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# **MERC Commission Meeting**

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June 2, 2010  
12:30 pm

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Portland Expo Center  
Room D 202-3  
2060 N. Marine Drive  
Portland, Oregon

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**MEETING:** Metropolitan Exposition Recreation Commission  
**DATE:** June 2, 2010  
**TIME:** 12:30 PM  
**LOCATION:** Expo Center - Hall D, Room 202  
 2060 N. Marine Drive

**AGENDA**

<b>CALL TO ORDER</b>	12:30 PM	
<b>1.0 QUORUM CONFIRMED</b>	12:30 PM	
<b>2.0 COMMISSIONER COMMUNICATIONS</b>	12:35 PM	
<b>3.0 EX-OFFICIO COMMUNICATIONS</b>	12:40 PM	Rod Park
<b>4.0 INTERIM GENERAL MANAGER COMMENTS/COMMISSIONER QUESTIONS</b>	12:45 PM	Cheryl Twete
<b>4.1 Commissioner Questions on Packet Information</b>		
- Interim General Manager Executive Summary - Packet Information Only ◇ Travel Portland Third Quarter Update and June Convention FAM Trip ◇ Fiscal Year 2010-11 Budget ◇ Metro-MERC Business Practices Study ◇ Senior Leadership Team Retreat ◇ Renewal and Replacement/Reserves Policy ◇ Upcoming Venue Capital Projects ◇ MERC Strategic Plan - April 2010 Financial Report - Packet Information Only		
<b>5.0 MERC VENUE BUSINESS REPORTS</b>	12:55 PM	R Williams, J. Blosser, C. Bailey
<b>6.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>	1:10 PM	
<b>7.0 CONSENT AGENDA</b>	1:15 PM	
<b>7.1</b> Approval of May 5, 2010 MERC Commission Meeting Record of Actions		
<b>7.2</b> Approval of Ethics Authorization Form for Travel Portland FAM Activities		
<b>8.0 MERC BRAND IDENTITY PRESENTATION</b>	1:20 PM	S. Soden/J Middaugh
<b>9.0 ACTION AGENDA</b>	1:35 PM	
<b>9.1 Resolution 10-10</b> for the purpose of electing MERC Officers for FY 2010-11		Ray Leary
<b>9.2 Resolution 10-11</b> for the purpose of delegating duties from the Metropolitan Exposition Recreation Commission to the Metro Chief Operating officer pursuant to Metro Code Chapter 6.01.040		Dan Cooper
<b>9.3 Resolution 10-12</b> for the purpose of authorizing the Interim General Manager to notify contractor that Phase III additional work has been authorized, amend the agreement duration and payment; finalize and approve the Phase III Scope of Work and execute said amendment of Contract #1214 between Shields Oblatz Johnsen, Inc. and the Metropolitan Exposition Recreation Commission		Chris Bailey
<b>9.4 Resolution 10-14</b> for the purpose of authorizing the Interim General Manager to finalize and approve labor billing rates and further, to execute a two-year renewal option between City Center Parking and the Metropolitan Exposition Recreation Commission for the provision of Parking Lot Labor and Limited Operational Management Services to the Oregon Convention Center and the Portland Expo Center.		Chris Bailey
<b>9.5 Resolution 10-13</b> for the purpose of accepting Glumac as the lowest responsive and responsible bidder for professional services needed for the Retro-Commissioning project at the Oregon Convention Center and authorize the Interim General Manager to execute a personal services contract with Glumac, in an amount not to exceed \$258,744		Jeff Blosser
<b>9.6 Resolution 10-15</b> for the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11		Cynthia Hill
<b>10.0 EXECUTIVE SESSION</b> - for the purpose of deliberations with persons designated by the Commission to conduct labor negotiations, pursuant to ORS 192.660(2)(d)	2:00 PM	Joni Johnson
<b>ADJOURNMENT</b>		

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# **MERC Commission Meeting**

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June 2, 2010  
12:30 pm

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4.0 – Interim General  
Manager Comments

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May 26, 2010

To: MERC Commission  
From: Cheryl Twete, Interim General Manager  
Re: June 2, 2010 Commission Meeting

The June 2 Commission meeting agenda includes several action items: Resolution 10-10 election of MERC officers for Fiscal Year (FY) 2010-2011; Resolution 10-11 commission delegations; Resolution 10-12 approval of Shiels Oblatz Johnson (SOJ) contract extension; Resolution 10-13 approval of award and contract for Oregon Convention Center (OCC) retro commissioning; Resolution 10-14 contract extension for City Center Parking; and Resolution 10-15 FY 2010-11 budget amendment.

You will be briefed on draft brand identity recommendations by MERC Director of Communications and Strategic Development Stephanie Soden and Metro Communications Director Jim Middaugh. These recommendations were developed to accommodate the organizational and structural changes underway as a result of the Metro Code Title VI changes and the Metro-MERC Business Practices Study. In this packet you will find a memo outlining the summary of recommendations accompanied by draft mock ups for logos, Commission collateral and website changes. In addition, MERC Human Resources Manager Joni Johnson will update and seek input from you on several collective bargaining negotiations currently underway; this discussion will occur in the Executive Session portion of the agenda, pursuant to Oregon law.

Given this full meeting agenda, the MERC officers determined that we would forgo the strategic discussion, which was tentatively scheduled as a follow-up to the March Commission retreat. We will allow time on the agenda in the July meeting for this discussion.

Below is a summary of other issues pertinent to the Commission.

### **Travel Portland - Third Quarter Update and June Convention Familiarization Trip**

Attached please find the Travel Portland third quarter report. Some of this information was previously included in the Travel Portland organizational overview presented by President and CEO Jeff Miller last month.

You may have already received an invitation from Travel Portland to attend the June convention familiarization trip or "FAM." If not, please consider joining this group of convention, tourism and travel representatives, community stakeholders and elected officials as we host dozens of national association

executives representing fifteen associations previewing the city for future convention sites. Your attendance and participation helps convey the community's strong support of the convention industry. According to Travel Portland, typically half of all FAM attendees end up choosing Portland as their convention and meeting destination. This trip is particularly important to MERC as the Oregon Convention Center will be prominently highlighted as a premier convention location. The June FAM runs Thursday, June 10 through Saturday, June 12 and includes a number of dining and recreational activities. The invitation is also attached.

### **Fiscal Year (FY) 2010-2011 Budget**

The FY 2010-2011 budget continues to move through the review and approval process. On Thursday, June 4, the Multnomah County Tax Supervising and Conservation Commission (TSCC) will hold its public hearing and, in preparation, budget and program staff has responded to a list of questions pertaining to the proposed budget, several of which are specific to MERC. The TSCC was interested in learning more about the Metro-MERC Business Practices Study and two Portland Center for the Performing Arts (PCPA) projects: exterior repair of the Arlene Schnitzer Concert Hall and the hall's renovation/Main Street development project.

The Metro Council is scheduled to consider final budget amendments on June 10 and approve the budget in full on June 17.

### **Metro-MERC Business Practices Study**

Phase III of the Metro-MERC Business Practices Study will be complete on June 30, and the primary focus is the transition of staff from the MERC Administrative Office to Metro departments. Beginning July 1, all MERC Administrative personnel will report to Metro managers and supervisors while continuing to provide support services, such as accounting, budget and finance, communications and public relations, human resources, information services, and procurement to the venues. Service level agreements are being developed so that staff workloads continue to meet the business priorities of the venues in this next phase. In Phases IV and V of the Business Practices Study, work assignments will remain the same but as the FY 2011-2012 budget process begins, resource reallocations necessary to implement the identified best practices will be determined and work loads of Administrative Office staff may change in the following fiscal year.

Throughout this time period, the General Manager of Visitor Venues and Lisa Brown will continue to be the primary points of contact for Commissioners.

### **Senior Leadership Team retreat this week**

On May 26 and 27, the venue directors and I will attend Metro's Senior Leadership Team off-site retreat. The overall goal of the retreat is to prioritize internal and external Metro initiatives for the coming fiscal year. The team will also engage in some follow-up work from the last two rounds of all-staff meetings: the Metro at Our Best meetings where employees helped define Metro values and the most recent meeting where we discussed how we talk about our work. The team has devoted a portion of its

Wednesday morning meetings this month to do preparatory work in advance of the retreat, including discussing how MERC values and Metro values could better align.

### **Renewal and replacement/reserves policy**

Throughout the FY 2010-2011 budget process, the MERC Budget Committee discussed the need for a policy guiding the use of the venue strategic fund reserves and ongoing funding of facility renewal and replacement projects. In advance of Budget Committee discussions for the FY 2011-2012 budget, MERC Budget Manager Cynthia Hill is working with Metro budget and finance staff to evaluate Metro's policy guidelines and the process by which those were developed, and update the gap analysis as it exists today for the venues. This first phase involves reviewing historical data, identifying the pertinent legal requirements and studying the business drivers for each venue.

The goals of this process are to present the MERC Budget Committee and Metro COO with proposed language outlining the fund balance purpose and goals and a foundation on which to build, maintain, utilize and manage the 20-year capital plan for each facility.

### **MERC Strategic Plan**

The July Commission meeting agenda includes a work session for the Commission to begin working on strategic priorities for FY 2011-2012 and an update to the MERC Strategic Plan. This was originally going to be discussed at the March retreat but postponed until all Commissioners could attend and participate. It will be essential that all Commissioners are able to actively engage in this discussion, which will determine the strategic direction of the Commission and the venues.

Please take some time to review the 2007-2012 Strategic Plan prior to the July 7 Commission meeting. The Strategic Plan can be found in section 5 of your orientation notebooks.

I look forward to seeing you on June 2. In the meantime, please do not hesitate to contact me if you have any questions.

*travel*  
**PORTLAND**

**THIRD QUARTER REPORT  
2009-2010**

**FOR  
MERC**

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# EXECUTIVE SUMMARY

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## ACCOMPLISHMENTS

- Travel Portland booked 5 OCC conventions with estimated future OCC revenue of over \$ 1.0 million and economic impact of almost \$9 million during the third quarter of 2009-10. All 5 of those conventions were new to Portland.
- Travel Portland booked 87 total group meetings, including single hotel, for future years during the third quarter. These represent a total of 61,763 rooms sold with an estimated economic impact of over \$\$31.1 million.
- Travel Portland helped to generate almost \$92,422 in MERC/OCC combined media coverage during the third quarter.

## TRENDS, SUCCESSES, OBSTACLES:

- Travel Portland’s room tax collection was budgeted 15% lower for 2009-10. Collections are currently running -12% with optimism that the collections will continue to improve.
- Travel Portland, in conjunction with OCC staff, has engaged a firm that is in the process of developing a new tool for estimating Community Economic Impact report.
- Several large conventions, including American Physical Society and Public Libraries Association, met at OCC. Very strong revenue quarter for OCC and large economic impact for the city.

## MERC CONTRACT GOALS:

GOAL #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
#1	OCC Revenue Goal	\$7,884,479	\$5.75 million
#2	ROI on future OCC business	1.7	2.0 – 2.5
#3	Lead conversion	40%	28% - 31%
#4	Services performance survey	3.8	3.5
#5	ROI on public relations/media	4.4	6.5
#6	Community economic impact	34.5	25.0

# CONVENTION SALES

OREGON CONVENTION CENTER BOOKED REVENUE FROM TRAVEL PORTLAND			
Convention Year	OCC Revenue	Annuals	Total Potential Future Business
FY 09/10	\$ 9,087,403	\$ -	\$ 9,087,403
FY 10/11	\$ 4,853,632	\$ 1,078,629	\$ 5,932,261
FY 11/12	\$ 2,530,161	\$ 1,472,740	\$ 4,002,901
FY 12/13	\$ 1,801,686	\$ 1,791,547	\$ 3,593,233
FY 13/14	\$ 861,250	\$ 1,472,740	\$ 2,333,990
FY 14/15	\$ 765,349	\$ 1,791,547	\$ 2,556,896
FT 15/16	\$ 540,410	\$ 1,472,740	\$ 2,013,150
FY 16/17	\$ 171,952	\$ 1,791,547	\$ 1,963,499
FY 17/18	\$ -	\$ 1,472,740	\$ 1,472,740
FY 18/19	\$ -	\$ 1,791,547	\$ 1,791,547
FY 19/20	\$ -	\$ 1,472,740	\$ 1,472,740
Total	\$ 20,611,843	\$ 15,608,517	\$ 36,220,360

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Goal
New OCC Bookings	5	21	
Repeat OCC Bookings	0	6	
Total OCC Bookings	5	27	
Room Nights from OCC Bookings	26,159	101,194	
Future OCC Revenue Booked during FY 2009/10	\$ 1,067,841	\$ 4,198,639	
ROI OCC Bookings	\$ 1.2	\$ 1.7	2.0 - 2.5
Community Economic Impact from OCC Bookings	\$ 8,913,288	\$ 40,197,771	
Total Room Nights Booked	61,763	184,272	
Total Community Economic Impact from Bookings	\$ 31,160,118	\$ 87,115,778	
ROI on Total Community Economic Impact	\$ 35.1	\$ 34.5	25.0 to 1
OCC Revenue Realized During FY 2009/10	\$ 2,400,241	\$ 7,884,479	\$ 5.75 million

# CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF APRIL 1, 2010					
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14 and beyond
Current	43	27	14	12	10
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 06/07 - FY 09/10)	44	33	17	12	10

3RD QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 09/10	0	1,626	2,712	\$ -	\$ -
FY 10/11	1	3,186	4,400	\$ 410,190	\$ 1,587,036
FY 11/12	1	2,112	1,000	\$ 18,930	\$ 446,750
FY 12/13	2	3,935	1,900	\$ 306,161	\$ 3,043,422
FY 15/16	1	15,300	8,000	\$ 332,560	\$ 3,836,080
Total OCC Bookings	5	26,159	18,012	\$ 1,067,841	\$ 8,913,288

3RD QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 09/10	39	9,418	\$ 148,863.26	\$ 7,026,713
FY 10/11	32	14,170	\$ 223,974.56	\$ 9,310,126
FY 11/12	7	5,951	\$ 94,062.99	\$ 3,462,009
FY 12/13	2	2,310	\$ 36,512.44	\$ 1,479,511
FY 14/15	2	3,755	\$ 59,352.47	\$ 968,472
Current Other Bookings	82	35,604	\$ 562,765.73	\$ 22,246,830

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

# CONVENTION SALES

<b>LEAD CONVERSION</b>						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	35	103	9	33	15	38
OCC Lost Leads due to OCC space & availability	2	5	1	1	1	2
OCC Lost Leads due to hotel package & availability	12	31	2	10	1	9
Lead Conversion Percentage	24%	40%	50%	27%	0%	26%
Annual Goal – 28% - 31%						

<b>3RD QUARTER - OREGON CONVENTION CENTER LOST BUSINESS</b>						
Account Name	Groups	Reason	Total Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	10	Hotel - HQ	21,505	14,150	\$ 2,112,971	\$ 5,439,987
Subtotal	4	Geographic	14,982	6,306	\$ 269,915	\$ 3,208,365
Subtotal	2	Date Availability - OCC	6,116	3,900	\$ 756,354	\$ 6,177,882
Subtotal	2	Hotel - Under One Roof	2,130	1,875	\$ 215,838	\$ 2,114,887
Subtotal	1	Hotel Package - Brand/Quality	300	400	\$ 74,580	\$ 288,552
Subtotal	1	Board Decision	6,440	4,000	\$ 167,640	\$ 3,664,000
Subtotal	1	Date Availability - Hotel	7,325	4,000	\$ 170,560	\$ 948,000
Subtotal	1	Flights-Cost/Convenience	4,162	1,000	\$ 109,500	\$ 784,290
Subtotal	1	Perceived Destination Draw	2,395	800	\$ 86,488	\$ 1,134,872
Subtotal	1	Selected Another Year	2,525	1,200	\$ 104,196	\$ 1,355,220
Subtotal	1	Weather/Environmental Issues	2,811	1,000	\$ 116,520	\$ 582,220
Subtotal	1	Client Postponed Search	2,847	1,000	\$ 42,640	\$ 237,000
<b>Total OCC Lost</b>	<b>26</b>		<b>73,538</b>	<b>39,631</b>	<b>\$ 4,227,202</b>	<b>\$ 25,935,275</b>

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

# CONVENTION SALES

## 3RD QUARTER - OREGON CONVENTION CENTER CANCELLATIONS

Account Name	Groups	Reason	Total Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact	Arrival
Total OCC Cancellations	0	N/A	0	0	N/A	N/A	N/A

## 3RD QUARTER INDUSTRY TRADE SHOWS AND EVENTS

Trade Show/Event	Location
Professional Convention Management Association	Dallas, TX
Society of Government Meeting Planners Leadership Conference	Atlanta, GA
Religious Conference Management Association	Fort Worth, TX
Greater Oregon Society of Government Meeting Professionals	Resort at the Mt., OR
Green Meeting Industry Council	Denver, CO
Association Management Companies Institute	San Antonio, TX
Meeting Professionals International -- Meet Different	Cancun, Mexico
Association of Convention Marketing Executives	Washington, D.C.
Destination Marketing Association International Destinations	Washington, D.C.
Council of Engineering and Scientific Society Executives	Palm Springs, CA
Experient Envision	Fort Worth, TX
Portland Familiarization Trip	Portland, OR

## CONVENTION SERVICES

Activity Description	3rd Quarter	YTD
Distribution of Promotional Pieces	30,805	113,547
Meeting Planning Assistance - Services Leads	1,143	2,666
Pre-Convention Site Tours	14	33
Pre-Convention Attendance Building	9	18
Housing - Convention Room Nights	3,574	7,265

3RD QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
Worldwide Distributors	Reno, NV	X		X	
Council on Social Work Education	Alexandria, VA		X	X	
National Council of State Housing Agencies	Washington, DC		X		X
Amer Assn of Naturopathic Physicians	McLean, VA		X	X	
US Department of the Interior	Washington, DC		X		X
Public Library Association	Chicago, IL		X	X	
Natioal Assn for Pupil Trasporation	Albany, NY		X	X	
Outdoor Industry Association	Boulder, CO		X		X
Controlled Release Society	St. Paul, MN		X	X	
Conference of Radiation Control Program Directors, Inc.	Frankfort, KY		X		X
Emergency Nurses Association	Des Plaines, IL		X	X	
Defense Threat Reduction Agency	Ft. Belvoir, VA		X		X
Forest Products Society	Madison, WI		X		X
Handcrafted Soap Makers Guild	Broadbent, OR		X		X
Microscopy Society of America	Chicago, Ridge, IL		X	X	

# MARKETING

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	3rd Quarter	YTD
Website: User Sessions*	409,091	1,151,613
<i>Portland Travel Update</i> : click-through rate	8.7%	6.8%
Portland Perks: room nights (arrivals) at participating hotels	2,069	7,131

## **Marketing highlights:**

### **Online initiatives**

Engagement with external contractor to upgrade the back-end tools used to manage the site, thereby enabling Travel Portland to implement sweeping front-end usability recommendations, keep the content up-to-date, accommodate multiple languages, and other enhancements. Selection of vendor to provide electronic bid books. Ongoing engagement with consumers via Twitter (more than 14,000 followers), Facebook (more than 7,000 fans) and staff blog.

### **Cultural tourism marketing**

Promotion of Portland Jazz Festival; promotion of Fertile Ground theater festival; partnership with Box Office Tickets Network for spring launch of online attractions pass and new online events calendar.

### **Convention Sales marketing support**

Launch of Green Meetings Toolkit (new content, promotional videos, game, data-captures); sponsorship of "green meetings" webinar (415 registrants) with *Meetings & Conventions* magazine; partnership with *Successful Meetings* to reach targeted market segments via e-newsletter campaign; print and online ad placements with *Successful Meetings* and *Meetings & Conventions*.

### **Consumer marketing**

Expedia promotion (from mid-December through February, Expedia bookings into Portland market were up 32 percent vs. previous year); launch of limited-time, channel-specific offers (Facebook, Alaska Airlines, Twitter); launch of site-wide "Perks + \$50" promotion, supported by PR, advertising and viral videos. Perks results: From March 1-31, Travel Portland booked 1,456 room nights, a 52.9 percent increase over the same dates last year (952 room nights).

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

# COMMUNICATIONS & PUBLIC RELATIONS

	3 <sup>RD</sup> QUARTER	YTD
Total Dollar Value	\$1,892,604	\$7,179,511
MERC Value	\$92,422	\$281,949
OCC Value	\$92,422	\$256,399
Multicultural Value	\$0	\$1,014,556
LGBT Value	\$52,480	\$153,891
Total Placements	108	268
MERC Placements	9	27
OCC Placements	9	26
Minority Placements	0	11
LGBT Placements	2	9
Audited Circulation	55.7 million	257.3 million

†No multipliers are used to calculate media values.

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

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

TOTAL CONTRACT	3 <sup>RD</sup> QUARTER	YTD
MERC Value	\$92,422	\$281,949
Direct Costs	\$20,577	\$63,949
ROI	4.5	4.4
Multi Cultural Value	\$0	\$1,014,556
Multi Cultural Direct Cost	\$6,575	\$41,725
Minority ROI	0	24.3

Annual Goal 6.5 to 1



# PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

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PARTNER SERVICES		
	3rd Quarter	YTD
<b>Revenue</b>	\$111,775	\$373,022
<b>Active Partners</b>		
New	34	89
Cancellations	27	117
Current Active Partners	761	761

TOURISM SALES		
	Quarterly Total	YTD Total
<b>Client Contacts</b>		
Trade Shows, Events, Inquiries and Sales Calls	271	1,121
Leads/Referrals Sent	301	1,007
<b>FAMS/Research &amp; Site Visits</b>		
# of Companies	14	64
# of Attendees	15	77
<b>Published Itineraries/Pkgs/Departures/Contracts</b>	41	169
<b>Number of Room Nights by County</b>		
Clackamas County	3,191	4,265
Columbia County	0	0
Multnomah County	1,277	3,983
Washington County	0	208
Mt. Hood/Gorge	0	0

VISITOR INFORMATION SERVICES		
	Quarter	YTD
Visitor Information Total Visitors	110,828	412,842
Volunteer Hours	2,298	8,101
Retail Sales	\$ 4,044	\$14,526

# OPERATIONS

AFFIRMATIVE ACTION GOALS 2009-10					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	March 31, 2010		2009-10		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
Females					
Officials/Managers	4	9	44%	50%	Improve
Professionals	12	16	75%	50%	Maintain
Sales	10	12	83%	50%	Maintain
Office/Clerical	12	14	86%	65%	Maintain
Total	38	51	75%	50%	Maintain
Minorities					
Officials/Managers	1	9	11%	10%	Maintain
Professionals	0	16	0%	10%	Improve
Sales	1	12	8%	10%	Improve
Office/Clerical	4	14	29%	15%	Maintain
Total	6	51	12%	15%	Improve
This report is based on current full-time staff.					

# OPERATIONS

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## FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

### HIRING

Travel Portland hired no new employees in the 3rd quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has four employees who reside in the MERC FOTA.

### PURCHASING

Travel Portland expended a total of \$79,824.14 with businesses in the FOTA area for nine months ending March 31, 2010.

### PARTNERSHIP

Travel Portland currently has 70 member businesses within FOTA and 52 minority and 93 women-owned businesses as its partners.

## MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE NINE MONTHS ENDING MARCH 31, 2010

For the last 21 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2009-10, Travel Portland expended **\$481,621** of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, **\$78,957 or 16 percent** was spent with **minority/women-owned or emerging small business enterprises**.

**FY 2010 Travel Portland/MERC Contract Budget Financial Report**  
3rd Quarter FY09-10

Description	FY 2010 Convention Sales, Marketing & Services			
	Quarterly Spending thru 03/31/10	Year-to-Date 03/31/10	Total Budget	% of spending to total budget
<b>Direct Sales:</b>				
<u>Portland office:</u>				
Professional services	206,654	610,617	860,950	
Direct expenses	<u>28,818</u>	<u>102,745</u>	<u>114,516</u>	
Total Portland office	235,472	713,362	975,466	73%
<u>Washington DC office:</u>				
Professional services	64,610	180,355	202,230	
DC Client events	1,387	2,407	6,100	
Direct expenses	<u>5,785</u>	<u>19,506</u>	<u>32,727</u>	
Total DC expenses	71,783	202,269	241,057	84%
<u>Chicago office:</u>				
Professional services	27,495	80,600	92,690	
Chicago client events	2,038	4,100	8,575	
Direct expenses	<u>3,920</u>	<u>9,779</u>	<u>14,738</u>	
Total Chicago expenses	33,453	94,479	116,003	81%
Fall & Spring FAM	49,548	77,111	58,178	133%
Site Visits	17,974	43,746	68,000	64%
Bid/Sales Trips	5,936	11,469	14,322	80%
Niche & Green Fam	41,338	42,918	19,000	226%
Local Promotions	1,814	13,062	9,825	133%
Tradeshows	20,855	159,658	136,693	117%
Road Shows	9,889	10,503	47,450	22%
Research	10,811	29,580	50,000	59%
Three City Alliance	14,425	29,611	31,000	96%
Focus Group/Client Input	<u>2,582</u>	<u>2,582</u>	<u>-</u>	100%
<b>Total Direct Sales</b>	<b>474,543</b>	<b>1,387,432</b>	<b>1,766,994</b>	<b>79%</b>
<b>Marketing:</b>				
Professional Services	36,118	116,223	163,225	
E-Marketing	89,444	162,774	82,309	
Minority Advertising	-	-	-	
Direct Mail/Advertising	<u>107,033</u>	<u>299,322</u>	<u>323,184</u>	
<b>Total Marketing</b>	<b>232,595</b>	<b>578,319</b>	<b>568,718</b>	<b>102%</b>
<b>Publication Relations:</b>				
Professional Services	14,945	47,895	60,378	
Minority Professional Services	6,575	41,725	125,000	
Writer/Editors program	<u>5,632</u>	<u>16,054</u>	<u>9,257</u>	
<b>Total PR</b>	<b>27,152</b>	<b>105,674</b>	<b>194,635</b>	<b>54%</b>
<b>Convention Services:</b>				
Professional Services	50,588	154,958	215,310	
Direct servicing costs	12,383	36,124	-	
Pre-Con site visits	3,714	13,129	16,050	
Attendance Building trips	9,325	38,677	22,975	
Convention housing	<u>11,585</u>	<u>20,195</u>	<u>40,886</u>	
<b>Total Convention Services</b>	<b>87,594</b>	<b>263,082</b>	<b>295,221</b>	<b>89%</b>
Minority Marketing:	-	-	-	
Professional Services	<u>30,158</u>	<u>97,426</u>	<u>-</u>	
<b>Total Minority Marketing</b>	<b>30,158</b>	<b>97,426</b>	<b>-</b>	<b>-</b>
<b>Contract Administration:</b>				
Minority Professional Services	-	-	-	
Professional Services	<u>75,570</u>	<u>212,873</u>	<u>206,475</u>	
<b>Total Contract Admin.</b>	<b>75,570</b>	<b>212,873</b>	<b>206,475</b>	<b>103%</b>
<b>Total OCC Sales &amp; Marketing</b>	<b>927,611</b>	<b>2,644,806</b>	<b>3,032,043</b>	<b>87%</b>

TRAVEL PORTLAND  
STATEMENT OF FINANCIAL POSITION  
March 31, 2010

ASSETS	March 31, 2010	March 31, 2009	Variance
<u>Current assets:</u>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank-Operating	897,351	524,702	372,649
Cash in Bank-Savings	60,054	128	59,926
Cash in Bank-Certificate of Deposit/Money Mkt	600,475	900,227	(299,752)
MERC Receivable	284,948	219,130	65,819
City Receivable	43,399	46,662	(3,263)
Partnership Receivable	75,908	0	75,908
Account Receivable-DMI	35,974	0	35,974
RCMP Receivable	70,446	23,808	46,639
VDF Receivable	2,090	0	2,090
Receivable Other	0	15,000	(15,000)
Miscellaneous Receivable	256,888	0	256,888
Promissory Note Receivable	5,000	0	5,000
Due from Foundation	0	358	(358)
Allowance for bad debts	0	(490)	490
Prepaid Expense	82,458	89,057	(6,600)
	<u>2,415,065</u>	<u>1,818,657</u>	<u>596,409</u>
<u>Property and equipment:</u>			
Furniture & equipment	77,311	84,894	(7,583)
Less: accum. depreciation	(30,194)	(26,926)	(3,267)
	<u>47,117</u>	<u>57,968</u>	<u>(10,850)</u>
Computers	185,034	203,066	(18,032)
Less: Accum. Depreciation	(116,495)	(109,386)	(7,109)
	<u>68,539</u>	<u>93,680</u>	<u>(25,141)</u>
Automobiles	66,667	66,667	0
Less: Accum. Depreciation	(37,777)	(24,444)	(13,333)
	<u>28,890</u>	<u>42,223</u>	<u>(13,333)</u>
Leasehold Improvements	71,824	71,824	0
Less: Accum. Depreciation	(64,192)	(55,107)	(9,086)
	<u>7,632</u>	<u>16,718</u>	<u>(9,086)</u>
<u>Other assets:</u>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	187,936	121,043	66,893
Employee advances	6,800	13,672	(6,872)
	<u>194,736</u>	<u>134,714</u>	<u>60,022</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 2,761,980</u></b>	<b><u>\$ 2,163,959</u></b>	<b><u>\$ 598,020</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
<u>Current liabilities:</u>			
Accounts payable	\$ 349,914	\$ 134,297	215,618
Accounts Payable Educational Foundation	913	0	913
Advance MERC	0	0	0
Account Payable DMI	0	0	0
Accrued payroll costs	72,490	69,136	3,354
Accrued Incentive	0	0	0
Accrued expenses	(21)	2,557	(2,578)
Accrued longevity award	149,538	123,916	25,623
Total current liabilities	<u>572,834</u>	<u>329,905</u>	<u>242,928</u>
<u>Other liabilities:</u>			
Rent payable	42,491	31,159	11,332
Deferred Income-Mtg Incentive	0	26,900	(26,900)
Deferred revenues	0	0	0
Deferred partnership dues-2009-10	101,940	0	101,940
Deferred partnership dues-2010-11	196,909	0	196,909
Deferred revenues-VDF	(45,926)	(15,378)	(30,548)
Deferred compensation	188,936	129,043	59,893
Housing Conference Deposits	2,730	827	1,903
Total other liabilities	<u>487,082</u>	<u>172,550</u>	<u>314,531</u>
<u>Net assets:</u>			
Unrestricted net assets, at beginning of year	1,286,062	1,214,362	71,700
Increase in net assets for year ended 03-31-2010	416,002	448,146	(32,143)
Total net assets	<u>1,702,064</u>	<u>1,662,508</u>	<u>39,556</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$ 2,761,980</u></b>	<b><u>\$ 2,164,964</u></b>	<b><u>\$ 597,016</u></b>

TRAVEL PORTLAND  
STATEMENT OF ACTIVITIES  
For the month of March, 2010, and the nine months ended March 31, 2010

	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
<b>REVENUES:</b>								
CITY/CO ROOM TAX	43,399	29,951	13,448	2,218,983	2,166,758	2,551,383	2%	-13%
MERC	217,551	244,023	-26,472	2,254,515	2,272,307	2,183,650	-1%	3%
TOT/CULTURAL	21,274	21,675	-401	141,365	195,075	257,483	-28%	-45%
DUES	34,946	38,007	-3,061	362,264	347,018	307,634	4%	18%
FEES	79,433	15,625	63,808	272,973	202,935	166,894	35%	64%
CO-OP	138,195	63,067	75,128	691,019	678,124	897,874	2%	-23%
INTEREST INCOME	215	750	-535	3,562	6,750	3,424	-47%	4%
<b>TOTAL REVENUE</b>	<b>535,013</b>	<b>413,098</b>	<b>121,915</b>	<b>5,944,681</b>	<b>5,868,967</b>	<b>6,368,342</b>	<b>1%</b>	<b>-7%</b>
<b>EXPENSES:</b>								
CONVENTION SALES	220,032	206,581	13,451	1,560,969	1,778,357	1,501,146	-12%	4%
TOURISM SALES	74,818	77,153	-2,335	557,518	612,017	676,126	-9%	-18%
MARKETING & COMMUNICATIONS	194,308	157,886	36,422	1,485,799	1,686,979	1,722,976	-12%	-14%
CONVENTION & VISITORS SERVICES	75,116	66,415	8,701	601,828	597,813	617,905	1%	-3%
PARTNERSHIP SERVICES	26,233	25,188	1,045	229,497	224,312	229,412	2%	0%
EVENTS	9,142	7,879	1,263	97,838	103,973	97,549	-6%	0%
PROGRAM SUPPORT	117,024	103,222	13,802	995,230	980,178	1,075,083	2%	-7%
<b>TOTAL EXPENSES</b>	<b>716,673</b>	<b>644,324</b>	<b>72,349</b>	<b>5,528,679</b>	<b>5,983,629</b>	<b>5,920,197</b>	<b>-8%</b>	<b>-7%</b>
<b>NET REVENUE OR (LOSS)</b>	<b>-181,660</b>	<b>-231,226</b>	<b>49,566</b>	<b>416,002</b>	<b>-114,662</b>	<b>448,145</b>	<b>-463%</b>	<b>-7%</b>

# TRAVEL PORTLAND BOARD OF DIRECTORS

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## EXECUTIVE COMMITTEE

Steve Faulstick, Chair  
Doubletree Hotel Portland

J. Isaac, Chair Elect  
Portland Trail Blazers

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

E. Allen Shelby, Treasurer  
Ashforth Pacific, Inc.

Connie Hunt, Past Chair  
Eastbank Saloon

Adam Berger, Community Action Committee Chair  
Ten 01 and Tabla

Wanda Rosenbarger, Partner Services Chair  
Lloyd Center Mall

## BOARD OF DIRECTORS

Tim Ackman  
Alaska Airlines/Horizon Air

David Bragdon  
Metro

Gus Castaneda  
The Mark Spencer Hotel

Kendall Clawson  
Q Center

Scott Cruickshank  
Martin Hospitality

Mike Daley  
Red Lion Hotel on the River

Tom Drumheller  
Escape Lodging

Chris Erickson  
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Victoria Frey  
Portland Institute for Contemporary Art

Dean Funk  
PGE

Kyle Hanson  
Wells Fargo Bank

Brad Hutton  
Hilton Hotels Corporation

Howard Jacobs  
Provenance Hotels

Diane McKeel  
Multnomah County

Lance Rohs  
Portland Marriott Downtown Waterfront

Maria Rojo De Steffey  
Rojo & Associates, LLC

Sabrina Rokovitz  
Enterprise Rent A Car

Dan Saltzman  
City of Portland

Nancy Stueber  
OMSI

Randall Thayer  
Sheraton Portland Airport Hotel

Brett Wilkerson  
North Pacific Management

# APPENDIX I – COMMUNICATIONS AND PUBLIC RELATIONS

Travel Portland's Communications & Public Relations Department continued to promote Portland and the surrounding area to local, regional, national and international media. The department fulfilled 396 major media requests and hosted 52 travel writers, editors and television producers on site inspections of the city. The year-to-date result of these efforts was \$7.17 million\* (71 percent of our total fiscal year goal) in positive media coverage for the region.

## MERC/Oregon Convention Center Media Coverage

### Oregon Convention Center Coverage:

1. **Corporate and Incentive Travel Magazine** (Dec. 1, 2010 / \$1,695)  
Monthly corporate meeting planner magazine  
Features Portland-based planner provided by Travel Portland  
"Making the best of Meeting in your own backyard"  
*Article placed by Travel Portland*
  
- 2, 3. **Smart Meetings** (Jan. 1, 2010 / \$63,370)  
Monthly meeting industry publication  
Two articles
  1. "City Hip, Outdoor Savvy" (\$46,045)  
Feature on meeting in Portland  
*Article placed by Travel Portland*
  2. "The Whole Enchilada: When Citywides come to town" (\$17,325)  
Feature on large-scale meetings quotes Marcus Hibdon, Deborah Wakefield and Mike Smith  
*Article placed by Travel Portland*
  
4. **NW Meetings and Events** (Jan. 1, 2010 / \$17,482)  
Monthly regional meeting planner magazine  
Travel Portland hosted journalist  
"Portland's Full Spectrum"  
*Article placed by Travel Portland*



## COMMUNICATIONS & PUBLIC RELATIONS

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5. ***Meetings West*** (Jan.1, 2010 / \$1,000)  
Monthly meeting industry trade magazine  
Jeff Miller quoted in the article  
“From Classic to Cool: Stepping into the past...”  
*Article placed by Travel Portland*
  6. **Connect Meeting Intelligence** (Jan. 1, 2010 / TBD)  
Monthly meeting planner publication  
Mike Smith quoted in article  
“West Coast Meeting Destinations”
  7. ***Plan Your Meetings*** (Jan. 11, 2010 / \$500)  
Online resource for meeting planners  
“Mike Smith Becomes first CVB staffer to earn CDMP”  
*Article placed by Travel Portland*
  8. ***Small Market Meetings*** (Feb. 1, 2010 / \$7,875)  
Monthly meeting trade publication  
“The Queen of Green”  
*Article resulted from hosted media visit*
  9. ***Smart Meetings*** (Feb. 1, 2010 / \$500)  
“Portland’s Green Rose”  
*Online article featuring Rose Garden LEED Certification mentions meeting facilities in Portland*
- TOTAL = 9 placements / \$92,422

# COMMUNICATIONS & PUBLIC RELATIONS

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

### Oregon Convention Center Coverage:

1. **Corporate and Incentive Travel Magazine** (Dec. 1, 2010 / \$1,695)  
Monthly corporate meeting planner magazine  
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“Making the best of Meeting in your own backyard”  
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# COMMUNICATIONS & PUBLIC RELATIONS

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“Portland’s Green Rose”  
*Online article featuring Rose Garden LEED Certification mentions meeting facilities in Portland*

# COMMUNICATIONS & PUBLIC RELATIONS

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## Minority Media Coverage

TOTAL = 0

## LGBT Media Coverage

1. **Passport Magazine** (Feb. 1, 2010 / \$47,480)  
Monthly LGBT General Interest Magazine  
“The Greening of Portland”
2. ***Edge Publications*** (Jan. 1 / \$5,000)  
Monthly LGBT general interest magazine  
“Destinations: Portland”  
*Article appeared both in print and online*

TOTAL = 2 placements / \$52,480

## APPENDIX 2 – CONVENTION SERVICES

	<b>American Farrier's Association</b>	<b>Bible Study Fellowship</b>	<b>Wood Technology and Clinic Shows</b>
	February 2010	February 2010	March 2010
<b>Travel Portland sales staff</b>	Excellent	Excellent	Excellent
<b>Travel Portland convention services staff</b>	Excellent	Excellent	Excellent
<b>Travel Portland housing services (if utilized)</b>		N/A	N/A
<b>Travel Portland collateral/promotional materials</b>	Excellent	N/A	Excellent
<b>Quality and user-friendliness of the Travel Portland website</b>			N/A
<b>How did the destination perform as a team?</b>		Excellent	Excellent
<b>How did Portland deliver compared to what was requested?</b>		Excellent	Excellent
<b>How was your experience of Portland as a green/sustainable city?</b>	Poor	Excellent	Excellent
<b>Is there anything Travel Portland could have done to enhance your experience?</b>	Too Green. We were not able to dispose of certain items that were a result of our convention. Never in 39 years have we had this problem.		

May 7, 2010

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

Travel Portland will be hosting a convention “Familiarization Trip” to Portland over the dates of June 10-13, 2010.

Approximately 24 national association executives and decision-makers, representing 15 associations, will be here to review Portland as a possible future convention site. These clients range from Oregon Convention Center users to multiple and single-hotel users.

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

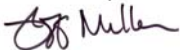
It is important that we show these valued clients that we appreciate the economic importance of their meetings. The presence of community leaders can make a huge impact, and we sincerely hope your schedule will allow you to attend your choice of the following events as our guests.

THURSDAY June 10, 2010	FRIDAY June 11, 2010			SATURDAY June 12, 2010	
<p><b>6-8:30 p.m.</b> Dinner</p> <p>Andina Restaurant 1314 N.W. Glisan St.</p> <p>Dress: Business</p>	<p><b>8-9 a.m.</b> Breakfast</p> <p>Hilton Portland &amp; Executive Tower 921 S.W. Sixth</p> <p>Dress: Business</p>	<p><b>12:15 -1:15 p.m.</b> Lunch</p> <p>Portland Marriott Downtown Waterfront 1401 S.W. Naito Parkway</p> <p>Dress: Business</p>	<p><b>5:15-8:30 p.m.</b> Reception/ Dinner/ Glassblowing</p> <p>Elements Glass 1979 N.W. Vaughn St.</p> <p>Dress: Casual</p>	<p><b>8:45-9:45 a.m.</b> Breakfast</p> <p>Red Lion Hotel on the River 909 N. Hayden Island Drive</p> <p>Dress: Casual</p>	<p><b>5:30-6:30 p.m.</b> Reception <b>6:30 p.m.</b> Dinner</p> <p>Red Ridge Farms 5510 N.E. Breyman Orchards Road Dayton, Ore.</p> <p>Dress: Casual</p>

These functions offer the best opportunities and the most convenient times for you to meet our guests. I hope we will have the pleasure of your company. Please mark your calendars now and **RSVP by Friday, June 4**, to Jackie Harper, CMP (503.275.9290 or jackie@travelportland.com), if you are able to join us.

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

Sincerely,



Jeff Miller  
President & CEO

APRIL 2010

# FINANCIAL INFORMATION

*For Management Purposes only*



PORTLAND CENTER FOR  
THE PERFORMING ARTS

 A SERVICE OF METRO

expo

 A SERVICE OF METRO



OREGON CONVENTION CENTER

 A SERVICE OF METRO

THE **merc**

METROPOLITAN EXPOSITION  
RECREATION COMMISSION

 A SERVICE OF METRO

Date: May 25, 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

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

Re: MERC Financial Information for the 10 months ended April 2010

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

As you will see from the following pages, MERC continues to hold its own, given the challenges of the economy. While events for the month of April were down compared to prior year, the Venue Directors continue to monitor their revenue and expenditures closely and take the necessary action to contain costs and delay projects.

While Transient Lodging Tax (TLT) is projected to be less than budget by approximately \$600 thousand, it is only slightly less than prior year by 1.58% or \$83 thousand.

The attached sheets provide a snapshot of the major events and activities at each Venue and a year-to-date budgetary overview.



# Financial Highlights

## Operating Results

- The revenue and expenditures continue to be less than forecasted; the year-to-date net operating results is less than prior year-to date by \$365k.
- The year-to-date results indicate that the net F&B is less than budget by approximately 17% or \$209k and is better than prior year by \$438k.
- Below is a listing of the highest revenue generators by Venue, Event, and revenue type for the period(s):
  - **Expo**
    - Event # 12237 ~ 2010 Portland Auto Swap Meet - \$310k
      - ❖ Food & Beverage (F&B) - \$194k
    - Event # 12238 ~ Portland City Gun and Knife Show - \$46k
      - ❖ Parking Fees (Including Exhibitor) - \$18k
    - Event # 12240 ~ Performance Warehouse – 2010 Jobber Trade Show - \$37k
      - ❖ F&B - \$21k
  - **OCC**
    - Event # 5959 ~ 2010 Oregon Dental Conference - \$302k
      - ❖ F&B - \$151k
    - Event # 14967 ~ Portland Roadster Show 54<sup>th</sup> Annual - \$130k
      - ❖ F&B - \$54k
    - Event # 10379 ~ JEA/NSPA National High School Journalism Conv - \$120k
      - ❖ F&B - \$47k
  - **PCPA**
    - Event # 14606 ~ Cats - \$184k
      - ❖ Admission & User Fee - \$59k
    - Event # 11800 – Dreamgirls - \$153k
      - ❖ Admission & User Fee - \$42k
    - Event # 15638 – Mark Knopfler - \$58k
      - ❖ F&B - \$14k

## Non – Operating Revenue

- Transient Lodging Tax (TLT) is less than prior year to date 1.58% which equals \$83k.
- 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. 100% of the annual budget or \$488 thousand year-to-date has been paid.

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**All Departments**  
**April 2010**

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2009-10 Adopted Budget	% of Annual Budget
	April-10	April-10	April-09		April-10	83%
<b>Operating</b>						
Revenue	1,775,123	14,692,800	15,957,037	92%	17,892,339	82%
Revenue - Food and Beverage	1,271,999	10,863,777	9,921,704	109%	12,123,799	90%
<b>Total Operating Revenue</b>	<b>3,047,122</b>	<b>25,556,577</b>	<b>25,878,741</b>	<b>99%</b>	<b>30,016,138</b>	<b>85%</b>
Costs - Food and Beverage	(956,617)	(8,959,875)	(8,456,070)	106%	(9,579,028)	94%
Personal Services	(1,417,666)	(14,010,478)	(14,544,294)	96%	(18,534,604)	76%
Goods & Services	(579,442)	(5,952,906)	(5,904,905)	101%	(8,838,911)	67%
Marketing	(218,280)	(2,207,801)	(2,182,800)	101%	(3,057,043)	72%
<b>Total Operating Expenses</b>	<b>(3,172,005)</b>	<b>(31,131,061)</b>	<b>(31,088,069)</b>	<b>100%</b>	<b>(40,009,586)</b>	<b>78%</b>
<b>Net Operating Results</b>	<b>(124,883)</b>	<b>(5,574,484)</b>	<b>(5,209,328)</b>	<b>107%</b>	<b>(9,993,448)</b>	<b>56%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	186,121	5,203,762	5,287,202	98%	10,930,634	48%
Government Support City of Portland	-	-	-	-	760,926	0%
Non-Operating Revenue	34,848	186,167	404,874	46%	861,543	22%
Non-Operating Expense	-	(2,503)	(2,506)	100%	(2,500)	100%
	<b>220,969</b>	<b>5,387,427</b>	<b>5,689,570</b>	<b>95%</b>	<b>12,550,603</b>	<b>43%</b>
<b>Support and Risk Management</b>						
MERC Administration	0	-	-	-	-	-
Indirect Cost Metro Support	-	-	-	-	-	-
Metro Support Services	(168,971)	(1,689,710)	(1,535,680)	110%	(2,027,654)	83%
Metro Risk Management	(81,426)	(488,571)	(582,761)	84%	(488,571)	100%
	<b>(250,397)</b>	<b>(2,178,281)</b>	<b>(2,118,441)</b>	<b>103%</b>	<b>(2,516,225)</b>	<b>87%</b>
<b>Net Increase (Decrease)</b>	<b>(154,311)</b>	<b>(2,365,338)</b>	<b>(1,638,199)</b>	<b>144%</b>	<b>40,930</b>	<b>-5779%</b>
<b>Transfers</b>						
Intrafund Transfers	-	-	-	-	-	-
Transfers to	-	-	-	-	-	-
Transfers from	-	-	746,146	0%	-	-
Debt Service	-	(1,027,936)	(909,715)	113%	(1,340,890)	77%
<b>Net Transfers</b>	<b>-</b>	<b>(1,027,936)</b>	<b>(163,569)</b>	<b>628%</b>	<b>(1,340,890)</b>	<b>77%</b>
<b>Net Operations</b>	<b>(154,311)</b>	<b>(3,393,275)</b>	<b>(1,801,768)</b>	<b>773%</b>	<b>(1,299,960)</b>	<b>261%</b>
	0	-	0	-	-	-
<b>Capital</b>						
Revenue	-	-	-	-	-	-
Capital Outlay	(42,914)	(1,028,709)	(948,433)	108%	(3,271,251)	31%
Construction Management	-	-	(18)	0%	-	-
Goods & Services	-	-	(8,075)	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%
<b>Net Capital</b>	<b>(42,914)</b>	<b>1,189,716</b>	<b>(727,228)</b>	<b>-164%</b>	<b>(1,021,761)</b>	<b>-116%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(197,225)</b>	<b>(2,203,559)</b>	<b>(2,528,995)</b>	<b>87%</b>	<b>(2,321,721)</b>	<b>95%</b>
	0	-	0	-	-	-
<b>Food and Beverage Gross Margin</b>	<b>315,381</b>	<b>1,903,902</b>	<b>1,465,633</b>		<b>2,544,771</b>	<b>75%</b>
<b>Food and Beverage Gross Margin</b>	<b>24.8%</b>	<b>17.5%</b>	<b>14.8%</b>		<b>21.0%</b>	
<b>Full Time Employees</b>			<b>192.0</b>		<b>195.0</b>	
<b>Excise Tax</b>	<b>(93,021)</b>	<b>(1,318,459)</b>	<b>(1,304,693)</b>			
<b>Taxes as percent of revenue</b>	<b>6%</b>	<b>17%</b>	<b>17%</b>		<b>27%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		26,619,236	26,070,022		26,619,236	
Fund Balance Inc (Dec)		(2,203,559)	(2,528,995)		(2,321,721)	
<b>Ending Fund Balance</b>		<b>24,415,677</b>	<b>23,541,027</b>		<b>24,297,515</b>	
Unrestricted Fund Balance		12,513,852	12,016,454		12,935,691	
Contingency		1,325,708	2,064,067		1,325,708	
Contingency for Renewal & Replacement		970,000	520,000		970,000	
Designated for Renewal & Replacement		815,000	295,000		815,000	
Designated for Phase 3		1,339,841	1,154,728		1,339,841	
Contingency for HOH		3,700,000	3,700,000		3,700,000	
Contingency for HOH (PERS Rsvr - Prior)		1,486,398	1,704,212		1,486,398	
Designated for PERS Reserve - Current		375,187	-		375,187	
Designated for PERS Reserve - Prior		709,380	812,505		709,380	
Restricted by Contract - Aramark		-	93,750		-	
Restricted by Agreement - TLT		1,180,311	1,180,311		1,180,311	
<b>Ending Fund Balance</b>		<b>24,415,677</b>	<b>23,541,027</b>		<b>24,837,516</b>	
		-	-		-	
<b>Strategic Goal</b>						
Available for Strategy Goal		15,079,863	13,583,854		15,079,863	
<b>Excess (Gap)</b>		<b>(270,303)</b>	<b>1,016,667</b>		<b>151,536</b>	

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

	Current Month Actual April-10	Current Year to Date Actual April-10	Prior Year to Date Actual April-09	% of Prior Year	2009-10 Adopted Budget April-10	% of Annual Budget 83%
<b>Operating</b>						
Revenue	286,115	3,225,169	3,515,876	92%	3,705,306	87%
Revenue - Food and Beverage	238,857	1,497,326	1,748,652	86%	2,133,289	70%
<b>Total Operating Revenue</b>	<b>524,972</b>	<b>4,722,495</b>	<b>5,264,528</b>	<b>90%</b>	<b>5,838,595</b>	<b>81%</b>
Costs - Food and Beverage	(170,796)	(1,188,816)	(1,378,256)	86%	(1,570,435)	76%
Personal Services	(114,778)	(1,171,037)	(1,277,079)	92%	(1,545,827)	76%
Goods & Services	(91,445)	(886,350)	(986,645)	90%	(1,280,421)	69%
<b>Total Operating Expenses</b>	<b>(377,019)</b>	<b>(3,246,203)</b>	<b>(3,641,979)</b>	<b>89%</b>	<b>(4,396,683)</b>	<b>74%</b>
<b>Net Operating Results</b>	<b>147,953</b>	<b>1,476,292</b>	<b>1,622,549</b>	<b>91%</b>	<b>1,441,912</b>	<b>102%</b>
<b>Non Operating</b>						
Non-Operating Revenue	2,471	20,423	87,500	23%	148,734	14%
Non-Operating Expense	-	-	-	-	-	-
	<b>2,471</b>	<b>20,423</b>	<b>87,500</b>	<b>23%</b>	<b>148,734</b>	<b>14%</b>
<b>Support and Risk Management</b>						
MERC Administration	(25,392)	(253,923)	(242,520)	105%	(304,707)	83%
Metro Support Services	(16,897)	(168,970)	(153,570)	110%	(202,766)	83%
Metro Risk Management	(11,789)	(70,743)	(79,379)	89%	(70,743)	100%
	<b>(54,078)</b>	<b>(493,636)</b>	<b>(475,469)</b>	<b>104%</b>	<b>(578,216)</b>	<b>85%</b>
<b>Net Increase (Decrease)</b>	<b>96,346</b>	<b>1,003,079</b>	<b>1,234,580</b>	<b>81%</b>	<b>1,012,430</b>	<b>99%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	-	(888,316)	(891,916)	100%	(1,188,632)	75%
<b>Net Transfers</b>	<b>-</b>	<b>(888,316)</b>	<b>(891,916)</b>	<b>100%</b>	<b>(1,188,632)</b>	<b>75%</b>
<b>Net Operations</b>	<b>96,346</b>	<b>114,763</b>	<b>342,664</b>	<b>33%</b>	<b>(176,202)</b>	<b>-65%</b>
<b>Capital</b>						
Capital Outlay	-	(61,804)	(111,976)	55%	(367,500)	17%
Non-Operating Revenue	-	325,000	-	-	187,500	173%
<b>Net Capital</b>	<b>-</b>	<b>263,196</b>	<b>(111,976)</b>	<b>-235%</b>	<b>(180,000)</b>	<b>-146%</b>
<b>Fund Balance Inc (Dec)</b>	<b>96,346</b>	<b>377,959</b>	<b>230,689</b>	<b>164%</b>	<b>(356,202)</b>	<b>-106%</b>
<b>Food and Beverage Gross Margin</b>	<b>68,061</b>	<b>308,509</b>	<b>370,396</b>		<b>562,854</b>	<b>55%</b>
<b>Food and Beverage Gross Margin %</b>	<b>28.5%</b>	<b>20.6%</b>	<b>21.2%</b>		<b>26.4%</b>	
<b>Full Time Employees</b>			<b>13.3</b>		<b>13.3</b>	
<b>Excise Tax</b>	<b>(43,410)</b>	<b>(342,973)</b>	<b>(378,612)</b>		<b>-</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		5,745,316	6,069,250		5,745,316	
Fund Balance Inc (Dec)		377,959	230,689		(356,202)	
<b>Ending Fund Balance</b>		<b>6,123,275</b>	<b>6,299,939</b>		<b>5,389,114</b>	
Unrestricted Fund Balance		4,268,502	4,397,694		3,534,341	
Contingency		218,622	472,017		218,622	
Contingency for Renewal & Replacement		20,000	20,000		20,000	
Designated for Renewal & Replacement		40,000	20,000		40,000	
Designated for Phase 3		1,339,841	1,154,728		1,339,841	
Contingency for HQH (PERS Rsvr - Prior)		205,841	235,500		205,841	
Designated for PERS Reserve - Current		30,469			30,469	
Designated for PERS Reserve - Prior						
<b>Ending Fund Balance</b>		<b>6,123,275</b>	<b>6,299,939</b>		<b>5,389,114</b>	
<b>Strategic Goal (6 mo, debt)</b>						
Available for Strategy Goal		3,386,974	3,257,115		3,386,974	
		4,507,124	4,889,711		3,772,963	
<b>Excess (Gap)</b>		<b>1,120,150</b>	<b>1,632,596</b>		<b>385,989</b>	

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

	Current Month Actual April-10	Excluding HQH Current Year to Date Actual April-10	Prior Year to Date Actual April-09	% of Prior Year	2009-10 Adopted Budget April-10	% of Annual Budget 83%
<b>Operating</b>						
Revenue	774,690	6,604,354	6,285,847	105%	8,006,117	82%
Revenue - Food and Beverage	895,559	7,783,042	6,545,088	119%	8,550,083	91%
<b>Total Operating Revenue</b>	<b>1,670,249</b>	<b>14,387,396</b>	<b>12,830,935</b>	<b>112%</b>	<b>16,556,200</b>	<b>87%</b>
Costs - Food and Beverage	(657,098)	(6,409,323)	(5,685,064)	113%	(6,744,807)	95%
Personal Services	(706,871)	(7,065,619)	(6,942,203)	102%	(9,183,993)	77%
Goods & Services	(253,912)	(2,761,070)	(2,613,028)	106%	(3,971,052)	70%
Marketing POVA	(218,280)	(2,207,801)	(2,182,800)	101%	(3,057,043)	72%
<b>Total Operating Expenses</b>	<b>(1,836,162)</b>	<b>(18,443,813)</b>	<b>(17,423,095)</b>	<b>106%</b>	<b>(22,956,895)</b>	<b>80%</b>
<b>Net Operating Results</b>	<b>(165,913)</b>	<b>(4,056,418)</b>	<b>(4,592,160)</b>	<b>88%</b>	<b>(6,400,695)</b>	<b>63%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	159,398	4,451,638	4,474,031	99%	8,975,971	50%
Non-Operating Revenue	4,643	66,376	164,631	40%	273,836	24%
Non-Operating Expense	-	(3)	(6)	50%	-	-
	<b>164,041</b>	<b>4,518,011</b>	<b>4,638,656</b>	<b>97%</b>	<b>9,249,807</b>	<b>49%</b>
<b>Support and Risk Management</b>						
MERC Administration	(137,118)	(1,371,184)	(1,309,620)	105%	(1,645,421)	83%
Metro Support Services	(91,244)	(912,440)	(829,260)	110%	(1,094,933)	83%
Metro Risk Management	(45,838)	(275,033)	(325,341)	85%	(275,033)	100%
	<b>(274,200)</b>	<b>(2,558,657)</b>	<b>(2,464,221)</b>	<b>104%</b>	<b>(3,015,387)</b>	<b>85%</b>
<b>Net Increase (Decrease)</b>	<b>(276,072)</b>	<b>(2,097,063)</b>	<b>(2,417,725)</b>	<b>87%</b>	<b>(166,275)</b>	<b>1261%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	-	(139,620)	(17,799)	784%	(152,258)	92%
<b>Net Transfers</b>	<b>-</b>	<b>(139,620)</b>	<b>(17,799)</b>	<b>784%</b>	<b>(152,258)</b>	<b>92%</b>
<b>Net Operations</b>	<b>(276,072)</b>	<b>(2,236,684)</b>	<b>(2,435,524)</b>	<b>-8%</b>	<b>(318,533)</b>	<b>702%</b>
<b>Capital</b>						
Capital Outlay	(42,914)	(626,370)	(598,427)	105%	(2,284,826)	27%
Non-Operating Revenue	-	1,351,500	4,298	31445%	887,500	152%
Transfers from	-	-	-	-	692,490	0%
<b>Net Capital</b>	<b>(42,914)</b>	<b>725,130</b>	<b>(594,129)</b>	<b>-122%</b>	<b>(704,836)</b>	<b>-103%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(318,986)</b>	<b>(1,511,554)</b>	<b>(3,029,653)</b>	<b>50%</b>	<b>(1,023,369)</b>	<b>148%</b>
<b>Food and Beverage Gross Margin</b>	<b>238,461</b>	<b>1,373,719</b>	<b>860,024</b>		<b>1,805,276</b>	<b>76%</b>
<b>Food and Beverage Gross Margin %</b>	<b>26.6%</b>	<b>17.7%</b>	<b>13.1%</b>		<b>21.1%</b>	
<b>Full Time Employees</b>			<b>110.3</b>		<b>112.3</b>	
<b>Excise Tax</b>	<b>(49,253)</b>	<b>(974,655)</b>	<b>(924,992)</b>		<b>-</b>	
<b>Taxes as percent of revenue</b>	<b>9%</b>	<b>24%</b>	<b>26%</b>		<b>35%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		10,870,137	11,304,019		10,870,137	
Fund Balance Inc (Dec)		(1,511,554)	(3,029,653)		(1,023,369)	
Fund Balance Inc (Dec) for HQH		(4,750)	375,484		(200,000)	
<b>Ending Fund Balance</b>		<b>9,353,833</b>	<b>8,649,850</b>		<b>9,646,768</b>	
Unrestricted Fund Balance		1,381,597	928,972		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 HQH		3,700,000	3,700,000		3,700,000	
Contingency for HQH (PERS Rsvr - Prior)		1,131,796	1,292,480		1,131,796	
Designated for PERS Reserve - Current		188,962	-		188,962	
Designated for PERS Reserve - Prior		-	-		-	
Restricted by Contract - Aramark		-	93,750		-	
Restricted by Agreement - TLT		1,180,311	1,180,311		640,310	
<b>Ending Fund Balance</b>		<b>9,353,833</b>	<b>8,649,850</b>		<b>9,646,768</b>	
<b>Strategic Goal (3 mo)</b>		<b>5,742,933</b>	<b>5,151,674</b>		<b>5,742,933</b>	
Available for Strategy Goal		2,677,764	2,158,309		3,510,700	
<b>Excess (Gap)</b>		<b>(3,065,169)</b>	<b>(2,993,365)</b>		<b>(2,232,233)</b>	

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

	Current Month <u>Actual</u> April-10	Current Year to Date <u>Actual</u> April-10	Prior Year to Date <u>Actual</u> April-09	% of Prior Year	2009-10 Adopted <u>Budget</u> April-10	% of Annual <u>Budget</u> 83%
<b>Operating</b>						
Revenue	713,703	4,848,961	6,140,273	79%	6,142,416	79%
Revenue - Food and Beverage	<u>137,583</u>	<u>1,583,410</u>	<u>1,627,964</u>	97%	<u>1,440,427</u>	110%
<b>Total Operating Revenue</b>	<b>851,285</b>	<b>6,432,371</b>	<b>7,768,237</b>	<b>83%</b>	<b>7,582,843</b>	<b>85%</b>
Costs - Food and Beverage	(128,723)	(1,361,736)	(1,392,751)	98%	(1,263,786)	108%
Personal Services	(441,679)	(4,219,225)	(4,514,340)	93%	(5,491,404)	77%
Goods & Services	<u>(202,668)</u>	<u>(1,959,328)</u>	<u>(1,625,564)</u>	121%	<u>(2,735,243)</u>	72%
<b>Total Operating Expenses</b>	<b>(773,070)</b>	<b>(7,540,290)</b>	<b>(7,532,654)</b>	<b>100%</b>	<b>(9,490,433)</b>	<b>79%</b>
<b>Net Operating Results</b>	<b>78,215</b>	<b>(1,107,919)</b>	<b>235,583</b>	<b>-470%</b>	<b>(1,907,590)</b>	<b>58%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	26,723	752,124	813,172	92%	1,954,663	38%
Government Support City of Portland	-	-	-	-	760,926	0%
Non-Operating Revenue	8,554	60,194	120,834	50%	408,973	15%
Non-Operating Expense	<u>-</u>	<u>(2,500)</u>	<u>(2,500)</u>	100%	<u>(2,500)</u>	100%
	<b>35,277</b>	<b>809,818</b>	<b>931,506</b>	<b>87%</b>	<b>3,122,062</b>	<b>26%</b>
<b>Support and Risk Management</b>						
MERC Administration	(91,412)	(914,123)	(873,080)	105%	(1,096,947)	83%
Metro Support Services	(60,830)	(608,300)	(552,850)	110%	(729,955)	83%
Metro Risk Management	<u>(23,799)</u>	<u>(142,795)</u>	<u>(178,041)</u>	80%	<u>(142,795)</u>	100%
	<b>(176,041)</b>	<b>(1,665,218)</b>	<b>(1,603,971)</b>	<b>104%</b>	<b>(1,969,697)</b>	<b>85%</b>
<b>Net Increase (Decrease)</b>	<b>(62,550)</b>	<b>(1,963,319)</b>	<b>(436,882)</b>	<b>449%</b>	<b>(755,225)</b>	<b>260%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>(62,550)</b>	<b>(1,963,319)</b>	<b>(436,882)</b>	<b>449%</b>	<b>(755,225)</b>	<b>260%</b>
<b>Capital</b>						
Capital Outlay	-	(239,866)	(187,083)	128%	(468,925)	51%
Goods & Services	-	-	(8,075)	0%	-	-
Non-Operating Revenue	<u>-</u>	<u>541,925</u>	<u>225,000</u>	241%	<u>482,000</u>	112%
<b>Net Capital</b>	<b>-</b>	<b>302,059</b>	<b>29,824</b>	<b>1013%</b>	<b>13,075</b>	<b>2310%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(62,550)</b>	<b>(1,661,260)</b>	<b>(407,058)</b>	<b>408%</b>	<b>(742,150)</b>	<b>224%</b>
<b>Food and Beverage Gross Margin</b>	<b>8,859</b>	<b>221,674</b>	<b>235,213</b>		<b>176,641</b>	<b>125%</b>
<b>Food and Beverage Gross Margin %</b>	<b>6.4%</b>	<b>14.0%</b>	<b>14.4%</b>		<b>12.3%</b>	
<b>Full Time Employees</b>			<b>46.4</b>		<b>47.4</b>	
<b>Taxes as percent of revenue</b>	<b>3%</b>	<b>10%</b>	<b>9%</b>		<b>20%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		9,045,395	7,785,999		9,045,395	
Fund Balance Inc (Dec)		<u>(1,661,260)</u>	<u>(407,058)</u>		<u>(742,150)</u>	
<b>Ending Fund Balance</b>		<b>7,384,135</b>	<b>7,378,941</b>		<b>8,303,245</b>	
Unrestricted Fund Balance		5,642,785	5,799,987		6,561,895	
Contingency		(72,411)	466,449		(72,411)	
Contingency for Renewal & Replacement		700,000	250,000		700,000	
Designated for Renewal & Replacement		300,000	50,000		300,000	
Designated for Phase 3					-	
Contingency for HQH					-	
Contingency for HQH (PERS Rsvr)					-	
Designated for PERS Reserve - Current		104,381			104,381	
Designated for PERS Reserve - Prior		709,380	812,505		709,380	
Restricted by Contract - Aramark						
Restricted by Agreement - TLT						
<b>Ending Fund Balance</b>		<b>7,384,135</b>	<b>7,378,941</b>		<b>8,303,245</b>	
<b>Strategic Goal (6 mo)</b>		<b>4,467,168</b>	<b>4,093,382</b>		<b>4,467,168</b>	
Available for Strategy Goal		<u>6,270,374</u>	<u>6,516,436</u>		<u>7,189,484</u>	
<b>Excess (Gap)</b>		<b>1,803,206</b>	<b>2,423,054</b>		<b>2,722,316</b>	

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

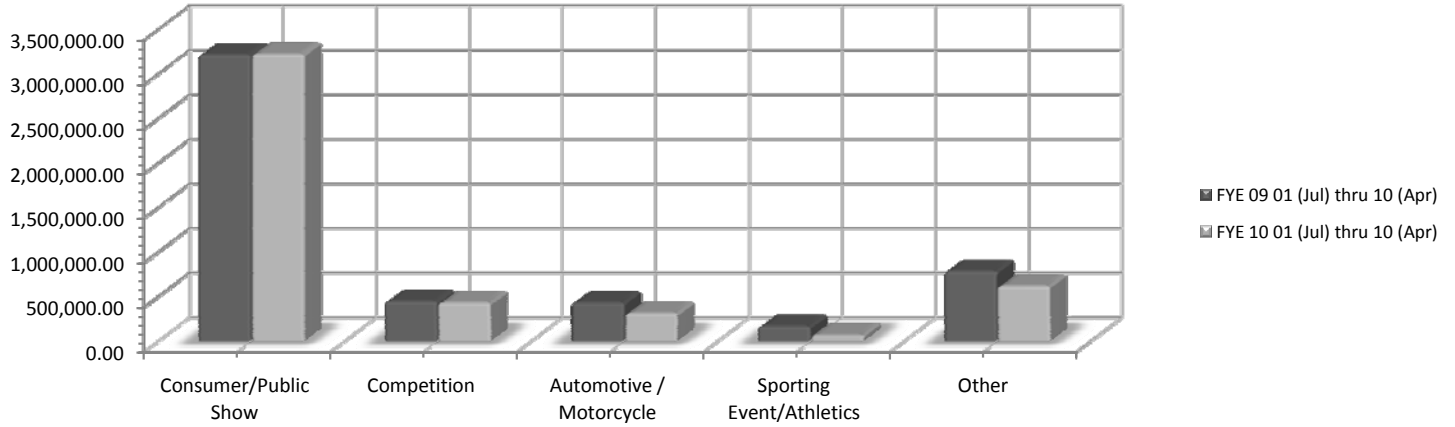
	Current Month <u>Actual</u> April-10	Current Year to Date <u>Actual</u> April-10	Prior Year to Date <u>Actual</u> April-09	% of Prior Year	2009-10 Adopted <u>Budget</u> April-10	% of Annual <u>Budget</u> 83%
<b>Operating</b>						
Personal Services	-	-	(21,949)	0%	-	-
Goods & Services	-	(4,750)	(348,714)	1%	(200,000)	2%
	<u>-</u>	<u>(4,750)</u>	<u>(370,662)</u>	<u>1%</u>	<u>(200,000)</u>	<u>2%</u>
	-	-	-		-	
<b>Net Operations</b>	-	<b>(4,750)</b>	<b>375,484</b>	<b>-1%</b>	<b>(200,000)</b>	<b>2%</b>

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

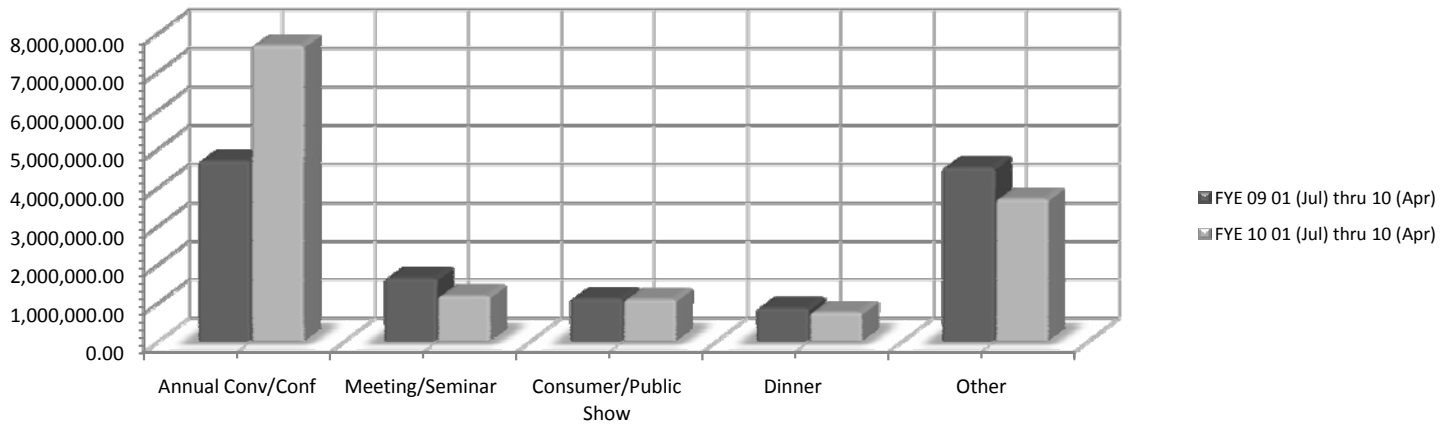
	Current Month Actual April-10	Current Year to Date Actual April-10	Prior Year to Date Actual April-09	% of Prior Year	2009-10 Adopted Budget April-10	% of Annual Budget 83%
<b>Operating</b>						
Revenue	616	14,316	15,042	95%	38,500	37%
Personal Services	(154,337)	(1,554,597)	(1,788,724)	87%	(2,313,380)	67%
Goods & Services	(31,417)	(341,407)	(330,955)	103%	(652,195)	52%
<b>Net Operating Expenses</b>	<b>(185,138)</b>	<b>(1,881,689)</b>	<b>(2,104,638)</b>	<b>89%</b>	<b>(2,927,075)</b>	<b>64%</b>
<b>Non Operating</b>						
Non-Operating Revenue	19,180	39,174	31,908	123%	30,000	131%
Non-Operating Expense	-	-	-	-	-	-
	<b>19,180</b>	<b>39,174</b>	<b>31,908</b>	<b>123%</b>	<b>30,000</b>	<b>131%</b>
<b>Support and Risk Management</b>						
MERC Administration	253,923	2,539,229	2,425,220	105%	3,047,075	83%
	<b>253,923</b>	<b>2,539,229</b>	<b>2,425,220</b>	<b>105%</b>	<b>3,047,075</b>	<b>83%</b>
<b>Net Increase (Decrease)</b>	<b>87,964</b>	<b>696,715</b>	<b>352,490</b>	<b>198%</b>	<b>150,000</b>	<b>464%</b>
<b>Net Transfers</b>	-	-	-	-	-	-
<b>Net Operations</b>	<b>87,964</b>	<b>696,715</b>	<b>352,490</b>	<b>198%</b>	<b>150,000</b>	<b>464%</b>
<b>Capital</b>						
Capital Outlay	-	(100,669)	(50,947)	198%	(150,000)	67%
Non-Operating Revenue	-	-	-	-	-	-
<b>Net Capital</b>	<b>-</b>	<b>(100,669)</b>	<b>(50,947)</b>	<b>198%</b>	<b>(150,000)</b>	<b>67%</b>
<b>Fund Balance Inc (Dec)</b>	<b>87,964</b>	<b>596,046</b>	<b>301,543</b>	<b>198%</b>	<b>-</b>	<b>-</b>
<b>Full Time Employees</b>			22.0		22.0	
Excise Tax	(358)	(831)	(1,089)		-	
<b>Fund Balance</b>						
Beginning Fund Balance		958,388	910,754		958,388	
Fund Balance Inc (Dec)		596,046	301,543		-	
<b>Ending Fund Balance</b>		<b>1,554,434</b>	<b>1,212,297</b>		<b>958,388</b>	
Unrestricted Fund Balance		1,220,968	889,801		624,922	
Contingency		133,330	146,264		133,330	
Contingency for Renewal & Replacement Designated for Renewal & Replacement Designated for Phase 3 Contingency for HQH						
Contingency for HQH (PERS Rsvr - Prior)		148,761	176,232		148,761	
Designated for PERS Reserve - Current		51,375			51,375	
Designated for PERS Reserve - Prior Restricted by Contract - Aramark Restricted by Agreement - TLT						
<b>Ending Fund Balance</b>		<b>1,554,434</b>	<b>1,212,297</b>		<b>958,388</b>	
<b>Strategic Goal (6 mo)</b>		<b>1,482,788</b>	<b>1,081,683</b>		<b>1,482,788</b>	
Available for Strategy Goal		1,354,298	1,036,065		758,252	
<b>Excess (Gap)</b>		<b>(128,490)</b>	<b>(45,618)</b>		<b>(724,536)</b>	

**REVENUE BY EVENT TYPE  
FYE 09 & FYE 10 July ~ April**

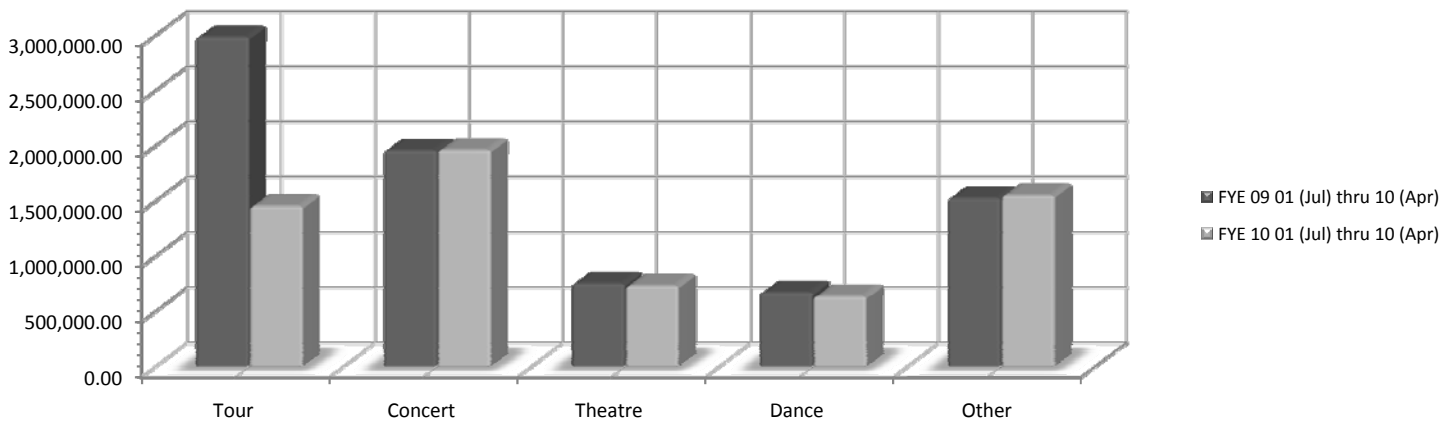
**Portland Exposition Center**



**Oregon Convention Center**



**Portland Center for Performing Arts**





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# **MERC Commission Meeting**

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June 2, 2010  
12:30 pm

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5.0 – MERC Venues -  
Business Reports

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## PCPA MONTHLY ANALYSIS

APRIL 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	4/8	Seattle Theatre Group (STG)	Tegan and Sara	0	1	2,027	2,130	77%	\$63,783	\$5,103	\$10,594	\$4,260	\$3,600	\$8,226	\$31,783
	4/10	Live Nation	Mark Knopfler	0	1	2,901	2,957	99%	\$223,336	\$11,500	\$19,123	\$12,641	\$761	\$13,703	\$57,728
	4/12 to 18	Broadway Across America	Dream Girls	1	8	12,540	12,989	54%	\$619,000	\$28,665	\$35,420	\$42,214	\$1,306	\$22,455	\$130,060
	4/20 and 22	Oregon Ballet Theatre	Fireproof Drops	2	0	0	0		\$0	\$740	\$0	\$0	\$0	\$0	\$740
ASCH	3/31 to 4/3	Snowman Foundation	Ten Grands	1	6	14,749	3,336	61%	\$178,190	\$10,092	\$26,132	\$10,286	\$0	\$5,125	\$51,635
	4/5 to 7	White Bird	Complexions	2	2	4,506	1,878	68%	\$57,420	\$3,243	\$14,425	\$3,759	\$0	\$2,896	\$24,323
	4/8	ISEPP	Howard Rheingold	0	1	370	249	9%	\$9,229	\$3,340	\$2,316	\$688	\$150	\$145	\$6,639
	4/8 to 12	Oregon Symphony	Classical 13 Pinchas Zukerman	2	3	3,386	5,191	53%	\$204,817	\$2,895	\$10,905	\$2,596	\$392	\$4,469	\$21,257
	4/14	Portland Youth Philharmonic	Youth Concerts	0	2	4,625	0		\$0	\$315	\$2,353	\$0	\$0	\$0	\$2,668
	4/16	True West	John Prine	0	1	2,550	2,590	93%	\$113,995	\$8,603	\$6,426	\$6,452	\$695	\$9,101	\$31,277
	4/15 to 18	Oregon Symphony	Pops 4 Fabulous Forties	2	2	3,834	3,854	69%	\$177,127	\$1,875	\$8,419	\$1,927	\$470	\$2,993	\$15,684
	4/18	Metro Arts	Young Artists Concert	0	1	898	351	13%	\$4,877	\$0	\$4,947	\$707	\$0	\$1,180	\$6,834
	4/19	True West	Norah Jones	0	1	2,629	2,732	98%	\$125,764	\$8,500	\$13,623	\$7,118	\$330	\$10,437	\$40,008
	4/21	ISEPP	Scott Borg	0	1	532	107	4%	\$8,074	\$3,340	\$2,569	\$668	\$150	\$277	\$7,004
	4/22	Portland Arts & Lectures	Edwidge Danticat	0	1	1,661	2,459	89%	\$64,881	\$1,855	\$2,735	\$5,126	\$94	\$706	\$10,516
	4/22 to 26	Oregon Symphony	Classical 14 Midori Plays Sibelius	2	3	5,368	5,680	68%	\$234,603	\$2,895	\$11,690	\$2,840	\$310	\$4,720	\$22,455
4/27	Oregon Symphony	Itzhak Perlman	0	1	2,547	2,701	97%	\$165,660	\$7,825	\$3,382	\$9,389	\$296	\$2,825	\$23,717	
NEWMARK	3/17 to 4/4	Portland Opera	Trouble in Tahiti	16	4	2,192	2,524	72%	\$156,842	\$4,775	\$23,119	\$1,262	\$2,755	\$6,096	\$38,007
	4/6 to 10	White Bird	U Theatre	2	3	1,559	1,436	54%	\$52,010	\$2,620	\$25,203	\$3,274	\$0	\$0	\$31,097
	4/11	Portland Piano International	Cecile Licad	0	1	549	660	75%	\$21,406	\$1,135	\$1,985	\$1,472	\$78	\$454	\$5,124
	4/16	Urban Arts Dance Company	Pulse	0	1	459	432	49%	\$6,989	\$1,135	\$2,905	\$864	\$0	\$367	\$5,271
WINNINGSTAD	4/7 to 4/18	Tears of Joy	Malika Queen of the Cats	4	16	2,480	2,888	66%	\$29,661	\$2,220	\$6,340	\$1,083	\$141	\$642	\$10,426
A. HATFIELD HALL	4/1	PCPA	First Thursday	0	1	250								\$652	\$652
	4/12	PCPA	Noontime Showcase	0	1	77								\$25	\$25
KELLER CAFÉ ARTBAR PCPA CATERING														\$9,732	\$9,732
														\$24,756	\$24,756
														\$153	\$153
		<b>TOTALS</b>		<b>34</b>	<b>62</b>	<b>72,689</b>	<b>57,144</b>	<b>63%</b>	<b>\$2,517,664</b>	<b>\$112,671</b>	<b>\$234,611</b>	<b>\$118,626</b>	<b>\$11,528</b>	<b>\$132,135</b>	<b>\$609,571</b>

## PCPA MONTHLY ANALYSIS

APRIL 2009

VENUE 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	3/2 to 4/5	Broadway Across America	Wicked	5	40	108,424	99,679	83%	\$7,379,973	\$187,500	\$152,314	\$68,832	\$35,000	\$238,222	\$681,868
	4/6 to 12	Broadway Across America	Rat Pack	1	8	14,173	14,583	61%	\$555,987	\$25,260	\$28,314	\$47,395	\$1,345	\$31,668	\$133,982
	4/19	Live Nation	UnwiggledUnplugged Spinal Tap	0	1	1,646	1,662	56%	\$84,240	\$6,358	\$8,719	\$4,768	\$1,841	\$14,035	\$35,721
	4/20 to 26	Broadway Across America	Grease	1	8	21,939	22,216	93%	\$933,738	\$37,500	\$32,091	\$72,202	\$10,267	\$44,788	\$196,848
ASCH	4/1	White Bird	Dance Brazil	1	1	1,844	1,748	63%	\$59,890	\$2,780	\$14,752	\$3,735	\$96	\$2,174	\$23,537
	4/2	Square Peg Concerts	Kristofferson & Haggard	0	1	2,675	2,675	100%	\$136,296	\$8,500	\$4,424	\$7,714	\$1,656	\$7,289	\$29,583
	4/3 to 6	Oregon Symphony	Classical 11	3	3	5,382	4,429	53%	\$175,599	\$3,265	\$13,469	\$7,751	\$280	\$4,557	\$29,322
	4/8	Portland Youth Philharmonic	Youth Concerts	0	2	3,361	0		\$0	\$315	\$2,588	\$0	\$0	\$0	\$2,903
	4/8	World Affairs Council	David Suzuki	0	1	1,743	1,840	66%	\$68,725	\$3,340	\$2,765	\$3,671	\$253	\$808	\$10,837
	4/10 to 11	Snowman Foundation	Ten Grands	1	3	8,138	2,780	100%	\$152,070	\$8,675	\$17,439	\$8,834	\$0	\$2,695	\$37,643
	4/17	Live Nation	Joel McHale	0	1	2,707	2,714	100%	\$88,243	\$6,660	\$3,994	\$4,995	\$725	\$7,613	\$23,987
	4/18 to 20	Oregon Symphony	Classical 12	2	3	4,906	4,379	53%	\$177,391	\$2,895	\$12,657	\$7,663	\$311	\$3,896	\$27,422
	4/22	White Bird	Compania Nacional de Danza	1	1	1,497	1,538	55%	\$48,908	\$2,780	\$11,627	\$2,944	\$0	\$1,917	\$19,268
	4/23 to 24	Oregon Symphony	Youth Concerts	0	4	7,476	0		\$0	\$4,180	\$8,484	\$0	\$0	\$305	\$12,969
	4/23	ISEPP	Stuart Kauffman	0	1	1,057	583	21%	\$21,175	\$2,340	\$2,983	\$1,995	\$150	\$315	\$7,783
	4/25	Oregon Symphony	Mariza	2	1	982	1,053	38%	\$40,476	\$88,965	\$6,855	\$1,843	\$0	\$2,637	\$100,300
	4/26	St. Mary's Academy	150th Anniversary Concert	0	1	1,790	0		\$0	\$4,700	\$7,144	\$0	\$0	\$1,252	\$13,096
4/29	Portland Arts & Lectures	Mira Nair	0	1	1,881	2,367	85%	\$60,101	\$1,855	\$2,783	\$4,378	\$0	\$736	\$9,752	
NEWMARK	4/3	Urban Arts Dance Company	Mindscape	0	1	574	574	65%	\$5,994	\$1,135	\$3,122	\$1,005	\$0	\$449	\$5,711
	4/4	Live Nation	Lisa Lampanelli	0	1	1,626	1,848	94%	\$61,419	\$2,280	\$4,048	\$3,476	\$632	\$3,017	\$13,453
	4/5 to 6	Portland Piano International	Ingrid Filter	0	2	891	976	56%	\$24,975	\$2,270	\$3,270	\$1,761	\$117	\$486	\$7,904
WINNINGSTAD	4/1 TO 19	Tears of Joy	Fabulous Bear	9	18	1,817	2,651	50%	\$18,396	\$2,645	\$2,334	\$1,223	\$0	\$91	\$6,293
	4/4	Rasika	Rasika Dance	0	1	95	50	17%	\$768	\$650	\$523	\$88	\$35	see artbar	\$1,296
	4/10	Nat'l. College Naturo. Med.	No Talent Show	0	1	79	0		\$0	\$800	\$743	\$0	\$0	see artbar	\$1,543
BRUNISH HALL	4/6	Social Enterprises	SHOP Symposium	0	1	69	0		\$0	\$0	\$576	\$0	\$0	\$2,587	\$3,163
B Hall Lobby	4/17	Oregon Ballet Theatre	Post-Show Reception	0	1	65	0		\$0	\$0	\$0	\$0	\$0	\$3,722	\$3,722
A. HATFIELD HALL	4/17	Stumptown Comics	Reception & Dinner Fundraiser	0	1	67	0		\$0	\$0	\$0	\$0	\$0	\$3,330	\$3,330
	4/13	PCPA Volunteers	Noontime Showcase	0	1	79	0		\$0	\$0	\$0	\$0	\$0	\$15	\$15
ARTBAR CAFÉ	April	ArtBar Café												\$23,631	\$23,631
KELLER CAFÉ	April	Keller Café												\$66,032	\$66,032
CATERING		Aramark Catering												\$1,974	\$1,974
<b>TOTALS</b>				<b>26</b>	<b>109</b>	<b>196,983</b>	<b>170,345</b>	<b>65%</b>	<b>\$10,094,364</b>	<b>\$407,648</b>	<b>\$348,018</b>	<b>\$256,273</b>	<b>\$52,708</b>	<b>\$470,241</b>	<b>\$1,534,888</b>

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

MONTH	KELLER		ASCH		NEWMARK		WINNINGSTAD		BRUNISH		LOBBY/OTHER		TOTALS	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
July	4	7,901	9	14,095	5	1,328	2	207	0	0	18	3,232	38	26,763
August	29	58,527	3	4,492	4	1,100	7	429	3	209	7	2,200	53	66,957
September	12	19,586	12	23,745	16	4,861	23	3,787	0	0	2	282	65	52,261
October	19	34,550	24	41,255	20	7,474	32	7,108	8	280	2	231	105	90,898
November	12	21,956	24	42,739	48	31,641	40	7,870	21	813	2	167	147	105,186
December	23	39,888	14	20,738	2	1,023	27	3,464	6	273	7	407	79	65,793
January	12	22,060	14	22,281	21	12,624	9	2,034	1	58	1	152	58	59,209
February	12	17,494	18	27,046	43	28,953	33	5,136	13	639	16	1,410	135	80,678
March	33	88,179	21	32,451	16	7,154	40	8,977	0	0	1	169	111	136,930
April	24	58,003	24	47,208	18	10,998	32	4,961	2	96	3	183	103	121,449
May													0	0
June													0	0
Total to Date	180	368,144	163	276,050	193	107,156	245	43,973	54	2,368	59	8,433	894	806,124

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	22	41,296	15	17,972	12	5,694	38	11,235	0	0	2	294	89	76,491
April	10	17,468	26	49,418	20	10,944	33	6,405	4	301	3	363	96	84,899
May													0	0
June													0	0
Total to Date	136	234,549	142	233,351	185	102,255	196	36,700	43	3,526	56	11,434	758	621,815

Other includes Main Street

<b>Total to Date Change</b>														
Events	-44	-133,595	-21	-42,699	-8	-4,901	-49	-7,273	-11	1,158	-3	3,001	-136	-184,309
Percentage	-24%	-36%	-13%	-15%	-4%	-5%	-20%	-17%	-20%	49%	-5%	36%	-15%	-22.9%

OCC Event Analysis Monthly Revenue Report April 2010

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
Event	0	30	0		\$0	\$463	\$9,048	\$127,898	\$0	\$0	\$0	\$0	\$0	\$248	\$3,522	\$0	\$0	\$141,180
	0	1	0		\$0	\$28	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42	\$0	\$0	\$70
Local	3,750	1	0		\$0	\$1,949	\$0	\$0	\$0	\$341	\$0	\$648	\$0	\$0	\$827	\$600	\$0	\$4,365
Local	25,500	1	0		\$0	\$26,187	\$0	\$114	\$315	\$1,710	\$387	\$0	\$0	\$0	\$375	\$0	\$104	\$29,192
her	4,577	1	0		\$0	\$3,407	\$0	\$0	\$0	\$470	\$79	\$0	\$0	\$0	\$150	\$650	\$0	\$4,756
State	232,895	2	1		\$0	\$1,283	\$9,618	\$0	\$0	\$68	\$9,100	\$2,172	\$25	\$0	\$2,421	\$12,235	\$652	\$37,574
	0	1	0		\$0	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16
State	786,874	3	2	TRUE	\$0	\$132,857	\$26,898	\$1,072	\$210	\$47,468	\$26,151	\$8,216	\$3,959	\$0	\$4,650	\$63,541	\$9,292	\$324,312
	183,000	2	1		\$0	\$0	\$0	\$0	\$0	\$0	\$1,150	\$0	\$0	\$0	\$550	\$9,000	\$215	\$10,915
State	257,333	2	2		\$0	\$722	\$11,943	\$400	\$0	\$80	\$2,804	\$464	\$220	\$137	\$260	\$12,700	\$3,228	\$32,957
Local	98,186	2	1		\$0	\$0	\$983	\$0	\$0	\$0	\$1,221	\$0	\$0	\$0	\$275	\$6,000	\$442	\$8,921
Local	47,300	1	1		\$0	\$56,612	\$0	\$30	\$829	\$4,533	\$373	\$0	\$0	\$0	\$407	\$1,400	\$1,330	\$65,514
her	60,000	2	0		\$0	\$0	\$0	\$375	\$375	\$1,890	\$543	\$0	\$0	\$0	\$1,059	\$4,350	\$400	\$8,992
	4,700	1	0		\$0	\$1,127	\$0	\$0	\$0	\$126	\$0	\$0	\$0	\$0	\$210	\$1,200	\$0	\$2,663
National	107,889	3	1	TRUE	\$0	\$67,187	\$86	\$0	\$0	\$4,231	\$1,282	\$198	\$0	\$0	\$50	\$8,450	\$400	\$81,884
Local	30,200	1	0		\$0	\$8,230	\$0	\$152	\$0	\$5,507	\$0	\$0	\$0	\$0	\$0	\$3,400	\$1,650	\$18,939

OCC Event Analysis Monthly Revenue Report April 2010

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
Local	1,016,858	3	3		\$0	\$1,716	\$71,511	\$843	\$0	\$1,895	\$8,704	\$0	\$0	\$2,174	\$3,280	\$55,370	\$8,844	\$154,338
National	582,693	4	1	TRUE	\$0	\$34,466	\$13,679	\$200	\$189	\$24,405	\$4,308	\$5,229	\$760	\$0	\$5,004	\$38,000	\$3,726	\$129,966
State	4,000	1	0		\$0	\$2,304	\$0	\$0	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$2,534
	0	1	0		\$0	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9
Local	9,816	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,660	\$0	\$1,660
Local	4,904	1	0		\$0	\$1,804	\$0	\$112	\$0	\$790	\$0	\$0	\$0	\$0	\$1,212	\$1,190	\$0	\$5,108
Local	19,648	12	4		\$0	\$0	\$0	\$534	\$0	\$0	\$1,746	\$3,200	\$0	\$0	\$150	\$1,000	\$0	\$6,630
	0	1	0		\$0	\$670	\$0	\$0	\$0	\$263	\$88	\$0	\$0	\$0	\$492	\$200	\$0	\$1,713
/Catering	22,310	1	0		\$0	\$25,272	\$875	\$66	\$336	\$301	\$1,860	\$99	\$0	\$0	\$165	\$1,000	\$1,100	\$31,074
her	27,422	2	0		\$0	\$0	\$0	\$0	\$2,500	\$4,926	\$176	\$0	\$0	\$0	\$250	\$7,070	\$1,430	\$16,352
her	25,200	1	0		\$0	\$180	\$0	\$0	\$0	\$575	\$0	\$0	\$0	\$0	\$347	\$6,400	\$468	\$7,970
Local	108,157	2	1		\$0	\$32,102	\$558	\$80	\$0	\$480	\$1,746	\$693	\$276	\$0	\$2,717	\$7,400	\$353	\$46,406
/Catering	25,200	1	0		\$0	\$39,713	\$339	\$126	\$0	\$6,670	\$0	\$0	\$0	\$0	\$291	\$0	\$1,220	\$48,358
	0	1	0		\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34	\$0	\$0	\$52
International	152,374	1	2	TRUE	\$0	\$32,200	\$204	\$256	\$0	\$728	\$7,885	\$1,144	\$250	\$0	\$4,383	\$21,565	\$5,435	\$74,050
/Catering	12,400	1	0		\$0	\$9,804	\$0	\$0	\$0	\$470	\$359	\$0	\$0	\$0	\$345	\$830	\$0	\$11,808

OCC Event Analysis Monthly Revenue Report April 2010

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
State	7,524	1	0		\$0	\$65	\$0	\$0	\$0	\$500	\$158	\$0	\$0	\$0	\$0	\$1,835	\$0	\$2,558
Local	38,706	1	0		\$0	\$58,537	\$0	\$492	\$60	\$4,755	\$1,188	\$0	\$0	\$0	\$291	\$0	\$222	\$65,545
	1,010	1	0		\$0	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84	\$0	\$0	\$92
Local	3,750	1	0		\$0	\$345	\$0	\$175	\$0	\$240	\$79	\$0	\$0	\$0	\$196	\$650	\$0	\$1,685
Local	6,502	2	0		\$0	\$0	\$0	\$0	\$15	\$0	\$0	\$467	\$0	\$0	\$0	\$1,660	\$0	\$2,142
Local	12,600	1	0		\$0	\$4,760	\$0	\$0	\$221	\$200	\$232	\$0	\$0	\$0	\$345	\$800	\$0	\$6,558
	6,300	1	0		\$0	\$141	\$0	\$0	\$30	\$580	\$0	\$0	\$0	\$0	\$574	\$1,600	\$0	\$2,925
Local	116,265	2	1		\$0	\$229	\$7,589	\$0	\$90	\$0	\$2,011	\$0	\$0	\$0	\$330	\$10,100	\$3,452	\$23,801
/Catering	35,358	1	0		\$0	\$53,007	\$4,817	\$0	\$0	\$3,603	\$115	\$0	\$0	\$0	\$429	\$0	\$1,743	\$63,713
/Catering	37,233	1	0		\$0	\$62,865	\$6,150	\$2,088	\$1,101	\$6,845	\$673	\$0	\$0	\$0	\$296	\$0	\$2,720	\$82,738
	64,320	2	0		\$0	\$0	\$186	\$0	\$750	\$2,100	\$0	\$0	\$0	\$4	\$1,458	\$3,000	\$1,635	\$9,133
	1,294	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	201,796	7	0		\$0	\$25,023	\$2,351	\$250	\$270	\$2,694	\$4,944	\$716	\$381	\$245	\$5,003	\$13,855	\$4,054	\$59,784
Local	50,400	1	1		\$0	\$19,900	\$0	\$0	\$0	\$1,210	\$1,589	\$0	\$0	\$0	\$275	\$1,000	\$0	\$23,974

OCC Event Analysis Monthly Revenue Report April 2010

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
State	8,900	1	0		\$0	\$557	\$0	\$0	\$0	\$513	\$0	\$0	\$0	\$0	\$1,674	\$2,150	\$0	\$4,894
Local	34,200	1	0		\$0	\$28,319	\$0	\$84	\$0	\$10,359	\$0	\$367	\$0	\$0	\$275	\$0	\$5,295	\$44,699
Local	368,200	3	2		\$0	\$0	\$29,036	\$0	\$0	\$470	\$13,066	\$1,800	\$0	\$0	\$2,800	\$23,294	\$494	\$70,960
State	152,349	3	2		\$0	\$0	\$0	\$0	\$0	\$0	\$6,810	\$450	\$0	\$0	\$1,312	\$9,007	\$733	\$18,312
Local	3,750	1	0		\$0	\$880	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42	\$0	\$100	\$1,022
Local	2,457	1	0		\$0	\$1,316	\$0	\$0	\$0	\$160	\$0	\$0	\$0	\$0	\$855	\$565	\$0	\$2,896
Local	1,010	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0	1	0		\$0	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198
Local	19,296	2	0		\$0	\$0	\$0	\$0	\$0	\$240	\$0	\$0	\$0	\$0	\$0	\$2,720	\$0	\$2,960
Local	34,200	1	0		\$0	\$20,665	\$0	\$0	\$0	\$4,100	\$0	\$0	\$0	\$0	\$401	\$0	\$644	\$25,810
Regional	250,696	2	1		\$0	\$720	\$3,944	\$0	\$825	\$0	\$2,729	\$0	\$0	\$0	\$1,094	\$9,800	\$3,464	\$22,577
Local	9,384	3	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,821	\$733	\$3,554



OCC Event Analysis Monthly Revenue Report April 2010

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
Local	22,980	3	1		\$0	\$0	\$0	\$0	\$0	\$0	\$79	\$0	\$0	\$0	\$0	\$6,761	\$727	\$7,567
Local	25,812	3	1		\$0	\$0	\$0	\$0	\$305	\$0	\$2,832	\$225	\$0	\$0	\$0	\$7,859	\$733	\$11,955
/Catering	25,500	1	0		\$0	\$28,025	\$401	\$0	\$652	\$3,770	\$217	\$0	\$0	\$0	\$252	\$2,000	\$1,478	\$36,795
Local	12,315	3	0		\$0	\$0	\$0	\$0	\$255	\$0	\$413	\$225	\$0	\$0	\$0	\$3,770	\$284	\$4,947
	3,750	1	0		\$0	\$439	\$0	\$16	\$0	\$132	\$0	\$0	\$0	\$0	\$273	\$1,090	\$0	\$1,950
Local	183,000	2	1		\$0	\$0	\$12,638	\$0	\$5	\$40	\$761	\$0	\$0	\$0	\$550	\$6,350	\$758	\$21,101
Local	1,010	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
																\$377,898		\$1,937,119

OCC Event Analysis Monthly Revenue Report April 09 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 APR 2009 MISC NON-EVENT ACTIVITIES/BILLINGS	04/01/09	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	30	0		\$0	\$1,151	\$474	\$84,786	\$0	\$0	\$0	\$0	\$0	\$0	\$3,928	\$0	\$0	\$90,338
INHSE ARAMARK - BRENDON COFFEY	04/01/09	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
MERC media training	04/02/09	27	In-house	Meeting/Seminar	In-house	Local	1,386	1	0		\$0	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198
"Abby's Closet" Prom Boutique 2009	04/04/09	1,600	New	Community Event	Miscellaneous/Other	Local	18,198	2	1		\$0	\$0	\$0	\$0	\$374	\$0	\$395	\$0	\$0	\$0	\$0	\$3,773	\$0	\$4,542
11th Annual Race for the Roses	04/04/09	4,100	Repeat	Competition	Miscellaneous/Other	Local	30,000	2	0		\$0	\$0	\$0	\$0	\$630	\$1,116	\$543	\$0	\$0	\$0	\$117	\$2,275	\$675	\$5,356
10th Annual ALS Dinner & Auction	04/04/09	412	Repeat	Auction	Food & Beverage/Catering	Local	21,300	1	0		\$0	\$28,073	\$392	\$66	\$336	\$250	\$1,735	\$0	\$0	\$0	\$0	\$1,000	\$1,100	\$32,952
Oregon Professional Educators Fair 2009	04/07/09	3,000	Repeat	Annual Convention/Conference	Consumer Public	State	254,808	2	1	TRUE	\$0	\$2,838	\$8,718	\$0	\$0	\$38	\$14,393	\$2,945	\$0	\$0	\$825	\$15,060	\$652	\$45,468
PSU - Simon Benson Awards Dinner	04/07/09	778	Repeat	Dinner	Food & Beverage/Catering	Local	35,720	1	0		\$0	\$38,425	\$0	\$336	\$15	\$50	\$1,023	\$0	\$0	\$0	\$275	\$0	\$1,930	\$42,054
PNGC Power Retirement Party	04/07/09	60	Repeat	Reception	Meeting	Local	6,300	1	0		\$0	\$2,476	\$0	\$12	\$0	\$423	\$79	\$0	\$0	\$0	\$0	\$1,600	\$355	\$4,945
Plaid Pantry - Annual Harassment Seminar	04/08/09	115	Repeat	Meeting/Seminar	Meeting	Local	1,377	1	0		\$0	\$796	\$0	\$0	\$0	\$160	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$1,356
Kaiser Permanente - Leadership Development Institute	04/08/09	365	New	Meeting/Seminar	Meeting	Local	32,502	1	0		\$0	\$16,648	\$0	\$1,336	\$30	\$277	\$922	\$0	\$0	\$0	\$0	\$8,600	\$125	\$27,938
Oregon FBLA State Leadership Conference	04/09/09	1,400	New	Annual Convention/Conference	Convention	State	56,700	2	1	TRUE	\$0	\$0	\$0	\$0	\$0	\$10,837	\$228	\$0	\$0	\$0	\$165	\$8,000	\$1,237	\$20,467
Spring Beer & Wine Fest 2009	04/10/09	8,803	Repeat	Consumer/Public Show	Consumer Public	Local	565,624	2	4		\$0	\$3,701	\$0	\$0	\$432	\$0	\$5,575	\$198	\$0	\$0	\$19,326	\$13,500	\$0	\$42,731
MERC/Aramark	04/09/09	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
Metro Managers Meeting	04/09/09	98	New	Meeting/Seminar	Meeting	Local	3,750	1	0		\$0	\$302	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$430	\$0	\$732
Los Inquietos Del Norte in concert presented by La Fortuna Promotions	04/10/09	2,697	Repeat	Dance	Consumer Public	Local	193,256	2	0		\$0	\$885	\$20,002	\$0	\$2,550	\$1,103	\$2,736	\$0	\$0	\$524	\$2,163	\$5,500	\$1,187	\$36,648
INHSE GREEN EVENT PLANNING MEETING	04/10/09	18	In-house	Lunch	In-house	Local	0	1	0		\$0	\$151	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$151
Good Friday Breakfast	04/10/09	725	Repeat	Breakfast	Food & Beverage/Catering	Local	25,500	1	0		\$0	\$16,251	\$0	\$54	\$165	\$4,735	\$258	\$0	\$0	\$0	\$165	\$0	\$908	\$22,535
INHSE TRAVEL PORTLAND	04/13/09	8	In-house	Lunch	In-house	Local	0	1	0		\$0	\$66	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66
IN-HOUSE: CPR and First Aid Training	04/14/09	10	In-house	Training	In-house	Local	1,158	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Love and Logic Institute, Inc. "A Day with Dr. Charles Fay"	04/14/09	352	Repeat	Meeting/Seminar	Meeting	Regional	4,700	1	0		\$0	\$815	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52	\$1,200	\$0	\$2,067
Knowledge Learning Corporation Team Meeting	04/15/09	570	Repeat	Meeting/Seminar	Meeting	Local	12,600	1	0		\$0	\$130	\$0	\$0	\$0	\$1,730	\$645	\$0	\$0	\$0	\$165	\$3,200	\$0	\$5,870
Cascade AIDS Project 20th Annual Art Evening & Auction	04/18/09	1,500	Repeat	Auction	Food & Beverage/Catering	Local	247,661	1	3		\$0	\$50,601	\$0	\$0	\$0	\$0	\$4,336	\$225	\$0	\$0	\$550	\$2,500	\$2,856	\$61,068

OCC Event Analysis Monthly Revenue Report April 09 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
Simpson Strong-Tie Company Workshop	04/16/09	103	Repeat	Meeting/Seminar	Meeting	Local	4,700	1	0		\$0	\$4,079	\$0	\$0	\$60	\$550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,689
GC Showcase	04/16/09	450	Repeat	Trade Show	Tradeshow	Local	12,400	1	0		\$0	\$13,710	\$123	\$0	\$0	\$0	\$1,738	\$259	\$0	\$0	\$165	\$3,200	\$1,000	\$20,196
Society of Quality Assurance - OCC Site Tour & Lunch	04/16/09	10	In-house	Lunch	In-house	Local	0	1	0		\$0	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198
St. Mary's Academy Auction 2009	04/18/09	550	Repeat	Auction	Food & Beverage/Catering	Local	47,300	1	1		\$0	\$50,637	\$0	\$84	\$739	\$4,205	\$373	\$0	\$0	\$0	\$281	\$1,400	\$1,530	\$59,249
Body Mind Spirit Expo 2009	04/18/09	500	Repeat	Exhibits	Tradeshow	Local	97,446	2	1		\$0	\$0	\$2,183	\$0	\$0	\$50	\$1,201	\$0	\$0	\$0	\$275	\$6,000	\$446	\$10,155
NLC Green Cities Conference & Expo - Local Government Creating a Sustainable Future 2009	04/19/09	800	New	Annual Convention/Conference	Convention w/ Tradeshow	National	286,896	3	2	TRUE	\$0	\$58,704	\$4,372	\$0	\$104	\$1,021	\$7,190	\$4,079	\$676	\$0	\$650	\$16,535	\$9,822	\$103,152
OCAPA/OACI Excellence in Concrete Award 2009	04/17/09	282	Repeat	Dinner	Food & Beverage/Catering	State	17,100	1	0		\$0	\$17,341	\$5,461	\$0	\$0	\$1,556	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$24,658
AMTC Photo Shoot	04/18/09	14	Repeat	Meeting/Seminar	Meeting	Local	2,916	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$113	\$0	\$0	\$0	\$0	\$810	\$0	\$923
Oregon Convention Center - Volunteer Update Meeting	04/18/09	35	In-house	Meeting/Seminar	In-house	Local	1,228	1	0		\$0	\$92	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92
Mt. Hood Community College Foundation Auction	04/18/09	374	Repeat	Fundraiser	Food & Beverage/Catering	Local	18,900	1	0		\$0	\$23,035	\$3,049	\$72	\$408	\$368	\$420	\$0	\$0	\$0	\$0	\$0	\$625	\$27,977
Woodland High School Prom 2009	04/18/09	250	New	Dance	Miscellaneous/Other	Local	6,066	1	0		\$0	\$495	\$0	\$0	\$0	\$0	\$337	\$0	\$0	\$0	\$0	\$1,750	\$0	\$2,582
East West College Graduation	04/19/09	325	Repeat	Graduation	Meeting	Local	4,700	1	0		\$0	\$1,167	\$0	\$0	\$0	\$213	\$95	\$0	\$0	\$0	\$0	\$1,200	\$0	\$2,675
Visible Strategies Meeting Room	04/19/09	6	New	Meeting/Seminar	Meeting	National	2,316	2	0		\$0	\$76	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$530	\$0	\$606
Portland Convention Sales Partnering Session	04/20/09	95	New	Lunch	Food & Beverage/Catering	Local	5,670	1	0	TRUE	\$0	\$2,311	\$0	\$0	\$0	\$550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,861
ICLEI Members Breakfast sponsored ICLEI and City of Portland	04/20/09	35	New	Breakfast	Food & Beverage/Catering	Local	1,875	1	0		\$0	\$1,333	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,333
Elks Planning Meeting	04/20/09	15	In-house	Meeting/Seminar	In-house	Local	0	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Kaiser Permanente - Leadership Development Institute	04/20/09	300	New	Meeting/Seminar	Meeting	Local	30,797	1	0		\$0	\$13,387	\$0	\$1,152	\$90	\$214	\$834	\$0	\$0	\$0	\$0	\$5,830	\$0	\$21,507
Portland Business Alliance 2009 Annual Awards Breakfast	04/21/09	677	Repeat	Breakfast	Meeting	Local	50,400	2	0		\$0	\$18,820	\$0	\$0	\$0	\$2,250	\$691	\$0	\$0	\$0	\$275	\$1,900	\$0	\$23,936
Kaiser National Quality Conference - Planning Meeting	04/21/09	9	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$106	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$106
InnoTech Conference & Expo 2009	04/22/09	1,400	Repeat	Exhibits	Tradeshow	Local	109,376	2	0		\$0	\$27,130	\$3,627	\$0	\$0	\$4,043	\$7,121	\$3,505	\$243	\$0	\$275	\$6,480	\$1,010	\$53,434

OCC Event Analysis Monthly Revenue Report April 09 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
Habitat for Humanity: HopeBuilder Breakfast 2009	04/22/09	1,005	New	Breakfast	Food & Beverage/Catering	Local	25,500	1	0		\$0	\$21,103	\$0	\$0	\$0	\$4,100	\$0	\$0	\$0	\$0	\$165	\$0	\$575	\$25,943
US Fencing Association 2009 : NAC F - Division 1 National Championships / Youth 14/12/10	04/24/09	1,300	New	Sporting Event/Athletics	Convention	National	830,142	4	2	TRUE	\$0	\$11,843	\$33,734	\$0	\$0	\$588	\$5,688	\$0	\$0	\$96	\$1,081	\$39,400	\$0	\$92,428
27th Annual OPA Ceramic Showcase 2009	04/24/09	19,171	Repeat	Consumer/Public Show	Consumer Public	Local	368,200	3	2		\$0	\$0	\$23,338	\$0	\$0	\$470	\$8,183	\$2,025	\$0	\$0	\$2,800	\$23,311	\$333	\$60,460
Oregon Glass Guild - Glass Gallery 2009 and Portland Bead Society - Art & Elegance in Beads	04/24/09	9,000	Repeat	Consumer/Public Show	Consumer Public	State	150,000	3	2		\$0	\$0	\$608	\$0	\$0	\$0	\$6,290	\$225	\$0	\$0	\$1,312	\$9,000	\$582	\$18,017
Creative Metal Arts Guild - Spring Show 2009	04/24/09	3,800	Repeat	Consumer/Public Show	Consumer Public	Local	25,029	3	1		\$0	\$0	\$0	\$0	\$290	\$0	\$2,572	\$225	\$0	\$0	\$0	\$7,749	\$582	\$11,418
Northwest Fine Woodworkers Show 2009	04/24/09	3,800	New	Consumer/Public Show	Consumer Public	Local	21,928	3	1		\$0	\$0	\$0	\$0	\$0	\$0	\$158	\$0	\$0	\$0	\$0	\$6,380	\$582	\$7,120
Willamette Women's Celebration	04/23/09	85	New	Reception	Food & Beverage/Catering	Local	0	1	0		\$0	\$2,237	\$229	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$2,816
Guild of Oregon Woodworkers: Wood as Art 2009	04/24/09	3,800	New	Consumer/Public Show	Consumer Public	Local	9,384	3	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$165	\$2,740	\$582	\$3,487
The Business Journal Presents Women in Business	04/23/09	430	Repeat	Reception	Meeting	Local	25,200	1	0		\$0	\$20,285	\$0	\$0	\$0	\$385	\$1,285	\$142	\$0	\$0	-\$284	\$3,200	\$600	\$25,613
Basic Rights Oregon - Oregonians Against Discrimination Luncheon	04/23/09	480	New	Lunch	Food & Beverage/Catering	State	12,400	1	0		\$0	\$11,058	\$0	\$0	\$0	\$0	\$291	\$0	\$0	\$0	\$345	\$0	\$0	\$11,694
51st Annual Ebony Fashion Fair	04/24/09	482	New	Fashion Show/Pageant	Meeting	Local	25,200	1	0		\$0	\$10,268	\$1,023	\$0	\$233	\$2,888	\$1,011	\$0	\$0	\$0	\$165	\$6,220	\$970	\$22,778
Oregon League of Conservation Voters: 12th Annual Dinner for the Environment	04/24/09	810	Repeat	Fundraiser	Food & Beverage/Catering	State	26,658	1	0		\$0	\$38,165	\$5,749	\$0	\$0	\$3,470	\$0	\$0	\$0	\$0	\$429	\$0	\$1,343	\$49,155
Portland Handweavers Guild 2009	04/24/09	3,800	Repeat	Consumer/Public Show	Consumer Public	Local	12,315	3	0		\$0	\$0	\$0	\$0	\$195	\$0	\$404	\$225	\$0	\$0	\$165	\$3,741	\$282	\$5,012
INHSE ACHIEVE GREEN PLANNING MEETING	04/24/09	20	In-house	Meeting/Seminar	In-house	Local	0	1	0		\$0	\$184	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$184
OnStage New York	04/25/09	4,172	Repeat	Dance	Miscellaneous/Other	Local	108,968	2	1		\$0	\$137	\$0	\$0	\$160	\$0	\$1,932	\$0	\$0	\$0	\$275	\$8,707	\$2,384	\$13,596
Central Catholic High School - Presidents Dinner 2009	04/25/09	952	Repeat	Fundraiser	Food & Beverage/Catering	Local	37,233	1	0		\$0	\$68,961	\$5,076	\$2,574	\$906	\$9,773	\$387	\$0	\$0	\$0	\$275	\$0	\$4,380	\$92,331
Union Gospel Mission 2009 Spring Banquet	04/25/09	376	Repeat	Dinner	Food & Beverage/Catering	Local	12,600	1	0		\$0	\$15,628	\$0	\$0	\$15	\$805	\$516	\$0	\$0	\$0	\$0	\$0	\$0	\$16,964
International Biomass Conference 2009	04/28/09	1,033	New	Annual Convention/Conference	Convention w/ Tradeshow	International	387,752	3	1	TRUE	\$0	\$156,541	\$2,148	\$0	\$263	\$27,925	\$11,422	\$3,779	\$2,212	\$0	\$550	\$22,510	\$12,000	\$239,348

OCC Event Analysis Monthly Revenue Report April 09 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
INHSE HQH PRJ TEAM MTG	04/27/09	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
Northwest Solar Expo & Clean Technology Showcase	04/28/09	848	Repeat	Consumer/Public Show	Consumer Public	State	213,784	6	1		\$0	\$43,212	\$5,481	\$0	\$340	\$2,763	\$5,233	\$297	\$894	\$391	\$344	\$20,040	\$4,443	\$83,438
YWCA Greater Portland - Leadership Luncheon	04/29/09	950	Repeat	Lunch	Food & Beverage/Catering	International	34,200	1	0		\$0	\$30,506	\$301	\$96	\$0	\$4,180	\$0	\$0	\$0	\$0	\$165	\$0	\$1,000	\$36,248
National Bereavement Teleconference: Living With Grief®: Diversity and End-of-Life-Care	04/29/09	240	Repeat	Meeting/Seminar	Meeting	Local	6,066	1	0		\$0	\$6,419	\$0	\$0	\$135	\$0	\$258	\$142	\$0	\$0	\$0	\$645	\$0	\$7,599
Portland Community College Annual Scholarship Banquet	04/30/09	390	New	Dinner	Food & Beverage/Catering	Local	16,150	1	0		\$0	\$18,189	\$505	\$0	\$15	\$3,910	\$0	\$0	\$0	\$0	\$0	\$0	\$825	\$23,444
OCC Solar RFP - Pre-meeting	04/30/09	40	In-house	Meeting/Seminar	In-house	Local	2,457	1	0		\$0	\$374	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$374
G1 ZNEH Summit	04/30/09	15	New	Meeting/Seminar	Meeting	Local	1,294	2	0		\$0	\$94	\$0	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$340	\$0	\$464
Total		89,898																				\$266,655		\$1,657,739

**Expo Center Event Analysis**

**April 2010**

		Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	Catering	Utilities	Parking	Total
2010 Portland Auto Swap Meet	9-11	1				1	3	4		25,175	98,693		207,323	1,564	2,188		309,768
2010 NW Model A Regional Group Meeting	10			1		1	1			35	125						125
Rose City Gun and Knife Show	16-18	1				1	3	2		5,328	15,060	500	9,556		781	19,787	45,684
2010 Northwest Pet & Companion Fair	17-18	1				1	2	2		1,912	14,300	428	4,287		712	6,148	25,875
2010 Portland's Largest Garage Sale	17	1				1	1	4		5,237	4,600		7,296		154	12,493	24,543
Hardy Plant Society of Oregon Garden Fair	17-18	1				1	2	2		5,748	7,000	175	2,850	60	1,240	16,886	28,211
Royal Islands Spa Pool and BBQ Show	23-25	1				1	3	3		289	6,400	63			762	719	7,944
Performance Warehouse - 2010 Jobber Trade Sho	24-25	1	1			1	2	3		1,399	8,760	140		21,049	3,252	5,433	38,634
NW's Largest Family Expo	24-25	1				1	2	2		3,833	9,560		7,868	200	1,256	10,789	29,673
Clean Refuse Fleet CNG Truck Forum	26	1				1	1			35	300			315		147	762
		<b>9</b>	<b>1</b>	<b>1</b>		<b>10</b>	<b>20</b>	<b>22</b>	<b>50%</b>	<b>48,991</b>	<b>164,798</b>	<b>1,306</b>	<b>239,180</b>	<b>23,188</b>	<b>10,345</b>	<b>72,402</b>	<b>511,219</b>

**FY 2009-10 Year to Date**

July		3				3	10	7	27%	17,662	88,958	1,375	100,895	5,000	9,689	87,906	293,823
August		4		1		5	10	8	12%	10,179	27,600	1,483	32,861		2,080	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		9				10	25	18	53%	47,929	161,608	2,261	121,293	14,978	26,209	167,759	494,108
<b>April</b>		<b>9</b>	<b>1</b>	<b>1</b>		<b>10</b>	<b>20</b>	<b>22</b>	<b>50%</b>	<b>48,991</b>	<b>164,798</b>	<b>1,306</b>	<b>239,180</b>	<b>23,188</b>	<b>10,345</b>	<b>72,402</b>	<b>511,219</b>
May																	0
June																	0
Total to Date		61		21		84	198	167	41%	397,584	1,335,236	29,640	1,458,963	158,085	195,439	1,395,953	4,573,316

**Month to Month Comparison**

		<b>1</b>	<b>0</b>	<b>-3</b>	<b>0</b>	<b>-3</b>	<b>-5</b>	<b>3</b>	<b>6%</b>	<b>387</b>	<b>-195</b>	<b>-1,664</b>	<b>-13,003</b>	<b>-23,642</b>	<b>-409</b>	<b>-13,939</b>	<b>-52,852</b>
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**Year to Date Comparison**

		<b>4</b>	<b>-5</b>	<b>-6</b>	<b>0</b>	<b>-8</b>	<b>-14</b>	<b>8</b>	<b>-9%</b>	<b>-37,518</b>	<b>-219,568</b>	<b>-9,761</b>	<b>-173,325</b>	<b>-87,332</b>	<b>-19,832</b>	<b>-64,722</b>	<b>-574,540</b>
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**FY 2008-09**

July		4				4	13	10	29%	18,903	131,116	900	115,569	4,406	10,224	87,460	349,675
August		3				6	11	7	17%	12,106	44,824	6,573	54,633	36,664	2,616	27,676	172,986
September		7	1	4		12	25	18	42%	21,443	120,147	3,138	65,665	3,867	22,424	94,007	309,248
October		5	1	1		7	16	16	50%	30,675	134,225	1,840	115,458	11,234	31,287	137,523	431,567
November		8	1	1		10	29	25	66%	86,345	181,147	3,325	133,224	4,174	22,671	216,799	561,340
December		4		2		6	17	15	41%	36,513	94,245	1,550	126,758	1,171	11,024	133,049	367,797
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
<b>April</b>		<b>8</b>	<b>1</b>	<b>4</b>		<b>13</b>	<b>25</b>	<b>19</b>	<b>44%</b>	<b>48,604</b>	<b>164,993</b>	<b>2,970</b>	<b>252,183</b>	<b>46,830</b>	<b>10,754</b>	<b>86,341</b>	<b>564,071</b>
May		5	1	3		9	16	14	22%	9,350	64,045	2,288	20,457	60,607	6,176	42,453	196,026
June		2	1	2		5	10	7	11%	9,456	32,885	2,854	25,799	2,205	2,088	32,130	97,961
Total to Date		64	7	32	0	106	238	180	44%	453,908	1,651,734	44,543	1,678,544	308,229	223,535	1,535,258	5,441,843

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# **MERC Commission Meeting**

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June 2, 2010  
12:30 pm

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7.0 - Consent Agenda

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



May 5, 2010  
Oregon Convention Center, Room A 108-09

<b>Present:</b>	Ray Leary (Chair), Judie Hammerstad (via telephone), Elisa Dozono (via telephone), and Cynthia Haruyama
<b>Absent:</b>	Terry Goldman (excused), Karis Stoudamire-Phillips (excused) and Chris Erickson (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Leary at the Oregon Convention Center, Room A 108-09 at 12:30 p.m. A complete audio recording of this meeting is available on the MERC website at <a href="http://www.mercvenues.org">www.mercvenues.org</a> .
<b>1.0</b>	<b>QUORUM CONFIRMED</b> • A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER COMMUNICATIONS</b>
<b>3.0</b>	<b>INTERIM GENERAL MANAGER COMMENTS</b>
<b>3.1</b>	<b>Commissioner Questions on Packet Information</b>
<b>4.0</b>	<b>MERC VENUE BUSINESS REPORTS</b> Robin Williams and Jeff Blosser provided venue reports.
<b>5.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> None
<b>6.0</b>	<b>CONSENT AGENDA</b>
<b>6.1</b>	Approval of April 7, 2010 MERC Commission Meeting Record of Actions <b>VOTING:</b> Aye: 4 Nay: 0 Motion Passed
<b>7.0</b>	<b>MERC COMMISSION DELEGATIONS UPDATE</b> Dan Cooper, Metro Attorney, provided the update.
<b>8.0</b>	<b>ACTION AGENDA</b>
<b>8.1</b>	<b>Resolution 10-07 for the purpose of amending the Metropolitan Exposition Recreation Commission By-Laws</b> Nathan Sykes, Senior Metro Attorney, presented Resolution 10-07. A motion was made and seconded to approve Resolution 10-07. <b>VOTING:</b> Aye: 4 Nay: 0 Motion Passed
<b>8.2</b>	<b>Resolution 10-08 for the purpose of approving the extension to the National Sales, Marketing and Convention Services Agreement for the Oregon Convention Center with Travel Portland</b> Jeff Blosser presented Resolution 10-08. A motion was made and seconded to approve Resolution 10-08. <b>VOTING:</b> Aye: 4 Nay: 0 Motion Passed
<b>8.3</b>	<b>Resolution 10-09 for the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11</b> Cynthia Hill presented Resolution 10-09. A motion was made and seconded to approve Resolution 10-09. <b>VOTING:</b> Aye: 4 Nay: 0 Motion Passed



<b>9.0</b>	<b>STRATEGIC DISCUSSION: Travel Portland Updates</b> Jeff Miller, President/CEO of Travel Portland, provided the updates.
<b>10.0</b>	<b>EXECUTIVE SESSION</b> For the purpose of deliberations with persons designated by the Commission to conduct labor negotiations, pursuant to ORS 192.660(2)(d)
	The MERC Commission reconvened its regular meeting at 2:07pm. As there was no further business to come before the Commission, the meeting was adjourned at 2:10pm.

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

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

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

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

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

A Portland familiarization tour ("fam tour") where meals will be paid for by Travel Portland (formerly "POVA"), to familiarize potential meeting planners and association executives with Portland and with the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development, which activity(ies) will take place in Portland from June 10-13, 2010, per the attached.

Being approved by the MERC Commission, at its regular meeting on June 2, 2010, the above activity is hereby officially sanctioned by MERC.

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MERC Commission Chair

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



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

May 7, 2010

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

Travel Portland will be hosting a convention "Familiarization Trip" to Portland over the dates of June 10-13, 2010.

Approximately 24 national association executives and decision-makers, representing 15 associations, will be here to review Portland as a possible future convention site. These clients range from Oregon Convention Center users to multiple and single-hotel users.

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

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

THURSDAY June 10, 2010	FRIDAY June 11, 2010			SATURDAY June 12, 2010	
<p><b>6-8:30 p.m.</b> Dinner</p> <p>Andina Restaurant 1314 N.W. Glisan St.</p> <p>Dress: Business</p>	<p><b>8-9 a.m.</b> Breakfast</p> <p>Hilton Portland &amp; Executive Tower 921 S.W. Sixth</p> <p>Dress: Business</p>	<p><b>12:15 -1:15 p.m.</b> Lunch</p> <p>Portland Marriott Downtown Waterfront 1401 S.W. Naito Parkway</p> <p>Dress: Business</p>	<p><b>5:15-8:30 p.m.</b> Reception/ Dinner/ Glassblowing</p> <p>Elements Glass 1979 N.W. Vaughn St.</p> <p>Dress: Casual</p>	<p><b>8:45-9:45 a.m.</b> Breakfast</p> <p>Red Lion Hotel on the River 909 N. Hayden Island Drive</p> <p>Dress: Casual</p>	<p><b>5:30-6:30 p.m.</b> Reception <b>6:30 p.m.</b> Dinner</p> <p>Red Ridge Farms 5510 N.E. Breyman Orchards Road Dayton, Ore.</p> <p>Dress: Casual</p>

These functions offer the best opportunities and the most convenient times for you to meet our guests. I hope we will have the pleasure of your company. Please mark your calendars now and **RSVP by Friday, June 4**, to Jackie Harper, CMP (503.275.9290 or jackie@travelportland.com), if you are able to join us.

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

Sincerely,

Jeff Miller  
President & CEO

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# **MERC Commission Meeting**

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June 2, 2010  
12:30 pm

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8.0 - MERC Brand Identity  
Presentation

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Date: June 2, 2010  
To: Metropolitan Exposition Recreation Commission  
From: Jim Middaugh, Metro Director of Communications  
Stephanie Soden, MERC Director of Communications and Strategic Development  
Subject: Recommendations for MERC Brand Identity

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Key organizational changes are underway at the Metropolitan Exposition Recreation (MERC) as a result of recent amendments to Metro Code Title VI and recommendations emerging from Phases I-III of the Metro-MERC Business Practices Study. For example, the Commission no longer retains the employment authority over the MERC General Manager; the General Manager now reports to the Metro Chief Operating Officer (COO); and most MERC administrative personnel responsible for the primary MERC business support functions will be reassigned to various departments within Metro beginning July 1, 2010.

These changes represent a shift in the culture and identity of MERC, which has operated as a semi-independent organization since its inception in 1989. Throughout this time, by managing the three venues on Metro's behalf – the Oregon Convention Center (OCC), Portland Center for the Performing Arts (PCPA) and Portland Metropolitan Exposition Center (Expo) – MERC has established a separate identity as an organization operating as a service of Metro.

On July 1, MERC will become a consolidated and integrated entity within Metro. The following brand identity recommendations were developed to clearly communicate these organizational and cultural changes at MERC. We look forward to your review, feedback and support of these recommendations.

Please note that these recommendations **do not** pertain to the individual **MERC venues** and it is understood that each venue will retain its current brand identity websites and decision-making authority governing those identities.

**Recommendation #1: The term 'MERC' should only apply to the seven member Metropolitan Exposition Recreation Commission appointed by the Metro Council.**

The Commission should use a logo and maintain web presence in a manner proposed to be more closely aligned with the Metro family brand, the details of which are outlined below.

Employees working in the MERC Administrative Office (also referred to Business/Executive Offices) should be identified as Metro employees and utilize the Metro brand on or before July 1.

**Recommendation #2: Retire the current MERC logo and utilize the Metro Exposition Recreation logo in its place.**

The Metro logo should be used to visually communicate the integrated relationship of the Commission and MERC Administrative Office employees/functions within Metro. Business

documents and processes containing the current MERC logo should be updated with the Metro logo, and in certain instances in which the use of 'MERC' is required, such as certain legal contracts and documents, use of the MERC logo should continue until these documents expire. Under these circumstances, the MERC logo should include the tag line "A service of Metro."

Commission:

All Commission documents, including meeting agendas and materials, letterhead and business cards should depict the Metro logo followed by 'Exposition Recreation Commission' in a manner similar to other subsets or divisions within Metro. An attached packet includes sample Commission letterhead and business cards.

Employees:

MERC Administrative Office employees should use the standard Metro logo on individual business cards and on all work-related correspondence, per the Metro communication design standards.

Metro employees are currently given the option of including certain photos on the back of business cards. Venue photos should be available as an option to use on the back side of business cards utilized by the Commission and Administrative Office personnel, as demonstrated in the attached samples. The photos should also be introduced into the mix of business card photos available to any Metro employee.

**Recommendation #3:           Retire the MERC website ([www.mercvenues.org](http://www.mercvenues.org)). In its place, transfer pertinent information to various pages on the Metro website.**

Commission:

A new Commission page should be created and accessible from the Metro website, including Commissioner bios and meeting dates, agendas, materials and minutes. Visitors to this page, and other website pages should be able to directly access links to the venues and vice versa. In addition, other opportunities to link to this page should be created throughout the Metro website, including widgets on the "Art and business venues" page. A draft website page mock up is included in the attached packet for your reference.

Visitor Venues:

The current "Management and work teams" page in the "About Metro" section of the Metro website should list the General Manager of Visitor Venues in a manner similar to other Metro department directors. The relationship of the General Manager to the Commission and venues, in addition to Metro, should be described here.

News releases:

News releases about the Commission and/or the venues should be posted to the existing "News" page on the Metro website. News releases should also be posted to venue websites as appropriate.

Vendor registration/RFP and contractor information:

All information pertaining to MERC contracts, procurement, vendor registration, and RFPs should be transferred to the "Doing business" page on the Metro website.

Throughout the transition period determined by Metro Information Services, the current MERC website domain should remain active and redirect visitors to new pages outlined below.

**Recommendation #4: Signage containing references to MERC and/or its logo should be replaced with the Metro logo.**

Signage throughout the MERC facilities are venue-specific and do not reference MERC, with the exception of the MERC Administrative Office, located inside the north end of the OCC and corresponding way finding signs. As funds are available, references to MERC on OCC internal signage should be replaced with the Metro logo.

**Recommendation #5: Assign Metro email addresses to MERC Administrative Office employees.**

Many MERC and Metro employees are assigned multiple email addresses, representing various parts of the organization. The Metro email address ([firstname.lastname@oregonmetro.gov](mailto:firstname.lastname@oregonmetro.gov)) should be added to coincide with the use of new Metro business cards for employees transitioning to Metro departments.

Use of Metro email addresses can begin only after the MERC and Metro network domains are consolidated, which is expected to be finalized in August/September.

**Recommendation #6: All employees should identify themselves as Metro, not MERC.**

While many employees relate individually to their location/emphasis of work (i.e., PCPA or Sustainability Center) all employees should identify themselves as Metro employees and/or clarify the relationship of their program/service/venue to Metro when possible. The MERC Administrative Office should be referred to as Metro or Metro Visitor Venues.

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# **MERC Commission Meeting**

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June 2, 2010  
12:30 pm

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9.0 - Action Agenda

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**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**Resolution No. 10-10**

**For the Purpose of Electing MERC Commission Officers for Fiscal Year 2010-11.**

WHEREAS, at the June 2, 2010 regular meeting of the Metropolitan Exposition-Recreation Commission, the following Commissioners were nominated and elected as the Metropolitan Exposition-Recreation Commission officers for a one- year term, beginning July 1, 2010 and ending June 30, 2011:

**Chair:**

**Vice Chair:**

**Secretary-Treasurer:**

**BE IT THEREFORE RESOLVED** that the above slate of officers of the Metropolitan Exposition-Recreation Commission be hereby confirmed.

Passed by the Commission on June 2, 2010.

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Nathan A. Schwartz Sykes, Senior Attorney

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

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 10-11**

**For the Purpose of Delegating Duties from the Metropolitan Exposition Recreation Commission to the Metro Chief Operating Officer Pursuant to Metro Code Chapter 6.01.040**

**Whereas**, the Metropolitan Exposition Recreation Commission (“Commission”) delegated to the MERC General Manager the authority to set ancillary rates and negotiate all fees and charges with the exception of user fees pursuant to MERC Resolution No. 02-06;

**Whereas**, the Commission delegated to the MERC General Manager certain authority under the MERC Contracting and Purchasing Rules adopted pursuant to MERC Resolution No. 05-05;

**Whereas**, the Commission delegated to the MERC General Manager certain authority under the Capital Asset Management Policy adopted pursuant to MERC Resolution No. 05-09A;

**Whereas**, the Commission delegated to the MERC General Manager overall administration of Personnel Policies pursuant to MERC Resolution No. 07-23;

**Whereas**, the Metro Council revised Title VI of the Metro Code in regard to the powers of the Commission and granted certain powers to the Metro Chief Operating Officer (“Metro COO”);

**Whereas**, the Commission desires to delegate those powers previously delegated to the MERC General Manager to the Metro COO.

**BE IT THEREFORE RESOLVED AS FOLLOWS:**

That the Metropolitan Exposition Recreation Commission hereby delegates those powers delegated to the MERC General Manager in MERC Resolution Nos. 02-06, 05-05, 05-09A; 07-23 to the Metro COO and further delegates any other powers previously delegated to the MERC General Manager to the Metro COO in accordance with Title 6.01.040 of the Metro Code.

Passed by the Commission on June 2, 2010.

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

\_\_\_\_\_  
Chair

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

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

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 10-12**

Authorizing the Interim General Manager to notify contractor that Phase III additional work has been authorized; amend the agreement duration and payment; finalize and approve the Phase III Scope of Work and execute said amendment of Contract #1214 between Shiels Obletz Johnsen, Inc. and the Metropolitan Exposition Recreation Commission.

**WHEREAS**, in August 2008, MERC entered into an agreement with Shiels Obletz Johnsen, Inc. to provide services and materials associated with the Columbia River Crossing Project / Marine Drive analysis and potential impact to the Expo Center, and;

**WHEREAS**, delivery of these services and materials were identified and distinguished as Phase I and Phase II of the agreement, and;

**WHEREAS**, pending further authorization from MERC, the agreement identified a potential Phase III portion of the agreement associated with updating the Expo Center's current Conditional Use Master Plan, and;

**WHEREAS**, the current Expo Center Conditional Use Master Plan will expire June 2011 and it is in the best interests of MERC to update/revise the current plan before expiration, and;

**WHEREAS**, MERC may authorize Phase III additional work under the contract to conduct assessments, evaluations and prepare an updated Conditional Use Master Plan for submission to the City of Portland , and;

WHEREAS, MERC must authorize any personal service contract amendments with an initial amount greater than \$50,000 that increases the total amount payable to an amount more than \$50,000 greater than the initial contract pursuant to Section 8(B) of the MERC Contracting and Purchasing Rules.

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

1. Authorizes the Interim General Manager to notify contractor, Shiels Oblets Johnson, Inc., that Phase III additional work has been authorized,
2. Authorizes the Interim General Manager to amend and extend the agreement duration from July 30, 2008 to July 31, 2011, Attachment A,
3. Authorizes the Interim General Manager to increase the agreement payment by \$100,000 to a not to exceed sum of \$197,980, Attachment A,
4. Authorizes the Interim General Manager to finalize and approve the Phase III Expo Center Conditional Use Master Plan Scope of Work, Attachment B.

Passed by the Commission on June 2, 2010

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

\_\_\_\_\_  
Chair

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

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

## MERC Staff Report

**Agenda Item/Issue:** Authorizing the Interim General Manager to notify contractor that Phase III additional work has been authorized; amend the agreement duration and payment; finalize Phase III Scope of Work and execute said amendment of Contract #1214 between Shiels Obletz Johnsen, Inc. and the Metropolitan Exposition Recreation Commission.

**Resolution No.:** 10-12

**Presented By:** Chris Bailey

**Date:** June 2, 2010

**Background and Analysis:** In August 2008, MERC entered into an agreement with Shiels Obletz Johnsen, Inc. (SOJ) to provide services and materials associated with the Columbia River Crossing (CRC) Project / Marine Drive analysis and potential impact to the Expo Center. Delivery of these services and materials were identified and distinguished as Phase I and Phase II of the agreement. Pending further authorization from MERC, the agreement identified a potential Phase III portion of the agreement associated with updating the Expo's current Conditional Use Master Plan.

The initial duration for Phases I and II of the agreement was to be effective through October 2009. However, continued study and scheduling adjustments driven by the CRC and stakeholders resulted in the agreement being extended to March 2010 and then again to July 2010. This work, with MERC and SOJ involvement, exceeded initial estimates of time and budget. MERC/Metro was a participant and did not control the process. MERC staff believe it would be imprudent to proceed with Phase III Conditional Use Master Plan work until there was certainty with CRC regarding the Marine Drive Interchange alignment location.

Most recently, however, staff have become aware that there is a new review of the CRC project scope, which may impact the Expo Center and Marine Drive. Staff will follow this process closely, working in coordination with Metro staff, to ensure that the Expo Center's interests are represented and that any potential alignment changes and their related impacts to the Expo Center are evaluated and incorporated into the Master Plan as necessary and appropriate.

The completion of Phases I and II included the active participation of both MERC and Metro staff and resulted in a proposed Marine Drive realignment recommendation that is the least impactful to the Expo Center facilities and operations. The initial agreement also established a not to exceed payment amount of \$97,980; expenses through May 2010 total \$76,340.

The current Expo Center Conditional Use Master Plan is scheduled to expire June 2011 and it is in the best interests of MERC to update/revise the current plan before expiration.

The agreement between SOJ and MERC provides that MERC may authorize Phase III additional work under the contract to conduct assessments, evaluations and prepare an updated Conditional Use Master Plan for submission to the City of Portland. Within this context, staff

recommends that MERC authorize the Interim General Manager to notify contractor that Phase III additional work has been authorized, prepare a contract amendment and execute said amendment to include the following:

- extend the agreement duration from July 30, 2008 to July 31, 2011
- increase total contract value by a \$100,000 (currently in FY 11 Budget), total contract value not to exceed \$197,980
- finalize and approve the Phase III Expo Center Conditional Use Master Plan Scope of Work

**Fiscal Impact:** In accordance with the FY 11 Budget, payment for services and materials not to exceed \$100,000.

**Attachments to Resolution and/or Staff Report:**

Contract #: 1214, Amendment #: 3, Shiels Oblatz Johnsen, Inc.

Draft Phase III Expo Center Conditional Use Master Plan Scope of Work

**Recommendation:** Staff recommends that the Metropolitan Exposition Recreation Commission adopt Resolution 10-12, authorizing the Interim General Manager to notify contractor that Phase III additional work has been authorized; amend the agreement duration and payment; finalize Phase III Scope of Work and execute said amendment of Contract #1214 between Shiels Oblatz Johnsen, Inc. and the Metropolitan Exposition Recreation Commission.



**METROPOLITAN EXPOSITION  
RECREATION COMMISSION**



**Contract #: 1214  
Amendment #: 3**

**Shiels Oblatz Johnsen, Inc  
Exposition Center Master Plan Update**

This agreement hereby amends the above titled contract between the Metropolitan Exposition-Recreation Commission, referred to hereinafter as "MERC" and Shiels Oblatz Johnsen, Inc. (SOJ) referred to as "Contractor."

The following sections are replaced in their entirety:

- 1. Duration. This personal services agreement ("Agreement") shall be effective July 30, 2008 and shall remain in effect until and including July 31, 2011, unless terminated or extended as provided in this Agreement.
- 2. Payment. MERC shall increase and pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the final Scope of Work for a maximum sum not to exceed one hundred thousand AND no/100THS DOLLARS (\$100,000.00); per this amendment, total agreement payment not to exceed one hundred ninety-seven thousand nine-hundred eighty AND no/100THS DOLLARS (\$197,980.00).

Attachment B, Draft Phase III Expo Center Conditional Use Master Plan Scope of Work.

All other terms and conditions of the Agreement remain unchanged.

**CONTRACTOR**

\_\_\_\_\_  
Rick Gustafson, Vice President

\_\_\_\_\_  
Date

**MERC**

\_\_\_\_\_  
Cheyl Twete, Interim General Manager

\_\_\_\_\_  
Date

### Phase III Expo Center Conditional Use Master Plan Scope of Work

Metropolitan Exposition-Recreation Commission (MERC) wishes to pursue City approval of an updated Conditional Use Master Plan for the Expo Center by June of 2011. The current Expo Center Master Plan expires in 2011.

The Master Plan will evaluate and address the impacts of Expo Center development that is projected to occur over the next 10 years while setting the stage for a longer-term, more intensive build out of the site.

MERC has indicated that the projected 10-year building development is not expected to be significantly different than what is already shown in the current Master Plan. The City's Master Plan approval criteria are substantially the same as when the Master Plan was originally approved in 2001. In that time, however, other City policies and priorities have evolved and will affect the nature and content of the pending application.

Shiels Oblatz Johnsen is recommending the following firms be involved with the preparation of the Master Plan:

Shiels Oblatz Johnsen	Project Management
SERA Architects	Planning and Urban Design
Kittelson Associates	Traffic and Transportation
Greenworks	Storm Water Management and Landscape Architecture
ED Hovee	Economic Development

**Task 1 Mobilization.** This task establishes the foundation for the project, defining the approval process, assembling background information and final scoping of the work to be completed by members of the consultant team.

- Review approved Master Plan to identify a framework for preparation of the application.
- Convene kick-off meeting of the client and consultant team to review the project and finalize the proposed work plan, schedule and assignments.
- Define key questions and critical issues for the Master Plan. Interview MERC/Expo staff to identify critical technical objectives for the work.
- Early Assessment meeting with City of Portland Bureau of Development Services to test application approach assumptions.
- Refine the approach, methodology and schedule for research and developing expected work products and review with Client to confirm that the products meet scope, schedule and budget expectations.

**Task 2 Pre-Application Conference.** This City-required conference convenes interested City agencies to review the proposed development, ask questions and provide advice on City requirements. In preparation, the consultant team will initiate preliminary planning work to identify potential issues and questions to be raised during the pre-application conference. Following that, the team will assist MERC in preparation for the conference, participate in the meeting as appropriate, review the City-prepared conference summary and follow-up as needed.

**Task 3 Technical Evaluation.** The current Expo Center Master Plan will provide the framework for the consultant team to “refresh” the information supplemented by new information generated by SERA Architects as part of the Columbia River Crossing design process. This, plus additional information requested by City staff during the pre-application conference will establish the technical needs for the application. Studies anticipated to be included to meet the City’s minimum requirements include:

- **Programming and Facilities Planning.** The consultants will use the existing Master Plan as the basis for the submittal. However, SOJ and MERC staff anticipate that there will be some modifications to reflect the initial site planning and urban design ideas generated last year as part of our CRC, potentially including a connection to the riverfront, connections to the Vanport Wetlands and an addition of a multi-use area at the southwest corner of the property. As work progresses, new ideas may be generated, however, the intent of the Master Plan work at this stage is to focus on the next ten years of potential redevelopment.
- **Site Planning.** Consultants will integrate MERC’s long-range development vision prepared as part of Columbia River Crossing (CRC) discussion.
- **Wetland and Storm Water Management.** The City’s Bureau of Environmental Services standards have evolved since the original plan was adopted in 2001. It is anticipated that additional study/evaluation of storm water management and wetlands will be required by the City.
- **Traffic Impact Analysis.** A base level of information is required to be included in the application and it is anticipated that the factors addressed in the 2001 will be updated with current traffic volumes and standards. This work will also incorporate considerations and information related to the current preferred option included with the CRC.
- **Economic Studies.** While not specifically required by the Conditional Use Master Plan approval process, MERC may decide that developing a case for the economic benefits of the Expo Center may be useful over the course of the project. A potential financing strategy for the next ten years of development activity will be developed to guide MERC’s project planning work.

Additional studies beyond the minimum requirements may be requested by the City such as detailed traffic studies, further information on the CRC impacts, parking analysis or environmental studies.



**Task 4 Master Plan/Application.** Information from the previous Master Plan supplemented by the additional technical evaluation will be used to prepare the Master Plan submittals. Contents will follow the City code requirements through a two-step process:

- **Prepare Draft Master Plan.** The consultant team will prepare a draft version of the entire Master Plan and make it available for review by key agencies and interested groups prior to submittal. After client review and necessary revision, the draft plan will be released for review 30 days before the targeted application submittal date. Comments will be solicited and reflected in the final Master Plan.
- **Master Plan Submittal.** The required submittals and applications will be prepared and submitted for review through the City's Type III process. The Master Plan organization will match that of the 2001 approved plan. The consultant team will maintain close contact with the agencies throughout the review process.

**Task 5 Citizen Participation.** The master planning process will be coordinated with public participation as outlined in the City code as well as any additional interests identified by MERC. Briefings will be held with interested organizations to meet the City's process requirements. The Master Plan submittals will document MERC's public outreach effort and show how citizen input has shaped the plan.

MERC will create a project advisory committee to provide community and stakeholder input into the Master Plan update. Members of this committee will include neighborhood and business community representatives, representatives of Expo Center's clients, key staff from Metro and other public agencies as appropriate., This committee may evolve into an on-going advisory committee for the Expo Center.

**Task 6 Master Plan Hearing.** The Master Plan approval culminates in a hearing before the City's hearings officer. Hearing preparation will begin once the application has been submitted and include the following:

- **Review Staff Report and Recommendations.** City staff will issue their report 10 days prior to the hearing. The consultant team will stay in contact with staff while the report is developed in order to identify and address potential staff concerns and resolve these issues prior to the hearing.
- **Prepare Hearing Presentation.** In coordination with MERC staff, the consultant team will be the lead on presenting the application at the Hearing in addition to preparing hearing testimony and presentation aids, be available to attend the hearing and respond to issues as appropriate. Expo Center Master Plan supporters will also be enlisted to present public testimony at the hearing.

**Consultant Fees**

		SOJ	SERA	Kittelson	Greenworks	
Task 1	Mobilization/Background	\$3,000	\$2,000	\$1,000	\$1,000	\$7,000
Task 2	Pre-App Conference	\$1,000	\$2,000	\$1,000	\$2,000	\$6,000
Task 3	Technical Evaluation	\$3,000	\$10,000	\$15,000	\$10,000	\$38,000
Task 4	MP Application	\$5,000	\$15,000	\$2,000	\$1,000	\$23,000
Task 5	Citizen Participation	\$2,000	\$5,000	\$0		\$7,000
Task 6	MP Hearing	\$2,000	\$2,000	\$1,000	\$1,000	\$6,000
		\$16,000	\$36,000	\$20,000	\$15,000	\$87,000
					Contingency	\$12,000
					Reimbursables	<u>\$10,000</u>
					<b>Total</b>	<b>\$109,000</b>
					ED Hovee	\$10,000

DRAFT

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

RESOLUTION NO. 10 - 13

**Accepting Glumac as the lowest responsive and responsible bidder for professional services needed for the Retro-Commissioning project at the Oregon Convention Center and authorize the Interim General Manager to execute a personal service contract with Glumac, in an amount not to exceed \$258,744.**

**WHEREAS**, in the public interest, for the purpose of retro commissioning the Oregon Convention Center to systematically optimize the building and ancillary systems so that they operate efficiently and effectively in accordance with all designed system specifications and in accordance with ASRAE and LEED standards and requirements; and

**WHEREAS**, the approved Capital Budget includes provisions for the Oregon Convention Center Retro-Commissioning Project; and

**WHEREAS**, staff completed a formal solicitation of bids culminating with a bid opening on February 24, 2010; and

**WHEREAS**, MERC staff has evaluated the bids and the lowest responsive and responsible Bidder was Glumac with a bid of \$258,744 with terms over three (3) years; and

**WHEREAS**, Section 2(B) allows the Commission to exempt contracts from the Contracting and Purchasing Rules on a case by case basis; and

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

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

1. Exempts this contract from the requirement of competitive sealed proposals under MERC Contracting and Purchasing Rules Section 5(D) because it was subject to competitive bidding;
2. Accepts the bid of Glumac for the Retro-Commissioning Project at the Oregon Convention Center.
3. Authorizes the MERC Interim General Manager to execute the contract in substantially the same form as attached as Exhibit "A" to this Resolution, with Glumac in an amount not to exceed \$258,744.00 for the performance of work in accordance with the Bid Documents. The term of the contract shall be over Five (5) years as further specified in the contract documents.

Passed by the Commission on June 2, 2010.

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

\_\_\_\_\_  
Chair

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

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

## MERC STAFF REPORT

**Agenda Item/Issue:** Acceptance of Glumac bid as the lowest responsive and responsible bidder for the Retro-Commissioning Project at the Oregon Convention Center.

**Resolution No:** 10-13

**Date:** June 2, 2010

**Presented by:** Jeff Blosser

**BACKGROUND:** In compliance with the latest LEED Silver Certification as awarded to the Oregon Convention Center and in order to ensure that the Oregon Convention Center (OCC) building systems are optimized fully to their design specifications and running on the most efficient level possible, the services provided by Glumac will accomplish this task by completing a full facility retro-commissioning.

The retro-commissioning project for OCC will include the observation of the various building systems' conditions, operating strategies, and practices for the purpose of finding and implementing cost-effective improvements. The investigation will include testing individual pieces of equipment (as needed) to their specifications of how they should be operating and testing for how well the equipment and systems are integrated with each other. The project does not include implementing capital improvements. However, in the course of the investigation, any energy efficiency capital improvements that are thought to be effective will be offered as recommendations to the Owner. The investigation will also bring to the Owner's attention any problems that might jeopardize the building's indoor environmental air quality. The project does include work with the Energy Trust of Oregon to recognize any additional efficiencies and possible incentives and rebates. Due to the highly technical nature of this work, MERC staff employed a consultant to assist in the preparation of the bid specifications so that all bids would be equal and based upon the exact same specifications. This allowed MERC be more restrictive and competitively bid this project to allow selection based upon the lowest responsive bidder.

On February 3, 2010, MERC Staff issued a Request for Bids for the OCC Retro-Commissioning Project. The Request for Bids (RFB) complied with ORS and was published in the Daily Journal of Commerce, Oregonian and the Observer. On February 10, 2010, a site walk was held for all interested bidders. Eighteen (18) firms attended, one firm was listed as Minority Owned. Bids were received on February 24, 2010. Five (5) firms submitted bids ranging from \$258,744 to \$437,060. Of the five (5) bids received, none of the firms were Certified M/W/ESB or FOTA, however all firms were local. The lowest responsive bidder was Glumac, for the amount of \$258,744.

The procurement process used for this work followed an allowable and appropriate method of procurement within State Law. In essence, staff followed a stricter process than would have been required by MERC procurement policies by using the Request for Bid (RFB) process and sealed responses. Staff selected the lowest price, responsive bid. Resolution 10-13 provides for an exemption from the MERC Contracting and Purchasing Rules Section 5(D) requiring sealed proposals from respondents for personal service contracts of \$100,000 or more because respondents provided sealed bids and were evaluated on lowest price, responsive bid basis. Also, the contract has been modified to a Personal Services Agreement rather than a Public Contract because the nature of the work is a professional service, not a capital improvement. The scope of work remains the same as proposed by Glumac in its sealed bid, except that they will complete the work in three (3) years rather than five (5) years.

**FISCAL IMPACT:** This project has been budgeted at \$65,000 per year for five (5) years, totaling \$325,000. However, due to the complete bidding process the lowest responsive bidder came in at \$258,744, thus allowing MERC to complete this project in a shorter time period of three (3) years and benefit from an overall project savings of approximately \$66,000.

The Oregon Convention Center Retro Commissioning project will be reclassified from a capital project to Contracted Professional Services. As a Capital project, the funding source was Transient Lodging Tax (TLT) designated for capital improvement. This reclassification eliminates the use of the TLT capital funds therefore the Contingency for Capital (TL Tax) will increase by \$130,000 and the unappropriated fund balance will decrease by \$130,000.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission accept Glumac as the lowest responsible and responsive bidder and authorize the MERC Interim General Manager to execute a contract with Glumac in the amount of \$258,744 for a 4-year term as specified in the contract for the Retro-Commissioning Project at the Oregon Convention Center.

# Personal Services Agreement



777 NE Martin Luther King Jr. Blvd.  
Portland, Oregon 97232  
503-731-7800

## For Personal Service Agreements \$50,000 & Up

Contract # \_\_\_\_\_

THIS AGREEMENT is between Metropolitan Exposition-Recreation Commission ("MERC"), located at 777 N.E. Martin Luther King, Jr. Blvd., Portland, OR 97232-2736, and Glumac referred to herein as "Contractor," located at 320 SW Washington, #200 Portland OR 97204.

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. **Duration.** This personal services agreement shall be effective June 15, 2010 and shall remain in effect until and including June 30, 2013 unless terminated or extended as provided in this Agreement.

2. **Scope of Work.** Contractor shall provide all services and materials specified in the attached "Exhibit A -- Scope of Work," which is incorporated into this Agreement by reference. All services and materials shall be provided by Contractor in accordance with the Scope of Work, in a competent and professional manner. To the extent that the Scope of Work contains additional contract provisions or waives any provision in the body of this Agreement, the Scope of Work shall control.

3. **Payment.** MERC shall pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the Scope of Work for a maximum sum not to exceed Two Hundred Fifty Eight Thousand Seven Hundred Forty Four Dollars and No Cents (\$258,744.00) as follows:

**Year 1 – June 15, 2010 through June 30, 2011, total billing not to exceed \$130,000.00**

**Year 2 – July 1, 2011 through June 30, 2012, total billing not to exceed \$65,000.000**

**Year 3 – July 1, 2012 through June 30, 2013, total billing not to exceed \$63,744.00**

4. **Insurance.**

a. Contractor shall purchase and maintain at the Contractor's expense, the following types of insurance, covering the Contractor, its employees, and agents:

(1) Broad form comprehensive general liability insurance covering bodily injury and property damage, with automatic coverage for premises, operations, and product liability, shall be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage; and

(2) automobile bodily injury and property damage liability insurance coverage shall be a minimum of 1,000,000 per occurrence.

b. MERC, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS. Notice of any material change or policy cancellation shall be provided to MERC 30 days prior to the change or cancellation.

c. Contractor, its subcontractors, if any, and all employers working under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. Contractor shall provide MERC with certification of Workers' Compensation insurance including employer's liability. If Contractor has no employees and will perform the work without the assistance of others, a certificate to that effect may be attached, as Exhibit B, in lieu of the certificate showing current Workers' Compensation.

d. If required by the Scope of Work, Contractor shall maintain for the duration of this Agreement professional liability insurance covering personal injury and property damage arising from errors, omissions, or malpractice. Coverage shall be in the minimum amount of \$500,000. Contractor shall provide to MERC a certificate of this insurance, and 30 days' advance notice of material change or cancellation.

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

5. Indemnification. Contractor shall indemnify and hold MERC, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Agreement, or with any patent infringement or copyright claims arising out of the use of Contractor's designs or other materials by MERC and for any claims or disputes involving subcontractors.

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

a. Contractor and subcontractors shall maintain all fiscal records relating to such contracts in accordance with generally accepted accounting principles. In addition, Contractor and subcontractors shall maintain any other records necessary to clearly document:

- (1) The performance of the contractor, including but not limited to the contractor's compliance with contract plans and specifications, compliance with fair contracting and employment programs, compliance with Oregon law on the payment of wages and accelerated payment provisions; and compliance with any and all requirements imposed on the contractor or subcontractor under the terms of the contract or subcontract;
- (2) Any claims arising from or relating to the performance of the contractor or subcontractor under a public contract;
- (3) Any cost and pricing data relating to the contract; and
- (4) Payments made to all suppliers and subcontractors.

b. Contractor and subcontractors shall maintain records for the longer period of (a.) six years from the date of final completion of the contract to which the records relate or (b.) until the conclusion of any audit, controversy or litigation arising out of or related to the contract.

c. Contractor and subcontractors shall make records available to MERC and its authorized representatives, including but not limited to the staff of any MERC department and the staff of the MERC Auditor, within the boundaries of the MERC region, at reasonable times and places regardless of whether litigation has been filed on any claims. If the records are not made available within the boundaries of MERC, the Contractor or subcontractor agrees to bear all of the costs for MERC employees, and any necessary consultants hired by MERC, including but not limited to the costs of travel, per diem sums, salary, and any other expenses that MERC incurs, in sending its employees or consultants to examine, audit, inspect, and copy those records. If the Contractor elects to have such records outside these boundaries, the costs paid by the Contractor to MERC for inspection, auditing, examining and copying those records shall not be recoverable costs in any legal proceeding.

d. Contractor and subcontractors authorize and permit MERC and its authorized representatives, including but not limited to the staff of any MERC department and the staff of the MERC Auditor, to inspect, examine, copy and audit the books and records of Contractor or subcontractor, including tax returns, financial statements, other financial documents and any documents that may be placed in escrow according to any contract requirements. MERC shall keep any such documents confidential to the extent permitted by Oregon law, subject to the provisions of section E.

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e. Contractor and subcontractors agree to disclose the records requested by MERC and agree to the admission of such records as evidence in any proceeding between MERC and the Contractor or subcontractor, including, but not limited to, a court proceeding, arbitration, mediation or other alternative dispute resolution process.

f. Contractor and subcontractors agree that in the event such records disclose that MERC is owed any sum of money or establish that any portion of any claim made against MERC is not warranted, the Contractor or subcontractor shall pay all costs incurred by MERC in conducting the audit and inspection. Such costs may be withheld from any sum that is due or that becomes due from MERC.

g. Failure of the Contractor or subcontractor to keep or disclose records as required by this document or any solicitation document may result in debarment as a bidder or proposer for future MERC contracts as provided in ORS 279B.130 and MERC Code Section 2.04.070(c), or may result in a finding that the Contractor or subcontractor is not a responsible bidder or proposer as provided in ORS 279B.110 and MERC Code Section 2.04.052.

7. Project Information. Contractor shall share all project information and fully cooperate with MERC, informing MERC of all aspects of the project including actual or potential problems or defects. Contractor shall abstain from releasing any information or project news without the prior and specific written approval of MERC.

8. Independent Contractor Status. Contractor shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Contractor be considered an employee of MERC. Contractor shall provide all tools or equipment necessary to carry out this Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Contractor is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Contractor shall identify and certify tax status and identification number through execution of IRS form W-9 prior to submitting any request for payment to MERC.

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

10. State and Federal Law Constraints. Both parties shall comply with the public contracting provisions of ORS chapters 279A, 279B and 279C, and the recycling provisions of ORS 279B.025 to the extent those provisions apply to this Agreement. All such provisions required to be included in this Agreement are incorporated herein by reference. Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations including those of the Americans with Disabilities Act.

11. Situs. The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the state of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

12. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstance, be assigned or transferred by either party.

13. Termination. This Agreement may be terminated by mutual consent of the parties. In addition, MERC may terminate this Agreement by giving Contractor seven days prior written notice of intent to terminate, without waiving any claims or remedies it may have against Contractor. Termination shall not excuse payment for expenses properly incurred prior to notice of termination, but neither party shall be liable for indirect or consequential damages arising from termination under this section.



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14. No Waiver of Claims. The failure to enforce any provision of this Agreement shall not constitute a waiver by MERC of that or any other provision.

15. Modification. Notwithstanding and succeeding any and all prior agreement(s) or practice(s), this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing(s), signed by both parties.

\_\_\_\_\_

MERC

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



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## Scope Of Work – Attachment A

MERC Contract No. \_\_\_\_\_

### 1. Description of the Scope of Work

The contract contemplated consists of the following:

The retro-commissioning effort for this building will include the observation of the various building systems' conditions, operating strategies, and practices for the purpose of finding and implementing cost-effective improvements. The investigation will include testing individual pieces of equipment (as needed) and testing for how well equipment and systems are integrated with each other. The project does not include implementing capital improvements. However, in the course of the investigation, any energy efficiency capital improvements that are thought to be effective will be offered as recommendations to the MERC. The investigation will also bring to the MERC's attention any problems that might jeopardize the building's indoor environmental quality. The project does not include implementation of solutions for any indoor environmental quality problems.

The Contractor will also be expected to interface with the Oregon Dept. of Energy and the Energy Trust of Oregon, including filling out necessary forms and applications to apply for available tax credits or incentives that may be applicable as a result of this effort.

The Contractor shall commission:

1. Air handling systems (inc. terminal devices & associated exhaust systems)
2. Heat pumps
3. Chilled water system (inc. chillers, pumps, etc...)
4. Condensing water system (inc. cooling towers, pumps, etc...)
5. Heating water system (inc. boilers, pumps, etc...)
6. Building Automation System (BAS)

### **Project Phasing**

MERC will phase this project over three (3) years (as further outlined in the contract and contract payment terms). Contractor shall complete the work as set forth in the Retro-Commissioning Services Bid, dated February 24, 2010, and attached to this Scope of Work as Attachment 1. Contractor shall revise the originally submitted five (5)-year plan to match the new contract terms of three (3) years. The revision shall only shorten the timeline, not remove any scope of work or tasks as bid.

### **Description of Systems to be part of the Retro-commissioning Project:**

Contractor was provided as part of the RFB, an equipment list, with locations representing OCC's current records, but not inclusive of all system components. Contractor is responsible for identifying and completing an inventory of all equipment.

### **Objectives**

The purpose of the retro-commissioning effort includes the following:

- Ensure compliance with ASHRAE 62.1 ventilation requirements for indoor air quality
- Enhanced documentation of the operational and maintenance (O&M) requirements for equipment and systems
- Reduce energy costs
- Ensure systems are operating as intended



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## Scope Of Work – Attachment A

- Optimize control systems through calibration of critical sensors, review metered data and trend logs, and functional equipment testing
- Identify operational and maintenance enhancements that result in improvements in energy efficiency, occupant comfort, or indoor air quality
- Identify O&M staff training needs
- Provide MERC with re-commissioning report and manual

### Project Steps:

- Identify and review documentation, drawings, data, energy usage and other required information
- Develop a building-specific retro-commissioning plan
- Develop agendas and facilitate all commissioning meetings
- Perform a detailed on-site assessment of the present maintenance practices and operating strategies, noting all possible deficiencies and improvements
- Develop monitoring and testing plans
- Perform short-term diagnostic monitoring, using BAS trend-logging where appropriate
- Develop, oversee, and document functional test procedures as needed
- Develop master lists of deficiencies and improvements
- Recommend system or energy-efficient capital improvements for further investigation.
- Prioritize the most cost-effective improvements for implementation for existing systems
- Supervise the implementation of the selected improvements
- Calculate the estimated energy savings based on the before-and-after short-term energy measurements
- Submit a final report and all specified deliverables
- Update building documentation
- Develop a Systems manual
- Develop a comprehensive training plan for the facility staff

### Scope of Work

#### Planning Phase:

- Review and update building documentation as required for commissioned equipment.
- Develop the retro-commissioning plan with input from the facilities staff. The plan shall at a minimum contain the following sections:
  - General building information and contacts (name, address, phone numbers etc.)
  - Project objectives
  - Building description (brief)
  - Project scope
  - Roles and responsibilities
  - Schedule (for primary tasks)
  - Documentation
  - Investigation scope and methods
  - Implementation phase
  - Project handoff
- Conduct a scoping meeting to review, discuss, and agree to the retro-commissioning plan.
- Deliverables:
  - Retro-commissioning plan
  - Minutes of scoping meeting

#### Investigation Phase:

- Perform a site assessment to gain an in-depth understanding of how the building systems and equipment are currently operated and maintained, why they are operated in that way, and what the facility staff



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## Scope Of Work – Attachment A

considers to be the most significant problems. The site assessment shall address the following major issues:

- Overall building energy use and demand, and areas of highest energy use and demand
- Current design and operational intent and actual control sequences for each piece of equipment included in the project
- Equipment nameplate information and equipment condition issues
- Current schedules (setpoint, time-of-day, holiday, etc.)
- The most severe control and operational problems
- Location of the most comfort problems or trouble spots in the buildings
- Current O&M practices
- Prepare a master list of deficiencies and potential improvements. At a minimum, the list should include the name of the system or piece of equipment, a description of the deficiency or problem, and a suggested solution. These deficiencies shall be categorized into four primary categories: maintenance, operation, design, or installation.
- Develop and implement a diagnostic monitoring and test plan to compile data on how systems are operating by the use of BAS trend logging, portable data logging or functional performance tests.
- Work with the MERC to select the most cost-effective opportunities for implementation.
- Deliverables:
  - Short-term diagnostic monitoring and functional test plans
  - The master list of deficiencies and potential improvements
  - Completed site-assessment forms (optional)
  - Completed functional tests
  - A list of selected improvements for immediate implementation, including estimated costs and simple payback periods

### Implementation Phase:

MERC will implement major cost effective improvements at MERC's discretion. Contractor shall:

- Retest and re-monitor to confirm that the affected equipment is operating properly by BAS trending, manual testing, or data logging
- Review the Operation and Maintenance Manual to assure documentation is current
- Develop a Systems Manual
- Develop a training plan as necessary for the facility operating staff
- Deliverables:
  - Completed repairs and improvements
  - Final estimated energy savings calculations for completed or anticipated energy saving improvements
  - Systems Manual
  - Training plan
  - O&M manual recommendations

### Project Turnover Phase:

- Seasonal testing if required
- Prepare and submit the final report including:
  - Executive summary
  - Analysis of major findings and results
  - Building and systems descriptions
  - Scope of the commissioning project
  - Master list of improvements, including training needs and maintenance recommendations
  - Detailed description of improvements that were implemented, with cost and savings information
  - List of recommended capital improvements for further investigation
  - Original and updated commissioning plan



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## Scope Of Work – Attachment A

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- EMCS trending plan and logger diagnostic, monitoring plan and results
- All completed functional tests and results
- Develop a re-commissioning plan and schedule

### 2. **Payment and Billing**

Contractor shall perform the above work for a maximum price as set forth in Section 3 of the Agreement.

The maximum price includes all fees, costs and expenses of whatever nature. Each of MERC's payments to Contractor shall equal the percentage of the work Contractor accomplished during the billing period. Contractor's billing statements will include an itemized statement of work done and expenses incurred during the billing period, will not be submitted more frequently than once a month, and will be sent to MERC, attention: Heather Peck, 777 N.E. Martin Luther King, Jr. Blvd., Portland, OR 97232-2736. MERC will pay Contractor within 30 days after invoice date or within 15 days after invoice approval.

**Oregon Convention Center  
 Retro - Commissioning Services Bid  
 Description of Work**

**Phase 1            March 2010 through February 2011**

Planning Tasks

- Conduct and document kick-off meeting with project participants.
- Review and update available building documentation for commissioned equipment.
  - Original commissioning documentation
  - As-built drawings
  - Equipment O&M's
  - Building maintenance management protocols and software outputs
  - Controls O&M's
    - Single line drawings
    - DDC graphics / Points list
    - Sequence of operations
- Review utility bills and develop gross opportunity (ASHRAE Level 1) assessment based on energy utilization comparison with similar facilities.
- Develop draft Retro-Cx Plan with building staff to document goals and approach based on existing conditions and Owner preferences.

Investigation Tasks

- Develop and implement a diagnostic monitoring and test plan to compile data on how systems are operating by the use of BAS trend logging.
- Develop, oversee, and document functional test procedures as needed based on confirmed sequences of operations.
- Develop a DOE-2 model baseline to assess building energy use for the various systems (ASHRAE Level 2), and areas of highest energy use and demand.
- Report results to MERC representatives and determine baseline for future improvement tracking, including appropriate baseline adjustments to be considered as improvements are implemented and operational characteristics are modified.
- Update Retro-commissioning Plan to reflect additional information and Owner input.

Deliverables:

- Retro-Cx Plan
- Meeting minutes
- DOE-2 baseline document with preliminary energy analysis
- Draft Systems Manual
- Draft Training Plan

**Phase 2            March 2011 through February 2012**

Investigation Tasks

- Conduct a detailed on-site assessment of the design and operational intent, current condition, present maintenance practices and actual operating characteristics and control sequences for the following equipment / systems:
  - Terminal Units
  - VAV units

- Air Handling Unit fans and temperature control functions
- Fan coil units
- Exhaust fans
- Supply fans
- BAS system

This will include verifying equipment nameplate information and equipment condition issues, current schedules (setpoint, time-of-day, holiday, etc.), control and operational problems, location of comfort problems or trouble spots in the buildings and current O&M practices.

Diagnostic techniques will include calibration of temperature, pressure and flow sensors, confirmation of damper and valve actuator operation, instantaneous flow measurements, energy profiles for variable speed equipment over full operating ranges, trending and logging utilizing BAS as appropriate.

- Prepare a master list of deficiencies and potential improvements for these systems, including low-/no-cost measures for rapid implementation, as well as a preliminary list of possible capital improvements to be further investigated. This will include maintenance, operation, design, and installation categories, including estimated costs and simple payback periods, as well as determination of available funding for measures through EnergyTrust of Oregon.

Implementation Tasks

- Retest and re-monitor appropriate equipment and systems for measures implemented by MERC to confirm that the affected equipment is operating properly by BAS trending, manual testing, or data logging.
- Report results to EnergyTrust and MERC representatives and revisit energy model for tracking effectiveness of recommended measures, including appropriate baseline adjustments to be considered as improvements are implemented and operational characteristics are modified.
- Update Retro-commissioning Plan, System Manual and Training Plan to reflect changes.
- Deliverables:
  - Short-term diagnostic monitoring and functional test plans
  - Master list of deficiencies and potential improvements with cost and savings estimates
  - Completed site-assessment forms
  - Completed functional tests
  - O&M Manual recommendations
  - Updated Systems Manual
  - Updated Training Plan
  - Final estimated energy savings calculations for completed or anticipated energy saving improvements for subject systems

**Phase 3      March 2012 through February 2013**

Investigation Tasks

- Continue detailed on-site assessment of the design and operational intent, current condition, present maintenance practices and actual operating characteristics and control sequences for the following equipment / systems:
  - AHU hydronic coils
  - Central chilled water system components including
    - Chillers
    - Cooling towers
    - CHW and CW pumps
    - Process loop pumps
  - Water treatment systems for chilled and condenser water
  - BAS system

This will include verifying equipment nameplate information and equipment condition issues, current schedules (setpoint, time-of-day, holiday, etc.), control and operational problems, location of the most comfort problems or trouble spots in the buildings and current O&M practices.

Diagnostic techniques will include calibration of temperature, pressure and flow sensors, instantaneous flow measurements, energy profiles for variable speed equipment over full operating ranges, trending and logging utilizing BAS and portable equipment as appropriate.

- Prepare a master list of deficiencies and potential improvements for these systems, including low-/no-cost measures for rapid implementation, as well as a preliminary list of possible capital improvements to be further investigated. This will include maintenance, operation, design, and installation categories, including estimated costs and simple payback periods, as well as determination of available funding for measures through EnergyTrust of Oregon.

Implementation Tasks

- Retest and re-monitor appropriate equipment and systems for measures implemented by MERC to confirm that the affected equipment is operating properly by BAS trending, manual testing, or data logging.
- Report results to EnergyTrust and MERC representatives and revisit energy model for tracking effectiveness of recommended measures, including appropriate baseline adjustments to be considered as improvements are implemented and operational characteristics are modified.
- Update Retro-commissioning Plan, System Manual and Training Plan to reflect changes.
- Deliverables:
  - Short-term diagnostic monitoring and functional test plans
  - Master list of deficiencies and potential improvements with cost and savings estimates
  - Completed site-assessment forms



- Completed functional tests
- O&M Manual recommendations
- Updated Systems Manual
- Updated Training Plan
- Final estimated energy savings calculations for completed or anticipated energy saving improvements for subject systems

**Phase 4      March 2013 through February 2014**

Investigation Tasks

- Continue detailed on-site assessment of the design and operational intent, current condition, present maintenance practices and actual operating characteristics and control sequences for the following equipment / systems:
  - Central hot water system components including
    - Heating and Kitchen Boilers
    - Water heaters
    - Pumps
    - Hot water pumps
    - Process loop pumps
  - Compressors
  - Water treatment systems for heating water system
  - BAS system

This will include verifying equipment nameplate information and equipment condition issues, current schedules (setpoint, time-of-day, holiday, etc.), control and operational problems, location of the most comfort problems or trouble spots in the buildings and current O&M practices.

Diagnostic techniques will include calibration of temperature, pressure and flow sensors, instantaneous flow measurements, energy profiles for variable speed equipment over full operating ranges, trending and logging utilizing BAS and portable equipment as appropriate.

- Prepare a master list of deficiencies and potential improvements for these systems, including low-/no-cost measures for rapid implementation, as well as a preliminary list of possible capital improvements to be further investigated. This will include maintenance, operation, design, and installation categories, including estimated costs and simple payback periods, as well as determination of available funding for measures through EnergyTrust of Oregon.

Implementation Tasks

- Retest and re-monitor appropriate equipment and systems for measures implemented by MERC to confirm that the affected equipment is operating properly by BAS trending, manual testing, or data logging.
- Report results to EnergyTrust and MERC representatives and revisit energy model for tracking effectiveness of recommended measures, including appropriate baseline

adjustments to be considered as improvements are implemented and operational characteristics are modified.

- Update Retro-commissioning Plan, System Manual and Training Plan to reflect changes.
- Finalize recommended system or energy-efficient capital improvements for further investigation with MERC representatives and prioritize the most cost-effective improvements for implementation.
- Retest and re-monitor appropriate equipment and systems for measures implemented by MERC to confirm that the affected equipment is operating properly by BAS trending, manual testing, or data logging.
- Calculate the estimated energy savings based on the before-and-after short-term energy measurements
- Deliverables:
  - Short-term diagnostic monitoring and functional test plans
  - Master list of deficiencies and potential improvements with cost and savings estimates
  - Completed site-assessment forms
  - Completed functional tests
  - O&M Manual recommendations
  - Updated Systems Manual
  - Updated Training Plan
  - Final estimated energy savings calculations for completed or anticipated energy saving improvements

**Phase 5      March 2014 through February 2015**

Implementation Tasks

- Retest and re-monitor appropriate equipment and systems for measures implemented by MERC as needed to confirm that the affected equipment is operating properly by BAS trending, manual testing, or data logging.
- Report results to EnergyTrust and MERC representatives and revisit energy model for tracking effectiveness of recommended measures, including appropriate baseline adjustments to be considered as improvements are implemented and operational characteristics are modified.
- Update Retro-commissioning Plan, System Manual and Training Plan to reflect changes.
- Finalize recommended system or energy-efficient capital improvements for further investigation with MERC representatives and prioritize the most cost-effective improvements for implementation.

- Calculate the estimated energy savings based on the before-and-after short-term energy measurements
- Deliverables:
  - Short-term diagnostic monitoring and functional test plans
  - Master list of deficiencies and potential improvements with cost and savings estimates
  - Completed site-assessment forms
  - Completed functional tests
  - O&M Manual recommendations
  - Final Systems Manual
  - Final Training Plan
  - Final estimated energy savings calculations for completed or anticipated energy saving improvements

Project Turnover Tasks

- Review the Operation and Maintenance Manual to assure documentation is current
- Develop a Systems Manual
- Develop a training plan as necessary for the facility operating staff
- Submit a final report and all specified deliverables as follows:
  - Executive summary
  - Analysis of major findings and results
  - Building and systems descriptions
  - Scope of the commissioning project
  - Master list of improvements, including training needs and maintenance recommendations
  - Detailed description of improvements that were implemented, with cost and savings information
  - List of recommended capital improvements for further investigation
  - Original and updated commissioning plan
  - EMCS trending plan and logger diagnostic, monitoring plan and results
  - All completed functional tests and results
- Deliverables:
  - List of completed repairs and improvements
    - Summary of energy savings calculations for completed or anticipated energy saving improvements
  - Systems Manual
  - Training plan
  - O&M manual recommendations
  - Final Report

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 10-14**

Authorizing the Interim General Manager to finalize and approve labor billing rates and further, to execute a two-year renewal option between City Center Parking and the Metropolitan Exposition Recreation Commission for the provision of Parking Lot Labor and Limited Operational Management Services to the Oregon Convention Center and Portland Expo Center.

**WHEREAS**, in 2007, MERC entered into a contract with City Center Parking to provide Parking Lot Labor and Limited Operational Management Services to the Oregon Convention Center and Portland Expo Center, and;

**WHEREAS**, the initial contract term was for three (3) years beginning July 1, 2007 and ending June 30, 2010, and;

**WHEREAS**, the contract further provides that MERC shall have the option to renew the contract for single two-year term, not to exceed a total contract term of five (5) years, and;

**WHEREAS**, the current agreement will expire June 30, 2010 and it is in the best interests of MERC to extend the agreement prior to expiration, and;

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

1. Authorizes the Interim General Manager to finalize and approve labor billing rates and further, to execute a one two-year renewal option between City Center Parking and the Metropolitan Exposition Recreation Commission for the provision of Parking Lot Labor and Limited Operational Management Services to the Oregon Convention Center and Portland Expo Center.

Passed by the Commission on June 2, 2010.

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Chair

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

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Secretary/Treasurer

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

## MERC Staff Report

**Agenda Item/Issue:** Authorizing the Interim General Manager finalize and approve labor billing rates and further, to execute a two-year renewal option between City Center Parking and the Metropolitan Exposition Recreation Commission for the provision of Parking Lot Labor and Limited Operational Management Services to the Oregon Convention Center and Portland Expo Center.

**Resolution No.:** 10-14

**Presented By:** Chris Bailey

**Date:** June 2, 2010

**Background and Analysis:** In 2007, after a request for proposal process, MERC entered into a contract with City Center Parking to provide Parking Lot Labor and Limited Operational Management Services to the Oregon Convention Center and Portland Expo Center.

The initial contract term was for three (3) years beginning July 1, 2007 and ending June 30, 2010.

The contract further provides that MERC shall have the option to renew the contract for one two-year term not to exceed a total contract term of five (5) years.

The current agreement will expire June 30, 2010 and it is in the best interests of MERC to extend the agreement prior to a new expiration date of June 30, 2012.

A Notice of Intent to renew the Parking Lot Labor and Limited Operational Management Services contract between MERC and City Center has been sent to City Center Parking contingent upon MERC Commission approval. The Labor Billing Rates will be finalized with City Center Parking prior to execution of the renewal option. Discussions on rates are underway and staff requests that the Interim General Manager be given authority to finalize those billing rates.

**Fiscal Impact:** The proposed FY 2010-11 Budget provides for Parking Lot Management services in the amounts of \$166,000 for the Oregon Convention Center and \$100,810 for the Portland Expo Center.

**Recommendation:** Staff recommends that the Metropolitan Exposition Recreation Commission adopt Resolution 10-14, authorizing the Interim General Manager to finalize billing rates and further, to execute a two-year renewal option between City Center Parking and the Metropolitan Exposition Recreation Commission for the provision of Parking Lot Labor and Limited Operational Management Services to the Oregon Convention Center and Portland Expo Center.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 10-15**

**For the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11.**

WHEREAS, Metro Code 6.01.050 provides that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations; and

WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2010-11 budgets for the MERC Fund; and

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition Recreation Commission approves and transmits to the Metro Council the following budget amendment, attached as Exhibit A, for the fiscal year beginning July 1, 2010 and ending June 30, 2011 to be included in the total Metro budget.

Passed by the Commission on June 2, 2010.

\_\_\_\_\_  
Chair

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

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

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

## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11.

**Resolution No.:** 10-15

**Presented By:** Cynthia Hill

**Date:** June 2, 2010

**Background and Analysis:**

The MERC Budget was approved by Metro Council on April 29<sup>th</sup> and submitted to Tax Supervising and Conservation Commission (TSCC). Metro Council will adopt a final budget on June 17<sup>th</sup>. Technical amendments attached as "Exhibit A" request carry over funding for the Arlene Schnitzer Concert Hall (ASCH) Renovation and Main street Project; the reclassification of the Oregon Convention Center (OCC) Retro Commissioning Project from Capital Outlay to Contracted Professional Services; and the re-programming of management functions for cost savings by the reduction of two full time Director positions in MERC Administration.

**Fiscal Impact:**

Increase Unappropriated Fund Balance	\$ 48,642
Increase Capital Contingency (TL TAX)	\$ 130,000

**Attachments to Resolution and/or Staff Report:**

"Exhibit A" budget amendment documents for submission to Metro Council for inclusion in the FY 2010-11 Adopted Budget.

**Recommendation:** Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution No. 10-15 For the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11.

Carry-over for FP Use Only	
Org Unit	#

**AMENDMENT TO FY 2010-11 BUDGET**

**CENTER/SERVICE:** MERC Fund Venues

**DATE:** June 2, 2010

**DRAFTED BY :** Cynthia Hill

Type of Amendment:	Amendment to:	Purpose:
Technical <input checked="" type="checkbox"/>	Proposed Budget <input type="checkbox"/>	Operating <input checked="" type="checkbox"/>
Substantive <input type="checkbox"/>	Approved Budget <input checked="" type="checkbox"/>	Capital Project <input checked="" type="checkbox"/>
		Renewal & Replacement <input type="checkbox"/>

**PROPOSED AMENDMENT:**

This amendment reflects two requests:

- 1) Request \$50,000 carry-over for the ESL Architecture and Urban Design contract - Arlene Schnitzer Concert Hall (ASCH) Renovation and Main Street Project. The project funding is a combination of a grant from the City of Portland and PCPA operating funds. The remainder of the contract will investigate conditions of the ASCH that may affect pricing and set up a sound lab to evaluate the impact of various acoustical components and weigh their benefit against associated costs.
- 2) Reclassification of the Oregon Convention Center Retro Commissioning project from a capital project to Contracted Professional Services. As a Capital project, the funding source was Transient Lodging Tax (TLT) designated for capital improvement. This reclassification eliminates the use of the TLT capital funds therefore the Contingency for Capital (TL Tax) will increase by \$130,000 and the unappropriated fund balance will decrease by \$130,000.

Org Unit	Fund	Line Items		
		Acct #	Account Title	Amount
<b>Resources</b>	MERC Fund (555)			
		3500	Beginning Fund Balance (PCPA)	\$23,075
		4120	Local Grant – Direct from City of Portland (PCPA)	26,925
			<b>Total Resources</b>	<b>\$50,000</b>
<b>Requirements</b>	MERC Fund (555)			
		5240	Contracted Professional Services (PCPA)	\$50,000
		5240	Contracted Professional Services (OCC)	130,000
		5720	Building and Related (OCC)	(130,000)
		5900	OCC Unappropriated Fund Balance	(130,000)
		5999	Contingency for Capital (TL TAX)	130,000
			<b>Total Requirements</b>	<b>\$50,000</b>

**PROGRAM/STAFFING IMPACTS:** Continuation of contract obligations.

**ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT**

N/A

**OPTIONS FOR FUNDING THIS AMENDMENT**

N/A



Carry-over for FP Use Only	
Org Unit	#

**AMENDMENT TO FY 2010-11 BUDGET**

**CENTER/SERVICE:** MERC Fund Venues

**DATE:** June 2, 2010

**DRAFTED BY :** Cynthia Hill

Type of Amendment:	Amendment to:	Purpose:
Technical <input checked="" type="checkbox"/>	Proposed Budget <input type="checkbox"/>	Operating <input checked="" type="checkbox"/>
Substantive <input type="checkbox"/>	Approved Budget <input checked="" type="checkbox"/>	Capital Project <input type="checkbox"/>
		Renewal & Replacement <input type="checkbox"/>

**PROPOSED AMENDMENT:**

This amendment re-programs management functions for savings by reducing two full time Directors from MERC Administration. The reduction of the Deputy General Manager position (MERC COO) will decrease allocated costs to Venues by \$178,642. The reduction of the Director of Business & Community Development is \$149,164. This amount is reallocated to contracted professional services and remains a resource for the General Manager.

Org Unit	Fund	Line Items		
		Acct #	Account Title	Amount
<b>Requirements</b>	MERC Fund (555)	5010	Salaries Full-Time Exempt	(\$243,702)
		5089	Merit Pool	(7,311)
		5100	Fringe	(69,263)
		5190	PERS Bond Recovery	(7,530)
		5240	Contracted Professional Services	149,164
			Subtotal Expenditures	(\$178,642)
		5900	Expo Unappropriated Fund Balance	\$16,078
		5900	OCC Unappropriated Fund Balance	100,040
		5900	PCPA Unappropriated Fund Balance	62,525
		5900	Administration Unappropriated Fund Balance	7,311
		5900	Administration PERS Reserve	(7,311)
			Subtotal Fund Balance & Contingencies	\$178,642
			<b>Total Requirements</b>	<b>-0-</b>

**PROGRAM/STAFFING IMPACTS:**

The oversight of Venue Business Services will now fall under Metro Finance and Regulatory Services. Metro's Planning and Development center will provide business and development assistance.

**ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT**

N/A

**OPTIONS FOR FUNDING THIS AMENDMENT**

N/A

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


**Metropolitan Exposition-Recreation Commission Regular Meeting  
June 2, 2010 – Expo Center**

**SIGN-IN SHEET**

Name – Please Print	Organization
CHRIS RABAR BATEMAN	STAGEHANDS IATSE 28
Phyllis Tylar	B 20
Bea Marston	Unite Here! Local 9
ALBERT SHEPARD	B 20
Warrene Gill	B 20 IATSE <sup>PEPA</sup> Admissions
Bambi Coley	B-20 IATSE <sup>Admissions</sup> Business Agent
BRIAN MCCARTAN	TRAVEL PORTLAND
Mark Goodman	City Center Parking
JEFF MUMER	Jurnal Post Staff
Grace Santorum	B 20
Audrey Tam	Metro Attorney
Rachel Rose	metro Attorney
BLANDAN COFFEY	ARC MARIC

I.A.T.S.E. Local B20 Front of house staff is the first you see upon entering our buildings. We have built a relationship with the PCPA, and the Arts Organizations over the years and upon being asked during this fiscal year in good faith took a pay cut for these same Non-profit Arts Organizations. As meager a savings to them as it is, we have been their family and have seen them through their hard times and continue to support them, but, during contract negotiations Joni Johnson presented a wage proposal of 1%, 2%, 3% and it was noted the proposal is across the board with all contracts being negotiated.

As all contracts being negotiated are individual contracts, and other contract employees with the exception of I.A.T.S.E. Local 28, Department heads, did not take a pay cut, the proposal presented was a stab in the back to the Front of House staff. Some of our Front of House are on limited incomes, lost full time jobs, had no other job and yet we stepped up to the plate when others did not. We feel the proposal we presented is a fair and just wage increase.

  
Bambi Ooley  
Business Agent  
I.A.T.S.E. B20

# MERC Brand Identity Recommendations

MERC Commission Meeting

June 2, 2010

# MERC Brand ID Recommendations

Background:

- Metro Code Title VI changes
- Metro-MERC Business Practices Study
- Organizational changes

Recommendations do not apply to MERC venues.

# MERC Brand ID Recommendations

## History:

- Logo and brand created in 1990s
- Fails to articulate current relationship to venues and Metro



# MERC Brand ID Recommendations

## Recommendation #1:

'MERC' only applies to 7 members of the Commission

- All other aspects of organization, including employees in MERC Administration, referred to as 'Metro'



# MERC Brand ID Recommendations

## Recommendation #2:

Retire the MERC logo and utilize the Metro logo and word mark in its place

 Metro | *Exposition Recreation Commission*

 Metro


# MERC Brand ID Recommendations

## Commission letterhead



777 NE MLK Jr. Blvd  
Portland, OR 97232  
503-731-7800

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

 Metro | *Exposition Recreation Commission*


### Commissioners

Ellis Ray Leary  
*Chair*  
Julie Hammerstad  
*Vice Chair*  
Elisa Dozono  
*Secretary Treasurer*  
Chris Erickson  
Terry Goldman  
Cynthia Haruyama  
Karis Stoudamire-Phillips



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Printed on 100 percent recycled paper, 100 percent post consumer content.

Printed on 100 percent recycled paper, 100 percent post consumer content.

# MERC Brand ID Recommendations

## Commission & employee business cards

**Ellis Ray Leary**  
Chair  
Metro Exposition Recreation Commission  
777 NE Martin Luther King Jr. Blvd  
Portland, OR 97232  
503-731-7800 tel  
ray.leary@e-mail address

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



# MERC Brand ID Recommendations

## Recommendation #3:

Retire MERC website ([www.mercvenues.org](http://www.mercvenues.org));  
transfer pertinent information to Metro website

- Commission pages
- Visitor Venues
- News
- Procurement/contracts/vendor registration

# MERC Brand ID Recommendations

## Commission website pages:

- Meeting agendas & materials
- Membership/bios
- Links to venues
- Stats & quotes

layersapp.com

Metro | People places. Open spaces.

SEARCH THE SITE

HOME | PLACES AND ACTIVITIES | GARBAGE AND RECYCLING | SUSTAINABLE LIVING | PLANNING AND CONSERVATION | MAPS AND DATA | GRANTS | JOBS AT METRO | VOLUNTEER | DOING BUSINESS | NEWS | ABOUT METRO

METRO COUNCIL  
OFFICE OF THE AUDITOR  
COMMITTEES AND PUBLIC PARTICIPATION  
MISSION, CHARTER AND CODE  
FINANCES AND FUNDING  
MANAGEMENT AND WORK TEAMS  
HOW ARE WE DOING?  
PUBLIC RECORDS REQUESTS  
CONTACT METRO

Metrolife version  
Send feedback to Metro

Metro  
503-757-1700  
503-757-1804 TDD  
503-757-1797 fax

### Metro Exposition and Recreation Commission

ABOUT METRO | COMMITTEES AND PUBLIC PARTICIPATION | METRO ADVISORY COMMITTEES | METRO EXPOSITION AND RECREATION COMMISSION

Made up of seven business and civic leaders committed to the region's cultural and economic vitality, the Metro Exposition and Recreation Commission works to protect the public investment in Metro's visitor venues.

**Meetings**  
The Metro Exposition and Recreation Commission holds regular meetings on the fourth Wednesday of the month starting at 12:30 p.m. The public is invited to attend any regular or special meeting of the commission, and public testimony is welcome at regular meetings. → Go to the calendar

**Meeting materials**  
The commission adopts policies and takes action by resolutions at its public meetings. The agenda lists proposed resolutions by title and other actions or information for consideration. The agenda and meeting packet are posted online on the Monday before a regular meeting. Minutes for regular meetings are posted after they are approved by the commission. → View 2010 meeting materials

**Meet the commissioners**  
Learn about the seven members of the Metro Exposition and Recreation Commission. → More

Elis Ray Loary, chair  
Julie Harmanstead, vice chair  
Elsa Doanoo, secretary/treasurer  
Chris Erickson  
Terry Goldman  
Cynthia Harayama  
Keris Stouffville-Phillips

**Membership**  
Commissioners are appointed by the Metro Council President upon recommendation from local area governments. The commission includes seven members representing the city of Portland (two), Metro (two), and one each for Clatsamas, Multnomah and Washington counties. The commissioners serve four-year terms. → Meet the commissioners

**NEED ASSISTANCE?**  
Stephanie Soden  
503-751-7847  
stephaniesoden@metrovenues.org

**RELATED LINKS**  
2010 meeting materials for the Metro Exposition and Recreation Commission  
Download agendas, meeting packets and audio files for the 2010 meetings of the Metro Exposition and Recreation Commission.

**Meet the members of the Metro Exposition Recreation Commission**  
The seven members of the Metro Exposition Recreation Commission share a strong commitment to ensuring that the regional facilities it manages serve the public interest.

**Art and business venues**  
Metro owns and operates the Oregon Convention Center and the Portland Metropolitan Exposition Center and operates the Portland Center for the Performing Arts.

**RELATED INTERNET LINKS**

- Oregon Convention Center
- Portland Center for the Performing Arts
- Portland Metropolitan Exposition Center

HOME | PLACES AND ACTIVITIES | GARBAGE AND RECYCLING | SUSTAINABLE LIVING | PLANNING AND CONSERVATION | MAPS AND DATA | GRANTS | JOBS AT METRO | VOLUNTEER | DOING BUSINESS | NEWS | ABOUT METRO |

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CITIES AND COUNTIES  
METRO ADVISORY COMMITTEES  
METRO EXPOSITION AND RECREATION COMMISSION  
2010 MEETING MATERIALS  
MEET THE COMMISSIONERS  
METRO POLICY ADVISORY COMMITTEE  
METRO TECHNICAL ADVISORY COMMITTEE  
JOINT POLICY ADVISORY COMMITTEE ON TRANSPORTATION  
TRANSPORTATION POLICY ALTERNATIVES COMMITTEE  
REGIONAL TRAVEL OPTIONS SUBCOMMITTEE  
HIGH CAPACITY TRANSIT SUBCOMMITTEE  
TRANSIT-ORIENTED DEVELOPMENT STEERING COMMITTEE  
METRO COMMITTEE FOR CITIZEN INVOLVEMENT  
NATURAL AREAS PROGRAM OVERSIGHT COMMITTEE  
SE-STATE COORDINATION COMMITTEE  
METRO SOLID WASTE ADVISORY COMMITTEE  
GET INVOLVED

BY THE NUMBERS  
**5,540 jobs**  
While there are only 174 full-time employees at Metro's visitor venues, activities at the Oregon Convention Center, Portland Center for Performing Arts and Expo support thousands of local jobs.  
Source: MERC 2008-2009 Economic and Social Impact Report

FEATURED VIEWPOINT  
Since 2008, the economic recession hit Oregon and our region particularly hard, yet our cultural and entertainment venues continued to create and support local jobs. By design, these facilities were created to catalyze economic development.  
Metro Council President David Bradford

# MERC Brand ID Recommendations

## Metro website – other pages

- “About Metro, Management and work teams”
  - General Manager of Visitor Venues
- “News”
  - Commission and venue-related news releases
- “Doing business”
  - Commission and venue-related procurement, contracts and vendor registration

# MERC Brand ID Recommendations

## **Recommendation #4:**

Signage containing references to MERC and/or MERC logo be replaced with Metro logo

# MERC Brand ID Recommendations

## Recommendation #5:

Assign Metro email addresses to MERC  
Administrative Office employees

- Firstname.lastname@oregonmetro.gov
- Timeline: August/September 2010



# MERC Brand ID Recommendations

## Recommendation #6:

All employees identify as Metro

- MERC employees now Metro
- Venue employees remain as “A service of Metro”

# MERC Brand ID Recommendations

## Next steps:

- Incorporate Commission, Council, GM and staff feedback
- Stakeholder/client outreach and education
- Prepare interim steps (i.e. MERC website redirect)
- Finalize content for implementation July 1