

---

# **MERC Commission Meeting**

---

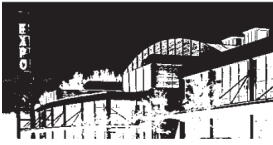
May 2, 2018  
12:30 pm

---

Expo Center  
2060 N. Marine Dr.  
D202-203

---





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

www.oregonmetro.gov



# Metro | *Exposition Recreation Commission*

## Agenda

Meeting: Metro Exposition Recreation Commission Meeting  
Date: Wednesday, May 2, 2018  
Time: 12:30-2:30 p.m.  
Place: Expo Center, Rooms D202-203

### CALL TO ORDER

- |              |  |   |
|--------------|--|---|
| <b>12:30</b> | <b>1. QUORUM CONFIRMED</b>   |   |
| <b>12:35</b> | <b>2. OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>   |   |
| <b>12:40</b> | <b>3. COMMISSION COMMUNICATIONS</b>  | <b>Karis Stoudamire-Phillips</b>                        |
| <b>12:45</b> | <b>4. GM COMMUNICATIONS</b>  | <b>Scott Cruickshank</b>                                |
| <b>12:50</b> | <b>5. FINANCIAL REPORT, pgs 5-22</b>   | <b>Rachael Lembo</b>                                    |
| <b>12:55</b> | <b>6. VENUE BUSINESS REPORTS</b>   | <b>Julie Bunker, Matthew P. Rotchford, Craig Stroud</b> |
| <b>1:15</b>  | <b>7. ARAMARK THIRD QUARTER 2018 REVIEW, pgs. 24-40</b>  | <b>David Woodman, Diane Marshall, Justin Riedl</b>      |
| <b>1:35</b>  | <b>8. CONSENT AGENDA</b>   |   |
|              | <ul style="list-style-type: none"> <li>• Record of MERC Actions, April 4, 2018, pgs 42-44</li> </ul>   |   |
| <b>1:40</b>  | <b>9. ACTION AGENDA</b>  |   |
|              | <b>Resolution 18-08:</b> For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2017-18, and requesting amendment of the FY 2017-18 through FY 2021-22 Capital Improvement Plan (CIP), pgs 46-49   | <b>Rachael Lembo</b>                                    |
|              | <b>9.1 Resolution 18-09:</b> For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2018-19, and requesting amendment of the FY2018-19 through FY2022-23 Capital Improvement Plan (CIP), pgs 50-62 | <b>Rachael Lembo</b>                                    |
| <b>2:00</b>  | <b>10. EXECUTIVE SESSION TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE COMMISSION TO CARRY ON LABOR NEGOTIATIONS UNDER ORS 192.660(2)(d)</b>   |   |

### ADJOURN

---

# **MERC Commission Meeting**

---

May 2, 2018  
12:30 pm

---

5.0 Financial Report

---

MARCH 2018

FINANCIAL INFORMATION

*For Management Purposes only*



**OREGON**

Oregon  
Convention  
Center



|

# Memo



Date: May 2, 2018  
 To: Commissioner Karis Stoudamire-Phillips, Chair  
 Commissioner Deidra Krys-Rusoff, Secretary-Treasurer  
 Commissioner John Erickson  
 Commissioner Damien Hall  
 Commissioner Ray Leary  
 Commissioner Dañel Malán  
 Commissioner Deanna Palm

From: Rachael Lembo – MERC Finance Manager  
 Re: Financial Updates for March 2018

## March 2018 Financial Summary – All Venues

### Events & Attendance

Events and performances were flat from the prior year, but attendance was up significantly thanks to three weeks of Broadway, including two weeks of Hamilton. This resulted in an attendance increase of over 40,000 at Portland’5. Attendance at the Convention Center was down about 25,000, due to two consumer shows which moved to April and different conventions this year. Expo was fairly steady but saw a bump in attendance due to GirlFest being held in March this year.

Total MERC Venues	FY 2016-17		FY 2017-18		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Q1	284	342,829	281	322,419	(3), (1%)	(20,410), (6%)
Q2	444	513,442	480	558,255	36, 8%	44,813, 9%
January	97	165,003	100	199,076	3, 3%	34,073, 21%
February	182	248,019	163	225,472	(19), (10%)	(22,547), (9%)
March	190	241,680	188	257,432	(2), (1%)	15,752, 7%
YTD	<b>1,197</b>	<b>1,510,973</b>	<b>1,212</b>	<b>1,562,654</b>	<b>15, 1%</b>	<b>51,681, 3%</b>

### Revenues & Expense through March

Event revenues (charges for services and food & beverage) are \$38 million, 80% of annual budget. Total operating revenues are \$53.9 million, and also 80% of annual budget. Overall operating expenses are \$47.7 million, 75% of annual budget. Total MERC net operations are \$6.1 million.

**Food & Beverage**

Expo and OCC saw some challenges earlier in the year that impacted the food and beverage margin. More recent months have shown a turnaround which is reflected in the year-to-date margin.

	Current YTD	Prior YTD	Budget
OCC	14.5%	18.4%	16.9%
P5	27.6%	30.2%	21.2%
Expo	14.3%	17.7%	17.0%

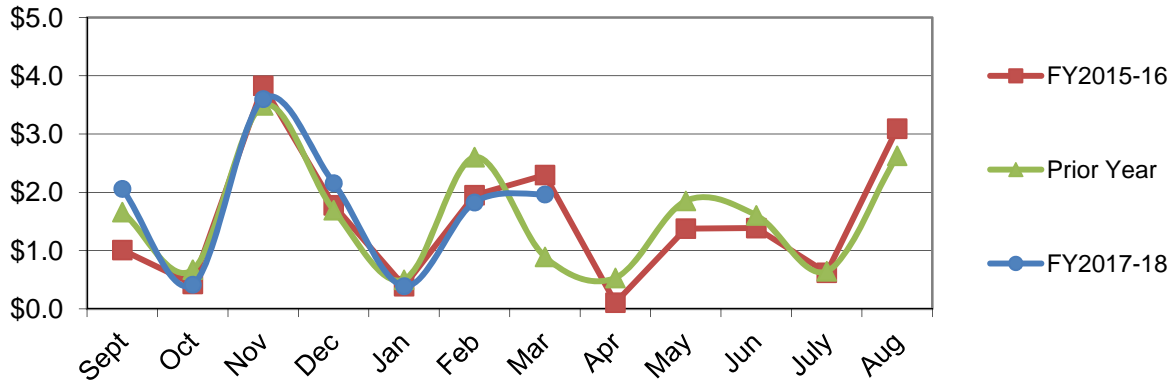
**Transient Lodging Tax (TLT)**

Our payment for March TLT receipts was significantly above the prior year. As mentioned in last month’s report, this is likely due to a handful of operators whose payments were not received in time to be recorded in February’s turnover. Year-to-date receipts are up almost \$900k, 8%, over last year at this time.

Metro TLT receipts	FY2016-17	FY2017-18	\$ Var	% Var
Sept-Nov	5,826,749	6,077,022	250,273	4%
Dec-Feb	4,799,483	4,373,829	(425,654)	-9%
March	892,732	1,964,594	1,071,862	120%
YTD	11,518,963	12,415,445	896,482	8%

**TLT Collections by Month**

*Shown in Millions*



### Historical Actual Comparison FY 2014-15 to FY 2017-18

	Fiscal Year:		FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	3-yr Hist.	% Var	% Var
Revenues			YTD	YTD	YTD	YTD	Average	Average	PY
Food and Beverage			12,594,121	15,205,417	13,895,238	14,920,273	13,898,259	7.4%	7.4%
Charges for Services			18,492,397	22,070,821	21,294,389	23,149,282	20,619,202	12.3%	8.7%
<i>Subtotal Event Revenues</i>			<i>31,086,518</i>	<i>37,276,238</i>	<i>35,189,627</i>	<i>38,069,555</i>	<i>34,517,461</i>	<i>10.3%</i>	<i>8.2%</i>
Lodging Tax			9,178,073	11,684,570	11,518,963	12,415,445	10,793,869	15.0%	7.8%
Other			421,013	795,603	688,756	3,403,476	635,124	435.9%	394.1%
<b>Total Revenues</b>			<b>40,685,604</b>	<b>49,756,410</b>	<b>47,397,347</b>	<b>53,888,476</b>	<b>45,946,454</b>	<b>17.3%</b>	<b>13.7%</b>
<b>Expenses</b>									
Food and Beverage			9,958,548	11,456,632	11,037,136	12,419,997	10,817,439	14.8%	12.5%
Personnel Services			13,154,360	14,299,758	14,796,616	15,941,779	14,083,578	13.2%	7.7%
Materials and Services			9,352,428	12,133,427	11,752,746	13,004,185	11,079,534	17.4%	10.6%
Other Operating Expense			4,088,815	4,236,726	4,478,364	6,394,724	4,267,968	49.8%	42.8%
<b>Total Operating Expense</b>			<b>36,554,152</b>	<b>42,126,543</b>	<b>42,064,862</b>	<b>47,760,685</b>	<b>40,248,519</b>	<b>18.7%</b>	<b>13.5%</b>
<b>Net Operations</b>			<b>4,131,452</b>	<b>7,629,867</b>	<b>5,332,485</b>	<b>6,127,791</b>	<b>5,697,935</b>	<b>7.5%</b>	<b>14.9%</b>
Food & Beverage Margin \$			2,635,573	3,748,785	2,858,102	2,500,277	3,080,820	-18.8%	-12.5%
Food & Beverage Margin %			20.9%	24.7%	20.6%	16.8%	22.1%		



## Oregon Convention Center

Event revenues were \$3.3 million in March, up 4% over the prior year. Year-to-date event revenues are up 9%. Food and beverage sales were strong, \$1.9 million, with a margin of 27%, which increased the YTD margin to 15%. This is still below prior YTD, 18%, and budgeted margin, 17%, but it is higher than we've seen in recent months. Labor costs as a percentage of total F&B revenue were in the expected range again this month, indicating the scheduling oversight implemented by pacificwild is helping to manage labor costs. The YTD spending rate is slightly less than the prior year – operating expenses, excluding food & beverage and one-time costs, are at 68% of budget, compared to 77% in the prior year.

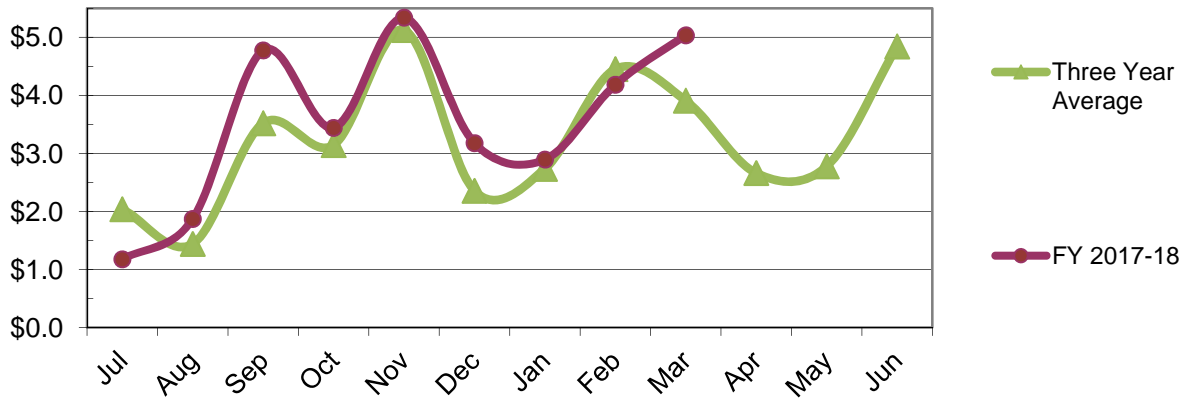
### Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Design-Build Institute of America	\$393,363	13%
American Distilling Institute	366,611	12%
Mass Timber Conference	263,086	9%
PNW Key Clubs 2018	234,819	8%
All other Events	1,730,486	58%
<b>Total Event Revenues</b>	<b>\$2,988,365</b>	<b>100%</b>

\*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

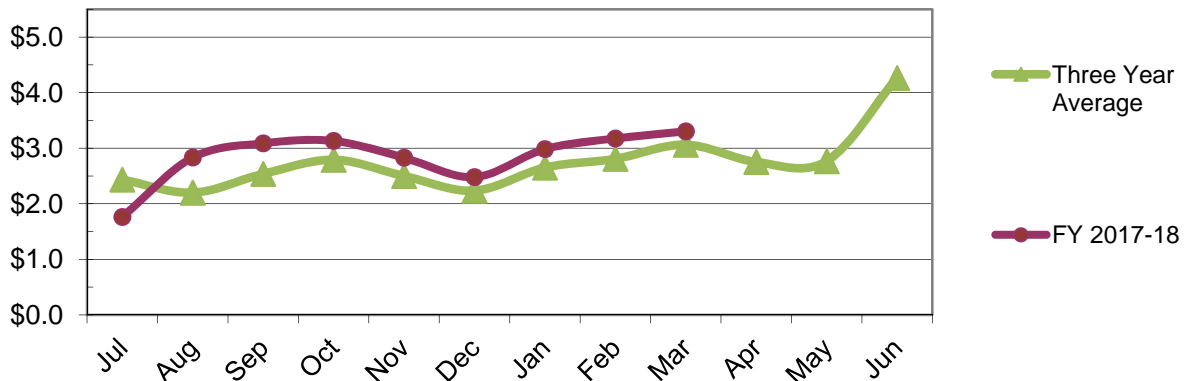
### OCC Program Revenues by Month

Shown in Millions



### OCC Program Expense by Month

Shown in Millions



## Portland's Centers for the Arts

Hamilton! P5 had a great month, thanks primarily to three weeks of Broadway – The Sound of Music and two weeks of Hamilton (the third week was in April). Event revenues were up \$625k, 44%, over the prior year. Food and beverage margin for the month was 34%. The YTD spending rate is slightly less than the prior year – total operating expenses are at 75% of budget, compared to 80% in the prior year.

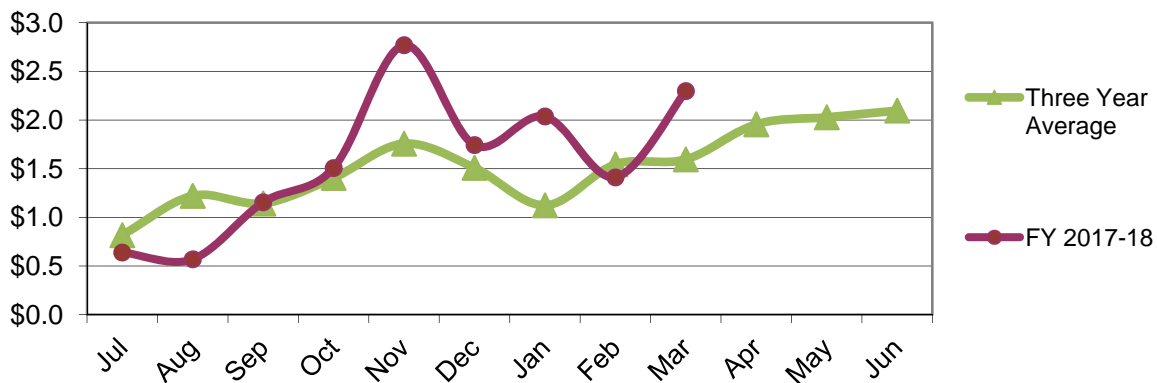
### Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Hamilton	\$382,187	20%
The Sound of Music	290,329	15%
Alice (in wonderland)	148,283	8%
Oregon Symphony: Verdi's Requiem	105,592	5%
All other Events	1,024,668	53%
<b>Total Event Revenues</b>	<b>\$1,951,058</b>	<b>100%</b>

\*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

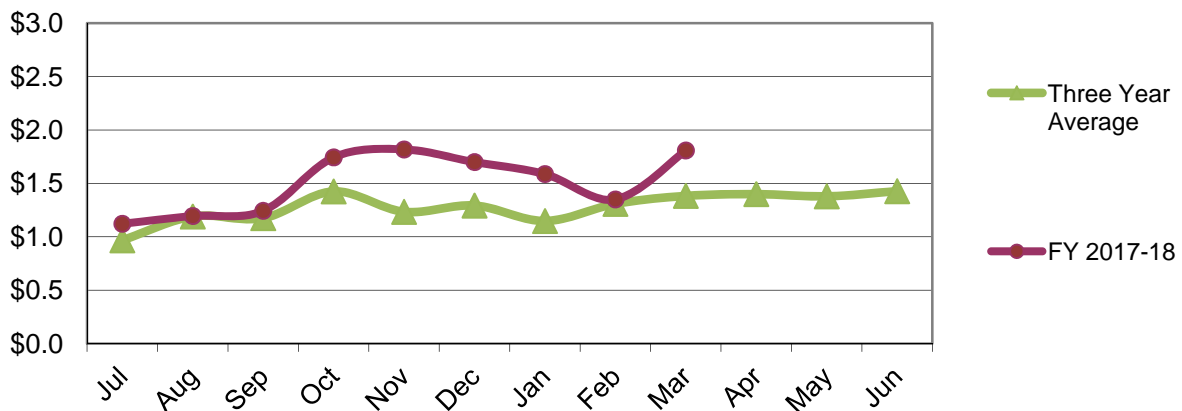
### P5CA Program Revenue by Month

Shown in Millions



### P5CA Program Expense by Month

Shown in Millions



## Portland Expo Center

Expo was also busy with the Roadster Show, RV Dealers and the Antique show. Event revenues were \$750k, up 8% from the prior year. Food and beverage revenue was higher than the prior year, but some additional expenses caused the margin this month to be negative. Other costs appear in line with budget and historical YTD spending trends.

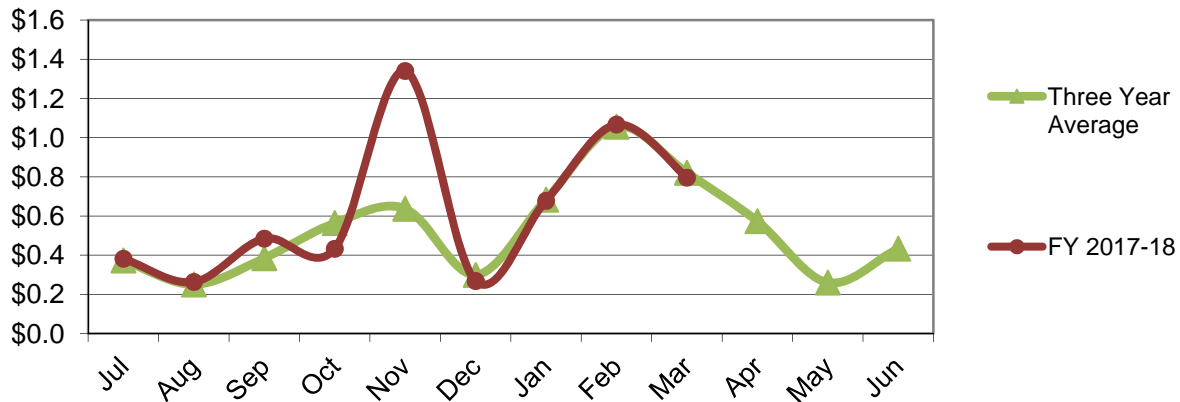
### Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Portland Roadster Show	\$211,512	29%
Spring RV Show of Shows	203,106	28%
America's Largest Antique & Collectible Show	120,871	17%
Sportsmen's Show	38,250	5%
All other Events	147,378	20%
<b>Total Event Revenues</b>	<b>\$721,117</b>	<b>100%</b>

\*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

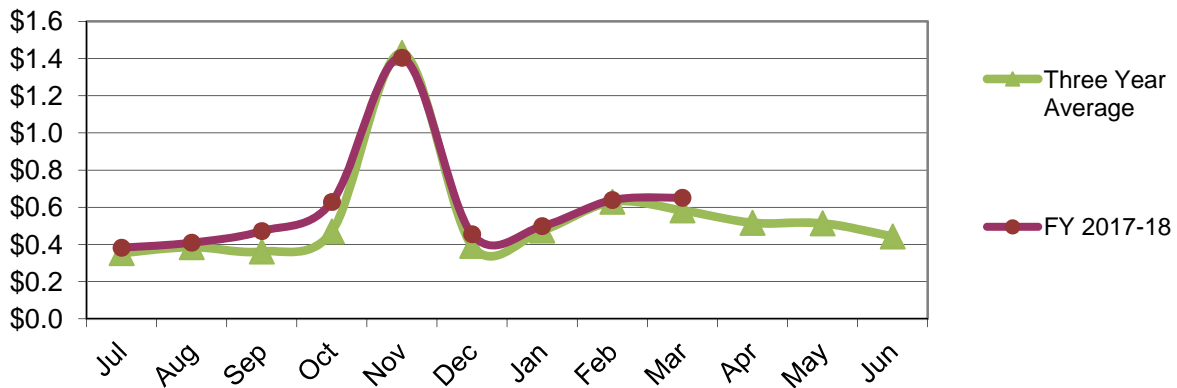
### Expo Program Revenue by Month

Shown in Millions



### Expo Program Expense by Month

Shown in Millions



# MERC Statement of Activity with Annual Budget

## Metropolitan Exposition-Recreation Commission

### All Departments

March 2018

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Current Year Budget	% of Prior Year	% of Annual Budget
<b>Operations</b>							
Charges for Services	3,375,845	3,331,657	23,149,282	21,294,389	28,783,091	108.71%	80.43%
Contributions from Governments	-	-	-	-	889,441	0.00%	0.00%
Contributions from Private Sources	-	-	300,000	-	75,000	0.00%	400.00%
Enhanced Marketing VDF	-	-	-	-	491,122	0.00%	0.00%
Food and Beverage Revenue	2,660,338	1,885,307	14,920,273	13,895,238	18,524,543	107.38%	80.54%
Grants	-	-	138,861	8,055	38,000	1723.91%	365.42%
Interest Earnings	84,117	54,201	546,284	254,135	445,000	214.96%	122.76%
Lodging Tax	1,964,594	892,732	12,415,445	11,518,963	13,052,470	107.78%	95.12%
Miscellaneous Revenue	20,230	26,949	118,334	166,569	113,765	71.04%	104.02%
Transfers-R	33,333	73,333	299,997	259,997	427,852	115.38%	70.12%
Visitor Development Fund Alloc	-	-	2,000,000	-	4,488,395	0.00%	44.56%
<b>Total Revenues</b>	<b>8,138,457</b>	<b>6,264,179</b>	<b>53,888,476</b>	<b>47,397,347</b>	<b>67,328,679</b>	<b>113.70%</b>	<b>80.04%</b>
Capital Outlay	18,911	-	18,911	-	-	0.00%	0.00%
Food & Beverage Services	2,004,974	1,570,311	12,419,997	11,037,136	15,252,656	112.53%	81.43%
Materials and Services	1,510,400	1,763,506	13,004,185	11,752,746	18,326,503	110.65%	70.96%
Personnel Services	1,949,477	1,756,054	15,941,779	14,796,616	22,106,786	107.74%	72.11%
Transfers-E	384,096	356,418	4,375,814	4,478,364	5,830,412	97.71%	75.05%
Visitor Development Marketing	-	-	2,000,000	-	2,508,282	0.00%	79.74%
<b>Total Expenditures</b>	<b>5,867,857</b>	<b>5,446,288</b>	<b>47,760,685</b>	<b>42,064,862</b>	<b>64,024,639</b>	<b>113.54%</b>	<b>74.60%</b>
<b>Net Operations</b>	<b>2,270,600</b>	<b>817,890</b>	<b>6,127,791</b>	<b>5,332,485</b>	<b>3,304,040</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	406,250	318,750	762,501	127.45%	53.28%
Grants	-	-	-	108,512	-	0.00%	0.00%
Lodging Tax	-	-	-	-	6,741,441	0.00%	0.00%
Miscellaneous Revenue	-	-	2,290	4,317	-	53.03%	0.00%
Transfers-R	-	26,667	-	240,003	-	0.00%	0.00%
<b>Total Revenues</b>	<b>-</b>	<b>26,667</b>	<b>408,539</b>	<b>671,582</b>	<b>7,503,942</b>	<b>60.83%</b>	<b>5.44%</b>
Capital Outlay	623,743	(2,464)	3,418,193	2,230,651	14,508,548	153.24%	23.56%
Materials and Services	135,764	667,176	2,171,482	1,174,187	1,041,867	184.93%	208.42%
<b>Total Expenditures</b>	<b>759,507</b>	<b>664,712</b>	<b>5,589,674</b>	<b>3,404,838</b>	<b>15,550,415</b>	<b>164.17%</b>	<b>35.95%</b>
<b>Net Capital</b>	<b>(759,507)</b>	<b>(638,045)</b>	<b>(5,181,135)</b>	<b>(2,733,256)</b>	<b>(8,046,473)</b>		
<b>12 Month Fund Balance Increase</b>	<b>1,511,093</b>	<b>179,845</b>	<b>946,656</b>	<b>2,599,229</b>	<b>(4,742,433)</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Convention Center Operating Fund

March 2018

	<b>Current Month Actual</b>	<b>Prior Year Month Actual</b>	<b>Current Year to Date Actuals</b>	<b>Prior Year to Date Actual</b>	<b>Current Year Budget</b>	<b>% of Prior Year to Date</b>	<b>% of Annual Budget</b>
<b>Operations</b>							
Charges for Services	1,314,941	1,712,518	9,629,758	8,917,701	11,789,193	108.0%	81.7%
Contributions from Private Sources	-	-	300,000	-	-	0.0%	0.0%
Enhanced Marketing VDF	-	-	-	-	491,122	0.0%	0.0%
Food and Beverage Revenue	1,925,695	1,392,165	10,539,552	9,577,344	13,050,157	110.0%	80.8%
Grants	-	-	88,861	8,055	-	1103.2%	0.0%
Interest Earnings	40,418	21,185	241,492	92,475	190,000	261.1%	127.1%
Lodging Tax	1,747,474	793,958	11,043,336	10,244,487	11,661,784	107.8%	94.7%
Miscellaneous Revenue	5,719	12,275	49,111	68,100	17,700	72.1%	277.5%
Transfers-R	(78,161)	(17,396)	(703,445)	(556,563)	(910,074)	126.4%	77.3%
Visitor Development Fund Alloc	-	-	2,000,000	-	3,784,454	0.0%	52.8%
<b>Total Revenues</b>	<b>4,956,086</b>	<b>3,914,705</b>	<b>33,188,666</b>	<b>28,351,599</b>	<b>40,074,336</b>	<b>117.1%</b>	<b>82.8%</b>
<b>Capital Outlay</b>							
Capital Outlay	18,911	-	18,911	-	-	0.0%	0.0%
Food & Beverage Services	1,397,522	1,151,680	9,008,549	7,812,782	10,840,964	115.3%	83.1%
Materials and Services	669,302	821,466	6,349,098	5,962,235	9,848,744	106.5%	64.5%
Personnel Services	998,597	904,261	8,240,951	7,611,203	11,199,173	108.3%	73.6%
Transfers-E	219,750	199,731	1,977,750	2,000,513	2,830,488	98.9%	69.9%
Visitor Development Marketing	-	-	2,000,000	-	2,491,122	0.0%	80.3%
<b>Total Expenditures</b>	<b>3,304,082</b>	<b>3,077,139</b>	<b>27,595,259</b>	<b>23,386,733</b>	<b>37,210,491</b>	<b>118.0%</b>	<b>74.2%</b>
<b>Net Operations</b>	<b>1,652,004</b>	<b>837,567</b>	<b>5,593,407</b>	<b>4,964,866</b>	<b>2,863,845</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	267,642	199,219	476,563	134.3%	56.2%
Grants	-	-	-	97,548	-	0.0%	0.0%
Miscellaneous Revenue	-	-	2,290	4,317	-	53.0%	0.0%
Transfers-R	4,000,000	26,667	12,000,000	240,003	16,000,000	4999.9%	75.0%
<b>Total Revenues</b>	<b>4,000,000</b>	<b>26,667</b>	<b>12,269,932</b>	<b>541,087</b>	<b>16,476,563</b>	<b>2267.6%</b>	<b>74.5%</b>
Capital Outlay	382,133	(100,040)	1,584,843	736,012	7,840,500	215.3%	20.2%
Materials and Services	135,674	661,195	893,030	970,989	355,000	92.0%	251.6%
<b>Total Expenditures</b>	<b>517,807</b>	<b>561,156</b>	<b>2,477,873</b>	<b>1,707,001</b>	<b>8,195,500</b>	<b>145.2%</b>	<b>30.2%</b>
<b>Net Capital</b>	<b>3,482,193</b>	<b>(534,489)</b>	<b>9,792,059</b>	<b>(1,165,915)</b>	<b>8,281,063</b>		
<b>12 Month Fund Balance Increase</b>	<b>5,134,198</b>	<b>303,078</b>	<b>15,385,466</b>	<b>3,798,951</b>	<b>11,144,908</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland'5 Centers for the Arts Fund

March 2018

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	1,538,822	1,131,541	9,959,965	9,163,634	12,170,223	108.7%	81.8%
Contributions from Governments	-	-	-	-	889,441	0.0%	0.0%
Contributions from Private Sources	-	-	-	-	75,000	0.0%	0.0%
Food and Beverage Revenue	509,016	290,992	2,577,117	2,633,865	3,175,764	97.8%	81.1%
Grants	-	-	-	-	38,000	0.0%	0.0%
Interest Earnings	30,184	18,061	177,116	86,986	170,000	203.6%	104.2%
Lodging Tax	217,120	98,773	1,372,109	1,274,477	1,390,686	107.7%	98.7%
Miscellaneous Revenue	2,840	8,567	41,820	73,085	61,590	57.2%	67.9%
Transfers-R	(40,519)	(36,852)	(364,669)	(331,670)	(486,226)	109.9%	75.0%
Visitor Development Fund Alloc	-	-	-	-	703,941	0.0%	0.0%
Total Revenues	2,257,462	1,511,082	13,763,458	12,900,378	18,188,419	106.7%	75.7%
Food & Beverage Services	337,473	217,344	1,865,953	1,838,344	2,503,553	101.5%	74.5%
Materials and Services	667,017	638,588	5,175,813	4,466,957	6,323,561	115.9%	81.8%
Personnel Services	693,697	616,865	5,531,690	5,331,628	7,862,673	103.8%	70.4%
Transfers-E	110,177	96,587	991,593	966,428	1,322,109	102.6%	75.0%
Total Expenditures	1,808,364	1,569,384	13,565,049	12,603,357	18,011,896	107.6%	75.3%
Net Operations	449,098	(58,302)	198,409	297,021	176,523		
Capital							
Contributions from Private Sources	-	-	48,290	71,719	114,375	67.3%	42.2%
Grants	-	-	-	9,964	-	0.0%	0.0%
Total Revenues	-	-	48,290	81,683	114,375	59.1%	42.2%
Capital Outlay	236,408	104,983	1,582,509	1,314,445	3,550,733	120.4%	44.6%
Materials and Services	90	5,981	307,226	54,223	225,000	566.6%	136.5%
Total Expenditures	236,499	110,964	1,889,735	1,368,668	3,775,733	138.1%	50.0%
Net Capital	(236,499)	(110,964)	(1,841,445)	(1,286,985)	(3,661,358)		
12 Month Fund Balance Increase	212,599	(169,266)	(1,643,036)	(989,964)	(3,484,835)		

# MERC Statement of Activity with Annual Budget

## Metropolitan Exposition-Recreation Commission

Expo Fund

March 2018

	<b>Current Month Actual</b>	<b>Prior Year Month Actual</b>	<b>Current Year to Date Actuals</b>	<b>Prior Year to Date Actual</b>	<b>Current Year Budget</b>	<b>% of Prior Year to Date</b>	<b>% of Annual Budget</b>
<b>Operations</b>							
Charges for Services	522,082	487,599	3,559,559	3,213,054	4,823,675	110.8%	73.8%
Food and Beverage Revenue	225,628	202,149	1,803,604	1,684,029	2,298,622	107.1%	78.5%
Interest Earnings	3,010	2,383	20,457	10,625	35,000	192.5%	58.4%
Miscellaneous Revenue	11,671	6,107	27,403	25,384	34,475	108.0%	79.5%
Transfers-R	33,333	23,333	299,997	209,997	400,000	142.9%	75.0%
<b>Total Revenues</b>	<b>795,724</b>	<b>721,571</b>	<b>5,711,020</b>	<b>5,143,088</b>	<b>7,591,772</b>	<b>111.0%</b>	<b>75.2%</b>
Food & Beverage Services	269,979	201,286	1,545,495	1,386,010	1,908,139	111.5%	81.0%
Materials and Services	158,907	294,687	1,175,496	1,099,716	1,615,813	106.9%	72.7%
Personnel Services	167,997	168,743	1,420,269	1,354,187	1,939,455	104.9%	73.2%
Transfers-E	53,984	42,425	1,399,306	1,478,098	1,670,090	94.7%	83.8%
Visitor Development Marketing	-	-	-	-	17,160	0.0%	0.0%
<b>Total Expenditures</b>	<b>650,866</b>	<b>707,142</b>	<b>5,540,566</b>	<b>5,318,011</b>	<b>7,150,657</b>	<b>104.2%</b>	<b>77.5%</b>
<b>Net Operations</b>	<b>144,857</b>	<b>14,429</b>	<b>170,454</b>	<b>(174,923)</b>	<b>441,115</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	90,318	47,813	171,563	188.9%	52.6%
Grants	-	-	-	1,000	-	0.0%	0.0%
Transfers-R	712,500	-	2,137,500	-	2,850,000	0.0%	75.0%
<b>Total Revenues</b>	<b>712,500</b>	<b>-</b>	<b>2,227,818</b>	<b>48,813</b>	<b>3,021,563</b>	<b>4564.0%</b>	<b>73.7%</b>
Capital Outlay	5,202	(7,407)	250,841	180,194	2,867,315	139.2%	8.7%
Materials and Services	-	-	971,226	148,975	461,867	651.9%	210.3%
<b>Total Expenditures</b>	<b>5,202</b>	<b>(7,407)</b>	<b>1,222,067</b>	<b>329,169</b>	<b>3,329,182</b>	<b>371.3%</b>	<b>36.7%</b>
<b>Net Capital</b>	<b>707,298</b>	<b>7,407</b>	<b>1,005,751</b>	<b>(280,356)</b>	<b>(307,619)</b>		
<b>12 Month Fund Balance Increase</b>							
	<b>852,156</b>	<b>21,836</b>	<b>1,176,205</b>	<b>(455,279)</b>	<b>133,496</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

March 2018

	<b>Current Month Actual</b>	<b>Prior Year Month Actual</b>	<b>Current Year to Date Actuals</b>	<b>Prior Year to Date Actual</b>	<b>Current Year Budget</b>	<b>% of Prior Year to Date</b>	<b>% of Annual Budget</b>
<b>Operations</b>							
Grants	-	-	50,000	-	-	0.0%	0.0%
Interest Earnings	10,506	12,572	107,218	64,049	50,000	167.4%	214.4%
Transfers-R	118,679	104,248	1,068,114	938,233	1,424,152	113.8%	75.0%
Total Revenues	129,185	116,821	1,225,332	1,002,282	1,474,152	122.3%	83.1%
Materials and Services	15,173	8,765	303,778	223,837	538,385	135.7%	56.4%
Personnel Services	89,186	66,185	748,868	499,599	1,105,485	149.9%	67.7%
Transfers-E	185	17,675	7,165	33,325	7,725	21.5%	92.8%
Total Expenditures	104,545	92,624	1,059,812	756,761	1,651,595	140.0%	64.2%
Net Operations	24,640	24,196	165,520	245,521	(177,443)		
<b>Capital</b>							
Lodging Tax	-	-	-	-	6,741,441	0.0%	0.0%
Transfers-R	(4,712,500)	-	(14,137,500)	-	(18,850,000)	0.0%	75.0%
Total Revenues	(4,712,500)	-	(14,137,500)	-	(12,108,559)	0.0%	116.8%
Capital Outlay	-	-	-	-	250,000	0.0%	0.0%
Total Expenditures	-	-	-	-	250,000	0.0%	0.0%
Net Capital	(4,712,500)	-	(14,137,500)	-	(12,358,559)		
12 Month Fund Balance Increase	(4,687,860)	24,196	(13,971,980)	245,521	(12,536,002)		



## MERC Food and Beverage Margins

March 2018

	Current Month Actual	Prior Year Month Actual	Current Year to Date	Prior Year to Date Actual	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	1,925,695	1,392,165	10,539,552	9,577,344	13,050,157
Food & Beverage Services	1,397,522	1,151,680	9,008,549	7,812,782	10,840,964
Food and Beverage Gross Margin	528,172	240,485	1,531,003	1,764,562	2,209,193
Food and Beverage Gross Margin %	27.43%	17.27%	14.53%	18.42%	16.93%
<b>Portland'5 Centers for the Arts Fund</b>					
Food and Beverage Revenue	509,016	290,992	2,577,117	2,633,865	3,175,764
Food & Beverage Services	337,473	217,344	1,865,953	1,838,344	2,503,553
Food and Beverage Gross Margin	171,543	73,648	711,164	795,521	672,211
Food and Beverage Gross Margin %	33.70%	25.31%	27.60%	30.20%	21.17%
<b>Expo Fund</b>					
Food and Beverage Revenue	225,628	202,149	1,803,604	1,684,029	2,298,622
Food & Beverage Services	269,979	201,286	1,545,495	1,386,010	1,908,139
Food and Beverage Gross Margin	(44,351)	863	258,109	298,020	390,483
Food and Beverage Gross Margin %	-19.66%	0.43%	14.31%	17.70%	16.99%
<b>MERC Fund Total</b>					
Food and Beverage Revenue	2,660,338	1,885,307	14,920,273	13,895,238	18,524,543
Food & Beverage Services	2,004,974	1,570,311	12,419,997	11,037,136	15,252,656
Food and Beverage Gross Margin	655,364	314,996	2,500,277	2,858,102	3,271,887
Food and Beverage Gross Margin %	24.63%	16.71%	16.76%	20.57%	17.66%

**MERC Visitor Venues  
Events-Performances-Attendance  
FY 2017-18**

OCC	March 2015		March 2016		March 2017		March 2018		Net Change from Prior Year		March 2018	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	13	26,881	7	34,377	13	41,266	12	27,515	(1)	(13,751)	2,006,419	67%
Consumer Public Shows	6	51,007	2	27,748	7	45,599	5	35,237	(2)	(10,362)	147,825	5%
Miscellaneous									-	-		0%
Miscellaneous -In-House	21	353	12	302	23	398	19	512	(4)	114	13,962	0%
Meetings	14	5,421	9	2,622	17	9,671	22	5,984	5	(3,687)	365,290	12%
Catering	7	4,237	5	3,593	5	2,692	7	4,933	2	2,241	454,869	15%
<b>Totals</b>	<b>61</b>	<b>87,899</b>	<b>35</b>	<b>68,642</b>	<b>65</b>	<b>99,626</b>	<b>65</b>	<b>74,181</b>	<b>-</b>	<b>(25,445)</b>	<b>\$ 2,988,365</b>	<b>100%</b>

Expo Center	March 2015		March 2016		March 2017		March 2018		Net Change from Prior Year		March 2018	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	7	51,967	4	43,869	5	47,294	6	45,552	1	(1,742)	651,320	90%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	-		0%
Miscellaneous	2	27	1	15	-	-	1	15	1	15	9,333	1%
Meetings	-	-	-	-	1	16	1	35	-	19	666	0%
Catering	-	-	-	-	-	-	-	-	-	-		0%
Tradeshows/Conventions	1	2,092	1	2,110	-	-	1	2,431	1	2,431	59,798	8%
<b>Totals</b>	<b>10</b>	<b>54,086</b>	<b>6</b>	<b>45,994</b>	<b>6</b>	<b>47,310</b>	<b>9</b>	<b>48,033</b>	<b>3</b>	<b>723</b>	<b>\$ 721,117</b>	<b>100%</b>
<b>Totals w/Cirque du Soleil</b>	<b>10</b>	<b>54,086</b>	<b>6</b>	<b>45,994</b>	<b>6</b>	<b>47,310</b>	<b>9</b>	<b>48,033</b>	<b>3</b>	<b>723</b>	<b>\$ 721,117</b>	<b>100%</b>

Portland '5	March 2015		March 2016		March 2017		March 2018		Net Change from Prior Year		March 2018	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	10	13,490	6	14,080	10	11,605	3	6,826	(7)	(4,779)	163,360	12%
Broadway	8	15,309	8	18,990	12	31,616	22	62,312	10	30,696	704,848	51%
Resident Company	34	31,098	27	19,987	26	18,835	38	39,798	12	20,963	227,938	16%
Non-Profit	23	13,658	29	12,659	30	12,297	17	10,046	(13)	(2,251)	116,166	8%
Promoted/ Co-Promoted	1	52	4	2,196	7	5,318	4	1,563	(3)	(3,755)	171,718	12%
Student	30	19,428	36	28,481	34	15,073	28	14,631	(6)	(442)	-	0%
Miscellaneous	-	-	-	-	-	-	2	42	2	42	66	0%
<b>Totals</b>	<b>106</b>	<b>93,035</b>	<b>110</b>	<b>96,393</b>	<b>119</b>	<b>94,744</b>	<b>114</b>	<b>135,218</b>	<b>(5)</b>	<b>40,474</b>	<b>\$ 1,384,096</b>	<b>100%</b>

# MERC Statement of Fund Balances and Reserves

March 2018

	Annual Basis			Monthly Basis	
	FY 2016-17 Actuals	FY 2017-18 Budget	FY 2017-18 YTD Actuals	FY 2016-17 March	FY 2017-18 March
<b><u>Oregon Convention Center</u></b>					
Beginning Fund Balance	21,770,042	24,966,039	25,024,238	25,265,915	35,275,507
Fund Balance Inc (Dec)	3,254,196	9,757,056	15,385,467	303,078	5,134,198
<b>Ending Fund Balance</b>	<b>25,024,238</b>	<b>34,723,095</b>	<b>40,409,704</b>	<b>25,568,993</b>	<b>40,409,704</b>
<i>Contingency - Operating</i>		1,500,000			
<i>Contingency - New Capital-Business Strategy</i>		2,092,301			
<i>Contingency - Renewal &amp; Replacement</i>		31,130,794			
<b>Ending Fund Balance</b>		<b>34,723,095</b>			
<b><u>Portland's Centers for the Arts</u></b>					
Beginning Fund Balance	13,178,660	13,293,035	12,883,997	12,357,961	11,028,362
Fund Balance Inc (Dec)	(294,663)	(2,038,222)	(1,643,036)	(169,266)	212,599
<b>Ending Fund Balance</b>	<b>12,883,997</b>	<b>11,254,813</b>	<b>11,240,961</b>	<b>12,188,695</b>	<b>11,240,961</b>
<i>Contingency - Operating</i>		600,000			
<i>Contingency - New Capital-Business Strategy</i>		2,263,311			
<i>Contingency - Renewal &amp; Replacement</i>		8,391,502			
<b>Ending Fund Balance</b>		<b>11,254,813</b>			
<b><u>Expo</u></b>					
Beginning Fund Balance	2,843,104	2,527,012	1,941,946	2,365,989	2,265,995
Fund Balance Inc (Dec)	(901,158)	395,988	1,176,205	21,836	852,156
<b>Ending Fund Balance</b>	<b>1,941,946</b>	<b>2,923,000</b>	<b>3,118,151</b>	<b>2,387,825</b>	<b>3,118,151</b>
<i>Contingency - Operating</i>		662,730			
<i>Contingency - New Capital-Business Strategy</i>		2,260,270			
<i>Contingency - Renewal &amp; Replacement</i>		-			
<b>Ending Fund Balance</b>		<b>2,923,000</b>			
<b><u>MERC Administration</u></b>					
Beginning Fund Balance	14,171,403	18,757,585	18,573,659	14,392,728	9,289,539
Fund Balance Inc (Dec)	4,402,256	(12,536,002)	(13,971,979)	24,196	(4,687,860)
<b>Ending Fund Balance</b>	<b>18,573,659</b>	<b>6,221,583</b>	<b>4,601,679</b>	<b>14,416,924</b>	<b>4,601,679</b>
<i>Contingency - Operating</i>		53,460			
<i>Contingency - Renewal &amp; Replacement</i>		1,056,059			
<i>Contingency - TLT Pooled Capital</i>		5,112,064			
<b>Ending Fund Balance</b>		<b>6,221,583</b>			
<b><u>MERC Fund</u></b>					
Beginning Fund Balance	51,963,209	59,543,671	58,423,839	54,382,593	57,859,402
Fund Balance Inc (Dec)	6,460,630	(4,421,180)	946,656	179,844	1,511,093
<b>Ending Fund Balance</b>	<b>58,423,839</b>	<b>55,122,491</b>	<b>59,370,495</b>	<b>54,562,437</b>	<b>59,370,495</b>

## OCC Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance

Category Project Title	Management	Phase	FY 2017-18 Budget		
			Amended	Actual	Remaining
<b>Food &amp; Beverage</b>					
Food & Beverage Point of Sale System (POS) Replacement	ARA / IS	Contracting	230,000	-	230,000
<b>Renewal &amp; Replacement</b>					
Plaza, Entries, & Major Interior Remodel	CPMO	Design	4,640,000	1,082,883	3,557,117
Building Envelop Assessment	CPMO	Contracting	150,000	34,975	115,025
Cooling System Design Consulting (Cooling Towers & Chillers)	CPMO	Design	80,000	16,788	63,212
Loading Dock Improvements (Dock Locks, Enclosures, Levelers)	CPMO	Contracting	360,000	38,679	321,321
Movable Partition Refurbishment	OCC	In Progress	180,000	21,606	158,394
Staff & Setup Supervisor Support Space Renovation	CPMO	In Progress	644,000	585,732	58,268
<b>Security &amp; Access</b>					
Security Camera Replacements	CPMO	Contracting	450,000	-	450,000
Alerton Global Controller & Software Upgrade	OCC	Ongoing	70,000	66,701	3,299
Integrated Door Access Controls	CPMO	Planning	300,000	-	300,000
<b>Life &amp; Safety</b>					
Telecom MDF Fire Suppression Upgrade	OCC	On hold	55,000	-	55,000
Emergency Notification Upgrade	OCC	Complete	41,000	23,135	17,865
Fire Sprinkler System Design Consulting	OCC	Cancelled	50,000	-	50,000
<b>Lighting &amp; Electrical</b>					
Exhibit Hall Lighting Control Replacement	CPMO	Design	275,000	25,040	249,960
<b>Technology</b>					
Telephone - Voice Over Internet Protocol (VOIP) Implementation	IS	Construction	352,500	57,993	294,507
<b>Equipment</b>					
AV Equipment	OCC	Ongoing	150,000	159,955	(9,955)
Tug Tow Tractor Purchase	OCC	In Progress	28,000	-	28,000
480V Show Equipment	OCC	In Progress	90,000	-	90,000
Holladay Suites Furniture Purchase	OCC	In Progress	50,000	17,944	32,056
<b>Total</b>			<b>8,195,500</b>	<b>2,131,431</b>	<b>6,064,069</b>
<b>% of Budget</b>				<b>26%</b>	<b>74%</b>
<b>Project Phase Totals</b>		<b># of Proj</b>	<b>% of Total</b>		
Projects in Planning or Design phases		4	21%		
Projects in Contracting or Construction/In Progress phases		10	53%		
Completed Projects		1	5%		
Ongoing Projects		2	11%		
On-hold or Cancelled Projects		2	11%		
		19			

## Portland'5 Center Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance

Category	Project Title	Management	Phase	FY 2017-18 Budget		
				Amended	Actuals	Remaining
<b>Food &amp; Beverage</b>						
	85108 ArtBar Bar Replacement (Aramark)	CPMO	Cancelled	75,000	-	75,000
	85110 Aramark Point Of Sale System Replacement	ARA / IS	Contracting	130,000	-	130,000
<b>Venue Management</b>						
	8R089/90 Newmark / Winningstad Lighting Overhaul	P5	Complete	946,613	1,029,561	(82,948)
	8R143 Newmark LED Cyclorama Light Fixtures	P5	Complete	70,000	69,810	190
	8R176 AHH Brunish Theater Electrical Improvements	P5	Complete	50,000	53,994	(3,994)
	8R181 AHH, ASCH, Keller Assisted Listening System	P5	Complete	58,000	58,802	(802)
	8R182 AHH, ASCH, Keller ADA Signage	P5	Planning	50,000	-	50,000
	8R183 ASCH Soft Goods	P5	Design	100,000	-	100,000
	8R184 Keller Balcony Front Fill Speakers	P5	Planning	50,000	-	50,000
	8R185 Aerial Work Platform (Scissor lift)	P5	Complete	20,000	19,009	991
	8R186 Banquet Chairs Replacement	P5	Planning	20,000	-	20,000
	8R201 Keller light replacements	P5	In Progress	12,000	6,702	5,298
<b>CpMO Management</b>						
	8R098 Keller - Roof & Drains Replacement	CPMO	Complete	90,000	28,327	61,673
	8R099 ASCH - Portland Sign Assessment & Refurb Scoping	CPMO	Complete	150,000	147,905	2,095
	8R092 Schnitzer Orchestra Shell Replacement	CPMO	Design	1,355,000	52,347	1,302,653
	8R178 All Buildings Access Controls CCTV Replacement	CPMO	Construction	200,000	29,801	170,199
	8R179 AHH Roof, Green Roof	CPMO	Design	150,000	76,681	73,319
	8R120 ASCH - Cooling System Replacement	CPMO	Cancelled	10,000	-	10,000
	8R177 ASCH Audience Chamber Lighting	CPMO	Cancelled	25,000	29,836	(4,836)
<b>Information Technology</b>						
	65701 AHH/ASCH/Keller VOIP Implementation	IS	Contracting	214,121	-	214,121
<b>Total</b>				<b>3,775,734</b>	<b>1,602,775</b>	<b>2,172,959</b>
<b>% of Budget</b>					<b>42%</b>	<b>58%</b>
<b>Project Phase Totals</b>		<b># of Proj</b>	<b>% of Total</b>			
Projects in Planning or Design phases		6	30%			
Projects in Contracting or Construction/In Progress phases		4	20%			
Completed Projects		7	35%			
On hold or Cancelled Projects		3	15%			
		20				

## Expo Center Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance, **Delayed** - project still exists but unfunded in the current year

Category	Project Title	Management	Phase	FY 2017-18 Budget		
				Amended	Actuals	Remaining
<b>Food &amp; Beverage</b>						
	85106 Connector Glass Door (ARA)	CPMO	In Progress	225,000	17,532	207,468
	85107 Concessions Upgrades (ARA)	EXPO	Delayed	50,000	-	50,000
	85110 Aramark Point of Sale System Replacement	IS	Contracting	160,000	-	160,000
<b>Renewal &amp; Replacement</b>						
	8N020 Audio Visual Equipment	EXPO	In Progress	11,867	3,791	8,076
	8R040 Parking Lot Asphalt	CPMO	Delayed	135,000	-	135,000
	8R151 Expo Water Efficiency Upgrades	EXPO	Cancelled	80,000	-	80,000
	8R169 Halls ABCDE Lighting Controls study and Replacement	CPMO	Planning	20,000	-	20,000
	8R170 New Hall A Shore Power	CPMO	Complete	220,000	219,777	223
	8R171 Interior & Exterior Lighting Replacements	EXPO	Contracting	70,000	-	70,000
	8R172 Hall C HVAC Study	CPMO	In Progress	35,000	-	35,000
	8R173 Halls ABCDE HVAC Controls Replacement	EXPO	Delayed	60,000	-	60,000
	8R202 PGE Upgrades	CPMO	Contracting	100,000	-	100,000
<b>Roofing</b>						
	8R135 ABC Roof Repairs (R&R)	EXPO	In Progress	80,000	-	80,000
	8R136 Halls D & E Roof Replacement (R&R)	CPMO	Construction	1,744,689	970,709	773,980
<b>Equipment</b>						
	8N011 Electronic Signage	CPMO	In Progress	47,548	689	46,859
	8R112 Security Camera Access Control System	CPMO	Delayed	82,138	-	82,138
	8R150 Radio Replacements	EXPO	Planning	20,000	-	20,000
<b>Information Technology</b>						
	65701B Voice Over IP (VoIP) Infrastructure	IS	Contracting	107,940	5,928	102,012
	8R139 WiFi Upgrade	EXPO	Planning	80,000	-	80,000
<b>Total</b>				<b>3,329,182</b>	<b>1,218,426</b>	<b>2,110,756</b>
<b>% of Budget</b>					<b>37%</b>	<b>63%</b>
<b>Project Phase Totals</b>		<b># of Proj</b>	<b>% of Total</b>			
Projects in Planning or Design phases		3	16%			
Projects in Contracting or Construction/In Progress phases		10	53%			
Completed Projects		1	5%			
On hold, Cancelled or Delayed Projects		5	26%			
		19				

---

# MERC Commission Meeting

---

May 2, 2018  
12:30 pm

---

7.0 Aramark Third  
Quarter 2018 Review

---

# 3<sup>rd</sup> Quarter Review - FY2018

---

Portland Expo Center  
Portland's 5 Centers for the Arts  
Oregon Convention Center

May 2, 2018

[YTD Financials](#) | [YTD Highlights](#) | [Hiring](#) | [Purchasing](#) | [Aramark](#)



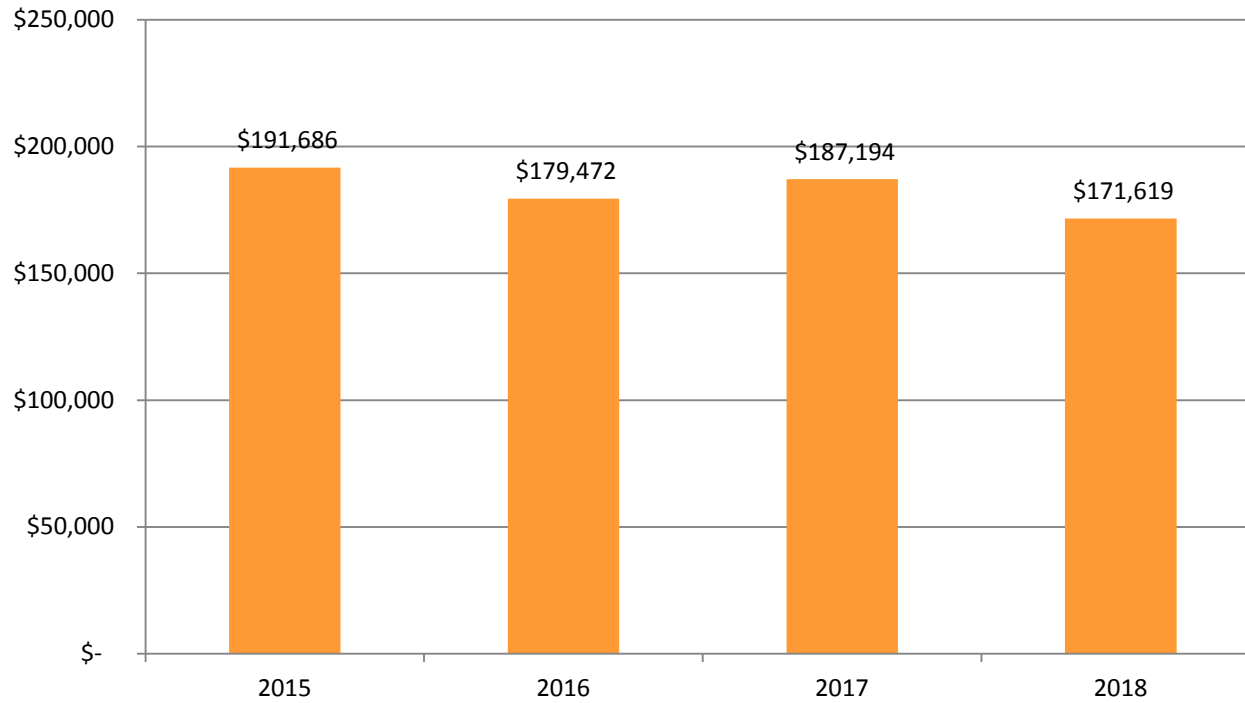
# Portland Expo Center

---

	2018 YTD through 3 <sup>rd</sup> Quarter		2017 YTD through 3 <sup>rd</sup> Quarter		2018 Full Year Budget				
Net Gross Receipts	\$	1,803,604	\$	1,684,029	\$	2,298,622			
Cost of Sales	\$	389,870	25.7%	\$	355,408	21.1%	\$	517,591	28.7%
Labor	\$	764,517	42.4%	\$	619,520	36.8%	\$	856,680	37.3%
Margin	\$	258,109	14.31%	\$	298,020	17.70%	\$	390,483	16.99%

# West Delta through Pd 9

---



# FY18 Expo YTD through Pd9

- Highlights
  - Sportsman's Show \$383K
  - Cirque de Soleil Kurios \$358K
  - Christmas Bazaar \$122K
  - Roadster Show \$94K
  - Rose City Classic Dog Show \$73K

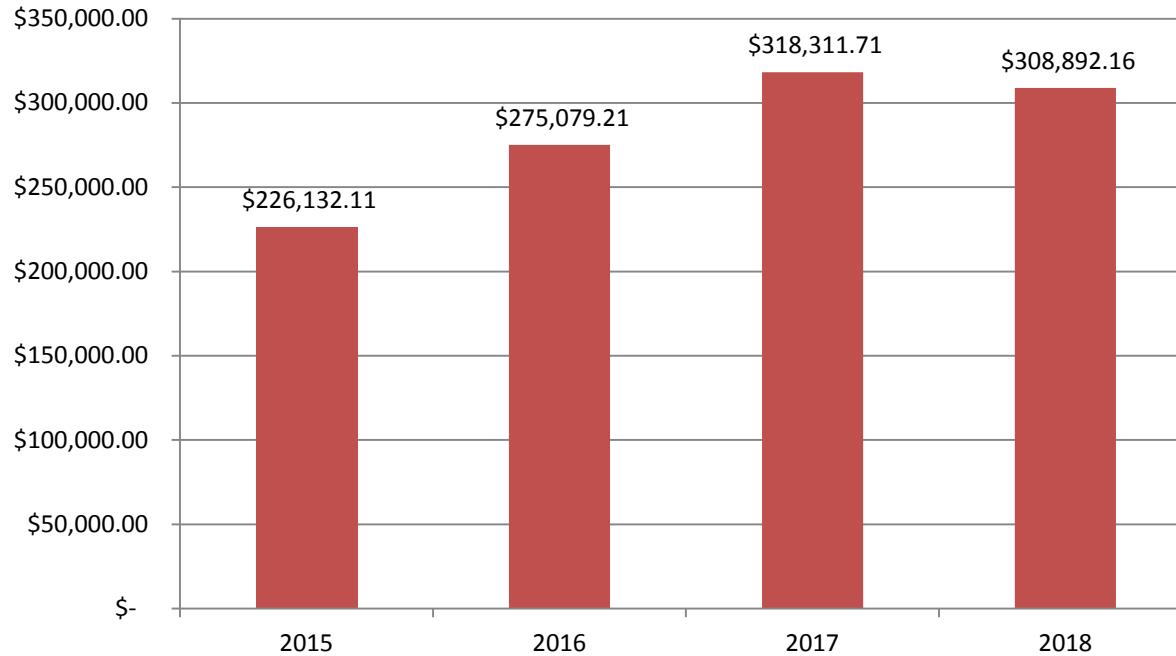
# Portland'5 Centers for the Arts

---

	2018 YTD through 3 <sup>rd</sup> Quarter			2017 YTD through 3 <sup>rd</sup> Quarter			2018 Full Year Budget		
<b>Net Gross Receipts</b>	\$	2,577,117		\$	2,633,865		\$	3,175,764	
<b>Cost of Sales</b>	\$	456,849	<b>18.2%</b>	\$	453,131	<b>17.8%</b>	\$	608,629	<b>19.7%</b>
<b>Labor</b>	\$	931,333	<b>36.1%</b>	\$	895,511	<b>34.0%</b>	\$	1,270,810	<b>40.0%</b>
<b>Margin</b>	\$	711,164	<b>27.6%</b>	\$	795,521	<b>30.2%</b>	\$	672,211	<b>21.17%</b>

# ArtBar Bistro through Pd 9

---



**ArtBar**  
& BISTRO

# FY18 P5 YTD through Pd9

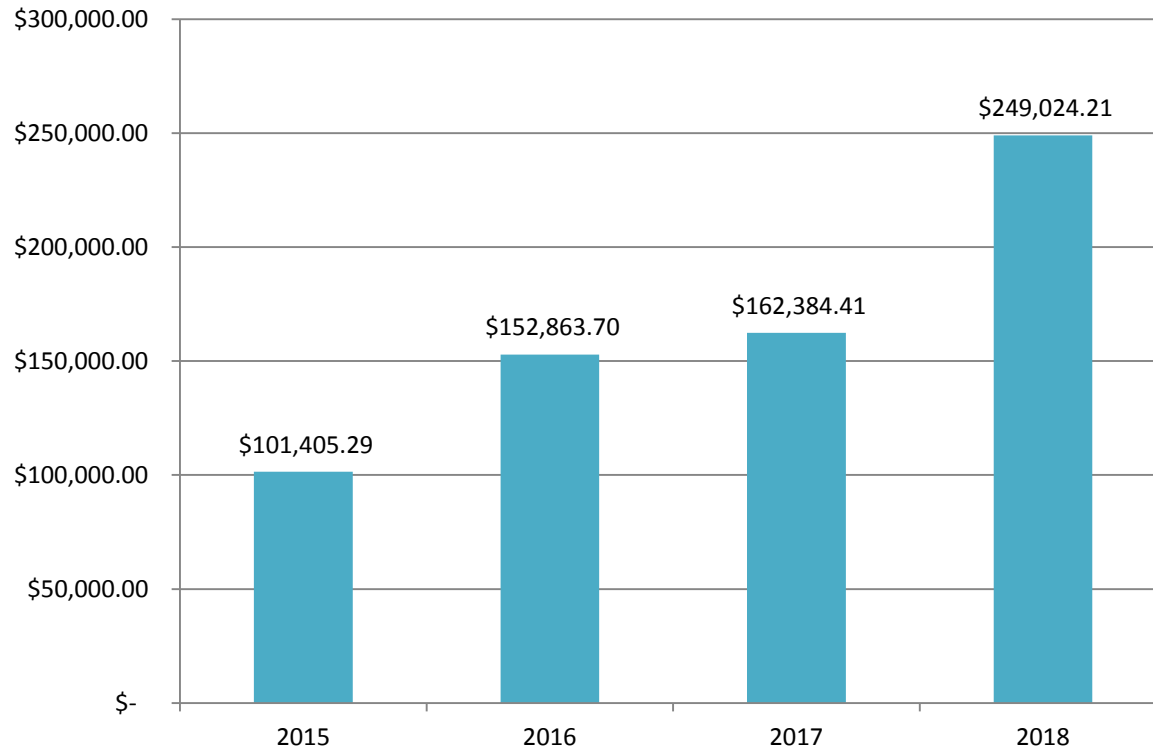
- Highlights
  - Hamilton \$221K (\$377k)
  - Nutcracker \$183K
  - Book of Mormon \$136K
  - Music on Main \$57K
  - Sturgill Simpson \$57K

# Oregon Convention Center

	2018 YTD through 3 <sup>rd</sup> Quarter		2017 YTD through 3 <sup>rd</sup> Quarter		2018 Full Year Budget				
<b>Net Gross Receipts</b>	\$	10,539,552	\$	9,577,344	\$	13,050,157			
<b>Cost of Sales</b>	\$	1,854,369	21.3%	\$	1,753,213	22.0%	\$	2,415,000	22.22%
<b>Labor</b>	\$	5,438,331	51.6%	\$	4,552,911	47.5%	\$	6,231,104	47.8%
<b>Margin</b>	\$	1,531,003	14.53%	\$	1,764,562	18.42%	\$	2,209,193	16.93%

# Stir Bistro through Pd 9

---





# FY18 OCC YTD through Pd9

- Highlights
  - Ocean Sciences \$528K
  - Tektronix \$270K
  - DBIA \$267K
  - Ecological Society \$241K
  - Master Gardener \$236K

# Community Employment Partners

---

## **FOTA:**

Giacometti Partners LTD  
 Urban League Portland  
 SEI  
 PCC Workforce NE Campus  
 Dress for Success  
 Bradley Angle/Survivors of Domestic  
 Violence  
 REAP/Mark Jackson  
 Mentor Oregon

## **Portland Metro Area:**

I am Academy-Roosevelt, Franklin and  
 Grant High School  
 New Avenues for Youth  
 New City Initiatives  
 Central City Concern  
 Transition Projects  
 Goodwill Industries  
 Catholic Charities  
 Us Department of Veteran Affairs  
 Pivot/Job Corps

## **Portland Metro Area Cont'd**

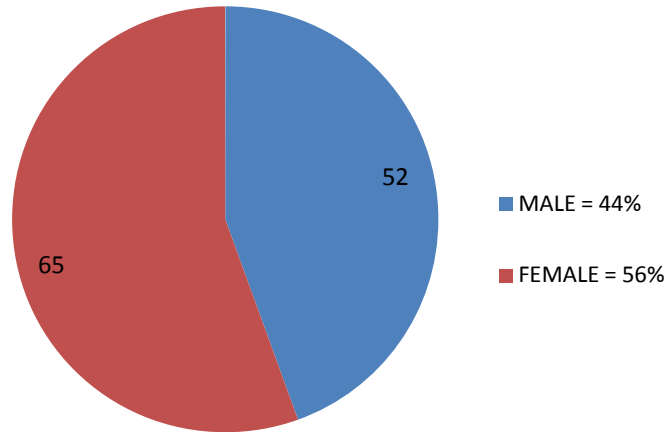
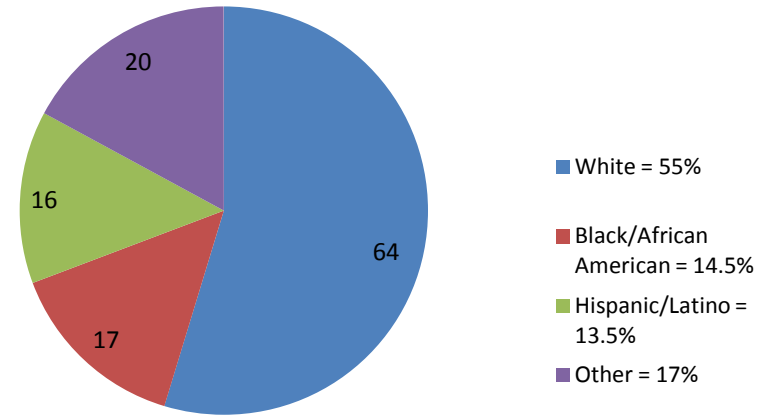
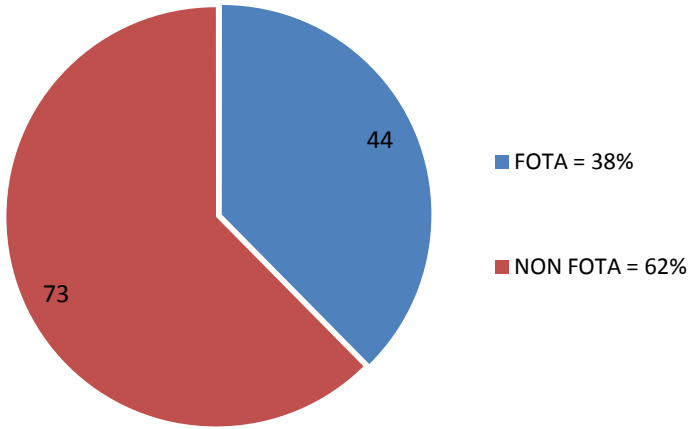
IRCO Immigrant and Refugee Community  
 Organization  
 Trellis Inc.  
 SE Works  
 Dirkse  
 Community Visions, Inc.  
 Cascadia Behavioral Healthcare  
 NARA Native American Rehabilitation  
 Association  
 Albertina Kerr  
 Community Works Project  
 Portland Public Schools Youth Transition  
 Program  
 Worksource Portland/Metro  
 Clackamas HHH Services  
 Multnomah County Department of  
 Justice/Human Services  
 Northwest Family Services  
 Human Solutions  
 Portland Women's Expo Foundation  
 Easter Seals Oregon  
 Lifesource Group  
 Exceed Enterprises

# Recent Community Outreach

---

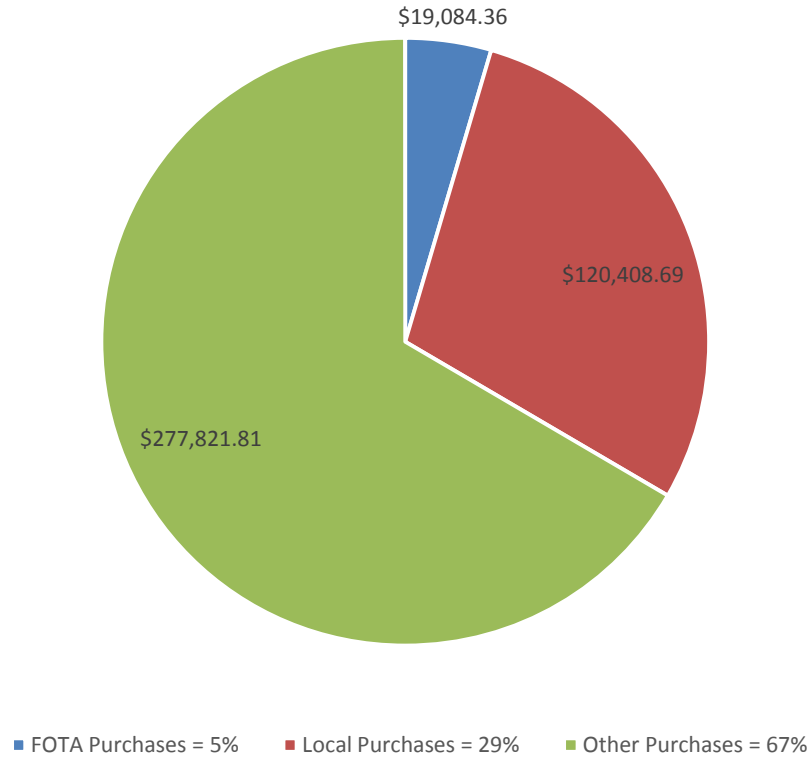
January 4 <sup>th</sup>	pacificwild Catering/Aramark Job Fair, OCC
January 5 <sup>th</sup>	Employer Marketplace PCC Workforce
January 10 <sup>th</sup>	Food Trade Show Job Fair, OCC
February 1 <sup>st</sup>	Goodwill Industries/SE Works Job Fair, DHS
February 9 <sup>th</sup>	Bradley Angle Job Fair, Emmanuel Hospital
February 14 <sup>th</sup>	Diversity Employment Day Career Fair, Expo Center
March 16 <sup>th</sup>	Employer Marketplace PCC Workforce
March 17 <sup>th</sup>	Portland Women's Expo, OCC
March 20 <sup>th</sup>	I am Academy, Roosevelt High School
March 21 <sup>st</sup>	I am Academy, Franklin and Grant High School

# 2018 YTD FOTA & Diversity- 117 hires



# 2017 Expo Purchasing

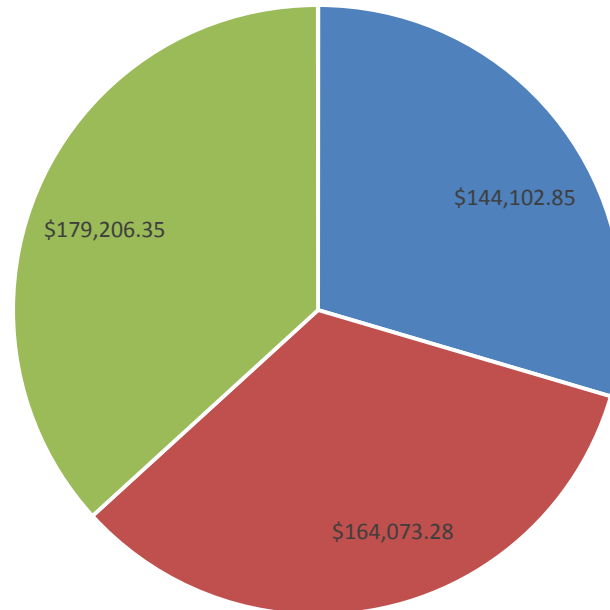
---



**EXPO Total Purchases = \$417,315**

# 2017 P5 Purchasing

---

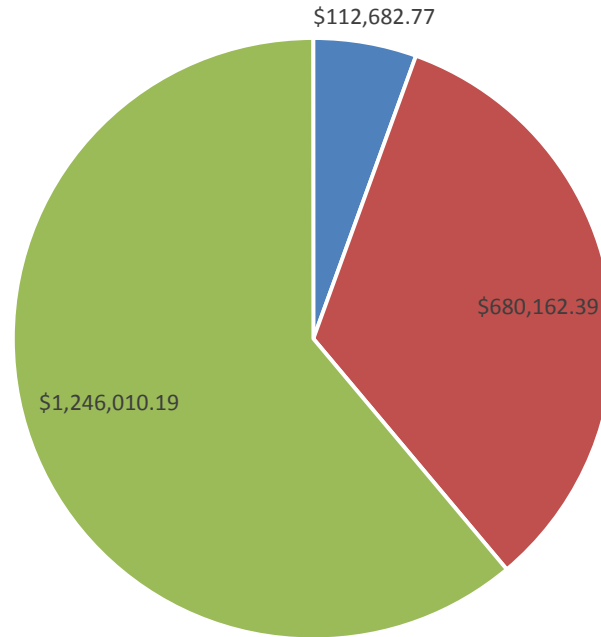


■ FOTA Purchases = 30%   ■ Local Purchases = 34%   ■ Other Purchases = 37%

**P5 Total Purchases = \$487,382**

# 2017 OCC Purchasing

---



■ FOTA Purchases = 6%   ■ Local Purchases = 33%   ■ Other Purchases = 61%

**OCC Total Purchases = \$2,038,855**

# Aramark

---

## Promotions in FY18

- Nick Curra – OCC F&B Supervisor > P5 F&B Manager
- Christopher Hernandez – Aramark Internship > Expo F&B Supervisor
- Brendan Jones – OCC F&B Supervisor > OCC F&B Asst. Manager

## External Hires in FY18

- Justin Riedl - P5 General Manager
- Ali Choe – P5 Catering Sales Manager
- Brian Corrigan – OCC F&B Asst. Manager
- Steven Parks - OCC F&B Asst. Manager
- Yadira Bonilla – Payroll supporting all venues



---

# **MERC Commission Meeting**

---

May 2, 2018  
12:30 pm

---

8.0 Consent Agenda

---

**Metropolitan Exposition Recreation Commission**

**Record of MERC Commission Actions**

April 4, 2018

Oregon Convention Center, Room D139-140

<b>Present:</b>	Karis Stoudamire-Phillips, Deidra Krys-Rusoff, Ray Leary; John Erickson, Deanna Palm, Dañel Malán
<b>Absent:</b>	Damien Hall
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Karis Stoudamire-Phillips at 12:35 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> None
<b>3.0</b>	<b>COMMISSION AND COUNCIL COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Council President Hughes commented on the challenges Metro Council has yet to meet before his term ends.</li> <li>• Commissioner Leary thanked Diane Marshall of Aramark for her recruitment successes at the Oregon Convention Center.</li> <li>• Chair Stoudamire-Phillips thanked Metro for the I AM 2018 event honoring Rev. Dr. Martin Luther King Jr.</li> </ul>
<b>4.0</b>	<b>GM COMMUNICATIONS</b> Scott Cruickshank updated the commission on the following: <ul style="list-style-type: none"> <li>• Welcomed Expo Operations Manager, Chuck Dills, who is filling in for Expo Executive Director, Matthew P. Rotchford today.</li> <li>• Ben Rowe’s P’5 presentation today will also be presented at a Council work session on April 26 in the Madison Room at P’5’s Antoinette Hatfield Hall.</li> <li>• Metro DEI is celebrating women’s history month by recognizing exceptional women. Commissioner Stoudamire-Phillips is among those being honored.</li> <li>• MERC staff has been working on items recommended at the MERC retreat. Heather Back is producing a twice-monthly bulletin, a Venue Fast Facts piece, and a pocket sized “elevator speech” document. Today’s packet includes a section noting upcoming large contract opportunities at the venues. This will be done monthly in order to keep the commission on the “front end” of large venue projects.</li> <li>• A MERC/Metro joint session has been tentatively scheduled for July 11 to update Council and Commission on the hotel project.</li> <li>• At 4:01 p.m. today, Metro staff will honor Rev. Dr. Martin Luther King Jr. with a moment of silence. A gathering will also occur this afternoon near OCC’s Martin Luther King, Jr. statue and the Sapporo sister city bell will ring 39 times to honor each year of his life.</li> <li>• The ASAE annual trade show is scheduled for August 18-21 in Chicago. There is space for one more Commissioner to attend with the Travel Portland group. Let Margie Helton know if you are interested.</li> </ul>
<b>5.0</b>	<b>FINANCIAL REPORT</b> Rachael Lembo presented the report for February 2018. <ul style="list-style-type: none"> <li>• Commissioner Malán inquired how the minimum wage increase might affect the FY19 budget. Lembo responded that the wage increase was planned for in the FY19 budget however it will be important to note how the increase affects the numbers.</li> <li>• Commissioner Krys-Rusoff noted higher YTD costs and decreasing margins and questioned how they affect the budget.</li> </ul>

	<p>Lembo responded that venue expense budgets are higher this year and she is concerned with whether the venues are spending faster than prior years. She added that, so far, that is not happening. Although Food &amp; Beverage margins have decreased and the deficit can't be made up before the end of the year, changes have been implemented with the forecasted expense numbers for next year to prepare for the decrease in margins.</p> <ul style="list-style-type: none"> <li>• Krys-Rusoff inquired of the executive directors whether they have noticed a negative effect on hiring.</li> </ul> <p>Robyn Williams responded that so far there hasn't been much of a negative effect on hiring however her staff questions how long they can continue with part time positions since it is easier for those staff to get full time jobs elsewhere. Outside of food and beverage positions, the effect has been less and they continue to see good results when hiring for part time positions. Chuck Dills, of Expo, noted that it has been challenging to hire part time custodial staff. Lembo added that Pacific Wild had also noticed that it is difficult to hire and maintain part time staff.</p>
<b>6.0</b>	<p><b>VENUE BUSINESS REPORTS</b></p> <p>Robyn Williams, Craig Stroud and Chuck Dills reported on business at the venues during the past month.</p> <ul style="list-style-type: none"> <li>• Following Stroud's report on current large contract opportunities at OCC, Commissioners suggested further outreach to a wider range of media as well as organizations in order to get better participation from COBID firms.</li> </ul> <p>Cruickshank requested that commissioners provide names of organizations they would recommend for contact.</p> <ul style="list-style-type: none"> <li>• Commissioner Palm reported on her participation at the recent Expo Advisory Committee meeting.</li> </ul>
<b>7.0</b>	<p><b>TRAVEL PORTLAND SECOND QUARTER 2018 REPORT</b></p> <p>James Jessie of Travel Portland presented the report. Jeff Miller, Travel Portland CEO, provided an update on the Visitor Development Fund.</p>
<b>8.0</b>	<p><b>PORTLAND'S PRESENTATION</b></p> <p>Ben Rowe presented the report with assistance from Scott Cruickshank and Nike Greene of Portland's.</p>
<b>9.0</b>	<p><b>CONSENT AGENDA</b></p> <ul style="list-style-type: none"> <li>• Record of MERC Actions, February 7, 2018</li> <li>• Record of MERC Actions, March 7, 2018</li> <li>• Ethics authorization for Commissioner Stoudamire-Phillips to attend a Travel Portland sales mission to Washington, DC April 24-26, 2018</li> <li>• Ethics authorization for Commissioner Krys-Rusoff to attend a Travel Portland sales mission to Washington, DC April 24-26, 2018</li> <li>• Ethics authorization for Commissioner Erickson to attend a Travel Portland sales mission to Chicago, Ill on May 22-24</li> </ul> <p>A motion was made by Commissioner Leary and seconded by Commissioner Palm to approve the Consent Agenda.</p> <p>VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall, Malán, Leary, Palm)  NAY: 0  MOTION PASSED</p>
<b>10.0</b> <b>10.1</b>	<p><b>ACTION AGENDA</b></p> <p><b>Resolution 18-07:</b> For the purpose of approving Facility Rental Rates for the Fiscal Years 2020 and 2021 at the Portland Expo Center.</p> <p>Alicia Crawford Loos of Expo presented the resolution.</p> <ul style="list-style-type: none"> <li>• Commissioner Krys-Rusoff questioned whether Expo clients support the changes. Crawford-Loos responded affirmatively.</li> </ul>

	<ul style="list-style-type: none"> <li>• Commissioner Leary asked if the planned rate changes were done with consideration of potential client transfers from the Convention Center once the Hyatt hotel is complete. Crawford-Loos responded affirmatively.</li> <li>• Commissioner Malán questioned whether the plan has a related time limit for how far in advance discounts would be applicable. Crawford-Loos explained that the discount package is for potential new events. Those wouldn't be included in the three-year agreement.</li> </ul> <p>A motion was made by Commissioner Erickson and seconded by Commissioner Krys-Rusoff to approve the Consent Agenda.</p> <p>VOTING:    AYE: 6 (Krys-Rusoff, Erickson, Hall, Malán, Leary, Palm)                      NAY: 0                      MOTION PASSED</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:23 p.m.</p>

---

# **MERC Commission Meeting**

---

May 2, 2018  
12:30 pm

---

9.0 Action Agenda

---

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 18-08**

For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2017-18, and requesting amendment of the FY 2017-18 through FY 2021-22 Capital Improvement Plan (CIP).

**WHEREAS**, Metro Code 6.01.050 provides that MERC 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**, MERC previously approved and transmitted to the Metro Council the fiscal year 2017-18 budget for the MERC Fund; and

**WHEREAS**, MERC staff request certain budget amendments to the Proposed Budget for fiscal year 2017-18 for the reasons described in the attached Staff Report.

**BE IT THEREFORE RESOLVED THAT,**

1. MERC approves the budget amendments to the MERC Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018 for inclusion as part of the total Metro budget for this period.
2. MERC requests that the Metro COO present these amendments to the Proposed Budget to the Metro Council for ratification.

Passed by the Commission on May 2, 2018.

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

\_\_\_\_\_  
**Chair**

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

**By:**  
\_\_\_\_\_  
**Nathan A. S. Sykes, Deputy Metro Attorney**

## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving and transmitting to the Metro Council a FY 2017-18 Budget and Capital Improvement Plan (CIP) amendment to the MERC Fund.

**Resolution No:** 18-08

**Presented By:** Rachael Lembo, MERC Finance Manager

**Date:** May 2, 2018

### **Background and Analysis:**

#### ***FY 2017-18 Budget Amendment – Portland’s Centers for the Arts***

Box office costs related to Hamilton ticket sales were more than expected due to price level of tickets. Ticket prices are set by the presenter, Broadway Across America, and were not known at the time of FY 2017-18 budget development. The higher ticket prices also resulted in increased box office revenues.

This amendment will increase the budget for ticket agency and credit card fees by \$220,000.

#### ***FY 2017-18 CIP Amendment – Portland’s Centers for the Arts***

### **The following amendments are budget adjustments in existing projects:**

#### **Point of Sale (POS)**

- Total project budget change – increase from \$130,000 to \$172,000
- FY 2017-18 budget appropriation change – no change, costs can be absorbed within current budget

Pacificwild and the MERC venues have been working towards a solution to replace the end-of-life point of sale (POS) software, upgrade to portable devices and implement PCI compliance. During planning pacificwild identified high priority locations for additional devices at Portland’s. These additional devices will have additional cost, requiring an increase to the total project budget. However, the costs will be covered by pacificwild’s existing budget for capital items, so no change in appropriation is necessary.

### **The following amendments are timing adjustments on the five-year CIP schedule.**

#### **Arlene Schnitzer Concert Hall (ASCH) Elevators**

- Total project budget change – no change, timing only
- FY 2017-18 budget appropriation change – increase from \$0 to \$560,000

The ASCH back of house and front of house elevator project will begin this summer when the ASCH is dark for the shell replacement. It was initially planned for the project to start in July, but due to availability on the schedule it will begin in June. The bulk of the costs are for materials which will now be incurred in FY 2017-18. There is no change to the overall project budget, this amendment only shifts the budget from FY 2018-19 to FY 2017-18.

#### **Keller Electrical Infrastructure Update**

- Total project budget change – no change, timing only
- FY 2017-18 budget appropriation change – increase from \$0 to \$300,000

The Keller electrical infrastructure update project is scheduled to occur in FY 2018-19. To ensure installation prior to the busy spring season at the Keller, some equipment must be purchased this fiscal year. This amendment requests a timing change to shift a portion of the budget to FY 2017-18.

**FY 2017-18 Budget Impact**

<b>Project Description</b>	<b>Project #</b>	<b>FY 17-18 Current Budget</b>	<b>Amendment</b>	<b>FY 17-18 Amended Budget</b>
Box office ticket fees		1,750,279	220,000	1,970,279
ASCH Elevators	8R204/5	0	560,000	560,000
Keller Electrical Infrastructure	8R155	0	300,000	300,000
<b>Subtotal</b>		<b>1,750,279</b>	<b>1,080,000</b>	<b>2,830,279</b>
Contingency		9,808,200	(1,080,000)	8,728,200
<b>Net Amendment</b>			<b>0</b>	

**Fiscal Impact:** This action will amend the FY 2017-18 budget as shown above. The revised five year CIP is included as Attachment 1.

**Recommendation:** Staff recommends the Metropolitan Exposition Recreation Commission adopt Resolution 18-08.



MERC Resolution 18-08 Attachment 1

<b>Portland's Amended CIP Summary</b>							
	<b>ID</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Total</b>
<b>Portland's Centers for the Arts Projects</b>							
P'5 Capital projects < \$100k		420,000	355,000	75,000	60,000	-	910,000
ASCH Shell Rigging	8R092	1,455,000	1,845,000	-	-	-	3,300,000
P'5 - AHH Newmark Lighting System Overhaul - Phase II	8R089	673,063	-	-	-	-	673,063
P5 ASCH BOH Elevators Overhaul	8R204	320,000	80,000	-	-	-	400,000
P5 Keller Main Switchgear (R&R)	8R155	300,000	300,000	-	-	-	600,000
P'5 - AHH Winingstad House Lighting Controls & Dimmers	8R090	273,550	-	-	-	-	273,550
P5 ASCH FOH Elevators Overhaul	8R205	240,000	60,000	-	-	-	300,000
P5 AHH/ASCH/Keller Access Control/CCTV replacement	8R178	200,000	-	-	-	-	200,000
ASCH - Portland Sign Assessment & Refurb Scoping	8R099	150,000	-	-	-	-	150,000
P5 AHH Food Service PO system replacement	85110	172,000	-	-	-	-	172,000
P5 AHH Roof	8R179	150,000	300,000	-	-	-	450,000
P5 ArtBar Bar Rplcmnt	85108	75,000	325,000	-	-	-	400,000
P5 ASCH Chamber Lighting	8R177	25,000	150,000	-	-	-	175,000
ASCH - Cooling Tower Replacement	8R120	10,000	350,000	-	-	-	360,000
P5 Keller Wall Panels	8R145	-	3,000,000	-	-	-	3,000,000
P5 ASCH Piano Replacement	P5TBD71	-	550,000	-	-	-	550,000
P5 Keller Building HVAC Controls & Stage HVAC	P5TBD56	-	500,000	-	-	-	500,000
P5 Keller HVAC Controls Upgrades (R&R)	P5TBD15	-	350,000	-	-	-	350,000
P5 Keller Electric Panels	8R158	-	300,000	-	-	-	300,000
P5 AHH - Backstage Elevator Overhaul	8R121	-	270,000	-	-	-	270,000
AHH, ASCH, Keller - Stage Doors and Office Plan	8R101	-	200,000	-	-	-	200,000
P5 ASCH Broadway Marquee	P5TBD55	-	175,000	200,000	-	-	375,000
P5 AHH Rotunda/Bistro Carpet Replacement	P5TBD53	-	150,000	-	-	-	150,000
P5 Keller Interior Paneling Repairs	P5TBD52	-	100,000	-	-	-	100,000
P5 ASCH Roof Drains	P5TBD51	-	100,000	-	-	-	100,000
P5 AHH/ASCH/Keller ADA updates	P5TBD47	-	30,000	50,000	-	95,000	175,000
P5 AHH FOH Elvtr Ovrhl	8R152	-	-	575,000	-	-	575,000
P5 Keller Stage Pit Lifts Overhaul	P5TBD66	-	-	350,000	-	-	350,000
P5 Keller Carpet Front of House	P5TBD64	-	-	150,000	-	-	150,000
P5 Keller Main Speakers	P5TBD65	-	-	150,000	-	-	150,000
P5 ASCH Park Street Marquee	P5TBD63	-	-	125,000	175,000	-	300,000
P5 ASCH Seat cushion/fabric replacement	P5TBD62	-	-	100,000	100,000	-	200,000
P5 AHH Storage Racking System	P5TBD61	-	-	100,000	-	-	100,000
P5 AHH Demand Control Ventilation HVAC	P5TBD57	-	-	20,000	125,000	-	145,000
P5 AHH EIFS Replacement Phase III	P5TBD70	-	-	-	400,000	-	400,000
P5 Keller FOH Elevator Overhauls	P5TBD59	-	-	-	-	650,000	650,000
P5 Keller Backstage Dressing Tower Elevator	8R175	-	-	-	-	300,000	300,000
P5 AHH Freight Elevator Overhaul	P5TBD72	-	-	-	-	100,000	100,000
<b>Information Systems and Property and Eviron. Services</b>							
<b>Projects</b>							
VOIP Phone System Upgrade Phase II	65701C	141,521	-	-	-	-	141,521
VOIP Phone System Upgrade	65701B	72,600	-	-	-	-	72,600
<b>Portland's Centers for the Arts Fund Total</b>		<b>\$4,677,734</b>	<b>\$9,490,000</b>	<b>\$1,895,000</b>	<b>\$860,000</b>	<b>\$1,145,000</b>	<b>\$18,067,734</b>
<hr/>							
<b>Total changes in proposed amendment</b>		<b>\$902,000</b>	<b>(\$560,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$342,000</b>

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 18-09**

For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2018-19, and requesting amendment of the FY2018-19 through FY2022-23 Capital Improvement Plan (CIP).

**WHEREAS**, Metro Code 6.01.050 provides that MERC 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**, MERC previously approved and transmitted to the Metro Council the fiscal year 2018-19 budget for the MERC Fund; and

**WHEREAS**, MERC staff request certain budget amendments to the Proposed Budget for fiscal year 2018-19 for the reasons described in the attached Staff Report.

**BE IT THEREFORE RESOLVED THAT,**

1. MERC approves the budget amendments to the MERC Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019 for inclusion as part of the total Metro budget for this period.
2. MERC requests that the Metro COO present these amendments to the Proposed Budget to the Metro Council for ratification.

Passed by the Commission on May 2, 2018.

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

\_\_\_\_\_  
**Chair**

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

**By:**  
\_\_\_\_\_  
**Nathan A. S. Sykes, Deputy Metro Attorney**

## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving and transmitting to the Metro Council a FY 2018-19 Budget and Capital Improvement Plan (CIP) amendment to the MERC Fund.

**Resolution No:** 18-09

**Presented By:** Rachael Lembo, MERC Finance Manager

**Date:** May 2, 2018

### **Background and Analysis:**

#### ***CIP Amendment – Oregon Convention Center***

#### **The following amendments are budget adjustments due to new projects:**

##### **Elevators**

- New project – total cost \$550,000
- FY 2018-19 budget appropriation change – increase from \$0 to \$375,000

Elevators 1 and 3 are within the original facility and are 28 years old. OCC is experiencing reliability issues with the equipment due to normal wear and tear and their age. Elevator 11 was installed with the expansion and is also having reliability issues, primarily due to heavy use.

This major maintenance will fully modernize two elevators in FY 2018-19 and one elevator in FY 2019-20. Management is opportunistically timing the work to the renovation project schedule to minimize equipment downtime for building users. The modernization includes replacement of all controls, hydraulic pumps, oil basins, doors, door operators, and communication wiring.

##### **Dragon Café Improvements**

- New project – total cost \$275,000
- FY 2018-19 budget appropriation change – increase from \$0 to \$275,000

The Dragon Café and associated back of house and patron areas do not have a dedicated Heating Ventilation Air Conditioning system (HVAC). The current HVAC configuration shared with adjacent exhibit hall and pre-function spaces causes temperatures in both the front and back of house areas to exceed reasonable values. Staff brought this issue to management's attention. Assessment and recommendations from a mechanical engineer to remedy the condition to desired temperature levels include installing several ducted, water source heat pumps. This equipment will be integrated with the OCC Building Management System to independently control the temperatures within these spaces. Project cost includes engineering fees, permits and any other associated project cost.

#### **The following amendments are budget adjustments in existing projects:**

##### **Rain Garden Tree Replacement**

- Total project budget change – increase from \$50,000 to \$80,000
- FY 2018-19 budget appropriation change – increase from \$50,000 to \$80,000

Through the initial design process with the landscape architect, additional items have been identified that require attention in the Rain Garden. Additional budget will address a washout area, replacement of worn deck boards and updating the lighting to LED fixtures. Signage will also be updated to reflect the changes made over the years in the Rain Garden.

##### **Composter Digester Installation**

- Eliminated project
- FY 2018-19 budget appropriation change – decrease from \$75,000 to \$0

This project was to install two compost digesters in the facility. Due to upcoming commercial composting programs under development this project has been cancelled.

**The following amendments are timing adjustments on the five-year CIP schedule:**

**Master Plan Renovation**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – increase from \$27,630,000 to \$29,030,000

The major renovation at the center is currently on schedule to start construction in August 2018 and be complete by December 2019. There is no change to the overall project budget, this amendment only shifts the budget from FY 2017-18 to FY 2018-19 to fund when the project expenses are now expected to occur.

**Lighting Control Replacement**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – increase from \$2,080,000 to \$2,255,000

The lighting controls at OCC are at the end of their useful life and starting to fail. This project will install a new system including lighting controls, head end controls and a control hub. The upgrade will improve reliability, increase energy efficiency, control and energy use reporting. The design work of this project has begun and construction is planned for FY 2018-19. There is no change to the overall project budget, this amendment only shifts the budget from FY 2017-18 to FY 2018-19 to fund when the project expenses are now expected to occur.

**Chair Replacement**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – increase from \$0 to \$1,300,000

OCC has four different types of chairs used throughout the facility. Approximately 10,000 chairs were purchased in 1990 and another 10,000 chairs purchased in 2003 during the expansion. These purchases will modernize all facility chairs to a single style throughout the facility.

OCC will purchase 19,000 new stacking chairs and 100 new chair storage racks. The chairs will be of the same style and the finish colors will complement the renovation project's colors and finishes. The renovation project lead design firm, LMN Architects, will assist OCC in selecting the finish. The new chair racks will allow more efficient racking to reduce the storage footprint for chairs.

The project was originally budgeted in FY 2018-19 and FY 2019-20 based on renovation construction schedule assumptions. A schedule is now in place and the timeline for needing new chairs has been moved up to better align with carpet installation throughout the venue.

**Door Access Controls**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – increase from \$0 to \$260,000

This project will install electronically controlled access capabilities on doors at the center. This project is being planned in coordination with the security camera project. The consultant introduced a complication in our agency system architecture during project scoping. The OCC's access controls need to be partitioned off of the master system architecture to match other venues. The research into this issue, and some site assessment of existing door conditions, have been helpful for defining the project scope but have delayed implementation. With clear new project scope, design is commencing and installation is expected December 2018. There is no change to the overall project budget, this amendment only shifts the budget from FY 2017-18 to FY 2018-19 to fund when the project expenses are now expected to occur.

**Water Heater Project**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – decrease from \$275,000 to \$50,000

Due to the priorities of other projects this project has been delayed one year. Design work will begin in FY 2018-19 with installation expected in FY 2019-20.

**Cardboard Baler and Canopy Project**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – decrease from \$75,000 to \$0

Due to the priorities of other projects this project has been delayed one year. Design work will begin in FY 2019-20 with installation expected in FY 2020-21.

**FY 2018-19 Budget Impact**

The following changes are funded by reducing/increasing Contingency:

Project Description	Project #	FY 18-19 Approved Budget	Amendment	FY 18-19 Amended Budget
Elevators	8R207	0	375,000	375,000
Dragon Café Improvements	8R208	0	275,000	275,000
Rain Garden Tree	8R209	50,000	30,000	80,000
Compost Digester		75,000	(75,000)	0
Chair Replacement	8N073	0	1,300,000	1,300,000
Water Heater Replacement	8R210	275,000	(225,000)	50,000
Cardboard Baler and Canopy	8N067	75,000	(75,000)	0
<b>Subtotal Projects</b>		<b>475,000</b>	<b>1,605,000</b>	<b>2,080,000</b>
Contingency		9,494,312	(1,605,000)	7,889,312
<b>Net Amendment</b>			<b>0</b>	

The following changes are funded by unspent funds in FY 2017-18, which results in an increased Beginning Fund Balance:

Project Description	Project #	FY 18-19 Approved Budget	Amendment	FY 18-19 Amended Budget
Master Plan Renovation	8R082	27,630,000	1,400,000	29,030,000
Lighting Control System	88174	2,080,000	175,000	2,255,000
Door Access Controls	8N025	0	260,000	260,000
<b>Subtotal Projects</b>		<b>29,710,000</b>	<b>1,835,000</b>	<b>31,545,000</b>
Beginning Fund Balance (Resource)		35,813,363	1,835,000	37,648,363
<b>Net Amendment</b>			<b>0</b>	

## ***CIP Amendment – Portland’s Centers for the Arts***

### **The following amendments are budget adjustments in existing projects:**

#### **Voice over Internet Protocol (VoIP)**

- Total project budget change – increase from \$214,121 to \$264,000
- FY 2018-19 budget appropriation change – increase from \$0 to \$110,000

In 2014, Metro contracted with Northwest Information Services to complete an assessment of the telephone system and cabling infrastructure at Portland’s. A review of phone systems throughout the agency revealed that existing telephone switches were well beyond their expected lifespan and cabling was in need of updates. There was also an opportunity to unify communications systems into a more modern platform. Portland’s, as well as the other MERC venues, budgeted money for a new communication platform and remediation of cabling deficiencies, based on the NIS assessment. The original budget estimated by the NIS study totaled \$214,120.

The budget increase is partly due to changes in scope. VoIP connections and infrastructure updates were identified during pre-construction walk-throughs that were not considered during the original assessment, but will provide needed service and improvements. In addition connections were added for Food & Beverage Point of Sale (POS), a project which was not on the horizon when the budget was initially prepared. The POS connections are essential to implementing the new POS, which is required for Food & Beverage to become PCI compliant. Since the VoIP project is running wire to the same locations it is a cost savings to do the work for phones and POS at the same time.

The budget increase also reflects increases in costs, as the original cost estimate was generated four years ago. Costs of labor, hardware and licensing have all increased since the original estimate.

This amendment requests a total project increase of \$49,879 and a timing change to carry forward \$60,121 from FY 2017-18 to FY 2018-19. The final wiring work is currently in progress and is expected to be completed this summer.

### **The following amendments are timing adjustments on the five-year CIP schedule.**

#### **Antoinette Hatfield Hall (AHH) Projects: Roof and Exterior Wall (EIFS)**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – decrease from \$1,575,000 to \$1,107,000

The AHH Roof project, scheduled to begin in FY 2017-18, and the AHH Exterior Wall (EIFS), scheduled to begin in FY 2018-19, will be combined into AHH Building Envelope. During the roof design work it was recommended that the exterior wall repair be completed prior to starting the roof improvements. It is expected that the wall repair will be started this summer/fall and completed by June 2019, and the roof work will be completed by June 2020. There is no change to the overall project budget, this amendment only shifts the budget from FY 2018-19 to FY 2019-20.

#### **Arlene Schnitzer Concert Hall (ASCH) Elevators**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – decrease from \$700,000 to \$140,000

The ASCH back of house and front of house elevator project will begin this summer when the ASCH is dark for the shell replacement. It was initially planned for the project to start in July, but due to availability on the schedule it will begin in June. The bulk of the costs are for materials which will now be incurred in FY 2017-18. There is no change to the overall project budget, this amendment only shifts the budget from FY 2018-19 to FY 2017-18.

#### **Keller Electrical Infrastructure Update**

- Total project budget change – no change, timing only
- FY 2017-18 budget appropriation change – decrease from \$850,000 to \$550,000

The Keller electrical infrastructure update project is scheduled to occur in FY 2018-19. To ensure installation prior to the busy spring season at the Keller, some equipment will be purchased in FY 2017-18. There is no change to the overall project budget, this amendment only shifts the budget from FY 2018-19 to FY 2017-18.

**The following changes are funded by reducing/increasing Contingency:**

<b>Project Description</b>	<b>Project #</b>	<b>FY 18-19 Current Budget</b>	<b>Amendment</b>	<b>FY 18-19 Amended Budget</b>
Voice over Internet Protocol (VoIP)	65701B	0	49,879	49,879
AHH Roof and Exterior Wall	8R179	1,575,000	(468,000)	1,107,000
<b>Subtotal Projects</b>		<b>1,575,000</b>	<b>(418,121)</b>	<b>1,156,879</b>
Contingency		5,975,915	418,121	6,394,036
<b>Net Amendment</b>			<b>0</b>	

**The following changes are costs that will be spent in FY 2017-18, which results in a decreased Beginning Fund Balance:**

<b>Project Description</b>	<b>Project #</b>	<b>FY 18-19 Current Budget</b>	<b>Amendment</b>	<b>FY 18-19 Amended Budget</b>
Voice over Internet Protocol (VoIP)	65701B	0	60,121	60,121
ASCH Elevators	8R204/5	700,000	(560,000)	140,000
Keller Electrical Infrastructure	8R155	850,000	(300,000)	550,000
<b>Subtotal Projects</b>		<b>3,125,000</b>	<b>(799,879)</b>	<b>1,907,000</b>
Beginning Fund Balance (Resource)		9,456,346	(799,879)	8,686,467
<b>Net Amendment</b>			<b>0</b>	

**Budget Amendment – Portland Expo Center**

Expo proposes a re-organization within the Operations and Event Coordination departments. With TLT Pooled Capital revenue now a regular revenue source, capital project work at Expo has increased. This work takes a significant amount of management by the Operations Manager. The Event Coordination department is currently managed by two Senior Account Executives and one variable hour event-driven employee. This can be challenging during the busy months at Expo when both Senior Account Executives are required to work extensive hours.

The re-organization addresses the above challenges with the following proposal:

- Split the Operations Manager costs between Operating and Capital, which reflects his current workload;
- Reclass one Senior Account Executive to Assistant Operations and Events Manager, which would assist the Operations Manager with operations tasks and also provide part-time support to the Event Coordination department;
- Create a new Event Manager I position to replace the reclassified position. The variable hour event-driven position would be eliminated.

	<b>CURRENT</b>	<b>PROPOSED</b>
	<b>Operating</b>	<b>Operating</b>
1.0 FTE Operations Manager	125,590	
2.0 FTE Senior Account Executive	240,591	
Events variable hour employee	30,064	
	396,245	
0.5 FTE Operations Manager		62,795
1.0 FTE Senior Account Executive		120,399
1.0 FTE Event Manager I		74,166
1.0 FTE Assistant Operations and Event Manager		120,192
		377,552
<b>Operations net impact</b>		<b>(18,692)</b>
		<b>Capital</b>
0.5 FTE Operations Manager		62,795
<b>Capital net impact</b>		<b>62,795</b>
<b>Net impact</b>		<b>44,103</b>

Overall, this reorganization reduces Operating costs by \$18,692, and increases Capital costs by \$62,795. This results in a new 1.0 FTE Event Manager I and the elimination of a variable hour event-driven position (not counted in FTE). These costs can be absorbed in Capital without an increase in appropriation, due to the following CIP amendments and a reduction in other capital materials & services (projects below the CIP threshold) of \$57,795. The savings in Operating will increase contingency.

**CIP Amendment – Portland Expo Center**

The following amendment is a new project:

**Show Net (client network solution)**

- Total project budget change – increase from \$0 to \$165,000
- FY 2018-19 budget appropriation change – increase from \$0 to \$165,000

During Voice over Internet Protocol (VoIP) project planning, Expo identified a critical need to upgrade Show Net, a network solution offered to clients in Halls D and E. The current system is at the end of its useful life and requires frequent



maintenance. This is an important offering to clients, as it provides phone service and internet connectivity for demonstrations, displays and point of sale systems.

While Show Net was discussed during the initial planning for VoIP, it was not included in the VoIP cost estimate prepared by Metro's IS department. During VoIP pre-construction walk-throughs this year the lack of funding for Show Net was identified. Expo considered this project against other capital projects, and determined this project to be a priority. The current system has numerous issues, and upgrading it will prevent major failures. A newer, faster system will also be a selling point for clients.

This project is scheduled to be completed with the VoIP project by fall 2018. To fund this project three projects in FY 2017-18 were cancelled or planned expenses were reduced. This will result in a higher beginning fund balance for capital projects in FY 2018-19.

### **The following amendments are budget adjustments in existing projects:**

#### **Voice over Internet Protocol (VoIP)**

- Total project budget change – increase from \$107,940 to \$248,000
- FY 2018-19 budget appropriation change – increase from \$0 to \$198,000

In 2014, Metro contracted with Northwest Information Services to complete an assessment of the telephone system and cabling infrastructure at Expo. A review of phone systems throughout the agency revealed that existing telephone switches were well beyond their expected lifespan and cabling was in need of updates. There was also an opportunity to unify communications systems into a more modern platform. Expo, as well as the other MERC venues, budgeted money for a new communication platform and remediation of cabling deficiencies, based on the NIS assessment. The original budget estimated by the NIS study totaled \$107,940.

The budget increase is partly due to changes in scope. VoIP connections and infrastructure updates were identified during pre-construction walk-throughs that were not considered during the original assessment, but will provide needed service and improvements. In addition, connections were added for Food & Beverage Point of Sale (POS), a project which was not on the horizon when the budget was initially prepared. The network cables more than doubled when POS was added. The POS connections are essential to implementing the new POS, which is required for Food & Beverage to become PCI compliant. Since the VoIP project is running wire to the same locations it is a cost savings to do the work for phones and POS at the same time.

The budget increase also reflects increases in costs, as the original cost estimate was generated four years ago. Costs of labor, hardware and licensing have all increased since the original estimate.

This amendment requests a total project increase of \$140,060 and a timing change to carry forward \$57,940 from FY 2017-18 to FY 2018-19. The wiring portion of the project is expected to be completed by fall 2018. To fund this project three projects in FY 2017-18 were cancelled or planned expenses were reduced. This will result in a higher beginning fund balance for capital projects in FY 2018-19.

#### **Halls D&E Solar**

- Total project budget change – decrease from \$50,000 to \$0
- FY 2018-19 budget appropriation change – decrease from \$50,000 to \$0

This project was to investigate solar options on the Expo campus. Due to the priorities of other projects this project has been cancelled.

The following amendments are timing adjustments on the five-year CIP schedule.

**Halls ABCDE HVAC Controls Replacement**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – increase from \$0 to \$60,000

This project will replace HVAC controls which help maintain consistent heating and cooling throughout the facility. The expected work in FY 2017-18 was delayed and the funding is being carried forward to FY 2018-19.

**Parking Lot Asphalt**

- Ongoing maintenance, no total project budget
- FY 2018-19 budget appropriation change – increase from \$0 to \$60,000

This is an ongoing project to maintain the parking lots. The expected work in FY 2017-18 was delayed and partial funding is being carried forward to FY 2018-19.

**Security Camera (CCTV) System**

- Total project budget change – no change, timing only
- FY 2018-19 budget appropriation change – increase from \$75,000 to \$157,138

This project will install new security cameras primarily on the exterior of the Expo campus. Planning and design is complete but the vendor isn't available for installation this fiscal year. The project is expected to be complete by fall 2018. This amendment shifts the funding forward from FY 2017-18 to FY 2018-19.

**The following changes are funded by reducing/increasing Contingency:**

Project Description	Project #	FY 18-19 Current Budget	Amendment	FY 18-19 Amended Budget
Halls D&E Solar		50,000	(5,000)	45,000
Capital projects under \$100k		215,000	(57,795)	157,205
Capital - Personnel Services		81,042	62,795	143,837
Operating – Personnel Services		1,971,970	(18,692)	1,953,278
<b>Subtotal</b>		<b>2,318,012</b>	<b>(18,692)</b>	<b>2,254,320</b>
Contingency		2,400,157	18,692	2,418,849
<b>Net Amendment</b>			<b>0</b>	

**The following changes are funded by unspent funds in FY 2017-18, which results in an increased Beginning Fund Balance:**

Project Description	Project #	FY 18-19 Current Budget	Amendment	FY 18-19 Amended Budget
Show Net	TBD	0	165,000	165,000
Voice over Internet Protocol (VoIP)	65701B	0	198,000	198,000
Halls D&E Solar		45,000	(45,000)	0
Halls ABCDE HVAC Control Replacement	8R173	0	60,000	60,000
Parking Lot Asphalt	8R040	0	60,000	60,000
Security Camera (CCTV) System	8R112	75,000	82,138	157,138
<b>Subtotal Projects</b>		<b>120,000</b>	<b>520,138</b>	<b>640,138</b>
Beginning Fund Balance (Resource)		2,283,061	520,138	2,803,199
<b>Net Amendment</b>			<b>0</b>	

**Fiscal Impact:** This action will amend the FY 2018-19 budget as shown above. The revised five year CIP is included as Attachment 1.

**Recommendation:** Staff recommends the Metropolitan Exposition Recreation Commission adopt Resolution 18-09.

**Oregon Convention Center CIP Summary  
Fiscal Year 2019**

	Prior Years	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Total
Master Plan Renovation	3,820,000	29,030,000	2,650,000	-	-	-	35,500,000
Cooling System Rplcmnt	80,000	2,900,000	-	-	-	-	2,980,000
Lighting Control System	100,000	2,255,000	-	-	-	-	2,355,000
Chair Replacement	-	1,300,000	1,500,000	-	-	-	2,800,000
Orbit Café Improvements	-	793,000	707,000	-	-	-	1,500,000
Tower/Crown Glazing	75,000	500,000	-	-	-	-	575,000
Elevator Upgrades	-	375,000	175,000	-	-	-	550,000
Door Access Controls	-	260,000	-	-	-	-	260,000
Exterior Waterproofing	75,000	250,000	400,000	-	-	-	725,000
Portable Ticketing Kiosks Purchase	-	250,000	-	-	-	-	250,000
Dragon Café Improvements	-	275,000	-	-	-	-	275,000
Ops Office/Guest Service/pacificWild North reno	-	80,000	900,000	-	-	-	980,000
Rain Garden Tree Replacement	-	80,000	-	-	-	-	80,000
Key Management System Upgrade	-	75,000	-	-	-	-	75,000
Parking Pay on Foot Stations Purchase/Install	-	75,000	-	-	-	-	75,000
Water Heater Replacement	-	50,000	225,000	-	-	-	275,000
Lobby Lighting Retrofit	-	-	650,000	-	-	-	650,000
Table Replacement	-	-	450,000	-	-	-	450,000
AHU Motor Upgrade to VFD Controls	-	-	250,000	-	-	400,000	650,000
Elevator Door & Operator Replacement	-	-	250,000	-	-	-	250,000
Loading Dock Coil Door Replacement	-	-	250,000	-	-	-	250,000
Public Circulation Furniture Replacement	-	-	175,000	-	-	-	175,000
Mass Notification Consulting & Implementation	-	-	150,000	-	-	-	150,000
Glass Tower Structural Reinforcement	-	-	100,000	800,000	-	-	900,000
AV Audio System Upgrade	-	-	100,000	750,000	-	-	850,000
Escalator Safety Skirt Brush Installation	-	-	100,000	-	-	-	100,000
Crbrd Baler & Cnpy	-	-	75,000	350,000	-	-	425,000
Electrical Infrastructure Upgrade	-	-	60,000	500,000	500,000	-	1,060,000
Employee Locker Room Renovation	-	-	60,000	400,000	-	-	460,000
Exhibit Hall Restroom Renovation	-	-	-	224,000	1,700,000	-	1,924,000
ABC Meeting Room Renovation	-	-	-	100,000	6,500,000	-	6,600,000
Boiler Replacement	-	-	-	75,000	1,800,000	-	1,875,000
VIP B Renovation	-	-	-	70,000	400,000	-	470,000
Interior Digital Signage Additions	-	-	-	-	1,000,000	-	1,000,000
CCTV Replacement	-	-	-	-	800,000	-	800,000
Gingko Lane Renovation	-	-	-	-	700,000	5,000,000	5,700,000
Exhibit Hall Sound Panel Replacement	-	-	-	-	500,000	-	500,000
Holladay Suites Renovation	-	-	-	-	60,000	400,000	460,000
DEF Meeting Rooms/Lobbies/Restrooms Reno	-	-	-	-	-	1,100,000	1,100,000
Holladay & 1st Avenue Exterior Improvements	-	-	-	-	-	500,000	500,000
Security Console/Entrance area Renovation	-	-	-	-	-	140,000	140,000
VIP D Renovation	-	-	-	-	-	75,000	75,000
<b>Subtotal Capital Projects</b>	<b>4,150,000</b>	<b>38,548,000</b>	<b>9,227,000</b>	<b>3,269,000</b>	<b>13,960,000</b>	<b>7,615,000</b>	<b>76,769,000</b>
<b>Ongoing Capital Maintenance</b>							
Food & Beverage Capital Investment	-	-	618,000	1,325,000	1,325,000	1,325,000	4,593,000
A/V Equipment (NBS)	-	150,000	150,000	150,000	150,000	150,000	750,000
WiFi & Show Network Upgrades	-	120,000	120,000	130,000	130,000	130,000	630,000
Alerton Gbl Cntrllr Upgrd	-	60,000	60,000	60,000	-	-	180,000
<b>Subtotal Ongoing</b>	<b>-</b>	<b>330,000</b>	<b>948,000</b>	<b>1,665,000</b>	<b>1,605,000</b>	<b>1,605,000</b>	<b>6,153,000</b>
<b>TOTAL - Convention Center Operating Fund</b>		<b>\$38,878,000</b>	<b>\$10,175,000</b>	<b>\$4,934,000</b>	<b>\$15,565,000</b>	<b>\$9,220,000</b>	<b>\$82,922,000</b>
<b>Total changes in proposed amendment</b>		<b>\$3,440,000</b>	<b>(\$75,000)</b>	<b>(\$1,150,000)</b>	<b>\$0</b>	<b>\$0</b>	

**Portland's Centers for the Arts CIP Summary  
Fiscal Year 2019**

	Prior Years	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Total
Schnitzer Orchestra Shell Replacement	1,455,000	1,845,000	-	-	-	-	3,300,000
AHH Roof	90,000	1,107,000	1,228,000	-	-	-	2,425,000
Keller Electrical Infrastructure Update	300,000	550,000	-	-	-	-	850,000
KA Generator Fuel Storage	-	350,000	-	-	-	-	350,000
ASCH Roof Drains	-	250,000	-	-	-	-	250,000
ASCH Piano Replacement	-	200,000	-	-	-	-	200,000
Newmark Main Speakers	-	200,000	-	-	-	-	200,000
Portable Concession Kiosks	-	175,000	-	-	-	-	175,000
ASCH Chamber Lighting	25,000	175,000	-	-	-	-	200,000
ArtBar/Lobby Furniture Replacement	-	175,000	-	-	-	-	175,000
Newmark Piano Replacement	-	150,000	-	-	-	-	150,000
Voice over Internet Protocol (VoIP)	154,000	110,000	-	-	-	-	264,000
KA Fall Arrest	-	100,000	-	-	-	-	100,000
ASCH Cooling Airflow Study	-	100,000	-	-	-	-	100,000
ASCH FOH Elevators Overhaul	320,000	80,000	-	-	-	-	400,000
ASCH Broadway and Park Marquees	-	50,000	800,000	-	-	-	850,000
ASCH Backstage Dressing Tower Elevator	240,000	60,000	-	-	-	-	300,000
AHH/ASCH/Keller ADA signage	50,000	30,000	50,000	95,000	-	-	225,000
AHH Stage door area rebuild	-	25,000	150,000	-	-	-	175,000
ASCH Orchestra concession rebuild	-	-	600,000	-	-	-	600,000
KA Catwalk at FOH	-	-	350,000	-	-	-	350,000
ASCH Box office rebuild	-	-	250,000	-	-	-	250,000
KA Camera/Security System	-	-	200,000	-	-	-	200,000
AHH Video monitors for poster cases	-	-	50,000	-	-	-	50,000
ASCH - Cooling System Replacement	-	-	-	1,200,000	-	-	1,200,000
ASCH New Seats	-	-	-	600,000	-	-	600,000
KA New PA (Monitors, Amps, Mains)	-	-	-	400,000	-	-	400,000
Keller Building HVAC Controls & Stage HVAC Imp	-	-	-	250,000	-	-	250,000
AHH Rotunda/Bistro Carpet Replacement	-	-	-	150,000	-	200,000	350,000
AHH 4th and 5th floor remodel	-	-	-	150,000	-	-	150,000
AHH Lobby Storefront Doors Replacement (R&R)	-	-	-	82,000	-	-	82,000
Winnigstad Seating replacement	-	-	-	75,000	-	-	75,000
AHH Park Street lobby door replacement	-	-	-	50,000	-	-	50,000
KA Lobby Monitors	-	-	-	50,000	-	-	50,000
Keller Stage Pit Lifts Overhaul	-	-	-	-	500,000	-	500,000
AHH Freight Elevator Overhaul	-	-	-	-	400,000	-	400,000
Keller Backstage Dressing Tower Elevator	-	-	-	-	300,000	-	300,000
Newmark Seating replacement	-	-	-	-	225,000	-	225,000
AHH Brunish Dressing Build-Out	-	-	-	-	175,000	-	175,000
Newmark Replace Stage Floor	-	-	-	-	100,000	-	100,000
Winni Hoists	-	-	-	-	75,000	-	75,000
ASCH Stage Door Area Rebuild	-	-	-	-	-	75,000	75,000
<b>TOTAL - Portland's Centers for the Arts Fund</b>		<b>\$5,732,000</b>	<b>\$3,678,000</b>	<b>\$3,102,000</b>	<b>\$1,775,000</b>	<b>\$275,000</b>	<b>\$17,196,000</b>
<b>Total changes in proposed amendment</b>		<b>(\$1,218,000)</b>	<b>\$528,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**Portland Expo Center CIP Summary  
Fiscal Year 2019**

	ID	Prior Years	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Total
Hall C Refurbishment	8R172	35,000	300,000	-	-	-	-	335,000
Cirque Parking lot Improvements	EXTBD05	-	200,000	-	-	-	-	200,000
Voice over Internet Protocol (VoIP)	65701	50,000	198,000	-	-	-	-	248,000
Show Net		-	165,000	-	-	-	-	165,000
Lighting Control review and install - Halls ABCDE	8R169	20,000	150,000	-	-	-	-	170,000
Hall C Roof Recoat	EXTBD49	-	125,000	-	-	-	-	125,000
Halls ABCDE HVAC Controls Replacement	8R173	-	60,000	-	-	-	-	60,000
Security Gates and Fencing	EXTBD57	-	42,000	50,000	-	-	-	92,000
UP4 New Storage Building	EXTBD19	-	40,000	250,000	-	-	-	290,000
Expo Website Update	EXTBD32	-	40,000	100,000	-	-	-	140,000
Facility Wide Door review / install / security	EXTBD27	-	20,000	150,000	-	-	-	170,000
Hall A Carpet Paint	EXTBD58	-	10,000	90,000	-	-	-	100,000
Halls ABC Interior and Exterior Paint (R&R)	EXTBD12	-	-	120,000	120,000	-	-	240,000
Facility Wide Drinking Fountain replacement	EXTBD26	-	-	50,000	-	-	-	50,000
Hall D Storage Office Conversion	EXTBD18	-	-	35,000	300,000	-	-	335,000
Hall D Kitchen Office Conversion	EXTBD17	-	-	20,000	300,000	-	-	320,000
Electronic Reader Board Upgrade	EXTBD59	-	-	-	100,000	-	-	100,000
Sustainability upgrades	EXTBD56	-	-	-	75,000	-	-	75,000
Facility Wide Overhead Door review / install	EXTBD28	-	-	-	35,000	250,000	-	285,000
Parking Lot Improvements	EXTBD50	-	-	-	-	700,000	-	700,000
Hall D & E HVAC - Condition Analysis & Repair Budget	EXTBD60	-	-	-	-	135,000	-	135,000
Hall D/E Compressed Air	EXTBD36	-	-	-	-	50,000	-	50,000
Hall E Flat Roofs	EXTBD53	-	-	-	-	35,000	750,000	785,000
UP2 North Walkway Cover	EXTBD22	-	-	-	-	25,000	50,000	75,000
Expo Road Relocation	EXTBD21	-	-	-	-	-	25,000	25,000
<b>Subtotal Capital Projects</b>		105,000	1,350,000	865,000	930,000	1,195,000	825,000	5,270,000
<b>Ongoing Capital Maintenance</b>								
Security Cameras / Access Controls			157,138	10,000	66,500	50,000	150,000	433,638
Parking Lot Asphalt Maintenance / Replacement	8R040		60,000	62,000	64,500	67,080	69,763	323,343
<b>Subtotal Ongoing</b>			217,138	72,000	131,000	117,080	219,763	756,981
<b>TOTAL Portland Expo Center</b>			<b>\$1,567,138</b>	<b>\$937,000</b>	<b>\$1,061,000</b>	<b>\$1,312,080</b>	<b>\$1,044,763</b>	<b>\$6,026,981</b>
<b>Total changes in proposed amendment</b>			<b>\$515,138</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

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

Metropolitan Exposition Recreation Commission Meeting  
May 2, 2018 Expo Center, D202-203

SIGN-IN SHEET

Name – Please Print	Organization
JEFF MICCEN	Travel Postings



MAY

AS OF: 5/3/2018 11:40

Tentative calendar for the month of Tentative calendar for the month of

		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY					
ASCH				1	World Oregon Evan Osnos 7:00pm	2	OSO/Youth Concerts 10:35am & 12:05pm Two shows, one call time OSO Presentation Yuja Wang Recital 7:30pm	3	OSO/Youth Concerts 10:35am & 12:05pm Two shows, one call time Portland's Presents Rob Lowe 8:00pm	4	OSO Special Chris Botti 7:30pm	5	
KA					POA Rigoletto 7:00pm Open Rehearsal		POA Rigoletto 7:30pm						
NMK							OCT A Year w/Frog & Toad 7:00pm Open Rehearsal	OCT A Year w/Frog & Toad 2:00pm 5:00pm					
WIN					OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time	OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time	OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time	OCT Hungry Caterpillar 11:00am					
AHH						Stumptown Stages Evita 7:30pm BT	Stumptown Stages Evita 7:30pm BT	Stumptown Stages Evita 7:30pm BT					
OCC	EXPO			Ptld Business Alliance			OnStage NY	OnStage NY Crafty Wonderland CEVA					
ASCH		PYP PYP #4 4:00pm	6	7	PAL Viet Thahn Nguyen 7:30pm	8	9	10		11	OSO Classical #15 Joshua Bell 7:30pm	12	
KA		POA Rigoletto 2:00pm					POA Rigoletto 7:30pm				POA Rigoletto 7:30pm		
NMK		OCT A Year w/Frog & Toad 11:00am 2:00pm	OHSU Brain Institute Suzana Herculano-Houzel 7:00pm	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 2:00pm 5:00pm				
WIN		OCT Hungry Caterpillar 11:00am 2:00pm			OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time	OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time	OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time	OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time	OCT Hungry Caterpillar 11:00am, 2:00pm & 5:00pm				
AHH		Stumptown Stages Evita 2:00pm BT				Stumptown Stages Evita 7:30pm BT	Stumptown Stages Evita 7:30pm BT	Stumptown Stages Evita 7:30pm BT	Stumptown Stages Evita 7:30pm BT				
OCC	EXPO	OnStage NY CEVA	World Wide Group			OR-WA MGMA Nat'l Business Media OR Technology Awards	OR-WA MGMA Nat'l Business Media Hot Tub/Swim Spa	GeekCraft Expo Nat. Business Media Hot Tub/Swim Spa					
ASCH		OSO Classical #15 Joshua Bell 2:00pm	13	OSO Classical #15 Joshua Bell 7:30pm	14	15	Whitebird Ballet Hispanico 7:30pm	16	17	Mt. St. Helens Institute Evening w/Bill Nye 7:30pm	18	OSO Classical #16 Mahler's Seventh Symphony 10am Open Reh/7:30pm	19
KA				Broadway Across America Love Never Dies 7:30pm	Broadway Across America Love Never Dies 7:30pm	Broadway Across America Love Never Dies 7:30pm	Broadway Across America Love Never Dies 7:30pm	Broadway Across America Love Never Dies 7:30pm	Broadway Across America Love Never Dies 2:00pm 7:30pm				
NMK		OCT A Year w/Frog & Toad 11:00am 2:00pm	OHSU Brain Institute Adele Diamond 7:00pm		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 2:00pm 5:00pm				
WIN		OCT Hungry Caterpillar 11:00am 2:00pm							OCT Hungry Caterpillar 11:00am, 2:00pm & 5:00pm				
AHH		Stumptown Stages Evita 2:00pm BT	P'5 Centers for the Arts Noontime Showcase 12:00pm Rotunda Lobby						P'5Centers for the Arts Poetry on Broadway 8:00pm Rotunda Lobby				
OCC	EXPO	GeekCraft Expo Hot Tub/Swim Spa		Beta Alpha Psi event	Int'l. Quilt Market	Int'l. Quilt Market	Int'l. Quilt Market	Int'l. Quilt Market	Int'l. Quilt Market			RC Gun & Knife	
ASCH		OSO Classical #16 Mahler's Seventh Symphony 7:30pm	20	OSO Classical #16 Mahler's Seventh Symphony 7:30pm	21	OSO Special Audra McDonald 7:30pm	22	23	Monqui Bon Iver 8:00pm	24	25	26	
KA		Broadway Across America Love Never Dies 1:00pm 6:30pm	Live Nation David Blaine 8:00pm										
NMK		OCT A Year w/Frog & Toad 11:00am 2:00pm	OHSU Brain Institute Bita Moghaddam 7:00pm		OCT/Yr w/Frog & Toad 9:45am & 11:45am Powell's/Michael Pollan 7:30pm	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time	OCT A Year w/Frog & Toad 2:00pm 5:00pm					
WIN		OCT Hungry Caterpillar 11:00am 2:00pm		The Northwest Academy The Northwest Academy 7:00pm	The Northwest Academy 10:00am Open Rehearsal 1:15pm Open Rehearsal 7:00pm	The Northwest Academy 10:00am Open Rehearsal 1:15pm Open Rehearsal 7:00pm	The Northwest Academy 1:00pm Open Rehearsal 7:00pm						
AHH													
OCC	EXPO	Int'l. Quilt Market RC Gun & Knife			Portland General Electric								
ASCH			27	28	29	30	31						
KA		Seattle Theatre Group David Byrne 8:00pm											
NMK		OCT A Year w/Frog & Toad 11:00am 2:00pm											
WIN			Portland Choirs Year-End Concert 6:00pm		Admissions All-Staff Meeting 6:00pm								
AHH													
OCC	EXPO												

NOTE: ALL LISTED EVENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE

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

JUNE

AS OF: 5/3/2018 11:40

		Tentative calendar for the month of					Tentative calendar for the month of	
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ASCH							Mad Stone Prod. Celtic Woman 7:30pm	
KA								
NMK							Live Nation Middleditch & Schwartz 7:30pm	Square Peg/Emporium Puddles Pity Party 8:00pm
WIN								Pitts. Int'l Folk Arts Journey of Ancestors 7:30pm
AHH								
OCC	EXPO							
ASCH		MYS MYS #3 7:30pm			OSO Presentation Tony Bennett 7:30pm		Monqui Dr. Dog 8:00pm	
KA					POA Faust Open Rehearsal 7:00pm		POA Faust 7:30pm	
NMK		Rasike Inc. Shobana's TRANCE 4:00pm						
WIN		PDX Jazz Chano Dominguez 7:30pm						
AHH								
OCC	EXPO	OHSU Graduation				NA Refugee Health		Rose Fest Parade
ASCH							Spa Sale	Spa Sale
ASCH				WorldOregon Masha Gessen 7:00pm	Literary Arts Ursula K. LeGuin Tribute 7:30pm			PGMC U.S. of Broadway 7:00pm
KA		POA Faust 2:00pm				POA Faust 7:30pm		POA Faust 7:30pm
NMK					Big Time Operator Trixie Mattel 8:00pm	Portland'5 Volunteer Recognition 7:15pm		Mystic Arts Collage Music Karthik & Friends 6:00pm
WIN								
AHH						Portland'5 Volunteer Recognition 6:15pm Dinner (Rotunda Lby)		
OCC	EXPO	Spa Sale				Assn of Woodturners	Assn of Woodturners Islamic Ctr of Ptltd	Assn of Woodturners World Wide Group OR State Bodybuilding Gun Show
ASCH								
KA				Broadway Across America Les Miserables 7:30pm	Broadway Across America Les Miserables 7:30pm	Broadway Across America Les Miserables 7:30pm	Broadway Across America Les Miserables 7:30pm	Broadway Across America Les Miserables 2:00 & 7:30pm
NMK				Westside Dance Academy Westside Dance Academy 4:00pm Open Rehearsal	Westside Dance Academy Westside Dance Academy 11:00am Open Rehearsal 6:30pm Performance	Westside Dance Academy Westside Dance Academy 11:00am Open Rehearsal 6:30pm Performance	Westside Dance Academy Westside Dance Academy 11:00am Open Rehearsal 6:30pm Performance	Westside Dance Academy Westside Dance Academy 2:00pm
WIN								Element Dance Studio Element Dance Studio 5:00pm
AHH								
OCC	EXPO	Assn of Woodturners Gun Show			Clean Pacific Super Cluster Conf	Clean Pacific Super Cluster Conf		Mecum Auto Auction Mecum Auto Auction
ASCH								
KA		Broadway Across America Les Miserables 1:00 & 6:30pm	Live Nation Dr. Jordan Peterson 7:30pm					
NMK		Goldenvoice LLC Franco Escamilla 6:00pm & 9:00pm						World Domination Summit World Domination Summit 9:00am
WIN								World Domination Summit World Domination Summit 9:00am
AHH								
OCC	EXPO				Sake Fest	Homebrewers Assn	Homebrewers Assn	Homebrewers Assn

NOTE: ALL LISTED EVENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE

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