Capital-Business Strategy</i>				1,099,078
<i>Contingency - Renewal & Replacement</i>				11,183,015
<i>Ending Fund Balance</i>				13,912,093
<u>Portland'5 Centers for the Arts</u>				
Beginning Fund Balance	9,838,652	9,020,155	9,020,155	10,226,656
Fund Balance Inc (Dec)	(1,133,865)	(979,167)	817,538	(1,915,939)
Ending Fund Balance	8,704,787	8,040,988	9,837,693	8,310,717
<i>Contingency - Operating</i>				600,000
<i>Contingency - New Capital-Business Strategy</i>				1,857,050
<i>Contingency - Renewal & Replacement</i>				5,853,667
<i>Ending Fund Balance</i>				8,310,717
<u>Expo</u>				
Beginning Fund Balance	3,402,144	3,935,352	3,935,352	4,399,853
Fund Balance Inc (Dec)	(667,666)	(857,880)	(568,117)	(642,056)
Ending Fund Balance	2,734,478	3,077,472	3,367,235	3,757,797
<i>Contingency - Operating</i>				350,000
<i>Contingency - New Capital-Business Strategy</i>				2,596,016
<i>Contingency - Renewal & Replacement</i>				811,781
<i>Ending Fund Balance</i>				3,757,797
<u>MERC Administration</u>				
Beginning Fund Balance	4,084,393	3,043,123	3,043,123	3,043,124
Fund Balance Inc (Dec)	(724,721)	(676,336)	1,042,231	(806,508)
Ending Fund Balance	3,359,672	2,366,787	4,085,354	2,236,616
<i>Contingency - Operating</i>				65,000
<i>Contingency - Renewal & Replacement</i>				2,171,616
<i>Ending Fund Balance</i>				2,236,616
<u>MERC Fund</u>				
Beginning Fund Balance	32,059,960	30,414,362	30,414,362	34,325,365
Fund Balance Inc (Dec)	(2,352,780)	(2,788,718)	1,645,594	(6,108,142)
Ending Fund Balance	29,707,180	27,625,644	32,059,956	28,217,223

MERC Commission Meeting

March 4, 2015
12:30 pm

12. Action Agenda II

**METROPOLITAN EXPOSITION RECREATION COMMISSION
Resolution Number 15-02**

For the purpose of approving the Metropolitan Exposition Recreation Commission (“MERC”) 2015-16 Proposed Budget and 2015-16 Capital Plan.

WHEREAS, pursuant to Section 6.01.50 of the Metro Code, MERC must prepare and approve a budget by resolution and;

WHEREAS, the MERC Budget Committee has met in public meetings for the purpose of creating the MERC 2015-16 Budget and recommends approval of the budget and annual capital plan attached as Exhibit A to this Resolution.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission:
Approves the MERC Fiscal Year 2015-16 Budget and 2015-16 Capital Plan attached as Exhibit A and transmits it to the Metro Chief Operating Officer for submission to the Metro Council for inclusion in the Metro budget for the Fiscal Year 2015-16.

Passed by the Commission on March 4, 2015.

Approved as to Form:
Alison R. Kean, Metro Attorney

Chair

Secretary/Treasurer

Nathan A. S. Sykes, Deputy Metro Attorney



Metro | *Exposition Recreation Commission*

March 4, 2015

TO: MERC Commission

FROM: Judie Hammerstad, Chair of the MERC Budget Committee
Scott Robinson, Metro Deputy COO

RE: Transmittal of the Fiscal Year 2015 – 2016 MERC Budget

The MERC Budget Committee recommends the Fiscal Year 2015 – 2016 Proposed Budget to the MERC commission for approval which is summarized in MERC Resolution 15-02 Exhibit A. The Budget Committee met three times and gathered information from venue directors regarding the challenges and opportunities each venue faces in the coming year. This contextual information was essential to the committee's understanding of the revenue forecasts and expenditure requests of each venue.

In addition to preparing the budget recommendation, the Committee:

Capital

- reviewed the MERC 5-year capital plan;
- approved the FY 2015-16 capital plan of \$6,665,500;
- requested staff to complete remaining work including the review of projects scheduled for FYs 2016 through 2020;
- reviewed and recommends a plan allowing venues to spend Aramark capital contribution amounts prior to receipt for project timing purposes. The Aramark capital contributions to the venues total \$2,750,000¹ distributed on a 5-year depreciation schedule; the venues will be paid back for any early expenditures by the scheduled payments;
- reviewed and recommends a request for \$600,000 in MTOCA funds to support ongoing efforts to develop both the Oregon Convention Center (\$110,000 – Capital; \$210,000 – Hotel Project) and the Portland Expo Center (\$280,000 - Operations);
- reviewed and recommends an annual MTOCA allocation of \$110,000 from the General Fund to be used for Plaza Landscape Renovation and Surface Water Management at OCC; reviewed and recommends that TLT Pooled Capital allocation of \$390,000 be used for Plaza Landscape Renovation and Surface Water Management at OCC and that TLT Pooled Capital allocation of \$150,000 be used for OCC Facility Master Plan Study;
- reviewed and recommends that the Expo Center receive \$280,000 from TLT Pooled Capital for capital projects including parking lot, HVAC, VOIP, security cameras and electronic signage;

¹ This includes the \$250,000 Aramark capital contribution contingent upon breaking ground on the OCC Hotel Project

Operating

- reviewed and recommends Portland's request for an increase of 2.00 Full-Time Equivalent (FTE) positions; increasing two existing 0.50 FTE to 1.00 FTE each to facilitate revenue growth and customer service; and replace over 2,000 part-time operating Engineer II hours with a 1.00 FTE operating Engineer II position;
- reviewed and recommends Expo's request for an increase of 1.00 FTE Positions to include two 0.50 FTE positions; a Marketing and Promotions Coordinator and an Administrative Assistant, to facilitate revenue growth and customer service;

OCC Hotel Project

- reviewed and recommends a request for \$210,000 from the General Fund MTOCA account for OCC Hotel project management, construction oversight, and ribbon cutting ceremony costs;
- reviewed and recommends a request to transfer \$3,400,000 from OCC fund balance to the OCC Hotel Bond Fund;

The committee's recommended budget will be presented to the MERC Commission on Wednesday, March 4, 2015 for consideration and approval. It will then be forwarded to the Metro Budget Officer, Martha Bennett, Chief Operating Officer, for review by the Metro Council beginning mid-April. If the Chief Operating Officer proposes amendments to the budget, those changes will be brought back to the Commission for consideration in April or May.

Forecasted economic climate for Fiscal Year 2015 – 2016

The economic recovery from the Great Recession continues with FY 2016 forecasts including increased event bookings across the venues. Portland's Centers for the Arts has booked 12 weeks of Broadway shows - up 23 performances over FY 2015 - including 7 weeks of "Mega" shows featuring Wicked and Book of Mormon. Oregon Convention Center forecasts a record number of events in FY 2016 with 43 conventions already booked and an expectation of a usual few more bookings as the year progresses. Portland Expo Center anticipates a 4% increase in revenues over FY 2015 mostly due to new and substantial bookings in trade shows, meetings and new consumer events. Transient Lodging Tax (TLT) revenue is also projected to continue to be healthy in FY 2016, benefiting both Portland's and OCC.

On the expense side, Expo's budget continues to be stressed by tax increases including Multnomah County Drainage District fees, and City of Portland storm water fees and street fees. Portland's resident company schedules remain flat and its aging buildings continue to require capital improvements. The assumption of a 2.65% CPI & Cost of Living Allowance (COLA) was used in the development of the FY 2016 Budget, however, the Bureau of Labor Statistics reported February 26, 2015, the January 2013 to January 2014 Portland Area Consumer Price Index for All Urban Consumers (CPI-U) increased 2.41% and the 2nd half CY 2014 (July-December) increased 2.26%. Both the AFSCME and LIUNA agreements use these indicators for their COLA. The venues have been impacted by this with increased utility, food and personnel costs. Through good operational efficiency management, the venue directors continue to minimize expenditure growth, keeping revenues on pace with inflation.

Significant impacts in the Fiscal Year 2015 – 2016 Proposed Budget

- Continued funding for the OCC hotel project, which aims to solve the lack of a dedicated block of hotel rooms located across the street from the center, is proposed to be funded by three sources: the OCC Hotel Bond Fund in the amount of \$265,000 representing reimbursement for bond issuance related costs, a transfer from the Metro General Fund MTOCA account in the amount of \$210,000 for project management, construction oversight, and ribbon cutting ceremony costs; and \$3,400,000 from OCC fund balance for OCC's agreed upon contribution to development costs. The total proposed Hotel Project budget for FY 2016 is \$4,094,345 which includes funding for project management staff (0.50 FTE), bond financing costs, development and design expenses, outside legal services, and other costs associated with this effort.
- The Oregon Convention Center budgeted \$189,437 for the fourth of ten loan payments to the General Fund. OCC borrowed \$2.2 million from the General Fund for OCC's Portland Streetcar Local Improvement District (LID) tax assessment in 2012.
- The Portland Expo Center will receive \$280,000 in MTOCA funding in FY 2016 pending approval from Metro COO and Metro Council. These funds are being used for marketing and facility refurbishment projects.
- Health and welfare costs continue to climb. While all three venues and MERC Administration have budgeted decreases in non-event related Materials and Services expenses, the costs for Personnel Services have increased 7.8% over FY 2015 – mostly due to health and welfare cost increases, PERS increases, and costs associated with implementation of the Affordable Care Act mandates.

Requests of staff by the Budget Committee for Fiscal Year 2015 – 2016

- Request of staff to study ways to grow and strengthen Portland's Foundation and its capital endowment as well as to continue evaluation of the long-term capital needs of P's in the context of the current business model that requires subsidizing the resident companies. This project will include stakeholders from the city, resident companies and other relevant stakeholders.
- Request of staff to continue to pursue an evaluation of potential synergies and efficiencies to be gained by combining efforts between the Oregon Convention Center and the Portland Expo Center in the areas of sales and other revenue producing departments.

Policy Considerations – Five-Year Capital Plans & Fund Reserves

The Budget Committee briefly reviewed the five-year capital plans of each venue and the impact on their respective fund reserves. All three venues are experiencing the challenges of aging facilities and growing operating expenditures in a competitive marketplace. These dynamics affect each venue differently. The Committee expressed concern regarding Portland's and Expo's five-year forecasts and encourages the Commission to keep these issues at the forefront of its priorities.

Oregon Convention Center

Because the OCC Hotel is expected to open in 2017 and due to the health of Transient Lodging Taxes (TLT) as well as its event schedule, OCC operations are forecasted to fully fund its five-year capital plan and also maintain healthy reserves.

Portland's Center for the Arts

Portland's net operations are forecasted to be an average \$930,000 each year over the next five years yet its reserves are forecasted to be depleted from over \$8 million in 2016 to under \$5 million in 2020 due to its capital needs. Portland's reserves are forecasted to be only 29% of annual operating expenses in 2020. The Portland's Project and FY 2016 Budget Priorities for MERC Admin and Portland's reflect next steps to build net operations, find alternative funding sources for capital needs, and maintain reserves. The Budget Committee encourages the Commission to continue to keep this issue at the forefront of its priorities.

Portland Expo Center

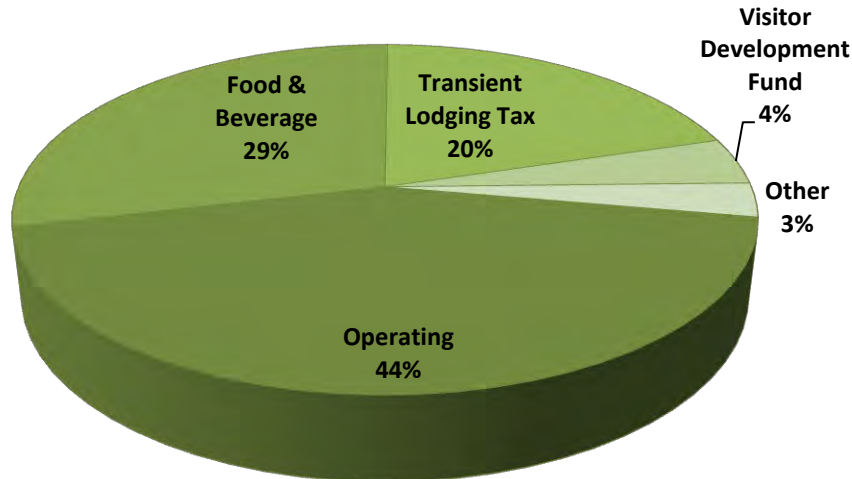
Expo's net operations are forecasted to be an average (-\$200,000) each year over the next five years. This includes receiving a forecasted \$180,000 General Fund MOTCA annual allocation in operations. Expo's Renewal & Replacement reserves are forecasted to be depleted at the end of FY 2015, leaving only \$3.0 million in reserves in Expo's Fund balance. Expo's forecasted FY 2016 beginning fund balance of \$3.0 million represents 47% of its annual operating expenditures. Expo's five-year forecast assumes receiving \$2.8 million of TLT Pooled Capital over five years, representing 49% of funding for its \$5.6 million five-year capital plan. Without this funding source, Expo's reserves would be forecasted be completely depleted December 2017. TLT revenues would have to perform at 2012/2013 levels consistently over the next five years to fund both OCC and Expo's requested TLT Pooled Capital funding for their respective Capital Plans. Phase II of the Expo Project and FY 2016 Budget Priorities for MERC Admin and Expo reflect next steps to build net operations, find alternative funding sources for capital needs, and maintain reserves. The Budget Committee encourages the Commission to continue to keep this issue at the forefront of its priorities and consider approaching Metro Council regarding forming strategies to address Expo's long-term needs.

We would like to especially thank Ben Rowe, MERC Finance Manager, for his tireless work with the venues to build a balanced budget. Thanks also to the Metro finance team for their work with Ben and the venue directors to ensure all of our assumptions are accurate. A big thank you also goes to the venue directors and their staff who worked many hours on projections and balancing the budget. This group of professionals has done the tough work and produced budgets that we can all stand behind and be proud of. The proposed budget provides the venues with the financial resources needed to achieve excellence in customer service and maintain the venues in a manner that delivers on our promise to the region to operate world-class facilities.

And finally, thank you to the MERC Budget Committee members including Commissioners Judie Hammerstad, Cynthia Haruyama and Terry Goldman for their leadership, probing questions, and enthusiastic participation on the Budget Committee.

Metropolitan Exposition Recreation Commission Proposed Budget Fiscal Year 2015 – 2016

MERC Fund Summary of Resources



Resources	OCC	P'5	Expo	Admin	MERC
Charges for Services	10,236,686	10,091,678	4,383,536		24,711,900
Food & Beverage	11,750,000	2,663,978	1,911,165	-	16,325,143
Lodging Tax	10,097,485	1,345,973	-	-	11,443,458
Visitor Development	2,021,062	667,620	-	-	2,688,682
Other	(106,542)	512,764	225,747	1,271,590	1,903,559
Total	\$33,998,691	\$15,282,013	\$ 6,520,448	\$1,271,590	\$57,072,742
Capital Resources	892,188	58,125	367,188	(820,000)	497,501
Fund Balance	14,174,771	8,789,652	3,039,644	4,349,393	30,353,460
Total Resources	\$49,065,650	\$ 24,129,790	\$9,927,280	\$ 4,800,983	\$ 87,923,703

Operating Revenue

The MERC Fund total charges for services of \$24.7 million are 17% greater than the FY 2014-15 Budget. Charges for services revenue include the following: facility & equipment rentals, parking, and services provided to clients and attendees.

➤ Oregon Convention Center

- OCC's \$10.2 million charges for services revenue is 8.4% greater than the FY 2015 Budget. The event space revenue budget is based on contracted, tentative repeat clients, and historical pickup event bookings. Currently OCC has 43 conventions on the books compared to the same amount at this time last year. The FY 2016 budget assumes an expectation of 45 total event bookings compared to the historical average of 40.

➤ Portland's Centers for the Arts

- Portland's \$10.1 million charges for services revenue is 35.4% greater than the FY 2014-15 Budget. This dramatic increase is due to 12 weeks of scheduled Broadway shows compared to 9.5 weeks scheduled in FY 2014-15. Additionally 7 of 12 of the Broadway weeks are scheduled with mega-hit shows.
- 62% of the increase in charges for services revenue over the prior year is due to the revenue generated by the scheduled event bookings and the logistics of the new ticketing system compared to the old system. With the new system, the full amount of ticket service charges are collected by P5 and then the ticketing company is issued their fee. Under the old system, the ticketing company took their fee out prior to issuing ticket commissions to Portland's.
- 17% of the increase in charges for services revenue over the prior year is due to Portland's new business line of self-promoted shows, budgeted to net approximately \$40,000 in FY 2015-16.

➤ Portland Expo Center

- Expo's \$4.4 million charges for services revenue is 4.4% greater than the FY 2015 Budget.
- The MERC Budget Committee reviewed and approved a concept proposal for Expo's request of \$280,000 in MTOCA funding for marketing & sales activities, and related facility improvement projects.
- Expo is planning to host Cirque du Soleil in FY 2016 however Cirque is not included in the Proposed Budget and will be added by way of budget amendment as in past years.

Food & Beverage Margins

Food & Beverage Revenue is \$15.2 million 7.4 % greater than FY 2015.

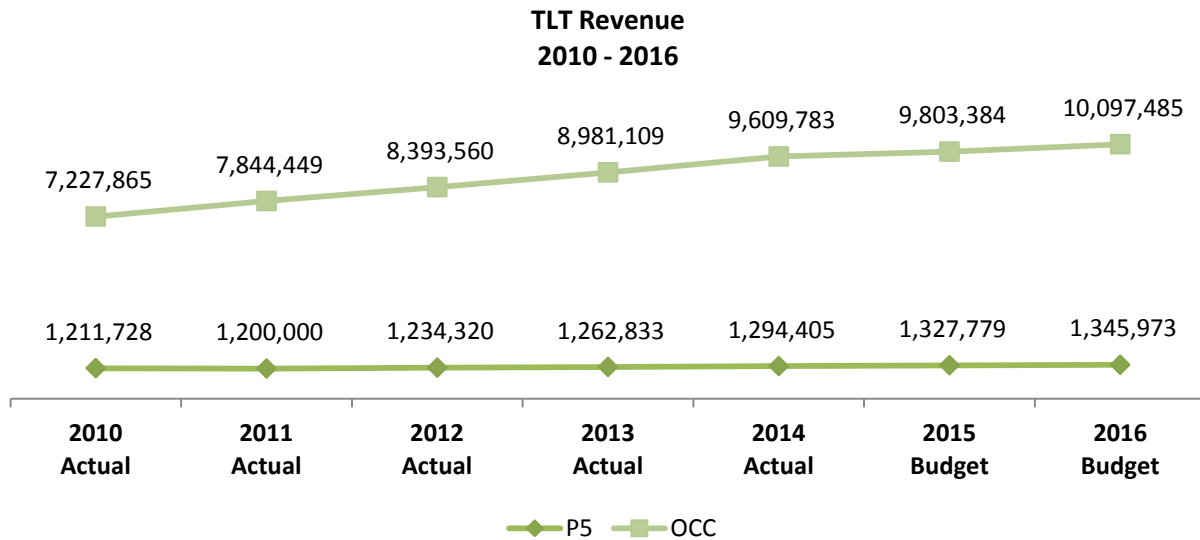
		2013 Actual	2014 Actual	2015 Budget	2016 Budget	Difference \$	Difference %
OCC	Revenue	11,722,033	9,972,528	11,002,827	11,750,000	747,173	7%
	Expense	9,220,424	8,855,561	9,363,294	9,815,867	452,573	5%
	Margin \$	2,501,609	1,116,968	1,639,533	1,934,133	294,600	18%
	Margin %	21%	11%	15%	16%		
P'5	Revenue	2,152,136	2,093,848	2,225,102	2,663,978	438,876	20%
	Expense	1,698,887	1,731,559	1,857,227	2,243,543	386,316	21%
	Margin \$	453,250	362,289	367,875	420,435	52,560	14%
	Margin %	21%	17%	17%	16%		
Expo	Revenue	1,903,409	1,986,464	1,975,000	1,911,165	-63,835	-3%
	Expense	1,644,149	1,711,086	1,651,281	1,620,587	-30,694	-2%
	Margin \$	259,260	275,378	323,719	290,578	-33,141	-10%
	Margin %	14%	14%	16%	15%		
MERC	Revenue	15,777,579	14,052,840	15,202,929	16,325,143	1,122,214	7%
	Expense	12,563,460	12,298,206	12,871,802	13,679,997	808,195	6%
	Margin \$	3,214,119	1,754,635	2,331,127	2,645,146	314,019	13%
	Margin %	20%	12%	15%	16%		

- OCC food & beverage revenue is forecasted at \$11.8 million, 7% greater compared to FY 2015 budget with a 16.5% margin.
- P'5 food & beverage revenue is forecasted at \$2.7 million. This represents a 20% increase over FY 2015 due to the robust Broadway performance schedule.
- EXPO food & beverage revenue is forecasted at \$1.9 million, 3% less than FY 2015 budget in an effort to bring Expo F&B budget expectations more in line with historical actuals.
Note: FY 2014 actuals reflect hosting the Cirque du Soleil event. Expo is planning to host Cirque du Soleil in FY 2016 however Cirque is not included in the proposed budget and will be added by way of budget amendment as in past years.

Transient Lodging Tax (TLT)

The total Transient Lodging Tax (TLT) revenue budget for FY 2015-16 of \$11.4 million, is an increase of 2.8% over the FY 2015 Budget.

- According to the Visitor Development Fund (VDF) Intergovernmental Agreement (IGA), Portland’s is allocated a maximum increase over the prior year receipts, of the Portland-Salem, second-half Calendar Year, Consumer Price Index (CPI), two years prior. For FY 2015 this is a 2.82% increase over FY 2014 actual receipts. The Portland5 FY 2016 Budget for TLT receipts represents a 2.65% (CPI budget assumption) increase over the FY 2015 adjusted maximum. Portland’s TLT base revenue was reset to \$1.2 million in FY 2011 according to the VDF IGA.
- OCC is allocated the greater of the two years prior CPI or 7% over the prior year receipts. The OCC FY 2016 Budget for TLT receipts represents a 6% increase over the FY 2015 adjusted maximum.
- All TLT receipts over these maximums are deposited into the MERC Fund TLT Pooled Capital account to be allocated to specific projects in future years. \$1.9 million was allocated to the MERC Fund TLT Pooled Capital in FY 2014. TLT Pooled Capital revenue estimates are not budgeted in FY 2015 or FY 2016.
- The Portland Expo Center does not receive TLT revenues, however does receive TLT Pooled Capital for specific projects.



	2011 Actual	2012 Actual	2013 Actual	2014 Actual
TLT Pooled capital Earnings	492,463	902,650	1,066,582	1,920,311

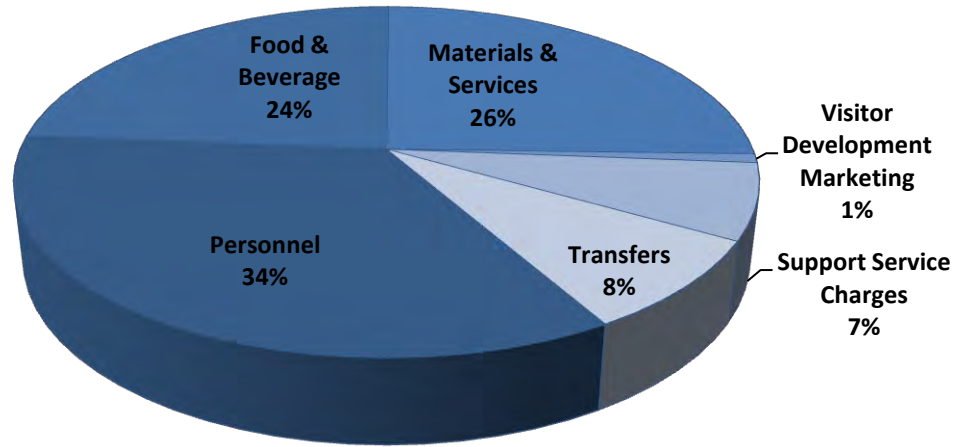
Non-Operating Revenues

- Visitor Facilities Trust Account (VFTA Buckets) includes operational support for OCC and Portland's.
 - VFTA Bucket 5 – OCC request for operational support - \$1,548,281
 - VFTA Bucket 7 – OCC request for enhanced marketing - 472,781
 - VFTA Bucket 10 – P'5 request for operational support - 667,620
- The City of Portland contribution of \$854,000 to P'5 increases by CPI annually.
- There is no annual contribution from the Portland's Foundation for capital renewal and replacement budgeted in FY 2016.
- OCC Transfer Revenue from other funds:
 - Below is a summary table of revenue transfers to OCC.
 - The OCC Hotel Project funding request of \$210,000 from the General Fund Metro Tourism Opportunity and Competitiveness Account (MTOCA) for project management, construction oversight, and ribbon cutting ceremony costs are included in the budget.
 - The OCC request of \$110,000 from the General Fund's MTOCA for the MLK Plaza Capital Project is also included in the OCC Capital Budget.
 - OCC is budgeted to receive a Support Services charges subsidy from the General Fund of 1/3 of the increase from 2014 to 2015, equaling \$80,300. OCC received a subsidy of Support Services charges from the General Fund of \$160,600 in FY 2015, or 2/3 of the support services charges increase from 2014 to 2015.
 - OCC has requested a transfer of \$540,000 from the MERC TLT Pooled Capital Account, \$180,000 more than FY 2015.
 - When the OCC Hotel Project is financed in FY 2016, some costs are allowed to be reimbursed through the process. OCC is budgeted to receive 265,000 in reimbursements.

OCC Transfers – Revenue	2015	2016	\$ Variance	% Increase
MTOCA – General Fund	320,000	320,000	-	0%
SS Subsidy – General Fund	160,597	80,299	(80,298)	-50%
Hotel Support – General Fund	321,000	-	(321,000)	-100%
General Fund Subtotal	801,597	400,299	(401,298)	-50%
Bond Financing Reimbursement	-	265,000	265,000	0%
TLT Pooled Capital	360,000	540,000	180,000	50%
Total	1,161,597	1,205,299	43,702	3.8%

- Expo Transfer Revenue from other funds:
 - The MERC Commission and Metro Council approved a change in the General Fund Metropolitan Tourism and Competitiveness Account (MTOCA) policy language to include Expo as a recipient of funding beginning in FY 2015.
 - A FY 2016 proposal was made and accepted by the MERC Budget Committee for Expo to be allocated \$280,000 in MTOCA funding for marketing & sales activities, and related facility improvement projects.

MERC Fund Summary of Requirements



Requirements	OCC	P'5	Expo	Admin	MERC
Personnel	10,737,796	6,494,395	1,811,467	830,961	19,874,619
Food & Beverage	9,815,867	2,243,543	1,620,587	-	13,679,997
Goods & Services	8,678,855	4,368,968	1,362,718	479,585	14,890,126
VFTA	472,781	-	-	-	472,781
Support Services	2,295,400	1,173,331	535,683	-	4,004,414
Transfers	3,672,652	-	1,186,176	-	4,858,828
Total	\$ 35,673,351	\$ 14,280,237	\$ 6,516,631	\$ 1,310,546	\$ 57,406,650
Capital	3,050,000	2,583,000	1,032,000	-	6,665,000
Reserves	10,342,299	7,266,553	2,378,649	3,490,437	23,477,938
Total Requirements	\$ 49,065,650	\$ 24,129,790	\$ 9,927,280	\$ 4,800,983	\$ 87,923,703

Personnel Services
Full Time Equivalent (FTE) Positions

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Difference 15/16	Additional Request	2016 Total
Convention Center	110.30	112.30	114.65	114.65	0.00	0.00	114.65
Portland'5	46.40	44.40	46.90	46.90	0.00	2.00	48.90
Portland Expo	13.30	12.30	14.80	14.80	0.00	1.00	15.80
Administration	11.50	6.50	6.00	6.50	0.50	0.00	6.50
Total FTE	181.50	175.50	182.35	182.85	0.50	3.00	185.85

The MERC Fund includes a proposed 185.85 full time equivalent (FTE) positions for the FY 2016 Budget and approximately 300 part-time employees. This represents a total proposed increase of 3.50 FTE. 0.50 of this FTE increase is caused by a change in payroll allocation of the Policy Advisor position in MERC Administration from 50% to the Zoo to 100% to MERC Administration. Instead of allocating the total position cost, MERC Administration will charge the Zoo directly for project costs on an hourly basis. The remaining 3.00 FTE are additional FTE position requests approved by the MERC Budget Committee summarized below.

➤ **Portland'5 Centers for The Arts**

- Marketing & Promotions Coordinator I (0.50 FTE increase) – P'5 is seeking to increase the FTE of this position to 1.00 FTE to address the increasing workload of the Marketing and Promotions Division and to offer fee-based marketing packages to clients. This FTE increase is expected to cost approximately \$21,500 and increase gross revenues by approximately \$25,000 annually.
- Ticket Supervisor (0.50 FTE increase) – P'5 is seeking to increase this existing position from a 0.50 FTE Ticket Supervisor to 1.0 FTE Ticket Coordinator. This change is requested to address the increasingly growing workload and complexity of ticketing logistics and systems of the industry. The full-time status of this position will help facilitate consistency and availability to clients of the Ticket Services Division.
- Operating Engineer II (1.00 FTE addition) – P'5 is seeking to replace over 2,000 part-time, overtime, and on-call Operating Engineer II hours with a new full-time 1.00 FTE Operating Engineer II position. This request reflects a change in approach in how Portland'5 Operating Engineers are scheduled to better facilitate full staffing, customer service, and reduce overtime and on-call expenses. This change is estimated to cost approximately \$9,500 more per year than the current approach and schedule but result in more consistent coverage of events.

➤ **Portland Expo Center**

- Marketing & Promotions Coordinator I (0.50 FTE limited duration addition) – Expo is seeking to add a limited duration 0.50 FTE Marketing & Promotions Coordinator I position to add a dedicated resource to aggressively work to increasing marketing &

advertising sales revenues, expand social media presence and up-sell client services. The addition of this 0.50 FTE is expected to cost approximately \$21,000 and increase gross revenues by approximately \$25,000 annually. Revenue goals will be set and increases will be measured. If this position does not result in increased revenues, it is set to expire June 30, 2017.

- Administrative Assistant (0.50 FTE increase) – Expo seeks to add a 0.50 FTE Administrative Assistant position dedicated to the Expo Operations Division. The Operations Division has never benefited from an Administrative Assistant position. This position will provide much needed support to Operations managers, clients, and stakeholders. This will provide the time needed for the management team to focus on customer service, facility maintenance, and projects.

Food & Beverage

- Aramark food & beverage expenses of \$13.6 million for the consolidated MERC Fund are budgeted to increase 6.3% over the prior year commensurate with the increase in scheduled events resulting in a 16.2% margin, \$314,000 or 0.9% greater than FY 2015.

Goods & Services

- All three Venues and MERC Administration budgeted decreases in non-event related Materials & Services expenses in FY 2016 over the prior year.
- Total Materials & Services budget for FY 2016 is \$810,000 or 6.3% increase from FY 2015. This increase is due to event related cost increases.
- Utility rates across the venues are forecasted to increase. However, each of the venues have completed and or planned several lighting, water, and heating and cooling cost saving projects to contain utility expense growth.
- Oregon Convention Center
 - The national marketing contract with Travel Portland is \$3,350,000.
 - VFTA Enhanced Marketing bucket #7 is budgeted at \$472,781 and passed through to Travel Portland.
- Portland's Centers for The Arts
 - The Portland's Materials & Services FY 2016 reflects a 48% or a \$1.4 million increase over FY 2015. However, a majority of this increase is due to two primary items: \$369,500 of new expenditures for the new business line of self promoted shows, (*Portland's Presents*) and \$736,000 in additional expenses over FY 2015, associated with the robust Broadway performance schedule, for ticket commission fees paid to Portland's partners. The remainder of the increase is due to event related expense increases commensurate with revenue increases. Additionally, there are \$36,300 of one-time items included, leaving the base budget much lower. These items include computers, ID badge machine, plaster repair, cleaning equipment and contracts.

- Portland Expo Center
 - Expo Materials & Services reflect a 6% decrease over the FY 2015 budget even though fees have increased for both Multnomah County Drainage District (MCDD) and Portland Bureau of Environmental Services (storm water).

- MERC Administration
 - MERC Administration Materials & Services budget has decreased by \$9,800 or 2% from the previous year. This decrease facilitated keeping the MERC Administration charge to the venues static over FY 2015.

Metro Support Services Charges

	OCC	P'5	Expo	MERC
Indirect Charges				
Support Services	2,075,704	1,123,691	454,199	3,653,594
Building Management	5,907	3,797	1,266	10,970
Subtotal Indirect Charges	2,081,611	1,127,488	455,465	3,664,564
% of Operating Budget	5.9%	7.9%	7.0%	6.4%
Direct Charges				
Risk Management Claims	235,308	114,401	76,135	425,844
Workers Compensation Claims	(21,519)	(68,558)	4,083	(85,994)
Subtotal Direct Charges	213,789	45,843	80,218	339,850

Support Services indirect charges are calculated amounts for Information Technology, Finance and Accounting, Procurement, Human Resources, Communications, and Legal Services support costs. These formulaic charges are based upon FTE count, transaction counts (i.e. number of purchasing orders issued), computer server usage, and number of staff hours spent on venue specific items.

Direct charges are actual expenses incurred for identified items, two-years prior. These costs are charged directly to the venue. Metro uses a self insured model of payment for both risk and worker’s compensation claims.

Transfers

➤ Expo transfer to Revenue Bond Fund for Hall D debt payment	\$1,186,176
➤ OCC transfer to Metro General Fund for Streetcar assessment loan repayment	189,437
➤ OCC transfer to Metro General Fund for Hotel Project Management work	83,215
➤ OCC transfer to Metro Hotel development	3,400,000

Capital

Summary of Capital Project Funding FY 2016

Capital request expenditures and descriptions are included in the next section by venue.

Funding Source	OCC	P'5	Expo	Admin	MERC
Renewal Replacement Reserves	1,300,000	2,170,000	467,500	-	3,937,500
New Business Strategy	150,000	65,000	-	-	215,000
TLT Pooled Capital	540,000	-	280,000	-	820,000
Aramark Capital	950,000	348,000	285,000	-	1,583,000
MTOCA	110,000	-	-	-	110,000
Total Capital Resources	3,050,000	2,583,000	1,032,500	-	6,665,500

MERC Administration will distribute \$820,000 of TLT Pooled Capital funds, via an intra-fund transfer, to OCC (\$540,000) and Expo (\$280,000) for identified capital projects at each venue.

Reserve Balances

Summary of Reserve Balances FY 2015 – 2016

	OCC	P'5	Expo	Admin	MERC
Beginning Fund Balance (Bud.)	14,174,771	8,789,652	3,039,644	4,349,393	30,353,460
Fund Balance Inc. / (Dec.)	(3,832,472)	(1,523,099)	(660,995)	(858,956)	(6,875,522)
Ending Fund Balance	10,342,299	7,266,553	2,378,649	3,490,437	23,477,938
Operating Contingency	1,500,000	600,000	350,000	65,000	2,515,000
Renewal & Replacement	7,582,091	4,709,253	-	811,772	13,103,116
New Business Strategy	1,274,078	1,957,300	2,028,649	-	5,260,027
TLT Pooled Capital				2,613,665	2,613,665
Total Reserves	10,356,169	7,266,553	2,378,649	3,490,437	23,491,808

**Oregon Convention Center
Capital Request
Fiscal Year 2016**

OCC Capital Projects Funding Summary

Project	Renewal Replacement	Business Strategy	TLT Pooled	Aramark Capital	MTOCA	Total
Telecommunications/VoIP	300,000					300,000
Parking Management System	550,000					550,000
Integrated Door Access Controls	325,000					325,000
Meeting Room Risers	75,000					75,000
Scissor Lift - 32'	50,000					50,000
Audio/Visual Equipment		150,000				150,000
Facility Master Plan			150,000			150,000
MLK/OBR/Holladay Plaza			390,000	500,000	110,000	1,000,000
Stir Lounge Annex				100,000		100,000
Portable Concession Kiosks				50,000		50,000
Cucina Rossa Concession Remodel				300,000		300,000
OCC Subtotal	1,300,000	150,000	540,000	950,000	110,000	3,050,000

*Telecommunications/VOIP - \$305,000**Funding Source: R&R Reserves*

This replaces the existing Meridian Nortel PBX with Cisco VOIP. It is coordinated with Metro IS department as the entire organization moves to this platform. It will upgrade the phone system and handsets as well as updating wiring to successfully use VOIP.

*Parking Management System - \$550,000**Funding Source: R&R Reserves*

This replaces all of the parking equipment, hardware and software systems that manage the operation in the parking garage, I-5 Lot and Lloyd Lot. Improved functionality, reliability and customer satisfaction will result from this project.

*Integrated Door Access Controls - \$325,000**Funding Source: R&R Reserves*

This adds keyless access controls to strategic door locations throughout the facility to increase security in specific areas. It replaces some older doors and wiring and installs access control hardware at each secured door. The OCC will hire a consultant/electrical engineer to assist in product design, wiring, layout of systems including drawings and bid documents for installation.

*Meeting Room Risers/Performance Stage Supports - \$75,000**Funding Source: R&R Reserves*

This purchases sixteen 6' x 8' meeting room risers and six 8' x12' performance stage supports. The current inventory is insufficient to support meeting room riser requests and impacts labor costs, due to the inability to set rooms in advance because of use by other shows.

Scissor Lifts - \$50,000

Funding Source: R&R Reserves

This is a purchase of two 32' scissor lifts for audio visual, electrician and engineer use. It will reduce outside rental costs and replace the old 26' scissor lift that does not meet height needs.

Audio Visual Equipment - \$150,000

Funding Source: Business Strategy

This purchases additional HD projectors, cameras, screens, additional portable sound equipment and theatrical lighting fixtures. These purchases have less than a one-year return on investment, allow the OCC to remain competitive on show bids, reduce staff labor, and increase show margins.

Facility Master Plan - Design & Consulting - \$150,000

Funding Source: TLT Pooled Capital

This is the second phase of this project. Additional funding was approved in FY 2014-15. Individual projects in the FY 2015-16 capital plan were rolled into the Facility Master Plan, creating a more cohesive and comprehensive plan. The OCC will hire a design/consulting firm experienced with all facets of facility design. The end product will be a plan for improvements with estimated construction costs and a description of the renovation intensity for the defined areas.

Plaza Landscape Renovation Project - \$1,000,000

Funding Source #1: TLT Pooled Capital - \$390,000

Funding Source #2: Aramark Capital - \$500,000

Funding Source #3: MTOCA - \$110,000

This redesigns the plaza along Holladay St. and MLK, Jr. Blvd adding way finding, storm water management components, plants, and additional functionality to the space. The Hyatt Hotel project incorporates a coordinated design effort to assist guests with directional access from the hotel to OCC main entrances. The PDC will create its first "Green Street" on Holladay from Grand Ave. to the Rose Quarter area.

Stir Lounge Annex - \$100,000

Funding Source: Aramark Capital

This project will create a unified look to the seating area adjacent to the Stir Lounge and Bistro. Flooring, seating and lighting will be added to enhance the guest experience and increase food and beverage sales.

Cucina Rossa Remodel - \$300,000

Funding Source: Aramark Capital

This project will change the look and feel of the space, creating a more open layout, and provide more seating and point of sales opportunities. The finishes and equipment will be updated.

Portable Concession Kiosks - \$50,000

Funding Source: Aramark Capital

This project will create professional looking, portable kiosks and add food and beverage points of sale to increase revenue opportunities.

**Portland'5 Centers for the Arts
Capital Request
Fiscal Year 2016**

Portland'5 Centers for the Arts Capital Projects Funding Summary

Portland 5	Renewal Replacement	Business Strategy	Aramark Capital	Total
Telecommunications/ VOIP	215,000			215,000
Roof & Drains	300,000			300,000
Backstage Elevator	235,000			235,000
Building Re-Key	80,000			80,000
Storage Racking Systems	100,000			100,000
Chiller/Cooling Tower	50,000			50,000
HVAC Controls Updates - ASCH	275,000			275,000
Water Closet replacements - ASCH	40,000			40,000
Soft goods - Keller/ASCH	50,000			50,000
Stage Door/ Box Office Renovations	200,000			200,000
Follow spots - Keller	30,000			30,000
Lighting Controls - Keller	75,000			75,000
LED Light Fixtures - Newmark	75,000			75,000
Sound Console - Keller	50,000			50,000
Sound Console - Winningstad	25,000			25,000
Stairs/Guardrail replacement - Keller	40,000			40,000
Main Speakers - Newmark	100,000			100,000
Stage Floor - Newmark	100,000			100,000
Lighting System Phase III - Newmark	130,000			130,000
Riser Replacement - Winningstad	-	65,000		65,000
Portable Concession Kiosks			168,000	168,000
North Concessions Remodel - Keller			150,000	150,000
1st Balcony Concessions remodel			30,000	30,000
Portland 5 Subtotal	2,170,000	65,000	348,000	2,583,000

*VoIP System Installation - \$215K**Funding Source: Renewal & Replacement*

Metro is moving the entire agency to a single standard IP based phone system. This project will replace our aging and sometimes failure prone system that exists at Portland's facilities with a new system that will both stand-alone and be fully connected to all Metro facilities with 4 digit dialing, the potential for interagency video-conferencing, and many other improvements and enhancements.

*Keller Roof and Roof Drains Replacement (Phase 2 of 3) - \$300,000**Funding Source: Renewal & Replacement*

This project will replace existing Keller Auditorium roof, insulation, drains, and sheet metal system with a newly designed and engineered roofing system. We will also explore if the building can handle the weight of a potential green roof or solar array. The current roof is built on top of another roof installed on or around the last major renovation in 1968. The original roof insulation has already been badly damaged due to wear and poor maintenance.

*Backstage Elevator Overhaul – AHH - \$235,000**Funding Source: Renewal & Replacement*

This project will repair and replace a number of fire/life safety and ADA related components of AHH elevators. In 2013, Portland's hired an independent consultant, Elevator Consulting Services, to review existing conditions and make recommendations as to the current state of our elevators and any appropriate modernization work that was needed. The backstage elevator at the Antoinette Hatfield Hall is more than 30 years old. While some operational systems are in good condition, other system components need to be replaced.

*Building Re-Key & Key Controls Software - \$80,000**Funding Source: Renewal & Replacement*

This project will replace the current building key system with a vastly simplified and more access control friendly solution. Replace the key control software that has suffered numerous time-consuming systemic failures and lacks more recent software features for effectively maintaining our operational need to effectively control building access.

*AHH Storage Racking Systems – AHH Basement & NMK Backstage - \$100,000**Funding Source: Renewal & Replacement*

This project will install racking and storage systems in three high ceiling basement storage rooms where there is currently only floor storage. Install a mezzanine backstage at the Newmark to better utilize a significant footprint currently in use for a crew break area and allow for greater client use of backstage work areas.

*Chiller/Cooling Tower and Associated Piping - ASCH - \$50,000**Funding Source: Renewal & Replacement*

This project will conduct an engineering study for the chiller, cooling tower and associated piping to provide the appropriate equipment and budgetary estimates needed for a full replacement process in the coming budget years. Also investigate potential alternates to a modular chiller and potentially enhance outside air intake capacity issues at the ASCH.

HVAC Controls Replacement - ASCH - \$275,000

Funding Source: Renewal & Replacement

This project will replace original HVAC building controls system with a new direct digital controls (DDC) system to control both HVAC and lighting systems. The current system is twenty five years old, support from the manufacturer is becoming limited as their personnel are no longer trained on a vintage system, and we have randomly experienced systemic failures from time to time.

Water Closets & Urinal Replacements - ASCH (6 gpf to 1.28 gpf) - \$40,000

Funding Source: Renewal & Replacement

This project will replace public and backstage water closets (toilets) with new low water flow units.

Soft Goods Replacement - Keller & ASCH - \$50,000

Funding Source: Renewal & Replacement

This project will replace a portion of the failing theatrical soft goods onstage at the Keller and ASCH. This is a safety issue as we cannot hang these materials without the appropriate fire retardancy and safe hanging hardware intact. We would be left with the liability of our theaters operating outside life/safety regulations and/or potentially endangering our audience and clients.

Box Offices, Stage Doors, Rehearsal Hall planning, design and renovations - \$200,000

Funding Source: Renewal & Replacement

This project will plan and design box offices, stage door entrances, backstage areas and the Keller Rehearsal Hall for improvements. This project is needed to enhance staff functionality, built-in security, and client/patron experience at these first points of contact for most guests in our facilities. Work will be done with a design team, internal staff and clients to develop an appropriate program and then carry out the construction. Projects will be prioritized based on design and need with available funding as determined by the Facility Director. Construction work will begin as time permits but will likely roll into FY 17 due to scheduling constraints.

Follow spots – Keller - \$30,000

Funding Source: Renewal & Replacement

2 of 4 total follow spots at Keller have reached the end of their useful life and need to be replaced. Replacing these follow spots provides a more consistent look for clients with high production values and eases the maintenance of the existing units.

Lighting Controls & Theatrical LED Fixture Upgrades – Keller - \$75,000

Funding Source: Renewal & Replacement

This project will design and replace a portion of the audience chamber and stage lighting to take advantage of proven and readily available LED technology. The project will include some required improvements on the lighting controls, stage work lights, and in the ceiling of the audience chamber. This is an issue of saving energy costs and increasing patron/client enjoyment of the facilities. Project can be completed in FY 2016.

Cyclorama Light Fixture Conversion to LED - Newmark - \$75,000

Funding Source: Renewal & Replacement

This project will replace the stage cyclorama lighting fixtures with newer available LED technology. All cyclorama fixtures needed onstage consume significant amounts of power, require gel to color them, expensive bulbs (some of which are no longer made) and ongoing labor to maintain their heavy duty

electrical cabling. This is an opportunity to save energy, increase flexibility for our clients, and save in ongoing labor and material maintenance costs for the venue. Project can be completed in FY 2016.

Sound Console Replacement – Keller - \$50,000

Funding Source: Renewal & Replacement

This project is to replace the Keller Sound console. The current console is more than 20+ years old and has experienced failures in different portions of its circuitry and parts are becoming very difficult to acquire and source. This replacement is for both the operational efficiencies that come with more capable technology and avoiding the likelihood of more equipment failures with our sound equipment. This work can be completed in FY 16.

Sound Console Replacement - Winningstad - \$25,000

Funding Source: Renewal & Replacement

This project is to replace the Winningstad Sound console. The current console is more than 15 years old and has experienced failures in different portions of its circuitry and parts are becoming difficult to acquire and source. This replacement is for both the operational efficiencies that come with more capable technology and avoiding the likelihood of more equipment failures with our sound equipment. This work can be completed in FY 16.

Stairs/Guardrail Replacement - Keller \$40,000

Funding Source: Renewal & Replacement

This project will replace metal stairs to backstage entrance and guardrail at the parking pad directly above the backstage stairs. Current stairs are more than 50 years old, have improper or no handrails, and are very slippery and potentially dangerous to clients and our staff entering and exiting the building. The guardrail at the parking pad directly above the stairs and Keller Electrical Vault has been hit by vehicles a number of times and is leaning drastically and no longer serving its safety purpose. This work can be completed in FY16.

Main Speakers - Newmark - \$100,000

Funding Source: Renewal & Replacement

This project will replace fifteen year old main speakers built by stagehand staff onsite. Performance of a commercial modern system greatly exceeds our homemade speakers and the desire for our client base to have a more capable in-house speaker system would lower their costs for rental and additional labor needed to handle rental equipment.

Theatre Floor Replacement - Newmark/Winningstad - \$100,000

Funding Source: Renewal & Replacement

This project is to replace the top surface and repair and/or restore damaged areas of the sub-floor structure and traps to full working condition. The stage floors in these theaters are in need of significant attention to replace their surfaces and restore some failed areas in the subfloor that are creating difficulties for client enjoyment and stagehand safety. This work can be completed in FY 16.

Lighting System Overhaul Phase III - Newmark - \$130,000

Funding Source: Renewal & Replacement

This is the third of a three phase process to replace the production and house lighting systems from their current outdated systems to industry standard systems used throughout all of our other venues. This replacement is needed to overhaul a system that can no longer acquire replacement parts, uses a communication protocol that hasn't been industry standard for more than 20 years, and eliminates

additional points of potential failure in the regular operations of the system. We will be unable to stage shows without a fully operating production dimmer system that integrates with our control consoles and uses the technology readily available and known to all of our clients. This phase of work can be completed in FY 16.

Riser Replacement Project - Winningstad - \$65,000

Funding Source: New Business Strategy Reserves

This project will replace the 27 year old riser system in the Winningstad with an updated system with far greater flexibility for use, less materials to setup, and significantly less labor to convert the room from a traditional setup to a flat floor or otherwise. This work can be completed in FY 16.

14 Portable Concession Kiosks - All Theaters - \$168,000

Funding Source: Aramark Capital Contribution

These will allow fast self service grab and go food and beverage items for all venues and provide additional points of sale and shorter lines at full service bars. Perfect for small audience theaters like the Winningstad and Newmark where opening full service bars or kitchens would be cost prohibitive. Portability allows us to place them where they can best service the patron. Project work can be completed in FY16

North Concessions Stand Remodel - Keller - \$150,000

Funding Source: Aramark Capital Contribution

Project will remodel concession stand to provide additional points of sale as well as beer lines so kegs can be more cost effectively utilized.

1st Balcony Concessions Stand Remodel – Keller - \$30,000

Funding Source: Aramark Capital Contribution

Project will remodel concession stand to provide additional points of sale as well as beer lines so kegs can be more cost effectively utilized.

**Portland Expo Center
Capital Request
Fiscal Year 2016**

Portland Expo Center Capital Projects Funding Summary

Expo	Renewal Replacement	TLT Pooled	Aramark Capital	Total
Roof Repairs	467,500			467,500
Parking Lot Asphalt Repairs		60,000		60,000
HVAC		35,000		35,000
Scissor Lift - 30'		30,000		30,000
Wi-Fi Telecommunications Upgrade		30,000		30,000
VoIP Telecommunications		50,000		50,000
Security Cameras / Access Controls - (Phase 2 of 2)		50,000		50,000
Stacking Chairs - (Phase 2 of 3)		25,000		25,000
Connector - Glass Door & Concession Portables			115,000	115,000
Electronic Signage - Phase 2			170,000	170,000
Expo Subtotal	467,500	280,000	285,000	1,032,500

Expo Center Roof Repair - \$467,000

Funding Source – Renewal & Replacement Reserve

- \$7,500 in recommended and immediate repairs to Halls ABC per roofing report and review.
- \$30,000 in targeted repairs to fix leaks and issues on Hall D. Per report for Halls D & E.
- \$75,000 in a targeted analysis report and recommendation for the full barrel roof repair of Hall D
- \$5,000 for continued analysis for Solar integration with any new Hall D barrel roof.
- \$350,000 for Phase 1 of 2 for the Hall D barrel roof replacement.

Asphalt Repair, Maintenance and Study - \$60,000

Funding Source – MERC TLT Pooled Capital

- \$50,000 - Continuation of parking lot repairs, removal and standard maintenance. Removal and replacement of failing asphalt, to include seal coating of all areas Operations staff will continue to re-stripe the parking lots, walkways, ADA designation areas and safety notices internally.
- \$10,000 – Complete study and analysis of best approaches and ROI for asphalt repair strategy to include stormwater fee reduction strategies.
- Parking lot repairs will always be a part of basic R&R for the 52 acre Expo facility site. This amount has been consistent for past projects.

HVAC Analysis and Repair – \$35,000

Funding Source - *MERC TLT Pooled Capital*

- \$10,000 - Full analysis of all HVAC units and related systems. Planned and targeted strategy for review and replacement of all units.
- \$25,000 – Anticipated repair cost needs.

Scissor Lift – \$30,000

Funding Source - *MERC TLT Pooled Capital*

- New item for use by and for Operations for Natural Gas, Electrical, AV and many other uses. Currently an arrangement to use the Hollywood Lights lift is in place and needs to be addressed.
- Warranty included. Propane fleet.

WiFi Upgrades and Installation – \$30,000

Funding Source - *MERC TLT Pooled Capital*

- Continued expansion of WiFi opportunities on campus both for infrastructure and service.
- Outdoor application to serve indoor/outdoor events.

Plastic Flat Stacking Chairs (Phase 2 of 3) – includes forklift cart - \$25,000

Funding Source - *MERC TLT Pooled Capital*

- Phase 2 of 3 – Full replacement of folding, stacking chairs dating back to the Multnomah County operation. Chairs that we intend to replace match those used by Portland’5. This adds to a larger MERC pool available. Chairs hold well over 300 lbs in a safe and professional presentation. Final replacement needed.
- New chairs meet safety standards for today’s facilities.

Voice over IP (VoIP) / Phone System (Phase 2 of 2) - \$50,000

Funding Source - *MERC TLT Pooled Capital*

- Phase 2 of 2 – Full replacement of phone system and technology first installed in 1996.
- Current system is outdated and not supported. No upgrades or support assistance available other than OCC Telecommunications Manager. Upgrade will include major infrastructure, hardware and software package
- Voice over Internet Protocol is an initiative that is Metro-wide. Phase one will review hardware and connections relevant to Expo Center campus as well as initial purchases. Review of current and future needs as well as spin-off projects that are also related to this backbone infrastructure.

Security Cameras / Access Control Systems (Phase 2 of 2) - \$50,000

Funding Source - *MERC TLT Pooled Capital*

- Phase 2 of 2 – New system. The Expo Center does not currently have any security cameras or access controls to the facility. It has been an area that has been sorely lacking.
- OCC currently is undergoing an RFP for a similar service upgrade. Expo will have lessons learned from their process and plan on finding a system that can be accessed by the 24 hr. Security staff at the OCC console as needed. Access to the main doors of entry could be controlled by the Receptionist that is on duty rather than leaving the facility open and accessible to all.
- This project is related to the Voice over IP project led by Metro. Phase one (in VoIP) will review hardware and connections relevant to Expo Center campus that also reflect the possibilities for a security system.

- Audit of the ticketing process called for a security camera system as part of accounting best practices for the ticketing operation. Cameras would be both indoor and outdoor and accessible from the network.

Connector/Food Court improvement / New portable food carts for indoor / outdoor use - \$115,000

Funding Source – Aramark Capital

- Connector is the food destination for most of the largest events. Improvements to this area including a roll up door addition make it a more welcoming area to stay and eat.
- Expo has multiple food carts that are either from the Multnomah County operation or dated at or near 1996. While efforts to repurpose some of these carts makes for a good sustainable effort, it isn't always the best approach. Carts with proper casters and features that serve the direction of the operation are very much needed.
- Rolling cart could expand the use of show floor presence as well as use by the new Stormwater Greenwall between Halls D and E and outside the West Delta Bar and Grill.

Electronic Signage Project - \$170,000

Funding Source – Aramark Capital

- As continued from efforts in FY14 and FY15, this funding source makes it possible to add electronic signage in all concessions stands, lobbies and other common areas. Study and analysis for both indoor and outdoor efforts are appreciated.

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 15-03

For the purpose of ratifying the collective bargaining agreement with the International Union of Operating Engineers, (IUOE) Local 701-1.

WHEREAS, the Metropolitan Exposition Recreation Commission’s (MERC) designated representatives for labor relations and IUOE have negotiated in good faith; and

WHEREAS, the parties have reached an agreement for a three year collective bargaining agreement; and

WHEREAS, the Union membership is voting to ratify the collective bargaining agreement on February 20, 2015; and

WHEREAS, MERC believes that the collective bargaining agreement is fair, reasonable, and in the public interest.

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

- 1) Approves the collective bargaining agreement contingent upon IUOE Local 701-1 membership ratifying the contract attached to this Resolution as Exhibit A.
- 2) Authorizes and directs the Metro Deputy COO acting as the Interim General Manager of Visitor Venues or his delegate, to execute the collective bargaining agreement and forward it to the Union for signature.

Adopted by the Commission on March 4, 2015.

Approved as to Form:
Alison R. Kean , Metro Attorney

Chair

Secretary/Treasurer

By: _____
Nathan A. S. Sykes, Deputy Metro Attorney

**COLLECTIVE
BARGAINING
AGREEMENT**

METROPOLITAN EXPOSITION-RECREATION COMMISSION

And

THE INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL 701-1

Effective January 1, 2015-December 31, 2017

Table of Contents

Preamble	1
Article 1: Recognition	1
Article 2: Definitions.....	1
Article 3: Union Security	2
Article 4: Union Representation.....	3
Article 5: Management Rights	4
Article 6: Hiring	5
Article 7: Discrimination and Harassment	5
Article 8: Hours of Work & Overtime	6
Article 9: Shifts	6
Article 10: Reporting and Call-in Pay	6
Article 11: No Strike or Lockout.....	7
Article 12: Grievance Procedure	7
Article 13: Seniority.....	9
Article 14: Layoff.....	10
Article 15: Discipline & Discharge	10
Article 16: Personnel File.....	11
Article 17: Salary Administration	11
Article 18: Vacation Leave	12
Article 19: Sick Leave.....	13
Article 20: Holidays	14
Article 21: Other Leaves	15
Article 22: Insurances	17
Article 23: Retirement.....	18
Article 24: Recoupment of Payments.....	18
Article 25: Clothing Allowance	20
Article 26: Education & Training.....	20
Article 27: Safety & Health.....	20
Article 28: Savings Clause	21
Article 29: Maintenance of Standards	21
Article 30: Term of Agreement	21
Exhibit A: Wage Appendix.....	22
Exhibit B: Grievance Form	23

Preamble

This agreement is entered into by the Metropolitan Exposition-Recreation Commission, hereafter referred to as the "Employer," METRO, and the International Union of Operating Engineers, Local Union No. 701-1, AFL-CIO, hereafter referred to as the "Union," for the purpose of governing the wages and related fringe benefits, hours of work, and conditions of employment for employees covered by this Agreement for the term specified herein.

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, sexual orientation, gender identity, race, color, creed, religion, national origin, association or political affiliation, mental or physical disability, veteran's status or any other class protected by law.

Except as otherwise provided by law, regulation, or grant provisions, the parties agree as follows:

Article 1: Recognition

Employees covered by this Agreement shall be Event Custodians who are part-time and the Utility Maintenance Technicians and Utility Leads who are full-time. Employees covered in this Agreement work at the Portland Center for the Performing Arts which include the Keller Auditorium, Arlene Schnitzer Concert Hall, and the Antoinette Hatfield Hall.

Article 2: Definitions

Probation: Newly hired full-time employees shall be considered probationary employees for six (6) months from the first day worked. The probationary period for part-time employees shall be a minimum of 400 hours. An employee's probationary period shall be extended by the number of days an employee is on leave. Probation is considered as an extension of the hiring process. Probationary employees work at the will of the employer and may not invoke the grievance procedure in this agreement for matters of discipline up to and including termination.

Provided there is no pending disciplinary action, Union employees promoted to non-Union positions may voluntarily return to their Union position in the previously held classification at the same step in their range at any time during the promotional probation period. If an employee has not completed probation in their previously held position, they must do so. Such voluntary return shall not reflect discredit on the employee.

Full-Time: A position which is designated as a 1.00 full-time employee in the adopted MERC Commission budget and which typically consists of forty hours per week. However, nothing in this Agreement shall be construed as a guarantee of hours worked per week or per day for full-time employees.

Full-time employees approved by the MERC Commission are entitled to pay, insurance, vacation, sick leave, other leaves, holidays and retirement as described in this Agreement.

Part-Time: All event custodians shall be classified as part-time. Part-time employees are not entitled to vacation pay, health and welfare, personal holidays, or other benefits offered by Metro such as life insurance, unless otherwise explicitly stated.

A minimum number of ten (10) Event Custodians will be designated as 32-hour employees and guaranteed 32 hours per week, except as provided below. The total of ten (10) constitutes a permanent number of designees and the list shall be replenished as needed to maintain the total. An employee can neither expect nor be guaranteed 40 hours a week. However, if hours are available after the 32-hour obligation is met, an employee may be offered additional hours.

32-hour designees shall be determined by the Employer based upon quality of performance and with consideration of seniority whenever possible. All other employees will be scheduled based upon event management needs.

Subcontracting: The parties' mutual goal is to have as much work performed by staff as possible and to minimize the use of contracted temporary employees. The employer further agrees that all employees should be given the maximum opportunity to work available hours as long as the Union recognizes that the Employer runs an event-driven business and the Union will not construe it otherwise and that nothing in this Agreement will limit the Employer's right to discontinue any portion of its operations or to make and implement any other decision relating to its operations. The Employer will provide the Union with not less than ninety (90) calendar days' advance notice of such contemplated change and provide the Union with an opportunity to discuss such proposed change and the effect such change will have on unit employees during the ninety (90) calendar day advance notice period.

Article 3 Union Security

Section 1.

Membership or non-membership in the Union shall be a guaranteed individual choice of employees within the bargaining unit provided, however, that any employee who chooses to belong to the Union shall be entitled to subsequently withdraw from membership of the Union by the giving of written notice to the Union and the Employer.

Section 2.

The Employer agrees to fair-share in accordance with and pursuant to the terms of the Oregon Revised Statutes 243.650 (10) and (16) with the understanding that the fair-share for non-union employees shall be equivalent to the dues of the Union membership in the International Union of Operating Engineers, Local No. 701, AFL-CIO, subject to any reductions required under applicable state or federal law.

Section 3.

The right of non-association of employees based on bona fide religious tenets or teaching of a church or religious body of which an employee is a member is hereby guaranteed. Such employee shall pay the fair-share amount described herein above to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. The employee shall furnish proof to the Union that this has been done.

Section 4.

The effective date of withholding Union membership dues or fair-share shall be the first of the month following thirty (30) calendar days of employment.

Section 5.

Upon receipt of a signed authorization from the employee, the Employer agrees to deduct from the paycheck of each employee authorized by the Union, the regular monthly dues uniformly required of members of the Union or the amount of fair-share determined by application of Article 3, Section 2 of this Agreement from all non-union members of the bargaining unit for which the Union is the exclusive bargaining agent. The aggregate amount deducted, together with an itemized statement, shall be transmitted monthly to the Union offices on behalf of all employees involved. The performance of this service is at no cost to the Union. The Employer will not be held liable for any errors or delays, but will make any proper corrections as soon as possible.

Section 6.

The Union agrees that it will indemnify, defend and hold the Employer harmless from all suits, actions, proceedings, and claims against the Employer, or person acting on behalf of the Employer, whether for damages, compensation, reinstatement, or a combination hereof arising out of the Employer's implementation of this Article. In the event any decision is rendered by the highest court having jurisdiction that this Article is invalid and/or that reimbursement of the service fee (fair-share) must be made to employees affected, the Union shall be solely responsible for such reimbursement.

Section 7.

The Union agrees to represent all members of the bargaining unit regardless of race, color, religion, national origin, disability, sex, age, sexual orientation, gender identity, marital or familial status, political affiliation veteran's status or any other class protected by law.

Article 4: Union Representatives

Section 1.

Within thirty (30) calendar days from the signing of this Agreement, the Union shall appoint and notify the Operations Manager in writing of the names of designated Stewards. The list will be updated as changes occur.

- a) Upon prior notice to his/her immediate supervisor, a Steward shall be granted reasonable time during the Steward's work shift without loss of pay or benefits to process and investigate grievances and attend investigatory interviews when requested by the employee. If the permitted activity would interfere with either the Steward's or employee's duties, the direct supervisor shall, within 72 hours, arrange a mutually agreeable time for the requested activity.
- b) No Steward will be eligible for overtime pay, other premium pay or travel reimbursement as a result of carrying out Steward duties.
- c) A Steward who comes to the worksite during their off duty hours to carry out Steward duties shall not be paid for such time.
- d) Internal union business shall be conducted by Stewards and employees during their non-duty time.
- e) One (1) Steward on Employer time can process and investigate any one (1) grievance at any given time.
- f) All matters relating to contract negotiations will be performed on the employee's own time.

Section 2.

All officers of the International Union and the Business Representatives of the Union shall have access at any time to any part of the facilities in which said event custodians are employed, provided they do not interfere or cause employees to neglect their work and have provided prior notification to management.

Section 3.

The Employer shall furnish union bulletin boards in places mutually satisfactory to the Employer and the Union. Such bulletin boards shall be used by the Union to post notices of interest to the employees.

Article 5: Management Rights

The employer shall have and retain the sole responsibility for the management and operation of all MERC functions and direction and control of its work force, facilities, properties, programs and activities, except as expressly limited by the terms and conditions of this Agreement. These rights include but are not limited to the following:

- a) Determining MERC's mission, policies, and all standards of service offered to the public and other local governments;

- b) Planning, directing, controlling and determining the operations or services to be conducted by employees of MERC;
- c) Determining the methods, means, number of personnel needed to carry out any department's mission;
- d) Directing the work force and issuing or changing work orders and rules.
- e) Hiring and assigning or transferring employees within or between departments;
- f) Promoting, suspending, disciplining or discharging, consistent with this Agreement;
- g) Laying off or relieving employees due to lack of work or funds or for other legitimate reasons;
- h) Making, changing, publishing and enforcing work practices, rules or personnel policies and regulations covering permissive subjects of bargaining including issuing rules over issues which are nonnegotiable and are not in conflict with or otherwise addressed in a specific provision of this Agreement.
- i) Introducing new or improved methods, equipment or facilities.
- j) Completing performance evaluations of employees as required; and
- k) Classifying, reclassifying or merging positions as required.

These rights are diminished only by the law and this Agreement.

Article 6: Hiring

The Employer shall be the sole judge in decisions concerning the employment of personnel. The Employer agrees to continue their policies on non-discrimination and to provide equal employment opportunities without regard to race, color, religion, national origin, disability, sex, age, sexual orientation, marital or familial status, political affiliation, or union activity, except where a bona fide occupational qualification exists.

Article 7: Discrimination and Harassment

Any complaint alleging unlawful discrimination/harassment which is brought to the Union for processing will be submitted directly to the Metro Human Resources Director.

Article 8: Hours of Work & Overtime

Section 1.

Because of the nature of the Employer's operation, it is recognized that employee scheduling requirements and assignments must be determined by the Employer based upon the nature of each event and related considerations. Eight (8) hours per day shall constitute the normal work day. The work week shall consist of Thursday 12:01 a.m. through Wednesday midnight with two (2) consecutive days off.

All employees shall be compensated at the rate of time and one-half for all authorized work performed in excess of eight (8) hours in any workday, or forty (40) hours in any workweek. Overtime compensation shall be in the form of overtime pay at the rate of one and one-half hours for each overtime hour worked. If an employee works six (6) consecutive days crossing the regular work week overtime pay will be given for every hour worked over forty (40); however at no time shall an employee's wages exceed time and one half (1.5x) as a result of this provision.

Section 2.

If an employee cannot report to work as scheduled, the employee must call the designated supervisor or message telephone number if the supervisor is unavailable, a minimum of ninety (90) minutes before their scheduled shift starts.

Section 3.

Any employee required to return to work with less than nine (9) hours from the end of their last shift shall be paid at a rate of time and one-half (1.5x) for the first hours worked of their incoming shift until nine (9) hours have elapsed since the end of their last shift. This section shall not apply if an employee volunteers to come in with less than nine (9) hours between shifts.

Example: If an employee's shift ends at 11:00 p.m., and they are required to return to work at 7:00 a.m. the following morning, that employee will earn time and one-half for the first hour of that shift.

Article 9: Shifts

Shift work shall be permitted in all classifications, without restrictions, on the following basis. The day shift for pay purposes shall be defined as any shift which begins between 4:00 a.m. and 12:00 p.m., including a paid one-half (1/2) hour lunch period.

The second or swing shift for pay purposes shall be defined as any shift which begins between 12:00 noon and 5:00 p.m., including a paid one-half (1/2) hour lunch period. Employees scheduled on the second shift shall receive a shift premium of one dollar (\$1.00) per hour in addition to the regular hourly rate for all hours worked on that shift.

The third or graveyard shift for pay purposes shall be defined as any shift which begins between 5:00 p.m. and 12:00 a.m., including a paid one-half (1/2) hour lunch period. Employees scheduled on the third shift shall receive a shift premium of one dollar and 20 cents (\$1.20) per hour in addition to the regular hourly rate for all hours worked on that shift.

Article 10: Reporting and Call-in Pay

Any Employee who is scheduled to report for work on their regularly scheduled shift and who presents themselves for work as scheduled, but where work is not available or a full shift's work is not available for them, shall be compensated at their regular rate for all scheduled hours in that shift.

Any Employee called to return to work immediately, and such call is after the employee has left the Employer's premises at the end of their last shift, shall be paid for a minimum of four (4) hours at the rate of one and one-half (1½) times the regular rate.

Article 11: No Strike or Lockout

- a) During the term of this Agreement, neither the Union nor its agents nor any employee, for any reason, will authorize, institute, aid, condone or engage in a slowdown, work stoppage, picketing, strike, or any other interference with the work and statutory functions or obligations of MERC. During the term of this Agreement neither MERC nor its agents for any reason shall authorize, institute, aid, or promote any lockout of employees covered by this Agreement.
- b) If any work stoppage, slowdown, picketing, or strike shall take place, the Union agrees to immediately notify any employees engaging in such activities to cease and desist and to publicly declare that such work stoppage, slowdown, picketing, or strike is in violation of this Agreement and is unauthorized. The Union agrees to immediately notify all Local officers and representatives of their obligation and responsibility for maintaining compliance with this Article including their responsibilities to remain at work during any interruption which may be caused or initiated by others and to encourage other employees violating Section a) above to return to work.

Article 12: Grievance Procedure

Section 1.

A grievance is defined as a dispute by the Union or a covered employee concerning the application or interpretation of a specific provision of this Agreement. Grievances may be initiated and pursued in the following manner using the Grievance Form in Exhibit B.

- Step 1 The employee or union representative shall present the grievance, on the official grievance form, to the employee's immediate supervisor for adjustment within

seven (7) calendar days of the date on which the events occurred giving rise to the grievance. An employee's supervisor shall respond promptly, but in no event more than seven (7) calendar days after receipt of the written grievance.

- Step 2 If a written grievance, as outlined in Step 1, has not been settled between the affected employee and the immediate supervisor, the grievance shall be submitted in writing to the facility director or designee, by the Union representative within ten (10) calendar days. The facility director or designee shall respond in writing to the Union representative within ten (10) calendar days after receipt thereof.
- Step 3 If the grievance is not resolved, the Union or the affected employee may submit the grievance to the General Manager of Visitor Venues, Metro or designee within (10) calendar days from the receipt of the facility director or designee's written response. The General Manager shall respond in writing within ten (10) calendar days from receipt of the grievance.
- Step 4 Should the parties fail to settle the grievance within seven (7) calendar days from the date of submission to the General Manager of Visitor Venues, Metro or designee, it may be referred in writing within seven (7) calendar days thereafter to a Board of Adjustment upon mutual agreement of the parties.

The Board of Adjustment shall consist of two (2) members designated by the General Manager of Visitor Venues, Metro and two (2) members designated by the Union. Members of the Board of Adjustment shall not be from any of the facilities or local union under the jurisdiction of this Agreement. The Board of Adjustment shall convene within ten (10) calendar days following referral of the grievance to hear evidence submitted by the parties involved. The Board of Adjustment shall decide the issue by majority vote of its members within five (5) calendar days following the hearing. A majority decision of the Board of Adjustment shall be final and binding on all parties. The grievance shall be considered unsettled in the event of a split decision.

- Step 5 If the grievance is still unsettled, the Union shall, within ten (10) calendar days of the receipt of the decision of the Board of Adjustment, have the right to have the matter submitted to final and binding arbitration by submitting a written notice to the Metro Human Resources Director with a copy to the Employer. In order to advance the grievance, the Union shall request a list of seven (7) arbitrators from the State of Oregon Mediation and Conciliation Services within ten (10) calendar days from the request for arbitration. Upon the receipt of the list of arbitrators within fourteen (14) days, both the Employer and the Union shall have the right to strike three (3) names from the list alternately; the last name remaining shall be the impartial arbitrator. The Employer and the Union shall flip a coin to

determine who strikes first. The parties will make best efforts to schedule arbitration within six (6) months of selecting and arbitrator.

The fees and expenses of the arbitrator shall be shared equally by the Employer and the Union. All other expenses shall be borne by the party which incurs them. Each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim recording of the proceedings, it may cause such a record to be made. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies.

The designated arbitrator shall conduct a hearing, and then issue a decision which shall be final and binding on the parties. The arbitrator shall not have jurisdiction or authority to: add to, subtract from, modify or in any way change the provision of this Agreement; establish new wage rates or change existing wage rates or rates for specific job classifications; or assume any responsibility of Management or of the Union. The Employer and the Union may, by mutual agreement, submit the grievance to mediation prior to proceeding to binding arbitration.

The provisions of this Article shall not be interpreted to require that the Union process any grievance through the grievance or arbitration procedure, which it believes in good faith, lacks sufficient merit.

The time limits of this grievance and arbitration procedure shall be strictly adhered to. The Employer shall have the right to refuse to process or arbitrate a grievance which is not raised or processed within the above-described time limits. If at any step of the grievance procedure the Employer does not formally respond as provided herein, it will be assumed that the Employer has rejected the grievance and the next step of the grievance procedure shall be available.

The time limits of this grievance and arbitration procedure may be extended or waived by mutual agreement, in writing, between the parties.

Article 13: Seniority

Seniority shall be computed and defined from date of hire into a represented classification at Portland Center for the Performing Arts.

Seniority shall be applied for lay off, lack of work, and scheduling of additional shifts.

Time spent on approved leave or as a result of on the job injury or illness shall not be considered a break in service.

A break in service shall be defined as a voluntary quit, discharge, involuntary lay-off, or non-

return to work after a leave of absence. Seniority shall not accrue during a break in service, but will continue to accrue upon return from a break in service.

MERC shall publish and distribute annually and thirty (30) days prior to any lay off a seniority list for all employees.

Article 14: Layoff

Layoff shall be defined as a separation from service for an indefinite period of time for involuntary reasons not reflecting discredit upon employees. The Employer shall determine the number of employees to be laid off. In the event of a lay off, all temporary and probationary employees shall be laid off prior to any lay off of bargaining unit employees. The least senior employees will be laid off first. Employees shall be given thirty (30) days written notice of layoff. A cancellation of a shift due to the loss of a show shall not be construed as a layoff.

During any period of layoff, the Employer shall not use temporary workers or hire new employees in the affected classification before laid-off employees are returned to work. Employer shall re-employ laid-off employees on a seniority basis as defined in Article 13.

Disputes concerning layoffs shall be handled through the grievance procedure.

Article 15: Discipline & Discharge

Probationary employees may be disciplined or discharged without just cause.

Employees shall not be denied representation in any investigation that may result in disciplinary action.

If the Employer has reason to reprimand or discipline an employee, every reasonable effort shall be made to avoid embarrassment to the employee before other employees or the public.

The Employer shall adhere to standard progressive discipline practices.

Because of the nature of the Employer's operation, it is recognized that employee scheduling requirements and assignments must be determined by the Employer based upon the nature of each event and related considerations. The Employer and the Union jointly recognize the critical nature of employee promptness and compliance with scheduling. Failure to report as scheduled shall include but not be limited to, repeated failure to make call-in as defined in Article 8, Section 2, tardiness, absenteeism and leaving a shift early without reasonable justification. This places a great burden on both the Employer and fellow employees and may be cause for progressive discipline up to and including discharge. **Any employee who fails to make call-in or is a "no call, no show" on three occasions is subject to progressive discipline which may include termination.**

Article 16: Personnel File

The Employer shall maintain one (1) official personnel file for all employees. This file shall be maintained in the Metro Human Resources Department. No document, report or correspondence of an adverse nature shall be placed in this file without a signature by the Employee or a statement signed by the Supervisor which indicates the Employee has been shown the document and refused to sign it. An Employee's signature shall not be construed to mean the Employee agrees with the content.

Upon request, all material in the official personnel file of any Employee may be inspected by the affected Employee. At the employee's request, disciplinary material except in extreme cases like discrimination and harassment policy violations, shall be removed from the personnel file two (2) years or thereafter from the date the material was entered, and provided that the employee has received no other disciplinary action. At the employee's request, extreme cases like discrimination and harassment policy violations shall be removed from the personnel file four (4) years from the date the material was entered provided that the employee has received no other violations. A written record of an oral reprimand may be included in the personnel file as disciplinary material subject to the restrictions specified in this article.

Periodic performance appraisals shall remain part of the official personnel file. Supervisors may elect to remove disciplinary material from an employee's personnel file prior to the end of the four (4) or two (2) year period specified above. Any material of an adverse nature shall be removed if not entered in accordance with the first paragraph above. Employees may include in their official personnel file any material rebutting disciplinary material that they believe to be incorrect. Grievances shall not be maintained in the personnel file.

Article 17: Salary Administration

Section 1.

Effective July 1, 2015 and each July 1st thereafter, during the term of the contract, the rates set in Exhibit A shall increase in accordance with the Portland- Salem OR Consumer Price Index all Urban Consumers (CPI-U) measured by the average of January to June and July to December of the preceding year before the July 1 effective date of the wage schedule. This index will be used for determining the schedule adjustment with a minimum of 1.5% and maximum of 2.5%.

Section 2.

The probationary period for employees shall be six (6) months. If an employee takes a leave of absence during the probationary period, their probationary period shall be extended for the equivalent period of time. Upon successful completion of probation an employee shall move to the non-probationary pay rate for their classification.

Section 3.

Standard paydays will be on the 10th and the 25th of each month or the immediately preceding

business day in the case where a payday falls on a holiday or weekend.

Section 4.

Event custodians shall receive a written performance evaluation every six months--provided the employee has worked a minimum of 480 hours during this period (average 18.5 hours per week). If upon review the employee earns an overall performance rating of "meets" or "exceeds" standards, the employee will be awarded four (4) hours of leave. A member that earns an overall performance rating of "requires improvement" or "not satisfactory" is not eligible for the award.

A member must use this leave within one (1) year of the award. Hours not taken by an employee shall be lost and not compensable. If a member terminates employment prior to use of the leave, the leave is not compensable.

Article 18: Vacation Leave

Section 1.

Vacation leave with pay for full-time employees shall accrue at the rate shown below prorated on the total of compensable hours paid to the employee for hours worked, vacation, personal holidays, and paid sick leave:

Total years of Full-Time Service	Accrual Rate Per Hours Paid	Accrual of Hours at 24 Pay Period/Year	Equivalent Annual Vacation Hours for Full-Time Employees
Date of hire through completion of 4 years	.0385 hrs	3.34	80
Beginning of 5 years through completion of 9 years	.0577 hrs	5.00	120
Beginning of 10 years through completion of 14 years	.0674 hrs	5.84	140
Beginning of 15 years through completion of 19 years	.0770 hrs	6.67	160

years			
Beginning of 20 years through completion of 24 years	.0866 hrs	7.50	180
25 or more	.0962 hrs	8.34	200

Employees who have successfully completed the initial probationary period and have received a full-time appointment are eligible to take accrued vacation leave with pay.

Section 2.

Employees shall not accumulate more than two hundred and fifty (250) hours of vacation leave. Additional hours that would have accrued at the rates in this Agreement shall be forfeited. If an employee is close to reaching the 250 hour cap, the employee will schedule such time off pursuant to Section 4 of this Article.

Section 3.

At separation, any non-probationary full-time employee who resigns, retires, is laid off or dismissed from employment with the Employer shall be entitled to an immediate lump sum payment for accrued and unused vacation hours at the employee’s existing salary rate.

Section 4.

When practicable, the Operations Manager or their designee shall schedule vacation for their respective staff with consideration for vacation accrued, seniority, staff requests, and for the work requirements of the department. Vacation requests shall be submitted through the employee’s immediate supervisor and approved by the Operations Manager on an “Employee Leave Request Form.” Requests for vacation leave shall be submitted at least two (2) weeks prior to the desired vacation time.

Article 19: Sick Leave

Section 1.

Full-time bargaining unit members shall earn sick leave with pay at a rate of .05 hours per hour paid, excluding overtime accrued in an unlimited amount. Part-time bargaining unit members shall accrue sick leave at a rate of .050 hours per hour paid, excluding overtime, up to a 40 hour maximum. Qualified employees shall be eligible for use of earned sick leave after ninety (90) days of employment with the Employer.

Section 2.

Employees are eligible to use sick leave for the following reasons:

- a) Personal illness or physical disability.

- b) Illness or physical disability in the employee’s immediate family which includes an employee’s spouse, domestic partner, parent, parent-in-law, and step parent; biological, adopted, step and foster child; grandchild; and any other person for which the employee is a legal guardian.
- c) Medical appointments and office visits.

Section 3.

As described in Article 7 employees unable to report to work due to illness will report the reason for the absence to their supervisor ninety (90) minutes prior to the scheduled beginning of their shift. The supervisor may require sick leave beyond three (3) days to be supported by a physician’s statement attesting to the illness.

Section 4.

The Employer and the Union agree that no employee should receive full wages in paid sick leave while also receiving time loss payments on an insured disability or Workers’ Compensation claim. The parties therefore agree as follows:

Where the dual payment would result from the employee filing a claim for time loss payments for an injury or disease, the employee shall receive only the paid sick leave, if any, for the same condition necessary to bring the employee to full pay for the pay period. The Employer may recoup any overpayment of sick leave paid, either by deductions from gross wages per pay period in an amount not exceeding twenty (20) percent gross wages until the total overpayment is recouped, or the Employer and the employee may, by mutual agreement, provide for some other means for repayment. Upon repayment of the total amount of the excess, the employee’s sick leave account shall be credited with that portion of the sick leave repaid.

Section 5.

Sick leave shall not continue to accrue during periods of leave unpaid by the Employer.

Section 6.

Full-time employees who use twenty-four (24) hours or less of sick leave within one fiscal year period shall accrue eight (8) additional hours of vacation leave in exchange of eight (8) hours of sick leave at the end of the fiscal year.

Article 20: Holidays

Section 1.

The following shall be considered holidays for full-time and part-time employees:

New Year’s Day	January 1st
----------------	-------------

Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in
Christmas Day	December 25th

Full-time employees shall receive eight (8) hours of straight time pay for each of the holidays enumerated above on which they perform no work. If a full-time or part-time employee works on a holiday as enumerated above, the employee shall receive one and one-half (1 ½) time compensation for the time worked in addition to regular holiday pay.

Event Custodians shall receive one and one-half (1 ½) times compensation for actual time worked on the holiday. If a shift crosses both a non-holiday and holiday only the time worked on the holiday will be compensable at the one and one-half (1 ½) time regular hourly pay rate.

In addition to the above holidays, full-time employees who complete their initial probationary period will be eligible to take up to twenty-four (24) hours of personal holiday time. The personal holiday hours must be used within the fiscal year in which they accrue. Employees hired before November 1 will receive twenty-four (24) hours leave. Employees hired on or after November 1 but before December 24 will receive sixteen (16) hours leave. An employee can use personal holiday hours in no less than four (4) hour blocks of time. An employee must request and obtain prior approval before taking such leave. Personal holiday hours not taken by an employee during the fiscal year shall be lost and are not compensable.

Section 2.

Holidays that occur during vacation or paid sick leave shall not be charged against leave.

Section 3.

No employee shall receive holiday pay if the employee is absent for all or part of their scheduled workday either immediately preceding or immediately following the holiday or adjacent, single, or consecutive days off unless they have applied to their supervisor in writing for permission to be absent and such written request has been applied for and approved by the Operations Manager within that pay period.

Section 4.

For full-time employees, whenever one of the holidays listed in **Section 1** of this Article falls on a regularly scheduled day off, the day prior to or the day following the holiday will be scheduled off in accordance with building or event needs pursuant to **Section 6** of this article or as mutually agreed.

Section 5.

The holiday shift is the shift on which at least one-half of the hours of the shift are worked.

Section 6.

Employees shall normally be notified of holiday work schedules at least fourteen (14) days in advance, except in situations over which the Employer has no control.

Article 21: Other Leaves

Section 1. ADA and Family Medical Leave

- a) Employer abides by the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) when administering qualifying leave for employees. Employees must use accrued leave balances (sick leave, compensatory time, personal holiday and vacation) for FMLA and OFLA leave.

- b) If a leave of absence for a disability extends beyond the authorized FMLA or OFLA leave and the employee is on an authorized leave without pay, the employee may elect COBRA if he/she wishes to continue health benefits. An employee shall be notified of eligibility for COBRA benefits as required by law.

Section 2. Benefit Eligibility

Full-time employees working forty (40) hours a week are eligible for benefits. Eligibility will begin on the first of the month following thirty days of employment for all benefit eligible employees who elect to participate in one of the Metro plans.

Section 3. Leave Without Pay

In instances where the work will not be seriously handicapped by the temporary absence of a full-time employee, the Operations Manager may grant a leave of absence without pay not to exceed ninety (90) calendar days. Leaves of absence without pay for periods in excess of ninety (90) calendar days, but not exceed six (6) months, must be approved by the General Manager of Visitor Venues, Metro. Requests for such leave must be submitted ten (10) working days before the first day of the requested leave unless there is an unforeseen emergency that is outside the employee's control. The request must be in writing and must establish reasonable justification for approval of the request.

The employee may elect to continue insurance benefits; however, premiums for such extended benefits shall be paid by the employee. Any and all such extension of insurance benefits shall be subject to any and all restrictions and conditions that may exist in each applicable benefit policy or plan. No employee may be denied leave without pay for arbitrary or capricious reasons. Any employee returning from an approved leave shall be reinstated with no greater or lesser employment rights than if the employee had not taken the leave.

Section 4. Union Business Leave

The Employer recognizes that from time to time employees may need an unpaid leave of absence to conduct Union business. Therefore no more than two (2) employees may be granted leave of absence for Union business at any one time. Requests for the leave of absence must follow the regular leave of absence approval process outlined in **Section 3.** above.

Section 5. Jury Duty

Upon the presentation of written documentation, full-time employees shall be granted leave with pay when called for jury duty or subpoenaed as a witness to attend court in connection with the employee's officially assigned duties subject to the following:

- a) The employee granted such leave shall pay all money received except travel allowance, to the Employer.
- b) An employee on jury duty who is on other than a day shift shall be temporarily assigned to day shift for the duration of jury duty. An employee, whose shift is temporarily changed, as a result of jury duty shall waive all overtime and other premium pay as a result of the schedule change. Nothing in this Agreement shall prohibit the Employer from requesting the court to excuse the employee from jury duty.

Section 6. Military Leave

Eligible employees shall be granted military leave with pay, as required by law. Any remaining leave shall be without pay, as required by law.

Section 7. Bereavement Leave

- a) A full-time employee absent from duty by reason of the death of his or her spouse, domestic partner, parents, children, sister, brother, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or relative of domestic partners that are equivalent to those in-laws or other household member shall be allowed not to exceed three (3) days of leave with pay within ninety (90) days of notification of the event. Additional leave may be granted upon approval. However, such leave shall be charged to the employee's sick leave, personal holiday or vacation hours at the employee's request. Employees will provide written notification to the Operations Manager of their request for bereavement leave within a week of their return to work.
- b) If travel is required, two (2) additional days, chargeable to sick leave may be allowed upon approval of the Operations Manager.
- c) A full-time employee may be granted four (4) hours of paid leave to attend a funeral ceremony for another PCPA employee. This leave is subject to the Employer's operating needs.

Article 22: Insurances

Section 1. Joint Labor Management Committee

A Metro Joint Labor Management Committee (JLMC) for health benefits comprised in accordance with adopted by-laws shall review health, dental and vision insurance plans and costs and make plan offering recommendations to the Metro Human Resources Director and Chief Operating Officer in an effort to keep health care costs at a minimum for employees and for Metro. The Union is entitled to select one voting member to serve on the Joint Labor-Management Committee on Health Benefits. This bargaining unit will be represented by IUOE 701.

Metro shall make available to the committee current information regarding insurance premium rates and projected increases as such information becomes available to Metro. The committee shall meet to maintain an ongoing review of health benefit related issues for employees of Metro.

A lawful meeting shall be comprised of an equal number of Union and Metro Committee members with not less than two of each group. The Committee shall make recommendations to the Human Resource Director and Chief Operating Officer. The Chief Operating Officer shall consider the committee's recommendations and have the authority to make Plan modifications as necessary.

Section 2. Benefit Eligibility

Full-time employees working forty (40) hours a week are eligible for benefits. Eligibility will begin on the first of the month following thirty days of employment for all benefit eligible employees who elect to participate in one of the Metro plans.

Prorated insurance will be available to employees who work thirty (30) hours a week or more during a twelve month (12) measurement period. Their premium share will be calculated based on the total cost of the health insurance premium for the plan selected by the employee, less the employee's FTE status (based on average weekly hours) multiplied by Metro's full-time employee premium portion for that plan.

Example: Using a health insurance premium of \$1,000 and Metro's portion for a full-time employee of \$920.

- *An employee working a 32 hour weekly average would pay $\$1,000 - (.8 \times \$920) = \$264.00$*
- *An employee working a 30 hour weekly average would pay $\$1,000 - (.75 \times \$920) = \$310.00$*

Section 3. Premium Sharing

Metro shall contribute ninety-four percent (94%) of the insurance premium costs per plan and employees shall pay six percent (6%) of the premium costs per plan selected by the employee.

Beginning July 1, 2016, Metro shall contribute ninety-two percent (92%) of the insurance premium costs per plan and employees shall pay eight percent (8%) of the premium costs per plan selected by the employee.

The premium cost used in these calculations shall be the amount agreed to with the carriers. No cost sharing between plans or any other premium cost adjustments shall be made.

These premiums will be paid through payroll deduction for medical, dental, and vision plans provided by an HMO and/or indemnity carrier.

Metro agrees to pay an amount up to \$150 per month to benefits eligible employees who provide proof of other medical coverage and who opt out of medical and dental coverage through Metro.

Section 4. Life, Long Term Disability and Accidental Death and Dismemberment Insurance

Life insurance and accidental death and dismemberment and long term disability coverage shall be provided to all employees who are health insurance benefit eligible and shall be maintained at current levels at no cost to the employee.

Article 23: Retirement

Employees shall continue to be eligible for participation in the Public Employee Retirement System PERS pursuant to the law. Full-time employees shall continue to have the Employer “pick-up” their required six-percent (6%) monthly contribution to the PERS.

Article 24: Recoupment of Payments

Section 1. Overpayments

- a) In the event that an employee receives wages or benefits to which the employee is not entitled, regardless of whether the employee knew or should have known of the overpayment, the Employer shall notify the employee in writing of the overpayment which will include information supporting that an overpayment exists and the amount of wages and/or benefits to be repaid. For purposes of recovering overpayments by payroll deduction, the following shall apply:
 - i. The Employer may, at its discretion, use the payroll deduction process to correct any overpayment made within a maximum period of two (2) years after the notification.
 - ii. Where this process is utilized, the employee and employer shall meet and attempt to reach mutual agreement on a repayment schedule within thirty (30) calendar days following written notification.
 - iii. If there is no mutual agreement at the end of the thirty (30) calendar day period, the employer shall implement the repayment schedule stated in subsection (4) below.

- iv. If the overpayment amount to be repaid is more than five percent (5%) of the employee's regular monthly base salary, the overpayment shall be recovered in monthly amounts not exceeding five percent (5%) of the employee's regular monthly base salary, the overpayment shall be recovered in a lump sum deduction from the employee's paycheck. If an employee leaves Metro service before Metro fully recovers the overpayment, the remaining amount may be deducted from the employee's final check.
- b) An employee who disagrees with the employer's determination that an overpayment has been made to the employee may grieve the determination through the grievance procedure.
- c) This Article does not waive the employer's right to pursue other legal procedures and processes to recoup an overpayment made to an employee at any time.

Section 2. Underpayments

In the event the employee does not receive the wages or benefits to which the record/documentation has for time indicated the employer agreed the employee was entitled, the employer shall notify the employee in writing of the underpayment. This notification will include information showing that an underpayment exists and the amount of wages and/or benefits to be repaid. The employer shall correct any such underpayment made within a maximum period of one year after the notification and agreement of the amount owed.

Article 25: Clothing Allowance

Where the Employer now furnishes and requires specified working clothing for employees in its various operations, such practice will continue.

Article 26: Education & Training

The Employer and the Union share a desire to retain a workforce skilled in job related duties. To the extent possible, the Employer will make available to members of the bargaining unit current information about available employer approved training opportunities.

Job-related training for employees may be conducted both during and outside of an employee's work schedule. When an employee's attendance is required by the Employer, the employee shall be paid for the time at regular pay.

The Employer may offer in-house training for employees to improve their knowledge, skills and abilities to perform the job.

The Employer shall conduct or arrange for training in emergency procedures and for safety

training on all new products and equipment.

The Employer shall conduct or arrange orientation and training for all affected employees on new equipment, products, and procedures.

Article 27: Safety & Health

Section 1.

The Employer agrees to provide a safe and healthful workplace, as required by law, and to provide and maintain all tools and equipment required by Employer for use by the employee.

Section 2.

The Employer and the Union agree that a representative will serve on the joint labor-management safety committee in compliance with current Oregon law and administrative rules.

Section 3.

The safety committee shall inquire into and make recommendations to the Employer on all safety issues in the work area. Any employee who observes an unsafe condition in the workplace shall promptly report the same to their supervisor. The supervisor shall promptly take appropriate action.

Section 4.

No employee shall be disciplined for failure to perform an unsafe work operation or operate unsafe equipment.

Article 28: Savings Clause

Section 1.

Should any Article, Section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof directly specified in the decision. Upon the issuance of any such decision, the Parties agree immediately to negotiate a substitute, if possible, for the invalidated Article, Section or portion thereof. All other portions of this Agreement and the Agreement as a whole shall continue without interruption for the term of this Agreement.

Section 2.

In the event of a conflict between this Agreement and MERC policy, the terms of the Agreement shall apply.

Article 29: Maintenance of Standards

Section 1.

The Employer agrees that all conditions of employment established by its individual operations which constitute an economic benefit to employees covered by this Agreement shall be maintained at not less than the standards in effect at the time of the final ratification of this Agreement except where those standards have been modified through collective bargaining.

Section 2.

This article of the Agreement shall not apply to inadvertent or bona fide errors made by the Employer. Any disagreement regarding errors shall be resolved through the grievance process.

Article 30: Term of Agreement

This Agreement shall remain in full force and effect from the signing of this Agreement to December 31, 2017. Either party may give written notice at least ninety (90) days prior to the expiration of the Agreement of its intention to renegotiate the terms and provisions of this Agreement.

Exhibit A

**METROPOLITAN EXPOSITION RECREATION COMMISSION INTERNATIONAL
UNION OF OPERATING ENGINEERS, LOCAL 701-1 PAY SCHEDULE**

Pay Range	Job Code	Job Classification	Step 1	Step 2
110	8610	Event	13.70	15.48
130	8632	Custodian Utility Maintenance Technician	18.41	20.09
134	8636	Utility Lead	20.31	21.26

* An employee will be moved to Step 2 upon successful completion of probation

Exhibit B



I.U.O.E. LOCAL 701 OFFICIAL GRIEVANCE FORM

IUOE Grievance # _____ Date of Incident: _____
 Date _____ Date Member Learned of _____
 Filed: _____ Violation: _____

Employer: _____ Employee: _____
 Employer's Job _____
 Phone: _____ Classification: _____
 Supervisor _____

: _____

Location of Job _____

Site: _____

Article of Contract _____

Violated: _____

Description of _____

Grievance: _____

Settlement _____

Desired: _____

Management's _____

Response: _____

Mgmt. Rep. _____

Signature: _____ Date: _____

Step 2. Date Presented: _____ Response Date: _____

Result: _____

Mgmt. Rep. _____
Signature: _____

Exhibit B

Step 3. Date Presented: _____ Response Date: _____

Result

: _____

_____ Mgmt. Rep. Signature: _____

Final Disposition: _____

Date: _____ Union
Representative: _____

MERC STAFF REPORT

Agenda Item/Issue: For the purpose of approving a collective bargaining agreement with the International union of operating engineers local 701-1

Resolution No.: 15-03

Presented by: Ron Zito, Metro Labor and Employee Relations Analyst

Date: March 4, 2015

Background and Analysis: Bargaining started November 18, 2014 and continued through the contract's expiration on January 1, 2015. A tentative agreement was reached on the contract on February 4, 2015. The union recommended the agreement to their membership and held a ratification vote on February 20, 2015. The provisions in this contract continue efforts to bargain consistent language across the six MERC contracts and the two Metro contracts. Standard language around management rights, protected leaves, and health insurance are part of this agreement.

The major elements of the Agreement are as follows:

Term of Agreement: January 1, 2015 - December 31, 2017.

Wages: Effective July 1, 2015 and each July 1st thereafter, during the term of this agreement, bargaining unit wages will increase in accordance with the Portland-Salem OR Consumer Price Index (CPI-U) by the average of January to June and July to December of the preceding year. The schedule adjustment will have a minimum of 1.5% and a maximum of 2.5%.

Insurance: Effective July 1, 2016 Metro will contribute 92% of the insurance premium costs per plan and employees will pay 8%. This contribution is consistent with other MERC/Metro collective bargaining agreements and Metro's overall strategy to maintain fiscal control on insurance costs while continuing to provide a competitive benefit program for employees.

Language Changes: Significant language changes between the previous and proposed Agreement appear below:

- Premium pay for employees required to return to work with less than 9 hours between shifts
- Sick leave for part-time employees provided at an accrual rate of 0.05 hours per hour paid up to a maximum of 40 hours.
- Prorated insurance premiums for part-time employees. Employees eligible for benefits but working less than 40 hours will experience a higher monthly premium contribution than full time employees.

Short range fiscal impact: The costs of the collective bargaining agreement are within budgeted amounts for FY 14-15 and within parameters approved in the Commission budget.

Long range fiscal impact: The costs of the collective bargaining agreement will be reflected in future budget years and are viewed as reasonable and consistent with other employee compensation.

Recommendation: Staff recommends approval of Resolution 15-03.

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

**METRO COUNCIL LEGISLATIVE PRIORITIES
2015 Legislative Session**



TOP PRIORITY ITEMS

- **Transportation funding and policy:** Support passage of the comprehensive transportation funding and policy package recommended by the Oregon Transportation Forum to improve economic competitiveness, community livability, and environmental quality by addressing the needs of all modes of passenger and freight transportation.
- **Urban growth management:** Ensure that the Legislature establishes the policy framework and process for local land use decisions and supports the authority of local governments, including Metro, to make specific decisions on local land use matters.
- **Willamette Falls Legacy Project:** Pursue allocation of funds to support development of facilities providing public access to Willamette Falls at the former Blue Heron paper mill site in Oregon City.
- **Brownfield cleanup and redevelopment:** Support creation of policy and funding tools to facilitate brownfield redevelopment, including: recapitalization of Oregon's Brownfields Redevelopment Fund; local authority to create land banks and provide tax abatements; and establishment of a state brownfield cleanup tax credit.
- **Industrial site readiness:** Support allocation of funds to implement 2013 legislation which created state financial tools to help make land inside the urban growth boundary available for industrial development and job creation through infrastructure investment, brownfield cleanup, land aggregation, and other means.

OTHER ITEMS

- **Toxics:** Support legislation requiring disclosure and removal of toxic chemicals in children's products.
- **Household hazardous waste:** Support legislation establishing a program based on producer responsibility and product stewardship principles to manage household hazardous waste.
- **Clean Fuels Program:** Support legislation lifting the sunset on Oregon's Clean Fuels Program.
- **DEQ materials management program:** Support updates to policy framework and funding structure to ensure successful implementation of DEQ's 2050 Vision for materials management.
- **Technical amendments to HB 4078 reserves map:** Support legislation to correct errors in location of urban and reserves boundaries in HB 4078 (2014).

Exhibit A to Resolution 15-4602

- **Clean Car rebate:** Support legislation to spur increased use of electric and plug-in hybrid cars by providing a rebate to purchasers of zero-emission vehicles.
- **Vertical Housing Development Program:** Support legislation extending the sunset of this program, which authorizes local governments to provide tax abatements to encourage multi-story, mixed use commercial/residential development in specified zones.
- **Rehabilitation tax credit:** Support passage of a 25% state Rehabilitation Tax Credit (RTC) to restore and reuse historic commercial and apartment buildings.
- **Statement of economic interest:** Support legislation to eliminate a statutory oversight and require the Metro Auditor to file a statement of economic interest.

MERC Venues Key Budget Objectives
Fiscal Year 2015 – 2016

MERC Administration

Fiscal Year 2015 – 2016 Key Budget Objectives

On-Going:

- **New:** Support the Region's Desired Outcomes and Council Strategic Goals through Visitor Venue operations.

Carry Over from FY 2015:

- Pursue an evaluation of potential synergies and efficiencies to be gained by combining efforts between OCC and Expo in the areas of sales and other revenue producing departments.
- Evaluate the financial sustainability of the Renewal and Replacement Reserve accounts for all three MERC venues. This project will include an evaluation of the current asset inventory, mandatory annual contribution amounts, fine tuning the current capital plans and prioritization, and other options for funding the Renewal and Replacement Reserve accounts.

New:

- Facilitate breaking ground on the OCC Hotel Project
- Execute the FOTA improvement implementation plan.
- Continue with phase II of the Expo Project and including financial analysis and stakeholder discussions.
- Provide a semi-annual Expo Project Phase II Progress Report to the MERC Commission.
- Provide a semi-annual Portland'5 Project Progress Report to the MERC Commission.
- Begin implementation of the plan to re-energize the Portland'5 Foundation organization function.

Portland'5 Centers for the Arts

Fiscal Year 2015 – 2016 Key Budget Objectives

On-Going:

- Continue business development initiative via Portland'5 Presents events

Carry Over From FY 2015:

- Develop a plan to address long term funding strategy for Portland'5
- Implement sponsorship kit for Portland'5 produced events
- Develop revitalization plan for the Portland'5 Foundation

New

- Seek opportunities for capital projects to advance green initiatives and lower operating costs (on-going)

Oregon Convention Center

Fiscal Year 2015 – 2016 Key Budget Objectives

On-Going:

- Continue to enhance sustainability programs through enhanced teamwork and partnerships with clients, vendors and staff.
- Increase focus on efficiencies and cost reductions in the entire organization.
- Target specific local high revenue events and book them at the OCC.
- Provide a high level of service to all clients utilizing our customer service program acknowledging high level performance, secret shops and survey results.
- Phase II 2016: Develop master plan for OCC both interior and exterior of the facility.

New:

- Break ground on the Hotel Project.
- Complete North Plaza landscape renovation.
- Complete Food and Beverage renovations.
- Continue energy consumption reductions.
- Implement Waste Diversion Policy.
- Enhance OCC security procedures and training.

Portland Expo Center

Fiscal Year 2015 – 2016 Key Budget Objectives

On-Going:

- Expand into new markets and conduct community outreach.

Carry Over from FY 2015:

- Engage in proactive ways to mitigate increased costs generated from MCDD and BES policy changes.

New:

- Create and develop new events and sponsorship and advertising opportunities.
- Expand relationships with community members, local businesses and organizations unique to our history, diversity and equity understanding.
- Expand teambuilding and communication amongst Expo, Pacificwild and City Center staff. Develop understanding of revenue goals amongst all teams.
- Evaluate capital projects and improvements with an eye towards ROI or expense reduction.

MERC Venues Resources & Expense Matrix

Resources (✓ = Funding source is available to the Venue)

	Expo	OCC	P5
Operating			
Transient Lodging Tax (TLT)		✓	✓
Visitor Development Fund (VDF)		✓	✓
VDF Pass Through to Travel Portland		✓	
City of Portland Contractual Support			✓
Portland'5 Foundation – Donations			✓
Grants	✓	✓	✓
Investment earnings & other miscellaneous revenue	✓	✓	✓
Metro Tourism and Opportunity Account (MTOCA) – G.F.	✓	✓	
Capital			
TLT Pooled Capital (Transfer from Admin TLT Reserves)	✓	✓	✓
Aramark Capital Contribution	✓	✓	✓
Metro Tourism and Opportunity Account (MTOCA) – G.F.	✓	✓	
Grants / Other private contributions	✓	✓	✓
Reserves			
Operating Contingency	✓	✓	✓
Renewal & Replacement (R&R)	✓	✓	✓
New Capital / Business Strategy	✓	✓	✓

Expenditures (✓ = Venue responsible for the expenditure category)

	Expo	OCC	P5
Operating			
Operating Expenditures	✓	✓	✓
Nat. Marketing Cntrct. - Travel Portland - VDF pass through		✓	
MERC Administration Support (Transfer to MERC Admin)	✓	✓	✓
Support Services (Transfer to the Metro General Fund)	✓	✓	✓
Debt			
Hall D Replacement (Transfer to Expo Bond Fund)	✓		
OCC Streetcar LID Debt (Transfer to Metro General Fund)		✓	
Taxes			
Excise Tax paid to Metro (Paid on gross revenue with exceptions for grants; donations; sponsorships; advertising)	✓	✓	
Capital			
	✓	✓	✓

MERC Proposed Capital Funding FY 2015 – 16

The MERC Fund has three major reserve accounts and two major external funding sources from which to fund capital projects. Included in each Venue's Budget is a detailed list of FY 2016 projects and proposed funding from the following sources.

Renewal & Replacement Reserve

Each Venue has a dedicated Renewal and Replacement reserve within its individual fund. The Renewal and Replacement reserve is the general funding source for replacing equipment such as vehicles and facility elements such as roofs & HVAC systems that have fulfilled their useful life. The R&R reserve is funded with 90% of any net operating revenues at the end of each fiscal year.

Business Strategy Reserve

The Business Strategy funds are dedicated to each venue individually and reserved for specific new (non replacement) capital items or strategic business opportunities requiring seed funding. The Business Strategy Reserve is funded by 10% of any net operating revenue the end of each fiscal year.

Transient Lodging Tax (TLT) Pooled Capital

The TLT Pooled Capital reserve is held collectively at the MERC Fund level and allocated annually to the venues each year for specific projects. The MERC Commission decides how much TLT Pooled Capital to allocate to venues each year during the Budget process. TLT Pooled Capital is funded by any excess of TLT receipts over OCC and Portland's year over year increase caps of 7% and CPI(*) respectively. In Fiscal Year 2013-14 this excess was \$1,923,697 and in Fiscal Year 2012-13 it was \$1,066,283. The TLT Pooled Capital Reserve balance is currently \$3.2 million. (*Portland-Salem, 2nd half calendar year June – December, Consumer Price Index (CPI), two years prior)

Aramark Capital Contribution

Part of the negotiated five-year agreement with Aramark is a cash capital contribution. MERC renewed its partnership with Aramark in 2014, negotiating a phased capital contribution as follows: \$1 million – September 2014, \$750,000 – July 2015, \$750,000 – July 2016, and \$250,000 – January 2017 if OCC Hotel construction begins.

Metropolitan Tourism Opportunity and Competitiveness Account (MTOCA)

The MTOCA is an annual transfer from the General Fund to OCC and Expo for specific projects that will yield demonstrable marketing advantages like sustainability, the OCC Hotel Project and facility enhancements. The Metro Council has full discretion to allocate any amount to either or both OCC and Expo each fiscal year. The MTOCA transfer amount has been budgeted at \$600,000 the prior two years and is tentatively planned to be \$600,000 in FY 2016 as well. OCC traditionally receives \$420,000 annually and uses this funding for Capital projects. Expo traditionally receives \$180,000 annually and uses it for operational maintenance and marketing programs and for this reason is not included in the Capital Budget discussion.

MARCH

AS OF: 3/5/2015 12:34

		Tentative calendar for the month of				Tentative calendar for the month of				
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
ASCH		OSO Pops #4 Let's Dance! 3:00pm	OSO Youth Concerts 9:35am and 11:05am Two shows, one call time	OSO Youth Concerts 9:35am and 11:05am Two shows, one call time			OSO Special RePlay 7:30pm	Ptld Yth Philharmonic Ptld Yth Philharmonic #3 7:30pm		
KA		OBT Cinderella 2:00pm				OBT Cinderella 7:30pm	OBT Cinderella 7:30pm	OBT Cinderella 2:00pm and 7:30pm		
NMK		PDX Jazz Festival Ron Carter Trio 3:00pm	Portland'5 All Staff Meeting 6:00pm	Artbeat, Inc. In the Mood 2:00pm and 7:30pm		White Bird 7 Fingers of the Hand 7:30pm	White Bird 7 Fingers of the Hand 7:30pm	White Bird 7 Fingers of the Hand 2:00pm and 7:30pm		
WIN		OCT Timmy Failure 11:00am and 2:00pm		OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 2:00pm and 5:00pm		
AHH		Stumptown Stages Ruthless! 2:00pm BT				Stumptown Stages Ruthless! 7:30pm BT	Stumptown Stages Ruthless! 7:30pm BT	Stumptown Stages Ruthless! 2:00pm and 7:30pm BT		
OCC	EXPO	Yard Garden Patio				Money Show	Money Show Pac West Antique Show	Money Show/Pac West Classic Wines/Jump Antique Show		
ASCH		OSO Kids #2 2:00pm Metropolitan Yth Sym 7:30pm		PAL Mitchell Jackson 7:30pm	PYP School Perf 9:45am and 11:30am Two shows, one call time			OSO Classical #11 Thomas Lauderdale 7:30pm		
KA				Broadway Across America Guys and Dolls 7:30pm	Broadway Across America Guys and Dolls 7:30pm	Broadway Across America Guys and Dolls 7:30pm	Broadway Across America Guys and Dolls 7:30pm	Broadway Across America Guys and Dolls 2:00pm and 7:30pm		
NMK			OHSU Brain Institute Christof Koch 7:00pm			POA Season Announcement 7:00pm	Fellowship 4 Perf Arts The Great Divorce 8:00pm	Fellowship 4 Perf Arts The Great Divorce 4:00pm and 8:00pm		
WIN		OCT Timmy Failure 11:00am and 2:00pm		OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 2:00pm and 5:00pm		
AHH		Stumptown Stages Ruthless! 2:00pm BT	Portland'5 Noontime Showcase 12:00pm Rotunda Lobby			POA Season Announcement 5:00pm Reception Rotunda Lobby				
OCC	EXPO	Pac West Jump Antique Show		GOSH Conference NW Apparel & Ftwear	GOSH Conference NW Apparel & Ftwear Spring RV Show	Spring RV Show	Spring RV Show	Bricks Cascade ALS Dinner Spring RV Show		
ASCH		OSO Classical #11 Thomas Lauderdale 2:00pm	OSO Classical #11 Thomas Lauderdale 8:00pm	Double Tee Widespread Panic 8:00pm			AEG Amy Schumer 8:00pm	OSO Classical #12 Symphonie Fantastique 7:30pm		
KA		Broadway Across America Guys and Dolls 1:00pm and 6:30pm					Mike Thrasher Rodrigo y Gabriela 8:00pm	Monqui Presents The Decemberists 8:00pm		
NMK						Northwest Dance Project NW Dance Project 7:30pm	Northwest Dance Project NW Dance Project 7:30pm	Northwest Dance Project NW Dance Project 7:30pm		
WIN		OCT Timmy Failure 11:00am and 2:00pm			OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 9:45am and 11:45am Two shows, one call time	OCT Timmy Failure 2:00pm and 5:00pm		
AHH										
OCC	EXPO	Bricks Cascade Spring RV Show		NW Youth Career Expo	NCCE Gift Show	NCCE Gift Show Metro Multifamily	NCCE Gift Show Roadster Show	Gift Show/Body Mind Spirit Women's Expo/Cele Excell Roadster/Gun & Knife		
ASCH		OSO Classical #12 Symphonie Fantastique 7:30pm								
KA							OR Falun Dafa Assn Shen Yun 7:30pm	OR Falun Dafa Assn Shen Yun 2:00pm and 7:30pm		
NMK										
WIN		OCT Timmy Failure 11:00am and 2:00pm					OCT Schoolhouse Rock 7:00pm Open Rehearsal	OCT Schoolhouse Rock 2:00pm and 5:00pm		
AHH										
OCC	EXPO	Gift Show/Body Mind Spirit Rose City Gun/Knife Roadster Show			ACRL Conference	ACRL Conference	ACRL Conference Better Living	GPAA Gold & Treasure Cannabis Convention Better Living Show		
ASCH			WAC Peter Singer 7:00pm							
KA		OR Falun Dafa Assn Shen Yun 2:00pm								
NMK				OHSU Brain Institute Nicholas Bazan 7:00pm						
WIN		OCT Schoolhouse Rock 11:00am and 2:00pm								
AHH										
OCC	EXPO	GPAA Gold & Treasure Cannabis Convention Better Living Show								

NOTE: ALL LISTED EVENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE

ASCH = Arlene Schnitzer Concert Hall KA = Keller Auditorium NMK = Newmark Theatre WIN = Dolores Winningstad Theatre AHH = Antoinette Hatfield Hall BT = Brunish Theatre

		Tentative calendar for the month of				Tentative calendar for the month of			
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
ASCH					1	2	Snowman Foundation Ten Grands 9:45am and 11:45am Two shows, one call time	3 Snowman Foundation Ten Grands 1:00pm and 7:00pm	
KA									
NMK									
WIN					OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 2:00pm and 5:00pm	
AHH					MERC Commission Meeting 12:30pm BT				
OCC	EXPO				NW Facilities Expo	NW Facilities Expo	Spring Beer & Wine	Spring Beer & Wine	
ASCH		5	6	OSO Special Boyz II Men 7:30pm	7	8 WAC Robin Wright 7:00pm	9	10	
KA				Broadway Across America I Love Lucy 7:30pm	Broadway Across America I Love Lucy 7:30pm	Broadway Across America I Love Lucy 7:30pm	Broadway Across America I Love Lucy 7:30pm	Broadway Across America I Love Lucy 2:00pm and 7:30pm	
NMK				MetroArts, Inc. Young Artists Debut 7:30pm		White Bird Urban Bush Women 8:00pm	White Bird Urban Bush Women 8:00pm	White Bird Urban Bush Women 8:00pm	
WIN		OCT Schoolhouse Rock 11:00am and 2:00pm			OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 2:00pm and 5:00pm	
AHH									
OCC	EXPO			Professional Educators Fair	Oregon Dental Assn	Oregon Dental Assn	Oregon Dental Assn	Oregon Dental Assn St. Mary's Auction	
ASCH		OSO Classical #13 Dvorak's Salvonic Dances 7:30pm	12	OSO Classical #13 Dvorak's Salvonic Dances 8:00pm	13	14	15	OSO Special Orchestra Gala 6:30pm	
KA		Broadway Across America I Love Lucy 1:00pm and 6:30pm						AEG Live Faith No More 8:00pm	
NMK					OBT Impact 7:00pm Open Rehearsal	OBT Impact 7:30pm	OBT Impact 7:30pm	OBT Impact 2:00pm and 7:30pm	
WIN		OCT Schoolhouse Rock 11:00am and 2:00pm			OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 2:00pm and 5:00pm	
AHH			Portland5 Noontime Showcase Rotunda Lobby 12:00pm		Portland5 Advisory Committee Meeting ArtBar 12:00pm	Stumptown Stages Soul Harmony 7:30pm BT	Stumptown Stages Soul Harmony 7:30pm BT	Stumptown Stages Soul Harmony 2:00pm and 7:30pm BT	
OCC	EXPO				Brewers Assoc.	Brewers Assoc.	Brewers Assoc.	Catholic Charities	
ASCH		OSO Kids #3 Peter and the Wolf 2:00pm	19	20	White Bird Dance Theatre of Harlem 7:30pm	21	22	PAL Katherine Boo 7:30pm	
KA			Monqui Presents Damien Rice 8:00pm						
NMK		OBT Impact 2:00pm	PAL Verselandia! 7:00pm		OBT Impact 12:00pm	OBT Impact 12:00pm and 7:30pm	OBT Impact 7:30pm	OBT Impact 1:00pm and 7:30pm	
WIN		OCT Schoolhouse Rock 11:00am and 2:00pm			OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 9:45am and 11:45am Two shows, one call time	OCT Schoolhouse Rock 2:00pm and 5:00pm	
AHH		Stumptown Stages Soul Harmony 2:00pm BT				Stumptown Stages Soul Harmony 7:30pm BT	Stumptown Stages Soul Harmony 7:30pm BT	Stumptown Stages Soul Harmony 2:00pm & 7:30pm BT	
OCC	EXPO	Dr. Wayne Dyer	Cannabis Bowl		JBF Clothing Sale	JBF Clothing Sale	JBF Clothing Sale	JBF Clothing Sale	
ASCH		OSO Special Music of Led Zeppelin 7:30pm	26	OSO Classical #14 Brahms 8:00pm	27	28	29	30	
KA					Green Transportation Expo	Green Transportation Expo	Green Transportation Expo		
NMK		OBT Impact 2:00pm			White Bird Dorrance Dance 11:00am and 7:30pm	White Bird Dorrance Dance 11:00am and 7:30pm	Live Nation Nick Offerman 8:00pm		
WIN		OCT Schoolhouse Rock 11:00am and 2:00pm	PAL Mark Doty 7:30pm		POA Show Boat 7:00pm Open Rehearsal				
AHH		Stumptown Stages Soul Harmony 2:00pm BT				Stumptown Stages Soul Harmony 7:30pm BT			
OCC	EXPO	Gathering of the Guilds Foodservice Show JBF Clothing Sale	Foodservice Show						

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