

MERC Commission Meeting
Wednesday, February 25, 2009
12:30 – 2:00 PM
Oregon Convention Center
777 NE Martin Luther King Jr. Blvd.
Rooms B117-118



METROPOLITAN EXPOSITION RECREATION COMMISSION

MEETING: Metropolitan Exposition Recreation Commission
DATE: Wednesday, February 25, 2009
TIME: 12:30 PM
LOCATION: Oregon Convention Center
Room B117-118
777 NE Martin Luther King Jr. Blvd, Portland, Oregon

AGENDA

CALL TO ORDER

1.0 QUORUM CONFIRMED

2.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS

3.0 CONSENT AGENDA

- 3.1 Approval of October 22, 2008 Meeting Minutes
- 3.2 Approval of December 17, 2008 Meeting Minutes
- 3.3 For the Purpose of Ethics Law, Authorize MERC Commissioners and MERC Executive Staff to Attend the 2009 Travel Portland Green Familiarization Trip Functions March 26-28, 2009

4.0 FINANCE AND ADMINISTRATION

- 4.1 Moss Adams Audit Report 2008 Jim Lanzarotta
- 4.2 Travel Portland Second Quarter Report Brian McCartin
- 4.3 2008 Affirmative Action Report Katy Barnett
- 4.4 Headquarters Hotel Update D Woolson/C Twete
- 4.5 Columbia River Crossing Project/Expo Master Plan Update Cheryl Twete/M McInelly
- 4.6 Arlene Schnitzer Concert Hall Renovation & Main Street Project Update Robyn Williams
- 4.7 Food and Beverage Management Service Contract Process Update Jeff Blosser
- 4.8 First Opportunity Target Area Consultant Project Update Kathy Taylor
- 4.9 Resolution 09-01 For the Purpose of Approving and Transmitting the Budgets for the MERC Fund, Fiscal Year 2009-2010 Gary Reynolds/K Taylor
- 4.10 January 2009 Financial Report Kathy Taylor

5.0 OREGON CONVENTION CENTER

- 5.1 Monthly Business Event Report Jeff Blosser
- 5.2 Solar Panel Project Update Jeff Blosser

6.0 PORTLAND EXPOSITION CENTER

- 6.1 Monthly Business Event Report Chris Bailey

7.0 PORTLAND CENTER FOR THE PERFORMING ARTS

- 7.1 Monthly Business Event Report Robyn Williams

8.0 CHIEF EXECUTIVE OFFICER COMMUNICATION

- 8.1 General Updates David Woolson

9.0 COMMISSIONER COMMUNICATION

ADJOURNMENT

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

**Metropolitan Exposition Recreation Commission
Meeting Minutes**



October 22, 2008

Oregon Convention Center: Room A107-108

Present:	Don Trotter(Chair), Janice Marquis, Gary Reynolds, Gary Conkling, Elisa Dozono, Ray Leary
Absent:	Yvonne McClain (excused)
	The regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Trotter at the Oregon Convention Center at 12:30 p.m.
1.0	<u>QUORUM CONFIRMED</u> <ul style="list-style-type: none"> • A quorum of Commissioners was present.
2.0	<u>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</u> <ul style="list-style-type: none"> • None.
3.0 3.1	<u>CONSENT AGENDA</u> Approval of the September 24, 2008 regular meeting minutes <ul style="list-style-type: none"> • A motion was made by Commissioner Dozono and seconded by Commissioner Marquis that the Consent Agenda be approved as presented. <p style="margin-left: 40px;">VOTING: Aye: 6 Nay: 0 Motion passed</p>
4.0	<u>FINANCE AND ADMINISTRATION</u>
4.1	Headquarters Hotel Update <ul style="list-style-type: none"> • Metro Attorney, Dan Cooper presented an update on the progress of the Headquarters Hotel. He noted that Metro has been engaged in a series of conversations about how to secure a financing plan for the hotel. He said that they are working on a two stage approach to a financing plan that would initially call for amendments to the Visitor Development Initiative and reallocation of resources to help pay for some of the pre-development and marketing costs. • Commissioner Leary asked for an estimate on the costs of pre-development and marketing. Metro attorneys answered that the first \$5 million would cover design and development documents and the \$5 million after that would cover construction documents. • Commissioner Leary asked for clarification on if the \$10 million figure included marketing. Dan Cooper answered that marketing costs would be additional funds to flow through the Oregon Convention Center budget and passed on to Travel Portland. • Chair Trotter thanked Dan Cooper for his presentation.
4.2	Columbia River Crossing Project/Expo Master Plan Update <ul style="list-style-type: none"> • Cheryl Twete presented an update on the most recent developments in the Columbia River Crossing Project. She noted the strong benefit of the CRC team hiring facilitator, David Knowles. She told the Commission that MERC staff will be meeting with the consultant team to prepare a list of transportation issues that could impact Expo Center for the two proposed alignments that are being offered the strongest consideration. She noted that the schedule may be shifted a bit from what was previously presented, as the groups are currently waiting on some technical information. She called the Commission’s attention to the new renderings that were included in the Commission packet under exhibit B. She noted that in exhibit B-5, “Southern Alignment #2”, that the corner at Force Avenue and Marine Drive has been tightened. • Commissioner Reynolds asked if section B/C of exhibit B-5 would be anticipated to be an

	<p>elevated roadway. Cheryl Twete answered that the section in question would be elevated with approximately 30 feet of clearance to allow clearance for vehicles entering the Expo Center.</p> <ul style="list-style-type: none"> • Commissioner Reynolds asked how much funding is anticipated to be required from the state in the next biennium. Metro Council President David Bragdon answered that the Governor’s budget recommends \$30 million over the next two years, beginning July 1, 2009. • Commissioner Leary asked how the priorities of MERC were received in the recent CRC work session. Cheryl Twete answered that at the prior week’s work session there was a turning point in the discussion with CRC and city staff owing partly to the input of one of Expo’s largest customers. She also noted that staff is working closely with Metro on this project and that the conversation is moving forward. David Woolson added that there are plans to have some of the CRC staff consultants visit Expo Center during one of the upcoming larger shows, to demonstrate the scale and scope of transportation issues around the center. • Commissioner Leary asked which key points were presented as critical to the interests of Expo Center. Cheryl Twete answered that the discussions have begun with the assumptions that Expo Center will remain in business and grow, and that the industrial zoning will remain in place. She noted that the ease of use for customers, exhibitors and promoters, as well as the connection to the waterfront, the use of the light rail station, the relationship to the nearby wetlands and the betterment of the community surrounding Expo Center were all discussed as critical issues. • Commissioner Leary asked if CRC staff as aware of the public process for input from the Kenton neighborhood and surrounding areas. Cheryl Twete answered that CRC staff is aware of the public process regarding the neighbors of Expo Center and added that both the Kenton and Bridgeton neighborhoods have representatives in the Stakeholder Committee. • Commissioner Conkling noted that the drawings show variability for the local road network but not for the light rail and asked if there has been any discussion about repositioning light rail to be better suited to serve customers of Expo Center. Cheryl Twete responded that the question of moving the light rail has been broached a number of times but that due to the overall magnitude of the project that there is concern about taking on project elements that are perhaps not absolutely necessary. Commissioner Conkling responded that he would like to see this critical destination on the light rail line be more closely integrated in the Expo Center facility and that ultimately, for the increase in off-peak travel that improvements could lead to, it would be worth the expense of moving the station. • Chair Trotter thanked Cheryl Twete and David Bragdon for their updates and reminded the Commission that due to the fast-moving pace of the CRC project that the liaison Commissioners Conkling and Leary, as well as Chair Trotter, receive more frequent progress updates than do the entire Commission.
<p>4.3</p>	<p>Arlene Schnitzer Concert Hall Renovation and Main Street Project Update</p> <ul style="list-style-type: none"> • David Woolson updated the Commission on the Arlene Schnitzer Concert Hall Renovation and Main Street Project. He noted that the recent meeting with the project participants was a briefing for the four architects who were selected out of the request for proposal (RFP) process who will be submitting project design proposals in December and are expected to present formal presentation in January. He noted that the City of Portland has

	<p>provided \$225,000 to fund the RFP process and that MERC staff and the Schnitzers are very excited about the progress of the project.</p> <ul style="list-style-type: none"> • Commissioner Marquis noted that an architectural class at Portland State University is dovetailing the project process and that staff will have an opportunity to look at the students' final projects at the end of the quarter. • Chair Trotter thanked David Woolson for his update.
4.4	<p>Food and Beverage Management Service Contract Process Update</p> <ul style="list-style-type: none"> • Jeff Blosser presented an update on the food and beverage management service contract. He discussed the synopsis of the information that the management team used to examine the options for the future of the MERC food and beverage management services a copy of which was included in the meeting packet and made part of this meeting record. He summarized managements' recommendation, based on the information provided, that MERC issue a request for proposal (RFP) for food and beverage management services. He asked for the Commission's support in the RFP process, including the assistance of two liaison Commissioners and approval for hiring a consultant for this process. • Commissioner Reynolds asked if the negative reported as the loss of a minimum of \$1 million capital investment was a one-time, up-front cost. Jeff Blosser answered that there has been a capital investment on each of the prior five-year contracts with the current food and beverage management service group, with the money going to furniture, fixture and equipment, upgrades to concession stands and kitchens. • Commissioner Reynolds asked for clarification on what is reflected in the reserves that were in Appendix A of the memo. Jeff Blosser answered that the reserves reflect the 5% of net receipts that are used to fund food service related capital improvements, maintenance, utilities and marketing. • Commissioner Marquis asked for clarification about the loss of corporate purchasing power listed as a con in the distributed memo. Jeff Blosser answered that a large, national company is able to get greater discounts because of national contracts. • Commissioner Marquis asked if there is a rate difference between bringing someone in-house versus paying through a contract for food and beverage services. Jeff Blosser answered that there would be a difference in the rate, specifically in regard to benefits for part-time employees. • Commissioner Marquis asked if there has been a careful look at the corporate and in-house bookkeeping of ARAMARK. Jeff Blosser answered that with moving much of the book keeping to EBMS, this has been simpler, but that ARAMARK still has to keep a set of books for their corporate headquarters. • Gary Reynolds asked if there is any way the food and beverage service at a headquarters hotel would ever be integrated with the food and beverage service at OCC. Jeff Blosser answered that most hotels operate their own food service and that it would be a difficult negotiation to get them to accept an outside group providing food service in the hotel. Alison Kean Campbell, Deputy Metro Attorney, added that in the negotiations with Westin, one of the provisions in the contract is that Westin has the exclusive right to select their own food service operations. • Commissioner Leary asked if ARAMARK's association with the Giacometti Corporation was benefited by the 5% net receipt reserves. Jeff Blosser answered that some of the marketing reserves are used for sponsorships, and in those cases the partner could potentially benefit. • Chair Trotter affirmed that the Commission is comfortable with staff proceeding with the

	<p>schedule as presented and that staff should proceed with preparation for the RFP. He noted that the two liaison Commissioners to OCC would be the appropriate Commissioners to participate with staff in the RFP process.</p>
4.5	<p>First Opportunity Target Area Consultant Project Update</p> <ul style="list-style-type: none"> • Kathy Taylor presented the First Opportunity Target Area (FOTA) consultant project update and informed the Commission that staff had issued the request for proposal (RFP) and received 5 responses. She noted that the Evaluation Committee members have received the proposals to review for selection and will meet in the next week or two to discuss. • Commissioner Leary asked if staff felt it prudent to send out a communiqué to update stakeholders on the FOTA review process. Kathy Taylor answered that staff is happy to distribute the FOTA Report to appropriate stakeholders. David Woolson asked for any final comments from the Commission on the FOTA report that was presented the month prior so that the report can be finalized and distributed to the appropriate parties as suggested by the liaison Commissioners. Commissioner Leary encouraged staff to finalize the report and distribute it as a show of good faith. Chair Trotter asked that staff and the liaison Commissioners to work together to finalize the report so that it can be distributed. Staff and Commissioners discussed the current methods of data collection for FOTA and minority, woman-owned, emerging small business (MWESB) hiring. Commissioner Leary asked if FOTA and MWESB requirements were included in the headquarters hotel contracts. Alison Kean Campbell answered that MWESB and FOTA provisions have been included in both the design proposal and the operating agreement and that she will report back to the Commission when negotiations are completed.
4.6	<p>September 2008 Financial Report</p> <ul style="list-style-type: none"> • Kathy Taylor presented the September financial report, a copy of which is made part of this meeting record. She noted that the first quarter of the year is typically the slowest period so it is not fully reflective of financials for the entire year. She said that due to ARAMARK's quarter structure they had six weeks of labor costs included in the month of September due to the leap year which affected the food and beverage margin. • Commissioner Reynolds asked for clarification on the erosion of the food and beverage margins compared to the prior year. Chair Trotter asked for Kathy Taylor to email the Commission with additional details about the downward trend of food and beverage revenues. • Kathy Taylor mentioned the addition of a new section in the report, the highest revenue generators for current period. She also noted that personal services are higher than prior year by about \$500,000. She explained that this is due to fewer vacant positions, five new positions, pay increases and reimbursable labor at PCPA. • Chair Trotter thanked Kathy Taylor for her report.
5.0	<p><u>OREGON CONVENTION CENTER</u></p>
5.1	<p>Monthly Business Event Report</p> <ul style="list-style-type: none"> • Jeff Blosser presented the September Business Event Report for the Oregon Convention Center (OCC), a copy of which is made part of this meeting record. He noted that September is typically one of the slower months, but that the Convention Center is approximately \$100,000 ahead of last year in terms of total revenues. • Chair Trotter asked for clarification on how to tell which events are Travel Portland events and Jeff Blosser indicated where that information is held on the report. • Commissioner Reynolds clarified the year to date comparison with the prior year

	<p>numbers and Jeff Blosser added that the report does not include excise tax.</p> <ul style="list-style-type: none"> • Jeff Blosser noted that OCC will be hosting the Green Business to Business Conference. He added that OCC was awarded LEED EB Silver rating in September and that they are very excited about the designation.
5.2	<p>Solar Project Update</p> <ul style="list-style-type: none"> • Jeff Blosser updated the Commission on the project that is underway to put solar panels on the south roof of the Convention Center. It is anticipated that 10 to 15% of OCC energy could come from these solar panels. Staff is in the process of crafting a request for proposal (RFP) document for this project. He noted that the ultimate goal is to be purchasing 100% renewable energy at the convention center. He noted that though this is a \$9 to \$10 million project, that there is no cost to the Convention Center because they plan on securing a partner in this project that will supply the panels and then sell the electricity back to the Convention Center. He added that they hope to have distributed the RFP by January 2009. • Commissioner Marquis congratulated Jeff Blosser on the LEED EB certification and noted her excitement for the solar panel project.
6.0	<u>PORTLAND EXPOSITION CENTER</u>
6.1	<p>Monthly Business Event Report</p> <ul style="list-style-type: none"> • Chris Bailey presented the monthly business event report for Portland Exposition Center, a copy of which is included as part of this meeting record. He noted that because of a strong month at the Expo Center, the rental income, catering income and parking income for September 2008 were all better than they were in September 2007. He noted a net positive impact of \$7,500 compared to prior year.
7.0	<u>PORTLAND CENTER FOR THE PERFORMING ARTS</u>
7.1	<p>Monthly Business Event Report</p> <ul style="list-style-type: none"> • Lori Leyba Kramer presented the monthly business event report for Portland Center for the Performing Arts, a copy of which is included as part of this meeting record. She said that due to 32 performances of Phantom of the Opera, September 2008 was a much stronger month than September 2007. She reviewed the shows, groups and events that came through PCPA during the month and noted near sellouts for multiple events. • Commissioner Reynolds noted that September 2008 was a much stronger month than the prior September and asked why the operating revenue year to date appears to be down. Kathy Taylor answered that operating revenue is down because payment has yet to be collected on many of the events that occurred during the month of September.
8.0	<u>CHIEF EXECUTIVE OFFICER COMMUNICATION</u>
8.1	<p>General Updates</p> <ul style="list-style-type: none"> • David Woolson noted that the Economic Impact Study had been finalized and distributed copies of the final report and a revised PowerPoint presentation, copies of which are included as part of this meeting record. He highlighted that the total economic impact of MERC facilities was measured at \$534 million of direct and indirect impact and noted that staff plans to continue with annual studies to benchmark MERC's overall impact. He mentioned that he and Chair Trotter will present the economic impact data to the Metro Council in November. • David Woolson announced that Mark Siegler, head of MERC's IT department was awarded, for the second year in a row, the USI Innovation award and that MERC is very proud of his accomplishments. • David Woolson noted that he had just returned from meetings of the trade association

	<p>for venue management, IAAM, in Dallas and briefed the Commission on some national issues that may potentially impact MERC. He mentioned that there are plans for a MERC annual meeting to take place in February 2009 and asked for Commissioners to check their calendars for availability.</p> <ul style="list-style-type: none"> • Commissioner Reynolds commented that due to the state of the economy it might be prudent to examine budgeted expenses for the remainder of the year and create a contingency plan in case of a down-turn in business. Kathy Taylor responded that due to the turmoil in the economy, that staff will be examining the budget to ensure compatibility with the potential for less hotel tax revenue.
9.0	<p><u>COMMISSIONER COMMUNICATION</u></p> <ul style="list-style-type: none"> • Chair Trotter noted that the following month's meeting is scheduled to take place on November 19th due to the Thanksgiving holiday. He noted that the December meeting will probably occur on December 3rd or 10th and he asked Commissioners to hold these dates. He announced that the Commission work session will take place in room A-104.
	<p><u>ADJOURNMENT</u></p> <p>There being no further business to come before the Commission, Chair Trotter adjourned the meeting at 2:28 p.m.</p>

**Metropolitan Exposition Recreation Commission
Meeting Minutes**



December 17, 2008
Oregon Convention Center: Room A107-108

Present:	Don Trotter(Chair), Janice Marquis (via telephone), Gary Reynolds, Gary Conkling (via telephone), Yvonne McClain (via telephone), Elisa Dozono, Ray Leary
Absent:	None
	<p>The regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Trotter at the Oregon Convention Center at 12:30 p.m.</p> <p>Please note that the agenda was abbreviated due to inclement weather and agenda items for this meeting were presented out of agenda order.</p>
1.0	<p><u>QUORUM CONFIRMED</u></p> <ul style="list-style-type: none"> • A quorum of Commissioners was present.
2.0	<p><u>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</u></p> <ul style="list-style-type: none"> • None.
3.0	<u>CONSENT AGENDA</u>
3.1	-Not presented-
4.0	<u>FINANCE AND ADMINISTRATION</u>
4.1	<p>Travel Portland First Quarter Report of Fiscal Year 2008-09</p> <ul style="list-style-type: none"> • Jeff Miller presented his first quarter report for Travel Portland, a copy of which is included as part of this meeting record. He distributed a copy of the <i>Convention and Meeting Planners Guide</i> to the Commission, a copy of which is included as part of this meeting record. He noted that this resource for the meeting planning community is an annual Travel Portland publication. Jeff Miller reviewed Travel Portland’s contract goals, green initiative progress and community economic impact. He mentioned that Travel Portland is developing a calendar of the dates that OCC and the local hotels have availability and that they will be marketing specifically to those dates. He commented on the success of the recent fall familiarization tour. • Commissioner Reynolds offered his compliments to Jeff on the success of the Saturday night familiarization tour he attended. Jeff Miller thanked Commissioner Reynolds for his compliment. • Jeff Miller discussed the benefit of the recent target achievement plan (TAP) report to Travel Portland and OCC as it will help them understand the specifics of what types of new business to market towards. • Commissioner Dozono asked if national or geographic standards were used to develop the research action plan. Brian McCartin answered that the TAP report collects data for the entire United States and then establishes a benchmark for Portland and compares current progress to historical pace. • Jeff Miller continued his quarterly update, noting the importance of the Visitor Development Fund (VDF) to the success of the OCC and the city as a whole. • Commissioner Dozono asked for clarification on what types of grants are being distributed through the VDF Fund. Jeff Miller answered that the funds are either applied to transportation costs or to reductions in rental fees at the Convention Center. • Commissioner Leary asked for clarification on the actual attendee spending. • Jeff Miller commented on the success of GoSeePortland, and that there are plans to employ a Twitter strategy to enhance Portland as a social destination. He noted the focus

	<p>on the Oregon Convention Center in the October issue of <i>Meetings West</i>. He noted that a marked decline in occupancy occurred in October due to the economic downturn.</p> <ul style="list-style-type: none"> • Commissioner Marquis asked for clarification on what are reflected as annual business pieces and why the value of that business does not increase from year to year. Jeff Miller said that Travel Portland tries to be very conservative with reporting, so they do not adjust for inflation with those annual pieces of business. • Chair Trotter thanked Jeff Miller and Brian McCartin for their report.
<p>4.2</p>	<p>Headquarters Hotel Update</p> <ul style="list-style-type: none"> • Metro Councilor Rod Park provided an update on the Headquarters Hotel. He stated that though the outcome of the project is currently uncertain that he feels like this is a very good project. He noted that Metro recently received the news that there is disinflation occurring due to the economic downturn, which could reduce anticipated construction costs by \$5 to \$10 million. He added that most people believe that the function of a Headquarters Hotel is important, but that the current state of the economy has created many questions around the financing of the project. • Commissioner Reynolds stated that he feels like a decision needs to be made on whether or not to spend the few million dollars in development costs that will be required to see if the project has the potential to move forward. Councilor Park responded that one of the concerns is the potential challenge of recouping the pre-development costs if the project does not move ahead. • Commissioner Leary asked if Metro has received any direct information on if the hotel would fit into any proposed infrastructure packages. Councilor Park answered that there have been early state-level discussions on where this project might be a potential good fit. Commissioner Leary clarified that this might be a critical element of the financing puzzle. Councilor Park responded that because the project is still being scoped, it would be difficult to request assistance at this time. • Commissioner Dozono asked if there would be any practical difference to taxpayers if Metro issued the bond versus the City of Portland. Councilor Park answered that regardless of if it is a Metro or City-issued bond, because it would be a revenue bond with no property taxes involved, the general public would not see a tax bill unless they stay at the hotel. • Commissioner Marquis asked about the impact of the economy on the hotel project. Councilor Park answered that the higher the bond rate goes the more challenging the project would be. • Commissioner Dozono asked if there was a plan to re-test the project with a scenario that would anticipate a flat-line or continual downturn in the economy. Councilor Park answered that he believes such a scenario was run, but that he would have to check with staff to verify. • Chair Trotter asked if Metro Council would be meeting the following day to discuss an extension of the developers' agreement. Councilor Park answered that currently there was no specific agenda item regarding the developers' agreement. He noted that they are waiting for staff recommendations on next steps and that there is not yet an economically viable financing plan. • Commissioner Leary asked if there is consensus in terms of taking the next step to find out if the project is financially feasible. Councilor Park said that he needs to wait until the Council meeting the following day before answering that question. • Commissioner Dozono thanked Councilor Park for all the communication that has been

	<p>provided to the Commission and MERC staff, and stated if there is anything additionally that the Commissioners can do to be of help to please let them know. Councilor Park asked that the Commissioners continue to keep their liaison organizations informed on the progress of the project.</p> <ul style="list-style-type: none"> • Chair Trotter commented on the recent letter from the Portland Business Alliance. He stated that the letter was conditionally supportive of the project and that an important takeaway was their recommendation that a mechanism be established for the repayment of development costs. He stated that it would be in the economic best interest of the community to accomplish this goal due to the potential for job-creation. • Chair Trotter thanked Councilor Park for his update.
<p>4.3</p>	<p>Columbia River Crossing Project/Expo Master Plan Update</p> <ul style="list-style-type: none"> • David Woolson introduced the CRC update and noted that in the last couple months MERC and Metro have been closely focused on the alignment of Marine Drive. • Chair Trotter noted that the drawings to be discussed were distributed via email and were made a part of this meeting record. • Cheryl Twete, via telephone, updated the Commission on the status of the Marine Drive alignment decision making process. She noted that in the last few months MERC staff has been working more closely with Metro staff in the planning and transportation section and that the thinking of the two groups is very much in synch. She noted that staff has been regularly briefing Metro Council on the progress of the project. She explained that one of the drawings, labeled <i>MERC Expo Urban Design Concept Plan</i>, was the result of the Marine Drive Stakeholder Committee's request that MERC take a close look at the land use and urban design opportunities as they relate to the Expo facility. A collaboration with City of Portland, Metro, MERC and MERC's consultant team resulted in the drawing on how the site could be potentially developed. She noted that this exercise was very useful for MERC staff. She highlighted several assumptions and urban design principals that were incorporated in the drawing; they assumed that the entire campus is highly sustainable, they assumed that new business would be related to the current function of the Expo Center, they are trying to maximize development adjacent to light rail to enhance ridership, they also want to relate the Expo Center to the immediacy adjacent Vanport Wetlands. She explained that there could be the opportunity to put in a pedestrian promenade with interpretive signage in order to make the wetlands a more positive pedestrian experience. She noted that the rendering shows a very strong north-south connection between the wetlands and the waterfront because MERC wants to see a strong pedestrian linkage in the area. They plan to intensify developmental uses of land and they want to be a very good neighbor to the industrial district, as the site is currently designated as an industrial property. She added that MERC is working with the city to enhance vehicular, pedestrian and bicycle connectivity from the west side of I-5 to the east side of I-5. She moved on to say that this drawing will be used as a stepping stone as the Marine Drive decision is made and as serious headway is made on the Expo Center Master plan. She noted that the prior day at the stakeholder meeting there was agreement that the modified standard alignment is the best transportation choice for the project. The second drawing that the Commission examined, labeled <i>Marine Drive Standard-Modified</i>, was prepared by a member of the Stakeholder Committee, and is endorsed by the city Planning and Transportation Bureau. The members of the Stakeholder Committee have asked the CRC staff to take a look at the second rendering, evaluate it and look at it from a transportation and land use standpoint. She hopes that in January she will be able to return to the Commission with a staff-level

agreement on a modified standard alignment. She noted that the second drawing shows a roadway crossing over the existing light rail station, which has been noted as a serious design flaw. She said she is hopeful that she will be able to report in January that the Stakeholder Committee's work is done and that the recommendation for the modified standard alignment has been forwarded to the CRC and the Project Sponsor Council who will ultimately finalize the decision.

- Commissioner Leary asked if the development opportunities associated with the SERA Architects' renderings would be applicable to the standard-modified layout. Cheryl Twete answered that the modified plan is a minor deviation from the SERA Architects' plan. She said that the NE parcel would take a haircut, which could potentially affect the concept of structured parking in that corner of the property.

- Commissioner Dozono asked if there are any other alignment options that are still being considered. Cheryl Twete answered that as of the meeting yesterday, the committee is focusing only on the standard, northerly alignment. Commissioner Dozono noted that the SERA layout seems to more closely achieve the original goals of the city in terms of connectivity to the water and increasing access to green spaces. Cheryl Twete thanked Commissioner Dozono for her comment and said that the Stakeholder group has been very supportive of the SERA layout. She noted that the City has three main goals: they want to create a pocket park at the NE section of the site, they want to improve the local street connectivity network and thirdly, they want to improve some of the angles on the Marine Drive alignment. She said that they are waiting to hear back from CRC staff on if this plan is workable from a transportation and freight standpoint.

- Commissioner Marquis asked which group has retained SERA. Cheryl Twete answered that SERA is a subcontractor of the Shiels Oblitz Johnsen team that was hired by MERC.

- Commissioner Marquis asked about the one-time rumors about a composting facility on site at Expo. Cheryl Twete answered that they would be discussing this topic later in the meeting.

- Scott Robinson, Metro Deputy COO, joined the discussion to speak about the early stages of an investigation into placing a composting facility at or near the Expo property. He said that the request originally came out of a communication between David Bragdon and Bill Wyatt in terms of trying to identify a composting facility that could be sited somewhere in the Portland Metropolitan region. Currently, all organics materials are transported out of the Metro area to a facility in Everett, Washington. That transportation element has inhibited the ability of the composting program to grow. He noted that in order to site a composting facility, industrial-zoned land is required, and because industrial-zoned property is a rarity within the urban growth boundary, the investigation for possible location has focused on Port of Portland properties. Within this investigation, the Port of Portland came back with a potential site, the portion of the property just to the south of the Expo facility. He told the Commission that this area is currently environmentally sensitive which means that in order to do any kind of development on that site, it may require a type 1 or type 2 land use process. Currently the Port of Portland is conducting testing in order to decide if they will mitigate the land or if they will release it for development, at which point the evaluation for the composting facility could continue. It is unclear at this point if the proposed contractor, Cedar Grove, believes if this would be economically viable for them or not to undertake this project. Their interest is in a small-footprint composting facility, replicating their facility in Everett, Washington. This facility would require roughly a five-acre parcel of land. He noted that Expo would potentially be

	<p>able to receive waste-heat from the composting facility to supplement heating at the Expo facility. From a timeline perspective, Scott Robinson stated that the Port of Portland should decide what they plan to do with the property by March. He noted that this project can only go forward to the degree in which it makes sense within the context of MERC's master plan for Expo Center and if the economics work out for Cedar Grove. It is very likely that at least some portion of that southwestern MERC property may be required, which would require a ground lease requirement at a minimum. MERC would in effect have an opportunity to have a thumbs-up, thumbs-down decision on this project.</p> <ul style="list-style-type: none"> • Commissioner Conkling asked how much consideration they are giving to the compatibility of this particular use with the existing and potentially intensified uses of the Expo campus. Scott Robinson answered that there is a high level of coordination going on between the Metro and MERC staff. He added that from the impact will depend greatly on how much of the property requirement would fall to MERC's property versus Port of Portland property and that the decision will be largely driven by the MERC master plan. • Commissioner Conkling followed up his question by asking if the foreseen mitigation strategies for the property have any potential impact on the Vanport Wetlands. Scott Robinson answered that from a master plan perspective, it is still very early to tell what kinds of impacts the mitigation requirements would have. He added that in terms of the organics facility, if a type 1 or type 2 review processes is required by the city of Portland, there is a good chance the project would not survive that review process. • Cheryl Twete added that the SERA Design Concept Plan shows a patched area that is currently labeled as outdoor parking, but that staff has been doing some strategic planning regarding what to do with the southwest corner of Expo center that could be more revenue generating than parking spaces. • Commissioner Leary asked for clarification on if the built-in procedural obstacles would give final determination on if the composting facility is part of the Expo Property. Scott Robinson answered that because the Port of Portland property would not be enough to sustain the project on its own, that MERC would ultimately have the opportunity to be a veto. Commissioner Leary followed up by asking if any vetoes are likely to happen prior to MERC needing to make the decision. Scott Robinson answered that the Port of Portland might initially decide not to release the property for development, which would stop the process. • Commissioner Dozono asked for clarification on what the term organics would mean in the context of the composting facility. Scott Robinson answered that it would encompass food waste primarily. Commissioner Dozono asked if there would be a cost savings for the food composting programs within MERC. Scott Robinson answered that costs would be reduced by approximately \$25 dollars a ton, primarily due to reduced transportation costs. He added that there is an additional benefit is potential waste heat to offset heating costs at the Expo Center. Commissioner Dozono asked if the nearby leaf composting facility could handle extra capacity and Scott Robinson answered that the size of the facility is insufficient to handle the anticipated additional load. • Commissioner Leary asked for clarification on how much MERC land mass might be needed to meet the needs of a composting facility. Scott Robinson answered that the best estimate is about 2 to 4 acres of MERC property. • Chair Trotter thanked Cheryl Twete and Scott Robinson for their presentations.
<p>4.4</p>	<p>Arlene Schnitzer Concert Hall Renovation & Main Street Project Update -Not presented-</p>

4.5	Food and Beverage Management Service Contract Process Update -Not presented-
4.6	First Opportunity Target Area Consultant Project Update -Not presented-
4.7	November 2008 Financial Report -Not presented-
5.0	<u>OREGON CONVENTION CENTER</u>
5.1	Monthly Business Event Report -Not presented-
5.2	Solar Project Update <ul style="list-style-type: none"> • Jeff Blosser updated the Commission on the solar panel project. He noted that a request for proposal would be on the street in January barring any Commissioner objections. He noted that the contract will come back to the Commission for final approval and noted that he will be presenting the project to the Metro Council in February. • Commissioner Dozono asked to be emailed a copy of the distribution list for the request for proposal. Jeff Blosser said he would distribute that list to the Commission.
5.0	<u>OREGON CONVENTION CENTER</u>
5.1	Monthly Business Event Report -Not presented-
6.0	<u>PORTLAND EXPOSITION CENTER</u>
6.1	Monthly Business Event Report -Not presented-
6.0	<u>PORTLAND CENTER FOR THE PERFORMING ARTS</u>
6.1	Monthly Business Event Report -Not presented-
6.0	<u>CHIEF EXECUTIVE OFFICER COMMUNICATION</u>
6.1	General Updates -Not presented-
9.0	<u>COMMISSIONER COMMUNICATION</u> <ul style="list-style-type: none"> • Chair Trotter asked for a motion to close the meeting due to inclement weather. A motion was made by Commissioner Reynolds and seconded by Commissioner Dozono that the meeting be closed immediately VOTING: Aye: 7 Nay: 0 Motion passed
	<u>ADJOURNMENT</u> There being no further business to come before the Commission, Chair Trotter adjourned the meeting at 2:00 p.m.

MERC Commission Meeting
MERC Finance and Administration

**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 Chief Executive Officer, Chief Operating Officer, Director of Communications and Strategic Development, Director of Business and Community Development, OCC Executive Director, PCPA Executive Director and Expo Director**, are hereby authorized to represent Metro/MERC in an official capacity; and

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

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

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

A Portland "green" familiarization tour ("fam tour") where meals will be paid for by Travel Portland (formerly "POVA"), to familiarize potential meeting planners and association executives with Portland and with the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development, which activity(ies) will take place in Portland from March 26-28, 2009, per the attached.

Being approved by the MERC Commission, at its regular meeting on February 25, 2009, the above activity is hereby officially sanctioned by MERC.

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.

February 12, 2009

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

Travel Portland will be hosting a "Green Familiarization Tour" in Portland from March 26-29, 2009.

Approximately 12 national association executives and decision-makers, representing 10 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.

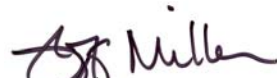
It is important that we show these valued clients that we appreciate the economic importance of their meetings. The presence of community leaders can make a huge impact, and we sincerely hope your schedule will allow you to attend your choice of the following events as our guests.

THURSDAY March 26, 2009	FRIDAY March 27, 2009		SATURDAY March 28, 2009		
<p>5:45-6:45 p.m. Reception</p> <p>Heathman Hotel 1001 S.W. Broadway</p> <p>Dress: Business</p>	<p>7:30-8:45 a.m. Breakfast</p> <p>Doubletree Hotel 1000 N.E. Multnomah St.</p> <p>Dress: Business</p> <p>Optional: Sustainable back-of-the-house tour 9:00 -10:00 a.m.</p>	<p>Noon-1:15 p.m. Lunch</p> <p>Hilton Portland & Executive Tower 921 S.W. Sixth Ave.</p> <p>Dress: Business</p>	<p>6-7 p.m. Reception</p> <p>the Nines 525 S.W. Morrison St.</p> <p>7:15-8:30 p.m. Dinner</p> <p>Portland Center Stage Gerding Theater at the Armory 128 N.W. 11th Ave.</p> <p>Dress: Business</p>	<p>9-10:30 a.m. Breakfast</p> <p>Red Lion Hotel on the River 909 N. Hayden Island Drive</p> <p>Dress: Casual</p>	<p>5:45-7 p.m. Reception/ Dinner</p> <p>Portland Marriott Downtown Waterfront 1401 S.W. Naito Parkway</p> <p>Dress: Business</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 to Jackie Harper, CMP** (503.275.9290 or jackie@travelportland.com) **by Wednesday, March 18, 2009**, if you are able to join us.

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

Sincerely,



Jeff Miller
President & CEO

travel
PORTLAND

**SECOND QUARTER REPORT
2008-2009**

**FOR
MERC**

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EXECUTIVE SUMMARY

ACCOMPLISHMENTS

- Travel Portland booked 14 OCC conventions with estimated OCC revenue of \$3 million and economic impact of \$13.5 million for the second quarter 2008-2009.
- Travel Portland’s convention services team, while servicing 20 groups meeting at OCC during the quarter, also conducted 22 OCC related site tours and supplied 27,105 pieces of pre-convention promotional materials.
- Travel Portland helped generate 8 media placements valued at \$184,190 during the 2nd quarter.

TRENDS, SUCCESSES, OBSTACLES:

- Travel Portland’s current sales activities indicate a strong future booking pace with anticipated OCC revenue in excess of \$5.7 million for fiscal year 2008/2009 and over \$6 million for 2009/2010. The sales team is on track to meet their annual goal.
- The lost business report indicates that for OCC business, 36% of the total number of groups responding, site the hotel package remains a primary reason for lost business. For the 2nd quarter 2008-2009 11 groups of business were lost for that reason with an economic impact loss of \$16.5 million.
- Annual room tax receipts are up 14.2 percent over last year at this time due to rollover of last fiscal year’s collection to this fiscal year. However, 2nd quarter receipts appear to be lower by 7% - 13%.

MERC CONTRACT GOALS:

	GOAL	YEAR TO DATE ACTUAL	ANNUAL GOAL
#1	OCC Revenue Goal	\$2,910,379	\$5.75 million
#2	ROI on future OCC business	2.34	2.0 - 2.5
#3	Lead conversion	47%	28% - 31%
#4A	Services performance survey	100% - Excellent/Good	96%
#4B	Develop a new tool/survey/method to measure Convention Services performance by June 30, 2009	In process	
#5	ROI on public relations/media	41.8	6.5
#6	Community economic impact	41.16	47.0

CONVENTION SALES

OREGON CONVENTION CENTER BOOKING REVENUE			
Convention Year	OCC Revenue	Annuals	Total Potential Future Business
FY 08/09	\$ 5,695,473	\$ -	\$ 5,695,473.00
FY 09/10	\$ 4,508,826	\$ 1,671,807	\$ 6,180,633.00
FY 10/11	\$ 2,764,556	\$ 1,915,021	\$ 4,679,577.00
FY 11/12	\$ 1,475,263	\$ 1,729,324	\$ 3,204,587.00
FY 12/13	\$ 1,108,061	\$ 1,915,021	\$ 3,023,082.00
FY 13/14	\$ 171,952	\$ 1,729,324	\$ 1,901,276.00
FY 14/15	\$ 417,214	\$ 1,915,021	\$ 2,332,235.00
FY 15/16	\$ -	\$ 1,729,324	\$ 1,729,324.00
FY 16/17	\$ 171,952	\$ 1,915,021	\$ 2,086,973.00
FY 17/18	\$ -	\$ 1,729,324	\$ 1,729,324.00
FY 18/19	\$ -	\$ 1,915,021	\$ 1,915,021.00
FY 19/20	\$ -	\$ 1,729,324	\$ 1,729,324.00
	\$ 16,313,297	\$ 19,893,532	\$ 36,206,829.00

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Goal
New OCC Bookings	8	18	
Repeat OCC Bookings	6	9	
Total OCC Bookings	14	27	
Room Nights from OCC Bookings	26,856	53,905	
OCC Revenue from OCC Bookings (FY 2008/09 thru FY 2016/17)	\$ 2,152,166	\$ 3,572,245	
ROI OCC Bookings	\$ 2.79	\$ 2.34	2.0 - 2.5
Community Economic Impact from OCC Bookings	\$ 13,625,000	\$ 25,385,000	
Total Room Nights Booked	61,523	123,119	
Total Community Economic Impact from Bookings	\$ 30,939,000	\$ 62,922,000	
ROI on Total Community Economic Impact	\$ 40.08	\$ 41.16	47.0 to 1
OCC Revenue from OCC Bookings (FY 2008/09)	\$ 802,857	\$ 2,910,379	\$ 5.75 million

OCC Revenue from OCC Bookings does not include National Science Teachers Association's November meeting due to OCC and client discrepancies. Revenue will be included on 3rd quarter report.
Travel Portland Second Quarter 2008-09 Report

CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JANUARY 1, 2009					
	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13 and beyond
Current	44	32	15	7	7
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 05/06 - FY 08/09)	43	25	14	10	11

2ND QUARTER - OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 08/09	6	9,316	29,400	\$ 906,295	\$ 4,709,000
FY 09/10	4	6,944	5,300	\$ 541,922	\$ 3,852,000
FY 10/11	1	1,236	800	\$ 121,319	\$ 914,000
FY 11/12	2	4,485	2,300	\$ 261,873	\$ 2,078,000
FY 12/13	1	4,875	1,600	\$ 320,757	\$ 2,072,000
Total OCC Bookings	14	26,856	39,400	\$ 2,152,166	\$ 13,625,000

2ND QUARTER - SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
Subtotal FY 08/09	44	13,611	\$ 215,139	\$ 7,688,000
Subtotal FY 09/10	32	12,368	\$ 195,492	\$ 6,435,000
Subtotal FY 10/11	6	3,499	\$ 55,306	\$ 1,486,000
Subtotal FY 11/12	4	5,189	\$ 82,019	\$ 1,705,000
Total Other Bookings	86	34,667	\$ 547,955	\$ 17,314,000

CONVENTION SALES

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	45	92	10	25	15	31
OCC Lost Leads due to OCC space & availability	3	7	0	1	2	3
OCC Lost Leads due to hotel package & availability	11	28	5	10	4	15
Lead Conversion Percentage	45%	47%	100%	36%	11%	23%
Annual Goal – 28% - 31%						
Last Year Actual – 28%						

2ND QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
	Groups	Reason	Total Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	11	HQ Hotel/Hotel Package	38,822	15,850	\$ 1,709,450	\$ 16,349,000
Subtotal	4	Weak Local Support	17,560	8,100	\$ 532,363	\$ 7,624,000
Subtotal	3	Board Decision	5,995	2,600	\$ 285,145	\$ 1,558,000
Subtotal	2	Date Availability - OCC	6,895	1,900	\$ 401,251	\$ 2,909,000
Subtotal	2	Geographic	3,060	1,900	\$ 220,265	\$ 1,023,000
Subtotal	2	Rates/Cost - Hotel	3,845	2,150	\$ 374,995	\$ 2,416,000
Subtotal	1	Conference Cancelled - Due to Economy	240	300	\$ 54,865	\$ 116,000
Subtotal	1	Conference Cancelled - Not Happening	914	1,000	\$ 59,330	\$ 431,000
Subtotal	1	Selected Another Year	4,875	1,600	\$ 137,784	\$ 1,374,000
Subtotal	1	Perceived Destination Draw	4,440	2,200	\$ 126,880	\$ 1,214,000
Subtotal	1	Rates/Cost - OCC	150	1,000	\$ 28,828	\$ 66,000
Subtotal	1	Weather/Environmental Issues	1,988	800	\$ 162,359	\$ 1,538,000
Total OCC Lost	30		88,784	39,400	\$ 4,093,515	\$ 36,618,000

2ND QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendance	Lost OCC Revenue	Lost Community Economic Impact	Arrival
Urban Land Institute	1	Conference Cancelled - Due to Economy	302	500	\$ 53,691	\$ 130,000	5/2009
Total OCC Cancellations	1	Conference Cancelled - Due to Economy	302	500	\$ 53,691	\$ 130,000	

CONVENTION SALES

2ND QUARTER INDUSTRY TRADE SHOWS AND EVENTS		
October - 2008	November - 2008	December - 2008
Western Association of Convention and Visitors Associations (WACVB) (Tucson, AZ)	Rejuvenate Marketplace (Virginia Beach, VA)	National Coalition of Black Meeting Planners (NCBMP) (Washington, D.C.)
Oregon Society of Association Management (OSAM) (Portland, OR)	Nursing Organizations Alliance (NOA) (Albuquerque, NM)	International Association of Hispanic Meeting Planners (IAHMP) (San Diego, CA)
Network of Latino Meeting Professionals (NLMP) (Washington, D.C.)		Fall 2008 Familiarization Trip (Portland, OR)
		International Association of Exhibitions and Events (IAEE) (Miami, FL)
		Destination Marketing Association International (DMAI) (Chicago, IL)
		Association Forum of Chicagoland Holiday Showcase (Chicago, IL)
		Three City Alliance Wreath Event (Washington, D.C.)

CONVENTION SERVICES

CONVENTION SERVICES			
Activity Description	2nd Quarter 2008-09	YTD 2008-09	PTYD 2007-08
Distribution of Promotional Pieces	27,105	89,045	88,655
Meeting Planning Assistance - Services Leads	511	910	579
Networking - Education/Professional Seminars	3	3	5
Pre-Convention Site Tours	20	35	25
Pre-Convention Attendance Building	4	21	19
Housing - Convention Room Nights	866	1,004	6,051

- Have distributed 89,045 promotional pieces to convention delegates to date, FY 08/09.
- Although continued work is being done with the Benevolent Protective Order of the Elks (BPOE) who will be in Portland June 30 – July 10, 2009, we are also working closely with several other large OCC conventions:
 - Lutheran Women’s Missionary League (June 2009) with an estimated 7000 attendees.
 - Geological Society of America (October 2009) with an estimated 6000 attendees.
 - Supercomputing ’09 (November 2009) with an estimated 7000 attendees.
- The convention services team conducted 13 site tours in the month of November and December with various meeting planners showcasing additional hotels, off-site venues for events as well as activities for their delegates once the convention is in town.

CONVENTION SERVICES

CONVENTION SERVICES TRADE SHOWS AND EVENTS

CONVENTION SERVICES TRADE SHOWS AND EVENTS			
Oregon Convention Center Groups			
Pre-Convention site Tours	Pre-Convention Attendance Building	Pre-Convention Promo Trips	Networking- Educational/Professional Seminars
International Reprographic Association (April 2010)	Benevolent & Protective Order of Elks (July 2009)	American Indian Science and Engineering Society (October 2009)	Minority Enterprise Development Tradeshow (October 2009)
National Women's Studies (December 2010)	National League of Cities (April 2009)	Geological Society of America (October 2009)	Winter FAM (December 2008)
Land Trust Alliance (<i>provided site tours on two separate occasions</i>) (October 2009)		North American Association for Environmental Education (October 2010)	
Integrated Pest Management (March 2009)		Supercomputing '09 (November 2009)	
International Association of Culinary Professionals (April 2010)			
American Society of Ichthyologists & Herpetologists (July 2009)			
North American Association for Environmental Education (October 2010)			
Coastal Estuarine Research Federation (October 2009)			
Investors Group Financial Services, Inc. (October 2009)			
National Science Teachers Association (November 2008)			
International Association of Campus Law Enforcement Administrators (June 2012)			
American Phytopathological Society (July 2009)			
Meeting Planning Assistance - Services Leads - 230 leads distributed to Travel Portland partners assisting 22 OCC groups			
Distribution of Promotional Pieces - 6975 promotional pieces were distributed to 9 OCC groups			

CONVENTION SERVICES

CONVENTION SERVICES TRADE SHOWS AND EVENTS

CONVENTION SERVICES TRADE SHOWS AND EVENTS			
Non-Oregon Convention Center Groups			
Pre-Convention site Tours	Pre-Convention Attendance Building	Pre-Convention Promo Trips	Networking-Educational/Professional Seminars
American Society for Investigative Pathology (June 2009)	American Association for Paralegal Education (October 2009)		Sake One Tour
Association of Psychology Postdoctoral and Internship Center (April 2009)	Council of Great City Schools (October 2010)		
Mathematical Association of America (August 2009)	Society for Developmental & Behavioral Pediatrics (September 2009)		
American Bar Association (March 2010)	Accoustical Society of America (May 2009)		
National Collegiate Athletic Association (March 2009)	Jane Austen Society of North America (October 2010)		
Council of Great City Schools (October 2010)			
National Association of State Budget Officers (July 2010)			
Meeting Planning Assistance - Services Leads - 281 leads distributed to Travel Portland partners assisting 34 non-OCC groups			
Distribution of Promotional Pieces - 20,130 promotional pieces were distributed to 35 non-OCC groups			

MARKETING

MARKETING			
	Quarter	YTD	PYTD
Website: User Sessions*	301,373	728,848	741,843
<i>Portland Travel Update: click-through rate (% of recipients who clicked within e-mail)**</i>	3.29%	3.90%	5.77%
Big Deal: room nights (arrivals) at participating hotels	2,044	6,945	8,659
<p>Marketing highlights</p> <p>Big Deal Development of new brand (Portland Perks) and messaging strategy; meetings with hotels and other promotional/co-op partners; selection and development of new online booking engine.</p> <p>E-newsletters Development of system that will deliver customized/personalized content, thereby boosting the e-newsletters' value to subscribers and increasing click-through rates.</p> <p>Online Marketing Ongoing search-engine optimization and pay-per click promotion; continued development of GoSeePortland.com and Travel Portland blog (PortlandSpoke.com); development of Twitter strategy; development of partner-to-partner site.</p> <p>Cultural tourism marketing Recruitment of arts groups and attractions to participate in Portland Perks program ; marketing support of Portland Jazz Festival, Portland Fashion Week and Fertile Ground New Works Theater Festival; discussions with Portland Art Museum, NW Film Center and Film Action Oregon regarding packaging opportunities; discussions with attractions, arts groups and local vendor regarding online ticketing/sales; Seattle co-op promotion on Trainsettters.com.</p> <p>Convention marketing Development of green meeting toolkit; development of e-bid books.</p> <p>* In addition to standard website metrics, Travel Portland will establish benchmarks this FY to measure the full impact of overall online presence (Travelportland.com, plus blog, GoSeePortland and other social media).</p>			

COMMUNICATIONS & PUBLIC RELATIONS

MEDIA PLACEMENTS			
	QUARTER	YEAR TO DATE**	PREVIOUS YEAR TO DATE**
Total Dollar Value	\$2,332,916	\$5,735,324	\$7,114,430
MERC Value**	\$184,190	\$919,875	\$1,121,790
OCC Value	\$88,125	\$131,482	\$128,882
Minority Value	\$840,000	\$1,963,834	\$1,595,040
LGBT Value	\$2,009	\$18,109	\$78,361
Total Placements	60	147	126
MERC Placements**	8	22	17
OCC Placements	3	9	11
Minority Placements	8	17	15
LGBT Placements	1	15	9
Audited Circulation	104 million	165.7million	126.3 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 and Oregon Zoo

TOTAL CONTRACT	QUARTER	YTD
MERC Value	\$184,190	\$919,875
Direct Costs	\$9,870	\$22,025
ROI	18.7	41.8
Minority Value	\$840,000	\$1,963,834
Minority Direct Cost	\$67,295	\$92,595
Minority ROI	12.5	21.2
Annual Goal 6.5 - 1		

MEMBERSHIP, TOURISM AND VISITOR INFORMATION SERVICES

PARTNER SERVICES				
	Quarterly Total	YTD 2008/09	Goal to Date	PYTD 2007/08
Revenue				
	\$69,749	\$146,835*	\$195,000	\$176,683
Active Partners				
New	19	33		99
Cancellations	50	82**		43
Current Active Partners	928	928	1,000	1,097
2nd Quarter 2008/2009	Note: this is the second quarter of transition from members to partners.			
*\$29,848 difference from PYTD. Many companies are cutting marketing budgets as a result of these challenging economic times. Consequently, member partners are tending to reduce their monetary involvement with Travel Portland.				
** Large amount of cancellations a result of companies going out of business and overall non-payment of outstanding renewals. In addition, the change in transition from members to partners eliminated Visitor Guide listing benefits, which was a revenue generator in past years.				

TOURISM SALES		
Client Contacts	Quarterly Total	YTD Total
Sales Calls	186	192
Leads/Referrals Sent	724	766
FAMS/Research & Site Visits		
Number of companies represented	12	66
FAM tour participants	37	92
Number of clients reached	25	579
New tour product	Quarterly Total	YTD Total
Number of itineraries	860	868

VISITOR INFORMATION SERVICES			
	Quarter	YTD	PYTD 2007-08
Visitor Information Total Visitors	118,564	380,351	349,622
Volunteer Hours	1,760	4,432	6,239
Retail Sales	\$ 3,021	\$ 10,557	\$ 10,910

OPERATIONS

AFFIRMATIVE ACTION GOALS 2008-09					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	December 31, 2008		2008-09		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
Females					
Officials/Managers	4	9	44%	50%	Improve
Professionals	11	15	73%	50%	Maintain
Sales	10	12	83%	50%	Maintain
Office/Clerical	12	14	85%	65%	Maintain
Total	37	50	74%	50%	Maintain
Minorities					
Officials/Managers	1	9	11%	10%	Maintain
Professionals	0	15	0%	10%	Improve
Sales	1	12	8%	10%	Improve
Office/Clerical	4	14	28%	15%	Maintain
Total	6	50	12%	15%	Improve
This report is based on current full-time staff.					

OPERATIONS

FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

HIRING

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

PURCHASING

Travel Portland expended a total of \$22,725 with businesses in the FOTA area for six months ending December 31, 2008.

PARTNERSHIP

Travel Portland currently has 89 member businesses within FOTA and 59 minority and 110 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2008

For the last 20 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 2008-09, Travel Portland expended **\$751,662** of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, **\$112,059 or 15 percent** was spent with **minority/women-owned or emerging small business enterprises**.

TRAVEL PORTLAND
STATEMENT OF ACTIVITIES
For the month of December, 2008 and the six months ended December 31, 2008

	Monthly Actual	Monthly Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
REVENUES:								
CITY/CO ROOM TAX	\$32,640	\$32,640	\$0	\$ 1,883,157	1,883,158	1,649,214	0%	14%
MERC	191,913	254,754	(62,841)	1,458,908	1,528,521	1,340,450	-5%	9%
TOT/CULTURAL	171,065	24,417	146,648	228,132	146,500	231,935	56%	-2%
DUES	27,234	40,000	(12,766)	146,584	195,000	176,359	-25%	-17%
FEES	29,577	20,937	8,640	125,549	166,517	162,550	-25%	-23%
CO-OP	35,416	114,476	(79,060)	629,160	771,429	957,793	-18%	-34%
INTEREST INCOME	161	0	161	1,778	0	16,122	0%	-89%
REBATES	(15,924)	0	(15,924)	(36,506)	0	33,784	0%	-208%
TOTAL REVENUE	\$472,082	\$487,224	-\$15,142	\$4,436,762	\$4,691,125	\$4,568,207	-5%	-3%
EXPENSES:								
CONVENTION SALES	144,088	211,780	(67,692)	\$ 1,005,120	1,161,538	933,701	-13%	8%
TOURISM SALES	74,741	99,806	(25,065)	490,490	518,934	478,873	-5%	2%
MARKETING & COMMUNICATIONS	128,964	222,054	(93,090)	1,096,699	1,156,548	981,125	-5%	12%
CONVENTION SERVICES	53,098	68,416	(15,318)	288,358	320,897	284,793	-10%	1%
VISITORS SERVICES	17,250	24,103	(6,853)	124,613	139,866	118,615	-11%	5%
PARTNERSHIP SERVICES	22,003	25,619	(3,616)	153,028	152,415	143,316	0%	7%
EVENTS	19,067	8,291	10,776	71,236	68,544	71,219	4%	0%
PROGRAM SUPPORT	87,517	116,348	(28,831)	763,964	729,487	706,710	5%	8%
TOTAL EXPENSES	\$ 546,728	\$ 776,417	\$ (229,689)	\$ 3,993,508	\$ 4,248,229	\$ 3,718,352	-6%	7%
NET REVENUE OR (LOSS)	\$ (74,646)	\$ (289,193)	\$ 214,547	\$ 443,254	\$ 442,896	\$ 849,855		

**TRAVEL PORTLAND
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2008**

ASSETS	December 31, 2008	December 31, 2007	Variance
<u>Current assets:</u>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank	1,499,040	1,365,372	133,668
MERC Receivable	149,228	227,652	-78,424
City Receivable	32,641	-	32,641
RCMP Receivable	13,943	302,347	-288,404
Receivable Other	-	86,740	-86,740
Miscellaneous Receivable	-	217,134	-217,134
Promissory Note Receivable	15,000	-	15,000
Due from Foundation	1,329	-	1,329
Allowance for bad debts	(490)	(490)	0
Prepaid Expense	60,045	37,542	22,503
	<u>1,770,811</u>	<u>2,236,371</u>	<u>-465,560</u>
<u>Property and equipment:</u>			
Furniture & equipment	82,329	77,096	5,233
Less: accum. depreciation	(23,353)	(57,196)	33,843
	<u>58,976</u>	<u>19,899</u>	<u>39,077</u>
Computers	201,466	193,204	8,262
Less: Accum. Depreciation	(99,330)	(68,054)	-31,276
	<u>102,136</u>	<u>125,150</u>	<u>-23,014</u>
Automobiles	66,667	66,667	0
Less: Accum. Depreciation	(21,111)	(7,720)	-13,391
	<u>45,556</u>	<u>58,947</u>	<u>-13,391</u>
Leasehold Improvements	71,824	71,824	0
Less: Accum. Depreciation	(52,836)	(43,550)	-9,286
	<u>18,988</u>	<u>28,275</u>	<u>-9,286</u>
<u>Other assets:</u>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	223,658	207,253	16,405
Employee advances	6,122	6,326	-204
	<u>229,780</u>	<u>213,579</u>	<u>16,201</u>
TOTAL ASSETS	<u>\$ 2,226,247</u>	<u>\$ 2,682,221</u>	<u>\$ (455,974)</u>
 LIABILITIES & NET ASSETS			
<u>Current liabilities:</u>			
Accounts payable	\$ 99,917	\$ 172,543	\$ (72,626)
Accounts Payable POVA Foundation	0	39,678	-39,678
Advance MERC	0	0	
Accrued payroll costs	55,665	90,084	-34,419
Accrued longevity award	123,916	114,923	8,993
Total current liabilities	<u>279,498</u>	<u>417,227</u>	<u>-137,729</u>
<u>Other liabilities:</u>			
Rent payable	35,224	49,120	-13,896
Deferred revenues	30,000	-	30,000
Deferred compensation	223,908	223,503	405
Housing Conference Deposits	-	1,998	-1,998
Total other liabilities	<u>289,132</u>	<u>274,621</u>	<u>14,511</u>
<u>Net assets:</u>			
Unrestricted net assets, 6/30/08	1,214,362	1,140,519	73,843
Decrease in net assets for year ended 6/30/09	443,256	849,854	-406,598
Total net assets	<u>1,657,618</u>	<u>1,990,373</u>	<u>-332,755</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 2,226,248</u>	<u>\$ 2,682,221</u>	<u>\$ (455,973)</u>

FY 2009 Travel Portland/MERC Contract Budget Financial Report
2nd Quarter FY08-09

Description	FY 2009 Convention Sales, Marketing & Services			
	Quarterly spending thru 12/31/08	Year-to-date 12/31/08	Total Budget	% of spending to total budget
Direct Sales:				
<u>Portland office:</u>				
Professional services	199,890	372,988	860,950	
Direct expenses	32,867	68,605	114,516	
Total Portland office	232,757	441,593	975,466	45%
<u>Washington DC office:</u>				
Professional services	59,150	117,971	202,230	
DC Client events	180	180	6,100	
Direct expenses	10,646	14,709	32,727	
Total DC expenses	69,976	132,860	241,057	55%
<u>Chicago office:</u>				
Professional services	23,205	48,750	92,690	
Chicago client events	4,178	4,637	7,200	
Direct expenses	2,958	5,283	14,738	
Total Chicago expenses	30,340	58,669	114,628	51%
Fall & Spring FAM	45,069	46,076	42,966	107%
Site Visits	8,484	27,027	68,000	40%
Bid/Sales Trips	3,021	3,021	14,322	21%
Niche & Green Fam	2,006	13,676	40,000	34%
Local Promotions	2,055	7,445	10,425	71%
Tradeshows	40,961	105,572	105,130	100%
Road Shows	4,625	4,625	50,000	9%
Research	21,597	21,597	75,000	29%
Three City Alliance	2,349	19,049	30,000	63%
Total Direct Sales	463,241	881,210	1,766,994	50%
Marketing:				
Professional Services	37,410	76,190	163,225	
E-Marketing	26,965	69,867	82,309	
Minority Advertising	-	-	-	
Direct Mail/Advertising	53,542	160,247	348,184	**
Total Marketing	117,917	306,304	593,718	52%
Publication Relations				
Professional Services	9,870	12,768	60,355	
Minority Vendor	41,300	41,300	125,000	
Writer/Editors program	-	9,257	9,280	
Total PR	51,170	63,325	194,635	33%
Convention Services:				
Professional Services	39,333	91,340	215,310	
Direct servicing costs	12,719	30,081	-	
Pre-Con site visits	1,924	4,658	13,950	
Attendance Building trips	7,018	16,236	25,075	
Convention housing	-	-	40,886	
Total Convention Services	60,993	142,315	295,221	48%
Minority Marketing:		-		
Professional Services	25,995	51,295	-	
Total Minority Marketing	25,995	51,295	-	-
Contract Administration:				
Minority Professional Services	-	-	-	
Professional Services	78,610	135,570	206,475	
Total Contract Admin.	78,610	135,570	206,475	66%
Total OCC Sales & Marketing	771,931	1,528,723	3,057,043	50%

** Pending a MERC/OCC 2008-09 budget modification. Includes an additional \$25K for advertising.

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APPENDIX 1 – 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 63 major media requests and hosted 23 travel writers, editors and television producers on site inspections of the city. The year-to-date result of these efforts was \$5.7 million (57.3 percent of our total fiscal year goal) in positive media coverage for the region.

MERC/Oregon Convention Center Combined Media Coverage

Oregon Convention Center Coverage:

1. *Corporate & Incentive Travel* (October 2008 / \$51,625)
Mentions: Oregon Convention Center
Monthly meeting trade and corporate travel magazine
“Pacific Northwest: Where It’s Easy Being Green”
- 2-3. *Smart Meetings / SmartMeetings.com* (November 2008 / \$36,500 magazine and website combined)
Mentions: Oregon Convention Center
Monthly meeting trade magazine and its accompanying website
“Dream Destination”

TOTAL = 3 placements / \$88,125

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

1. *Spokesman-Review* (Sept. 28, 2008 / \$6,865)
Mentions: Oregon Zoo
Daily newspaper for Spokane, Wash.
“Family day trip reveals colorful personality”
2. *Corporate & Incentive Travel* (October 2008 / \$51,625)
Mentions: Oregon Convention Center
Monthly meeting trade and corporate travel magazine
“Pacific Northwest: Where It’s Easy Being Green”
- 3-4. *Seattle Times / SeattleTimes.com* (Nov. 27, 2008 / \$43,120)
Mentions: Oregon Zoo
Daily newspaper for Seattle, Wash., and accompanying website
“A holiday escape: Portland”

COMMUNICATIONS & PUBLIC RELATIONS

- 5-6. *Smart Meetings / SmartMeetings.com* (November 2008 / \$36,500 magazine and website combined)
Mentions: Oregon Convention Center
Monthly meeting trade magazine and its accompanying website
“Dream Destination”
7. *Mid-Columbian* (November-December 2008 / \$10,080)
Mentions: Oregon Zoo
Bimonthly magazine for Central Washington state
“Weekend in Portland: Laid-back Lifestyle Defines Rose City”
8. *Eye on the Bay* (Dec. 15, 2008 / \$36,000)
Mentions: Oregon Zoo
News magazine-style program that airs on KPIX Channel 5, the CBS-affiliate station in the San Francisco, Calif., area
Portland Show #1

TOTAL = 8 placements / \$184,190

Minority Media Coverage

- 1-8. *Chinese People See the World: Portland, Oregon* (aired Nov. 26-Dec.3, 2008 / \$840,000 combined)
Eight-part travel documentary produced by Jiangsu Broadcasting Corporation and JSBC International (Kylin Cable TV)
“Portland, Oregon”
Visit by television crew coordinated in conjunction with the Travel Portland Tourism Department (Jeff Hammerly and Yoko Furukawa)

TOTAL = 8 placements / \$840,000

LGBT Media Coverage

1. LOTL (November 2008 / \$2,009)
Monthly lifestyle magazine in Australia for lesbians
“A Girl in Every Port: Top 20 Lesbian Destinations”

TOTAL = 1 placement / \$2,009

APPENDIX 2 - CONVENTION SERVICES

Organization	NACAC	Community Of Writers	Utrs Inc.
Meeting Name	Portland National College Fair	Wordstock	What Meeting #5
Meeting Date	October 2-4, 2008	November 6-9	10/28-10/29
Headquarter Hotel	Courtyard By Marriott	Benson	Marriott City Center
Next Meeting	October 25-26, 2009	October 9th	Not Sure
Survey on Portland Community			
Portland Community	Wonderful city	Well, we're based here...	Wonderful city, great hotel, awesome staff
Portland Impression	Excellent	Excellent	Excellent
Portland Airport	Good	Excellent	Excellent
Taxi Rental	Good	Good	Excellent
Local Restaurant	Excellent	Excellent	Good
Meeting Destination	Excellent	Excellent	Excellent
Attractions	Excellent	Excellent	Good
MAX	Good	Excellent	Good
Leisure Community			
Travel Portland Staff			
Sales Staff	Excellent	Excellent	Excellent
Services Staff	Excellent	Excellent	Excellent
Housing Staff	Excellent	Excellent	Excellent
Travel Portland Materials	Excellent	Excellent	Excellent
Travel Portland Web	Good	Excellent	Excellent
Visitor Bureau Communication			
Oregon Convention Center (OCC)			
OCC Sales	Excellent	Fair	Excellent
OCC Services	Excellent	Good	Excellent
OCC Communication		Bruce McKinney at the OCC is the best show manager we've ever had!	
Hotel			
Hotel Name		Benson	Marriott City Center
Hotel Sales	Good	Good	Excellent
Hotel Services	Good	Fair	Excellent
Hotel Room	Good	Fair	Excellent
Hotel Dining	Good	Fair	Excellent
Hotel Communication		For as much as they charged us, I was underwhelmed by the quality of service and accommodations. The only food I ordered was burnt. The lobby's nice, though.	Excellent staff, especially Alex in catering who went above & beyond his call of duty
Transportation			
Transport Name			
Transport Service	N/A	N/A	
Transport Equipment	N/A	N/A	
Transport Communication			
Tour Co			
Tour Service	N/A	N/A	

APPENDIX 2 - CONVENTION SERVICES

Organization	The Trust For Public Land	Travel Industry Association
Meeting Name	Tech Tour 2008 Portland Or	Marketing Outlook Forum
Meeting Date	November 6 & 7, 2008	October 27 -30, 2008
Headquarter Hotel	The Embassy Suites Downtown Portland	Doubletree Lloyd Center
Next Meeting	Fall Of 2009	
Survey on Portland Community		
Portland Community	Portland and the ease of making their way around the city.	Fabulous city. Great staff to work with.
Portland Impression	Excellent	Excellent
Portland Airport	Excellent	Excellent
Taxi Rental	N/A	Fair
Local Restaurant	Good	Good
Meeting Destination	Excellent	Good
Attractions	Good	Good
MAX	Excellent	Excellent
Leisure Community	Thursday open gallery evening and enjoyed	
Travel Portland Staff		
Sales Staff	Excellent	Excellent
Services Staff	N/A	Good
Housing Staff	N/A	N/A
Travel Portland Materials	Good	Excellent
Travel Portland Web	Excellent	Excellent
Visitor Bureau Communication	Geralyn Maloney was a huge help in the search for a meeting space.	
Oregon Convention Center (OCC)		
OCC Sales	Excellent	Excellent
OCC Services	Excellent	Good
OCC Communication	The group was impressed with the professional atmosphere and the meeting room comfort.	Great facility, clean, easy to direct.
Hotel		
Hotel Name	The Embassy Suites Downtown Portland	Doubletree Lloyd Center
Hotel Sales	Excellent	Excellent
Hotel Services	N/A	Excellent
Hotel Room	Good	Good
Hotel Dining	Good	Good
Hotel Communication	Convenient and comfortable	
Transportation		
Transport Name	Public Transportation	
Transport Service	N/A	
Transport Equipment	N/A	
Transport Communication		
Tour Co		
Tour Service		

MERC Affirmative action program utilization and availability analysis

Workforce data collected July 1, 2008

December 2008

About MERC

Millions of people have passed through the doors of the Oregon Convention Center, Portland Center for the Performing Arts and Portland Expo Center.

These important venues help foster a diverse range of performing arts experiences; provide gathering places for community celebrations and events; and generate significant economic return for the region by hosting conventions and events that draw visitors and tourism dollars into the community.

The regional public assembly facilities are managed by the Metropolitan Exposition Recreation Commission (MERC), a subsidiary of Metro. Metro, the regional government that serves 1.4 million people who live in the 25 cities and three counties of the Portland metropolitan area, provides planning and other services that protect the nature and livability of our region.

Since 1987, MERC has sought to enhance the cultural and economic vitality of Oregon and the Portland region through sound leadership and expert management of public event venues.

About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy and good transportation choices for people and businesses in our region. Voters have asked Metro to help with the challenges that cross those lines and affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to protecting open space, caring for parks, planning for the best use of land, managing garbage disposal and increasing recycling. Metro oversees world-class facilities such as the Oregon Zoo, which contributes to conservation and education, and the Oregon Convention Center, which benefits the region's economy

Metro representatives

Metro Council President – David Bragdon

Metro Councilors – Rod Park, District 1; Carlotta Collette, District 2; Carl Hosticka, District 3; Kathryn Harrington, District 4; Rex Burkholder, District 5; Robert Liberty, District 6.

Auditor – Suzanne Flynn

Metro, 600 NE Grand Ave., Portland, OR 97232, 503-797-1800

www.oregonmetro.gov

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SUMMARY

The utilization and availability analysis is a biennium report outlining The Metro Exposition-Recreation Commission (MERC) utilization of women and minorities as it compares to the availability of women and minorities in their respective recruitment area. Annual placement goals are established where underutilization exists. An annual placement goals report for plan year 2006-08 is located in Appendix B of this report.

This report aligns with Metro's affirmative action plan, ensuring that equal employment opportunities and affirmative action practices exist for all applicants and employees without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law.

MERC is divided into four major departments: Administration, Oregon Convention Center, Expo Center and Portland Center for the Performing Arts.

All job groups share Portland as a local recruitment area. The Portland area includes Clackamas, Multnomah, Washington and Yamhill Counties in Oregon and Clark and Skamania Counties in Washington. The officials and administrators job group includes the United States as a reasonable recruitment area.

UTILIZATION OF WOMEN AND MINORITIES BY DEPARTMENT

The following tables present the number of employees in each department, gender, minority and number of persons underutilized where current incumbency is less than projected availability. The job group names represent government groupings for purposes of official reporting. A complete listing of all classifications within a job group and a listing of reporting codes is available in Appendix A of this report.

Number of employees represents the sum of employees for each job group within a department; gender indicates the number of females and males in each job group; minority indicates the number of minority employees in each job group (a listing of the minority codes is located in Appendix C of this report); and number of persons underutilized shows the number of women and/or minorities needed to reach parity within the identified job group when current incumbency is less than projected availability.

MERC has separately determined the availability of women and minorities for each job group using 2000 U.S. census data. To determine availability, MERC has considered the percentage of minorities or women with requisite skills in the reasonable recruitment area and the percentage of minorities or women among those promotable, within MERC.

Availability is an estimate of the number of qualified minorities or women available for employment in a given job group, expressed as a percentage of all qualified persons available for employment in the job group. The purpose of the availability determination is to establish a benchmark against which the demographic composition of our incumbent

workforce can be compared in order to determine whether barriers to equal employment opportunity may exist within particular job groups.

The percentage under or over utilized is calculated by the most commonly used test: the *80 percent rule*. This calculation is achieved by multiplying 80 percent by the availability percentage as determined from 2000 U.S. census data and subtracting the current percentage of minorities and females in the job group.

MERC Administration	Number of employees	Gender	Minority	Number of persons underutilized	
Office and clerical	6	6 F	1B, 1A	Minority	0.0
				Female	0.0
Officials and administrators	5	2 M 3 F	0	Minority	0.4
				Female	0.0
Professionals	8	3 M 5 F	1A, 1H	Minority	0.0
				Female	0.0
Oregon Convention Center	Number of employees	Gender	Minority	Number of persons underutilized	
Office and clerical	38	9 M 29 F	3B, 2A, 1AMI	Minority	0.0
				Female	0.0
Officials and administrators	7	6 M 1 F	1B	Minority	0.0
				Female	0.7
Paraprofessional	1	1 F	0	Minority	0.1
				Female	0.0
Professionals	14	9 M 5 F	1A	Minority	0.5
				Female	1.2
Service Maintenance	62	44 M 18 F	22B, 2H 1A, 3AMI	Minority	0.0
				Female	0.0
Skilled craft	19	18 M 1 F	1B, 1H	Minority	1.1
				Female	0.0
Technicians	20	14 M 6 F	1B, 1AMI	Minority	0.0
				Female	0.0
Protective services	35	22 M 4 F	12B, 1H 1A, 1AMI	Minority	0.0
				Female	1.9

Exposition Center	Number of employees	Gender	Minority	Number of persons underutilized	
Office and clerical	13	4 M 9 F	1B, 1A, 1AMI	Minority Female	0.0 0.0
Officials and administrators	3	3 M	0	Minority Female	0.3 0.7
Professionals	1	1 M	0	Minority Female	0.1 0.4
Service Maintenance	11	6 M 5 F	3B, 1H	Minority Female	0.0 0.0
Skilled Craft	6	5 M 1 F	1B	Minority Female	0.0 0.0
Portland Center for the Performing Arts	Number of employees	Gender	Minority	Number of persons underutilized	
Office and clerical	28	8 M 20 F	4B, 2H	Minority Female	0.0 0.0
Officials and administrators	4	2 M 2 F	1H	Minority Female	0.0 0.0
Paraprofessionals	1	1 M	0	Minority Female	0.1 0.6
Professionals	1	1 M	0	Minority Female	0.1 0.4
Service Maintenance	135	58 M 77 F	19B, 3H, 5A, 2AMI	Minority Female	0.2 0.0
Skilled craft	35	31 M 4 F	2B, 2H, 1A	Minority Female	0.8 0.0
Protective services	17	16 M 1 F	3B, 1A	Minority Female	0.0 2.8

CURRENT PLAN YEAR ANALYSIS 2006-08

Metropolitan Exposition Recreation Commission has a total of 461 employees with 112 minorities and 198 females included in this plan. The current plan year analysis illustrates the number of minorities and females in each job group, minority and female placement goals, the percentage of vacancies filled through external hires and internal promotions, the job groups from which promotions are made and the percentage of hires made from the local and reasonable recruitment areas.

Office and Clerical This group consists of 85 employees, 17 minorities and 64 females. There are no placement goals for females or minorities at this time. 100 percent of all vacancies for this job group are filled through external hires. With regard to external hiring, 100 percent of hires come from Portland, OR-Vancouver, WA PMSA.

Officials and Administrators This group consists of 19 employees, 2 minorities and 6 females. There are no placement goals for females or minorities at this time. 67 percent of all vacancies for this job group are filled through internal promotion, and 33 percent are filled through external hires. Internal promotions are from the Officials and Administrators job group. With regard to external hiring, 55 percent of hires come from Portland, OR-Vancouver, WA PMSA and 45 percent come from the United States excluding Hawaii.

Paraprofessionals This group consists of 2 employees, no minorities and 1 female. There are placement goals of 10.33 percent for minorities and 71.54 percent for females. 100 percent of all vacancies for this job group are filled through external hires. With regard to external hiring, 100 percent of hires come from Portland, OR-Vancouver, WA PMSA.

Professionals This group consists of 24 employees, 3 minorities and 10 females. Minorities do not have placement goals but there is a 54.98 percent placement goal for females. 67 percent of all vacancies for this job group are filled through external hires, 33 percent are filled through internal promotion. Internal promotions are from the Professionals job group. With regard to external hiring, 100 percent of hires come from Portland, OR-Vancouver, WA PMSA.

Service Maintenance This group consists of 208 employees, 61 minorities and 100 females. There are no placement goals for females or minorities at this time. 75 percent of all vacancies for this job group are filled through external hires, 25 percent are filled through internal promotion. Internal promotions are from the Service Maintenance job group. With regard to external hiring, 100 percent of hires come from Portland, OR-Vancouver, WA PMSA.

Skilled Craft This group consists of 60 employees, 8 minorities and 6 females. There are no placement goals for females but minorities have a placement goal of 20.68 percent. 100 percent of all vacancies for this job group are filled through external hires. With regard to external hiring, 100 percent of hires come from Portland, OR-Vancouver, WA PMSA.

Technicians This group consists of 20 employees, 2 minorities and 6 females. There are no placement goals for females or minorities at this time. 100 percent of all vacancies for this job group are filled through external hires. With regard to external hiring, 100 percent of hires come from Portland, OR-Vancouver, WA PMSA.

Protective Service This group consists of 43 employees, 19 minorities and 5 females. Minorities do not have placement goals but there is a 28.12 percent placement goal for females. 75 percent of all vacancies for this job group are filled through external hires, 25 percent are filled through internal promotion. Internal promotions are from the Service Maintenance job group. With regard to external hiring, 100 percent of hires come from Portland, OR-Vancouver, WA PMSA.

Employees will be informed of and encouraged to pursue promotion opportunities and training to prepare for new jobs, maintain and improve performance, and to overcome and prevent obsolescence. Metropolitan Exposition Recreation Commission will use alternate recruitment sources when necessary to attract more qualified external applicants.

PROGRAM COMPARISON FROM PLAN YEARS 2004-06 AND 2006-08

MERC has progressed in meeting placement goals in one job category and has decreased in another job category since the last utilization and availability report in 2004-06. For purposes of this analysis, any underutilization of less than one person is not included. The office and clerical, officials and administrators, professionals, service maintenance and technicians job groups remain utilized for female and minorities. The paraprofessionals job group is new to the reporting system, and analysis on progress for this job group will be available in the next plan year report. Currently it is utilized for females and minorities. The skilled craft job group remains utilized for females, underutilization for minorities decreased by two persons; from three to one. The protective services job group remains utilized for minorities, underutilization increased for females increased by four persons; from none to four.

APPENDIX A | MERC AFFIRMATIVE ACTION JOB CODES

15 Office and clerical

Accounting Technician II	Marketing and Promotions Coordinator II
Administrative Assistant - part time	Sales Manager
Administrative Assistant	Secretary
Admissions Lead	Senior Event Manager
Assistant Event Services Manager	Services Sales Coordinator I
Executive Assistant	Services Sales Coordinator II
Event Receptionist	Show Seller
Event Manager	Ticket Seller
House/Event Manager	Volunteer Services Coordinator
Marketing and Promotions Coordinator I	

25 Officials and administrators

Asst. Executive Director - OCC	Event Services Manager - PCPA
Asst. Executive Director - PCPA	Executive Director - PCPA
Construction Project Manager	General Manager
Construction Division Manager	Human Resources Manager - MERC
Deputy General Manager	Marketing and Web Services Manager
Director – Expo Center	Operations Manager – Expo Center
Director of Event Services	Operations Manager - PCPA
Director of Operations	Ticketing/Parking Services Manager
Director of Sales and Marketing	

35 Paraprofessionals

Facility Maintenance and Construction Supervisor	Volunteer Services Coordinator
--	--------------------------------

45 Professionals

Accountant
Account Executive
Assistant Operations Manager - PCPA
Budget Manager
Business System Analyst
Computer Systems Administrator

Controller
Graphic Designer
Information Technology Manager
Medical Specialist
Procurement Analyst
Sales and Events Manager

55 Maintenance and service

Admissions Staffing Manager
Checkroom Attendant
Custodian
Elevator Operator
Event Custodian - OCC
Event Custodian - PCPA
Expo Center Utility Lead
Gate Attendant
Operations Manager – Housekeeping and Setup

Sales and Booking Manager - PCPA
Senior Setup Supervisor – OCC
Setup and Operations Supervisor
Ticket Services Manager
Ticket Services Supervisor
Usher
Utility Lead - PCPA
Utility Maintenance Technician - PCPA
Utility Worker I – OCC
Utility Worker II – OCC

65 Skilled craft

Assistant Operations Manager Expo
Department Head Stagehand - Flyrail
Department Head Stagehand - General
Department Head Stagehand - Sound
Department Head Stagehand - Carpentry
Department Head Stagehand - Electrician
Department Head Stagehand - Properties
Electrician
Facility and Technician Services
Supervisor
Lead Electrician
Lead Operating Engineer

Maintenance Supervisor
Operating Engineer
Operating Engineer – P/T
Operations Manager – Technical Services
Painter
Stage Supervisor
Telecom and Information Systems
Technician
Utility Maintenance
Utility Maintenance Lead
Utility Maintenance Specialist
Utility Maintenance Technician- PCPA

75 Technicians

Audio Visual Production Assistant
Audio Visual Supervisor

Audio Visual Technician
Audio Visual Technician Lead

85 Protective services

Facility Security Agent
Lead Stagedoor Watchperson
Relief Facility Security Agent – OCC

Security Manager
Stagedoor Watchperson

APPENDIX B | ANNUAL PLACEMENT GOALS REPORT

	Plan year placement goal		Percentage of persons underutilized		Number of persons underutilized	
	female	minority	female	minority	female	minority
Office and clerical	NA	NA	0	0	0	0
Officials and administrators	NA	NA	0	0	0	0
Paraprofessionals	71.54%	10.33%	21.54%	10.33%	.14	.16
Professionals	54.98%	NA	13.31%	0	.55	0
Service Maintenance	NA	NA	0	0	0	0
Skilled Craft	NA	20.68%	0	7.35%	0	1.92
Technicians	NA	NA	0	0	0	0
Protective Services	28.12%	NA	16.49%	0	4.67	0

APPENDIX C | AFFIRMATIVE ACTION RACIAL CATEGORIES

A: Asian or Pacific Islander All persons having origins in any of the original peoples of the Far East, Southwest Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

AMI: American Indian or Alaskan Native All persons having origins in any of the original peoples of North America, who maintain cultural identification through tribal affiliation or community recognition.

B: Black (not of Hispanic origin) All persons having origins in any of the black racial groups of Africa.

H: Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

W: White (not of Hispanic origin) All persons having origins in any of the original people of Europe, North Africa or the Middle East.

February 25, 2009

To: Metropolitan Exposition Recreation Commission

From: Cheryl Twete, Director of Business and Community Development

Subject: Columbia River Crossing – Marine Drive Interchange Design Process and Expo Center Conditional Use Master Plan Update

For the past year, you have received regular briefings on the status of the Columbia River Crossing (CRC) process in relation to the Expo Center and Marine Drive as well as our work on the Master Plan Update. Today, staff would like to give you a brief overview of the draft Expo Center Urban Design Concept and obtain your feedback and ideas (See Attachment A). Then, we will provide you with an update on the Marine Drive interchange design process and also obtain your direction with regards to the latest alignment options.

Until the Marine Drive interchange alignment is selected, we are in a holding pattern in terms of proceeding with our conditional use master plan work. Staff is hopeful that an alignment option will be selected soon so that the CRC project can continue through its Final Environmental Impact Statement process (FEIS) and we can move forward with our Expo Center Conditional Use Master Plan project.

Marine Drive Stakeholder Committee Process

Earlier this month, two new alignment options (known as Options 12 and 14 - both of which are essentially modifications of earlier options) were presented to the Marine Drive Stakeholder Committee. See Attachment B for the original Standard Alignment, Option 12 and Option 14. As you know, both the MERC Commission and the Metro Council have expressed support for the Standard Alignment in the past. These options address a range of criteria and goals by a wide variety of stakeholders, including the transportation and freight community, pedestrian and bike trail committee, environmental community, urban design committee and property owners. As of this writing, the Stakeholder Committee has not reached consensus, with Metro, MERC and Tri-Met staff preferring the original Standard Alignment or secondarily, Option 14. It appears that most of the other stakeholders prefer Option 12. Staff does not know exactly how nor when the final alignment option decision will be made. The estimated right-of-way take for Options 12 and 14 are very similar – 1.9 to 2.0 acres. The right-of-way take for the Standard Alignment is approximately .7 acres and though this acreage take is less and therefore more beneficial to the Expo Center, it is but one factor in our review of these alignment options.

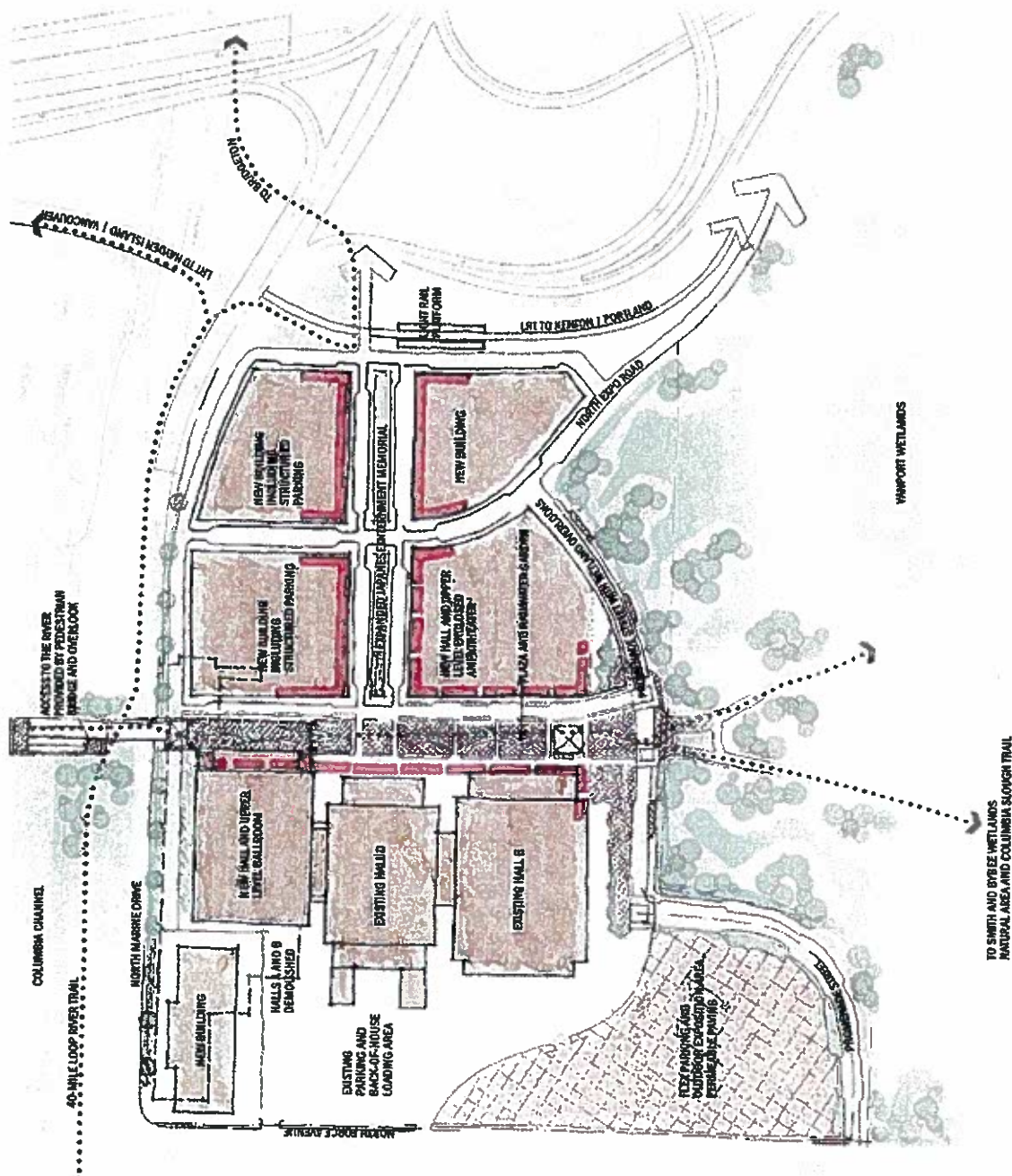
The reason MERC and Metro staff prefers the Standard Alignment (or secondarily, Option 14) is because we believe it better enables the Expo Center Master Plan to be implemented as a transit oriented development and creates a more attractive, safe and functional light rail station. As you have seen with the concept urban design plan for the Expo Center, our goal is to orient the Expo Center campus in a

manner that incorporates light rail as a significant element of the site with strong relationships with existing and future Expo buildings. The light rail station will become a stronger, eastern edge to the campus, with a clear, attractive and pedestrian friendly linkage between the station and Expo's front doors. With both the Standard Alignment and Option 14, the light rail station is uncovered and does not have interchange ramps overhead. These options better enable light rail to be fully integrated into our master plan as well as incorporate the goals of other stakeholders. We recognize that the Marine Drive serves as an important link for freight mobility and support a design solution that results in improved, long-term transportation performance of the interchange.

Our fundamental objection to Option 12 is that the interchange ramps partially cover the light rail station. Though less impactful than the previous modified option (sent to you in January 2009 – the Modified Standard Alignment), we believe that it creates a less than desirable situation for transit, for transit riders and for our future transit oriented development. We believe Option 12, as it addresses and balances a range of goals, does not support transit to a sufficient degree.

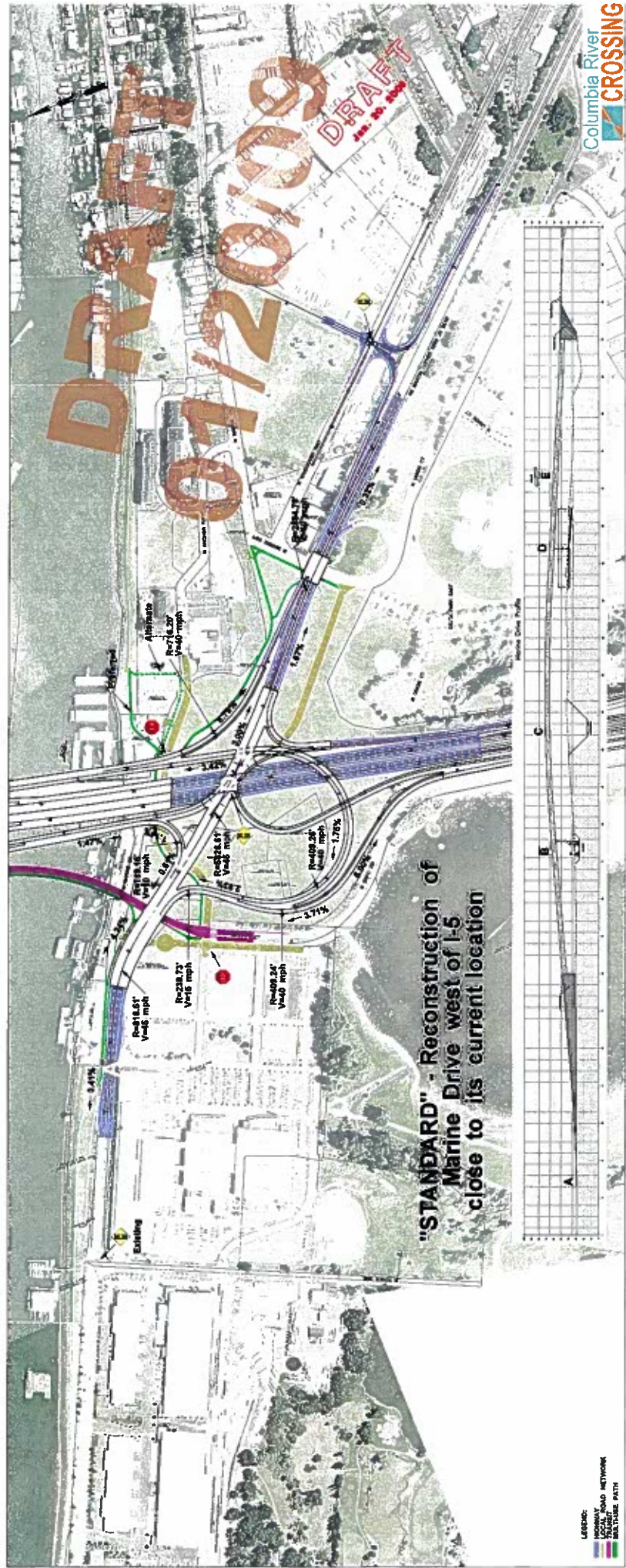
Staff continues to work in good faith with the CRC Staff and Marine Drive Stakeholder Committee members and will apprise you of the latest situation at your February 25, 2009 meeting. At that meeting, staff will be seeking direction from you on our final approach to the alignment decision.

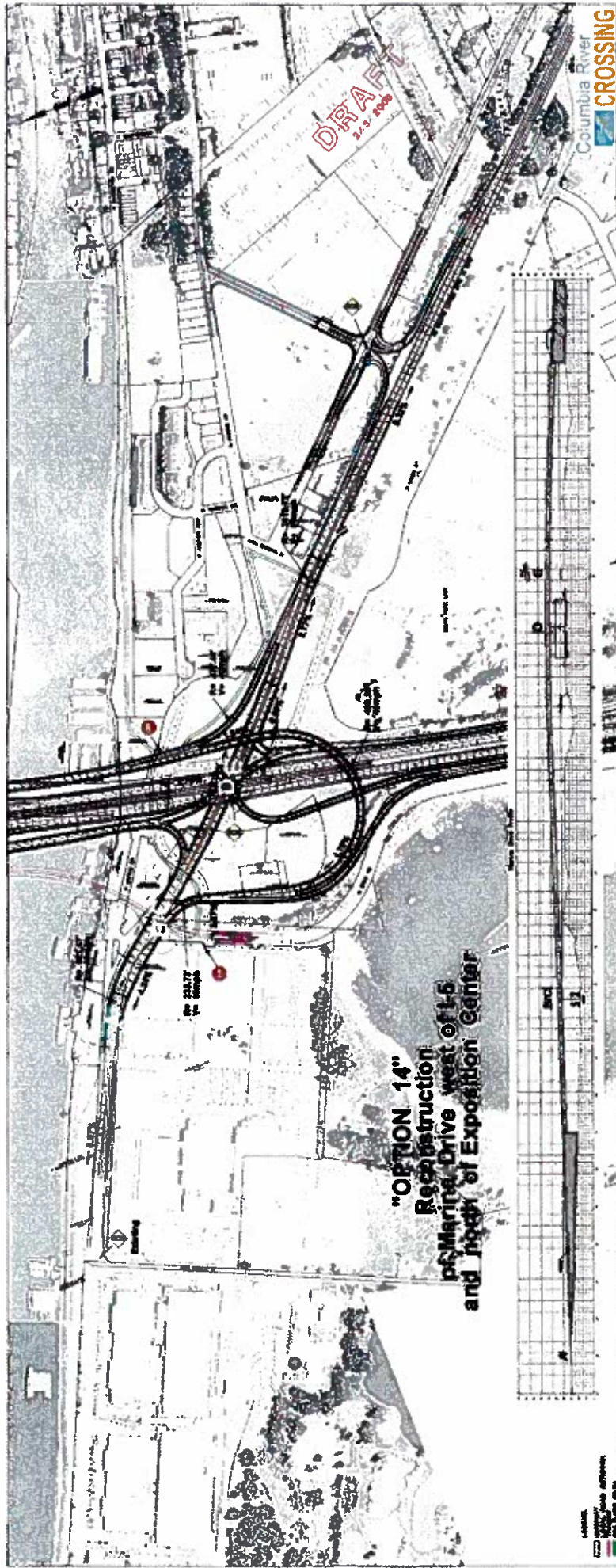
Attachment A

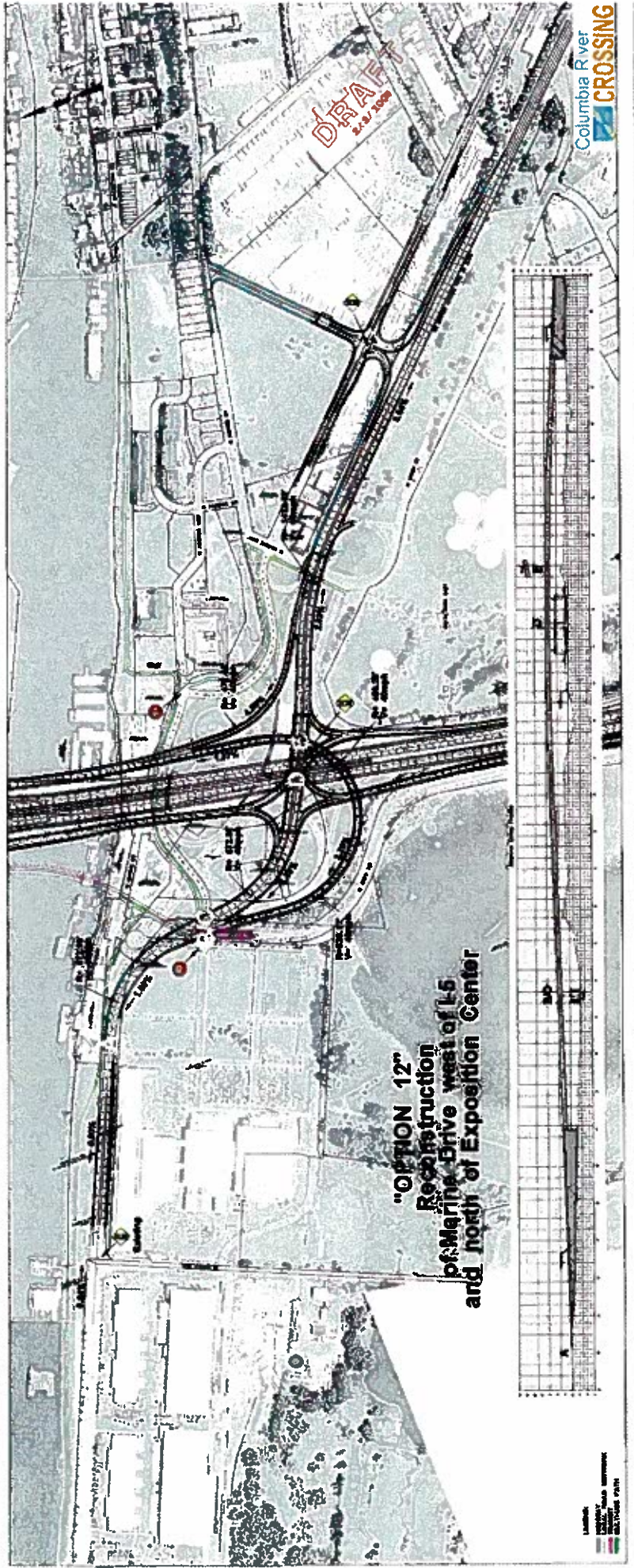


MERC EXPO URBAN DESIGN CONCEPT PLAN
MARINE DRIVE STANDARD ALIGNMENT
15 DECEMBER 2008









Attachment B

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 09-01

For the purpose of approving and transmitting the budget for the MERC Fund for Fiscal Year 2009-2010.

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

WHEREAS, the MERC Operating Fund and the MERC Pooled Capital Funds are now consolidated into one MERC Fund; and

WHEREAS, the MERC Budget Committee has reviewed the proposed budget for the MERC Fund and recommends approval of the proposed budget,

BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission approves and transmits to the Metro Chief Operating Officer, for submission to the Metro Council, the following budget attached as Exhibit A, for the fiscal year beginning July 1, 2009 and ending June 30, 2010 for inclusion as part of the total Metro budget for this period.

Passed by the Commission on February 25, 2009

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

Chair

By: _____
Nathan A. Schwartz Sykes
Senior Attorney

Secretary-Treasurer

MERC Staff Report

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

Resolution No.: 09-01

Presented By: Gary Reynolds
Kathy Taylor
Cynthia Hill

Date: February 25, 2009

Background and Analysis: Resolution 09-01 would approve the attached proposed budget for submission to the Metro Council by a duly adopted resolution at a regular public meeting of the MERC Commission.

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

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

“Exhibit A” includes a letter from Gary Reynolds, MERC Commissioner and David Woolson, MERC CEO describing the challenges and the many conflicting factors we faced in the development of the 2009-10 Proposed Budget.

Fiscal Impact: This budget proposes a net decrease of \$300,190 as a result of operations and plans to spend \$870,000 of existing fund balance designated for Capital only expenditures. The total net decrease to fund balance is \$1,170,190.

Recommendation: The MERC Commission Budget Committee recommends adoption of Resolution 09-01, for the purpose of approving and transmitting the budget for the MERC Fund for Fiscal Year 2009-2010.



 A SERVICE OF METRO

METROPOLITAN EXPOSITION RECREATION COMMISSION

**Exhibit A
Resolution 09-01**

**2009-10 FY
Proposed Budget**

MERC Commission Meeting

February 25, 2009

To: MERC Commission

From: Gary Reynolds, Budget Committee Chair, and David Woolson, MERC CEO

Date: February 20, 2009

Re: 2009-10 Budget Status

This was a very challenging budget to create because of many conflicting factors. While the difficulties were many, we believe that we have developed a solid preliminary budget that will meet our client and customer demands and maintain the viability of our venues. Due to the current significant economic downturn, we will re-evaluate the budget after reviewing May lodging tax revenues and current market conditions. Additionally, we will be carefully monitoring the budget after its adoption to make sure it reflects revenue realities. Some of the major complexities we addressed during our budget preparations include:

- The major influence of the worsening national, state and local economic situation.
- A strong book of events is scheduled for the next year. FY10 was projected to be perhaps the most profitable year in our history due to a large number of conventions coupled with a strong year for Broadway shows.
- Concerns about lower than anticipated convention attendance caused us to reduce our Food & Beverage revenue and margins.
- Conversely, Portland is in a unique position compared to other convention centers. Our lack of corporate business, usually a negative factor, is an advantage in an economic downturn. During a recession our reliance on association meetings is a benefit because associations must hold their conventions in order to generate their operating revenue. In fact, it is their primary source of revenue.
- Decline in hospitality occupancy will result in lodging tax decreases for OCC and PCPA.
- However, a compensating factor on hospitality is our higher than average number of conventions which could positively impact occupancy rates, especially during the autumn of 2009.
- As part of the budget development process over the last few months all directors have gone through a series of thorough reviews and with iterative cost cutting measures and expenditure postponements.

Goal for Net Operating Budget – Annually, our goal is to present a ‘breakeven’ operating budget where operating expenditures is covered by anticipated revenue. After accounting for the anticipated reduction of revenue and lodging tax and recording expense decreases, the FY 10 budget has an operating deficit of \$302 thousand. Fortunately, several years of strong lodging tax revenues helped us build a substantial fund balance for just such times. As the situation evolves we will continue to closely monitor expenses. Our foremost goal is to maintain our solid business operations and safeguard our financial position.

- To date there have been several rounds of expense reductions. After presentation of the preliminary budget in January, the facilities directors have adjusted the budget down by \$423 thousand:
 - \$1.3 Million reduction of expenses
 - \$562 thousand for OCC F&B, Goods & Service, Marketing
 - \$650 thousand for BrewPub
 - \$72 thousand PCPA Goods & Service
 - \$77 thousand Fringe Benefits
 - \$942 thousand reduction in revenue
 - \$542 thousand Lodging Tax
 - \$400 thousand OCC F&B
 - New Green Event: Net revenue of \$8,000
 - OCC Revenue \$333 thousand and Expense \$325 thousand
- Revenue, excluding F&B, is up 1.25%
- Operating Expense, excluding F&B, is up 2%
 - Personal Services 2%
 - Goods & Services 3%
 - Marketing 0%
- Many line items are based on booked events and direct costs for those events.
- Every line item was evaluated to determine the appropriate budget amount. In EBMS managers entered detailed notes to describe and support anticipated transactions.
- An inflation factor is applied to goods and services only if no better information is available.
- Cost of Living Adjustments apply to labor union contracts.

Personal Service – In recognition of the seriousness of the economic situation, proposed salary increases of about 4% will be budgeted for the year, but a final decision will be made as to what, if any, increases are awarded when revenue from FY09 lodging tax is actually received in May and again in August. Our primary goal is to maintain our staffing level and retain our workforce. All decisions relative to compensation will be carefully weighed over the next few months. Further, if we determined it is in the best interest of our business, hiring freezes will be considered on a position by position basis, as will other cost containment actions.

- Labor contracts cost of living increases are budgeted between 2 and 4%. Each of the six contracts relies on a different CPI measured at different dates. Contracts stipulate that employees are to be paid COLA regardless of the budgeted increase.
- Compensation increases for non-represented employees (about 100 FTE) is proposed as:
 - Annual non-contract salary increases ~\$275 thousand/year 4% pool
 - Bonus and TAP ~\$145 thousand/year 2% pool

Experience in weathering times of recession – It is important to remember that MERC has successfully maneuvered through serious financial and economic crisis in the past. As with previous recessions, our directors will watch the economic climate and make reductions and cutbacks as needed. All of our executives weathered the 9/11 recession and gained valuable experience. They have demonstrated a keen ability for determining what steps to take while keeping the venues financially sound and meeting customers’ expectations. The MERC Commission will be given regular updates at Commission meetings each month.

Resources for Capital – First and foremost, our facilities are well maintained and there is no deferred maintenance. In addition, funds have been set aside to maintain and upgrade all our venues. Our budgeted projects are funded from operation or from designated or restricted reserves, in all, totaling \$4.3 Million. These reserves can only be used for Capital and cannot be used for Operations. The reserves include:

- Renewal and Replacement Reserves designated by Commission
- Restricted Lodging Tax receipts – excess of 7% for OCC
- Expo Phase 3 Expansion Reserves from user fees designated by Commission

Rainy Day Fund –MERC has been prudent and saved substantial resources over the last few years. The Fund Balance is \$26 million dollars, which exceeds our Strategic Fund Balance Goal by \$5 million. Over the last 4 years, lodging tax revenues considerably exceeded our expectations. Rather than increase spending to match increased revenues, excess funds were saved in dedicated reserve accounts and earmarked for the Strategic Fund or Renewal and Replacement Reserves. One of the purposes of the Strategic Fund Balance is to provide the resources necessary to maintain our business and staffing during a downturn.

Budget Law Constraints – In the private sector, budgets are based on expected Net Results. The primary control in public budget law is an Expenditure Appropriation. It is intentionally designed to make it difficult to spend more than the appropriation, regardless of fluctuations in our business. Revenue increases force us to amend the budget to cover associated direct costs (food, labor), but amendments are limited by law to budgeted contingencies. As an enterprise fund, this is a challenge for us every year. Unfortunately, budget law wasn’t designed with enterprises in mind.

- Our budget was created assuming that booked business will occur. In order to pay for the related costs, we also budgeted expenses consistent with these revenue projections. If the business does not materialize, these expenses will not be incurred.

Alternatives – At our monthly Executive Management Team meeting, we review our financial situation and our updated forecasts. Based on conditions and projections, we can informally adjust our budget. With EBMS, we can maintain both a formal adopted budget and a revised budget that reflects changing conditions. Any significant impacts will be brought to Commission.

Directors have prepared a contingency plan to guide MERC in the event our operations deteriorate. The plan outlines options for various deteriorating economic scenarios. The plan will be refined over the next several months so that we can react swiftly and decisively to any and all situations. This has worked effectively in the past. The following will be monitored:

- Each director has already compiled expenditures to be cut, reduced or postponed. Some of these have been included in the budget. Others will be applied as the situation unfolds in accordance with our contingency plan.
 - Our most discretionary spending is for selected Goods & Services such as travel, training, meetings, and consultants. ~ \$800 thousand/year MERC wide.
- Capital projects (funded from operating resources) can be postponed to conserve fund balance, if needed.

Transient Lodging Tax – A critical factor in our future decisions over the next year will be lodging tax – which represents 25% of our revenue.

- Lodging tax was \$9.7M last year, so a 1% decrease is approximately \$100 thousand.
- A likely scenario is a 0% to 5% decline this year, followed by a 10% decline next year.
 - The FY10 budget has been adjusted to reflect a decline in TLT.
 - The adopted budget for FY09 has not been adjusted. A decline of 5% for FY09 will result in TLT being over budget \$215 thousand – due to conservative budgeting last year.
- Milestone months for lodging tax are February, May, August and November.
- VDI has adequate fund balance to fill the buckets for FY10.

In conclusion, MERC's FY10 operating budget is based on booked events and revenues, estimated direct costs and line-by-line analysis. We have trimmed \$1.3 million expenses from the preliminary budget and revenues were reduced by almost \$1 million. The big unknown is lodging tax – as circumstances change, management will modify operating and capital expenditures. Management can determine the best action on Personal Service increases after lodging tax for FY09 is known. In these uncertain times, MERC will balance cutting budgeted expenses with the necessity to maintain adequate appropriation and expenditure authority to carry out the business that is booked for the year. Our promise is to be vigilant to the changing situation and to modify our operations accordingly.

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Metropolitan Exposition Recreation Commission

BUDGET DEVELOPMENT CALENDAR

February 25, 2009

Budget Development Process		Date
MERC	Budget Committee Meeting - OCC King Board Room 11:00 AM - 1:00 PM Draft Budget Calendar & Assumptions Budget Overview	October 29
MERC	Budget Assumptions distributed to MERC Venues	October 30
Metro	Budget Preparation Materials - Metro Council Work Session	November 5
	<i>Holiday Veterans Day</i>	<i>November 11</i>
	<i>Holiday Thanksgiving</i>	<i>November 27</i>
MERC	Venues develop 2009-10 FY Budget and Five Year Capital Plan	November/December
MERC	Facility Directors and Operations Managers meet with MERC Construction Manager	November/December
PCPA	Present Proposed Capital Projects to the Friends of PCPA for approval	November/December
MERC	Venue Budgets Due (meet with Woolson, Taylor and Hill) <i>Robyn Williams</i> <i>Chris Bailey</i> <i>Jeff Blosser</i>	December 15 thru 19
MERC	Review venue budgets and develop Budget Committee materials	December 22 thru January 9
	<i>Christmas Day</i>	<i>December 25</i>
	<i>New Years Day</i>	<i>January 1</i>
MERC	Distribute Budget Committee Materials	January 14
MERC	Budget Committee Meeting - King Board Room 11:00 AM - 2:00 PM <i>Martin Luther King Jr. Day</i>	January 23 <i>January 19</i>
MERC	Distribute Commission Materials	January 21 or 22
MERC	Commission Meeting - Present Proposed Budget	January 28
Metro	MERC Budget due to Metro	February 20
MERC	Distribute Budget Committee Materials	February TBD (10 - 13)
MERC	Budget Committee Meeting - Approve Budget Proposal for submission to Commission MERC Board Room 11:00 AM - 1:00 PM	February 17
MERC	Distribute Commission Materials	February 18 or 19
MERC	Commission Meeting - Approve Proposed Budget for submission to Metro Council	February 25
MERC	Budget Committee Meeting - as needed Location TBD	March TBD
MERC	Distribute Commission Materials	March 19 or 20

Metropolitan Exposition Recreation Commission

BUDGET DEVELOPMENT CALENDAR

February 25, 2009

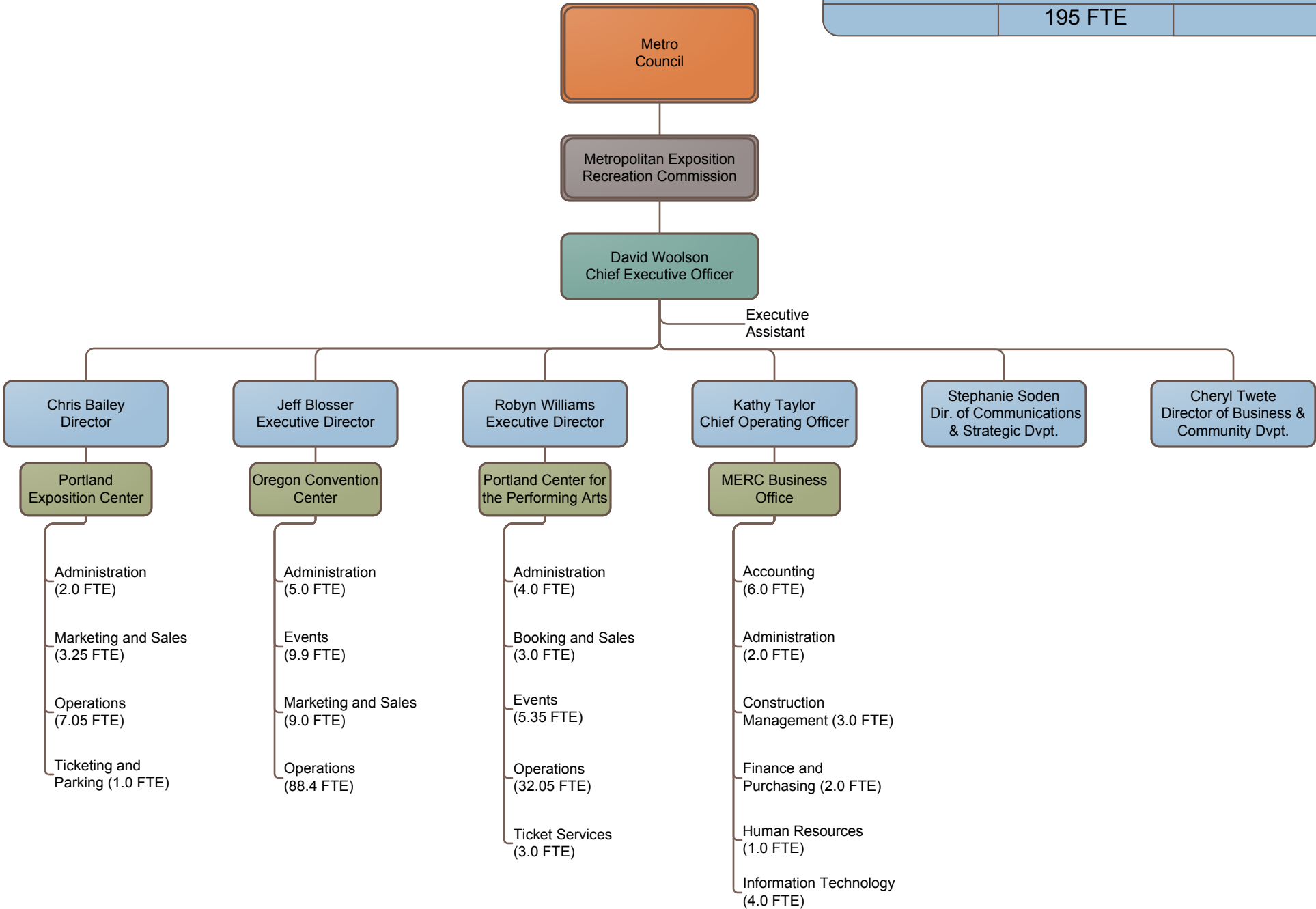
Budget Development Process		Date
MERC	Commission Meeting - Revise and Approve Proposed Budget	March 25
Metro	Metro COO Proposes Budget Public Hearing	April 2
Metro	Council Budget Work Session	April 21
MERC	Budget Committee Meeting - as needed Location TBD	April 22
MERC	Commission Meeting - Final Amendment to the 2009-10 Proposed Budget <i>Reductions to the 2009-10 Budget accepted through June</i>	April 22
Metro	Council Approves Budget for Transmittal to TSCC	April 30
MERC	Budget Committee Meeting - as needed Location TBD	May
Metro	Deadline to submit budget to TSCC	May 15
MERC	Commission Meeting - Final Amendments 2008-09 Current Year Budget	May 27
Metro	TSCC Public Hearing Council Chambers	June 4 12:30 PM - 2:00PM
Metro	Adoption of Final Amendments	June 11
Metro	Adoption of the Budget	June 18
MERC	Send MERC Budget Resolution to Multnomah County - VDF Request Attention: Bill Moravic -Mindi Harris - Harry Morton	June 25
MERC	Commission Meeting	June 17

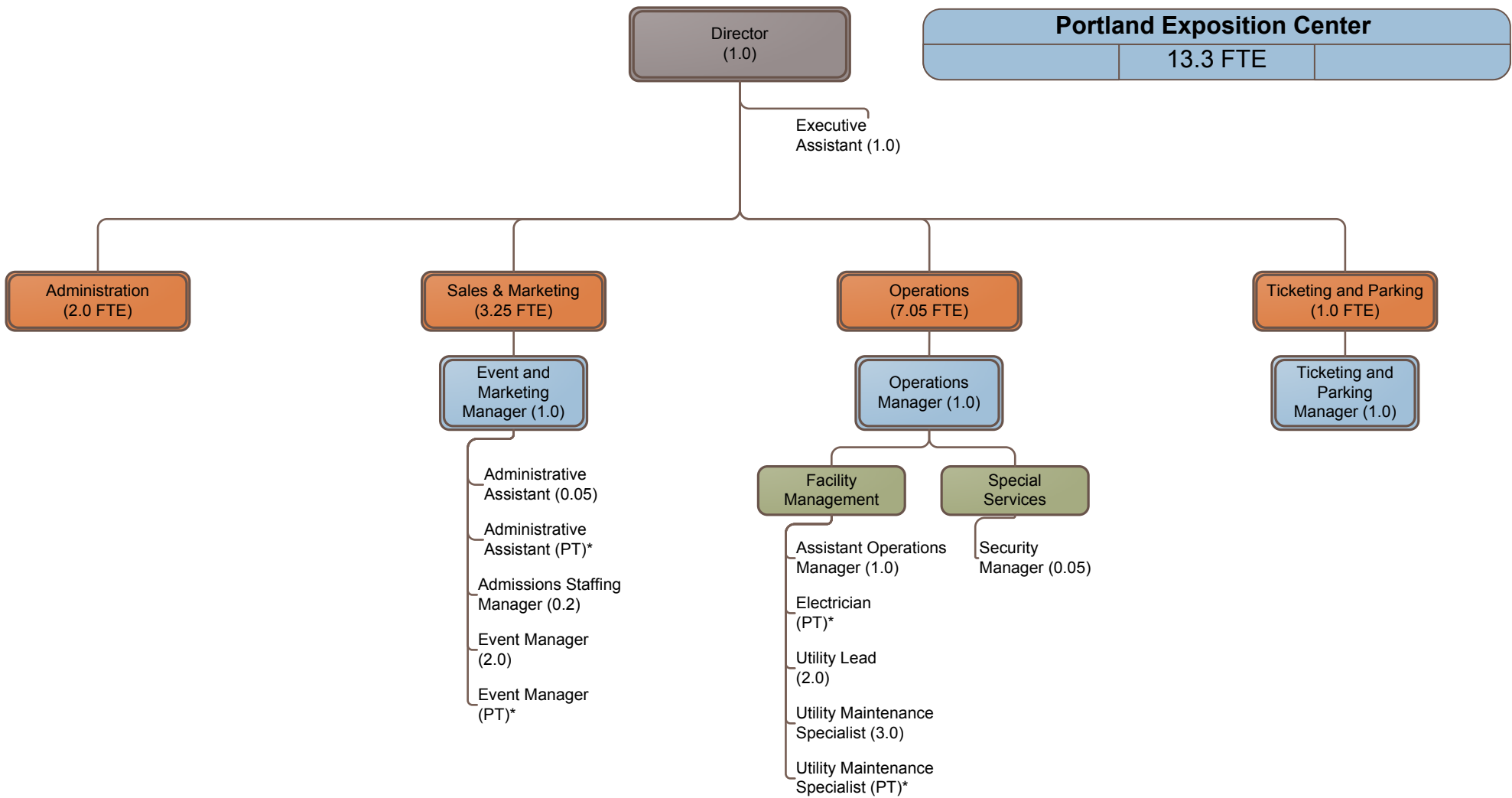
Budget Committee Meetings
Commission Meetings
Metro Meetings and Deadlines
<i>Holidays</i>

* Council and Metro Dates are estimates and subject to change

Metropolitan Exposition Recreation Commission

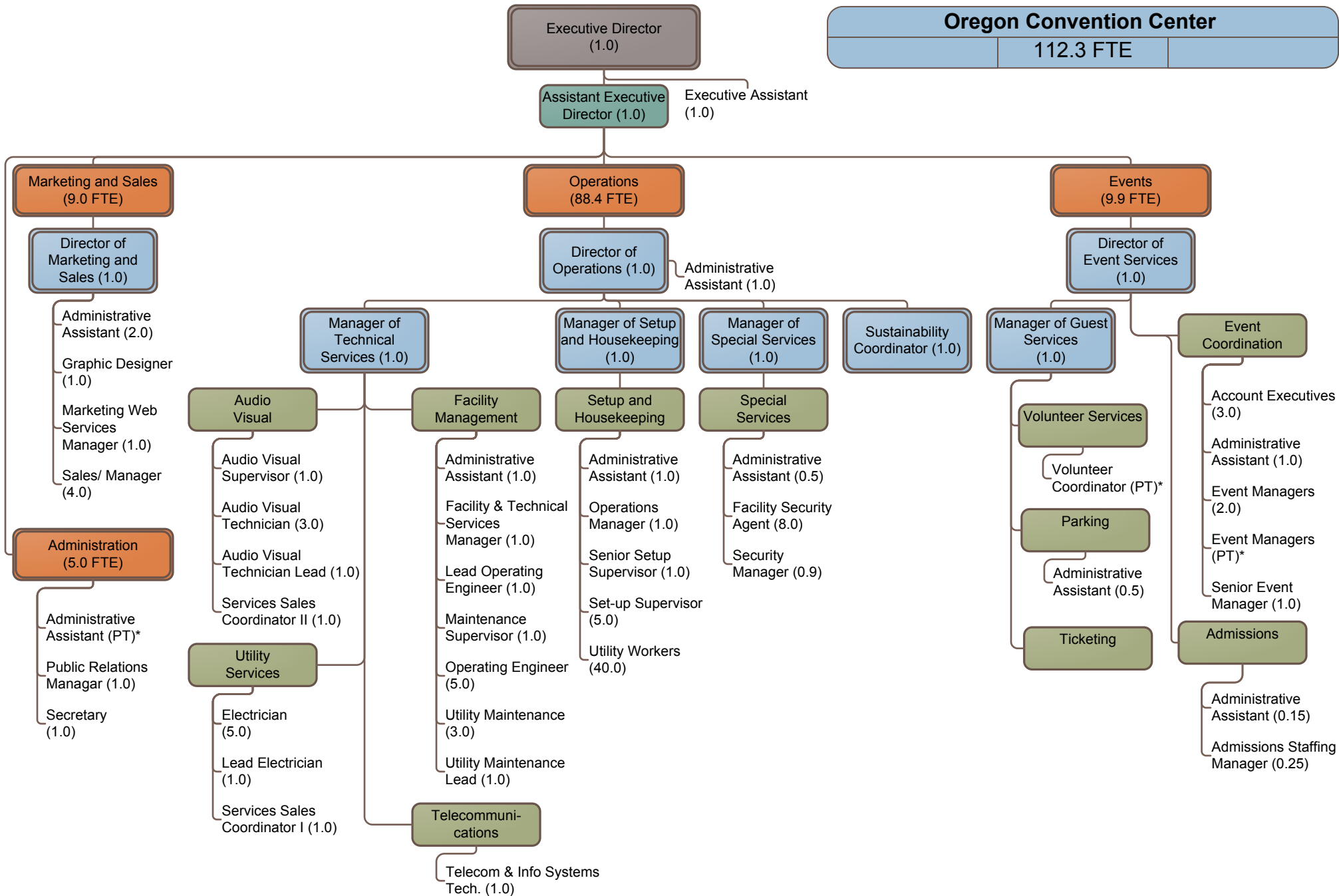
195 FTE





Oregon Convention Center

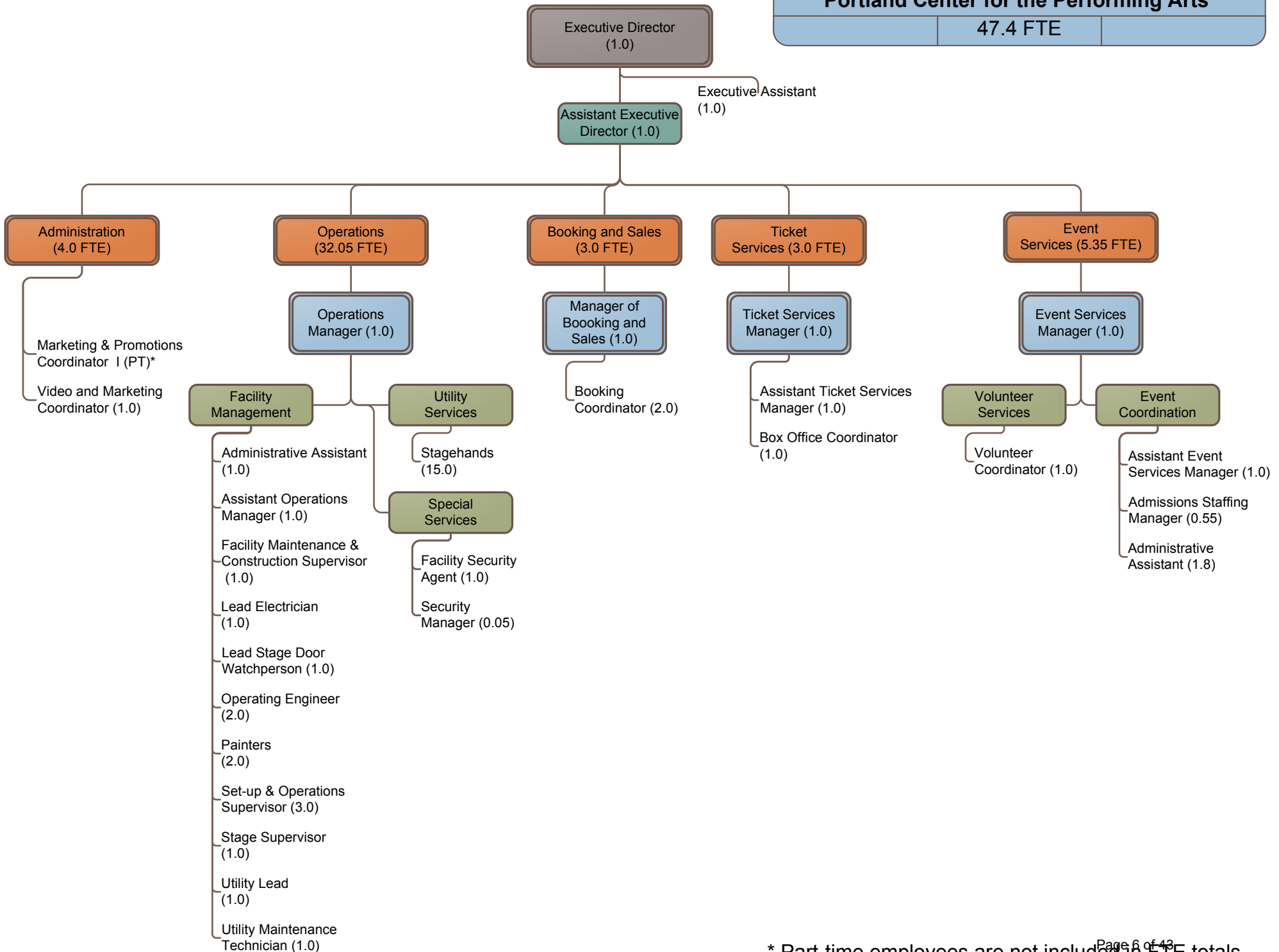
112.3 FTE



* Part-time employees are not included in FTE totals

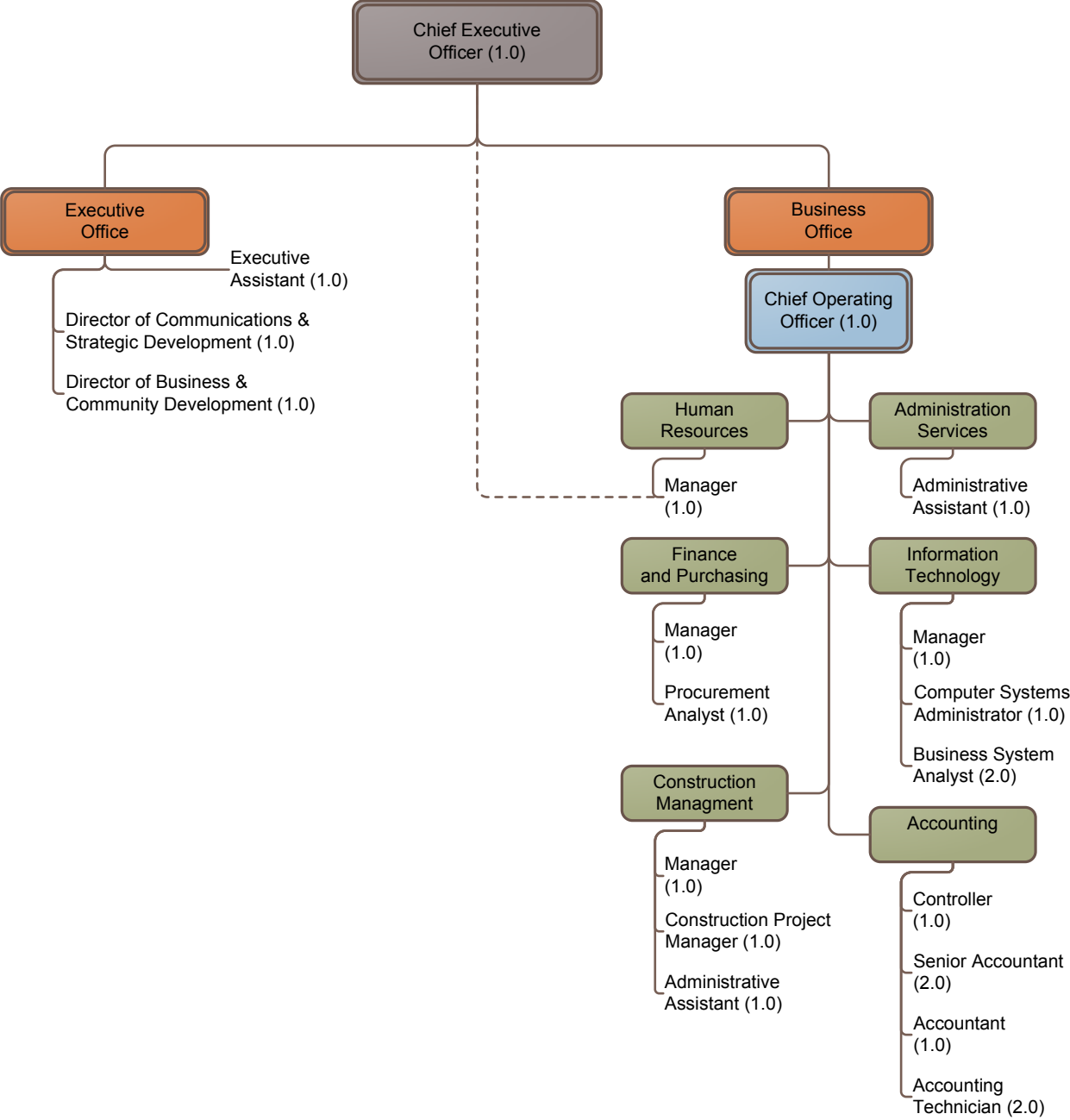
Portland Center for the Performing Arts

47.4 FTE



* Part-time employees are not included in FTE totals

MERC Administration		
	22 FTE	



**Metropolitan Exposition-Recreation Commission
MERC Proposed Budget**

Seven Year Trend							
	2009-10 Proposed Budget	2008-09 Adopted Budget	2007-08 Prior Actual	2006-07 Prior Actual	2005-06 Prior Actual	2004-05 Prior Actual	2003-04 Prior Actual
	June-10	June-09	June-08	June-07	June-06	June-05	June-04
Net Increase (Decrease) from Operations	905,700	1,770,393	5,659,047	4,662,405	3,975,139	3,706,399	2,011,130
<i>Expo</i>	<i>1,012,430</i>	<i>1,177,812</i>	<i>1,640,729</i>				
<i>OCC</i>	<i>(206,111)</i>	<i>437,925</i>	<i>3,181,280</i>				
<i>HQH</i>	<i>-</i>	<i>(226,000)</i>	<i>(330,685)</i>				
<i>PCPA</i>	<i>(50,619)</i>	<i>281,825</i>	<i>746,790</i>				
<i>Admin</i>	<i>150,000</i>	<i>98,831</i>	<i>420,934</i>				
Debt Service & Transfer	(1,205,890)	(1,210,037)	(1,208,281)	(1,195,695)	(1,706,452)	(1,411,310)	(1,226,372)
<i>Expo - Debt Service</i>	<i>(1,188,632)</i>	<i>(1,192,232)</i>	<i>(1,189,932)</i>				
<i>OCC - Debt Service</i>	<i>(17,258)</i>	<i>(17,805)</i>	<i>(18,349)</i>				
A. Net Operations	(300,190)	560,356	4,450,767	3,466,710	2,268,687	2,295,089	784,758
Capital Outlay & Expense	(3,571,678)	(2,453,869)	(954,075)	(2,421,241)	(2,605,588)	(1,526,598)	(1,871,391)
<i>Expo</i>	<i>(367,500)</i>	<i>(180,000)</i>	<i>(9,049)</i>				
<i>OCC</i>	<i>(2,119,990)</i>	<i>(1,468,157)</i>	<i>(585,976)</i>				
<i>PCPA</i>	<i>(934,188)</i>	<i>(660,000)</i>	<i>(162,662)</i>				
<i>Admin</i>	<i>(150,000)</i>	<i>(145,712)</i>	<i>(196,388)</i>				
Resources	2,701,678	1,513,816	222,863	2,513,638	1,176,953	3,115,834	902,628
Revenue	2,009,188	767,672	222,863				
<i>Expo - F&B</i>	<i>187,500</i>	<i>73,329</i>	<i>46,056</i>				
<i>OCC - F&B</i>	<i>887,500</i>	<i>50,863</i>	<i>72,157</i>				
<i>PCPA - Friends, F&B</i>	<i>934,188</i>	<i>643,480</i>	<i>102,789</i>				
<i>Admin</i>	<i>-</i>	<i>-</i>	<i>1,861</i>				
MTOCA - OCC	692,490	746,144	-				
B. Net Capital	(870,000)	(940,053)	(731,212)	92,397	(1,428,635)	1,589,236	(968,763)
C. Fund Balance Inc (Dec)	(1,170,190)	(379,697)	3,719,555	3,559,107	840,052	3,884,325	(184,005)
Ending Fund Balance	24,532,071	25,702,261	26,070,021	22,350,466	18,791,359	17,951,307	14,066,982

Seven Year Trend

	2009-10 Proposed Budget	2008-09 Adopted Budget	2007-08 Prior Actual	2006-07 Prior Actual	2005-06 Prior Actual	2004-05 Prior Actual	2003-04 Prior Actual
	June-10	June-09	June-08	June-07	June-06	June-05	June-04
D. Fund Balance specifically restricted for Capital purposes							
Contingency for Renewal & Replacement	970,000	520,000	295,000				
Designated for Renewal & Replacement	815,000	295,000	-				
Designated for Phase 3	1,339,841	1,154,728	944,840				
Restricted by Agreement - TLT	640,310	1,180,311	1,180,311				
	3,765,151	3,150,039	2,420,151				
E. Ending Fund Balance	24,532,071	25,702,261	26,070,021	22,350,466	18,791,359	17,951,307	14,066,982
Beginning Fund Balance	25,702,261	26,070,021	22,350,466				
Fund Balance Inc (Dec)	(1,170,190)	(367,760)	3,719,555				
Ending Fund Balance	24,532,071	25,702,261	26,070,021				
Unrestricted Fund Balance	12,486,013	14,177,688	20,907,202				
Contingency	2,009,197	2,064,067	-				
Contingency for Renewal & Replacement	970,000	520,000	295,000				
Total Available for Strategic Goal	15,465,210	16,761,755	21,202,202				
Designated for Renewal & Replacement	815,000	295,000	-				
Designated for Phase 3	1,339,841	1,154,728	944,840				
Contingency for HQH	3,700,000	3,700,000	-				
Contingency for HQH (PERS Rsvr - Prior)	1,486,398	1,704,212	94,306				
Designated for PERS Reserve - Current	375,932	-	-				
Designated for PERS Reserve - Prior	709,380	812,505	2,460,862				
Restricted by Contract - Aramark	-	93,750	187,500				
Restricted by Agreement - TLT	640,310	1,180,311	1,180,311				
Designated and Restricted	9,066,861	8,940,506	4,867,819	3,275,938	2,426,998		
Ending Fund Balance	24,532,071	25,702,261	26,070,021				
F. Strategic Goal	15,079,862	15,007,602	13,939,240	12,383,841	11,198,977		
Available for Strategy Goal	15,465,210	16,761,755	21,202,202	19,074,528	16,364,361		
Excess (Gap)	385,348	1,754,153	7,262,962	6,690,687	5,165,384		

The projected FY 2010 decrease in Fund Balance results from strategic Capital Outlays. These investments use prior years' increases to the Fund Balance resulting from operations and lodging tax.

Seven Year Trend

	2009-10 Proposed Budget	2008-09 Adopted Budget	2007-08 Prior Actual	2006-07 Prior Actual	2005-06 Prior Actual	2004-05 Prior Actual	2003-04 Prior Actual
	June-10	June-09	June-08	June-07	June-06	June-05	June-04
G. TLT & VDI included above	10,930,634	11,114,685	11,112,056	9,360,038	8,769,877	7,683,769	7,893,216
OCC	8,975,971	9,032,707	9,115,656				
TLT	7,903,290	7,560,026	8,319,253				
Excess over 7%			481,426				
OCC up to 7% increase			7,837,827				
VDI	660,000	1,060,000	400,000				
Enhanced VDI	412,681	412,681	396,403				
PCPA	1,954,663	2,081,978	1,996,400				
TLT	1,361,667	1,488,982	1,433,334				
VDI	592,996	592,996	563,066				
Annual % Increase	-2%	0%	19%	7%	14%	-3%	
Actual in excess of budget	**	**	1,692,807	565,710	1,211,153	683,106	(530,999)
4 year accumulation			2,258,517	1,776,863	1,894,259		(funded by city)

Seven Year Trend

		2009-10 Proposed Budget	2008-09 Adopted Budget	2007-08 Prior Actual	2006-07 Prior Actual	2005-06 Prior Actual	2004-05 Prior Actual	2003-04 Prior Actual
		June-10	June-09	June-08	June-07	June-06	June-05	June-04
H.	Full Time Employees excludes variable event and part time staff	195.0	192.0	186.0	179.0	161.0	156.0	157.0
	Net Increase (Decrease) - 8 yr	3.0 6.8	6.0 3.8	7.0 (2.2)	18.0 (9.2)	5.0 (27.2)	(1.0) (32.2)	(31.2) (31.2)
	Expo 0.46	13.3	13.3	13.3	13.3	13.3 (.54 Reclass) Utility Lead	12.8 (2 Utility) (Utility Lead) Asst Ops Mgr	14.8
	OCC 8.68	112.3 Public Relations Security	110.3 Sustainability 2 Utility Set up	107.3 Electrician Accounting Coord (V) Sales Manager (V)	104.3 2 Account Exec (Event Manager)	103.3 (1.32 Reclass) 2 Utility Account Exec (Event) (Ground Maint)	103.6 Sales Manager	102.6
	PCPA 24.21	47.4 Marketing	46.4 Maintenance Ticket Coordinator	44.4 Painter	43.4 15 Stagehands (Previously excluded as variable event labor)	28.4 2.21 Reclass Booking Coord Bldg Main Supervr Asst Ops Mgr	23.2 (0.4 Reclass)	23.6
	Admin 5.65 (V) vacant	22.0	22.0 Bus Analyst -IT trainer Dir of Bus Dev (PR Admin)	21.0 MBO Admin Construction Admin PR Admin	18.0 Bus Analyst - IT Procurement	16.0 (.35 Reclass)	16.4 0.4 Reclass	16.0

2002-03 for comparison 188.2 total, 15.9 Expo, 131.8 OCC, 28.3 PCPA, 12.3 Admin

Seven Year Trend

	2009-10 Proposed Budget	2008-09 Adopted Budget	2007-08 Prior Actual	2006-07 Prior Actual	2005-06 Prior Actual	2004-05 Prior Actual	2003-04 Prior Actual
	June-10	June-09	June-08	June-07	June-06	June-05	June-04
J. Metro Support, Risk, MTOCA							
MERC Resources to Metro				<i>EBMS</i>			
Support Services	2,027,653	1,842,802	1,521,312	1,663,955	1,732,213	1,461,856	
Annual % increase	10%	21%	-9%	-4%	18%		
Legal - Direct		104,000					
Risk Management for insurance & worker	488,572	582,761	547,706	564,167	536,709	534,717	
Annual % increase	-16%	6%	-3%	5%	0%		
Total Support	2,516,225	2,529,563	2,069,018	2,228,122	2,268,922	1,996,573	
Annual % increase	-1%	22%	-7%	-2%	14%		
Excise Tax - Facility	944,807	944,807	944,807	1,609,135	716,558	730,117	
Excise Tax - Food & Beverage	771,382	771,382	771,382		690,096	844,664	
Total Excise Tax	1,716,189	1,716,189	1,716,189	1,609,135	1,406,654	1,574,781	
Transfers to Metro	4,232,414	4,245,752	3,785,207	3,837,257	3,675,576	3,571,354	
Metro Resources to MERC							
VDI Subsidy (support services)	-	-	-	-	192,943	89,268	
Support credit for sustainability		11,937					
MTOCA (for Capital)	692,490	746,144	669,720	652,113	636,208	504,000	
MTOCA excess collections	-	-	-	-	-	36,134	
Transfers from Metro	692,490	758,081	669,720	652,113	829,151	629,402	
Net Transfer to Metro	(3,539,924)	(3,487,671)	(3,115,487)	(3,185,144)	(2,846,425)	(2,941,952)	
Net Transfer to Metro, without support	(1,023,699)	(958,108)	(1,046,469)	(957,022)	(577,503)	(945,379)	

Seven Year Trend

		2009-10	2008-09	2007-08	2006-07	2005-06	2004-05	2003-04
		Proposed	Adopted	Prior	Prior	Prior	Prior	Prior
		Budget	Budget	Actual	Actual	Actual	Actual	Actual
		June-10	June-09	June-08	June-07	June-06	June-05	June-04
H.	MERC Support							
	MERC Admin Resources							
	MERC Support Allocation	3,047,075	2,910,274	2,505,784	2,003,797	1,464,841	1,192,196	959,217
	Advertising, Commissions Revenue	38,500	38,500	40,466	39,388	45,845	41,985	34,089
	Investment Revenue	30,000	24,195	39,911	(35,946)	(16,976)	(7,953)	3,297
	Total Resources	3,115,575	2,972,969	2,586,161	2,007,239	1,493,710	1,226,228	996,603
	MERC Admin Expenditures							
	MERC Business Office (MBO)							
	Accounting	540,691	520,300	483,495	450,000			
1	Construction Management	282,005	273,007	156,424	Direct Allocation	Direct Allocation	Direct Allocation	Direct Allocation
2	Information Technology	572,369	518,291	429,802	344,187	Direct Allocation	Direct Allocation	Direct Allocation
	Human Resource	112,160	115,270	90,065	97,588			
1	Finance & Purchasing	194,454	84,527	75,000	70,000			
	MERC Business Office	355,501	523,940	458,013	335,102			
-		2,057,180	2,035,335	1,692,798	1,296,877			
4			+1 FTE	+1 FTE	+2 FTE			
	MERC Executive Office (MEO)			MEO office	CEO 6 mo vacancy		CEO 6 mo vacancy	
2	MERC Executive Office	590,465	385,899	300,000	180,000			
	Public Affairs	275,493	435,604	160,568	142,514			
	Board of Commissioners	11,850	17,300	10,000	10,000	-	-	-
-		877,808	838,803	470,568	332,514			
2			+1 FTE	+1 FTE				
	MERC Administration	2,934,988	2,874,138	2,163,366	1,629,390	1,339,304	1,238,013	1,073,208
	Capital Outlay	150,000	145,712	196,388	82,579	-		
	Total Expenditures	3,084,988	3,019,850	2,359,754	1,711,970	1,339,304	1,238,013	1,073,208
	Inc(Dec) to MERC Fund	(30,587)	(46,881)	226,407	295,269	154,406	(11,785)	(76,605)
<p>These items are estimates. Originally budgeted/expensed in department 'MERC Business Office'. New departments created later for better control.</p>								

2009-10 Preliminary Budget Overviews

February 25, 2009

Budget Meeting Schedule

- October 29, 2008 Distribute and review budget schedule and assumptions
- January 23, 2009 Review Preliminary Budget and Five Year Capital Plan
- February 17, 2009 Review changes since January 23rd and approve a budget
- February 25, 2009 Proposed Budget recommendation to the MERC Commission

Significant Issues

- The uncertainty of the economy and potential impact
 - Cancellation of events
 - Reduction of revenue - even without cancellations
 - Facility rental decrease if fewer exhibitors participate
 - Food and beverage revenue is lower due to fewer attendees
 - Parking revenue reduced due to fewer exhibitors and attendees
 - Use of other services may decline to reduce the cost of event promotion
- Transient Lodging Tax receipts are expected to be flat or decline
- Visitor Development Agreement
 - Assumes the 2008-09 Adopted Budget with zero increase for 2009-10. The Visitor Development Trust account has a \$3.1 million fund balance which funds the bucket accounts if Tax collections decline. Projections suggest MERC would not be negatively impacted during the current year or the 2009-10 FY.
- Headquarters Hotel
 - Contingency Resources for Headquarters Hotel Project \$5,186,398
 - PERS Reserves (excluding PCPA) \$1,486,398
 - From Oregon Convention Center fund balance \$3,700,000
 - Expenditures to be reimbursed if the bonds are issued
- Third year contribution to Renewal & Replacement for a total accumulated of \$2,965,310
 - 2009-10 Renewal & Replacement contribution \$970,000
 - EXPO \$ 20,000 Total \$ 60,000
 - OCC \$250,000 Total \$ 725,000
 - PCPA \$700,000 Total \$1,000,000
 - 2009-10 accumulated balance in Contingency for Capital TLT (Transient Lodging Tax) \$1,180,310
 - 2005-06 \$ 82,369
 - 2006-07 \$616,516
 - 2007-08 \$481,426
 - 2009-10 Oregon Convention Center proposes to use \$540,000 for capital projects. (See Five Year Capital Plan)

Operating Revenue, excluding Food & Beverage, is \$18,229,961 a 1% increase from 2008-09

- EXPO \$3.7 million operating revenue is 3% less than current year budget
 - Includes a 3% increase in building rental rates
 - Anticipates a 10% reduction in facility rental
 - Parking includes general public, exhibitor parking and the Tri-Met parking lot lease.
- OCC \$8 million operating revenue is 9% greater than current year budget
 - The number of conventions increase from 34 for this year to 41
 - Two major events have cancelled (Urban Land Institute and Intel DTTC)
 - Anticipate fewer local events
 - AV equipment purchases will decrease rental expense and increase service revenue
 - Parking revenue increase due to a greater emphasis on selling exhibitor parking
 - Second year of the self promoted "Achieve Green Event"
- PCPA \$6.5 million operating revenue is 4% less than FY 2008-09 budget
 - Assumes 9 weeks of Broadway compared to 14.5 weeks for the current year

- Commercial concerts budgeted at 2007-08 level
- Resident companies' usage is flat
- Ticket sales commission assumes an 11% increase due to \$.05 ticket fee increase, \$50,000 volume rebate and early sales for Lion King in January 2010.
- Resident Companies' user fee will increase by \$.025.

Food & Beverage Revenues is flat at \$12.5 million same as the current budget

- Food & Beverage Margin for Consolidated MERC is 21% which equals \$2.5 million net revenue. This is slightly less than the current year budget.
 - EXPO revenues \$2.1 million with a 26.4% margin
 - 2009-10 revenue is projected to be 1% less than current year with about the same margin.
 - OCC revenue \$8.6 million with a 21.1% margin
 - Revenue is projected to be 4% less than the current year budget with a comparable margin.
 - PCPA revenue \$1.4 million with 12.3% margin
 - Revenue is anticipated to be down 6% from the current year budget with fewer weeks of Broadway. Margin is projected to decline.

Non - Operating Revenues

- Transient Lodging Tax \$11,002,301
 - OCC is budgeted at 5% less than 2007-08 actual
 - PCPA is budgeted at 5% less than 2007-08 actual
- VDI Enhanced Support
 - OCC \$660,000 request from the Visitor Development Fund.
 - PCPA \$592,996 same as 2008-09 Budget
- Enhanced Marketing \$412,681 same as 2008-09 Budget
- City of Portland - PCPA
 - Contractual support is \$760,926 – inflated each year by the annual Portland Salem CPI change
 - 50% dedicated to the upkeep of City owned facilities.
 - 50% dedicated to operations to off-set resident companies fee schedule
- Investment Earnings estimated at 2.5%

Personal Services

- Full time employee 195 FTE
- Part time employees 317 – direct labor that varies based on event requirements
- 3.00 FTE new positions are requested in the 2009-10 budget
 - Add 2.00 FTE new positions at OCC
 - Security Agent for the Graveyard Shift
 - Public Relations Manager
 - Convert .75 FTE part time Marketing Promotions Coordinator to full time Public Relations Manager.
 - Add 1.00 FTE new position at PCPA
 - Video System Coordinator agent dependent on receiving a Grant
 - Convert .75 FTE part time Marketing Promotion Coordinator to full time Video System Coordinator
- FTE changes during the 2008-09 fiscal year
 - Two .50 FTE IT positions were combined into 1.00 FTE Business System Analyst
 - Reclassify 1.00 FTE Public Relation Manager (vacant) to Director of Business and Community Development in Executive Office
- Salary and wage adjustments full-time non-represented
 - Merit Matrix pay increases and other adjustments 4.3%
 - Target Achievement Pay (TAP) 1.7%
- Represented Labor Groups
 - 4% inflation factor

Materials and Services

- Utility increases expected to be greater than CPI
- Aramark food & beverage expenses \$9,579,028 for Consolidated MERC
- National Marketing Contract \$3,032,042 is budgeted at 2008-09 level with no increase for 2009-10.
 - Base contract \$2,066,103
 - Special marketing \$ 81,557
 - 2% for FAM, Sales Trips, Marketing \$ 41,702
 - to continue funding for FAM Trips, marketing
 - New marketing initiatives. \$ 250,000
 - Continues the \$100,000 VDI request
 - An additional \$100,000 VDI request
 - OCC \$50,000 contribution
 - OCC Sales & Marketing for advertising \$ 20,000
 - Destination marketing requested by VDI \$ 160,000
 - VDI Enhanced Marketing \$ 412,681
- Metro Indirect Cost/Support Services transfer has increased \$184,852 or 10% over the 2008-09 Adopted Budget.
- Metro Risk Management Services are \$94,190 less than 2008-09 Adopted Budget or 16% decrease.
 - Property Insurance based on property values
 - Liability allocated based on three year average losses
 - Workers' Compensation based on three year average losses

Transfers

- Interfund Transfers In
 - \$692,490 incoming transfer from Metro Tourism Opportunity and Competitiveness Account (MTOCA). Three proposed Capital projects included on the OCC Five Year Capital Plan are intended to be funded by this source.
- Debt Service
 - EXPO bond payment for Hall D Replacement \$1,188,631
 - OCC LID payment for the Steel Bridge \$ 17,258

Capital Projects

- Projects over \$100,000
 - OCC Moveable Air Wall Repair \$ 340,000
 - OCC Upgrade Kitchen Capacity (new F & B contract) \$1,000,000
 - OCC VAV Controllers & CO2 Sensors \$ 100,000
 - OCC Lighting Fixture Replacement & Upgrade \$ 200,000
 - OCC Add Automatic Hand Dryers to all Restrooms \$ 150,000
 - OCC Kinko's Remodel \$ 150,000
 - PCPA Hatfield Cultural Video Project \$ 522,188
 - PCPA Food & Beverage Capital Investment (new contract) \$ 175,000
 - EXPO Food & Beverage Capital Investment (new contract) \$ 187,500

Five Year Capital Plan

- The five year Capital plan includes all projects and capital purchased over \$10,000 requested by venues. See attached Five Year Capital Plan.

Results and Fund Balance

- Net decrease to fund balance is \$1,170,190
- Fund Balance is proposed to be \$24,532,071 which is \$1.2 million less than the current year budget Fund Balance.
 - \$9,066,861 of the Fund Balance is designated or restricted for a specific purpose.
 - Leaving \$15,465,210 million available for strategic fund balance
- Restricted and Designated
 - PERS Reserves, current and prior
 - PERS Reserves as established by Metro are \$375,932
 - PERS Reserve \$1.49 million and OCC fund balance of \$3.7 million dedicated to the headquarters hotel project for a total of \$5,186,398
 - Prior PERS Reserves of \$709,380 for PCPA are available for future projects.
 - Restricted fund balance for Capital from excess TLT is \$1,180,310 less \$540,000 for 2009-10 capital projects.
 - Designated User Fees for Expo Phase 3 construction estimated to be \$1,339,841(includes fees collected through 6/30/10)
 - Actual as of 6-30-2008 \$944,841
 - Estimate 2008-09 \$200,000
 - Estimate 2009-10 \$195,000
 - Use of Funds
 - Columbia River Crossing/Expo Master Plan Update in FY 2008-09 & 2009-10 FY is \$150,000

Strategic Goal is \$15,168,391

- The Strategic Goal is \$15.1 million.
 - OCC 3 months operating expense
 - EXPO 6 months operating expense
Annual debt service payment for Hall D replacement
 - PCPA 6 months operating expense
 - MERC 6 months operating expense
- Fund balance available to meet the goal is \$15.5 million.
 - Available funds include unrestricted fund balance and current year contingencies (except HQH contingency)
- The excess gap is \$385,348.

Personnel Request

Fiscal Year 2009-10

ACTION REQUESTED:

Adding new full time Security Agent to the Graveyard shift at the Oregon Convention Center

POSITION # AND INCUMBENT:

This would be a new position

DUTIES AND RESPONSIBILITIES:

Graveyard shift's main responsibilities are to monitor the cameras throughout the building, make sure the facility is secure at night inside and outside. Monitor the fire life safety system in case of emergencies and be the point of contact for police and fire. Monitor overhead doors and let show management into the facility after hours. Make rounds outside the building and contact individuals who are not suppose to be on premises at that time and take appropriate action when needed to protect the facility and grounds of the OCC.

JUSTIFICATION:

We currently are not fully staffed on graveyard and this position is being staffed by part-time staff on occasion. For safety issues and proper security procedures and needs of the Facility this position needs to be added. Part-time labor will be reduced to staff this position and will make sure we have two people on each shift as well as provide consistent security service to our clients and building staff working graveyard as well.

BUDGET IMPACT (for FTE increases or reclasses include only the new or additional cost):

	<u>Rate</u>	<u># of hours worked</u>	<u>Amount</u>	<u>Total</u>
Salary	\$15.41	2088	\$32,176	
Fringe:				
Variable-base fringe	17.88%		\$5753	
Variable-bond recovery	3.20%		\$1030	
Fixed	\$11,238		\$11,238	
Additional Costs:				
Computer			\$ _____	
Office set-up			\$ _____	
Other (specify) Uniforms, training and license			\$1000	
TOTAL NEW COSTS				\$51,197

Anticipated Starting Date of Position: July 1, 2009

Funding Source(s): OCC Operating Fund

Personnel Request

Fiscal Year 2009-10

ACTION REQUESTED:

Change part-time Marketing Promotions coordinator position to full time Public Relations Manager

POSITION # AND INCUMBENT:

Current Budget includes a vacancy for a .60 part time FTE, position 794. Part time position is currently budgeted at \$25,318.

DUTIES AND RESPONSIBILITIES:

This position will assist the MERC’s Director of communication and Strategic Development with public relations, communications, press activities and messaging for both MERC and OCC. Will work closely with the OCC staff on development of story lines, magazine advertising, and trade publications to help tell the OCC and convention business story both locally and to the industry. Will coordinate work through the Director’s office and through the OCC Executive Director’s office as well.

JUSTIFICATION:

This position is an implementation of the strategic plan goals as well as making an emphasis on telling the MERC Facilities story of our importance to the community. Emphasis will on so be on supporting the marketing and sales efforts of the OCC through placement of stories about how OCC is impacting the industry and why it is important to bring your event to the convention Center.

BUDGET IMPACT (for FTE increases or reclasses include only the new or additional cost):

	<u>Rate</u>	<u># of hours worked</u>	<u>Amount</u>	<u>Total</u>
Salary	\$11.03	2088	\$23,031	
Fringe:				
Variable-base fringe	17.88%		\$4118	
Variable-bond recovery	3.20%		\$737	
Fixed	\$11,238		\$11,238	
Additional Costs:				
Computer			\$1500	
Office set-up			\$0	
Other (specify)			\$ _____	
TOTAL NEW COSTS				\$40,624

Anticipated Starting Date of Position: July 1, 2009

Funding Source(s): OCC Operating Fund

Personnel Request

Fiscal Year 2009-10

ACTION REQUESTED:

Taking a part-time position budgeted at .75 to full time.

POSITION # AND INCUMBENT:

Position 1012 Marketing & Promotions Coordinator

DUTIES AND RESPONSIBILITIES:

.75 of duties remain unchanged. New .25 duties will be to act as a video system coordinator for new Cultural Video Project at Hatfield Hall. Duties will consist of coordination and scheduling of arts education video.

JUSTIFICATION:

Cultural Video Project requires someone to coordinate and schedule arts education video content. Increasing this existing position by .25 is more cost effective than creating another part-time position-especially as the current employee has the skill set and desirability to take on this additional work.

BUDGET IMPACT (for FTE increases or reclasses include only the new or additional cost):

	<u>Rate</u>	<u># of hours worked</u>	<u>Amount</u>	<u>Total</u>
Salary	\$17.75/hr	2088	\$ 37,062	
Fringe:				
Variable-base fringe	17.88%		\$ 7,221	
Variable-bond recovery	3.20%		\$ 1,292	
Fixed	\$ 11,238		\$ 11,238	
Additional Costs:				
Computer				
Office set-up			n/a	
Other (specify)				
TOTAL NEW COSTS				\$ 61,349

**Note: Only
\$27,812
In "new" costs**

Anticipated Starting Date of Position:

Funding Source(s): Provide explanation of funding source(s) (e.g., excise tax, new grants, existing grants, other identified sources, etc.).

\$27,812 will be funded by Cultural Video Grants in FY 10 and 11. Increase contingent upon grant funding.

Metropolitan Exposition Recreation Commission Transient Lodging & Rental Car Taxes

February 25, 2009

Metro/MERC Distribution

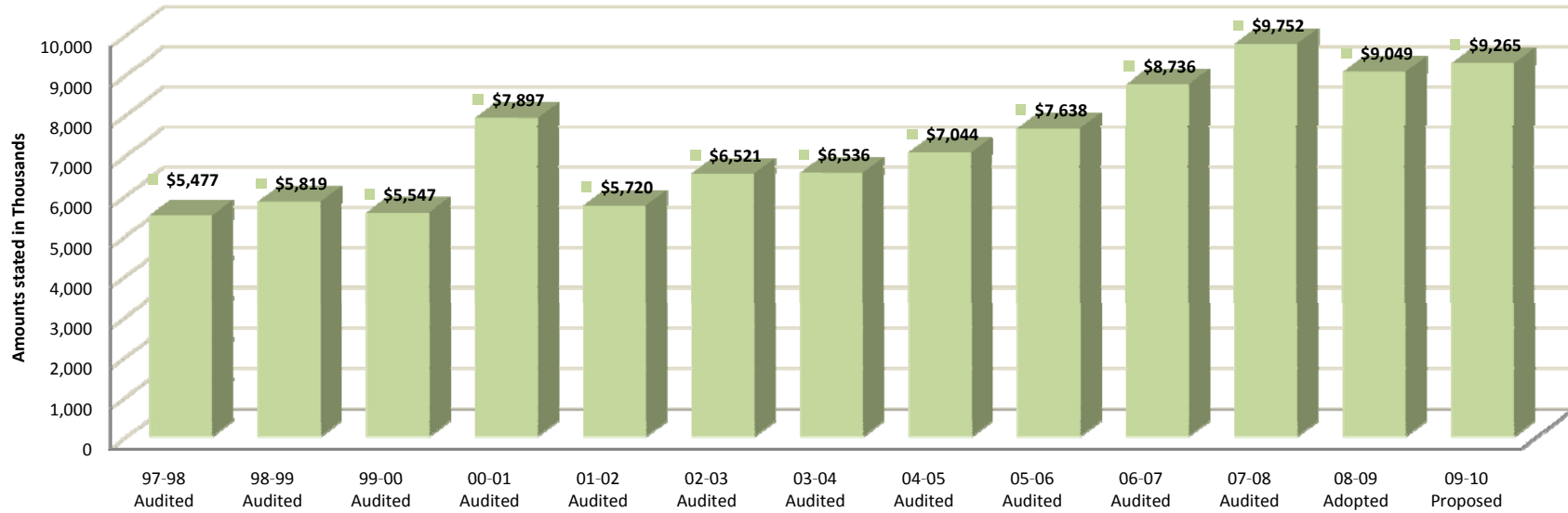
(stated in thousands)	Audited 97-98	Audited 98-99	Audited 99-00	Audited 00-01	Audited 01-02	Audited 02-03	Audited 03-04	Audited 04-05	Audited 05-06	Audited 06-07	Audited 07-08	Adopted 08-09	Proposed 09-10
Hotel/Motel Tax for OCC	3,800	4,066	4,286	4,586	4,462	5,016	5,098	5,494	6,629 *	6,729	7,838	7,560	7,903
Hotel/Motel Tax for PCPA	1,200	1,248	1,261	1,300	1,258	1,335	1,438	1,550	927 *	1,391	1,433	1,489	1,362
For OCC Pooled Capital	477	505	-	2,011	-	170	-	-	82 *	616	481		
Total Metro/MERC	5,477	5,819	5,547	7,897	5,720	6,521	6,536	7,044	7,638 *	8,736	9,752	9,049	9,265
Percent change		106%	95%	142%	72%	114%	100%	108%	108%	114%	112%	93%	102%

Total Metro/MERC VDI

(stated in thousands)	Audited 00-01	Audited 01-02	Audited 02-03	Audited 03-04	Audited 04-05	Audited 05-06	Audited 06-07	Audited 07-08	Adopted Budget 08-09	Preliminary 09-10
VDI for OCC (2001-06)	5,740	600	950	1,000	250	300	300	400	1,060	660
VDI Enhanced Marketing (POVA)	250	350	352	357	367	376	386	398	413	413
PCPA Visitor Development Fund	250	500	504	-	24	537	554	563	593	593
Total Metro/MERC VDI	6,240	1,450	1,806	1,357	641	1,213	1,240	1,361	2,066	1,666

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

Transient Lodging Tax



Travel Portland National Sales Contract

Budget FY 2009-10	<u>Budget 08-09</u>	<u>Inflation Factor</u>	<u>Current Year</u>	<u>Budget 09-10</u>	<u>Increase over prior year</u>
Base Contract:					
Travel Portland (POVA) 2008-09	2,066,103	0.0%	-	2,066,103	-
Marketing	81,557	0.0%	-	81,557	-
Total Base Contract	2,147,659		-	2,147,659	-
Additional Amounts:					
2% for Fam, Sales Trip, Marketing	2,147,659		-	41,702	-
Headquarters Hotel Efforts	250,000		-	250,000	-
OCC Sales & Marketing Contribution	20,000		-	20,000	-
Additional Amount Approve June 6, 2008	160,000		-	160,000	-
New projects developed by OCC, Travel Portland, Tri-County Lodging to market the Portland destination for conventions and single hotel business					
Total Additional Amounts	2,577,659		-	471,702	-
Total Travel Portland (POVA) Contract 2009-10 FY				2,619,361	-
VDI Enhanced Marketing				412,681	
Total National Sales				3,032,042	

FY 2009-10 Preliminary Cost Allocation Plan

DESCRIPTION	FY 2007-08 Actuals	FY 2008-09 Adopted Budget	FY 2009-10 Base Budget	\$ Change from 08-09 Adopted Budget	% Change from 08-09 Adopted Budget
TOTAL ALLOCATED TRANSFERS (including Risk Management)					
Planning Fund	2,745,758	2,950,045	2,861,756	(\$88,289)	-3.0%
Solid Waste Revenue Fund	3,397,066	3,878,905	4,358,531	479,626	12.4%
Zoo Operating Fund	2,361,829	2,728,681	2,745,004	16,323	0.6%
General Fund	1,201,871	1,280,763	1,208,910	(71,853)	-5.6%
MERC Operating Fund	2,066,618	2,529,563	2,516,225	(13,338)	-0.5%
Regional Parks Fund	1,153,754	1,100,143	1,327,726	227,583	20.7%
Nature in Neighborhoods	0	190,445	178,582	(11,863)	-6.2%
Natural Areas Bond	629,924	1,032,409	870,756	(161,653)	-15.7%
Total	\$13,556,820	\$15,690,954	\$16,067,490	\$376,536	2.4%
GENERAL FUND ALLOCATIONS**					
Planning Fund	\$90,580	\$77,711	\$147,438	\$69,727	89.7%
Solid Waste Revenue Fund	159,736	134,797	379,865	245,068	181.8%
Zoo Operating Fund	69,357	69,812	164,113	94,301	135.1%
General Fund	39,477	53,696	106,996	53,300	99.3%
MERC Operating Fund	89,507	87,251	105,936	18,685	21.4%
Regional Parks Fund	38,788	30,912	112,532	81,620	264.0%
Nature in Neighborhoods	0	1,672	8,536	6,864	410.5%
Natural Areas Bond	6,341	24,176	26,282	2,106	8.7%
Total	\$493,786	\$480,027	\$1,051,697	\$571,670	119.1%
SUPPORT SERVICES FUND ALLOCATIONS					
Planning Fund	\$2,063,497	\$2,173,271	\$2,029,975	(\$143,296)	-6.6%
Solid Waste Revenue Fund	2,759,800	3,164,303	3,401,974	237,671	7.5%
Zoo Operating Fund	1,847,033	2,212,477	2,297,305	84,828	3.8%
General Fund	754,396	787,616	667,997	(119,619)	-15.2%
MERC Operating Fund*	1,431,805	1,859,551	1,921,718	62,167	3.3%
Regional Parks Fund	866,037	852,728	1,015,256	162,528	19.1%
Nature in Neighborhoods	0	154,192	136,567	(17,625)	-11.4%
Natural Areas Bond	489,027	961,380	799,330	(162,050)	-16.9%
Total	\$10,211,595	\$12,165,518	\$12,270,122	\$104,604	0.9%
BUILDING MANAGEMENT FUND ALLOCATIONS					
Planning Fund	\$538,541	\$648,243	\$652,495	\$4,252	0.7%
Solid Waste Revenue Fund	314,652	382,010	384,516	2,506	0.7%
Zoo Operating Fund	0	0	0	0	n/a
General Fund	383,026	419,686	422,439	2,753	0.7%
MERC Operating Fund	0	0	0	0	n/a
Regional Parks Fund	121,742	88,826	89,409	583	0.7%
Nature in Neighborhoods	0	32,913	33,129	216	0.7%
Natural Areas Bond	125,709	42,755	43,036	281	0.7%
Total	\$1,483,670	\$1,614,433	\$1,625,023	\$10,590	0.7%
RISK MANAGEMENT FUND ALLOCATIONS					
Planning Fund	\$53,140	\$50,820	\$31,848	(\$18,972)	-37.3%
Solid Waste Revenue Fund	162,878	197,795	192,176	(5,619)	-2.8%
Zoo Operating Fund	445,439	446,392	283,586	(162,806)	-36.5%
General Fund	24,972	19,765	11,479	(8,286)	-41.9%
MERC Operating Fund	545,306	582,761	488,572	(94,189)	-16.2%
Regional Parks Fund	127,187	127,677	110,529	(17,148)	-13.4%
Nature in Neighborhoods	0	1,668	351	(1,317)	-79.0%
Natural Areas Bond	8,847	4,098	2,108	(1,990)	-48.6%
Total	\$1,367,769	\$1,430,976	\$1,120,648	(\$310,328)	-21.7%

includes only indirect costs

* Support Service Transfers in 2008-09 include \$104,000 in Contingency for HQ Hotel, expected to be fully spent.

** Increase in General Fund includes post-SMI transfer of 2.0 FTE into COO's office and 2.0 FTE into Archives/Records Management. The 2.0 FTE in the COO's office were non-allocated in prior years.

Metropolitan Exposition Recreation Commission
Performance Measures 2009-10 Budget

Performance Measure	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Actual 2007-08	Target 2008-09	Target 2009-10
Oregon Convention Center							
1. Number of Events/Conventions/Trade Shows	91	148	123	150	152	150	160
a. Consumer/public shows		55	44	58	57	55	55
b. Convention/trade/miscellaneous		93	79	92	95	95	105
2. Estimated economic impact in metropolitan region	\$482 m	\$421 m	\$552 m	\$374 m	\$442 m	\$475 m	\$485 m
3. Attendance	668,911	700,360	633,575	608,673	614,900	625,000	625,000
4. Occupancy	37%	48%	44%	46%	47%	47%	48%
5. Operating Revenues to Operating Expenditures Ratio				81%	82%	73%	72%
6. Food and Beverage Margin	23.0%	29.0%	20.4%	24.0%	21.0%	21.8%	21.1%

Portland Exposition Center							
1. Number of Events	92	100	102	99	107	102	100
a. Consumer/public shows	54	54	53	58	60	57	55
b. Convention/trade/miscellaneous	38	46	49	41	47	45	45
2. Estimated economic impact in metropolitan region					\$37 m		
3. Attendance at Events	501,670	469,943	470,984	477,082	510,100	495,000	470,000
a. Consumer/public shows	460,429	436,166	436,186	410,059	418,939	449,000	435,000
b. Convention/trade/miscellaneous	41,241	33,777	34,798	67,023	91,902	46,000	35,000
4. Operating Revenues to Operating Expenditures Ratio				145%	147%	136%	133%
5. Food and Beverage Margin	18.0%	36.0%	30.2%	27.5%	25.8%	29.6%	26.4%

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

MAJOR ACCOMPLISHMENTS IN FY 2008-09

Administration

- Continue process improvement project for MERC Event Business Management System (EBMS).
- Complete external audit of MERC's second year of accounting activity on EBMS with no material weaknesses or significant deficiencies noted, contributing to Metro's unqualified opinion.
- Implementation of the MERC Strategic Business Plan for 2008-2012.

Oregon Convention Center

- Completed LEED-EB recertification in March/April 2008 and achieved a Silver rating.
- Secured Metro Council approval to move forward with executing the headquarters hotel development agreement and phase 1 of the design for this project.
- Hired a sustainability coordinator to help manage all of the sustainability programs for OCC as well as educate our clients, exhibitors and contractors on being green and to set long terms goals for managing our sustainable programs in the future.
- Completed annual economic impact study for OCC

Portland Center for the Performing Arts

- Led project development and funding for a cultural video project at Hatfield Hall
- Initiated first economic impact study for PCPA
- Took part in IAAM performing arts center operations benchmark study
- Obtained funding and launched design development options for Schnitzer Concert Hall
- Implemented first "Spotlight Tour" program to better inform the community about PCPA
- Developed intern program for minority, disadvantaged and disabled college students
- Purchased new scheduling software for admissions scheduling
- Obtained title sponsor for Music on Main concert series
- Conducted LEEDS/Sustainability study for all PCPA venues

Portland Expo Center

- Conducted vulnerability site assessment with the Department of Homeland Security.
- Executed revenue generating site lease agreement with Clearwire for transmission of its communication services.
- Finalized the Columbia River Crossing Project consensus recommendation relative to the Marine Drive / I-5 interchange.
- Completed facility assessment and established next step action items associated with the American Red Cross / MERC SOU.
- Initiated first economic impact study for Expo

SERVICE LEVEL CHANGES FROM FY 2008-09

Administration

- During the 2008-09 FY MERC has reclassified the vacant Public Relation Manager position to a director of Business and Community Development. This position will manage business and community development and including creation and execution of short and long term strategic business plans.
- The Information Technology Department converted two part time positions into 1.00 FTE Business Systems Analyst dedicated to training and customer support.
- There are no significant changes proposed in the 2009-10 Budget

Oregon Convention Center

- Safety issues and proper security procedures and needs of the facility, OCC increased 1.00 FTE Facility Security Agent to the graveyard shift.
- Increase existing vacant .60 FTE Marketing and Promotions Coordinator at the Oregon Convention Center to 1.00 FTE Public Relations Manager. This position will assist the MERC Director of Communications and Strategic Development with public relations, communications, press activities and messaging for both MERC and OCC.
- There are 41 national/regional conventions booked for 2009-10, an increase of seven from the current year.
- MERC has dedicated \$5,186,398 in General Contingency for next phase of Headquarters Hotel Project if approved by Metro Council

- PERS Reserve Contingency \$1,486,398
- Headquarters Hotel Contingency funded from the Oregon Convention Center fund balance \$3,700,000

Portland Center for the Performing Arts

- 2009-10 FY will have nine weeks of Broadway, down from the 14 weeks booked for the 2008-09 FY.
- PCPA is seeking grant funding for the Cultural Video project. The Cultural Video Center will provide a series of large retractable video screens in the lobby of Antoinette Hatfield Hall that will be programmed with educational video content about and by Oregon's artists and art organizations. If grant funding is secured PCPA will increase the current .75 FTE Marketing Promotions Coordinator to 1.0 FTE to act as the Video System Coordinator.

Portland Expo Center

- There is no expected change in service levels for the Portland Expo Center.
- The Expo Center budget includes \$50,000 to complete an update of the Master Plan funded from admission fees previously collected and designated for phase 3.

MAJOR OBJECTIVES FOR FY 2009-10

Administration

- Continue development and implementation of critical financial management policies, procedures and processes.
- Emphasis on training and business process improvement especially for users of EBMS
- Develop performance standards based on industry benchmarks.
- Partner with OCC and Metro to develop a financing plan and secure funding for construction of a publicly owned convention headquarters hotel. This project requires re-examining Transient Lodging Tax and Visitor Development Initiative.

Oregon Convention Center

- Increase customer service levels throughout the OCC organization for our clients and our internal customers by establishing service standards and employee expectations.
- Capital projects to include revenue generation operations with new kitchen improvements and creation of new seated food operation. Major re-lamping project to decrease our electrical consumption by 15% and moving forward with a solar panel project on the southern roof to increase our renewal energy usage by an additional 10-12%.

Portland Center for the Performing Arts

- Launch cultural video project.
- Repair perimet wall at Arlene Schnitzer Concert Hall
- Focus will be primarily on seeking opportunities to increase revenues in a down economy and identifying operational efficiencies while maintaining a high level of customer service and satisfaction.

Portland Expo Center

- Execute action items identified in the American Red Cross / MERC SOU.
- Determine and begin initial steps in updating the Conditional Use Master Plan

Metropolitan Exposition-Recreation Commission
MERC Proposed Budget
All Departments

	Three Year Trend			Proposed \$ Change	Proposed % Change
	2009-10 Proposed Budget	2008-09 Adopted Budget	2007-08 Prior Actual		
	June-10	June-09	June-08		
Operating					
Revenue	18,229,961	18,004,390	17,780,211	225,571	1%
Revenue - Food and Beverage	12,123,799	12,579,134	12,662,562	(455,335)	-4%
Total Operating Revenue	30,353,760	30,583,524	30,442,773	(229,764)	-1%
Costs - Food and Beverage	(9,579,028)	(9,789,499)	(10,072,088)	210,471	-2%
Personal Services	(18,561,671)	(18,285,681)	(15,808,463)	(275,990)	2%
Goods & Services	(8,095,583)	(7,869,173)	(7,589,048)	(226,410)	3%
Marketing (including Enhanced VDI)	(3,032,043)	(3,032,043)	(2,621,997)	-	0%
Total Operating Expenses	(39,268,325)	(38,976,396)	(36,091,597)	(291,929)	1%
Net Operating Results	(8,914,565)	(8,392,872)	(5,648,824)	(521,693)	6%
Non Operating					
Transient, Lodging Tax	10,930,634	11,114,685	11,112,056	(184,051)	-2%
TLT	9,264,957	9,049,008	9,752,587	215,949	2%
VDI	1,252,996	1,652,996	963,066	(400,000)	-24%
Enhanced VDI	412,681	412,681	396,403	-	0%
Government Support City of Portland	760,926	737,449	711,375	23,477	3%
Non-Operating Revenue	647,430	739,194	886,242	(91,764)	-12%
Non-Operating Expense	(2,500)	(2,500)	(2,503)	-	0%
Net Operations	12,336,490	12,588,828	12,707,169	(252,338)	-2%
Support and Risk Management					
MERC Administration	-	-	-	-	-
Metro Support Services	(2,027,654)	(1,842,802)	(1,521,312)	(184,852)	10%
Metro Risk Management	(488,571)	(582,761)	(547,706)	94,190	-16%
Net Increase (Decrease)	905,700	1,770,393	4,989,327	(864,693)	-49%
Transfers					
Transfers from	-	11,937	669,720	(11,937)	-100%
Debt Service	(1,205,890)	(1,210,037)	(1,208,281)	4,147	0%
Net Transfers	(1,205,890)	(1,198,100)	(538,561)	(7,790)	1%
Net Operations	(300,190)	572,293	4,450,767	(872,483)	-152%
Capital					
Capital Outlay	(3,571,678)	(2,228,869)	(954,075)	(1,342,809)	60%
Goods & Services	-	(225,000)	-	225,000	-100%
Non-Operating Revenue	2,009,188	767,672	222,863	1,241,516	162%
Transfers from	692,490	746,144	-	(53,654)	-7%
Net Capital	(870,000)	(940,053)	(731,212)	70,053	-7%
Fund Balance Inc (Dec)	(1,170,190)	(367,760)	3,719,555	(802,430)	218%
Food and Beverage Gross Margin	21.0%	22.2%	20.5%		-1.2%
Full Time Employees - per Budget	195	192	182		
Excise Tax	-	-	(1,716,189)		
Fund Balance					
Beginning Fund Balance	25,702,261	26,070,021	22,350,466		
Fund Balance Inc (Dec)	(1,170,190)	(367,760)	3,719,555		
Ending Fund Balance	24,532,071	25,702,261	26,070,021	0	
Unrestricted Fund Balance	12,486,013	14,177,688	20,907,202		
Contingency	2,009,197	2,064,067	-		
Contingency for Renewal & Replacement	970,000	520,000	295,000		
Designated for Renewal & Replacement	815,000	295,000	-		
Designated for Phase 3	1,339,841	1,154,728	944,840		
Contingency for HQH	3,700,000	3,700,000	-		
Contingency for HQH (PERS Rsvr - Prior)	1,486,398	1,704,212	94,306		
Designated for PERS Reserve - Current	375,932	-	-		
Designated for PERS Reserve - Prior	709,380	812,505	2,460,862		
Restricted by Contract - Aramark	-	93,750	187,500		
Restricted by Agreement - TLT	640,310	1,180,311	1,180,311		
Ending Fund Balance	24,532,071	25,702,261	26,070,021	-	
Strategic Goal	15,079,862	15,007,602	13,939,240		
Available for Strategy Goal	15,465,210	16,761,755	21,202,202		
Excess (Gap)	385,348	1,754,153	7,262,962		

Metropolitan Exposition-Recreation Commission
MERC Proposed Budget
Portland Exposition Center

Three Year Trend

	2009-10	2008-09	2007-08		
	Proposed	Adopted	Prior	Proposed \$	Proposed %
	Budget	Budget	Actual	Change	Change
	June-10	June-09	June-08		
Operating					
Revenue	3,705,306	3,819,977	3,985,117	(114,671)	-3%
Revenue - Food and Beverage	2,133,289	2,151,319	2,093,352	(18,030)	-1%
Total Operating Revenue	5,838,595	5,971,296	6,078,469	(132,701)	-2%
Costs - Food and Beverage	(1,570,435)	(1,515,262)	(1,552,665)	(55,173)	4%
Personal Services	(1,545,827)	(1,591,637)	(1,436,762)	45,810	-3%
Goods & Services	(1,280,421)	(1,293,518)	(1,144,938)	13,097	-1%
Total Operating Expenses	(4,396,683)	(4,400,417)	(4,134,365)	3,734	0%
Net Operating Results	1,441,912	1,570,879	1,944,104	(128,967)	-8%
Non Operating					
Non-Operating Revenue	148,734	161,619	167,958	(12,885)	-8%
Non-Operating Expense	-	-	-	-	-
	148,734	161,619	167,958	(12,885)	-8%
Support and Risk Management					
MERC Administration	(304,707)	(291,027)	(250,578)	(13,680)	5%
Metro Support Services	(202,766)	(184,280)	(152,131)	(18,486)	10%
Metro Risk Management	(70,743)	(79,379)	(68,624)	8,636	-11%
	(578,216)	(554,686)	(471,333)	(23,530)	4%
Net Increase (Decrease)	1,012,430	1,177,812	1,640,729	(165,382)	-14%
Transfers					
Transfers from	-	1,194	-	(1,194)	-100%
Debt Service	(1,188,632)	(1,192,232)	(1,189,932)	3,600	0%
Net Transfers	(1,188,632)	(1,191,038)	(1,189,932)	2,406	0%
Net Operations	(176,202)	(13,226)	450,797	(162,976)	1232%
Capital					
Capital Outlay	(367,500)	(180,000)	(9,049)	(187,500)	104%
Construction Management	-	-	-	-	-
Non-Operating Revenue	187,500	73,329	46,056	114,171	156%
Net Capital	(180,000)	(106,671)	37,007	(73,329)	69%
Fund Balance Inc (Dec)	(356,202)	(119,897)	487,803	(236,305)	197%
Food and Beverage Gross Margin	26.4%	29.6%	25.8%		-3%
Full Time Employees - per Budget	13.30	13.30	13.30		
Excise Tax	-	-	(451,128)		
Fund Balance					
Beginning Fund Balance	5,949,353	6,069,250	5,581,447		
Fund Balance Inc (Dec)	(356,202)	(119,897)	487,803		
Ending Fund Balance	5,593,151	5,949,353	6,069,250		
Unrestricted Fund Balance	3,738,378	4,047,108	4,867,128		
Contingency	218,622	472,017	-		
Contingency for Renewal & Replacement	20,000	20,000	20,000		
Designated for Renewal & Replacement	40,000	20,000	-		
Designated for Phase 3	1,339,841	1,154,728	944,840		
Contingency for HQH (PERS Rsvr - Prior)	205,841	235,500	-		
Designated for PERS Reserve - Current	30,469	-	-		
Designated for PERS Reserve - Prior	-	-	237,282		
Ending Fund Balance	5,593,151	5,949,353	6,069,250		
Strategic Goal (6 mo, debt)	3,386,974	3,392,441	3,257,115		
Available for Strategy Goal	3,977,000	4,539,125	4,887,128		
Excess (Gap)	590,027	1,146,685	1,630,013		

**Metropolitan Exposition-Recreation Commission
MERC Proposed Budget
Oregon Convention Center**

Excluding HQH

Three Year Trend

	2009-10	2008-09	2007-08	Proposed \$ Change	Proposed % Change
	Proposed	Adopted	Prior		
	Budget	Budget	Actual		
	June-10	June-09	June-08		
Operating					
Revenue	8,006,117	7,369,246	7,869,606	636,871	9%
Revenue - Food and Beverage	8,550,083	8,900,001	8,992,501	(349,918)	-4%
Total Operating Revenue	16,556,200	16,269,247	16,862,107	286,953	2%
Costs - Food and Beverage	(6,744,807)	(6,961,152)	(7,105,565)	216,345	-3%
Personal Services	(9,183,993)	(8,741,296)	(7,764,622)	(442,697)	5%
Goods & Services	(4,010,888)	(3,504,823)	(3,114,513)	(506,065)	14%
Marketing (including Enhanced VDI)	(3,032,043)	(3,032,043)	(2,621,997)	-	0%
Total Operating Expenses	(22,971,731)	(22,239,314)	(20,606,697)	(732,417)	3%
Net Operating Results	(6,415,531)	(5,970,067)	(3,744,590)	(445,464)	7%
Non Operating					
Transient, Lodging Tax	8,975,971	9,032,707	9,115,656	(56,736)	-1%
TLT	7,903,290	7,560,026	8,319,253	343,264	5%
VDI	660,000	1,060,000	400,000	(400,000)	-38%
Enhanced VDI	412,681	412,681	396,403	-	0%
Non-Operating Revenue	248,836	267,288	334,799	(18,452)	-7%
Non-Operating Expense	-	-	(3)	-	-
	9,224,807	9,299,995	9,450,452	(75,188)	-1%
Support and Risk Management					
MERC Administration	(1,645,421)	(1,571,548)	(1,378,181)	(73,873)	5%
Metro Support Services	(1,094,933)	(995,114)	(836,721)	(99,819)	10%
Metro Risk Management	(275,033)	(325,341)	(309,680)	50,308	-15%
	(3,015,387)	(2,892,003)	(2,524,582)	(123,384)	4%
Net Increase (Decrease)	(206,111)	437,925	3,181,280	(644,036)	-147%
Transfers					
Transfers from	-	6,446	-	(6,446)	-100%
Debt Service	(17,258)	(17,805)	(18,349)	547	-3%
Net Transfers	(17,258)	(11,359)	(18,349)	(5,899)	52%
Net Operations	(223,369)	426,566	3,162,931	(649,935)	-152%
Capital					
Capital Outlay	(2,119,990)	(1,468,157)	(585,976)	(651,833)	44%
Non-Operating Revenue	887,500	50,863	72,157	836,637	1645%
Transfers from	692,490	746,144	-	(53,654)	-7%
Net Capital	(540,000)	(671,150)	(513,818)	131,150	-20%
Fund Balance Inc (Dec)	(763,369)	(244,584)	2,649,112	(518,785)	212%
Food and Beverage Gross Margin	21.1%	21.8%	21.0%		-0.7%
Full Time Employees - per Budget	112.30	110.30	107.30		
National/Regional Conventions	41	34	36		
Excise Tax	-	-	(1,263,519)		
Fund Balance					
Beginning Fund Balance	10,833,435	11,304,019	8,985,591		
Fund Balance Inc (Dec)	(763,369)	(244,584)	2,649,112		
Fund Balance Inc (Dec) for HQH	-	(226,000)	(330,685)		
Ending Fund Balance	10,070,066	10,833,435	11,304,019		
Unrestricted Fund Balance	2,477,831	3,112,557	8,391,088		
Contingency	1,206,167	979,337			
Contingency for Renewal & Replacement	250,000	250,000	225,000		
Designated for Renewal & Replacement	475,000	225,000			
Contingency for HQH	3,700,000	3,700,000			
Contingency for HQH (PERS Rsvr - Prior)	1,131,796	1,292,480			
Designated for PERS Reserve - Current	188,962				
Designated for PERS Reserve - Prior			1,320,120		
Restricted by Contract - Aramark		93,750	187,500		
Restricted by Agreement - TLT	640,310	1,180,311	1,180,311		
Ending Fund Balance	10,070,066	10,833,435	11,304,019		
Strategic Goal (3 mo)	5,742,933	5,559,829	5,151,674		
Available for Strategy Goal	3,933,998	4,341,894	8,616,088		
Excess (Gap)	(1,808,935)	(1,217,935)	3,464,414		

Metropolitan Exposition-Recreation Commission
MERC Proposed Budget
Portland Center for the Performing Arts

	Three Year Trend			Proposed \$ Change	Proposed % Change
	2009-10	2008-09	2007-08		
	Proposed Budget	Adopted Budget	Prior Actual		
	June-10	June-09	June-08		
Operating					
Revenue	6,480,038	6,776,667	5,885,022	(296,629)	-4%
Revenue - Food and Beverage	1,440,427	1,527,814	1,576,709	(87,387)	-6%
Total Operating Revenue	7,920,465	8,304,481	7,461,731	(384,016)	-5%
Costs - Food and Beverage	(1,263,786)	(1,313,085)	(1,413,858)	49,299	-4%
Personal Services	(5,518,471)	(5,751,698)	(4,857,935)	233,227	-4%
Goods & Services	(2,152,079)	(2,171,744)	(1,914,971)	19,665	-1%
Total Operating Expenses	(8,934,336)	(9,236,527)	(8,186,764)	302,191	-3%
Net Operating Results	(1,013,871)	(932,046)	(725,033)	(81,825)	9%
Non Operating					
Transient, Lodging Tax	1,954,663	2,081,978	1,996,400	(127,315)	-6%
TLT	1,361,667	1,488,982	1,433,334	(127,315)	-9%
VDI	592,996	592,996	563,066	-	0%
Government Support City of Portland	760,926	737,449	711,375	23,477	3%
Non-Operating Revenue	219,860	286,092	345,436	(66,232)	-23%
Non-Operating Expense	(2,500)	(2,500)	(2,500)	-	0%
	2,932,949	3,103,019	3,050,710	(170,070)	-5%
Support and Risk Management					
MERC Administration	(1,096,947)	(1,047,699)	(877,025)	(49,248)	5%
Metro Support Services	(729,955)	(663,408)	(532,460)	(66,547)	10%
Metro Risk Management	(142,795)	(178,041)	(169,402)	35,246	-20%
	(1,969,697)	(1,889,148)	(1,578,887)	(80,549)	4%
Net Increase (Decrease)	(50,619)	281,825	746,790	(332,444)	-118%
Transfers					
Transfers from	-	4,297	-	(4,297)	-100%
Net Transfers	-	4,297	-	(4,297)	-100%
Net Operations	(50,619)	286,122	746,790	(336,741)	-118%
Capital					
Capital Outlay	(934,188)	(435,000)	(162,662)	(499,188)	115%
Goods & Services	-	(225,000)	-	225,000	-100%
Non-Operating Revenue	934,188	643,480	102,789	290,708	45%
Net Capital	-	(16,520)	(59,874)	16,520	-100%
Fund Balance Inc (Dec)	(50,619)	269,602	686,917	(320,221)	-119%
Food and Beverage Gross Margin	12.3%	14.1%	10.3%		-1.8%
Full Time Employees - per Budget	47.40	46.40	43.40		
Weeks of Broadway	9	14.5	9		
Fund Balance					
Beginning Fund Balance	8,055,601	7,785,999	7,099,082		
Fund Balance Inc (Dec)	(50,619)	269,602	686,917		
Ending Fund Balance	8,004,982	8,055,601	7,785,999		
Unrestricted Fund Balance	5,739,398	6,476,647	6,926,846		
Contingency	451,078	466,449			
Contingency for Renewal & Replacement	700,000	250,000	50,000		
Designated for Renewal & Replacement	300,000	50,000			
Designated for PERS Reserve - Current	105,126				
Designated for PERS Reserve - Prior	709,380	812,505	809,153		
Ending Fund Balance	8,004,982	8,055,601	7,785,999		
Strategic Goal (6 mo)	4,467,168	4,618,264	4,093,382		
Available for Strategy Goal	6,890,476	7,193,096	6,976,846		
Excess (Gap)	2,423,308	2,574,833	2,883,464		

**Metropolitan Exposition-Recreation Commission
MERC Proposed Budget
Convention Center Headquarter Hotel Project**

	Three Year Trend			Proposed \$ Change	Proposed % Change
	2009-10	2008-09	2007-08		
	Proposed	Adopted	Prior		
	Budget	Budget	Actual		
	June-10	June-09	June-08		
Operating					
Personal Services	-	(20,000)	(28,748)	20,000	-100%
Goods & Services	-	(206,000)	(971,657)	206,000	-100%
<i>Meetings Expense</i>	-	-	(541)	-	-
<i>Developer Agreement I</i>	-	-	(600,028)	-	-
<i>Developer Agreement II</i>	-	-	-	-	-
<i>Communications Consulting</i>	-	-	(56,424)	-	-
<i>Construction Consulting</i>	-	-	-	-	-
<i>Financial Consulting</i>	-	-	(133,441)	-	-
<i>Legal Consulting</i>	-	(184,000)	(52,194)	184,000	-100%
<i>Management Consulting</i>	-	(22,000)	(8,836)	22,000	-100%
<i>Market Consulting</i>	-	-	(78,194)	-	-
<i>Project Management</i>	-	-	(41,999)	-	-
	-	-	-	-	-
Net Operations	-	(226,000)	(330,685)	226,000	-100%

Metropolitan Exposition-Recreation Commission

**MERC Proposed Budget
MERC Administration**
Three Year Trend

	2009-10 Proposed Budget June-10	2008-09 Adopted Budget June-09	2007-08 Prior Actual June-08	Proposed \$ Change	Proposed % Change
Operating					
Revenue	38,500	38,500	40,466	-	0%
Personal Services	(2,313,380)	(2,181,050)	(1,720,397)	(132,330)	6%
Goods & Services	(652,195)	(693,088)	(442,969)	40,893	-6%
Net Operating Expenses	(2,927,075)	(2,835,638)	(2,122,900)	(91,437)	3%
Non Operating					
Non-Operating Revenue	30,000	24,195	38,049	5,805	24%
Non-Operating Expense	-	-	-	-	-
	30,000	24,195	38,049	5,805	24%
Support and Risk Management					
MERC Administration	3,047,075	2,910,274	2,505,784	136,801	5%
	3,047,075	2,910,274	2,505,784	136,801	5%
Net Increase (Decrease)	150,000	98,831	420,934	51,169	52%
Net Transfers	-	-	-	-	-
Net Operations	150,000	98,831	420,934	51,169	52%
Capital					
Capital Outlay	(150,000)	(145,712)	(196,388)	(4,288)	3%
Non-Operating Revenue	-	-	1,861	-	-
Net Capital	(150,000)	(145,712)	(194,527)	(4,288)	3%
Fund Balance Inc (Dec)	-	(46,881)	226,407	46,881	-100%
Full Time Employees - per Budget	22.00	22.00	18.00		
Excise Tax	0.0%	0.0%	(1,542)		
Fund Balance					
Beginning Fund Balance	863,872	910,753	684,346		
Fund Balance Inc (Dec)	-	(46,881)	226,407		
Ending Fund Balance	863,872	863,872	910,753		
Unrestricted Fund Balance	530,406	541,376	722,140		
Contingency	133,330	146,264			
Contingency for HQH (PERS Rsvr - Prior)	148,761	176,232	94,306		
Designated for PERS Reserve - Current	51,375				
Designated for PERS Reserve - Prior			94,307		
Ending Fund Balance	863,872	863,872	910,753		
Strategic Goal (6 mo)	1,482,788	1,437,069	1,081,683		
Available for Strategy Goal	663,736	687,640	722,140		
Excess (Gap)	(819,052)	(749,429)	(359,543)		

Metropolitan Exposition Recreation Commission
Five Year Capital Plan
2009-10 through 2013-14 Fiscal Years
February 25, 2009

	<u>Funding Source</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Oregon Convention Center (OCC)						
OCC 2009-10 FY						
Moveable Air Wall Repair and Retrofit	MTOCA proposal	340,000				
Exhibit Hall Wi-Fi and Show Network Upgrade	OCC Fund Balance	85,000				
* Upgrade Kitchen Capacity & Storage for Efficiency	F & B Contract Capital Investment & TLT Capital Reserve	1,000,000				
VAV Controllers and CO2 Sensors Upgrade on AHUs (LEED)	TLT Capital Reserve	100,000				
Lighting Fixture Replacement and Upgrade	MTOCA proposal	200,000				
Add Automatic Hand Dryers to all Restrooms	MTOCA proposal	150,000				
MTOCA Project - to be determined Contingency	MTOCA Balance	2,490				
Retro - Commissioning (RCX) (every year for LEED)	TLT Capital Reserve	65,000				
Elevators 1 & 3 Cab Retrofit	TLT Capital Reserve	37,500				
Gates for Exhibit Hall Rest Rooms	TLT Capital Reserve	25,000				
Garage Door at Dry Waste Compactor	TLT Capital Reserve	15,000				
Replace Riding Vacuum	TLT Capital Reserve	12,000				
Digital Signage Upgrade	TLT Capital Reserve	50,000				
3-Wheeled Security Vehicle (T3)	TLT Capital Reserve	14,000				
Renovate Pre-A & Pre-C Phone Bank	TLT Capital Reserve	24,000				
** Kinko's Remodel (5% Reserve Acct.)	Food & Beverage Reserve	150,000				
* Kitchen Remodel funded from F & B Capital \$887,500 & TLT Fund \$112,500						
** The line for capital on the Budget Statement is understated by the \$150,000 for the Kinko's remodel, which is budgeted in the Food & Beverage Costs						
OCC 2010-11 FY						
Construct Operations Office and Add Additional Conference Meeting Space	Unfunded		1,350,000			
Chiller VFD	Unfunded		100,000			
Plaza Issues	Unfunded		90,000			
Rehab/Renovate Skyview Terrace & VIP B Suite	Unfunded		250,000			
Rework Oregon Ballroom Capabilities-more breakouts	Unfunded		1,500,000			
Phone Bank Retrofit Project	Unfunded		32,000			
Pickup Truck	Unfunded		30,000			
Fork Lifts	Unfunded		60,000			
Public Circulation Furniture (Lobby Areas)	Unfunded		250,000			
Riding Sweeper/Scrubber	Unfunded		35,000			
Retro - Commissioning (RCX) (every year for LEED)	Unfunded		65,000			
Original Building Air wall Retrofit Project*	Unfunded		220,000			
VAV Controllers and CO2 sensors on AHUs (LEED)	Unfunded		105,000			
Lighting Fixture Upgrades	Unfunded		100,000			
Digital Signage Upgrade	Unfunded		33,000			
Dragon Café/Brew Pub Restaurant Project	Unfunded		600,000			

**Five Year Capital Plan
2009-10 through 2013-14 Fiscal Years**

February 25, 2009

	<i>Funding Source</i>	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>
OCC 2011-12 FY						
Replace Glass in Exterior Canopies in MLK & Holladay	Unfunded			65,000		
Replace Original Roof	Unfunded			1,800,000		
Riding Sweeper/Scrubber	Unfunded			35,000		
Automated Parking System Replacement	Unfunded			130,000		
Retro - Commissioning (RCX) (every year for LEED)	Unfunded			65,000		
Exterior Security Bollards (or Planters)	Unfunded			60,000		
Rest Room Handicap Door Operators	Unfunded			40,000		
Construction /Headquarter Hotel Connection and Signage	Unfunded			450,000		
Install Electronic Swipe Locking System for Mtg & Ballrooms	Unfunded			300,000		
Replace Tile Floor in All Restrooms in Original Bldg.	Unfunded			300,000		
OCC 2012-13 FY						
Concrete Polishing	Unfunded				375,000	
Retro - Commissioning (RCX) (every year for LEED)	Unfunded				65,000	
Carpet Replacement	Unfunded				1,700,000	
Bleacher Replacement	Unfunded				1,800,000	
OCC 2013-14 FY						
Cover the plaza on MLK and Holladay with Glass	Unfunded					5,000,000
Retro - Commissioning (RCX) (every year for LEED)	Unfunded					65,000

Total Oregon Convention Center		2,269,990	4,820,000	3,245,000	3,940,000	5,065,000
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Portland Center for the Performing Arts (PCPA)

PCPA 2009-10 FY						
ASCH Rigging	Friends of PCPA		52,000			
Hatfield Roof	Friends of PCPA		45,000			
Hatfield Risers	Friends of PCPA		15,000			
Keller Rigging	Friends of PCPA		65,000			
Hatfield 18" Tables	Friends of PCPA		10,000			
Smart Maintenance Upgrade (BigFoot)	Friends of PCPA		20,000			
Keller Follow Spot Lighting	Friends of PCPA		30,000			
Hatfield Cultural Video Project	Grants		522,188			
Food & Beverage Capital Investment - New Contract	F & B Contract Capital Investment		175,000			

**Five Year Capital Plan
2009-10 through 2013-14 Fiscal Years**

February 25, 2009

	<i>Funding Source</i>	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>
PCPA 2010-11 FY						
Arlene Schnitzer Concert Hall Boiler**	Friends of PCPA		100,000			
Hatfield Hall Dimmer System	Friends of PCPA		300,000			
Hatfield Hall Roof - Repair and Replacement	Friends of PCPA		45,000			
Keller Auditorium Boilers Replacement	Friends of PCPA		90,000			
Newmark Theater Stage Floor Replacement	Friends of PCPA		100,000			
Hatfield Follow Spots	Friends of PCPA		14,000			
PCPA 2011-12 FY						
Hatfield Hall Trash Compactor	Friends of PCPA			50,000		
Newmark Theater Main Curtain	Friends of PCPA			20,000		
Winningstad Theater Main Curtain	Friends of PCPA			10,000		
Arlene Schnitzer Concert Hall Follow Spots	Friends of PCPA			20,000		
PCPA 2012-13 FY						
Hatfield Hall Chiller	Friends of PCPA				250,000	
Keller Auditorium Clear Com	Friends of PCPA				15,000	
Keller Auditorium Masking	Friends of PCPA				26,000	
Hatfield Hall ADA FM Listening Systems	Friends of PCPA				40,000	
PCPA 2013-14 FY						
Newmark Fore Stage Lift	Friends of PCPA					85,000
Arlene Schnitzer Cooling Tower	Friends of PCPA					110,000
Arlene Schnitzer Chiller	Friends of PCPA					250,000
Arlene Schnitzer Concert Hall Masking	Friends of PCPA					25,000
Hatfield Hall ADA Upgrades	Friends of PCPA					15,000
Keller ADA Upgrades	Friends of PCPA					15,000
Total Portland Center for the Performing Arts		934,188	649,000	100,000	331,000	500,000

**Five Year Capital Plan
2009-10 through 2013-14 Fiscal Years**

February 25, 2009

	<i>Funding Source</i>	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>
Portland Expo Center (EXPO)						
EXPO 2009-10 FY						
Parking Lot Asphalt maintenance and/or removal/replacement	EXPO Fund Balance	75,000				
Hall "A" - "B" Relamp	EXPO Fund Balance	15,000				
Hall C Heating System	EXPO Fund Balance	70,000				
Halls D (18 units) & E (15 units) emergency lighting battery backups	EXPO Fund Balance	20,000				
Food & Beverage Capital Investment - New Contract	F & B Contract Capital Investment	187,500				
EXPO 2011-12 thru 2014-15 FY						
Parking Lot Asphalt maintenance and/or removal/replacement	EXPO Fund Balance		50,000	50,000	50,000	50,000
UNFUNDED PROJECTS PORTLAND EXPO CENTER (Cost to be determined)						
Bleacher Upgrade for Safety Requirements (estimate \$100,000)						
Full site electronic way finding (estimate \$300,000)						
Phase III						
SW parking lot & South Access Drive realignment						
Replace/renovate Halls A, B and C						
North walkway canopy and electronic sign						
Covered/enclosed exhibit hall connector						
SE meeting rooms						
Total Portland Expo Center		367,500	50,000	50,000	50,000	50,000
MERC Administration (MERC)						
MERC 2009-10 FY						
SharePoint ExtraNET Server	MERC Support Costs	60,000				
KRONOS Advance Scheduling System	MERC Support Costs	60,000				
Server Virtualization		30,000				
MERC 2010-11 thru 2014-15 FY						
Information Technology	MERC Support Costs		100,000	100,000	100,000	100,000
Total MERC Administration		150,000	100,000	100,000	100,000	100,000
Total MERC		3,721,678	5,619,000	3,495,000	4,421,000	5,715,000

MERC Capital Project Detail
2009-10 Proposed Budget

<u>Project</u>	<u>Description</u>	<u>Justification</u>	<u>Source</u>	<u>Impact</u>	<u>Risk</u>
Oregon Convention Center					
Moveable Air Wall Repair and Retrofit	The original facility is now approaching 20 years in operation and these Air Walls are in need of major maintenance to extend their life, work properly for event needs, to keep them in working order. Many of the covering are in need of repair or replacement and we utilize these divider walls everyday for events. Many of the wall foot closures do not work properly and sound bleeds through the rooms for different events and they are hard to maneuver being 18-30 feet tall.	This would be a MOTCA fund project request to keep the Facility in first class condition and meets the definition.	This is part of a two year project and can be broken into two pieces to help spread the costs as the estimated costs for this project is \$560,000 and should secure operational status for these walls for 10-12 years with proper annual maintenance as we have performed in the past.	Increased labor to move walls, sound bleeding into events separated by the walls, many of the wall coverings are not repairable and unsightly and cannot be maintained. There is a low level safety issue as well for crew who have to deal with these walls on a daily basis.	Repair all rollers, track mechanisms, bearings, foot closures and wall coverings to make sure all walls operate properly and efficiently as designed. We are targeting the original side of the facility Air Wall systems that include Exhibit Halls A and A1, Oregon Ballroom, A,B,C Meeting Rooms
Replace Exhibit Hall WiFi and Show Network	This would allow for the matching of the new system installed in all of the lobby, meeting rooms and Ballrooms and provides for higher bandwidth capabilities for our customers. We charge a fee for this installation and is a significant revenue source for the OCC. We currently have a contract for sales and marketing of this system to customers through Smart City Networks affiliate CCPI which ends in 2009. This would allow us to manage the whole system ourselves as well if we decide to not renew the agreement. Current revenues are split evenly and the return on investment would be less than two years.	Funding source would be OCC operating funds for this project	We currently jointly manage the telecommunications options with CCPI and split the revenue with them for marketing and sales services. This purchase allows for the entire system to be managed by OCC if we do not extend this agreement or decide to go out and select a different vendor to provide these services in the future. This enhances our capabilities and we are looking at increasing our revenue this year by 30% and we could cover the entire cost if we self operate the system.	There is no real risk here for not doing this project	This would replace the current WiFi antenna with a higher coverage capability/management system and provide for a Show upgrade for exhibit type events utilizing the Exhibit Halls.
Upgrade Kitchen Capacity and Storage	Increased building space and an additional Ballroom have increased our food only event schedule as well as the need to due multiple events with different menu selections by clients. We feel this increase in capacity will allow for better quality product, timely delivery, capability to better serve the customers menu choices and increase the capacity of our dish washing and reduce the labor necessary to provide all of the services listed. this should increase our margins on an annual basis, with payback probably around 7 years.	Funding source would be \$800,000 from the new Food and Beverage Contract capital investment monies required by the new contract as well as \$200,000 being requested from the MERC Capital Fund Account.	Impact will be having the kitchen down over a three-four month period as the event schedule permits, but should all be accomplished in a year once construction commences. Again impact is increase of capacity, flexibility of menu choices and services provided, increase in quality and a savings in labor.	The longer we delay the harder it is to keep up the service levels without spending more money on labor with the potential of reduced quality of the products we do serve with the limited kitchen capacity.	This project would increase the cooking capacity in the kitchen by re-configuring the layout, adding 2 fryers, 1 convection steamer, 1 tilting skillet/braising pan, 2 convection ovens stacked, 1 charbroiler, 1 griddle and 2 heavy duty ranges. All of this equipment would fit under a new venting hood and fire suppression system. This almost doubles our capacity without increasing the footprint of the kitchen. We would purchase 2 new dishwashers as well as a soiled tray handling system for dirty dish cleaning, a new walk-in cooler and refrigeration with this increased cooking capacity, renovated lockers and dressing area for the increased staff and new storage construction for item currently stored in the kitchen. This is a significant project with more than \$500,000 in equipment purchases.

MERC Capital Project Detail

2009-10 Proposed Budget

Project	Description	Justification	Source	Impact	Risk
VAV Controls and CO2 Sensor Upgrade	The VAV boxes will allow computer control and monitoring of the room air temps and CO2 levels. The CO2 sensors allow outside air based on need. Motion sensors will shut off or reduce fan speeds depending on room activity.	Capital Budget - 2009/2010 - 2010/2011- Cost split over two years.	Monitoring and adjusting room temperatures more accurately while increasing the indoor air quality for clients through the room CO2 sensors. The motion sensors will shutdown fans during periods of inactivity reducing energy.	This is a requirement of the LEED certification. These improvements will reduce energy costs and improve efficiency of cooling and heating in the meeting rooms while increasing the indoor air quality of the rooms for our customers.	Upgrade the pneumatic controls for the A, B, C Meeting Room VAV boxes and add CO2 sensors and motion detectors similar to the expansion side of the facility. Requirement from LEED for energy reduction and improved air quality.
Lighting Fixture Replacement/Upgrade	The project will be projected to save annually 1,740, 257 kWh of electricity per year is a 16.8% reduction of total usage by the Center, resulting in an annual savings of \$82, 336 per year once the project is complete. There is an estimated \$178, 285 Energy Trust of Oregon Incentive credit and potentially BETC Credits of approximately \$163, 852 to lower the cost of this project from \$682,558 to \$300,421 if all credits are realized. This project also significantly helps the LEED-EB operating issues of the center and reduces OCC Carbon Footprint offset by 661 tons of CO2.	This would be a MOTCA Funded project request of \$200,000 for this fiscal year or about 2/3 of the total project.	Impact on the operation is a significant saving of the electric bill of \$82,336 per year which does not include the labor saving of less frequent changing out of the light fixtures due to longer life of the new fixtures. Payback on this project when completed would be just under 4 years.	There is no real risk here other than not capturing annual savings associated with savings on the electric bill	This is a lighting fixture retrofit project to replace fixture, lamp and ballast for the Metal Halides and incandescent in the lobby areas and the Exhibit Halls with energy efficient long life fixtures. This project is being broken up into two parts due to funding constraints, but has a huge payback for the facility.
Add Automatic Hand Dryers to all Restrooms	The results will be a significant savings of purchasing janitorial products, reducing the waste bill and save labor on servicing of the restrooms	This will be a MOTCA funded project request due to the sustainability aspects of the project.	This will reduce paper product/janitorial equipment purchases by 50% or about \$16,000 per year and reduce the tonnage of waste going out of the facility due to wet paper products being thrown away by patrons. This is a long term payback, but adds a great sustainability factor to OCC's everyday operations.	There are no risks to not doing this project	OCC is looking to adding 70-88 electric automatic Dyson Hand Dryers to all restrooms replacing 90% of the paper hand towels currently being used in the restrooms at the facility. the \$150,000 price includes the electrical installation and labor to install of these units.
Retro - Commissioning Project	LEED requirement to re-commission all mechanical systems in a five year period. Increased equipment efficiency and energy cost reduction by fine tuning all mechanical systems.	Capital Budget - \$65,000 per year for the next five years. 2010-2014	Fulfilling LEED requirements and verifying equipment is running as designed and at an optimal level. This should reduce energy costs over time and result in significant energy cost savings.	Possibility of losing LEED certification by not completing the requirement and inefficiency in mechanical equipment operation which could increase energy consumption over time.	Re-commission all HVAC mechanical systems throughout the facility. Test and record operation of every system and compare results to original design specifications to ensure systems are operating properly as designed.
Elevator 1 & 3 Retrofit	This is a maintenance and upgrade project with very little return.	Sources of funds for this project would come from OCC operating monies	Should have little impact on the operation and can be easily scheduled between event needs with a cost of about \$18,750 per elevator	There is no risk or consequence related to not doing this project	This project would resurface the interior of the 2 passenger elevators on the original side of the facility so we can update the look and match the newer passenger elevators on the expanded side of the facility. The interior finishes have substantial wear and tear and have the old bland finishes. We would like to replace with wood and stainless similar to the new passenger elevators to update the look.

MERC Capital Project Detail
2009-10 Proposed Budget

<u>Project</u>	<u>Description</u>	<u>Justification</u>	<u>Source</u>	<u>Impact</u>	<u>Risk</u>
Erect Lockable Gates at all Exhibit Hall Restrooms	This project would give our staff the flexibility to clean restrooms and lock them down between shows so that no one can use them before shows and we have to clean them again prior to show opening. Currently we have to reclean these restrooms because folks have used them/ during move-in or between events and they become dirty and need cleaning again. This would save us a lot of labor.	Source of funds if the OCC Operating Account	There is a labor savings and helps keep the client happy with clean restrooms for their event. The price includes 10 gates, hardware and the labor to install them, about \$2500 per gate	There is no risk or consequence for not doing this project	Erect lockable gates at all 10 of the Exhibit Hall Restrooms so Bathrooms can be locked off after cleaning. There are no doors on these restrooms and they cannot be blocked off for any reason. all of the other restrooms in the building have lockable doors.
Replacement of Overhead Door for Dry Waste Compactor	This is a maintenance/operations issue	OCC Operating Fund	This replacement is necessary to effectively secure the building around this compactor unit and really is a maintenance replacement need for a worn out piece of equipment.	The risk is minimal for this project if it is delayed	OCC is in need of replacing the Overhead Door for the Dry Waste compactor on the main loading dock
Replace Riding Vacuum	We are replacing some of the original riding vacuum equipment that no longer can be repaired adequately to stay operational functional. This is an equipment replacement item	OCC Operating fund	Helps the cleaning crew be more efficient and effective to clean large areas of the facility with minimum amount of labor. We also utilize this equipment to clean/sweep aisle carpet that we generate around \$100,000 annually	Risk is not great if this project is delayed, but a little more serious if not purchased in terms of doing the job needed in the time frames we have to clean the facility of sweep the show.	This is to replace one of the riding vacuum cleaners we use to sweep the building carpeted areas as well as generate revenue for booth and aisle cleaning for shows.
Replace Way Digital Equipment	Current equipment is over 6 years old and does not provide the service level or the technology needed to be able to service our show managers and attendees. We get complaints on our surveys that the way finding system is in adequate for show management needs and helping folks to locate their meeting room or event space. We would be able to provide faster information, more client information as well as information about what's going on in OCC and around the world with news and weather. This upgrade will allow for the replacement of 8 screens and maps in the facility. We would also be able to replace some of the Clarity screen system on the overhead signage for messaging as well.	OCC Operating fund	This will improve customer service with quicker access to event information and a means to find that location in the facility. We can also message/market other services and events in the facility to those attending events at OCC.	There is not a risk or consequence for not doing this project or postponing it.	This request will allow for the replacement of old technology currently in use in the OCC Information Kiosk system to up grade the capabilities of information distribution and touch screen for visitors to help them be able to locate their meeting space in the center. this will also provide OCC with a better way to communicate other information about what's going on in the center, market our food options and other events as well as provide for faster communication with our guests.
3-Wheeled Security Vehicle	We currently spend about \$3000 annually to lease a car which has very little use for the security staff here at OCC. this vehicle would better suite our needs to make rounds in the facility, check out situations outside the facility and respond in a timely manner when needed.	OCC Operating funds would be the source for this project	This would have a return on investment of a little over 4 years.	There is no risk if this project is delayed	OCC is requesting to purchase a 3 wheeled vehicle that can be utilized inside and outside the building to have security respond quickly and make their rounds of the building much faster.

MERC Capital Project Detail

2009-10 Proposed Budget

<u>Project</u>	<u>Description</u>	<u>Justification</u>	<u>Source</u>	<u>Impact</u>	<u>Risk</u>
Renovate Pre-A and Pre-C Phone Banks	This takes a non productive area and sets up the ability for attendees to access our WiFi network and do work while they are here attending events at OCC. We do charge for access to our system and this would be a potential revenue item all be it somewhat small.	Funding would be through the OCC Operating fund	This is really a customer service item and makes better use of space that was originally dedicated to pay phone usage and there is small revenue attached to this project, but not enough to warrant a payback period for this project.	There is no risk for not doing this project	This would be the second phase of a three phase project to renovate the old phone bank areas into laptop work stations for guests attending OCC events. Pay phones are no longer feasible and are not used by most people entering the facility for events, but many people need to be able to access the internet and work on their laptops.
Kinko's Remodel to food Outlet	Cost estimate per the schematic design is \$250,000 for all construction, remodel and FF & E for this location. We feel that the ROI for this project will be in 2.5 years and generate significant revenue on an ongoing basis for OCC. It will be managed by Food and Beverage contractor and opened on an event driven basis to achieve effectiveness	Funds will come from the OCC Food and Beverage 5% Reserve Account from this year and \$125,000 from fiscal year 2009-2010 to accomplish this project	OCC food and beverage concessions operations suffers from lack of seating in the main areas where attendees are located and this project will help to alleviate this problem as well as creating an unique space to serve out attendees a different food and beverage menu and atmosphere. We feel this will increase our concession food spending for every show.	Risk of not moving forward is the chance we do not realize additional food and beverage revenue and increase our per cap spending in the building through our concession operations.	This project is in current design and would remodel the old Kinko's Business Office into a first class food outlet with seating for about 75 people, bar and food preparation and food service to OCC attendees. Located in the central part of the facility would be the meeting place for folks attending events, serve a different food option and provide for much needed seating in the public spaces of the facility OCC currently does not have. The space is currently under-utilized and this provide a huge opportunity to increase our per capita food spending as well.
Portland Center for Performing Arts					
ASCH Rigging		Capital - fund balance	There is no monetary return on investment. Equipment must be replaced in scheduled intervals based upon wear and use. Equipment must be safe and in working order at all times.	Delay of this work will result in paying higher price and fee and could also lead to safety issues.	Rigging Equipment and Installation for the Arlene Schnitzer Concert Hall. Rigging consists of a fly system, which is a system of ropes, counterweights, pulleys, and other such tools within a theatre designed to allow a technical crew to quickly move set pieces, lights, and microphones on and off stage by 'flying' them in from a large opening above the stage known as a flyspace, flyloft, fly tower, or fly gallery.
AHH - Roof Renewal		Capital - fund balance	There is no monetary return on investment. Building components must be replaced in scheduled intervals based upon wear. Roof must be replaced in order to secure structure, interior and walls from further damage from large leaks.	Delay of this work will result in paying higher price and fees related to work, additional building damage and deterioration and building safety issues.	Roof Renewal & Replacement project. Age and weather deterioration has caused rotunda roof to be replaced.
AHH - Risers		Capital - fund balance	Necessary for seating capacity and additional hall configurations for space layout and show needs.	Higher cost of product	Risers for Antoinette Hatfield Hall

MERC Capital Project Detail

2009-10 Proposed Budget

<u>Project</u>	<u>Description</u>	<u>Justification</u>	<u>Source</u>	<u>Impact</u>	<u>Risk</u>
Keller Rigging		Capital - fund balance	There is no monetary return on investment. Equipment must be replaced in scheduled intervals based upon wear and use. Equipment must be safe and in working order at all times.	Delay of this work will result in paying higher price and fee and could also lead to safety issues.	Rigging Equipment and Installation for the Arlene Schnitzer Concert Hall. Rigging consists of a fly system, which is a system of ropes, counterweights, pulleys, and other such tools within a theatre designed to allow a technical crew to quickly move set pieces, lights, and microphones on and off stage by 'flying' them in from a large opening above the stage known as a flyspace, flyloft, fly tower, or fly gallery.
Hatfield Tables		Capital - fund balance	There is no monetary return on investment. Equipment must be replaced in scheduled intervals based upon wear and use. Equipment must be safe and in working order at all times.	Current tables are not in useful condition and deterioration can cause safety issues / risk for patrons and staff. Delay of this work will result in paying higher price and fee.	Capital Purchase of 18" tables. Current tables need to be replaced. They are unsafe.
Smart Maintenance Upgrade		Capital - fund balance	There is no monetary return on investment established at this time. However this software upgrade is necessary to upgrade our current version. Smart maintenance allows Operations staff to track all maintenance issue, service inventory, work orders, etc.	Must be done 2009.	Software Upgrade
Keller Follow Spot Lighting		Capital - fund balance	There is no monetary return on investment. Equipment must be replaced in scheduled intervals based upon wear and use. Adequate lighting is to be provided for show purposes. Equipment must be safe and in working order at all times. L	Delay of this work will result in paying higher price for materials.	New follow spot lighting purchase. Replace existing follow spot lighting that is past its replacement period.
Cultural Video Project		Capital - fund balance	There is no monetary return on investment established at this time. This project will create partnerships throughout the community and all PCPA to contribute and be more involved in the cultural community.		Cultural Video Project.
Portland Expo Center					
EXPO Hall "C" Heating System		Capital Fund Balance	There has been no ROI done for this project. By replacing the current heating system, Hall "C" will have a functioning heating system and will be able to be maintained properly. The end result should also yield energy cost savings and use efficiency. There will be no negative impact on facility operations.	Complete system failure (no permanent heat source in Hall "C").	Replace heating system in Hall "C". Current heating system in Hall "C" is obsolete and system parts can no longer be replaced and/or maintained. System is currently failing.

MERC Capital Project Detail
2009-10 Proposed Budget

<u>Project</u>	<u>Description</u>	<u>Justification</u>	<u>Source</u>	<u>Impact</u>	<u>Risk</u>
EXPO Halls D & E Emergency Lighting		Capital Fund Balance	Safety - There has been no ROI done for this project. There will be no negative impact on facility operations.	Replacement MUST be done for building safety compliance and public safety.	Replace lighting battery back-up for Halls "D" & "E".
EXPO Halls "A" - "B" Relamp		Capital Fund Balance	There has been no ROI done for this project. The project end result will yield energy cost savings and use efficiency. There will be no negative impact on facility operations.	higher project costs and energy costs.	Change out lighting in Halls "A" and "B" from T-12's to T8's for energy cost and efficiency benefits.
EXPO Parking Lot R&R		Capital Fund Balance	There has been no ROI done for this project. There will be no negative impact on facility operations.	higher project costs and further deterioration which could lead to unsafe conditions.	Parking lot asphalt to be removed and replaced at Halls A, B and C. General Maintenance can not be done due to the deteriorations of asphalt. (Original Request 1/16/2009)
Information Technology (MERC)					
SharePoint EXTRANET	The ultimate objective of this project is to provide web based collaboration tools with MERC external partners, stakeholders, and citizens using a standard, scalable, and technically friendly platform that can be deployed without the expense of external consultants. Potential examples include collaboration web sites for major MERC projects like HQH, CRC, capital improvements. Automated web data collection of vendor demographics and surveys are more examples.	capital	No ROI has been calculated for this project	Continuation of funding for external consultants, and internal web masters, to custom build web based collaboration tools.	Access to the existing SharePoint product is restricted to internal users authenticated to our network. The existing SharePoint product will not allow deployment of internet facing collaboration web sites. This project purchases the SharePoint product licenses needed to deploy internet facing web site.
Kronos Advanced Scheduling	Elimination of manual side systems moving to agency wide standard scheduling platform. Fewer errors and more efficient for scheduler and employees.	capital	No ROI has been calculated for this project.	Continuation of manual scheduling for event staff.	Implement Kronos advanced scheduling for MERC event staff employees scheduled by the PCPA events department and PCPA volunteers. PCPA schedules front of house event staff for all PCPA venues, OCC, and EXPO front of house event staff. Demonstrate applicability of scheduling functionality to other MERC/METRO departments that may benefit from automated employee scheduling; MERC security, medical technicians, operations; METRO parts, zoo, solid waste.
EBMS License Bump	We have become aware from advances in the EBMS product that we are regularly exceeding the concurrent license count specified in our software license agreement with USI.	capital	No ROI has been calculated for this project.	Limit EBMS usage to 64 concurrent users on a consistent basis or litigation due to license violations.	Increase EBMS concurrent license count from 64 to 80.
Server Virtualization	Consolidation of several old servers into a single new server will reduce electrical expense and reduce the equipment footprint in the data center.	capital	No ROI was calculated for this project.	The older servers are obsolete and the probability of failure is higher. Our potential risk for business disruption is higher if we do not keep our data center equipment current.	Server virtualization allows IT to consolidate the functionality of several older servers into a single new server. Several servers in our data center are older than five years and need to be replaced.

JANUARY 2009

FINANCIAL INFORMATION

For Management Purposes only



PORTLAND CENTER FOR
THE PERFORMING ARTS

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OREGON CONVENTION CENTER

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THE **merc**

METROPOLITAN EXPOSITION
RECREATION COMMISSION

 A SERVICE OF METRO

Date: February 20, 2009

To:

Commissioner Don Trotter, Chair
Commissioner Janice Marquis, Vice Chair
Commissioner Gary Reynolds, Secretary-Treasurer
Commissioner Elisa Dozono
Commissioner Gary Conkling
Commissioner Ray Leary
Commissioner Yvonne McClain

Re: MERC Financial Information for the 6 months ended January 2009

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

Financial Highlights

Operating Results

- The year-to-date results indicate that the net F&B is less than budget by approximately 5%. While revenue and expenditures are slightly less than forecasted, the net result is approximately 4% greater than budget.
- Highest event revenue generators for the period:
 - **Expo**
 - 10795 ~ 2009 Rose City Classic Dog Show - \$299k
 - ❖ F&B - \$117k
 - 10793 ~ 2009 Portland Boat Show - \$287k
 - ❖ Rent - \$144k
 - 10978 ~ Northwest Agriculture Show - \$92k
 - ❖ Rent - \$34k
 - **OCC**
 - 7281 ~ 2009 NW Food Manufacturing & Packaging Expo - \$211k
 - ❖ F&B - \$71k
 - 6879 ~ River City Bluegrass Festival 2009 - \$65k
 - ❖ F&B - \$28k
 - 6869 ~ 2009 Portland Gift & Accessories Show - \$62k
 - ❖ Rent - \$28k
 - **PCPA**
 - 11595 ~ Tuna Christmas - \$41k
 - ❖ Rent - \$18k
 - 11703 ~ The Color Purple - \$35k
 - ❖ F&B - \$29k
 - ◆ Rent \$56k to be recorded in a future period
 - 12574 ~ Hal Holbrook - \$29k
 - ❖ Rent - \$9k

Non – Operating Revenue

- **Transient, Lodging Tax (TLT)** year to date is 4.5% greater than prior period which is an increase of \$214 thousand. TLT is budgeted to receive 30% of the tax in the first half of the year, and the remaining 70% in the second half of the year.
- **Expo Debt Service** is paid semi annually. Approximately 73% or \$892 thousand of the annual payment is budgeted and paid during the first half of the fiscal year, the remaining 27% or \$300 thousand in the later part of the fiscal year.
- **Metro Risk Management** expenses are in the first period of each quarter. Approximately 83% of the annual budget or \$486 thousand year-to-date.

Purchasing/Contract Update

- A listing of all outstanding contracts and purchase orders for all venues as of December is included on the last page of the financial packet. A list of new contracts will be included in each quarterly update.

EBMS Statistical Information

- Journal Entries
 - Posted 2,689 entries, 142,996 lines of data for a value of \$192 million
- Accounts Payable
 - Checks generated: 1,437 - \$9.2 million
 - Issued 1,399 - \$9 million
 - Wire Transfers: 24 - \$4.1 million
 - Issued 23 - \$4.1 million
- Accounts Receivable
 - Cash Receipts: 529 entries, 1,322 lines of data for a value of \$9.1 million
 - Invoice Register: 3,136 invoices generated for a value of \$3.5 million
- Events Settled (Start date of 07-01-07 thru 01-31-09)
 - Expo – 71
 - OCC – 399
 - PCPA - 232
- Event Master (Start date of 07-01-07 thru 01-31-09)
 - Expo – 72
 - OCC – 405
 - PCPA - 487

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

	Current Year to Date Actual January-09	Prior Year to Date Actual January-08	% of Prior Year	2008-09 Adopted Budget January-09	% of Annual Budget 59%
Operating					
Revenue	9,430,189	9,824,352	96%	18,004,390	52%
Revenue - Food and Beverage	6,268,338	6,707,109	93%	12,579,134	50%
Total Operating Revenue	15,698,527	16,531,460	95%	30,583,524	51%
Costs - Food and Beverage	(5,448,529)	(5,144,727)	106%	(9,789,499)	56%
Personal Services	(10,060,906)	(9,046,835)	111%	(18,285,681)	55%
Goods & Services	(3,958,319)	(3,902,926)	101%	(7,869,173)	50%
Marketing	(1,527,960)	(1,483,729)	103%	(3,032,043)	50%
Total Operating Expenses	(20,995,714)	(19,578,218)	107%	(38,976,396)	54%
Net Operating Results	(5,297,187)	(3,046,758)	174%	(8,392,872)	63%
Non Operating					
Transient, Lodging Tax	3,197,842	2,983,355	107%	11,114,685	29%
Government Support City of Portland	-	-	-	737,449	0%
Non-Operating Revenue	307,350	531,569	58%	739,194	42%
Non-Operating Expense	(2,506)	(2,503)	100%	(2,500)	100%
	3,502,686	3,512,421	100%	12,588,828	28%
Support and Risk Management					
MERC Administration	-	-	-	-	-
Metro Support Services	(1,074,976)	(987,861)	109%	(1,842,802)	58%
Metro Risk Management	(485,637)	(525,372)	92%	(582,761)	83%
	(1,560,613)	(1,513,233)	103%	(2,425,563)	64%
Net Increase (Decrease)	(3,355,114)	(1,047,571)	320%	1,770,393	-190%
Transfers					
Transfers from	-	334,860	0%	11,937	0%
Debt Service	(909,715)	(896,365)	101%	(1,210,037)	75%
Net Transfers	(909,715)	(561,505)	162%	(1,198,100)	76%
Net Operations	(4,264,829)	(1,609,075)	482%	572,293	-745%
Capital					
Capital Outlay	(829,436)	(568,041)	146%	(2,228,869)	37%
Construction Management	(306)	(747)	41%	-	-
Goods & Services	(7,890)	-	-	(225,000)	4%
Non-Operating Revenue	228,721	52,832	433%	767,672	30%
Transfers from	-	-	-	746,144	0%
Net Capital	(608,911)	(515,957)	118%	(940,053)	65%
Fund Balance Inc (Dec)	(4,873,740)	(2,125,032)	229%	(367,760)	1325%
Food and Beverage Gross Margin	13.1%	23.3%		22.2%	
Full Time Employees - per Budget	192	182		192	
Excise Tax	(798,503)	-			
Fund Balance					
Beginning Fund Balance	26,070,022	22,350,466		26,070,022	
Fund Balance Inc (Dec)	(4,873,740)	(1,846,302)		(367,760)	
Ending Fund Balance	21,196,282	20,504,163		25,702,262	
Strategic Goal					
Available for Strategy Goal	12,200,783	16,117,770		16,761,756	
Excess (Gap)	(2,806,820)	2,533,917		1,754,154	

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

	Current Year to Date Actual January-09	Prior Year to Date Actual January-08	% of Prior Year	2008-09 Adopted Budget January-09	% of Annual Budget 59%
Operating					
Revenue	2,263,699	2,398,137	94%	3,819,977	59%
Revenue - Food and Beverage	897,305	972,071	92%	2,151,319	42%
Total Operating Revenue	3,161,004	3,370,208	94%	5,971,296	53%
Costs - Food and Beverage	(757,074)	(697,196)	109%	(1,515,262)	50%
Personal Services	(909,458)	(808,561)	112%	(1,591,637)	57%
Goods & Services	(630,014)	(596,415)	106%	(1,293,518)	49%
Total Operating Expenses	(2,296,546)	(2,102,172)	109%	(4,400,417)	52%
Net Operating Results	864,458	1,268,036	68%	1,570,879	55%
Non Operating					
Non-Operating Revenue	66,831	101,240	66%	161,619	41%
Non-Operating Expense	-	-		-	-
	66,831	101,240	66%	161,619	41%
Support and Risk Management					
MERC Administration	(169,764)	(138,998)	122%	(291,027)	58%
Metro Support Services	(107,499)	(98,791)	109%	(184,280)	58%
Metro Risk Management	(66,150)	(66,938)	99%	(79,379)	83%
	(343,413)	(304,727)	113%	(554,686)	62%
Net Increase (Decrease)	587,877	1,064,549	55%	1,177,812	50%
Transfers					
Transfers from	-	-		1,194	0%
Debt Service	(891,916)	(878,016)	102%	(1,192,232)	75%
Net Transfers	(891,916)	(878,016)	102%	(1,191,038)	75%
Net Operations	(304,039)	186,533	-163%	(13,226)	2299%
Capital					
Capital Outlay	(104,178)	(4,118)	2530%	(180,000)	58%
Construction Management	(183)	(68)	171%	-	-
Non-Operating Revenue	-	26,727	0%	73,329	0%
Net Capital	(104,361)	22,541	-463%	(106,671)	98%
Fund Balance Inc (Dec)	(408,400)	209,074	-195%	(119,897)	341%
Food and Beverage Gross Margin	15.6%	28.3%		29.6%	-14%
Full Time Employees - per Budget	13.30	13.30		13.30	
Excise Tax	(197,940)	-		-	
Fund Balance					
Beginning Fund Balance	6,069,250	5,581,447		6,069,250	
Fund Balance Inc (Dec)	(408,400)	487,803		(119,897)	
Ending Fund Balance	5,660,850	6,069,250		5,949,353	
Strategic Goal (6 mo, debt)	3,392,441	3,257,115		3,392,441	
Available for Strategy Goal	4,249,812	4,887,128		4,539,125	
Excess (Gap)	857,371	1,630,013		1,146,685	

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

	Excluding HQH				
	Current	2007-08	% of	2008-09	% of
	Year to Date	Prior	Prior	Adopted	Annual
	Actual	Actual	Year	Budget	Budget
	January-09	January-08		January-09	59%
Operating					
Revenue	3,749,417	4,111,722	91%	7,369,246	51%
Revenue - Food and Beverage	4,402,689	4,775,829	92%	8,900,001	49%
Total Operating Revenue	8,152,106	8,887,551	92%	16,269,247	50%
Costs - Food and Beverage	(3,809,835)	(3,638,705)	105%	(6,961,152)	55%
Personal Services	(4,796,268)	(4,497,880)	107%	(8,741,296)	55%
Goods & Services	(1,729,060)	(1,576,604)	110%	(3,504,823)	49%
Marketing POVA	(1,527,960)	(1,483,729)	103%	(3,032,043)	50%
Total Operating Expenses	(11,863,124)	(11,196,918)	106%	(22,239,314)	53%
Net Operating Results	(3,711,018)	(2,309,367)	161%	(5,970,067)	62%
Non Operating					
Transient, Lodging Tax	2,706,014	2,496,003	108%	9,032,707	30%
Non-Operating Revenue	126,799	206,391	61%	267,288	47%
Non-Operating Expense	(6)	(3)	200%	-	-
	2,832,807	2,702,391	105%	9,299,995	30%
Support and Risk Management					
MERC Administration	(916,734)	(764,474)	120%	(1,571,548)	58%
Metro Support Services	(580,482)	(543,319)	107%	(995,114)	58%
Metro Risk Management	(271,119)	(297,908)	91%	(325,341)	83%
	(1,768,335)	(1,605,701)	110%	(2,892,003)	61%
Net Increase (Decrease)	(2,646,546)	(1,212,677)	218%	437,925	-604%
Transfers					
Transfers from	-	-		6,446	0%
Debt Service	(17,799)	(18,349)	97%	(17,805)	100%
Net Transfers	(17,799)	(18,349)	97%	(11,359)	157%
Net Operations	(2,664,345)	(1,231,026)	216%	426,566	-625%
Capital					
Capital Outlay	(511,325)	(392,624)	30%	(1,468,157)	35%
Non-Operating Revenue	3,721	18,867	-80%	50,863	7%
Transfers from	-	-	-	746,144	0%
Net Capital	(507,604)	(373,758)	36%	(671,150)	76%
Fund Balance Inc (Dec)	(3,171,949)	(1,604,783)	98%	(244,584)	1297%
Food and Beverage Gross Margin	13.5%	23.8%		21.8%	
Full Time Employees - per Budget	110.30	107.30		110.30	
Excise Tax	(599,930)	-		-	
Fund Balance					
Beginning Fund Balance	11,304,019	8,985,591		11,304,019	
Fund Balance Inc (Dec)	(3,171,949)	(1,604,783)		(244,584)	
Fund Balance Inc (Dec) for HQH	(289,858)	(111,283)		(226,000)	
Ending Fund Balance	7,842,212	7,269,525		10,833,435	
Strategic Goal (3 mo)	5,559,829	5,151,674		5,559,829	
Available for Strategy Goal	1,322,393	5,063,020		4,341,894	
Excess (Gap)	(4,237,436)	(88,654)		(1,217,935)	

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

	Current Year to Date Actual January-09	2007-08 Prior Actual January-08	% of Prior Year	2008-09 Adopted Budget January-09	% of Annual Budget 59%
Operating					
Revenue	3,407,989	3,302,363	103%	6,776,667	50%
Revenue - Food and Beverage	968,344	959,208	101%	1,527,814	63%
Total Operating Revenue	4,376,333	4,261,571	103%	8,304,481	53%
Costs - Food and Beverage	(881,619)	(808,827)	109%	(1,313,085)	67%
Personal Services	(3,087,553)	(2,759,485)	112%	(5,751,698)	54%
Goods & Services	(1,111,074)	(1,030,858)	108%	(2,171,744)	51%
Total Operating Expenses	(5,080,247)	(4,599,170)	110%	(9,236,527)	55%
Net Operating Results	(703,914)	(337,599)	209%	(932,046)	76%
Non Operating					
Transient, Lodging Tax	491,828	487,352	101%	2,081,978	24%
Government Support City of Portland	-	-	-	737,449	0%
Non-Operating Revenue	94,585	208,037	45%	286,092	33%
Non-Operating Expense	(2,500)	(2,500)	100%	(2,500)	100%
	583,913	692,889	84%	3,103,019	19%
Support and Risk Management					
MERC Administration	(611,156)	(486,485)	126%	(1,047,699)	58%
Metro Support Services	(386,995)	(345,751)	112%	(663,408)	58%
Metro Risk Management	(148,368)	(160,526)	92%	(178,041)	83%
	(1,146,519)	(992,762)	115%	(1,889,148)	61%
Net Increase (Decrease)	(1,266,520)	(637,473)	199%	281,825	-449%
Transfers					
Transfers from	-	-		4,297	0%
Net Transfers	-	-		4,297	0%
Net Operations	(1,266,520)	(637,473)	199%	286,122	-443%
Capital					
Capital Outlay	(163,202)	(108,680)	150%	(435,000)	38%
Construction Management	(123)	(280)		-	-
Goods & Services	(7,890)	-		(225,000)	4%
Non-Operating Revenue	225,000	6,345	3546%	643,480	35%
Net Capital	53,786	(102,615)	-52%	(16,520)	-326%
Fund Balance Inc (Dec)	(1,212,734)	(740,087)	164%	269,602	-450%
Food and Beverage Gross Margin	9.0%	15.7%		14.1%	
Full Time Employees - per Budget	46.40	43.40		46.40	
Fund Balance					
Beginning Fund Balance	7,785,999	7,099,082		7,785,999	
Fund Balance Inc (Dec)	(1,212,734)	(740,087)		269,602	
Ending Fund Balance	6,573,265	6,358,995		8,055,601	
Strategic Goal (6 mo)	4,618,264	4,093,382		4,618,264	
Available for Strategy Goal	5,708,759	5,549,842		7,193,096	
Excess (Gap)	1,090,495	1,456,460		2,574,832	

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

	Current Year to Date Actual January-09	2007-08 Prior Actual January-08	% of Prior Year	2008-09 Adopted Budget January-09	% of Annual Budget 59%
Operating					
Revenue	-	-	-	-	-
Personal Services	(21,949)	(3,876)	566%	(20,000)	110%
Goods & Services	(267,910)	(442,267)	61%	(206,000)	130%
<i>Meetings Expense</i>	(85)	(128)	66%	-	-
<i>Developer Agreement I</i>	(4,274)	(200,000)	2%	-	-
<i>Developer Agreement II</i>	-	-	-	-	-
<i>Communications Consulting</i>	(44,328)	(23,747)	187%	-	-
<i>Construction Consulting</i>	(31,357)	-	-	-	-
<i>Financial Consulting</i>	(37,450)	(87,335)	43%	-	-
<i>Legal Consulting</i>	(147,491)	(1,708)	8638%	(184,000)	80%
<i>Management Consulting</i>	-	(35,215)	0%	(22,000)	0%
<i>Market Consulting</i>	(2,925)	(52,136)	6%	-	-
<i>Project Management</i>	-	(41,999)	0%	-	-
	(289,858)	(446,143)	65%	(226,000)	128%
Non Operating					
Transient, Lodging Tax	-	-	-	-	-
Government Support City of Portland	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-
Non-Operating Expense	-	-	-	-	-
	-	-	-	-	-
Support and Risk Management					
MERC Administration	-	-	-	-	-
Metro Support Services	-	-	-	-	-
Metro Risk Management	-	-	-	-	-
	-	-	-	-	-
Net Increase (Decrease)	(289,858)	(446,143)	65%	(226,000)	128%
Transfers					
Intrafund Transfers	-	-	-	-	-
Transfers to	-	-	-	-	-
Transfers from	-	334,860	0%	-	-
Debt Service	-	-	-	-	-
Net Transfers	-	334,860	0%	-	-
Net Operations	(289,858)	(111,283)	260%	(226,000)	128%
Capital					
Revenue	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Construction Management	-	-	-	-	-
Goods & Services	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-
Non-Operating Expense	-	-	-	-	-
Intrafund Transfers	-	-	-	-	-
Transfers to	-	-	-	-	-
Transfers from	-	-	-	-	-
Net Capital	-	-	-	-	-
Fund Balance Inc (Dec)	(289,858)	(111,283)	260%	(226,000)	128%

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

	Current Year to Date Actual January-09	2007-08 Prior Actual January-08	% of Prior Year	2008-09 Adopted Budget January-09	% of Annual Budget 59%
Operating					
Revenue	9,084	12,130	75%	38,500	24%
Personal Services	(1,245,679)	(977,034)	127%	(2,181,050)	57%
Goods & Services	(220,261)	(256,782)	86%	(693,088)	32%
Net Operating Expenses	(1,456,856)	(1,221,686)	119%	(2,835,638)	51%
Non Operating					
Non-Operating Revenue	19,135	15,901	120%	24,195	79%
Non-Operating Expense	-	-	-	-	-
	19,135	15,901	120%	24,195	79%
Support and Risk Management					
MERC Administration	1,697,654	1,389,957	122%	2,910,274	58%
	1,697,654	1,389,957	122%	2,910,274	58%
Net Increase (Decrease)	259,933	184,173	141%	98,831	263%
Net Transfers	-	-	-	-	-
Net Operations	259,933	184,173	141%	98,831	263%
Capital					
Capital Outlay	(50,732)	(62,619)	81%	(145,712)	35%
Non-Operating Revenue	-	893	0%	-	-
Net Capital	(50,732)	(62,125)	82%	(145,712)	35%
Fund Balance Inc (Dec)	209,201	122,047	171%	(46,881)	-446%
Full Time Employees - per Budget	22.00	18.00		22.00	
Excise Tax	(633)	-		-	
Fund Balance					
Beginning Fund Balance	910,754	684,346		910,754	
Fund Balance Inc (Dec)	209,201	122,047		(46,881)	
Ending Fund Balance	1,119,955	806,393		863,873	
Strategic Goal (6 mo)	1,437,069	1,081,683		1,437,069	
Available for Strategy Goal	919,819	617,780		687,641	
Excess (Gap)	(517,250)	(463,903)		(749,428)	

Contracts

Contract #	Issue Account Name	Beginning Date	Expiration Date	Amount	Issue Rep	Description	Contract Facility
1003	Portland Development Commission	07/01/2006	06/30/2009		Blosser, Jeff	1003 Sizzler Lot Lease	OCC
1004	Spot Focus	07/01/2006	06/30/2009			1004 OCC Onsite Advertising (rev)	OCC
1028	MBL Group LLC	10/23/2006	12/31/2008	\$ 92,000	Johnson, Joni M.	PFP Study	All Facilities Including MERC Admin
1040	Talbot Korvola and Warwick LLP	01/01/2007	01/31/2009	\$ 28,100	Taylor, Kathy	VDR Review	MERC Business Office
1048	Convention Communication Provisioners Inc	01/31/2007	12/31/2009	\$ 550,000	Blosser, Jeff	OCC WiFi Interent Access Provider	OCC
1066	Integra Telecom	10/08/2006	10/08/2009	\$ 30,866	Stratton, Bill	EXPO Telephone Service	Expo
1067	Integra Telecom	10/08/2006	10/08/2009	\$ 43,460	Stratton, Bill	OCC Telecom Service	OCC
1074	HVS Convention Sports and Entertainment Facilities Consulting	05/07/2007	06/30/2009	\$ 135,000	Blosser, Jeff	HQ Hotel Market Study	OCC
1086	City Center Parking	07/01/2007	06/30/2010	\$ 477,073	Burnett, Bruce	Parking Svs Expo OCC 07-10	Multiple Facilities
1087	Pacific Office Automation	06/01/2007	05/29/2011	\$ 18,015		MERC Copier Lease 07-11	MERC Business Office
1090	Right! Systems Inc	06/01/2007	06/30/2009	\$ 58,000	Siegler, Mark	07-09 EBMS Support	MERC Business Office
1091	Xerox Corporation	05/10/2007	05/10/2012	\$ 20,000	Parish, Stephanie	Xerox PCPA Ops	PCPA
1095	Oregon Armored Service Inc	08/15/2007	08/14/2010	\$ 45,000	Fennell, Julia	1095 Armored Car Services	All Facilities Including MERC Admin
1097	Xerox Corporation	06/01/2007	05/31/2012	\$ 13,625	Baker, Jeannie	PCPA Box Office Printer	PCPA
1098	Xerox Corporation	07/01/2007	06/30/2012	\$ 14,500	Baker, Jeannie	PCPA Admin 8560DN	PCPA
1111	Infinity Internet Inc	09/01/2007	09/27/2009	\$ 9,500	Anderegg, Ted	Infinity Internet Expo	Expo
1117	PROPHIX Software Inc	12/01/2007	12/31/2009	\$ 56,305	Hill, Cynthia	1117 Prophix Budget Software	MERC Business Office
1122	CardTronics	12/05/2007	08/23/2010		Hoffman, Julie	All Facilities ATM Services	All Facilities Including MERC Admin
1123	Steamers Steam Cleaning Inc	12/18/2007	12/31/2009	\$ 26,000	Uchtman, Matthew	OCC Kitchen/Cafes Hood/Duct Cleaning	OCC
1124	Performance Systems Integration Corporation	12/17/2007	12/31/2009	\$ 42,000	Uchtman, Matthew	OCC Annual Fire Alarm System Testing	OCC
1132	Metro Safety and Fire	12/21/2007	12/31/2009	\$ 5,040	Uchtman, Matthew	OCC Semi Annual Kitchen/Cafe Hood Fire Suppression	OCC
1134	Cascade Fire Protection Co.	01/07/2008	12/31/2009	\$ 14,080	Uchtman, Matthew	OCC Annual Fire Sprinkler Inspection & Maintenance	OCC
1135	Garfield Traub Ashforth LLC	12/26/2007	04/18/2009	\$ 650,000	Hoffman, Julie	HQ Hotel Dev Agreement	MERC Business Office
1137	General Tree Service	01/01/2009	01/31/2010	\$ 71,430	Uchtman, Matthew	OCC 2008-2009 Landscaping Services Contract	OCC
1140	Maland Presentations	02/01/2008	07/31/2009	\$ 82,500	Hoffman, Julie	On-Call AV Rental All Facilities	All Facilities Including MERC Admin
1141	Talbot Korvola and Warwick LLP	12/29/2008	02/28/2009	\$ 45,000	Fennell, Julia	TKW Aramark Audit	MERCAC
1143	AGG Enterprises Inc	02/06/2008	01/31/2011	\$ 420,000	Hoffman, Julie	AGG -- Refuse Removal	All Facilities Including MERC Admin
1144	Labor Finders	02/15/2008	02/14/2011	\$ 35,000	Hoffman, Julie	1144 Labor Finder On-Call	All Facilities Including MERC Admin
1150	Northwest Staffing Resources	02/15/2008	02/14/2011	\$ 35,000	Hoffman, Julie	On-Call Event Staffing All Venues	Multiple Facilities
1151	Employers Overload	02/15/2008	02/14/2011	\$ 35,000	Hoffman, Julie	On Call Staffing All Venues	Multiple Facilities
1158	Oregon Stagehands Inc	02/25/2008	06/30/2009	\$ 319,240	Hoffman, Julie	Oregon Stagehands (Coll B Agrmt)	PCPA
1159	Columbia Cross-Connection Control	02/10/2008	06/30/2010	\$ 5,000	Parish, Stephanie	Backflow Testing PCPA	PCPA
1161	TRM Copy Centers	02/01/2008	08/31/2010		Totaro, Karen	1161 TRM OCC Copy Center	OCC
1162	Tridev Enterprises	02/01/2008	01/31/2010		Totaro, Karen	1162 OCC Shipping Services	OCC
1166	Foliage Services	03/01/2008	03/01/2010	\$ 20,000	Uding, Jeanne	1166 Foliage Services Contract	OCC
1174	Orrick Herrington & Sutcliffe LLP	04/15/2008	08/31/2009	\$ 200,000	Taylor, Kathy	HQ Hotel Legal (thru Metro)	MERC Business Office
1179	First Aid Plus Inc	05/20/2008	06/30/2011	\$ 5,000	Parish, Stephanie	PCPA First Aid Supplies	PCPA
						On-Call AV Rental All	All Facilities Including

Contracts

Contract #	Issue Account Name	Beginning Date	Expiration Date	Amount	Issue Rep	Description	Contract Facility
1182	Custom Courier Service	05/01/2008	04/30/2011	\$ 59,600	Hoffman, Julie	Courier Service ALL VENUES	All Facilities Including MERC Admin
1187	Xerox Corporation	01/28/2008	01/28/2013	\$ 16,196	Brown, Lisa	Copier MERC Executive Office	MERC Executive Office
1188	Crossroads Consulting Services	04/01/2008	12/31/2011	\$ 99,000	Baker, Jeannie	Economic Impact Study PCPA/Expo	Multiple Facilities
1189	General Tree Service	06/15/2008	06/30/2009	\$ 3,000	Parish, Stephanie	PCPA Outdoor Plant Maintenance 08-09	PCPA
1195	Eden Advanced Pest Technologies	05/08/2008	05/10/2009	\$ 10,915	Stanley, Paul	OCC Pest Control Contract	OCC
1196	Interior Scapes	07/01/2008	06/30/2011	\$ 5,000	Parish, Stephanie	Interior plant maintenance	PCPA
1203	Event Rental Communications Inc	07/01/2008	06/30/2009	\$ 12,000	Hoffman, Julie	1203 Two Way Comm ALL VENUES	Multiple Facilities
1204	Seamless Event Solutions	07/15/2008	12/31/2008	\$ 82,500	Hoffman, Julie	1204 -- Seamless Event Solutions	Multiple Facilities
1208	MFIA Inc~ Consulting Mechanical & Electrical Engineers	07/15/2008	09/30/2008	\$ 4,005	Lispcomb, Josh	OCC - Kithchen Remodel - M&E Consult Srvcs	OCC
1209	TPS	07/21/2008	06/30/2010	\$ 5,000	Parish, Stephanie	Maintenance on Teak PCPA	PCPA
1212	GC Pro	07/25/2008	02/28/2009	\$ 58,768	Pace, Renee	OCC A/V Equipment Purchase - Video	OCC
1213	Stew Dodge Sound Inc	07/15/2008	12/31/2008	\$ 82,500	Hoffman, Julie	1213 -- On Call AV Rental ALL VENEUS	All Facilities Including MERC Admin
1214	Shiels Obletz Johnsen	07/30/2008	10/31/2009	\$ 97,980	Woolson, David	1214 SOJ CRC	MERC Executive Office
1217	Metropolitan Group LLC	06/11/2008	02/28/2009	\$ 100,000	Hoffman, Julie	1217 Metropolitan Group HQH Comm	MERC Executive Office
1218	The Canoe Group	07/01/2008	12/31/2009	\$ 40,000	Williams, Robyn	PCPA AV Project Feasibility	PCPA
1219	Inici Group Inc~ formerly Ethos Development Inc	06/08/2008	06/30/2009	\$ 100,000	Blosser, Jeff	1219 Ethos HQH Constr. Management	OCC
1222	Tickets.com Inc	08/01/2008	08/01/2009	\$ 39,406	Burnett, Bruce	Tickets.com	OCC
1224	Pitney Bowes Credit Corporation	10/03/2007	11/02/2012	\$ 3,410	Lewis, Janell	Expo Postage Contract Renewal	Expo
1229	Griffith Roofing Co.	09/29/2008	01/31/2009	\$ 16,471	Pace, Renee	Keller Roof Repair - Main/Upper Roof	PCPA
1230	Anderson Roofing Co Inc	09/29/2008	01/31/2009	\$ 32,740	Pace, Renee	Keller Roof Repair - Lower Mechanical	PCPA
1231	Cindy's Concrete, LLC	10/01/2008	02/28/2009	\$ 20,000	Pace, Renee	ASCH Emergency Sidewalk Repair	PCPA
1233	Show Drape Inc~ Production Services NW	09/15/2008	07/31/2009	\$ 82,500	Hoffman, Julie	1233 On Call AV Rental ALL VENUES	Multiple Facilities
1237	Providence Occupational Health Services	10/01/2008	09/30/2010	\$ 5,000	Johnson, Joni M.	Employee Capacity Testing	Multiple Facilities
1238	Copytronix (GE Capital)	10/01/2008	09/30/2013	\$ 41,616	Plummer, Rachel	1238 Copytronic OCC Admin Copier	OCC
1239	Copytronix (GE Capital)	10/01/2008	09/30/2013	\$ 38,515	Plummer, Rachel	1239 Copytronix OCC Ops Copier	OCC
1243	Henry V Events	10/10/2008	06/30/2009	\$ 52,000	Blosser, Jeff	OCC Green Mtg Planner	OCC
1244	Lloyd TMA	08/01/2008	07/31/2009	\$ 32,562	Plummer, Rachel	2008 OCC/MERC TrimetPasses Lloyd TMA	OCC
1245	Pacific Power Generation	11/17/2008	06/30/2009	\$ 11,000	Uchtman, Matthew	OCC Annual Generator Service	OCC
1246	William Caruso & Associates	11/21/2008	06/30/2009	\$ 23,950	Hoffman, Julie	F & B RFP	All Facilities Including MERC Admin
1247	Cascade Acoustics, Inc	11/17/2008	02/28/2009	\$ 4,204	Pace, Renee	OCC - South Ticket Booth	OCC
1249	Interstate Mechanical Inc	11/17/2008	02/25/2009	\$ 50,000	Pace, Renee	OCC - Mens Restroom Upgrade	OCC
1250	Solutions Express Office Furnishings	11/17/2008	01/28/2009	\$ 3,100	Pace, Renee	OCC Phone Bank Rework - Stools	OCC
1252	Ferguson Enterprises Inc	10/13/2008	02/28/2009	\$ 73,146	Pace, Renee	Contracts	OCC
1257	Brightworks NW LLC	01/05/2009	03/30/2009	\$ 5,000	Pace, Renee	AHH LEED Feasibility Analysis	PCPA
1258	Arrow Mechanical Contractors	01/07/2009	03/30/2009	\$ 7,798		Expo Restroom Heater Replacement	Expo
1260	Anderson Roofing Co Inc	01/14/2009	05/31/2009	\$ 5,000	Pace, Renee	Antionette Hatfield Hall - Emergency Roof Repair	PCPA
1261	EROI Inc.	01/15/2009	01/15/2010	\$ 5,000	Rotchford, Matthew	1261 EROI	Expo
1262	Christie Lites Seattle	02/06/2009	06/30/2009	\$ 12,696	Walker, Rod	AV Rental Equipment for YGP	OCC

Contracts

Contract #	Issue Account Name	Beginning Date	Expiration Date	Amount	Issue Rep	Description	Contract Facility
1263	Tri Phase Electric Supply Co LLC	02/03/2009	06/30/2009	\$ 30,000	Pace, Renee	OCC Hall A/A1 & Tower Lighting Controls	OCC
1264	Cabell Group	01/29/2009	09/30/2009	\$ 38,125	Hoffman, Julie	1264 FOTA Assessment	MERC Business Office
407000	Portland Arena Management	07/26/2007	07/25/2027		Woolson, David	Portland Sign License Agreement	MERC Business Office
507000	State of Oregon - DAS Surplus Property	05/22/2007	05/22/2012		Totaro, Karen	IGA -- Surplus Property	OCC
910346	First Congregational Church	11/01/1984	11/01/2083	\$ 13,068,000	Williams, Robyn	Land Lease	PCPA
921434	Aramark/Giacometti	07/01/1999	06/30/2009	\$ 36,390,000		Food caterer/provider	All Facilities Including MERC Admin
922297	Oregon Health & Science University~ OHSU	07/01/2000	06/30/2009	\$ 15,099	Brown, Nick	922297 OHSU Onsite Health Personnel	Multiple Facilities
923028	Zurich American Insurance Co	02/01/2001	01/31/2010	\$ 750,000	Blosser, Jeff	Deductible agreement	
923209	City of Portland - Transportation	07/01/2001	06/30/2010	\$ 25,000	Hart, Cheryl	Light pole rental/hang signage	OCC
924436	Oregon Dept of Transportation	09/01/2001	08/31/2011	\$ 850,000	Isham, Cheri	Air Space Lease	OCC
925461	Pepsi Cola Co Inc	01/01/2004	12/31/2010		Hoffman, Julie	Pepsi Sponsorship Contract	Multiple Facilities
925799	Reliant Elevator Company	07/01/2004	06/30/2009	\$ 283,040	Scorby, Don	Elevator Maint	Multiple Facilities
925800	Northwest Elevator Company	07/01/2004	06/30/2009	\$ 664,125	Brown, Mike	OCC Elevator Service Contract	OCC
925871	Clarity Visual Systems Inc	06/24/2004	06/23/2009	\$ 182,000	Brown, Lisa	Digital visual messg display-OCC	Multiple Facilities
925897	Xerox Corporation	05/01/2004	04/30/2009	\$ 5,000	Durr, Joe	Event Svcs WC15 Lease	PCPA
925900	Oak Tree Digital	07/19/2004	12/31/2008	\$ 75,000	Reed, Julie	MERC Web Hosting	MERC Business Office
926388	Ungerboeck Systems Interntl	03/25/2005	06/30/2014	\$ 360,000	Ram, Shiu	EBMS software maint.	All Facilities Including MERC Admin
926398	Pacific Office Automation	09/01/2004	11/30/2009	\$ 3,600	Williams, Robyn	Toshiba Fax Lease	PCPA
926437	TicketsWest	03/28/2005	03/31/2010		Barton, Ken	OCC & Expo Ticket Sales	Multiple Facilities
926491	Pitney Bowes Credit Corporation	04/01/2005	06/30/2010	\$ 10,840	Baker, Jeannie	PCPA Admin mail machine	PCPA
926492	Xerox Corporation	05/01/2005	04/30/2010	\$ 60,000	Baker, Jeannie	PCPA Admin copier	PCPA
926505	National Fire Fighter Corp	05/01/2005	06/30/2009	\$ 5,000	Scorby, Don	Maint. & insp. of Ansel syst.	PCPA
926543	Tickets.com Inc	06/01/2005	05/31/2010	\$ 40,000	Burnett, Bruce	OCC/EXPO ticket softw.supp & lic.	Multiple Facilities
926827	Travel Portland	10/01/2005	06/30/2010	\$ 5,700,000	Blosser, Jeff	Marketing	OCC
926889	Chemical Consultants	10/31/2005	06/30/2009	\$ 30,000	Scorby, Don	Maint. of boilers/cooling towers	PCPA
926933	Infinity Internet Inc	02/01/2006	02/01/2009	\$ 52,200	Stratton, Bill	Internet Service Provider	OCC
927021	Tri Phase Electric Supply Co LLC	02/15/2006	06/30/2009	\$ 50,000	Scorby, Don	Electrical Supplies	PCPA
927049	Aramark Uniform Services	01/19/2006	06/30/2009	\$ 10,000	Scorby, Don	Uniform lease/rental	PCPA
927050	EC Power Systems	03/15/2006	06/30/2009	\$ 5,000	Scorby, Don	Ann. maint./generators	Multiple Facilities
927271	Starplex Corp	07/01/2006	06/30/2009	\$ 800,000	Bailey, Chris	Starplex Corporation	Multiple Facilities
PO	Burrelle's Luce	01/15/2008	01/11/09	\$ 5,000	Reed, Julie	Clipping Services 2008	MERCAD
PO	Hewlett Packard Company	01/20/2009	01/15/09	\$ 1,475	Pizzuti, Matt	color printer	SALES
PO	Event Rental Communications Inc	12/08/2008	02/28/09	\$ 4,112	Uchtman, Matthew	OCC AV Radio Repeater	OOPS
PO	River City Environmental Inc	12/18/2008	03/31/09	\$ 1,800	Uchtman, Matthew	OCC Oil Water Separators an	OOPS
PO	Trusted Healthcare Information Solutions Alliance LLC	06/25/2008	06/30/09	\$ 4,515	Siegler, Mark	Email Spam Protection	MERCIT
PO	Neofunds by Neopost	12/08/2008	12/31/09	\$ 4,000	Williams, Melissa	MERC Admin Postage	MERCAD
PO	Neopost Inc	12/10/2008	10/31/12	\$ 6,899	Williams, Melissa	MERC Admin P Machine Rent	MERCAD

**MERC Commission Meeting
Oregon Convention Center
Monthly Report**

OCC EVENT REVENUE ANALYSIS - JANUARY 2009

Facility	Event Name	Start Date	End Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Clin	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC	Western Winter Sports Repts Association 2009	01/06/09	01/09/09	250	Repeat	Retail	Convention w/ Tradeshow	Settled	Local	305,000	4		\$0	\$0	\$5,173	\$0	\$2,413	\$0	\$4,550	\$0	\$0	\$0	\$759	\$22,464	\$251	\$35,609
OCC	PNGC Power Board of Directors Retirement Dinner	01/06/09	01/06/09	35	Repeat	Meeting/Seminar	Meeting	Settled		4,700	1		\$0	\$5,078	\$0	\$0	\$0	\$449	\$88	\$0	\$0	\$0	\$0	\$0	\$48	\$5,663
OCC	2009 Portland Gift and Accessories Show - January	01/10/09	01/13/09	2,500	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Local	818,165	4	TRUE	\$0	\$1,352	\$11,118	\$42	\$49	\$1,715	\$7,847	\$2,633	\$2,478	\$0	\$139	\$34,254	\$5,740	\$67,368
OCC	Health Reform Summit	01/07/09	01/07/09	325	New	Meeting/Seminar	Meeting	Settled	State	17,100	1		\$0	\$14,958	\$0	\$16	\$90	\$2,455	\$158	\$1,395	\$0	\$0	\$0	\$1,825	\$770	\$21,667
OCC	Northwest Strategies, Inc.	01/07/09	01/07/09	4	New	Meeting/Seminar	Meeting	Settled	Local	0	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$150
OCC	RiverCity Bluegrass Festival 2009	01/09/09	01/11/09	1,815	Repeat	Entertainment	Miscellaneous/Other	Settled	Local	506,520	3		\$0	\$10,187	\$19,493	\$120	\$0	\$0	\$10,615	\$0	\$0	\$9,394	\$0	\$15,000	\$5,007	\$69,816
OCC	OSCPA: State and Local Tax Conference	01/09/09	01/09/09	180	Repeat	Meeting/Seminar	Meeting	Settled	State	17,100	1		\$0	\$8,737	\$0	\$1,120	\$0	\$1,350	\$79	\$0	\$0	\$0	\$82	\$2,300	\$578	\$14,247
OCC	Workforce Investment Board	01/09/09	01/09/09	65	New	Meeting/Seminar	Meeting	Settled	Local	3,204	1		\$0	\$468	\$0	\$0	\$0	\$125	\$79	\$0	\$0	\$0	\$0	\$925	\$0	\$1,597
OCC	Bureau of Education and Research	01/12/09	01/12/09	32	Repeat	Meeting/Seminar	Meeting	Settled	Regional	1,818	1		\$0	\$520	\$0	\$0	\$0	\$130	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$1,170
OCC	Legacy/Epic Design Session #4	01/13/09	01/15/09	200	Repeat	Training	Meeting	Settled	Local	26,265	3		\$0	\$3,614	\$0	\$0	\$210	\$6,563	\$0	\$2,250	\$0	\$0	\$0	\$6,000	\$0	\$18,637
OCC	Primerica Portland Road Show	01/13/09	01/13/09	550	Repeat	Meeting/Seminar	Meeting	Settled	Local	18,900	1		\$0	\$1,852	\$59	\$0	\$120	\$8,027	\$0	\$325	\$0	\$0	\$300	\$3,200	\$2,318	\$16,200
OCC	Kaiser Permanente - Leadership Development Institute	01/14/09	01/15/09	230	New	Meeting/Seminar	Meeting	Settled	Local	54,123	2		\$0	\$21,578	\$0	\$1,262	\$90	\$50	\$482	\$149	\$0	\$0	\$0	\$9,440	\$0	\$33,051
OCC	Darin Matthew's Procurement Training	01/14/09	01/14/09	20	New	Meeting/Seminar	Meeting	Settled	Local	1,228	1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OCC	Business Leader Northwest Committee Meeting	01/15/09	01/15/09	5	New	Lunch	Meeting	Settled	Local	0	1		\$0	\$177	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$177
OCC	38th Annual Estate Planning Seminar	01/16/09	01/16/09	340	Repeat	Meeting/Seminar	Meeting	Settled	Local	21,800	1		\$0	\$27,990	\$0	\$0	\$0	\$3,393	\$968	\$0	\$0	\$0	\$180	\$3,850	\$200	\$36,580
OCC	2009 Portland Bridal Show	01/17/09	01/18/09	6,841	Repeat	Consumer/Public Show	Convention w/ Tradeshow	Settled	Local	247,220	2		\$0	\$702	\$25,088	\$0	\$475	\$110	\$14,496	\$0	\$0	\$644	\$892	\$12,297	\$6,512	\$61,215
OCC	US Bank All Employee Meeting	01/15/09	01/15/09	1,600	Repeat	Reception	Meeting	Settled	Local	25,500	1		\$0	\$31,339	\$0	\$3,300	\$60	\$7,720	\$79	\$275	\$0	\$0	\$275	\$0	\$898	\$43,946
OCC	2009 NW Food Manufacturing & Packaging Expo	01/19/09	01/21/09	3,600	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Regional	1,037,650	3		\$0	\$58,140	\$17,379	\$0	\$240	\$24,878	\$51,608	\$7,049	\$8,429	\$0	\$2,312	\$47,031	\$9,626	\$226,691
OCC	Millie Lewis AMTC Auditions	01/17/09	01/18/09	150	New	Meeting/Seminar	Meeting	Settled	Local	5,208	2		\$0	\$65	\$0	\$0	\$0	\$611	\$79	\$0	\$0	\$0	\$25	\$1,195	\$0	\$1,975
OCC	Jesuit High School Father/Daughter Dinner Dance	01/17/09	01/17/09	550	Repeat	Dinner	Food & Beverage/Catering	Settled	Local	18,058	1		\$0	\$22,264	\$0	\$0	\$600	\$25	\$309	\$0	\$0	\$0	\$165	\$0	\$0	\$23,363
OCC	23rd Annual Martin Luther King Jr Breakfast	01/18/09	01/19/09	900	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	50,400	2		\$0	\$20,097	\$171	\$0	\$150	\$4,573	\$524	\$0	\$0	\$0	\$165	\$1,200	\$979	\$27,859
OCC	2009 Oregon Seafood & Wine Festival	01/23/09	01/24/09	5,910	Repeat	Consumer/Public Show	Consumer Public	Settled	State	469,625	2		\$0	\$3,530	\$3,134	\$0	\$270	\$320	\$9,239	\$725	\$0	\$1,295	\$510	\$18,225	\$4,016	\$41,264
OCC	title nine - Blow Out Sale	01/22/09	01/25/09	1,500	Repeat	Trade Show	Consumer Public	Settled	Local	240,000	4		\$0	\$0	\$0	\$0	\$2,070	\$630	\$0	\$1,800	\$0	\$0	\$275	\$6,000	\$90	\$10,865
OCC	OSCPA: Federal Tax Update by Biebl and Ranweiler - Portland	01/20/09	01/20/09	466	Repeat	Meeting/Seminar	Meeting	Settled	State	25,200	1		\$0	\$20,916	\$0	\$2,760	\$0	\$2,010	\$79	\$0	\$0	\$0	\$274	\$3,200	\$578	\$29,817
OCC	Bureau of Education and Research	01/21/09	01/21/09	30	Repeat	Meeting/Seminar	Meeting	Settled	Regional	1,665	1		\$0	\$379	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$984
OCC	Financial Survival Seminar	01/22/09	01/22/09	60	New	Meeting/Seminar	Meeting	Settled		1,170	1		\$0	\$1,066	\$0	\$0	\$0	\$871	\$88	\$0	\$0	\$0	\$0	\$340	\$303	\$2,667

OCC EVENT REVENUE ANALYSIS - JANUARY 2009

Facility	Event Name	Start Date	End Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Clin	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC	Bureau of Education and Research	01/22/09	01/22/09	20	Repeat	Meeting/Seminar	Meeting	Settled	Regional	1,665	1		\$0	\$279	\$0	\$0	\$0	\$135	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$899
OCC	High Performers International - Thomas Winger and Richard Fenton & Andrea Waltz	01/22/09	01/22/09	50	Repeat	Lecture/Speaker Series	Meeting	Settled	Local	4,700	1		\$0	\$403	\$0	\$0	\$0	\$835	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$2,438
OCC	Vietnamese Community of Oregon - TET 2009	01/24/09	01/24/09	4,200	Repeat	Festival	Consumer Public	Settled	Local	180,621	1		\$0	\$550	\$0	\$0	\$180	\$0	\$2,159	\$0	\$0	\$438	\$1,320	\$6,000	\$2,529	\$13,176
OCC	Millie Lewis AMTC Direct Portland	01/24/09	01/24/09	40	Repeat	Meeting/Seminar	Meeting	Settled	Local	1,377	1		\$0	\$65	\$0	\$0	\$0	\$325	\$0	\$0	\$0	\$0	\$0	\$405	\$0	\$795
OCC	American Leadership Forum of Oregon Dinner	01/24/09	01/24/09	200	New	Dinner	Food & Beverage/Catering	Settled		8,887	1		\$0	\$8,351	\$908	\$0	\$90	\$1,800	\$217	\$149	\$0	\$0	\$0	\$370	\$310	\$12,195
OCC	People to People Ambassadors Sports Informational Meeting	01/25/09	01/26/09	210	Repeat	Meeting/Seminar	Meeting	Settled	Local	8,000	2		\$0	\$0	\$0	\$0	\$0	\$471	\$0	\$0	\$0	\$0	\$0	\$2,100	\$0	\$2,571
OCC	Bureau of Education and Research	01/26/09	01/26/09	25	Repeat	Meeting/Seminar	Meeting	Settled	Regional	1,665	1		\$0	\$282	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$887
OCC	Bureau of Education and Research	01/26/09	01/26/09	30	Repeat	Meeting/Seminar	Meeting	Settled	Regional	1,665	1		\$0	\$742	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$1,347
OCC	OSCPA: Federal Tax Update by AICPA	01/26/09	01/26/09	25	Repeat	Meeting/Seminar	Meeting	Settled	State	3,110	1		\$0	\$1,319	\$0	\$184	\$0	\$362	\$0	\$0	\$0	\$0	\$27	\$630	\$0	\$2,522
OCC	Oregon Facilities and Sustainable Building Expo & Conference	01/28/09	01/29/09	800	New	Annual Convention/Conference	Tradeshaw	Settled	Regional	262,811	2		\$0	\$5,189	\$3,144	\$0	\$0	\$1,981	\$2,629	\$149	\$150	\$0	\$275	\$12,000	\$1,519	\$27,036
OCC	Quality Summit for Legacy Health Systems	01/26/09	01/26/09	400	New	Meeting/Seminar	Meeting	Settled	Local	8,200	1		\$0	\$3,496	\$0	\$0	\$0	\$4,068	\$0	\$0	\$0	\$0	\$20	\$2,150	\$540	\$10,274
OCC	Bureau of Education and Research	01/27/09	01/27/09	25	Repeat	Meeting/Seminar	Meeting	Settled	Regional	1,665	1		\$0	\$269	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$874
OCC	CE International - Inflammation	01/27/09	01/27/09	107	New	Meeting/Seminar	Meeting	Settled	Local	1,875	1		\$0	\$65	\$0	\$0	\$15	\$90	\$0	\$0	\$0	\$0	\$25	\$485	\$0	\$680
OCC	Bureau of Education and Research	01/28/09	01/28/09	56	Repeat	Meeting/Seminar	Meeting	Settled	Regional	1,665	1		\$0	\$546	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$1,151
OCC	Kaiser Permanente - Leadership Development Institute	01/28/09	01/28/09	380	New	Meeting/Seminar	Meeting	Settled	Local	25,200	1		\$0	\$24,299	\$0	\$1,664	\$0	\$25	\$482	\$0	\$0	\$0	\$0	\$4,200	\$0	\$30,670
OCC	OSCPA: Exempt Organizations Taxation: 990s For Real People – Understanding the New Form 990	01/29/09	01/29/09	63	Repeat	Meeting/Seminar	Meeting	Settled	State	4,098	1		\$0	\$3,066	\$0	\$320	\$0	\$605	\$0	\$0	\$0	\$0	\$25	\$790	\$0	\$4,806
OCC	Planned Parenthood Annual Luncheon	01/29/09	01/29/09	950	New	Lunch	Food & Beverage/Catering	Settled	Local	30,870	1		\$0	\$21,199	\$273	\$0	\$0	\$920	\$551	\$0	\$0	\$0	\$275	\$0	\$100	\$23,318
OCC	Bureau of Education and Research	01/30/09	01/30/09	11	Repeat	Meeting/Seminar	Meeting	Settled	Regional	1,665	1		\$0	\$181	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$485	\$0	\$866
OCC	Primerica Northwest Convention	01/30/09	01/31/09	1,200	Repeat	Lecture/Speaker Series	Meeting	Settled	Regional	37,800	2		\$0	\$18,243	\$4,126	\$0	\$695	\$4,730	\$550	\$225	\$0	\$0	\$165	\$5,600	\$903	\$35,237
OCC	CASA for Children Benefit Auction	01/31/09	01/31/09	571	Repeat	Auction	Food & Beverage/Catering	Settled		42,900	1		\$0	\$43,677	\$1,126	\$576	\$525	\$4,045	\$1,576	\$0	\$0	\$0	\$275	\$600	\$1,404	\$53,804
OCC	OSCPA: Exempt Organizations Taxation: Redesigned Form 990 – A Preparation Primer	01/30/09	01/30/09	95	Repeat	Meeting/Seminar	Meeting	Settled	State	6,899	1		\$0	\$4,772	\$0	\$496	\$0	\$950	\$0	\$0	\$0	\$0	\$33	\$925	\$0	\$7,176
OCC	2009 Portland International Auto Show	02/05/09	02/08/09	0	Repeat	Exhibits	Consumer Public	Closed	Local	3,839,304	4		\$0	\$32,218	\$91,828	\$1	\$0	\$15,759	\$38,472	\$6,573	\$28,508	\$13,028	\$8,140	\$214,832	\$30,585	\$479,943
Total				37,616						8,394,261	74		\$0	\$424,221	\$183,020	\$11,861	\$8,342	\$103,904	\$148,003	\$23,696	\$39,566	\$24,799	\$16,932	\$445,098	\$75,802	\$1,505,243

**OCC EVENT REVENUE ANALYSIS (COMPARITIVE WITH PREVIOUS YEAR)
AND PARKING NUMBERS**

OCC	Facility	Actual Attend	Occupied Sq Feet	Event Days	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
Jan-08	Totals:	85,026	9,100,865	73	\$0	\$401,497	\$1,531	\$45,389	\$7,123	\$91,506	\$190,759	\$22,651	\$51,883	\$19,534	\$9,279	\$593,190	\$77,872	\$1,512,214

<p>January 2009 Parking Totals: Daily parking revenue that is not shown on the report: \$88,176</p>
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**MERC Commission Meeting
Portland Exposition Center
Monthly Report**

Expo Center Event Analysis

January 2009

	Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	Catering	Utilities	Parking	Total
Oregon State Marine Board			1		1	1			20	185			88			273
2009 Portland Boat Show	1				1	9	10		16,795	155,428		63,870		12,266	73,339	304,903
2009 Rose City Classic Dog Show	1				1	5	3		10,016	112,995	3,520	87,125	38,494	9,950	68,385	320,469
Celebrate! Portland [scrapbooking]		1			1	1	1		1,743	8,200	4,384	15,638	5,122	218	5,355	38,917
Roller Derby	1				1	1	1		2,099	2,900	2,100	13,746	585	754	6,868	26,953
Rose City Gun and Knife Show	1				1	3	2		9,488	13,950	300	20,491	109	944	34,439	70,233
Spa, Pool and BBQ Show	1				1	3	3		1,643	8,175	150			531	5,398	14,254
Washington Blueberry Commission			1		1	1			18	130						130
Oregon Horticultural Society			1		1	1			360	1,730	1,183		2,620			5,533
Small Fruit Intellectual Property Group Meeting			1		1	1			7	185						185
Annual Meeting of the Nut Growers Society			1		1	1			300	555	198		3,941			4,694
Northwest Agriculture Show	1				1	3	5		4,431	39,670	210	19,942	14,056	3,893	25,232	103,003
Agri-Business Council of Oregon			1		1	1			77	555	215		2,529			3,299
Oregon Association of Nurseries Inc			1		1	1			76	335	205		190			730
Total	6	1	7	0	14	32	25	90%	47,073	344,993	12,465	220,812	67,734	28,556	219,016	893,576

FY 2008-09 Year to Date

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			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																
March																
April																
May																
June																
Total to Date	37	4	15	0	59	118	88	48%	253,058	1,050,697	29,791	832,119	129,250	128,802	915,530	3,086,189

Month to Month Comparison

Month to Month Comparison	0	1	3	0	4	5	-10	1%	-7,783	20,699	-7,544	-39,269	2,450	9,235	-22,769	-37,198
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Year to Date Comparison

Year to Date Comparison	-5	2	-2	0	-2	-19	-26	-1%	-35,822	42,248	-25,432	-88,879	-8,757	-4,519	-95,265	-180,604
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FY 2007-08

July	4		1		5	12	10	29%	22,736	100,025	2,175	126,488	6,775	9,629	88,870	333,962
August	6		3		9	11	10	19%	13,922	59,501	10,844	70,811	25,310	3,829	35,523	205,818
September	6	1	2		9	20	17	35%	25,755	107,607	4,483	72,824	2,028	22,764	92,211	301,917
October	6		6		12	23	18	64%	38,448	147,222	8,427	149,909	15,584	35,789	162,078	519,009
November	8	1	1		10	27	22	74%	81,074	167,095	4,460	83,682	20,276	27,587	204,822	507,922
December	6				6	17	12	31%	52,089	102,705	4,825	157,203	2,750	14,402	185,506	467,391
January	6		4		10	27	25	89%	54,856	324,294	20,009	260,081	65,284	19,321	241,785	930,774
February	5		3		8	20	19	86%	97,446	213,413	1,253	509,290	20,027	55,489	309,886	1,109,358
March	8		3		11	27	22	59%	55,477	190,313	3,010	142,680	58,133	28,467	187,842	610,445
April	8	1	3		12	21	23	51%	42,731	167,413	5,935	271,860	44,310	13,257	74,100	576,875
May	2	1	4		7	15	15	19%	15,968	62,194	3,675	26,556	79,436	7,088	44,398	223,347
June	3		1		4	7	6	9%	9,499	30,030	2,362	30,530	8,687	3,204	31,932	106,745
Total to Date	68	4	31	0	103	227	199	47%	510,001	1,671,812	71,458	1,901,914	348,600	240,826	1,658,953	5,893,563

**MERC Commission Meeting
Portland Center for the Performing Arts
Monthly Report**

Monthly Event and Attendance Summary
July 1, 2007 - June 30, 2008

MONTH	KELLER		ASCH		NEWMARK		WINNINGSTAD		BRUNISH		LOBBY/OTHER		TOTALS	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
July	16	28,216	1	2,458	17	4,585	3	294	0	0	6	1,750	43	37,303
August	13	31,055	5	5,537	8	2,042	5	488	2	74	10	3,300	43	42,496
September	10	21,702	6	10,885	10	5,656	11	1,759	0	0	1	38	38	40,040
October	17	28,376	19	29,589	31	23,202	11	2,480	1	29	2	184	81	83,860
November	15	33,173	22	33,854	15	7,928	24	5,029	3	226	1	65	80	80,275
December	21	41,576	18	31,484	19	7,309	24	5,189	2	80	4	222	88	85,860
January	22	53,563	15	19,614	11	5,874	8	1,660	1	256	0	0	57	80,967
February													0	0
March													0	0
April													0	0
May													0	0
June													0	0
Total to Date	114	237,661	86	133,421	111	56,596	86	16,899	9	665	24	5,559	430	450,136

Other includes Main Street

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

Month	KELLER		ASCH		NEWMARK		WINNINGSTAD		BRUNISH		LOBBY/OTHER		TOTALS	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
July	4	7,901	9	14,095	5	1,328	2	207	0	0	18	3,232	38	26,763
August	29	58,527	3	4,492	4	1,100	7	429	3	209	7	2,200	53	66,957
September	12	19,586	12	23,745	16	4,861	23	3,787	0	0	2	282	65	52,261
October	19	34,550	24	41,255	20	7,474	32	7,108	8	280	2	231	105	90,898
November	12	21,956	24	42,739	48	31,641	40	7,870	21	813	2	167	147	105,186
December	23	39,888	14	20,738	2	1,023	27	3,464	6	273	7	407	79	65,793
January	12	22,060	14	22,281	21	12,624	9	2,034	1	58	1	152	58	59,209
February													0	0
March													0	0
April													0	0
May													0	0
June													0	0
Total to Date	111	204,468	100	169,345	116	60,051	140	24,899	39	1,633	39	6,671	506	465,434

Other includes Main Street

Total to Date Change														
Events	-3	-33,193	14	35,924	5	3,455	54	8,000	30	968	15	1,112	76	15,298
Percentage	-3%	-14%	16%	27%	5%	6%	63%	47%	333%	146%	63%	20%	18%	3.4%

PCPA MONTHLY ANALYSIS

JANUARY 2009

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

PCPA MONTHLY ANALYSIS

JANUARY 2008

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	1/10 TO 20	Oregon Children's Th.	Lilly's Purple Purse	3	4	5,954	5,136	57%	\$97,209	\$5,655	\$31,908	\$2,568	\$0	\$522	\$40,653
	1/10 TO 20	Oregon Children's Th.	Purple Purse Student Show	2	10	25,067	25,212	84%	\$138,487	\$0	\$0	\$5,332	\$0	\$1,484	\$6,816
	1/22 to 27	Live Nation	Riverdance	1	8	22,542	22,872	96%	\$981,506	\$53,390	\$29,297	\$68,616	\$6,971	\$29,290	\$187,564
ASCH	1/5	Heyworth/McDonald	Wedding Reception	0	1	200	0		\$0	\$3,380	\$24	\$0	\$0	\$12,151	\$15,555
	1/6	Oregon Symphony	Kids Concert 2	0	1	1,507	1,632	59%	\$6,434	\$525	\$2,859	\$816	\$0	\$229	\$4,429
	1/12 to 14	Oregon Symphony	Classical 6	3	3	5,226	4,681	56%	\$184,061	\$2,985	\$13,548	\$8,192	\$84	\$5,030	\$29,839
	1/15	Portland Arts & Lectures	Colson Whitehead	0	1	1,218	1,408	51%	\$39,179	\$1,800	\$2,493	\$2,430	\$46	\$348	\$7,117
	1/19 to 21	Oregon Symphony	Classical 7	0	3	3,226	2,932	35%	\$104,871	\$2,985	\$13,604	\$5,131	\$0	\$3,156	\$24,876
	1/23	White Bird	Tango Fire	1	1	2,606	2,568	92%	\$87,612	\$2,700	\$11,966	\$5,332	\$436	\$2,159	\$22,593
	1/26 to 28	Oregon Symphony	Pops 4	0	3	4,068	3,942	52%	\$175,141	\$2,755	\$11,966	\$6,899	\$111	\$3,659	\$25,390
1/31	ISEPP	Bart Kosko	0	1	1,030	506	17%	\$17,161	\$3,245	\$2,928	\$1,655	\$150	\$256	\$8,234	
NEWMARK	1/11 to 13	Vee Corporation	My Little Pony	0	5	2,280	2,206	50%	\$48,603	\$6,175	\$14,270	\$3,843	\$3,508	\$1,674	\$29,470
	1/18 to 19	Take on the Day	Dr. Laura	0	2	1,685	1,657	94%	\$95,654	\$2,470	\$3,347	\$5,414	\$109	\$1,570	\$12,910
	1/20 to 21	Portland Piano Int'l.	Valentina Listitsa	0	2	1,277	1,289	73%	\$32,030	\$2,200	\$3,606	\$2,053	\$371	\$541	\$8,771
	1/26	Portland State Univ.	PSU Orchestra	0	1	362	192	22%	\$1,771	\$1,100	\$1,949	\$336	\$0	\$878	\$4,263
	1/28	Portland Business Jour	Book of Lists Awards	0	1	268	0		\$0	\$0	\$1,508	\$0	\$0	\$9,671	\$11,179
WINNINGSTAD	1/6	Scientology	Meeting	0	1	256	0		\$0	\$530	\$504	\$0	\$0	\$0	\$1,034
	1/19	Scientology	Meeting	0	1	282	0		\$0	\$775	\$687	\$0	\$0	\$0	\$1,462
	1/25	Nat'l Coll. Naturo. Med.	No Talent Show	0	1	167	0		\$0	\$775	\$904	\$0	\$0	\$0	\$1,679
	1/12	POVA	Familiarization Tour	0	1	66	0		\$0	\$0	\$524	\$0	\$0	\$7,371	\$7,895
BRUNISH HALL	1/31	Science Café	ISEPP	0	1	35	0		\$0	\$530	\$478	\$0	\$0	\$940	\$1,948
A. HATFIELD HALL	1/8	Heathman Hotel	Reception & Dinner	0	1	2,077	0		\$0	\$0	\$247	\$0	\$0	\$2,077	\$2,324
ArtBar	1/11	Banker's Life	Reception & Dinner	0	1	92	0		\$0	\$0	\$0	\$0	\$0	\$3,297	\$3,297
MISCELLANEOUS	January	ArtBar												\$8,686	\$8,686
	January	Keller Café												\$7,455	\$7,455
		TOTALS		10	54	81,491	76,233	60%	\$2,009,719	\$93,975	\$148,617	\$118,617	\$11,786	\$102,444	\$475,439