MERC Commission Meeting

June 6, 2012
12:30 pm

Oregon Convention Center
777 NE Martin Luther
King Jr. Blvd.
Room B114-115

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

www.oregonmetro.gov

Metro | *Exposition Recreation Commission*

Agenda

Meeting:	Metro Exposition Recreation Commission Regular Meeting
Date:	Wednesday, June 6, 2012
Time:	12:30 – 2:30 p.m.
Place:	Oregon Convention Center; Room B114-15

CALL TO ORDER

12:30	**1.**	**QUORUM CONFIRMED**	
12:35	**2.**	**COMMISSIONER/EX OFFICIO COMMUNICATIONS**	
12:45	**3.**	**GENERAL MANAGER COMMUNICATIONS**	**Teri Dresler**
	3.1	April 2012 Financial Report	
12:55	**4.**	**DISCUSSION OF PROPOSED CHANGES TO MERC PERSONNEL POLICIES**	**Mary Rowe**
1:20	**5.**	**MERC VENUES' BUSINESS REPORTS**	**Scott Cruickshank** **Robyn Williams** **Matthew Rotchford**
1:40	**6.**	**OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**	
1:45	**7.**	**ACTION AGENDA**	
	7.1	**Resolution 12-08** for the purpose of approving and transmitting to Metro Council a budget amendment to the MERC Fund for fiscal year 2012-13	**Cynthia Hill**
	7.2	**Resolution 12-11** for the purpose of approving the third extension to the National Sales, Marketing, and Convention Services Agreement with Travel Portland from July 1, 2012 to June 30, 2014	**Scott Cruickshank**
	7.3	**Resolution 12-12** for the purpose of approving the fiscal year 2012-13 MERC Commission slate of Officers	**Judie Hammerstad**

ADJOURN

MERC Commission Meeting

June 6, 2012
12:30 pm

3.1 - April 2012
Financial Report

APRIL 2012

FINANCIAL INFORMATION

For Management Purposes only

PORTLAND CENTER FOR THE PERFORMING ARTS

A SERVICE OF METRO

PORTLAND expo CENTER

OREGON CONVENTION CENTER

A SERVICE OF METRO

THE merc

METROPOLITAN EXPOSITION RECREATION COMMISSION

A SERVICE OF METRO

Date: 05/25/12

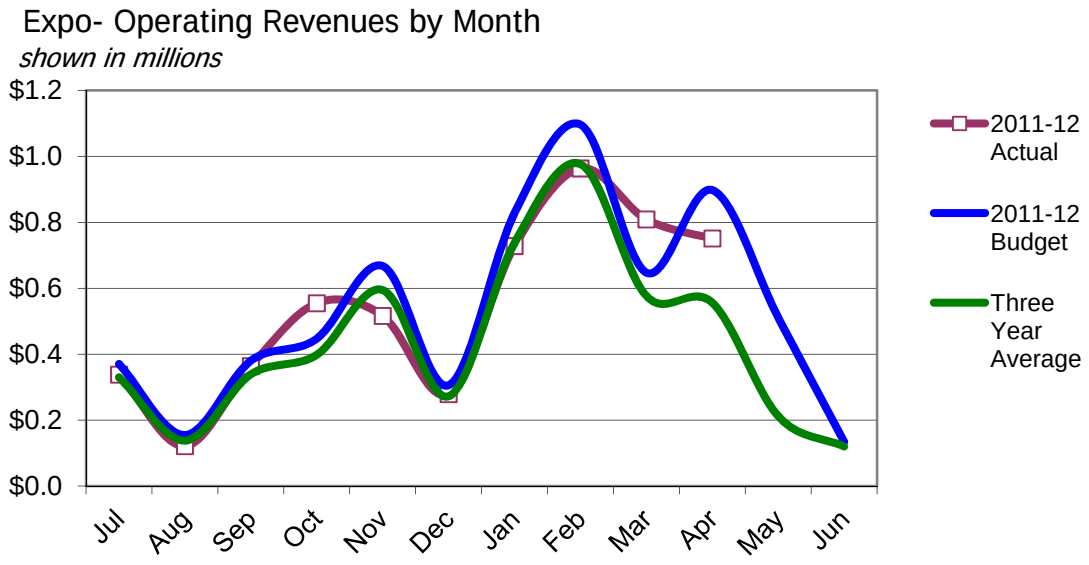
To:

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

From: Cynthia Hill – Budget/Finance Manager

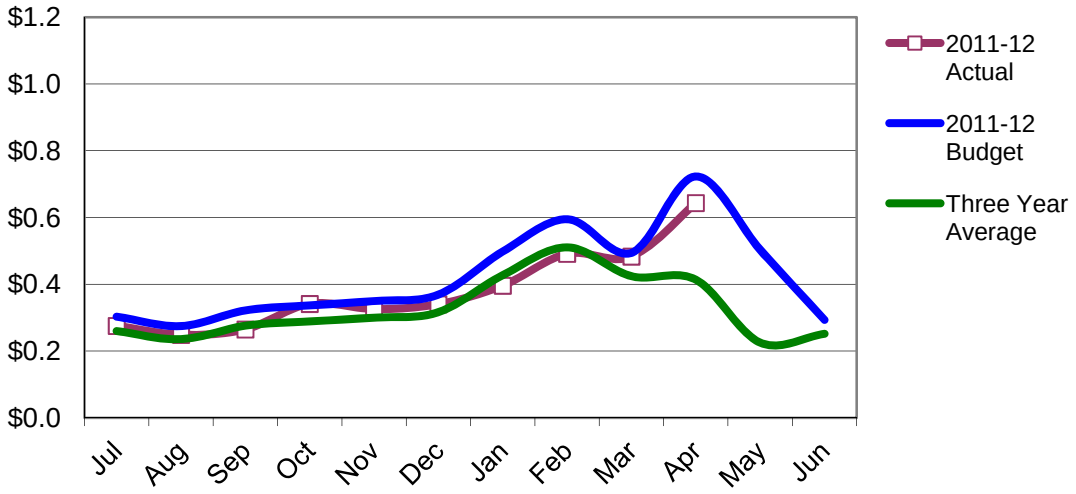
Re: MERC Financial Information April 2012

Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission, with detail by venue. The following charts represent operating revenue and operating expenditures by month for each venue.



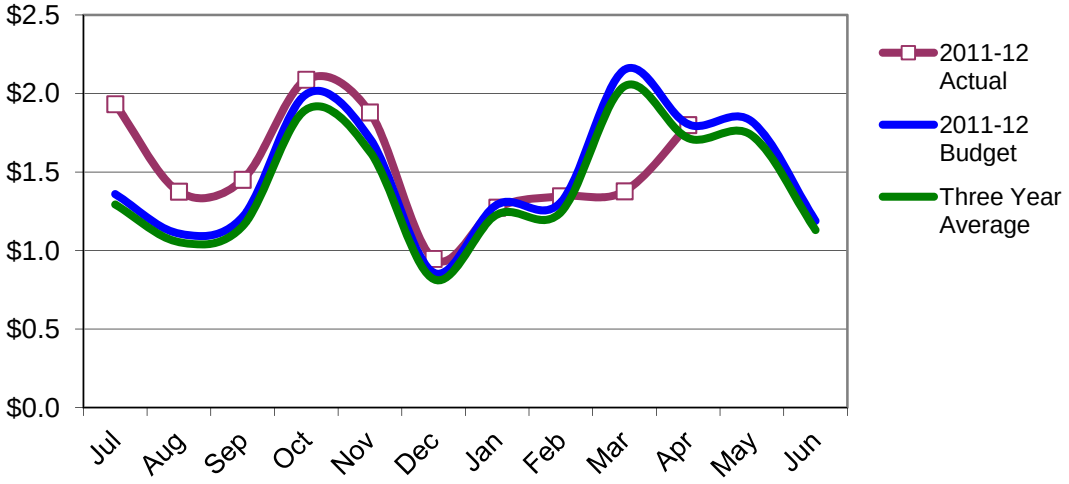
Expo Center operating revenue year to date is $412 thousand greater than prior year and food & beverage revenue is $244 thousand greater than prior year. April includes the first month of revenue generated from the Cirque du Soleil event ($206,523); the Tapis Rouge VIP Tent ($45,984) and the annual Portland Swap meet ($253,855). The budget in the months of April and May include the Cirque du Soleil event activity, which is not reflected in the three year average as it is a new event at the Expo Center.

Expo - Operating Expenditures by Month
shown in millions



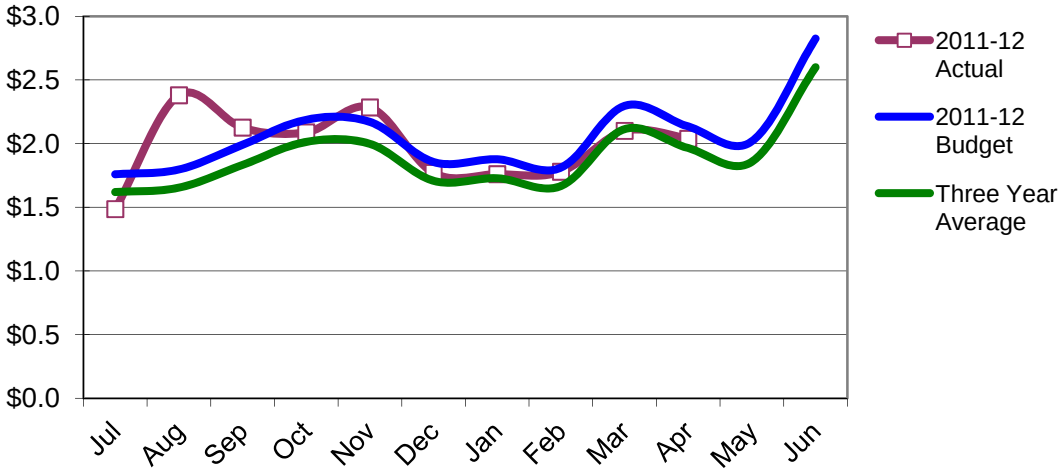
The Portland Expo Center expenditures are trending slightly less than budget however close to the three year average until April when Cirque du Soleil performances began. The budget in the months of April and May include the Cirque du Soleil event activity, which is not reflected in the three year average as it is a new event at the Expo Center.

OCC- Operating Revenues by Month
shown in millions



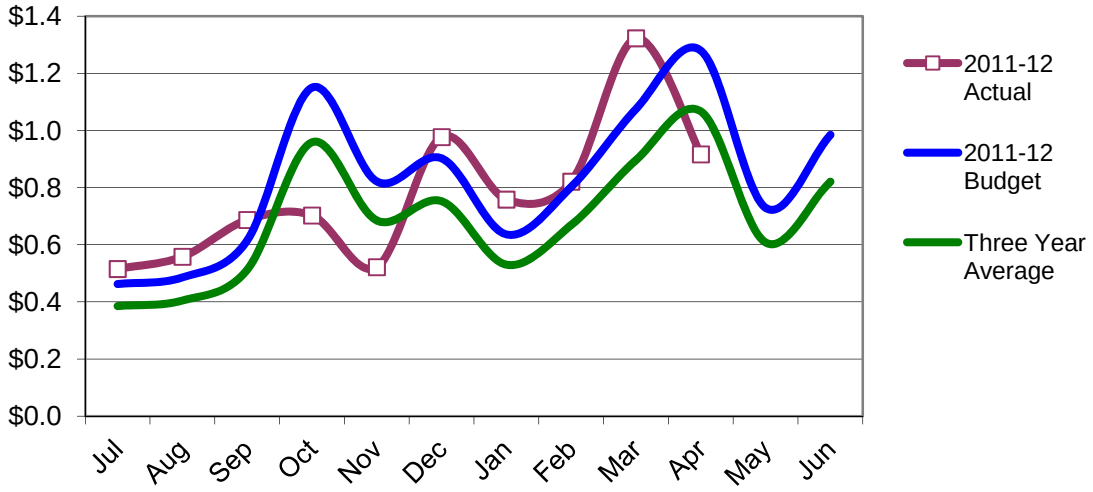
OCC operating revenue year to date is $105 thousand greater than prior year and food & beverage revenue is $317 thousand greater than prior year. April includes the Specialty Coffee Association of America ($603 thousand), the Oregon Dental Association ($324 thousand) and the final week of the Wheel of Fortune event ($164 thousand). The budget reflects the amendment approved at the April Commission meeting increasing food & beverage revenue. OCC revenue is trending close to budget except for the month of March which was lacking in convention business.

OCC - Operating Expenditures by Month
shown in millions



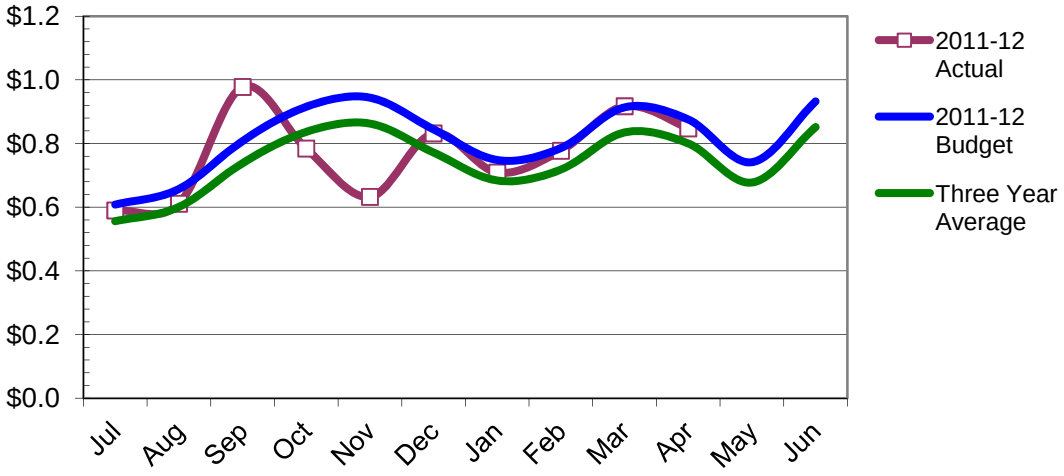
OCC expenditures are trending slightly less than budget and the three year average. The budget reflects the amendment approved at the April Commission meeting increasing food & beverage costs. The budget spikes in the month of June are due to the transfer of Visitor Development Trust Fund resources for enhanced marketing ($425 thousand) to Travel Portland at year end.

PCPA- Operating Revenues by Month
shown in millions



PCPA operating revenue year to date is $931 thousand greater than prior year and food & beverage revenue is $467 thousand greater than prior year. April includes the final week of Wicked ($200 thousand), Radiolab ($67 thousand) and Ten Grands ($57 thousand). The budget reflects the amendment approved at the April Commission meeting increasing food & beverage revenue. PCPA revenue is greatly influenced by the number of Broadway, the commercial performances and the popularity of the shows.

PCPA - Operating Expenditures by Month
shown in millions



PCPA expenditures are trending close budget. The budget reflects the amendment approved at the April Commission meeting increasing food & beverage costs.

Non Operating

Transient Lodging Tax (TLT) receipts provide fundamental operating and marketing financial support for OCC and PCPA. The April TLT transfer from the County was $157 thousand. Actuals year to date are greater than prior year by $286 thousand or 4.7%.

Operating revenues and expenditures are recognized monthly, while non operating sources such as Visitor Development Fund revenue and support from the City of Portland are recognized as they are received usually at the end of the year.

The cash flow timing differences create a deficit on the financial statement throughout the year, however it adjusts at year-end.

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

All Departments

April 2012

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	April-12	April-12	April-11		April-12	83%
Operating						
Revenue	2,062,616	16,819,014	15,376,612	109%	18,994,606	89%
Revenue - Food and Beverage	1,402,925	11,847,365	10,819,794	109%	14,414,451	82%
Total Operating Revenue	**3,465,541**	**28,666,378**	**26,196,407**	**109%**	**33,409,057**	**86%**
Costs - Food and Beverage	1,220,006	10,006,447	8,957,034	112%	12,448,257	80%
Personal Services	1,449,411	14,452,344	14,385,524	100%	17,791,493	81%
Goods & Services	787,409	6,013,750	5,522,926	109%	8,284,135	73%
Marketing Travel Portland	220,210	2,202,100	2,182,800	101%	3,067,917	72%
Total Operating Expenses	**3,677,037**	**32,674,641**	**31,048,285**	**105%**	**41,591,802**	**79%**
Net Operating Results Inc (Dec)	**(211,495)**	**(4,008,263)**	**(4,851,878)**	**83%**	**(8,182,745)**	**49%**
Non Operating	0	(0)	-		-	
Transient, Lodging Tax	156,569	6,404,010	6,118,491	105%	9,162,230	70%
Visitor Development Fund (VDF)	-	-	-	-	1,993,105	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	16,612	160,450	115,341	139%	157,732	102%
Non-Operating Expense	-	-	2,500	0%	2,500	0%
	173,181	**6,564,460**	**6,231,332**	**105%**	**12,094,887**	**54%**
Support and Risk Management						
MERC Administration	-	-	-	-	-	-
Metro Support Services	180,404	1,804,040	1,660,990	109%	2,164,856	83%
Metro Risk Management	123,626	741,765	499,312	149%	741,765	100%
	304,030	**2,545,805**	**2,160,302**	**118%**	**2,906,621**	**88%**
Net Increase (Decrease)	**(342,344)**	**10,392**	**(780,848)**	**-1%**	**1,005,521**	**1%**
Transfers						
Transfers to (Expense)	6,490	64,900	-	-	2,067,627	3%
Transfers from (Revenue)	-	114,822	-	-	114,822	100%
Debt Service (Expense)	-	925,816	913,316	101%	1,188,632	78%
Net Transfers	**(6,490)**	**(875,894)**	**(913,316)**	**96%**	**(3,141,437)**	**28%**
Net Operations	**(348,834)**	**(865,502)**	**(1,694,164)**	**51%**	**(2,135,916)**	**41%**
	0	(0)	(0)		-	
Capital						
Capital Outlay	150,144	1,422,703	2,543,232	56%	3,026,366	47%
Construction Management	-	-	-	-	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	134,316	236,267	57%	471,675	28%
Intrafund Transfers (Exp/Rev)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	475,000	0%	480,000	0%
Net Capital	**(150,144)**	**(1,288,387)**	**(1,831,964)**	**70%**	**(2,074,691)**	**62%**
Fund Balance Inc (Dec)	**(498,978)**	**(2,153,889)**	**(3,526,128)**	**61%**	**(4,210,607)**	**51%**
	0	(0)	(0)		-	
Food and Beverage Gross Margin	**182,919**	**1,840,917**	**1,862,760**		**1,966,194**	**94%**
Food and Beverage Gross Margin	**13.0%**	**15.5%**	**17.2%**		**13.6%**	
Full Time Employees			**-**		**190.0**	
Excise Tax	**191,436**	**1,553,605**	**1,285,439**			
Transient, Lodging Taxes as percent of revenue	**4%**	**18%**	**19%**		**22%**	
Fund Balance						
Beginning Fund Balance		26,357,848	27,089,539		26,357,848	
Fund Balance Inc (Dec)		(2,153,889)	(3,526,128)		(4,210,607)	
Ending Fund Balance		**24,203,959**	**23,563,411**		**22,147,241**	
					-	

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

Portland Exposition Center

April 2012

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	April-12	April-12	April-11		April-12	83%
Operating						
Revenue	401,662	3,659,406	3,246,845	113%	4,245,221	86%
Revenue - Food and Beverage	349,214	1,763,488	1,519,337	116%	2,194,346	80%
Total Operating Revenue	**750,876**	**5,422,894**	**4,766,182**	**114%**	**6,439,567**	**84%**
Costs - Food and Beverage	348,404	1,532,228	1,333,048	115%	1,902,498	81%
Personal Services	121,603	1,243,543	1,180,412	105%	1,535,806	81%
Goods & Services	195,815	1,056,602	958,645	110%	1,622,171	65%
Total Operating Expenses	**665,821**	**3,832,374**	**3,472,104**	**110%**	**5,060,475**	**76%**
Net Operating Results Inc (Dec)	**85,055**	**1,590,520**	**1,294,078**	**123%**	**1,379,092**	**115%**
Non Operating						
Non-Operating Revenue	1,729	21,077	17,605	120%	22,731	93%
Non-Operating Expense	-	-	-	-	-	-
	1,729	**21,077**	**17,605**	**120%**	**22,731**	**93%**
Support and Risk Management						
MERC Administration	15,611	156,114	203,146	77%	187,337	83%
Metro Support Services	16,236	162,360	149,490	109%	194,837	83%
Metro Risk Management	14,325	85,947	75,038	115%	85,947	100%
	46,172	**404,421**	**427,674**	**95%**	**468,121**	**86%**
Net Increase (Decrease)	**40,612**	**1,207,176**	**884,009**	**137%**	**933,702**	**129%**
Transfers						
Transfers to	-	-	-	-	174,890	-100%
Transfers from	-	7,980	-	-	7,980	100%
Debt Service	-	925,816	913,316	101%	1,188,632	78%
Net Transfers	**-**	**(917,836)**	**(913,316)**	**100%**	**(1,355,542)**	**68%**
Net Operations	**40,612**	**289,340**	**(29,307)**	**-987%**	**(421,840)**	**-69%**
Capital						
Capital Outlay Expense	3,659	59,972	391,059	15%	350,000	17%
Non-Operating Revenue	-	4,987	3,450	145%	-	-
Net Capital	**(3,659)**	**(54,985)**	**(387,609)**	**14%**	**(350,000)**	**16%**
Fund Balance Inc (Dec)	**36,953**	**234,354**	**(416,916)**	**-56%**	**(771,840)**	**-30%**
Food and Beverage Gross Margin	**811**	**231,259**	**186,289**		**291,848**	**79%**
Food and Beverage Gross Margin %	**0.2%**	**13.1%**	**12.3%**		**13.3%**	
Full Time Employees					**13.3**	
Excise Tax	**57,780**	**402,787**	**306,728**		**-**	
Fund Balance						
Beginning Fund Balance		4,732,826	5,644,984		4,732,826	
Fund Balance Inc (Dec)		234,354	(416,916)		(771,840)	
Ending Fund Balance		**4,967,180**	**5,228,068**		**3,960,986**	

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

Oregon Convention Center

April 2012

	Current Month Actual	Excluding HQH Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	April-12	April-12	April-11		April-12	83%
Operating						
Revenue	968,292	7,284,412	7,179,063	101%	7,708,519	94%
Revenue - Food and Beverage	830,043	8,177,471	7,860,545	104%	10,103,134	81%
Total Operating Revenue	**1,798,334**	**15,461,883**	**15,039,608**	**103%**	**17,811,653**	**87%**
Costs - Food and Beverage	699,067	7,007,114	6,366,889	110%	8,839,480	79%
Personal Services	722,655	7,529,372	7,270,330	104%	9,184,586	82%
Goods & Services	396,228	3,070,797	2,823,256	109%	3,627,246	85%
Marketing Travel Portland	220,210	2,202,100	2,182,800	101%	3,067,917	72%
Total Operating Expenses	**2,038,160**	**19,809,382**	**18,643,276**	**106%**	**24,719,229**	**80%**
Net Operating Results Inc (Dec)	**(239,826)**	**(4,347,499)**	**(3,603,668)**	**121%**	**(6,907,576)**	**63%**
Non Operating						
Transient, Lodging Tax	135,796	5,554,338	5,466,164	102%	8,237,270	67%
Visitor Development Fund (VDF)	-	-	-	-	1,385,397	0%
Non-Operating Revenue	4,109	54,658	42,629	128%	45,608	120%
Non-Operating Expense	-	-	-	-	-	-
	139,905	**5,608,996**	**5,508,793**	**102%**	**9,668,275**	**58%**
Support and Risk Management						
MERC Administration	97,138	971,376	1,264,018	77%	1,165,651	83%
Metro Support Services	101,027	1,010,270	930,150	109%	1,212,319	83%
Metro Risk Management	66,226	397,366	283,622	140%	397,366	100%
	264,391	**2,379,012**	**2,477,790**	**96%**	**2,775,336**	**86%**
Net Increase (Decrease)	**(364,312)**	**(1,117,515)**	**(572,665)**	**195%**	**(14,637)**	**7635%**
Transfers						
Transfers to (Expense)	-	-	-	-	1,001,253	0%
Transfers from (Revenue)	-	66,180	-	-	66,180	100%
Debt Service (Expense)	-	-	-	-	-	-
Net Transfers	**-**	**66,180**	**-**	**-**	**(935,073)**	-7%
Net Operations	**(364,312)**	**(1,051,335)**	**(572,665)**	**84%**	**(949,710)**	**111%**
Capital						
Capital Outlay Expense	123,906	954,029	1,679,310	57%	2,014,366	47%
Non-Operating Revenue	-	1,404	207,817	1%	-	-
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	475,000	0%	480,000	0%
Net Capital	**(123,906)**	**(952,625)**	**(996,492)**	**96%**	**(1,534,366)**	**62%**
Fund Balance Inc (Dec)	**(488,218)**	**(2,003,960)**	**(1,569,157)**	**128%**	**(2,484,076)**	**81%**
Food and Beverage Gross Margin	**130,975**	**1,170,358**	**1,493,656**		**1,263,654**	**93%**
Food and Beverage Gross Margin %	**15.8%**	**14.3%**	**19.0%**		**12.5%**	
Full Time Employees					**110.3**	
Excise Tax	**133,656**	**1,150,567**	**978,383**		**-**	
Transient, Lodging Taxes as percent of revenue	**7%**	**26%**	**27%**		**32%**	
Fund Balance						
Beginning Fund Balance		11,552,031	11,426,052		11,552,031	
Fund Balance Inc (Dec)		(2,003,960)	(1,569,157)		(2,484,076)	
Fund Balance Inc (Dec) for HQH		-	-		-	
Ending Fund Balance		**9,548,071**	**9,856,895**		**9,067,955**	

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

Portland Center for the Performing Arts

April 2012

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	April-12	April-12	April-11		April-12	83%
Operating						
Revenue	692,663	5,871,768	4,940,559	119%	7,040,866	83%
Revenue - Food and Beverage	223,668	1,906,406	1,439,912	132%	2,116,971	90%
Total Operating Revenue	**916,330**	**7,778,174**	**6,380,471**	**122%**	**9,157,837**	**85%**
Costs - Food and Beverage	172,535	1,467,106	1,257,097	117%	1,706,279	86%
Personal Services	491,788	4,523,020	4,374,862	103%	5,634,176	80%
Goods & Services	183,380	1,689,911	1,494,473	113%	2,436,398	69%
Total Operating Expenses	**847,703**	**7,680,036**	**7,126,432**	**108%**	**9,776,853**	**79%**
Net Operating Results Inc (Dec)	**68,627**	**98,139**	**(745,961)**	**-13%**	**(619,016)**	**-16%**
Non Operating						
Transient, Lodging Tax	20,773	849,672	652,328	130%	924,960	92%
Visitor Development Fund (VDF)	-	-	-	-	607,708	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	10,134	77,248	49,225	157%	85,006	91%
Non-Operating Expense	-	-	2,500	0%	2,500	0%
	30,908	**926,919**	**699,053**	**133%**	**2,399,494**	**39%**
Support and Risk Management						
MERC Administration	60,711	607,110	790,012	77%	728,532	83%
Metro Support Services	63,141	631,410	581,350	109%	757,700	83%
Metro Risk Management	43,075	258,452	140,652	184%	258,452	100%
	166,927	**1,496,972**	**1,512,014**	**99%**	**1,744,684**	**86%**
Net Increase (Decrease)	**(67,392)**	**(471,914)**	**(1,558,922)**	**30%**	**35,794**	**-1318%**
Transfers						
Transfers to (Expense)	-	-	-	-	613,522	0%
Transfers from (Revenue)	-	28,440	-	-	28,440	100%
Net Transfers	**-**	**28,440**	**-**	-	**(585,082)**	**-5%**
Net Operations	**(67,392)**	**(443,474)**	**(1,558,922)**	**28%**	**(549,288)**	**81%**
Capital						
Capital Outlay Expense	22,579	408,702	472,862	86%	590,000	69%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	127,925	25,000	512%	471,675	27%
Intrafund Transfers (Exp/Rev)	-	15,000	-	-	15,000	100%
Net Capital	**(22,579)**	**(265,777)**	**(447,862)**	**59%**	**(103,325)**	**257%**
Fund Balance Inc (Dec)	**(89,971)**	**(709,251)**	**(2,006,784)**	**35%**	**(652,613)**	**109%**
Food and Beverage Gross Margin	**51,133**	**439,300**	**182,815**		**410,692**	**107%**
Food and Beverage Gross Margin %	**22.9%**	**23.0%**	**12.7%**		**19.4%**	
Full Time Employees					**46.4**	
Taxes as percent of revenue	**2%**	**10%**	**9%**		**9%**	
Fund Balance						
Beginning Fund Balance		8,490,410	9,016,013		8,490,410	
Fund Balance Inc (Dec)		(709,251)	(2,006,784)		(652,613)	
Ending Fund Balance		**7,781,159**	**7,009,229**		**7,837,797**	

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

MERC Administration

April 2012

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	April-12	April-12	April-11		April-12	83%
Operating						
Revenue	-	3,427	10,145	34%	-	-
Personal Services	113,365	1,156,410	1,559,920	74%	1,436,925	80%
Goods & Services	11,987	196,440	246,553	80%	598,320	33%
Net Operating Results Inc (Dec)	**(125,352)**	**(1,349,422)**	**(1,796,327)**	**75%**	**(2,035,245)**	**66%**
Non Operating						
Non-Operating Revenue	639	7,467	5,881	127%	4,387	170%
Non-Operating Expense	-	-	-	-	-	-
	639	**7,467**	**5,881**	**127%**	**4,387**	**170%**
Support and Risk Management						
MERC Administration	173,460	1,734,600	2,257,176	77%	2,081,520	83%
	173,460	**1,734,600**	**2,257,176**	**77%**	**2,081,520**	**83%**
Net Increase (Decrease)	**48,747**	**392,645**	**466,729**	**84%**	**50,662**	**775%**
Transfers						
Transfers to (Expense)	6,490	64,900	-	-	277,962	23%
Transfers from (Revenue)	-	12,222	-	-	12,222	100%
Net Transfers	**(6,490)**	**(52,678)**	**-**	-	**(265,740)**	20%
Net Operations	**42,257**	**339,967**	**466,729**	**73%**	**(215,078)**	**-158%**
Capital						
Capital Outlay Expense	-	-	-	-	72,000	0%
Transient, Lodging Tax	-	-	-	-	-	
Non-Operating Revenue	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	(15,000)	-	-	(15,000)	100%
Net Capital	**-**	**(15,000)**	**-**	**-**	**(87,000)**	**17%**
Fund Balance Inc (Dec)	**42,257**	**324,967**	**466,729**	**70%**	**(302,078)**	**-108%**
Full Time Employees					**20.0**	
Excise Tax	**-**	**251**	**329**		**-**	
Fund Balance						
Beginning Fund Balance		1,582,581	1,002,490		1,582,581	
Fund Balance Inc (Dec)		324,967	466,729		(302,078)	
Ending Fund Balance		**1,907,548**	**1,469,219**		**1,280,503**	

MERC Commission Meeting

June 6, 2012
12:30 pm

4.0 - Discussion of Proposed Changes to MERC Personnel Policies

BATCH #2B POLICY MATRIX

Following is a list of policies that Metro Human Resources has created or recently updated. These proposed policies supersede those listed in the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07). All other policies in those documents remain in force.

Policy	Existing MERC Policy	Existing Metro Policy	Legal Requirement	Policy Summary	Fiscal Impact	Business Impact
Jury duty and witness leave	Yes 16.6	Yes E.O. 88 (31)(B)	Yes ORS 10.090; new HB 2828 eff. Jan 2012	• Provides paid leave for service as a juror or witness, consistent with current policies. • Provides unpaid leave when an employee is a witness in a case to which he or she is a party, consistent with current policies. • Updates policy to reflect new state law requiring continuation of benefits during jury service. • Reconciles differences between MERC and Metro policies in regard to covered employees. Current MERC policy applies to full-time employees only; current Metro policy applies to permanent employees only. Proposed policy applies to all regular and limited duration employees who are eligible to receive benefits, so for MERC it will remain limited to full-time only. • Clarifies expectations for return to work after a partial day of jury or witness service. • Provides that with the employee's permission, Metro may petition the court to excuse employee in the event that the absence would cause extreme hardship.	• None: does not change coverage for MERC employees. • Limits legal liability.	• Promotes consistent practices across the agency. • Clarifies procedures. • Ensures compliance with state law.
Leave without pay	Yes 16.8	Yes E.O. 88 (30)	No	• Allows discretion to award a full-time, benefits-eligible regular status or limited duration employee an unpaid leave of absence for any reasonable purpose, provided such leave can be	• None – MERC and Metro already have Leave Without Pay policies. Leave is	• Promotes consistent practices across the agency.

				scheduled without adversely affecting Metro's operations. • Reconciles differences between MERC and Metro policies in regard to length of leave; adopts shorter MERC timeframe. • Reconciles differences between MERC and Metro policies in regard to the approval process.	discretionary.	• Clarifies procedures.
Payroll procedures	Yes Section 7	Yes E.O. 88 (12)	Yes Wage and hour laws	• Outlines payroll procedures and responsibilities in more detail than current policies. • Includes procedures for resolving underpayments and overpayments consistent with applicable law.	• Limits legal liability.	• Clarifies procedures. • Ensures compliance with state and federal law.

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Subject Jury Duty and Witness Leave

Approved by Martha Bennett, Chief Operating Officer

POLICY

It is Metro's policy to comply with Oregon law allowing employees to take leave from work for jury duty without the loss of any employment benefits. Metro also provides leave to employees who are subpoenaed as witnesses. Benefits-eligible regular status and limited duration employees will be granted paid leave for jury duty and qualifying witness service.

Applicable to

Excused leave: All Metro employees.

Paid leave in addition to accruals: Regular status and limited duration employees who are eligible to receive benefits from Metro.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of the collective bargaining agreement will prevail.

Definitions

Subpoena: An order issued by the court requiring you to appear in person at a certain place, date and time to testify as a witness about a particular case.

Guidelines

1. All Metro employees will be excused from work when summoned for jury duty or subpoenaed to appear as a witness before a court, legislative committee or judicial or quasi-judicial body in a matter in which the employee is not a party.
2. Paid leave will be granted to benefits-eligible regular status and limited duration employees during jury duty or witness service except as specified below. Paid leave granted under this provision is in addition to the employee's regularly accrued paid leave.
3. With the employee's agreement, Metro may petition for removal of an employee from jury duty if the employee's absence would cause an undue hardship to Metro's operations.
4. Metro will not coerce or retaliate against employees due to their jury or witness service.
5. If an employee is required to appear in a matter in which he or she is a party, time off may be granted subject to attendance policies and work rules. Such time off must be paid from the employee's accrued paid time off. If the employee does not have accrued time off, the leave will be unpaid.
6. If an employee is required to appear in court or before another government body in connection with his or her assigned duties, such time (including travel time) will be paid work time. The employee will pay to Metro any fees received for this service.

7. Employees who are required to appear in court in connection with their status as a victim of a personal felony, domestic violence, sexual assault, harassment or stalking may have additional rights under other Metro policies. Please see Metro's Crime Victims' Leave Policy and Domestic Violence, Sexual Assault, Harassment and Stalking Protections Policy or contact the HR Department for more information.

Procedures

1. An employee summoned for jury duty or subpoenaed as a witness should notify his or her supervisor as soon as possible and provide a copy of the jury summons or subpoena. The employee should request leave using Kronos or with a leave request form if they do not have access to Kronos.
2. The excused period of leave is the amount of time the employee is required to be present for jury or witness service during his or her regular work hours. Paid leave will be granted to benefits-eligible regular status and limited duration employees for jury duty or witness service in addition to the employee's regularly accrued paid leave time.
    a. If the employee serves for less than a full day and works for the remainder of the day, leave will also include reasonable travel time to or from the employee's work site.
    b. An employee who is released from jury or witness service with four hours or more remaining in his or her shift will be expected to return to work for the remainder of the shift unless the supervisor determines in advance that an exception should be made due to staffing adjustments made to accommodate the leave.
    c. An employee who is released from jury or witness service with fewer than 4 hours remaining in his or her shift must consult with his or her supervisor for instruction on whether to return to work for the remainder of the day.
    d. If an employee serves for less than a full day but the supervisor directs him or her to stay home for the remainder of the shift, paid jury duty/witness leave will apply.
    e. If an employee serves for less than a full day but chooses not to return to work, the remaining period of the workday will be unpaid unless the employee chooses to use accrued paid leave time.
    f. Employees who work non-standard shifts should consult with their supervisor. The employee's supervisor may approve a temporary shift change or partial paid leave if appropriate under the circumstances.
3. An employee on leave for jury duty service will have his or her benefits continue for the duration of jury service and witness leave.
4. If it is permitted by the applicable court or forum, an employee granted paid leave to serve as a juror or witness must waive all fees received for this service, with the exception of travel allowance. If the court or forum does not allow fees to be waived, employees receiving paid leave must pay any fees other than travel allowance to Metro.
    a. Fees should be remitted by signing over the check to Metro and delivering it to the Metro Financial and Regulatory Services Department, Accounts Receivable.
    b. Employees who take unpaid leave or who serve as a juror or witness on their own time or while on accrued leave may keep all fees associated with this service.
5. An employee on jury duty or witness leave must keep his or her supervisor informed of any changes to his or her anticipated return date and time. If the duration of leave is not known at the outset, the employee should follow regular call-in procedures.

Responsibilities

Employee:

- Notify your supervisor if leave is needed to serve as a juror or witness.
- Give a copy of the jury summons or witness subpoena to your supervisor as soon as possible.
- Code leave time appropriately in Kronos or notify your supervisor if assistance with Kronos is needed while on leave.
- Keep your supervisor informed of any changes to your anticipated return date. If you are released from witness or jury service after a partial day, return to work or contact your supervisor for instruction in accordance with this policy.
- Waive or pay to Metro any fees, other than travel allowance, received in connection with jury or witness service for which paid leave is awarded.
- If you experience any adverse employment action or negative treatment as a result of taking leave under this policy, report it following the procedures outlined in Metro's Discrimination and Harassment Policy.

Supervisor:

- Coordinate with the Department Director to ensure that operational needs are met while the employee is on leave.
- Ensure that leave is coded appropriately in Kronos.

Department Director:

- Petition the court to excuse an employee from jury service if the employee's absence would constitute an undue hardship.

Financial and Regulatory Services - Accounts Receivable:

- Receive and process jury and witness fees.

References

ORS 10.061 (jury duty fees); ORS 10.090 (jury duty employment protections)

Metro Discrimination and Harassment Policy

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Subject Leave of Absence without Pay

Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro has discretion to provide leaves of absence without pay to benefits-eligible regular status and limited duration employees for any reasonable purpose not covered by other leave policies.

Applicable to

All employees, including probationary employees, who are in benefits-eligible regular status and limited duration positions.

Where provisions of an applicable collective bargaining agreement conflict with this policy, the provisions of that agreement will prevail.

Guidelines

1. An employee in a benefits-eligible regular status or limited duration position may be granted a leave of absence for any reasonable purpose not covered by other leave policies, without pay and without employee benefits, provided such leave can be scheduled without adversely affecting Metro's operations.

    a. For employees who have completed initial probation, leave without pay may be granted for a period of up to 90 days upon the approval of the Department Director. In rare circumstances, the period of approved leave may be extended up to a maximum total leave period of 180 days upon written approval by the General Manager (for visitor venue employees), Chief Operating Officer (COO) or their designee.

    b. Supervisors have discretion to grant probationary employees brief periods of unpaid time off for illness for which the employee has insufficient accrued sick leave, for bereavement, or for any other appropriate purpose, subject to the department's operational needs.

2. The decision whether to grant leave is at Metro's discretion. Metro is under no obligation to grant a request for leave without pay unless required by other laws or policies.

Procedures

1. Subject to the department's operational needs, a supervisor may approve unanticipated, brief periods of unpaid leave, such as a sick day for a probationary employee who does not yet have accrued time off. Such absences will be tracked subject to applicable attendance policies and work rules.

2. An employee may request leave without pay by submitting a Leave Request Form to his or her Department Director or designated signer.
    a. The request for leave should be submitted at least 30 days in advance or as soon as possible after learning of the need for leave.
    b. The request must include an explanation and/or documentation of the need for leave and the anticipated return date.

c. Requests for unpaid leave of up to 90 days may be approved by the Department Director provided the leave request is not covered by other leave policies.
    i. The Department Director will notify the HR Benefits Manager before awarding leave of more than 30 days.
    ii. If a request for leave that may qualify as Family and Medical Leave or other types of leave protected by law, the Department Director should consult the relevant policies and consult with the Human Resources Department as needed.

d. Requests for extensions of leave beyond an initial 90-day period must be approved in writing by the General Manager, Chief Operating Officer (COO) or designee.
    i. The Department Director will forward all such requests to the General Manager or COO with a copy to the Human Resources (HR) Benefits Manager.
    ii. The General Manager, COO or designee will notify the Department Director and HR Benefits Manager of the decision to approve or deny the request for leave.

3. The Department Director will notify the employee of the decision to approve or deny the request for leave. If leave is denied, the employee will be given a written explanation of the reason for the denial.
4. Leave will ordinarily be without health insurance or other benefits unless the employee elects to continue coverage at his or her own expense. If the period of leave spans more than one month, Metro's contributions toward the employee's health care premiums will be suspended at the conclusion of the month in which leave begins.
    a. After receiving notification of an award of leave of more than 30 days, the HR Benefits Manager will send the employee any necessary information about the continuation of benefits.
    b. An employee who wishes to continue health insurance coverage while on leave should respond promptly to Consolidated Omnibus Budget Reconciliation Act (COBRA) notice and other benefits information. Employees may contact the HR Benefits Manager with any questions.
    c. Extended coverage shall be subject to any restrictions in the applicable benefit policy or plan.
5. Leave approved under this policy ordinarily must be taken in one continuous period. It is not appropriate to schedule intermittent leave in order to extend the continuation of paid benefits.
6. Leave may not be taken from one position in order to complete a trial period in a different position.
7. Employees will not accrue additional leave time while on a leave of absence without pay.
8. Employees must return from leave as scheduled or contact their Department Director if additional leave time is needed. Employees who do not take one of these steps may be

deemed to have resigned in accordance with applicable attendance policies and work rules, with consideration given to any extenuating circumstances.

Responsibilities

Employee:

- Submit a written request for leave without pay to your Department Director at least 30 days in advance or as soon as possible after learning of the need for leave. Include an explanation and/or documentation of the need for leave and your anticipated return date.
- Respond promptly to COBRA notices if you wish to continue employment benefits at your own expense during leave.
- Return to work as scheduled. Contact your Department Director if you need to extend leave beyond the original period.

Department Director:

- Approve or deny requests for leave of up to 90 days. Notify the HR Benefits Manager before awarding leave of 30 days or more. Consult relevant polices and confer with the HR Benefits Manager if a request for leave without pay may qualify as Family and Medical Leave or any other category of leave protected by law.
- Forward requests for leave of more than 90 days to the General Manager, COO or their designee, with a copy to the HR Benefits Manager.
- Notify the employee of the decision to approve or deny leave. Provide a written explanation if leave is denied.
- Ensure that leave time is properly recorded in the Kronos timekeeping system.

General Manager, Chief Operating Officer or Designee:

- Approve or deny requests for leave of more than 90 days, with copies to the Department Director and HR Benefits Manager. Provide a written explanation if leave is denied.

Human Resources Benefits Manager:

- Send COBRA notices and any other necessary information related to the continuation of benefits.
- Maintain records related to approved leave requests.

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Subject Payroll Procedures

Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro maintains payroll schedules and policies that ensure employees are paid in accordance with legal requirements.

Applicable to

All employees.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Payday: The calendar date on which checks are issued to employees.

Off-Cycle Checks: Checks issued on dates other than scheduled paydays. Due to bank timing constraints, direct deposit is not available for off-cycle payments.

Kronos: The software timekeeping system used by Metro to record employees' time worked, exception hours, and how that time should be allocated to funds, departments, programs, and projects.

Kronos Help Desk: The email inbox for all Kronos related questions, corrections, or issues (kronoshelpdesk@oregonmetro.gov).

Guidelines

The Payroll Division will administer all functions of payroll within legal guidelines, ensuring employees are paid as directed by statutes, policies and collective bargaining agreements. All lawful withholdings and authorized deductions will be subtracted from gross earnings.

Procedures

Paychecks

1. Employees shall be paid twice monthly on the 10th and 25th of the month.

a. In the event the normal payday falls on a holiday, the payday shall be the workday before the holiday.

b. If the normal payday falls on a Saturday or a Sunday, the payday shall be the prior Friday.

2. Payroll deductions will be made for income tax withholding, workers' compensation insurance, and other deductions mandated by federal or state law. Other deductions that may be withheld include (but are not limited to):

   a. health, dental, and vision insurance;

   b. life insurance;

   c. long-term disability, accidental death and dismemberment insurance;

   d. 401(k) and Section 457 plan deductions;

   e. Flexible Spending Account deductions;

   f. PERS contributions;

   g. union dues;

   h. uniform deposits;

   i. parking deductions; and

   j. charitable donations, if requested by the employee and approved by the Chief Operating Officer.

3. Employees being paid by direct deposit will have their pay information available in printable format via PeopleSoft Self Service by 8am on payday. If a printed pay statement ("advice") is desired, the employee must request this service using Metro-provided forms.

4. Paychecks and pay statements will be distributed or made available to all departments no later than 11am on scheduled paydays. Individual distribution procedures are determined at the department level. Individual employees may not pick up paychecks directly from the Payroll Division, except that an employee may request Payroll to hold his or her final check for pick-up.

Underpayments

1. The Payroll Division will remedy any underpayments as soon as possible after they are discovered and confirmed.

2. If an employee believes he or she has been underpaid, it is the employee's responsibility to notify his or her Supervisor, who will in turn notify the Payroll Division. If the Supervisor is unavailable, the employee may contact the Payroll Division directly.

3. Payroll will determine, in consultation with the Supervisor, whether there has been an underpayment.

4. If an underpayment has occurred as a result of incorrect Kronos data, the Supervisor will notify the Kronos Help Desk via email. The email must contain the following information:

   a. Employee Name;

   b. Employee ID;

   c. Date of error;

d. Explanation of correction needed; and

e. Account code change, if needed.

5. Once the Supervisor has notified the Kronos Help Desk of the error, Payroll staff will enter a historical edit into Kronos to record the correction.

6. If the underpayment is not in dispute and the underpaid amount is more than 5% of the employee's current gross wages per pay period, an off-cycle check will be issued within 3 business days. If an undisputed underpayment is less than 5% of gross wages, the unpaid amount will be included on the next regular paycheck.

7. If the Supervisor believes that the employee was paid correctly, the Supervisor will meet with the employee to explain why there is no underpayment. If the employee disagrees with this determination, he or she may follow the grievance procedure outlined in an applicable collective bargaining agreement or contact the Human Resources (HR) Department.

Overpayments

1. Employees who are overpaid are required to repay Metro for any overpayment, regardless of the cause of overpayment.

2. If any employee believes he or she has been overpaid, it is the employee's responsibility to notify his or her supervisor immediately upon discovering the error. If the supervisor is not available, notification should be made to the Payroll Division.

3. Payroll will calculate the overpayment amount, identify the cause of the overpayment, and notify the employee in writing. The employee will be asked to sign an agreement acknowledging the overpayment and agreeing to a repayment schedule.

4. If the employee disagrees with the determination that an overpayment has occurred, he or she may follow the grievance procedure outlined in an applicable collective bargaining agreement or contact the HR Department.

5. Once a signed repayment agreement is received from the employee, Metro will collect funds from the employee until the overpayment is repaid in full. If authorized by a collective bargaining agreement, repayment will be made by payroll deduction.

6. If an employee's employment at Metro ends before an overpayment is fully collected, Metro may pursue legal options to collect the funds. Legal options may include the use of a collection agency or a private action in court.

Final Paychecks

1. Supervisors must immediately contact the Kronos Help Desk to notify the Payroll Division of any upcoming voluntary or involuntary terminations so that employees receive their final checks in a timely manner as outlined by state law.

2. The termination date should ordinarily be the last date the employee is present at work. The HR Department may approve an exception to this rule in unusual circumstances, such as when an employee on leave is unable to return.

3. Supervisors will have all hours recorded and approved in Kronos no later than 10am on the employee's final day of employment.

4. Once Kronos time is approved, Payroll will process a final off-cycle check for the remaining wages due, minus all lawful taxes and deductions.

5. Payroll staff will mail or hold the check for pickup as directed by the employee.

Responsibilities

Employees:

- Record accurate time for hours worked and leave taken in the Kronos time entry system by the end of the pay period as established by Payroll.
- Verify the accuracy of paychecks received.
- Notify Supervisor of any possible payroll errors. If the supervisor is unavailable, notify the Payroll Division.

Supervisors:

- Verify the accuracy of time reported by employees and approve time reports by the deadline established by Payroll.
- Notify Payroll via the Kronos Help Desk immediately after learning of any Kronos error that needs to be corrected.
- Notify the Payroll Division of any upcoming voluntary or involuntary terminations.

Payroll Division:

- Verify the accuracy of paychecks to data reported. Investigate and resolve any reports of overpayment or underpayment and refer matters to the HR Director or Office of Metro Attorney as appropriate.
- Disburse payroll checks and pay statements to departments for distribution to employees in accordance with this policy. Hold or mail final checks as requested by the employee.
- Obtain written authorization for deductions if required by law or Metro policy.

MERC Commission Meeting

June 6, 2012
12:30 pm

5.0 - Venues' Business Reports

OCC Event Analysis Monthly Revenue Report April 2012

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC APR 2012 MISC NON-EVENT ACTIVITIES/BILLINGS	22680	04/01/12	0	Accounting/ Non-Event	Accounting/Non-event	Accounting/Non-Event	Settled		0	30	0		$0	$417	$0	$125,424	$0	$0	$0	$0	$0	$416	$65	$0	$0	$126,322
OCC Client Reception	23496	04/02/12	118	In-house	Reception	Food & Beverage/Catering	Settled	Local	2,881	1	0		$0	$4,728	$0	$0	$0	$0	$0	$0	$0	$0	$223	$0	$0	$4,951
GSN Reception	23744	04/02/12	21	New	Reception	Food & Beverage/Catering	Settled	Local	0	1	0		$0	$1,973	$0	$99	$0	$0	$0	$0	$0	$0	$0	$100	$170	$2,342
pacificwild "Be the Difference Training"	23833	04/03/12	20	Repeat	Training	Meeting	Settled	Local	3,126	2	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Tasting for Cirque de soleil	23882	04/03/12	6	In-house	Tasting	In-house	Settled	Local	1,665	1	0		$0	$239	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$239
Spring Beer & Wine Fest 2012	19049	04/06/12	8,448	Repeat	Consumer/Public Show	Consumer Public	Settled	Local	566,052	2	4		$0	$2,812	$0	$0	$28	$0	$7,087	$158	$0	$0	$21,000	$15,500	$0	$46,585
Metropolitan Exposition Recreation Commission	23357	04/04/12	23	In-house	Meeting/Seminar	In-house	Settled	Local	2,346	1	0		$0	$447	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$447
OSU Night - Portland	23840	04/04/12	890	New	Reception	Meeting	Settled		13,410	1	0		$0	$8,438	$0	$0	$280	$1,539	$159	$0	$0	$0	$165	$3,500	$0	$14,081
The EV Project Insider Forum	23834	04/05/12	30	New	Meeting/Seminar	Meeting	Settled	Local	756	1	0		$0	$84	$0	$0	$0	$45	$88	$0	$0	$0	$90	$125	$0	$432
Portland Good Friday Breakfast presented by Open Arms International 2012	20249	04/06/12	1,250	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	34,200	1	1		$0	$29,169	$0	$112	$285	$4,185	$505	$0	$0	$0	$500	$0	$444	$35,200
Oregon Professional Educators Fair 2012	19008	04/10/12	1,900	Repeat	Annual Convention/Conference	Consumer Public	Settled	State	226,829	2	1		$0	$1,125	$407	$0	$0	$194	$5,904	$1,543	$0	$0	$2,620	$13,110	$845	$25,748
Tasting for Oregon League of Conservation Voters	23904	04/10/12	4	In-house	Tasting	In-house	Settled		0	1	0		$0	$48	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$48
OHSU Brain Awareness Lecture	22213	04/10/12	759	New	Meeting/Seminar	Meeting	Settled		12,600	1	0		$0	$256	$0	$35	$600	$3,501	$143	$0	$0	$1,209	-$18,864	$1,750	$550	-$10,820
Oregon Dental Association: 2012 Oregon Dental Conference	9527	04/12/12	6,750	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Regional	688,516	3	2	TRUE	$0	$136,078	$0	$1,161	$312	$47,605	$26,955	$10,687	$4,620	$0	$11,856	$70,763	$9,527	$319,563
University Honors College Reception	22235	04/11/12	120	Repeat	Reception	Food & Beverage/Catering	Settled	State	4,000	1	0		$0	$2,689	$0	$0	$0	$0	$0	$0	$0	$0	$90	$0	$200	$2,979

OCC Event Analysis Monthly Revenue Report April 2012

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
ASC Planning Meeting	23531	04/12/12	2	In-house	Meeting/Seminar	Meeting	Settled		0	1	0		$0	$7	$0	$0	$0	$0	$0	$0	$0	$0	$72	$0	$0	$79
Oregon FBLA State Leadership Conference	16342	04/13/12	1,500	Repeat	Annual Convention/Conference	Convention	Settled		90,000	2	1		$0	$0	$0	$0	$0	$0	$1,598	$0	$0	$0	$275	$9,000	$228	$11,101
Providence Tasting	23945	04/13/12	5	In-house	Tasting	Food & Beverage/Catering	Settled		0	1	0		$0	$149	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$149
St. Mary's Academy Auction 2012	15719	04/14/12	623	Repeat	Auction	Food & Beverage/Catering	Settled	Local	47,300	1	1		$0	$57,841	$0	$0	$947	$8,015	$1,130	$0	$0	$0	$703	$1,500	$1,845	$71,981
Oregon Law Institute - Litigating Auto Accident Cases	21696	04/13/12	120	Repeat	Meeting/Seminar	Meeting	Settled		3,033	1	0		$0	$808	$0	$63	$0	$175	$88	$0	$0	$0	$340	$960	$0	$2,434
Landmark Education	23064	04/14/12	45	Repeat	Meeting/Seminar	Education	Settled		1,458	1	0		$0	$65	$0	$0	$0	$0	$0	$0	$0	$0	$0	$410	$0	$475
East West College Graduation	20292	04/15/12	400	Repeat	Graduation	Meeting	Settled		4,700	1	0		$0	$1,719	$0	$0	$60	$140	$0	$0	$0	$0	$270	$1,300	$0	$3,489
Specialty Coffee Association of America - 2012 Exposition & Symposium	6156	04/19/12	9,580	New	Annual Convention/Conference	Convention w/ Tradeshow	Contracted	National	2,658,131	4	4	TRUE	$1,000	$170,328	$0	$804	$2,960	$5,313	$188,772	$19,526	$21,319	$0	$19,819	$0	$35,417	$465,257
Metro All Staff Meeting	23417	04/17/12	400	Repeat	Meeting/Seminar	Meeting	Settled	Local	8,900	1	0		$0	$0	$0	$0	$0	$1,020	$0	$0	$0	$0	$0	$1,250	$0	$2,270
SCAA Pre-Con -- In House	23524	04/17/12	25	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$4	$0	$0	$0	$0	$0	$0	$0	$0	$36	$0	$0	$40
Welcome National Postal Mail Handlers Union	23777	04/20/12	5	In-house	Reception	In-house	Settled		0	1	0		$0	$147	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$147
Future Energy Conference	21217	04/24/12	1,087	Repeat	Consumer/Public Show	Consumer Public	Settled	State	223,440	5	0		$0	$38,166	$0	$0	$72	$2,398	$3,649	$2,400	$598	$43	$2,345	$18,850	$1,938	$70,459
Habitat for Humanity: HopeBuilder Breakfast 2012	20262	04/25/12	1,070	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	34,200	1	0		$0	$21,189	$0	$0	$135	$4,638	$0	$0	$0	$0	$455	$0	$683	$27,100
Stumptown Comics Fest - 2012	18989	04/28/12	2,903	Repeat	Trade Show	Tradeshow	Settled	Local	111,168	2	2		$0	$0	$424	$0	$0	$0	$1,024	$0	$0	$481	$275	$6,500	$2,601	$11,304
OnStage New York 2012	19696	04/27/12	4,958	Repeat	Dance	Miscellaneous/Other	Settled	Local	143,484	3	1		$0	$403	$0	$0	$162	$0	$2,260	$0	$0	$0	$275	$10,750	$4,246	$18,095
OHSU Brain Awareness Lecture	20523	04/26/12	630	New	Meeting/Seminar	Meeting	Settled		6,300	1	0		$0	$886	$0	$35	$400	$2,615	$231	$0	$0	$926	-$13,598	$1,750	$588	-$6,168

OCC Event Analysis Monthly Revenue Report April 2012

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Basic Rights Oregon - Oregonians Against Discrimination Luncheon	21162	04/26/12	430	Repeat	Lunch	Food & Beverage/Catering	Settled		16,150	1	0		$0	$11,583	$0	$0	$0	$1,010	$582	$0	$0	$0	$180	$410	$0	$13,765
American Academy of Matrimonial Lawyers - Oregon Chapter	21141	04/27/12	175	Repeat	Meeting/Seminar	Meeting	Settled	Local	4,015	1	0		$0	$3,543	$0	$171	$0	$800	$753	$1,600	$0	$0	$1,165	$1,020	$0	$9,052
Youth Advisory Banquet	20356	04/27/12	181	Repeat	Dinner	Food & Beverage/Catering	Closed	Local	13,221	1	0		$0	$4,599	$0	$0	$252	$230	$465	$0	$0	$0	$293	$875	$100	$6,815
Oregon League of Conservation Voters: 15th Annual Celebration for the Environment	13898	04/27/12	1,023	Repeat	Fundraiser	Food & Beverage/Catering	Closed		37,233	1	0		$0	$56,863	$0	$0	$600	$5,469	$359	$0	$0	$0	$275	$0	$2,012	$65,578
Oregon Law Institute - A Day with the Oregon Supreme Court	21732	04/27/12	128	Repeat	Meeting/Seminar	Education	Settled		4,500	1	0		$0	$2,678	$0	$45	$0	$213	$88	$0	$0	$0	$400	$900	$0	$4,324
Rapport Leadership - Power Communications	23568	04/27/12	20	New	Meeting/Seminar	Meeting	Settled	Local	6,378	3	0		$0	$220	$0	$0	$0	$0	$0	$0	$0	$0	$491	$2,030	$0	$2,742
Central Catholic High School - Presidents Dinner 2012	13921	04/28/12	821	Repeat	Fundraiser	Food & Beverage/Catering	Settled		37,233	1	0		$0	$49,453	$65	$1,981	$911	$3,425	$1,198	$0	$0	$0	$406	$353	$2,531	$60,322
2012 National Water Monitoring Conference - North American Lake Management (NALMS)	19018	05/01/12	1,060	New	Annual Convention/Conference	Convention w/ Tradeshow	Closed	National	376,714	4	1	TRUE	$0	$219,118	$0	$0	$120	$19,204	$3,816	$3,318	$270	$0	$13,595	$37,830	$7,174	$304,445
Total			47,530						5,383,939															$200,536		$1,713,371

OCC Event Analysis Monthly Revenue Report April 2011 Historical Comparison

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC APR 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	18002	04/01/11	0	Accounting/Non-Event	Accounting/Non-event	Accounting/ Non-Event	Settled		0	30	0		$0	$481	$16	$139,426	$0	$0	$0	$0	$0	$0	$6,619	$0	$0	$146,542
Oregon Episcopal School Annual Auction	9969	04/02/11	365	New	Auction	Food & Beverage/Catering	Settled	Local	25,200	1	1		$0	$30,983	$130	$812	$855	$3,420	$953	$0	$0	$0	$135	$600	$538	$38,426
OnStage New York 2011	16195	04/02/11	2,000	Repeat	Dance	Miscellaneous/Other	Settled	Local	108,711	2	1		$0	$490	$0	$0	$117	$0	$2,027	$0	$0	$0	$2,975	$9,000	$3,601	$18,210
James Smith's Financial Success Premier	19220	04/01/11	660	New	Meeting/Seminar	Meeting	Settled	Local	18,900	3	0		$0	$430	$0	$0	$195	$2,379	$269	$0	$0	$0	$622	$4,250	$0	$8,145
Climate Leadership Summit	19203	04/01/11	275	Repeat	Meeting/Seminar	Meeting	Settled	Local	8,200	1	0		$0	$1,638	$0	$0	$0	$1,069	$0	$915	$0	$0	$0	$1,225	$0	$4,847
Inhouse: Meeting w/ Oregon Health Care Association	19489	04/01/11	10	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Oregon Law Institute - Advanced Mediation Strategies for the Litigator	17633	04/01/11	67	Repeat	Meeting/Seminar	Meeting	Settled	State	3,033	1	0		$0	$584	$0	$99	$0	$200	$83	$0	$0	$0	$293	$790	$0	$2,049
Secrets of Deep Tissue Massage	18294	04/02/11	50	Repeat	Training	Meeting	Settled	Local	8,210	2	0		$0	$95	$0	$0	$0	$80	$83	$0	$0	$0	$0	$2,080	$0	$2,338
Catholic Charities 2011 Annual Celebration	12674	04/02/11	918	Repeat	Dinner	Food & Beverage/Catering	Settled	Local	35,358	1	0		$0	$53,287	$0	$1,155	$520	$8,398	$405	$0	$0	$0	$275	$0	$3,507	$67,547
13th Annual Race for the Roses	15355	04/03/11	6,300	Repeat	Competition	Miscellaneous/Other	Settled	Local	90,000	1	1		$0	$0	$0	$45	$510	$1,295	$867	$0	$0	$0	$1,050	$5,000	$310	$9,077
Plumbers & Steamfitters Local 290 Contract Meeting	19317	04/03/11	1,149	Repeat	Meeting/Seminar	Meeting	Settled	Local	12,600	1	0		$0	$2,985	$0	$0	$80	$1,045	$166	$0	$0	$0	$5,190	$3,500	$140	$13,106
Welcome O'Reilly Media	19477	04/04/11	6	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		$0	$180	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$180
Inhouse: Food Bank Volunteers	19512	04/04/11	40	In-house	Meeting/Seminar	In-house	Settled	Local	811	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Oregon Dental Association: 2011 Oregon Dental Conference	9453	04/07/11	6,709	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Regional	781,470	3	2	TRUE	$0	$137,892	$0	$1,125	$180	$46,344	$25,873	$10,109	$4,595	$0	$5,550	$69,732	$9,837	$311,237
Hoffman Corporation	18933	04/05/11	120	Repeat	Meeting/Seminar	Meeting	Settled	Local	1,875	1	0		$0	$790	$0	$0	$0	$255	$0	$0	$0	$0	$0	$545	$0	$1,590

OCC Event Analysis Monthly Revenue Report April 2011 Historical Comparison

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James Smith's Financial Success Premier	19269	04/05/11	682	Repeat	Meeting/Seminar	Meeting	Settled	Local	26,700	3	0		$0	$430	$0	$0	$850	$2,726	$433	$198	$0	$0	$643	$4,250	$0	$9,530
Metropolitan Exposition Recreation Commission	19460	04/06/11	45	In-house	Meeting/Seminar	In-house	Settled	Local	2,346	1	0		$0	$335	$0	$0	$0	$0	$0	$0	$0	$0	$50	$0	$0	$385
Pedal Nation - The Bicycle Show	16543	04/09/11	3,184	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	269,721	2	3		$0	$2,340	$0	$1,080	$90	$0	$4,725	$1,453	$310	$0	-$447	$12,400	$2,531	$24,481
Seminar Group Meeting	18808	04/06/11	15	Repeat	Meeting/Seminar	Meeting	Settled	Local	1,772	1	0		$0	$206	$0	$0	$0	$50	$83	$0	$0	$0	$190	$560	$0	$1,089
University Honors College Reception	19101	04/06/11	160	Repeat	Reception	Food & Beverage/Catering	Settled	State	4,000	1	0		$0	$1,979	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$200	$2,179
Oregon FBLA State Leadership Conference	15976	04/08/11	1,550	Repeat	Annual Convention/Conference	Convention	Settled	State	90,000	2	1	TRUE	$0	$0	$0	$0	$0	$0	$1,208	$0	$0	$0	$275	$9,000	$224	$10,707
Dave Ramsey's Entreleadership - One Day	18559	04/08/11	610	Repeat	Meeting/Seminar	Meeting	Settled	Local	122,000	1	1		$0	$1,559	$0	$0	$280	$62	$1,790	$0	$0	$0	$550	$3,500	$250	$7,991
Stanford Tasting	19391	04/07/11	8	In-house	Tasting	In-house	Settled	Local	0	1	0		$0	$246	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$246
Dr. Thomas LeVeist Presentation	19300	04/07/11	80	New	Meeting/Seminar	Meeting	Settled	State	3,750	1	0		$0	$2,144	$0	$0	$0	$765	$83	$0	$0	$0	$495	$500	$0	$3,987
St. Mary's Academy Auction 2011	12201	04/09/11	609	Repeat	Auction	Food & Beverage/Catering	Settled	Local	47,300	1	1		$0	$56,670	$0	$0	$904	$4,205	$759	$0	$0	$0	$566	$1,500	$1,330	$65,934
Oregon Law Institute - A Day with the Oregon Court of Appeals	17635	04/08/11	152	Repeat	Meeting/Seminar	Meeting	Settled	State	4,000	1	0		$0	$1,165	$0	$99	$0	$230	$83	$0	$0	$0	$546	$1,100	$0	$3,223
Metropolitan Exposition Recreation Commission -- In House Meeting	19730	04/11/11	10	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$85	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$85
Future Energy Expo	17475	04/12/11	640	Repeat	Trade Show	Tradeshow	Settled	Local	106,940	2	1		$0	$27,567	$0	$0	$0	$906	$1,401	$0	$0	$0	$1,835	$7,400	$848	$39,956
Oregon Professional Educators Fair 2011	9941	04/12/11	2,600	Repeat	Annual Convention/Conference	Consumer Public	Settled	State	140,952	2	1	TRUE	$0	$1,653	$141	$0	$0	$193	$5,668	$2,288	$0	$0	$2,125	$9,340	$217	$21,625
Inhouse: Tasting: IAG (Intel)	19488	04/11/11	5	In-house	Tasting	In-house	Settled	Local	0	1	0		$0	$108	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$108
Future Energy Expo Pre-Con -- In House	19839	04/11/11	8	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$30	$0	$0	$0	$0	$0	$0	$0	$0	$45	$0	$0	$75
Plaid Pantry Seminar	18943	04/13/11	220	Repeat	Meeting/Seminar	Meeting	Settled	Local	2,457	1	0		$0	$1,379	$0	$0	$0	$160	$0	$0	$0	$0	$810	$790	$0	$3,139

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USA Fencing Association 2011: Division 1 / NAC Youth 14/12/10 & Wheelchair National Championship	17115	04/15/11	4,000	New	Sporting Event/Athletics	Convention	Settled	National	667,494	4	1	TRUE	$0	$15,707	$403	$0	$60	$0	$135	$695	$317	$0	$4,245	$45,600	$0	$67,161
GC Showcase	18679	04/14/11	400	Repeat	Trade Show	Tradeshow	Settled	Local	16,400	1	0		$0	$18,230	$0	$0	$85	$1,160	$1,909	$815	$0	$0	$165	$5,000	$1,000	$28,364
SprintWorld Training	19179	04/14/11	167	New	Meeting/Seminar	Meeting	Settled	Local	3,204	1	0		$0	$725	$0	$396	$195	$294	$354	$345	$0	$0	$675	$1,020	$0	$4,004
Portland General Electric 2011 Diversity Conference	12160	04/15/11	850	Repeat	Annual Convention/Conference	Meeting	Settled	Local	225,820	1	1		$0	$25,854	$0	$0	$755	$10,762	$626	$0	$0	$0	$6,760	$17,582	$1,533	$63,871
Stephen Pierce MRMI Infinite Internet Workshop	19351	04/15/11	306	New	Meeting/Seminar	Meeting	Settled	Local	15,000	3	1		$0	$125	$0	$0	$120	$85	$540	$925	$0	$0	$25	$2,975	$0	$4,795
Oregon League of Conservation Voters: 14th Annual Celebration for the Environment	17503	04/15/11	1,151	Repeat	Fundraiser	Food & Beverage/Catering	Settled	State	37,404	1	0		$0	$56,144	$0	$0	$600	$6,446	$256	$0	$0	$0	$539	$0	$2,029	$66,013
Body Mind Spirit Expo 2011	17186	04/16/11	960	Repeat	Exhibits	Consumer Public	Settled	Local	101,822	2	1		$0	$0	$0	$0	$0	$0	$727	$0	$0	$0	$275	$6,500	$350	$7,852
Stumptown Comics Fest - 2011	18134	04/16/11	3,159	Repeat	Trade Show	Tradeshow	Settled	Local	101,820	2	1	TRUE	$0	$0	$616	$0	$0	$100	$965	$0	$0	$459	$884	$6,500	$2,552	$12,075
Mt. Hood Kiwanis Camp 2011 Auction	17472	04/16/11	450	New	Dinner	Food & Beverage/Catering	Settled	Local	26,000	1	0		$0	$19,541	$0	$0	$360	$556	$440	$0	$0	$0	$595	$2,450	$1,040	$24,982
Inhouse: Kitchen Remodel	20108	04/17/11	0	In-house	Miscellaneous	In-house	Settled	Local	51,030	9	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
East West College Graduation	18631	04/17/11	425	Repeat	Graduation	Meeting	Settled	Local	4,700	1	0		$0	$1,475	$0	$0	$48	$115	$135	$0	$0	$0	$270	$1,300	$0	$3,343
Portland Business Alliance 2011 Annual Awards Breakfast	13367	04/19/11	820	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	50,400	1	1		$0	$23,571	$0	$0	$0	$2,730	$856	$0	$0	$0	$275	$1,000	$0	$28,432

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In-House: National Association of Home Builders Site Tour & Lunch for NAHB Board of Directors 2014	19423	04/18/11	12	New	Lunch	Meeting	Settled	Local	0	1	0		$0	$158	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$158
National Association of Counties (NACo)	19216	04/20/11	120	New	Meeting/Seminar	Meeting	Settled	Local	1,874	1	0		$0	$303	$0	$0	$0	$0	$0	$0	$0	$0	$50	$0	$0	$354
RMLS Trade Fair 2011	11421	04/21/11	1,100	Repeat	Trade Show	Tradeshow	Settled	Local	186,695	1	1		$0	$10,462	$0	$0	$0	$1,833	$5,456	$594	$112	$0	$1,265	$3,240	$1,051	$24,013
Spring Beer & Wine Fest 2011	12810	04/22/11	8,664	Repeat	Consumer/Public Show	Consumer Public	Settled	Local	565,624	2	4		$0	$3,652	$0	$0	$0	$832	$5,358	$925	$0	$0	$19,000	$14,500	$0	$44,267
Habitat for Humanity: HopeBuilder Breakfast 2011	18362	04/20/11	970	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	34,200	1	0		$0	$19,995	$0	$0	$0	$4,425	$0	$0	$0	$0	$410	$0	$681	$25,511
InnoTech Conference & Expo 2011	17478	04/20/11	1,700	Repeat	Exhibits	Tradeshow	Settled	Local	91,341	2	0		$0	$17,461	$0	$0	$0	$3,495	$5,978	$3,682	$143	$0	$905	$4,670	$1,173	$37,506
Portland Good Friday Breakfast presented by Open Arms International 2011	17334	04/22/11	1,180	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	44,358	1	1		$0	$26,084	$0	$0	$285	$3,143	$939	$0	$0	$0	$500	$500	$250	$31,701
Stanford Tasting	20180	04/21/11	3	In-house	Tasting	In-house	Settled	Local	0	1	0		$0	$11	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$11
Basic Rights Oregon - Oregonians Against Discrimination Luncheon	13056	04/21/11	440	Repeat	Lunch	Food & Beverage/Catering	Settled	State	12,400	1	0		$0	$11,894	$0	$0	$0	$470	$323	$0	$0	$0	$180	$0	$0	$12,867
Knowledge Universe Team Meeting	19418	04/21/11	650	Repeat	Meeting/Seminar	Meeting	Settled	Local	12,600	1	0		$0	$130	$0	$0	$0	$2,298	$675	$0	$0	$0	$165	$3,500	$0	$6,768
Metro Managers Retreat	19978	04/22/11	8	Repeat	Meeting/Seminar	Meeting	Settled	Local	0	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reynolds High School PROM 2011	18386	04/23/11	800	New	Dance	Miscellaneous/Other	Settled	Local	25,500	1	0		$0	$2,460	$0	$0	$675	$280	$416	$0	$0	$0	$165	$4,000	$0	$7,996
Sheet Metal Workers Local 16 Awards Banquet	17670	04/23/11	90	New	Dinner	Food & Beverage/Catering	Settled	Local	4,908	1	0		$0	$7,348	$0	$0	$0	$230	$0	$0	$0	$0	-$28	$0	$100	$7,650
Plumbers & Steamfitters Local 290 Contract Meeting	19851	04/23/11	900	Repeat	Meeting/Seminar	Meeting	Settled	Local	12,600	1	0		$0	$1,568	$0	$0	$80	$1,306	$184	$0	$0	$0	$2,730	$3,500	$112	$9,480

OCC Event Analysis Monthly Revenue Report April 2011 Historical Comparison

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Welcome O'Reilly Media	19405	04/25/11	6	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		$0	$454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$454
Women's Leadership Luncheon	19376	04/25/11	460	Repeat	Lunch	Food & Beverage/Catering	Settled	State	8,900	1	0		$0	$14,508	$0	$0	$0	$2,625	$0	$0	$0	$0	$0	$0	$220	$17,353
2011 Professional Training Conference & Solar Expo	18615	04/26/11	900	Repeat	Consumer/Public Show	Consumer Public	Settled	Regional	200,263	6	1		$0	$17,287	$0	$0	$30	$1,746	$5,549	$1,736	$684	$196	$3,255	$13,350	$3,747	$47,580
29th Annual OPA Ceramic Showcase 2011	6531	04/29/11	15,704	Repeat	Consumer/Public Show	Consumer Public	Settled	Local	368,200	3	2		$0	$0	$0	$0	$0	$470	$14,215	$1,600	$0	$0	$2,800	$23,930	$734	$43,749
Metro Council Retreat	20137	04/27/11	12	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		$0	$37	$0	$0	$0	$0	$0	$0	$0	$0	$72	$0	$0	$109
A Gathering of the Guilds	17405	04/29/11	14,500	New	Consumer/Public Show	Consumer Public	Settled	State	305,000	3	2		$0	$0	$0	$0	$28	$0	$11,938	$675	$0	$0	$550	$20,100	$3,858	$37,149
Portland Community College Foundation Annual Scholarship Banquet (PCC)	18161	04/28/11	420	New	Dinner	Food & Beverage/Catering	Settled	Local	17,100	1	0		$0	$28,139	$0	$0	$15	$4,876	$0	$0	$0	$0	$165	$0	$684	$33,878
The Landmark Forum	19199	04/28/11	250	New	Meeting/Seminar	Meeting	Settled	Local	17,259	6	0		$0	$430	$0	$0	$0	$0	$377	$0	$0	$0	$0	$3,070	$0	$3,877
Lloyd District Meeting -- In House	19302	04/28/11	24	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$63	$0	$0	$0	$0	$0	$0	$0	$0	$72	$0	$0	$135
Littler Mendelson - Employment Law Seminar	18690	04/28/11	30	New	Breakfast	Food & Beverage/Catering	Settled	Local	1,875	1	0		$0	$756	$0	$180	$0	$235	$0	$0	$0	$0	$0	$150	$0	$1,321
Oregon State Bar - Family Law 2011	19072	04/29/11	105	Repeat	Meeting/Seminar	Meeting	Settled	State	4,000	1	0		$0	$1,650	$0	$81	$0	$368	$166	$365	$0	$0	$960	$1,150	$0	$4,739
TD Ameritrade Workshop	19349	04/29/11	33	New	Meeting/Seminar	Meeting	Settled	Local	6,300	1	0		$0	$540	$0	$0	$250	$391	$297	$315	$0	$0	$482	$1,400	$0	$3,675
Dress for Success Annual Fashion Show and Dinner	17033	04/29/11	650	New	Auction	Food & Beverage/Catering	Settled	Local	25,500	1	0		$0	$32,620	$30	$0	$482	$3,632	$1,028	$0	$0	$0	$165	$2,000	$1,293	$41,250
Intel's Tech Fest 2011	14639	04/29/11	1,200	New	Annual Convention/Conference	Convention w/ Tradeshow	Settled	International	863,636	8	0	TRUE	$0	$540,376	$0	$225	$1,140	$3,697	$14,063	$36,617	$305	$0	$23,620	$28,000	$4,378	$652,420
Youth Advisory Banquet	17525	04/29/11	200	New	Meeting/Seminar	Meeting	Settled	Local	12,600	1	0		$0	$4,360	$0	$0	$252	$298	$353	$0	$0	$0	$180	$875	$200	$6,518
Oregon Law Institute - Litigating Auto Accident Cases	17634	04/29/11	102	Repeat	Meeting/Seminar	Meeting	Settled	State	2,457	1	0		$0	$744	$0	$108	$0	$200	$83	$0	$0	$0	$410	$790	$0	$2,334

OCC Event Analysis Monthly Revenue Report April 2011 Historical Comparison

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Central Catholic High School - Presidents Dinner 2011	15461	04/30/11	779	Repeat	Fundraiser	Food & Beverage/Catering	Settled	Local	37,233	1	0		$0	$56,943	$90	$2,226	$819	$3,718	$1,212	$0	$0	$0	$406	$0	$3,183	$68,596
Totals			93,947						6,079,823															$365,715		$2,302,347

PCPA MONTHLY ANALYSIS **APRIL 2012**

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	3/11 to 4/8	Broadway Across America	Wicked	3	32	73,308	79,688	84%	$5,674,068	$161,971	$151,553	$276,129	$41,551	$226,397	$857,601
	4/12	Double Tee	Maze w/Frankie Beverly	0	1	1,591	1,424	48%	$85,660	$6,460	$13,958	$4,909	$454	$10,936	$36,717
	4/21	Celtic on Tour, LLC	Celtic Woman	0	1	2,798	2,767	93%	$180,979	$11,000	$17,441	$10,247	$2,663	$7,201	$48,552
	4/26 to 28	WNYC	Radiolab	1	2	5,143	4,984	84%	$184,990	$16,815	$21,738	$12,537	$1,164	$12,034	$64,288
ASCH	3/26 to 4/2	Oregon Symphony	Classical 12 Ohlsson Plays Mozart	4	3	5,334	5,406	65%	$199,404	$3,555	$17,035	$8,971	$740	$5,664	$35,965
	4/1 to 2	Oregon Symphony	Auditions	2	0	0	0	0%	$0	$0	$2,004	$0	$0	$0	$2,004
	4/4	Mike Thrasher Presents	Rodrigo Y Gabriela	0	1	2,418	2,464	89%	$99,745	$7,524	$11,699	$5,698	$740	$11,132	$36,793
	4/5 to 7	The Snowman Foundation	Ten Grands	1	5	10,087	2,732	49%	$161,062	$8,605	$30,434	$11,495	$0	$4,666	$55,200
	4/11	Portland Youth Philharmonic	School Concerts	0	2	4,951	0	0%	$0	$325	$2,896	$0	$0	$0	$3,221
	4/11	True West	Andrew Bird	0	1	2,041	2,085	75%	$73,905	$5,528	$9,639	$4,699	$1,030	$9,778	$30,674
	4/12	Portland Arts and Lectures	Abraham Verghese	0	1	2,172	2,405	86%	$80,360	$1,910	$3,539	$5,977	$84	$1,137	$12,647
	4/13	Live Nation	Elvis Costello	0	1	2,368	2,395	86%	$155,423	$8,500	$12,859	$8,800	$1,168	$9,055	$40,382
	4/9 to 16	Oregon Symphony	Classical 13 The Classical Guitar	3	3	6,453	6,909	83%	$272,168	$2,925	$14,951	$10,364	$701	$6,403	$35,344
	4/17 to 20	Reed College	Centennial Celebration	1	1	1,232	0	0%	$0	$6,425	$13,765	$0	$0	$4,176	$24,366
	4/18 to 22	Oregon Symphony	Pops 4 The Perfect Storm	3	2	4,956	5,121	92%	$247,699	$11,775	$13,848	$7,682	$1,209	$9,400	$43,914
	4/26	ISEPP	Dr. Philip Clayton	0	1	830	203	7%	$7,885	$3,440	$3,288	$1,402	$150	$243	$8,523
	4/29	NASDME	Opening General Session	0	1	1,069	0	0%	$0	$4,840	$2,982	$0	$0	$0	$7,822
	4/27	World Affairs Council	Sima Samar	0	1	1,182	1,294	47%	$16,700	$3,400	$3,493	$3,355	$0	$780	$11,028
	4/23 to 30	Oregon Symphony	Classical 14 Salerno-Sonnenberg	3	2	4,509	4,462	80%	$169,877	$2,370	$11,872	$6,693	$303	$5,715	$26,953
NEWMARK	3/21 to 4/8	Portland Opera	Galileo Galilei	14	6	3,840	3,701	71%	$239,713	$4,935	$24,529	$5,474	$0	see Matt's	$34,938
	4/9 to 10	MetroArts Inc	Young Artists Debut	1	1	678	248	28%	$4,204	$1,875	$3,705	$558	$0	see Matt's	$6,138
	4/11 to 14	White Bird	Goteborg Ballet	1	3	2,213	2,046	78%	$77,375	$2,340	$25,579	$5,254	$0	see Matt's	$33,173
	4/15 to 29	Oregon Ballet	Chromatic Quartet	6	16	8,479	7,222	51%	$265,759	$5,280	$12,148	$9,534	$0	see Matt's	$26,962
WINNINGSTAD	3/30 to 4/1	The Detail Dance Company	Around the World	0	3	601	656	75%	$13,575	$2,355	$3,516	$1,476	$0	see ArtBar	$7,347
	4/2to 5	Open 4 Business Productions	Grimm Film Shoot	4	0	0	0	0%	$0	$4,000	$10,000	$0	$0	$652	$14,652
	4/9 to 22	Tears of Joy Theatre	Stellaluna	2	18	3,798	4,077	78%	$36,273	$1,765	$3,829	$550	$0	see ArtBar	$6,144
A. HATFIELD HALL	4/9	PCPA Volunteers	Noontime Showcase-Dance West	0	1	114	0	0%	$0	$0	$0	$0	$0	$21	$21
KELLER CAFÉ														$37,000	$37,000
ARTBAR														$29,567	$29,567
MATT'S BAR														$9,450	$9,450
PCPA CATERING														$1,260	$1,260
		TOTALS		**49**	**109**	**152,165**	**142,289**	**54%**	**$8,246,824**	**$289,918**	**$442,300**	**$401,804**	**$51,957**	**$402,667**	**$1,588,646**

PCPA MONTHLY ANALYSIS **APRIL 2011**

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	4/4 TO 17	Broadway Across America	Billy Elliot	2	14	31,204	31,579	66%	$1,777,292	$75,000	$38,412	$108,559	$3,071	$59,137	$284,179
ASCH	3/31 to 4/3	Oregon Symphony	Pops 3 Classical Mystery Tour	2	2	4,617	4,193	75%	$166,092	$10,005	$10,885	$4,193	$616	$5,433	$31,132
	4/6	MAGPI	Sweet Honey in the Rock	0	1	882	742	27%	$21,461	$3,015	$3,610	$1,670	$167	$1,444	$9,906
	4/7	Live Nation	Sarah Silverman	0	1	1,736	1,712	62%	$59,920	$4,485	$4,015	$3,852	$0	$7,261	$19,613
	4/8	Live Nation	Lewis Black	0	1	2,608	2,609	94%	$125,390	$9,458	$4,841	$7,166	$272	$11,374	$33,111
	4/9	Double Tee Presents	Lauryn Hill/Soul'd Out Music Fest	0	1	1,791	1,584	57%	$122,970	$9,000	$13,606	$6,960	$0	$15,731	$45,297
	4/4 to 4/11	Oregon Symphony	Classical 13 Pair of Sixth Symph.	3	2	3,676	3,773	68%	$140,220	$2,060	$10,994	$3,773	$4	$2,639	$19,470
	4/14 to 18	Oregon Symphony	Classical 14 - Eroica	2	3	5,244	5,117	61%	$202,832	$2,895	$13,140	$5,117	$466	$5,120	$26,738
	4/19	True West	Robert Plant & The Band of Joy	0	1	2,644	2,655	96%	$149,630	$9,500	$13,173	$8,469	$2,298	$16,073	$49,513
	4/20	Portland Youth Philharmonic	Youth Performances	0	2	3,433	0	0%	$0	$315	$2,915	$0	$0	$0	$3,230
	4/21 to 23	The Snowman Foundation	Ten Grands	3	3	7,898	2,626	95%	$136,370	$7,855	$12,235	$8,290	$0	$3,035	$31,415
	4/28	Portland Arts and Lectures	Art Spiegelman	0	1	1,733	2,245	81%	$74,046	$1,855	$3,099	$5,907	$49	$849	$11,759
NEWMARK	3/23 to 4/10	Portland Opera	Ravel: Double Bill	13	6	3,601	3,744	71%	$254,581	$4,775	$24,716	$3,813	$0	$5,145	$38,449
	4/11 to 12	MetroArts Inc.	Young Artists Debut	1	1	477	134	15%	$2,700	$0	$3,629	$302	$0	$1,905	$5,836
	4/13 to 16	Portland Metro Arts	Alice in Wonderland	1	3	1,352	390	45%	$8,576	$2,955	$4,708	$972	$0	$234	$8,869
	4/15	Urban Arts Dance Company	Hostage	0	1	561	505	57%	$7,359	$1,135	$3,542	$1,136	$0	$565	$6,378
	4/21 to 5/1	Oregon Ballet Theatre	Left Unsaid	7	13	8,403	7,328	88%	$321,596	$4,110	$34,989	$7,328	$0	$9,752	$56,179
WINNINGSTAD	4/1 to 2	Paige Productions	Let's Talk Church	0	2	295	296	51%	$9,620	$1,520	$1,993	$666	$37	$188	$4,404
	4/4 to 17	Tears of Joy	The Ugliest Duckling	3	19	3,419	3,602	65%	$29,331	$1,885	$3,737	$1,207	$0	$160	$6,989
	4/9	Rasika Inc.	Ganesh & Kumaresh Violin Duet	0	1	159	62	21%	$2,259	$670	$675	$291	$20	see artbar	$1,656
A. HATFIELD HALL	4/11	PCPA Volunteers	Noon Showcase Gerardo Calderon	0	1	142	0	0%	$0	$0	$0	$0	$0	$33	$33
	4/23	Scientology	Private Fundraiser Event	0	1	178	0	0%	$0	$275	$479	$0	$0	$4,815	$5,569
KELLER CAFÉ														$15,643	$15,643
ARTBAR														$23,089	$23,089
PCPA CATERING														$3,423	$3,423
		TOTALS		**37**	**80**	**86,053**	**74,896**	**54%**	**$3,612,245**	**$152,768**	**$209,393**	**$179,671**	**$7,000**	**$193,048**	**$741,880**

Expo Center Event Analysis

Apr-12		Consumer	Trade	Misc. / Mtg.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
Sockeye Filmshoot-Adidas	4-6			1		1	3	2		40	3,200	-	-	-	454	347	210	4,211
Cirque Opening party	5			1		1	1	3		144	-	-	-	-	4,486	-	-	4,486
Hardy Plant Sale	7-8	1				1	2	3		4,032	8,750	188	2,624	-	54	224	14,613	26,453
Fall Protection Training-Cirque	9-11			1		1	3	2		45	600	360	-	-	949	-	-	1,909
Portland Auto Swap	13-15	1				1	3	4		21,548	76,390	-	174,750	11,138	1,669	1,452	-	265,399
NW Model A Regional Mtg	14			1		1	1	1		30	145	-	-	-	-	-	-	145
Load Secure, Power Vehicle Training- Cirque	17			1		1	1	1		48	355	360	-	-	236	-	-	951
Collector's West Gun	20-22	1				1	3	3		5,196	15,705	500	9,104	2,189	54	428	23,568	51,548
PDX Garage Sale	21	1				1	1	3		5,400	4,150	-	8,614	-	-	48	19,382	32,194
Johnson & Johnson Behind the Wheel	23			1		1	1	1		20	825	-	-	-	206	-	-	1,031
Just Between Friends	26-29	1				1	4	3		3,943	10,325	63	234	-	-	134	13,364	24,120
Performance Warehouse	28-29			1		1	2	4		1,425	12,550	150	23,358	-	992	2,638	5,840	45,528
Starplex Corporations	30			1		1	1	1		53	400	-	-	-	-	-	-	400
		5	**0**	**8**	**0**	**13**	**26**	**31**		**41,924**	**133,395**	**1,621**	**218,684**	**13,327**	**9,100**	**5,271**	**76,977**	**458,374**

FY 2011-12																	
July	3	0	4	0	6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880
August	2	0	5	0	7	11	6	9%	7,166	38,219	2,303	22,040		3,555	1,995	27,881	95,993
September	9	1	3	0	13	28	27	43%	22,977	135,432	1,175	43,659	12,847	8,630	10,762	93,730	306,235
October	8	2	3	0	13	29	24	48%	41,924	191,767	5,180	116,283	20,118	57,602	33,880	186,065	610,895
November	8	0	4	0	12	21	18	37%	42,595	103,780	992	46,823	3,941	9,100	10,808	140,704	317,924
December	3	0	2	0	5	14	17	37%	34,996	96,558	5,613	127,249	8,125	360	9,845	153,919	401,669
January	4	1	1	0	6	17	19	63%	31,661	281,360	6,600	137,964	24,563	82,782	18,039	176,100	727,408
February	5	0	4	0	9	20	26	67%	76,725	203,820	8,952	391,042	29,527	12,715	28,200	296,416	970,672
March	9	0	4	0	13	26	26	71%	69,736	242,652	3,892	192,789	19,620	30,558	27,284	233,689	750,433
April	**5**	**0**	**8**	**0**	**13**	**26**	**31**	**47%**	**41,924**	**133,395**	**1,621**	**218,684**	**13,327**	**9,100**	**5,271**	**76,977**	**458,374**
May																	
June																	
Totals to Date	**56**	**4**	**38**	**0**	**97**	**206**	**203**	**45%**	**387,641**	**1,544,718**	**37,820**	**1,383,055**	**143,747**	**230,560**	**154,369**	**1,474,489**	**4,970,483**
Month to Month Comparison	**-1**	**0**	**7**	**0**	**6**	**11**	**15**	**15%**	**-4,897**	**-9,355**	**752**	**-18,072**	**-1,124**	**7,553**	**-1,416**	**-2,242**	**-23,905**
Year to Date Comparison	**18**	**2**	**5**	**0**	**24**	**41**	**80**	**3%**	**16,933**	**183,065**	**10,588**	**15,673**	**50,385**	**68,597**	**-28,541**	**34,976**	**336,468**
Quarterly Totals to Date - Q4	**5**	**0**	**8**	**0**	**13**	**26**	**31**	**67**	**41,924**	**133,395**	**1,621**	**218,684**	**13,327**	**9,100**	**5,271**	**76,977**	**458,374**
Quarter to Date Comparison - Q4	**-6**	**-2**	**1**	**0**	**-7**	**-17**	**-10**	**0%**	**-24,522**	**-110,224**	**-4,274**	**-70,548**	**-3,846**	**-54,856**	**-15,064**	**-86,254**	**-345,066**

FY 2010-11																	
July	3	0	5	0	7	17	8	28%	16,513	118,034	1,737	91,719		9,347	7,473	85,089	313,399
August	1	0	3	0	4	7	4	6%	7,214	28,005	500	22,606		4,113	942	28,634	84,800
September	6	1	2	0	10	20	17	36%	23,889	111,341	1,330	49,704		2,067	14,297	93,937	272,676
October	4	1	3	0	8	18	13	26%	27,975	117,013	1,848	85,233		26,417	29,769	139,856	400,136
November	5	0	2	0	7	18	14	51%	43,655	112,420	500	53,956		3,391	19,674	151,875	341,816
December	2	0	1	0	3	10	12	16%	35,738	84,150	4,953	128,843			11,158	153,155	382,259
January	4	0	4	0	8	19	17	57%	32,440	236,170	8,853	141,821	28,224	74,526	20,825	179,817	690,236
February	5	0	8	0	13	29	20	68%	73,130	221,010	3,021	383,451	30,064	21,742	41,130	292,167	992,585
March	8	0	5	0	13	27	18	75%	63,333	190,760	3,621	173,293	20,623	18,813	30,955	235,764	673,829
April	**6**	**0**	**1**	**0**	**7**	**15**	**16**	**32%**	**46,821**	**142,750**	**869**	**236,756**	**14,451**	**1,547**	**6,687**	**79,219**	**482,279**
May	4	2	3	0	9	17	18	16%	11,062	60,319	1,075	33,155	1,242	59,417	10,792	52,137	218,137
June	1	0	3	0	4	11	7	13%	8,563	40,550	3,950	19,321	1,480	2,992	2,856	31,875	103,024
Total to Date	**49**	**4**	**40**	**0**	**93**	**208**	**164**	**35%**	**390,333**	**1,462,522**	**32,257**	**1,419,858**		**224,372**	**196,558**	**1,523,525**	**4,955,176**

Event(s)		Event Date(s)	Attendance	Rental	Concessions	West Delta	Catering	Parking	Total
Sockeye Filmshoot - adidas	1	*New Event*							
Current Event Estimate		**April 4-6, 2012**	**40**	**3,200**	**-**	**-**	**454**	**210**	**3,864**
Previous Comparative			-	-	-	-	-	-	-
Increase / (Decrease)			40	3,200	-	-	454	210	3,864
Percentage Increase / (Decrease)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Cirque Opening Party	1	*New Event*							
Hall D Lobby									
Current Event		**April 5, 2012**	**144**	**-**	**-**	**-**	**4,486**	**-**	**4,486**
Previous Comparative			-	-	-	-	-	-	-
Increase / (Decrease)			144	-	-	-	4,486	-	4,486
Percentage Increase / (Decrease)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Hardy Plant Sale	1	*Return Event*							
Hall E2									
Current Event		**April 7-8, 2012**	**4,032**	**8,750**	**2,624**	**-**	**54**	**14,613**	**26,041**
Previous Comparative		April 9-10, 2011	4,513	8,650	2,406	-	39	15,633	26,728
Increase / (Decrease)			(481)	100	218	-	15	(1,020)	(687)
Percentage Increase / (Decrease)			-11%	1%	9%	#DIV/0!	39%	-7%	-3%
Fall Protection Training - Cirque	1	*New Event*							
Mtg Rm D202									
Current Event		**April 9-11, 2012**	**45**	**600**	**-**	**-**	**949**	**-**	**1,549**
Previous Comparative			-	-	-	-	-	-	**-**
Increase / (Decrease)			45	600	-	-	949	-	1,549
Percentage Increase / (Decrease)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Portland Auto Swap Meet	1	*Return Event*							
Full Facility									
Current Event		**April 13-15, 2012**	**21,548**	**76,390**	**174,750**	**11,138**	**1,669**	**-**	**263,947**
Previous Comparative		April 1-3, 2011	23,431	100,313	210,092	12,309	1,508	-	324,222
Increase / (Decrease)			(1,883)	(23,923)	(35,342)	(1,171)	161	-	(60,275)
Percentage Increase / (Decrease)			-8%	-24%	-17%	-10%	11%	#DIV/0!	-19%
NW Model A Regional Group Mtg	1	*Return Event*							
Mtg Rm E101									
Current Event		**April 14, 2012**	**30**	**145**	**-**	**-**	**-**	**-**	**145**
Previous Comparative		April 2, 2011	42	140	-	-	-	-	140
Increase / (Decrease)			(12)	5	-	-	-	-	5
Percentage Increase / (Decrease)			-29%	4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4%
Load Secure, Power Vehicle Training - Cirque	1	*New Event*							
Mtg Rms D201									
Current Event		**April 17, 2012**	**48**	**355**	**-**	**-**	**236**	**-**	**591**
Previous Comparative			-	-	-	-	-	-	**-**
Increase / (Decrease)			48	355	-	-	236	-	591
Percentage Increase / (Decrease)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Collectors West Gun & Knife Show	1	*Return Event*							
Hall D									
Current Event		**April 20-22, 2012**	**5,196**	**15,705**	**9,104**	**2,189**	**54**	**23,568**	**50,620**
Previous Comparative		April 15-17, 2011	6,744	14,850	10,134	2,142	-	26,055	53,181
Increase / (Decrease)			(1,548)	855	(1,030)	47	54	(2,487)	(2,561)
Percentage Increase / (Decrease)			-23%	6%	-10%	2%	#DIV/0!	-10%	-5%
Portland's Largest Garage Sale	1	*Return Event*							
Hall AB									
Current Event		**April 21, 2012**	**5,400**	**4,150**	**8,614**	**-**	**-**	**19,382**	**32,146**
Previous Comparative		April 16, 2011	5,401	3,900	7,637	-	-	17,172	28,709
Increase / (Decrease)			(1)	250	977	-	-	2,210	3,437
Percentage Increase / (Decrease)			0%	6%	13%	#DIV/0!	#DIV/0!	13%	12%
Johnson and Johnson Behind the Wheel	1	*New Event*							
Mtg Rm D202 & LP2									
Current Event		**April 23, 2012**	**20**	**825**	**-**	**-**	**206**	**-**	**1,031**
Previous Comparative			-	-	-	-	-	-	**-**
Increase / (Decrease)			20	825	-	-	206	-	1,031
Percentage Increase / (Decrease)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Just Between Friends	1	*Return Event*							
Hall A									
Current Event		**April 26-29, 2012**	**3,943**	**10,325**	**234**	**-**	**-**	**13,364**	**23,923**
Previous Comparative		April 29-May 1, 2011	3,143	8,625	516	-	-	11,740	20,881
Increase / (Decrease)			800	1,700	(282)	-	-	1,624	3,042
Percentage Increase / (Decrease)			25%	20%	-55%	#DIV/0!	#DIV/0!	14%	15%
Performance Warehouse - Jobber Tradeshow	1	*Return Event*							
Hall D									
Current Event		**April 28-29, 2012**	**1,425**	**12,550**	**23,358**	**-**	**992**	**5,840**	**42,740**
Previous Comparative		April 30-May 1, 2011	1,200	8,990	21,785	-	750	5,608	37,133
Increase / (Decrease)			225	3,560	1,573	-	242	232	5,607
Percentage Increase / (Decrease)			19%	40%	7%	#DIV/0!	32%	4%	15%
Starplex Corp Orientations	1	*New Event*							
Mtg Rms D202-3									
Current Event		**April 30, 2012**	**53**	**400**	**-**	**-**	**-**	**-**	**400**
Previous Comparative			-	-	-	-	-	-	**-**
Increase / (Decrease)			53	400	-	-	-	-	400
Percentage Increase / (Decrease)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Month to Month									
Current Events Year Month - to date	13	**2012**	**41,924**	**133,395**	**218,684**	**13,327**	**9,100**	**76,977**	**451,483**
Previous Year Month	9	2011	44,474	145,468	252,569	14,451	2,297	76,208	490,994
Increase / (Decrease)	4		(2,550)	(12,073)	(33,885)	(1,124)	6,803	769	(39,511)
Percentage Increase / (Decrease)	31%		-6%	-8%	-13%	-8%	296%	1%	-8%
Note to self:									
Events new to the month	5	adidas film shoot, Opening Cirq Party, Fall Training Cirq, Load Secure Vehicle Training Cirq, Johnson & Johnson R&D, Starplex							
Non-recurring/lost from 2010 YTD month	0								
Recurring	7	Hardy Plant, Swap Meet, Model A, Collectors West, Garage, Just Between Friends, Performance Warehouse							
Cancellation Fee	0	N/C							
West Delta concession impact					**(36,371)**	**(1,124)**	**(37,495)**		

FY 11-12 Hall Use Use Day Percentage rev 05.17.12 rsm

FY11-12					Halls						
Month	**Days per Month**	**A**	**B**	**C**	**D1**	**D2**	**E1**	**E2**	**Use Days per Month**	**Use Day % per Month**	**Notes / Comments**
July	31	0	0	0	17	17	15	12	61	28%	
Aug	31	6	0	0	5	5	2	2	20	9%	
Sep	30	10	4	12	22	21	12	10	91	43%	*previous error in report.*
Oct	31	2	0	7	22	24	26	24	105	48%	
Nov	30	13	4	7	15	12	13	13	77	37%	
Dec	31	7	0	0	22	22	15	15	81	37%	*includes Nov. Bazaar*
Jan	31	15	11	21	22	22	23	23	137	63%	
Feb	29	8	8	23	23	26	20	28	136	67%	
Mar	31	18	12	17	29	29	23	25	153	71%	
Apr	30	17	10	7	21	21	11	11	98	47%	
May	31								0	0%	
June	30								0	0%	
# of Days per Hall		96	49	94	198	199	160	163	**959**	**45%**	
% of Days per Hall to Total		10%	5%	10%	21%	21%	17%	17%			
Use Day per Hall %		26%	13%	26%	54%	54%	44%	45%			
Annual Use Day % - Q1										**27%**	
Annual Use Day % - Q2										**41%**	
Annual Use Day % - Q3										**67%**	
Annual Use Day % - Q4										**16%**	
Annual Use Day % - FY12										**45%**	

MERC Commission Meeting

June 6, 2012
12:30 pm

7.0 - Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-08

For the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund Approved Budget for fiscal year 2012-13, and requesting amendment of the Five Year Capital Improvement Plan FY 2012-13 through FY 2016-17 (CIP).

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

WHEREAS, MERC previously approved and transmitted to the Metro Council the fiscal year 2012-13 budget for the MERC Fund; and

WHEREAS, MERC staff request certain budget amendments to the approved budget for fiscal year 2012-2013; and

WHEREAS, the budget amendments include changes to the CIP that eliminate three existing projects and add two new projects.

BE IT THEREFORE RESOLVED THAT,

1. MERC approves the budget amendments to the MERC Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013 for inclusion as part of the total Metro budget for this period and approves the requested changes to the CIP as described in the attached Staff Report and Exhibit A.
2. MERC requests that the Metro COO present the budget and CIP amendments to the Metro Council for ratification.

Passed by the Commission on June 6, 2012.

_____
Chair

Approved as to Form:
Alison Kean Campbell, Metro Attorney

_____
Secretary/Treasurer

By: _____
Nathan A. Schwartz Sykes, Senior Attorney

MERC Staff Report

Agenda Item/Issue: For the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund Approved Budget for fiscal year 2012-13, and requesting amendment of the Five Year Capital Improvement Plan FY 2012-13 through FY 2016-17 (CIP)

Resolution No.: 12-08 **Presented By:** Cynthia Hill

Date: June 6, 2012

Background and Analysis:
The MERC Budget was approved by Metro Council on May 3rd and submitted to Tax Supervising and Conservation Commission (TSCC). Metro Council will adopt a final budget on June 21rd.

This resolution requests a technical amendment to the approved budget, attached as "Exhibit A" requesting:

1) Operating projects carry over $135,000

2) Capital project carry over $837,077
The capital project carry over includes a request to amend the CIP. The balance of the Aramark capital investment dollars designated for food and beverage projects is $425,000. Food and beverage projects were re-evaluated and it was determined the following projects were the highest priority.
   a) The walk-in coolers and freezer in the main kitchen present a challenge requiring immediate attention because the refrigerant required for the original condensing units is no longer compliant. The coolers are in need of new doors and door seals and are inefficient by today's standards.
   b) A few of the original concession stands are in need of cosmetic upgrades to help drive concession revenue, which is a high priority.

New projects:

▪ OCC - Main kitchen walk-in coolers and freezer	$250,000
▪ OCC – Concession upgrades	175,000
Total	$425,000

Projects eliminated until sufficient funds are available:

▪ OCC - Replacement of Catering China	($212,000)
▪ OCC - Skyview Terrace Tasting Kitchen	(100,000)
▪ OCC - Balance available Kitchen Remodel	(113,000)
Total	($425,000)

3) Budget reductions ($25,028)
Increases to the budget resulting from final COO decisions were funded from the Business Strategy Reserve until specific reductions could be identified. The $25,028 in reductions will reimburse the Business Strategy Reserve and maintain the balanced budget previously approved by the Commission. The PCPA budget was able to absorb the increases without the use of fund balance.

- Oregon Convention Center ($21,520)
- Portland Expo Center (3,508)

4) Reclassify $200,000 from the Administration Renewal & Replacement Reserve to a Renewal & Replacement Contingency. This will appropriate and make available funds through a future budget and CIP amendment when Information Services identifies specific projects and estimated costs.

5) OCC Plaza Free Concert Series $24,100
Recognize target sponsorship revenue of $24,100 and the cost to provide entertainment ($13,700), rental of stage sound equipment and canopy ($6,400), and other purchased services for alcohol monitoring ($4,000).

Fiscal Impact:

- Increase beginning fund balance $972,077
- Increase expenditures for project carryover 972,077
- Reduce expenditures ($25,028)
- Increases New Capital/Strategic Reserve $25,028
- Reclassifies $200,000 from Renewal & Replacement Reserve to an appropriated contingency for Renewal & Replacement
- Increases revenue and expenditures Plaza Concert Series $24,100

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution No. 12-08.

Exhibit A

For FP Use Only	
Org Unit	#

TECHNICAL AMENDMENT TO FY 2012-13 BUDGET

CENTER/SERVICE: MERC Visitor Venues **DATE:** May 2, 2012

DRAFTED BY : Cynthia Hill

Amendment to:		*Purpose:*		*Status:*	
Proposed Budget		Operating	x	Ongoing	
Approved Budget	x	Capital Project	x	One-time	x
		Renewal & Replacement	x		

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT:

Org Unit	**Fund**	**Line Items**		
		Acct #	*Account Title*	*Amount*
Resources	MERC Fund (555)			
		3400	Unrestricted Beginning Fund Balance	$477,077
		3400	Transient Lodging Tax Capital Reserve	70,000
		3400	Aramark Contract Capital Investment Reserve	425,000
		4760	Sponsorship Revenue	24,100
			Total Resources	$996,177
Requirements	***MERC Fund (555)***			
		5240	Contracted Professional Services	$135,000
		5240	Contracted Professional Services	(25,028)
		5265	Rentals	6,400
		5280	Purchased Services	17,700
		8710	Improvement Other than Building	70,000
		5720	Improvement of Building	720,883
		5740	Equipment & Vehicles	46,194
			Subtotal Requirements	$971,149
Reserves				
		5990	Renewal and Replacement Reserve	($200,000)
		5999	Renewal & Replacement Contingency	200,000
		5999	New Capital/Business Strategy Reserve	25,028
			Subtotal Reserve	$25,028
			Total Requirements	$996,177

Exhibit A

PROGRAM/STAFFING IMPACTS:

		Description	Amount
	Operating Project Carryover		
1)	PCPA Website Re - Design	Website redesign can not start until the branding exercise, has been completed. The rebranding project is looking at the PCPA name and logo with an expected completion date in late May or early June.	$35,000
2)	Expo Center Marketing and Communication Plan Implementation	Marketing and Communication Plan calls for date-specific roll-out of advertising and media buys into FY13. Phase one (1) of on-site signage, and related improvements completed or scheduled within FY12. Phase two (2) review, analysis and execution of on-site improvements to occur following the load-out of Cirque du Soleil. To include, but not limited to; additional parking and directional signage, window clings and overhead door location markers. The balance of advertising and media buys as planned in the communication plan will be placed.	$100,000
		Total Operating Projects Carryover	**$135,000**
	Capital Project Carryover		
3)	Expo Wi-Fi Project	Wi-Fi RFP respondent review is complete with one viable respondent. Analysis by Metro IT and OCC/Expo Telecommunications specialists is not complete.	$25,000
4)	Expo Hall E Lobby and Meeting Room E101-2 Carpet	Design of Hall E Lobby space uses and integration of new Expo logo colors and identity branding is complete. The actual timing to install the carpet in Hall E Lobby and meeting room E101-2 is scheduled to coincide with the new food and beverage concession area proposed in the same lobby space in the FY 12-13 capital plan.	$44,500
5)	OCC Electrical Sub metering	Bids came back higher than anticipated. Negotiating with low bidder to reduce project scope and investigate potential use of different type of sub meter for project.	$191,383
6)	OCC Recycling Containers in Exhibit Halls	Waiting to make a final determination on graphics for the recycling containers to ensure graphics for compostable items are correct at time of purchase and meet changes in local composting facility requirements.	$46,194
7)	OCC Food & Beverage Concession Upgrades (New Project)	A few of the original concession stands are in need of cosmetic upgrades to help drive concession revenue, which is a high priority.	$175,000
8)	OCC Food & Beverage - Main kitchen walk-in coolers and freezer (New Project)	The walk-in coolers and freezer in the main kitchen present a challenge requiring immediate attention because the refrigerant required for the original condensing units is no longer compliant. The coolers are in need of new doors and door seals and are inefficient by today's standards.	$250,000
9)	OCC Process Loop	Process loop pipe replacement to coincide with kitchen cooler refrigeration upgrade project described above.	$35,000

Exhibit A

10)	OCC Plaza Issues	This project is addressing the concrete and brick issues currently affecting the OCC north plaza. The brick for this project will not be delivered until mid July.	$70,000
		Total Capital Projects Carryover	**$837,077**
		Total carry over projects funded from increased beginning fund balance	**$972,077**
	Budget reductions to balance budget		
11)	OCC Operations	Reduce contracted professional services $21,520, offsetting the increase resulting from Metro COO decisions occurring after Commission approval of the recommended budget.	($21,520)
12)	Expo Operations	Reduce contracted professional services $3,508, offsetting the increase resulting from Metro COO decisions occurring after Commission approval of the recommended budget.	($3,508)
		Total Budget Reductions	**($25,028)**
	New Revenue and Expenditures		
13)	OCC Plaza Free Concert Series	Recognize target sponsorship revenue of $24,100 and the cost to provide entertainment ($13,700), rental of stage sound equipment and canopy ($6,400), and other purchased Services for alcohol monitoring ($4,000).	24,100
		Net Change to Expenditure Requirements	**$971,149**
	Changes to the Reserve Accounts		
15)	Business Strategy Reserve	The budget balancing reductions at OCC and Expo Center (items #11 and #12 above) is off set by an increase to the Business Strategy Reserve.	$25,028
16)	Information Services	Reclassify $200,000 of Renewal and Replacement reserve to renewal & replacement contingency. Current assessment of software licensing and server replacements is underway. When assessment is complete a budget and CIP amendment will be submitted for Commission approval.	0
		Total changes to reserve accounts	**$25,028**
		Total Requirements	**$996,177**

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-11

For the Purpose of approving the extension of the National Sales, Marketing and Convention Services Agreement for the Oregon Convention Center with Travel Portland.

WHEREAS, MERC oversees the operation of the Oregon Convention Center; and

WHEREAS, MERC and Travel Portland are parties to a Sales, Marketing, Convention Services Agreement for the Oregon Convention Center ("the Agreement"); and

WHEREAS, the Agreement provides for up to four two-year extensions at MERC's discretion; and

WHEREAS, MERC approved the second two-year extension to the original term of the Agreement and this extension expires on June 30, 2012; and

WHEREAS, in order to maximize the economic impact of the Oregon Convention Center for the Tri-County Metropolitan Region, Travel Portland provides critical support so that conventions, tradeshows and other national events take place at the Oregon Convention Center through a comprehensive Sales and Marketing plan to sell Portland as a destination; and

WHEREAS, MERC is satisfied with the efforts of the Travel Portland Team to accomplish the goals and duties outlined in the Agreement; and

WHEREAS, the General Manager has sent the required sixty day notice to Travel Portland contingent upon MERC's approval of this extension.

BE IT THEREFORE RESOLVED AS FOLLOWS:

MERC approves the extension of the National Sales, Marketing and Convention Service Agreement with Travel Portland for an additional two year term from July 1, 2012 through June 30, 2014 and authorizes the General Manager to execute the attached Amendment to the Agreement on behalf of the Commission.

Passed by the Commission on June 6, 2012.

_____
Chair

Approved as to Form:
Alison Kean Campbell, Metro Attorney

By:_____
Nathan A. Schwartz Sykes, Senior Attorney

_____
Secretary-Treasurer

MERC Staff Report

Agenda Item/Issue: For the Purpose of approving the third extension to the National Sales, Marketing, Convention Services Agreement with Travel Portland from July 1, 2012 to June 30, 2014.

Resolution No.: 12-11 **Presented By:** Scott Cruickshank

Date: June 6, 2012

Background and Analysis: The Commission approved a National Sales, Marketing and Convention Services Agreement with the then Portland Oregon Visitors Association (POVA), now Travel Portland, after and extensive RFP process in September of 2005. The original Agreement was for three years beginning October 1, 2005 and ending on June 30, 2008. The Commission had the authority to extend this Agreement for four (4) additional two-year periods at its discretion with a 60-day notice to Travel Portland. In April 2008, the MERC Commission exercised its option, approved the first addendum to the Agreement, and extended the term for an additional two years from July 1, 2008 to June 30, 2010. The second extension was approved by the Commission in May of 2010 and the second extension will expire June 30, 2012.

Travel Portland has met all of the obligations required in the Agreement, related to submitting quarterly reports, submitting annual goals for MERC General Manager's approval, submitting annual line item budget requests to MERC, annual sales and marketing plan submission and financial reporting. Travel Portland has complied with all MERC policies in its application of the Agreement including submission of its First Opportunity/MWESB reporting in all quarterly reports to the Commission.

Staff is very satisfied with the professionalism and work product Travel Portland has generated and its success with achieving annual performance goals. Travel Portland has demonstrated creative and innovative approaches to promote, market, sell and secure national conventions and tradeshow business for the OCC and the region over the past 5 years. They have worked in a very collaborative way with the OCC sales team and the local hospitality community in all areas of sales and marketing through the term of this current Agreement to promote the destination and the Oregon Convention Center in a very comprehensive and professional manner.

Fiscal Impact: MERC Commission approves the annual contract amount for this Agreement during the budget process based upon the Travel Portland Program of Work and Annual Sales Plan Submittals. The current FY 11-12 budget for this Agreement is $2,642,520, including annual contributions from VDI as part of the funding of the Sales Marketing and Convention Services efforts. The MERC Commission has recommended a FY 12-13 budget for approval to the Metro Council. This recommended FY 12-13 budget includes $2,700,046 for continuation of the sales and marketing services by Travel Portland next fiscal year. It is anticipated that Metro Council will take action to approve its FY 12-13 budget on June 21st 2012 with final adoption expected in June 2012.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 12-11, to approve the third, two-year extension of the National Sales, Marketing and Convention Services Agreement with Travel Portland and authorizes the General Manager to execute the Addendum necessary to exercise the third extension option of this Agreement.

AMENDMENT TO NATIONAL SALES, MARKETING AND CONVENTION AGREEMENT FOR THE OREGON CONVENTION CENTER

This is an Amendment ("Amendment") to the National Sales, Marketing And Convention Services Agreement For the Oregon Convention Center ("the Agreement") between the Metropolitan Exposition Recreation Commission ("MERC") and Travel Portland, formerly known as, Portland Oregon Visitors Association.

Recitals

A. MERC and Travel Portland entered into the Agreement on October 1, 2005;
B. The original term of the Agreement was October 1, 2005 through June 30, 2008;
C. Pursuant to the terms of the Agreement, MERC may extend the Term of the Agreement for up to four two-year extensions;
D. The parties extended the Agreement by approval of MERC under MERC Resolution 08-04 for the period July 1, 2008 to June 30, 2010;
E. The parties further extended the Agreement by approval of MERC under MERC Resolution 10-08 for the period July 1, 2010 to June 30, 2012; and
F. MERC has provided adequate notice to Travel Portland that it wishes to extend the Agreement for an additional two year period.

Amendment

The parties hereby amend the Agreement agree as follows:

1. The Term of the Agreement is extended for an additional two year period from July 1, 2012 to June 30, 2014.

2. This Amendment is effective upon approval of MERC and execution of this Amendment.

3. In the event a conflict arises between this Amendment and the terms and conditions of the Agreement, the terms and conditions of this Amendment shall control. Except as specifically set forth herein to the contrary, all of the terms and conditions of the Agreement are in full force and effect, shall continue in full force and effect throughout the term and are hereby ratified and confirmed by the parties.

TRAVEL PORTLAND	**METROPOLITAN EXPOSITION RECREATION COMMISSION**
By:_____	By:_____
Title:_____	Title:_____
Date:_____	Date:_____

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 12-12

For the Purpose of Electing MERC Commission Officers for Fiscal Year 2012-13.

WHEREAS, at the June 6, 2012 regular meeting of the Metropolitan Exposition-Recreation Commission, the following Commissioners were nominated and elected as the Metropolitan Exposition-Recreation Commission officers for a one- year term, beginning July 1, 2012 and ending June 30, 2013:

Chair:
Vice Chair:
Secretary-Treasurer:

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

Passed by the Commission on June 6, 2012.

_____
Chair

Approved as to form:
Alison Kean Campbell, Metro Attorney

_____
Nathan A. Schwartz Sykes, Senior Attorney

_____
Secretary-Treasurer