
MERC Commission Meeting

April 7, 2010
12:30 pm

Portland Center for the
Performing Arts
Brunish Hall
1111 SW Broadway
Portland, Oregon



METROPOLITAN EXPOSITION RECREATION COMMISSION

MEETING: Metropolitan Exposition Recreation Commission
DATE: April 7, 2010
TIME: 12:30 PM
LOCATION: Portland Center for the Performing Arts
 Brunish Hall
 1111 SW Broadway

AGENDA

CALL TO ORDER	12:30 PM	
1.0 QUORUM CONFIRMED	12:30 PM	
2.0 COMMISSIONER COMMUNICATIONS	12:35 PM	
3.0 ACTION AGENDA		
3.1 Resolution 10-06 for the purpose of ratifying a collective bargaining agreement with the International Longshore and Warehouse Union (ILWU), Local 28, tentative agreement	12:40 PM	Joni Johnson
4.0 INTERIM GENERAL MANAGER COMMENTS/COMMISSIONER QUESTIONS	12:50 PM	Cheryl Twete
4.2 Commissioner Questions on Packet Information		
- Interim General Manager Executive Summary - Packet Information Only ◇ MERC/Metro Business Practices Study Update ◇ Proposed City of Portland Homeless Camping Guidelines Update ◇ City Urban Renewal Areas ◇ Performing Arts Managers Conference Update ◇ OCC Solar Power Panel Project Update ◇ MERC/Metro Budget Presented to Metro Council April 1 ◇ Travel Portland Green Familiarization (FAM) Tour ◇ Travel Portland Convention Industry Focus Group ◇ March 30 Commission Retreat - February 2010 Financial Report - Packet Information Only		
5.0 MERC VENUE BUSINESS REPORTS	12:55 PM	R Williams, J. Blosser, C. Bailey
6.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS	1:10 PM	
7.1 CONSENT AGENDA	1:15 PM	
7.2 Approval of March 3, 2010 MERC Commission Meeting Record of Actions		
8.0 UPDATE ON EXPO MARKETING STRATEGIES	1:20 PM	C. Bailey/ M. Rotchford
9.0 MERC BY LAWS UPDATE DISCUSSION	1:35 PM	E.Dozone/N.Sykes
10.0 STRATEGIC DISCUSSION: Arlene Schnitzer Concert Hall/Main Street Project	1:45 PM	Robyn Williams Karl Schulz Greg Baldwin
ADJOURNMENT		

Agenda items may not be considered in the order listed
 For questions, call Lisa Brown at 503.274.6595

MERC Commission Meeting

April 7, 2010
12:30 pm

3.0 - Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 10-06

For the purpose of approving a collective bargaining agreement with the International Longshore and Warehouse Union Local 28, tentative agreement.

WHEREAS, the Commission's designated representatives for labor relations and the ILWU Local 28 designated bargaining representatives have negotiated in good faith with ILWU Local 28; and

WHEREAS, the Commission's designated representatives for labor relations and the Union's designated bargaining representatives have reached a tentative agreement for a three-year collective bargaining Agreement; and

WHEREAS, the tentative agreement is subject to ratification by a vote of the Union membership on behalf of the Union, and by a vote of the Commission on behalf of MERC; and

WHEREAS, MERC believes that the tentative agreement is fair, reasonable, and in the public interest,

THEREFORE BE IT RESOLVED:

1. The Commission hereby ratifies the tentative agreement attached to this Resolution as Exhibit A subject to the ratification by the members of ILWU Local 28; and
2. The Commission hereby authorizes and directs the Metro COO, or his designee, to execute the collective bargaining agreement reflecting the terms of the tentative agreement on the Commission's behalf, and forward that signed agreement to the Union for formal signing.

Passed by the Commission on April 7, 2010.

Chair

Secretary-Treasurer

Approved As To Form:
Daniel B. Cooper, Metro Attorney

By: _____
Nathan A. Schwartz Sykes, Senior Attorney

Resolution 10-06
Exhibit A

~~2006-2009~~2009-2012
Collective Bargaining Agreement

Metropolitan Exposition-Recreation
Commission (M.E.R.C.)

And

International Longshore and Warehouse
Union

I.L.W.U. Local 28

July 1, 2009-June 30, 2012

Article	Subject	Page
Preamble	Preamble.....	3
1	Recognition.....	3
2	Definitions.....	4
3	Management Rights.....	4
4	Union Security.....	5
5	No Strike or Lockout.....	6
6	Union Representatives.....	7
7	Maintenance of Standards.....	7
8	Non-Discrimination.....	8
9	Work Schedules.....	9
10	Overtime.....	12
11	Shift Differential Pay.....	13
12	Salary Administration.....	14
13	Health and Welfare.....	15
14	Retirement.....	16
15	Vacation Leave.....	17
16	Sick Leave.....	18
17	Physical Capacity Testing.....	20
18	Work-Related Court Appearances.....	22
19	Holidays.....	22
20	Other Leaves.....	24
21	Layoff.....	27
22	Seniority.....	29
23	Filling Vacancies.....	30
24	New and Revised Classifications.....	30
25	Grievance Procedure.....	30
26	Discipline and Discharge.....	32
27	Probationary Period.....	34
28	Inclement Weather, Emergency Shutdown.....	35
29	Safety and Health.....	35
30	Outside Employment.....	36
31	Bulletin Board.....	36
32	Employee Assistance Program.....	37
33	Training.....	37
34	Clothing/Uniform Allowance.....	38
35	Personnel File.....	38
36	Parking.....	39
37	Savings Clause.....	41
38	Term of Agreement.....	41
	Exhibit A: Wages.....	42
	Exhibit B: Grievance Form.....	44
	Exhibit C: Performance Evaluation Form.....	46
	Exhibit D: Letter of Agreement.....	48

Exhibit B: Grievance Form.....	33
Exhibit C: Performance Evaluation Form.....	34
Exhibit D: Letter of Agreement.....	38

PREAMBLE

This agreement is entered into by the Metropolitan Exposition Recreation Commission (MERC), hereinafter referred to as the Employer; and the International Longshore and Warehouse Union Local 28, hereinafter referred to as the union.

The purpose of this Agreement is to set forth the full and complete agreement between the Employer and the Union on matters pertaining to rates of pay, hours of work, fringe benefits and conditions of employment; to promote efficiency in employee work performance, and to provide an equitable and peaceful procedure for the resolution of disputes in the interpretation and application of the terms of this Agreement, consistent with the Employer’s and the Union’s mutual objective of providing ever improved services to the public.

This Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, sexual orientation, gender identity, race, color, creed, religion, national origin, association or political affiliation, mental or physical disability.

Except as otherwise provided by law, the parties agree as follows:

ARTICLE 1: RECOGNITION

Section 1.

The employer recognizes the Union as the exclusive bargaining representative for two separate units of security agents employed by the Metropolitan Exposition-Recreation Commission. Bargaining unit one includes all full-time regular Facility Security Agents and phased-out Lead Facility Agents. Bargaining unit two includes Relief On-Call Security Agents.

Section 2.

Any dispute concerning bargaining unit composition shall be resolved by the Employment Relations Board.

ARTICLE 2: DEFINITIONS

Probation: Probationary employees work at the will of the Employer and may not invoke the grievance procedure in this Agreement.

Temporary: Temporary employees are provided by an outside agency and are excluded from the bargaining unit. A temporary employee's period of employment shall be restricted to no more than 1,040 hours in any calendar year.

Subcontracting: Nothing in this Agreement will be construed in any way to limit the Employer's right to discontinue any portion of its operations or to make and implement any other decision relating to its operations. The Employer will provide the Union with not less than ninety (90) calendar days' advance notice of such contemplated change and provide the Union with an opportunity to discuss such proposed change and the effect such change will have on unit employees during the ninety (90) calendar day advance notice period.

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

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

Part-time: Relief On-Call Facility Security Agents are scheduled on an on-call basis to relieve or supplement Full-time Security Agents to meet facility needs.

ARTICLE 3: MANAGEMENT RIGHTS

Except as may be specifically modified by the terms of this Agreement, the Employer retains all rights of management of MERC functions, direction and control of its workforce, facilities, properties, and activities. Rights of management shall include, but not be limited to: the right to direct the activities of the workforce, determine the level of service and method of operation and introducing new processes or procedures; hire, promote, demote, transfer, assign, reassign employees; discipline employees consistent with this Agreement; to lay off employees; schedule work; to complete performance evaluations; to classify, reclassify or merge positions as required; to make, publish and

enforce rules and regulations, including personnel and work rules and policies that do not violate any specific provision of this Agreement.

ARTICLE 4: UNION SECURITY

Section 1.

All employees covered by this Agreement shall within thirty (30) days of employment either become and remain a member of the Union or tender to the Union their fair share of the cost of negotiating and administering the labor agreement. If the employee is a member of a church or religious body which has bona fide religious tenets or teachings which prohibit such employees from being a member of or contributing to a labor organization, such employee shall pay an amount of money equivalent to regular Union dues, to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. The employee shall furnish written proof to the Employer that this has been done.

Section 2.

Fair share payments authorized by this Article shall be deducted by the Employer. The Union assumes responsibility for repayment of monies found to be illegally deducted by the Employer under this Article. It shall be the sole responsibility of the Union to assure that the fair share fee is in accordance with the requirements of all applicable constitutions, statutes, and laws.

Section 3.

The Employer agrees to deduct from the paycheck of each employee who has so authorized it the regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted monthly to ILWU, Local 28 at its headquarters office as specified by the Union. The total amount of the monies deducted for regular union dues and fair share payments shall be transmitted to the Union within ten (10) calendar days after the payroll deduction is made. The performance of these services is at no cost to the Union.

The Union agrees that it will indemnify and save the Employer harmless from all suits, actions, and claims against the Employer or person acting on behalf of the Employer arising out of the Employer's faithful compliance with terms of this

Article 3, provided the Employer notifies the Union in writing of such claim and tenders the defense to the Union.

ARTICLE 5: NO STRIKE OR LOCKOUT

Section 1.

During the term of this Agreement, neither the Union nor its agents or any employee, for any reason, will authorize, institute, aid, condone, or engage in a slowdown, work stoppage, picketing, strike, or any other interference with the work and statutory functions or obligations of MERC. During the term of the Agreement neither MERC nor its agents for any reason shall authorize, institute, aid or promote any lockout of employees covered by this Agreement.

Section 2.

If any work stoppage, slowdown, or strike shall take place, the Union agrees to immediately notify any employees engaging in such activities to cease and desist and to publicly declare that such stoppage, slowdown, picketing, or strike is in violation of this Agreement and is unauthorized. The Union agrees to immediately notify all local officers and representatives of their obligation and responsibility for maintaining compliance with this Article, including their responsibilities to remain at work during any interruption which may be caused or initiated by others and to encourage other employees violating Section 1 above to return to work.

ARTICLE 6: UNION REPRESENTATIVES

Section 1 Stewards

- a) Within thirty (30) calendar days from the signing of the Agreement, the Union will notify the Special Services Manager in writing of the names of designated Stewards. The list will be updated as necessary.
- b) Upon prior notice to their immediate supervisor, a Steward shall be granted reasonable time during the Steward's work shift without loss of pay or benefits to process and investigate grievances and attend investigatory interviews when requested by the employee. If the permitted activity would interfere with either the Steward's or employee's duties, the direct supervisor shall, within 72 hours, arrange a mutually agreeable time for the requested activity.
- c) No Steward will be eligible for overtime pay other premium pay or travel reimbursement as a result of carrying out Steward duties.
- d) A Steward who comes to the worksite during their off duty hours to carry out Steward duties shall not be paid for such time.
- e) Internal Union business shall be conducted by Stewards and employees during their non-duty time.
- f) Only one (1) Steward on Employer time can process and investigate any one (1) grievance at any given time.

Section 2 Union Staff

Union Representatives from the ILWU will be allowed to visit work areas of employees during work hours regarding matters affecting their employment. The ILWU representatives shall be subject to normal building security requirements unless special arrangements are made. Such visits shall not interfere with employees' duties or interfere with building activities or events in progress.

ARTICLE 7: MAINTENANCE OF STANDARDS

Section 1.

The Employer agrees that all conditions of employment established by its individual operations at Oregon Convention Center, [Portland Center for the](#)

Performing Arts ~~Center~~, and Portland Exposition and Recreation Center Expo which constitute an economic benefit to employees covered by this Agreement shall be maintained at no less than the standards in effect at the time of the final ratification of this Agreement except where those standards have been modified through collective bargaining.

Section 2.

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

ARTICLE 8: NON-DISCRIMINATION

Section 1.

The Employer and the Union agree to continue their policies of not unlawfully discriminating against any employee because of race, color, religion, sex, sexual orientation, age, gender identity, national origin, mental or physical disability, marital status, political affiliation, or Union activity.

Section 2.

Any complaint alleging unlawful discrimination based on race, color, religion, sex, sexual orientation, age, gender identity national origin, mental or physical disability, marital status, or political affiliation that is brought to the Union for processing will be submitted directly to the MERC Human Resources Manager ~~Affirmative Action Officer~~ either informally or formally. The ~~Affirmative Action~~ MERC Human Resources Manager ~~Officer~~ will strive to address an informal complaint within 30 days. If informal attempts to resolve the complaint are unsuccessful, a formal (written) complaint may be made. The MERC Human Resources Manager or designee shall within ten (10) working days from the receipt of a formal complaint:

1. Thoroughly investigate the complaint and establish a file of findings;
2. Submit the findings with a recommendation to the General Manager;
3. Inform the complainant of the determination and any action to be taken; and,
4. Notify the complainant of relevant avenues of appeal, including the Bureau of Labor and Industries, if appropriate.

Section 3.

If any employee has a grievance alleging unlawful discrimination based on Union activity, it shall be submitted at Step 4 of the grievance procedure with a copy to the MERC Human Resources ~~Manager Division~~. Thereafter, the grievance will be resolved by the Employment Relations Board and shall not be subject to the arbitration provisions of this Agreement.

ARTICLE 9: WORK SCHEDULES

FULL-TIME

Section 1.

The normal work schedule for Full-time Facility Security Agents shall be forty (40) hours in a workweek with five (5) consecutive days of work and two (2) consecutive days off.

~~Section 2.~~

~~Each full time Facility Security Agent position at MERC has its set days off during the workweek. The days off for each full time position shall not be changed except by mutual consent between the employee and employer.~~

~~Section 3.~~

~~Regular work report times for full time Facility Security Agents at the Convention Center shall be between 6 AM and 8AM for day shift; between 2 PM and 4 PM for afternoon shift; and between 10 PM and 12 Midnight for the graveyard shift. At the Performing Arts Center the regular report time shall be between 4 PM and 6 PM for the afternoon shift. A change in shift hours will be announced at least seven days in advance. Nothing in this section will prohibit temporary or emergency changes in schedule as provided in Section 4, below.~~

~~Section 4.~~

~~Work schedules shall be posted two (2) weeks in advance of the effective date of the schedule. An employee's work schedule may be temporarily changed to meet building needs or a bona fide emergency. When possible twenty four (24) hours notice will be give for temporarily changed work schedules.~~

Section 2.

All full-time Facility Security Agents at the Oregon Convention Center shall bid for work shifts established by the Employer under the following conditions:

- a) Shifts and days off will be bid every six (6) calendar months for implementation each July 1st and January 1st.
- b) When shifts and days off are bid, the employee shall identify in writing to their immediate supervisor the established designated shift the employee wishes to work. Shifts will be assigned based on the seniority of the employee as defined in Article 21 (Seniority), except as stated in subsection (a) above.
- c) A newly hired employee on initial probation shall be placed on shifts according to operational and training requirements. Following the completion of the probationary period, the employee will be allowed to shift bid at the next shift bid opportunity.
- d) Shifts will be posted for bidding by November 1 or May 1, as appropriate. Shift bids will be completed by December 15 or June 15 as appropriate. An employee who does not sign up for a shift within a reasonable amount time will be moved to the bottom of the seniority list for purposes of that specific shift bidding cycle. The Chief Steward or designee, and the Special Services Manager, or designee, will agree what constitutes a "reasonable amount of time," after consultation with the employee. If the Chief Steward, or designee, and the Special Services Manager, or designee, do not agree, the Operations Manager, or designee, will have the authority to make the decision to move the employee to the bottom of the list. Any employee who is moved to the bottom of the list during a shift bidding cycle will be restored to their appropriate seniority level for the next shift bidding cycle. If any employee refuses to sign up for a shift by December 15 or June 15, the Special Services Manager has authority to assign them to an available shift.

Section 3.

Regular work report times for full-time Facility Security Agents at the Oregon Convention Center shall be between 6 AM and 8 AM for day shift; between 2 PM and 4 PM for afternoon shift; and between 10 PM and 12 Midnight for the graveyard shift. At the Portland Center for the Performing Arts, the regular report time shall be between 4 PM and 6 PM for the afternoon shift. A change in shift hours will be announced at least seven days in advance. Nothing in this section will prohibit temporary or emergency changes in schedule as provided in Section 4, below.

Section 4.

Work schedules shall be posted two (2) weeks in advance of the effective date of the schedule. An employee's work schedule may be temporarily changed to meet building needs or a bona fide emergency. When possible twenty-four (24) hours notice will be given for temporarily changed work schedules.

Section 5.

It is understood that for employees covered under this Agreement, the standard work shift will be eight (8) consecutive hours not including overtime. These employees will be provided a thirty (30) minute lunch period on the Employer's time. Except in cases of emergency, all employees shall be provided with a fifteen (15) minute rest period during every four (4) hours worked. Rest periods normally shall be taken near the middle of each one-half (1/2) shift whenever feasible. Employees will be required to be on-site during their lunch and rest periods and be on-call to duty during their lunch and rest periods.

Section 6.

When employees agree to trade shifts, and it is approved by the Employer in advance, such changes will not result in any overtime liability to the Employer.

Section 7.

When an employee voluntarily requests a change in work schedule and the Employer agrees, the Employer will not be liable for premium pay or overtime pay for work in excess of eight (8) hours per day, but will be liable for overtime pay for hours in excess of forty (40) hours in a workweek.

Section 8.

If an employee cannot report to work as scheduled, the employee must call the designated person two (2) hours before their scheduled shift starts. In case of an emergency, the employee will contact the employer at the first opportunity.

RELIEF ON-CALL

Section 9.

Work schedules and assignments for relief on-call security agents will be made based upon availability. The employer will make every effort to equalize work opportunities for on-call employees, based on availability. The Union reserves

the right to request records two times within any 12 month period. Records will include availability schedules and work schedules, for comparison purposes.

Section 10.

Work schedules for relief on-call security agents shall be posted ten (10) calendar days in advance of the effective date of the schedule. An employee's work schedule may be temporarily changed to meet building needs or a bona fide emergency. When possible, twenty-four (24) hours notice will be given for temporarily changed work schedules.

Section 11.

When an employee picks up an additional shift, the employer will not be liable for "double-back" pay, or overtime pay for work in excess of eight (8) hours per day, but will be liable for overtime pay for hours worked in excess of forty (40) hours in a work week.

ARTICLE 10: OVERTIME

Section 1.

The workweek is defined as seven (7) consecutive calendar days beginning at 12:01 am on Thursday and ending on the following Wednesday at 12:00 midnight. A workday is the 24-hour period beginning at 12:01 am each day and ending at 12:00 midnight.

Section 2.

All employees shall be compensated at the rate of time and one-half for all authorized work performed in excess of eight (8) hours in any workday, or forty (40) hours in any workweek.

Section 3.

All employees who "double-back", who are scheduled to return to work with less than twelve (12) hours off, will be paid time and one-half for the double-back shift.

Section 4.

For purposes of computing overtime, hours worked will include only time actually worked, and shall not include holiday pay, vacation and sick leave pay, or compensable on-the-job injury pay.

Section 5.

The Employer shall give reasonable notice of overtime to be worked. When the Employer determines that overtime needs to be worked, the Employer will ask for volunteers from the employees currently working. If there are not a sufficient number of volunteers to work the needed overtime, the Employer shall assign the necessary number of employees to work overtime. Any employee who declines to work overtime waives by that amount any right to equal overtime in the future.

Section 6.

Application of the overtime section shall not be construed to provide for compensation at a rate exceeding time and one-half or to effect a "pyramiding" of overtime and all forms of premium pay.

Section 7.

Shift trading is permitted; overtime must be approved by the DSS Special Services Manager.

ARTICLE 11: SHIFT DIFFERENTIAL PAY

Section 1.

Shift differential pay shall apply to all bargaining unit employees. For purposes of pay in this Article only, swing shift shall be defined as any shift that begins between the hours of 2:00 p.m. and 9:59 p.m. Effective July 1, 20062009, an employee shall be paid \$0.75-85 (seventyeighty-five cents) per hour shift differential for all hours worked on that shift, with a \$0.05 increase on July 1, 2007-2010 and July 1, 20082011.

For purposes of pay in this Article, graveyard shift shall be defined as any shift that begins between the hours of 10:00 p.m. and 4:59 a.m. Effective July 1, 20062009, an employee shall be paid \$1.051.15 (one dollar five and fifteen cents) per hour shift differential for all hours worked on that shift, with a \$0.05 increase on July 1, 2007-2010 and July 1, 20082011.

If any employee assigned to swing shift works one-half or more of graveyard shift hours as defined above, the employee shall receive the higher shift differential pay for the entire shift. An employee's initial shift differential pay rate shall be used in the computation of the overtime rate.

Section 2.

Shift differential pay shall be paid only for hours worked.

ARTICLE 12: SALARY ADMINISTRATION

Section 1.

~~Effective July 1, 2006, current, non probationary employees shall be paid \$14.89 per hour, exclusive of shift differential. Probationary employees shall be paid \$13.39 per hour, exclusive of shift differential.~~

~~For the term hereof, the Employer will abide by the wages specified in Exhibit "A" of this Agreement with respect to the job classifications covered by this Collective Bargaining Agreement.~~

~~Wages will be increased 1.5% effective March 16, 2010. Effective July 1, 2010 wages will be increased 2% and effective July 1, 2011 wages will be increased 3%. Upon ratification of the Collective Bargaining Agreement, on the next regular payroll cycle full-time employees will be given \$300.00 as a lump sum and part-time employees will receive \$140.00 as a lump sum. This amount is subject to statutory tax withholding.~~

Section 2.

~~Effective July 1, 2007 and July 1, 2008 the rates set out in Exhibit A shall be increased in accordance with the Portland Salem Oregon Consumer Price index all Urban Consumer (CPI-U 1982-84=100) measured for the 2nd half of the year preceding the July 1 effective date of the wage schedule would be used for determining the schedule adjustment with a minimum of 1% and a maximum of 4%.~~

Section 3.

Newly-hired employees will be paid the "Entrance Rate" for the term of their probationary period, as defined in Article ~~2627~~, below. Upon successful completion of the probationary period, an employee will receive the "After 6 Months" or "After 40 Shifts" rate

ARTICLE 13: HEALTH AND WELFARE

Section 1.

~~Metro's Joint Labor Management Committee for Health and Wellness A joint Labor Management committee~~ comprised in accordance with adopted by-laws shall review health, dental and vision insurance plans and costs. Metro shall make available to the committee current information regarding insurance premium rates and projected increases, as such information becomes available to Metro. The committee shall meet regularly to consider adjustments to benefits or coverage to stay below the specified Employer contributions for each year of the Agreement. ~~Each employee shall contribute the remainder of the actual composite premium cost greater than the Employer contribution, if necessary. Each employee shall contribute a portion of the premium to make up the difference between Metro's contribution as defined in the Agreement and the cost of health insurance as dictated by the provider's rates.~~

A lawful meeting shall be comprised as provided in the Committee's by-laws. The Committee shall make recommendations to the Metro Human Resources Director and the Chief Operating Officer in an effort to keep health care costs under the amounts set forth in this Article.

The Chief Operating Officer shall consider the Committee's recommendations and have the authority to make Plan modifications as necessary. ~~In the event that the parties do not agree, the union has the right to utilize the remedies available under ORS 243.698-243.722 including mediation and fact finding.~~

Section 2.

Effective July 1, ~~2006-2009~~ MERC shall contribute an amount not to exceed ~~\$727,129.23.00~~ per full-time employee per month for an equivalent medical, dental and vision plan provided by an HMO and/or indemnity carrier.

Effective July 1, ~~2007-2010~~ MERC shall contribute an amount not to exceed ~~\$763,481,106.00~~ per full-time employee per month for an equivalent medical, dental and vision plan provided by an HMO and/or indemnity carrier.

Effective July 1, ~~2008-2011~~ MERC shall contribute an amount not to exceed ~~the amount provided for in the Metro AFSCME-380 Collective Bargaining Agreement in effect during this time period per full-time employee per month for an equivalent~~ medical, dental and vision plan provided by an HMO and/or indemnity carrier.

Metro will fund health benefits to the limits listed. Should Metro choose to fund ~~the AFSCME 3580 any other~~ group at a higher level, then such new level will be applied equally to this contract.

Section 3.

Life Insurance and Additional Dependent Life and Disability ~~coverages~~ coverage shall be maintained at current levels at no cost to the employee unless adjustments are made by the joint committee to keep medical, dental and vision costs below the cap for that coverage.

Section 4.

Metro/MERC agrees to involve the Union in discussions with the agent of record related to rate increases and plan options and provide copies of all information received from the agent of record regarding ways to avoid increased costs. The vehicle for sharing this information will be the committee the parties agreed to in Section 1 of this article.

ARTICLE 14: RETIREMENT

Employees shall continue to be eligible for participation in the Public Employee Retirement System (PERS) to the extent applicable under the law. Employees shall continue to have the Employer "pick-up" their required six-percent (6%) monthly contribution to the PERS. MERC will provide new employees with information regarding PERS.

ARTICLE 15: VACATION LEAVE

Section 1.

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

Total Years of Service	Accrual Rate at 24 Pay Periods Per Year	Vacation Rate Per Year
0 through 4	3.34 hours	80 hours
5 through 9	5.00 hours	120 hours
10 through 14	5.84 hours	140 hours
15 thorough 19	6.67 hours	160 hours
20 through 24	7.50 hours	180 hours
25 or more	8.34 hours	200 hours

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

Section 2.

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

Section 3.

Any non-probationary full-time employee who resigns, retires, is laid off or dismissed from employment with the Employer shall be entitled to an immediate lump sum payment for accrued and unused vacation hours at the employee's existing salary rate provided, however, that such lump sum payment shall not be made if separation occurs prior to the completion of the initial probationary period.

Section 4.

The Special Services Manager or their designee shall schedule vacation for their respective staff with consideration for vacation accrued, seniority, the desires of

the staff and for the work requirements of the department. Vacation requests shall be submitted through the employee's immediate supervisor and approved by the Special Services Manager on an "Employee Leave Request Form." Requests for vacation leave shall be submitted at least two (2) weeks prior to the desired vacation time.

ARTICLE 16: SICK LEAVE

Section 1.

Full-time bargaining unit members shall earn sick leave with pay at a rate of four and one-third (4.33) hours per payroll period or 104 hours per year. Qualified employees shall be eligible for use of earned sick leave after working one (1) day of service with MERC.

Section 2.

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

- 1.) Personal illness or physical disability;
- 2.) Illness or physical disability in the employee's immediate family or household requiring the employee to remain at home.
- 3.) Medical appointments and office visits;
- 4.) As otherwise required by law.

Section 3.

Employees unable to report to work shall report the reason for absence to their supervisor at least one hour prior to the scheduled beginning of their shift. In case of an emergency the employee will contact the employer at the first opportunity. An employee shall be entitled to use a maximum of four (4) consecutive workdays sick leave without a signed doctor's statement if the employee has accumulated not less than four hundred (400) hours of sick leave. Otherwise, the employee will be entitled to use a maximum of three (3) consecutive workdays sick leave without a doctor's certification.

Section 4.

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

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

Section 5.

Sick leave shall not continue to accrue during periods of disability or leave unpaid by MERC.

Section 6.

Notwithstanding the foregoing, employees who misuse sick leave may be subject to discipline and/or may be required to furnish a doctor's certificate for each day of illness. Management will consider the following factors in determining if an employee is misusing sick leave: (a) fraudulent or improper use of sick leave, (b) failure to follow required notification procedures, (c) exhaustion of all accrued sick leave, and (d) use of five (5) days of sick leave in any six (6) month period, provided, however, that this sub-section (d) shall not apply to employees who have gone over the five (5) day threshold as a result of a single incident supported by a doctor's certificate and (e) an established pattern of using sick leave on specific days of the week or to extend vacation leave. MERC shall not conclude that any employee has misused sick leave without first notifying the employee that he/she appears to be misusing sick leave, and giving the employee an opportunity to respond. The Human Resources Manager must concur with any actions taken pursuant to this section.

Section 7.

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

Section 8.

Where the Employer has reason to believe an employee is not physically capable of performing the duties of their position, the Special Services Manager may require the employee to submit to a physical examination by a physician selected by the Employer. The cost of such examination shall be borne by the Employer and the information provided by the physician shall be limited to whether or not the employee is able to fully perform the duties of their position.

The Employer will provide reasonable accommodation in accordance with the American with Disabilities Act.

ARTICLE 17: PHYSICAL CAPACITY TESTING

Section 1.

It is the policy of the Oregon Convention Center to provide a safe and secure environment for all of our guests and employees. Security Agents make a substantial contribution to the overall success of the Oregon Convention Center by providing building patrol and security, grounds patrol and security, citizen and employee assistance, emergency response, traffic and crowd control, detention and arrest of persons who violate local, state and federal laws, and assistance in the evacuation of patrons and employees. It is critical that Security Agents be able to perform all of the essential duties of the position at all times. Security Agents are required to complete Physical Capacity Tests on an on-going basis.

Section 2.

Where the Employer has reason to believe an employee is not physically capable of performing the duties of their position, the Special Services Manager may require the employee to submit to a physical examination by a physician selected by the Employer. The cost of such examination shall be borne by the Employer and the information provided by the physician shall be limited to whether or not the employee is able to fully perform the duties of their position. The Employer will provide reasonable accommodation in accordance with the American with Disabilities Act.

Section 3.

a) Routine Testing

- All "finalist" applicants for Facility Security Agent or Relief Facility Security Agent positions will be required to pass a physical capacity test prior to a final job offer.
- At initial implementation, all existing Facility Security Agents and Relief Facility Security Agents will be required to take a physical capacity test.
- All Facility Security Agents and Relief Facility Security Agents will be required to take a Physical Capacity Test every two years, on or around their anniversary date.

b) Special Circumstances Testing

When a supervisor questions an employee's ability to perform the duties and responsibilities of his/her position based on an employee's job performance, the supervisor may seek a Physical Capacity Test to determine the employee's capacity to perform his/her duties.

c) Initiating a Routine Physical Capacity Test

The supervisor will coordinate all routine Physical Capacity Tests with Providence Occupational Health. A copy of the test is attached as Exhibit D.

d) Initiating a Special Circumstance Physical Capacity Test

Before initiating a Special Circumstance Physical Capacity Test, the supervisor will first confer with the MERC Human Resources Manager and set forth the basis for the request.

e) Cost

The cost of the Physical Capacity Test will be borne by the Employer. To the degree possible, Physical Capacity Tests for existing employees will be scheduled during the employee's normal work hours. If it is not possible to schedule the test during an employee's normal work hours, the employer will pay the employee for reasonable time spent traveling to and from the test and the time spent taking the test, including any applicable overtime.

f) Results of the physical capacity test will be delivered only to the Human Resources Manager. The Human Resources Manager will meet with the employee to discuss the results of the test and determine the employee's eligibility with regard to the Americans with Disabilities Act (ADA).

g) Existing Facility Agents who do not pass the Physical Capacity Test may retest within 30 days of the date of the original test. Employees who do not pass the Physical Capacity Test and who are not eligible with regard to the Americans with

Disabilities Act (ADA) are subject to Article 26, *Discipline and Discharge, of the Collective Bargaining Agreement.*

h) Employees who have a FMLA qualifying illness or injury on the date of their scheduled examination will have their tests rescheduled.

ARTICLE 1718: WORK-RELATED COURT APPEARANCES

Any employee required to appear in court to testify as part of assigned work will be paid four hours' pay or actual time required, whichever is greater. In addition, the employee will be reimbursed for mileage at the current IRS rate.

ARTICLE 1819: HOLIDAYS

Section 1.

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

1. New Years Day	January 1
2. Martin Luther King Jr. Day	Third Monday in January
3. Presidents' Day	Third Monday in February
4. Memorial Day	Last Monday in May
5. Independence Day	July 4
6. Labor Day	First Monday in September
7. Veterans' Day	November 11
8. Thanksgiving Day	Fourth Thursday in November
9. Christmas Day	December 25

Full-time employees shall receive eight (8) hours of straight time pay for each of the holidays enumerated above on which they perform no work. If a full-time employee works on a holiday as enumerated above, the employee shall receive one and one-half (1½) time compensation for the time worked in addition to regular holiday pay.

In addition to the above holidays, full-time employees who complete their initial probationary period will be eligible to take up to twenty-four (24) hours of personal holiday time. The personal holiday hours must be used with the fiscal year in which they accrue. Employees hired before November 1 will receive twenty-four (24) hours leave. Employees hired on or after November 1 but before December 24 will receive sixteen (16) hours leave. An employee can use personal holiday hours in no less than four (4) hour blocks of time. An employee must request and obtain prior approval before taking such leave. Personal holiday

hours not taken by an employee during the fiscal year shall be lost and not compensable.

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

Holiday work will normally be performed by the employee regularly scheduled to work on the day of the holiday. If the regularly scheduled employee chooses not to work the holiday, MERC shall offer work available on holidays to volunteers. Employees interested in working the holiday will advise the employer of their desire to do so at least 72 hours prior to the schedule being published. If two or more employees volunteer within 72 hours prior to the holiday, the most senior will be selected. If there are no volunteers, the work will be given to a non-probationary on-call employee. In the event that an on-call employee is not available, the least senior non-probationary full-time security agent will be assigned.

Section 6.

Part-time agents who work on a holiday will be compensated at a rate of one and one half (1½) times their normal rate for hours works.

Section 7.

If employees trade shifts it cannot invoke overtime without the written permission of the supervisor.

Section 8.

Management reserves the right to schedule full-time Facility Security Agents, based on business need, during the Holidays listed in Section 1.

ARTICLE ~~19~~20: OTHER LEAVES

Employer shall grant Family Leave to employees in accordance with the Federal Family and Medical Leave Act ("FMLA") and The Oregon Family Leave Act ("OFLA") and as designated in MERC's Personnel Policies. Employees shall be required to follow all notice and other requirements provided for by law and in MERC's Personnel Policies.

Any subsequent changes in the OFLA, FMLA or applicable OFLA, FMLA provisions of the MERC's Personnel Policies Rules will be incorporated into this Agreement.

During periods of leave covered by the FMLA/OFLA statutes identified above, eligible employees may use accrued or accumulated paid leave time, including sick, vacation, and personal holiday leave, prior to a period of unpaid leave of absence. The employee may choose the order in which to use their paid leave accruals during approved family leave time.

~~Section 1. Parental Leave~~

~~The Employer provides parental leave of up to twelve (12) weeks for eligible full time employees who have become parents. At the employee's discretion, the leave shall be paid from accrued vacation time or accrued sick leave, or be unpaid.~~

~~a) The employee shall be entitled to take parental leave without being penalized for taking leave.~~

~~b) When the employee returns from the leave, he or she must be restored to the former or an equivalent job, without loss of seniority. If the employee cannot be reinstated to the former or equivalent job because the Employer's circumstances have changed, the employee must be reinstated to any other position that is available and suitable.~~

- c) — All employees who have completed ninety (90) days of service are eligible to request the leave.
- d) — Employees have the option of using their accumulated leave balances during the parental leave. If the employee chooses to take leave without pay, benefits will be paid through the last day of the month following the month in which the leave without pay commences. If the employee chooses to utilize accumulated balances, benefits will be continued as long as the leave is continues on a paid status.
- e) — Employees are entitled to a maximum of twelve (12) weeks unpaid parental leave. Such entitlement begins on the date of birth of the child, or on the date of the taking of physical custody of a newly adopted child.
- f) — A request shall be submitted simultaneously to the Special Services Manager and the Human Resource Division thirty (30) calendar days before the occurrence of the event. The request must be in writing and contain the following information:
 - (1) — The employee's intent to take parental leave beginning on a certain date more than thirty (30) days from the date of the request.
 - (2) — The anticipated date of birth of the parent's child, or
 - (3) — The anticipated date that the parent will obtain physical custody of a newly adopted child under six years of age and
 - (4) — The dates when the parent, or if both parents request parental leave, the dates which each parent will commence and terminate his or her portion of the parental leave.
- g) — Failure to submit a written request in accordance with (1) above will be handled pursuant to the law applicable.
- h) — Employees who return from parental leave by the date listed in the written request on file will be restored to their former position without loss of seniority or vacation credits. If circumstances change so that the employee's former job is no longer available, that worker will be reinstated to an equivalent position or any other position that is available and suitable. Employees who do not return may be disciplined.

Section 2. Leave Without Pay

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

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

Section 3. Union Business

Upon written request at least two (2) weeks in advance and subject to operating requirements, the Special Services Manager shall grant leave without pay for conducting Union business for up to two (2) full-time employees at any one time.

Section 4. Jury Duty

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

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

Section 5. Military Leave

A non-probationary full-time employee who is a member of the National Guard or a reserve component of the Armed Forces of the United States is entitled to leave of absence for a period not to exceed fifteen (15) days in any calendar year for his/her annual training requirement. Such fifteen (15) calendar day leave shall be granted without loss of pay, or other leave and without impairment of other rights or benefits to which he/she is entitled, providing the employee receives bona fide orders to active training duty for a temporary period and providing he/she returns to his/her position immediately upon expiration of the period for which he/she was ordered to duty. The employee shall provide the Employer with copies of their leave earnings statement. Such employees shall be entitled to the difference, if any, between their regular earnings and their military pay. If their military earnings exceed their regular earnings no payment will be made by the Employer. Leave without pay shall be allowed in accordance with the Oregon state laws for employees entering military service for extended or indefinite period of active duty.

Section 6. Bereavement Leave

- a) A full-time employee absent from duty by reason of the death of his or her spouse, parent, child, sister, brother, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, domestic partner, or other household member shall be allowed not to exceed three (3) days of leave with pay. Additional leave may be granted upon approval. However, such leave shall be charged to the employee's vacation leave hours.
- b) If travel is required, two (2) additional days, chargeable to sick leave, may be allowed upon approval of the Special Services Manager.
- c) A full-time employee may attend a funeral ceremony for a fellow employee in MERC, with four (4) hours leave with pay to attend such funeral ceremony, subject to the Employer's operating needs.

ARTICLE 2021: LAYOFF

Section 1.

Layoff shall be defined as a separation from service for involuntary reasons not reflecting discredit upon employees. The Employer shall determine the number

and classifications in which there will be a layoff. All employees on initial probation within the bargaining unit classification selected for layoff shall be laid off before any layoffs of regular full-time or on-call non-probationary employees within the bargaining unit classification.

Section 2.

The layoff procedure shall occur in the following manner:

- a.) An employee shall be given thirty (30) calendar days notice of layoff in writing.
- b.) The least senior full-time employee shall be laid off by bargaining unit classification.
- c.) An employee notified of pending layoff shall select one (1) of the following options and communicate such choice in writing to the Employer within ten (10) calendar days from the employee is notified in writing:
 - (1) The employee may demote to the lowest seniority position in a lower bargaining unit classification for which they are qualified. To be qualified, an employee must meet the minimum qualifications for the position's classification and must be capable of performing the specific requirements of the position after a brief orientation period or,
 - (2) The employee may elect to be laid off. Employees laid off shall be placed on the layoff list for the classification from which they were removed.

Section 3.

An employee who is ~~on the layoff list~~ laid off shall have recall rights to a vacant position in the classification from which they were laid off and qualified to perform. It is the responsibility of the employee to notify the Metro Human Resources Department of changes to his/her contact information in order to be eligible for recall rights.

Section 4.

On re-employment of laid off employees, the Employer shall notify the employee by certified letter, with a copy to the Union, mailed to their last known address. The employee shall have five (5) days to report their intentions to the Employer and shall report to work within two (2) weeks after notification by the Employer

or as mutually agreed. Failure to accept recall to work will terminate any rights for re-employment.

ARTICLE ~~2122~~: SENIORITY

Section 1.

This article shall apply where an Article in this agreement specifically and expressly authorizes it.

Section 2.

(a) Seniority for full-time and relief on-call employees shall be computed starting from an employee's initial date of hire or promotion into a security classification at MERC. Seniority for full-time employees shall be defined as continuous service in a security classification at MERC. Seniority for relief on-call employees shall be defined as total cumulative service in a security classification at MERC. If two (2) or more employees have equal seniority time, the tie shall be broken by the employee having the longest continuous service within their current classification at MERC.

(b) Except for compensable on-the-job-injuries or illness and military leaves, all leaves without pay for full-time employees that exceed ninety (90) calendar days shall be deducted from the computation of continuous service.

Section 3.

An employee who is recalled from a layoff list from MERC shall keep all seniority time accrued before the layoff and any uninterrupted employment thereafter.

Section 4.

All contractual rights under this agreement and seniority time shall be forfeited if an employee resigns, is terminated, retires, who does not return to work from a leave of absence, or is on the layoff list for more than twelve (12) months.

Section 5.

~~Each year~~ MERC will ~~leave posted-post a seniority list of employees no later than July 20 and January 20~~ on designated bulletin boards at the Oregon Convention Center and the Portland Center for the Performing Arts. ~~Center a seniority list of employees no later than July 20 and January 20 of each year.~~

ARTICLE ~~223~~: FILLING VACANCIES

All job opportunities that involve bargaining unit positions shall follow MERC Personnel Policies as outlined in the MERC Personnel Policy Manual under 9.1 Announcements and Posting. be posted for seven (7) calendar days in the Security Department in order to give all employees an opportunity to apply for available vacant positions. Members covered under this bargaining agreement will not be considered as holding "specialized industry positions" under 9.1 D for purposes of commencing simultaneous recruitments. This provision does not prohibit MERC from changing Section 9 or any other section of its Personnel Policies in its normal course of business and all job opportunities for bargaining unit positions will follow any future changes to such policies.

Non-probationary full time facility security agents and on-call facility security employees shall have the opportunity to apply as internal candidates and be considered for vacant positions.

ARTICLE ~~2324~~: NEW AND REVISED CLASSIFICATIONS

MERC shall notify the Union when creating a new classification and/or substantially revising an existing bargaining unit classification that includes security duties. The Union shall have ten (10) calendar days to request negotiations on the wage rate for the new or revised classification.

The Employer will implement a wage rate for the new or revised classification. This wage rate shall remain in effect during the period of negotiations between MERC and the Union. If negotiations result in an increase in the wage rate, the increase shall be effective back to the date the new or revised classification was implemented.

ARTICLE ~~2425~~: GRIEVANCE PROCEDURE

Section 1.

A Grievance shall be defined as any dispute regarding the meaning, application or interpretation of this Agreement. Where a particular article of this Agreement contains an alternate procedure for addressing disputes under that Article, that Article's procedure shall replace the procedure in this Article.

Section 2.

The following shall constitute the grievance procedure steps:

- a) Step 1. The employee alone or with a Union representative is encouraged to meet with the Special Services Manager to discuss the grievance. If the grievance is not resolved the grievance shall proceed to Step 2.
- b) Step 2. An employee alone or accompanied by the Union shall file a written grievance with the Oregon Convention Center OCC Special Services Manager within fifteen (15) working-calendar days of the alleged violation or when the employee had first knowledge of such violation. The Special Services Manager shall respond in writing to the grievance within fifteen (15) working-calendar days following receipt of the grievance.
- c) Step 3. If the grievance has not been answered or resolved at Step 2, it may be presented to the Director Operations of Events and Special Services at the Convention Center or the Events Manager at the Portland Center for the Performing Arts Center whichever is appropriate within ten (10) working-calendar days after the response from the supervisor is due or received. The Events Manager or Director of Events and Special Services shall respond in writing within ten (10) working-calendar days following receipt of the grievance.
- d) Step 4. If the grievance has not been answered or resolved at Step 3, it may be presented to the Oregon Convention Center or Portland Center for the Performing Arts Executive OCC or PCPA Facility Director or their designee within ten (10) working days from the date the Step 3 response is due or received. The Director or designee shall respond in writing within ten (10) working-calendar days following receipt of the grievance.
- e) Step 5. A grievance that is not answered or resolved at Step 4 can be appealed to arbitration in writing by the Union. The Union shall notify the MERC Human Resources Manager, with a copy to the Metro Human Resources Department, within ten (10) working-calendar days from the date that the Step 4 response was due, or presented to the other party.

Section 3.

After the grievance has been submitted to arbitration, either MERC or the Union will request the Employment Relations Board to submit a list of five (5) arbitrators. Upon receipt of the list, MERC and the Union shall select an

arbitrator by mutual agreement or alternate striking of names with the Union proceeding with the first strike. The final name on the list shall be the arbitrator.

Section 4.

The arbitrator's decision shall be sent to the MERC Human Resources Manager, Metro Human Resources Department, and the Union within thirty (30) calendar days from the close of the hearing and that such decision shall be final and binding. The arbitrator shall have no power to add to, alter, modify, amend or subtract from the Agreement or establish new or revised existing class specifications. The losing party shall pay the cost of the arbitration. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

Section 5.

After receipt of the Step 4 response, MERC and the Union may mutually agree to take a grievance to mediation. The mediation shall be conducted by the Employment Relations Conciliation Division.

Section 6.

Time limits may be extended in writing by mutual agreement.

Section 7.

The grievance form to be used at all steps of this grievance procedure is attached as Exhibit B of this Agreement. If an employee is unable to use a grievance form, any grievance statement shall contain the following:

- Employee name and classification
- Employee's immediate supervisor
- Statement of the grievance and the related facts
- The Articles of the Agreement alleged to be violated
- The remedy
- Date the grievance filed
- Employee's signature

ARTICLE 2526: DISCIPLINE AND DISCHARGE

Section 1.

No employee who has completed initial probation shall be disciplined without just cause. Disciplinary action shall include only the following:

- ~~Oral-Verbal~~ reprimand,
- Written reprimand,
- Demotion,
- Reduction in pay,
- Suspension, or
- Termination

Section 2.

Disciplinary actions imposed upon a non-probationary employee may be processed as a grievance through the grievance procedure as stated in Article 23 25 of this Agreement. If the Employer has reason to discipline an employee, every reasonable effort shall be made to avoid embarrassment to the employee before other employees or the public.

Section 3.

No employee shall be denied Union representation in any investigation that may result in disciplinary action or in meetings that involve disciplinary action provided the employee requests such representation.

Section 4.

A non-probationary employee whose pay is reduced, or who is suspended without pay, demoted or terminated, may appeal such disciplinary action directly to Step 4 of the grievance procedure within ten (10) working days from the effective date of the action. Any further written appeal beyond Step 4 shall follow the requirement and time frames outlined in Article 2325.

Section 5.

The Union shall be sent a copy of an employee's disciplinary action.

Section 6.

An employee whose suspension without pay or termination is rescinded by the Employer shall be reinstated with full compensation for all lost time and full restoration of all other rights and conditions of employment, or as mutually agreed upon. If an arbitrator rescinds a suspension without pay or termination, the arbitrator shall have the authority to fashion a remedy to the specific case.

Section 7.

Upon request of an employee, records of verbal or written reprimands shall be removed from an employee's personnel file after two (2) years, provided, however, that the employee has taken corrective action and has received no other disciplinary actions. MERC will retain any files removed from employee personnel files in a separate file in order to meet statutory records retention requirements or defense of potential litigation.

ARTICLE 2627: PROBATIONARY PERIOD

Section 1.

The probationary period shall be considered a continuation of the examination process. Every full-time employee upon initial appointment or promotion shall serve a probationary period of six (6) full calendar months. For on-call employees, the probationary period shall be forty shifts. After twenty shifts, the on-call employee will receive a performance review, which shall be used for evaluation purposes only.

Section 2.

During the initial probationary period, an employee may be terminated for any reason without recourse to the grievance and arbitration procedures of this Agreement.

Section 3.

An employee serving a probationary period following promotion who does not complete such probationary period shall be returned to a position in the previously held classification and step in the previously held salary range. Employees who have not completed probation in their previously held position must do so. Any employee who does not complete probation following promotion shall not have recourse under the grievance and arbitration procedures regarding the removal from probation.

At any time during the promotional probation period, an employee may voluntarily return to a position in the previously held classification and step in the previously held salary range. Employees who have not completed probation in their previously held position must do so. Such voluntary return shall not reflect discredit on the employee.

Section 4.

An employee's probationary period shall be extended by the number of hours an employee is absent from work during the probationary period. An employee's probationary period shall not otherwise be extended.

ARTICLE 2728: INCLEMENT WEATHER, EMERGENCY SHUT DOWN

If the Facility Director or designee determines that inclement weather conditions exist or an Emergency ~~Shut down~~Shutdown is necessary, and such determination results in the decision to open later than regularly scheduled hours or close, and staff are sent home before the end of their assigned shift, those employees shall receive pay for the hours in that shift in which they are scheduled.

ARTICLE 2829: SAFETY AND HEALTH

Section 1.

The Employer agrees to provide a safe and healthful workplace as required by law. The Employer also agrees to provide all uniforms and clothing; and such safety devices, tools and equipment in good operating condition as are required by the Employer for use by the employee. Each employee shall be required to wear such safety devices and clothing furnished by the Employer in compliance with applicable laws. Employees have the responsibility to report malfunctioning equipment to the Employer.

Section 2.

The Employer and the Union will continue to operate the Joint Labor Management Committee in compliance with current Oregon law and administrative rules. The Employer shall continue the existing Oregon Convention Center Safety Committee in compliance with current law and regulations.

Section 3.

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

Section 4.

If an employee claims that an assigned duty is unsafe or might endanger their health and for that reason refuses to perform the assigned duty, the employee shall immediately inform the immediate supervisor either orally or in writing of the specific reason(s) for this condition. The immediate supervisor will determine whether the employee should continue to work at the assigned duty or be reassigned elsewhere.

Section 5.

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

ARTICLE 2930: OUTSIDE EMPLOYMENT

- A. Full-time employees may engage in outside employment, provided that such outside employment does not:
 - 1.) Create a conflict of interest with the employee's MERC duties, or
 - 2.) Create an inability to perform employee's job duties at MERC.
- B. Full-time employees who engage in outside employment that is found to violate the above restrictions and who have failed to notify the Special Services Manager of such employment shall be disciplined up to and including termination.

ARTICLE 3031: BULLETIN BOARD

The Employer shall provide the Union a bulletin board for the posting of Union notices in the Security Office at the Oregon Convention Center and in the Storage Room, Antoinette Hatfield Hall, New Theatre Building, and stage door, at the Performing Arts Center, for the posting of Union notices. The Union shall limit its posting of notices to such bulletin boards.

ARTICLE ~~3132~~: EMPLOYEE ASSISTANCE PROGRAM

MERC shall provide at no cost to the employee an employee assistance program for all full-time employees.

ARTICLE ~~3233~~: TRAINING

Section 1.

For ~~the~~ full-time employee, the employer shall provide and pay for all required initial, annual and periodic training, which will include: ~~–~~ CPR/First Aid/AED; Blood Pathogens; Pepper Mace, DPSST Certification/Recertification, access control; *customer service*; fire alarm, and building light control.

For relief on-call employees, the employer shall provide and/or pay for CPR/First Aid/AED, Blood Pathogen, Pepper Mace, access control, *customer service*, fire alarm and building light control training. For relief on-call employees, the employer shall provide DPSST ~~certification~~certification/recertification classes, without paying certification/recertification fees, and without compensating the employees during training time. On-call employees will be responsible for maintaining DPSST certification and recertification including all cost associated with maintaining these certifications. A copy of all certifications must be received in the DSS office prior to the expiration date. Failure to comply with any DPSST rule and/or regulation will result in the employee being removed from the security schedule and/or working any security positions and may be cause for termination.

New hires will be provided with the following training: Report Writing; Fire Alarm; Radio; Self Defense Training; and Hand Cuff. Initial training of new hires must be completed within 6 months of the date of hire.

Failure of any employee (full or part-time) to attend training and/or obtain certification and/or DPSST re-certification will be cause for that employee to be removed from the schedule until completion of training and/or certification is obtained.

Section 2.

For purposes of training all full-time Facility Security Agents on the diverse range of duties associated with each shift, each Facility Security Agent will serve one pay period per year on a designated "Training Rotation." Facility Security Agents who normally serve on day or swing shift will serve their Training Rotation on the graveyard shift. Facility Security Agents who normally serve on graveyard shift will serve their Training Rotation on either day or swing shift. The Special Services Manager will provide 30 days notice to employees prior to the assigned Training Rotation. While working on the Training Rotation, Facility Security Agents will assume the days off associated with the shift being covered. Training Rotation assignments will begin after January 1, 2007.

ARTICLE 3334: CLOTHING/UNIFORM ALLOWANCE

The employer shall continue to provide all required uniforms and equipment. Additionally, for all full-time employees the employer shall pay:

- 1.) \$35.00 monthly for uniform and coat cleaning.
- 2.) ~~\$85~~\$95.00 per year shoe allowance.

The uniform cleaning fee shall be paid on the first paycheck of the month. The officers are responsible for purchasing appropriate shoes, and MERC will reimburse them after being presented with receipt of purchase.

ARTICLE 3435: PERSONNEL FILE

Section 1.

MERC shall maintain one (1) official personnel file for all employees. This file shall be maintained in the Metro Human Resources Office. No ~~discipline provided to an employee under Article 26 document, report or correspondence of an adverse nature~~ shall be placed in this file without a signature by the employee or a statement signed by the supervisor which indicates the employee has been shown the document and refused to sign it. An employee's signature shall not be construed to mean the employee agrees with the content.

Section 2.

All material in the official personnel file of any employee may be inspected by the affected employee. No ~~discipline provided to an employee under Article 26 material of an adverse nature~~ may be used against an employee unless entered in

the official MERC file as described in subsection 1. An employee upon request shall have the right to view all material in the employee's personnel file.

Section 3.

~~Any verbal or written discipline provided to an employee under Article 26 All disciplinary material~~ shall be expunged from the personnel file two (2) years from the date the material was entered, provided that the employee has received no other disciplinary action. Periodic performance appraisals shall permanently remain part of the official personnel file. Any ~~discipline provided to an employee under Article 26 material of an adverse nature~~ shall be removed if not entered in accordance with subsection 2. Employees may include in their official personnel file any material rebutting disciplinary material that they believe to be incorrect. Grievances shall not be maintained in the personnel file. MERC will retain any files removed from employee personnel files in a separate file in order to meet statutory records retention requirements or defense of potential litigation.

Section 4.

A written record of an oral reprimand may be included in the personnel file as disciplinary material subject to the restrictions specified in subsection 3. Such written record will consist only of the date of the reprimand and a brief one or two sentence statement of the reason for the reprimand.

ARTICLE ~~35~~36: PARKING

Section 1.

~~Full time employees hired before January 1, 2003 may elect to have a pre-tax payroll deduction of \$20.00 per month for parking. This deduction will be made in two equal installments each month. Employees may elect to terminate participation in the parking program at any time.~~

Section 2.

~~Full time employees hired after January 1, 2003 may elect to have a pre-tax payroll deduction of \$65.00 per month for parking. This deduction will be made in two equal installments each month. Employees may elect to terminate participation in the parking program at any time.~~

Section 3.

— Full time employees who elect to participate in the parking program will have in and out privileges at the Oregon Convention Center parking lot.

Section 4.

— The General Manager may increase the above parking fees. Employees will bear the cost of any such increases.

Section 5.

— Employees are entitled to enroll in Metro's TDM program, and will continue to be enrolled in the Lloyd District Passport Program, unless the program terminates or MERC opts out of the program.

Section 6.

— On call employees will be entitled to park in the Oregon Convention Center parking lot for a fee of \$2.00 per shift.

Section 1.

All full-time employees hired prior to January 1, 2003 will be eligible for a pre-tax payroll deduction of \$20.00 per month for parking provided they enroll retroactively to April 1, 2003.

Section 2.

All full-time employees hired after January 1, 2003 that voluntarily elects to participate in the parking program will pay the full cost of the parking program in pre-tax dollars. In 2003 the cost will be \$65.00 per month.

Section 3.

Oregon Convention Center part-time and on-call employees may purchase passes for the Lloyd lot for \$2.00 per shift on a first come first served basis.

Section 4.

As parking fees are increased, subject to approval of the General Manager, all employees in the parking program will cover the increases through the payroll pre-tax program.

Section 5.

Employees will be entitled to enroll in Metro's TDM program.

Section 6.

All Oregon Convention Center full-time employees will continue to be enrolled in the Lloyd District Passport Program until the program terminates or MERC opts out of the program.

ARTICLE ~~36~~37: SAVINGS CLAUSE

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

ARTICLE ~~37~~38: TERM OF AGREEMENT

This Agreement shall be in full force and effect from July 1, ~~2006-2009~~ until June 30, ~~2009~~2012, and it shall cease and expire on that date.

~~The Union will notify the Employer, not later than January 15, 2009, that it intends to reopen this Agreement for the purpose of negotiating all or part of this Agreement.~~

If notice is given as herein provided, representatives of the Employer and the Union shall meet and shall negotiate proposed changes without unnecessary delay. In the event that agreement is not reached prior to the expiration of this contract, the contract shall remain in effect during the continued good faith negotiations.

For the ILWU:

For MERC:

Date

Date

Carl Warren, Steward

Cheryl Twete,
MERC Interim General Manager

Larry Buskrud

Joni Marie Johnson,
MERC Human Resources Manager

Robert Shum

Karen Totaro

OCC Assistant Executive Director

Lori Leyba Kramer
PCPA Assistant Executive Director

Ryan Thorpe
OCC Director of Operations

Nick Brown
Special Services Manager

EXHIBIT B: Grievance Form

ILWU Local 28 – MERC Grievance

Grievance # _____ Date: _____ Steward _____

Name of grievant(s) _____

Nature of grievance _____

Step 2 response _____

_____ DATE: _____

Step 3 response _____

_____ DATE: _____

Step 4 response _____

DATE

Submitted for arbitration:

Exhibit "A"

METROPOLITAN EXPOSITION-RECREATION COMMISSION
International Longshore and Warehouse Union (I.L.W.U. Local 28)

Salary Range	Job Code	Job Classification	Entrance Rate	After Six Months Rate	After 40 Shifts Rate
200	8260	* Facility Security Agent	14.47	16.10	
200	8132	* Relief Facility Security Agent, On-Call	14.47		16.10

EXHIBIT B: Grievance Form

ILWU Local 28 – MERC Grievance

Grievance # _____ Date: _____ Steward _____

Name of grievant(s) _____

Nature of grievance _____

Step 2 response _____

_____ DATE: _____

Step 3 response _____

_____ DATE: _____

Step 4 response _____

_____ DATE _____

Submitted for arbitration:

**METROPOLITAN EXPOSITION RECREATION COMMISSION
EXHIBIT C: PERFORMANCE EVALUATION**

1. NAME:	2. JOB TITLE:	3. DEPARTMENT & FACILITY:	
4. REASON FOR EVALUATION: ANNUAL <input type="checkbox"/> MID PROBATION <input type="checkbox"/> FINAL PROBATION <input type="checkbox"/> SIX MONTH <input type="checkbox"/> SPECIAL <input type="checkbox"/>		5. PERIOD OF REPORT: FROM: _____ TO: _____	

MEETS STANDARDS	REQUIRES IMPROVEMENT	NOT SATISFACTORY	DOES NOT APPLY	7. PERFORMANCE FACTORS:
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Overall Duties

				A. OBSERVANCE OF WORK HOURS (Employee swipes in/our using Kronos time clock)
				B. ATTENDANCE (Complies with all applicable leave agreements in CBA)
				C. COMPLIANCE WITH RULES (Department/Facility/MERC/METRO/Personnel/CBA)
				D. SAFETY PRACTICES
				E. GETTING ALONG WITH FELLOW EMPLOYEES
				F. MEETING AND HANDLING THE PUBLIC; PROVIDING CUSTOMER SERVICES
				G. KNOWLEDGE OF WORK
				H. WORK JUDGMENTS
				I. QUALITY OF WORK
				J. VOLUME OF ACCEPTABLE WORK
				K. ACCEPTS RESPONSIBILITY
				L. ACCEPTS DIRECTIONS
				M. APPEARANCE OF UNIFORM
				N. APPEARANCE OF WORK STATION
				O. PROBLEM SOLVING
				P. WORK SCHEDULING AND COORDINATING
				Q. LEADERSHIP
				R. JUDGMENTS AND DECISIONS
				S. INITIATIVE

Daily Duties

				1. Review event documents daily; document in daily log
				2. Follow through on written and verbal directives from DSS Manager and Events department; document in daily log
				3. Complete 4 facility patrols of inside and outside of building and 2 patrols of the parking area; document, including times, in daily log
				4. Complete daily Security business office duties including filling available shifts, paperwork, routinely monitoring security cameras and documenting in daily log

PRE-PLACEMENT PHYSICAL CAPACITIES TEST

METROPOLITAN EXPOSITION-RECREATION COMMISSION

**Facility Security Agent
Relief Security Agent, On-Call
Portland, Oregon**

Applicant Name _____

I. TREADMILL ENDURANCE TEST

PASS/FAIL

Walk on the treadmill 1 mile in 20 minutes at 3.5 + mph.

II. FLEXIBILITY TEST

PASS/FAIL

Squat down onto heels and hold 3 seconds, then stand up with arms stretched overhead on tip toes and hold 3 seconds x 5 reps.

III. TREADMILL SPEED TEST

PASS/FAIL

Jog or run on the treadmill 1215 feet (0.23 miles) in 3 minutes at 5.0 + mph.
If necessary, client can take test 2 X to pass.

IV. STEP TEST

PASS/FAIL

Stages	Metronome	Time Stopped	Comments
Level 1	68		
Level 2	104		

Must complete 3 minutes of each level to pass.

V. DRAG TEST

Drag 150# bag 20 feet.

PASS/FAIL

Evaluator's Name _____

Date _____

MERC STAFF REPORT

Agenda Item/Issue: For the purpose of approving a collective bargaining agreement with the International Longshore and Warehouse Union, Local 28, tentative agreement.

Resolution No. 10-06

Presented by: Joni Johnson, MERC Human Resources Manager

Date: April 7, 2010

Background and Analysis:

The International Longshore and Warehouse Union represent MERC venues' full-time and part-time facility and relief security agents.

Bargaining started May 13, 2009 and continued through six sessions. On January 22, 2010, the Union requested mediation assistance from the Employees Relations Board and a session was held March 15, 2010. At the conclusion of the session, an agreement was reached to take the contract to a vote of the membership.

RESOLUTION:

The major elements of the tentative Agreement are as follows:

Term of Agreement: July 1, 2009- June 30, 2012.

Wages: Please refer to the wages listed as Attachment A to the contract for specific wage rates. Wages will be increased 1.5% in year one of the successor Agreement effective March 16, 2010. Effective July 1, 2010, wages will be increased 2% and effective July 1, 2011, wages will be increased 3%. The percentage increase represents a change from past Agreements that used an index to determine annual raises. Management proposed this change in order to provide better predictability for budget planning and forecasting in the current economic climate. In addition, upon ratification of the agreement (8) full-time employees and (10) part-time employees will receive a one-time payment of \$300.00 and \$140.00, respectively.

Insurance: For full time employees, the contract continues to provide existing levels of insurance benefits. Effective July 1, 2009 MERC will contribute up to \$923.00 per employee per month for the medical, dental and vision plans provided by an HMO and/or indemnity carrier. Effective July 1, 2010, the contribution will be \$1,016 per employee per month. Effective July 1, 2011, MERC will contribute an amount not to exceed the amount provided for in the Metro-AFSCME 3580 Collective Bargaining Agreement.

Shift Differential: Shift differential will remain the same in the first year of the Successor Agreement (\$1.15) and increase by \$0.05 per hour each year over each of the succeeding years of the contract.

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

- Article 2 "Work Schedules" reflects a significant change in employee scheduling. Shifts and days off will not be bid every six months for implementation July 1st and January 1st. Shifts will be assigned based on seniority but management will retain the right to assign probationary employees based on training requirements. This change will use the same shift assignment process currently used by AFSCME 3580-1 and provides a more efficient, time-saving method for scheduling employees.
- Article 19 "Other Leaves" Section 1, Family Leave language is now consistent with FMLA/OFLA regulations and allows the contract to remain flexible as changes occur in federal/state legislation.
- Article 17 "Physical Capacity Test" is a new article in the contract. The previous contract included a letter of agreement to develop a physical capacity test for all members as a condition of employment.

Staff Report for Resolution 10-06

April 7, 2010

1

The test was implemented in 2007 and all security staff are tested upon hire and every two years thereafter. This is a significant addition to the collective bargaining agreement and represents management's commitment to insuring that the ILWU Local 28 members are capable of carrying out the physical challenges of their job.

SHORT RANGE FISCAL IMPACT:

The costs of the collective bargaining agreement are within budgeted amounts. The FY 09-10 budget for IUOE wages covered under this Agreement will increase \$1,905, with a signing bonus of \$3,800, for a total of \$5,705 for remainder of the current fiscal year.

LONG RANGE FISCAL IMPACT:

The costs of the collective bargaining agreement will be addressed in future budget years and are viewed as reasonable.

RECOMMENDATION:

Staff recommends approval of Resolution 10-06 for the purpose of approving a collective bargaining Agreement with the International Longshore and Warehouse Union, Local 28, tentative agreement.

MERC Commission Meeting

April 7, 2010
12:30 pm

4.1 - Commissioner
Questions on Packet
Information



April 1, 2010

To: MERC Commission
From: Cheryl Twete, Interim General Manager
Re: April 7, 2010 Commission Meeting

The April Commission meeting includes some important action agenda items such as Resolution 10-06 which ratifies the collective bargaining contract with the International Longshoremen and Warehouse workers union (ILWU 28). This action will formalize the mediated agreement reached between managers and union reps for security officers working in the Oregon Convention Center (OCC) and Portland Center for the Performing Arts (PCPA). I want to acknowledge all of the hard work that went into this contract agreement by staff and ILWU representatives, and the feedback and guidance provided by the Commission.

You will also be updated on the progress of two strategic initiatives currently underway. Chris Bailey and Matthew Rotchford will outline proposed next steps of the enhanced marketing effort at the Portland Expo Center and Commissioner Dozono and Metro Attorney Nathan Sykes will share the process to date of the MERC by-law update project.

Finally, the strategic discussion portion of the meeting will include an update from PCPA Director Robyn Williams on the progress of the project to renovate Arlene Schnitzer Concert Hall (ASCH) and develop Main Street plaza between ASCH and Antoinette Hatfield Hall. Some very exciting concepts have been discussed for the iconic structure linking the two buildings. Project consultants Greg Baldwin of ZGF Architects and Karl Shulz of Inici Group will join Robyn for the presentation.

Below is a brief update of ongoing issues of interest to the Commission.

MERC – Metro Business Practices Study Update

Several months ago, I reported to you that the Project Committee, which is comprised of work teams representing the following business functions – Budget/Accounting/Finance, Capital/Construction, Human Resources, Information Services, Legal/Procurement, and PR/Marketing/Government Relations – provided its Phase II recommendations to the Steering Committee. (The Steering Committee includes Metro Chief Operating Officer (COO) Michael Jordan, Deputy COO Scott Robinson, Expo Director Chris Bailey, Oregon Convention Center (OCC) Director Jeff Blosser, PCPA Director Robyn Williams, Metro Parks and Environmental Services Director Teri Dresler, and me.)

Included in those recommendations were a number of initiatives to enhance collaboration between MERC and Metro and better align business practices in each of the functional areas listed above. Recommendations are prioritized and proceeding ahead. Last week, Metro COO Michael Jordan announced some organizational changes within the MERC Administrative Office that relate to the goals of improved coordination and alignment. You were included in that communication, but I want to be sure you are fully informed of these upcoming organizational changes.

Effective July 1, 2010, the following MERC Administrative Managers will transition from reporting to the MERC General Manager to various Metro department heads:

- MERC Controller Julia Fennell will report to Metro Director of Finance and Administrative Services Margo Norton
- MERC Finance and Budget Manager Cynthia Hill will also report to Margo Norton
- MERC Procurement Officer Julie Hoffman will report to Metro Procurement Manager Darin Matthews
- MERC Human Resources Manager Joni Johnson will report to Metro Human Resources Director Mary Rowe
- MERC Capital Projects/Construction Division Manager Heather Peck will report to Metro Deputy COO Scott Robinson
- MERC Information Technology Manager Mark Siegler will report to Metro Information Technology Director Rachel Coe

The existing reporting relationships of the MERC Admin Office employees who currently report to the managers listed above will remain the same after July 1. In addition, the remaining MERC Admin Office employees will continue working for the General Manager position which reports directly to the Metro COO. At this time, all MERC Admin Office employees are expected to remain working in the current office location at the north end of the OCC.

Proposed City of Portland Homeless Camping Guidelines Update

The draft plan proposed by City Commissioner Nick Fish to allow homeless individuals to reside in “camps” throughout designated areas of the city was the topic of discussion at the Commission retreat on March 30. Many of you expressed concerns about negative impacts this proposal would have on the livability and sense of public safety within our community, as well as our region’s national reputation as a convention and tourist destination.

I am working closely with Metro to coordinate a response that is productive and inclusive of both the Commission’s interests and policy considerations of the Metro Council. While the Metro Attorney’s Office concluded that the proposed plan would not directly impact the venues because each venue retains Metro code authority to enforce no-trespassing laws, everyone agrees that it could be detrimental to our customers and the region’s visitors. It is our understanding that Commissioner Fish will not move the proposal forward at this time. We will continue to monitor the issue and report back to you should this change.

City Urban Renewal Areas

Staff and I are monitoring and participating in urban renewal area committees to ensure that, where appropriate, the goals of these plans address the work of our facilities in order to provide potential capital funding in the future. Specifically, as the Interstate Corridor Urban Renewal Area plan is being updated, we have requested that Expo be considered for funding eligibility as well as off-site improvements that will enhance the surrounding neighborhood. The same is true for PCPA and the new proposed Westside Urban Renewal Area, whereby we have asked the City to view the cultural facilities as a key component of a vital central city and have suggested capital projects to be included in the plan and geographic boundaries for potential funding. I will report to you any updates on these processes as they develop.

Performing Arts Managers Conference

I joined Robyn Williams and PCPA managers at the International Association of Assembly Managers (IAAM) Performing Arts Managers Conference (PAMC) in Seattle March 6-9 to learn about the issues, challenges and business trends for performing arts centers around the world. The conference theme was sustainability and a wealth of substantive information, case studies and “how-to” tips were provided to attendees. PCPA’s Assistant Executive Director Lori Leyba Kramer was instrumental in developing the conference program and MERC Capital Construction Division Manager Heather Peck and OCC Operations Director Ryan Thorpe participated in panel presentations.

Events were held in various Seattle performing arts centers including Marion Oliver McCaw Hall at Seattle Center and Benaroya Hall downtown. We also learned about technology to improve front and back of house operations, a successful community siting/funding process for a new performing arts facility and heard from the local resident arts groups – Seattle Symphony, Seattle Opera, Pacific Northwest Ballet and Seattle Shakespeare Company – about their strategies for surviving in the economic downturn and their success in collaboration. In all, it was an excellent opportunity to network with colleagues and learn about the industry’s best and brightest venues.

OCC Solar Power Panel Project Update

Last month, I reported to you that the impact of the Oregon Legislature’s recent changes was being analyzed by our project contractors, SunEdison. As you may recall, during the February legislative session, lawmakers adopted some limitations on the use of and approval process for the state’s Business Energy Tax Credits (BETC), a key component to the funding model of the OCC rooftop solar power panel project. At this point, the Metro Attorney’s Office is currently discussing with SunEdison possible next steps for the OCC project. I should have more information to report to you at next week’s meeting.

MERC/Metro Budget Presented to Metro Council April 1

Metro COO Michael Jordan is scheduled to present his proposed budget to the Metro Council on Thursday, April 1 at 2:00 p.m. Commission Budget Chair Elisa Dozono, MERC Budget Manager Cynthia

Hill and I plan to attend and present the proposed MERC FY 2010-2011 budget that was approved by the Commission on March 3. We will update you on this hearing at next week's Commission meeting.

Travel Portland Green Familiarization (FAM) Tour

On March 25-27, Travel Portland hosted its quarterly tour of meeting planners from around the country and I want to thank Commissioners Dozono, Goldman, Hammerstad and Leary for participating in the events. Nearly all Metro Councilors attended as well and this solid attendance of our leaders showed OCC clients that this community is unified in its support of the industry. Because this was the annual "Green" FAM tour, events were focused on Portland and the OCC's reputations as green leaders.

Travel Portland Convention Industry Focus Groups

Next week, Travel Portland has arranged to hold focus group sessions with meeting planners based in Washington, D.C., and Chicago, through a third-party consultant, to hear first-hand, why our convention clients choose OCC and how we can continue to retain existing and recruit new national clients. The results will guide the OCC marketing efforts in the coming year. I look forward to sharing the conclusions and next steps with you.

March 30 Commission Retreat

And, finally, I want to thank the Commission for their thoughtful and spirited discussion at our retreat on March 30. I felt that this was a productive session covering a wide variety of topics. The venue director presentations were very informative and depicted current and longer-term trends, issues and opportunities. Michael Jordan's discussion on organizational changes was also helpful.

Next steps for staff are 1) draft an operating rules document for review by the Commission; 2) work with Metro Attorney's Office to facilitate an ethics briefing for the Commission given recent changes to state ethics laws; and 3) prepare policies on Commissioner expense reimbursement and attendance at venue events.

You are very generous with your time commitment to MERC and Michael Jordan and I want you to know how much we appreciate your leadership and stewardship of the organization.

FEBRUARY 2010

FINANCIAL INFORMATION

For Management Purposes only



Date: March 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 8 months ended February 2010

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 by \$855k compared to prior year-to-date.
- The year-to-date results indicate that the net F&B is less than budget by approximately 29% or \$496k and is better than prior year by \$186k.
- Below is a listing of the highest revenue generators by Venue, Event, and revenue type for the period(s):
 - **Expo**
 - Event #12228 ~ Pacific NW Sportsman & Sport Fishing Show - \$517k
 - ❖ Food & Beverage (F&B) - \$279k
 - Event #12230 ~ 2010 Portland Home & Garden Show - \$311k
 - ❖ Parking Fee's (Includes Exhibitor) - \$111k
 - Event #14891 ~ Gun & Knife Show - \$73k
 - ❖ Parking Fee's (Includes Exhibitor) - \$32k
 - **OCC**
 - Event #6676 ~ Bible Study Fellowship West Region Leaders Retreat - \$257,
 - ❖ F&B - \$231k
 - Event #7440 ~ Yard, Garden, & Patio Show 2010 - \$176k
 - ❖ Exhibit Hall Rental - \$67k
 - Event # 12075 ~ OSU Football Recruitment Dinner - \$63k
 - ❖ F&B - \$56k
 - **Note:** OCC Parking Fee's for the month generated approximately \$175k in revenue.
 - **PCPA**
 - Event #11794 ~ Cosi Fan Tutte - \$82k
 - ❖ F&B - \$25k
 - Event #14051 ~ Beauty & the Beast - \$81
 - ❖ Stagehand Labor - \$23k
 - (*)Event #11795 ~ Legally Blonde the Musical- \$49k
 - ❖ F&B - \$43k

(*)**Note:** This only reflects revenue for service orders closed/invoiced by February month-end close. Additional revenue of approximately \$132k in revenue will be reflected in the March Financial statements.

Non – Operating Revenue

- Transient, Lodging Tax (TLT) is less than prior year to date 3.75% which equals \$159k.
- 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
February 2010

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2009-10 Adopted Budget	% of Annual Budget
	February-10	February-10	February-09		February-10	66%
Operating						
Revenue	1,626,635	10,463,015	11,458,435	91%	17,892,339	58%
Revenue - Food and Beverage	1,230,746	8,007,845	7,224,861	111%	12,123,799	66%
Total Operating Revenue	2,857,381	18,470,860	18,683,296	99%	30,016,138	62%
Costs - Food and Beverage	(1,058,376)	(6,824,770)	(6,227,975)	110%	(9,579,028)	71%
Personal Services	(1,497,029)	(11,160,428)	(11,481,551)	97%	(18,534,604)	60%
Goods & Services	(643,384)	(4,604,141)	(4,448,647)	103%	(8,838,911)	52%
Marketing	(218,280)	(1,771,241)	(1,746,240)	101%	(3,057,043)	58%
Total Operating Expenses	(3,417,070)	(24,360,580)	(23,904,414)	102%	(40,009,586)	61%
Net Operating Results	(559,689)	(5,889,721)	(5,221,118)	113%	(9,993,448)	59%
Non Operating						
Transient, Lodging Tax	889,118	4,070,008	4,228,736	96%	10,930,634	37%
Government Support City of Portland	-	-	-	-	760,926	0%
Non-Operating Revenue	16,526	137,148	346,399	40%	861,543	16%
Non-Operating Expense	-	(2,503)	(2,506)	100%	(2,500)	100%
	905,644	4,204,653	4,572,629	92%	12,550,603	34%
Support and Risk Management						
MERC Administration	-	-	-	-	-	-
Indirect Cost Metro Support	-	-	-	-	-	-
Metro Support Services	(168,971)	(1,351,768)	(1,228,544)	110%	(2,027,654)	67%
Metro Risk Management	-	(407,145)	(485,637)	84%	(488,571)	83%
	(168,971)	(1,758,913)	(1,714,181)	103%	(2,516,225)	70%
Net Increase (Decrease)	176,984	(3,443,980)	(2,362,669)	146%	40,930	-8414%
Transfers						
Intrafund Transfers	-	-	-	-	-	-
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	-	-
Debt Service	-	(1,039,936)	(909,715)	114%	(1,340,890)	78%
Net Transfers	-	(1,039,936)	(909,715)	114%	(1,340,890)	78%
Net Operations	176,984	(4,483,917)	(3,272,384)	260%	(1,299,960)	345%
	(0)	-	-		-	
Capital						
Revenue	-	-	-	-	-	-
Capital Outlay	(80,545)	(921,775)	(856,483)	108%	(3,271,251)	28%
Construction Management	-	-	(18)	0%	-	-
Goods & Services	-	-	(8,002)	0%	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	2,218,425	229,298	967%	1,557,000	142%
Non-Operating Expense	-	-	-	-	-	-
Intrafund Transfers	-	-	-	-	-	-
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	692,490	0%
Net Capital	(80,545)	1,296,650	(635,206)	-204%	(1,021,761)	-127%
Fund Balance Inc (Dec)	96,439	(3,187,266)	(3,907,590)	82%	(2,321,721)	137%
	(0)	-	-		-	
Food and Beverage Gross Margin	172,369	1,183,075	996,886		2,544,771	46%
Food and Beverage Gross Margin	14.0%	14.8%	13.8%		21.0%	
Full Time Employees			192.0		195.0	
Excise Tax	(130,545)	(908,804)	(930,610)			
Taxes as percent of revenue	24%	18%	18%		27%	
Fund Balance						
Beginning Fund Balance		26,619,236	26,070,022		26,619,236	
Fund Balance Inc (Dec)		(3,187,266)	(3,907,590)		(2,321,721)	
Ending Fund Balance		23,431,970	22,162,432		24,297,515	
Unrestricted Fund Balance		11,530,145	10,637,859		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 HQH		3,700,000	3,700,000		3,700,000	
Contingency for HQH (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	
Ending Fund Balance		23,431,970	22,162,432		24,837,516	
Strategic Goal						
Available for Strategy Goal		15,079,863	13,583,854		15,079,863	
Excess (Gap)		(1,254,010)	(361,928)		151,536	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Exposition Center
February 2010

	Current Month Actual February-10	Current Year to Date Actual February-10	Prior Year to Date Actual February-09	% of Prior Year	2009-10 Adopted Budget February-10	% of Annual Budget 66%
Operating						
Revenue	590,610	2,559,227	2,817,907	91%	3,705,306	69%
Revenue - Food and Beverage	396,252	1,132,839	1,306,502	87%	2,133,289	53%
Total Operating Revenue	986,861	3,692,065	4,124,409	90%	5,838,595	63%
Costs - Food and Beverage	(229,699)	(855,392)	(1,015,369)	84%	(1,570,435)	54%
Personal Services	(132,118)	(936,222)	(1,040,128)	90%	(1,545,827)	61%
Goods & Services	(135,269)	(682,567)	(755,671)	90%	(1,280,421)	53%
Total Operating Expenses	(497,085)	(2,474,182)	(2,811,168)	88%	(4,396,683)	56%
Net Operating Results	489,776	1,217,883	1,313,242	93%	1,441,912	84%
Non Operating						
Non-Operating Revenue	3,459	15,623	75,426	21%	148,734	11%
Non-Operating Expense	-	-	-	-	-	-
	3,459	15,623	75,426	21%	148,734	11%
Support and Risk Management						
MERC Administration	(25,392)	(203,138)	(194,016)	105%	(304,707)	67%
Metro Support Services	(16,897)	(135,176)	(122,856)	110%	(202,766)	67%
Metro Risk Management	-	(58,954)	(66,150)	89%	(70,743)	83%
	(42,289)	(397,268)	(383,022)	104%	(578,216)	69%
Net Increase (Decrease)	450,945	836,238	1,005,646	83%	1,012,430	83%
Transfers						
Transfers from	-	-	-	-	-	-
Debt Service	-	(900,316)	(891,916)	101%	(1,188,632)	76%
Net Transfers	-	(900,316)	(891,916)	101%	(1,188,632)	76%
Net Operations	450,945	(64,078)	113,730	-56%	(176,202)	36%
Capital						
Capital Outlay	(3,658)	(61,804)	(104,178)	59%	(367,500)	17%
Non-Operating Revenue	-	325,000	-	-	187,500	173%
Net Capital	(3,658)	263,196	(104,178)	-253%	(180,000)	-146%
Fund Balance Inc (Dec)	447,287	199,118	9,552	2085%	(356,202)	-56%
Food and Beverage Gross Margin	166,553	277,446	291,133		562,854	49%
Food and Beverage Gross Margin %	42.0%	24.5%	22.3%		26.4%	
Full Time Employees			13.3		13.3	
Excise Tax	(80,935)	(240,280)	(263,551)		-	
Fund Balance						
Beginning Fund Balance		5,745,316	6,069,250		5,745,316	
Fund Balance Inc (Dec)		199,118	9,552		(356,202)	
Ending Fund Balance		5,944,434	6,078,802		5,389,114	
Unrestricted Fund Balance		4,089,661	4,176,557		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						
Ending Fund Balance		5,944,434	6,078,802		5,389,114	
Strategic Goal (6 mo, debt)						
Available for Strategy Goal		3,386,974	3,257,115		3,386,974	
Excess (Gap)		941,309	1,411,459		385,989	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Oregon Convention Center
February 2010

	Current Month Actual February-10	Excluding HOH Current Year to Date Actual February-10	Prior Year to Date Actual February-09	% of Prior Year Year	2009-10 Adopted Budget February-10	% of Annual Budget 66%
Operating						
Revenue	589,226	4,653,313	4,472,365	104%	8,006,117	58%
Revenue - Food and Beverage	671,815	5,591,099	4,845,402	115%	8,550,083	65%
Total Operating Revenue	1,261,041	10,244,412	9,317,767	110%	16,556,200	62%
Costs - Food and Beverage	(705,760)	(4,876,482)	(4,227,417)	115%	(6,744,807)	72%
Personal Services	(736,647)	(5,638,459)	(5,485,700)	103%	(9,183,993)	61%
Goods & Services	(228,594)	(2,111,248)	(1,902,839)	111%	(3,971,052)	53%
Marketing POVA	(218,280)	(1,771,241)	(1,746,240)	101%	(3,057,043)	58%
Total Operating Expenses	(1,889,281)	(14,397,430)	(13,362,196)	108%	(22,956,895)	63%
Net Operating Results	(628,241)	(4,153,018)	(4,044,429)	103%	(6,400,695)	65%
Non Operating						
Transient, Lodging Tax	761,461	3,480,665	3,578,356	97%	8,975,971	39%
Non-Operating Revenue	6,520	57,360	142,625	40%	273,836	21%
Non-Operating Expense	-	(3)	(6)	50%	-	-
	767,982	3,538,022	3,720,976	95%	9,249,807	38%
Support and Risk Management						
MERC Administration	(137,118)	(1,096,947)	(1,047,696)	105%	(1,645,421)	67%
Metro Support Services	(91,244)	(729,952)	(663,408)	110%	(1,094,933)	67%
Metro Risk Management	-	(229,195)	(271,119)	85%	(275,033)	83%
	(228,362)	(2,056,094)	(1,982,223)	104%	(3,015,387)	68%
Net Increase (Decrease)	(88,622)	(2,671,091)	(2,305,676)	116%	(166,275)	1606%
Transfers						
Transfers from	-	-	-	-	-	-
Debt Service	-	(139,620)	(17,799)	784%	(152,258)	92%
Net Transfers	-	(139,620)	(17,799)	784%	(152,258)	92%
Net Operations	(88,622)	(2,810,711)	(2,323,475)	21%	(318,533)	882%
Capital						
Capital Outlay	(59,188)	(523,377)	(527,847)	99%	(2,284,826)	23%
Non-Operating Revenue	-	1,351,500	4,298	31445%	887,500	152%
Transfers from	-	-	-	-	692,490	0%
Net Capital	(59,188)	828,123	(523,549)	-158%	(704,836)	-117%
Fund Balance Inc (Dec)	(147,810)	(1,982,589)	(2,847,024)	70%	(1,023,369)	194%
Food and Beverage Gross Margin	(33,946)	714,617	617,985		1,805,276	40%
Food and Beverage Gross Margin %	-5.1%	12.8%	12.8%		21.1%	
Full Time Employees			110.3		112.3	
Excise Tax	(49,253)	(667,898)	(666,364)		-	
Taxes as percent of revenue	38%	25%	28%		35%	
Fund Balance						
Beginning Fund Balance		10,870,137	11,304,019		10,870,137	
Fund Balance Inc (Dec)		(1,982,589)	(2,847,024)		(1,023,369)	
Fund Balance Inc (Dec) for HOH		(4,750)	(293,149)		(200,000)	
Ending Fund Balance		8,882,798	8,163,847		9,646,768	
Unrestricted Fund Balance		910,562	442,969		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	
Ending Fund Balance		8,882,798	8,163,847		9,646,768	
Strategic Goal (3 mo)		5,742,933	5,151,674		5,742,933	
Available for Strategy Goal		2,206,729	1,672,306		3,510,700	
Excess (Gap)		(3,536,204)	(3,479,368)		(2,232,233)	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Center for the Performing Arts
February 2010

	Current Month Actual February-10	Current Year to Date Actual February-10	Prior Year to Date Actual February-09	% of Prior Year	2009-10 Adopted Budget February-10	% of Annual Budget 66%
Operating						
Revenue	444,002	3,237,031	4,155,185	78%	6,142,416	53%
Revenue - Food and Beverage	162,679	1,283,908	1,072,957	120%	1,440,427	89%
Total Operating Revenue	606,682	4,520,939	5,228,142	86%	7,582,843	60%
Costs - Food and Beverage	(122,917)	(1,092,895)	(985,189)	111%	(1,263,786)	86%
Personal Services	(462,663)	(3,339,594)	(3,512,111)	95%	(5,491,404)	61%
Goods & Services	(256,099)	(1,522,339)	(1,265,372)	120%	(2,735,243)	56%
Total Operating Expenses	(841,679)	(5,954,828)	(5,762,672)	103%	(9,490,433)	63%
Net Operating Results	(234,997)	(1,433,889)	(534,531)	268%	(1,907,590)	75%
Non Operating						
Transient, Lodging Tax	127,657	589,343	650,380	91%	1,954,663	30%
Government Support City of Portland	-	-	-	-	760,926	0%
Non-Operating Revenue	4,547	45,962	105,533	44%	408,973	11%
Non-Operating Expense	-	(2,500)	(2,500)	100%	(2,500)	100%
	132,204	632,805	753,413	84%	3,122,062	20%
Support and Risk Management						
MERC Administration	(91,412)	(731,298)	(698,464)	105%	(1,096,947)	67%
Metro Support Services	(60,830)	(486,640)	(442,280)	110%	(729,955)	67%
Metro Risk Management	-	(118,996)	(148,368)	80%	(142,795)	83%
	(152,242)	(1,336,934)	(1,289,112)	104%	(1,969,697)	68%
Net Increase (Decrease)	(255,035)	(2,138,018)	(1,070,230)	200%	(755,225)	283%
Transfers						
Transfers from	-	-	-	-	-	-
Net Transfers	-	-	-	-	-	-
Net Operations	(255,035)	(2,138,018)	(1,070,230)	200%	(755,225)	283%
Capital						
Capital Outlay	(17,699)	(235,925)	(173,727)	136%	(468,925)	50%
Goods & Services	-	-	(8,002)	0%	-	-
Non-Operating Revenue	-	541,925	225,000	241%	482,000	112%
Net Capital	(17,699)	306,000	43,253	707%	13,075	2340%
Fund Balance Inc (Dec)	(272,734)	(1,832,018)	(1,026,977)	178%	(742,150)	247%
Food and Beverage Gross Margin	39,762	191,012	87,768		176,641	108%
Food and Beverage Gross Margin %	24.4%	14.9%	8.2%		12.3%	
Full Time Employees			46.4		47.4	
Taxes as percent of revenue	17%	12%	11%		20%	
Fund Balance						
Beginning Fund Balance		9,045,395	7,785,999		9,045,395	
Fund Balance Inc (Dec)		(1,832,018)	(1,026,977)		(742,150)	
Ending Fund Balance		7,213,377	6,759,022		8,303,245	
Unrestricted Fund Balance		5,472,027	5,180,068		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						
Ending Fund Balance		7,213,377	6,759,022		8,303,245	
Strategic Goal (6 mo)		4,467,168	4,093,382		4,467,168	
Available for Strategy Goal		6,099,616	5,896,517		7,189,484	
Excess (Gap)		1,632,448	1,803,135		2,722,316	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Convention Center Headquarter Hotel Project
February 2010

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2009-10 Adopted Budget	% of Annual Budget
	February-10	February-10	February-09		February-10	66%
Operating						
Personal Services	-	-	(21,949)	0%	-	-
Goods & Services	-	(4,750)	(271,200)	2%	(200,000)	2%
	-	(4,750)	(293,149)	2%	(200,000)	2%
	-	-	-		-	
Net Operations	-	(4,750)	(293,149)	2%	(200,000)	2%

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
MERC Administration
February 2010

	Current Month Actual February-10	Current Year to Date Actual February-10	Prior Year to Date Actual February-09	% of Prior Year	2009-10 Adopted Budget February-10	% of Annual Budget 66%
Operating						
Revenue	2,797	13,444	12,978	104%	38,500	35%
Personal Services	(165,602)	(1,246,153)	(1,421,664)	88%	(2,313,380)	54%
Goods & Services	(23,422)	(283,238)	(253,565)	112%	(652,195)	43%
Net Operating Expenses	(186,226)	(1,515,946)	(1,662,251)	91%	(2,927,075)	52%
Non Operating						
Non-Operating Revenue	1,999	18,203	22,815	80%	30,000	61%
Non-Operating Expense	-	-	-	-	-	-
	1,999	18,203	22,815	80%	30,000	61%
Support and Risk Management						
MERC Administration	253,923	2,031,383	1,940,176	105%	3,047,075	67%
	253,923	2,031,383	1,940,176	105%	3,047,075	67%
Net Increase (Decrease)	69,696	533,640	300,740	177%	150,000	356%
Net Transfers	-	-	-	-	-	-
Net Operations	69,696	533,640	300,740	177%	150,000	356%
Capital						
Capital Outlay	-	(100,669)	(50,732)	198%	(150,000)	67%
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	-	(100,669)	(50,732)	198%	(150,000)	67%
Fund Balance Inc (Dec)	69,696	432,972	250,008	173%	-	-
Full Time Employees			22.0		22.0	
Excise Tax	(358)	(626)	(695)		-	
Fund Balance						
Beginning Fund Balance		958,388	910,754		958,388	
Fund Balance Inc (Dec)		432,972	250,008		-	
Ending Fund Balance		1,391,360	1,160,762		958,388	
Unrestricted Fund Balance		1,057,894	838,266		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						
Ending Fund Balance		1,391,360	1,160,762		958,388	
Strategic Goal (6 mo)		1,482,788	1,081,683		1,482,788	
Available for Strategy Goal		1,191,224	984,530		758,252	
Excess (Gap)		(291,564)	(97,153)		(724,536)	

MERC Commission Meeting

April 7, 2010
12:30 pm

5.0 - MERC Venue Business
Reports

PCPA MONTHLY ANALYSIS

FEBRUARY 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	1/26 to 2/14	Portland Opera	Cosi Fan Tutte	15	4	7,635	7,578	63%	\$555,722	\$13,310	\$37,307	\$3,789	\$0	\$17,584	\$71,990
	2/15 to 21	Broadway Across America	Legally Blonde	1	8	13,398	16,136	67%	\$797,928	\$31,349	\$35,824	\$52,442	\$4,945	\$32,934	\$157,494
ASCH	2/5	Oregon Symphony	Chris Botti	0	1	2,380	2,352	85%	\$152,964	\$7,215	\$4,935	\$8,658	\$765	\$2,475	\$24,048
	2/5 to 8	Oregon Symphony	Classical 9	2	3	3,489	3,806	46%	\$155,792	\$2,895	\$11,738	\$1,903	\$32	\$3,214	\$19,782
	2/9	Monqui Presents	Wilco	0	1	2,724	2,653	94%	\$92,897	\$7,007	\$13,273	\$5,308	\$3,930	\$12,283	\$41,801
	2/10	World Affairs Council	Howard Dean & Carl Rove	0	1	1,641	1,420	51%	\$45,636	\$3,340	\$4,399	\$3,078	\$0	\$1,145	\$11,962
	2/12	Live Nation	Cheech and Chong	0	1	2,559	2,539	92%	\$107,771	\$8,134	\$5,835	\$6,100	\$1,934	\$9,724	\$31,727
	2/11 to 13	Oregon Symphony	Storm Large	2	1	2,548	2,664	96%	\$159,951	\$1,335	\$6,981	\$1,332	\$210	\$6,700	\$16,558
	2/14	Oregon Symphony	Kids Concert 3	0	1	1,372	1,332	50%	\$22,155	\$540	\$3,582	\$666	\$0	\$382	\$5,170
	2/17	Portland Youth Philharmonic	Youth Concerts	0	2	3,647	0		\$0	\$315	\$2,292	\$0	\$0	\$0	\$2,607
	2/20 to 21	Oregon Symphony	Classical 10 Angela Hewitt	2	2	3,193	3,391	61%	\$121,690	\$1,875	\$8,835	\$1,696	\$352	\$2,691	\$15,449
	2/22 to 23	White Bird	Hubbard Street Dance	1	1	1,619	1,603	58%	\$51,808	\$2,780	\$19,374	\$3,326	\$0	\$2,280	\$27,760
	2/24	Oregon Symphony	Max Raabe & Palast Orchest.	0	1	1,340	1,161	42%	\$46,845	\$3,340	\$4,760	\$2,651	\$500	\$2,660	\$13,911
	2/25	World Affairs Council	Joseph Stiglitz	0	1	1,529	1,505	54%	\$50,380	\$3,340	\$3,178	\$3,155	\$0	\$981	\$10,654
	2/27 to 28	Oregon Symphony	Pops 3 Motown's Greatest Hits	1	2	3,357	3,492	63%	\$162,831	\$9,820	\$9,364	\$1,746	\$600	\$4,210	\$25,740
NEWMARK	2/1	OHSU Neuro Sciences	Jonah Lehrer	0	1	762	773	88%	\$17,218	\$1,135	\$1,944	\$1,546	\$140	\$73	\$4,838
	1/24 to 2/21	Oregon Children's Theatre	Giggle Giggle Quack	10	35	15,316	5,091	87%	\$164,306	\$5,280	\$25,517	\$5,455	\$0	\$698	\$36,950
	2/7	Portland Piano International	Anton Kuerti	0	1	636	626	71%	\$23,125	\$1,135	\$2,003	\$1,621	\$81	\$235	\$5,075
	2/11	NW Film Center	PDX Intl Film Festival Opening	0	1	633	145	17%	\$3,260	\$1,478	\$2,862	\$1,120	\$0	\$6,240	\$11,700
	2/15	OHSU Neuro Sciences	Patrick Kennedy	0	1	345	378	43%	\$8,685	\$1,135	\$1,887	\$756	\$136	\$0	\$3,914
	2/22	OHSU Neuro Sciences	Kay Redfield Jamison	0	1	840	857	97%	\$19,025	\$1,135	\$1,838	\$1,627	\$153	\$160	\$4,913
	2/23 to 24	Chinus Cultural Productions	Butterfly Lovers	1	2	722	678	77%	\$30,750	\$3,335	\$7,301	\$1,792	\$0	\$1,197	\$13,625
	2/25	Oregon Symphony	Evelyn Nagel Donor Apprec	0	1	577	0		\$0	\$330	\$3,108	\$0	\$0	\$857	\$4,295
	2/26	PDX Jazz Festival	Mingus Big Band	0	1	836	782	89%	\$30,868	\$801	\$1,855	\$1,863	\$0	\$3,384	\$7,903
	2/27	PDX Jazz Festival	Dave Holland	0	1	833	688	78%	\$30,944	\$802	\$1,910	\$1,867	\$188	\$4,033	\$8,800
2/28	PDX Jazz Festival	Pharoah Sanders	0	1	852	822	93%	\$32,332	\$802	\$1,842	\$1,952	\$0	\$1,248	\$5,844	
WINNINGSTAD	2/1 to 14	Tears of Joy	Little One Inch	4	12	1,587	1,643	47%	\$17,171	\$1,625	\$3,673	\$768	\$0	\$0	\$6,066
	2/19 to 20	MAGPI	Defending the Caveman	0	3	578	580	66%	\$24,666	\$2,015	\$3,074	\$1,396	\$0	\$322	\$6,807
BRUNISH HALL	2/3	PCPA	Volunteer Dinner and Bingo	0	1	150	0		\$0	\$0	\$0	\$0	\$0	\$2,240	\$2,240
	2/27 to 28	PDX Jazz Festival	Student Stage	0	10	608	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
A. HATFIELD HALL	2/4	PCPA	1st Thursday Reception	0	1	50	0		\$0	\$0	\$0	\$0	\$0	\$833	\$833
	2/8	PCPA	Noontime Showcase	0	1	140	0		\$0	\$0	\$0	\$0	\$0	\$32	\$32
	2/16	RailVolution	Reception	0	1	98	0		\$0	\$0	\$0	\$0	\$0	\$1,316	\$1,316
	2/26 to 27	PDX Jazz Festival	Late Night Jazz	0	9	683	0		\$0	\$0	\$0	\$0	\$0	see ArtBar	see ArtBar
ARTBAR	(see PDX Jazz #s)												\$18,907	\$18,907	
TOTALS				39	114	78,677	64,695	68%	\$2,926,720	\$117,603	\$230,491	\$117,613	\$13,966	\$141,038	\$620,711

PCPA MONTHLY ANALYSIS

FEBRUARY 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	1/27 to 2/15	Portland Opera	Turn of the Screw	15	4	6,625	6,482	55%	\$462,227	\$13,310	\$35,377	\$11,421	\$0	\$12,173	\$72,281
	2/8	Elderhostel	Reception	0	1	36	0		\$0	\$0	\$130	\$0	\$0	\$1,093	\$1,223
	2/16 to 2/28	Oregon Ballet Theatre	Lambarena	9	4	7,590	7,067	59%	\$335,267	\$8,165	\$30,780	\$12,367	\$0	\$27,026	\$78,338
ASCH	1/31 to 2/2	Oregon Symphony	Classical 8	3	3	4,430	3,687	44%	\$146,088	\$3,265	\$12,230	\$6,452	\$0	\$3,560	\$25,507
	2/7 to 2/9	Oregon Symphony	Classical 9	3	3	5,666	4,987	60%	\$190,036	\$3,080	\$12,205	\$8,727	\$348	\$4,089	\$28,449
	2/5	Laika Films	Coraline	0	1	936	55	2%	\$2,831	\$7,420	\$10,728	\$1,836	\$0	\$4,060	\$24,044
	2/10	Portland Arts and Lectures	Ann Patchett/E. Gilbert	0	1	2,145	2,443	88%	\$66,127	\$1,855	\$2,877	\$4,603	\$130	\$982	\$10,447
	2/12	ISEPP	Susan Haack	0	1	876	537	19%	\$19,299	\$3,340	\$2,848	\$1,592	\$150	\$347	\$8,277
	2/13	Portland Jazz Festival	Terence Blanchard	0	1	1,025	905	33%	\$40,161	\$1,855	\$4,435	\$2,394	\$334	\$2,477	\$11,495
	2/14	Oregon Symphony	Diane Reeves	2	1	1,733	1,383	50%	\$88,873	\$1,150	\$6,826	\$2,420	\$132	\$4,581	\$15,109
	2/15	Portland Jazz Festival	McCoy Tyner	0	1	1,543	1,434	52%	\$61,874	\$1,420	\$4,617	\$3,666	\$562	\$3,294	\$13,559
	2/16	Oregon Symphony	The Chieftains	0	1	2,159	1,875	68%	\$80,465	\$3,793	\$5,679	\$4,598	\$498	\$4,197	\$18,765
	2/22	Oregon Symphony	Kids Concert	0	1	2,213	2,672	50%	\$48,877	\$1,080	\$5,124	\$1,336	\$0	\$644	\$8,184
2/25	Portland Youth Philharmonic	Youth Concerts	0	2	3,253	0		\$0	\$315	\$2,296	\$1,336	\$0	\$0	\$3,947	
NEWMARK	1/23 to 2/20	Oregon Children's Theatre	Click Clack Moo	4	46	22,450	23,668	73%	\$248,578	\$5,355	\$39,630	\$0	\$0	\$865	\$45,850
	2/2	OHSU	Brain Awareness Lect.	0	1	640	634	72%	\$13,363	\$1,135	\$1,925	\$1,136	\$65	\$0	\$4,261
	2/9	OHSU	Brain Awareness Lect.	0	1	469	499	57%	\$10,663	\$1,135	\$1,834	\$900	\$49	\$0	\$3,918
	2/17	Portland Arts and Lectures	Calvin Trillin	0	1	567	505	57%	\$18,695	\$1,855	\$1,486	\$1,186	\$49	\$0	\$4,576
	2/18	OHS	Doris Kearns Goodwin	0	1	738	807	92%	\$35,582	\$1,135	\$1,989	\$2,028	\$100	\$108	\$5,360
	2/21	Portland Jazz Festival	Patricia Barber	0	1	506	459	52%	\$15,778	\$640	\$2,812	\$991	\$175	\$513	\$5,131
	2/22 and 23	Portland Piano International	Xu Zhong	0	2	1,005	716	41%	\$18,412	\$2,270	\$2,881	\$1,367	\$0	\$601	\$7,119
	2/24 to 27	White Bird	Trey McIntyre Project	1	3	2,086	2,025	77%	\$67,322	\$2,270	\$8,685	\$3,975	\$0	\$1,258	\$16,188
WINNINGSTAD	2/4 to 2/28	Tears of Joy	When Animals Were People	6	18	3,475	1,048	20%	\$25,655	\$2,875	\$4,600	\$524	\$0	\$0	\$7,999
	2/27	OICF	Ethics Bowl	0	1	263	0		\$0	\$800	\$1,185	\$0	\$0	\$3,225	\$5,210
BRUNISH HALL	2/5 to 2/8	God 'n Charge	Seize the Day	0	5	268	251	40%	\$2,479	\$0	\$2,327	\$439	\$0	\$0	\$2,766
A. HATFIELD HALL	2/9	PCPA Volunteers	Noontime Showcase	0	1	74	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2/16	OHSU	Postshow Reception	0	1	97	0		\$0	\$0	\$0	\$0	\$0	\$1,773	\$1,773
	February	ArtBar												\$28,534	\$28,534
	February	Keller Café												\$6,660	\$6,660
	February	AHH Catering												\$130	\$130
	February	Artbarista												\$914	\$914
		TOTALS		43	107	72,868	64,139	53%	\$1,998,652	\$69,518	\$205,506	\$75,294	\$2,592	\$113,104	\$466,014

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	12	17,494	18	27,046	43	28,953	33	5,136	13	639	16	1,410	135	80,678
March													0	0
April													0	0
May													0	0
June													0	0
Total to Date	123	221,962	118	196,391	159	89,004	173	30,035	52	2,272	55	8,081	680	547,745

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	16	27,582	19	31,895	33	21,938	24	4,281	11	758	12	1,071	115	87,525
March													0	0
April													0	0
May													0	0
June													0	0
Total to Date	104	175,785	101	165,961	153	85,617	125	19,060	39	3,225	51	10,777	573	460,425

Other includes Main Street

Total to Date Change														
Events	-19	-46,177	-17	-30,430	-6	-3,387	-48	-10,975	-13	953	-4	2,696	-107	-87,320
Percentage	-15%	-21%	-14%	-15%	-4%	-4%	-28%	-37%	-25%	42%	-7%	33%	-16%	-15.9%

OCC Event Analysis Monthly Revenue Report February 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 Labor	OCC Actual Total
OCC FEB 2010 MISC NON-EVENT ACTIVITIES/BILLINGS	02/01/10	0	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	28	0		\$0	\$164	\$21,232	\$160,514	\$0	\$0	\$0	\$0	\$0	\$0	\$3,598	\$0	\$185,508
MERC Commission Budget Meeting -- In House	02/01/10	20	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$141	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$141
Don't Shoot the Messenger Workshop	02/02/10	50	New	Meeting/Seminar	In-house	Local	1,818	1	0		\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101	\$0	\$111
INHSE OCC ADV COMMITTEE MTG	02/02/10	1	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$147	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$147
Classic Wines Auction Planning Meeting -- In House	02/03/10	10	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42	\$0	\$58
Bible Study Fellowship West Region Leaders Retreat Pre-Con -- In House	02/03/10	15	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32
Legacy Health Quality Summit	02/03/10	400	Repeat	Meeting/Seminar	Meeting	Local	12,600	1	0		\$0	\$1,828	\$0	\$0	\$0	\$3,651	\$0	\$0	\$0	\$0	\$1,005	\$413	\$6,897
2010 Portland Seafood & Wine Festival	02/05/10	4,128	Repeat	Consumer/Public Show	Consumer Public	State	482,483	2	3		\$0	\$3,505	\$0	\$0	\$90	\$355	\$9,163	\$865	\$150	\$1,102	\$558	\$3,421	\$19,207
Oregon Club of Portland Recruitment Dinner	02/03/10	470	Repeat	Dinner	Food & Beverage/Catering	Local	12,600	1	0		\$0	\$38,045	\$0	\$462	\$90	\$2,058	\$445	\$0	\$0	\$0	\$165	\$875	\$42,140
OSU FOOTBALL RECRUITMENT DINNER	02/03/10	797	New	Dinner	Food & Beverage/Catering	State	35,210	1	0		\$0	\$52,606	\$6,979	\$80	\$0	\$5,923	\$801	\$0	\$0	\$0	\$329	\$1,305	\$68,023
Creating Keepsakes Scrapbook Convention - Portland 2010	02/05/10	5,000	Repeat	Consumer/Public Show	Consumer Public	State	300,948	2	2		\$0	\$0	\$27,117	\$0	\$0	\$2,116	\$6,438	\$0	\$0	\$0	\$701	\$1,330	\$37,701
MERC Commission Meeting	02/03/10	20	In-house	Meeting/Seminar	In-house	Local	3,750	1	0		\$0	\$396	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$446
Bible Study Fellowship - West Region Leaders Retreat	02/04/10	2,550	Repeat	Annual Convention/Conference	Convention	Regional	401,278	4	0	TRUE	\$0	\$244,268	\$3,703	\$0	\$0	\$477	\$1,409	\$0	\$0	\$0	\$550	\$882	\$251,288
Yard, Garden & Patio Show 2010	02/12/10	16,884	Repeat	Consumer/Public Show	Consumer Public	Local	1,313,170	3	5		\$0	\$5,190	\$48,209	\$0	\$45	\$15,670	\$18,508	\$2,097	\$492	\$3,407	\$2,720	\$17,363	\$113,701
17th Annual Portland Golf Show	02/12/10	7,446	Repeat	Consumer/Public Show	Consumer Public	Local	444,076	3	3		\$0	\$1,388	\$16,825	\$584	\$0	\$733	\$4,773	\$3,193	\$462	\$1,104	\$794	\$5,178	\$35,035
CareOregon - CSSI Conference 2010	02/11/10	260	Repeat	Annual Convention/Conference	Meeting	State	16,884	1	0		\$0	\$14,801	\$0	\$936	\$15	\$3,100	\$79	\$0	\$0	\$0	\$1,050	\$0	\$19,981
B&GC Wine & Cheese Showcase	02/12/10	0	Repeat	Miscellaneous	Miscellaneous/Other	Local	74,466	1	1		\$0	\$45,887	\$0	\$0	\$380	\$6,090	\$2,173	\$0	\$0	\$0	\$275	\$6,088	\$60,893

OCC Event Analysis Monthly Revenue Report February 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 Labor	OCC Actual Total
Mutual of Enumclaw Annual Agents Meeting	02/12/10	70	New	Meeting/Seminar	Meeting	Local	3,794	1	0		\$0	\$1,974	\$0	\$228	\$0	\$100	\$204	\$0	\$0	\$0	\$126	\$0	\$2,632
Oregon Law Institute: Musante - Attacking the Expert's Opinion at Trial	02/12/10	92	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$716	\$0	\$0	\$0	\$150	\$79	\$0	\$0	\$0	\$410	\$0	\$1,355
Chinese New Year Cultural Fair 2010 - Year of the Tiger	02/14/10	4,520	Repeat	Festival	Consumer Public	Local	103,411	1	1		\$0	\$0	\$550	\$0	\$293	\$3,910	\$1,944	\$0	\$0	\$437	\$794	\$3,073	\$11,000
Frito Lay Portland Zone Year End Recognition Celebration	02/13/10	200	Repeat	Dinner	Food & Beverage/Catering	Local	12,600	1	0		\$0	\$19,169	\$80	\$522	\$384	\$2,485	\$283	\$0	\$0	\$0	\$0	\$400	\$23,323
20th NW International Reading Association Regional Conference	02/18/10	1,450	New	Annual Convention/Conference	Convention w/ Tradeshow	Regional	248,232	3	2	TRUE	\$0	\$953	\$12,903	\$0	\$0	\$18,249	\$1,940	\$1,718	\$492	\$0	\$779	\$3,414	\$40,448
Knowledge Learning Corporation Team Meeting	02/16/10	625	Repeat	Meeting/Seminar	Meeting	Local	18,900	1	0		\$0	\$130	\$0	\$0	\$570	\$2,545	\$645	\$795	\$0	\$0	\$165	\$0	\$4,850
In-House: ARAMARK Meeting	02/16/10	30	In-house	Meeting/Seminar	In-house		1,242	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPI-OC Planner Think Tank	02/18/10	40	Repeat	Lunch	Food & Beverage/Catering	Local	10,628	1	1		\$0	-\$336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$336	\$0	\$0
Travel Portland Visitor Industry Trade Show	02/18/10	0	Repeat	Trade Show	Tradeshow	Local	55,000	1	1		\$0	\$1,293	\$1,490	\$0	\$0	\$31	\$2,938	\$0	\$0	\$0	\$275	\$592	\$6,618
Portland Fire Bureau - Fire Fighter & Trainee Test	02/18/10	3,800	Repeat	Examination/Testing	Meeting	Local	122,000	1	1		\$0	\$0	\$0	\$0	\$0	\$5,765	\$0	\$0	\$0	\$0	\$550	\$593	\$6,908
Kelby Training Adobe Photoshop Seminar	02/18/10	448	Repeat	Meeting/Seminar	Corporate	Local	12,600	1	0		\$0	\$1,088	\$0	\$0	\$240	\$1,171	\$395	\$0	\$0	\$0	\$434	\$0	\$3,328
CE International - Weight Loss BootCamp	02/18/10	35	Repeat	Meeting/Seminar	Meeting	Local	983	1	0		\$0	\$65	\$0	\$0	\$15	\$90	\$79	\$0	\$0	\$0	\$25	\$0	\$274
Lloyd District TMA Breakfast	02/18/10	120	Repeat	Meeting/Seminar	Meeting	Local	3,204	1	0		\$0	\$2,401	\$0	\$0	\$0	\$265	\$79	\$0	\$0	\$0	\$126	\$0	\$2,871
Oregon College of Art and Craft - Art on the Vine Dinner Auction	02/20/10	373	Repeat	Auction	Food & Beverage/Catering	Local	37,800	1	1		\$0	\$30,299	\$3,827	\$192	\$267	\$1,635	\$865	\$0	\$0	\$0	\$168	\$1,428	\$38,680
Ocean Sciences Pre-Con	02/19/10	0	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$34	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42	\$0	\$76
Diabetes Expo 2010	02/20/10	4,700	Repeat	Consumer/Public Show	Tradeshow	Local	256,256	1	1		\$0	\$6,712	\$0	\$344	\$0	\$2,576	\$5,207	\$275	\$769	\$0	\$1,925	\$1,658	\$19,466

OCC Event Analysis Monthly Revenue Report February 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 Labor	OCC Actual Total
2010 Ocean Sciences Meeting	02/19/10	0	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	National	1,353,930	8	0	TRUE	\$0	\$159,039	\$49,181	\$0	\$0	\$6,809	\$12,338	\$28,362	\$3,154	\$0	\$49,563	\$36,453	\$344,900
American Farriers Pre-Con -- In-House	02/22/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$28	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42	\$0	\$70
IN-HOUSE: American Jail Association Planning Meeting	02/22/10	13	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$165	\$0	\$230
TRI-MET OCIP Forum	02/23/10	39	New	Meeting/Seminar	Meeting		826	1	0		\$0	\$511	\$0	\$0	\$0	\$30	\$79	\$0	\$0	\$0	\$168	\$0	\$788
Classic Wines Auction - Volunteer Training	02/23/10	0	In-house	Meeting/Seminar	In-house	Local	1,377	1	0		\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24	\$0	\$124
2010 Portland Gift & Accessories Show	02/27/10	3,200	Repeat	Consumer/Public Show	Convention w/ Tradeshow	Local	476,536	3	4	TRUE	\$0	\$194	\$11,030	-\$1,628	\$0	\$120	\$8,114	\$0	\$0	\$0	\$1,952	\$4,378	\$24,161
Kaiser Permanente Surgical Summit	02/25/10	530	New	Meeting/Seminar	Meeting	Local	6,300	1	0		\$0	\$14,816	\$0	\$3,136	\$75	\$1,976	\$0	\$0	\$0	\$0	\$2,079	\$495	\$22,577
Lloyd District Security Meeting -- In House	02/25/10	15	In-house	Accounting/Non-event	In-house		0	1	0		\$0	\$51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42	\$0	\$93
Providence Cancer Lunch - Tasting	02/25/10	0	In-house	Tasting	Food & Beverage/Catering		0	1	0		\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120
Magic ProTour Qualifer	02/27/10	170	New	Competition	Consumer Public	Local	6,300	1	0		\$0	\$0	\$0	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8
America's Got Talent - Portland Auditions	02/28/10	2,800	New	Meeting/Seminar	Meeting	National	242,736	2	1		\$0	\$9,525	\$11,853	\$448	\$396	\$81	\$1,025	\$0	\$0	\$0	\$1,306	\$1,042	\$25,676
Catholic Charities 2010 Annual Celebration	02/27/10	938	Repeat	Dinner	Miscellaneous/Other	Local	36,098	1	0		\$0	\$50,462	\$1,025	\$1,050	\$520	\$7,492	\$387	\$0	\$0	\$0	\$275	\$3,891	\$65,101
Total		62,259																					\$1,486,987

OCC Event Analysis Monthly Revenue Report February 09 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 FEB 2009 MISC NON-EVENT ACTIVITIES/BIL LINGS	02/01/09	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	28	0		\$0	\$828	\$553	\$147,229	\$0	\$0	\$0	\$0	\$0	\$0	\$3,558	\$0	\$0	
INHSE OCC ADV COMMITTEE MTG	02/03/09	22	In-house	Lunch	In-house	Local	0	1	0		\$0	\$231	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Concession Team Meeting	02/03/09	10	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MLK Lot Reserved - Do Not Book Entire Lot / Only 20 spaces available	02/08/09	1	In-house	Miscellaneous	In-house	Local	0	143	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INHSE HQH PRJ TEAM MTG	02/09/09	24	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$159
Liberty Northwest/Safeco Agency Roundtable	02/10/09	220	New	Meeting/Seminar	Meeting	Local	5,127	1	0		\$0	\$5,291	\$0	\$952	\$120	\$1,220	\$0	\$0	\$0	\$0	\$25	\$1,020	\$0	\$8,628
Metro/MERC All Staff Meeting	02/11/09	70	In-house	Meeting/Seminar	In-house	Local	8,200	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INHSE HQH VDI FINANCE TEAM MTG	02/11/09	18	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136
MPAC Meeting	02/11/09	100	New	Meeting/Seminar	Meeting	Local	8,200	1	0		\$0	\$2,152	\$0	\$0	\$0	\$726	\$0	\$0	\$0	\$0	\$0	\$650	\$0	\$3,528
16th Annual Portland Golf Show	02/13/09	7,782	Repeat	Consumer/Public Show	Consumer Public	Local	564,681	3	2		\$0	\$648	\$16,044	\$608	\$0	\$750	\$5,258	\$1,238	\$484	\$1,006	\$550	\$20,550	\$6,062	\$53,197
Legacy/Epic Workflow Confirmation #1	02/11/09	460	Repeat	Training	Meeting	Local	30,965	3	0		\$0	\$5,108	\$4,266	\$0	\$210	\$8,244	\$0	\$3,045	\$0	\$0	\$0	\$7,000	\$270	\$28,142
Bureau of Education and Research	02/11/09	20	Repeat	Meeting/Seminar	Meeting	Regional	1,665	1	0		\$0	\$293	\$0	\$0	\$0	\$98	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$876
Everything Green Oregon Expo	02/14/09	1,000	New	Consumer/Public Show	Consumer Public	Local	123,132	2	2		\$0	\$0	\$3,120	\$0	\$0	\$238	\$2,640	\$149	\$184	\$0	\$635	\$6,000	\$1,117	\$14,083
INHSE ACHIEVE GREEN EVENT PLANNING MEETING	02/13/09	8	In-house	Lunch	In-house	Local	0	1	0		\$0	\$155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$155
The Fly Fishing Show West 2009	02/14/09	1,192	New	Consumer/Public Show	Consumer Public	Local	266,452	2	1		\$0	\$0	\$3,466	\$0	\$0	\$1,152	\$1,879	\$0	\$0	\$238	\$550	\$11,440	\$2,486	\$21,211
Handwriting Without Tears	02/13/09	91	Repeat	Meeting/Seminar	Meeting	Local	4,462	2	0		\$0	\$908	\$0	\$0	\$30	\$380	\$88	\$0	\$0	\$0	\$189	\$1,300	\$0	\$2,895
Northwest Council for Computer Education Conference	02/18/09	2,200	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Regional	514,896	3	3	TRUE	\$0	\$26,829	\$17,772	\$0	\$0	\$7,743	\$13,534	\$19,714	\$1,261	\$0	\$1,537	\$35,600	\$4,940	\$128,930

OCC Event Analysis Monthly Revenue Report February 09 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 A/V Set-Up = Yard, Garden & Patio Show 2009	02/22/09	1	In-house	Move-in/Move-out	In-house	Local	30,000	1	5		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NCCE Precon	02/17/09	20	In-house	Miscellaneous	In-house	Local	0	1	0		\$0	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44
IN-HOUSE: CPR and First Aid Training	02/18/09	6	In-house	Training	In-house	Local	1,158	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Worldwide Dreambuilders Second Look Meeting	02/18/09	780	Repeat	Meeting/Seminar	Meeting	Regional	12,600	1	0		\$0	\$65	\$0	\$0	\$0	\$390	\$79	\$0	\$0	\$0	\$165	\$3,200	\$41	\$3,940
B&GC Wine & Cheese Showcase	02/20/09	2,000	Repeat	Miscellaneous	Miscellaneous/Other	Local	74,466	1	1		\$0	\$49,175	\$0	\$64	\$380	\$4,809	\$1,821	\$0	\$0	\$0	\$275	\$4,450	\$5,778	\$66,752
Inhouse - MPI Board Meeting	02/19/09	30	Repeat	Meeting/Seminar	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
The Oregonian Small Business Seminar	02/19/09	275	New	Meeting/Seminar	Meeting	State	6,300	1	0		\$0	\$5,952	\$0	\$0	\$30	\$380	\$0	\$0	\$0	\$0	\$0	\$1,600	\$0	\$7,962
Metro Service Awards Luncheon	02/19/09	25	In-house	Lunch	In-house	Local	1,458	1	0		\$0	\$337	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$337
Mt. Hood Community College Foundation Tasting	02/20/09	4	In-house	Tasting	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Diabetes Expo 2009	02/21/09	5,507	Repeat	Consumer/Public Show	Tradeshow	Local	202,714	1	1		\$0	\$7,376	\$6,902	\$656	\$0	\$3,750	\$6,969	\$1,373	\$615	\$0	\$1,650	\$9,700	\$2,040	\$41,029
Oregon Law Institute Seminar - Administrative Law: Staying Current with the Latest Developments	02/20/09	90	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$1,259	\$0	\$80	\$0	\$180	\$79	\$0	\$0	\$0	\$0	\$840	\$0	\$2,438
GSSA 1 Spirit Portland Cheer & Dance Championships	02/21/09	1,500	New	Competition	Consumer Public	Local	122,000	1	1		\$0	\$410	\$8,525	\$0	\$1,586	\$0	\$492	\$0	\$0	\$0	\$550	\$6,350	\$599	\$18,512
Secrets of Deep Tissue Massage	02/21/09	34	Repeat	Training	Meeting	Local	8,210	2	0		\$0	\$65	\$0	\$0	\$0	\$100	\$79	\$0	\$0	\$0	\$0	\$1,890	\$0	\$2,134
Yard, Garden & Patio Show 2009	02/27/09	19,906	Repeat	Consumer/Public Show	Consumer Public	Local	1,315,627	3	7		\$0	\$6,889	\$52,861	\$0	\$45	\$24,727	\$17,908	\$2,611	\$1,818	\$3,659	\$2,900	\$75,225	\$18,437	\$207,079
Oregon Anesthesiology Group Education Event	02/21/09	100	New	Meeting/Seminar	Meeting	Local	8,700	1	0		\$0	\$5,264	\$35	\$0	\$0	\$670	\$0	\$0	\$0	\$0	\$0	\$1,200	\$300	\$7,469
Frito Lay Portland Zone Year End Recognition Celebration	02/21/09	221	New	Dinner	Food & Beverage/Catering	Local	21,300	1	0		\$0	\$18,251	\$223	\$600	\$384	\$2,200	\$314	\$0	\$0	\$0	\$0	\$0	\$400	\$22,372

OCC Event Analysis Monthly Revenue Report February 09 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	
Travel Portland Visitor Industry Trade Show	02/25/09	800	Repeat	Trade Show	Tradeshaw	Local	51,000	1	1	TRUE	\$0	\$216	\$174	\$0	\$0	\$0	\$2,540	\$0	\$0	\$0	\$300	\$6,600	\$811	\$10,640	
MPI-OC Planner to Planner Roundtable	02/25/09	38	Repeat	Lunch	Food & Beverage/Catering	Local	7,500	1	1		\$0	\$98	\$152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	
Business Leader NW	02/24/09	300	New	Meeting/Seminar	Tradeshaw	Local	130,292	3	0		\$0	\$9,264	\$2,523	\$0	\$405	\$20,186	\$1,508	\$1,993	\$98	\$0	\$425	\$7,115	\$3,344	\$46,861	
Classic Wines Auction - Volunteer Training	02/24/09	25	In-house	Meeting/Seminar	In-house	Local	1,158	1	0		\$0	\$127	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127	
IN HSE HQH VDI FINANCE TEAM MTG	02/24/09	18	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$143	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$143	
Classic Wines Auction Inc	02/24/09	10	Repeat	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
IN-HOUSE: OCC Maintenance (painting Skyview Terrace)	02/24/09	1	In-house	Accounting/Non-event	In-house	Local	0	3	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
MERC Commission Meeting	02/25/09	30	In-house	Meeting/Seminar	In-house	Local	2,457	1	0		\$0	\$423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$423	
Bureau of Education and Research	02/25/09	10	Repeat	Meeting/Seminar	Meeting	Regional	3,204	1	0		\$0	\$187	\$0	\$0	\$0	\$122	\$0	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$829
Aramark/Giacometti	02/25/09	10	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Structural Engineers Association of Oregon Scholarship Foundation (SEAOF): Annual Scholarship Tradeshaw 2009	02/25/09	200	New	Annual Convention/Conference	Tradeshaw	State	14,946	1	0		\$0	\$9,085	\$51	\$184	\$0	\$410	\$2,470	\$0	\$0	\$0	\$165	\$2,148	\$100	\$14,613	
Oregon State Bar: Estate and Distribution Planning for Retirement Benefits with Natalie Choate	02/26/09	170	Repeat	Meeting/Seminar	Meeting	State	14,474	1	0		\$0	\$4,425	\$0	\$8	\$0	\$40	\$0	\$0	\$0	\$0	\$50	\$3,200	\$0	\$7,723	
Bureau of Education and Research	02/26/09	20	Repeat	Meeting/Seminar	Meeting	Regional	1,386	1	0		\$0	\$259	\$0	\$0	\$0	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$405	\$0	\$754
Bureau of Education and Research	02/26/09	25	Repeat	Meeting/Seminar	Meeting	Regional	1,818	1	0		\$0	\$195	\$0	\$0	\$0	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$805
Northwest's Largest Family Expo: KidFest! BabyFest! Campfest! 2009	02/28/09	2,961	Repeat	Consumer/Public Show	Consumer Public	Local	257,224	2	2		\$0	\$400	\$8,633	\$0	\$0	\$0	\$4,500	\$300	\$0	\$512	\$944	\$13,900	\$3,145	\$32,334	

OCC Event Analysis Monthly Revenue Report February 09 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Oregon Business Magazine-100 Best Companies	02/26/09	662	Repeat	Dinner	Food & Beverage/Catering	Local	25,500	1	0		\$0	\$31,525	\$5,762	\$0	\$75	\$5,902	\$683	\$0	\$0	\$0	\$355	\$0	\$3,741	\$48,042
ARAMARK Union Meeting	02/26/09	5	In-house	Meeting/Seminar	In-house	Local	621	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Oregon State Bar: Family Law 2009	02/27/09	130	Repeat	Meeting/Seminar	Meeting	State	6,300	1	0		\$0	\$2,463	\$0	\$80	\$0	\$342	\$79	\$0	\$0	\$0	\$55	\$1,600	\$0	\$4,619
Bureau of Education and Research	02/27/09	58	Repeat	Meeting/Seminar	Meeting	Regional	1,818	1	0		\$0	\$306	\$0	\$0	\$0	\$122	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$948
Oregon Law Institute Seminar - Advising Business Clients in Troubled Times: Risks and Opportunities	02/27/09	65	Repeat	Meeting/Seminar	Meeting	State	2,712	1	0		\$0	\$985	\$0	\$88	\$0	\$165	\$79	\$0	\$0	\$0	\$0	\$790	\$0	\$2,107
U.S. National Open Taekwondo Championships 2009	02/28/09	1,439	Repeat	Sporting Event/Athletics	Consumer Public	Local	63,204	1	1		\$0	\$670	\$8,010	\$0	\$1,180	\$120	\$592	\$0	\$0	\$189	\$295	\$3,000	\$1,040	\$15,097
Susan G. Komen for the Cure - Breast Cancer Issues Conference 2009	02/28/09	650	Repeat	Meeting/Seminar	Meeting	Local	42,557	1	0		\$0	\$20,904	\$993	\$456	\$555	\$4,812	\$325	\$0	\$0	\$0	\$275	\$6,870	\$729	\$35,918
IN-HOUSE: CPR and First Aid Training	02/28/09	8	In-house	Training	In-house	Local	1,158	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IN-HOUSE: American Numismatic Association Committee Meeting	02/28/09	10	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		51,363																						\$864,239

Expo Center Event Analysis

February 2010

		Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	Catering	Utilities	Parking	Total
Collectors West Gun and Knife Show	5-7	1				1	3	2		8,346	14,820	500	17,387		825	34,148	67,680
Oregon Cats	6-7	1				1	2	1		518	4,400	665	2,164			2,702	9,931
2010 State High School Culinary Championships	6			1		1	1	1		400	3,108	500	484	10,780	621	1,654	17,147
Sportsmen's Show and Sport Fishing Boat Show	10-14	1				1	5	3		45,165	83,025	375	296,825	3,200	14,353	128,591	526,369
Private Meeting	17			1		1	1			20	0			208			208
Northwest Bike Show	20-21	1				1	2	2		1,745	7,150	425	1,679		435	6,201	15,890
Baby Boomer Lifestyle Expo	20-21	1				1	2	2		3,856	8,430	265	4,844		2,729	12,567	28,835
HBA Association of Metro Portland	25			1		1	1			30	190			1,378		140	1,708
Portland Home and Garden Show	24-28	1				1	5	11		20,983	82,085		84,774	1,624	18,676	119,238	306,397
		6		3		9	22	22	62%	81,063	203,208	2,730	408,157	17,190	37,639	305,241	974,165

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	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
January		5	1	6		12	24	18	55%	32,102	240,275	11,015	171,711	79,833	22,365	161,829	687,028
February		6		3		9	22	22	62%	81,063	203,208	2,730	408,157	17,190	37,639	305,241	974,165
March																	0
April																	0
May																	0
June																	0
Total to Date		43		19		64	153	127	38%	300,664	1,008,830	26,073	1,098,490	119,919	158,885	1,155,792	3,567,989

Month to Month Comparison

		1	0	-2	0	-1	1	4	-3%	970	16,216	470	-3,472	-10,367	-12,297	14,553	5,103
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Year to Date Comparison

		1	-4	-1	0	-5	-11	3	-12%	-32,487	-228,859	-5,978	-145,258	-36,888	-19,853	-50,426	-487,262
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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
January		6	1	7		14	32	15	90%	47,073	344,993	12,465	220,812	67,734	28,556	219,016	893,576
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

MERC Commission Meeting

April 7, 2010
12:30 pm

7.0 - Consent Agenda

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



March 3, 2010
Oregon Convention Center, Room F150

Present:	Ray Leary (Chair) Judie Hammerstad , Elisa Dozono, Cynthia Haruyama, Terry Goldman, Karis Stoudamire-Phillips , and Chris Erickson
Absent:	None
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by 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 www.mercvenues.org .
1.0	QUORUM CONFIRMED <ul style="list-style-type: none"> • A quorum of Commissioners was present.
2.0	COMMISSIONER COMMUNICATIONS
3.0	INTERIM GENERAL MANAGER COMMENTS / COMMISSIONER QUESTIONS
3.1	<u>Commissioner Questions on Packet Information</u>
4.0	MERC VENUE BUSINESS REPORTS <ul style="list-style-type: none"> • Robyn Williams, Jeff Blosser and Chris Bailey provided venue updates.
5.0	METRO CHIEF OPERATING OFFICER COMMUNICATION <ul style="list-style-type: none"> • Metro COO Michael Jordan provided an update on the GM position recruitment.
6.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> • None
7.0	CONSENT AGENDA
7.1	Approval of January 6, 2010 MERC Commission Meeting Record of Actions
7.2	Approval of February 3, 2010 MERC Commission Meeting Record of Actions
7.3	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. VOTING: Aye: 7 Nay: 0 Motion Passed
8.0	ACTION AGENDA
8.1	<u>Resolution 10-04 for the purpose of approving and transmitting the budget for the MERC Fund for Fiscal Year 2010-11</u> <ul style="list-style-type: none"> • MERC Budget Chair Elisa Dozono provided an overview of the budget process to-date. VOTING: Aye: 7 Nay: 0 Motion Passed
8.2	<u>Resolution 10-05 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)</u> VOTING: Aye: 7 Nay: 0 Motion Passed

9.0	<p>STRATEGIC DISCUSSION: TRAVEL PORTLAND Jeff Miller, President and CEO of Travel Portland and Steve Faulstick, Chair of the Travel Portland Board of Directors, provided a presentation. Jeff Miller introduced members of the Travel Portland Board of Directors, who were in attendance.</p>
10.0	<p>MERC BY LAWS REVIEW PROCESS DISCUSSION Cheryl Twete provided a process update.</p>
	<p>The Meeting was adjourned at 2:40 pm</p>

MERC Commission Meeting

April 7, 2010
12:30 pm

8.0 Update on Expo
Marketing Strategies

April 7, 2010

To: MERC Commission

From: Matthew P. Rotchford, Expo Center Sales & Events Manager

Re: PSU Graduate School of Business "A Plan for the Future" development strategies

At the March 3rd Commission meeting, Interim General Manager Cheryl Twete indicated that staff would provide a proposed plan for Commission discussion regarding efforts to further develop certain short-term strategies from the PSU study.

The purpose of the following detail, therefore, is to:

- Identify the "opportunities" presented by the PSU Graduate students.
- Detail the current status of these suggestions from a marketing/sales perspective.
- Suggest recommended actions for discussion and in most cases – further review.
- Provide corresponding resource listings from the current FY11 budget.
- Suggest any proposed changes currently under discussion to the FY11 budget.

Current Marketing / Website Status

Marketing for the Portland Expo Center currently involves various components of National, Regional and Local advertising, with an overall emphasis on client relationship building. Additional emphasis is placed upon components of public and community relations, direct e-Marketing via our eXPO Newsletters and Postcards, Social website media, enhanced green efforts, and continual promotion of our website in attracting new business and in communicating policy, rates and event procedure.

Outreach and interaction with event producers, consumer public shows and corporate entities happen on a daily basis, with additional research and inquiries to associations, community groups, and tradeshow as targeted goals. Sales efforts are achieved with a limited staff and the assistance of Event staff is advantaged as available. The current website is maintained in-house, along with assistance from MERC IT in both web-hosting and iEBMS features. Electronic newsletters are also produced quarterly in-house and postcards as needed to promote various events.

The Expo website has been under review for some time for a redesign that includes both simple and advanced design corrections as well as back-end technical features intended to drive sales and interaction with patrons, clients and exhibitors.

Short-term plan strategies

Both master planning and economic impact efforts have been and remain underway. Staff believes, that several overlapping/sequential opportunities can be addressed simultaneously by developing an "Expo Center PR/Marketing team." The team would include outside contractors

with expertise in website framework/design, text/digital marketing, social media, public relations, marketing and similar creative services/skills.

Such a team would be comprised of a myriad of professionals with experience and/or interest in the long-term vitality of the Portland Expo Center. Broad topic issues (such as “re-branding”) that cover a wide-range of professional services would be vetted through this group to provide the best and most realistic solutions. The group would be comprised of both MERC staff, paid professionals, interested volunteers and vested producers with a unique interest in our shared success.

Toward this end, staff is recommending for your discussion, consideration and direction the following two attachments:

1) Next Steps – Portland Expo Center / PSU Development Strategies

a. Immediate next steps for consideration include:

- i. Continued progress and goal setting for an updated and revised Conditional Use Master Plan.
- ii. Engagement of a public relations firm to review, recommend and potentially rebrand targeted areas such as logo, website, collateral, e-marketing, etc... essentially a broad overview of all outreach.
- iii. Engagement of a website design team that understands the needs and goals of our unique facility with emphasis to serve three distinct audiences: Patrons, Clients, and Exhibitors – all within one website.
- iv. Provide additional support in the areas of:
 1. Printing, Graphics and Design of collateral materials,
 2. Full review of social media (*Facebook, MySpace, Twitter*),
 3. Specifically targeted convention outreach – NACS, IEEE, etc.

b. Further review of a number of areas shown as TBD under Short, Medium and Long-Term categories is recommended for further discussion and vetting by the proposed Expo Center PR/Marketing Team.

2) Outside way finding and signage improvements - Draft.

- a. The attached signage / way finding improvements are intended to add a “splash of color” for the grounds, as well as enhance our brand and customer experience while on site. These draft designs are in place, can be modified, and are proposed to add something as simple as “Welcome to the Expo Center...” and “Thank you for attending...” as patrons enter and exit the facility. Additional ideas such as parking booth wraps are a continuation of this concept.*

This project was developed some time ago, and while not specifically listed in the FY11 budget, the \$5,000 of anticipated costs can be absorbed from the Printing/Graphics budget lines of both Marketing/Sales and Parking. The anticipated timeline for completion of way finding signage is summer 2010.

- b. Current and long-term capital improvements include items such as electronic signage now currently under review.*

Funding for electronic signage is found within the FY11 budget (\$30,000 - Capital Budget line item). Timeline for installation is also targeted for summer 2010.

Thank you for your time and consideration.

Next Steps - Portland Expo Center / PSU Development Strategies

PSU "Opportunities" Short Term (0-4 years)	Current Status	Recommended Action	Budget FY11	Additional FY11 \$100k Marketing Engagement	Total
Begin a Public Master Planning Process for Long-Term	<ul style="list-style-type: none"> Conditional Use Master Plan expires June 2011. Contract in place with SOJ/SERA since 2008. CRC / Urban Design Conceptual Plan delivered. 	<ul style="list-style-type: none"> Continue work with SOJ/SERA, others. Continue to update the Master Plan. Engage and inform the public. Meet City of Portland criteria, application requirements. Complete Conditional Use Master Plan. 	\$100,000**	Continued for future inclusion in FY12 Budget	\$100,000**
Start rebranding	<ul style="list-style-type: none"> A broad topic to say the least, ranging from "telling our story", to ad campaigns, to full-scale capital improvements. Current focus has been on communications and ad campaigns regarding the current evolution of the Expo Center – new Halls D & E. 	<ul style="list-style-type: none"> Engage a professional Public Relations firm to review, recommend and rebrand targeted areas - i.e. logo, website, collateral, media to e-marketing, social sites and signage* (*see attached). Example: POVA to Travel Portland. 	\$5,000	\$45,000	\$50,000
Update website	<ul style="list-style-type: none"> The www.expocenter.org site has been maintained fully in-house for both content and technical aspects. Added functionality of iEBMS exhibitor ordering and calendar of events. 7 core pages, 70 subpages and numerous weblinks maintained. Sign-up and segments for e-newsletter. Expo Web Server hosted with MERC IT. eXPO Newsletter/Postcards - Electronic marketing currently hosts over 75,000 segmented names by category. 	<ul style="list-style-type: none"> Basic elimination of outdated framing, centering, some basic design modifications, and improved metrics can be readily achieved. The long-term engagement of a professional website design firm which has an understanding of Expo's needs and back-end technical aspects. Segmentation of audience via home page - Patrons / Exhibitors / Clients to target our market segments. Possible consultation of Corbin Ball and Associates - web specialists. Continue the e-marketing campaigns. 	\$5,000	\$40,000	\$45,000
Update collateral materials	<ul style="list-style-type: none"> Print materials - folders, flyers, and postcards are in need of a refresher. As part of re-branding, and website re-designs, these pieces have had a longer-than-average shelf life while we focus on those key components. Recycled print options are preferred, as use of .pdfs on-line is the current practice already, any collateral duplicated for on-line availability. 	<ul style="list-style-type: none"> As part of a re-branding and website re-design strategy, the selected PR/Marketing firm would certainly integrate any collateral needed as part of that strategy. Green initiatives will be part of any good re-branding strategy. 	\$4,000	\$2,000	\$6,000

PSU "Opportunities" Short Term (0-4 years) Continued...	Current Status	Recommended Action	Budget FY11	Additional FY 11 \$100k Marketing Engagement	Total
Take advantage of social media	<ul style="list-style-type: none"> The Expo Center already maintains 3 social media sites: Facebook, Twitter and MySpace. Sites are maintained in-house with primary use as notification for events. Twitter responses in real-time are limited by staff resources, the most popular of the three formats. 	<ul style="list-style-type: none"> Continue to maintain social sites at modest pace. Working with a consultant within the selected PR firm - or perhaps specializing in social media areas could be advantaged for a stronger presence and targeted approach towards these endeavors. Review of additional monitoring of social websites through Go See Tell discussed. 	\$2,500 of \$7,500	\$2,000	\$4,500 of \$9,500 Or add a new budget line for Social Media.
Expand sales and recruitment efforts	<ul style="list-style-type: none"> Dedicated sales staff consists of .5 FTE marketing/sales and a part-time administrative assistant. As time and circumstances allow, 2.5 FTE Event staff are also utilized to assist in re-bookings and other sales targets. Staff has attended NACS, IAEM (now IEEE), GOSAMP, IAAM and various other related trade shows. Staff participates locally in Travel Portland, Bravo! and MPI as timing allows. 	<ul style="list-style-type: none"> Staff constraints are due to core funding concerns – certainly adding staff to marketing/sales department would assist in the efforts, but cost has been a factor. Potential reorganization of current staffing levels within Event and Sales staff to advantage skills and abilities. Targeted participation in conventions and tradeshows by staff makes sense when serving Expo's unique market. Increased participation in local, regional and national sales opportunities. Advantage EBMS programs for sales aspects / opportunities. Review all promotional items to match the re-branding efforts. 	Total: \$71,284 .5 FTE .4 FTE Total: \$7,650	TBD \$2,000	TBD \$9,650
Strengthen existing alliances	<ul style="list-style-type: none"> Expo staff currently work with and receive various referrals from Travel Portland and other long-standing relationships with other venues and local / area hoteliers. No current program in place for common area lobby space. 	<ul style="list-style-type: none"> Rekindle past efforts to host local area hoteliers and friends to match key show dates of interest – North Portland hoteliers specifically. Continue and or expand participation with networking groups. Review the feasibility of a common lobby locale to feature local offerings. 	\$2,500 of \$7,500	TBD Utilize Aramark Marketing Fund	\$2,500 of \$9,500 (Hosted Functions) See social media above.

PSU "Opportunities" Short Term (0-4 years) Continued...	Current Status	Recommended Action	Budget FY11	Additional FY 11 \$100k Marketing Engagement	Total
Explore cooperative (shared) promotions	<ul style="list-style-type: none"> No current program in place for co-promotions. Past shared expense for I-5 reader board advertising. 	<ul style="list-style-type: none"> Risk of public funds being a concern, discussions have been had regarding expansion of key events to support new events and/or community functions – i.e. <i>Santa Land in Hall C w/ 501c3 benefit – paired with the 2 week Christmas Bazaar.</i> Advertising “bulk buying” via partnerships with clients has been historically net positive. 	<i>No current budget line or amount</i>	TBD	TBD
Sell advertising space	<ul style="list-style-type: none"> No current vehicle in place to sell advertising on-site or on-line. Staff resource ability to sell advertising as well as rental space are limited. 	<ul style="list-style-type: none"> Advertising on-site could be developed, but would need to enhance our re-branding efforts. On-line advertising should provide some solid opportunities both on the website, e-newsletter and other targeted approaches. Again, tread carefully to compliment our efforts rather than dissuade our client base. A firm or individual would need to sell the advertising. Signage / Wayfinding designs completed. 	<i>No current budget amount</i>	TBD – based upon Website Redesign	TBD – based upon Website Redesign
Calculate and promote economic impact	<ul style="list-style-type: none"> MERC contracted with Crossroads Consulting in 2008 to provide Economic Impact Study for the MERC venues. Contract expires in 2011 – by that point four completed studies will have taken place – FY08-FY11. 	<ul style="list-style-type: none"> Continue to calculate economic impact data. Public Relations efforts are underway via MERC Administration – promote as directed. 	<i>Within the MERC Budget</i>	TBD per MERC	\$0 Continued for future inclusion in FY12 Budget
Leverage marketing synergies within MERC	<ul style="list-style-type: none"> Two Expo staff currently serves on the MERC PR/Marketing Team. Ideas that are cross-platform for MERC are shared in that forum. Currently there is not a centralized sales and marketing department for all of the venues. 	<ul style="list-style-type: none"> Ensure staff participate and contribute towards achieving cross-marketing programs/efforts. Centralized sales and marketing would require a significant change at MERC to achieve full implementation. 	<i>No current budget line or amount</i>	TBD	TBD
Diversify offerings with entertainment	<ul style="list-style-type: none"> Currently the Expo Center has a diverse event calendar from home shows to graduations, concerts to roller derby. Music offerings have ranged from Hispanic dances to rock, and even symphonic performances. Simply adding music offerings to events is more of a component of the event producer, not the venue as host. 	<ul style="list-style-type: none"> We continue to entice music promoters by our high capacity and flexible space. No current plans to simply add entertainment to others events. Capital improvements could range from everything from acoustic treatment to fixed rigging points. A simple 20'x40' concert stage, or bleacher style seating would be a positive investment for music and other events. 	<i>No current budget line or amount</i>	TBD	TBD

PSU "Opportunities" Medium Term (4-10 years)	Current Status	Recommended Action	Budget FY11	Additional FY 11 \$100k Marketing Engagement	Total
Add solar "farm" to property	<ul style="list-style-type: none"> No current plans for solar farm on site. Awaiting finalization of OCC solar effort. 	<ul style="list-style-type: none"> Learn the process from the current OCC/MERC efforts and proceed as recommended based on their experience. Research potential locales that could work for this concept. 	<i>No current budget line or amount</i>	TBD	TBD
Reengineer MERC divisions	<ul style="list-style-type: none"> No current plans to reengineer or household MERC Sales force. Sales contacts meet as part of MERC PR/Marketing Team. 	<ul style="list-style-type: none"> No current plans are in place for MERC to have centralized marketing and sales department. Review the feasibility of such an action. 	<i>No current budget line or amount</i>	TBD	TBD
Increase synergies across Metro	<ul style="list-style-type: none"> Currently under analysis as part of MERC/Metro Business Practices Study now taking place. Participated in PR/Marketing, Govt. relations, Website, Graphics, study groups etc. 	<ul style="list-style-type: none"> Review and implement pending recommendations. Advantage opportunities to work together with Metro for the betterment of the organization. 	<i>No current budget line or amount</i>	TBD	TBD
Develop cross-promotional relationships	<ul style="list-style-type: none"> Advantaged shared advertising opportunities with outside media firms. Expand and enhance direct e-mail marketing. Advantage social media relationships with other producers and organizations. Analyze prime event opportunities for cross-promotional partnerships. 	<ul style="list-style-type: none"> Review current advertising partnerships. Continue to expand e-mail marketing efforts. Continue to expand social media efforts. Review costs, risks and opportunities. 	<i>No current budget line or amount</i>	TBD – needs analysis...	TBD – needs analysis...

PSU "Opportunities" Long Term (10+ years)	Current Status	Recommended Action	Budget FY11	Additional FY 11 \$100k Marketing Engagement	Total
<ul style="list-style-type: none"> • Rebuild Halls A, B, C • Meeting Space • Parking Structure • Add diversified facilities 	<ul style="list-style-type: none"> • Under review as part of the Master Planning process with SOJ / SERA. • CRC / Urban Design Conceptual Plan delivered. • Conditional Use Master Plan expires June 2011. 	<ul style="list-style-type: none"> • It is currently understood as part of our current Master Plan that one day Halls A, B, and C will be replaced by a more modern structure, as well as additional meeting rooms, Ballrooms, etc. – The size of which is to be determined in the process. • The Short-Term concept of adding show floor meeting space is unwarranted – however, it will be reviewed in the process • Parking structure to be evaluated as part of the Master Planning process. Cost to benefit for a full-scale parking structure may not be met under current analysis. • Various ideas and concepts are under evaluation to diversify the facility and its offerings. All of these aspects will be part of the overall Master Planning process. 	\$100,000**	Continued for future inclusion in FY12 Budget	\$100,000** Same fund listed on Item #1, Page #1

Areas not addressed specifically in the PSU Report	Current Status	Recommended Action	Budget FY11	Additional FY 11 \$100k Marketing Engagement	Total
Promotion / Client Relationship Building	<ul style="list-style-type: none"> Building relationships and maintaining them is a core aspect of our marketing and sales initiatives. Consumer public shows in general are run by families that put everything they have into their business. We are their partner in that endeavor. Maintaining the relationships in even small ways is one that is valued by both parties. 	<ul style="list-style-type: none"> Continue to participate in relationship building with our clients. Increased time spent with our clients – both socially and professionally. 	<p>\$2,500 of \$7,500</p> <p>\$1,000</p>	TBD	<p>\$2,500 of \$9,500 (Relationship Building) See page 2</p> <p>\$1,000</p>
Advertising	<ul style="list-style-type: none"> In general, the Expo Center spends very modestly in this area. Electronic Marketing targets have become the primary focus, however, even these small ads cost a great deal. Natl. - Tradeshow Week - \$10,000, 3 ads, web listings other benefits Local / Regional - Pova Guide - \$2,500 - 1 yr. PDX Biz Journal - \$2,000 Misc. Local Ad Placement (MPI, OSAM, PDX Monthly, Web-based etc..) - \$10,000 Bravo! Guide - \$3,000 - 1 yr. NACS Sponsorship includes targeted ads. Total Advertising: \$27,500 	<ul style="list-style-type: none"> Review the advertising spending in tandem with the PR firm as part of the overall re-branding effort. Review the concepts of calendars of events in regional papers – Oregonian etc. Enhance web-based advertising. Gradual move to more on-line advertising buys – green efforts. 	\$27,500	TBD	\$27,500
Staff training and development	<ul style="list-style-type: none"> In general, the Expo Center spends very modestly in this area. Mainly to maintain involvement in IAAM and other training opportunities for staff as available. 	<ul style="list-style-type: none"> Opportunities when presented are taken advantage of when feasible for our small staff. Regional IAAM conference is one example. 	\$1,000	TBD	\$1,000
Public and Community Relations	<ul style="list-style-type: none"> Budget line for Community Hosted Events, supplement for meeting room incentives. Audience development marketing support. Support for key events that provide marketing and social benefit within our community. 	<ul style="list-style-type: none"> Target specific community relations opportunities to either host or reach out to in terms of participation. Continue the outreach to neighboring communities – Kenton, Bridgeton, etc. Remain involved in various supporting neighborhood organizations, PEN 1, PDC N/NE Economic Development Initiative, etc. 	\$1,250	TBD	\$1,250
TOTALS			\$130,184	\$91,000 Plus potential added funding for TBA items	\$221,184
<p>**\$100K in Master Plan Management / Consulting not included. See Page 1, Item 1, & Page 5, Item 1</p>					



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parking per space

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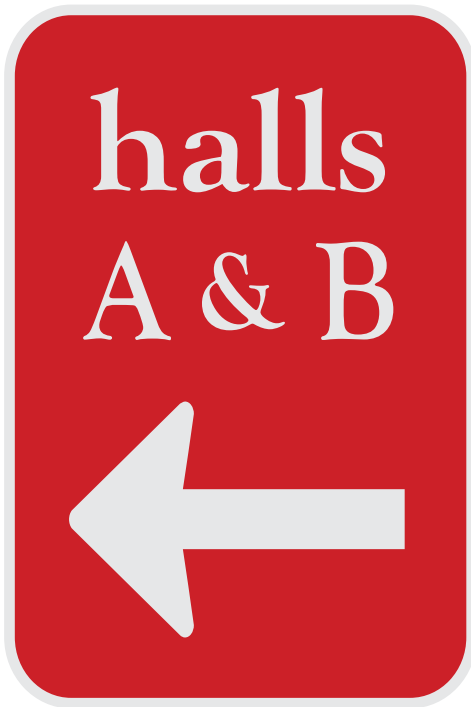
Thank You for Attending

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Expo sign examples



Kiosk

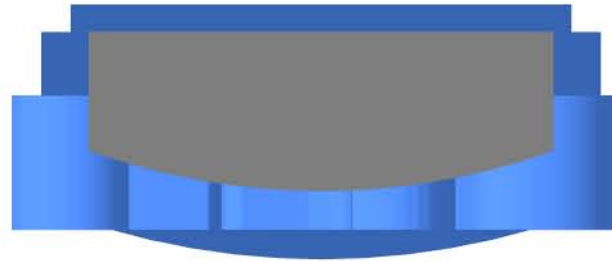


4 X 5 Information Board at entrance



A

1/2" Scale



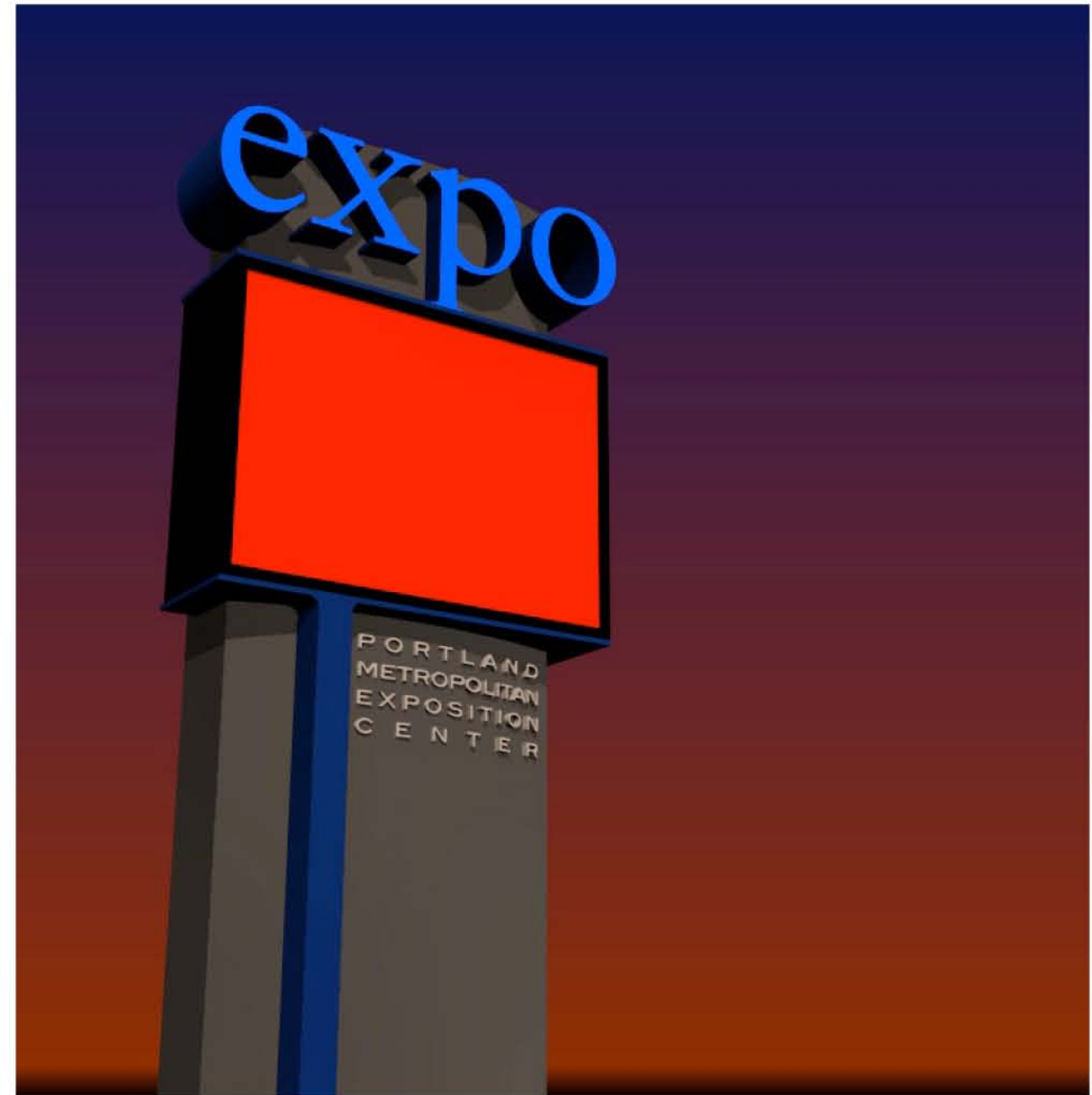
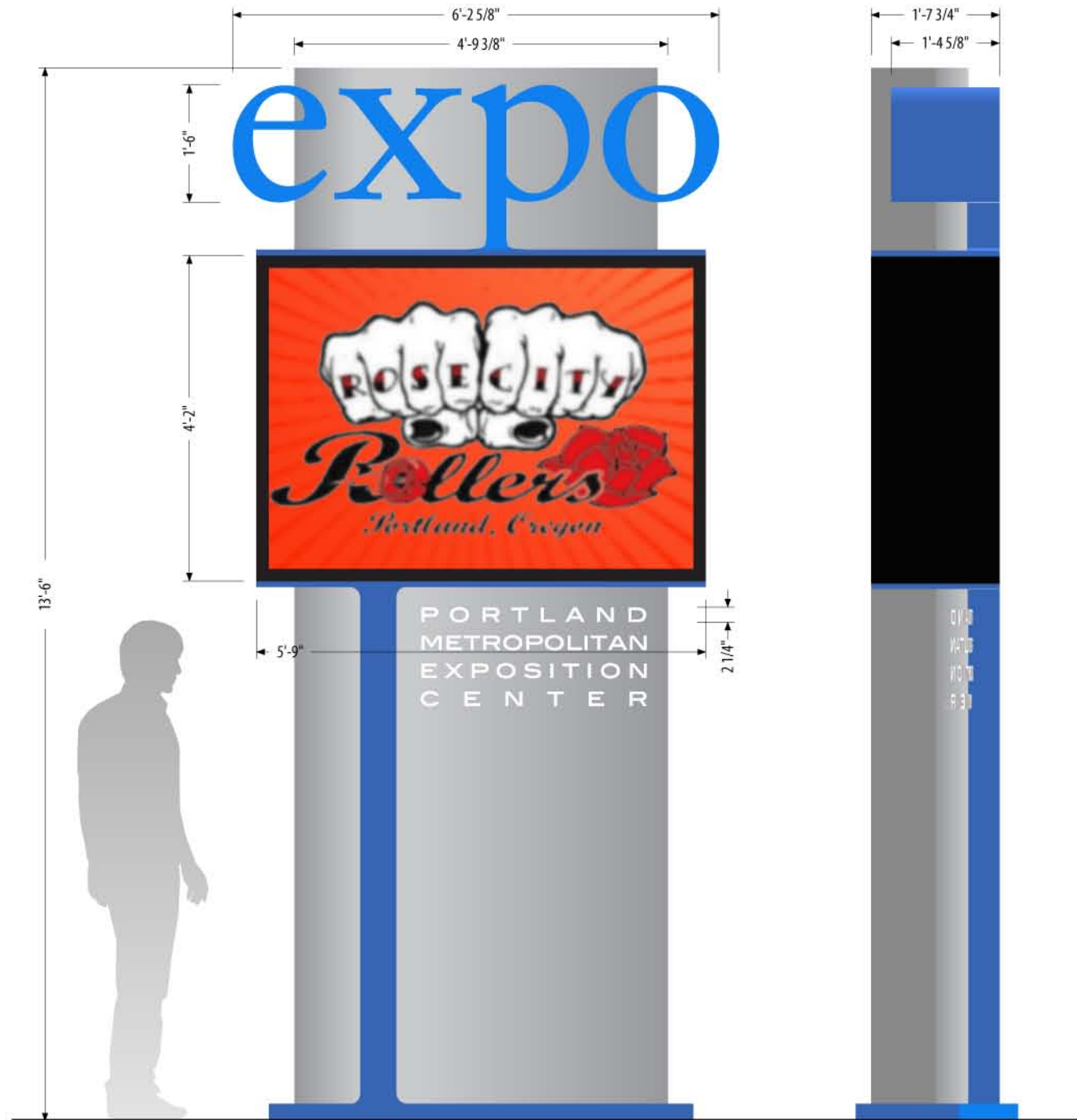
MANUFACTURE AND INSTALL ON SINGLE FACED FREESTANDING MESSAGE CENTER.

VIDEO BOARD
RGB LED VIDEO BOARD
4'-2 X 5'-9 X 8"
GPR-64X96-16-RGB-SF

ILLUMINATED STATIC HEADER
LED FACE ILLUMINATED, FABRICATED
PAN LETTERS.

BODY CLADDING
.090 ALUMINUM PAINTED
BLACK AND GRAY.
1" SQUARE TUBE FRAME,
RADIUSED, WITH FLASHING.

SECONDARY COPY
NON ILLUMINATED FCO ALUM.
1/2" STANDOFF.



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503.653.1133
800.562.2854
Fax 503.659.9191

20601
Customer Number
113913
Quote Number
113913 Expo EMC
File Name

Jack Bailey
Salesperson
Nathan Hamric
Drawn By
**
Checked By

February 8, 2010
Date
**
Revisions

**
Revisions

Approved
 Approved With Changes Noted
Customer Signature _____
Date _____

Landlord Signature _____
Date _____

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MANUFACTURE AND INSTALL ON SINGLE FACED FREESTANDING MESSAGE CENTER.

VIDEO BOARD
RGB LED VIDEO BOARD
4'-2 X 5'-9 X 8"
GPR-64X96-16-RGB-SF

ILLUMINATED STATIC HEADER
FLUORESCENT ILLUMINATED
ROUTED OUT PUSH THRU COPY.
COLORLINE LED DIVIDER BAR

BODY CLADDING
.090 ALUMINUM PAINTED
BLACK AND GRAY.
1" SQUARE TUBE FRAME.

SECONDARY CABINET
FLUORESCENT ILLUMINATED
ROUTED OUT PUSH THRU COPY.
COLORLINE LED DIVIDER BAR

1/2" Scale



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Commission Packet: 4/7/2010
Page 105

C

1/2" Scale

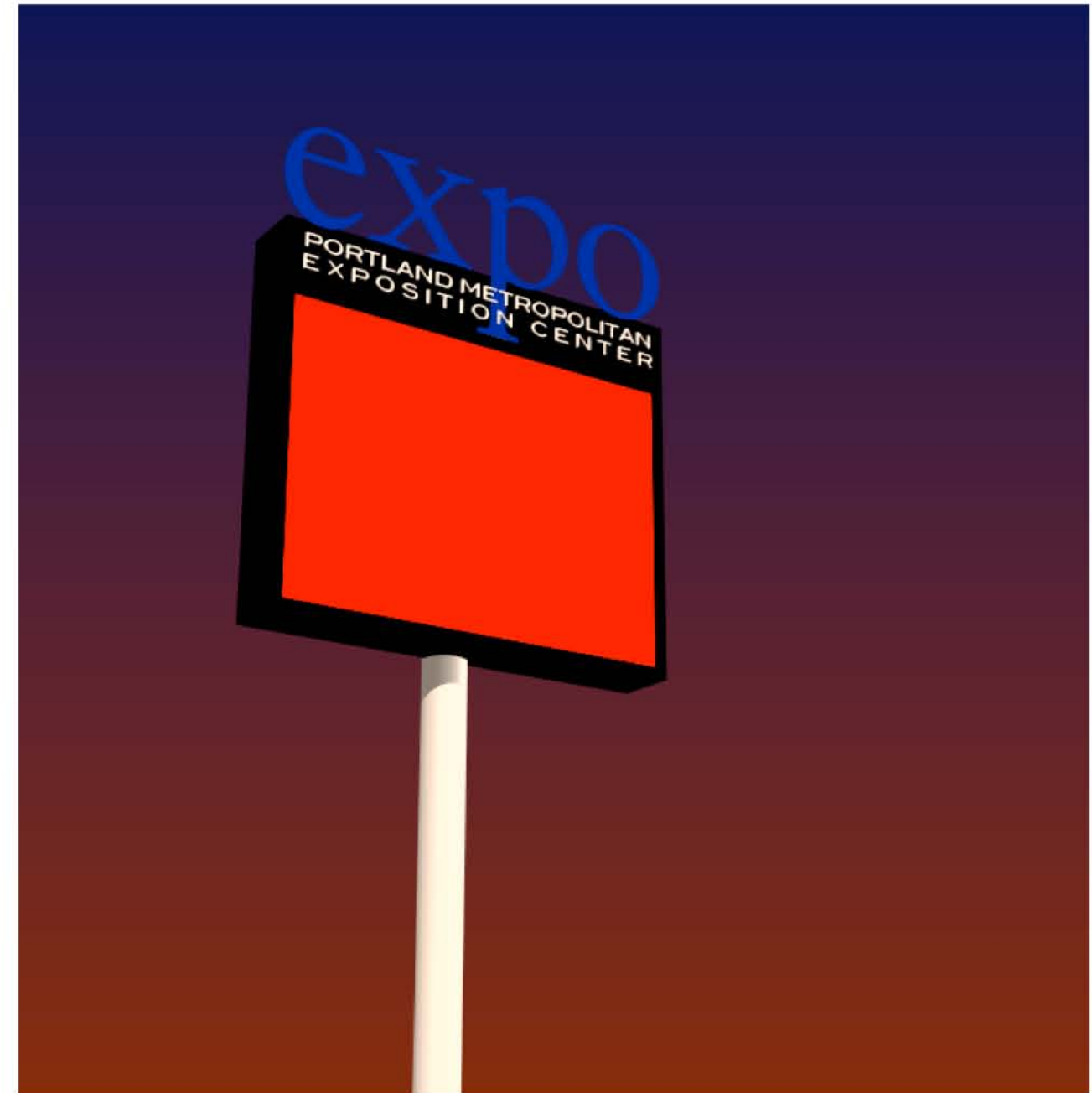


MANUFACTURE AND INSTALL ON SINGLE FACED FREESTANDING MESSAGE CENTER.

VIDEO BOARD
 RGB LED VIDEO BOARD
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 GPR-64X96-16-RGB-SF

ILLUMINATED STATIC HEADER
 INTERNALLY FLUORESCENT ILLUM.
 BODY WITH ROUTED OUT COPY,
 OVER BLEED ROUTED .125 ALUMINUM
 EXPO COPY.

EXPOSED STRUCTURE
 .090 ALUMINUM CLADDING
 ONLY ON BOARD.
 PAINTED BLACK.



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 Fax 503.659.9191

20601
 Customer Number
 113913
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Jack Bailey
 Salesperson
 Nathan Hamric
 Drawn By
 **
 Checked By

February 8, 2010
 Date
 **
 Revisions

**
 Revisions

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 Date _____

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MANUFACTURE AND INSTALL ON SINGLE FACED FREESTANDING MESSAGE CENTER.

VIDEO BOARD
RGB LED VIDEO BOARD
4'-2 X 5'-9 X 8"
GPR-64X96-16-RGB-SF

ILLUMINATED STATIC HEADER
FLUORESCENT ILLUMINATED
ROUTED OUT FLAT LEXAN COPY.

EXPOSED STRUCTURE
.090 ALUMINUM CLADDING
ONLY ON BOARD.
PAINTED BLACK.

SECONDARY CABINET
FLUORESCENT ILLUMINATED
ROUTED OUT FLAT LEXAN COPY.

1/2" Scale



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Commission Packet: 4/7/2010
Page 107

MERC Commission Meeting

April 7, 2010
12:30 pm

9.0 MERC By Laws Update

MERC Commission Meeting

April 7, 2010
12:30 pm

10.0 - Strategic Discussion

Date: April 7, 2010

To: MERC Commissioners

Fr: Robyn Williams, Executive Director PCPA

Subj: Schnitzer Concert Hall/Main Street Expansion Project

I am very pleased to present our work to date on the renovation of Arlene Schnitzer Concert Hall as well as an exciting new building on Main Street.

It is our hope that these projects will insure the relevance and vitality of Schnitzer Concert Hall as a much loved and well used arts facility well into the next 20 to 25 years plus offering opportunities to encourage an active and interactive streetscape as Portland's gateway to the cultural district.

I encourage your thoughts and comments as we continue to develop and move this project forward.

A handwritten signature in cursive script, appearing to read "Robyn", with a long horizontal flourish extending to the right.

April 7th, 2010

Portland Center for the Performing Arts

Portland Center for
the Performing Arts



EL|S
ARCHITECTURE AND URBAN DESIGN

ZGF
ZIMMER GUNSUL FRASCA ARCHITECTS LLP



Commission Packet 2/7/2010
Page 111

merc
THE

METROPOLITAN EXPOSITION
RECREATION COMMISSION

A SERVICE OF METRO

Agenda

Executive Summary

Design of the Main Street Building

Design of the Arlene Schnitzer Concert Hall

Costs

Next Steps

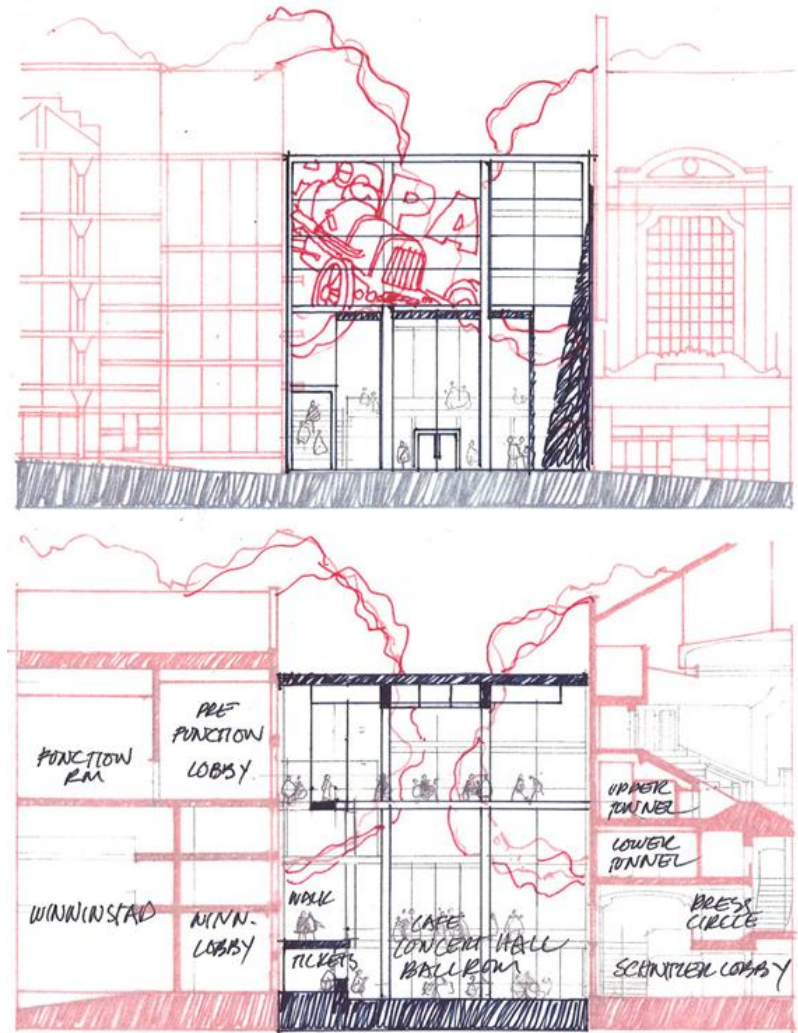
Executive Summary

Project Goals

- Ensure vitality of the Arlene Schnitzer Concert Hall
- Promote connections
- Meet the needs of the PCPA, performers and patrons

Processes

- Collaboration with stakeholders
- Open communication
- Extensive design review targeting what is best for the City



Design Concepts (Main Street Building)

The Main Street Development Concept consists of the following elements and ideas:

Public Space

- Energizing Architecture for the Park Blocks
- One of the “must see” sites in Portland
 - Video walls and interactive art

Connection for Venues

- Provide connection of Schnitzer Concert Hall with the Winningstad Theatre, Newmark Theatre and Brunish Hall

Promote Connection Through Districts

- Linking the Retail, Cultural and University Districts
- Encourage foot traffic at Park Blocks and Northern Main Street

Sustainability

- Constructed to current LEED specifications

Design Concepts (Main Street Vision)

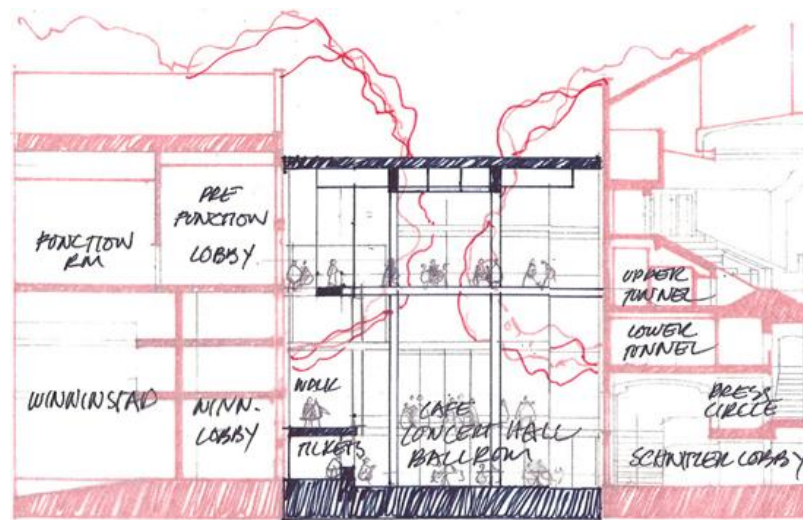


Design Concepts (Main Street Building)

East Elevation



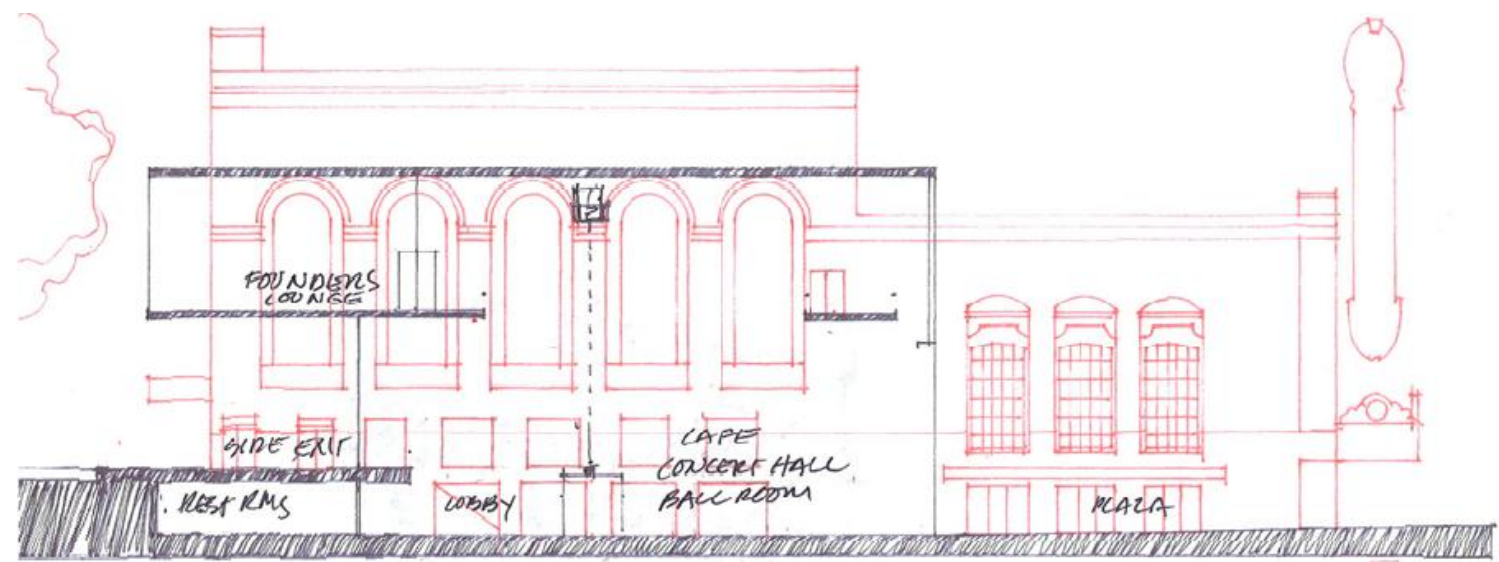
Main Street Cross Section



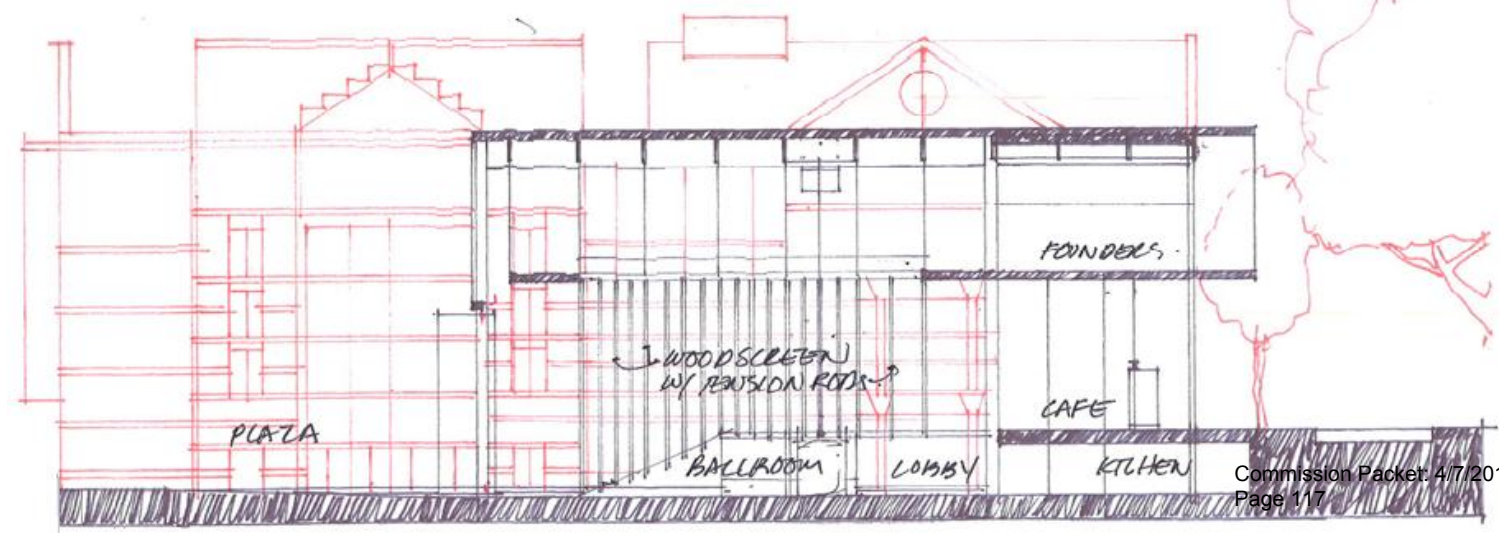
Broadway Rendering



Design Concepts (Main Street Building)



Main Street Longitudinal Section



Design Concepts (Arlene Schnitzer Concert Hall)

The Arlene Schnitzer Concert Hall renovation consist of the following elements:

Performance Upgrades

- Acoustical enhancements
 - Minor structural adjustments
 - Electro-acoustic enhancements
- An improved residence for the Oregon Symphony, White Bird Dance, Portland Youth Philharmonic and other organizations

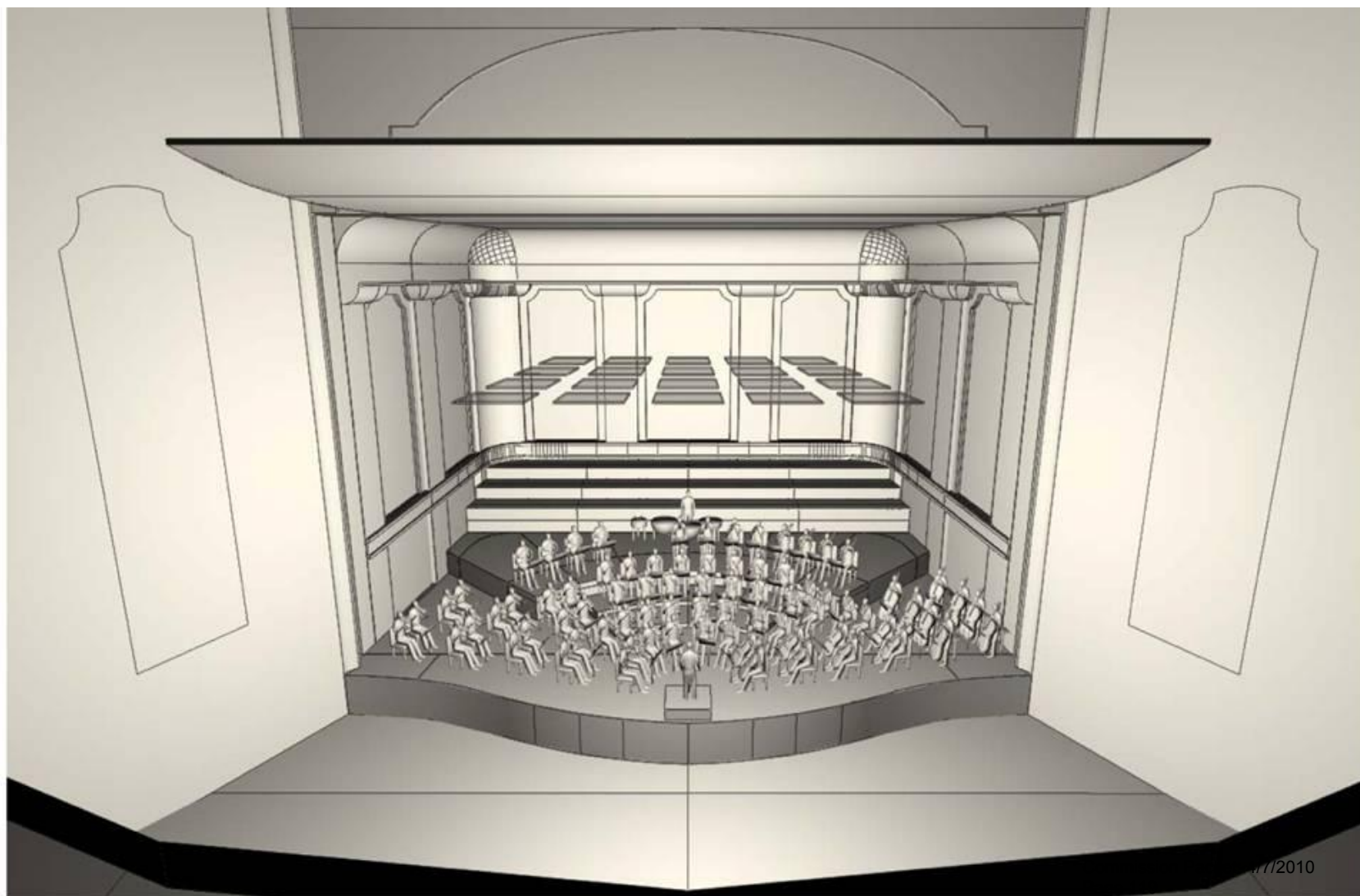
Patron Upgrades

- Comfortable seating and sightlines
- Additional Restrooms

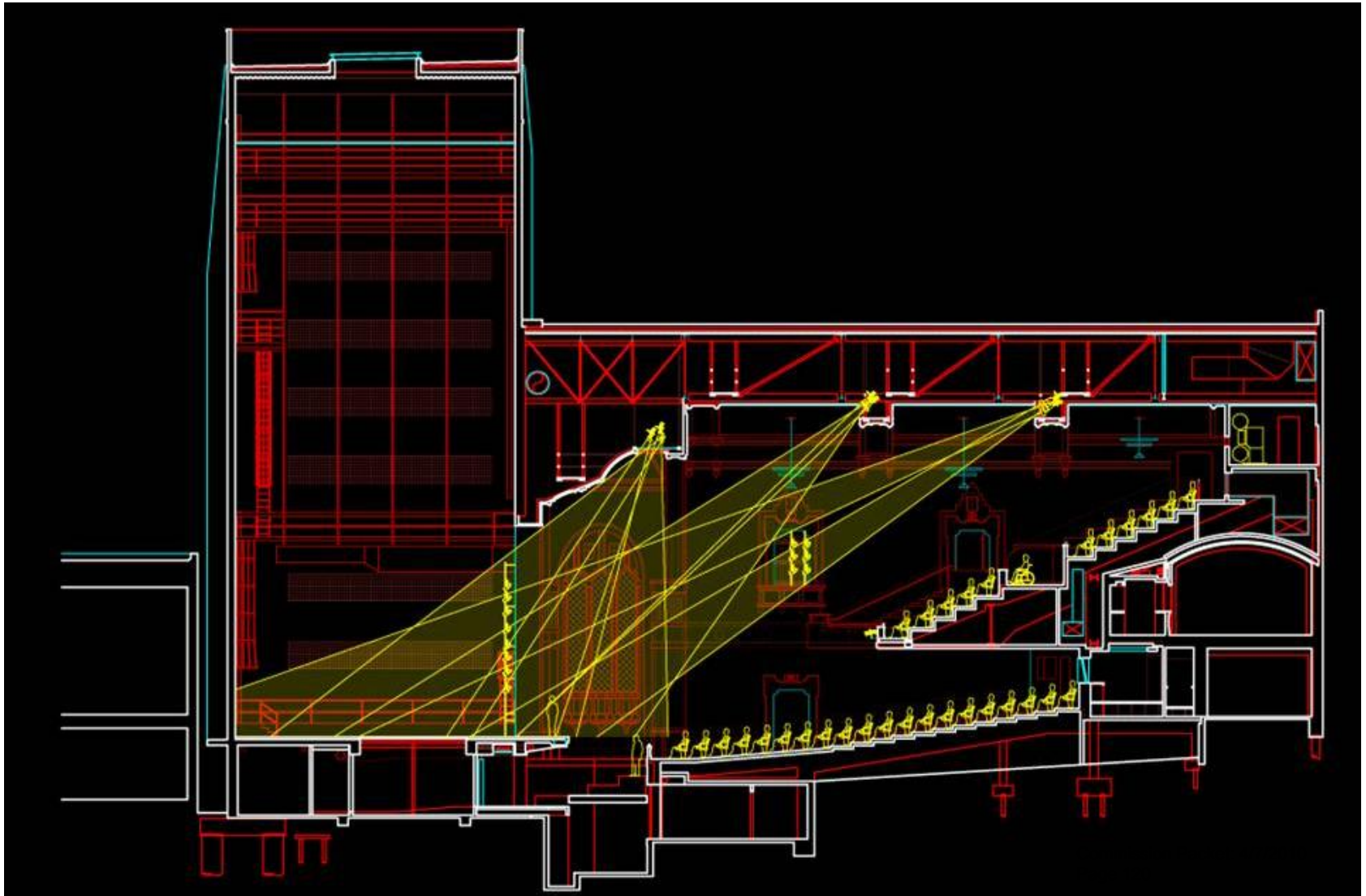
ADA Access

- Increased access for the disabled
- Increased seating options and configurations

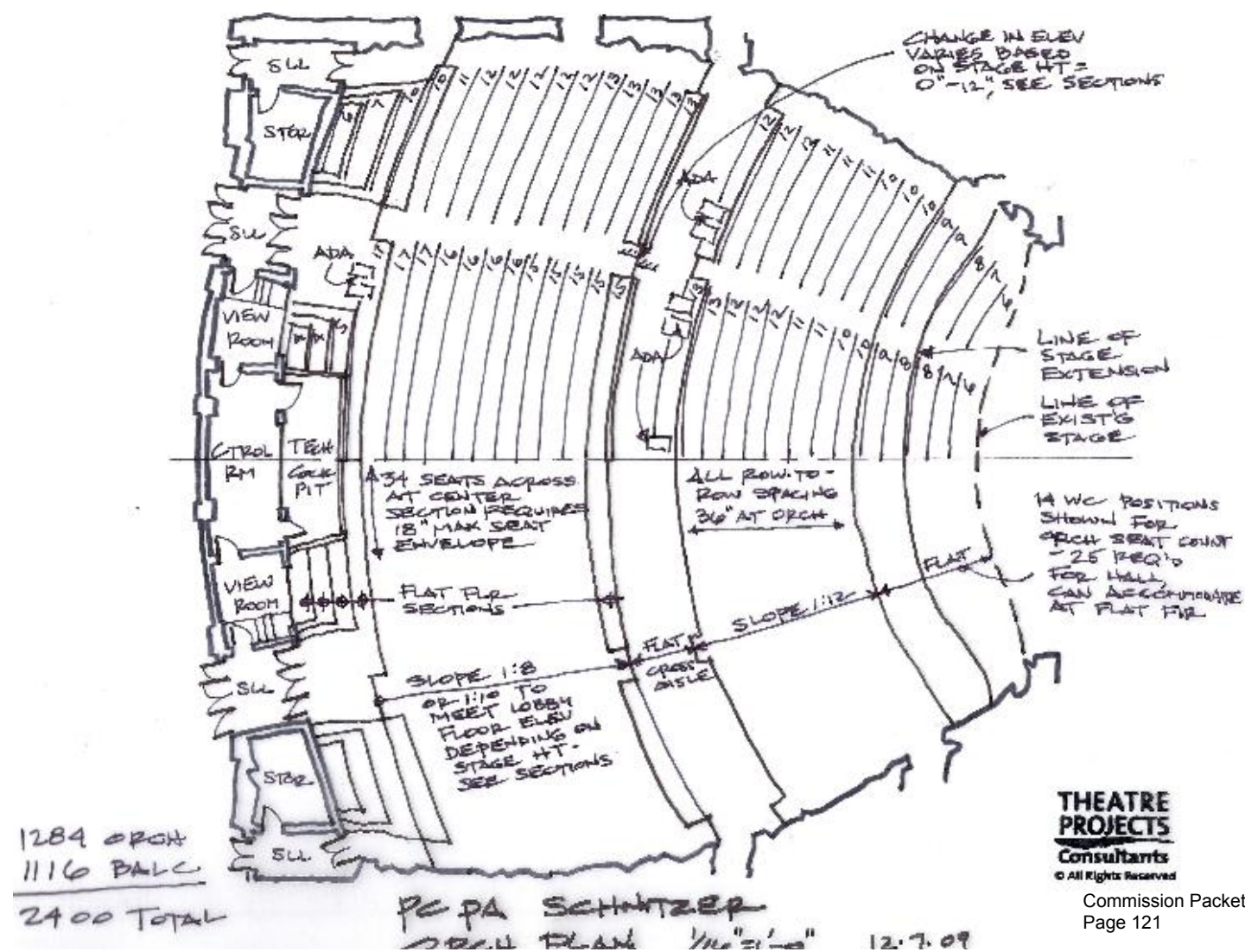
Design Concepts (ASCH Forestage Canopy)



Design Concepts (ASCH Lighting Enhancements)



Design Concepts (ASCH Mezzanine Level)



Project Estimates (Main Street)

Scope

Construction of the Main Street Building and connection into adjacent buildings

Budget Assumptions

Project to begin construction in 2012.

Total Project Budget	17,800 SF	\$19,067,420	\$1,071
Site		\$330,000	
Direct Construction		\$11,0374,18	\$620
Contingency Reserve		\$3,162,327	
Professional Fees		\$1,098,555	
Supervision & Inspection		\$300,935	
Equipment Furnishing		\$2,018,500	
Telcom/Data		\$75,000	
Owners Construction Admin., Permits, Misc.		\$1,374,684	

Project Estimates (Arlene Schnitzer Concert Hall)

Scope		
Patron, Performance, Access and Back of house Upgrades to the ASCH		
Budget Assumptions		
Project to begin construction in 2012.		
	Existing Stage	Raising Stage 14"
Total Project Budget	\$20,552,349	\$29,519,607
Building	\$515,000	\$545,000
Direct Construction	\$13,469,961	\$20,119,197
Contingency Reserve	\$3,800,803	\$4,949,946
Professional Fees	\$1,459,782	\$2,172,952
Supervision & Inspection	\$434,705	\$595,936
Equipment Furnishing	\$240,000	\$250,000
Telcom/Data	\$60,000	\$65,000
Owners Construction Admin., Permits, Misc.	\$1,087,098	\$1,366,475

Funding and Resources

Funding Solutions

- City has provided interest in funding assistance
- Federal and State funding consideration
- Historical Tax Credits
- New Market Tax Credits
- Urban Renewal Funding
- Friends of the PCPA and Steering Committee fundraising

Friends of the PCPA to complete fund raising planning

- The Canoe Group has been hired as a fundraising consultant
- Prepare marketing plan for donation
- Determine fund raising organization
- Launch fund raising program

Funding and Resources

Schedule

- Develop a funding management schedule
- Define the amounts to be raised by set date
- Continue concept services for design
- Coordinate with planning, design, and construction

Decisions

- Determine if seed funding money is available to continue planning

Next Steps

- Fundraising Plan Launch
- Regulatory Planning
- Design and Engineering
- Construction