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# **MERC Commission Meeting**

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March 3, 2010  
12:30 pm

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Oregon Convention Center  
Room B 117-8  
777 NE ML King Jr. Blvd.  
Portland, Oregon

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**MEETING:** Metropolitan Exposition Recreation Commission  
**DATE:** March 3, 2010  
**TIME:** 12:30 PM  
**LOCATION:** Oregon Convention Center  
 Room B 117-18  
 777 NE Martin Luther King Jr. Blvd.

**AGENDA**

<b>CALL TO ORDER</b>	12:30 PM	
<b>1.0 QUORUM CONFIRMED</b>	12:30 PM	
<b>2.0 COMMISSIONER COMMUNICATIONS</b>	12:35 PM	
<b>3.0 INTERIM GENERAL MANAGER COMMENTS/COMMISSIONER QUESTIONS</b>	12:45 PM	Cheryl Twete
<b>3.1 Commissioner Questions on Packet Information</b>		
<ul style="list-style-type: none"> <li>- Interim General Manager Executive Summary - Packet Information Only           <ul style="list-style-type: none"> <li>◇ Summary of MERC Commission/Metro Council Work Session</li> <li>◇ OCC Solar Project</li> <li>◇ City of Portland Audit of Portland Center for the Performing Arts</li> <li>◇ Portland Expo Center Marketing Strategies</li> <li>◇ April Commission Meeting Strategic Discussion</li> <li>◇ March 30 MERC Commission Retreat</li> </ul> </li> <li>- January 2010 Financial Report - Packet Information Only</li> </ul>		
<b>4.0 MERC VENUE BUSINESS REPORTS</b>	12:55 PM	Williams/Blosser/Bailey
<b>5.0 METRO CHIEF OPERATING OFFICER COMMUNICATIONS</b>	1:05 PM	Michael Jordan
<b>6.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>	1:15 PM	
<b>7.0 CONSENT AGENDA</b>	1:20 PM	
<b>7.1</b> Approval of January 6, 2010 MERC Commission Meeting Record of Actions		
<b>7.2</b> Approval of February 3, 2010 MERC Commission Meeting Record of Actions		
<b>7.3</b> For the Purpose of Ethics Law, Authorize MERC Commissioners and MERC Executive Staff to attend the 2010 Travel Portland GREEN Familiarization Trip Functions March 18-21, 2010.		
<b>8.0 ACTION AGENDA</b>		
<b>8.1 Resolution 10-04</b> for the purpose of approving and transmitting the budget for the MERC Fund for Fiscal Year 2010-11.	1:25 PM	Elisa Dozono
<b>8.2 Resolution 10-05</b> for the purpose of accepting Interior Technology as the lowest responsive and responsible bidder in accordance with the Metropolitan Exposition Recreation Commission Contracting and Purchasing Rules; and authorizing the MERC Interim General Manager to execute a contract with Interior Technology for the Movable Partition Retrofit Project, upon the approval by Metro Council to allocate \$341,000 from the Metro Tourism Opportunity and Competitiveness Account (MTOCA).	1:35 PM	Jeff Blosser
<b>9.0 STRATEGIC DISCUSSION: TRAVEL PORTLAND</b>	1:45 PM	Jeff Miller
<b>9.1</b> Travel Portland Overview		
<b>9.2</b> Travel Portland First and Second Quarter Reports for FY 2009-10		
<b>9.3</b> Marketing and Selling MERC Venues		
<b>10.0 MERC BY LAWS REVIEW PROCESS DISCUSSION</b>	2:30 PM	Cheryl Twete
<b>11.0 EXECUTIVE SESSION - (if necessary)</b> - for the purpose of deliberations with persons designated by the Commission to conduct labor negotiations, pursuant to ORS 192.660(2)(d)		

**ADJOURNMENT**

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# **MERC Commission Meeting**

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March 3, 2010  
12:30 pm

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3.1 - Commissioner  
Questions on Packet  
Information

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February 24, 2010

To: MERC Commission  
From: Cheryl Twete, Interim General Manager  
Re: March 3, 2010 Commission Meeting

The March 3 Commission meeting includes some substantive agenda items, including resolutions to approve the MERC budget as recommended by the Budget Committee and utilization of the Metro Tourism Opportunity Competitiveness Account (MTOCA) funds (pending approval of the Metro Council) to begin year one of a two-year project to replace the room dividers in the Oregon Convention Center (OCC).

You will also receive a presentation by Travel Portland on its first and second quarterly reports focusing on their activities and performance metrics. Travel Portland will also provide an overview of its efforts to market the Portland region and specifically describe its role in national convention marketing for OCC and the other venues. We will continue a discussion about these marketing strategies and other potential work program priorities items at the May Commission meeting. This topic is timely because in June 2010 staff will ask you to extend the Travel Portland contract for an additional two-year period. As one of our largest contractors responsible for selling and marketing OCC to the national convention and meeting planner market, my goal is fully prepare you to consider the second of four possible two-year extensions of the Travel Portland contract, which is scheduled to expire on June 30, 2010. The original contract was executed on October 1, 2005, for a three-year term.

Next week's Commission meeting will also include a discussion of the MERC by-law review process and, if necessary, an executive session. Metro Chief Operating Officer (COO) Michael Jordan plans to present a brief status report on the General Manager (GM) recruitment process, and the venue directors will provide brief business reports to you.

Below is an update of other items of interest to you that are not scheduled to be discussed at the meeting unless you have specific questions or feedback.

#### **Joint MERC Commission – Metro Council Meeting Recap**

The February 16 Joint MERC Commission – Metro Council meeting held on February 16 was a productive session and set what I believe to be a good foundation for a new working relationship among the two entities. I hope you found the venue briefings interesting and informative. The venue directors

expressed their appreciation for the discussion about venue business and it was extremely helpful to hear both Councilors and Commissioners describe their thoughts and ideas for “telling the economic development story.” I will be working with staff to develop some strategies to build upon those great ideas and will report back to you in the coming months.

### **OCC Solar Power Panel Project Update**

The news media has reported pending changes to Oregon’s Business Energy Tax Credit (BETC) laws coming out of this February legislative session. OCC Executive Director Jeff Blosser and I have been working with Metro’s Government Relations Manager Randy Tucker to preserve the BETC component of the OCC solar power panel project. OCC’s contractor, SunEdison, is relying on the use of these tax credits in its financing plan for the OCC project.

Prior to the February session, Randy communicated to legislative leaders the potential negative impacts sweeping BETC reforms could have on the solar project. A letter signed by Council President David Bragdon and COO Michael Jordan articulating these concerns is included in this packet for your information (Attachment A). The final compromise legislation, HB 3680-B, which is expected to pass unanimously, may have some impact on the OCC solar panel project; we are in the midst of analyzing the potential implications with our SunEdison contacts and will report back to you.

A copy of HB 3680-B can be accessed via [www.leg.state.or.us](http://www.leg.state.or.us).

### **City of Portland Audit of Portland Center for the Performing Arts**

Portland Center for the Performing Arts (PCPA) Executive Director Robyn Williams was recently informed that the venue will be the subject of a review by the City Auditor. The City of Portland owns the PCPA buildings, and through an Intergovernmental Agreement (IGA), Metro/MERC manages the facilities. In the coming months, staff from the Auditor’s office will interview PCPA, MERC and Metro employees and review budgetary and program documentation.

I join Robyn in looking forward to learning the results of this audit, in particular, the areas in which PCPA excels and the Auditor’s recommendations for improvement. I will update you on this project as it proceeds.

### **Portland Expo Center Marketing Strategies**

Per the MERC Budget Committee’s direction, Expo Executive Director Chris Bailey is developing a strategy to utilize \$100,000 in funding proposed for fiscal year (FY) 2010-2011 to implement enhanced marketing strategies for the center to help maintain the current mix and establish new lines of Expo business. It was stated at the second MERC Budget Committee meeting we must “spend money to make money.” Chris and his staff are considering both the recommendations outlined in the PSU Plan for the Future as well as other strategies. We will discuss this proposed plan at your April 7 Commission meeting and seek your approval for this work.

### **April Commission Meeting Strategic Discussion**

Another topic scheduled for the April 7 Commission meeting is an update from PCPA Executive Director Robyn Williams on the Arlene Schnitzer Concert Hall (ASCH) renovation and Main Street development project. I think you will find these projects both interesting, in that they focus on the long-term needs and opportunities for ASCH and Antoinette Hatfield Hall, and challenging to implement.

### **March 30 Commission Retreat**

Please be sure to confirm on your calendars that the all-day Commission retreat is scheduled for Tuesday, March 30. Professional facilitator Sue Dicile will again lead the discussion and we will prepare you in advance to consider some key housekeeping/organizational decisions and discuss strategic direction options for the organization. The bulk of the day will focus on updating the strategic goals for the organization with an eye towards those most transformational opportunities for our venues in the future. We anticipate completing the update of the strategic plan this summer and presenting it to Metro Council for approval in September 2010. I will continue to keep you informed as Chair Leary, Sue, Michael Jordan and I build a detailed agenda and retreat goals and outcomes for your feedback.

Please do not hesitate to contact me if you have any questions. I look forward to seeing you next week.



January 28, 2010

Rep. Phil Barnhart, Chair  
House Committee on Revenue  
Oregon State Legislature  
Salem, OR 97301

Sen. Ginny Burdick, Chair  
Senate Committee on Finance and Revenue  
Oregon State Legislature  
Salem, OR 97301

Rep. Barnhart, Sen. Burdick, and Members of the Committees:

As you consider changes to Oregon's Business Energy Tax Credit (BETC) during the upcoming supplemental legislative session, the Metro Council would like to ensure that you are aware of how Metro currently relies upon the BETC to support key projects and programs, as well as potential future investments in energy efficiency for which the BETC could provide critical support.

**1. Oregon Convention Center solar project:** As you may know, Metro owns and operates the Oregon Convention Center (OCC). Last June, when the Senate Committee was considering HB 2472, we wrote to Sen. Burdick and the Committee to describe a major solar project planned for the roof the OCC.

OCC's planned project would enable a third party to construct, own and operate a 1.184 megawatt solar power facility on the roof of the Convention Center. This facility would be the largest rooftop solar array in the Pacific Northwest and would be an iconic project visible to thousands of travelers passing the OCC on I-5 and I-84.

We are undertaking this effort for several reasons:

- The OCC is committed to reducing its use of fossil fuels and decreasing its carbon footprint. This initial project constitutes the first phase of a two-phase solar project that is expected to provide up to 25% of the OCC's power. Combined with our current purchase of 40% wind power, this first phase brings us more than halfway to achieving our goal of using 100% renewable energy for all OCC operations.
- Reducing our overall electrical costs on an annual basis will enable us to offer our space/services to clients at the lowest possible costs.
- This project is consistent with the OCC's LEED-EB<sup>1</sup> Silver Certification, which enables us to promote Oregon's sustainability efforts in the highly competitive tourism and convention market. The OCC's visibility to travelers on I-84 and I-5 will make this project a showcase for how public buildings in Oregon can "walk the talk" of sustainability.

Last fall, following an RFP process, the OCC entered into an agreement with SunEdison to install the solar facility. Under the terms of the agreement, the OCC would purchase power from SunEdison for

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<sup>1</sup> EB stands for "existing building."

a set rate for approximately 25 years. To finance the project, SunEdison is relying on the combined use of the Oregon BETC and the Federal energy tax credit, as the project does not pencil out based solely upon the OCC's purchase of power. We anticipate that SunEdison's total project costs will be over \$7 million.

The project has been developed based on the current BETC provisions that allow a 50% tax credit on investments of up to \$20 million and enable projects to assemble a package of state and federal tax credits. The project has been pre-certified as BETC-eligible. However, the uncertainty surrounding the BETC has forced SunEdison to put the project on hold.

- The Oregon Department of Energy has reserved the right to reverse pre-certification decisions, which affects the OCC project. The project is not feasible without the BETC, and SunEdison is not willing to move forward while uncertainty remains as to the project's certification.
- Program changes intended to prevent renewable project developers from receiving multiple BETCs by breaking apart the separate elements of what are in effect single projects might have the effect of limiting SunEdison's ability to obtain BETCs on projects that are truly separate and distinct, including the OCC project.
- SunEdison would need to use the pass-through provision of the BETC to realize the benefits of the tax credit. Changes in the pass-through rate make it more difficult for SunEdison to find pass-through partners; the prospect that the pass-through program will be terminated further complicates matters.

If it goes forward, the OCC solar project will use silicon ingots and wafers supplied by the Sanyo plant in Salem, supporting Oregon jobs and economic growth. However, the project cannot proceed unless and until the issues described above are resolved.

**2. Regional Travel Options program:** Metro's Regional Travel Options (RTO) program carries out regional strategies to increase use of travel options, reduce pollution and improve mobility. Regional travel options include all of the alternatives to driving alone – carpooling, vanpooling, riding transit, bicycling, walking and telecommuting. In addition to reducing energy use, the program maximizes investments in the transportation system and relieves traffic congestion by managing travel demand, particularly during peak commute hours.<sup>2</sup>

Regional strategies offer low-cost solutions that:

- Address employer and commuter transportation needs
- Save consumers money
- Reduce vehicle emissions that contribute to air pollution and climate change
- Encourage active travel modes that enhance public health and increase physical activity
- Increase public awareness of the personal and community benefits of travel options.

The RTO program receives BETC funding generated by its vanpool program, which is listed as an eligible transportation project under ODOE's administrative rules. Transportation projects must reduce employee commute trips/mileage in order to qualify for a BETC.

Metro's RTO budget for FY 2011 includes \$50,000 in anticipated BETC revenue. These funds constitute most of the local dollars with which the program leverages, at a 9:1 match ratio, the federal funds that comprise the bulk of the RTO program funding (i.e., 10% local share leverages

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<sup>2</sup> For more information on this program, see [http://library.oregonmetro.gov/files/rto\\_strategicplan\\_6-10-08.pdf](http://library.oregonmetro.gov/files/rto_strategicplan_6-10-08.pdf).



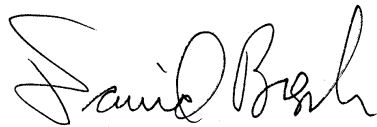
90% federal funds). The loss of BETC funds would put these federal dollars at risk and create a critical budget shortfall threatening the continued existence of the RTO program. Obviously, because Metro is a government entity without tax liability, continuation of the pass-through option at an attractive rate is essential.

### **3. Future projects:**

Finally, Metro is developing a sustainability plan that envisions other investments aimed at reducing energy use and greenhouse gas emissions. Possible projects include weatherization, lighting, and renewable energy projects at several facilities Metro owns or operates (e.g., Metro Regional Center, Portland Center for the Performing Arts, Expo Center, Blue Lake Park). Changes to the program could affect the viability of these investments.

Of course, we are aware of the current economic conditions facing Oregonians and the difficult task you face as legislators with respect to responsible allocation of limited public resources. As you consider changes to the BETC in that context, please understand the impact of your decisions on these very important efforts.

Sincerely,



David Bragdon  
Council President



Michael Jordan  
Chief Operating Officer

cc: Mark Long, Acting Director, Oregon Department of Energy  
Bob Repine, Assistant Director (Energy Incentives), Oregon Department of Energy  
Andrea Simmons, Assistant Director (Energy Policy Development), Oregon Department of Energy

# JANUARY 2010

## FINANCIAL INFORMATION

*For Management Purposes only*



PORTLAND CENTER FOR  
THE PERFORMING ARTS

 A SERVICE OF METRO

expo

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OREGON CONVENTION CENTER

 A SERVICE OF METRO

THE **merc**

METROPOLITAN EXPOSITION  
RECREATION COMMISSION

 A SERVICE OF METRO

Date: February 23, 2010

To:

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

Re: MERC Financial Information for the 7 months ended January 2010

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This information summarizes the operating revenues and expenditures of the facilities managed by the Metro Exposition-Recreation Commission (MERC). These facilities include the Oregon Convention Center (OCC), the Portland Metropolitan Exposition Center (EXPO), and the Portland Center for the Performing Arts (PCPA). In addition, this report includes the cost of support services provided by MERC Administration. These reports omit substantially all disclosures required by generally accepted accounting principles. This report is intended solely for the information and use of the Commission and is not intended to be and should not be used by anyone other than the Commission.

# Financial Highlights

## Operating Results

- The revenue and expenditures are less than forecasted; the year-to-date deficit from net operating results increased \$33k compared to prior year-to-date.
- The year-to-date results indicate that the net F&B is less than budget by approximately 7% or \$490k and is better than prior year by \$191k.
- Highest event revenue generators for the period:
  - **Expo**
    - 16685 ~ 2010 Rose City Dog Show - \$289k
      - ❖ F&B - \$110k
    - 12215 ~ Portland Boat Show - \$192k
      - ❖ F&B - \$54k
    - 15734 ~ Northwest Agriculture Show - \$100k
      - ❖ F&B - \$32k
  - **OCC**
    - 12801 ~ 2010 Portland Auto Show - \$398k
      - ❖ Space Rental - \$158k
    - 7282 ~ 2010 NW Food Manufacturing & Packaging Expo - \$221k
      - ❖ F&B - \$84k
    - 10895 ~ CASA for Children Benefit Auction - \$53k
      - ❖ F&B - \$44k
  - **PCPA**
    - 11789 ~ Rain (Jan) - \$139k & (Nov/Dec) - \$35k; Grand Total: \$174k
      - ❖ Admission & User Fee - \$39k
    - 11791 ~ Xanadu (Jan) - \$132k & (Dec) - \$2k; Grand Total: \$134k
      - ❖ Admission & User Fee - \$39k
    - 11788 ~ Nutcracker (Jan) - \$109k & (Aug/Dec) - \$68k; Grand Total: \$177k
      - ❖ F&B - \$59k

## Non – Operating Revenue

- Transient, Lodging Tax (TLT) is less than prior year to date by \$17k.
- Expo Debt Service is paid semi annually. Approximately 76% or \$900 thousand of the annual payment is budgeted and paid during the first half of the fiscal year, the remaining 24% or \$288 thousand in the later part of the fiscal year.
- Metro Risk Management expenses are in the first period of each quarter. Approximately 83% of the annual budget or \$407 thousand year-to-date.

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

**All Departments**

**January 2010**

As of February 16, 2010

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2009-10 Adopted Budget	% of Annual Budget
	January-10	January-10	January-09		January-10	59%
<b>Operating</b>						
Revenue	1,684,403	8,836,379	9,430,189	94%	17,892,339	49%
Revenue - Food and Beverage	813,021	6,777,100	6,268,338	108%	12,123,799	56%
<b>Total Operating Revenue</b>	<b>2,497,424</b>	<b>15,613,479</b>	<b>15,698,527</b>	<b>99%</b>	<b>30,016,138</b>	<b>52%</b>
Costs - Food and Beverage	(679,212)	(5,766,393)	(5,448,529)	106%	(9,579,028)	60%
Personal Services	(1,336,470)	(9,663,399)	(10,060,906)	96%	(18,534,604)	52%
Goods & Services	(590,901)	(3,960,757)	(3,958,319)	100%	(8,853,747)	45%
Marketing	(218,280)	(1,552,961)	(1,527,960)	102%	(3,057,043)	51%
<b>Total Operating Expenses</b>	<b>(2,824,863)</b>	<b>(20,943,511)</b>	<b>(20,995,714)</b>	<b>100%</b>	<b>(40,024,422)</b>	<b>52%</b>
<b>Net Operating Results</b>	<b>(327,439)</b>	<b>(5,330,032)</b>	<b>(5,297,187)</b>	<b>101%</b>	<b>(10,008,284)</b>	<b>53%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	86,317	3,180,890	3,197,842	99%	10,930,634	29%
Government Support City of Portland	-	-	-	-	760,926	0%
Non-Operating Revenue	17,515	120,622	307,350	39%	861,543	14%
Non-Operating Expense	-	(2,503)	(2,506)	100%	(2,500)	100%
	<b>103,833</b>	<b>3,299,009</b>	<b>3,502,686</b>	<b>94%</b>	<b>12,550,603</b>	<b>26%</b>
<b>Support and Risk Management</b>						
MERC Administration	-	-	-	-	-	-
Indirect Cost Metro Support	-	-	-	-	-	-
Metro Support Services	(168,971)	(1,182,797)	(1,074,976)	110%	(2,027,654)	58%
Metro Risk Management	(81,429)	(407,145)	(485,637)	84%	(488,571)	83%
	<b>(250,400)</b>	<b>(1,589,942)</b>	<b>(1,560,613)</b>	<b>102%</b>	<b>(2,516,225)</b>	<b>63%</b>
<b>Net Increase (Decrease)</b>	<b>(474,006)</b>	<b>(3,620,965)</b>	<b>(3,355,114)</b>	<b>108%</b>	<b>26,094</b>	<b>-13877%</b>
<b>Transfers</b>						
Intrafund Transfers	-	-	-	-	-	-
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	-	-
Debt Service	-	(1,039,936)	(909,715)	114%	(1,340,890)	78%
<b>Net Transfers</b>	<b>-</b>	<b>(1,039,936)</b>	<b>(909,715)</b>	<b>114%</b>	<b>(1,340,890)</b>	<b>78%</b>
<b>Net Operations</b>	<b>(474,006)</b>	<b>(4,660,901)</b>	<b>(4,264,829)</b>	<b>222%</b>	<b>(1,314,796)</b>	<b>354%</b>
<b>Capital</b>						
Revenue	-	-	-	-	-	-
Capital Outlay	(179,393)	(841,230)	(829,436)	101%	(3,256,415)	26%
Construction Management	-	-	(123)	0%	-	-
Goods & Services	-	-	(7,890)	0%	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	2,218,425	228,538	971%	1,557,000	142%
Non-Operating Expense	-	-	-	-	-	-
Intrafund Transfers	-	-	-	-	-	-
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	692,490	0%
<b>Net Capital</b>	<b>(179,393)</b>	<b>1,377,195</b>	<b>(608,911)</b>	<b>-226%</b>	<b>(1,006,925)</b>	<b>-137%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(653,399)</b>	<b>(3,283,706)</b>	<b>(4,873,740)</b>	<b>67%</b>	<b>(2,321,721)</b>	<b>141%</b>
<b>Food and Beverage Gross Margin</b>	<b>133,809</b>	<b>1,010,706</b>	<b>819,809</b>		<b>2,544,771</b>	<b>40%</b>
<b>Food and Beverage Gross Margin</b>	<b>16.5%</b>	<b>14.9%</b>	<b>13.1%</b>		<b>21.0%</b>	
<b>Full Time Employees</b>			<b>192.0</b>		<b>195.0</b>	
<b>Excise Tax</b>	<b>(62,076)</b>	<b>(706,026)</b>	<b>(798,503)</b>			
<b>Taxes as percent of revenue</b>	<b>3%</b>	<b>17%</b>	<b>17%</b>		<b>27%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		26,619,236	26,070,022		26,619,236	
Fund Balance Inc (Dec)		(3,283,706)	(4,873,740)		(2,321,721)	
<b>Ending Fund Balance</b>		<b>23,335,530</b>	<b>21,196,282</b>		<b>24,297,515</b>	
Unrestricted Fund Balance		11,433,705	9,671,709		12,935,691	
Contingency		1,325,708	2,064,067		1,325,708	
Contingency for Renewal & Replacement		970,000	520,000		970,000	
Designated for Renewal & Replacement		815,000	295,000		815,000	
Designated for Phase 3		1,339,841	1,154,728		1,339,841	
Contingency for HOH		3,700,000	3,700,000		3,700,000	
Contingency for HOH (PERS Rsvr - Prior)		1,486,398	1,704,212		1,486,398	
Designated for PERS Reserve - Current		375,187	-		375,187	
Designated for PERS Reserve - Prior		709,380	812,505		709,380	
Restricted by Contract - Aramark		-	93,750		-	
Restricted by Agreement - TLT		1,180,311	1,180,311		1,180,311	
<b>Ending Fund Balance</b>		<b>23,335,530</b>	<b>21,196,282</b>		<b>24,837,516</b>	
<b>Strategic Goal</b>						
Available for Strategic Goal		15,079,863	13,583,854		15,079,863	
<b>Excess (Gap)</b>		<b>13,729,413</b>	<b>12,255,776</b>		<b>15,231,399</b>	
		<b>(1,350,450)</b>	<b>(1,328,078)</b>		<b>151,536</b>	

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

**January 2010**

As of February 16, 2010

	Current Month Actual January-10	Current Year to Date Actual January-10	Prior Year to Date Actual January-09	% of Prior Year	2009-10 Adopted Budget January-10	% of Annual Budget 59%
<b>Operating</b>						
Revenue	440,992	1,968,617	2,263,699	87%	3,705,306	53%
Revenue - Food and Beverage	234,373	736,587	897,305	82%	2,133,289	35%
<b>Total Operating Revenue</b>	<b>675,366</b>	<b>2,705,204</b>	<b>3,161,004</b>	<b>86%</b>	<b>5,838,595</b>	<b>46%</b>
Costs - Food and Beverage	(155,902)	(625,693)	(757,074)	83%	(1,570,435)	40%
Personal Services	(113,926)	(804,105)	(909,458)	88%	(1,545,827)	52%
Goods & Services	(67,102)	(547,299)	(630,014)	87%	(1,280,421)	43%
<b>Total Operating Expenses</b>	<b>(336,930)</b>	<b>(1,977,097)</b>	<b>(2,296,546)</b>	<b>86%</b>	<b>(4,396,683)</b>	<b>45%</b>
<b>Net Operating Results</b>	<b>338,436</b>	<b>728,107</b>	<b>864,458</b>	<b>84%</b>	<b>1,441,912</b>	<b>50%</b>
<b>Non Operating</b>						
Non-Operating Revenue	2,377	12,164	66,831	18%	148,734	8%
Non-Operating Expense	-	-	-	-	-	-
	<b>2,377</b>	<b>12,164</b>	<b>66,831</b>	<b>18%</b>	<b>148,734</b>	<b>8%</b>
<b>Support and Risk Management</b>						
MERC Administration	(25,392)	(177,746)	(169,764)	105%	(304,707)	58%
Metro Support Services	(16,897)	(118,279)	(107,499)	110%	(202,766)	58%
Metro Risk Management	(11,791)	(58,954)	(66,150)	89%	(70,743)	83%
	<b>(54,080)</b>	<b>(354,979)</b>	<b>(343,413)</b>	<b>103%</b>	<b>(578,216)</b>	<b>61%</b>
<b>Net Increase (Decrease)</b>	<b>286,732</b>	<b>385,293</b>	<b>587,877</b>	<b>66%</b>	<b>1,012,430</b>	<b>38%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	-	(900,316)	(891,916)	101%	(1,188,632)	76%
<b>Net Transfers</b>	<b>-</b>	<b>(900,316)</b>	<b>(891,916)</b>	<b>101%</b>	<b>(1,188,632)</b>	<b>76%</b>
<b>Net Operations</b>	<b>286,732</b>	<b>(515,023)</b>	<b>(304,039)</b>	<b>169%</b>	<b>(176,202)</b>	<b>292%</b>
<b>Capital</b>						
Capital Outlay	-	(58,146)	(104,178)	56%	(367,500)	16%
Non-Operating Revenue	-	325,000	(183)	-177479%	187,500	173%
<b>Net Capital</b>	<b>-</b>	<b>266,854</b>	<b>(104,361)</b>	<b>-256%</b>	<b>(180,000)</b>	<b>-148%</b>
<b>Fund Balance Inc (Dec)</b>	<b>286,732</b>	<b>(248,169)</b>	<b>(408,400)</b>	<b>61%</b>	<b>(356,202)</b>	<b>70%</b>
<b>Food and Beverage Gross Margin</b>	<b>78,472</b>	<b>110,894</b>	<b>140,231</b>		<b>562,854</b>	<b>20%</b>
<b>Food and Beverage Gross Margin %</b>	<b>33.5%</b>	<b>15.1%</b>	<b>15.6%</b>		<b>26.4%</b>	
<b>Full Time Employees</b>			<b>13.3</b>		<b>13.3</b>	
<b>Excise Tax</b>	<b>(12,466)</b>	<b>(159,345)</b>	<b>(197,940)</b>		<b>-</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		5,745,316	6,069,250		5,745,316	
Fund Balance Inc (Dec)		(248,169)	(408,400)		(356,202)	
<b>Ending Fund Balance</b>		<b>5,497,147</b>	<b>5,660,850</b>		<b>5,389,114</b>	
Unrestricted Fund Balance		3,642,374	3,758,605		3,534,341	
Contingency		218,622	472,017		218,622	
Contingency for Renewal & Replacement		20,000	20,000		20,000	
Designated for Renewal & Replacement		40,000	20,000		40,000	
Designated for Phase 3		1,339,841	1,154,728		1,339,841	
Contingency for HQH (PERS Rsvr - Prior)		205,841	235,500		205,841	
Designated for PERS Reserve - Current		30,469			30,469	
Designated for PERS Reserve - Prior						
<b>Ending Fund Balance</b>		<b>5,497,147</b>	<b>5,660,850</b>		<b>5,389,114</b>	
<b>Strategic Goal (6 mo, debt)</b>		<b>3,386,974</b>	<b>3,257,115</b>		<b>3,386,974</b>	
Available for Strategy Goal		3,880,996	4,250,622		3,772,963	
<b>Excess (Gap)</b>		<b>494,022</b>	<b>993,507</b>		<b>385,989</b>	

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

**January 2010**

As of February 16, 2010

	Current Month Actual	Excluding HOH Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2009-10 Adopted Budget	% of Annual Budget
	January-10	January-10	January-09		January-10	59%
<b>Operating</b>						
Revenue	713,763	4,064,087	3,749,417	108%	8,006,117	51%
Revenue - Food and Beverage	477,664	4,919,284	4,402,689	112%	8,550,083	58%
<b>Total Operating Revenue</b>	<b>1,191,427</b>	<b>8,983,371</b>	<b>8,152,106</b>	<b>110%</b>	<b>16,556,200</b>	<b>54%</b>
Costs - Food and Beverage	(412,420)	(4,170,722)	(3,809,835)	109%	(6,744,807)	62%
Personal Services	(686,199)	(4,901,813)	(4,796,268)	102%	(9,183,993)	53%
Goods & Services	(334,515)	(1,882,653)	(1,729,060)	109%	(3,985,888)	47%
Marketing POVA	(218,280)	(1,552,961)	(1,527,960)	102%	(3,057,043)	51%
<b>Total Operating Expenses</b>	<b>(1,651,415)</b>	<b>(12,508,149)</b>	<b>(11,863,124)</b>	<b>105%</b>	<b>(22,971,731)</b>	<b>54%</b>
<b>Net Operating Results</b>	<b>(459,987)</b>	<b>(3,524,777)</b>	<b>(3,711,018)</b>	<b>95%</b>	<b>(6,415,531)</b>	<b>55%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	73,924	2,719,203	2,706,014	100%	8,975,971	30%
Non-Operating Revenue	4,473	50,840	126,799	40%	273,836	19%
Non-Operating Expense	-	(3)	(6)	50%	-	-
	<b>78,397</b>	<b>2,770,040</b>	<b>2,832,807</b>	<b>98%</b>	<b>9,249,807</b>	<b>30%</b>
<b>Support and Risk Management</b>						
MERC Administration	(137,118)	(959,829)	(916,734)	105%	(1,645,421)	58%
Metro Support Services	(91,244)	(638,708)	(580,482)	110%	(1,094,933)	58%
Metro Risk Management	(45,839)	(229,195)	(271,119)	85%	(275,033)	83%
	<b>(274,201)</b>	<b>(1,827,732)</b>	<b>(1,768,335)</b>	<b>103%</b>	<b>(3,015,387)</b>	<b>61%</b>
<b>Net Increase (Decrease)</b>	<b>(655,791)</b>	<b>(2,582,469)</b>	<b>(2,646,546)</b>	<b>98%</b>	<b>(181,111)</b>	<b>1426%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	-	(139,620)	(17,799)	784%	(152,258)	92%
<b>Net Transfers</b>	<b>-</b>	<b>(139,620)</b>	<b>(17,799)</b>	<b>784%</b>	<b>(152,258)</b>	<b>92%</b>
<b>Net Operations</b>	<b>(655,791)</b>	<b>(2,722,090)</b>	<b>(2,664,345)</b>	<b>2%</b>	<b>(333,369)</b>	<b>817%</b>
<b>Capital</b>						
Capital Outlay	(169,725)	(464,189)	(511,325)	91%	(2,269,990)	20%
Non-Operating Revenue	-	1,351,500	3,721	36324%	887,500	152%
Transfers from	-	-	-	-	692,490	0%
<b>Net Capital</b>	<b>(169,725)</b>	<b>887,311</b>	<b>(507,604)</b>	<b>-175%</b>	<b>(690,000)</b>	<b>-129%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(825,516)</b>	<b>(1,834,779)</b>	<b>(3,171,949)</b>	<b>58%</b>	<b>(1,023,369)</b>	<b>179%</b>
<b>Food and Beverage Gross Margin</b>	<b>65,244</b>	<b>748,562</b>	<b>592,853</b>		<b>1,805,276</b>	<b>41%</b>
<b>Food and Beverage Gross Margin %</b>	<b>13.7%</b>	<b>15.2%</b>	<b>13.5%</b>		<b>21.1%</b>	
<b>Full Time Employees</b>			<b>110.3</b>		<b>112.3</b>	
<b>Excise Tax</b>	<b>(49,253)</b>	<b>(546,054)</b>	<b>(599,930)</b>		<b>-</b>	
<b>Taxes as percent of revenue</b>	<b>6%</b>	<b>23%</b>	<b>25%</b>		<b>35%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		10,870,137	11,304,019		10,870,137	
Fund Balance Inc (Dec)		(1,834,779)	(3,171,949)		(1,023,369)	
Fund Balance Inc (Dec) for HOH		(4,750)	(289,858)		(200,000)	
<b>Ending Fund Balance</b>		<b>9,030,608</b>	<b>7,842,212</b>		<b>9,646,768</b>	
Unrestricted Fund Balance		1,058,372	121,334		2,214,533	
Contingency		1,046,167	979,337		1,046,167	
Contingency for Renewal & Replacement		250,000	250,000		250,000	
Designated for Renewal & Replacement		475,000	225,000		475,000	
Designated for Phase 3		-	-		-	
Contingency for HOH		3,700,000	3,700,000		3,700,000	
Contingency for HOH (PERS Rsvr - Prior)		1,131,796	1,292,480		1,131,796	
Designated for PERS Reserve - Current		188,962	-		188,962	
Designated for PERS Reserve - Prior		-	-		-	
Restricted by Contract - Aramark		-	93,750		-	
Restricted by Agreement - TLT		1,180,311	1,180,311		640,310	
<b>Ending Fund Balance</b>		<b>9,030,608</b>	<b>7,842,212</b>		<b>9,646,768</b>	
<b>Strategic Goal (3 mo)</b>		<b>5,742,933</b>	<b>5,151,674</b>		<b>5,742,933</b>	
Available for Strategy Goal		2,354,539	1,350,671		3,510,700	
<b>Excess (Gap)</b>		<b>(3,388,394)</b>	<b>(3,801,003)</b>		<b>(2,232,233)</b>	

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

**January 2010**

As of February 16, 2010

	Current Month <u>Actual</u> January-10	Current Year to Date <u>Actual</u> January-10	Prior Year to Date <u>Actual</u> January-09	% of Prior Year	2009-10 Adopted Budget January-10	% of Annual Budget 59%
<b>Operating</b>						
Revenue	529,237	2,793,029	3,407,989	82%	6,142,416	45%
Revenue - Food and Beverage	100,983	1,121,228	968,344	116%	1,440,427	78%
<b>Total Operating Revenue</b>	<b>630,220</b>	<b>3,914,257</b>	<b>4,376,333</b>	<b>89%</b>	<b>7,582,843</b>	<b>52%</b>
Costs - Food and Beverage	(110,890)	(969,978)	(881,619)	110%	(1,263,786)	77%
Personal Services	(395,390)	(2,876,931)	(3,087,553)	93%	(5,491,404)	52%
Goods & Services	(151,103)	(1,266,240)	(1,111,074)	114%	(2,735,243)	46%
<b>Total Operating Expenses</b>	<b>(657,383)</b>	<b>(5,113,149)</b>	<b>(5,080,247)</b>	<b>101%</b>	<b>(9,490,433)</b>	<b>54%</b>
<b>Net Operating Results</b>	<b>(27,163)</b>	<b>(1,198,892)</b>	<b>(703,914)</b>	<b>170%</b>	<b>(1,907,590)</b>	<b>63%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	12,393	461,687	491,828	94%	1,954,663	24%
Government Support City of Portland	-	-	-	-	760,926	0%
Non-Operating Revenue	8,433	41,414	94,585	44%	408,973	10%
Non-Operating Expense	-	(2,500)	(2,500)	100%	(2,500)	100%
	<b>20,826</b>	<b>500,601</b>	<b>583,913</b>	<b>86%</b>	<b>3,122,062</b>	<b>16%</b>
<b>Support and Risk Management</b>						
MERC Administration	(91,412)	(639,886)	(611,156)	105%	(1,096,947)	58%
Metro Support Services	(60,830)	(425,810)	(386,995)	110%	(729,955)	58%
Metro Risk Management	(23,799)	(118,996)	(148,368)	80%	(142,795)	83%
	<b>(176,041)</b>	<b>(1,184,692)</b>	<b>(1,146,519)</b>	<b>103%</b>	<b>(1,969,697)</b>	<b>60%</b>
<b>Net Increase (Decrease)</b>	<b>(182,379)</b>	<b>(1,882,983)</b>	<b>(1,266,520)</b>	<b>149%</b>	<b>(755,225)</b>	<b>249%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>(182,379)</b>	<b>(1,882,983)</b>	<b>(1,266,520)</b>	<b>149%</b>	<b>(755,225)</b>	<b>249%</b>
<b>Capital</b>						
Capital Outlay	(9,668)	(218,226)	(163,202)	134%	(468,925)	47%
Goods & Services	-	-	(7,890)	0%	-	-
Non-Operating Revenue	-	541,925	225,000	241%	482,000	112%
<b>Net Capital</b>	<b>(9,668)</b>	<b>323,699</b>	<b>53,786</b>	<b>602%</b>	<b>13,075</b>	<b>2476%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(192,047)</b>	<b>(1,559,284)</b>	<b>(1,212,734)</b>	<b>129%</b>	<b>(742,150)</b>	<b>210%</b>
Food and Beverage Gross Margin	(9,906)	151,250	86,725		176,641	86%
Food and Beverage Gross Margin %	-9.8%	13.5%	9.0%		12.3%	
Full Time Employees			46.4		47.4	
Taxes as percent of revenue	2%	11%	10%		20%	
<b>Fund Balance</b>						
Beginning Fund Balance		9,045,395	7,785,999		9,045,395	
Fund Balance Inc (Dec)		(1,559,284)	(1,212,734)		(742,150)	
<b>Ending Fund Balance</b>		<b>7,486,111</b>	<b>6,573,265</b>		<b>8,303,245</b>	
Unrestricted Fund Balance		5,744,761	4,994,311		6,561,895	
Contingency		(72,411)	466,449		(72,411)	
Contingency for Renewal & Replacement		700,000	250,000		700,000	
Designated for Renewal & Replacement		300,000	50,000		300,000	
Designated for Phase 3					-	
Contingency for HQH					-	
Contingency for HQH (PERS Rsvr)					-	
Designated for PERS Reserve - Current		104,381			104,381	
Designated for PERS Reserve - Prior		709,380	812,505		709,380	
Restricted by Contract - Aramark						
Restricted by Agreement - TLT						
<b>Ending Fund Balance</b>		<b>7,486,111</b>	<b>6,573,265</b>		<b>8,303,245</b>	
<b>Strategic Goal (6 mo)</b>		<b>4,467,168</b>	<b>4,093,382</b>		<b>4,467,168</b>	
Available for Strategy Goal		6,372,350	5,710,760		7,189,484	
<b>Excess (Gap)</b>		<b>1,905,182</b>	<b>1,617,378</b>		<b>2,722,316</b>	





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

**January 2010**

As of February 16, 2010

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2009-10 Adopted Budget	% of Annual Budget
	January-10	January-10	January-09		January-10	59%
<b>Operating</b>						
Revenue	411	10,647	9,084	117%	38,500	28%
Personal Services	(140,954)	(1,080,551)	(1,245,679)	87%	(2,313,380)	47%
Goods & Services	(38,181)	(259,815)	(220,261)	118%	(652,195)	40%
<b>Net Operating Expenses</b>	<b>(178,725)</b>	<b>(1,329,720)</b>	<b>(1,456,856)</b>	<b>91%</b>	<b>(2,927,075)</b>	<b>45%</b>
<b>Non Operating</b>						
Non-Operating Revenue	2,233	16,204	19,135	85%	30,000	54%
Non-Operating Expense	-	-	-	-	-	-
	<b>2,233</b>	<b>16,204</b>	<b>19,135</b>	<b>85%</b>	<b>30,000</b>	<b>54%</b>
<b>Support and Risk Management</b>						
MERC Administration	253,923	1,777,460	1,697,654	105%	3,047,075	58%
	<b>253,923</b>	<b>1,777,460</b>	<b>1,697,654</b>	<b>105%</b>	<b>3,047,075</b>	<b>58%</b>
<b>Net Increase (Decrease)</b>	<b>77,431</b>	<b>463,945</b>	<b>259,933</b>	<b>178%</b>	<b>150,000</b>	<b>309%</b>
<b>Net Transfers</b>	-	-	-	-	-	-
<b>Net Operations</b>	<b>77,431</b>	<b>463,945</b>	<b>259,933</b>	<b>178%</b>	<b>150,000</b>	<b>309%</b>
<b>Capital</b>						
Capital Outlay	-	(100,669)	(50,732)	198%	(150,000)	67%
Non-Operating Revenue	-	-	-	-	-	-
<b>Net Capital</b>	<b>-</b>	<b>(100,669)</b>	<b>(50,732)</b>	<b>198%</b>	<b>(150,000)</b>	<b>67%</b>
<b>Fund Balance Inc (Dec)</b>	<b>77,431</b>	<b>363,276</b>	<b>209,201</b>	<b>174%</b>	<b>-</b>	<b>-</b>
<b>Full Time Employees</b>			<b>22.0</b>		<b>22.0</b>	
<b>Excise Tax</b>	<b>(358)</b>	<b>(626)</b>	<b>(633)</b>		<b>-</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		958,388	910,754		958,388	
Fund Balance Inc (Dec)		363,276	209,201		-	
<b>Ending Fund Balance</b>		<b>1,321,664</b>	<b>1,119,955</b>		<b>958,388</b>	
Unrestricted Fund Balance		988,198	797,459		624,922	
Contingency		133,330	146,264		133,330	
Contingency for Renewal & Replacement Designated for Renewal & Replacement Designated for Phase 3 Contingency for HQH						
Contingency for HQH (PERS Rsvr - Prior)		148,761	176,232		148,761	
Designated for PERS Reserve - Current		51,375			51,375	
Designated for PERS Reserve - Prior Restricted by Contract - Aramark Restricted by Agreement - TLT						
<b>Ending Fund Balance</b>		<b>1,321,664</b>	<b>1,119,955</b>		<b>958,388</b>	
<b>Strategic Goal (6 mo)</b>		<b>1,482,788</b>	<b>1,081,683</b>		<b>1,482,788</b>	
Available for Strategy Goal		1,121,528	943,723		758,252	
<b>Excess (Gap)</b>		<b>(361,260)</b>	<b>(137,960)</b>		<b>(724,536)</b>	

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# **MERC Commission Meeting**

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March 3, 2010  
12:30 pm

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4.0 - MERC Venue Business  
Reports

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## PCPA MONTHLY ANALYSIS

JANUARY 2010

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	12/29 to 1/3	Broadway Across America	Rain - A Tribute to the Beatles	0	8	11,768	12,015	50%	\$488,264	\$26,020	\$32,643	\$39,049	\$4,505	\$33,218	\$135,435
	1/11 to 1/17	Broadway Across America	Xanadu	0	8	11,638	11,956	50%	\$509,223	\$26,020	\$33,169	\$38,857	\$1,723	\$15,708	\$115,477
	1/23	Tix Productions Inc.	The Pink Floyd Experience	0	1	1,678	1,674	56%	\$54,280	\$4,067	\$10,898	\$3,446	\$514	\$9,784	\$28,709
	1/25	Tix Productions Inc.	Jesus Christ Superstar	0	1	1,637	1,637	55%	\$74,584	\$5,613	\$19,056	\$4,420	\$564	\$4,617	\$34,270
ASCH	1/5	Portland Arts and Lectures	Christopher Hitchens	0	1	2,176	2,370	85%	\$68,422	\$1,855	\$2,802	\$5,373	\$84	\$1,192	\$11,306
	1/7 to 11	Oregon Symphony	Classical 6	2	3	3,841	4,193	50%	\$173,144	\$2,895	\$12,526	\$2,097	\$98	\$4,420	\$22,036
	1/16	Steve Litman Presents	Bill Cosby	0	2	4,085	4,069	73%	\$223,950	\$12,500	\$8,197	\$12,676	\$0	\$6,452	\$39,825
	1/18 to 25	Oregon Symphony	Classical 7	3	3	3,538	3,703	45%	\$153,170	\$3,265	\$12,892	\$1,852	\$138	\$3,464	\$21,611
	1/26 to 27	Oregon Symphony	Garrison Keillor	1	2	4,261	6,268	77%	\$255,039	\$12,030	\$6,282	\$14,435	\$257	\$3,794	\$36,798
NEWMARK	1/13 to 16	Polaris Dance Theatre	iChange	3	2	652	509	39%	\$11,927	\$3,640	\$10,512	\$1,018	\$0	\$1,274	\$16,444
	12/19 to 1/4	Pixie Dust Productions	Beauty & The Beast	14	12	7,729	6,520	62%	\$289,100	\$24,420	\$39,236	\$17,390	\$0	\$1,777	\$82,823
WINNINGSTAD	1/25	Portland Community College	Step Afrika	0	1	265	309	100%	\$10,285	\$650	\$929	\$618	\$0	\$70	\$2,267
	1/27	Metro	Training Session - Greg Bell	0	1	171	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
BRUNISH HALL	1/2 to 24	Portland Songwriters Assoc.	Fighter Girl the Musical	10	6	461	277	31%	\$7,223	\$0	\$3,558	\$554	\$0	\$2,512	\$6,624
A. HATFIELD HALL	1/11	PCPA Volunteers	Noontime Showcase-TOJ	0	1	171	0		\$0	\$0	\$0	\$0	\$0	\$47	\$47
	1/21	PCPA	ArtSpark	0	1	141	0		\$0	\$0	\$0	\$0	\$0	see artbar	\$0
KELLER CAFÉ														\$12,926	\$12,926
ARTBAR														\$13,817	\$13,817
PCPA CATERING														\$428	\$428
<b>TOTALS</b>				<b>33</b>	<b>53</b>	<b>54,212</b>	<b>55,500</b>	<b>59%</b>	<b>\$2,318,611</b>	<b>\$122,975</b>	<b>\$192,700</b>	<b>\$141,785</b>	<b>\$7,883</b>	<b>\$115,500</b>	<b>\$580,843</b>

## PCPA MONTHLY ANALYSIS

JANUARY 2009

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	12/29 to 1/4	Broadway Across America	The Color Purple	1	8	17,762	18,314	77%	\$939,114	\$37,500	\$34,668	\$54,942	\$3,566	\$30,559	\$161,235
	1/15 to 18	Broadway Across America	Movin' Out	1	5	6,624	6,894	46%	\$284,310	\$15,788	\$18,161	\$22,406	\$807	\$13,264	\$70,426
	1/20	NTD Public TV Seattle	Chinese New Year	0	1	2,222	2,202	74%	\$121,291	\$5,639	\$10,666	\$6,935	\$100	\$1,928	\$25,268
ASCH	1/6	Oregon Symphony	Auditions	1	0	0	0		\$0	\$5,200	\$0	\$0	\$0	\$0	\$5,200
	1/8	Oregon Symphony	Cherryholmes	0	1	958	275	10%	\$16,814	\$8,965	\$5,730	\$852	\$251	\$1,552	\$17,350
	1/10	Mike Pettite	Hal Holbrook/Mark Twain	0	1	2,447	2,431	87%	\$123,530	\$8,500	\$5,732	\$6,992	\$0	\$3,589	\$24,813
	1/11	Oregon Symphony	Inside the Score	1	1	1,547	1,702	61%	\$40,258	\$910	\$4,094	\$2,979	\$0	\$403	\$8,386
	1/13	Portland Arts & Lectures	Michael Pollan	0	1	2,414	2,426	87%	\$60,757	\$1,855	\$2,781	\$4,281	\$134	\$986	\$10,037
	1/15	ISEPP	Terence Love	0	1	1,083	510	18%	\$17,236	\$3,340	\$3,134	\$1,909	\$0	\$391	\$8,774
	1/17 to 19	Oregon Symphony	Classical 7	4	3	4,080	3,786	52%	\$154,351	\$3,265	\$13,941	\$6,626	\$497	\$3,600	\$27,929
	1/24 & 25	Oregon Symphony	Pops 3	2	2	3,715	2,932	40%	\$140,153	\$1,690	\$8,159	\$5,131	\$464	\$2,520	\$17,964
	1/27 & 28	White Bird	Lar Lubovitch Dance Co.	1	1	1,715	1,710	62%	\$53,969	\$3,243	\$14,698	\$3,232	\$0	\$2,018	\$23,191
1/29	World Affairs Council	Paul Krugman	0	1	2,131	1,994	72%	\$65,050	\$3,340	\$3,065	\$4,055	\$0	\$984	\$11,444	
NEWMARK	1/11 & 12	Portland Piano International	Conrad Tau	0	2	953	952	54%	\$24,299	\$2,270	\$3,254	\$1,707	\$114	\$382	\$7,727
	1/15 to 17	White Bird	Bad Boys of Dance	1	3	2,524	2,391	44%	\$88,039	\$2,270	\$7,770	\$5,122	\$0	\$1,632	\$16,794
	1/26	OHSU	Mike Merzenich	0	1	571	583	66%	\$12,343	\$1,135	\$1,825	\$1,047	\$69	\$99	\$4,175
	1/29	Portland Comm. College	Cornell West	0	1	793	850	97%	\$31,540	\$1,135	\$3,757	\$1,861	\$226	\$0	\$6,979
WINNINGSTAD	12/11 to 1/4	Jeffrey Gilpin	A Tuna Christmas	5	23	2,926	3,301	49%	\$111,086	\$18,295	\$12,326	\$5,876	\$0	\$478	\$36,975
	1/9	The Campbell Group	Private Event	0	1	276	0		\$0	\$1,245	\$4,773	\$0	\$0	\$0	\$6,018
	1/29	Standard Insurance	Meeting	0	1	297	0		\$0	\$1,245	\$1,044	\$0	\$0	\$0	\$2,289
	1/30 to 31	MAGPI	Defending the Caveman	0	3	835	821	94%	\$34,592	\$1,960	\$4,022	\$1,958	\$0	\$262	\$8,202
A. HATFIELD HALL	1/12	PCPA Volunteers	Noontime Showcase	0	1	152	0		\$0	\$0	\$0	\$0	\$0	\$64	\$64
MISCELLANEOUS	January	ArtBar												\$14,982	\$14,982
	January	Keller Café												\$12,558	\$12,558
	January	AHH Catering												\$866	\$866
		<b>TOTALS</b>		<b>17</b>	<b>62</b>	<b>56,025</b>	<b>54,074</b>	<b>61%</b>	<b>\$2,318,732</b>	<b>\$128,790</b>	<b>\$163,600</b>	<b>\$137,911</b>	<b>\$6,228</b>	<b>\$93,117</b>	<b>\$529,646</b>

Monthly Event and Attendance Summary  
July 1, 2008 - June 30, 2009

MONTH	KELLER		ASCH		NEWMARK		WINNINGSTAD		BRUNISH		LOBBY/OTHER		TOTALS	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
July	4	7,901	9	14,095	5	1,328	2	207	0	0	18	3,232	38	26,763
August	29	58,527	3	4,492	4	1,100	7	429	3	209	7	2,200	53	66,957
September	12	19,586	12	23,745	16	4,861	23	3,787	0	0	2	282	65	52,261
October	19	34,550	24	41,255	20	7,474	32	7,108	8	280	2	231	105	90,898
November	12	21,956	24	42,739	48	31,641	40	7,870	21	813	2	167	147	105,186
December	23	39,888	14	20,738	2	1,023	27	3,464	6	273	7	407	79	65,793
January	12	22,060	14	22,281	21	12,624	9	2,034	1	58	1	152	58	59,209
February													0	0
March													0	0
April													0	0
May													0	0
June													0	0
Total to Date	111	204,468	100	169,345	116	60,051	140	24,899	39	1,633	39	6,671	545	467,067

Other includes Main Street

Monthly Event and Attendance Summary  
July 1, 2009 - June 30, 2010

Month	KELLER		ASCH		NEWMARK		WINNINGSTAD		BRUNISH		LOBBY/OTHER		TOTALS	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
July	0	0	2	4,169	13	1,806	4	547	0	0	11	2,282	30	8,804
August	8	23,049	2	2,864	8	3,897	2	102	2	101	11	2,697	33	32,710
September	5	6,449	7	14,112	13	6,080	22	3,614	1	124	3	1,732	51	32,111
October	19	24,512	24	38,766	23	11,533	21	2,815	6	515	4	396	97	78,537
November	13	27,022	16	23,057	34	24,169	24	3,668	12	1,210	4	1,965	103	81,091
December	28	45,263	17	29,952	13	7,724	24	3,401	1	47	4	323	87	86,710
January	15	21,908	14	21,146	16	8,470	4	632	6	470	2	311	57	52,937
February													0	0
March													0	0
April													0	0
May													0	0
June													0	0
Total to Date	88	148,203	82	134,066	120	63,679	101	14,779	28	2,467	39	9,706	458	372,900

Other includes Main Street

<b>Total to Date Change</b>														
Events	-23	-56,265	-18	-35,279	4	3,628	-39	-10,120	-11	834	0	3,035	-87	-94,167
Percentage	-21%	-28%	-18%	-21%	3%	6%	-28%	-41%	-28%	51%	0%	45%	-16%	-20.2%

OCC Event Analysis Monthly Revenue Report January 2010

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC JAN 2010 MISC NON-EVENT ACTIVITIES/BILLINGS	01/01/10	0	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	31	0		\$0	\$255	\$11,671	\$80,408	\$401	\$0	\$0	\$0	\$0	\$0	\$3,338	\$0	\$0	\$96,074
Build, Remodel & Landscape Show	01/08/10	3,122	New	Consumer/Public Show	Consumer Public	Local	370,884	3	3		\$0	\$0	\$9,864	\$1	\$0	\$0	\$8,446	\$225	\$51	\$503	\$550	\$22,225	\$4,320	\$46,184
MERC Commission Meeting	01/06/10	400	In-house	Meeting/Seminar	In-house	Local	2,346	1	0		\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$450
OSCPA: State and Local Tax Conference	01/08/10	202	Repeat	Meeting/Seminar	Meeting	State	26,000	1	1		\$0	\$7,810	\$0	\$1,240	\$0	\$2,126	\$79	\$415	\$0	\$0	\$2,028	\$2,300	\$701	\$16,700
Aloha Portland Championships	01/09/10	1,039	New	Competition	Consumer Public	Local	120,000	1	1		\$0	\$557	\$4,805	\$0	\$846	\$0	\$809	\$0	\$0	\$194	\$550	\$6,000	\$850	\$14,610
Western Winter Sports Reps Association 2010	01/11/10	350	Repeat	Retail	Convention w/ Tradeshow	Local	305,000	4	1		\$0	\$0	\$6,551	\$0	\$2,728	\$0	\$2,925	\$0	\$0	\$0	\$991	\$30,527	\$272	\$43,994
MERC Commission Budget Committee Meeting	01/11/10	20	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$257	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67	\$0	\$0	\$324
MERC/Aramark	01/11/10	35	In-house	Meeting/Seminar	In-house	Local	4,158	3	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Thank you SC 09!!	01/12/10	25	In-house	Reception	Food & Beverage/Catering	Local	0	1	0		\$0	\$470	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$470
ARAMARK Contract Negotiations	01/14/10	50	In-house	Meeting/Seminar	In-house	Local	2,754	2	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2010 Portland Bridal Show	01/16/10	6,700	Repeat	Consumer/Public Show	Convention w/ Tradeshow	Local	307,220	2	3		\$0	\$626	\$19,408	\$0	\$120	\$110	\$15,263	\$198	\$393	\$829	\$0	\$12,357	\$5,983	\$55,289
39th Annual Estate Planning Seminar	01/15/10	426	Repeat	Meeting/Seminar	Meeting	Local	34,700	1	1		\$0	\$26,640	\$0	\$0	\$0	\$4,009	\$1,027	\$0	\$0	\$0	\$1,867	\$4,900	\$200	\$38,643
US Bank All Employee Meeting	01/14/10	1,800	Repeat	Reception	Meeting	Local	25,500	1	0		\$0	\$37,731	\$0	\$3,054	\$0	\$8,195	\$0	\$275	\$0	\$0	\$4,055	\$0	\$832	\$54,142
2010 NW Food Manufacturing & Packaging Expo	01/18/10	0	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	1,018,630	3	5	TRUE	\$0	\$61,843	\$17,750	\$0	\$120	\$26,586	\$53,801	\$5,001	\$8,248	\$0	\$10,599	\$44,682	\$9,321	\$237,951
Jesuit High School Father/Daughter Dinner Dance	01/16/10	670	Repeat	Dinner	Food & Beverage/Catering	Local	17,100	1	0		\$0	\$24,492	\$0	\$0	\$660	\$25	\$309	\$0	\$0	\$0	\$165	\$0	\$0	\$25,651
24th Annual Martin Luther King Jr Prayer Breakfast	01/18/10	900	Repeat	Breakfast	Food & Beverage/Catering	Local	50,400	1	1		\$0	\$23,894	\$134	\$0	\$135	\$4,415	\$208	\$0	\$0	\$0	\$501	\$1,400	\$979	\$31,666
Client Tasting - Oregon League of Conservation Voters	01/19/10	2	In-house	Tasting	In-house	Local	0	1	0		\$0	\$53	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53
Del Monte Steering Team Committee	01/19/10	15	New	Meeting/Seminar	Meeting	Local	1,566	2	0		\$0	\$481	\$0	\$0	\$0	\$800	\$0	\$0	\$0	\$0	\$126	\$240	\$0	\$1,647
OSCPA: Federal Tax Update by Biebl and Ranweiler - Portland	01/19/10	470	Repeat	Meeting/Seminar	Meeting	State	40,068	1	0		\$0	\$17,366	\$0	\$1,848	\$0	\$2,170	\$0	\$0	\$0	\$0	\$4,953	\$4,800	\$578	\$31,715
Verizon Wireless 2010 Kick Off	01/22/10	275	New	Meeting/Seminar	Meeting	Regional	17,110	1	1		\$0	\$6,930	\$0	\$1,400	\$210	\$0	\$1,733	\$0	\$0	\$0	\$1,092	\$1,100	\$0	\$12,465
Oregon Convention Center presents: Winter Tasting	01/21/10	106	Repeat	Lunch	In-house	Local	1,377	1	0		\$0	\$10,990	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,990
OSCPA: Winter Governmental Auditors Conference	01/22/10	97	New	Meeting/Seminar	Meeting	State	6,451	1	0		\$0	\$3,772	\$0	\$408	\$0	\$636	\$79	\$0	\$0	\$0	\$828	\$956	\$0	\$6,679
<b>Event Name</b>	<b>Start Date</b>	<b>Actual Attend</b>	<b>Event Rank</b>	<b>Event Type</b>	<b>Event Class</b>	<b>Event Indicator</b>	<b>Occupied Sq Feet</b>	<b>Event Days</b>	<b>In/Out Days</b>	<b>Travel Portland</b>	<b>OCC Actual Adver</b>	<b>OCC Actual Catering</b>	<b>OCC Actual Concess</b>	<b>OCC Actual Parking</b>	<b>OCC Actual Eq Rental</b>	<b>OCC Actual AV Equip</b>	<b>OCC Actual Utilities</b>	<b>OCC Actual Phone</b>	<b>OCC Actual Booth Carpet Cln</b>	<b>OCC Actual Box Office</b>	<b>OCC Actual Misc</b>	<b>OCC Actual Rent</b>	<b>OCC Actual Labor</b>	<b>OCC Actual Total</b>
CASA for Children Benefit Auction	01/23/10	590	Repeat	Auction	Food & Beverage/Catering	Local	42,900	1	1		\$0	\$44,546	\$1,518	\$786	\$578	\$3,635	\$3,431	\$0	\$0	\$0	\$527	\$600	\$1,504	\$57,124
Primerica Northwest Convention - 2010	01/22/10	0	Repeat	Lecture/Speaker Series	Meeting	Regional	50,400	2	0		\$0	\$11,754	\$1,289	\$0	\$180	\$2,170	\$258	\$0	\$0	\$0	\$165	\$7,400	\$830	\$24,046

OCC Event Analysis Monthly Revenue Report January 2010

2010 Portland International Auto Show	01/28/10	45,620	Repeat	Exhibits	Consumer Public	Local	3,531,504	4	7		\$0	\$44,841	\$82,049	\$793	\$0	\$17,275	\$29,446	\$9,015	\$22,369	\$5,758	\$8,011	\$170,246	\$37,180	\$426,984
Auto Show Pre-Con -- In House	01/25/10	18	In-house	Accounting /Non-event	In-house	Local	0	1	0		\$0	\$37	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59	\$0	\$0	\$95
Metro All Staff Meeting	01/26/10	220	Repeat	Meeting/Seminar	Meeting	Local	8,200	1	0		\$0	\$0	\$0	\$0	\$0	\$614	\$0	\$0	\$0	\$0	\$0	\$800	\$0	\$1,414
Inhouse: Classic Wine Auction Tasting	01/27/10	8	In-house	Tasting	In-house	Local	0	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
YGP Pre-Con -- In House	01/28/10	15	In-house	Accounting /Non-event	In-house	Local	0	1	0		\$0	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59	\$0	\$0	\$94



OCC Event Analysis Monthly Revenue Report Jan 2009 - Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC JAN 2009 MISC NON-EVENT ACTIVITIES/BILLINGS	01/01/09	1		Accounting/Non-Event	Accounting/Non-Event		0	31	0		\$0	\$844	\$703	\$90,594	\$0	\$0	\$0	\$0	\$0	\$0	\$3,038	\$0	\$0	\$95,179
Western Winter Sports Reps Association 2009	01/06/09	250	Repeat	Retail	Convention w/ Tradeshow	Local	305,000	4	1		\$0	\$0	\$5,173	\$0	\$2,413	\$0	\$4,550	\$0	\$0	\$0	\$759	\$22,464	\$251	\$35,609
ARAMARK Tasting - Planned Parenthood	01/05/09	10	In-house	Tasting	In-house	Local	0	1	0		\$0	\$34	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34
Oregon Convention Center - All Staff Meeting	01/05/09	125	Repeat	Meeting/Seminar	In-house	Local	4,000	1	0		\$0	\$484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$484
IN HSE HQH MTG	01/05/09	14	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$99	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99
2009 Portland Gift and Accessories Show - January	01/10/09	2,500	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Local	818,165	4	5	TRUE	\$0	\$1,352	\$11,118	\$42	\$49	\$1,715	\$7,847	\$2,633	\$2,478	\$0	\$139	\$34,254	\$5,740	\$67,368
PNGC Power Board of Directors Retirement Dinner	01/06/09	35	Repeat	Meeting/Seminar	Meeting	Local	4,700	1	0		\$0	\$5,078	\$0	\$0	\$0	\$449	\$88	\$0	\$0	\$0	\$0	\$0	\$48	\$5,663
Northwest Strategies, Inc.	01/07/09	4	New	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$150
Health Reform Summit	01/07/09	325	New	Meeting/Seminar	Meeting	State	17,100	1	0		\$0	\$14,958	\$0	\$16	\$90	\$2,455	\$158	\$1,395	\$0	\$0	\$0	\$1,825	\$770	\$21,667
RiverCity Bluegrass Festival 2009	01/09/09	1,815	Repeat	Entertainment	Miscellaneous/Other	Local	506,520	3	2		\$0	\$10,187	\$19,493	\$120	\$0	\$0	\$10,615	\$0	\$0	\$9,394	\$0	\$15,000	\$5,007	\$69,816
Workforce Investment Board	01/09/09	65	New	Meeting/Seminar	Meeting	Local	3,204	1	0		\$0	\$468	\$0	\$0	\$0	\$125	\$79	\$0	\$0	\$0	\$0	\$925	\$0	\$1,597
OSCPA: State and Local Tax Conference	01/09/09	180	Repeat	Meeting/Seminar	Meeting	State	17,100	1	0		\$0	\$8,737	\$0	\$1,120	\$0	\$1,350	\$79	\$0	\$0	\$0	\$82	\$2,300	\$578	\$14,247
INHSE GREEN EVENT PLANNING MEETING	01/09/09	18	In-house	Lunch	In-house	Local	0	1	0		\$0	\$187	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$187
Bureau of Education and Research	01/12/09	32	Repeat	Meeting/Seminar	Meeting	Regional	1,818	1	0		\$0	\$520	\$0	\$0	\$0	\$130	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$1,170
IN HSE HQH MEETING	01/12/09	12	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$99	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99
Aramark Tasting for Biomass Conference	01/12/09	10	In-house	Tasting	In-house	Local	1,874	1	0		\$0	\$264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$264
Oregon Convention Center Planning Meeting with Biomass Conference	01/13/09	20	In-house	Meeting/Seminar	In-house	Local	1,874	1	0		\$0	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77
Legacy/Epic Design Session #4	01/13/09	200	Repeat	Training	Meeting	Local	26,265	3	0		\$0	\$3,614	\$0	\$0	\$210	\$6,563	\$0	\$2,250	\$0	\$0	\$0	\$6,000	\$0	\$18,637
Primerica Portland Road Show	01/13/09	550	Repeat	Meeting/Seminar	Meeting	Local	18,900	1	0		\$0	\$1,852	\$59	\$0	\$120	\$8,027	\$0	\$325	\$0	\$0	\$300	\$3,200	\$2,318	\$16,200
Oregon Convention Center presents: Winter Tasting	01/14/09	120	Repeat	Lunch	In-house	Local	17,800	1	1		\$0	\$10,027	\$325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,352
Kaiser Permanente - Leadership Development Institute	01/14/09	230	New	Meeting/Seminar	Meeting	Local	54,123	2	0		\$0	\$21,578	\$0	\$1,262	\$90	\$50	\$482	\$149	\$0	\$0	\$0	\$9,440	\$0	\$33,051
Darin Matthew's Procurement Training	01/14/09	20	New	Meeting/Seminar	Meeting	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Business Leader Northwest Committee Meeting	01/15/09	5	New	Lunch	Meeting	Local	0	1	0		\$0	\$177	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$177
Aramark/Giacometti	01/15/09	8	In-house	Meeting/Seminar	In-house	Local	1,158	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
US Bank All Employee Meeting	01/15/09	1,600	Repeat	Reception	Meeting	Local	25,500	1	0		\$0	\$31,339	\$0	\$3,300	\$60	\$7,720	\$79	\$275	\$0	\$0	\$275	\$0	\$898	\$43,946
38th Annual Estate Planning Seminar	01/16/09	340	Repeat	Meeting/Seminar	Meeting	Local	21,800	1	1		\$0	\$27,990	\$0	\$0	\$0	\$3,393	\$968	\$0	\$0	\$0	\$180	\$3,850	\$200	\$36,580
2009 Portland Bridal Show	01/17/09	6,841	Repeat	Consumer/Public Show	Convention w/ Tradeshow	Local	247,220	2	2		\$0	\$702	\$25,088	\$0	\$475	\$110	\$14,496	\$0	\$0	\$644	\$892	\$12,297	\$6,512	\$61,215
2009 NW Food Manufacturing & Packaging Expo	01/19/09	3,600	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	1,037,650	3	4	TRUE	\$0	\$57,848	\$17,379	\$0	\$240	\$24,518	\$51,608	\$7,049	\$8,429	\$0	\$1,825	\$47,031	\$9,626	\$225,552
Jesuit High School Father/Daughter Dinner Dance	01/17/09	550	Repeat	Dinner	Food & Beverage/Catering	Local	18,058	1	0		\$0	\$22,264	\$0	\$0	\$600	\$25	\$309	\$0	\$0	\$0	\$165	\$0	\$0	\$23,363

OCC Event Analysis Monthly Revenue Report Jan 2009 - Historical Comparison

Millie Lewis AMTC Auditions	01/17/09	150	New	Meeting/Seminar	Meeting	Local	5,208	2	0		\$0	\$65	\$0	\$0	\$0	\$611	\$79	\$0	\$0	\$0	\$25	\$1,195	\$0	\$1,975
23rd Annual Martin Luther King Jr Breakfast	01/18/09	900	Repeat	Breakfast	Food & Beverage/Catering	Local	50,400	2	0		\$0	\$20,097	\$171	\$0	\$150	\$4,573	\$524	\$0	\$0	\$0	\$165	\$1,200	\$979	\$27,859
2009 Oregon Seafood & Wine Festival	01/23/09	5,910	Repeat	Consumer/Public Show	Consumer Public	State	469,625	2	5		\$0	\$3,530	\$3,134	\$0	\$270	\$320	\$9,239	\$725	\$0	\$1,295	\$510	\$18,225	\$4,016	\$41,264
IN HSE HQH MEETING	01/19/09	16	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$99	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99
title nine - Blow Out Sale	01/22/09	1,500	Repeat	Trade Show	Consumer Public	Local	240,000	4	4		\$0	\$0	\$0	\$0	\$2,070	\$630	\$0	\$1,800	\$0	\$0	\$275	\$6,000	\$90	\$10,865
OSCPA: Federal Tax Update by Biebl and Ranweiler - Portland	01/20/09	466	Repeat	Meeting/Seminar	Meeting	State	25,200	1	0		\$0	\$20,916	\$0	\$2,760	\$0	\$2,010	\$79	\$0	\$0	\$0	\$274	\$3,200	\$578	\$29,817
Bureau of Education and Research	01/21/09	30	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$340	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$945
Planning Meeting w/ Classic Wines Auction	01/21/09	15	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$62	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62
Client Tasting - BTA & OLCV	01/22/09	3	In-house	Tasting	In-house	Local	0	1	0		\$0	\$216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$216
Financial Survival Seminar	01/22/09	60	New	Meeting/Seminar	Meeting	Local	1,170	1	0		\$0	\$1,066	\$0	\$0	\$0	\$871	\$88	\$0	\$0	\$0	\$0	\$340	\$303	\$2,667
Chinese New Year Cultural Fair 2009 - Year of the Ox	01/24/09	4,953	New	Festival	Consumer Public	Local	183,000	1	2		\$0	\$825	\$327	\$40	\$640	\$2,833	\$2,315	\$0	\$0	\$329	\$175	\$6,750	\$2,803	\$17,037
Bureau of Education and Research	01/22/09	20	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$279	\$0	\$0	\$0	\$135	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$899
High Performers International - Thomas Winninger and Richard Fenton & Andrea	01/22/09	50	Repeat	Lecture/Speaker Series	Meeting	Local	4,700	1	0		\$0	\$403	\$0	\$0	\$0	\$835	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$2,438
Vietnamese Community of Oregon - TET 2009	01/24/09	4,200	Repeat	Festival	Consumer Public	Local	180,621	1	1		\$0	\$550	\$0	\$0	\$180	\$0	\$2,159	\$0	\$0	\$438	\$1,320	\$6,000	\$2,529	\$13,176
INHSE-ACHIEVE GREEN EVENT/CONF PLANNING MEETING	01/23/09	15	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$156
Millie Lewis AMTC Direct Portland	01/24/09	40	Repeat	Meeting/Seminar	Meeting	Local	1,377	1	0		\$0	\$65	\$0	\$0	\$0	\$325	\$0	\$0	\$0	\$0	\$0	\$405	\$0	\$795
American Leadership Forum of Oregon Dinner	01/24/09	200	New	Dinner	Food & Beverage/Catering	State	8,887	1	0		\$0	\$8,351	\$908	\$0	\$90	\$1,800	\$217	\$149	\$0	\$0	\$0	\$370	\$310	\$12,195
People to People Ambassadors Sports Information Meeting	01/25/09	210	Repeat	Meeting/Seminar	Meeting	Local	8,000	2	0		\$0	\$0	\$0	\$0	\$0	\$471	\$0	\$0	\$0	\$0	\$0	\$2,100	\$0	\$2,571
Bureau of Education and Research	01/26/09	25	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$282	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$887
Bureau of Education and Research	01/26/09	30	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$742	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$1,347
OSCPA: Federal Tax Update by AICPA	01/26/09	25	Repeat	Meeting/Seminar	Meeting	State	3,110	1	0		\$0	\$1,319	\$0	\$184	\$0	\$362	\$0	\$0	\$0	\$0	\$27	\$630	\$0	\$2,522
IN HSE HQH MEETING	01/26/09	25	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$99	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99
Quality Summit for Legacy Health Systems	01/26/09	400	New	Meeting/Seminar	Meeting	Local	8,200	1	0		\$0	\$3,496	\$0	\$0	\$0	\$4,068	\$0	\$0	\$0	\$0	\$20	\$2,150	\$540	\$10,274
<b>Event Name</b>	<b>Start Date</b>	<b>Actual Attend</b>	<b>Event Rank</b>	<b>Event Type</b>	<b>Event Class</b>	<b>Event Indicator</b>	<b>Occupied Sq Feet</b>	<b>Event Days</b>	<b>In/Out Days</b>	<b>Travel Portland</b>	<b>OCC Actual Adver</b>	<b>OCC Actual Catering</b>	<b>OCC Actual Concess</b>	<b>OCC Actual Parking</b>	<b>OCC Actual Eq Rental</b>	<b>OCC Actual AV Equip</b>	<b>OCC Actual Utilities</b>	<b>OCC Actual Phone</b>	<b>OCC Actual Booth Carpet Cln</b>	<b>OCC Actual Box Office</b>	<b>OCC Actual Misc</b>	<b>OCC Actual Rent</b>	<b>OCC Actual Labor</b>	<b>OCC Actual Total</b>
Oregon Facilities and Sustainable Building Expo & Conference	01/28/09	800	New	Annual Convention/Conference	Tradeshow	Regional	262,811	2	2		\$0	\$5,189	\$3,144	\$0	\$0	\$1,981	\$2,629	\$149	\$150	\$0	\$275	\$12,000	\$1,519	\$27,036
CE International - Inflammation	01/27/09	107	New	Meeting/Seminar	Meeting	Local	1,875	1	0		\$0	\$65	\$0	\$0	\$15	\$90	\$0	\$0	\$0	\$0	\$25	\$485	\$0	\$680
Bureau of Education and Research	01/27/09	25	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$269	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$874
Bureau of Education and Research	01/28/09	56	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$546	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$1,151
Kaiser Permanente - Leadership Development Institute	01/28/09	380	New	Meeting/Seminar	Meeting	Local	25,200	1	0		\$0	\$24,299	\$0	\$1,664	\$0	\$25	\$482	\$0	\$0	\$0	\$0	\$4,200	\$0	\$30,670
Project Management Training - RLI Program	01/28/09	22	New	Meeting/Seminar	In-house	Local	1,228	1	0		\$0	\$178	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$178
Planned Parenthood Annual Luncheon	01/29/09	950	New	Lunch	Food & Beverage/Catering	Local	30,870	1	0		\$0	\$21,199	\$273	\$0	\$0	\$920	\$551	\$0	\$0	\$0	\$275	\$0	\$100	\$23,318
MERC Calibration Training for Staff	01/29/09	20	In-house	Meeting/Seminar	In-house	Local	1,875	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OSCPA: Exempt Organizations Taxation: 990s For Real People - Understanding the New Form 990	01/29/09	63	Repeat	Meeting/Seminar	Meeting	State	4,098	1	0		\$0	\$3,066	\$0	\$320	\$0	\$605	\$0	\$0	\$0	\$0	\$25	\$790	\$0	\$4,806

OCC Event Analysis Monthly Revenue Report Jan 2009 - Historical Comparison

CASA for Children Benefit Auction	01/31/09	571	Repeat	Auction	Food & Beverage/Catering	Local	42,900	1	1		\$0	\$43,677	\$1,126	\$576	\$525	\$4,045	\$1,576	\$0	\$0	\$0	\$275	\$600	\$1,404	\$53,804
OSCPA: Exempt Organizations Taxation: Redesigned Form 990 - A Preparation Primer	01/30/09	95	Repeat	Meeting/Seminar	Meeting	State	6,899	1	0		\$0	\$4,772	\$0	\$496	\$0	\$950	\$0	\$0	\$0	\$0	\$33	\$925	\$0	\$7,176
Bureau of Education and Research	01/30/09	11	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$181	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$866
Project Management Training - RLI Program	01/30/09	22	New	Meeting/Seminar	In-house	Local	1,228	1	0		\$0	\$116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$116
Primerica Northwest Convention	01/30/09	1,200	Repeat	Lecture/Speaker Series	Meeting	Regional	37,800	2	0		\$0	\$18,243	\$4,126	\$0	\$695	\$4,730	\$550	\$225	\$0	\$0	\$165	\$5,600	\$903	\$35,237
IN-HOUSE: American Numismatic Association Committee Meeting	01/31/09	12	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44
2009 Portland International Auto Show	02/05/09	45,027	Repeat	Exhibits	Consumer Public	Local	3,839,304	4	7		\$0	\$32,218	\$91,828	\$1,241	\$0	\$15,759	\$37,135	\$6,573	\$28,508	\$13,028	\$8,140	\$214,832	\$30,921	\$480,182

**Expo Center Event Analysis**

**January 2010**

		Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	Catering	Utilities	Parking	Total
Spa, Pool and BBQ Show	8-10	1				1	3	3		615	8,400	63			713	1,278	10,454
2010 Portland Boat Show	13-17	1				1	5	6		14,240	67,900	30	44,885	13,245	8,269	56,611	190,940
Oregon State Marine Board	14			1		1	1			20	190			76			266
Rose City Rollers	16	1				1	1	1		2,650	2,975	2,150	16,849	704	845	7,689	31,212
Metro Private Meeting	18			1		1	1			10				83			83
2010 Rose City Classic Dog Show	20-24	1				1	5	2		7,765	110,480	3,815	75,224	42,251	8,217	66,023	306,010
Northwest Agriculture Show	26-28		1			1	3	5		4,616	39,210		20,736	13,167	4,235	25,172	102,520
Oregon Horticultural Society	26			1		1	1			345	1,210	165		1,264			2,639
Annual Meeting of the Nut Growers Society	27			1		1	1			306	570	208		2,275			3,053
Agri-Business Council of Oregon	28			1		1	1			70	570	365		2,410			3,345
Oregon Association of Nurseries	28			1		1	1			53	340	105		167			612
Celebrate! Portland	30	1				1	1	1		1,412	8,430	4,114	14,017	4,191	86	5,056	35,894
		<b>5</b>	<b>1</b>	<b>6</b>		<b>12</b>	<b>24</b>	<b>18</b>	<b>55%</b>	<b>32,102</b>	<b>240,275</b>	<b>11,015</b>	<b>171,711</b>	<b>79,833</b>	<b>22,365</b>	<b>161,829</b>	<b>687,028</b>

**FY 2009-10 Year to Date**

July		3				3	10	7	27%	17,662	88,958	1,375	100,895	5,000	9,689	87,906	293,823
August		4		1		5	10	8	12%	10,179	27,600	1,483	32,861	2,080	2,080	33,667	97,691
September		10		4		14	31	27	41%	30,039	136,994	3,106	81,530	5,349	29,648	134,313	390,940
October		5		5		11	24	18	32%	26,720	92,242	2,836	110,235	11,489	28,257	110,805	355,864
November		8				8	26	22	58%	69,085	142,143	1,903	65,784	1,058	18,552	184,705	414,145
December		2				2	6	5	16%	33,814	77,410	1,625	127,317		10,655	137,326	354,333
<b>January</b>		<b>5</b>	<b>1</b>	<b>6</b>		<b>12</b>	<b>24</b>	<b>18</b>	<b>55%</b>	<b>32,102</b>	<b>240,275</b>	<b>11,015</b>	<b>171,711</b>	<b>79,833</b>	<b>22,365</b>	<b>161,829</b>	<b>687,028</b>
February																	0
March																	0
April																	0
May																	0
June																	0
Total to Date		37		16		55	131	105	34%	219,601	805,622	23,343	690,333	102,729	121,246	850,551	2,593,824

**Month to Month Comparison**

	<b>-1</b>	<b>0</b>	<b>-1</b>	<b>0</b>	<b>-2</b>	<b>-8</b>	<b>3</b>	<b>-35%</b>	<b>-14,971</b>	<b>-104,718</b>	<b>-1,450</b>	<b>-49,101</b>	<b>12,099</b>	<b>-6,191</b>	<b>-57,187</b>	<b>-206,548</b>
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**Year to Date Comparison**

	<b>0</b>	<b>-4</b>	<b>1</b>	<b>0</b>	<b>-4</b>	<b>-12</b>	<b>-1</b>	<b>-13%</b>	<b>-33,457</b>	<b>-245,075</b>	<b>-6,448</b>	<b>-141,786</b>	<b>-26,521</b>	<b>-7,556</b>	<b>-64,979</b>	<b>-492,365</b>
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**FY 2008-09**

July		4				4	13	10	29%	18,903	131,116	900	115,569	4,406	10,224	87,460	349,675
August		3				6	11	7	17%	12,106	44,824	6,573	54,633	36,664	2,616	27,676	172,986
September		7	1	4		12	25	18	42%	21,443	120,147	3,138	65,665	3,867	22,424	94,007	309,248
October		5	1	1		7	16	16	50%	30,675	134,225	1,840	115,458	11,234	31,287	137,523	431,567
November		8	1	1		10	29	25	66%	86,345	181,147	3,325	133,224	4,174	22,671	216,799	561,340
December		4		2		6	17	15	41%	36,513	94,245	1,550	126,758	1,171	11,024	133,049	367,797
<b>January</b>		<b>6</b>	<b>1</b>	<b>7</b>		<b>14</b>	<b>32</b>	<b>15</b>	<b>90%</b>	<b>47,073</b>	<b>344,993</b>	<b>12,465</b>	<b>220,812</b>	<b>67,734</b>	<b>28,556</b>	<b>219,016</b>	<b>893,576</b>
February		5		5		10	21	18	65%	80,093	186,992	2,260	411,629	27,557	49,936	290,688	969,062
March		7		3		10	23	16	53%	53,347	152,122	4,380	136,357	41,780	25,779	168,116	528,534
April		8	1	4		13	25	19	44%	48,604	164,993	2,970	252,183	46,830	10,754	86,341	564,071
May		5	1	3		9	16	14	22%	9,350	64,045	2,288	20,457	60,607	6,176	42,453	196,026
June		2	1	2		5	10	7	11%	9,456	32,885	2,854	25,799	2,205	2,088	32,130	97,961
Total to Date		64	7	32	0	106	238	180	44%	453,908	1,651,734	44,543	1,678,544	308,229	223,535	1,535,258	5,441,843

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# **MERC Commission Meeting**

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March 3, 2010  
12:30 pm

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7.0 - Consent Agenda

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



January 6, 2010  
Oregon Convention Center, Room A108-09

<b>Present:</b>	Ray Leary (Acting Chair), Elisa Dozono, Chris Erickson, Cynthia Haruyama and Judie Hammerstad
<b>Absent:</b>	None
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Acting Chair Leary at the Oregon Convention Center at 12:30 p.m. A complete audio recording of this meeting is available on the MERC website at <a href="http://www.mercvenues.org">www.mercvenues.org</a> .
<b>1.0</b>	<b>QUORUM CONFIRMED</b> <ul style="list-style-type: none"> <li>• A quorum of Commissioners was present.</li> </ul>
<b>2.0</b>	<b>COMMISSIONER COMMUNICATIONS</b>
<b>3.0</b>	<b>INTERIM GENERAL MANAGER COMMENTS</b>
<b>3.1</b>	<b><u>Commissioner Questions on Packet Information</u></b>
<b>4.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>5.0</b>	<b>ACTION AGENDA</b>
<b>5.1</b>	<b><u>Resolution 10-01 For the Purpose of Authorizing an Amendment to contract 1203 with Event Rental Communications</u></b>  <b>VOTING:</b> Aye: 5 Nay: 0 Motion Passed
<b>5.2</b>	<b><u>Resolution 10-02 For the Purpose of Electing MERC Officers for FY 2009-10</u></b>  <b>VOTING:</b> Aye: 5 Nay: 0 Motion Passed
<b>6.0</b>	<b>EXECUTIVE SESSION for the purpose of deliberations with persons designated by the Commission to conduct labor negotiations, pursuant to ORS 192.660(2)(d)</b>
<b>7.0</b>	<b>MERC ECONOMIC IMPACT ANALYSIS UPDATE REPORT PRESENTATION</b> Presented by Susan Sieger, Crossroads Consulting
<b>8.0</b>	<b>STRATEGIC DISCUSSION</b> PSU Graduate School Exposition Industry Trends and Expo Center Recommendations
	The meeting was adjourned at 2:50 pm.

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



February 3, 2010  
Oregon Convention Center, Room F150

<b>Present:</b>	Judie Hammerstad (Acting Chair), Elisa Dozono, Cynthia Haruyama, Terry Goldman and Karis Stoudamire-Phillips
<b>Absent:</b>	Ray Leary (excused) and Chris Erickson (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Acting Chair Hammerstad at the Oregon Convention Center at 12:30 p.m. A complete audio recording of this meeting is available on the MERC website at <a href="http://www.mercvenues.org">www.mercvenues.org</a> . At the request of the Acting Chair, some agenda items were taken out of agenda order.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> <ul style="list-style-type: none"> <li>A quorum of Commissioners was present. Commissioners Goldman and Stoudamire-Phillips were introduced as new MERC Commissioners.</li> </ul>
<b>2.0</b>	<b>COMMISSIONER COMMUNICATIONS</b>
<b>3.0</b>	<b>INTERIM GENERAL MANAGER COMMENTS</b>
<b>3.1</b>	<b><u>Commissioner Questions on Packet Information</u></b>
<b>4.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>5.0</b>	<b>CONSENT AGENDA</b>
<b>5.1</b>	<b><u>Approval of January 6, 2010 MERC Commission Meeting Record of Actions</u></b> <ul style="list-style-type: none"> <li>Acting Chair Hammerstad asked that the two new Commissioners refrain from voting on the Consent Agenda. As there was not a quorum available to vote on the Consent Agenda, this item will be moved to the March 3 MERC Commission meeting agenda.</li> </ul>
<b>6.0</b>	<b>MERC/METRO FINANCIAL AUDIT REPORT WITH MOSS ADAMS</b> Jim Lanzarotta, CPA, Partner, Moss Adams LLP presented the report.
<b>8.0</b>	<b>UPDATE ON FY 2010-11 MERC BUDGET COMMITTEE PROCESS</b> MERC Budget Chair Elisa Dozono provided update.
<b>9.0</b>	<b>ACTION AGENDA</b>
<b>9.1</b>	<b><u>Resolution 10-03 for the purpose of submitting to the Metro Council a proposal for the investment of \$465,982 from the Metro Tourism Opportunity and Competitiveness Account (“MTOCA”) for capital projects at the Oregon Convention Center.</u></b>  <p style="text-align: center;"><b>VOTING:</b> Aye: 5 Nay: 0 Motion Passed</p>
<b>7.0</b>	<b>EXECUTIVE SESSION for the purpose of deliberations with persons designated by the Commission to conduct labor negotiations, pursuant to ORS 192.660(2)(d)</b> <ul style="list-style-type: none"> <li>At the conclusion of the Executive Session, the regular meeting of the Metropolitan Exposition Recreation Commission resumed.</li> </ul>
	The meeting was adjourned at 2:05 pm.

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

In accordance with ORS 244.020(5)(b)(H), the following public officials: **all current MERC Commissioners and MERC Interim General Manager, , Director of Communications and Strategic Development, OCC Executive Director, PCPA Executive Director and Expo Director**, are hereby authorized to represent Metro/MERC in an official capacity; and

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

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

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

A Portland GREEN familiarization tour ("fam tour") where meals will be paid for by Travel Portland (formerly "POVA"), to familiarize potential meeting planners and association executives with Portland and with the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development, which activity(ies) will take place in Portland from March 18-20, 2010, per the attached.

Being approved by the MERC Commission, at its regular meeting on March 3, 2010, the above activity is hereby officially sanctioned by MERC.

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MERC Commission Chair

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





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

February 10, 2009

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

Travel Portland will be hosting a “Green Familiarization Tour” in Portland from March 18-21, 2010.

Approximately 10 national association executives and decision-makers, representing eight associations, will be here to review Portland as a possible future convention site. These clients range from Oregon Convention Center users to multiple- and single-hotel users.

During their stay in Portland, the participants will experience:

- continuing education from leading experts about the importance of green meetings in our industry;
- quality and service in a LEED-EB Silver certified convention center;
- convenient biodiesel transportation for city tours;
- green-certified hotels that excel in customer service;
- how Corporate Social Responsibility (CSR) elements can enhance events; and
- the ultimate balance of environmental stewardship and culture.

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

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

The functions listed below offer the best opportunities for you to meet our guests. I hope we will have the pleasure of your company. Please mark your calendars now and **RSVP to Jackie Harper, CMP (503.275.9290 or jackie@travelportland.com) by Wednesday, March 10, 2010**, if you are able to join us.

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

Sincerely,



Jeff Miller  
President & CEO

THURSDAY March 18, 2010	FRIDAY March 19, 2010		SATURDAY March 20, 2010		
<p><b>5:30-6:30 p.m.</b> <b>Reception</b> Heathman Hotel 1001 S.W. Broadway</p> <p><b>6:45-8:30 p.m.</b> <b>Dinner</b> Arlene Schnitzer Concert Hall 1037 S.W. Broadway</p> <p><i>Dress: Business</i></p>	<p><b>8:45-9:45 a.m.</b> <b>Breakfast</b> Doubletree Hotel Portland 1000 N.E. Multnomah St.</p> <p><i>Dress: Business</i></p>	<p><b>12:45-1:45 p.m.</b> <b>Lunch</b> Portland Marriott Downtown Waterfront 1401 S.W. Naito Parkway</p> <p><i>Dress: Business</i></p>	<p><b>5:15-6:30 p.m.</b> <b>Reception/ dinner</b> the Nines 525 S.W. Morrison St.</p> <p><i>Dress: Business</i></p>	<p><b>8:45-9:45 a.m.</b> <b>Breakfast</b> Hotel Monaco 506 S.W. Washington St.</p> <p><i>Dress: Casual</i></p>	<p><b>5:30-8:30 p.m.</b> <b>Reception/ dinner/ glassblowing</b> Elements Glass 1979 N.W. Vaughn St.</p> <p><i>Dress: Business</i></p>

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# **MERC Commission Meeting**

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March 3, 2010  
12:30 pm

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8.0 - Action Agenda

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# **MERC Commission Meeting**

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March 3, 2010  
12:30 pm

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8.1 - Resolution 10-04 –  
Approve & Transmit FY  
2010-11 Budget for MERC  
Fund

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 10-04**

**For the purpose of approving and transmitting the budget for the MERC Fund for Fiscal Year 2010-2011.**

**WHEREAS**, Metro Code, 6.01.050(b) (c) & (d) provide that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one Commission-wide series of appropriations; and

**WHEREAS**, the MERC Budget Committee has reviewed the proposed budget for the MERC Fund and presented the proposed budget to MERC.

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition Recreation Commission approves and transmits to the Metro Chief Operating Officer, for submission to the Metro Council, the following budget attached as Exhibit A, for the fiscal year beginning July 1, 2010 and ending June 30, 2011, for inclusion as part of the total Metro budget for this period.

Passed by the Commission on March 3, 2010.

Approved as to Form:  
Daniel B. Cooper, Metro Attorney

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Secretary-Treasurer

## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving and transmitting the budget for the MERC Fund for Fiscal Year 2009-2019.

**Resolution No.:** 10-04

**Presented By:**

Elisa Dozono  
Cynthia Hill

**Date:** March 3, 2010

**Background and Analysis:** Resolution 10-04 would approve the attached proposed budget for submission to the Metro Council by a duly adopted resolution at a regular public meeting of the Metropolitan Exposition Recreation Commissioner (MERC).

Operationally, MERC is organized into several departments, the Oregon Convention Center, Portland Exposition Center, Portland Center for the Performing Arts, MERC Administration. The MERC Fund is the official accounting entity containing the operating and capital resources and requirements of the departments managed by MERC.

The Budget Committee, consisting of MERC Commissioners Dozono (Chair), Hammerstad and Haruyama reviewed the budget in detail.

“Exhibit A” includes a letter from Elisa Dozono, MERC Budget Chair and Cheryl Twete, MERC Interim General Manager, describing the challenges and the many conflicting factors we faced in the development of the 2010-11 Proposed Budget.

**Fiscal Impact:** This budget proposes a net decrease of \$412,446 as a result of operations and plans to spend \$3,055,460 of existing fund balance designated for Capital only expenditures. The total net decrease to fund balance is \$3,467,906.

**Recommendation:** The MERC Commission Budget Committee recommends adoption of Resolution 10-04, for the purpose of approving and transmitting the budget for the MERC Fund for Fiscal Year 2010-11.

**To:** Metropolitan Exposition Recreation Commission

**From:** Elisa Dozono, Budget Committee Chair, and Cheryl Twete, MERC Interim General Manager

**Date:** March 3, 2010

**Re:** Transmittal of Proposed FY 2010-11 Metropolitan Exposition Recreation Commission Budget

Attached with this report is the Proposed FY 2010-11 Metropolitan Exposition Recreation Commission (MERC) Budget as prepared and recommended by the MERC Budget Committee. During the months of January and February, the Budget Committee met to fully review and guide the budget preparation for the organization. We held lengthy meetings to delve deeply into both the financial assumptions underpinning the budget as well as to carefully review the detailed proposed expenditures on a venue by venue basis. Most of our work focused on the three venues. We anticipate that as part of the MERC/Metro Business Practices Study that there may be adjustments to the Administration Budget in the coming months, however, at this time, those potential changes are not yet fully identified.

This year, again, MERC faced a very challenging budget process because of a variety of external conditions – a weak economy with flickers of improvement, a continued strong convention business but poorer performing consumer shows, and reductions in transit lodging tax (TLT) collections relative to two years ago. While the difficulties and uncertainties were prevalent, we believe that we have developed a solid budget that will 1) meet our client’s needs and customer service standards; 2) continue to maintain and enhance our venues, and 3) fairly compensate our staff. The Commission’s tradition of sound financial management has enabled the organization to create a strategic operating reserve and reserves for specified use that will assist the organization through this difficult next year.

Some of the key considerations driving our budget preparations were:

#### Process

- This year the MERC budget process was fully integrated into the Metro budget process. Our draft budget was reviewed internally by the Metro COO and Finance Director and our schedule coincided with the Metro budget development schedule. Notwithstanding, the Commission’s Budget Committee continued to serve as the main budget review body for the organization.
- The Committee’s recommended budget is being presented to the Commission on March 3, 2010, for approval and will be forwarded to the Metro Council for its review and approval with a process beginning on April 1, 2010. If any amendments are proposed, they will be brought back to the Commission in April or May for the Commission’s approval and recommendation back to the Metro Council.

## Economic Climate

- The current economic climate influenced all of our decisions as we prepared the budget for FY 2010-11, meaning that our revenue projections are based on the reality of our booked events and reasonable expectations regarding attendance and food and beverage sales. We believe that in FY 09-10 the market will experience the “bottom” of the recession and that we will slowly begin improving beginning in 2011 and beyond.
- Overall, a strong book of events in FY 10-11 is anticipated to result in a solid financial performance, relatively speaking, due to a significant number of conventions (39) coupled with a strong year for Broadway performances at PCPA. Expo’s consumer show business (particularly in the number of event days/attendees) may experience continued reductions through FY 10-11.
- One of our major funding sources is transient lodging tax (TLT) and, based on both national industry data and Travel Portland’s survey of local industry officials, we believe that after two years of decline, we will stabilize and see a gradual upswing in TLT revenues in 2011.
- Portland’s strong book of association meetings and consumer shows is actually a benefit during this downturn. Unlike many other convention centers that rely heavily on corporate business meetings, our core business - association meetings and consumer shows – consists of events that historically do not get cancelled during a downturn. We expect that revenues derived from lower food and beverage sales and on-site services will continue next year.

## Budget Trends FY 09-10 to FY 10-11

- Our capital budget for next year is heftier than normal. We are undertaking several major projects funded largely from designated funds for capital investments. The new Aramark contract includes a \$2 million capital expenditure for kitchen and food service-related improvements; the bulk of these dollars will be expended in FY 10-11. We are also utilizing funding from TLT Capital Reserves, Friends of PCPA and our venues’ strategic fund balances.
- Each of the venues is proposed to have an operating deficit for FY 10-11, as they did in FY 09-10. This is not unusual, given the mission of the venues and the economic climate, and is made possible because of the wise investments made over the last several years to build our strategic fund balances for such tough economic times and unanticipated costs. Directors were asked to prepare break-even budgets for the Budget Committee, however, after careful consideration, the Committee decided that for the health of the venues, it was a wiser business decision to dip into fund balances rather than make cuts that could impact quality of our services and facilities. Obviously, this is a trend that cannot continue indefinitely.
- For FY 10-11, the proposed budget shows an overall operating deficit of \$412,446 which will be covered from our fund balance. Fortunately, the organization is in a solid financial position because of several strong financial years in the past providing MERC with a projected fund balance of \$24.3 million dollars at the end of FY 09-10. As part of the budget development process over the last few months, all directors have also been directed to focus on minimizing expenses. We have maintained, or slightly reduced, operating costs due to the dampened revenue picture. Two vacant positions were eliminated at OCC and a hiring freeze for certain positions throughout the organization was implemented last fall.
- We are proposing salary and wage adjustments for represented employees in accordance with contract provisions, and, for non-represented employees, we have budgeted a 3% merit adjustment. This budget



does not include a Targeted Achievement Program (TAP) incentive payment. Note that non-represented employees did not receive any salary adjustment in FY 08-09 (either merit or cost of living), nor payment from the TAP program.

- This budget proposes no expenditures or resources for the Headquarter Hotel project, but does include proposals for new OCC client amenities, such as the Sizzler Block project to convert this key site into an outdoor exhibition/plaza space for OCC- and community-related events.
- OCC and Expo will be exploring parking management options, including new electronic technologies to provide more efficient customer entry and exit, as well as potentially lower our service costs.
- The budget includes \$3 million for the national sales contract with Travel Portland, which reflects no increase from the FY 09-10 contract.

The Budget Committee is recommending that the Commission address two key budget policy issues in the coming months:

- The financial operating model for Expo Center needs to be modified, because it does not provide for future sustained growth and operations. The Expo Center is a self-sufficient enterprise, relying solely on operating revenues to cover operating expenses while bearing the burden of a significant annual debt service payment (\$1.2M/year). (OCC and The PCPA receive non-operating revenue support, primarily through TLT.)
- The Commission's policies on 1) renewal and replacement, 2) strategic operating fund balances and 3) other capital and dedicated reserves need to be overhauled on a holistic basis. Working closely with Metro in the coming months, these policy issues needed to be addressed and criteria for how and when these reserves should be accessed defined. Metro has also indicated an interest in exploring how the fund balance/reserves can be leveraged more efficiently with Metro's reserves.

Finally, the Budget Committee did not consider, but staff has subsequently brought forward three additional budget changes for Commission consideration. Two of the changes are additional funding requests. In addition to the other expenditures previously discussed by Commission, OCC is requesting \$35,000 funding to commemorate the building's 20<sup>th</sup> anniversary in September 2010 and PCPA is requesting an additional \$150,000 of maintenance funding to replace recently discovered damage to the parapet of the Arlene Schnitzler Concert Hall. Previously, \$20,000 had been allocated for this work, bringing the new total amount for parapet repair to \$150,000. Expo Center and PCPA have requested carryover of the food and beverage capital investment resources in the FY 09-10 budget to complete the projects in FY2010-11.

We would like to again thank the finance teams of both MERC and Metro, and our venues directors for their diligence and creativity in making the most of scarce dollars in these still uncertain times. We believe this is a sound and sensible budget that will ensure our venues continue to have strong economic impact on the region, while providing residents with a higher quality of life, culture and entertainment, and giving tourists and conventioners from around the country a reason to come back again and again. We would also like to extend our gratitude to Commissioners Judie Hammerstad and Cynthia Haruyama for their participation in the Budget Committee. Their insights, observations and recommendations are key to the proposed budget before the Commission today.

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**FY 2010-11 Budget Overview**  
**MERC Commission Meeting March 3, 2010**

**Issues & Opportunities**

- Transient Lodging Tax (TLT)
  - Difficult to project FY 2010-11 TLT Revenues
  - Year to date as of January, TLT receipts are slightly less than \$16,951 or (.530%) less than January 2009.
    - January 2010 \$3,180,890
    - January 2009 \$3,197,841
  - Regional stakeholders are forecasting the current fiscal year to decline an additional 6 percent to 15 percent down overall compared to FY 2008-09.
  - The Outlook for fiscal year 2010-11 ranges from a 0 percent to 4 percent increase.
  
- Attendance at Consumer Shows
  - Attendance at consumer shows continues to be an area of concern as attendee spending impacts other revenues
  - Admission and User fees – an amount charged per ticket
  - Parking Fees
  - Food & Beverage Revenue
  
- Number of Events
  - Conventions & Trade Show bookings are strong with 39 conventions booked at OCC for 2010-11
  - PCPA will have 13 weeks of Broadway with a very strong line up
  - The number of consumer shows is stable at Expo and down at OCC, however size and attendance are not consistent.
  
- VDI Bucket 4 - OCC Operations
  - 2010-11 Request \$960 thousand ( \$300 thousand funding for operating deficit)
  - 2009-10 Request \$660 thousand
  
- Resources included in the FY2010-11 Budget for PSU Recommendations \$100 thousand
  - Staff will evaluate the observations and recommendations from the PSU report and come back to the Budget Committee with a plan to implement marketing and branding improvements at the Expo Center.
  
- Fourth year contribution to Renewal & Replacement Reserves total \$2.3 million
  - Expo
    - FY 2010-11 \$20,000
    - Accumulated Prior Years Designated \$60,000
  - OCC
    - FY 2010-11 \$250,000
    - Accumulated Prior Years Designated \$725,000
  - PCPA
    - FY 2010-11 \$1,000,000
    - Accumulated Prior Years Designated \$200,000

## Revenue

### **Operating Revenue, excluding Food & Beverage, is \$18.5 million a 1.8% increase over FY 2009-10**

- EXPO \$3.8 million operating revenue is 1.7% less than current year budget
  - Includes a 3% increase in building rental rates
  - Although rental rates increase, anticipated changes in the event schedule and space rental are expected to result in less revenue than the current year budget
  - The Portland Roadster show will move to Expo in March 2011 (from OCC)
  - Parking includes general public, exhibitor parking and the Tri-Met parking lot lease
    - Assumes 450,000 attendees
    - The attendee parking rate will increase one dollar generating \$182 thousand
    - Charges for services revenue has been adjusted to reflect the reduction in attendance using the 2008-09 FY Actuals
  
- OCC \$7.9 million operating revenue flat compared to FY 2009-10 year budget
  - Facility rental rates increase 7% for exhibit halls and 5% for meeting rooms - overall revenues projected to be down \$200 thousand
  - Conventions & Trade Show bookings remain strong with 39 conventions booked for FY 2010-11
  - The budget anticipates higher net revenues to OCC for telecom services with the non-renewal of the Smart City (CCPI) contract
    - Two part-time staff will be added to help with the Telecom/Wi-Fi/Internet connections with shows and maintenance of the system.
  - AV revenues should be similar to the 2009-2010 fiscal year with higher net revenues due to equipment capital purchases over the last two fiscal years to reduce our goods and services need for rental equipment
  - Increase the all day parking rates one dollar and change hourly charge schedule generating \$144 thousand
  
- PCPA \$6.8 million operating revenue is 10.4% greater than FY 2009-10 budget
  - Broadway and commercial rental rates increase 3%
  - Strong Broadway season with 13 weeks compared to 9 weeks in FY 2009-10
  - Merchandising increase of 24% or \$22 thousand based on 20% of gross sales
    - Broadway shows anticipated to have high merchandise sales
  - Revenue from ticket sales assumes an 18% increase due to Broadway series generating strong commissions and incentive bonus
  - Decrease of 25% for \$10 thousand as shows come in with their own cell phones and satellite computers-thus having less reliance on house lines
  - User Fee increase of 21% or \$321 thousand due to recapture of \$0.50 increase in resident company user fee (per 4 year agreement with resident companies)
    - Based on flat attendance of non-profit arts organizations and strong sales of 13 weeks of Broadway

## **Food & Beverage Revenues are 2.6% less than FY 2009-10 budget at \$11.8 M**

- Food & Beverage Margin for Consolidated MERC is 20.2% which equals \$2.4 million net revenue. This is slightly less than the FY 2009-10 budget.
  - EXPO revenues \$1.9 million with a 23.9% margin
    - 2010-11 revenue is projected to be 9% less than FY 2009-10 budget with the margin down 2.5%
  - OCC revenue \$8.4 million with a 20.6% margin
    - Revenue is projected to be 1.6% decrease from with the margin down .50%.
  - PCPA revenue \$1.5 million with 13.4% margin
    - Revenue is projected 2% greater than the FY 2009-10 budget based on a strong Broadway series

## **Non - Operating Revenues**

- Transient Lodging and Motor Vehicle Tax (TLT) \$10.6 million
  - TLT 3% Excise Tax budgeted same as 2008-09 actual
    - OCC - \$7.3 million
    - PCPA - \$1.3 million
  - VDI Enhanced Support budgeted same as 2008-09 actual with the exception of the OCC request, which increases by \$300 thousand
    - OCC operating deficit - \$960 thousand request from the Visitor Development Fund
    - PCPA enhanced support- \$596 thousand
    - Enhanced Marketing \$418 thousand (Pass through to Travel Portland)
- Contractual support is \$757 thousand
  - 50% dedicated to the upkeep of City owned facilities.
  - 50% dedicated to operations PCPA
- Investment earnings estimated at 1% of fund balance \$236 thousand which is \$351 thousand less than the FY 2009-10 budget

## **Expenditures**

### **Personal Services**

- Full time employee 192 FTE
- Part time employees 312 – direct labor that varies based on event requirements
- OCC Personal Services changes
  - Reduce 2.00 FTE vacant positions
    - 1.00 FTE Public Relations Manager, new position in 2009-10 budget, never implemented
    - 1.00 FTE Sales Manager, added in the 2006-07 budget in anticipation of the approval of a Headquarter hotel
  - .50 FTE vacant Event Manager positions reduced from OCC Budget
    - Part time FTE are not included in the 192 full time employee count

- OCC increased two part-time staff to help with the Telecom/Wi-Fi/Internet connections with shows and maintenance of the system \$50 thousand
  - There will be savings from the termination of the Smart City (CCPI) Telecom Sales and Marketing contract, cost to OCC was \$200 thousand in FY2008-09,
- OCC Operations Department re-organization (cost TBD)
- Salary and wage adjustments full-time non-represented
  - 3% merit pool
  - Target Achievement Pay (TAP) suspended
- Represented Labor Groups
  - 2% inflation factor

### **Materials and Services**

- OCC 20<sup>th</sup> anniversary celebration \$35 thousand (one time)
- Saving on utility costs (natural gas)
- First of two year building maintenance repair to preserve the parapet exterior on the Arlene Schnitzer Concert Hall \$170 thousand
- Aramark food & beverage expenses \$9.4 million for consolidated MERC Fund
- National Marketing Contract remain flat at \$3 million for the second year
- VDI Enhanced Marketing \$418 thousand

### **MERC Administration and Metro Support**

- MERC Administration decrease 5%
  - Allocation factor is based on total personal services
  - Anticipate additional changes resulting from the MERC/Metro Business Practices Study and reorganization
- Metro Indirect Cost/Support Services transfer is 1.7% less than the current year.
  - Allocation factor is based on total personal services
- Metro Risk Management Services are 2.2% greater than the current Budget.
  - Property Insurance based on property values
  - Liability allocated based on three year average losses
  - Workers' Compensation based on three year average losses

### **Transfers**

- Interfund Transfers In
  - \$475 thousand incoming transfer from Metro Tourism Opportunity and Competitiveness Account (MTOCA). Three proposed capital projects included in the OCC Five Year Capital Plan are proposed to be funded by this source.
- Debt Service transfer to Metro Bond Fund
  - EXPO transfers the annual bond payment for Hall D Replacement (\$1.2 million) funded from operating revenue and unrestricted fund balance

## Capital Projects

- Projects funding sources
  - Food & Beverage Capital Investment – revenue received in FY 2009-10
  - Transient Lodging Tax Capital Reserve – revenue received in prior years and accumulated in reserve account required to be spent on capital investment
  - Aramark 5% Capital Reserve FY 2010-11 revenue
  - Friends of PCPA annual donation
  - MTOCA Transfer from Metro General Fund
  - Unrestricted Fund Balance
  - Grant applications

## Five Year Capital Plan

- The five year Capital plan includes all projects and capital purchases over \$10 thousand
  - Five Year Plan attached (see pages 53-58)
- FY 2010-11 projects \$100 thousand and greater
  - OCC Kitchen Remodel and Upgrade \$525,000
  - OCC food & beverage small wares 300,000
  - OCC food & beverage “Leg Up Program” 150,000
  - OCC Construction costs for kitchen remodel 100,000
  - OCC Hand Dryers 150,000
  - OCC Phase II Movable Air Walls retrofit 220,000
  - OCC VAV Controls and CO2 Sensor 105,000
  - OCC Signage Upgrade 150,000
  - OCC Parking Management System Equipment Replacement 130,000
  - OCC Sizzler Block Plaza 660,000
  - Arlene Schnitzer Concert Hall Roof Repair 100,000
  - Keller Auditorium Boiler Replacement 100,000
  - PCPA food & beverage Capital Investment Carry-over 325,000
  - Expo food & beverage Capital Investment Carry-over 325,000

## Fund Balance

### Results and Fund Balance

- Total MERC Fund Net decrease to fund balance is \$3.5 million
  - EXPO net decrease to fund balance \$844 thousand
    - Operating Deficit \$353 thousand
      - Master Plan Consultant \$100 thousand
      - The operating deficit Includes Debt Payment Hall D \$1.2 million
    - Capital Outlay – One time projects \$167 thousand
    - Restricted Fund Balance F & B Capital Investment \$325 thousand
  - OCC net decrease to fund balance \$2.2 million
    - Operating Deficit \$93 thousand
    - Unrestricted Fund Balance – Sizzler Block \$660 thousand expenditure
    - TLT Capital Reserve (designated for capital only) \$501 thousand
    - Restricted Fund Balance F & B Capital Investment \$975 thousand

- PCPA net decrease to fund balance \$394 thousand
  - Operating Deficit \$68 thousand
  - Restricted Fund Balance F & B Capital Investment \$325 thousand
- Funds Restricted and Designated
  - PERS Reserves, current and prior are restricted by Metro Council
  - TLT Capital restricted by intergovernmental agreement \$139 K
  - Designated User Fees for Expo Phase 3 construction estimated to be 1.2 million(includes fees collected through 6/30/10) These funds are restricted by the Commission

**Strategic Goal is \$14.9 million**

- The Strategic Goal Calculation
  - OCC                    3 months operating expense
  - EXPO                   6 months operating expense
  - Annual debt service payment for Hall D replacement
  - PCPA                   6 months operating expense
  - MERC                   6 months operating expense
- Fund balance available to meet the goal is \$15.7 million
- The excess gap is \$716 thousand

**General Contingency (Metro policy)**

- Minimum of 4% of total operating expenditures and capital outlay



# FY 2010-11 Recommended Budget

## Changes since the February 1, 2010 Budget Committee Meeting

Facility	Department	Item	Operating			Revised
			Net	Expense	Revenue	Operating Net
<b>OPERATIONS</b>						
Expo	940	Metro Support		(32,759)		
	860	Health & Welfare	600 per FTE	(7,980)		
	940	MERC Support		(1,188)		
	860	PSU Priorities		100,000		
	725	Parking	Increase Rate		-	207,127
		Total Expo Operating		(501,888)	58,073	207,127
OCC	940	Metro Support		(38,660)		
	860	Health & Welfare	600 per FTE	(66,180)		
	940	MERC Support		(7,392)		
	860	OCC 20 year Celebration		35,000		
	725	Parking	Increase Rate		-	144,390
		Total OCC Operating		(314,342)	(77,232)	144,390
PCPA	940	Metro Support		(78,120)		
	860	Health & Welfare	600 per FTE	(28,440)		
	940	MERC Support			4,620	
	713	Repair ASCH Parapet		150,000		
		Rental Revenue		-	(21,163)	
		Total PCPA Operating		(8,909)	43,440	(16,543)
ADMIN	940	MERC Support		13,200		
	860	Health & Welfare	600 per FTE	(13,200)		
			102,000	-	-	102,000
		<b>Net Operations</b>	<b>(723,139)</b>	<b>24,281</b>	<b>334,974</b>	<b>(412,446)</b>
<b>CAPITAL</b>						
Expo	21	Carryover F& B Capital	(167,000)	325,000		(492,000)
OCC	31	Adjust the Sizzler Project Estimate	(2,226,460)	(90,000)		(2,136,460)
PCPA	41	Carryover F& B Capital		325,000		(325,000)
ADMIN	41	No change	(102,000)	-	-	(102,000)
		<b>Net Capital</b>	<b>(2,495,460)</b>	<b>560,000</b>	<b>-</b>	<b>(3,055,460)</b>
		<b>Fund Balance Inc (Dec)</b>	<b>(3,218,599)</b>	<b>584,281</b>	<b>334,974</b>	<b>(3,467,906)</b>
<b>PERS RESERVE (Designated Fund Balance)</b>						
Expo	990	PERS Reserve CY	Reduce from 6% to 3 %	60,112	(30,056)	30,056
OCC	990	PERS Reserve CY	Reduce from 6% to 3 %	362,332	(181,166)	181,166
PCPA	990	PERS Reserve CY	Reduce from 6% to 3 %	210,803	(105,401)	105,402
ADMIN	990	PERS Reserve CY	Reduce from 6% to 3 %	98,907	(49,453)	49,454
		<b>Total Current Year PERS Reserve</b>		<b>732,154</b>	<b>(366,076)</b>	<b>366,078</b>

**Metropolitan Exposition Recreation Commission**  
**Transient Lodging & Rental Car Taxes**  
**February 01, 2010**

**Metro/MERC Distribution**

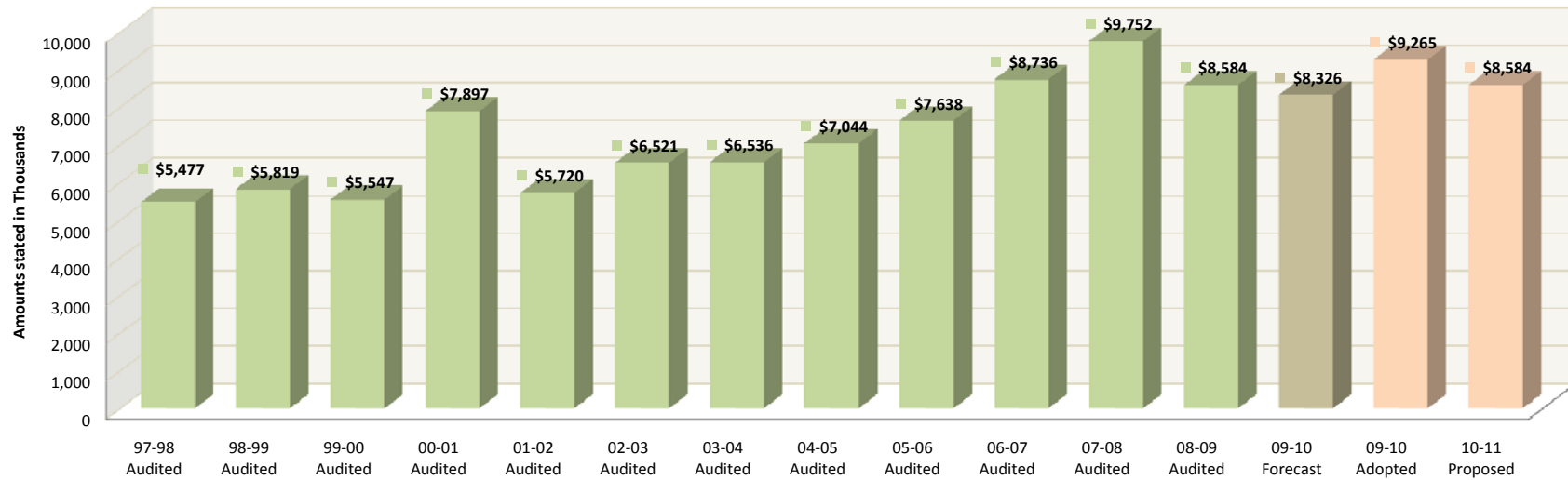
(stated in thousands)	Audited 97-98	Audited 98-99	Audited 99-00	Audited 00-01	Audited 01-02	Audited 02-03	Audited 03-04	Audited 04-05	Audited 05-06	Audited 06-07	Audited 07-08	Audited 08-09	Forecast 09-10	Adopted 09-10	Proposed 10-11
Hotel/Motel Tax for OCC	3,800	4,066	4,286	4,586	4,462	5,016	5,098	5,494	6,629 *	6,729	7,838	7,322	7,102	7,903	7,322
Hotel/Motel Tax for PCPA	1,200	1,248	1,261	1,300	1,258	1,335	1,438	1,550	927 *	1,391	1,433	1,262	1,224	1,362	1,262
For OCC Pooled Capital	477	505	-	2,011	-	170	-	-	82 *	616	481				
<b>Total Metro/MERC</b>	<b>5,477</b>	<b>5,819</b>	<b>5,547</b>	<b>7,897</b>	<b>5,720</b>	<b>6,521</b>	<b>6,536</b>	<b>7,044</b>	<b>7,638 *</b>	<b>8,736</b>	<b>9,752</b>	<b>8,584</b>	<b>8,326</b>	<b>9,265</b>	<b>8,584</b>
<b>Percent change</b>		<b>106%</b>	<b>95%</b>	<b>142%</b>	<b>72%</b>	<b>114%</b>	<b>100%</b>	<b>108%</b>	<b>108%</b>	<b>114%</b>	<b>112%</b>	<b>88%</b>	<b>97%</b>	<b>108%</b>	<b>93%</b>

**Total Metro/MERC VDI**

(stated in thousands)	Audited 00-01	Audited 01-02	Audited 02-03	Audited 03-04	Audited 04-05	Audited 05-06	Audited 06-07	Audited 07-08	Audited 08-09	Forecast 09-10	Adopted 09-10	Proposed 10-11
VDI for OCC (2001-06)	5,740	600	950	1,000	250	300	300	400	1,060	660	660	960
VDI Enhanced Marketing (POVA)	250	350	352	357	367	376	386	398	418	413	413	418
PCPA Visitor Development Fund	250	500	504	-	24	537	554	563	597	593	593	597
<b>Total Metro/MERC VDI</b>	<b>6,240</b>	<b>1,450</b>	<b>1,806</b>	<b>1,357</b>	<b>641</b>	<b>1,213</b>	<b>1,240</b>	<b>1,361</b>	<b>2,075</b>	<b>1,666</b>	<b>1,666</b>	<b>1,975</b>

\* FY 2005-06 includes a \$444,135 adjustment between OCC and PCPA reconciling PCPA to the annual CPI increase.

## Transient Lodging Tax



**National Sales Contract  
Travel Portland**

	<b>Budget 09-10</b>	<b>Budget 10-11</b>
<b>Base Contract</b>		
Travel Portland (POVA) 2008-09	2,066,103	2,066,103
Marketing	81,557	81,557
<b>Total Base Contract</b>	<b>2,147,659</b>	<b>2,147,659</b>
<b>Additional Amounts Added to Base</b>		
2% for Fam, Sales Trip, Marketing	41,702	41,702
Alternative Marketing Efforts	250,000	250,000
OCC Sales & Marketing Contribution	20,000	20,000
Additional Amount Approve June 6, 2008	160,000	160,000
New projects developed by OCC, Travel Portland, Tri-County Lodging to market the Portland destination for conventions and single hotel business		
<b>Total Additions</b>	<b>471,702</b>	<b>471,702</b>
<b>Total Travel Portland Contract</b>	<b>2,619,361</b>	<b>2,619,361</b>
<b>VDI Enhanced Marketing</b>	<b>417,728</b>	<b>417,728</b>
<b>Total National Sales</b>	<b>3,037,089</b>	<b>3,037,089</b>

Indirect Transfer Summary, preliminary as of 2/12/10				
		(A)	(B)	Compared to 09-10 Adopted
DESCRIPTION	FY 2009-10 Adopted Budget	FY 2010-11 COO's Budget (Preliminary CAP)	\$ Change from FY 2009-10	% Change from FY 2009-10
<b>TOTAL ALLOCATED TRANSFERS (including Risk Management)</b>				
Planning and General Fund	4,070,664	4,077,679	\$7,015	0.2%
Solid Waste Revenue Fund	4,358,531	4,353,932	(4,599)	(0.1%)
Zoo Operating Fund	2,745,004	2,510,129	(234,875)	(8.6%)
MERC Operating Fund	2,516,226	2,492,499	(23,727)	(0.9%)
Regional Parks Fund	1,506,309	1,380,420	(125,889)	(8.4%)
Zoo Bond	0	190,278	190,278	n/a
Natural Areas Bond	870,756	883,646	12,890	1.5%
<b>Total</b>	<b>\$16,067,490</b>	<b>\$15,888,582</b>	<b>(\$178,908)</b>	<b>(1.1%)</b>
<b>GENERAL FUND ALLOCATIONS</b>				
Planning and General Fund	\$254,434	\$256,386	\$1,952	0.8%
Solid Waste Revenue Fund	379,865	\$490,820	110,955	29.2%
Zoo Operating Fund	164,113	\$215,771	51,658	31.5%
MERC Operating Fund	105,936	\$122,978	17,042	16.1%
Regional Parks Fund	121,168	\$96,701	(24,467)	(20.2%)
Zoo Bond	0	\$4,755	4,755	n/a
Natural Areas Bond	26,282	\$33,194	6,912	26.3%
<b>Total</b>	<b>\$1,051,798</b>	<b>\$1,220,604</b>	<b>\$168,806</b>	<b>16.0%</b>
<b>SUPPORT SERVICES FUND ALLOCATIONS</b>				
Planning and General Fund	\$2,697,971	\$2,740,783	\$42,812	1.6%
Solid Waste Revenue Fund	3,401,974	3,356,758	(45,216)	(1.3%)
Zoo Operating Fund	2,297,305	2,029,236	(268,069)	(11.7%)
MERC Operating Fund	1,921,718	1,870,208	(51,510)	(2.7%)
Regional Parks Fund	1,151,823	1,064,701	(87,122)	(7.6%)
Zoo Bond	0	183,329	183,329	n/a
Natural Areas Bond	799,330	803,867	4,537	0.6%
<b>Total</b>	<b>\$12,270,121</b>	<b>\$12,048,881</b>	<b>(\$221,240)</b>	<b>(1.8%)</b>
<b>BUILDING MANAGEMENT FUND ALLOCATIONS</b>				
Planning and General Fund	\$1,074,933	\$1,018,840	(\$56,093)	(5.2%)
Solid Waste Revenue Fund	384,516	364,451	(20,065)	(5.2%)
Zoo Operating Fund	0	0	0	n/a
MERC Operating Fund	0	0	0	n/a
Regional Parks Fund	122,538	116,144	(6,394)	(5.2%)
Zoo Bond	0	0	0	n/a
Natural Areas Bond	43,036	40,790	(2,246)	(5.2%)
<b>Total</b>	<b>\$1,625,023</b>	<b>\$1,540,225</b>	<b>(\$84,798)</b>	<b>(5.2%)</b>
<b>RISK MANAGEMENT FUND ALLOCATIONS</b>				
Planning and General Fund	\$43,326	\$61,670	\$18,344	42.3%
Solid Waste Revenue Fund	192,176	141,903	(50,273)	(26.2%)
Zoo Operating Fund	283,586	265,123	(18,463)	(6.5%)
MERC Operating Fund	488,572	499,313	10,741	2.2%
Regional Parks Fund	110,880	102,975	(7,905)	(7.1%)
Zoo Bond	0	2,194	2,194	n/a
Natural Areas Bond	2,108	5,795	3,687	174.9%
<b>Total</b>	<b>\$1,120,648</b>	<b>\$1,078,972</b>	<b>(\$41,676)</b>	<b>(3.7%)</b>

**Metropolitan Exposition Recreation Commission**  
**Performance Measures 2010-11 Budget**

Performance Measure	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Target 2009-10	Target 2010-11
<b>Oregon Convention Center</b>								
1. Number of Events/Conventions/Trade Shows	91	148	123	150	152	150	160	150
a. Consumer/public shows		55	44	58	57	55	55	50
b. Convention/trade/miscellaneous		93	79	92	95	95	105	100
2. Estimated economic impact in metropolitan region	\$482 m	\$421 m	\$552 m	\$374 m	\$442 m	\$475 m	\$485 m	\$460 m
3. Attendance	668,911	700,360	633,575	608,673	614,900	625,000	625,000	600,000
4. Occupancy	37%	48%	44%	46%	47%	47%	48%	46%
5. Operating Revenues to Operating Expenditures Ratio				81%	82%	69%	72%	74%
6. Food and Beverage Margin	23.0%	29.0%	20.4%	24.0%	21.0%	14.6%	21.1%	20.6%

<b>Portland Exposition Center</b>								
1. Number of Events	92	100	102	99	107	110	100	105
a. Consumer/public shows	54	54	53	58	60	56	55	58
b. Convention/trade/miscellaneous	38	46	49	41	47	54	45	47
2. Estimated economic impact in metropolitan region					\$37 m			
3. Attendance at Events	501,670	469,943	470,984	477,082	510,100	454,005	470,000	450,000
a. Consumer/public shows	460,429	436,166	436,186	410,059	418,939	407,717	435,000	387,000
b. Convention/trade/miscellaneous	41,241	33,777	34,798	67,023	91,902	46,288	35,000	63,000
4. Operating Revenues to Operating Expenditures Ratio				145%	147%	136%	133%	129%
5. Food and Beverage Margin	18.0%	36.0%	30.2%	27.5%	25.8%	20.2%	26.4%	23.9%

<b>Portland Center for the Performing Arts</b>								
1. Number of Performances	978	937	980	1,113	827	975	865	1,000
2. Estimated economic impact in metropolitan region					\$56 m			
3. Attendance	910,619	797,752	953,863	862,897	817,637	1,000,000	850,000	900,000
4. Total Weeks of Broadway	10.0	7.0	8.0	9.0	9.0	14.0	9.0	13.0
5. Total Commercial Shows	99	84	200	348	200	125	200	250
6. Operating Revenues to Operating Expenditures Ratio				97%	91%	90%	88%	89%
7. Food and Beverage Margin	11.0%	-1.0%	14.3%	14.1%	10.3%	14.3%	12.3%	13.4%

## **MAJOR ACCOMPLISHMENTS IN FY 2009-10**

### **Administration**

- Actively participated in the MERC/Metro Business Practice Study and assisted with Metro Code Title VI amendments.
- Continued process improvement project for MERC Event Business Management System (EBMS).
- Completed external audit of MERC's third year of accounting activity on EBMS; no material weaknesses or significant deficiencies noted, contributing to Metro's unqualified opinion.
- Completed second MERC-wide economic and fiscal impact study.

### **Oregon Convention Center**

- Secured, through an extensive RFP and interview process, a five-year Food and Beverage Management Services contract with the joint partnership of ARAMARK/Giacommetti Partners for all of the MERC venues.
- Secured, through RFP process, a contract with Sun Edison to erect 1.18 megawatt solar power plant on the southern roof of the Center and sell power to OCC for its operations at a guaranteed rate for 20 years, saving the operation an anticipated \$75,000 per year in operating costs for electricity.
- Replaced the kitchen dishwasher to improve efficiencies and determined major renovations to the kitchen to enhance performance and customer service satisfaction levels. \$900,000 project funded from the capital investment dollars obtained as part of the new food service agreement.
- Constructed and opened Stir cocktail lounge to offer clients, attendees, exhibitors and the area businesses a high quality, seasonal and innovative eating and drinking alternative.
- Performed community outreach with the Kinship House, a neighborhood non-profit organization dedicated to helping foster children, through an OCC all staff retreat at which employees repaired, cleaned, painted the interiors and exteriors of two houses and landscaped the property. It was a great team building experience and opportunity to give back to the community we work in daily.
- Completed the annual economic and fiscal impact study for OCC.

### **Portland Center for the Performing Arts**

- Completed annual economic and fiscal impact study for PCPA.
- Participated in International Association of Assembly Managers performing arts center operations benchmark study.
- Obtained funding and launched schematic design development for improvements to the Arlene Schnitzer Concert Hall and the conceptual design for a new adjacent iconic structure on Main Street.
- Drastically lowered facility rental rates and user fees for all resident arts companies to provide financial assistance in a challenging economic downturn.
- Implemented new computer software to effectively schedule admissions staff.
- Collaborated with Handmade Northwest to create an artists market during the annual Summer Arts on Main series.

### **Portland Expo Center**

- Participated in the Columbia River Crossing planning project, in partnership with Metro staff, and contributed to a successful resolution of the Marine Drive Alignment decision.
- Proposed an Urban Design Concept for the Expo Center Site.
- Completed a PSU Graduate School of Management study on the Future of the Exposition Industry called "A Plan for the Future" of Expo Center.
- Began the Expo Center Conditional Use Master Plan Process, working in coordination with Metro Planning staff.
- Completed annual economic and fiscal impact study for Expo.
- Unveiled more than 20 Clearstream Recycling Stations for all events.
- Designated by the City of Portland as "Recycling at Work Certified."

- Implemented the activation of three Social Media sites – MySpace, Facebook and Twitter.
- Implemented the distribution of Expo Newsletters and Postcards via eROI e-mail marketing campaigns.

## **SERVICE LEVEL CHANGES FROM FY 2009-10**

### **Administration**

- There is no change in proposed budget pending outcome of MERC/Metro Business Practice Study.

### **Oregon Convention Center**

- Decreased staffing by 2.5 FTE reflecting no Headquarter Hotel project moving forward and the need to cut expenses due to the economic downturn in business, revenues and hotel/motel tax collections.
- Thirty nine national/regional conventions are booked for FY 2010-11, reflecting a decrease of two from the current year.

### **Portland Center for the Performing Arts**

- Thirteen weeks of Broadway are booked for FY 2010-11, reflecting an increase from nine weeks booked in FY 2009-10. The Broadway Series is an important source of revenue for PCPA but also increases expenses in utilities and event labor. Some dates opened up by the ballet and opera increase the opportunity of booking more commercial shows which will have a positive financial impact on PCPA.

### **Portland Expo Center**

- Update of the Expo Master Plan (\$100 k) funded from admission fees previously collected and designated for Phase 3.
- Design and begin implementation of new marketing and branding strategies for Expo Center (\$100 k) to enhance community events and increase revenue generation.

## **MAJOR OBJECTIVES FOR FY 2010-11**

### **Administration**

- Continue development and implementation of critical financial and administrative management policies, procedures and processes resulting from the MERC/Metro Business Practices Study.
- Emphasize training and business process improvement, especially for users of EBMS.
- Develop performance standards based on industry benchmarks.

### **Oregon Convention Center**

- Increase recycling diversion rates with a goal of 60 percent for FY 2010-11.
- Finish new kitchen improvements to improve OCC's food and beverage capacity for all functions.
- Finish major re-lamping project expected to decrease the facility's electrical consumption by 15 percent.
- Complete the first year of a two-year project refurbishing all of the meeting room divider walls to enhance customer comfort and meet service needs.

### **Portland Center for the Performing Arts**

- Complete the first year of a two-year project to repair the parapet wall at Arlene Schnitzer Concert Hall.
- Continue to seek opportunities to increase revenues in a soft economy and identify operational efficiencies while maintaining a high level of customer service and satisfaction.
- Work with the Friends of the Performing Arts Center on a fundraising plan for the Schnitzer/Main Street Project.



## **Portland Expo Center**

- Continue to execute identified action items compatible with the American Red Cross/MERC SOU.
- Finalize updates to the Conditional Use Master Plan, in coordination with Metro Planning staff.
- Continue participation in the Columbia River Crossing planning project, in partnership with Metro staff.
- Recycling and diversion rates with a goal of 25 percent.
- Theatre, Oregon Children's Theatre, Oregon Symphony Orchestra, Portland Opera, Portland Youth Philharmonic, White Bird and Tears of Joy Puppet Theater.

## **ISSUES AND CHALLENGES FOR FY 2010-11**

### **Arts & Culture (PCPA) Issues and challenges**

- Aging facilities, specifically the Arlene Schnitzer Concert Hall, will require major refurbishing in the near future.
- Recent lodging industry occupancy and room rate data show declines in FY 2009-10. Regional stakeholders are forecasting a 2- 4 percent increase in FY 2010-11. Although the region has booked a greater number of room nights there are more rooms available with the recent addition of new hotels. The resulting competition has driven room rates down and may continue to do so over the next year, which may result in a decrease in transient lodging tax revenues for PCPA
- The City of Portland has adopted a new policy requiring Green Building LEED Certification for all City-owned buildings; an assessment of the PCPA buildings will determine the financial impact.
- PCPA will seek opportunities to increase revenues in a soft economy and identify operational efficiencies while maintaining a high level of customer service and satisfaction.
- There is an opportunity to enhance Antoinette Hatfield Hall and Arlene Schnitzer Concert Hall with the Main Street Project, which is currently in the design phase and relies on major fundraising through the Friends of PCPA.

### **Conventions, Trade and Consumer Shows (OCC/EXPO) Issues and challenges**

- Recent lodging industry occupancy and room rate data show declines in FY 2009-10. Regional stakeholders are forecasting a 2- 4 percent increase in FY 2010-11. Although the region has booked a greater number of room nights there are more rooms available with the recent addition of new hotels. The resulting competition has driven room rates down and may continue to do so over the next year, which may result in a decrease in transient lodging tax revenues for OCC.
- While OCC's booked business remains strong, there is concern that fewer people will attend, which could impact food and beverage revenue and margins.
- The Portland Expo Center is required use its operating revenue to fund \$1.2 million annual debt service payments for the construction and replacement of Hall D. The Expo Center continues to be fully self-supporting and receives no transient lodging tax revenues or other government support.
- Planning for Expo Center's Conditional Use Master Plan update is currently underway.

## MERC Fund FY 2010-11 Summary of Recommended Budget

	Total	Expo	OCC	PCPA	Administration
<b>Beginning Fund Balance 7-1-2010</b>	<b>\$ 24,297,515</b>	<b>\$ 5,389,115</b>	<b>\$ 9,646,768</b>	<b>\$ 8,303,245</b>	<b>\$ 958,387</b>
<b>MERC Operating</b>					
<b>Resources</b>					
Operating Revenue	\$ 30,329,085	\$ 5,701,872	\$ 16,345,951	\$ 8,247,762	\$ 33,500
Non Operating Revenue	11,583,308	53,932	8,799,553	2,706,184	23,639
Intrafund Transfers (MERC)	-	(259,852)	(1,616,862)	(1,010,539)	2,887,253
Transfers	-				
<b>Subtotal Current Revenues</b>	<b>\$41,912,393</b>	<b>\$5,495,952</b>	<b>\$23,528,642</b>	<b>\$9,943,407</b>	<b>\$2,944,392</b>
<b>Requirements</b>					
Operating Expenditures	\$ 38,643,210	\$ 4,405,229	\$ 22,221,557	\$ 9,174,032	\$ 2,842,392
Debt Service	1,189,132	1,189,132			
Interfund Transfers (Metro)	2,492,497	254,425	1,399,805	838,267	
<b>Subtotal Current Expenditures</b>	<b>\$42,324,839</b>	<b>\$5,848,786</b>	<b>\$23,621,362</b>	<b>\$10,012,299</b>	<b>\$2,842,392</b>
<b>Net of Operations</b>	<b>-\$412,446</b>	<b>-\$352,834</b>	<b>-\$92,720</b>	<b>-\$68,892</b>	<b>\$102,000</b>
<i>* Metro support allocation will be updated in February</i>					
<b>MERC Capital</b>					
<b>Resources</b>					
Non Operating Revenue	353,000			353,000	
Transfers	475,000		475,000		
<b>Subtotal Revenues (Capital)</b>	<b>\$828,000</b>	<b>\$0</b>	<b>\$475,000</b>	<b>\$353,000</b>	<b>\$0</b>
<b>Requirements</b>					
Capital Outlay	3,883,460	492,000	2,611,460	678,000	102,000
<b>Subtotal Current Expenditures</b>	<b>\$3,883,460</b>	<b>\$492,000</b>	<b>\$2,611,460</b>	<b>\$678,000</b>	<b>\$102,000</b>
<b>Net of Capital</b>	<b>-\$3,055,460</b>	<b>-\$492,000</b>	<b>-\$2,136,460</b>	<b>-\$325,000</b>	<b>-\$102,000</b>
<b>Net decrease to Fund Balance</b>	<b>-\$3,467,906</b>	<b>-\$844,834</b>	<b>-\$2,229,180</b>	<b>-\$393,892</b>	<b>\$0</b>
<b>Ending Fund Balance 6-30-2011</b>	<b>\$ 20,829,609</b>	<b>\$ 4,544,281</b>	<b>\$ 7,417,588</b>	<b>\$ 7,909,353</b>	<b>\$ 958,387</b>

## MERC Fund 2010-11 FY Preliminary Budget

	Total	Expo	OCC	PCPA	Administration
<b>Components of Fund Balance</b>					
<b>Contingency:</b>					
General Contingency	1,913,463	250,000	1,066,623	471,840	125,000
Renewal & Replacement Current	470,000	20,000	250,000	200,000	
<b>Total Contingency</b>	<b>2,383,463</b>	<b>270,000</b>	<b>1,316,623</b>	<b>671,840</b>	<b>125,000</b>
<b>Unrestricted Fund Balance</b>	<b>13,286,983</b>	<b>2,798,774</b>	<b>4,220,287</b>	<b>5,621,479</b>	<b>646,443</b>
<b>Designated Amounts:</b>					
Expo Phase 3	1,237,232	1,237,232			
TLT Capital	139,310		139,310		
PERS Reserve Current Year	366,076	30,056	181,166	105,401	49,453
PERS Reserve Prior Year	1,631,545	148,219	835,202	510,633	137,491
Renewal & Replacement PY	1,785,000	60,000	725,000	1,000,000	
<b>Total Designated Amounts</b>	<b>5,159,163</b>	<b>1,475,507</b>	<b>1,880,678</b>	<b>1,616,034</b>	<b>186,944</b>
<b>Strategic Goal (available unrestricted fund balance)</b>					
Strategic Goal	14,954,098	3,391,747	5,555,389	4,585,766	1,421,196
Available for Strategic Goal: Contingency Unrestricted Fund Balance	15,670,446	3,068,774	5,536,910	6,293,319	771,443
<b>Excess (GAP)</b>	<b>716,348</b>	<b>(322,973)</b>	<b>(18,479)</b>	<b>1,707,553</b>	<b>(649,753)</b>

**Metropolitan Exposition-Recreation Commission  
MERC Budget Report  
All Departments  
March 3, 2010**

	2007-08 Actual	2008-09 Actual	2009-10 Adopted Budget	2010-11 Proposed Budget
	Jun-08	Jun-09	Jun-10	Jun-11
<b>Operating</b>				
Revenue	17,780,211	18,458,800	17,866,339	18,515,369
Revenue - Food and Beverage	<u>12,662,562</u>	<u>11,562,005</u>	<u>12,123,799</u>	<u>11,813,716</u>
<b>Total Operating Revenue</b>	<b>30,442,773</b>	<b>30,020,805</b>	<b>29,990,138</b>	<b>30,329,085</b>
Costs - Food and Beverage	10,072,088	9,774,387	9,579,028	9,422,641
Personal Services	15,808,463	17,507,657	18,534,604	18,287,048
Goods & Services	<u>10,211,046</u>	<u>10,455,451</u>	<u>11,910,790</u>	<u>10,931,021</u>
<b>Total Operating Expenses</b>	<b>36,091,597</b>	<b>37,737,494</b>	<b>40,024,422</b>	<b>38,640,710</b>
<b>Net Operating Results</b>	<b>(5,648,824)</b>	<b>(7,716,689)</b>	<b>(10,034,284)</b>	<b>(8,311,625)</b>
<b>Non Operating</b>				
Transient, Lodging Tax	11,112,056	10,658,552	10,930,634	10,558,553
Government Support City of Portland	711,375	742,784	977,851	756,907
Non-Operating Revenue	1,109,105	912,769	2,227,618	620,848
Transfers In	<u>669,720</u>	<u>758,083</u>	<u>692,490</u>	<u>475,000</u>
<b>Total Non Operating Revenue</b>	<b>13,602,256</b>	<b>13,072,188</b>	<b>14,828,593</b>	<b>12,411,308</b>
Non-Operating Expense	20,852	20,054	154,758	2,500
MERC Administration	-	-	-	-
Metro Support Services	2,069,018	2,359,218	2,516,225	2,492,497
Capital Outlay	954,075	1,234,782	3,256,415	3,883,460
Transfers Out	<u>1,189,932</u>	<u>1,192,232</u>	<u>1,188,632</u>	<u>1,189,132</u>
<b>Total Non Operating Expenses</b>	<b>4,233,877</b>	<b>4,806,286</b>	<b>7,116,030</b>	<b>7,567,589</b>
<b>Net Non Operating Results</b>	<b>9,368,379</b>	<b>8,265,903</b>	<b>7,712,563</b>	<b>4,843,719</b>
<b>Net Increase (Decrease)</b>	<b>3,719,555</b>	<b>549,214</b>	<b>(2,321,721)</b>	<b>(3,467,906)</b>
<b>Food and Beverage Gross Margin</b>	<b>2,590,474</b>	<b>1,787,618</b>	<b>2,544,771</b>	<b>2,391,075</b>
<b>Food and Beverage Gross Margin</b>	<b>20.5%</b>	<b>15.5%</b>	<b>21.0%</b>	<b>20.2%</b>
<b>Full Time Employees</b>	<b>178.9</b>	<b>191.0</b>	<b>194.0</b>	<b>192.0</b>
<b>Excise Tax</b>	<b>1,716,189</b>	<b>1,563,554</b>	<b>-</b>	<b>-</b>
<b>Transient Taxes as percent of revenue</b>	<b>25%</b>	<b>25%</b>	<b>24%</b>	<b>25%</b>
<b>National/Regional Conventions</b>	<b>40</b>	<b>35</b>	<b>41</b>	<b>39</b>
<b>Weeks of Broadway</b>	<b>9.0</b>	<b>14.5</b>	<b>9.0</b>	<b>13.0</b>
<b>Fund Balance</b>				
Beginning Fund Balance, actual	22,350,467	26,070,022	26,619,236	24,297,515
Fund Balance Inc (Dec)	<u>3,719,555</u>	<u>549,214</u>	<u>(2,321,721)</u>	<u>(3,467,906)</u>
<b>Ending Fund Balance</b>	<b>26,070,022</b>	<b>26,619,236</b>	<b>24,297,515</b>	<b>20,829,609</b>
Unrestricted Fund Balance	21,504,695	23,155,336	11,803,895	13,286,983
Contingency:				
Contingency	-	-	1,325,708	1,913,463
Renewal & Replacement	-	-	970,000	470,000
PERS - Prior	-	-	1,486,398	-
HQH	-	-	3,700,000	-
Restricted by Agreement - TLT	1,180,311	1,180,311	640,310	139,310
Designated for Renewal & Replacement	-	-	815,000	1,785,000
Designated for Phase 3	-	-	1,339,841	1,237,232
Designated for Phase 3	944,840	1,025,231	-	-
Designated for PERS Reserve - Current	-	-	375,187	366,076
Designated for PERS Reserve - Prior	2,440,176	1,258,358	1,841,176	1,631,545
Designated for PERS Reserve - Prior	-	-	-	-
Restricted by Contract - Aramark	-	-	-	-
<b>Ending Fund Balance</b>	<b>26,070,022</b>	<b>26,619,236</b>	<b>24,297,515</b>	<b>20,829,609</b>
<b>Strategic Goal</b>	<b>13,833,955</b>	<b>14,607,395</b>	<b>15,407,910</b>	<b>14,954,098</b>
Available for Strategy Goal	<u>21,504,695</u>	<u>23,155,336</u>	<u>15,586,001</u>	<u>15,670,446</u>
<b>Excess (Gap)</b>	<b>7,670,740</b>	<b>8,547,941</b>	<b>178,091</b>	<b>716,348</b>

**Metropolitan Exposition-Recreation Commission  
MERC Budget Report  
Portland Exposition Center  
March 3, 2010**

	2007-08 Actual	2008-09 Actual	2009-10 Adopted Budget	2010-11 Proposed Budget
	Jun-08	Jun-09	Jun-10	Jun-11
<b>Operating</b>				
Revenue	3,985,117	3,730,742	3,705,306	3,766,945
Revenue - Food and Beverage	<u>2,093,352</u>	<u>1,847,803</u>	<u>2,133,289</u>	<u>1,934,927</u>
<b>Total Operating Revenue</b>	<b>6,078,469</b>	<b>5,578,546</b>	<b>5,838,595</b>	<b>5,701,872</b>
Costs - Food and Beverage	1,552,665	1,475,214	1,570,435	1,473,430
Personal Services	1,436,762	1,483,747	1,545,827	1,501,164
Goods & Services	<u>1,144,938</u>	<u>1,151,306</u>	<u>1,280,421</u>	<u>1,430,635</u>
<b>Total Operating Expenses</b>	<b>4,134,365</b>	<b>4,110,266</b>	<b>4,396,683</b>	<b>4,405,229</b>
<b>Net Operating Results</b>	<b>1,944,104</b>	<b>1,468,279</b>	<b>1,441,912</b>	<b>1,296,643</b>
<b>Non Operating</b>				
Non-Operating Revenue	214,014	109,354	336,234	53,932
Transfers In	<u>-</u>	<u>1,194</u>	<u>-</u>	<u>-</u>
<b>Total Non Operating Revenue</b>	<b>214,014</b>	<b>110,548</b>	<b>336,234</b>	<b>53,932</b>
Non-Operating Expense	-	-	-	-
MERC Administration	250,578	291,027	304,707	259,852
Metro Support Services	220,755	245,820	273,509	254,425
Capital Outlay	9,049	173,682	367,500	492,000
Transfers Out	<u>1,189,932</u>	<u>1,192,232</u>	<u>1,188,632</u>	<u>1,189,132</u>
<b>Total Non Operating Expenses</b>	<b>1,670,314</b>	<b>1,902,761</b>	<b>2,134,348</b>	<b>2,195,409</b>
<b>Net Non Operating Results</b>	<b>(1,456,300)</b>	<b>(1,792,213)</b>	<b>(1,798,114)</b>	<b>(2,141,477)</b>
<b>Net Increase (Decrease)</b>	<b>487,803</b>	<b>(323,934)</b>	<b>(356,202)</b>	<b>(844,834)</b>
<b>Food and Beverage Gross Margin</b>	<b>540,687</b>	<b>372,589</b>	<b>562,854</b>	<b>461,497</b>
<b>Food and Beverage Gross Margin</b>	<b>25.8%</b>	<b>20.2%</b>	<b>26.4%</b>	<b>23.9%</b>
<b>Full Time Employees</b>	<b>13.3</b>	<b>13.3</b>	<b>13.3</b>	<b>13.3</b>
<b>Excise Tax</b>	<b>451,128</b>	<b>415,209</b>	<b>-</b>	<b>-</b>
<b>Fund Balance</b>				
Beginning Fund Balance	5,581,447	6,069,251	5,745,317	5,389,115
Fund Balance Inc (Dec)	<u>487,803</u>	<u>(323,934)</u>	<u>(356,202)</u>	<u>(844,834)</u>
<b>Ending Fund Balance</b>	<b>6,069,251</b>	<b>5,745,317</b>	<b>5,389,115</b>	<b>4,544,281</b>
Unrestricted Fund Balance	4,893,455	4,602,336	3,534,342	2,798,774
Contingencies				
Contingency	-	-	218,622	250,000
Renewal & Replacement	-	-	20,000	20,000
PERS - Prior	-	-	205,841	-
HQH				
Restricted by Agreement - TLT				
Designated for Renewal & Replacement	-	-	40,000	60,000
Designated for Phase 3	-	-	1,339,841	1,237,232
Designated for Phase 3	944,840	1,025,231		
Designated for PERS Reserve - Current	-	-	30,469	30,056
Designated for PERS Reserve - Prior	230,956	117,750	-	148,219
Designated for PERS Reserve - Prior				
Restricted by Contract - Aramark				
<b>Ending Fund Balance</b>	<b>6,069,251</b>	<b>5,745,317</b>	<b>5,389,115</b>	<b>4,544,281</b>
<b>Strategic Goal</b>	<b>3,257,115</b>	<b>3,247,365</b>	<b>3,386,974</b>	<b>3,391,747</b>
Available for Strategy Goal	<u>4,893,455</u>	<u>4,602,336</u>	<u>3,978,805</u>	<u>3,068,774</u>
<b>Excess (Gap)</b>	<b>1,636,340</b>	<b>1,354,971</b>	<b>591,831</b>	<b>(322,973)</b>

**Metropolitan Exposition-Recreation Commission  
MERC Budget Report  
Oregon Convention Center  
March 3, 2010**

	2007-08 Actual	2008-09 Actual	2009-10 Adopted Budget	2010-11 Proposed Budget
	Jun-08	Jun-09	Jun-10	Jun-11
<b>Operating</b>				
Revenue	7,869,606	7,347,664	7,980,117	7,933,801
Revenue - Food and Beverage	<u>8,992,501</u>	<u>7,796,996</u>	<u>8,550,083</u>	<u>8,412,150</u>
<b>Total Operating Revenue</b>	<b>16,862,107</b>	<b>15,144,661</b>	<b>16,530,200</b>	<b>16,345,951</b>
Costs - Food and Beverage	7,105,565	6,656,463	6,744,807	6,679,602
Personal Services	7,793,369	8,313,524	9,183,993	8,893,522
Goods & Services	<u>6,708,167</u>	<u>6,844,348</u>	<u>7,242,931</u>	<u>6,648,433</u>
<b>Total Operating Expenses</b>	<b>21,607,102</b>	<b>21,814,335</b>	<b>23,171,731</b>	<b>22,221,557</b>
<b>Net Operating Results</b>	<b>(4,744,995)</b>	<b>(6,669,674)</b>	<b>(6,641,531)</b>	<b>(5,875,606)</b>
<b>Non Operating</b>				
Transient, Lodging Tax	9,115,656	8,800,202	8,975,971	8,700,202
Non-Operating Revenue	406,956	273,558	1,187,336	99,351
Transfers In	<u>669,720</u>	<u>752,592</u>	<u>692,490</u>	<u>475,000</u>
<b>Total Non Operating Revenue</b>	<b>10,192,332</b>	<b>9,826,352</b>	<b>10,855,797</b>	<b>9,274,553</b>
Non-Operating Expense	18,352	17,554	152,258	-
MERC Administration	1,378,181	1,571,548	1,645,421	1,616,862
Metro Support Services	1,146,401	1,332,061	1,369,966	1,399,805
Capital Outlay	585,976	669,397	2,269,990	2,611,460
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non Operating Expenses</b>	<b>3,128,910</b>	<b>3,590,560</b>	<b>5,437,635</b>	<b>5,628,127</b>
<b>Net Non Operating Results</b>	<b>7,063,423</b>	<b>6,235,792</b>	<b>5,418,162</b>	<b>3,646,426</b>
<b>Net Increase (Decrease)</b>	<b>2,318,428</b>	<b>(433,882)</b>	<b>(1,223,369)</b>	<b>(2,229,180)</b>
<b>Food and Beverage Gross Margin</b>	<b>1,886,936</b>	<b>1,140,534</b>	<b>1,805,276</b>	<b>1,732,548</b>
<b>Food and Beverage Gross Margin</b>	<b>21.0%</b>	<b>14.6%</b>	<b>21.1%</b>	<b>20.6%</b>
<b>Full Time Employees</b>	<b>104.3</b>	<b>110.3</b>	<b>112.3</b>	<b>110.3</b>
<b>Excise Tax</b>	<b>1,263,519</b>	<b>1,147,164</b>	<b>-</b>	<b>-</b>
<b>Transient Taxes as percent of revenue</b>	<b>34%</b>	<b>35%</b>	<b>33%</b>	<b>34%</b>
<b>National/Regional Conventions</b>	<b>41</b>	<b>34</b>	<b>41</b>	<b>39</b>
<b>Fund Balance</b>				
Beginning Fund Balance	8,985,591	11,304,019	10,870,137	9,646,768
Fund Balance Inc (Dec)	<u>2,318,428</u>	<u>(433,882)</u>	<u>(1,223,369)</u>	<u>(2,229,180)</u>
<b>Ending Fund Balance</b>	<b>11,304,019</b>	<b>10,870,137</b>	<b>9,646,768</b>	<b>7,417,588</b>
Unrestricted Fund Balance	8,842,667	9,043,586	1,082,737	4,220,287
Contingencies				
Contingency	-	-	1,046,167	1,066,623
Renewal & Replacement	-	-	250,000	250,000
PERS - Prior	-	-	1,131,796	-
HQH	-	-	3,700,000	-
Restricted by Agreement - TLT	1,180,311	1,180,311	640,310	139,310
Designated for Renewal & Replacement	-	-	475,000	725,000
Designated for PERS Reserve - Current	-	-	188,962	181,166
Designated for PERS Reserve - Prior	1,281,041	646,240	1,131,796	835,202
Designated for PERS Reserve - Prior	-	-	-	-
Restricted by Contract - Aramark	-	-	-	-
<b>Ending Fund Balance</b>	<b>11,304,019</b>	<b>10,870,137</b>	<b>9,646,768</b>	<b>7,417,588</b>
<b>Strategic Goal</b>	<b>5,401,775</b>	<b>5,453,584</b>	<b>5,792,933</b>	<b>5,555,389</b>
Available for Strategy Goal	<u>8,842,667</u>	<u>9,043,586</u>	<u>3,510,700</u>	<u>5,536,910</u>
<b>Excess (Gap)</b>	<b>3,440,892</b>	<b>3,590,002</b>	<b>(2,282,233)</b>	<b>(18,480)</b>

**Metropolitan Exposition-Recreation Commission  
MERC Budget Report  
Portland Center for Performing Arts  
March 3, 2010**

	2007-08 Actual	2008-09 Actual	2009-10 Adopted Budget	2010-11 Proposed Budget
	Jun-08	Jun-09	Jun-10	Jun-11
<b>Operating</b>				
Revenue	5,885,022	7,345,035	6,142,416	6,781,123
Revenue - Food and Beverage	<u>1,576,709</u>	<u>1,917,205</u>	<u>1,440,427</u>	<u>1,466,639</u>
<b>Total Operating Revenue</b>	<b>7,461,731</b>	<b>9,262,240</b>	<b>7,582,843</b>	<b>8,247,762</b>
Costs - Food and Beverage	1,413,858	1,642,709	1,263,786	1,269,609
Personal Services	4,857,935	5,352,700	5,491,404	5,606,405
Goods & Services	<u>1,914,971</u>	<u>2,032,996</u>	<u>2,735,243</u>	<u>2,295,518</u>
<b>Total Operating Expenses</b>	<b>8,186,764</b>	<b>9,028,405</b>	<b>9,490,433</b>	<b>9,171,532</b>
<b>Net Operating Results</b>	<b>(725,033)</b>	<b>233,834</b>	<b>(1,907,590)</b>	<b>(923,770)</b>
<b>Non Operating</b>				
Transient, Lodging Tax	1,996,400	1,858,351	1,954,663	1,858,351
Government Support City of Portland	711,375	742,784	977,851	756,907
Non-Operating Revenue	448,224	485,767	674,048	443,926
Transfers In	<u>-</u>	<u>4,297</u>	<u>-</u>	<u>-</u>
<b>Total Non Operating Revenue</b>	<b>3,155,999</b>	<b>3,091,199</b>	<b>3,606,562</b>	<b>3,059,184</b>
Non-Operating Expense	2,500	2,500	2,500	2,500
MERC Administration	877,025	1,047,699	1,096,947	1,010,539
Metro Support Services	701,862	781,337	872,750	838,267
Capital Outlay	162,662	234,101	468,925	678,000
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non Operating Expenses</b>	<b>1,744,049</b>	<b>2,065,637</b>	<b>2,441,122</b>	<b>2,529,306</b>
<b>Net Non Operating Results</b>	<b>1,411,950</b>	<b>1,025,562</b>	<b>1,165,440</b>	<b>529,878</b>
<b>Net Increase (Decrease)</b>	<b>686,917</b>	<b>1,259,396</b>	<b>(742,150)</b>	<b>(393,892)</b>
<b>Food and Beverage Gross Margin</b>	<b>162,851</b>	<b>274,496</b>	<b>176,641</b>	<b>197,030</b>
<b>Food and Beverage Gross Margin</b>	<b>10.3%</b>	<b>14.3%</b>	<b>12.3%</b>	<b>13.4%</b>
<b>Full Time Employees</b>	<b>43.3</b>	<b>46.4</b>	<b>46.4</b>	<b>46.4</b>
<b>Transient Taxes as percent of revenue</b>	<b>19%</b>	<b>15%</b>	<b>17%</b>	<b>16%</b>
<b>Weeks of Broadway</b>	<b>9.0</b>	<b>14.5</b>	<b>9.0</b>	<b>13.0</b>
<b>Fund Balance</b>				
Beginning Fund Balance	7,099,083	7,785,999	9,045,395	8,303,245
Fund Balance Inc (Dec)	<u>686,917</u>	<u>1,259,396</u>	<u>(742,150)</u>	<u>(393,892)</u>
<b>Ending Fund Balance</b>	<b>7,785,999</b>	<b>9,045,395</b>	<b>8,303,245</b>	<b>7,909,353</b>
Unrestricted Fund Balance	7,034,003	8,639,143	6,561,895	5,621,479
Contingencies				
Contingency	-	-	(72,411)	471,840
Renewal & Replacement	-	-	700,000	200,000
Designated for Renewal & Replacement	-	-	300,000	1,000,000
Designated for PERS Reserve - Current	-	-	104,381	105,401
Designated for PERS Reserve - Prior	751,996	406,252	709,380	510,633
Designated for PERS Reserve - Prior	-	-	-	-
Restricted by Contract - Aramark	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Ending Fund Balance</b>	<b>7,785,999</b>	<b>9,045,395</b>	<b>8,303,245</b>	<b>7,909,353</b>
<b>Strategic Goal</b>	<b>4,093,382</b>	<b>4,514,203</b>	<b>4,745,217</b>	<b>4,585,766</b>
Available for Strategy Goal	<u>7,034,003</u>	<u>8,639,143</u>	<u>7,189,484</u>	<u>6,293,319</u>
<b>Excess (Gap)</b>	<b>2,940,621</b>	<b>4,124,941</b>	<b>2,444,268</b>	<b>1,707,553</b>

Metropolitan Exposition-Recreation Commission  
**MERC Budget Report**  
**MERC Administration**  
**March 3, 2010**

	2007-08 Actual	2008-09 Actual	2009-10 Adopted Budget	2010-11 Proposed Budget
	Jun-08	Jun-09	Jun-10	Jun-11
<b>Operating</b>				
Revenue	40,466	35,359	38,500	33,500
<b>Total Operating Revenue</b>	<b>40,466</b>	<b>35,359</b>	<b>38,500</b>	<b>33,500</b>
Personal Services	1,720,397	2,357,686	2,313,380	2,285,957
Goods & Services	442,969	426,801	652,195	556,435
<b>Total Operating Expenses</b>	<b>2,163,366</b>	<b>2,784,487</b>	<b>2,965,575</b>	<b>2,842,392</b>
<b>Net Operating Results</b>	<b>(2,122,900)</b>	<b>(2,749,128)</b>	<b>(2,927,075)</b>	<b>(2,808,892)</b>
<b>Non Operating</b>				
Transient, Lodging Tax	-	-	-	-
Government Support City of Portland	-	-	-	-
Non-Operating Revenue	39,911	44,089	30,000	23,639
Transfers In	-	-	-	-
<b>Total Non Operating Revenue</b>	<b>39,911</b>	<b>44,089</b>	<b>30,000</b>	<b>23,639</b>
Non-Operating Expense	-	-	-	-
MERC Administration	(2,505,784)	(2,910,274)	(3,047,075)	(2,887,253)
Metro Support Services	-	-	-	-
Capital Outlay	196,388	157,601	150,000	102,000
Transfers Out	-	-	-	-
<b>Total Non Operating Expenses</b>	<b>(2,309,396)</b>	<b>(2,752,673)</b>	<b>(2,897,075)</b>	<b>(2,785,253)</b>
<b>Net Non Operating Results</b>	<b>2,349,307</b>	<b>2,796,762</b>	<b>2,927,075</b>	<b>2,808,892</b>
<b>Net Increase (Decrease)</b>	<b>226,407</b>	<b>47,634</b>	<b>-</b>	<b>-</b>
<b>Full Time Employees</b>	<b>18.0</b>	<b>21.0</b>	<b>22.0</b>	<b>22.0</b>
Excise Tax	(1,542)	(1,181)	-	-
<b>Fund Balance</b>				
Beginning Fund Balance	684,347	910,754	958,387	958,387
Fund Balance Inc (Dec)	226,407	47,634	-	-
<b>Ending Fund Balance</b>	<b>910,754</b>	<b>958,387</b>	<b>958,387</b>	<b>958,387</b>
Unrestricted Fund Balance	734,571	870,271	624,921	646,443
Contingencies	-	-	-	-
Contingency	-	-	133,330	125,000
PERS - Prior	-	-	148,761	-
Designated for PERS Reserve - Current	-	-	51,375	49,453
Designated for PERS Reserve - Prior	176,183	88,116	-	137,491
Designated for PERS Reserve - Prior	-	-	-	-
<b>Ending Fund Balance</b>	<b>910,754</b>	<b>958,387</b>	<b>958,387</b>	<b>958,387</b>
<b>Strategic Goal</b>	<b>1,081,683</b>	<b>1,392,244</b>	<b>1,482,788</b>	<b>1,421,196</b>
Available for Strategy Goal	734,571	870,271	907,012	771,443
<b>Excess (Gap)</b>	<b>(347,112)</b>	<b>(521,972)</b>	<b>(575,775)</b>	<b>(649,753)</b>



# MERC Fund Summary

	Audited FY 2007-08	Audited FY 2008-09	Adopted FY 2009-10	Amended FY 2009-10	Requested FY 2010-11	COO Rec FY 2010-11
<b>Resources</b>						
<i>Beginning Fund Balance</i>	\$22,350,467	\$26,070,021	\$26,074,761	\$26,074,761	\$24,297,515	\$24,297,515
<b>Current Revenues</b>						
Grants	0	8,075	0	216,925	0	0
Local Government Shared Revenue	11,156,012	10,702,509	10,974,589	10,974,589	10,602,508	10,602,508
Contributions from other Governmen	711,376	734,709	760,926	760,926	756,907	756,907
Enterprise Revenue	30,281,559	29,718,490	29,517,557	29,749,557	30,050,758	30,050,758
Interest Earnings	945,178	556,704	586,518	586,518	235,523	235,523
Donations	110,866	450,742	1,922,500	1,690,500	496,500	496,500
Other Misc. Revenue	170,318	163,682	122,226	147,226	123,197	123,197
Interfund Transfers:						
Fund Equity Transfers	669,720	758,083	692,490	692,490	475,000	475,000
<b>Subtotal Current Revenues</b>	<b>44,045,029</b>	<b>43,092,994</b>	<b>44,576,806</b>	<b>44,818,731</b>	<b>42,740,393</b>	<b>42,740,393</b>
<b>Total Resources</b>	<b>\$66,395,496</b>	<b>\$69,163,015</b>	<b>\$70,651,567</b>	<b>\$70,893,492</b>	<b>\$67,037,908</b>	<b>\$67,037,908</b>
<b>Requirements</b>						
<b>Current Expenditures</b>						
Personal Services	\$15,808,463	\$17,507,657	\$18,534,604	\$18,534,604	\$18,402,848	\$18,287,048
Materials and Services	20,213,636	20,230,591	20,776,654	21,343,218	\$20,256,162	20,256,162
Capital Outlay	1,028,477	1,236,534	3,424,490	3,406,415	\$3,983,460	3,983,460
Debt Service	18,349	17,548	17,258	152,258	\$0	0
Interfund Transfers:						
Interfund Reimbursements	2,066,618	2,359,218	2,516,225	2,516,225	\$2,642,036	2,492,498
Internal Service Transfers	0	0	0	0	\$0	0
Fund Equity Transfers	1,189,932	1,192,232	1,188,632	1,188,632	\$1,189,132	1,189,132
Contingency	0	0	8,805,905	8,122,416	\$2,522,773	2,522,773
<b>Subtotal Current Expenditures</b>	<b>40,325,475</b>	<b>42,543,780</b>	<b>55,263,768</b>	<b>55,263,768</b>	<b>48,996,411</b>	<b>48,731,073</b>
<i>Ending Fund Balance</i>	<i>26,070,021</i>	<i>26,619,235</i>	<i>15,387,799</i>	<i>15,629,724</i>	<i>18,041,497</i>	<i>18,306,835</i>
<b>Total Requirements</b>	<b>\$66,395,496</b>	<b>\$69,163,015</b>	<b>\$70,651,567</b>	<b>\$70,893,492</b>	<b>\$67,037,908</b>	<b>\$67,037,908</b>
<b>Full-Time Equivalents (FTE)</b>	186.00	191.00	194.00	194.00	192.00	192.00

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>MERC Fund</b>													
<u>Resources</u>													
<i>BEGBAL Beginning Fund Balance</i>													
22,350,467	26,070,021	25,702,261	25,702,261					24,297,515				24,297,515	
0	0	325,000	325,000					0				0	
0	0	47,500	47,500					0				0	
<i>GRANTS Grants</i>													
0	8,075	0	216,925			4125	Local Grants - Indirect	0				0	
<i>LGSHRE Local Gov't Share Revenues</i>													
11,112,056	10,658,553	10,930,634	10,930,634			4130	Hotel/Motel Tax	10,558,553				10,558,553	
43,956	43,956	43,955	43,955			4142	Intergovernment Misc. Revenue	43,955				43,955	
<i>GVCNTB Contributions from Governments</i>													
711,376	734,709	760,926	760,926			4145	Government Contributions	756,907				756,907	
<i>CHGSVC Charges for Service</i>													
1,648,735	2,130,705	1,439,332	1,619,332			4500	Admission Fees	1,700,500				1,700,500	
7,427,948	7,428,389	7,201,549	7,253,549			4510	Rentals	7,454,086				7,454,086	
12,662,562	11,562,004	12,123,799	12,123,799			4550	Food Service Revenue	11,813,716				11,813,716	
11,780	19,802	22,000	22,000			4560	Retail Sales	5,000				5,000	
0	0	0	0			4570	Merchandising	13,000				13,000	
26,093	23,562	25,500	15,000			4575	Advertising	15,000				15,000	
1,433,811	1,368,285	1,516,818	1,527,318			4580	Utility Services	1,598,360				1,598,360	
642,259	1,266,015	682,300	682,300			4590	Commissions	1,135,000				1,135,000	
2,728,692	2,538,446	2,603,350	2,603,350			4620	Parking Fees	2,838,899				2,838,899	
2,883,841	2,569,700	3,152,282	3,152,282			4645	Reimbursed Services	2,688,825				2,688,825	
495,392	472,469	460,747	460,747			4647	Reimbursed Services - Contract	486,142				486,142	
320,446	339,113	289,880	289,880			4650	Miscellaneous Charges for Svc	302,230				302,230	
<i>INTRST Interest Earnings</i>													
945,178	556,704	586,518	586,518			4700	Interest on Investments	235,523				235,523	
<i>DONAT Contributions from Private Sources</i>													
92,366	257,665	307,000	307,000			4750	Donations and Bequests	353,000				353,000	
0	0	1,250,000	1,250,000			4755	Capital Donations and Bequests	0				0	
18,500	193,077	365,500	133,500			4760	Sponsorship Revenue	143,500				143,500	
<i>MISCRV Miscellaneous Revenue</i>													
0	0	0	0			4170	Fine & Forfeitures	2,000				2,000	
63,147	101,785	81,126	81,126			4805	Financing Transaction	82,372				82,372	
67,660	45,633	36,100	61,100			4890	Miscellaneous Revenue	34,825				34,825	
35,274	11,521	5,000	5,000			4891	Refunds and Reimbursements	4,000				4,000	
<i>INFREQ Special Items-Infrequent Items</i>													
4,237	4,743	0	0			4810	Sale of Fixed Assets	0				0	
<i>EQTREV Fund Equity Transfers</i>													

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>MERC Fund</b>													
669,720	758,083		692,490		692,490	4970	Transfer of Resources * from General Fund		475,000		0		475,000
						INTRA	Intra-Fund Clearing Transfer						
0	0		0		0	4990	Intra-Fund Clearing Transfer * to MERC Administration		0		0		0
<b>\$66,395,496</b>	<b>\$69,163,015</b>		<b>\$70,651,567</b>		<b>\$70,893,492</b>	<b>TOTAL RESOURCES</b>			<b>\$67,037,908</b>		<b>\$0</b>		<b>\$67,037,908</b>

## Personal Services

### SALWGE Salaries & Wages

FY 2007-08	FY 2008-09	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
4,652,108	5,448,465					5010	Reg Employees-Full Time-Exempt						
0	0	3.00	163,488	3.00	163,488		Account Executive	3.00	163,487	-	0	3.00	163,487
0	0	1.00	53,206	1.00	53,206		Accountant	1.00	43,493	-	0	1.00	43,493
0	0	2.00	106,369	2.00	106,369		Accountant Senior	2.00	109,117	-	0	2.00	109,117
0	0	1.00	78,229	1.00	78,229		Controller	1.00	78,229	-	0	1.00	78,229
0	0	1.00	49,109	1.00	49,109		Admissions Staffing Manager	1.00	49,109	-	0	1.00	49,109
0	0	1.00	47,174	1.00	47,174		Assistant Ticket Services Manager	1.00	47,174	-	0	1.00	47,174
0	0	1.00	73,445	1.00	73,445		Asst. Event Svcs Mgr. or Senior House Mg	1.00	73,445	-	0	1.00	73,445
0	0	2.00	197,767	2.00	197,767		Asst. Executive Director	2.00	197,767	-	0	2.00	197,767
0	0	2.00	120,973	2.00	120,973		Asst. Operations Mgr. (Asst. Tech Svcs. Mgr)	2.00	120,993	-	0	2.00	120,993
0	0	1.00	58,032	1.00	58,032		Audio Visual Supervisor	1.00	58,032	-	0	1.00	58,032
0	0	1.00	46,800	1.00	46,800		Audio/Visual Technician Lead	1.00	46,800	-	0	1.00	46,800
0	0	1.00	49,109	1.00	49,109		Audio/Visual Sales	1.00	49,109	-	0	1.00	49,109
0	0	1.00	74,161	1.00	74,161		Budget Manager	1.00	74,152	-	0	1.00	74,152
0	0	-	0	-	0		Chief Engineer	1.00	69,098	-	0	1.00	69,098
0	0	1.00	63,170	1.00	63,170		Computer Systems Administrator	1.00	63,170	-	0	1.00	63,170
0	0	2.00	115,190	2.00	115,190		Business Systems Analyst	2.00	115,190	-	0	2.00	115,190
0	0	1.00	54,704	1.00	54,704		Construction Project Manager	1.00	56,888	-	0	1.00	56,888
0	0	1.00	85,363	1.00	85,363		Construction Division Manager	1.00	85,363	-	0	1.00	85,363
0	0	1.00	133,702	1.00	133,702		MERC Chief Operating Officer	1.00	133,702	-	0	1.00	133,702
0	0	1.00	110,000	1.00	110,000		Director of Business/Community Developm	1.00	110,000	-	0	1.00	110,000
0	0	1.00	94,994	1.00	94,994		Director of Communication/Strategic Devel	1.00	94,994	-	0	1.00	94,994
0	0	1.00	91,936	1.00	91,936		Director of Event Services	1.00	91,936	-	0	1.00	91,936
0	0	1.00	92,394	1.00	92,394		Director of Sales & Marketing	1.00	92,394	-	0	1.00	92,394
0	0	4.00	245,772	4.00	245,772		Event Manager	4.00	245,772	-	0	4.00	245,772
0	0	1.00	78,499	1.00	78,499		Event Services Manager	1.00	78,499	-	0	1.00	78,499
0	0	1.00	114,317	1.00	114,317		Director - Expo Center	1.00	114,317	-	0	1.00	114,317
0	0	1.00	184,371	1.00	184,371		MERC Chief Executive Officer	1.00	175,000	-	0	1.00	175,000
0	0	1.00	59,114	1.00	59,114		Graphic Designer II	1.00	59,114	-	0	1.00	59,114

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10		FY 2009-10		ACCT	DESCRIPTION	FY 2010-11		Revision		FY 2010-11	
		<u>Adopted</u>		<u>Amended</u>				<u>Request</u>		<u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>MERC Fund</b>													
0	0	1.00	72,010	1.00	72,010		Human Resources Manager	1.00	74,880	-	0	1.00	74,880
0	0	1.00	83,200	1.00	83,200		Information Technology Manager	1.00	83,200	-	0	1.00	83,200
0	0	2.00	125,444	2.00	125,444		Maintenance Supervisor	1.00	61,734	-	0	1.00	61,734
0	0	1.00	70,554	1.00	70,554		Marketing & Web Services Manager	1.00	70,554	-	0	1.00	70,554
0	0	1.00	160,638	1.00	160,638		Executive Director - OCC	1.00	160,638	-	0	1.00	160,638
0	0	4.00	307,528	4.00	307,528		Operations Manager	4.00	307,590	-	0	4.00	307,590
0	0	1.00	95,035	1.00	95,035		Director of Operations	1.00	95,035	-	0	1.00	95,035
0	0	1.00	128,336	1.00	128,336		Executive Director - PCPA	1.00	128,336	-	0	1.00	128,336
0	0	1.00	54,995	1.00	54,995		Public Relations Manager	-	0	-	0	-	0
0	0	1.00	56,174	1.00	56,174		Procurement Analyst	1.00	56,181	-	0	1.00	56,181
0	0	1.00	76,440	1.00	76,440		Sales & Events Manager	1.00	76,440	-	0	1.00	76,440
0	0	1.00	71,656	1.00	71,656		Sales & Booking Manager	1.00	71,656	-	0	1.00	71,656
0	0	6.00	349,730	6.00	349,730		Sales Manager	5.00	293,300	-	0	5.00	293,300
0	0	1.00	71,023	1.00	71,023		Security Manager	1.00	71,023	-	0	1.00	71,023
0	0	1.00	69,909	1.00	69,909		Senior Event Manager	1.00	69,909	-	0	1.00	69,909
0	0	8.00	433,305	8.00	433,305		Set-up & Operations Supervisor	8.00	417,165	-	0	8.00	417,165
0	0	1.00	65,458	1.00	65,458		Senior Set-up Supervisor	1.00	65,458	-	0	1.00	65,458
0	0	1.00	57,699	1.00	57,699		Stage Supervisor	1.00	57,699	-	0	1.00	57,699
0	0	1.00	56,493	1.00	56,493		Sustainability Coordinator	1.00	56,493	-	0	1.00	56,493
0	0	1.00	69,098	1.00	69,098		Facility & Technical Services Supervisor	1.00	69,098	-	0	1.00	69,098
0	0	2.00	143,147	2.00	143,147		Ticketing/Parking Service Manager	2.00	143,147	-	0	2.00	143,147
0	0	1.00	63,523	1.00	63,523		Ticket Services Manager	1.00	63,523	-	0	1.00	63,523
0	0	1.00	50,378	1.00	50,378		Volunteer Services Coordinator	1.00	50,378	-	0	1.00	50,378
3,781,284	4,081,306	-	-	-	-	5015	Reg Empl-Full Time-Non-Exempt	-	-	-	0	-	-
0	0	2.00	77,277	2.00	77,277		Accounting Technician	2.00	71,452	-	0	2.00	71,452
0	0	12.00	473,757	12.00	473,757		Administrative Assistant	12.00	472,587	-	0	12.00	472,587
0	0	4.00	193,662	4.00	193,662		Executive Assistant	4.00	185,894	-	0	4.00	185,894
0	0	3.00	128,307	3.00	128,307		Audio Visual Technician	3.00	128,307	-	0	3.00	128,307
0	0	5.00	332,243	5.00	332,243		Electrician	5.00	335,529	-	0	5.00	335,529
0	0	8.00	285,076	8.00	285,076		Facility Security Agent	9.00	315,070	-	0	9.00	315,070
0	0	1.00	37,015	1.00	37,015		Lead Facility Security Agent	-	0	-	0	-	0
0	0	2.00	144,557	2.00	144,557		Lead Electrician	2.00	145,865	-	0	2.00	145,865
0	0	1.00	62,170	1.00	62,170		Lead Operating Engineer	1.00	65,660	-	0	1.00	65,660
0	0	7.00	428,963	7.00	428,963		Operating Engineer	7.00	430,533	-	0	7.00	430,533
0	0	2.00	78,050	2.00	78,050		Painter	2.00	78,050	-	0	2.00	78,050
0	0	1.00	28,710	1.00	28,710		Secretary II	1.00	29,232	-	0	1.00	29,232
0	0	1.00	48,316	1.00	48,316		Services Sales Coordinator	1.00	48,316	-	0	1.00	48,316
0	0	1.00	37,730	1.00	37,730		Lead Stagedoor Watchperson	1.00	37,730	-	0	1.00	37,730
0	0	1.00	48,462	1.00	48,462		Telecom & Information Systems Tech	1.00	48,462	-	0	1.00	48,462

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>MERC Fund</b>													
0	0	1.00	31,529	1.00	31,529		Box Office Coordinator	1.00	31,529	-	0	1.00	31,529
0	0	3.00	116,084	3.00	116,084		Utility Lead	3.00	111,946	-	0	3.00	111,946
0	0	3.00	132,310	3.00	132,310		Utility Maintenance	4.00	178,728	-	0	4.00	178,728
0	0	1.00	47,231	1.00	47,231		Utility Maint. Lead	-	0	-	0	-	0
0	0	3.00	136,609	3.00	136,609		Utility Maintenance Specialist	3.00	138,392	-	0	3.00	138,392
0	0	1.00	40,456	1.00	40,456		Utility Maintenance Technician	1.00	41,765	-	0	1.00	41,765
0	0	40.00	1,436,920	40.00	1,436,920		Utility Worker II	40.00	1,410,450	-	0	40.00	1,410,450
167,410	209,469		293,899		293,899	5025	Regular Employees Part Time Non-Exempt		211,554		0		211,554
106,981	110,790		39,918		39,918	5030	Temporary Employees		61,676		0		61,676
845,587	915,524		1,133,019		1,133,019	5043	Part-Time, Non-Reimbursed Labor		1,211,044		0		1,211,044
310,317	299,592	15.00	597,889	15.00	597,889	5045	Part-Time, Reimbursed Labor-Stagehands	15.00	737,922	-	0	15.00	737,922
1,357,259	1,483,054		1,015,297		1,015,297	5045	Part-Time, Reimbursed Labor-Other		934,846		0		934,846
332,364	335,706		406,993		406,993	5080	Overtime		394,172		0		394,172
						5089	Salary Adjustment				0		
0	0		429,068		429,068		Merit Adjustment Pool (non-represented)		226,984		0		226,984
							<i>FRINGE Fringe Benefits</i>						
						5100	Fringe Benefits						
3,902,635	4,254,004		4,499,080		4,499,080		Base Fringe (variable & fixed)		4,714,911		(115,800)		4,599,111
352,518	369,747		400,846		400,846	5190	PERS Bond Recovery		364,461		0		364,461
<b>\$15,808,463</b>	<b>\$17,507,657</b>	<b>194.00</b>	<b>\$18,534,604</b>	<b>194.00</b>	<b>\$18,534,604</b>		<b>Total Personal Services</b>	<b>192.00</b>	<b>\$18,402,848</b>	<b>0.00</b>	<b>(\$115,800)</b>	<b>192.00</b>	<b>\$18,287,048</b>
							<b><u>Materials &amp; Services</u></b>						
							<i>GOODS Goods</i>						
179,760	217,996		223,555		270,474	5201	Office Supplies		236,902		0		236,902
331,197	250,434		297,086		297,086	5205	Operating Supplies		265,947		0		265,947
77,155	85,160		90,896		69,290	5210	Subscriptions and Dues		63,005		0		63,005
16,063	14,834		17,970		17,970	5214	Fuels and Lubricants		16,820		0		16,820
402,560	464,053		584,175		572,102	5215	Maintenance & Repairs Supplies		544,340		0		544,340
8,023	8,701		9,000		9,000	5225	Retail		10,000		0		10,000
							<i>SVCS Services</i>						
1,369,441	915,099		1,273,843		1,281,645	5240	Contracted Professional Svcs		704,120		5,500		709,620
2,225,594	2,619,360		2,619,362		2,644,362	5245	Marketing Expense		2,619,362		0		2,619,362
0	87,545		0		74,250	5246	Sponsorship Expenditures		59,050		(5,500)		53,550
396,403	417,728		412,681		412,681	5247	Visitor Development Marketing		417,728		0		417,728
2,329,093	2,375,054		2,584,520		2,584,520	5251	Utility Services		2,519,600		0		2,519,600
0	18,538		33,260		33,260	5255	Cleaning Services		33,800		0		33,800
624,716	774,700		836,943		989,891	5260	Maintenance & Repair Services		1,156,339		0		1,156,339
557,826	629,147		591,388		588,573	5265	Rentals		527,940		0		527,940
36,628	23,232		28,060		28,060	5270	Insurance		28,560		0		28,560
442,229	327,811		420,448		424,448	5280	Other Purchased Services		401,126		0		401,126

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>MERC Fund</b>													
439,790	435,602		390,913		393,413	5281	Other Purchased Services - Reimb		390,773		0		390,773
10,005,707	9,772,634		9,431,528		9,429,028	5291	Food and Beverage Services		9,322,641		0		9,322,641
273,393	282,135		292,357		288,357	5292	Parking Services		305,580		0		305,580
							<i>IGEXP Intergov't Expenditures</i>						
215,410	231,989		235,379		230,379	5300	Payments to Other Agencies		275,258		0		275,258
10,686	13,244		11,500		11,500	5310	Taxes (Non-Payroll)		16,500		0		16,500
0	0		0		311,564	5320	Government Assessments		0		0		0
							<i>OTHEXP Other Expenditures</i>						
166,239	150,206		164,625		218,146	5450	Travel		193,171		0		193,171
92,747	88,095		221,665		157,719	5455	Staff Development		130,600		0		130,600
9,123	27,294		5,500		5,500	5490	Miscellaneous Expenditures		17,000		0		17,000
							<i>GAAP GAAP Account</i>						
3,853	0		0		0	5520	Bad Debt Expense		0		0		0
<b>\$20,213,636</b>	<b>\$20,230,591</b>		<b>\$20,776,654</b>		<b>\$21,343,218</b>		<b>Total Materials &amp; Services</b>		<b>\$20,256,162</b>		<b>\$0</b>		<b>\$20,256,162</b>
							<i>Capital Outlay</i>						
							<i>CAPCIP Capital Outlay (CIP Projects)</i>						
13,695	50,805		75,000		75,000	5710	Improve-Oth thn Bldg		690,000		0		690,000
740,922	653,634		3,123,490		3,105,415	5720	Buildings & Related		2,765,460		0		2,765,460
80,578	385,198		56,000		56,000	5740	Equipment & Vehicles		426,000		0		426,000
193,282	146,897		170,000		170,000	5750	Office Furniture & Equip		102,000		0		102,000
<b>\$1,028,477</b>	<b>\$1,236,534</b>		<b>\$3,424,490</b>		<b>\$3,406,415</b>		<b>Total Capital Outlay</b>		<b>\$3,983,460</b>		<b>\$0</b>		<b>\$3,983,460</b>
							<i>Debt Service</i>						
							<i>LOAN Loan Payments</i>						
10,280	10,279		10,280		145,280	5610	Loan Payments-Principal		0		0		0
8,069	7,269		6,978		6,978	5615	Loan Payments-Interest		0		0		0
<b>\$18,349</b>	<b>\$17,548</b>		<b>\$17,258</b>		<b>\$152,258</b>		<b>Total Debt Service</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
							<i>Interfund Transfers</i>						
							<i>INDTEX Interfund Reimbursements</i>						
							5800 Transfer for Indirect Costs						
1,431,805	1,798,662		1,921,718		1,921,718		* to General Fund-Support Services		2,129,037		(258,829)		1,870,208
89,507	0		105,936		105,936		* to General Fund		0		122,978		122,978
376,166	386,356		360,362		360,362		* to Risk Management Fund - Liability		378,380		8,049		386,429
169,140	174,200		128,209		128,209		* to Risk Management Fund - Workers Comp.		134,619		(21,736)		112,883
							<i>EQTCHG Fund Equity Transfers</i>						
							5810 Transfer of Resources						
1,189,932	1,192,232		1,188,632		1,188,632		* to General Revenue Bond Fund		1,189,132		0		1,189,132
<b>\$3,256,550</b>	<b>\$3,551,450</b>		<b>\$3,704,857</b>		<b>\$3,704,857</b>		<b>Total Interfund Transfers</b>		<b>\$3,831,168</b>	<b>0.00</b>	<b>(\$149,538)</b>		<b>\$3,681,630</b>

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount		
<b>MERC Fund</b>													
<u>Contingency and Ending Balance</u>													
<i>CONT Contingency</i>													
5999 Contingency													
0	0	2,009,197	1,325,708				* General Contingency	1,913,463	0		1,913,463		
0	0	970,000	970,000				* Renewal and Replacement	470,000	0		470,000		
0	0	1,486,398	1,486,398				* Prior Year PERS Reserve	0	0		0		
0	0	3,700,000	3,700,000				* Reimbursable HQH Contingency	0	0		0		
0	0	640,310	640,310				* Contingency for Capital (TL TAX)	139,310	0		139,310		
<i>UNAPP Unappropriated Fund Balance</i>													
5990 Unappropriated Fund Balance													
0	0	1,339,841	1,339,841				* Restricted Fund Balance (User Fees)	1,237,232	0		1,237,232		
26,070,021	26,619,235	12,148,391	12,390,316				* Ending Balance	12,655,013	631,969		13,286,982		
0	0	815,000	815,000				* Renewal & Replacement	1,785,000	0		1,785,000		
0	0	375,187	375,187				* Current Year PERS Reserve	732,707	(366,631)		366,076		
0	0	709,380	709,380				* Prior Year PERS Reserve	1,631,545	0		1,631,545		
<b>\$26,070,021</b>	<b>\$26,619,235</b>	<b>\$24,193,704</b>	<b>\$23,752,140</b>				<b>Total Contingency and Ending Balance</b>	<b>\$20,564,270</b>	<b>\$265,338</b>		<b>\$20,829,608</b>		
<b>\$66,395,496</b>	<b>\$69,163,015</b>	<b>194.00</b>	<b>\$70,651,567</b>	<b>194.00</b>	<b>\$70,893,492</b>		<b>TOTAL REQUIREMENTS</b>	<b>192.00</b>	<b>\$67,037,908</b>	<b>0.00</b>	<b>\$0</b>	<b>192.00</b>	<b>\$67,037,908</b>

# Metro Exposition Recreation Commission Fund

FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
		FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Expo Center</b>													
<u>Resources</u>													
<i>BEGBAL Beginning Fund Balance</i>													
5,581,446	6,069,250	5,949,353	5,949,353					5,389,115		0		5,389,115	
0	0	0	0					0		0		0	
0	0	0	0					0		0		0	
<i>GRANTS Grants</i>													
0	0	0	0			4125	Local Grants - Indirect	0		0		0	
0	0	0	0			LGSHRE	Local Gov't Share Revenues	0		0		0	
0	0	0	0			4130	Hotel/Motel Tax	0		0		0	
43,956	43,956	43,955	43,955			4142	Intergovernment Misc. Revenue	43,955		0		43,955	
<i>GVCNTB Contributions from Governments</i>													
0	0	0	0			4145	Government Contributions	0		0		0	
<i>CHGSVC Charges for Service</i>													
195,113	160,168	195,000	195,000			4500	Admission Fees	152,000		0		152,000	
1,636,081	1,578,512	1,458,948	1,458,948			4510	Rentals	1,475,500		0		1,475,500	
2,093,352	1,847,803	2,133,289	2,133,289			4550	Food Service Revenue	1,934,927		0		1,934,927	
0	0	0	0			4560	Retail Sales	0		0		0	
0	0	0	0			4570	Merchandising	0		0		0	
0	0	0	0			4575	Advertising	0		0		0	
218,160	204,087	210,000	210,000			4580	Utility Services	203,500		0		203,500	
21,900	42,255	50,000	50,000			4590	Commissions	45,000		0		45,000	
1,461,526	1,389,809	1,411,350	1,411,350			4620	Parking Fees	1,519,509		0		1,519,509	
213,798	195,997	218,766	218,766			4645	Reimbursed Services	209,556		0		209,556	
107,329	86,285	87,461	87,461			4647	Reimbursed Services - Contract	89,853		0		89,853	
73,078	18,604	20,000	20,000			4650	Miscellaneous Charges for Svc	20,000		0		20,000	
<i>INTRST Interest Earnings</i>													
209,377	109,354	148,734	148,734			4700	Interest on Investments	53,932		0		53,932	
<i>DONAT Contributions from Private Sources</i>													
0	0	0	0			4750	Donations and Bequests	0		0		0	
0	0	187,500	187,500			4755	Capital Donations and Bequests	0		0		0	
0	0	0	0			4760	Sponsorship Revenue	0		0		0	
<i>MISCRV Miscellaneous Revenue</i>													
0	0	0	0			4170	Fine & Forfeitures	0		0		0	
9,196	10,218	9,826	9,826			4805	Financing Transaction	8,072		0		8,072	
(294)	(452)	0	0			4890	Miscellaneous Revenue	0		0		0	
7,074	1,305	0	0			4891	Refunds and Reimbursements	0		0		0	
<i>INFREQ Special Items-Infrequent Items</i>													
2,837	0	0	0			4810	Sale of Fixed Assets	0		0		0	
<i>EQTREV Fund Equity Transfers</i>													



# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>				FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Expo Center</b>													
0	1,194		0		0	4970	Transfer of Resources * from General Fund		0		0		0
						INTRA	Intra-Fund Clearing Transfer						
(250,578)	(291,027)		(304,707)		(304,707)	4990	Intra-Fund Clearing Transfer * to MERC Administration		(261,040)		1,188		(259,852)
<b>\$11,623,351</b>	<b>\$11,467,318</b>		<b>\$11,819,475</b>		<b>\$11,819,475</b>	<b>TOTAL RESOURCES</b>			<b>\$10,883,879</b>		<b>\$1,188</b>		<b>\$10,885,067</b>

## Personal Services

### SALWGE Salaries & Wages

521,256	551,134					5010	Reg Employees-Full Time-Exempt						
0	0	-	0	-	0		Account Executive	-	0	-	0	-	0
0	0	-	0	-	0		Accountant	-	0	-	0	-	0
	0	-	0	-	0		Accountant Senior	-	0	-	0	-	0
0	0	-	0	-	0		Controller	-	0	-	0	-	0
0	0	0.20	9,822	0.20	9,822		Admissions Staffing Manager	0.20	9,822	-	0	0.20	9,822
0	0	-	0	-	0		Assistant Ticket Services Manager	-	0	-	0	-	0
0	0	-	0	-	0		Asst. Event Svcs Mgr. or Senior House Mg	-	0	-	0	-	0
0	0	-	0	-	0		Asst. Executive Director	-	0	-	0	-	0
0	0	1.00	48,152	1.00	48,152		Asst. Operations Mgr. (Asst. Tech Svcs. M	1.00	48,172	-	0	1.00	48,172
0	0	-	0	-	0		Audio Visual Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Audio/Visual Technician Lead	-	0	-	0	-	0
0	0	-	0	-	0		Audio/Visual Sales	-	0	-	0	-	0
0	0	-	0	-	0		Budget Manager	-	0	-	0	-	0
0	0	-	0	-	0		Chief Engineer	-	0	-	0	-	0
0	0	-	0	-	0		Computer Systems Administrator	-	0	-	0	-	0
0	0	-	0	-	0		Business Systems Analyst	-	0	-	0	-	0
0	0	-	0	-	0		Construction Project Manager	-	0	-	0	-	0
0	0	-	0	-	0		Construction Division Manager	-	0	-	0	-	0
0	0	-	0	-	0		MERC Chief Operating Officer	-	0	-	0	-	0
	0	-	0	-	0		Director of Business/Community Developm	-	0	-	0	-	0
0	0	-	0	-	0		Director of Communication/Strategic Devel	-	0	-	0	-	0
0	0	-	0	-	0		Director of Event Services	-	0	-	0	-	0
0	0	-	0	-	0		Director of Sales & Marketing	-	0	-	0	-	0
0	0	2.00	122,886	2.00	122,886		Event Manager	2.00	122,886	-	0	2.00	122,886
0	0	-	0	-	0		Event Services Manager	-	0	-	0	-	0
0	0	1.00	114,317	1.00	114,317		Director - Expo Center	1.00	114,317	-	0	1.00	114,317
0	0	-	0	-	0		MERC Chief Executive Officer	-	0	-	0	-	0
0	0	-	0	-	0		Graphic Designer II	-	0	-	0	-	0

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Expo Center</b>													
0	0	-	0	-	0		Human Resources Manager	-	0	-	0	-	0
0	0	-	0	-	0		Information Technology Manager	-	0	-	0	-	0
0	0	-	0	-	0		Maintenance Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Marketing & Web Services Manager	-	0	-	0	-	0
0	0	-	0	-	0		Executive Director - OCC	-	0	-	0	-	0
0	0	1.00	70,200	1.00	70,200		Operations Manager	1.00	70,200	-	0	1.00	70,200
0	0	-	0	-	0		Director of Operations	-	0	-	0	-	0
0	0	-	0	-	0		Executive Director - PCPA	-	0	-	0	-	0
0	0	-	0	-	0		Public Relations Manager	-	0	-	0	-	0
0	0	-	0	-	0		Procurement Analyst	-	0	-	0	-	0
0	0	1.00	76,440	1.00	76,440		Sales & Events Manager	1.00	76,440	-	0	1.00	76,440
0	0	-	0	-	0		Sales & Booking Manager	-	0	-	0	-	0
0	0	-	0	-	0		Sales Manager	-	0	-	0	-	0
0	0	0.05	3,544	0.05	3,544		Security Manager	0.05	3,544	-	0	0.05	3,544
0	0	-	0	-	0		Senior Event Manager	-	0	-	0	-	0
0	0	-	0	-	0		Set-up & Operations Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Senior Set-up Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Stage Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Sustainability Coordinator	-	0	-	0	-	0
0	0	-	0	-	0		Facility & Technical Services Supervisor	-	0	-	0	-	0
0	0	1.00	72,093	1.00	72,093		Ticketing/Parking Service Manager	1.00	72,093	-	0	1.00	72,093
0	0	-	0	-	0		Ticket Services Manager	-	0	-	0	-	0
0	0	-	0	-	0		Volunteer Services Coordinator	-	0	-	0	-	0
248,680	252,383					5015	Reg Empl-Full Time-Non-Exempt						
0	0	-	0	-	0		Accounting Technician	-	0	-	0	-	0
0	0	0.05	1,819	0.05	1,819		Administrative Assistant	0.05	1,819	-	0	0.05	1,819
0	0	1.00	47,920	1.00	47,920		Executive Assistant	1.00	40,152	-	0	1.00	40,152
0	0	-	0	-	0		Audio Visual Technician	-	0	-	0	-	0
0	0	-	0	-	0		Electrician	-	0	-	0	-	0
0	0	-	0	-	0		Facility Security Agent	-	0	-	0	-	0
0	0	-	0	-	0		Lead Facility Security Agent	-	0	-	0	-	0
0	0	-	0	-	0		Lead Electrician	-	0	-	0	-	0
0	0	-	0	-	0		Lead Operating Engineer	-	0	-	0	-	0
0	0	-	0	-	0		Operating Engineer	-	0	-	0	-	0
0	0	-	0	-	0		Painter	-	0	-	0	-	0
0	0	-	0	-	0		Secretary II	-	0	-	0	-	0
0	0	-	0	-	0		Services Sales Coordinator	-	0	-	0	-	0
0	0	-	0	-	0		Lead Stagedoor Watchperson	-	0	-	0	-	0
0	0	-	0	-	0		Telecom & Information Systems Tech	-	0	-	0	-	0

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>				FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Expo Center</b>													
0	0	-	0	-	0		Box Office Coordinator	-	0	-	0	-	0
0	0	2.00	73,414	2.00	73,414		Utility Lead	2.00	67,902	-	0	2.00	67,902
0	0	-	0	-	0		Utility Maintenance	-	0	-	0	-	0
0	0	-	0	-	0		Utility Maint. Lead	-	0	-	0	-	0
0	0	3.00	136,609	3.00	136,609		Utility Maintenance Specialist	3.00	138,392	-	0	3.00	138,392
0	0	-	0	-	0		Utility Maintenance Technician	-	0	-	0	-	0
0	0	-	0	-	0		Utility Worker II	-	0	-	0	-	0
36,049	74,328	-	85,114	-	85,114	5025	Regular Employees Part Time Non-Exempt	-	83,054	-	0	-	83,054
34,983	19,410	-	0	-	0	5030	Temporary Employees	-	0	-	0	-	0
86,239	95,470	-	121,924	-	121,924	5043	Part-Time, Non-Reimbursed Labor	-	112,487	-	0	-	112,487
127,088	122,280	-	0	-	0	5045	Part-Time, Reimbursed Labor-Stagehands	-	0	-	0	-	0
0	0	-	139,661	-	139,661	5045	Part-Time, Reimbursed Labor-Other	-	134,026	-	0	-	134,026
7,900	5,476	-	6,658	-	6,658	5080	Overtime	-	10,379	-	0	-	10,379
						5089	Salary Adjustment						
0	0		38,705		38,705		Merit Adjustment Pool (non-represented)		18,932		0		18,932
						<i>FRINGE</i>	<i>Fringe Benefits</i>						
						5100	Fringe Benefits						
342,666	332,870		343,319		343,319		Base Fringe (variable & fixed)		354,453		(7,980)		346,473
31,901	30,396		33,230		33,230	5190	PERS Bond Recovery		30,074		0		30,074
<b>\$1,436,762</b>	<b>\$1,483,747</b>	<b>13.30</b>	<b>\$1,545,827</b>	<b>13.30</b>	<b>\$1,545,827</b>		<b>Total Personal Services</b>	<b>13.30</b>	<b>\$1,509,144</b>	<b>0.00</b>	<b>(\$7,980)</b>	<b>13.30</b>	<b>\$1,501,164</b>

## Materials & Services

<i>GOODS Goods</i>													
21,327	17,282		23,500		23,500	5201	Office Supplies		22,550		0		22,550
8,703	9,148		13,300		13,300	5205	Operating Supplies		15,325		0		15,325
2,379	5,301		5,765		5,765	5210	Subscriptions and Dues		4,150		0		4,150
7,917	6,879		7,150		7,150	5214	Fuels and Lubricants		7,000		0		7,000
63,917	64,643		72,075		72,075	5215	Maintenance & Repairs Supplies		75,100		0		75,100
0	0		0		0	5225	Retail		0		0		0
<i>SVCS Services</i>													
33,805	123,993		98,350		98,350	5240	Contracted Professional Svcs		246,850		0		246,850
0	0		0		0	5245	Marketing Expense		0		0		0
0	0		0		0	5246	Sponsorship Expenditures		0		0		0
0	0		0		0	5247	Visitor Development Marketing		0		0		0
585,627	567,067		622,300		622,300	5251	Utility Services		617,700		0		617,700
0	0		0		0	5255	Cleaning Services		0		0		0
49,202	33,642		75,881		75,881	5260	Maintenance & Repair Services		62,957		0		62,957
42,908	16,142		32,388		32,388	5265	Rentals		30,280		0		30,280
6,937	3,533		3,500		3,500	5270	Insurance		3,000		0		3,000

# Metro Exposition Recreation Commission Fund

FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
		FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Expo Center</b>													
88,149	72,123		95,030		95,030	5280	Other Purchased Services		87,670		0		87,670
45,179	46,087		37,406		37,406	5281	Other Purchased Services - Reimb		36,315		0		36,315
1,552,665	1,475,215		1,570,435		1,570,435	5291	Food and Beverage Services		1,473,430		0		1,473,430
103,739	103,402		105,857		105,857	5292	Parking Services		115,640		0		115,640
							<i>IGEXP Intergov't Expenditures</i>						
69,412	62,541		65,614		65,614	5300	Payments to Other Agencies		85,198		0		85,198
10,686	10,829		11,500		11,500	5310	Taxes (Non-Payroll)		11,500		0		11,500
0	0		0		0	5320	Government Assessments		0		0		0
							<i>OTHEXP Other Expenditures</i>						
3,441	6,502		5,825		5,825	5450	Travel		5,500		0		5,500
4,283	2,190		4,980		4,980	5455	Staff Development		3,900		0		3,900
0	2		0		0	5490	Miscellaneous Expenditures		0		0		0
							<i>GAAP GAAP Account</i>						
(273)	0		0		0	5520	Bad Debt Expense		0		0		0
<b>\$2,700,003</b>	<b>\$2,626,521</b>		<b>\$2,850,856</b>		<b>\$2,850,856</b>		<b>Total Materials &amp; Services</b>		<b>\$2,904,065</b>		<b>\$0</b>		<b>\$2,904,065</b>
							<b><i>Capital Outlay</i></b>						
							<i>CAPCIP Capital Outlay (CIP Projects)</i>						
0	50,805		75,000		75,000	5710	Improve-Oth thn Bldg		30,000		0		30,000
4,931	122,877		292,500		292,500	5720	Buildings & Related		462,000		0		462,000
0	0		0		0	5740	Equipment & Vehicles		0		0		0
4,118	0		0		0	5750	Office Furniture & Equip		0		0		0
<b>\$9,049</b>	<b>\$173,682</b>		<b>\$367,500</b>		<b>\$367,500</b>		<b>Total Capital Outlay</b>		<b>\$492,000</b>		<b>\$0</b>		<b>\$492,000</b>
							<b><i>Debt Service</i></b>						
							<i>LOAN Loan Payments</i>						
0	0		0		0	5610	Loan Payments-Principal		0		0		0
0	0		0		0	5615	Loan Payments-Interest		0		0		0
<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>Total Debt Service</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
							<b><i>Interfund Transfers</i></b>						
							<i>INDTEX Interfund Reimbursements</i>						
							5800 Transfer for Indirect Costs						
143,180	169,466		192,172		192,172		* to General Fund-Support Services		212,904		(44,585)		168,319
8,951	0		10,594		10,594		* to General Fund		0		11,068		11,068
66,224	76,354		65,615		65,615		* to Risk Management Fund - Liability		68,896		1,627		70,523
0	0		5,128		5,128		* to Risk Management Fund - Workers Comp.		5,384		(869)		4,515
							<i>EQTCHG Fund Equity Transfers</i>						
							5810 Transfer of Resources						
1,189,932	1,192,232		1,188,632		1,188,632		* to General Revenue Bond Fund		1,189,132		0		1,189,132
<b>\$1,408,287</b>	<b>\$1,438,052</b>		<b>\$1,462,141</b>		<b>\$1,462,141</b>		<b>Total Interfund Transfers</b>		<b>\$1,476,316</b>		<b>0.00</b>		<b>(\$32,759)</b>
													<b>\$1,443,557</b>

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Expo Center</b>													
<b><u>Contingency and Ending Balance</u></b>													
CONT Contingency													
5999 Contingency													
0	0		218,622		218,622		* General Contingency		250,000		0		250,000
0	0		20,000		20,000		* Renewal and Replacement		20,000		0		20,000
0	0		205,841		205,841		* Prior Year PERS Reserve		0		0		0
0	0		0		0		* Reimbursable HQH Contingency		0		0		0
0	0		0		0		* Contingency for Capital (TL TAX)		0		0		0
UNAPP Unappropriated Fund Balance													
5990 Unappropriated Fund Balance													
0	0		1,339,841		1,339,841		* Restricted Fund Balance (User Fees)		1,237,232		0		1,237,232
6,069,250	5,745,316		3,738,378		3,738,378		* Ending Balance		2,726,791		71,983		2,798,774
0	0		40,000		40,000		* Renewal & Replacement		60,000		0		60,000
0	0		30,469		30,469		* Current Year PERS Reserve		60,112		(30,056)		30,056
0	0		0		0		* Prior Year PERS Reserve		148,219		0		148,219
<b>\$6,069,250</b>	<b>\$5,745,316</b>		<b>\$5,593,151</b>		<b>\$5,593,151</b>		<b>Total Contingency and Ending Balance</b>		<b>\$4,502,354</b>		<b>\$41,927</b>		<b>\$4,544,281</b>
<b>\$11,623,351</b>	<b>\$11,467,318</b>	<b>13.30</b>	<b>\$11,819,475</b>	<b>13.30</b>	<b>\$11,819,475</b>		<b>TOTAL REQUIREMENTS</b>	<b>13.30</b>	<b>\$10,883,879</b>	<b>0.00</b>	<b>\$1,188</b>	<b>13.30</b>	<b>\$10,885,067</b>

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Oregon Convention Center</b>													
<u>Resources</u>													
<i>BEGBAL Beginning Fund Balance</i>													
8,985,592	11,304,020	10,833,435	10,833,435	10,833,435	10,833,435		* Prior year ending balance		9,646,768		0		9,646,768
0	0	325,000	325,000	325,000	325,000		* Oregon Convention Center		0		0		0
<i>LGSHRE Local Gov't Share Revenues</i>													
9,115,656	8,800,202	8,975,971	8,975,971	8,975,971	8,975,971	4130	Hotel/Motel Tax		8,700,202		0		8,700,202
<i>CHGSVC Charges for Service</i>													
0	7,384	4,000	4,000	184,000	184,000	4500	Admission Fees		2,000		0		2,000
4,544,766	4,244,078	4,448,468	4,448,468	4,500,468	4,500,468	4510	Rentals		4,451,726		0		4,451,726
8,992,501	7,796,996	8,550,083	8,550,083	8,550,083	8,550,083	4550	Food Service Revenue		8,412,150		0		8,412,150
7,341	7,517	10,000	10,000	10,000	10,000	4560	Retail Sales		5,000		0		5,000
26,093	23,562	25,500	25,500	15,000	15,000	4575	Advertising		15,000		0		15,000
1,229,058	1,123,177	1,263,318	1,263,318	1,273,818	1,273,818	4580	Utility Services		1,360,860		0		1,360,860
27,079	41,926	25,000	25,000	25,000	25,000	4590	Commissions		45,000		0		45,000
1,267,166	1,148,637	1,192,000	1,192,000	1,192,000	1,192,000	4620	Parking Fees		1,319,390		0		1,319,390
617,128	635,525	596,995	596,995	596,995	596,995	4645	Reimbursed Services		601,188		0		601,188
103,609	99,248	94,336	94,336	94,336	94,336	4647	Reimbursed Services - Contract		114,637		0		114,637
26,791	3,939	4,200	4,200	4,200	4,200	4650	Miscellaneous Charges for Svc		3,700		0		3,700
<i>INTRST Interest Earnings</i>													
370,033	219,088	248,836	248,836	248,836	248,836	4700	Interest on Investments		99,351		0		99,351
<i>DONAT Contributions from Private Sources</i>													
0	0	887,500	887,500	887,500	887,500	4755	Capital Donations and Bequests		0		0		0
0	49,577	333,000	333,000	101,000	101,000	4760	Sponsorship Revenue		0		0		0
<i>MISCRV Miscellaneous Revenue</i>													
0	0	0	0	0	0	4170	Fine & Forfeitures		2,000		0		2,000
735	6,938	9,300	9,300	9,300	9,300	4805	Financing Transaction		9,300		0		9,300
36,141	314	0	0	25,000	25,000	4890	Miscellaneous Revenue		0		0		0
19,222	5,570	0	0	0	0	4891	Refunds and Reimbursements		4,000		0		4,000
<i>INFREQ Special Items-Infrequent Items</i>													
1,400	4,743	0	0	0	0	4810	Sale of Fixed Assets		0		0		0
<i>EQTREV Fund Equity Transfers</i>													
669,720	752,592	692,490	692,490	692,490	692,490	4970	Transfer of Resources						
							* from General Fund		475,000		0		475,000
<i>INTRA Intra-Fund Clearing Transfer</i>													
(1,378,181)	(1,571,548)	(1,645,421)	(1,645,421)	(1,645,421)	(1,645,421)	4990	Intra-Fund Clearing Transfer						
							* to MERC Administration		(1,624,254)		7,392		(1,616,862)
<b>\$34,661,850</b>	<b>\$34,703,485</b>	<b>\$36,874,011</b>	<b>\$36,874,011</b>	<b>\$36,899,011</b>	<b>\$36,899,011</b>	<b>TOTAL RESOURCES</b>			<b>\$33,643,018</b>		<b>\$7,392</b>		<b>\$33,650,410</b>

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Oregon Convention Center</b>													
<u>Personal Services</u>													
<i>SALWGE Salaries &amp; Wages</i>													
1,961,671	2,214,135						5010 Reg Employees-Full Time-Exempt						
0	0	3.00	163,488	3.00	163,488		Account Executive	3.00	163,487	-	0	3.00	163,487
0	0	0.25	12,277	0.25	12,277		Admissions Staffing Manager	0.25	12,277	-	0	0.25	12,277
0	0	1.00	103,792	1.00	103,792		Asst. Executive Director	1.00	103,792	-	0	1.00	103,792
0	0	1.00	58,032	1.00	58,032		Audio Visual Supervisor	1.00	58,032	-	0	1.00	58,032
0	0	1.00	46,800	1.00	46,800		Audio/Visual Technician Lead	1.00	46,800	-	0	1.00	46,800
0	0	1.00	49,109	1.00	49,109		Audio/Visual Sales	1.00	49,109	-	0	1.00	49,109
0	0	-	0	-	0		Chief Engineer	1.00	69,098	-	0	1.00	69,098
0	0	1.00	91,936	1.00	91,936		Director of Event Services	1.00	91,936	-	0	1.00	91,936
0	0	1.00	92,394	1.00	92,394		Director of Sales & Marketing	1.00	92,394	-	0	1.00	92,394
0	0	2.00	122,886	2.00	122,886		Event Manager	2.00	122,886	-	0	2.00	122,886
0	0	1.00	59,114	1.00	59,114		Graphic Designer II	1.00	59,114	-	0	1.00	59,114
0	0	1.00	63,710	1.00	63,710		Maintenance Supervisor	-	0	-	0	-	0
0	0	1.00	70,554	1.00	70,554		Marketing & Web Services Manager	1.00	70,554	-	0	1.00	70,554
0	0	1.00	160,638	1.00	160,638		Executive Director - OCC	1.00	160,638	-	0	1.00	160,638
0	0	2.00	146,890	2.00	146,890		Operations Manager	2.00	146,890	-	0	2.00	146,890
0	0	1.00	95,035	1.00	95,035		Director of Operations	1.00	95,035	-	0	1.00	95,035
0	0	1.00	54,995	1.00	54,995		Public Relations Manager	-	0	-	0	-	0
0	0	4.00	240,946	4.00	240,946		Sales Manager	3.00	184,516	-	0	3.00	184,516
0	0	0.90	63,798	0.90	63,798		Security Manager	0.90	63,798	-	0	0.90	63,798
0	0	1.00	69,909	1.00	69,909		Senior Event Manager	1.00	69,909	-	0	1.00	69,909
0	0	5.00	260,624	5.00	260,624		Set-up & Operations Supervisor	5.00	244,484	-	0	5.00	244,484
0	0	1.00	65,458	1.00	65,458		Senior Set-up Supervisor	1.00	65,458	-	0	1.00	65,458
0	0	1.00	56,493	1.00	56,493		Sustainability Coordinator	1.00	56,493	-	0	1.00	56,493
0	0	1.00	69,098	1.00	69,098		Facility & Technical Services Supervisor	1.00	69,098	-	0	1.00	69,098
0	0	1.00	71,054	1.00	71,054		Ticketing/Parking Service Manager	1.00	71,054	-	0	1.00	71,054
2,851,994	2,986,161						5015 Reg Empl-Full Time-Non-Exempt						
0	0	7.15	287,333	7.15	287,333		Administrative Assistant	7.15	283,032	-	0	7.15	283,032
0	0	1.00	48,316	1.00	48,316		Executive Assistant	1.00	48,316	-	0	1.00	48,316
0	0	3.00	128,307	3.00	128,307		Audio Visual Technician	3.00	128,307	-	0	3.00	128,307
0	0	5.00	332,243	5.00	332,243		Electrician	5.00	335,529	-	0	5.00	335,529
0	0	8.00	285,076	8.00	285,076		Facility Security Agent	8.00	278,317	-	0	8.00	278,317
0	0	1.00	70,010	1.00	70,010		Lead Electrician	1.00	72,135	-	0	1.00	72,135
0	0	1.00	62,170	1.00	62,170		Lead Operating Engineer	1.00	65,660	-	0	1.00	65,660
0	0	5.00	303,144	5.00	303,144		Operating Engineer	5.00	306,138	-	0	5.00	306,138
0	0	1.00	28,710	1.00	28,710		Secretary II	1.00	29,232	-	0	1.00	29,232
0	0	1.00	48,316	1.00	48,316		Services Sales Coordinator	1.00	48,316	-	0	1.00	48,316

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Oregon Convention Center</b>													
0	0	1.00	48,462	1.00	48,462		Telecom & Information Systems Tech	1.00	48,462	-	0	1.00	48,462
0	0	3.00	132,310	3.00	132,310		Utility Maintenance	4.00	178,728	-	0	4.00	178,728
0	0	1.00	47,231	1.00	47,231		Utility Maint. Lead			-	0		
0	0	40.00	1,436,920	40.00	1,436,920		Utility Worker II	40.00	1,410,450	-	0	40.00	1,410,450
84,233	88,625		119,376		119,376	5025	Regular Employees Part Time Non-Exempt		74,394		0		74,394
34,354	25,620		7,373		7,373	5030	Temporary Employees		4,686		0		4,686
394,301	387,817	-	433,996	-	433,996	5043	Part-Time, Non-Reimbursed Labor	-	452,940		0	-	452,940
183,229	177,312	-	0	-	0	5045	Part-Time, Reimbursed Labor-Stagehands	-	0	-	0	-	0
0	0	-	183,895	-	183,895	5045	Part-Time, Reimbursed Labor-Other	-	173,038		0	-	173,038
63,485	59,289		100,283		100,283	5080	Overtime		76,227		0		76,227
0	0		186,217		186,217	5089	Salary Adjustment Merit Adjustment Pool (non-represented)		97,074		0		97,074
<i>FRINGE Fringe Benefits</i>													
<i>5100 Fringe Benefits</i>													
2,047,937	2,189,787		2,403,801		2,403,801		Base Fringe (variable & fixed)		2,502,960		(66,180)		2,436,780
172,165	184,779		201,474		201,474	5190	PERS Bond Recovery		178,909		0		178,909
<b>\$7,793,369</b>	<b>\$8,313,525</b>	<b>112.30</b>	<b>\$9,183,993</b>	<b>112.30</b>	<b>\$9,183,993</b>		<b>Total Personal Services</b>	<b>110.30</b>	<b>\$8,959,702</b>	<b>0.00</b>	<b>(\$66,180)</b>	<b>110.30</b>	<b>\$8,893,522</b>
<i><u>Materials &amp; Services</u></i>													
<i>GOODS Goods</i>													
63,148	99,589		87,155		105,354	5201	Office Supplies		101,002		0		101,002
225,318	176,711		214,616		214,616	5205	Operating Supplies		179,492		0		179,492
46,913	25,055		47,461		40,150	5210	Subscriptions and Dues		39,595		0		39,595
6,810	6,586		8,320		8,320	5214	Fuels and Lubricants		8,320		0		8,320
170,489	244,382		316,100		314,477	5215	Maintenance & Repairs Supplies		283,040		0		283,040
<i>SVCS Services</i>													
1,100,912	623,958		666,305		627,645	5240	Contracted Professional Svcs		188,695		0		188,695
2,225,594	2,619,360		2,619,362		2,644,362	5245	Marketing Expense		2,619,362		0		2,619,362
0	0		0		4,250	5246	Sponsorship Expenditures		3,550		0		3,550
396,403	417,728		412,681		412,681	5247	Visitor Development Marketing		417,728		0		417,728
1,148,332	1,163,867		1,305,220		1,305,220	5251	Utility Services		1,265,400		0		1,265,400
0	18,538		32,760		32,760	5255	Cleaning Services		32,600		0		32,600
337,007	408,973		446,210		455,620	5260	Maintenance & Repair Services		484,632		0		484,632
341,435	411,512		374,000		371,185	5265	Rentals		305,060		0		305,060
16,282	10,421		13,560		13,560	5270	Insurance		13,560		0		13,560
194,040	142,488		163,306		167,306	5280	Other Purchased Services		162,406		0		162,406
31,678	32,654		37,000		37,000	5281	Other Purchased Services - Reimb		37,000		0		37,000
7,049,719	6,654,255		6,594,807		6,594,807	5291	Food and Beverage Services		6,579,602		0		6,579,602
169,654	178,733		186,500		182,500	5292	Parking Services		189,940		0		189,940
<i>IGEXP Intergov't Expenditures</i>													



# Metro Exposition Recreation Commission Fund

FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
		FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Oregon Convention Center</b>													
111,433	134,959		120,765		120,765	5300	Payments to Other Agencies		144,660		0		144,660
							<i>OTHEXP Other Expenditures</i>						
63,292	62,749		79,700		104,046	5450	Travel		90,346		0		90,346
48,891	44,770		111,910		81,114	5455	Staff Development		70,045		0		70,045
6,416	21,322		0		0	5490	Miscellaneous Expenditures		12,000		0		12,000
							<i>GAAP GAAP Account</i>						
4,124	0		0		0	5520	Bad Debt Expense		0		0		0
<b>\$13,757,890</b>	<b>\$13,498,610</b>		<b>\$13,837,738</b>		<b>\$13,837,738</b>		<b>Total Materials &amp; Services</b>		<b>\$13,228,035</b>		<b>\$0</b>		<b>\$13,228,035</b>
<b><u>Capital Outlay</u></b>													
<i>CAPCIP Capital Outlay (CIP Projects)</i>													
13,695	0		0		0	5710	Improve-Oth thn Bldg		660,000		0		660,000
559,474	312,032		2,368,990		2,393,990	5720	Buildings & Related		1,625,460		0		1,625,460
18,768	359,572		26,000		26,000	5740	Equipment & Vehicles		426,000		0		426,000
49,884	0		0		0	5750	Office Furniture & Equip		0		0		0
<b>\$641,821</b>	<b>\$671,604</b>		<b>\$2,394,990</b>		<b>\$2,419,990</b>		<b>Total Capital Outlay</b>		<b>\$2,711,460</b>		<b>\$0</b>		<b>\$2,711,460</b>
<b><u>Debt Service</u></b>													
<i>LOAN Loan Payments</i>													
10,280	10,279		10,280		145,280	5610	Loan Payments-Principal		0		0		0
8,069	7,269		6,978		6,978	5615	Loan Payments-Interest		0		0		0
<b>\$18,349</b>	<b>\$17,548</b>		<b>\$17,258</b>		<b>\$152,258</b>		<b>Total Debt Service</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b><u>Interfund Transfers</u></b>													
<i>INDTEX Interfund Reimbursements</i>													
						5800	Transfer for Indirect Costs						
787,493	1,019,117		1,037,728		1,037,728		* to General Fund-Support Services		1,149,680		(102,364)		1,047,316
49,228	0		57,205		57,205		* to General Fund		0		68,868		68,868
231,876	237,917		217,339		217,339		* to Risk Management Fund - Liability		228,206		4,618		232,824
77,804	75,027		57,694		57,694		* to Risk Management Fund - Workers Comp.		60,579		(9,781)		50,798
<b>\$1,146,401</b>	<b>\$1,332,061</b>		<b>\$1,369,966</b>		<b>\$1,369,966</b>		<b>Total Interfund Transfers</b>		<b>\$1,438,465</b>	<b>0.00</b>	<b>(\$38,659)</b>		<b>\$1,399,806</b>
<b><u>Contingency and Ending Balance</u></b>													
<i>CONT Contingency</i>													
						5999	Contingency						
0	0		1,206,167		1,046,167		* General Contingency		1,066,623		0		1,066,623
0	0		250,000		250,000		* Renewal and Replacement		250,000		0		250,000
0	0		1,131,796		1,131,796		* Prior Year PERS Reserve		0		0		0
0	0		3,700,000		3,700,000		* Reimbursable HQH Contingency		0		0		0
0	0		640,310		640,310		* Contingency for Capital (TL TAX)		139,310		0		139,310
<i>UNAPP Unappropriated Fund Balance</i>													

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Oregon Convention Center</b>													
						5990	Unappropriated Fund Balance						
11,304,020	10,870,137		2,477,831		2,502,831		* Ending Balance		3,926,889		293,397		4,220,286
0	0		475,000		475,000		* Renewal & Replacement		725,000		0		725,000
0	0		188,962		188,962		* Current Year PERS Reserve		362,332		(181,166)		181,166
0	0		0		0		* Prior Year PERS Reserve		835,202		0		835,202
<b>\$11,304,020</b>	<b>\$10,870,137</b>		<b>\$10,070,066</b>		<b>\$9,935,066</b>		<b>Total Contingency and Ending Balance</b>		<b>\$7,305,356</b>		<b>\$112,231</b>		<b>\$7,417,587</b>
<b>\$34,661,850</b>	<b>\$34,703,485</b>	<b>112.30</b>	<b>\$36,874,011</b>	<b>112.30</b>	<b>\$36,899,011</b>		<b>TOTAL REQUIREMENTS</b>	<b>110.30</b>	<b>\$33,643,018</b>	<b>0.00</b>	<b>\$7,392</b>	<b>110.30</b>	<b>\$33,650,410</b>

# Metro Exposition-Recreation Commission Fund

FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
		FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Portland Center for the Performing Arts</b>													
<u>Resources</u>													
<i>BEGBAL Beginning Fund Balance</i>													
7,099,081	7,785,998	8,055,601	8,055,601					8,303,245		0		8,303,245	
0	0	0	0					0		0		0	
0	0	47,500	47,500					0		0		0	
<i>GRANTS Grants</i>													
0	8,075	0	216,925	4125	Local Grants - Indirect			0		0		0	
0	0	0	0		<i>LGSHRE Local Gov't Share Revenues</i>			0		0		0	
1,996,400	1,858,351	1,954,663	1,954,663	4130	Hotel/Motel Tax			1,858,351		0		1,858,351	
0	0	0	0	4142	Intergovernment Misc. Revenue			0		0		0	
<i>GVCNTB Contributions from Governments</i>													
711,376	734,709	760,926	760,926	4145	Government Contributions			756,907		0		756,907	
<i>CHGSVC Charges for Service</i>													
1,453,622	1,963,153	1,240,332	1,240,332	4500	Admission Fees			1,546,500		0		1,546,500	
1,247,101	1,605,799	1,294,133	1,294,133	4510	Rentals			1,526,860		0		1,526,860	
1,576,709	1,917,205	1,440,427	1,440,427	4550	Food Service Revenue			1,466,639		0		1,466,639	
4,439	12,285	12,000	12,000	4560	Retail Sales			0		0		0	
0	0	0	0	4570	Merchandising			13,000		0		13,000	
0	0	0	0	4575	Advertising			0		0		0	
(13,407)	41,021	43,500	43,500	4580	Utility Services			34,000		0		34,000	
572,172	1,165,557	587,300	587,300	4590	Commissions			1,030,000		0		1,030,000	
0	0	0	0	4620	Parking Fees			0		0		0	
2,052,915	1,738,178	2,336,521	2,336,521	4645	Reimbursed Services			1,878,081		0		1,878,081	
284,454	286,936	278,950	278,950	4647	Reimbursed Services - Contract			281,652		0		281,652	
220,553	316,570	265,680	265,680	4650	Miscellaneous Charges for Svc			278,530		0		278,530	
<i>INTRST Interest Earnings</i>													
340,281	212,784	174,548	174,548	4700	Interest on Investments			73,601		0		73,601	
<i>DONAT Contributions from Private Sources</i>													
92,366	257,665	307,000	307,000	4750	Donations and Bequests			353,000		0		353,000	
0	0	175,000	175,000	4755	Capital Donations and Bequests			0		0		0	
0	125,000	14,000	14,000	4760	Sponsorship Revenue			125,000		0		125,000	
<i>MISCRV Miscellaneous Revenue</i>													
0	0	0	0	4170	Fine & Forfeitures			0		0		0	
53,216	84,629	62,000	62,000	4805	Financing Transaction			65,000		0		65,000	
17,389	17,160	20,500	20,500	4890	Miscellaneous Revenue			19,825		0		19,825	
8,144	4,064	5,000	5,000	4891	Refunds and Reimbursements			0		0		0	
<i>INFREQ Special Items-Infrequent Items</i>													
0	0	0	0	4810	Sale of Fixed Assets			0		0		0	
<i>EQTREV Fund Equity Transfers</i>													

# Metro Exposition-Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Portland Center for the Performing Arts</b>													
0	4,297		0		0	4970	Transfer of Resources * from General Fund		0		0		0
						INTRA	Intra-Fund Clearing Transfer						
(877,025)	(1,047,699)		(1,096,947)		(1,096,947)	4990	Intra-Fund Clearing Transfer * to MERC Administration		(1,015,159)		4,620		(1,010,539)
<b>\$16,839,786</b>	<b>\$19,091,737</b>		<b>\$17,978,634</b>		<b>\$18,195,559</b>	<b>TOTAL RESOURCES</b>			<b>\$18,595,032</b>		<b>\$4,620</b>		<b>\$18,599,652</b>

## Personal Services

### SALWGE Salaries & Wages

1,132,722	1,221,321					5010	Reg Employees-Full Time-Exempt						
0	0	-	0	-	0		Account Executive	-	0	-	0	-	0
0	0	-	0	-	0		Accountant	-	0	-	0	-	0
0	0	-	0	-	0		Accountant Senior	-	0	-	0	-	0
0	0	-	0	-	0		Controller	-	0	-	0	-	0
0	0	0.55	27,010	0.55	27,010		Admissions Staffing Manager	0.55	27,010	-	0	0.55	27,010
0	0	1.00	47,174	1.00	47,174		Assistant Ticket Services Manager	1.00	47,174	-	0	1.00	47,174
0	0	1.00	73,445	1.00	73,445		Asst. Event Svcs Mgr. or Senior House Mg	1.00	73,445	-	0	1.00	73,445
0	0	1.00	93,975	1.00	93,975		Asst. Executive Director	1.00	93,975	-	0	1.00	93,975
0	0	1.00	72,821	1.00	72,821		Asst. Operations Mgr. (Asst. Tech Svcs. M	1.00	72,821	-	0	1.00	72,821
0	0	-	0	-	0		Audio Visual Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Audio/Visual Technician Lead	-	0	-	0	-	0
0	0	-	0	-	0		Audio/Visual Sales	-	0	-	0	-	0
0	0	-	0	-	0		Budget Manager	-	0	-	0	-	0
0	0	-	0	-	0		Chief Engineer	-	0	-	0	-	0
0	0	-	0	-	0		Computer Systems Administrator	-	0	-	0	-	0
0	0	-	0	-	0		Business Systems Analyst	-	0	-	0	-	0
0	0	-	0	-	0		Construction Project Manager	-	0	-	0	-	0
0	0	-	0	-	0		Construction Division Manager	-	0	-	0	-	0
0	0	-	0	-	0		MERC Chief Operating Officer	-	0	-	0	-	0
0	0	-	0	-	0		Director of Business/Community Developm	-	0	-	0	-	0
0	0	-	0	-	0		Director of Communication/Strategic Devel	-	0	-	0	-	0
0	0	-	0	-	0		Director of Event Services	-	0	-	0	-	0
0	0	-	0	-	0		Director of Sales & Marketing	-	0	-	0	-	0
0	0	-	0	-	0		Event Manager	-	0	-	0	-	0
0	0	1.00	78,499	1.00	78,499		Event Services Manager	1.00	78,499	-	0	1.00	78,499
0	0	-	0	-	0		Director - Expo Center	-	0	-	0	-	0
0	0	-	0	-	0		MERC Chief Executive Officer	-	0	-	0	-	0
0	0	-	0	-	0		Graphic Designer II	-	0	-	0	-	0

# Metro Exposition-Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Portland Center for the Performing Arts</b>													
0	0	-	0	-	0		Human Resources Manager	-	0	-	0	-	0
0	0	-	0	-	0		Information Technology Manager	-	0	-	0	-	0
0	0	1.00	61,734	1.00	61,734		Maintenance Supervisor	1.00	61,734	-	0	1.00	61,734
0	0	-	0	-	0		Marketing & Web Services Manager	-	0	-	0	-	0
0	0	-	0	-	0		Executive Director - OCC	-	0	-	0	-	0
0	0	1.00	90,438	1.00	90,438		Operations Manager	1.00	90,500	-	0	1.00	90,500
0	0	-	0	-	0		Director of Operations	-	0	-	0	-	0
0	0	1.00	128,336	1.00	128,336		Executive Director - PCPA	1.00	128,336	-	0	1.00	128,336
0	0	-	0	-	0		Public Relations Manager	-	0	-	0	-	0
0	0	-	0	-	0		Procurement Analyst	-	0	-	0	-	0
0	0	-	0	-	0		Sales & Events Manager	-	0	-	0	-	0
0	0	1.00	71,656	1.00	71,656		Sales & Booking Manager	1.00	71,656	-	0	1.00	71,656
0	0	2.00	108,784	2.00	108,784		Sales Manager	2.00	108,784	-	0	2.00	108,784
0	0	0.05	3,681	0.05	3,681		Security Manager	0.05	3,681	-	0	0.05	3,681
0	0	-	0	-	0		Senior Event Manager	-	0	-	0	-	0
0	0	3.00	172,681	3.00	172,681		Set-up & Operations Supervisor	3.00	172,681	-	0	3.00	172,681
0	0	-	0	-	0		Senior Set-up Supervisor	-	0	-	0	-	0
0	0	1.00	57,699	1.00	57,699		Stage Supervisor	1.00	57,699	-	0	1.00	57,699
0	0	-	0	-	0		Sustainability Coordinator	-	0	-	0	-	0
0	0	-	0	-	0		Facility & Technical Services Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Ticketing/Parking Service Manager	-	0	-	0	-	0
0	0	1.00	63,523	1.00	63,523		Ticket Services Manager	1.00	63,523	-	0	1.00	63,523
0	0	1.00	50,378	1.00	50,378		Volunteer Services Coordinator	1.00	50,378	-	0	1.00	50,378
513,904	613,207					5015	Reg Empl-Full Time-Non-Exempt						
0	0	-	0	-	0		Accounting Technician	-	0	-	0	-	0
0	0	2.80	113,529	2.80	113,529		Administrative Assistant	2.80	113,528	-	0	2.80	113,528
0	0	1.00	47,920	1.00	47,920		Executive Assistant	1.00	47,920	-	0	1.00	47,920
0	0	-	0	-	0		Audio Visual Technician	-	0	-	0	-	0
0	0	-	0	-	0		Electrician	-	0	-	0	-	0
0	0	-	0	-	0		Facility Security Agent	1.00	36,753	-	0	1.00	36,753
0	0	1.00	37,015	1.00	37,015		Lead Facility Security Agent	-	0	-	0	-	0
0	0	1.00	74,547	1.00	74,547		Lead Electrician	1.00	73,730	-	0	1.00	73,730
0	0	-	0	-	0		Lead Operating Engineer	-	0	-	0	-	0
0	0	2.00	125,819	2.00	125,819		Operating Engineer	2.00	124,395	-	0	2.00	124,395
0	0	2.00	78,050	2.00	78,050		Painter	2.00	78,050	-	0	2.00	78,050
0	0	-	0	-	0		Secretary II	-	0	-	0	-	0
0	0	-	0	-	0		Services Sales Coordinator	-	0	-	0	-	0
0	0	1.00	37,730	1.00	37,730		Lead Stagedoor Watchperson	1.00	37,730	-	0	1.00	37,730
0	0	-	0	-	0		Telecom & Information Systems Tech	-	0	-	0	-	0

# Metro Exposition-Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Portland Center for the Performing Arts</b>													
0	0	1.00	31,529	1.00	31,529		Box Office Coordinator	1.00	31,529	-	0	1.00	31,529
0	0	1.00	42,670	1.00	42,670		Utility Lead	1.00	44,044	-	0	1.00	44,044
0	0	-	0	-	0		Utility Maintenance	-	0	-	0	-	0
0	0	-	0	-	0		Utility Maint. Lead	-	0	-	0	-	0
0	0	-	0	-	0		Utility Maintenance Specialist	-	0	-	0	-	0
0	0	1.00	40,456	1.00	40,456		Utility Maintenance Technician	1.00	41,765	-	0	1.00	41,765
0	0	-	0	-	0		Utility Worker II	-	0	-	0	-	0
47,128	46,516		89,409		89,409	5025	Regular Employees Part Time Non-Exempt		54,106		0		54,106
0	0		0		0	5030	Temporary Employees		5,000		0		5,000
365,047	432,237		577,099		577,099	5043	Part-Time, Non-Reimbursed Labor		645,617		0		645,617
0	0	15.00	597,889	15.00	597,889	5045	Part-Time, Reimbursed Labor-Stagehands	15.00	737,922	-	0	15.00	737,922
1,357,259	1,483,054		691,741		691,741	5045	Part-Time, Reimbursed Labor-Other		627,782		0		627,782
245,916	262,076		293,907		293,907	5080	Overtime		304,432		0		304,432
						5089	Salary Adjustment						
0	0		93,062		93,062		Merit Adjustment Pool (non-represented)		47,799		0		47,799
							<i>FRINGE Fringe Benefits</i>						
						5100	Fringe Benefits						
1,088,471	1,184,868		1,205,857		1,205,857		Base Fringe (variable & fixed)		1,275,443		(28,440)		1,247,003
107,488	109,422		111,341		111,341	5190	PERS Bond Recovery		105,404		0		105,404
<b>\$4,857,935</b>	<b>\$5,352,701</b>	<b>46.40</b>	<b>\$5,491,404</b>	<b>46.40</b>	<b>\$5,491,404</b>		<b>Total Personal Services</b>	<b>46.40</b>	<b>\$5,634,845</b>	<b>0.00</b>	<b>(\$28,440)</b>	<b>46.40</b>	<b>\$5,606,405</b>

## Materials & Services

<i>GOODS Goods</i>													
45,341	49,501		65,000		69,070	5201	Office Supplies		64,900		0		64,900
86,202	59,918		65,570		65,570	5205	Operating Supplies		67,530		0		67,530
13,166	7,276		8,370		8,275	5210	Subscriptions and Dues		7,575		0		7,575
1,336	1,369		2,500		2,500	5214	Fuels and Lubricants		1,500		0		1,500
157,163	155,028		185,050		185,050	5215	Maintenance & Repairs Supplies		185,700		0		185,700
8,023	8,701		9,000		9,000	5225	Retail		10,000		0		10,000
<i>SVCS Services</i>													
22,175	77,014		150,450		341,950	5240	Contracted Professional Svcs		99,825		0		99,825
0	0		0		0	5245	Marketing Expense		0		0		0
0	82,340		0		65,000	5246	Sponsorship Expenditures		50,000		0		50,000
0	0		0		0	5247	Visitor Development Marketing		0		0		0
588,709	628,879		645,000		645,000	5251	Utility Services		624,500		0		624,500
0	0		500		500	5255	Cleaning Services		1,200		0		1,200
208,344	226,706		271,152		274,652	5260	Maintenance & Repair Services		424,250		0		424,250
164,487	189,471		172,500		172,500	5265	Rentals		182,100		0		182,100
13,409	9,278		11,000		11,000	5270	Insurance		12,000		0		12,000
115,641	86,592		112,705		112,705	5280	Other Purchased Services		112,000		0		112,000

# Metro Exposition-Recreation Commission Fund

FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
		FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Portland Center for the Performing Arts</b>													
362,933	356,861		316,507		319,007	5281	Other Purchased Services - Reimb		317,458		0		317,458
1,403,323	1,643,164		1,266,286		1,263,786	5291	Food and Beverage Services		1,269,609		0		1,269,609
0			0		0	5292	Parking Services		0		0		0
							<i>IGEXP Intergov't Expenditures</i>						
30,642	28,139		41,750		36,750	5300	Payments to Other Agencies		37,400		0		37,400
0	2,415		0		0	5310	Taxes (Non-Payroll)		5,000		0		5,000
0	0		0		311,564	5320	Government Assessments		0		0		0
							<i>OTHEXP Other Expenditures</i>						
70,354	42,115		38,850		68,025	5450	Travel		66,325		0		66,325
18,816	17,922		68,175		35,025	5455	Staff Development		23,755		0		23,755
2,707	5,970		5,500		5,500	5490	Miscellaneous Expenditures		5,000		0		5,000
							<i>GAAP GAAP Account</i>						
2	0		0		0	5520	Bad Debt Expense		0		0		0
<b>\$3,312,773</b>	<b>\$3,678,659</b>		<b>\$3,435,865</b>		<b>\$4,002,429</b>		<b>Total Materials &amp; Services</b>		<b>\$3,567,627</b>		<b>\$0</b>		<b>\$3,567,627</b>
<b>Capital Outlay</b>													
							<i>CAPCIP Capital Outlay (CIP Projects)</i>						
0	0		0		0	5710	Improve-Oth thn Bldg		0		0		0
150,989	218,725		462,000		418,925	5720	Buildings & Related		678,000		0		678,000
30,229	14,922		30,000		30,000	5740	Equipment & Vehicles		0		0		0
0	0		20,000		20,000	5750	Office Furniture & Equip		0		0		0
<b>\$181,218</b>	<b>\$233,647</b>		<b>\$512,000</b>		<b>\$468,925</b>		<b>Total Capital Outlay</b>		<b>\$678,000</b>		<b>\$0</b>		<b>\$678,000</b>
<b>Debt Service</b>													
							<i>LOAN Loan Payments</i>						
0	0		0		0	5610	Loan Payments-Principal		0		0		0
0	0		0		0	5615	Loan Payments-Interest		0		0		0
<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>Total Debt Service</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>Interfund Transfers</b>													
							<i>INDTEX Interfund Reimbursements</i>						
						5800	Transfer for Indirect Costs						
501,132	610,079		691,818		691,818		* to General Fund-Support Services		766,453		(111,880)		654,573
31,328	0		38,137		38,137		* to General Fund		0		43,042		43,042
78,066	72,085		77,408		77,408		* to Risk Management Fund - Liability		81,278		1,804		83,082
91,336	99,173		65,387		65,387		* to Risk Management Fund - Workers Comp.		68,656		(11,086)		57,570
							<i>EQTCHG Fund Equity Transfers</i>						
						5810	Transfer of Resources						
0	0		0		0		* to General Revenue Bond Fund		0		0		0
<b>\$701,862</b>	<b>\$781,337</b>		<b>\$872,750</b>		<b>\$872,750</b>		<b>Total Interfund Transfers</b>		<b>\$916,387</b>	<b>0.00</b>	<b>(\$78,120)</b>		<b>\$838,267</b>

# Metro Exposition-Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>				FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Portland Center for the Performing Arts</b>													
<u><b>Contingency and Ending Balance</b></u>													
CONT Contingency													
5999 Contingency													
0	0		451,078		(72,411)		* General Contingency		471,840		0		471,840
0	0		700,000		700,000		* Renewal and Replacement		200,000		0		200,000
0	0		0		0		* Prior Year PERS Reserve		0		0		0
0	0		0		0		* Reimbursable HQH Contingency		0		0		0
0	0		0		0		* Contingency for Capital (TL TAX)		0		0		0
UNAPP Unappropriated Fund Balance													
5990 Unappropriated Fund Balance													
0	0		0		0		* Restricted Fund Balance (User Fees)		0		0		0
7,785,998	9,045,393		5,401,776		5,618,701		* Ending Balance		5,404,344		217,135		5,621,479
0	0		300,000		300,000		* Renewal & Replacement		1,000,000				1,000,000
0	0		104,381		104,381		* Current Year PERS Reserve		211,356		(105,955)		105,401
0	0		709,380		709,380		* Prior Year PERS Reserve		510,633		0		510,633
<b>\$7,785,998</b>	<b>\$9,045,393</b>		<b>\$7,666,615</b>		<b>\$7,360,051</b>		<b>Total Contingency and Ending Balance</b>		<b>\$7,798,173</b>		<b>\$111,180</b>		<b>\$7,909,353</b>
<b>\$16,839,786</b>	<b>\$19,091,737</b>	<b>46.40</b>	<b>\$17,978,634</b>	<b>46.40</b>	<b>\$18,195,559</b>		<b>TOTAL REQUIREMENTS</b>	<b>46.40</b>	<b>\$18,595,032</b>	<b>0.00</b>	<b>\$4,620</b>	<b>46.40</b>	<b>\$18,599,652</b>



# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Administration</b>													
<u>Resources</u>													
<i>BEGBAL Beginning Fund Balance</i>													
684,348	910,753		863,872		863,872				958,387		0		958,387
0	0		0		0		* Prior year ending balance		0		0		0
0	0		0		0		* Oregon Convention Center		0		0		0
							* Portland Center for the Performing Arts		0		0		0
<i>GRANTS Grants</i>													
0	0		0		0	4125	Local Grants - Indirect		0		0		0
0	0		0		0		<i>LGSHRE Local Gov't Share Revenues</i>		0		0		0
0	0		0		0	4130	Hotel/Motel Tax		0		0		0
0	0		0		0	4142	Intergovernment Misc. Revenue		0		0		0
<i>GVCNTB Contributions from Governments</i>													
0	0		0		0	4145	Government Contributions		0		0		0
<i>CHGSVC Charges for Service</i>													
0	0		0		0	4500	Admission Fees		0		0		0
0	0		0		0	4510	Rentals		0		0		0
0	0		0		0	4550	Food Service Revenue		0		0		0
0	0		0		0	4560	Retail Sales		0		0		0
0	0		0		0	4570	Merchandising		0		0		0
0	0		0		0	4575	Advertising		0		0		0
0	0		0		0	4580	Utility Services		0		0		0
21,108	16,277		20,000		20,000	4590	Commissions		15,000		0		15,000
0	0		0		0	4620	Parking Fees		0		0		0
0	0		0		0	4645	Reimbursed Services		0		0		0
0	0		0		0	4647	Reimbursed Services - Contract		0		0		0
24	0		0		0	4650	Miscellaneous Charges for Svc		0		0		0
<i>INTRST Interest Earnings</i>													
25,487	15,478		14,400		14,400	4700	Interest on Investments		8,639		0		8,639
<i>DONAT Contributions from Private Sources</i>													
0	0		0		0	4750	Donations and Bequests		0		0		0
0	0		0		0	4755	Capital Donations and Bequests		0		0		0
18,500	18,500		18,500		18,500	4760	Sponsorship Revenue		18,500		0		18,500
<i>MISCRV Miscellaneous Revenue</i>													
0	0		0		0	4170	Fine & Forfeitures		0		0		0
0	0		0		0	4805	Financing Transaction		0		0		0
14,424	28,611		15,600		15,600	4890	Miscellaneous Revenue		15,000		0		15,000
834	582		0		0	4891	Refunds and Reimbursements		0		0		0
<i>INFREQ Special Items-Infrequent Items</i>													
0	0		0		0	4810	Sale of Fixed Assets		0		0		0
<i>EQTREV Fund Equity Transfers</i>													

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Administration</b>													
0	0		0		0	4970	Transfer of Resources * from General Fund		0		0		0
						INTRA	Intra-Fund Clearing Transfer						
2,505,784	2,910,274		3,047,075		3,047,075	4990	Intra-Fund Clearing Transfer * to MERC Administration		2,900,453		(13,200)		2,887,253
<b>\$3,270,509</b>	<b>\$3,900,475</b>		<b>\$3,979,447</b>		<b>\$3,979,447</b>	<b>TOTAL RESOURCES</b>			<b>\$3,915,979</b>		<b>(\$13,200)</b>		<b>\$3,902,779</b>

## Personal Services

### SALWGE Salaries & Wages

1,036,459	1,461,875					5010	Reg Employees-Full Time-Exempt						
0	0	-	0	-	0		Account Executive	-	0	-	0	-	0
0	0	1.00	53,206	1.00	53,206		Accountant	1.00	43,493	-	0	1.00	43,493
0	0	2.00	106,369	2.00	106,369		Accountant Senior	2.00	109,117	-	0	2.00	109,117
0	0	1.00	78,229	1.00	78,229		Controller	1.00	78,229	-	0	1.00	78,229
0	0	-	0	-	0		Admissions Staffing Manager	-	0	-	0	-	0
0	0	-	0	-	0		Assistant Ticket Services Manager	-	0	-	0	-	0
0	0	-	0	-	0		Asst. Event Svcs Mgr. or Senior House Mg	-	0	-	0	-	0
0	0	-	0	-	0		Asst. Executive Director	-	0	-	0	-	0
0	0	-	0	-	0		Asst. Operations Mgr. (Asst. Tech Svcs. M	-	0	-	0	-	0
0	0	-	0	-	0		Audio Visual Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Audio/Visual Technician Lead	-	0	-	0	-	0
0	0	-	0	-	0		Audio/Visual Sales	-	0	-	0	-	0
0	0	1.00	74,161	1.00	74,161		Budget Manager	1.00	74,152	-	0	1.00	74,152
0	0	-	0	-	0		Chief Engineer	-	0	-	0	-	0
0	0	1.00	63,170	1.00	63,170		Computer Systems Administrator	1.00	63,170	-	0	1.00	63,170
0	0	2.00	115,190	2.00	115,190		Business Systems Analyst	2.00	115,190	-	0	2.00	115,190
0	0	1.00	54,704	1.00	54,704		Construction Project Manager	1.00	56,888	-	0	1.00	56,888
0	0	1.00	85,363	1.00	85,363		Construction Division Manager	1.00	85,363	-	0	1.00	85,363
0	0	1.00	133,702	1.00	133,702		MERC Chief Operating Officer	1.00	133,702	-	0	1.00	133,702
0	0	1.00	110,000	1.00	110,000		Director of Business/Community Developm	1.00	110,000	-	0	1.00	110,000
0	0	1.00	94,994	1.00	94,994		Director of Communication/Strategic Devel	1.00	94,994	-	0	1.00	94,994
0	0	-	0	-	0		Director of Event Services	-	0	-	0	-	0
0	0	-	0	-	0		Director of Sales & Marketing	-	0	-	0	-	0
0	0	-	0	-	0		Event Manager	-	0	-	0	-	0
0	0	-	0	-	0		Event Services Manager	-	0	-	0	-	0
0	0	-	0	-	0		Director - Expo Center	-	0	-	0	-	0
0	0	1.00	184,371	1.00	184,371		MERC Chief Executive Officer	1.00	175,000	-	0	1.00	175,000
0	0	-	0	-	0		Graphic Designer II	-	0	-	0	-	0

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
Actual	Actual	FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Administration</b>													
0	0	1.00	72,010	1.00	72,010		Human Resources Manager	1.00	74,880	-	0	1.00	74,880
0	0	1.00	83,200	1.00	83,200		Information Technology Manager	1.00	83,200	-	0	1.00	83,200
0	0	-	0	-	0		Maintenance Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Marketing & Web Services Manager	-	0	-	0	-	0
0	0	-	0	-	0		Executive Director - OCC	-	0	-	0	-	0
0	0	-	0	-	0		Operations Manager	-	0	-	0	-	0
0	0	-	0	-	0		Director of Operations	-	0	-	0	-	0
0	0	-	0	-	0		Executive Director - PCPA	-	0	-	0	-	0
0	0	-	0	-	0		Public Relations Manager	-	0	-	0	-	0
0	0	1.00	56,174	1.00	56,174		Procurement Analyst	1.00	56,181	-	0	1.00	56,181
0	0	-	0	-	0		Sales & Events Manager	-	0	-	0	-	0
0	0	-	0	-	0		Sales & Booking Manager	-	0	-	0	-	0
0	0	-	0	-	0		Sales Manager	-	0	-	0	-	0
0	0	-	0	-	0		Security Manager	-	0	-	0	-	0
0	0	-	0	-	0		Senior Event Manager	-	0	-	0	-	0
0	0	-	0	-	0		Set-up & Operations Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Senior Set-up Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Stage Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Sustainability Coordinator	-	0	-	0	-	0
0	0	-	0	-	0		Facility & Technical Services Supervisor	-	0	-	0	-	0
0	0	-	0	-	0		Ticketing/Parking Service Manager	-	0	-	0	-	0
0	0	-	0	-	0		Ticket Services Manager	-	0	-	0	-	0
0	0	-	0	-	0		Volunteer Services Coordinator	-	0	-	0	-	0
166,706	229,555					5015	Reg Empl-Full Time-Non-Exempt						
0	0	2.00	77,277	2.00	77,277		Accounting Technician	2.00	71,452	-	0	2.00	71,452
0	0	2.00	71,076	2.00	71,076		Administrative Assistant	2.00	74,208	-	0	2.00	74,208
0	0	1.00	49,506	1.00	49,506		Executive Assistant	1.00	49,506	-	0	1.00	49,506
0	0	-	0	-	0		Audio Visual Technician	-	0	-	0	-	0
0	0	-	0	-	0		Electrician	-	0	-	0	-	0
0	0	-	0	-	0		Facility Security Agent	-	0	-	0	-	0
0	0	-	0	-	0		Lead Facility Security Agent	-	0	-	0	-	0
0	0	-	0	-	0		Lead Electrician	-	0	-	0	-	0
0	0	-	0	-	0		Lead Operating Engineer	-	0	-	0	-	0
0	0	-	0	-	0		Operating Engineer	-	0	-	0	-	0
0	0	-	0	-	0		Painter	-	0	-	0	-	0
0	0	-	0	-	0		Secretary II	-	0	-	0	-	0
0	0	-	0	-	0		Services Sales Coordinator	-	0	-	0	-	0
0	0	-	0	-	0		Lead Stagedoor Watchperson	-	0	-	0	-	0
0	0	-	0	-	0		Telecom & Information Systems Tech	-	0	-	0	-	0

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Administration</b>													
0	0	-	0	-	0		Box Office Coordinator	-	0	-	0	-	0
0	0	-	0	-	0		Utility Lead	-	0	-	0	-	0
0	0	-	0	-	0		Utility Maintenance	-	0	-	0	-	0
0	0	-	0	-	0		Utility Maint. Lead	-	0	-	0	-	0
0	0	-	0	-	0		Utility Maintenance Specialist	-	0	-	0	-	0
0	0	-	0	-	0		Utility Maintenance Technician	-	0	-	0	-	0
0	0	-	0	-	0		Utility Worker II	-	0	-	0	-	0
0	0		0		0	5025	Regular Employees Part Time Non-Exempt		0		0		0
37,644	65,760		32,545		32,545	5030	Temporary Employees		51,990		0		51,990
0	0		0		0	5043	Part-Time, Non-Reimbursed Labor		0		0		0
0	0	-	0	-	0	5045	Part-Time, Reimbursed Labor-Stagehands	-	0	-	0	-	0
0	0		0		0	5045	Part-Time, Reimbursed Labor-Other		0		0		0
15,063	8,865		6,145		6,145	5080	Overtime		3,134		0		3,134
0	0		111,084		111,084	5089	Salary Adjustment						
							Merit Adjustment Pool (non-represented)		63,179		0		63,179
							<i>FRINGE Fringe Benefits</i>						
						5100	Fringe Benefits						
423,561	546,479		546,103		546,103		Base Fringe (variable & fixed)		582,055		(13,200)		568,855
40,964	45,150		54,801		54,801	5190	PERS Bond Recovery		50,074		0		50,074
<b>\$1,720,397</b>	<b>\$2,357,684</b>	<b>22.00</b>	<b>\$2,313,380</b>	<b>22.00</b>	<b>\$2,313,380</b>		<b>Total Personal Services</b>	<b>22.00</b>	<b>\$2,299,157</b>	<b>0.00</b>	<b>(\$13,200)</b>	<b>22.00</b>	<b>\$2,285,957</b>
<b><u>Materials &amp; Services</u></b>													
<i>GOODS Goods</i>													
49,944	51,624		47,900		72,550	5201	Office Supplies		48,450		0		48,450
10,974	4,657		3,600		3,600	5205	Operating Supplies		3,600		0		3,600
14,697	47,528		29,300		15,100	5210	Subscriptions and Dues		11,685		0		11,685
0	0		0		0	5214	Fuels and Lubricants		0		0		0
10,991	0		10,950		500	5215	Maintenance & Repairs Supplies		500		0		500
0	0		0		0	5225	Retail		0		0		0
<i>SVCS Services</i>													
212,549	90,134		358,738		213,700	5240	Contracted Professional Svcs		168,750		5,500		174,250
0	0		0		0	5245	Marketing Expense		0		0		0
0	5,205		0		5,000	5246	Sponsorship Expenditures		5,500		(5,500)		0
0	0		0		0	5247	Visitor Development Marketing		0		0		0
6,425	15,241		12,000		12,000	5251	Utility Services		12,000		0		12,000
0	0		0		0	5255	Cleaning Services		0		0		0
30,163	105,379		43,700		183,738	5260	Maintenance & Repair Services		184,500		0		184,500
8,996	12,022		12,500		12,500	5265	Rentals		10,500		0		10,500
0	0		0		0	5270	Insurance		0		0		0
44,399	26,608		49,407		49,407	5280	Other Purchased Services		39,050		0		39,050

# Metro Exposition Recreation Commission Fund

FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		ACCT	DESCRIPTION	FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>	
		FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
<b>Administration</b>													
0	0		0		0	5281	Other Purchased Services - Reimb		0		0		0
0	0		0		0	5291	Food and Beverage Services		0		0		0
0	0		0		0	5292	Parking Services		0		0		0
						<i>IGEXP Intergov't Expenditures</i>							
3,923	6,350		7,250		7,250	5300	Payments to Other Agencies		8,000		0		8,000
0	0		0		0	5310	Taxes (Non-Payroll)		0		0		0
0	0		0		0	5320	Government Assessments		0		0		0
						<i>OTHEXP Other Expenditures</i>							
29,152	38,840		40,250		40,250	5450	Travel		31,000		0		31,000
20,757	23,213		36,600		36,600	5455	Staff Development		32,900		0		32,900
0	0		0		0	5490	Miscellaneous Expenditures		0		0		0
						<i>GAAP GAAP Account</i>							
0	0		0		0	5520	Bad Debt Expense		0		0		0
<b>\$442,970</b>	<b>\$426,801</b>		<b>\$652,195</b>		<b>\$652,195</b>	<b>Total Materials &amp; Services</b>			<b>\$556,435</b>		<b>\$0</b>		<b>\$556,435</b>
						<b>Capital Outlay</b>			\$0				\$0
						<i>CAPCIP Capital Outlay (CIP Projects)</i>							
0	0		0		0	5710	Improve-Oth thn Bldg		0		0		0
25,528	0		0		0	5720	Buildings & Related		0		0		0
31,581	10,704		0		0	5740	Equipment & Vehicles		0		0		0
139,280	146,897		150,000		150,000	5750	Office Furniture & Equip		102,000		0		102,000
<b>\$196,389</b>	<b>\$157,601</b>		<b>\$150,000</b>		<b>\$150,000</b>	<b>Total Capital Outlay</b>			<b>\$102,000</b>		<b>\$0</b>		<b>\$102,000</b>
						<b>Debt Service</b>							
						<i>LOAN Loan Payments</i>							
0	0		0		0	5610	Loan Payments-Principal		0		0		0
0	0		0		0	5615	Loan Payments-Interest		0		0		0
<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>Total Debt Service</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
						<b>Interfund Transfers</b>							
						<i>INDTEX Interfund Reimbursements</i>							
						5800	Transfer for Indirect Costs						
0	0		0		0		* to General Fund-Support Services		0		0		0
0	0		0		0		* to General Fund		0		0		0
0	0		0		0		* to Risk Management Fund - Liability		0		0		0
0	0		0		0		* to Risk Management Fund - Workers Comp.		0		0		0
						<i>EQTCHG Fund Equity Transfers</i>							
0	0		0		0	5810	Transfer of Resources						
							* to General Revenue Bond Fund		0		0		0
<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>Total Interfund Transfers</b>			<b>\$0</b>	<b>0.00</b>	<b>\$0</b>		<b>\$0</b>

# Metro Exposition Recreation Commission Fund

FY 2007-08	FY 2008-09	FY 2009-10 <u>Adopted</u>		FY 2009-10 <u>Amended</u>		FY 2010-11 <u>Request</u>		<u>Revision</u>		FY 2010-11 <u>COO Rec</u>			
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
<b>Administration</b>													
<u>Contingency and Ending Balance</u>													
CONT Contingency													
5999 Contingency													
0	0		133,330		133,330		* General Contingency		125,000		0		125,000
0	0		0		0		* Renewal and Replacement		0		0		0
0	0		148,761		148,761		* Prior Year PERS Reserve		0		0		0
0	0		0		0		* Reimbursable HQH Contingency		0		0		0
0	0		0		0		* Contingency for Capital (TL TAX)		0		0		0
UNAPP Unappropriated Fund Balance													
5990 Unappropriated Fund Balance													
0	0		0		0		* Restricted Fund Balance (User Fees)		0		0		0
910,753	958,389		530,406		530,406		* Ending Balance		596,989		49,454		646,443
			0		0		* Renewal & Replacement				0		
0	0		51,375		51,375		* Current Year PERS Reserve		98,907		(49,454)		49,453
0	0		0		0		* Prior Year PERS Reserve		137,491		0		137,491
<b>\$910,753</b>	<b>\$958,389</b>		<b>\$863,872</b>		<b>\$863,872</b>		<b>Total Contingency and Ending Balance</b>		<b>\$958,387</b>		<b>\$0</b>		<b>\$958,387</b>
<b>\$3,270,509</b>	<b>\$3,900,475</b>	<b>22.00</b>	<b>\$3,979,447</b>	<b>22.00</b>	<b>\$3,979,447</b>		<b>TOTAL REQUIREMENTS</b>	<b>22.00</b>	<b>\$3,915,979</b>	<b>0.00</b>	<b>(\$13,200)</b>	<b>22.00</b>	<b>\$3,902,779</b>

**Metropolitan Exposition Recreation Commission**  
**Five Year Capital Plan FY 2009-10 through FY 2014-15**  
**March 3, 2010**

<u>Description</u>	<u>Funding Source</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<b>OREGON CONVENTION CENTER (OCC)</b>							
<b>OCC FY 2009-10</b>							
* Upgrade Kitchen Capacity & Storage for Efficiency ( 1 ) fund balance)	F & B Contract Capital Investment carry over - Fund Balance & TLT Capital Reserve	1,000,000					
Moveable Air Wall Repair and Retrofit	Food & Beverage Reserve	275,000					
Lighting Fixture Replacement and Upgrade	MTOCA proposal	340,000					
Add Automatic Hand Dryers to all Restrooms	MTOCA proposal	200,000					
MTOCA Project - to be determined Contingency	MTOCA proposal	150,000					
Exhibit Hall Wi-Fi and Show Network Upgrade	MTOCA proposal	2,490					
VAV Controllers and CO2 Sensors Upgrade on AHUs (LEED)	TLT Capital Reserve	85,000					
Retro - Commissioning (RCX) (every year for LEED)	TLT Capital Reserve	100,000					
Elevators 1 & 3 Cab Retrofit	TLT Capital Reserve	65,000					
Gates for Exhibit Hall Rest Rooms	TLT Capital Reserve	37,500					
Garage Door at Dry Waste Compactor	TLT Capital Reserve	25,000					
Replace Riding Vacuum	TLT Capital Reserve	15,000					
Digital Signage Upgrade	TLT Capital Reserve	12,000					
3-Wheeled Security Vehicle (T3)	TLT Capital Reserve	50,000					
Renovate Pre-A & Pre-C Phone Bank <small>Kitchen remodel funded from F &amp; B Capital \$607,500 &amp; TLT Fund</small>	TLT Capital Reserve	14,000					
\$112,500 ** The line for capital on the Budget Statement is understated by the \$150,000 for the Kinko's remodel, which is budgeted in the Food & Beverage Costs		24,000					
<b>OCC FY 2010-11</b>							
Kitchen Remodel(Less Dishwasher/Scrapper table installed last fiscal year)	F&B Contract Investment Fund		525,000				
Small wares Purchase	F&B Contract Investment Fund		300,000				
Leg Up Program Store Project	F&B Contract Investment Fund		150,000				
Construction costs with Kitchen Remodel	5% Reserve Account-Capital		100,000				
Hand Dryers Installation(carried over from last year)	MTOCA Funds		150,000				
Phase II Air-wall Retrofit Project	MTOCA Funds		220,000				
VAV Controllers and CO2 Sensors on AHUs LEED	MTOCA Funds		105,000				
Signage Upgrade	TLT Capital Funds		150,000				
Replace Stage Unit Steps	TLT Capital Funds		15,000				
Forklift Replacement	TLT Capital Funds		60,000				
Security Console Replacement	TLT Capital Funds		20,000				
Garage Door Dry Waste Area Replacement	TLT Capital Funds		15,000				
Riding Scrubber/Sweeper Replacement	TLT Capital Funds		35,000				
Parking Management System and Equipment Replacement	TLT Capital Funds		130,000				
Retro Commissioning(RXC) Annually for LEED Certification	TLT Capital Funds		65,000				

**Metropolitan Exposition Recreation Commission**  
**Five Year Capital Plan FY 2009-10 through FY 2014-15**  
**March 3, 2010**

<u>Description</u>	<u>Funding Source</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
48" Tables & Carts	TLT Capital Funds		11,000				
Sizzler Block Plaza Construction Project	OCC Fund Balance		660,000				
<b><i>OCC FY 2011-12</i></b>							
Construct Operations Office and Add Additional Conference Meeting Space	Unfunded			1,350,000			
Electrical Sub Metering	Unfunded			200,000			
Plaza Issues	Unfunded			90,000			
Brew Pub Construction	Unfunded			600,000			
Original Building Roof Replacement	Unfunded			1,800,000			
Elevator #3 Hydraulic Cylinder Replacement	Unfunded			250,000			
Phone Bank Retrofit Project	Unfunded			32,000			
Handicap Lift Purchase	Unfunded			30,000			
Escalator Cleaning Machine	Unfunded			73,000			
Public Circulation Furniture (Lobby Areas)	Unfunded			250,000			
Genie Roundabout High Lift	Unfunded			21,000			
Retro - Commissioning (RCX) (every year for LEED)	Unfunded			65,000			
HVAC Unit for Capital Projects Office	Unfunded			12,000			
Recycling containers Purchase for Ex Halls	Unfunded			50,000			
Teledata Upgrade VOIP	Unfunded			90,000			
Cooling Tower-Process Loop Project	Unfunded			35,000			
<b><i>OCC FY 2012-13</i></b>							
Renovate Skyview Terrace & VIP B Suite	Unfunded				250,000		
Bleacher Replacement	Unfunded				2,000,000		
Riding Sweeper/Scrubber	Unfunded				35,000		
Upgrade all Meeting Room and Ballroom signage to Video Screens	Unfunded				250,000		
Retro - Commissioning (RCX) (every year for LEED)	Unfunded				65,000		
Exterior Security Bollards (or Planters)	Unfunded				60,000		
Rest Room Handicap Door Operators	Unfunded				40,000		
Replace 2 of the 4 Chiller Units	Unfunded				550,000		
Install Electronic Swipe Locking System for Meeting & Ballrooms	Unfunded				300,000		
Replace Tile Floor in All Restrooms in Original Bldg.	Unfunded				300,000		
<b><i>OCC FY 2013-14</i></b>							
Concrete Polishing	Unfunded					375,000	
Retro - Commissioning (RCX) (every year for LEED)	Unfunded					65,000	
Carpet Replacement	Unfunded					1,700,000	
Change out Radio system to Digital per the FCC Requirement	Unfunded					250,000	
Purchase AV Equipment	Unfunded					100,000	
Elevator 18 Car and Rail Rework	Unfunded					850,000	



**Metropolitan Exposition Recreation Commission**  
**Five Year Capital Plan FY 2009-10 through FY 2014-15**  
**March 3, 2010**

<u>Description</u>	<u>Funding Source</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<b>OCC FY 2014-15</b>							
Replace 2 out of three Boilers	Unfunded						425,000
Retro Commissioning	Unfunded						65,000
Cover MLK Plaza Area with Glass Canopy	Unfunded						5,000,000
LEED Project work for Re-Certification	Unfunded						300,000
<b>Total Oregon Convention Center</b>		<b>2,394,990</b>	<b>2,711,000</b>	<b>4,948,000</b>	<b>3,850,000</b>	<b>3,340,000</b>	<b>5,790,000</b>
<b>PORTLAND CENTER FOR THE PERFORMING ARTS (PCPA)</b>							
<b>PCPA FY 2009-10</b>							
Food & Beverage Capital Investment - New Contract (1)	F & B Contract Capital Investment	175,000					
ASCH Rigging	Friends of PCPA	52,000					
Hatfield Roof	Friends of PCPA	45,000					
Hatfield Risers	Friends of PCPA	15,000					
Keller Rigging	Friends of PCPA	65,000					
Hatfield 18" Tables	Friends of PCPA	10,000					
Smart Maintenance Upgrade (BigFoot)	Friends of PCPA	20,000					
Keller Follow Spot Lighting	Friends of PCPA	30,000					
Keller Generator Replacement	Friends of PCPA	70,000					
Orchestra Pit Chairs (Carry over PY Friends Donation)	PY Friends of PCPA	30,000					
<b>PCPA FY 2010-11</b>							
Arlene Schnitzer Concert Hall Boiler Upgrade & Complete Inspection	Friends of PCPA		10,000				
Winningstad Dimmer System	Friends of PCPA		80,000				
Arlene Schnitzer Concert Hall - Roof Renewal and Replacement	Friends of PCPA		100,000				
Keller Auditorium Boiler Replacement	Friends of PCPA		100,000				
Keller Lighting Console	Friends of PCPA		40,000				
Newmark Sound Console	Friends of PCPA		23,000				
Food & Beverage Capital Investment - New Contract (1)	F & B Contract Capital Investment carry over - Fund Balance		325,000				
Hatfield Lighting Retrofit (3)	Energy Trust, BETC, ENACT			129,070			
Hatfield Chiller Replacement (3)				337,000			
<i>* Hatfield Projects that call for grant funding will only be done if grants received total the entire project amount.</i>							

**Metropolitan Exposition Recreation Commission**  
**Five Year Capital Plan FY 2009-10 through FY 2014-15**  
**March 3, 2010**

<u>Description</u>	<u>Funding Source</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<b><i>PCPA FY 2011-12</i></b>							
Hatfield Hall Trash Compactor	Friends of PCPA			50,000			
Newmark Theater Main Curtain	Friends of PCPA			20,000			
Winningstad Theater Main Curtain	Friends of PCPA			10,000			
Arlene Schnitzer Concert Hall Follow Spots	Friends of PCPA			20,000			
Newmark Dimmer System	Friends of PCPA			140,000			
Arlene Schnitzer Concert Hall Boiler Replacement	Friends of PCPA			100,000			
Keller Paneling Project	Friends of PCPA			TBD			
Hatfield Cultural Video Project	Multiple Grants TBD			522,188			
<b><i>PCPA FY 2012-13</i></b>							
Hatfield Hall Chiller	Friends of PCPA				250,000		
Keller Auditorium Clear Com	Friends of PCPA				15,000		
Keller Auditorium Masking	Friends of PCPA				26,000		
Hatfield Hall ADA FM Listening Systems	Friends of PCPA				40,000		
Keller Stage Floor	Friends of PCPA				100,000		
<b><i>PCPA FY 2013-14</i></b>							
Newmark Fore Stage Lift	Friends of PCPA					85,000	
Arlene Schnitzer Cooling Tower	Friends of PCPA					110,000	
Arlene Schnitzer Chiller	Friends of PCPA					250,000	
Arlene Schnitzer Concert Hall Masking	Friends of PCPA					25,000	
Hatfield Hall ADA Upgrades	Friends of PCPA					15,000	
Keller ADA Upgrades	Friends of PCPA					15,000	
Newmark Stage Floor	Friends of PCPA					100,000	
<b><i>PCPA FY 2014-15</i></b>							
Keller Dimmer System	Friends of PCPA						275,000
Winningstad Orchestra Seating Floor	Friends of PCPA						150,000
Hatfield Passenger Elevators	Friends of PCPA						300,000
ASCH Passenger Elevators	Friends of PCPA						300,000
ASCH Lighting System	Friends of PCPA						300,000
ASCH Masking Draperies	Friends of PCPA						25,000
Hatfield Symphony Chairs							10,000
<b><i>Total Portland Center for the Performing Arts</i></b>		<b><i>512,000</i></b>	<b><i>678,000</i></b>	<b><i>1,328,258</i></b>	<b><i>431,000</i></b>	<b><i>600,000</i></b>	<b><i>1,360,000</i></b>

**Metropolitan Exposition Recreation Commission**  
**Five Year Capital Plan FY 2009-10 through FY 2014-15**  
**March 3, 2010**

<u>Description</u>	<u>Funding Source</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<b>Portland Expo Center (EXPO)</b>							
<b>EXPO FY 2009-10</b>							
Parking Lot Asphalt maintenance and/or removal/replacement	EXPO Fund Balance	75,000					
Hall "A" - "B" Relamp	EXPO Fund Balance	15,000					
Hall C Heating System	EXPO Fund Balance	70,000					
Halls D (18 units) & E (15 units) emergency lighting battery backups	EXPO Fund Balance	20,000					
(**)Food & Beverage Capital Investment - New Contract (1)	F & B Contract Capital Investment	187,000					
Hall E, South wall boring		15,000					
<b>EXPO FY 2010-11</b>							
Seismic Gas Valves	EXPO Fund Balance		10,000				
Alerton DCC Global Controller	EXPO Fund Balance		22,000				
Electronic signage at parking lot entrance	EXPO Fund Balance		30,000				
Halls DE Wi-Fi	EXPO Fund Balance		25,000				
Halls D relamp	EXPO Fund Balance		30,000				
Unknown impact of Hall E boring	EXPO Fund Balance		50,000				
Food & Beverage Capital Investment - New Contract (1)	F & B Contract Capital Investment carry over - Fund Balance		325,000				
<b>EXPO FY 2011-12 thru FY 2014-15</b>							
Halls E relamp				35,000			
Hall E lobby and meeting room carpet replacement				30,000			
Portable bleacher replacement (2)				80,000	80,000	80,000	80,000
Parking Lot Asphalt maintenance and/or removal/replacement (2)				50,000	50,000	50,000	50,000
<b>UNFUNDED PROJECTS PORTLAND EXPO CENTER (Cost to be determined)</b>							
South Access Drive Repair							
Hall E Tower paint							
American Lincoln (estimate \$35,000)							
Full site electronic way finding (estimate \$300,000)							
Phase III							
SW parking lot & South Access Drive realignment							
Replace/renovate Halls A, B and C							
North walkway canopy and electronic sign							
Covered/enclosed exhibit hall connector							
SE meeting rooms							
<b>Total Portland Expo Center</b>		<b>382,000</b>	<b>492,000</b>	<b>195,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>

**Metropolitan Exposition Recreation Commission**  
**Five Year Capital Plan FY 2009-10 through FY 2014-15**  
**March 3, 2010**

<u>Description</u>	<u>Funding Source</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<b>MERC Administration (MERC)</b>							
<b>MERC FY 2009-10</b>							
SharePoint ExtraNET Server	MERC Support Costs	60,000					
Advance Scheduling System	MERC Support Costs	60,000					
Server Virtualization	MERC Support Costs	30,000					
<b>MERC FY 2010-11</b>							
Add Disk Storage space to Virtual server environment	MERC Support Costs		25,000				
Add two additional application servers to Virtual environment	MERC Support Costs		30,000				
Citrix XEN Essentials Software - administrator	Is this related to something else		5,000				
Server operating system upgrades - software, license, setup	MERC Support Costs		10,000				
Citrix "test" environment - new server, license, setup	MERC Support Costs		20,000				
Project Contingency	MERC Support Costs		20,000				
<b>MERC FY 2011-12 thru FY20014-15</b>				<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Total MERC Administration</b>			<b>150,000</b>	<b>110,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Grand Total MERC</b>			<b>3,438,990</b>	<b>3,991,000</b>	<b>6,571,258</b>	<b>4,511,000</b>	<b>4,170,000</b>

- ( 1 ) Food & Beverage Capital Investment is based on original Adopted Budget
- ( 2 ) Multi Year projects
- ( 3 ) Grants not included in the budget until funding secured
- ( 4 ) All future year project are considered unfunded

**Metropolitan Exposition Recreation Commission  
BUDGET DEVELOPMENT CALENDAR**

**FY 2010-11**

		<b>Date</b>
	<b>NOVEMBER</b>	
Metro	Budget Preparation Materials - Metro Council Work Session	November 10
Holiday	Veterans Day	November 11
MERC	Budget Assumptions distributed to MERC Venues	November 18
Holiday	Thanksgiving	November 26
	<b>DECEMBER</b>	
MERC	Commission Meeting - Budget Overview Budget Calendar & Assumptions (in lieu of first Budget Committee Meeting)	December 2
MERC	Facility Directors and Operations Managers meet with MERC Capital & Construction Manager	November/December
MERC	Venue Budgets Due (meet with General Manager & Budget Manager)	December 15
Holiday	Christmas Day	December 25
	<b>JANUARY</b>	
Holiday	New Years Day	January 1
MERC	Draft Budget Numbers to Metro Financial Planning	January 4
MERC	Present Draft Budget to Metro COO and Financial Planning Staff	January 7
MERC	Distribute Budget Committee Materials	January 8
MERC	Budget Committee Meeting	January 11
Holiday	Martin Luther King Jr. Day	January 18
PCPA	Present Proposed Capital Projects to the Friends of PCPA for approval	January
	<b>FEBRUARY</b>	
MERC	Commission Meeting - Budget Chair Reports on The Proposed Budget	February 3
MERC	Distribute Budget Committee Materials	
MERC	Budget Committee Meeting - Approve Budget Proposal for submission to Commission	TBD
MERC	Distribute Commission Materials	
MERC	MERC Budget Due to Metro Financial Planning in final form	February 12
MERC	Draft Program and Organizational Narratives to Metro Financial Planning	February 12

**Metropolitan Exposition Recreation Commission**

**BUDGET DEVELOPMENT CALENDAR**

**FY 2010-11**

		<b>Date</b>
	<b>MARCH</b>	
MERC	Commission Meeting - Approve Proposed Budget for submission to Metro Council	March 3
Metro	Release Proposed Budget to Council	March 18
MERC	Budget Committee Meeting - as needed	TBD
	<b>APRIL</b>	
Metro	Council Meeting: Metro COO presents the Proposed Budget and Budget Message	April 1
MERC	Commission Meeting - Amendments to FY 2010-11 Proposed Budget	April 7
MERC	Budget Committee Meeting - as needed	TBD
Metro	Council Meeting: Council consideration and vote on amendments to the budget and Council approves budget for transmittal to TSCC	April 30
	<b>MAY</b>	
MERC	Commission Meeting - Amendments to FY 2010-11 Approved Budget	May 5
MERC	Budget Committee Meeting - as needed	May
Metro	Deadline to submit budget to TSCC	May 14
	<b>JUNE</b>	
MERC	Commission Meeting - Final Amendments to FY 2009-10 current year budget	June 2
Metro	TSCC Public Hearing - 12:30 PM Council Annex	June 3
Metro	Council Meeting: Council considers and votes on final amendments to budget	June 10
Metro	Council Meeting: Council adopts budget	June 17
MERC	Send MERC Budget Resolution to Multnomah County - VDF Request Attention: Bill Moravic -Mindi Harris - Harry Morton	June 25
MERC	Commission Meeting	July 7
MERC	MTOCA Resolution July Commission Meeting not done for 2010-11 to date	

Budget Committee Meetings
Commission Meetings
MERC Budget Numbers to Metro Financial Planning
Metro Council Meetings
Holidays

\* Council and Metro Dates are estimates and subject to change

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 10-05**

Accept Interior Technology as the lowest responsive and responsible bidder in accordance with the Metropolitan Exposition Recreation Commission (MERC) Contracting and Purchasing Rules, and authorize the MERC Interim General Manager to execute a contract with Interior Technology for the Movable Partition Retrofit Project, upon the approval by Metro Council to allocate \$341,000 from the Metro Tourism Opportunity and Competitiveness Account ("MTOCA").

**WHEREAS**, in the public interest, for the purpose of necessary major refurbishment, repair and retrofit of the Oregon Convention Center's movable partitions; and

**WHEREAS**, the approved FY 09-10 MERC Capital Budget includes provisions for the Oregon Convention Center Movable Partitions Retrofit Project with funds from the Metro Tourism Opportunity and Competitiveness Account ("MTOCA"); and

**WHEREAS**, staff completed a formal solicitation of bids culminating with a bid opening on January 5, 2010; and

**WHEREAS**, MERC staff has evaluated the lowest responsive and responsible bidder was Interior Technology with the bid of \$337,969 for phase 1 of this project; and

**WHEREAS**, Sections 3(B) and 4(D)(1)) of MERC's Contracting and Purchasing Rules, effective March 1, 2005, require the Commission to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

**WHEREAS**, this bid is within the budget as previously set.

**BE IT THEREFORE RESOLVED** that the Metropolitan-Exposition Recreation Commission:

1. Accepts the Bid of Interior Technology for the Movable Partition Retrofit Project at the Oregon Convention Center; and
2. Authorizes the MERC Interim General Manager to execute the contract in substantially the same form, as attached Exhibit A to this resolution, with Interior Technology for the amount of \$337,969 for the performance of work in accordance with the bid documents contingent upon receipt of funds through the Metro Tourism Opportunity and Competitiveness Account "MTOCA".

Passed by the Commission on March 3, 2010.

\_\_\_\_\_  
Chair

Approved as to form:

Daniel B. Cooper, Metro Attorney

By: \_\_\_\_\_

Nathan A. Schwartz Sykes, Senior Attorney

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



## Standard Public Contract

For Public Contracts Greater than \$50,000

CONTRACT NO. \_\_\_\_\_

### PUBLIC CONTRACT

THIS Contract is entered into between Metropolitan Exposition-Recreation Commission ("MERC"), whose address is 777 NE Martin Luther King, Jr., Blvd., Portland, Oregon 97232-2742, and **Modernfold NW, Inc. - DBA Interior Technology (CCB #63245)**, whose address is **6775 SW 111th Ave., Beaverton, OR 97008**, hereinafter referred to as the "CONTRACTOR. Contact is for work to be performed the Oregon Convention Center, located at 777 NE MLK Jr. Blvd, Portland, OR 97232

THE PARTIES AGREE AS FOLLOWS:

#### ARTICLE I SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to MERC the goods described in the Scope of Work as below, and as per the "OCC – Movable Partition Retrofit Project RFP" All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

*CONTRACTOR is to provide services in retrofitting and repairing movable partition walls.*

<i>Contract is for work in:</i>	<i>Meeting Rooms</i>	<i>158 Units</i>
	<i>Exhibit Halls</i>	<i>172 Units</i>

#### ARTICLE II TERM OF CONTRACT

The term of this Contract shall be for the period commencing **April 1, 2010** through and including **December 31, 2010** unless terminated as provided in this Contract.

#### ARTICLE III CONTRACT SUM AND TERMS OF PAYMENT

MERC shall compensate the CONTRACTOR for work performed and/or goods supplied as described in the Scope of Work. MERC shall not be responsible for payment of any materials, expenses or costs other than those which are specifically included in the Scope of Work in an amount not to exceed (written amount) **Three Hundred Thirty-Seven Thousand, Nine Hundred Sixty-Nine Dollars and No/100 (\$337,969.00)**. Payment shall be on a unit price only for those goods or services received in a condition or manner acceptable to MERC. CONTRACTOR'S invoice shall include an itemized statement of items purchased or services provided, and shall be sent to MERC, Attention: Accounts Payable, 777 NE Martin Luther King, Jr. Blvd., Portland, Oregon 97232-2742. MERC will pay Contractor within 30 days of receipt of an approved invoice.

#### ARTICLE IV LIABILITY AND INDEMNITY



CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR'S labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Contract, and shall indemnify, defend and hold harmless MERC, its agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR'S subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and MERC.

#### ARTICLE V TERMINATION

MERC may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. MERC shall not be liable for indirect, consequential damages or any other damages. Termination by MERC will not waive any claim or remedies it may have against CONTRACTOR.

#### ARTICLE VI INSURANCE

CONTRACTOR shall purchase and maintain at CONTRACTOR'S expense, the following types of insurance covering the CONTRACTOR, its employees and agents.

A. Broad form comprehensive general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability shall be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage. **MERC, its appointed officials, departments, employees and agents shall be named as an ADDITIONAL INSURED.**

B. Automobile bodily injury and property damage liability insurance. Insurance coverage shall be a minimum of \$1,000,000 per occurrence. **MERC, its appointed officials, departments, employees, and agents shall be named as an ADDITIONAL INSURED.** Notice of any material change or policy cancellation shall be provided to MERC thirty (30) days prior to the change.

This insurance as well as all workers' compensation coverage for compliance with ORS 656.017 must cover CONTRACTOR'S operations under this Contract, whether such operations be by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them.

CONTRACTOR shall provide MERC with a certificate of insurance complying with this article and naming MERC as an additional insured within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

CONTRACTOR shall not be required to provide the liability insurance described in this Article only if an express exclusion relieving CONTRACTOR of this requirement is contained in the Scope of Work.

#### ARTICLE VII PUBLIC CONTRACTS

All applicable provisions of ORS chapters 187 and 279A & B, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Agreement. Specifically, it is a condition of this contract that Contractor and all employers working under this Agreement are subject employers that will comply with ORS 656.017 as required by 1989 Oregon Laws, Chapter 684.

For public work subject to ORS 279C.800 to 279C.870, the contractor shall pay Prevailing Wage Rates as per the *Oregon Bureau of Labor and Industries (BOLI) "Prevailing Wage Rates for Public Contract Works Contracts in Oregon - Effective July 1, 2009"*, pursuant to the administrative rules established by the Commissioner of Labor and Industries. Contractor must provide a written schedule to employees showing the number of hours per day and days per week the employee may be required to work; and must pay daily, weekly, weekend and holiday overtime in accordance with, and as required by ORS 279C.520. Contractors must promptly pay, as due, all persons supplying to such contractor labor or material used in this contract. If the contractor fails to pay for labor or services, the contracting agency can pay and withhold these amounts due the contractor. Additionally, if the contractor or first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the public contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus shall pay interest in accordance with ORS 279C.515. If the contractor or first-tier subcontractor fails, neglects, or refuses to make payment, to a person furnishing labor or materials in connection with the public contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. Contractor must promptly pay for any medical services they have agreed to pay in accordance with ORS 279C.530. Contractor must pay any and all contributions and amounts due to the Industrial Accident Fund from contractor or subcontractor and incurred in the performance of the contract.

Contractor is required to turn in Certified Payroll Reports each month to Contracting Public Agency. In addition to any other retainage obligated by the Public Contracting Code, the Prevailing Wage Requirement Law requires public agencies to withhold 25 percent of any amount earned by the prime contractor if the prime contractor does not submit certified payroll reports. Once the certified payroll reports have been submitted, the public agency must pay the 25 percent withheld within 14 days. ORS 279C.845(7)

Contractor and every subcontractor must have a Public Works Bond filed with the Construction Contractors Board prior to starting work on the Contract, unless exempt, in accordance with ORS 279C.830(3). Contractors are required to pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

No liens or claims are permitted to be filed against MERC on account of any labor or material furnished. CONTRACTOR shall meet MERC Bonds and Bid Security requirements as follows:

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

CONTRACTOR shall meet the Metro "Good Faith Efforts" Requirement for Construction Projects as below:

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

For public improvement work all contractors must demonstrate that an employee drug-testing program is in place, per ORS 279C.505-2

#### ARTICLE VIII QUALITY OF GOODS AND SERVICES

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by MERC, whichever is later. All guarantees and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of MERC.

#### ARTICLE IX OWNERSHIP OF DOCUMENTS

Unless otherwise provided herein, all documents, instruments and media of any nature produced by Contractor pursuant to this agreement are Work Products and are the property of MERC, including but not limited to: drawings, specifications, reports, scientific or theoretical modeling, electronic media, computer software created or altered specifically for the purpose of completing the Scope of Work, works of art and photographs. Unless otherwise provided herein, upon MERC request, Contractor shall promptly provide MERC with an electronic version of all Work Products that have been produced or recorded in electronic media. MERC and Contractor agree that all work Products are works made for hire and Contractor hereby conveys, transfers, and grants to MERC all rights of reproduction and the copyright to all such Work Products.

#### ARTICLE X SUBCONTRACTORS

CONTRACTOR shall contact MERC prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from MERC before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract.

MERC reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR'S compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this agreement. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

#### ARTICLE XI RIGHT TO WITHHOLD PAYMENTS

MERC shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in MERC's sole opinion, to protect MERC against any loss, damage or claim which may result from CONTRACTOR'S performance or failure to perform under this agreement or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors.

If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in MERC's opinion, violated that provision, MERC shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by MERC under this Article shall become the property of MERC and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

ARTICLE XII  
SAFETY

If services of any nature are to be performed pursuant to this agreement, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits.

ARTICLE XIII  
INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any procurement documents including, but not limited to, the Advertisement for Bids, Proposals or responses, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated agreement between MERC and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both MERC and CONTRACTOR. The law of the state of Oregon shall govern the construction and interpretation of this Contract.

ARTICLE XIV  
COMPLIANCE

CONTRACTOR shall comply with federal, state, and local laws, statutes, and ordinances related to the execution of the work. This requirement includes, but is not limited to, non-discrimination, safety and health, environmental protection, waste reduction and recycling, fire protection, permits, fees and similar subjects.

ARTICLE XV  
ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from MERC.

**CONTRACTOR**

**METROPOLITAN EXPOSITION-RECREATION  
COMMISSION**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name Cheryl Twete

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Company: Interior Technology

Title: Interim General Manager

Address: 6775 SW 111th Ave

Beaverton, OR 97008

Tax I.D. or SS#: 93-0599679

Telephone/Fax: 503- 643-9480 / 503- 626-3568

CCB # 63245

*Copy 1 - MERC Contracts*

*Copy 2 - Facility*

*Copy 3 - Contractor*

## MERC STAFF REPORT

**Agenda Item/Issue:** For the purpose of accepting Interior Technology as the lowest and most responsive bidder in accordance with Metropolitan Exposition Recreation Commission (MERC) Contracting and Purchasing Rules, and authorizing the MERC Interim General Manager to execute a contract with Interior Technology for the Movable Partition Retrofit Project upon the approval by Metro Council to allocate \$341,000 from the Metro Tourism Opportunity and Competitiveness Account (MTOCA).

**Resolution No.:** 10-05

**Presented By:** Jeff Blosser

**Date:** March 3, 2010

**Prepared By:** Jeff Blosser/  
Heather Peck

**Background and Analysis:** The Metro Council has approved a program to fund capital projects at the Oregon Convention Center (OCC) known as MTOCA. The Council has adopted policies and guidelines for establishing a process and criteria for these proposed investments. The MERC Budget Committee discussed the Goals and Strategies identified in the Policy and Guidelines and recommended the Movable Partition Retrofit Project to the full MERC Commission for approval. The MERC Commission approved their recommendation at its February 3 Meeting. The purpose of Resolution 10-05 is to accept the lowest and most responsive bid and authorize execution of a contract for the partition retrofit project.

Staff recommended that this project be a major priority for MTOCA funding for this year's capital projects list. The partitions are located in the original side of the Convention Center and are nearly 20 years old and have never been replaced. It is necessary to replace the partitions due to loss of functionality and the need to update the movable walls for safety and customer service. The Commission has previously approved this partition retrofit project at \$560,000 to be completed in two phases over a two fiscal year period (Fiscal Years 2009-10 and 2010-11). The Metro Council must also approve each specific MTOCA project funding request and is scheduled to hear a resolution on the partition retrofit project on March 4, 2010 for an amount not to exceed \$341,000 in FY 09-10. In the event that the Metro Council does not authorize the MTOCA resources sufficient to fund this project, then the contract will not be executed.

Staff completed a formal solicitation of bids per MERC contracting and purchasing rules for this project culminating with a bid opening in January 2010. Interior Technology's bid came in at \$519,000 for the entire project, \$41,000 under the budgeted amount. The project will be broken into two parts with \$341,000 being spent this fiscal year and the remaining \$178,000 is proposed to be authorized next year with a second request from the Commission to Metro Council for use of MTOCA monies, as is currently proposed in the 2010-11 OCC Budget for consideration.

MERC received three responses to the RFB process from the following companies: Advanced Equipment Corporation for \$570,940; Barclay Dean Architectural Products for \$615,200 and Interior Technology for \$519,894. MERC received no bid responses from the FOTA area or from any MWESB firms for this project.

Therefore, staff is asking for Commission approval to accept the bid from Interior Technology as the lowest responsive and responsible bidder and authorize execution of the contract for this work.

**Fiscal Impact:**

The budget of \$341,000 for phase one of this project is within the MERC approved FY 2009-10 budget amount for this capital project. Due to the competitive bidding environment, the project bid has actually come in under budget, with cost savings to MERC of \$41,000.

**Recommendation:** Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 10-05, accepting the lowest responsive and responsible bid by Interior Technology and direct the MERC Interim General Manager to execute a contract in substantially the same form as attached Exhibit A to the resolution with Interior Technology to complete the work of refurbishing and retrofitting the Movable Wall Partitions at the Oregon Convention Center, contingent on the Metro Council approval of MTOCA funding of \$341,000 to complete phase one work.

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# **MERC Commission Meeting**

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March 3, 2010  
12:30 pm

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9.0 - Strategic Discussion –  
Travel Portland

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*travel*  
**PORTLAND**

**FIRST QUARTER REPORT  
2009-2010**

**FOR  
MERC**



# What's Inside

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President & CEO  
503.275.9797, [jmiller@travelportland.com](mailto:jmiller@travelportland.com)

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# EXECUTIVE SUMMARY

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## ACCOMPLISHMENTS

- Travel Portland booked 13 OCC conventions with estimated future OCC revenue of over \$1.4 million and economic impact of almost \$16 million during the first quarter of 2009-10. Of those 13 OCC conventions, 8 were new to Portland.
- Travel Portland booked 61 total group meetings, including single hotel, for future years during the first quarter. These represent a total of 48,760 rooms sold with an estimated economic impact of over \$26 million.
- Travel Portland helped to generate almost \$135,000 in MERC/OCC combined media coverage during the first quarter.

## TRENDS, SUCCESSES, OBSTACLES:

- Travel Portland’s room tax collection was budgeted 15% lower for 2009-10.
- For first quarter 2009-10 there were 5 groups lost for lack of HQ Hotel package.
- Travel Portland, in conjunction with OCC staff, has engaged a firm to develop a new estimated Community Economic Impact report. You will see estimations on this report while the final report is being produced.

## MERC CONTRACT GOALS:

	GOAL	YEAR TO DATE ACTUAL	ANNUAL GOAL
#1	OCC Revenue Goal	\$2,114,943	\$5.75 million
#2	ROI on future OCC business	1.7	2.0 – 2.5
#3	Lead conversion	52%	28% - 31%
#4	Services performance survey	Underdevelopment/in transition	3.5
#5	ROI on public relations/media	7.8	6.5
#6	Community economic impact	31.5	25.0

# CONVENTION SALES

OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND			
Convention Year	OCC Revenue	Annuals	Total Potential Future Business
FY 09/10	\$ 6,664,289	\$ -	\$ 6,664,289
FY 10/11	\$ 4,124,035	\$ 1,354,200	\$ 5,478,235
FY 11/12	\$ 2,511,231	\$ 1,584,940	\$ 4,096,171
FY 12/13	\$ 1,420,492	\$ 1,812,846	\$ 3,233,338
FY 13/14	\$ 287,620	\$ 1,584,940	\$ 1,872,560
FY 14/15	\$ 417,214	\$ 1,812,846	\$ 2,230,060
FY 15/16	\$ -	\$ 1,584,940	\$ 1,584,940
FY 16/17	\$ 171,952	\$ 1,812,846	\$ 1,984,798
FY 17/18	\$ -	\$ 1,584,940	\$ 1,584,940
FY 18/19	\$ -	\$ 1,812,846	\$ 1,812,846
FY 19/20	\$ -	\$ 1,584,940	\$ 1,584,940
Total	\$ 15,596,833	\$ 16,530,284	\$ 32,127,117

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Goal
New OCC Bookings	8	8	
Repeat OCC Bookings	5	5	
Total OCC Bookings	13	13	
Room Nights from OCC Bookings	26,377	26,377	
Future OCC Revenue Booked during FY 2009/10	\$ 1,474,852	\$ 1,474,852	
ROI OCC Bookings	\$ 1.7	\$ 1.7	2.0 - 2.5
Community Economic Impact from OCC Bookings	\$ 15,937,526	\$ 15,937,526	
Total Room Nights Booked	48,760	48,760	
Total Community Economic Impact from Bookings	\$ 26,768,905	\$ 26,768,905	
ROI on Total Community Economic Impact	\$ 31.5	\$ 31.5	25.0 to 1
OCC Revenue Realized During FY 2009/10	\$ 2,114,943	\$ 2,114,943	\$ 5.75 million
OCC Revenue Realized includes Benevolent & Protective Order of Elks - Grand Lodge's June meeting which was not reported during FY 08/09. The majority of the meeting occurred in July. Therefore, revenue is reflected in the first quarter of FY 09/10			

# CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF OCTOBER 1, 2009					
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14 and beyond
Current	43	25	13	8	4
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 06/07 - FY 09/10)	42	23	14	9	7

1ST QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 09/10	4	9,282	15,200	\$ 514,752	\$ 4,452,630
FY 10/11	4	3,793	19,600	\$ 394,353	\$ 6,927,497
FY 11/12	3	5,529	3,200	\$ 419,805	\$ 2,417,173
FY 12/13	2	7,773	4,600	\$ 145,942	\$ 2,140,226
Total OCC Bookings	13	26,377	42,600	\$ 1,474,852	\$ 15,937,526

1ST QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
YEAR	GROUPS	TOTAL ROOM NIGHTS	ROOM TAX GENERATED	COMMUNITY ECONOMIC IMPACT
FY 09/10	27	8,434	\$ 133,310	\$ 3,903,891
FY 10/11	13	5,164	\$ 81,623	\$ 2,845,528
FY 11/12	7	7,625	\$ 120,523	\$ 3,457,406
FY 12/13	1	1,160	\$ 18,335	\$ 624,555
Total Other Bookings	48	22,383	\$ 353,791	\$ 10,831,379

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

# CONVENTION SALES

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	31	31	13	13	10	10
OCC Lost Leads due to OCC space & availability	1	1	0	0	0	0
OCC Lost Leads due to hotel package & availability	5	5	4	4	1	1
Lead Conversion Percentage	52%	52%	22%	22%	22%	22%
Annual Goal – 28% - 31%						

1ST QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account Name	Groups	Reason	Total Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	5	HQ Hotel/Hotel Package	13,958	5,600	\$ 464,903	\$ 2,813,906
Subtotal	9	Geographic	24,040	16,800	\$ 1,998,436	\$ 15,110,389
Subtotal	3	Rates/Cost - Hotel	18,881	5,725	\$ 212,035	\$ 3,288,106
Subtotal	2	Board Decision	2,900	1,850	\$ 152,129	\$ 989,052
Subtotal	1	Date Availability - Hotel	1,884	1,000	\$ 108,110	\$ 1,418,590
Subtotal	1	Date Availability - OCC	6,225	2,500	\$ 57,125	\$ 670,800
Subtotal	1	Flights-Cost/Availability	6,304	6,100	\$ 593,408	\$ 7,500,438
Subtotal	1	Perceived Destination Draw	2,685	1,100	\$ 107,008	\$ 1,352,538
Subtotal	1	Weather/Environmental Issues	4,500	4,500	\$ 524,340	\$ 2,619,990
<b>Total OCC Lost</b>	<b>24</b>		<b>81,377</b>	<b>45,175</b>	<b>\$ 4,217,493</b>	<b>\$ 35,763,809</b>

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

# CONVENTION SALES

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

1ST QUARTER INDUSTRY TRADE SHOWS AND EVENTS		
July - 2009	August - 2009	September - 2009
Fraternity Executives Association (FEA) (New Orleans, LA)	American Society of Association Executives (ASAE) (Toronto, CAN)	Hospitality Sales and Marketing Institute Affordable Meetings D.C. (Wa., D.C.)
Council of Engineering and Scientific Society Executives (CESSE) (Orlando, FL)	Connect Marketplace (Las Vegas, NV)	Oregon Society of Association Management (OSAM) (Bend, OR)
Oregon Society of Association Management/ Meeting Planners International/ Society of Government Meeting Planners Client Event (Portland, OR)	Association Management Companies Institute (Toronto, CAN)	Rejuvenate Marketplace (Birmingham, AL)
Meeting Professionals International (MPI) (Salt Lake City, UT)		Convene Green Alliance (CGA) (Wa., D.C.)
Michigan Society of Association Executives (MSAE) (Detroit, MI)		Convention Sales Steering Committee (CSSC) Sales Training (Portland, OR)

# CONVENTION SERVICES

Activity Description	1st Quarter	YTD	PTYD
Distribution of Promotional Pieces	51,352	51,352	61,940
Meeting Planning Assistance - Services Leads	912	912	399
Networking - Education/Professional Seminars	1	1	0
Pre-Convention Site Tours	6	6	18
Pre-Convention Attendance Building	5	5	17
Housing - Convention Room Nights	1,502	1,502	138

1ST QUARTER INDUSTRY TRADE SHOWS AND EVENTS		
July - 2009	August - 2009	September - 2009
<b>Oregon Convention Center Groups</b>		
Microscopy & Microanalysis August 2010	Medicaid Mgmt Information Systems August 2010	Institute of Navigation September 2010
Controlled Release Society July 2010		

# MARKETING

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	1st Quarter	YTD	PYTD
Website: User Sessions*	421,519	421,519	427,475
<i>Portland Travel Update</i> : click-through rate	5.44%	5.44%	4.46%
Portland Perks: room nights (arrivals) at participating hotels	3,208	3,208	4,901

## Marketing highlights:

### Online initiatives

Ongoing engagement with Twitter (more than 11,000 people now follow @Travelportland) and Twisitor Center; ticket giveaway promotions with Time-Based Art Festival, Pearl District Business Association and others; development of Facebook strategy and Portland fan page; selection of technology vendor who will implement forthcoming upgrades to back end of website.

### Cultural tourism marketing

Co-op marketing (media buy and rack card) with the galleries and museums of Portland Art Focus; marketing support of Time-Based Art Festival and Oregon Manifest; evaluation of options for online attractions pass and online calendar of events; outreach to arts groups and attractions re: inclusion in 2010 Portland Perks coupon book.

### Convention Sales marketing support

Promotion of Green Meetings Toolkit via sponsorship of Successful Meetings' digital supplement; finalization of marketing and advertising plan for FY 09-10; development of ASAE pre-show mailer (24% response rate) and booth concept.

### Consumer marketing

Development of Portland Perks/need-time strategies.

\* In addition to tracking this standard website metric, Travel Portland will identify conversion points and establish baseline measurements for the bureau's overall online presence (Travelportland.com, blog, GoSeePortland, Twitter, Facebook and other social media).



# COMMUNICATIONS & PUBLIC RELATIONS

	1 <sup>ST</sup> QUARTER	YTD	PYTD
Total Dollar Value	\$2,490,071	\$2,490,071	\$3,402,408
<b>MERC Value</b>	\$134,639	\$134,639	\$270,685
<b>OCC Value</b>	\$109,089	\$109,089	\$43,357
<b>Minority Value</b>	\$602,206	\$602,206	\$1,123,834
LGBT Value	\$59,486	\$59,486	\$16,100
Total Placements	80	80	87
<b>MERC Placements</b>	10	10	12
<b>OCC Placements</b>	9	9	6
<b>Minority Placements</b>	7	7	9
LGBT Placements	4	4	14
Audited Circulation	100.6 million	100.6 million	61.7 million

†No multipliers are used to calculate media values.

\*OCC Value – Counts only those media placements that feature the Oregon Convention Center.

\*\*MERC Value – Counts *all* media placements that mention any MERC facility: Oregon Convention Center, Portland Center for the Performing Arts, Portland Metropolitan Exposition Center.

TOTAL CONTRACT	1 <sup>ST</sup> QUARTER	YTD
MERC Value	\$134,639	\$134,639
Direct Costs	\$17,173	\$17,173
ROI	7.8	7.8
Minority Value	\$602,206	\$602,206
Minority Direct Cost	\$0	\$0
Minority ROI	-	-
Annual Goal 6.5 to 1		

# PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

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PARTNER SERVICES			
	1st Quarter	YTD	PYTD
<b>Revenue</b>	\$96,606	\$96,606	\$77,086
<b>Active Partners</b>			
New	23	23	14
Cancellations	58	58	32
Current Active Partners	757	757	959

TOURISM SALES		
	1st Quarter	YTD
<b>Client Contacts</b>		
Trade Shows, Events, Inquiries and Sales Calls	342	342
Leads/Referrals Sent	273	273
<b>FAMS/Research &amp; Site Visits</b>		
# of Companies	12	12
# of Attendees	17	17
<b>Published Itineraries/Pkgs/Departures/Contracts</b>	113	113
<b>Number of Room Nights by County</b>		
Clackamas County	656	656
Columbia County	0	0
Multnomah County	2,316	2316
Washington County	100	100
Mt. Hood/Gorge	0	0

VISITOR INFORMATION SERVICES			
	1st Quarter	YTD	PYTD
Visitor Information Total Visitors	183,269	183,269	261,787
Volunteer Hours	3,122	3,122	2,672
Retail Sales	\$ 6,897	\$ 6,897	\$ 7,536

# OPERATIONS

AFFIRMATIVE ACTION GOALS 2009-10					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	September 30, 2009		2009-10		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
Females					
Officials/Managers	4	9	44%	50%	Improve
Professionals	11	15	73%	50%	Maintain
Sales	10	12	83%	50%	Maintain
Office/Clerical	12	14	86%	65%	Maintain
Total	37	50	74%	50%	Maintain
Minorities					
Officials/Managers	1	9	11%	10%	Maintain
Professionals	0	15	0%	10%	Improve
Sales	1	12	8%	10%	Improve
Office/Clerical	4	14	29%	15%	Maintain
Total	6	50	12%	15%	Improve
This report is based on current full-time staff.					

# OPERATIONS

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## FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

### HIRING

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

### PURCHASING

Travel Portland expended a total of \$25,877.80 with businesses in the FOTA area for 3 months ending September 30, 2009.

### PARTNERSHIP

Travel Portland currently has 76 member businesses within FOTA and 47 minority and 80 women-owned businesses as its partners.

## MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2009

For the last 21 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 2009-10, Travel Portland expended **\$146,156** of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, **\$33,953 or 23 percent** was spent with **minority/women-owned or emerging small business enterprises**.

**FY 2010 Travel Portland/MERC Contract Budget Financial Report**  
1st Quarter FY09-10

Description	FY 2010 Convention Sales, Marketing & Services			
	Quarterly spending thru 9/30/09	Year-to-date 9/30/09	Total Budget	% of spending to total budget
<b>Direct Sales:</b>				
<u>Portland office:</u>				
Professional services	204,588	204,588	860,950	
Direct expenses	35,259	35,259	114,516	
<b>Total Portland office</b>	<b>239,847</b>	<b>239,847</b>	<b>975,466</b>	<b>25%</b>
<u>Washington DC office:</u>				
Professional services	65,870	65,870	202,230	
DC Client events	1,988	1,988	6,100	
Direct expenses	3,379	3,379	32,727	
<b>Total DC expenses</b>	<b>71,237</b>	<b>71,237</b>	<b>241,057</b>	<b>30%</b>
<u>Chicago office:</u>				
Professional services	26,780	26,780	92,690	
Chicago client events	1,488	1,488	8,575	
Direct expenses	2,858	2,858	14,738	
<b>Total Chicago expenses</b>	<b>31,126</b>	<b>31,126</b>	<b>116,003</b>	<b>27%</b>
Fall & Spring FAM	5,530	5,530	58,178	10%
Site Visits	9,172	9,172	68,000	13%
Bid/Sales Trips	396	396	14,322	3%
Niche & Green Fam	535	535	19,000	3%
Local Promotions	8,367	8,367	9,825	85%
Tradeshows	81,396	81,396	136,693	60%
Road Shows	613	613	47,450	1%
Research	9,600	9,600	50,000	19%
Three City Alliance	-	-	31,000	0%
<b>Total Direct Sales</b>	<b>447,071</b>	<b>447,071</b>	<b>1,766,994</b>	<b>25%</b>
<b>Marketing:</b>				
Professional Services	44,023	44,023	163,225	
E-Marketing	44,858	44,858	82,309	
Minority Advertising	-	-	-	
Direct Mail/Advertising	122,003	122,003	323,184	
<b>Total Marketing</b>	<b>210,884</b>	<b>210,884</b>	<b>568,718</b>	<b>37%</b>
<b>Publication Relations:</b>				
Professional Services	13,315	13,315	60,378	
Minority Professional Services	-	-	125,000	
Writer/Editors program	3,858	3,858	9,257	
<b>Total PR</b>	<b>17,173</b>	<b>17,173</b>	<b>194,635</b>	<b>9%</b>
<b>Convention Services:</b>				
Professional Services	49,330	49,330	215,310	
Direct servicing costs	11,352	11,352	-	
Pre-Con site visits	3,995	3,995	16,050	
Attendance Building trips	8,359	8,359	22,975	
Convention housing	8,610	8,610	40,886	
<b>Total Convention Services</b>	<b>81,646</b>	<b>81,646</b>	<b>295,221</b>	<b>28%</b>
<u>Minority Marketing:</u>				
Professional Services	24,925	24,925	-	
<b>Total Minority Marketing</b>	<b>24,925</b>	<b>24,925</b>	<b>-</b>	<b>-</b>
<b>Contract Administration:</b>				
Minority Professional Services	-	-	-	
Professional Services	66,990	66,990	206,475	
<b>Total Contract Admin.</b>	<b>66,990</b>	<b>66,990</b>	<b>206,475</b>	<b>32%</b>
<b>Total OCC Sales &amp; Marketing</b>	<b>848,689</b>	<b>848,689</b>	<b>3,032,043</b>	<b>28%</b>

	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
<b>REVENUES:</b>								
CITY/CO ROOM TAX	18,717	13,601	5,117	706,843	733,747	857,594	-4%	-18%
MERC	226,550	258,622	-32,072	774,442	784,545	758,467	-1%	2%
TOT/CULTURAL	40,031	21,675	18,356	43,981	65,025	49,081	-32%	-10%
DUES	36,503	38,008	-1,504	116,724	114,023	76,834	2%	52%
FEES	20,611	48,485	-27,874	66,753	79,585	84,232	-16%	-21%
CO-OP	41,716	72,267	-30,551	174,769	225,158	330,873	-22%	-47%
INTEREST INCOME	580	750	-170	1,843	2,250	1,105	-18%	67%
<b>TOTAL REVENUE</b>	<b>384,709</b>	<b>453,408</b>	<b>-68,699</b>	<b>1,885,356</b>	<b>2,004,333</b>	<b>2,158,186</b>	<b>-6%</b>	<b>-14%</b>
<b>EXPENSES:</b>								
CONVENTION SALES	152,957	223,213	-70,256	465,984	630,693	470,538	-26%	-1%
TOURISM SALES	55,975	76,893	-20,918	180,463	188,799	261,730	-4%	-31%
MARKETING & COMMUNICATIONS	102,124	195,221	-93,097	475,281	598,612	609,654	-21%	-22%
CONVENTION & VISITORS SERVICES	73,003	67,220	5,783	207,781	197,326	216,182	5%	-4%
PARTNERSHIP SERVICES	23,285	24,557	-1,272	75,289	74,548	77,992	1%	-3%
EVENTS	22,245	38,773	-16,528	38,701	51,998	38,245	-26%	1%
PROGRAM SUPPORT	99,981	118,031	-18,050	326,463	345,716	397,291	-6%	-18%
<b>TOTAL EXPENSES</b>	<b>529,570</b>	<b>743,909</b>	<b>-214,339</b>	<b>1,769,962</b>	<b>2,087,693</b>	<b>2,071,632</b>	<b>-15%</b>	<b>-15%</b>
<b>NET REVENUE OR (LOSS)</b>	<b>-144,861</b>	<b>-290,501</b>	<b>145,640</b>	<b>115,394</b>	<b>-83,360</b>	<b>86,554</b>	<b>172%</b>	<b>25%</b>

	September Year to Date 2010	September Year to Date 2009	
ASSETS	September 30, 2009	September 30, 2008	Variance
<u>Current assets:</u>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank-Operating	1,186,090	1,256,295	(70,205)
Cash in Bank-Savings	8	0	8
Cash in Bank-Certificate of Deposit/Money Mkt	600,475	0	600,475
MERC Receivable	139,556	103,627	35,930
City Receivable	18,718	0	18,718
Partnership Receivable	52,312	0	52,312
Account Receivable-DMI	30,532	0	30,532
RCMP Receivable	14,897	129,492	(114,596)
VDF Receivable	47,357	0	47,357
Receivable Other	0	0	0
Miscellaneous Receivable	104,711	0	104,711
Promissory Note Receivable	10,000	0	10,000
Due from Foundation	0	2,003	(2,003)
Allowance for bad debts	(5,961)	(490)	(5,471)
Prepaid Expense	56,270	97,605	(41,336)
	<b>2,255,040</b>	<b>1,588,607</b>	<b>666,432</b>
<u>Property and equipment:</u>			
Furniture & equipment	85,525	118,025	(32,499)
Less: accum. depreciation	(32,200)	(63,452)	31,252
	<b>53,326</b>	<b>54,573</b>	<b>(1,247)</b>
Computers	206,161	209,693	(3,532)
Less: Accum. Depreciation	(128,611)	(98,019)	(30,592)
	<b>77,550</b>	<b>111,674</b>	<b>(34,124)</b>
Automobiles	66,667	66,667	0
Less: Accum. Depreciation	(31,111)	(17,778)	(13,333)
	<b>35,556</b>	<b>48,889</b>	<b>(13,333)</b>
Leasehold Improvements	71,824	71,824	0
Less: Accum. Depreciation	(59,650)	(50,565)	(9,086)
	<b>12,174</b>	<b>21,260</b>	<b>(9,086)</b>
<u>Other assets:</u>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	157,024	193,658	(36,634)
Employee advances	10,000	12,336	(2,336)
	<b>167,024</b>	<b>205,994</b>	<b>(38,970)</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,600,670</b>	<b>\$ 2,030,997</b>	<b>\$ 569,673</b>
<b>LIABILITIES &amp; NET ASSETS</b>			
<u>Current liabilities:</u>			
Accounts payable	\$ 435,681	\$ 193,185	242,496
Accounts Payable Educational Foundation	873	0	873
Advance MERC	0	0	0
Accrued payroll costs	73,116	83,783	(10,667)
Accrued Incentive	17,719	45,000	(27,281)
Accrued expenses	439	0	439
Accrued longevity award	173,588	123,916	49,672
Total current liabilities	<b>701,416</b>	<b>445,885</b>	<b>255,532</b>
<u>Other liabilities:</u>			
Rent payable	38,578	39,289	(711)
Deferred Income-Mtg Incentive	0	30,000	(30,000)
Deferred revenues	0	0	0
Deferred partnership dues-2009-10	235,004	0	235,004
Deferred revenues-VDF	70,516	0	70,516
Deferred compensation	153,524	214,908	(61,384)
Housing Conference Deposits	175	0	175
Total other liabilities	<b>497,797</b>	<b>284,197</b>	<b>213,600</b>
<u>Net assets:</u>			
Unrestricted net assets, at beginning of year	1,286,062	1,214,362	71,700
Increase in net assets for year ended 6/30/09	115,394	86,553	28,841
Total net assets	<b>1,401,456</b>	<b>1,300,916</b>	<b>100,541</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$ 2,600,670</b>	<b>\$ 2,030,997</b>	<b>\$ 569,673</b>

# TRAVEL PORTLAND BOARD OF DIRECTORS

## EXECUTIVE COMMITTEE

Steve Faulstick, Chair  
Doubletree Hotel Portland

J. Isaac, Chair Elect  
Portland Trail Blazers

Steve Jung, Vice Chair, Convention Sales Steering Committee Chair  
Embassy Suites Portland Downtown

E. Allen Shelby, Treasurer  
Ashforth Pacific, Inc.

Connie Hunt, Past Chair  
Eastbank Saloon

Adam Berger, Community Action Committee Chair  
Ten 01 and Tabla

Wanda Rosenbarger, Partner Services Chair  
Lloyd Center Mall

## BOARD OF DIRECTORS

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Dean Funk  
PGE

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Rojo & Associates, LLC

Sabrina Rokovitz  
Enterprise Rent A Car

Dan Saltzman  
City of Portland

Nancy Stueber  
OMSI

Randall Thayer  
Sheraton Portland Airport Hotel

Brett Wilkerson  
North Pacific Management



# COMMUNICATIONS & PUBLIC RELATIONS

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Travel Portland's Communications & Public Relations Department continued to promote Portland and the surrounding area to local, regional, national and international media. The department fulfilled 108 major media requests and hosted 23 travel writers, editors and television producers on site inspections of the city. The year-to-date result of these efforts was \$2.4 million\* (25 percent of our total fiscal year goal) in positive media coverage for the region.

## MERC/Oregon Convention Center Media Coverage Oregon Convention Center Coverage:

1. ***Black Meetings & Tourism*** (June-July 2009 / \$7,198)  
Bimonthly meeting trade magazine for African-American convention and meeting planners  
"Portland: A land of unspoiled environmentalism"  
*Article placed by Roy Jay*
  
- 2-4. **SmartMeetings.com** (Aug. 25, 2009 / \$3,750)  
Website for *Smart Meetings* magazine, a monthly meeting trade publication  
Article #1 - "Portland Area Events: Event Planning Destination Guide"  
Article #2 - "Destination Oregon"  
Article #3 - "Destination Guide: Portland ... Hot! Hot! Hot!"
  
- 5-6. ***Advocate*** (September 2009 / \$54,986)  
Monthly LGBT general interest magazine  
"Portland Sees Green"  
*Article appeared both in print and online*
  
7. ***Smart Meetings*** (September 2009 / \$4,620)  
Monthly meeting trade publication  
"Unbridled Beauty: Good vibes and great meetings in the Pacific Northwest"  
*Article result from the California Media Blitz*
  
8. ***Successful Meetings*** (September 2009 / \$10,860)  
Online version of monthly meeting trade publication  
"Social Agenda"
  
9. ***Meetings West*** (October 2009 / \$27,675)  
Monthly meeting trade publication  
"Pleasantly Portland"

TOTAL = 9 placements / \$109,089

# COMMUNICATIONS & PUBLIC RELATIONS

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## Total MERC Coverage (stories that featured the Oregon Convention Center, Portland Expo Center or PCPA):

1. ***Black Meetings & Tourism*** (June-July 2009 / \$7,198)  
Mentions: Oregon Convention Center, Portland Expo Center  
Bimonthly meeting trade magazine for African-American convention and meeting planners  
“Portland: A land of unspoiled environmentalism”  
*Article placed by Roy Jay*
2. ***Successful Meetings*** (August 2009 / \$25,550)  
Mentions: Portland Center for the Performing Arts (PCPA)  
Monthly meeting trade publication  
“3 Days in ... Portland”
- 3-5. **SmartMeetings.com** (Aug. 25, 2009 / \$3,750)  
Mentions: Oregon Convention Center, Portland Expo Center  
Website for *Smart Meetings* magazine, a monthly meeting trade publication  
Article #1 – “Portland Area Events: Event Planning Destination Guide”  
Article #2 – “Destination Oregon”  
Article #3 – “Destination Guide: Portland ... Hot! Hot! Hot!”
- 6-7. ***Advocate*** (September 2009 / \$54,986)  
Mentions: Oregon Convention Center  
Monthly LGBT general interest magazine  
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*Article appeared both in print and online*
8. ***Smart Meetings*** (September 2009 / \$4,620)  
Mentions: Oregon Convention Center  
Monthly meeting trade publication  
“Unbridled Beauty: Good vibes and great meetings in the Pacific Northwest”  
*Article result from the California Media Blitz*
9. ***Successful Meetings*** (September 2009 / \$10,860)  
Mentions: Oregon Convention Center  
Online version of monthly meeting trade publication  
“Social Agenda”

Continued on next page

# COMMUNICATIONS & PUBLIC RELATIONS

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## Total MERC Coverage (stories that featured the Oregon Convention Center, Portland Expo Center and/or PCPA):

10. **Meetings West** (October 2009 / \$27,675)  
Mentions: Oregon Convention Center, Portland Expo Center, Portland Center for the Performing Arts (PCPA)  
Monthly meeting trade publication  
“Pleasantly Portland”

TOTAL = 10 placements / \$134,639

## Minority Media Coverage

1. **2009-2010 Globetrotter Guide to Portland** (published June 2009 / \$486,200)  
Asian (Japanese guidebook)  
“Portland, Oregon”  
*Coverage generated by Jeff Hammerly and Yoko Furukawa*
2. **Black Meetings & Tourism** (June-July 2009 / \$7,198)  
African-American (Bimonthly meeting trade magazine for African-American convention and meeting planners)  
“Portland: A land of unspoiled environmentalism”  
*Article placed by Roy Jay*
3. **La Revista** (August 2009 / \$85,500)  
Hispanic (Monthly, high-end lifestyle/travel magazine published by *La Reforma*, the daily newspaper for Mexico City, Mexico)  
“Abrazo la Naturaleza: La Ciudad Verde” (*Embracing Nature: The Green City*)  
*Travel Portland media research tour*
4. **Mata-Tavi** (Aug. 17, 2009 / \$700)  
Asian (Free travel magazine/website in Japan; print edition distributed free in coffee shops and other locations)  
“The Center of the Beer Universe”  
*Coverage generated by Jeff Hammerly and Yoko Furukawa*
5. **JungleCity.com** (September 2009 / \$1,000)  
Asian (Japanese-language city guide-style website for Seattle, Wash., area users)  
“Pickup Portland: Cannon Beach”

Continued on next page

# COMMUNICATIONS & PUBLIC RELATIONS

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## Minority Media Coverage (continued from previous page)

- 6-7. ***Lightning*** (October 2009 / \$21,608)  
Asian (Monthly Japanese lifestyle magazine for males ages 20s-40s)  
Article #1 – “The Road Trip to American Beer! – Portland, Oregon”  
Article #2 – “All Good Local Dogs, Front and Center!”  
*Coverage generated by Jeff Hammerly and Yoko Furukawa*

TOTAL = 7 placements / \$602,206

## LGBT Media Coverage

1. **Orbitz Travel Blog** (July 1, 2009 / \$2,000)  
Travel blog for Orbitz website  
“Portland’s hip restaurants, hotels add to gay travel scene”
- 2-3. ***Advocate*** (September 2009 / \$54,986)  
Monthly LGBT general interest magazine  
“Portland Sees Green”  
*Article appeared both in print and online*
4. **GTN Instinct: Gay Travel News** (Sept. 22, 2009 / \$2,500)  
LGBT travel website  
“Perks of Portland”

TOTAL = 4 placements / \$59,486

## APPENDIX 2 – CONVENTION SERVICES

<b>Organization</b>	<b>Alliance for Community Media</b>	<b>Pacific Dermatologic Association</b>	<b>Association of Zoos &amp; Aquariums</b>
<b>Meeting Name</b>	ACM International Conference & Exhibition	61st Annual meeting of the Pacific Dermatologic Association	AZA Annual Conference
<b>Meeting Date</b>	July 13 -18, 2009	08/12/2009-08/16/2009	9/12/09-9/17/09
<b>Headquarter Hotel</b>	Doubletree Hotel	Portland Marriott Downtown Waterfront Hotel	Hilton Portland & Executive Tower
<b>Next Meeting</b>	Not sure	Within next 10 years	Probably not for at least 15-20 years
<b>Travel Portland Staff</b>			
<b>Sales Staff</b>	Excellent	Good	Good
<b>Services Staff</b>	Excellent	Good	Good
<b>Housing Staff</b>	N/A	Good	N/A
<b>Travel Portland Materials</b>	Good	N/A	Good
<b>Travel Portland Web</b>	Good	Good	Good
<b>Visitor Bureau Communication</b>			

<b>Organization</b>	<b>NACAA</b>	<b>Oregon Association of Nurseries</b>
<b>Meeting Name</b>	Annual meeting and professional improvement conference	Farwest Show
<b>Meeting Date</b>	Sept 20-24, 2009	Aug. 20-22, 2009
<b>Headquarter Hotel</b>	Doubletree Lloyd Center	N/a
<b>Next Meeting</b>	Conference rotates from region to region and states bid to win honors. Not likely to be soon	Aug. 26-28, 2010
<b>Travel Portland Staff</b>		
<b>Sales Staff</b>	Excellent	N/A
<b>Services Staff</b>	Excellent	Good
<b>Housing Staff</b>	N/A	N/A
<b>Travel Portland Materials</b>	Good	Good
<b>Travel Portland Web</b>	Good	Excellent
<b>Visitor Bureau Communication</b>	Very helpful from start. We were rookies handling this program, and they provided lots of answers and assistance.	Would like to do more with Travel Portland to provide incentives to come to Portland and promote our event.

## APPENDIX 2 – CONVENTION SERVICES

<b>Organization</b>	<b>Lutheran Women's Missionary League</b>
<b>Meeting Name</b>	33rd Biennial Convention
<b>Meeting Date</b>	June 25-28, 2009
<b>Headquarter Hotel</b>	Doubletree Lloyd center
<b>Next Meeting</b>	Since the previous LWML convention was held in 1953, it is unlikely it will be very soon. Our conventions are held all across the US biennially.
<b>Travel Portland Staff</b>	
<b>Sales Staff</b>	Excellent
<b>Services Staff</b>	Excellent
<b>Housing Staff</b>	Excellent
<b>Travel Portland Materials</b>	Excellent
<b>Travel Portland Web</b>	Good
<b>Visitor Bureau Communication</b>	Everyone was attentive, courteous and gave their best for us. We sure appreciated you all.

<b>Organization</b>	<b>Land Trust Alliance</b>	<b>NAAEE</b>
<b>Meeting Name</b>	Rally 2009: The National Land Conservation Conference	38th Annual Conference
<b>Meeting Date</b>	Oct. 11-14, 2009	7 - 10 October 2009
<b>Headquarter Hotel</b>	Doubletree	Db
<b>Next Meeting</b>	Unknown	2015
<b>Travel Portland Staff</b>		
<b>Sales Staff</b>	Excellent	Excellent
<b>Services Staff</b>	Excellent	Excellent
<b>Housing Staff</b>	N/A	N/A
<b>Travel Portland Materials</b>	Good	N/A
<b>Travel Portland Web</b>	Good	Good
<b>Visitor Bureau Communication</b>	Top notch.	

*travel*  
**PORTLAND**

**SECOND QUARTER REPORT  
2009-2010**

**FOR  
MERC**

# What's Inside

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# EXECUTIVE SUMMARY

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## ACCOMPLISHMENTS

- Travel Portland booked 9 OCC conventions with estimated future OCC revenue of over \$ 1.6 million and economic impact over \$15 million during the second quarter of 2009-10. Of those 9 OCC conventions, 8 were new to Portland.
- Travel Portland booked 68 total group meetings, including single hotel, for future years during the second quarter. These represent a total of 73,749 rooms sold with an estimated impact of over \$29 million.
- Travel Portland helped to generate almost \$54,888 in MERC/OCC combined media coverage during the second quarter.

## TRENDS, SUCCESSES, OBSTACLES:

- Travel Portland’s room tax collection was budgeted 15% lower for 2009-10.
- Travel Portland, in conjunction with OCC staff, has engaged a firm to develop a new estimated Community Economic Impact report.
- Travel Portland will contract to have meeting planners independently surveyed in Chicago and Washington D.C. in April to better understand planner needs with the lack of a HQ hotel.
- A multicultural advisory group has been formed to augment our sales efforts to attract more minority meetings. First meetings to happen in March.

## MERC CONTRACT GOALS:

GOAL #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
#1	OCC Revenue Goal	\$5,484,238	\$5.75 million
#2	ROI on future OCC business	1.8	2.0 – 2.5
#3	Lead conversion	48%	28% - 31%
#4	Services performance survey	Underdevelopment/in transition	3.5
#5	ROI on public relations/media	4.4	6.5
#6	Community economic impact	32.3	25.0

# CONVENTION SALES

OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND			
Convention Year	OCC Revenue	Annuals	Total Potential Future Business
FY 09/10	\$ 8,194,757	\$ -	\$ 8,194,757
FY 10/11	\$ 4,443,442	\$ 1,089,356	\$ 5,532,798
FY 11/12	\$ 2,511,231	\$ 1,574,368	\$ 4,085,599
FY 12/13	\$ 1,495,525	\$ 1,802,274	\$ 3,297,799
FY 13/14	\$ 861,250	\$ 1,574,368	\$ 2,435,618
FY 14/15	\$ 765,349	\$ 1,802,274	\$ 2,567,623
FY 15/16	\$ 207,850	\$ 1,574,368	\$ 1,782,218
FY 16/17	\$ 171,952	\$ 1,802,274	\$ 1,974,226
FY 17/18	\$ -	\$ 1,574,368	\$ 1,574,368
FY 18/19	\$ -	\$ 1,802,274	\$ 1,802,274
FY 19/20	\$ -	\$ 1,574,368	\$ 1,574,368
Total	\$ 18,651,356	\$ 16,170,292	\$ 34,821,648

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Goal
New OCC Bookings	8	16	
Repeat OCC Bookings	1	6	
Total OCC Bookings	9	22	
Room Nights from OCC Bookings	48,658	75,035	
Future OCC Revenue Booked during FY 2009/10	\$ 1,655,946	\$ 3,130,798	
ROI OCC Bookings	\$ 1.9	\$ 1.8	2.0 - 2.5
Community Economic Impact from OCC Bookings	\$ 15,346,957	\$ 31,284,483	
Total Room Nights Booked	73,749	122,509	
Total Community Economic Impact from Bookings	\$ 29,186,755	\$ 55,955,660	
ROI on Total Community Economic Impact	\$ 33.4	\$ 32.3	25.0 to 1
OCC Revenue Realized During FY 2009/10	\$ 3,369,295	\$ 5,484,238	\$ 5.75 million

# CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JANUARY 1, 2010					
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14 and beyond
Current	43	26	13	10	9
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 06/07 – FY 09/10)	46	27	15	11	9

2ND QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 10/11	2	7,682	6,500	\$ 451,298	\$ 4,226,270
FY 12/13	2	4,865	1,850	\$ 75,033	\$ 481,977
FY 13/14	3	17,714	8,500	\$ 573,630	\$ 5,218,090
FY 14/15	1	3,678	1,500	\$ 348,135	\$ 3,023,070
FY 15/16	1	14,719	5,000	\$ 207,850	\$ 2,397,550
Total OCC Bookings	9	48,658	23,350	\$ 1,655,946	\$ 15,346,957

2ND QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 09/10	33	11,194	\$ 176,935	\$ 6,155,500
FY 10/11	21	9,373	\$ 148,152	\$ 4,723,398
FY 11/12	3	2,284	\$ 36,101	\$ 1,259,895
FY 12/13	2	2,240	\$ 35,406	\$ 1,701,005
Total Other Bookings	59	25,091	\$ 396,595	\$ 13,839,798

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

# CONVENTION SALES

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	37	68	11	24	13	23
OCC Lost Leads due to OCC space & availability	2	3	0	0	1	1
OCC Lost Leads due to hotel package & availability	14	19	4	8	7	8
Lead Conversion Percentage	43%	48%	14%	19%	100%	50%
Annual Goal - 28% - 31%						

2ND QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account Name	Groups	Reason	Total Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	14	HQ Hotel/Hotel Package	49,556	23,900	\$ 1,199,389	\$ 12,243,356
Subtotal	6	Board Decision	23,292	14,200	\$ 781,713	\$ 6,897,770
Subtotal	3	Rates/Cost - OCC	1,425	2,400	\$ 45,432	\$ 1,072,200
Subtotal	2	Date Availability - OCC	3,595	1,000	\$ 158,838	\$ 722,466
Subtotal	2	Geographic	12,130	3,300	\$ 494,061	\$ 4,518,204
Subtotal	1	Conference Cancelled - Not Happening	1,236	800	\$ 149,160	\$ 577,104
Subtotal	1	Flights-Cost/Convenience	982	250	\$ 46,613	\$ 180,345
Subtotal	1	Rates/Cost - Hotel	17,025	5,000	\$ 97,550	\$ 1,886,150
Total OCC Lost	30		109,241	50,850	\$ 2,972,756	\$ 28,097,595

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

# CONVENTION SALES

## 2ND QUARTER - OREGON CONVENTION CENTER CANCELLATIONS

Account Name	Groups	Reason	Total Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact	Arrival
Sage Software	1	Conference Cancelled - Not Happening	1,236	800	\$ 121,319	\$ 914,000	10/2010
<b>Total OCC Cancellations</b>	<b>1</b>		<b>1,236</b>	<b>800</b>	<b>\$ 121,319</b>	<b>\$ 914,000</b>	

## 2ND QUARTER INDUSTRY TRADE SHOWS AND EVENTS

Trade Show/Event	Location
3-City "Green Tea" Event	Chicago, IL
Rejuvenate Marketplace	Birmingham, AL
American Council of Learned Societies Familiarization Trip	Portland, OR
Nursing Organizations Alliance	Louisville, KY
3-City Minority Event	Washington, D.C.
National Coalition of Black Meeting Planners	Daytona Beach, FL
International Association of Hispanic Meeting Professionals	Denver, CO
International Association of Exhibitions and Events	Atlanta, GA
3-City Holiday "Cookie" Event	Washington, D.C.
Association Forum of Chicagoland Holiday Showcase	Chicago, IL

# CONVENTION SERVICES

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CONVENTION SERVICES		
Activity Description	2nd Quarter	YTD
Distribution of Promotional Pieces	31,390	82,742
Meeting Planning Assistance - Services Leads	611	1,523
Pre-Convention Site Tours	13	19
Pre-Convention Attendance Building	4	9
Housing - Convention Room Nights	2,189	3,691

2ND QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS			
Organization	Location	OCC	Non-OCC
National Association for Pupil	Louisville, KY	X	
Council on Social Work Education	San Antonio, TX	X	
Society of Environmental Toxicology &	New Orleans, LA	X	
Refrigerating Engineers & Technicians	Monterey, CA	X	
American Association of Aerosol Research	Minneapolis, MN	X	

# MARKETING

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	2nd Quarter	YTD
Website: User Sessions*	321,003	742,522
<i>Portland Travel Update</i> : click-through rate	8.51%	6.25%
Portland Perks: room nights (arrivals) at participating hotels	1,854	5,062

## **Marketing highlights:**

### **Online initiatives**

Engagement with external contractor to upgrade the back-end tools used to manage the site, thereby enabling Travel Portland to implement sweeping front-end usability recommendations, keep the content up-to-date, accommodate multiple languages, and other enhancements. Ongoing engagement with consumers via Twitter (more than 13,000 followers); launch of Facebook fan page (nearly 6,000 fans), which aggregates content from Travel Portland and other sources, and features fan-contributed wall posts.

### **Cultural tourism marketing**

Recruitment of cultural partners (attractions, visual arts, performing arts, art galleries) for 2010 Portland Perks coupon book; selection of vendor to provide online events calendar and online attractions pass.

### **Convention Sales marketing support**

Re-organization and content development for Green Meetings Toolkit; development of online/viral videos; ad placements with Successful Meetings (print), Meetings & Conventions (print and online) and Smart Meetings (print)

### **Consumer marketing**

Recruitment of partners for 2010 Portland Perks campaign; development of Perks and need-time strategies; development of online/viral videos; launch of Expedia and Twitter promotions.

\* In addition to tracking this standard website metric, Travel Portland will identify conversion points and establish baseline measurements for the bureau's overall online presence (Travelportland.com, blog, GoSeePortland, Twitter, Facebook and other social media).

# COMMUNICATIONS & PUBLIC RELATIONS

	2 <sup>ND</sup> QUARTER	YTD
Total Dollar Value	\$2,796,836	\$5,286,907
MERC Value	\$54,888	\$189,527
OCC Value	\$54,888	\$163,977
Multicultural Value	\$412,350	\$1,014,556
LGBT Value	\$41,925	\$101,411
Total Placements	80	160
MERC Placements	8	18
OCC Placements	8	17
Minority Placements	4	11
LGBT Placements	3	7
Audited Circulation	101 million	201.6 million

†No multipliers are used to calculate media values.

\*OCC Value – Counts only those media placements that feature the Oregon Convention Center.

\*\*MERC Value – Counts *all* media placements that mention any MERC facility: Oregon Convention Center, Portland Center for the Performing Arts, Portland Metropolitan Exposition Center.

TOTAL CONTRACT	2 <sup>ND</sup> QUARTER	YTD
MERC Value	\$54,888	\$189,527
Direct Costs	\$26,199	\$43,372
ROI	2.1	4.4
Multi Cultural Value	\$412,350	\$1,014,556
Multi Cultural Direct Cost	\$35,150	\$35,150
Minority ROI	11.7	28.9
Annual Goal 6.5 to 1		



# PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

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PARTNER SERVICES		
	2nd Quarter	YTD
<b>Revenue</b>	\$164,641	\$261,247
<b>Active Partners</b>		
New	32	55
Cancellations	32	90
Current Active Partners	755	755

TOURISM SALES		
	Quarterly Total	YTD Total
<b>Client Contacts</b>		
Trade Shows, Events, Inquiries and Sales Calls	508	850
Leads/Referrals Sent	433	706
<b>FAMS/Research &amp; Site Visits</b>		
# of Companies	38	50
# of Attendees	45	62
<b>Published Itineraries/Pkgs/Departures/Contracts</b>	15	128
<b>Number of Room Nights by County</b>		
Clackamas County	418	1,074
Columbia County	0	0
Multnomah County	390	2,706
Washington County	108	208
Mt. Hood/Gorge	0	0

VISITOR INFORMATION SERVICES		
	Quarter	YTD
Visitor Information Total Visitors	118,745	302,014
Volunteer Hours	2,681	5,803
Retail Sales	\$ 3,585	\$ 10,482

# OPERATIONS

AFFIRMATIVE ACTION GOALS 2009-10					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	December 31, 2009		2009-10		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
Females					
Officials/Managers	4	9	44%	50%	Improve
Professionals	12	16	75%	50%	Maintain
Sales	10	12	83%	50%	Maintain
Office/Clerical	12	14	86%	65%	Maintain
Total	38	51	75%	50%	Maintain
Minorities					
Officials/Managers	1	9	11%	10%	Maintain
Professionals	0	15	0%	10%	Improve
Sales	1	12	8%	10%	Improve
Office/Clerical	4	14	29%	15%	Maintain
Total	6	50	12%	15%	Improve
This report is based on current full-time staff.					

# OPERATIONS

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## FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

### HIRING

Travel Portland hired one new employee in the 2nd quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has three employees who reside in the MERC FOTA.

### PURCHASING

Travel Portland expended a total of \$29,198.93 with businesses in the FOTA area for six months ending December 31, 2009.

### PARTNERSHIP

Travel Portland currently has 72 member businesses within FOTA and 47 minority and 80 women-owned businesses as its partners.

## MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE THREE MONTHS ENDING DECEMBER 31, 2009

For the last 21 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 2009-10, Travel Portland expended **\$297,113** of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, **\$61,897 or 21 percent** was spent with **minority/women-owned or emerging small business enterprises**.

**FY 2010 Travel Portland/MERC Contract Budget Financial Report**  
2nd Quarter FY09-10

FY 2010 Convention Sales, Marketing & Services				
Description	Quarterly Spending thru 12/31/09	Year-to-Date 12/31/09	Total Budget	% of spending to total budget
<b>Direct Sales:</b>				
Portland office:				
Professional services	199,375	403,963	876,286	
Direct expenses	38,668	73,927	103,803	
<b>Total Portland office</b>	<b>238,043</b>	<b>477,890</b>	<b>980,089</b>	<b>49%</b>
Washington DC office:				
Professional services	49,875	115,745	202,230	
DC Client events	(968)	1,020	6,100	
Direct expenses	10,342	13,721	32,727	
<b>Total DC expenses</b>	<b>59,249</b>	<b>130,486</b>	<b>241,057</b>	<b>54%</b>
Chicago office:				
Professional services	26,325	53,105	92,690	
Chicago client events	575	2,062	8,575	
Direct expenses	3,001	5,859	14,738	
<b>Total Chicago expenses</b>	<b>29,901</b>	<b>61,027</b>	<b>116,003</b>	<b>53%</b>
Fall & Spring FAM	22,033	27,563	58,178	47%
Site Visits	25,772	34,944	68,000	51%
Bid/Sales Trips	5,137	5,533	14,322	39%
Niche & Green Fam	1,045	1,580	19,000	8%
Local Promotions	2,881	11,248	9,825	114%
Tradeshows	57,407	138,803	132,018	105%
Road Shows	-	613	47,450	1%
Research	9,169	18,769	50,000	38%
Three City Alliance	15,186	15,186	31,000	49%
<b>Total Direct Sales</b>	<b>464,779</b>	<b>922,063</b>	<b>1,766,942</b>	<b>52%</b>
<b>Marketing:</b>				
Professional Services	36,083	80,105	163,227	
E-Marketing	28,472	73,330	82,309	
Minority Advertising	-	-	-	
Direct Mail/Advertising	70,286	192,289	323,184	
<b>Total Marketing</b>	<b>134,840</b>	<b>345,724</b>	<b>568,720</b>	<b>61%</b>
<b>Publication Relations:</b>				
Professional Services	19,635	32,950	60,378	
Minority Professional Services	35,150	35,150	125,000	
Writer/Editors program	6,564	10,422	9,257	
<b>Total PR</b>	<b>61,349</b>	<b>78,522</b>	<b>194,635</b>	<b>40%</b>
<b>Convention Services:</b>				
Professional Services	55,040	104,370	215,310	
Direct servicing costs	12,389	23,741	-	
Pre-Con site visits	5,420	9,415	16,100	
Attendance Building trips	20,993	29,352	22,975	
Convention housing	7,315	15,925	40,886	
<b>Total Convention Services</b>	<b>101,157</b>	<b>182,803</b>	<b>295,271</b>	<b>62%</b>
Minority Marketing:	-	-	-	
Professional Services	42,343	67,268	-	
<b>Total Minority Marketing</b>	<b>42,343</b>	<b>67,268</b>	<b>-</b>	<b>-</b>
<b>Contract Administration:</b>				
Minority Professional Services	-	-	-	
Professional Services	70,313	137,303	206,475	
<b>Total Contract Admin.</b>	<b>70,313</b>	<b>137,303</b>	<b>206,475</b>	<b>66%</b>
<b>Total OCC Sales &amp; Marketing</b>	<b>874,780</b>	<b>1,733,682</b>	<b>3,032,043</b>	<b>57%</b>

TRAVEL PORTLAND  
STATEMENT OF FINANCIAL POSITION  
December 31, 2009

	December Year to Date 2010	December Year to Date 2009	Variance
<b>ASSETS</b>			
<b>Current assets:</b>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank-Operating	1,372,336	1,499,040	(126,705)
Cash in Bank-Savings	29,990	0	29,990
Cash in Bank-Certificate of Deposit/Money Mkt	600,475	0	600,475
MERC Receivable	220,118	149,228	70,890
City Receivable	10,665	32,641	(21,976)
Partnership Receivable	85,064	0	85,064
Account Receivable-DMI	10,478	0	10,478
RCMP Receivable	45,201	13,943	31,258
VDF Receivable	5,459	0	5,459
Receivable Other	0	15,000	(15,000)
Miscellaneous Receivable	62,581	0	62,581
Promissory Note Receivable	10,000	0	10,000
Due from Foundation	0	1,329	(1,329)
Allowance for bad debts	0	(490)	490
Prepaid Expense	79,960	60,045	19,915
	<u>2,532,402</u>	<u>1,770,811</u>	<u>761,590</u>
<b>Property and equipment:</b>			
Furniture & equipment	77,311	82,329	(5,018)
Less: accum. depreciation	<u>(27,272)</u>	<u>(23,353)</u>	<u>(3,918)</u>
	<u>50,039</u>	<u>58,976</u>	<u>(8,937)</u>
Computers	175,146	201,466	(26,320)
Less: Accum. Depreciation	<u>(106,880)</u>	<u>(99,330)</u>	<u>(7,550)</u>
	<u>68,265</u>	<u>102,136</u>	<u>(33,871)</u>
Automobiles	66,667	66,667	0
Less: Accum. Depreciation	<u>(34,444)</u>	<u>(21,111)</u>	<u>(13,333)</u>
	<u>32,223</u>	<u>45,556</u>	<u>(13,333)</u>
Leasehold Improvements	71,824	71,824	0
Less: Accum. Depreciation	<u>(61,921)</u>	<u>(52,836)</u>	<u>(9,086)</u>
	<u>9,903</u>	<u>18,989</u>	<u>(9,086)</u>
<b>Other assets:</b>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	187,936	223,658	(35,722)
Employee advances	11,400	6,122	5,278
	<u>199,336</u>	<u>229,780</u>	<u>(30,444)</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 2,892,168</u></b>	<b><u>\$ 2,226,248</u></b>	<b><u>\$ 665,921</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
<b>Current liabilities:</b>			
Accounts payable	\$ 357,522	\$ 99,917	257,605
Accounts Payable Educational Foundation	219	0	219
Advance MERC	0	0	0
Account Payable DMI	221,551	0	221,551
Accrued payroll costs	72,773	55,665	17,108
Accrued Incentive	0	0	0
Accrued expenses	3,597	0	3,597
Accrued longevity award	149,538	123,916	25,623
Total current liabilities	<u>805,200</u>	<u>279,498</u>	<u>525,703</u>
<b>Other liabilities:</b>			
Rent payable	40,535	35,224	5,311
Deferred Income-Mtg Incentive	0	30,000	(30,000)
Deferred revenues	0	0	0
Deferred partnership dues-2009-10	316,489	0	316,489
Deferred revenues-VDF	(91,189)	0	(91,189)
Deferred compensation	179,186	223,908	(44,722)
Housing Conference Deposits	154	0	154
Total other liabilities	<u>445,175</u>	<u>289,132</u>	<u>156,043</u>
<b>Net assets:</b>			
Unrestricted net assets, at beginning of year	1,286,062	1,214,362	71,700
Increase in net assets as of 12-31-2009	<u>355,731</u>	<u>443,256</u>	<u>(87,525)</u>
Total net assets	<u>1,641,792</u>	<u>1,657,618</u>	<u>(15,825)</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$ 2,892,168</u></b>	<b><u>\$ 2,226,248</u></b>	<b><u>\$ 665,921</u></b>

**TRAVEL PORTLAND**  
**STATEMENT OF ACTIVITIES**  
For the month of December, 2009, and the six months ended December 31, 2009

	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
<b>REVENUES:</b>								
CITY/CO ROOM TAX	10,665	45,517	-34,852	1,555,039	1,614,502	1,883,157	-4%	-17%
MERC	235,087	264,261	-29,174	1,534,844	1,526,945	1,458,908	1%	5%
TOT/CULTURAL	44,838	21,675	23,163	104,389	130,050	228,132	-20%	-54%
DUES	42,720	38,007	4,713	241,106	228,045	146,584	6%	64%
FEES	9,553	21,625	-12,072	132,980	132,460	125,549	0%	6%
CO-OP	80,716	70,067	10,649	399,610	441,298	592,654	-9%	-33%
INTEREST INCOME	307	750	-443	3,104	4,500	1,778	-31%	75%
<b>TOTAL REVENUE</b>	<b>423,887</b>	<b>461,902</b>	<b>-38,016</b>	<b>3,971,073</b>	<b>4,077,800</b>	<b>4,436,762</b>	<b>-3%</b>	<b>-10%</b>
<b>EXPENSES:</b>								
CONVENTION SALES	198,679	260,370	-61,691	1,028,618	1,215,874	1,005,120	-15%	2%
TOURISM SALES	70,457	67,093	3,364	371,643	392,698	490,490	-5%	-24%
MARKETING & COMMUNICATIONS	137,439	203,689	-66,250	922,234	1,147,865	1,096,699	-20%	-16%
CONVENTION & VISITORS SERVICES	78,254	75,090	3,163	408,502	402,542	412,971	1%	-1%
PARTNERSHIP SERVICES	28,144	24,799	3,345	154,608	149,759	153,028	3%	1%
EVENTS	7,607	6,613	994	59,823	72,035	71,236	-17%	-16%
PROGRAM SUPPORT	122,106	113,373	8,733	669,915	669,771	763,964	0%	-12%
<b>TOTAL EXPENSES</b>	<b>642,685</b>	<b>751,028</b>	<b>-108,342</b>	<b>3,615,342</b>	<b>4,050,544</b>	<b>3,993,508</b>	<b>-11%</b>	<b>-9%</b>
<b>NET REVENUE OR (LOSS)</b>	<b>-218,798</b>	<b>-289,125</b>	<b>70,327</b>	<b>355,731</b>	<b>27,257</b>	<b>443,254</b>	<b>1205%</b>	<b>-20%</b>

# TRAVEL PORTLAND BOARD OF DIRECTORS

## EXECUTIVE COMMITTEE

Steve Faulstick, Chair  
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J. Isaac, Chair Elect  
Portland Trail Blazers

Steve Jung, Vice Chair, Convention Sales Steering Committee Chair  
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E. Allen Shelby, Treasurer  
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Connie Hunt, Past Chair  
Eastbank Saloon

Adam Berger, Community Action Committee Chair  
Ten 01 and Tabla

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Lloyd Center Mall

## BOARD OF DIRECTORS

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Tom Drumheller  
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Chris Erickson  
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Portland Institute for Contemporary Art

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Kyle Hanson  
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Hilton Hotels Corporation

Howard Jacobs  
Provenance Hotels

David Kingston  
Red Lion Hotel on the River

Diane McKeel  
Multnomah County

Lance Rohs  
Portland Marriott Downtown Waterfront

Maria Rojo De Steffey  
Rojo & Associates, LLC

Sabrina Rokovitz  
Enterprise Rent A Car

Dan Saltzman  
City of Portland

Nancy Stueber  
OMSI

Randall Thayer  
Sheraton Portland Airport Hotel

Brett Wilkerson  
North Pacific Management

# APPENDIX I – COMMUNUCATIONS AND PUBLIC RELATIONS

Travel Portland’s Communications & Public Relations Department continued to promote Portland and the surrounding area to local, regional, national and international media. The department fulfilled 321 major media requests and hosted 33 travel writers, editors and television producers on site inspections of the city. The year-to-date result of these efforts was \$5.28 million\* (53 percent of our total fiscal year goal) in positive media coverage for the region.

## MERC/Oregon Convention Center Media Coverage

### Oregon Convention Center Coverage:

1. **Tradeshow Week** (September, 28 2009 / \$1,000)  
Mike Smith provided an interview for the article  
“Steady Pulse in the Northwest”  
*Article placed by Travel Portland*
- 2, 3. **Smart Meetings** (October 2009 / \$2,240)  
Monthly meeting trade publication, and web-site  
Article #1 – “Intelligence Report: What’s New and What’s Next in the Industry – Taking the Fast Track”  
Article #2 – “Perusing Portland” online blog
- 4-5. **Business Journals Portland/ San Francisco** (Oct. 23 / \$18,148)  
Weekly business journal newspapers  
“Open Source Returns to Portland”  
*Article appeared both in print and online*
6. **Smart Meetings** (November 2009 / \$33,000)  
Monthly meeting trade publication  
“Oregon, Ever Green”  
*Article result from the California Media Blitz*
7. **GLR/W Radio 690 AM (XEWW)** (December 8, 2009 / \$500)  
Mike Smith interview on why Portland is a good destination

TOTAL = 7 placements / \$54,888



# COMMUNICATIONS & PUBLIC RELATIONS

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## Total MERC Coverage (stories that featured the Oregon Convention Center, Portland Expo Center or PCPA):

1. **Tradeshow Week** (September, 28 2009 / \$1,000)  
Mike Smith provided an interview for the article  
“Steady Pulse in the Northwest”  
*Article placed by Travel Portland*
  
- 2, 3. **Smart Meetings** (October 2009 / \$2,240)  
Monthly meeting trade publication, and web-site  
Article #1 – “Intelligence Report: What’s New and What’s Next in the Industry – Taking the Fast Track”  
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Mike Smith interview on why Portland is a good destination

TOTAL = 7 placements / \$54,888

# COMMUNICATIONS & PUBLIC RELATIONS

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## Minority Media Coverage

1. **2009-2010 Globetrotter Guide West Coast** (published October 2009 / \$98,800)  
Asian (Japanese guidebook) 26 pages on Portland  
“Portland, Oregon”  
*Coverage generated by Jeff Hammerly and Yoko Furukawa*
  
2. **2009-2010 Globetrotter Guide US** (published October 2009 / \$3,800)  
Asian (Japanese guidebook) 26 pages on Portland  
“Portland, Oregon”  
*Coverage generated by Jeff Hammerly and Yoko Furukawa*
  
3. **Ming Pao Saturday Magazine** (November 7, 2009 / \$51,750)  
Weekly entertainment magazine for Ming Pao Canada’s largest Chinese newspaper  
“Amtrak to Portland”  
*Coverage generated by Greg Eckhardt*
  
4. **Spectator Magazine** (December, 2009 / \$258,000)  
Japanese Magazine/Book with 66-page feature article on Portland as part of a larger Oregon story  
*Coverage generated by Jeff Hammerly and Yoko Furukawa*

TOTAL = 4 placements / \$412,350

# COMMUNICATIONS & PUBLIC RELATIONS

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## LGBT Media Coverage

1. **Advocate** (September 1, 2009 / \$8,285)  
Monthly LGBT General Interest Magazine  
“Portland’s Liquid Specialties”  
Article appeared in print edition only
2. **Out** (November 2009 / \$33,140)  
Monthly LGBT general interest magazine  
“Destinations: Portland”  
*Article appeared both in print and online*
3. **PINQ.CA** (Nov. 18, 2009 / \$500)  
LGBT travel website for Vancouver, B.C.  
“Perks of Portland”

TOTAL = 3 placements / \$41,925

## APPENDIX 2 – CONVENTION SERVICES

Organization	Land Trust Alliance	NAAEE	SPBA (Society of Professional Benefit Admin.)
Meeting Name	Rally 2009: The National Land Conservation Conference	38th Annual Conference	SPBA Annual Fall Meeting
Meeting Date	October 11 - 14, 2009	October 7 - 10, 2009	October 5 - 7, 2009
Headquarter Hotel	Doubletree	DB	Portland Hilton & Towers
Next Meeting	Unknown	2015	I don't know, I would love to come back in 5 - 6 years, we are repeaters and I believe this is the third time or fourth time this group has been there.
<b>Travel Portland Staff</b>			
Sales Staff	Excellent	Excellent	Excellent
Services Staff	Excellent	Excellent	N/A
Housing Staff	N/A	N/A	N/A
Travel Portland Materials	Good	N/A	Excellent
Travel Portland Web	Good	Good	Excellent
Visitor Bureau Communication	Top Notch		You are wonderful. I got everything I needed. Regarding the printer: found the best printer thru your group. Thank you..

Organization	Society for College & University Planning	The Geological Society of America	American Public Human Services Association
Meeting Name	SCUP-44 Annual Conference	GSA Annual Meeting and Exposition	American Association of Public Welfare Attorneys
Meeting Date	July 18 - 22, 2009	October 18 - 21, 2009	December 6-9, 2009
Headquarter Hotel	Hilton	Hilton	Doubletree Portland - Lloyd Center Hotel
Next Meeting	2019	2017/2020	Not until 2011
<b>Travel Portland Staff</b>			
Sales Staff	Excellent	Good	Excellent
Services Staff	Excellent	Excellent	Excellent
Housing Staff	N/A	Excellent	Excellent
Travel Portland Materials	Good	Good	Excellent
Travel Portland Web	Good	Good	Excellent
Visitor Bureau Communication		Again, the staff was extremely helpful. Especially GERALYN Maloney!	Very helpful in making sure event was very successful.