
MERC Commission Meeting

December 2, 2014
12:30 pm

Oregon Convention Center
777 NE Martin Luther King Jr. Blvd.
Room C121/122



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: Tuesday, December 2, 2014
Time: 12:30 – 1:45 p.m.
Place: Oregon Convention Center, Rooms C120/121

CALL TO ORDER

- | | | | |
|-------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 12:30 | 1. | QUORUM CONFIRMED | |
| 12:35 | 2. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 12:40 | 3. | COMMISSION/COUNCIL LIAISON COMMUNICATIONS | Terry Goldman |
| 12:45 | 4. | METRO DEPUTY COO COMMUNICATIONS | Scott Robinson |
| 12:50 | 5. | FINANCIAL REPORT, pages 5-17 | Ben Rowe |
| 12:55 | 6. | VENUE BUSINESS REPORTS | Lori Leyba Kramer
Matthew P. Rotchford
Scott Cruickshank |
| 1:05 | 7. | TRAVEL PORTLAND FIRST QUARTER REPORT, pages 19-65 | Jeff Miller |
| 1:15 | 8. | OREGON CONVENTION CENTER LANDSCAPE PROJECT | Scott Cruickshank |
| 1:25 | 9. | CONSENT AGENDA | |
| | | <ul style="list-style-type: none"> • October 1, 2014 MERC Record of Actions, pages 39-40 • November 5, 2014 MERC Record of Actions, pages 41-42 | |
| 1:30 | 10. | ACTION AGENDA | |
| | 10.1 | RESOLUTION 14-29: For the purpose of amending the Metropolitan Exposition Recreation Commission Contracting and Purchasing Rules. Resolution, pages 45; Exhibit A, pages 46-63; Staff Report, pages 64-65 | Tim Collier |

ADJOURN

MERC Commission Meeting

December 2, 2014
12:30 pm

5.0 Financial Report

OCTOBER 2014

FINANCIAL INFORMATION

For Management Purposes only



Date: December 2, 2014

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

From: Ben Rowe – MERC Finance Manager

Re: MERC Financial Information October Fiscal Year 2014

MERC Venues Events & Attendance

Total MERC Venue events and performances is 3% (4) above the three-year historical October average; however attendance was 6% lower.

	2013		2014		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Total MERC Venues						
1st Quarter	225	189,996	269	280,679	44, 20%	90,683, 48%
October	148	164,164	162	142,683	14, 9%	(21,481), -13%

MERC Venues Revenues & Expense

Total MERC Venue year to date revenues are 25%, (\$2.9 million) above 2013, 22% (\$2.6 million) above the three-year historical year to date average, and 5% below budget projections. This is most notably due to the stellar event related revenue performance of both OCC and P5. Both have performed over 36% higher than the prior year to date. Total MERC Venue year to date expenses are 7.1% (\$1 million) above 2013, 7.3% (\$1 million) above the three-year historical average, and 3% below budget projections.

Food & Beverage

The total MERC Venue food and beverage margin for October is 19%, 12% above October 2013. The year to date food & beverage margin is 24%, 10% higher than the prior year to date, and 4% higher than the three-year historical YTD average.

Net Operations

Total MERC YTD net operations are negative \$680,000, 74% greater (in a more positive position) than 2013 and 70% (\$1.6 million) greater than the three-year historical YTD average.

Note

Indirect costs, across the Metro agency were recalibrated for fiscal year 2015. The MERC Venues received a larger portion of allocated costs in FY 2015 than in previous years. Martha Bennett agreed to provide a 66% subsidy of the increased amount from 2014 to 2015 (and a 33% subsidy of the same amount in FY 2016) to OCC & Expo in the form of a revenue transfer from the General Fund. (Portland’s increased only 2.8% year over year and did not receive a subsidy) In the attached reports, the increased indirect cost allocation expense transfers are occurring each month as planned; however the General Fund subsidy revenue transfers for OCC and Expo have not occurred yet. This dynamic adversely affects the venue’s net operations when compared to historical years.

Historical Actual Comparison FY 2012-2014 to FY 2015

	Fiscal Year:	2012	2013	2014	2015	2012-14	% Diff.	% Diff.
Revenues		YTD	YTD	YTD	YTD	Average	Average	2014
Food & Beverage		4,993,624	5,248,496	4,854,317	5,617,874	5,032,146	12%	16%
Charges for Services		5,673,443	5,970,801	5,395,287	7,259,843	5,679,844	28%	35%
Lodging Tax		1,063,862	847,871	1,262,966	1,495,487	1,058,233	41%	18%
Other		94,194	57,546	59,977	115,773	70,572	64%	93%
Total Revenue		11,825,123	12,124,713	11,572,547	14,488,977	11,840,795	22%	25%
Expenses								
Food & Beverage		3,883,515	4,063,296	4,194,271	4,274,332	4,047,027	6%	2%
Personnel Services		5,792,902	5,449,117	5,285,152	5,709,835	5,509,057	4%	8%
Materials & Services		3,166,286	3,234,795	3,323,198	3,821,569	3,241,426	18%	15%
Other		1,281,297	1,375,406	1,359,246	1,362,099	1,338,650	2%	0%
Total Expense		14,124,000	14,122,614	14,161,867	15,167,836	14,136,160	7.3%	7.1%
Net Operations		(2,298,876)	(1,997,901)	(2,589,320)	(678,858)	(2,295,366)	-70%	-74%
Food & Beverage Margin		22%	23%	14%	24%	20%	0%	6%

Oregon Convention Center

OCC set record gross revenues in both September and October 2014 compared to the past 4 years (1). There were 3 more events at OCC in October 2014 than 2013, however there were 16,000 (36%) less attendees than the prior year. OCC October revenues are 10% (\$292,000) less than the prior year due to the earlier than expected TLT receipts in September. October revenues are on par with the three-year historical October average, however 51% higher than the 3-year historical average when the TLT payment is applied to October rather than September. Year to date revenues are 6% under budget and 20% above the prior year. OCC October expenses are 12% more than the prior year, 16% above the three-year historical October average, and 4% under budget. OCC YTD expenses are 2.5% less above the prior year. OCC food and beverage margins are 25% year to date.

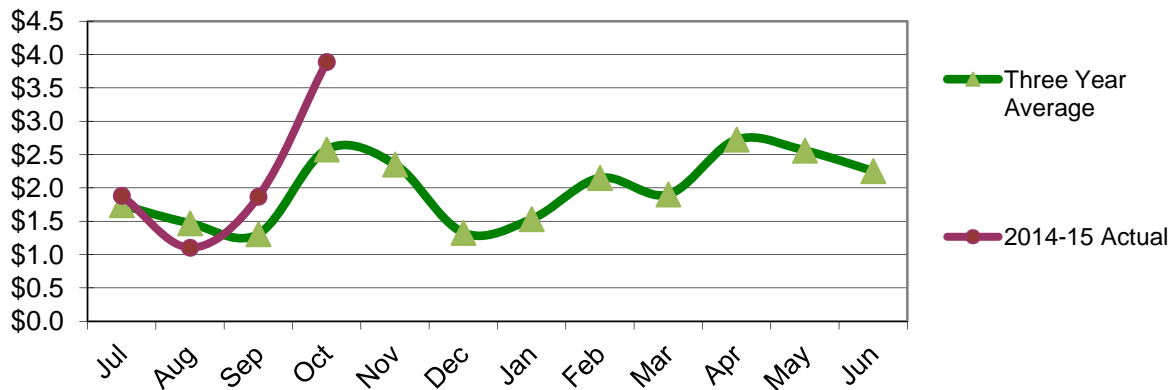
(1) TLT payments are traditionally received in October. When the TLT payment received early in September is applied to October instead of September and compared to the historical 4 years, OCC achieved record revenues in both September and October 2014.

Highest Grossing Events

Event	Gross Revenue	% of October Revenue
Association For the Advancement of Sustainability in Higher Ed.	\$391,088	15%
Champions of Faith Benefits Dinner	266,833	10%
Council of Educational Facility Planners International Annual	148,996	6%
United States Fencing Association	125,202	5%
All other Events	1,642,935	64%
Total	\$2,575,053	100%

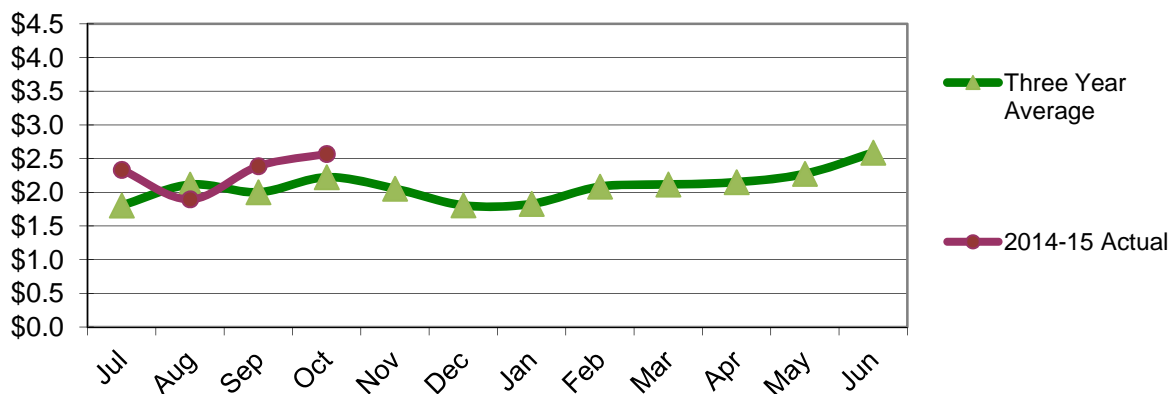
OCC Program Revenues by Month

Shown in Millions



OCC Program Expense by Month

Shown in Millions



Portland's Centers for the Arts

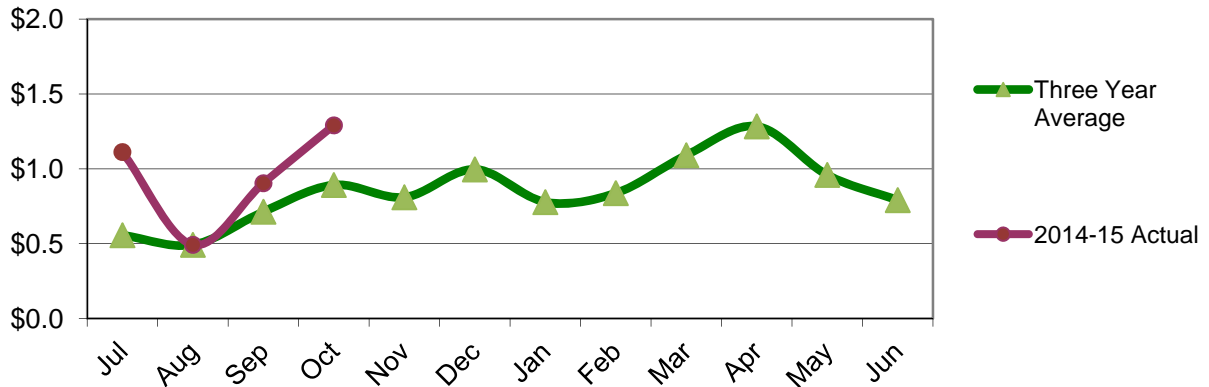
Portland's set record gross revenues in July, September, and October 2014 compared to the past 4 years. There were 8 (9%) more events, however 1,400 (-2%) less attendees, at the Portland's Centers for the Arts in October 2014 compared to the prior year. Portland's events and attendance are 7% and 8% respectively above the three-year historical October average. Portland's October revenues are 12% over the prior year and 45% above the three-year historical October average. Year to date revenues are over 48% above the prior year thanks in large part to *The Book of Mormon* production. Year to date revenues are 2% below budget projections. October expenses are 9% above the prior year and 28% above the three-year historical October average. Year to date expenses are 13% above the prior year and 1% below budget. Portland's food and beverage margin is 32% year to date.

Highest Grossing Events

Event	Gross Revenue	% of October Revenue
Kinky Boots	\$237,758	18%
OBT 25	147,326	11%
Bob Dylan	71,671	6%
Jason Mraz	58,978	5%
All other Events	515,732	40%
Total	\$1,290,334	100%

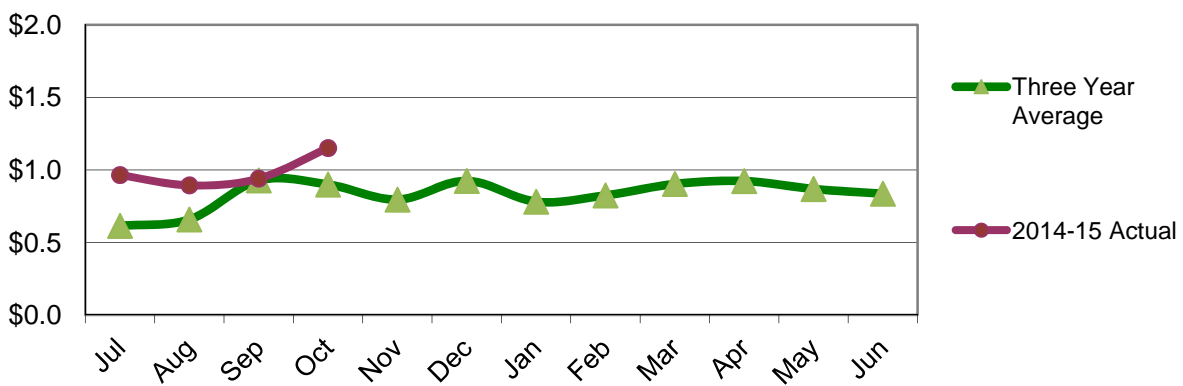
PSCA Program Revenue by Month

Shown in Millions



PSCA Program Expense by Month

Shown in Millions



Portland Expo Center

Expo set gross revenue records in both July and August 2014 compared to the past 4 years. There were 3 (5%) more events and 4,144 (-14%) less attendees at Expo in October than the prior year, and 7% and 21% below the three-year historical October average respectively. October revenues are 23% above the prior year and 6% above the three-year historical October average. Expo's year to date revenues are 12% above the prior year and 9% below budget. Expo's year to date expenses are 20% above the prior year and 8% below budget projections.

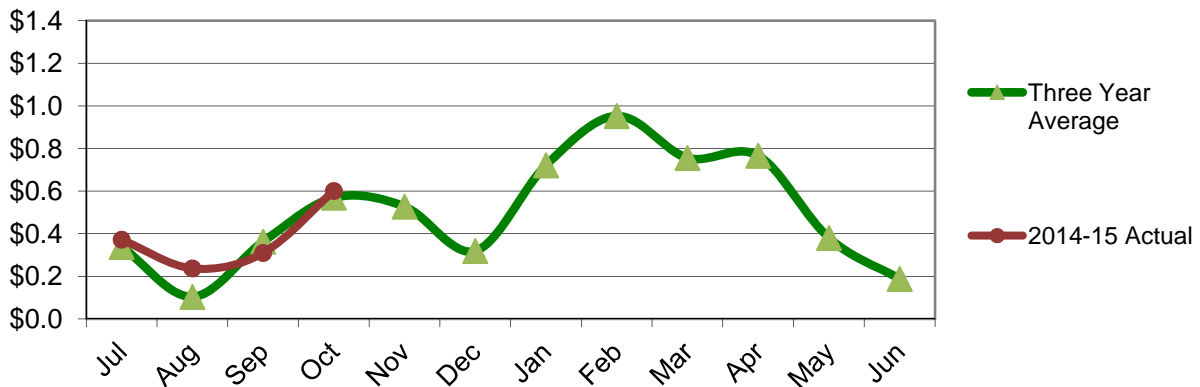
Specific projects funded by MTOCA like the new awnings installed over several event Hall entry ways were associated with these increased expenses. Expo's October food & beverage margin is 21%, however, its year to date food & beverage margin is 1.3% due to two main items; a subcontractor payout in August for the *Vans Warped Tour* event in June (FY 2014) and an audit adjustment.

Highest Grossing Events

Event	Gross Revenue	% of October Revenue
Portland Fall Home & Garden Show	\$156,478	26%
America's Largest Antique & Collectible Show	118,565	20%
Timber Processing & Energy Expo	106,891	18%
Collector's West Gun & Knife Show	49,853	9%
All other Events	169,098	28%
Total	\$600,885	100%

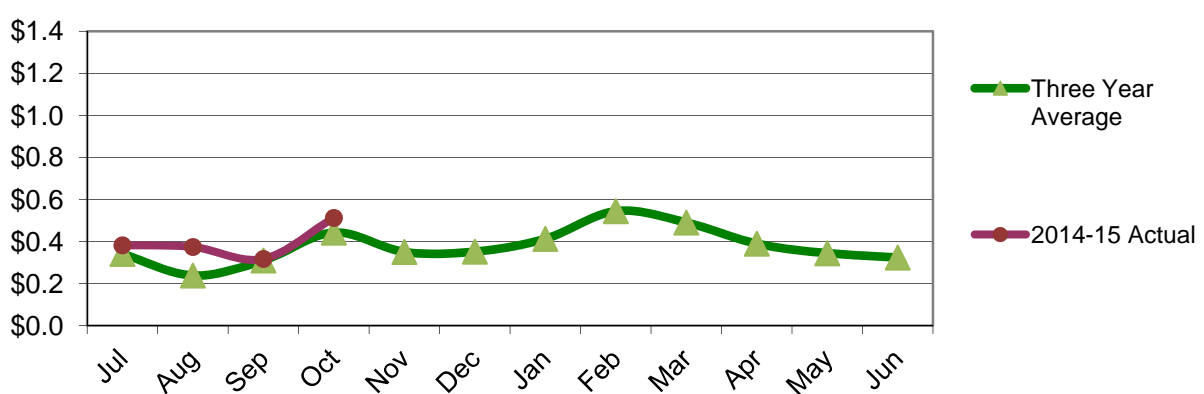
Expo Program Revenue by Month

Shown in Millions



Expo Program Expense by Month

Shown in Millions



MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Departments

October 2014

	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
Operations							
Charges for Services	2,513,758	2,068,481	7,259,843	5,395,287	21,098,321	134.56%	34.41%
Contributions from Governments	-	-	-	-	831,905	0.00%	0.00%
Enhanced Marketing VDF	-	-	-	-	463,702	0.00%	0.00%
Food and Beverage Revenue	1,655,535	1,248,002	5,617,874	4,854,317	15,202,929	115.73%	36.95%
Interest Earnings	15,412	12,871	76,703	37,793	57,750	202.96%	132.82%
Interfund Loans	-	-	-	-	-	0.00%	0.00%
Lodging Tax	375,442	1,262,966	1,495,487	1,262,966	11,131,163	118.41%	13.44%
Miscellaneous Revenue	12,285	7,318	39,070	22,184	84,542	176.12%	46.21%
Transfers-R	-	-	-	-	1,137,263	0.00%	0.00%
Visitor Development Fund Alloc	-	-	-	-	1,931,633	0.00%	0.00%
Total Revenues	4,572,432	4,599,638	14,488,977	11,572,547	51,939,208	125.20%	27.90%
Capital							
Capital Outlay	-	-	-	-	25,000	0.00%	0.00%
Food & Beverage Services	1,347,116	1,159,958	4,273,332	4,194,271	12,871,802	101.88%	35.28%
Materials and Services	1,114,187	908,120	3,821,569	3,323,198	13,425,476	115.00%	28.47%
Personnel Services	1,530,459	1,434,875	5,709,835	5,285,152	18,432,052	108.04%	30.98%
Transfers-E	360,311	377,612	1,362,099	1,359,246	5,680,018	100.21%	23.98%
Visitor Development Marketing	-	-	-	-	463,702	0.00%	0.00%
Total Expenditures	4,352,072	3,880,565	15,166,836	14,161,867	50,898,050	107.10%	30.32%
Net Operations	220,360	719,073	(677,858)	(2,589,320)	1,041,158		
Capital							
Contributions from Private Sources	-	-	-	-	-	0.00%	0.00%
Grants	-	-	-	-	70,000	0.00%	0.00%
Miscellaneous Revenue	14,633	-	14,633	-	-	0.00%	0.00%
Transfers-R	-	-	-	-	-	0.00%	0.00%
Total Revenues	14,633	-	14,633	-	70,000	0.00%	20.90%
Capital Outlay	375,721	129,935	2,399,468	1,522,602	7,219,300	157.59%	33.24%
Total Expenditures	375,721	129,935	2,399,468	1,522,602	7,219,300	157.59%	33.24%
Net Capital	(361,088)	(129,935)	(2,384,835)	(1,522,602)	(7,149,300)		
12 Month Fund Balance Increase	(140,728)	589,139	(3,062,693)	(4,111,922)	(6,108,142)		

MERC Statement of Activity with Annual Budget
Metropolitan Exposition-Recreation Commission
Convention Center Operating Fund
October 2014

	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	1,184,213	898,586	3,506,905	2,441,912	9,446,977	143.6%	37.1%
Enhanced Marketing VDF	-	-	-	-	463,702	0.0%	0.0%
Food and Beverage Revenue	1,111,668	871,324	4,126,211	3,873,895	11,002,827	106.5%	37.5%
Interest Earnings	4,574	4,353	26,693	13,812	14,500	193.3%	184.1%
Interfund Loans	-	-	-	-	-	0.0%	0.0%
Lodging Tax	330,389	1,145,259	1,314,797	1,145,259	9,803,384	114.8%	13.4%
Miscellaneous Revenue	3,196	985	6,736	4,849	11,000	138.9%	61.2%
Transfers-R	(58,987)	(53,505)	(235,947)	(214,022)	93,756	110.2%	-251.7%
Visitor Development Fund Alloc	-	-	-	-	1,281,250	0.0%	0.0%
Total Revenues	2,575,053	2,867,002	8,745,395	7,265,705	32,117,396	120.4%	27.2%
Food & Beverage Services	949,416	843,673	3,109,277	3,281,642	9,363,294	94.7%	33.2%
Materials and Services	629,778	506,138	2,223,405	2,059,679	8,527,570	107.9%	26.1%
Personnel Services	763,973	734,899	3,004,215	2,850,629	9,969,814	105.4%	30.1%
Transfers-E	225,737	212,908	848,083	773,363	2,698,655	109.7%	31.4%
Visitor Development Marketing	-	-	-	-	463,702	0.0%	0.0%
Total Expenditures	2,568,903	2,297,618	9,184,980	8,965,313	31,023,035	102.5%	29.6%
Net Operations	6,150	569,384	(439,585)	(1,699,608)	1,094,361		
Capital							
Grants	-	-	-	-	60,000	0.0%	0.0%
Miscellaneous Revenue	14,633	-	14,633	-	-	0.0%	0.0%
Transfers-R	-	-	360,000	615,000	360,000	58.5%	100.0%
Total Revenues	14,633	-	374,633	615,000	420,000	60.9%	89.2%
Capital Outlay	306,363	112,471	1,478,682	941,554	4,258,000	157.0%	34.7%
Total Expenditures	306,363	112,471	1,478,682	941,554	4,258,000	157.0%	34.7%
Net Capital	(291,730)	(112,471)	(1,104,049)	(326,554)	(3,838,000)		
12 Month Fund Balance Increase	(285,581)	456,913	(1,543,635)	(2,026,162)	(2,743,639)		

MERC Statement of Activity with Annual Budget
Metropolitan Exposition-Recreation Commission
Portland'5 Centers for the Arts Fund
October 2014

	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	966,653	844,769	2,696,655	1,969,139	7,454,065	136.9%	36.2%
Contributions from Governments	-	-	-	-	831,905	0.0%	0.0%
Food and Beverage Revenue	299,738	206,276	999,239	573,073	2,225,102	174.4%	44.9%
Interest Earnings	8,611	6,273	37,568	16,464	31,000	228.2%	121.2%
Lodging Tax	45,053	117,707	180,691	117,707	1,327,779	153.5%	13.6%
Miscellaneous Revenue	5,981	5,018	26,177	15,358	51,302	170.4%	51.0%
Transfers-R	(35,701)	(32,384)	(142,804)	(129,534)	(428,413)	110.2%	33.3%
Visitor Development Fund Alloc	-	-	-	-	650,383	0.0%	0.0%
Total Revenues	1,290,334	1,147,660	3,797,526	2,562,207	12,143,123	148.2%	31.3%
Food & Beverage Services	205,422	154,109	678,025	523,808	1,857,227	129.4%	36.5%
Materials and Services	318,886	259,094	1,069,079	798,194	2,948,738	133.9%	36.3%
Personnel Services	542,553	517,579	1,879,342	1,718,708	5,996,451	109.3%	31.3%
Transfers-E	83,997	128,302	322,891	456,050	1,318,646	70.8%	24.5%
Total Expenditures	1,150,858	1,059,084	3,949,336	3,496,761	12,121,062	112.9%	32.6%
Net Operations	139,476	88,577	(151,810)	(934,553)	22,061		
Capital							
Contributions from Private Sources	-	-	-	-	-	0.0%	0.0%
Total Revenues	-	-	-	-	-	0.0%	0.0%
Capital Outlay	62,263	164	570,745	233,953	1,938,000	244.0%	29.5%
Total Expenditures	62,263	164	570,745	233,953	1,938,000	244.0%	29.5%
Net Capital	(62,263)	(164)	(570,745)	(233,953)	(1,938,000)		
12 Month Fund Balance Increase	77,213	88,413	(722,556)	(1,168,507)	(1,915,939)		

MERC Statement of Activity with Annual Budget
Metropolitan Exposition-Recreation Commission
Expo Fund
October 2014

	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	362,892	325,100	1,056,261	984,211	4,197,279	107.3%	25.2%
Food and Beverage Revenue	244,130	170,402	492,424	407,348	1,975,000	120.9%	24.9%
Interest Earnings	1,033	1,895	6,495	5,758	8,500	112.8%	76.4%
Miscellaneous Revenue	3,108	1,160	6,157	1,822	22,240	337.9%	27.7%
Transfers-R	(10,278)	(9,323)	(41,112)	(37,292)	212,330	110.2%	-19.4%
Total Revenues	600,885	489,234	1,520,225	1,361,848	6,415,349	111.6%	23.7%
Capital Outlay	-	-	-	-	25,000	0.0%	0.0%
Food & Beverage Services	192,278	162,176	486,030	388,822	1,651,281	125.0%	29.4%
Materials and Services	112,281	109,251	391,964	356,599	1,459,762	109.9%	26.9%
Personnel Services	157,777	132,648	560,604	482,575	1,721,145	116.2%	32.6%
Transfers-E	50,577	36,402	191,125	129,833	1,639,717	147.2%	11.7%
Total Expenditures	512,913	440,477	1,629,722	1,357,829	6,496,905	120.0%	25.1%
Net Operations	87,973	48,757	(109,497)	4,019	(81,556)		
Capital Grants	-	-	-	-	10,000	0.0%	0.0%
Transfers-R	-	-	360,000	165,000	360,000	218.2%	100.0%
Total Revenues	-	-	360,000	165,000	370,000	218.2%	97.3%
Capital Outlay	7,095	17,300	350,040	347,094	930,500	100.8%	37.6%
Total Expenditures	7,095	17,300	350,040	347,094	930,500	100.8%	37.6%
Net Capital	(7,095)	(17,300)	9,960	(182,094)	(560,500)		
12 Month Fund Balance Increase	80,878	31,457	(99,537)	(178,075)	(642,056)		

MERC Statement of Activity with Annual Budget
Metropolitan Exposition-Recreation Commission
MERC Admin Sub Fund
October 2014

	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	-	25	22	25	-	87.0%	0.0%
Interest Earnings	1,194	350	5,947	1,759	3,750	338.0%	158.6%
Miscellaneous Revenue	-	155	-	155	-	0.0%	0.0%
Transfers-R	104,966	95,212	419,863	380,848	1,259,590	110.2%	33.3%
Total Revenues	106,160	95,742	425,832	382,787	1,263,340	111.2%	33.7%
Materials and Services	53,242	33,638	137,123	108,725	489,406	126.1%	28.0%
Personnel Services	66,156	49,748	265,674	233,240	744,642	113.9%	35.7%
Transfers-E	-	-	-	-	23,000	0.0%	0.0%
Total Expenditures	119,398	83,386	402,797	341,965	1,257,048	117.8%	32.0%
Net Operations	(13,238)	12,356	23,035	40,822	6,292		
Capital							
Transfers-R	-	-	(720,000)	(780,000)	(720,000)	92.3%	100.0%
Total Revenues	-	-	(720,000)	(780,000)	(720,000)	92.3%	100.0%
Capital Outlay	-	-	-	-	92,800	0.0%	0.0%
Total Expenditures	-	-	-	-	92,800	0.0%	0.0%
Net Capital	-	-	(720,000)	(780,000)	(812,800)		
12 Month Fund Balance Increase	(13,238)	12,356	(696,965)	(739,178)	(806,508)		

MERC Food and Beverage Margins

October 2014

	Current Month Actual	Current Year to Date	Prior Year to Date Actual	Annual Budget
Convention Center Operating Fund				
Food and Beverage Revenue	1,111,668	4,126,211	3,873,895	11,002,827
Food & Beverage Services	949,416	3,109,277	3,281,642	9,363,294
Food and Beverage Gross Margin	162,252	1,016,934	592,254	1,639,533
Food and Beverage Gross Margin %	14.60%	24.65%	15.29%	14.90%
Portland'5 Centers for the Arts Fund				
Food and Beverage Revenue	299,738	999,239	573,073	2,225,102
Food & Beverage Services	205,422	678,025	523,808	1,857,227
Food and Beverage Gross Margin	94,316	321,214	49,265	367,875
Food and Beverage Gross Margin %	31.47%	32.15%	8.60%	16.53%
Expo Fund				
Food and Beverage Revenue	244,130	492,424	407,348	1,975,000
Food & Beverage Services	192,278	486,030	388,822	1,651,281
Food and Beverage Gross Margin	51,852	6,394	18,527	323,719
Food and Beverage Gross Margin %	21.24%	1.30%	4.55%	16.39%
MERC Fund Total				
Food and Beverage Revenue	1,655,535	5,617,874	4,854,317	15,202,929
Food & Beverage Services	1,347,116	4,273,332	4,194,271	12,871,802
Food and Beverage Gross Margin	308,419	1,344,542	660,046	2,331,127
Food and Beverage Gross Margin %	18.63%	23.93%	13.60%	15.33%

MERC Visitor Venues
Events-Performances-Attendance
FY 2014-15

OCC	October 2013		October 2014		Net Change from Prior Year		October 2014	
	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	8	9,194	12	15,472	4	6,278	1,029,125	40%
Consumer Public Shows	7	34,628	4	10,809	(3)	(23,819)	98,201	4%
Miscellaneous					-	-		0%
Miscellaneous -In-House	11	183	9	224	(2)	41	476,032	18%
Meetings	22	9,876	25	11,187	3	1,311	299,677	12%
Catering	9	5,710	10	5,992	1	282	672,017	26%
Totals	57	59,591	60	43,684	3	(15,907)	\$ 2,575,052	100%

Expo Center	October 2013		October 2014		Net Change from Prior Year		October 2014	
	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	5	25,357	5	25,014	-	(343)	407,005	68%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-		0%
Miscellaneous	2	4,709	3	190	1	(4,519)	43,471	7%
Meetings	-	-	1	40	1	40	525	0%
Catering	-	-	-	-	-	-		0%
Tradeshows/Conventions	2	2,788	3	3,466	1	678	149,884	25%
Totals	9	32,854	12	28,710	3	(4,144)	\$ 600,885	100%
Totals w/Cirque du Soleil	9	32,854	12	28,710	3	(4,144)	\$ 600,885	100%

Portland '5	October 2013		October 2014		Net Change from Prior Year		October 2014	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	11	16,537	17	20,243	6	3,706	14,512	1%
Broadway	7	12,858	8	19,294	1	6,436	792,171	61%
Resident Company	26	24,991	19	19,353	(7)	(5,638)	18,287	1%
Non-Profit	25	10,239	1	56	(24)	(10,183)	391,080	30%
Promoted/Co-Promoted	2	182	1	56	(1)	(126)	1,675	0%
Student	10	6,784	43	11,127	33	4,343	40,721	3%
Miscellaneous	1	128	1	160	-	32	31,888	2%
Totals	82	71,719	90	70,289	8	(1,430)	\$ 1,290,334	100%

MERC Statement of Fund Balances and Reserves

October 2014

	FY 2015 Through October	FY 2014 Through October	FY 2014 Through June	FY 2015 Annual Budget
<u>Oregon Convention Center</u>				
Beginning Fund Balance	14,769,675	14,415,732	14,415,732	16,655,732
Fund Balance Inc (Dec)	(1,543,635)	(2,026,162)	353,943	(2,743,639)
Ending Fund Balance	13,226,040	12,389,570	14,769,675	13,912,093
<i>Contingency - Operating</i>				1,630,000
<i>Contingency - New Capital-Business Strategy</i>				1,099,078
<i>Contingency - Renewal & Replacement</i>				11,183,015
<i>Ending Fund Balance</i>				13,912,093
<u>Portland'5 Centers for the Arts</u>				
Beginning Fund Balance	9,837,693	9,020,155	9,020,155	10,226,656
Fund Balance Inc (Dec)	(722,556)	(1,168,507)	817,538	(1,915,939)
Ending Fund Balance	9,115,137	7,851,648	9,837,693	8,310,717
<i>Contingency - Operating</i>				600,000
<i>Contingency - New Capital-Business Strategy</i>				1,857,050
<i>Contingency - Renewal & Replacement</i>				5,853,667
<i>Ending Fund Balance</i>				8,310,717
<u>Expo</u>				
Beginning Fund Balance	3,367,235	3,935,352	3,935,352	4,399,853
Fund Balance Inc (Dec)	(99,537)	(178,075)	(568,117)	(642,056)
Ending Fund Balance	3,267,698	3,757,277	3,367,235	3,757,797
<i>Contingency - Operating</i>				350,000
<i>Contingency - New Capital-Business Strategy</i>				2,596,016
<i>Contingency - Renewal & Replacement</i>				811,781
<i>Ending Fund Balance</i>				3,757,797
<u>MERC Administration</u>				
Beginning Fund Balance	4,085,354	3,043,123	3,043,123	3,043,124
Fund Balance Inc (Dec)	(696,965)	(739,178)	1,042,231	(806,508)
Ending Fund Balance	3,388,389	2,303,945	4,085,354	2,236,616
<i>Contingency - Operating</i>				65,000
<i>Contingency - Renewal & Replacement</i>				2,171,616
<i>Ending Fund Balance</i>				2,236,616
<u>MERC Fund</u>				
Beginning Fund Balance	32,059,957	30,414,362	30,414,362	34,325,365
Fund Balance Inc (Dec)	(3,062,693)	(4,111,922)	1,645,594	(6,108,142)
Ending Fund Balance	28,997,264	26,302,440	32,059,956	28,217,223

MERC Commission Meeting

December 2, 2014
12:30 pm

7.0 Travel Portland First
Quarter report

travel
PORTLAND



Highlights:
Executive Summary - Page 3

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Jeff Miller.....President and CEO

Brian McCartin..... Executive Vice President of Convention and Tourism Sales

Ron Melton..... Executive Vice President of Services and Operations

Greg Newland.....Executive Vice President of Marketing and Public Relations

1000 SW Broadway
 Suite 2300
 Portland, OR 97205
 503.275.9750



Executive Summary

ACCOMPLISHMENTS

- For the first quarter OCC realized \$3.2 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 30.7 to 1.
- Twelve new OCC conventions were booked for future years in the quarter worth over \$2.8 million in OCC revenue and community economic impact of \$19 million. Total Travel Portland bookings, including single hotel will result in \$32.6 million of economic impact.
- Travel Portland booked five minority meetings in the quarter with an EEI of \$320,000.
- Travel Portland generated sixteen articles with a value of \$709,804 for the OCC and visitor venues in the quarter.

TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax continues to increase. YTD collections of the city's tax were up 15.5%
- Lack of a headquarters hotel resulted in the loss of eleven groups worth 106,271 room nights and projected OCC lost revenue of \$13 million. Cost of community economic impact is estimated at over \$85 million.

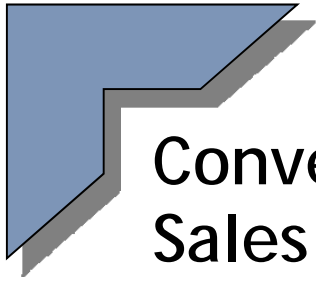
MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$3,269,079	\$8.0 Million
2	ROI on future OCC business	2.7	2.8
3	Lead conversion	28%	35%
4	Services performance survey	4.0	3.6
5	ROI on public relations/media	46.2	20.0
6	Community economic impact	30.7	30.0

CITY CONTRACT GOALS

OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1 - Goal A	Travel Portland Convention Sales and Marketing	26.8	25.0
1 - Goal B	Leisure Programs**	7.1	17.0
5.	Positive Media Placement	76.5	7.0

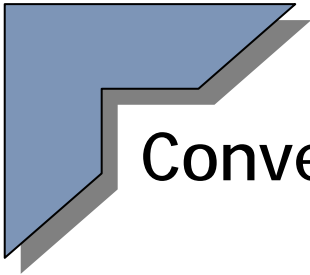
**The program which was measured for this goal was discontinued in favor of the larger Winter Campaign. Travel Portland is working with Susan Hartnett (City of Portland) on new goals to better measure current programs.



Convention Sales

OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND BOOKINGS			
Account	OCC Revenue	Annuals	Total Potential Future Business
FY 14/15	\$ 11,426,342	\$431,224	\$ 11,857,566
FY 15/16	\$ 7,641,482	\$1,196,675	\$ 8,838,157
FY 16/17	\$ 5,882,835	\$1,679,158	\$ 7,561,993
FY 17/18	\$ 2,453,570	\$1,196,675	\$ 3,650,245
FY 18/19	\$ 862,830	\$1,679,158	\$ 2,541,988
FY 19/20	\$ 154,390	\$1,196,675	\$ 1,351,065
FY 20/21	\$ 1,688,500	\$1,679,158	\$ 3,367,658
FY 21/22	\$ 4,345,636	\$1,196,675	\$ 5,542,311
FY 22/23	\$ -	\$1,679,158	\$ 1,679,158
FY 23/24	\$ -	\$1,196,675	\$ 1,196,675
Total	\$ 34,455,585	\$13,131,231	\$ 47,586,816

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	12	12	
Repeat OCC Bookings	0	0	
Total OCC Bookings	12	12	
Room Nights from OCC Bookings	28,695	28,695	
Future OCC Revenue Booked during FY 2014/15	\$ 2,860,743	\$ 2,860,743	
ROI OCC Bookings	\$ 2.7	\$ 2.7	2.8 to 1
Community Economic Impact from OCC Bookings	\$ 19,413,915	\$ 19,413,915	
Total Room Nights Booked	66,397	66,397	
Total Community Economic Impact from Bookings	\$ 32,658,874	\$ 32,658,874	
ROI on Total Community Economic Impact	\$ 30.7	\$ 30.7	30.0 to 1
OCC Revenue Realized During FY 2014/15	\$ 3,269,079	\$ 3,269,079	\$8.0 Million
<p>OCC Revenue Realized does not include the following meetings that occurred during quarter one at OCC. Groups had not settled in EBMS at the time of reporting. Therefore they will be included in quarter two OCC revenue realized. (American Association of Safe Patient Handling and Movement, Rose City Comic-Con, Viewpoint Construction Software, and Geothermal Resources Council).</p>			



Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF OCTOBER 1, 2014					
	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19 and beyond
Current	47	28	19	7	10
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 11/12 - FY 14/15)	40	25	16	9	7

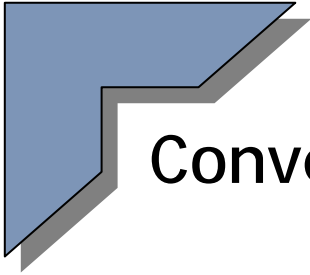
1ST QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER					
Account	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 14/15	3	2,497	6,500	\$ 445,830	\$ 1,517,196
FY 15/16	4	11,343	5,700	\$ 958,672	\$ 7,288,653
FY 16/17	3	9,700	10,000	\$ 1,029,940	\$ 7,532,911
FY 19/20	1	1,410	800	\$ 154,390	\$ 955,782
FY 20/21	1	3,745	1,500	\$ 271,911	\$ 2,119,373
Total OCC Bookings	12	28,695	24,500	\$ 2,860,743	\$ 19,413,915

1ST QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Account	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 14/15	56	27,239	\$ 430,546	\$ 9,142,985
FY 15/16	11	8,237	\$ 130,196	\$ 3,254,313
FY 16/17	1	2,226	\$ 35,185	\$ 847,661
Total Other Bookings	68	37,702	\$ 595,927	\$ 13,244,959

Convention Sales

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	64	64	15	15	22	22
OCC Lost Leads due to OCC space & availability	10	10	3	3	3	3
OCC Lost Leads due to HQ hotel & hotel package	11	11	3	3	6	6
Lead Conversion Percentage	28%	28%	0%	0%	23%	23%
Annual Target - 35%						

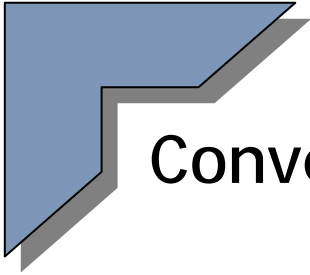
1ST QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	5	Hotel - HQ	25,963	12,650	\$ 2,911,479	\$ 19,575,450
Subtotal	10	Date Availability - OCC	24,343	17,600	\$ 2,309,875	\$ 15,845,423
Subtotal	6	Board Decision	3,913	3,500	\$ 379,075	\$ 2,182,885
Subtotal	6	Hotel Package - Number Hotels Needed	80,308	16,400	\$ 10,256,099	\$ 65,891,311
Subtotal	4	Rates/Cost - Hotel	25,510	13,500	\$ 1,966,344	\$ 16,337,389
Subtotal	2	Selected Another Year	3,820	1,450	\$ 265,637	\$ 1,951,080
Subtotal	1	Date Availability - Hotel	1,800	1,500	\$ 55,150	\$ 855,620
Subtotal	1	Geographic	1,797	1,000	\$ 144,587	\$ 1,142,127
Subtotal	1	Hotel Package - Brand/Quality	1,390	600	\$ 128,698	\$ 829,771
Total	36		168,844	68,200	\$ 18,416,944	\$ 124,611,056



Convention Sales

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

1ST QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
Oregon Society of Association Management Client Event	Portland, OR
Council of Engineering and Scientific Society Executives	Spokane, WA
IEEE POCO	Singapore
Destination Management Association International	Las Vegas, NV
Meeting Professionals International - World Education Conference	Minneapolis, MN
American Society of Association Executives	Nashville, TN
3-City Alliance ASAE Event	Nashville, TN
SmithBucklin/Courtesy Associates Fam	Portland, OR
Connect Marketplace	Orlando, FL
Connect Sports Marketplace	Orlando, FL
Hospitality Sales & Marketing Association International MEET	Washington, D.C.
New York/Philadelphia Sales Mission	New York/Philadelphia
Congressional Black Caucus	Washington, D.C.

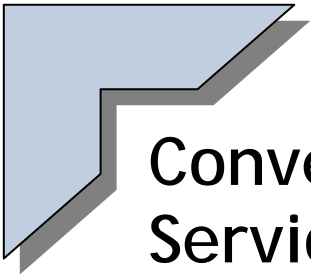


Convention Sales

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	1st Quarter	YTD
New Minority Bookings	5	5
Total Minority Bookings	5	5
Room Nights from Minority Bookings	797	797
Minority Leads		
	12	12
Minority Lost Leads		
	6	6
Minority Lost Leads due to hotel package & availability		
	1	1

For the first quarter of FY 2014/15, minority bookings created an estimated economic impact to the greater metro Portland community of approximately \$321,000. Booked groups included the following:

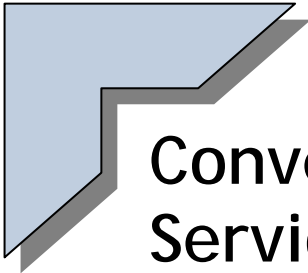
Gay & Lesbian Medical Association	\$	233,678
Indian Health Service	\$	11,474
Institute for Community Inclusion	\$	42,928
National Indian Child Welfare Association	\$	20,993
National Indian Child Welfare Association	\$	11,741



Convention Services

ACTIVITY DESCRIPTION	1ST QUARTER	YTD
Distribution of promotional pieces	34,613	34,613
Meeting planning assistance - Services leads	467	467
Pre-convention attendance building - Site tours	10	10
Pre-convention attendance building -Promo trips, e-mails and materials	12	12
Housing-convention room nights	6,305	6,305

1ST QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
Microscopy Society of America	Reston, VA	X	X	X	
PennWell Corporation - HydroVision	Tulsa, OK	X		X	
International Association for Food Protection	Des Moines, IA	X		X	
American Fisheries Society	Bethesda, MD	X		X	
Airline Passenger Experience Association	Atlanta, GA	X		X	
Puppet Labs	Portland, OR	X		X	
Association for the Advancement of Sustainability in Higher Education	Denver, CO		X	X	
ASM International	Twinsburg, OH		X	X	
International Association for Food Protection	Des Moines, IA		X	X	
National Black Law Students Association	Washington, DC		X	X	
Brewers Association	Boulder, CO		X	X	
Association of College Research Libraries	Chicago, IL		X	X	
Goodwill Industries International, Inc.	Rockville, MD		X		X
SH Worldwide	Seattle, WA		X		X
Association for Outdoor Recreation and Education	Ann Arbor, MI		X		X



Convention Services

Travel Portland Post Convention Survey

Overall impression of the following:

Answer Options

Excellent = 4 Good = 3 Average = 2 Poor = 1 N/A Rating Average Response Count

Answer Options	4	3	2	1	N/A	Rating Average	Response Count
Travel Portland sales staff	2	0	0	0	0	4.0	2
Travel Portland convention services staff	2	0	0	0	0	4.0	2
Travel Portland housing services (if utilized)	1	0	0	0	1	4.0	1
Travel Portland collateral/promotional	2	0	0	0	0	4.0	2
Quality and user-friendliness of the Travel	2	0	0	0	0	4.0	2
<i>Average rating for the quarter</i>						4.0	
<i>Average rating YTD</i>						4.0	

Is there anything Travel Portland could have done to enhance your experience?

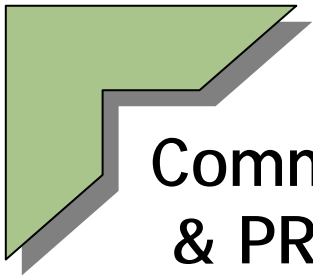
Comment: No, Tim Mongin was excellent. He was really great to work with and very responsive and efficient.



Communications & PR

	1st Quarter	YTD
MERC		
Value	\$ 670,804	\$ 670,804
Number of Placements	14	14
OCC		
Value	\$ 423,965	\$ 423,965
Number of Placements	7	7
Chicago/DC PR effort (counted separately from MERC)		
Value	\$ 39,000	\$ 39,000
Number of Placements	2	2
Total Value = MERC + Chicago/DC	\$ 709,804	\$ 709,804
Total Number of Placements = MERC + Chicago/DC	16	16
Total Value = City/Regional PR (Non-MERC/OCC/Chicago/DC)	\$ 10,194,111	\$ 10,194,111
Total Number of Placements = City/Regional PR (Non-MERC/OCC/Chicago/DC)	122	122
Travel Portland Grand Total - Print and Online Value	\$ 10,903,915	\$ 10,903,915
Travel Portland Grand Total - Print and Online Circulation	262,300,634	262,300,634
Travel Portland Grand Total - Number of Placements	138	138
	1st Quarter	YTD
Total Value = MERC + Chicago/DC	\$ 709,804	\$ 709,804
Direct Costs	\$ 15,359	\$ 15,358
ROI	46.2	46.2
Annual Target - 20.0 to 1		

- No multipliers are used to calculate media values.
- MERC Value - Counts all media placements that mention any MERC facility: Oregon Convention Center, Portland Center for the Performing Arts, Portland Metropolitan Exposition Center and Oregon Zoo
- OCC Value - Counts only those media placements that feature the Oregon Convention Center.



Communications & PR

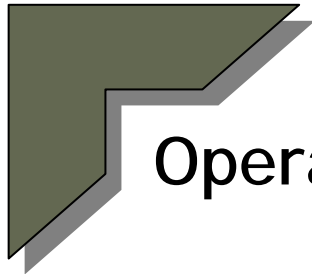
Publication/Air Date	Outlet / Headline	MERC			OCC			Chicago/DC		
		Value	Circulation	Placements	Value	Circulation	Placements	Value	Circulation	Placements
July 1, 2014	Globetrotter Guidebook USA (Japan) "Portland City Guide"	\$ 40,500.00	60,000	1						
July 2014	Rhapsody Magazine "Picnic Tech"							\$39,000.00	2,000,000	1
July 2014	Meetings Focus West Magazine / MeetingsFocus.com "Revitalized Neighborhoods, Convention Center 'Greening,' New HQ Hotel"	\$ 8,225.00	190,801	2	\$ 8,225.00	190,801	2			
July 1, 2014	Collaborate Magazine "Greetings from Portland"	\$ -	8,288	1	\$ -	8,288	1			
July 1, 2014	Hemispheres Magazine / HemispheresMagazine.com "Three Perfect Days Portland"	\$410,720.00	646,877	2	\$410,720.00	646,877	2			
July 1, 2014	SuccessfulMeetings.com "Beyond the Room Rate Choosing Affordable Meeting Destinations"	\$ 816.29	25,509	1						
August 2014	Rabbit Hole Magazine "A Day in Portland"							\$ -	0	1
August 1, 2014	Successful Meetings Magazine / SuccessfulMeetings.com "2014 Pinnacle Awards"	\$101,130.00	82,370	2						
September 2014	Trade Show Executive / TradeShowExecutive.com "American Society of Association Executives Draws Nearly 6,000 to Annual Meeting in Nashville"	\$ 5,020.00	5,020	2	\$ 5,020.00	5,020	2			
September 2014	Mountain Meetings Magazine "Portland, Oregon and Mount St. Helens, Washington"	\$ -	0	1						
September 14, 2014	Convene Magazine / PCMA.org "Rooms to Let"	\$104,392.60	149,138	2						
Total		\$670,803.89	1,168,003	14	\$423,965.00	850,986	7	\$39,000.00	2,000,000	2



Marketing & Tourism Sales

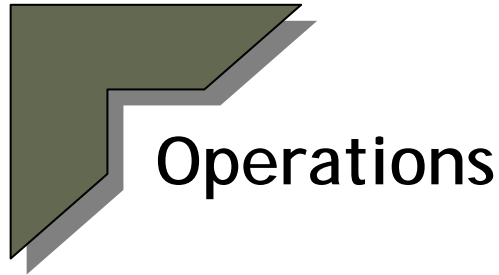
MARKETING		
	1st Quarter	YTD
Room nights booked via travelportland.com	709	709
Travelportland.com (Website Visits)	851,319	851,319
Referrals from travelportland.com	284,635	284,635
Average monthly Facebook reach	554,039	554,039

TOURISM SALES		
	1st Quarter	YTD
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	2885	2,885
Leads/Referrals Sent	166	166
FAMS/Research & Site Visits		
# of Fams	25	25
# of Companies	78	78
# of Attendees	109	109
Published Itineraries	0	0
Number of Room Nights by County		
Clackamas County	1047	1,047
Columbia County	0	0
Multnomah County	15,734	15,734
Washington County	1418	1,418
Mt. Hood/Gorge	0	0



Operations

AFFIRMATIVE ACTION GOALS 2014-15					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	September 30, 2014		2014-15		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Officials/Managers	3	8	38%	65%	Improve
Professionals	11	15	73%	50%	Maintain
Sales	14	15	93%	50%	Maintain
Office/Clerical	18	19	95%	50%	Maintain
Technicians	2	4	50%	10%	Maintain
Total	48	61	79%	45%	Maintain
	Number of Minorities	Number of Staff			
Officials/Managers	0	8	0%	15%	Improve
Professionals	2	15	13%	10%	Maintain
Sales	3	15	20%	10%	Maintain
Office/Clerical	2	19	11%	10%	Maintain
Technicians	0	4	0%	10%	Improve
Total	7	61	11%	11%	Maintain
This report is based on current full and part-time staff.					



FIRST OPPORTUNITY TARGET AREA (FOTA)

HIRING

Travel Portland hired three new employees in the first quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has twelve employees who reside in the MERC FOTA. Job openings were posted to the following: El Hispanic News, Skanner, Asian Reporter, Mosaic Metier, Travel Portland website, Craigslist, Indeed, Twitter, LinkedIn, Mac's List, CareerBuilder, and SimplyHired.

PURCHASING

Travel Portland expended a total of \$29,007 with businesses in the FOTA area for ending quarter September 2014.

PARTNERSHIP

Travel Portland currently has 93 member businesses within FOTA and 53 minority and 95 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION

For the last 26 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2014-15, Travel Portland expended \$161,529 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$68,000 or 42% percent was spent with minority/women-owned or emerging small business enterprises.

OCC SALES AND MARKETING BUDGET

Expenses

	Annual Budget	QTR Ending 06-30-15	Sum of YTD 06/30/2015	Percent
<u>Direct Sales:</u>				
Portland office:				
Professional services	911,754	254,184	254,184	
Direct expenses	113,456	28,451	28,451	
Total Portland office	1,025,210	282,635	282,635	28%
Washington DC office:				
Professional services	240,240	65,989	65,989	
DC client events	13,000	-	-	
Direct expenses	56,141	14,345	14,345	
Total DC office	309,381	80,334	80,334	26%
Chicago office:				
Professional services	113,256	36,936	36,936	
Chicago client events	12,000	-	-	
Direct expenses	18,359	5,718	5,718	
Total Chicago expenses	143,615	42,654	42,654	30%
Fall & Spring Fam	58,000	-	-	
Site Visits	72,500	36,280	36,280	
Bid/Sales Trips	30,000	16,039	16,039	
Local Promotions	6,000	8,685	8,685	
Tradeshows	258,233	87,117	87,117	
Road Shows/Client Events-Chicago & Washington	65,000	-	-	
Research/Lead Generation	39,000	5,557	5,557	
Three City Alliance	55,000	2,812	2,812	
Advisory Council	50,000	16,387	16,387	
Sub-Total	633,733	172,877	172,877	
Total Direct Sales	2,111,940	578,500	578,500	27%
<u>Marketing:</u>				
Total Marketing	593,693	255,371	255,371	43%
<u>Publication Relations:</u>				
Total PR	264,110	92,537	92,537	35%
<u>Convention Services:</u>				
Total Convention Services	362,000	85,202	85,202	24%
<u>Contract Administration:</u>				
Professional Services	231,959	53,378	53,378	
Total Contract Admin	231,959	53,378	53,378	23%
Total Budget for FY 2014-15	\$ 3,563,702	\$ 1,064,989	\$ 1,064,989	30%

Travel Portland Income Statement

(Statement of Financial Activities)

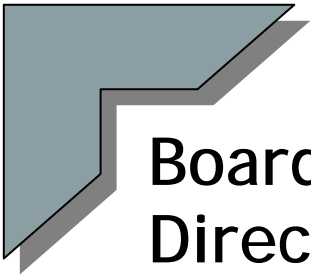
	Actual (Prior Year) YTD 9/30/2013 Column A	Actual YTD 9/30/2014 Column B	Budget YTD 9/30/2014 Column C	Actual (Prior Year) Full Year 6/30/2014 Column D	Budget Full Year 6/30/2015 Column E
Revenue					
City/County Lodging Tax (1%)	1,105,453	1,276,492	1,111,184	4,193,151	4,444,740
Tourism Improvement District (TID) (2%)	2,182,146	2,430,130	2,198,213	8,296,047	8,792,856
MERC (OCC contract)	743,068	1,064,989	1,068,375	3,418,128	3,561,250
Partnership Dues	116,441	117,006	117,500	461,203	470,000
Fees earned	80,042	41,771	41,892	208,478	167,570
Other Income	170	3,379	1,000	4,297	4,000
Tradeout/In-Kind	0	0	0	21,265	0
Cooperative programs	16,892	17,232	32,625	175,280	130,501
Regional RCMP (from Travel Oregon)	109,380	0	196,738	541,648	665,793
Cultural Tourism	123,784	116,337	75,000	320,931	300,000
Downtown Marketing Initiative (DMI)	414,155	0	0	828,309	0
Visitor Development Fund (VDF)	8,000	0	58,233	841,525	232,933
Total Revenue	4,899,530	5,067,336	4,900,761	19,310,261	18,769,643
Expenses					
Convention Sales	883,442	1,038,221	941,377	3,904,706	3,765,515
Tourism Sales	287,373	501,169	466,174	1,562,314	1,864,703
Marketing & Communications	852,316	1,264,250	1,308,404	7,472,918	7,733,623
Regional RCMP (from Travel Oregon)	0	138,348	193,749	0	775,000
Downtown Marketing Initiative (DMI)	100,593	10,141	42,173	732,371	84,345
Convention & Housing Services	154,312	190,180	210,624	651,118	842,500
Partnership Services & Events	127,121	153,077	160,140	544,118	640,563
Visitor Services (Fulfillment & VIC)	65,793	79,761	83,749	320,512	335,000
Program Support	478,309	564,843	617,108	1,773,945	2,495,435
Total Expenses	2,949,260	3,939,990	4,023,498	16,962,001	18,536,685
 NET SURPLUS/(DEFICIT)	 1,950,270	 1,127,346	 877,263	 2,348,261	 232,958

Travel Portland Balance Sheet

(Statement of Financial Position)

(Statement of Financial Position)

		Actual 9/30/2014 Column A	Actual as of 6/30/2014 Column B	Increase (Decrease) Column C
Assets				
	Cash and Cash Equivalents	\$5,871,450.59	\$4,834,080.16	21%
	Accounts Receivable	\$551,680.05	\$1,032,842.44	-47%
	Prepaid Assets	\$637,135.80	\$827,682.52	-23%
	Fixed Assets, net	\$502,232.27	\$547,031.39	-8%
	Other Assets	(\$55,304.20)	\$0.00	0%
	Total Assets	\$7,507,194.51	\$7,241,636.51	4%
Liabilities and Net Assets				
Liabilities				
	Accounts Payable & Accrued Expenses	\$836,243.15	\$1,129,902.40	-26%
	Accrued Personnel	\$1,010,997.80	\$1,289,761.58	-22%
	Deferred Revenue	(\$43,290.39)	\$246,074.48	-118%
	Other Fiduciary Liabilities - RCMP	\$160,335.41	\$160,335.41	0%
	Total Liabilities	\$1,964,285.97	\$2,826,073.87	-30%
Net Assets				
	Temporarily Restricted Net Assets	\$84,344.54	\$84,344.54	0%
1-10-3000	Undesignated Net Assets- (Target \$3.1M)	\$4,333,218.61	\$3,205,872.71	35%
1-10-3004	Board Designated-(Mkting & PPE Reserve)	\$578,314.00	\$578,314.00	0%
1-10-3005	Board Designated-Net Property and Equipment	\$547,031.39	\$547,031.39	0%
	Total Net Assets	\$5,542,908.54	\$4,415,562.64	26%
	Total Liabilities and Net Assets	\$7,507,194.51	\$7,241,636.51	4%



Board of Directors

Last Name	First Name	Company	Officers	Committee Chair
Ackman	Tim	Alaska Airlines/Horizon Air	Chair	
Burkett	Sandy	Hotel Vintage Plaza		Community Action Committee
Craddick	Shirley	Metro		
Dodson	Jim	Embassy Suites Portland Airport	Chair-elect	TID Committee
Erickson	Chris	The Heathman Hotel	Past Chair	
Faulstick	Steve	DoubleTree by Hilton Portland		Convention Sales Steering Committee
Frey	Victoria	Portland Institute for Contemporary Art		
Hanley	Terry	Hotel Rose		
Hasan	Naim	Naim Hasan Photography @ N2H Media Group		
Johnson	Samuel	Oxford Suites, Jantzen Beach		
LeBlanc	Gregg	Marketing Karma LLC		
Marks	Tracy	Hilton Portland & Executive Tower		
McKeel	Diane	Multnomah County		
Patel	Jatin	Lodging Mgmt NW, LLC		
Penilton	David	America's Hub World Travel	Vice Chair	Partner Services Committee
Ponzi	Maria	Ponzi Vineyards		
Porter	David	Aloft Portland Airport at Cascade Station		
Pyne	Tim	Portland Marriott Downtown Waterfront		
Rokovitz	Sabrina	Enterprise Rent A Car		
Rosenbarger	Wanda	Lloyd Center Mall		
Saltzman	Dan	City of Portland		
Shelby	E. Allen	Langley Investment Properties	Treasurer	Budget and Finance Committee
Shelly	Ruth	Portland Children's Museum		
Tullis	Jon	Timberline Lodge		
Wali	Bashar	Provenance Hotels		
Watson	Lisa	Cupcake Jones		
Welch	David	Lincoln Restaurant and Sunshine Tavern		
Weston	Linda	Oregon Entrepreneurs Network		

MERC Commission Meeting

December 2, 2014
12:30 pm

9.0 Consent Agenda

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

October 1, 2014
Portland Expo Center, Rooms D202/203

Present:	Terry Goldman, Judie Hammerstad, Cynthia Haruyama, Karis Stoudamire-Phillips and Metro Council Liaison, Sam Chase
Absent:	Chris Erickson, Ray Leary, Elisa Dozono (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Terry Goldman at 12:38 p.m. at the Portland Expo Center.
1.0	Confirmation of quorum was delayed until Commissioner Stoudamire-Phillips arrives.
2.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> • None
3.0	COMMISSIONER , COUNCIL LIAISON COMMUNICATIONS <ul style="list-style-type: none"> • Council Liaison Chase reported on progress of the hotel project related to design. • Chair Goldman announced that he has been named General Manager of the new Embassy Suites Hotel in Hillsboro, OR. He will remain on the Commission. • Chair Goldman welcomed Ashley McCarron of the Metro attorney’s office. McCarron is filling in for Metro Deputy Attorney, Nathan Sykes who is away from the office this week.
4.0	METRO DEPUTY COO COMMUNICATIONS Metro Deputy COO, Scott Robinson’s updates included: <ul style="list-style-type: none"> • The FOTA team will provide briefings to the liaisons from Metro Council and the MERC. A work session has been scheduled for November 5th prior to the MERC meeting. • A hearing on the hotel project validation lawsuit has been scheduled for Oct. 17. OMA is preparing summary judgment for the suit in Clackamas County. • A budget work session has been scheduled for November 5, prior to the regular MERC meeting. More information to come.
5.0	FINANCIAL REPORT <ul style="list-style-type: none"> • Metro Finance Manager, Brian Kennedy, presented the August 2014 Financial Report to the Commission.
6.0	VENUE BUSINESS REPORTS <ul style="list-style-type: none"> • Robyn Williams and Matthew P. Rotchford provided venue updates to the Commission. (Since Scott Cruickshank was absent, his report is included in the meeting packet.)
7.0	TRAVEL PORTLAND FOURTH QUARTER REPORT <ul style="list-style-type: none"> • Jeff Miller of Travel Portland presented the report to the Commission.
8.0	EXPO CENTER MARKETING AND FEASIBILITY STUDY <ul style="list-style-type: none"> • Matthew P. Rotchford introduced Rob Hunden of Hunden Strategic Partners and Barry Strafacci, an independent contractor who worked with Hunden on the Expo Market and Financial Feasibility Study. • Hunden and Strafacci presented a summary of the study. <ul style="list-style-type: none"> • Council Liaison Chase inquired about the Clark County event center and whether it qualifies as competition for Expo. • Matthew P. Rotchford responded that due to its size, configuration and location, it is not a strong competitor.

	<ul style="list-style-type: none"> • Chair Goldman inquired whether the Hunden team had seen the master plan report that the Commission had reviewed in the past. • Rotchford responded that they had and many of the results obtained by Hunden were in keeping with the results as reported in the master plan. • Commissioner Haruyama noted that it would be important to quantify what is wrong with the status quo. • Chair Goldman stated that the work was good and confirms what the Commission knows. He requested further discussion later. • Rotchford offered thanks to the Hunden team. <p><i>1:48 p.m. Commissioner Stoudamire-Phillips arrived.</i></p>
	<p>QUORUM CONFIRMED A quorum of Commissioners was present.</p>
9.0	<p>CONSENT AGENDA</p> <ul style="list-style-type: none"> • A motion was made by Commissioner Hammerstad and seconded by Commissioner Stoudamire-Phillips to approve the Consent Agenda:
9.1	<ul style="list-style-type: none"> • September 10, 2014 Record of MERC Actions <p>VOTING: Aye: 4 (Stoudamire-Phillips, Hammerstad, Goldman, Haruyama) Nay: 0 Motion passed</p>
10.0	<p>ACTION AGENDA</p>
10.1	<p>Resolution 14-26 For the Purpose of Approving a Rent Adjustment for the Antoinette Hatfield Hall Ground Lease with First Congregational Church.</p> <ul style="list-style-type: none"> • Robyn Williams presented the resolution to the Commission <ul style="list-style-type: none"> • A motion was made by Commissioner Hammerstad and seconded by Commissioner Haruyama to approve Resolution 14-26 as presented. <p>VOTING: Aye: 6 (Stoudamire-Phillips, Hammerstad, Goldman, Leary, Erickson, Dozono) Nay: 0 Motion passed</p>
11.0	<p>EXPO CENTER LIVING STORMWATER GREENWALL PRESENTATION</p> <ul style="list-style-type: none"> • Matthew P. Rotchford offered thanks to the Chair, Commission and guests for their work in helping guide the Greenwall project. He introduced several project partners including Amy Chomowicz of City of Portland Bureau of Environmental Services, Lydia Neill of Metro CPMO and Molly Chidsey, Metro Sustainability Program Coordinator. • Metro Council Liaison, Chase, welcomed Metro Councilors Craig Dirksen, Kathryn Harrington and Shirley Craddick who had joined the meeting to hear the presentation. • Chomowicz described the idea behind the wall, its construction process and its benefits. • Neill and Chidsey each provided background and information on their participation in the project.
	<p>As there was no further business to come before the Commission, the meeting adjourned at 2:18 p.m. for the unveiling of the Greenwall adjacent to Expo Hall E.</p>

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

November 5, 2014
Oregon Convention Center, A107-A108

Present:	Terry Goldman, Judie Hammerstad, Chris Erickson, Ray Leary, Karis Stoudamire-Phillips, Elisa Dozono
Absent:	Cynthia Haruyama (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Terry Goldman at 12:50 p.m. at the Oregon Convention Center.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> • None
3.0	COMMISSIONER , COUNCIL LIAISON COMMUNICATIONS <ul style="list-style-type: none"> • Councilor Sam Chase reported that Metro Measure 26-159 passed in the Nov. 4th election. He also updated the design schedule for the convention center hotel project and reported that Metro is still awaiting a decision on legal action related to the hotel project. • Metro Attorney Alison R. Kean, sitting in for Metro Deputy Attorney, Nathan Sykes, provided further legal updates regarding the hotel project stating that Metro is still awaiting a court decision on the validation lawsuit. • Commissioner Goldman announced that he has accepted a position as General Manager of the new Embassy Suites hotel in Hillsboro. The hotel will open in December, 2014. He will continue as a member of the MERC.
4.0	METRO DEPUTY COO COMMUNICATIONS Metro Deputy COO, Scott Robinson provided updates: <ul style="list-style-type: none"> • Briefings with liaisons and other commissioners on the FOTA program have been scheduled as well as several with Metro Councilors in order to prepare for a joint Metro Council/MERC Commission work session scheduled for January 13. The MERC FOTA Work Session has been re- scheduled for December 2. • Briefings are scheduled with commissioners and Metro Councilors regarding Expo Study results. The next step is a validation phase to look at funding options.
5.0	MINORITY, WOMEN, EMERGING SMALL BUSINESS AND FIRST OPPORTUNITY TARGET AREA REPORT Metro Procurement Manager, Gabrielle Schuster, presented the report. <ul style="list-style-type: none"> • Commissioner Dozono inquired if Metro is considering focusing more on MW, MBE and WBE contractors. • Schuster replied that state law requires inclusion of ESB, however it may be possible to develop new policies in the MERC and Metro contracting rules. • Robinson added that it may be possible for Metro to set targets for minority and women contractors. • Commissioner Leary inquired whether there is a way to simplify complex contracting rules so there would be less need for training/outreach. • Schuster replied that Metro Procurement will continue to look at ways to make it easier for contractors however state law mandates certain procurement rules. • Commissioner Stoudamire-Phillips inquired about the constituency of the attendees at MWESB workshop organized by Metro Procurement. • Schuster replied that they were mostly Minority and Woman-owned businesses. • Stoudamire-Phillips asked if they were mostly from construction trades. • Shuster responded that the most recent meeting was for a specific RFP for natural habitat

	<p>restoration. The attendees were landscapers and forest laborers.</p> <ul style="list-style-type: none"> • Dozono complimented Schuster and her team for their outreach.
6.0	<p>PROPOSED CHANGES TO MERC CONTRACTING AND PURCHASING RULES</p> <p>Metro Procurement Manager, Gabrielle Schuster presented the proposed changes.</p> <ul style="list-style-type: none"> • Commissioner Dozono requested more information on how the changes fit with FOTA requirements especially section 7 – E regarding the good faith efforts requirement for construction projects.
7.0	<p>ACTION AGENDA</p>
7.1	<p>Resolution 14-27 For the purpose of selecting HydroTemp Mechanical, Inc. for the Keller Auditorium – “Cooling Tower Replacement” and authorizing the Deputy Chief Operating Officer of Metro to execute a contract with HydroTemp Mechanical.</p> <ul style="list-style-type: none"> • Josh Lipscomb presented the resolution to the Commission • A motion was made by Commissioner Dozono and seconded by Commissioner Hammerstad to approve Resolution 14-27. <p>VOTING: Aye: 6 (Stoudamire-Phillips, Hammerstad, Goldman, Leary, Erickson, Dozono) Nay: 0 Motion passed</p>
7.2	<p>Resolution 14-28 For the purpose of selecting Convergent Technologies, LLC., for the Oregon Convention Center – “Integrated Electronic Security Upgrade” and authorizing the Deputy Chief Operating Officer of Metro to execute a contract with Convergent Technologies, LLC.</p> <ul style="list-style-type: none"> • Scott Cruickshank presented the resolution to the Commission • A motion was made by Commissioner Dozono and seconded by Commissioner Erickson to approve Resolution 14-28. <p>VOTING: Aye: 6 (Stoudamire-Phillips, Hammerstad, Goldman, Leary, Erickson, Dozono) Nay: 0 Motion passed</p>
	<p>As there was no further business to come before the Commission, the meeting adjourned at 1:45 p.m.</p>

MERC Commission Meeting

December 2, 2014
12:30 pm

10.0 Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 14-29

For the purpose of amending the Metropolitan Exposition Recreation Commission Contracting and Purchasing Rules.

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) is authorized to adopt policies regarding the contracting and purchasing rules for operation of MERC facilities pursuant to Metro Code Section 2.04.024 and Section 6.01.040(a), and;

WHEREAS, the MERC Contracting and Purchasing Rules were amended on September 24, 2008, October 19, 2011, and June 4, 2013, and;

WHEREAS, the Metro Council updated the Metro Contracting Code Section 2.04 to align the procurement of personal services and public contracts with Oregon’s Public Contracting statutes, and;

WHEREAS, the MERC Contracting and Purchasing Rules require amendment consistent these changes.

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

Hereby amends the MERC Contracting and Purchasing Rules as set forth in the attached Exhibit A.

Passed by the Commission on December 2, 2014.

Approved as to form:

Alison R. Kean, Metro Attorney

_____ Chair

By: _____

Nathan A. S. Sykes, Deputy Metro Attorney

_____ Secretary/Treasurer

SECTION 1 - DEFINITIONS

The following terms shall have the following meanings:

- A. **“Commission”** means the Metropolitan Exposition-Recreation Commission.
- B. **“Contract Manager”** means the MERC staff person responsible for a particular procurement.
- C. **“Emergency”** means circumstances that: (a) could not have been reasonably foreseen; (b) create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.
- D. **“Emergency Contract”** means a contract whose purpose is limited to remedying an emergency situation.
- E. **“Emerging Small Business” or “ESB”** means a State of Oregon-certified emerging small business firm.
- F. **“First Opportunity Target Area” or “FOTA”** means the economically distressed area located in the immediate vicinity of the Oregon Convention Center as authorized by Section 2, Chapter 909, Oregon Laws 1989.
- G. **“General Manager”** means the individual appointed by the Commission who is responsible for managing the MERC staff.
- H. **“Labor and Materials Bond”** means a bond for the protection of a person or firm claiming to have supplied labor or materials for the performance of work provided for in a public contract.
- I. **“MERC Facility” or “Facilities”** means the Oregon Convention Center, the Portland Center for the Performing Arts, and the Portland Metropolitan Exposition Center, and any other facilities that are added to MERC’s management responsibilities from time to time.
- J. **“MERC Purchasing Procedures Manual”** means the administrative procedures prepared by the General Manager.
- K. **“Minority Business Enterprise” or “MBE”** means a State of Oregon-certified minority owned business.
- L. **“Performance Bond”** means a bond conditioned on the faithful performance of a contract in accordance with the plans, specifications, and conditions of the contract.

- M. **“Personal Services Contract”** means any contract by which MERC acquires a professional, artistic, creative, consulting, educational, or management service. Contracts which are predominately for the purpose of obtaining a product, labor, or materials, or the services of a construction trade are not personal services contracts.
- N. **“Public Contract”** means any purchase, lease or sale by MERC of personal property, public improvement or services, including those transacted by purchase order, other than agreements which are for personal services.
- O. **“Public Improvement Contract”** means a contract for the construction, reconstruction or major renovation on real property. A public improvement contract does not include emergency work, minor alteration, or ordinary repair or maintenance.
- P. **“Revenue Contract”** means a contract that provides revenue to MERC wherein MERC does not purchase a good or service.
- Q. **“Woman-Owned Business Enterprise” or “WBE”** means a State of Oregon-certified woman-owned business.

SECTION 2 - GENERAL PROVISIONS

A. Intent.

This document contains the purchasing and contracting rules adopted by the Metropolitan Exposition-Recreation Commission pursuant to ORS 279A.065. The intent of these rules is to permit the most flexible and efficient contracting procedures available under applicable state law and the Metro Code.

B. Exceptions To These Rules.

These policies do not apply to: (1) employment contracts for Commission personnel, (2) contracts for the lease or use of MERC facilities, (3) sponsorship and naming agreements, which are subject to MERC’s Sponsorship and Naming Policies, (4) donations and grants, (5) revenue contracts, to the extent permitted by the Metro Code and state law, and (6) other contracts exempted by the Commission from these policies on a case by case basis.

C. Oregon Attorney General’s Model Rules Inapplicable.

The Oregon Attorney General’s model contracting rules do not apply to the Commission.

D. Conflicts With Oregon Public Contracting Code.

In the event of a conflict between any provision of the Oregon Public Contracting Code and these rules, the provisions of the Oregon Public Contracting Code shall control.

SECTION 3 - AUTHORITY AND DELEGATION

A. Duties And Powers Of The Commission.

In accordance with Section 6.01.040(J) of the Metro Code, the Metropolitan Exposition-Recreation Commission is empowered to enter into contracts as the Commission deems necessary under contracting rules adopted by the Commission. Specifically, the Commission has the authority to enter into contracts of such types and in such amounts, including intergovernmental agreements, as the Commission may deem necessary, appropriate, or convenient for the renovation, equipping, maintenance, repair, operation and marketing of the use of buildings and facilities for which it is responsible, and for professional and other services. Pursuant to Metro Code Section 6.01.040, the Commission is impliedly empowered to amend and terminate contracts to which the Commission is a party, as the Commission may deem necessary, appropriate or convenient.

B. Commission Approval Required.

Procurements of ~~\$100,000~~ ~~\$150,000~~ or more require the Commission, by duly adopted resolution, to select the contractor and approve the contract.

C. General Manager's Authority.

The Commission delegates to the General Manager the authority to conduct procurements of less than ~~\$100,000~~ ~~\$150,000~~. The General Manager may enter into contracts less than ~~\$100,000~~ ~~\$150,000~~ without the approval of the Commission. All contracting by the General Manager shall be conducted in accordance with the Oregon Public Contracting Code, these rules, and the MERC Purchasing Procedures Manual promulgated by the General Manager. The General Manager may delegate his/her authority under these rules. Any such delegation shall be in writing.

D. Facility Authority.

1) Procurement Authority.

Individual MERC facilities shall not contract for amounts above ~~\$5,000~~ ~~\$10,000~~ without the prior approval of the General Manager. All contracting by the MERC facilities shall be conducted in accordance with the Oregon Public Contracting Code, these rules, and the policies promulgated by the General Manager.

2) Amendment Authority.

No contract in an amount above ~~\$5,000~~ ~~\$10,000~~ may be amended without the General Manager's approval. Any amendment of a contract by individual MERC facilities shall comply with all the requirements of Section 8 of these rules.

E. Purchasing Procedures Manual Required.

The General Manager shall develop a MERC Purchasing Procedures Manual with instructions to implement these rules. The MERC Purchasing Procedures Manual does not require Commission approval and may be revised as deemed necessary by the General Manager.

F. Contracts List Required.

The General Manager shall maintain a “current and pending contracts list” that shows items or services to be purchased and, if applicable, due dates and times bids or proposals will be opened.

SECTION 4 - PUBLIC CONTRACTS (GOODS & SERVICES)

A. Applicability.

The rules in this Section 4 apply to all public contracts of the Commission except public improvement contracts. Public improvement contracts are governed by Section 7 of these rules. For purposes of this Section 4, a public contract means any purchase, lease, or sale by MERC of personal property or services, including those transacted by purchase order, other than agreements that are for personal services. Personal services are governed by Section 5 of these rules.

B. Public Contracts Not Exceeding ~~\$5,000~~ \$10,000.

A public contract not exceeding ~~\$5,000~~ \$10,000 may be awarded in any manner deemed practical or convenient by the General Manager. The General Manager shall promulgate procedures in the MERC Purchasing Procedures Manual for contracts not exceeding ~~\$5,000~~ \$10,000.

C. Public Contracts Exceeding ~~\$5,000~~ \$10,000 But Less Than ~~\$100,000~~ \$150,000.

Any public contract exceeding ~~\$5,000~~ \$10,000 but less than ~~\$100,000~~ \$150,000 shall be awarded in accordance with the provisions of ORS 279B.070, as follows:

- 1) A procurement may not be artificially divided or fragmented so as to fall within this rule.
- 2) When conducting a procurement under this section, the contract manager shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contract manager shall attempt to obtain at least one quote from a state-certified MBE, WBE, or ESB within the FOTA area. The contract manager shall attempt to obtain a second quote from any state-certified MBE, WBE, or ESB regardless of

location. The contract manager shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contract manager shall make a written record of the effort made to obtain the quotes or proposals. Nothing shall prevent the contract manager from obtaining more than three quotes at any time.

- 3) If a contract is awarded, the contract shall be awarded to the offeror whose quote or proposal will best serve the interests of MERC, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110.
- 4) Before the contract is awarded, the contract manager shall notify the General Manager of the nature of the proposed contract, the estimated cost of the contract, the names of the offerors and the amounts of the quotes or proposals, and the name of a contact person for the offeror. The contract may not be awarded without the approval of the General Manager.

D. Public Contracts Of ~~\$100,000~~ \$150,000 Or More.

Public contracts of ~~\$100,000~~ \$150,000 or more shall be awarded in accordance with this section, unless the contract is within a class of contracts designated by the Metro Council as a class special procurement. If the Metro Council has designated the procurement as a special procurement, the procurement may be awarded in accordance with Section 6 of these policies. Procurements governed by this Section 4(D) shall be awarded through the issuance of competitive sealed bids in accordance with ORS 279B.055, or through the issuance of competitive sealed proposals in accordance with ORS 279B.060, as follows:

- 1) Public Contracts Procured Through The Issuance Of Requests For Competitive Sealed Bids.
 - a) The Commission delegates authority to the General Manager to prepare and approve request for bid documents and to solicit competitive sealed bids. Commission staff is responsible for determining the exact specifications for the proposed purchase. The Commission delegates authority to the General Manager to prepare and approve requests for information, requests for interest or other preliminary documents to obtain information useful in the preparation of invitations to bid. Every procurement using competitive sealed bids shall comply with all the requirements of ORS 279B.055.
 - b) The procurement may not proceed without the approval of the General Manager.

- c) The Commission shall evaluate the competitive sealed bids and shall select the successful bidder or bidders in accordance with the criteria set forth in this section and in ORS 279B.055, as it may be amended from time to time. Completion of the procurement process requires Commission approval of the contract award and approval of the written contract by resolution. If a contract is awarded, the Commission shall award the contract:
 - (1) To the lowest responsible bidder whose bid substantially complies with the requirements and criteria set forth in the invitation to bid and with all prescribed public procurement procedures and requirements; or
 - (2) When the invitation to bid specifies or authorizes the award of multiple contracts, to the responsible bidders:
 - (a) Whose bids substantially comply with the requirements and criteria set forth in the invitation to bid and with all prescribed public procurement procedures and requirements; and
 - (b) Who qualify for the award of a public contract under the terms of the invitation to bid.
- d) The Commission may, by duly adopted resolution, waive the requirements for Commission approval of contract award subject to any conditions established by the Commission.
- e) The Commission may reject any or all competitive sealed bids in accordance with the provisions of ORS 279B.100.

2) Public Contracts Procured Through The Issuance Of Requests For Competitive Sealed Proposals.

Any procurement of goods or services of ~~\$100,000~~ \$150,000 or more may be awarded through the issuance of competitive sealed proposals, in accordance with the provisions of ORS 279B.060, as follows:

- a) The Commission delegates authority to the General Manager to prepare and approve proposal documents and to solicit competitive proposals. Commission staff is responsible for determining the exact needs and evaluation criteria for any proposed purchase. The Commission delegates authority to the General Manager to prepare and approve requests for information, requests for interest, requests for qualifications or other preliminary documents to obtain information useful in the preparation of a request for proposals, in

accordance with ORS 279B.060(11). Every procurement using competitive sealed proposals shall comply with all the requirements of ORS 279B.060.

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- b) The Commission delegates to the General Manager the authority to determine the evaluation criteria and selection methods to be used. The evaluation criteria and selection methods chosen by the General Manager shall be identified in the request for proposals. When provided for in the request for proposals, the contract manager may employ any combination of methods of evaluation, including but not limited to the methods listed in ORS 279B.060(6)(b).
- c) The procurement may not proceed without the approval of the General Manager.
- d) The Commission shall evaluate the competitive sealed proposals and shall award the contract to the responsible proposer whose proposal the Commission determines, by duly adopted resolution, to be the most advantageous to the Commission based on the evaluation process and evaluation factors described in the request for proposals, any applicable preferences required by Oregon law and, when applicable, the outcome of any negotiations authorized by the request for proposals. Completion of the procurement process requires Commission approval of the contract award and approval of the written contract by resolution.
- e) The Commission may waive the requirements for Commission approval of contract award subject to any conditions established by the Commission.
- f) The Commission may reject any or all competitive sealed proposals in accordance with the provisions of ORS 279B.100.

SECTION 5 - PERSONAL SERVICES CONTRACTS

A. Applicability.

This section establishes the rules for the procurement of personal services. Personal services contracts are those contracts designated by the Metro Council as “personal services contracts.” Section 2.04.010 of the Metro Code defines “personal services contract” as follows:

“Any contract by which Metro acquires a professional, artistic, creative, consulting, educational, or management service. Contracts with are predominately for the purpose of obtaining a product, labor or materials, or the services of a construction trade are not a personal services contract.”

The objective in contracting for personal services is to obtain the highest quality of work for the most reasonable price. The quality of technical services may be more important than cost.

B. Personal Services Contracts Not Exceeding ~~\$5,000~~ \$10,000.

A personal services contract not exceeding ~~\$5,000~~ \$10,000 may be awarded in any manner deemed practical or convenient by the General Manager. The General Manager shall promulgate procedures in the MERC Purchasing Procedures Manual for contracts not exceeding ~~\$5,000~~ \$10,000.

C. Personal Services Contracts Exceeding ~~\$5,000~~ \$10,000 But Less Than ~~\$100,000~~ \$150,000.

Any procurement of personal services exceeding ~~\$5,000~~ \$10,000 but less than ~~\$100,000~~ \$150,000 shall be awarded in accordance with the provisions of ORS 279B.070, as follows:

- 1) A procurement may not be artificially divided or fragmented so as to fall within this rule.
- 2) When conducting a procurement under this section, the contract manager shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contract manager shall attempt to obtain at least one quote from a state-certified MBE, WBE, or ESB within the FOTA area. The contract manager shall attempt to obtain a second quote from any state-certified MBE, WBE, or ESB regardless of location. The contract manager shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contract manager shall make a written record of the effort made to obtain the quotes or proposals. Nothing shall prevent the contract manager from obtaining more than three quotes at any time.
- 3) If a contract is awarded, the contract shall be awarded to the offeror whose quote or proposal will best serve the interests of MERC, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110.
- 4) Before the contract is awarded, the contract manager shall notify the General Manager of the nature of the proposed contract, the estimated cost of the contract, the names of the offerors and the amounts of the quotes or proposals, and the name of a contact person for the offeror. The contract may not be awarded without the approval of the General Manager.

D. Personal Services Contracts of ~~\$100,000~~ \$150,000 Or More.

Any procurement of personal services of ~~\$100,000~~ \$150,000 or more shall be awarded through the issuance of competitive sealed proposals, in accordance with the provisions of ORS 279B.060, as follows:

- 1) The Commission delegates authority to the General Manager to prepare and approve proposal documents and to solicit proposals. Commission staff is responsible for determining the exact needs and evaluation criteria for any proposed services requiring competitive sealed proposals. The Commission delegates authority to the General Manager to prepare and approve requests for information, requests for interest, requests for qualifications or other preliminary documents to obtain information useful in the preparation of a request for proposals, in accordance with ORS 279B.060(11). Every procurement using competitive sealed proposals shall comply with all the requirements of ORS 279B.060.
- 2) The Commission delegates to the General Manager the authority to determine the evaluation criteria and selection methods to be used. The evaluation criteria and selection methods chosen by the General Manager shall be identified in the request for proposals. When provided for in the request for proposals, the contract manager may employ any combination of methods of evaluation, including but not limited to the methods listed in ORS 279B.060(6)(b).
- 3) The procurement may not proceed without the approval of the General Manager.
- 4) The Commission shall evaluate the competitive sealed proposals and shall award the contract to the responsible proposer whose proposal the Commission determines, by duly adopted resolution, to be the most advantageous to the Commission based on the evaluation process and evaluation factors described in the request for proposals, any applicable preferences required by Oregon law and, when applicable, the outcome of any negotiations authorized by the request for proposals. Completion of the procurement process requires Commission approval of the contract award and approval of the written contract by resolution.
- 5) The Commission may waive the requirements for Commission approval of contract award subject to any conditions established by the Commission.
- 6) The Commission may reject any or all competitive sealed proposals in accordance with the provisions of ORS 279B.100.

SECTION 6 - SPECIAL PROCUREMENTS

A. Metro Council Designation Of Special Procurements.

A contract may be awarded as a special procurement if (a) the contract is in a class of contracts that has been designated as a special procurement or (b) the specific contract has been approved by Metro Council as a special procurement. A current list of special procurements designated by Metro Council is contained in Attachment "A."

B. Procedures For Special Procurements.

Special procurements shall be procured in accordance with the specific procedure, if any, contained in the Metro Code for that class of procurement. If no procurement is specified by Metro Code for the class of the special procurement, procurement shall be performed by means of procedures chosen by the Chief Executive Officer as an appropriate method tailored to fit and in light of the demands, circumstances and market realities associated with obtaining each of the enumerated goods and services. Such procurement procedures may include but shall not be limited to direct negotiations with individual or multiple vendors or suppliers; negotiations with ranked proposers; competitive negotiations; or multiple tiered competitions.

SECTION 7 - PUBLIC IMPROVEMENT CONTRACTS

A. Competitive Quotes Permitted For Public Improvement Contracts Not To Exceed ~~\$100,000~~ \$150,000.

Public improvement contracts estimated not to exceed ~~\$100,000~~ \$150,000 may be let by competitive quote under the following procedures:

- 1) When conducting a procurement under this section, the contract manager shall seek at least three informally solicited competitive price quotes from prospective contractors. The contract manager shall attempt to obtain at least one quote from a state-certified MBE, WBE, or ESB within the FOTA area. The contract manager shall attempt to obtain a second quote from any state-certified MBE, WBE, or ESB regardless of location. The contract manager shall keep a written record of the sources of the quotes received. If three quotes are not reasonably available, fewer will suffice, but the contract manager shall make a written record of the effort made to obtain the quotes. Nothing shall prevent the contract manager from obtaining more than three quotes at any time.
- 2) The contract manager shall award the contract to the prospective contractor whose quote will best serve the interests of MERC, taking into account price and other applicable factors, such as experience, specific expertise, availability, project understanding, contractor capacity, and contractor

responsibility. If the contract is not awarded on the basis of the lowest price, the contract manager shall make a written record of the basis for the award.

- 3) A procurement may not be artificially divided or fragmented to qualify for the informal contract award procedures provided by this section.
- 4) Nothing in this section may be construed as prohibiting a contract manager from using competitive bidding procedures to conduct a procurement that is ~~\$100,000~~ \$150,000 or less.
5. Before the contract is awarded, the contract manager shall notify the General Manager of the nature of the proposed contract, the estimated cost of the contract, the names of the offerors and the amounts of the quotes, and the name of a contact person for the offeror. The contract may not be awarded without the approval of the General Manager.

B. Competitive Sealed Bids Required For Public Improvement Contracts Exceeding ~~\$100,000~~ \$150,000.

All public improvement contracts exceeding ~~\$100,000~~ \$150,000 shall be based upon competitive sealed bids. The procedures for competitive bidding of all MERC public improvement contracts shall comply with all requirements that are generally applicable to local governments as set forth in ORS Chapter 279C.

C. Negotiations With Bidder(s).

If bids are solicited for a public improvement contract, and all bids exceed the budget for the project, the contract manager may, prior to contract award and with the prior approval of the General Manager, negotiate for a price within the project budget under the following procedures:

- 1) Negotiations shall begin with the lowest responsive and responsible bidder. If negotiations are not successful, then the contract manager may begin negotiations with the second lowest responsive, responsible bidder, and so on.
- 2) Negotiations may include the inclusion of value engineering and other options to attempt to bring the project cost within the budgeted amount.
- 3) A contract may not be awarded under this section if the scope of the project is significantly changed from the description in the original bid documents.
- 4) The contract manager shall adhere to the provisions of ORS 279C.340 in applying this section.

D. Bonds.

Bonds and bid security requirements are as follows:

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

E. Adoption Of Metro Good Faith Efforts Requirement For Construction Projects.

For construction contracts of ~~\$100,000~~ \$150,000 or more, the Commission adopts in principle, policy, and content the “Good Faith Effort” program established by Metro Code § 2.04.100 through 2.04.190 (Metro Minority Business Enterprise, Women Owned Business, and Emerging Small Business Program) as they apply to contracts of the Commission. This adoption includes any and all ordinances subsequently adopted by the Metro Council relating to Metro’s Minority Business Enterprise, Women Owned Business, and Emerging Small Business Program. The General Manager shall designate MERC staff to perform the functions of the Liaison Officer to carry out the MBE/WBE/ESB program as it relates to MERC contracting activities.

SECTION 8 - CONTRACT AMENDMENTS

A. Public Contract Amendments.

- 1) The General Manager may execute amendments to public contracts provided that any one of the following conditions are met:
 - a) The original contract was let by a formal competitive procurement process, the amendment is for the purpose of authorizing additional work for which unit prices or alternates were provided that established the cost for the additional work and the original contract governs the terms and conditions of the additional work; or
 - b) The amendment is a change order that resolves a bona fide dispute with the contractor regarding the terms and conditions of a contract for a public improvement and the amendment does not materially add to or delete from the original scope of work included in the original contract; or

- c) The amount of the aggregate cost increase resulting from all amendments does not exceed 20 percent of the initial contract if the face amount is less than or equal to \$1,000,000 or 10 percent if the face amount is greater than \$1,000,000; amendments made under subsection (a)(i) or (a)(ii) are not included in computing the aggregate amount under this subsection; or
 - d) The Commission, by duly adopted resolution, has authorized the contract amendment.
- 2) No public contract may be amended to include additional work or improvements that are not directly related to the scope of work that was described in the competitive process utilized to award the contract.

B. Personal Services Contract Amendments.

- 1) Personal services contracts of an initial amount of ~~\$50,000~~ ~~\$75,000~~ or less may be amended to increase the amount of the contract to no more than twice the original contract amount. The limit provided in this subsection is cumulative and includes any and all contract amendments or extensions. Any contract amendment(s) in excess of this limit must be approved by the Commission.
- 2) Personal services contracts with an initial amount greater than ~~\$50,000~~ ~~\$75,000~~ may be amended provided that any amendment that increases the total amount payable to an amount more than ~~\$50,000~~ ~~\$75,000~~ greater than the initial contract amount shall be subject to approval by the Commission. The Commission shall determine whether it is appropriate to amend the contract in light of the policies set forth in ORS 279A.015 and ORS 279B.010.

SECTION 9 - APPEAL PROCEDURES

A. Appeal Requirements.

Any aggrieved bidder or proposer who wishes to protest a contract award must notify the General Manager in writing within five (5) working days of the postmark date on the notice of award or the date of alleged violation. The protest must describe the specific rule, regulation, statute, or procedure upon which the appeal is based and the specific alleged conduct that violates such authority. Disagreement with the judgment exercised by evaluators in scoring a proposal is not a basis of appeal.

B. General Manager Response.

The General Manager shall respond to the protestor within ten (10) working days of receipt of notice of appeal. The response shall reject the protest if the General Manager finds that

the protest is lacking in merit or shall uphold the appeal. Acceptance of the protest by the General Manager may cause the rejection of all bids or proposals or the award of the contract to a different bidder or proposer at the General Manager's discretion.

C. Further Appeals.

If the protestor wishes to appeal the decision of the General Manager, the protestor must submit a written appeal to the General Manager within five (5) working days of the postmark date on the General Manager's decision. The appeal shall be presented to the Commission at its next meeting by the General Manager. The Commission may convene a special meeting to consider the appeal. The Commission shall, by resolution, reject the protest due to lack of merit or uphold the protest. Acceptance of the protest by the Commission may cause the rejection of all bids or proposals or may require the contract be awarded to a different bidder at the discretion of the Commission. If the proposer wishes to appeal the decision of the Commission, the protestor shall appeal to the Contract Review Board in writing within five (5) working days of the Commission's decision on the protest.

SECTION 10 - DISPOSITION OF PERSONAL AND SURPLUS PROPERTY

A. Definitions

For purposes of this section, the following terms have the following meaning:

- 1) "Acquiring Facility" means the MERC facility that last used the property prior to declaring it surplus. For purposes of this section, MERC Administration is considered an acquiring facility.
- 2) "Surplus Property" means any MERC asset, whether or not carried as a fixed asset on the general ledger, and deemed to be of no further useful value to the acquiring MERC facility or to MERC as a whole.
- 3) "Property Services Manager" means the MERC official designated by the General Manager to administer the disposal of surplus property.
- 4) "MERC Property" means all personal property purchased with MERC funds, or given to MERC at no cost. Real Property is not included.
- 5) "Useful value" means the functional utility of an item, as determined by the acquiring facility, or the Property Services Manager after consulting with the acquiring department.
- 6) "Market value" means the amount of money that the sale of property could yield as determined by the Property Services Manager after reasonable inquiry.

- 7) “Scrap” means the property has no useful value to MERC and no market value. Surplus property may also be designated scrap if the further storage or cost of disposal exceeds its market value.

B. General Scope.

Property purchased by individual facilities and being used by MERC facilities is under the control of those facilities until it is of no further use to the facility. When property is declared to be of no further use to an individual facility, it is to be turned over to the Property Services Manager to be reused by another facility, sold, discarded or donated. Property cannot be disposed of by the individual facilities. When property is located at a site remote from the Property Services Manager, he/she may delegate the disposal and sale function to the facility director having control over the asset. When this is done, the facility director shall notify the Property Services Manager of intent to dispose of property. The Property Services Manager will make the determination based on the most cost effective disposal method.

C. Procedures.

Surplus property turned over to the Property Services Manager by MERC facilities will be processed as follows:

- 1) When a determination is made by the Property Services Manager that surplus property has further value to MERC, and the cost of storage does not exceed its value, it may be stored for future use. An inventory of property available for use by other MERC facilities will be maintained in the office of the Property Services Manager.
- 2) When surplus property is determined by the Property Services Manager to have no useful value to MERC and the market value exceeds \$100,000 after cost of advertising and sale, Commission approval for the sale is required. The property may be sold by one of the following methods:
 - a) Advertise the sale in a newspaper of general circulation. Receive bids for the purchase and sale of the property to the highest bidder.
 - b) Hold a public auction with a licensed auctioneer, or auction the property in accordance with auction procedures of an auctioneer under contract with the State of Oregon. Auction sales may be conducted entirely on the internet. Sale shall be for cash to the highest bidder.
 - c) In the case of specialty property where the market is narrow, the property may be consigned to a broker to sell. The broker must be approved by the Commission.

- d) The property may be sold or donated to another governmental entity or non-profit agency serving the region. The sale or donation under this provision shall be approved by the Commission.
- 3) When surplus property is determined by the Property Services Manager to have no useful value to MERC and the market value exceeds \$10,000 but does not exceed \$100,000 after the cost of advertising and sale, the Property Services Manager shall sell the property by one of the following methods:
- a) Advertise the sale in a newspaper of general circulation. Receive bids for the purchase and sale of the property to the highest bidder.
 - b) Hold a public auction with a licensed auctioneer, or auction the property in accordance with auction procedures of an auctioneer under contract with the State of Oregon. Auction sales may be conducted entirely on the internet. Sale shall be for cash to the highest bidder.
 - c) In the case of specialty property where the market is narrow, the property may be consigned to a broker to sell. The broker is to be selected by the Property Services Manager in consultation with the facility director after reasonable inquiry to insure the best marketing effort and commission rate is received.
 - d) The property may be sold or donated to another governmental entity or non-profit agency serving the region. The sale or donation under this provision shall be approved by the General Manager.
- 4) When surplus property is determined by the Property Services Manager to have no useful value to MERC and a market value of greater than \$0 and less than \$10,000 after deducting the cost of advertising and sale, the Property Services Manager shall sell the property by one of the following methods:
- a) Solicit bids from at least three liquidators or brokers (if there are three interested). The property will be sold to the highest bidder.
 - b) Hold a public auction with a licensed auctioneer, or auction the property in accordance with auction procedures of an auctioneer under contract with the State of Oregon. Auction sales may be conducted entirely on the internet. Sale shall be for cash to the highest bidder.
 - c) Conduct a public sale with marked prices reflecting the estimated quick sale value as determined by the Property Services Manager.

- d) In the case of specialty property where the market is narrow, the property may be consigned to a broker to sell. The broker is to be selected by the Property Services Manager, in consultation with the facility director, after reasonable inquiry to insure the best marketing effort and commission rate is received.
 - e) The property may be sold or donated to another governmental entity or non-profit agency serving the region. The sale or donation under this provision shall be approved by the General Manager or his/her designee.
- 5) When surplus property has no useful value and no market value as determined by the Property Services Manager, it is declared “scrap” and may be disposed of by any of the following methods:
- a) Discard or recycle the property in any method prescribed by the Property Services Manager.
 - b) Donate the property to another governmental entity or nonprofit organization for reuse or sale.
 - c) As a last resort (to avoid discarding the property into the solid waste stream) the property may be given to any interested party agreeing to reuse or recycle it in exchange for the timely removal of the property from the premises.
- 6) A record of all property disposals shall be maintained in the office of the Property Services Manager. All surplus property disposals will be recorded in the property disposal files and maintained in accordance with proper archiving practices.
- 7) All personal property sold pursuant to this section shall be sold as-is without any warranty, either express or implied, of any kind, including but not limited to warranties of title or fitness for any purpose. Upon receiving payment for the personal property from the successful bidder, the person or company conducting the auction shall execute an appropriate bill of sale, which shall recite that the sale is without warranty, as provided in this subsection.

D. Accounting Requirements.

- 1) When the property is sold, proceeds from the sale shall be turned over to MERC Accounting and credited to the originating fund when the fund is identifiable. If the originating fund cannot be identified, the proceeds will be credited to the MERC Operating Fund as miscellaneous revenue.

- 2) When surplus property is a fixed asset carried on the general ledger, the disposal or transfer of the property to another facility shall be reported to MERC Accounting. The asset will be transferred to the receiving facility if the property has sufficient value to be considered a fixed asset on the general ledger.

E. Exceptions.

- 1) Expendable materials and supplies that are normally recycled or disposed of after use are not considered property for the purpose of this rule.
- 2) Real Property is not included in this rule.

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MERC Staff Report

Agenda Item/Issue: For the purpose of amending the Metropolitan Exposition Recreation Commission Contracting and Purchasing Rules

Resolution No.: 14-29

Presented By: Brian Kennedy

Date: December 2, 2014

Background and Analysis:

The Metro Contract Policies (Metro Code Chapter 2.04) delegate authority to the Commission to adopt contracting and purchasing rules for the MERC venues. The last significant update to the MERC Contracting and Purchasing Rules was in June 2013 and updated the rules in regard to minority, women, emerging small business contractors and the process and procedures for appeals of procurements.

Staff is currently working on a significant review of the contracting code, but does not anticipate bringing any comprehensive changes to the Council or Commission until Fall 2015. However, staff has identified one area in the MERC Contracting and Purchasing Rules that would benefit from updates during this interim period.

On October 23rd, 2014, the Metro Council approved a series of changes to the Metro Contract Policies that updated the dollar thresholds for methods of source selection in the Metro contracting code. The Metro contracting code and the MERC Contracting and Purchasing Rules closely follow Oregon Revised Statute (ORS) Chapter 279 which guides procurement for all public entities in the State. In many cases both Metro Code and the MERC rules reference applicable State statutes and generally follow the State process to simplify and clarify procurement processes, instill public confidence, and maximize the economic investment in public contracting within the state.

In the case of dollar thresholds for source selection, the Oregon Legislature updated the dollar amounts in the last major update to ORS Chapter 279. The recent action by the Metro Council updated the Metro Code to follow that change, but the MERC Contracting and Purchasing Rules have not been updated. The current MERC thresholds are as follows:

Type	Threshold	Metro Process
Small Procurement	Up to \$5,000	May be awarded in any manner deemed practical or convenient by the General Manager.
Intermediate Procurement	Up to \$100,000	Generally require informal Request for Proposals/Bids and notification of three MWESB firms, with at least one from within the FOTA area.
Competitive Sealed Bids/Proposals	Over \$100,000	Formal, sealed Request for Proposals/Bids, and must be approved by the Commission

The current thresholds in ORS Chapter 279 are:

- Small Procurement – Up to \$10,000
- Intermediate Procurement – Up to \$150,000
- Competitive Sealed Bids/Proposals – Over \$150,000

Staff is recommending changing the thresholds to match the limits in ORS 279 for the following reasons:

- Maintaining consistency with ORS 279 eases administrative burdens and provides greater predictability to vendors that work with multiple public entities.
- Increasing the threshold for small procurements has the potential to allow staff to award more contracts directly to MWESB and/or First Opportunity Target Area (FOTA) firms without requiring them to go through procurement processes. Often, even informal request for proposal processes are intimidating and/or technically challenging for smaller firms and do not yield the desired responses from MWESB firms.

Fiscal Impact: No budget impact.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 14-29, for the purpose of amending the Metropolitan Exposition Recreation Commission Contracting and Purchasing Rules.

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

DECEMBER

AS OF: 12/3/2014 11:38

		Tentative calendar for the month of					Tentative calendar for the month of				
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
ASCH			1	2	3	4	5	OSO Classical #6 Andre Watts 7:30pm	6		
KA											
NMK							Ptld Gay Men's Chorus A Holiday Celebration 8:00pm	Ptld Gay Men's Chorus A Holiday Celebration 8:00pm			
WIN					Third Rail Repertory Mystery of Irma Vep 7:30pm Open Rehearsal	Third Rail Repertory Mystery of Irma Vep 7:30pm	Third Rail Repertory Mystery of Irma Vep 7:30pm	Third Rail Repertory Mystery of Irma Vep 7:30pm			
AHH			RACC Regional Arts & Culture Reception 5:00pm Rotunda Lobby			Stumptown Stages Charlie Brown 7:30pm BT	Stumptown Stages Charlie Brown 7:30pm BT	Stumptown Stages Charlie Brown 2:00pm & 7:30pm BT			
OCC	EXPO			JLC Live	JLC Live	JLC Live Festival of the Trees	JLC Live Festival of the Trees Christmas Bazaar	Festival of the Trees I.D.E.A Holiday Party Christmas Bazaar			
ASCH		OSO Classical #6 Andre Watts 2:00pm MYS #1 7:30pm	OSO Classical #6 Andre Watts 8:00pm	Pac Lutheran Univ Pac Lutheran University 7:30pm	10	11	OSO Special Gospel Christmas 7:30pm	OSO Special Gospel Christmas 7:30pm	12	13	
KA							OBT The Nutcracker 7:00pm Open Rehearsal	OBT The Nutcracker 2:00pm and 7:30pm			
NMK		Ptld Gay Men's Chorus A Holiday Celebration 3:00pm			Square Peg Concerts 1964 - The Tribute 8:00pm		Jeffrey Gilpin Tuna Christmas 7:30pm	Jeffrey Gilpin Tuna Christmas 7:30pm			
WIN		Third Rail Repertory Mystery of Irma Vep 2:00pm				Third Rail Repertory Mystery of Irma Vep 7:30pm	Third Rail Repertory Mystery of Irma Vep 7:30pm	Third Rail Repertory Mystery of Irma Vep 7:30pm			
AHH		Stumptown Stages Charlie Brown 2:00pm BT	Portland5 Noontime Showcase Sally Harmon 12:00pm Rotunda Lobby			Stumptown Stages It's a Wonderful Life 7:30pm BT	Stumptown Stages It's a Wonderful Life 7:30pm BT 9:30pm Reception	Stumptown Stages It's a Wonderful Life 2:00pm and 7:30pm BT			
OCC	EXPO				Landscape Expo		Marquis Holiday Party Spa, Swim Spa Sale	Taekwondo/Maxim Party Crafty Wndrind/Sulzer Party Spa, Swim Spa Sale			
ASCH		OSO Special Gospel Christmas 4:00pm	14 PAL The Moth 7:30pm	15	16	17	18	OSO Special Cirque Musica 7:30pm	19	20	
KA		OBT The Nutcracker 2:00pm and 7:30pm					OBT The Nutcracker 7:30pm	OBT The Nutcracker 2:00pm and 7:30pm	OBT The Nutcracker 2:00pm and 7:30pm		
NMK		Jeffrey Gilpin Tuna Christmas 2:00pm					Jeffrey Gilpin Tuna Christmas 7:30pm	Jeffrey Gilpin Tuna Christmas 7:30pm	Jeffrey Gilpin Tuna Christmas 7:30pm		
WIN		Third Rail Repertory Mystery of Irma Vep 2:00pm					Third Rail Repertory Mystery of Irma Vep 7:30pm	Third Rail Repertory Mystery of Irma Vep 7:30pm	Third Rail Repertory Mystery of Irma Vep 7:30pm		
AHH		Stumptown Stages It's a Wonderful Life 2:00pm BT					Stumptown Stages It's a Wonderful Life 7:30pm BT	Stumptown Stages It's a Wonderful Life 7:30pm BT	Stumptown Stages It's a Wonderful Life 2:00pm and 7:30pm BT		
OCC	EXPO	Taekwondo Crafty Wndrind/Maxim Party Spa, Swim Spa Sale						Gun Show	Gun Show		
ASCH		OSO Special Comfort and Joy 4:00pm	21 All Classical Mark O'Connor 7:30pm	22	23	24	25	PYP PYP #2 7:30pm	26	27	
KA		OBT The Nutcracker 2:00pm and 7:30pm		OBT The Nutcracker 2:00pm and 7:30pm	OBT The Nutcracker 12:00pm			OBT The Nutcracker 7:30pm	OBT The Nutcracker 2:00pm and 7:30pm		
NMK		Jeffrey Gilpin Tuna Christmas 2:00pm									
WIN		Third Rail Repertory Mystery of Irma Vep 2:00pm						Third Rail Repertory Mystery of Irma Vep 7:30pm	Third Rail Repertory Mystery of Irma Vep 2:00pm and 7:30pm		
AHH		Stumptown Stages It's a Wonderful Life 2:00pm BT						Stumptown Stages It's a Wonderful Life 7:30pm BT	Stumptown Stages It's a Wonderful Life 2:00pm and 7:30pm BT		
OCC	EXPO	Gun Show									
ASCH			28	29	OSO Special Ode to Joy 7:00pm	30	OSO Special Ode to Joy 7:00pm	31			
KA											
NMK											
WIN		Third Rail Repertory Mystery of Irma Vep 2:00pm									
AHH		Stumptown Stages It's a Wonderful Life 2:00pm BT									
OCC	EXPO										

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JANUARY

AS OF: 12/3/2014 11:47

		Tentative calendar for the month of					Tentative calendar for the month of					
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY				
ASCH						1	Seattle Theatre Grp Primus 8:00pm	2	3			
KA												
NMK												
WIN						Third Rail Mystery of Irma Vep 7:30pm	Third Rail Mystery of Irma Vep 7:30pm	Third Rail Mystery of Irma Vep 7:30pm				
AHH												
OCC	EXPO								Rose City Gun/Knife			
ASCH		4	5	6	7	8	9	10	OSO Classical #7 Ravel's Bolero 7:30pm			
KA												
NMK				Metro Inauguration Ceremony 4:15pm								
WIN		Third Rail Mystery of Irma Vep 2:00pm				Third Rail Mystery of Irma Vep 7:30pm	Third Rail Mystery of Irma Vep 7:30pm	Third Rail Mystery of Irma Vep 2:00pm and 7:30pm				
AHH				Metro Inauguration Ceremony Reception Rotunda Lobby 5:00pm								
OCC	EXPO	Rose City Gun/Knife			Boat Show	Boat Show	Boat Show	Build/Remodel/Ldscape NW Food Processors Boat Show	Build/Remodel/Ldscape NW Food Processors Boat Show			
ASCH		OSO Classical #7 Ravel's Bolero 7:30pm	11	OSO Special Itzhak Perlman 7:30pm	12	13	14	PAL Michael Chabon 7:30pm	15	16	OSO Pops #3 Clarinet Swing Kings 7:30pm	17
KA				Broadway Across America Dirty Dancing 7:30pm	Broadway Across America Dirty Dancing 7:30pm	Broadway Across America Dirty Dancing 7:30pm	Broadway Across America Dirty Dancing 7:30pm	Broadway Across America Dirty Dancing 7:30pm	Broadway Across America Dirty Dancing 2:00pm and 7:30pm	Broadway Across America Dirty Dancing 2:00pm and 7:30pm		
NMK								OCT Skippyjon Jones 7:00pm Open Rehearsal	OCT Skippyjon Jones 2:00pm and 5:00pm			
WIN									Portland'5 Carpe Diem String Quartet 7:30pm			
AHH			Portland'5 Noontime Showcase 12:00pm Rotunda Lobby						MPAA Winnie the Pooh 7:30pm BT	MPAA Winnie the Pooh 2:00pm and 7:30pm BT		
OCC	EXPO	Build/Remodel/Ldscape NW Food Processors Boat Show	NW Food Processors	NW Food Processors	NW Food Processors		Dog Show	Dog Show	Advocare 30680	Advocare/Bridal Show Aloha Chmp/Pulse Prod Dog Show		
ASCH		OSO Pops #3 Clarinet Swing Kings 3:00pm	18	19	20	21	22	23	24	OSO Classical #8 Sarah Kwak 10:00am Open Rehearsal 7:30pm Performance		
KA		Broadway Across America Dirty Dancing 1:00pm and 6:30pm										
NMK		OCT Skippyjon Jones 11:00am and 2:00pm				OCT Skippyjon Jones 9:45am and 11:45am Two shows, one call time	OCT Skippyjon Jones 9:45am and 11:45am Two shows, one call time	OCT Skippyjon Jones 9:45am and 11:45am Two shows, one call time	OCT Skippyjon Jones 2:00pm and 5:00pm			
WIN								Portland'5 Spanish Brass Quintet 7:30pm				
AHH		MPAA Winnie the Pooh 2:00pm BT										
OCC	EXPO	Ptld Bridal Show Pulse Productions Dog Show							ChocolateFest Wizard World	ChocolateFest Wizard World Kid Fest/Train Show		
ASCH		25	OSO Classical #8 Sarah Kwak 8:00pm	26	27	28	29	OSO Special Star Trek (2009) 7:30pm	30	31	Mike Pettite Hal Holbrooke 7:30pm	
KA												
NMK		OCT Skippyjon Jones 2:00pm				OCT Skippyjon Jones 9:45am and 11:45am Two shows, one call time	OCT/Skippyjon Jones 9:45am and 11:45am Patton Oswalt 8:00pm	OCT Skippyjon Jones 9:45am and 11:45am Two shows, one call time	OCT Skippyjon Jones 2:00pm and 5:00pm			
WIN							Portland'5 Late Night Catechism 7:30pm	Portland'5 Late Night Catechism 7:30pm	Portland'5 Late Night Catechism 7:30pm			
AHH												
OCC	EXPO	ChocolateFest Wizard World Kid Fest/Train Show	Tektronix 25777	Tektronix 25777	Tektronix 25777	Tektronix 25777	Tektronix 25777	Seafood & Wine	Seafood & Wine			

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