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# **MERC Commission Meeting**

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November 7, 2012  
11:30 am

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Oregon Convention Center  
777 NE Martin Luther King Jr.  
Blvd.  
King Board Room

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

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

 **Metro** | *Exposition Recreation Commission*

*Agenda*

Meeting: Metro Exposition Recreation Commission Regular Meeting  
 Date: Wednesday, November 7, 2012  
 Time: 11:30 a.m. – 12:30 p.m.  
 Place: Oregon Convention Center – King Board Room (inside OCC Admin Office)

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**CALL TO ORDER**

- 11:30 1. QUORUM CONFIRMED**
  
- 11:35 2. COMMISSIONER/EX OFFICIO COMMUNICATIONS**
  
- 11:40 3. GENERAL MANAGER COMMUNICATIONS** **Teri Dresler**
  
- 11:45 4. CONSENT AGENDA**
  - 4.1** August 1, 2012 MERC Commission Record of Actions
  - 4.2** September 5, 2012 MERC Commission Record of Actions
  - 4.3** October 3, 2012 MERC Commission Record of Actions
  
- 11:50 5. OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**
  
- 11:55 6. METRO DIVERSITY ACTION PLAN – Letter of Support** **Bill Tolbert**
  
- 12:05 7. EXECUTIVE SESSION** - for the purpose of consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed pursuant to ORS 192.660(2)(h) **Teri Dresler**

**ADJOURN**

**Metropolitan Exposition Recreation Commission  
2013 Regular Meeting Dates**

<b>DATE</b>	<b>MEETING PLACE</b>	<b>TIME</b>
Wednesday, January 2, 2013	<b>Portland Center for the Performing Arts</b> Brunish Theatre 1111 SW Broadway Portland, Oregon	12:30 p.m.
Wednesday, February 6, 2013	<b>Oregon Convention Center</b> Room TBD 777 NE ML King Jr. Blvd. Portland, Oregon	12:30 p.m.
Wednesday, March 6, 2013	<b>Portland Center for the Performing Arts</b> Keller Auditorium 222 SW Clay Street Portland, Oregon	12:30 p.m.
Wednesday, April 3, 2013	<b>Oregon Convention Center</b> Room TBD 777 NE ML King Jr. Blvd. Portland, Oregon	12:30 p.m.
Wednesday, May 1, 2013	<b>Oregon Convention Center</b> Room TBD 777 NE ML King Jr. Blvd. Portland, Oregon	12:30 p.m.
Wednesday, June 5, 2013	<b>Portland Exposition Center</b> Room TBD 2060 N Marine Drive Portland, Oregon	12:30 p.m.
Wednesday, July 3, 2013	<b>Oregon Convention Center</b> Room TBD 777 NE ML King Jr. Blvd. Portland, Oregon	12:30 p.m.
Wednesday, August 7, 2013	<b>Portland Exposition Center</b> <b>Room TBD</b> 2060 N Marine Drive Portland, Oregon	12:30 p.m.
Wednesday, September 4, 2013	<b>Portland Center for the Performing Arts</b> Brunish Theatre 1111 SW Broadway Portland, Oregon	12:30 p.m.
Wednesday, October 2, 2013	<b>Oregon Convention Center</b> Room TBD 777 NE ML King Jr. Blvd. Portland, Oregon	12:30 p.m.
Wednesday, November 6, 2013	<b>Oregon Convention Center</b> Room TBD 777 NE ML King Jr. Blvd. Portland, Oregon	12:30 p.m.
Wednesday, December 4, 2013	<b>Portland Exposition Center</b> Room TBA 2060 N Marine Drive Portland, Oregon	12:30 p.m.

Meeting Dates Subject to Change

# SEPTEMBER 2012

## FINANCIAL INFORMATION

*For Management Purposes only*



**PORTLAND CENTER FOR  
THE PERFORMING ARTS**

 A SERVICE OF METRO



**OREGON CONVENTION CENTER**

 A SERVICE OF METRO



**METROPOLITAN EXPOSITION  
RECREATION COMMISSION**

 A SERVICE OF METRO

Date: October 31, 2012

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

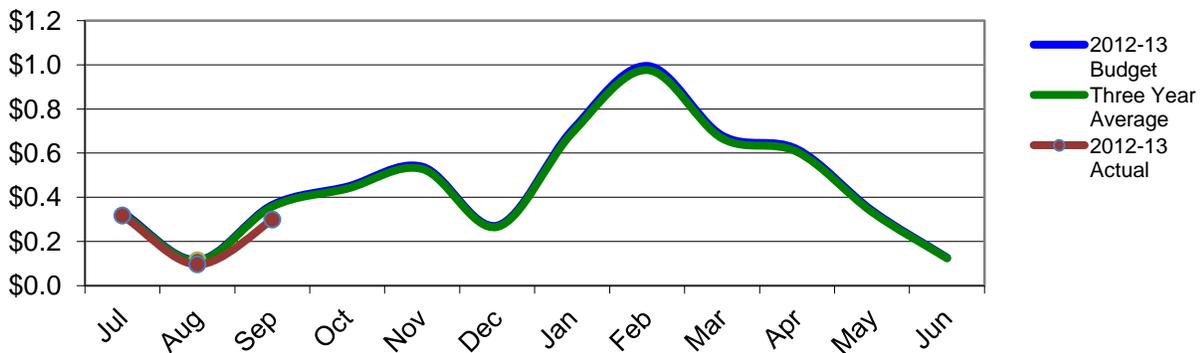
From: Cynthia Hill – Budget/Finance Manager

Re: MERC Financial Information September 2012

Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission reflecting first quarter revenues and expenditures as of September 2012.

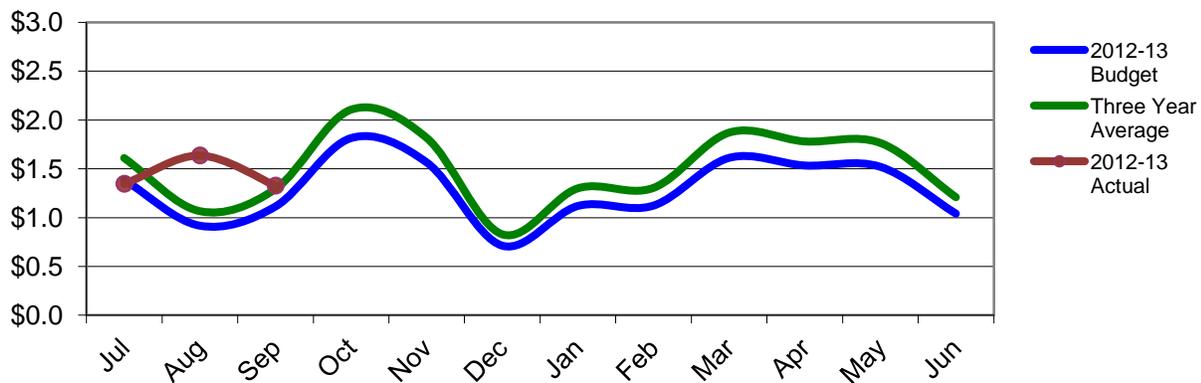
### Expo- Operating Revenues by Month

*shown in millions*

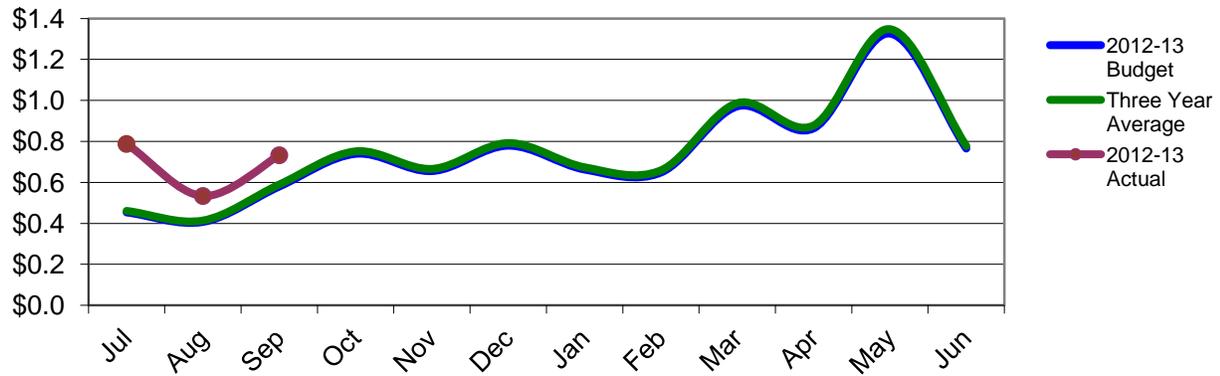


### OCC- Operating Revenues by Month

*shown in millions*



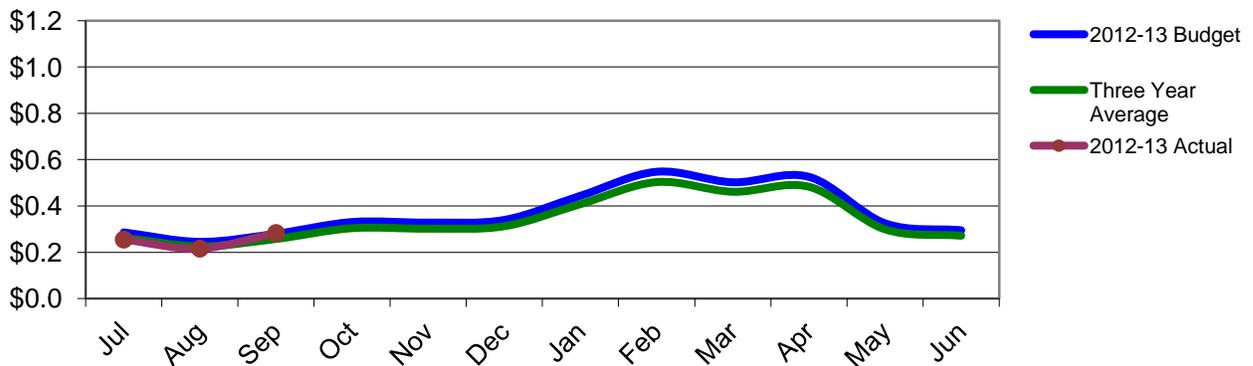
PCPA Operating Revenues by Month  
shown in millions



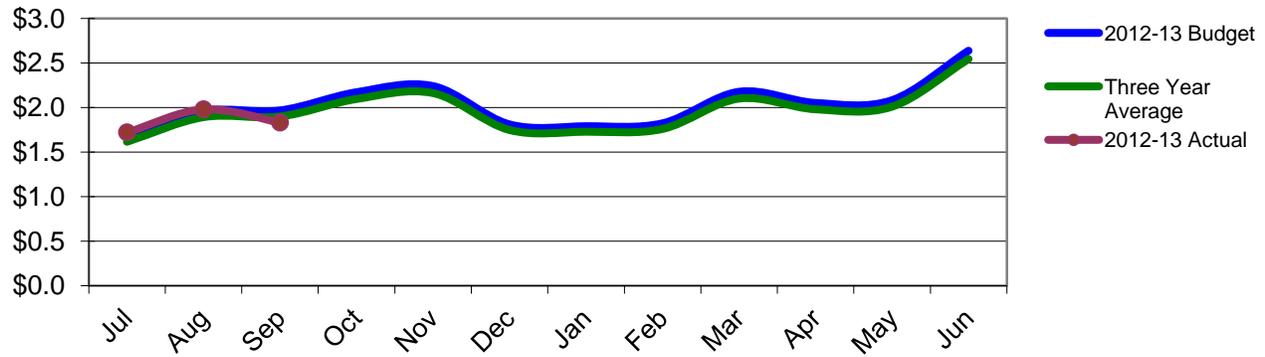
First quarter MERC revenues reached \$7.1 million, compared to \$7.3 million in the prior year. Key events at OCC included OSCON (\$745,000), Tektronics Sales University (\$644,000) and Intel Design and Test Technology conference (\$544,000); several generated greater attendance and sales than anticipated. The highest revenue-generating events at the Expo Center during the first quarter were America's Largest Antique and Collectible Show (\$158,000) and the Fall RV & Van Show (\$100,000). PCPA performances included two popular Broadway shows, Jersey Boys (\$709,000) and Memphis (\$183,000), and a strong concert schedule.

Combined attendance at OCC and Expo was down slightly (32,946) from prior year, with eight fewer events. PCPA had 32 additional events, and attendance was up by 9,124. OCC continues to book new conventions for late in the fiscal year that were not included in the adopted budget. As a result, MERC revenues are currently projected to end the year slightly ahead of budget.

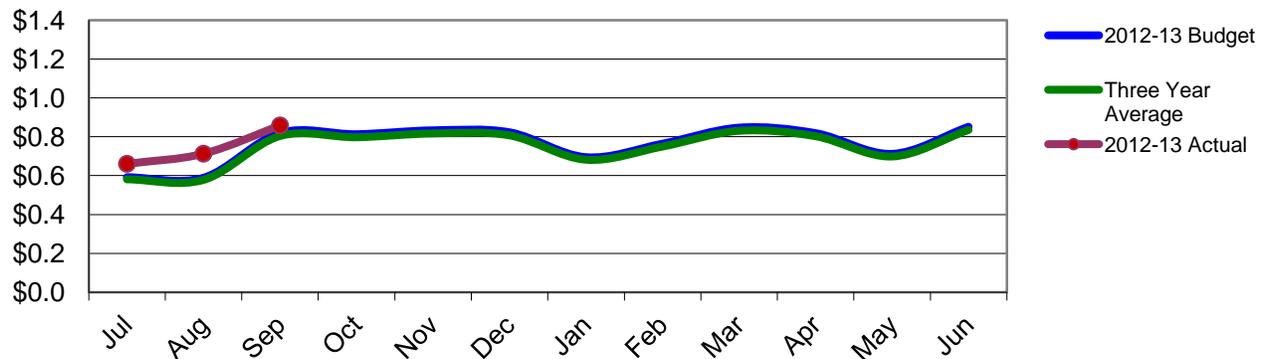
Expo - Operating Expenditures by Month  
shown in millions



OCC - Operating Expenditures by Month  
*shown in millions*



PCPA - Operating Expenditures by Month  
*shown in millions*



Expo expenditures are trending close to budget. OCC is experiencing savings in personal services due to several vacant positions. PCPA’s event related personal services costs are slightly greater than budget due to the strong first quarter sales. Operating expenditures relate directly to the event schedule at each venue.

Non Operating

Transient Lodging Tax (TLT) receipts provide fundamental operating and marketing financial support for OCC and PCPA. Year to date as of September, room nights sold in the market are up 2.1 percent, occupancy rates (room nights per hotel) are up 1.7 percent and the average daily room rate (ADR) is up 7.4 percent

Operating revenues and expenditures are recognized monthly, while non operating sources such as Visitor Development Fund revenue are received at year end:

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

**MERC Visitor Venues**  
**Events-Performances-Attendance**  
**Total First Quarter 2012**

OCC	First Quarter FY 2012		First Quarter FY 2013		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Tradeshows/Conventions	17	37,019	14	35,935	(3)	(1,084)
Consumer Public Shows	5	35,130	10	17,968	5	(17,162)
Miscellaneous	2	836	1	200	(1)	(636)
Miscellaneous -In-House	35	479	34	413	(1)	(66)
Meetings	39	19,078	38	15,204	(1)	(3,874)
Catering	11	4,274	6	2,892	(5)	(1,382)
<b>Totals</b>	<b>109</b>	<b>96,816</b>	<b>103</b>	<b>72,612</b>	<b>(6)</b>	<b>(24,204)</b>

Expo Center	First Quarter FY 2012		First Quarter FY 2013		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Consumer Public Shows	14	51,015	9	42,213	(5)	(8,802)
Miscellaneous	11	3,690	13	3,756	2	66
Meetings	2	65	3	73	1	8
Tradeshows/Conventions	1	54	1	40	-	(14)
<b>Totals</b>	<b>28</b>	<b>54,824</b>	<b>26</b>	<b>46,082</b>	<b>(2)</b>	<b>(8,742)</b>

PCPA	First Quarter FY 2012		First Quarter FY 2013		Net Change from Prior Year	
	Performances	Attendance	Performances	Attendance	Performances	Attendance
Commercial (Non-Broadway)	19	23,709	41	41,917	22	18,208
Broadway	37	71,102	40	65,611	3	(5,491)
Resident Company	10	16,548	7	11,669	(3)	(4,879)
Student	29	3,134	29	3,429	-	295
Non-Profit	16	11,323	21	9,582	5	(1,741)
Miscellaneous	10	3,146	15	5,878	5	2,732
<b>Totals</b>	<b>121</b>	<b>128,962</b>	<b>153</b>	<b>138,086</b>	<b>32</b>	<b>9,124</b>

**MERC Visitor Venues**  
**Events-Performances-Attendance**  
**July 2012**

OCC	July 2011		July 2012		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Tradeshows/Conventions	7	18,145	5	16,260	(2)	(1,885)
Consumer Public Shows	1	3,130	1	2,068	-	(1,062)
Miscellaneous	1	36	1	200	-	164
Miscellaneous -In-House	8	85	11	140	3	55
Meetings	5	4,057	7	1,451	2	(2,606)
Catering			2	912	2	912
<b>Totals</b>	<b>22</b>	<b>25,453</b>	<b>27</b>	<b>21,031</b>	<b>5</b>	<b>(4,422)</b>

Expo Center	July 2011		July 2012		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Consumer Public Shows	3	17,711	3	19,057	-	1,346
Miscellaneous	3	184	1	20	(2)	(164)
Meetings	1	42	1	37	-	(5)
Tradeshows/Conventions	-	-	-	-	-	-
<b>Totals</b>	<b>7</b>	<b>17,937</b>	<b>5</b>	<b>19,114</b>	<b>(2)</b>	<b>1,177</b>

PCPA	July 2011		July 2012		Net Change from Prior Year	
	Performances	Attendance	Performances	Attendance	Performances	Attendance
Commercial (Non-Broadway)	6	9,628	16	15,466	10	5,838
Broadway	13	19,159	17	30,452	4	11,293
Resident Company	-	-	-	-	-	-
Student	17	1,792	17	2,129	-	337
Non-Profit	2	1,640	5	434	3	(1,206)
Miscellaneous	4	1,363	4	1,772	-	409
<b>Totals</b>	<b>42</b>	<b>33,582</b>	<b>59</b>	<b>50,253</b>	<b>17</b>	<b>16,671</b>

**MERC Visitor Venues**  
**Events-Performances-Attendance**  
**August 2012**

OCC	August 2011		August 2012		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Tradeshows/Conventions	5	12,774	4	15,175	(1)	2,401
Consumer Public Shows	-	-	4	1,100	4	1,100
Miscellaneous	-	-	-	-	-	-
Miscellaneous -In-House	13	126	16	161	3	35
Meetings	9	8,997	13	8,233	4	(764)
Catering	3	434	2	1,130	(1)	696
<b>Totals</b>	<b>30</b>	<b>22,331</b>	<b>39</b>	<b>25,799</b>	<b>9</b>	<b>3,468</b>

Expo Center	August 2011		August 2012		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Consumer Public Shows	2	3,801	1	4,129	(1)	328
Miscellaneous	4	3,342	5	346	1	(2,996)
Meetings	1	23	1	30	-	7
Tradeshows/Conventions	-	-	-	-	-	-
<b>Totals</b>	<b>7</b>	<b>7,166</b>	<b>7</b>	<b>4,505</b>	<b>-</b>	<b>(2,661)</b>

PCPA	August 2011		August 2012		Net Change from Prior Year	
	Performances	Attendance	Performances	Attendance	Performances	Attendance
Commercial (Non-Broadway)	1	2,861	5	8,276	4	5,415
Broadway	16	39,507	15	22,084	(1)	(17,423)
Resident Company	-	-	-	-	-	-
Student	11	1,200	11	1,231	-	31
Non-Profit	2	1,271	3	1,224	1	(47)
Miscellaneous	6	1,783	7	2,730	1	947
<b>Totals</b>	<b>36</b>	<b>46,622</b>	<b>41</b>	<b>35,545</b>	<b>5</b>	<b>(11,077)</b>

**MERC Visitor Venues**  
**Events-Performances-Attendance**  
**September 2012**

OCC	September 2011		September 2012		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Tradeshows/Conventions	5	6,100	5	4,500	-	(1,600)
Consumer Public Shows	4	32,000	5	14,800	1	(17,200)
Miscellaneous	1	800	-	-	(1)	(800)
Miscellaneous -In-House	14	268	7	112	(7)	(156)
Meetings	25	6,024	18	5,520	(7)	(504)
Catering	8	3,840	2	850	(6)	(2,990)
<b>Totals</b>	<b>57</b>	<b>49,032</b>	<b>37</b>	<b>25,782</b>	<b>(20)</b>	<b>(23,250)</b>

Expo Center	September 2011		September 2012		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Consumer Public Shows	9	29,503	5	19,027	(4)	(10,476)
Miscellaneous	4	164	7	3,390	3	3,226
Meetings	-	-	1	6	1	6
Tradeshows/Conventions	1	54	1	40	-	(14)
<b>Totals</b>	<b>14</b>	<b>29,721</b>	<b>14</b>	<b>22,463</b>	<b>-</b>	<b>(7,258)</b>

PCPA	September 2011		September 2012		Net Change from Prior Year	
	Performances	Attendance	Performances	Attendance	Performances	Attendance
Commercial (Non-Broadway)	12	11,220	20	18,175	8	6,955
Broadway	8	12,436	8	13,075	-	639
Resident Company	10	16,548	7	11,669	(3)	(4,879)
Student	1	142	1	69	-	(73)
Non-Profit	12	8,412	13	7,924	1	(488)
Miscellaneous	-	-	4	1,376	4	1,376
<b>Totals</b>	<b>43</b>	<b>48,758</b>	<b>53</b>	<b>52,288</b>	<b>10</b>	<b>3,530</b>

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**All Departments**  
**September 2012**  
**2013-03**

	Current Month Actual September-12	Current Year to Date Actual September-12	Prior Year to Date Actual September-11	% of Prior Year	Annual Budget September-12	% of Annual Budget 125%
<b>Operating</b>						
Revenue	1,343,748	3,751,173	3,858,250	97%	18,067,732	21%
Revenue - Food and Beverage	1,014,586	3,323,455	3,483,824	95%	11,804,821	28%
<b>Total Operating Revenue</b>	<b>2,358,334</b>	<b>7,074,628</b>	<b>7,342,074</b>	<b>96%</b>	<b>29,872,553</b>	<b>24%</b>
Costs - Food and Beverage	863,967	2,714,810	2,758,990	98%	9,862,144	28%
Personal Services	1,355,170	3,998,434	4,286,836	93%	17,567,418	23%
Goods & Services	714,760	1,536,763	1,659,500	93%	8,264,736	19%
Marketing Travel Portland	225,004	675,012	660,630	102%	4,014,278	17%
<b>Total Operating Expenses</b>	<b>3,158,901</b>	<b>8,925,019</b>	<b>9,365,956</b>	<b>95%</b>	<b>39,708,576</b>	<b>22%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(800,567)</b>	<b>(1,850,391)</b>	<b>(2,023,881)</b>	<b>91%</b>	<b>(9,836,023)</b>	<b>19%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	576,196	576,196	914,292	63%	9,985,127	6%
Visitor Development Fund (VDF)	-	-	-	-	3,147,506	0%
Government Support City of Portland	-	-	-	-	793,408	0%
Non-Operating Revenue	10,278	43,362	55,085	79%	156,412	28%
Non-Operating Expense	-	-	-	-	2,200,000	0%
	<b>586,475</b>	<b>619,559</b>	<b>969,377</b>	<b>64%</b>	<b>11,882,453</b>	<b>5%</b>
<b>Support and Risk Management</b>						
MERC Administration	0	-	-	-	-	-
Metro Support Services	207,527	625,963	541,212	116%	2,498,424	25%
Metro Risk Management	-	303,876	309,069	98%	729,301	42%
	<b>207,527</b>	<b>929,839</b>	<b>850,281</b>	<b>109%</b>	<b>3,227,725</b>	<b>29%</b>
<b>Net Increase (Decrease)</b>	<b>(421,620)</b>	<b>(2,160,671)</b>	<b>(1,904,786)</b>	<b>113%</b>	<b>(1,181,295)</b>	<b>183%</b>
<b>Transfers</b>						
Transfers to (Expense)	13,421	40,263	19,470	207%	392,056	10%
Transfers from (Revenue)	4,167	12,501	-	-	2,768,633	0%
Debt Service (Expense)	-	-	-	-	1,187,132	0%
<b>Net Transfers</b>	<b>(9,254)</b>	<b>(27,762)</b>	<b>(19,470)</b>	<b>143%</b>	<b>1,189,445</b>	<b>-2%</b>
<b>Net Operations</b>	<b>(430,874)</b>	<b>(2,188,433)</b>	<b>(1,924,256)</b>	<b>114%</b>	<b>8,150</b>	<b>-26852%</b>
<b>Capital</b>						
Capital Outlay	197,732	251,263	540,767	46%	3,344,077	8%
Construction Management	-	-	-	-	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	-	97,846	0%	295,000	0%
Intrafund Transfers (Exp/Rev)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	-	-
<b>Net Capital</b>	<b>(197,732)</b>	<b>(251,263)</b>	<b>(442,921)</b>	<b>57%</b>	<b>(3,049,077)</b>	<b>8%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(628,606)</b>	<b>(2,439,696)</b>	<b>(2,367,176)</b>	<b>103%</b>	<b>(3,040,927)</b>	<b>80%</b>
<b>Food and Beverage Gross Margin</b>	<b>150,619</b>	<b>608,645</b>	<b>724,834</b>		<b>1,942,677</b>	<b>31%</b>
<b>Food and Beverage Gross Margin</b>	<b>14.8%</b>	<b>18.3%</b>	<b>20.8%</b>		<b>16.5%</b>	
<b>Full Time Employees</b>					<b>190.0</b>	
<b>Excise Tax</b>	<b>121,171</b>	<b>373,091</b>	<b>415,161</b>			
<b>Transient, Lodging Taxes as percent of revenue</b>	<b>20%</b>	<b>8%</b>	<b>11%</b>		<b>25%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		23,776,767	26,357,848		23,776,767	
Fund Balance Inc (Dec)		(2,439,696)	(2,367,176)		(3,040,927)	
<b>Ending Fund Balance</b>		<b>21,337,071</b>	<b>23,990,672</b>		<b>20,735,840</b>	
Unrestricted Fund Balance					-	
Operating Contingency					2,299,335	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					12,277,072	
New Capital/Business Strategy Reserve					5,196,719	
Restricted by Agreement - TLT					142,214	
<b>Ending Fund Balance</b>					<b>20,735,840</b>	

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**Portland Exposition Center**  
**September 2012**  
**2013-03**

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	September-12	September-12	September-11		September-12	125%
<b>Operating</b>						
Revenue	240,955	534,539	622,347	86%	3,838,186	14%
Revenue - Food and Beverage	57,684	176,826	200,523	88%	1,864,849	9%
<b>Total Operating Revenue</b>	<b>298,639</b>	<b>711,365</b>	<b>822,870</b>	<b>86%</b>	<b>5,703,035</b>	<b>12%</b>
Costs - Food and Beverage	62,287	205,700	206,467	100%	1,505,243	14%
Personal Services	118,328	344,111	365,835	94%	1,605,485	21%
Goods & Services	103,023	205,296	216,478	95%	1,342,728	15%
<b>Total Operating Expenses</b>	<b>283,637</b>	<b>755,107</b>	<b>788,780</b>	<b>96%</b>	<b>4,453,456</b>	<b>17%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>15,002</b>	<b>(43,743)</b>	<b>34,090</b>	<b>-128%</b>	<b>1,249,579</b>	<b>-4%</b>
<b>Non Operating</b>						
Non-Operating Revenue	1,398	6,394	3,681	174%	21,290	30%
Non-Operating Expense	-	-	-	-	-	-
	<b>1,398</b>	<b>6,394</b>	<b>3,681</b>	<b>174%</b>	<b>21,290</b>	<b>30%</b>
<b>Support and Risk Management</b>						
MERC Administration	12,829	38,486	46,834	82%	153,944	25%
Metro Support Services	18,678	56,338	48,708	116%	224,858	25%
Metro Risk Management	-	33,745	35,811	94%	80,988	42%
	<b>31,507</b>	<b>128,569</b>	<b>131,353</b>	<b>98%</b>	<b>459,790</b>	<b>28%</b>
<b>Net Increase (Decrease)</b>	<b>(15,107)</b>	<b>(165,918)</b>	<b>(93,582)</b>	<b>177%</b>	<b>811,079</b>	<b>-20%</b>
<b>Transfers</b>						
Intrafund Transfers	-	-	-	-	-	-
Transfers to	113	339	-	-	1,359	-75%
Transfers from	375	1,125	-	-	4,500	25%
Debt Service	-	-	-	-	1,187,132	0%
<b>Net Transfers</b>	<b>262</b>	<b>786</b>	<b>-</b>	<b>-</b>	<b>(1,183,991)</b>	<b>0%</b>
<b>Net Operations</b>	<b>(14,845)</b>	<b>(165,132)</b>	<b>(93,582)</b>	<b>176%</b>	<b>(372,912)</b>	<b>44%</b>
<b>Capital</b>						
Revenue	-	-	-	-	-	-
Capital Outlay Expense	167,889	169,670	396	42900%	574,500	30%
Construction Management Expense	-	-	-	-	-	-
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	-	4,987	0%	-	-
Non-Operating Expense	-	-	-	-	-	-
Intrafund Transfers	-	-	-	-	270,000	-100%
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	-	-
<b>Net Capital</b>	<b>(167,889)</b>	<b>(169,670)</b>	<b>4,592</b>	<b>-3695%</b>	<b>(304,500)</b>	<b>56%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(182,734)</b>	<b>(334,802)</b>	<b>(88,991)</b>	<b>376%</b>	<b>(677,412)</b>	<b>49%</b>
Food and Beverage Gross Margin	(4,603)	(28,875)	(5,945)		359,606	-8%
Food and Beverage Gross Margin %	-8.0%	-16.3%	-3.0%		19.3%	
Full Time Employees					13.3	
Excise Tax	22,059	52,303	60,797		-	
<b>Fund Balance</b>						
Beginning Fund Balance		4,127,437	4,732,826		4,127,437	
Fund Balance Inc (Dec)		(334,802)	(88,991)		(677,412)	
<b>Ending Fund Balance</b>		<b>3,792,635</b>	<b>4,643,835</b>		<b>3,450,025</b>	
Unrestricted Fund Balance					-	
Operating Contingency					364,000	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					775,000	
New Capital/Business Strategy Reserve					2,125,025	
<b>Ending Fund Balance</b>					<b>3,450,025</b>	

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**Oregon Convention Center**  
**September 2012**  
**2013-03**

	Current Month Actual	Excluding EMP Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	September-12	September-12	September-11		September-12	125%
<b>Operating</b>						
Revenue	574,152	1,720,011	1,989,668	86%	7,798,834	22%
Revenue - Food and Beverage	<u>752,654</u>	<u>2,588,303</u>	<u>2,766,636</u>	94%	<u>8,224,999</u>	31%
<b>Total Operating Revenue</b>	<b>1,326,806</b>	<b>4,308,315</b>	<b>4,756,304</b>	<b>91%</b>	<b>16,023,833</b>	<b>27%</b>
Costs - Food and Beverage	628,871	2,060,394	2,160,695	95%	6,880,666	30%
Personal Services	693,059	2,097,569	2,322,433	90%	9,224,471	23%
Goods & Services	282,413	695,251	847,076	82%	3,884,221	18%
Marketing Travel Portland	<u>225,004</u>	<u>675,012</u>	<u>660,630</u>	102%	<u>4,014,278</u>	17%
<b>Total Operating Expenses</b>	<b>1,829,347</b>	<b>5,528,227</b>	<b>5,990,835</b>	<b>92%</b>	<b>24,003,636</b>	<b>23%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(502,541)</b>	<b>(1,219,912)</b>	<b>(1,234,530)</b>	<b>99%</b>	<b>(7,979,803)</b>	<b>15%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	502,326	502,326	792,985	63%	8,729,303	6%
Visitor Development Fund (VDF)	-	-	-	-	2,520,676	0%
Non-Operating Revenue	4,076	16,014	33,547	48%	46,678	34%
Non-Operating Expense	<u>-</u>	<u>-</u>	<u>-</u>	-	<u>2,200,000</u>	0%
	<b>506,402</b>	<b>518,340</b>	<b>826,532</b>	<b>63%</b>	<b>9,096,657</b>	<b>6%</b>
<b>Support and Risk Management</b>						
MERC Administration	79,823	239,470	291,413	82%	957,878	25%
Metro Support Services	116,215	350,539	303,081	116%	1,399,118	25%
Metro Risk Management	<u>-</u>	<u>170,170</u>	<u>165,570</u>	103%	<u>408,408</u>	42%
	<b>196,038</b>	<b>760,179</b>	<b>760,064</b>	<b>100%</b>	<b>2,765,404</b>	<b>27%</b>
<b>Net Increase (Decrease)</b>	<b>(192,177)</b>	<b>(1,461,750)</b>	<b>(1,168,062)</b>	<b>125%</b>	<b>(1,648,550)</b>	<b>89%</b>
<b>Transfers</b>						
Intrafund Transfers	-	-	-	-	-	-
Transfers to (Expense)	704	2,112	-	-	239,450	1%
Transfers from (Revenue)	2,334	7,002	-	-	2,228,000	0%
Debt Service (Expense)	<u>-</u>	<u>-</u>	<u>-</u>	-	<u>-</u>	-
<b>Net Transfers</b>	<b>1,630</b>	<b>4,890</b>	<b>-</b>	<b>-</b>	<b>1,988,550</b>	<b>0%</b>
<b>Net Operations</b>	<b>(190,547)</b>	<b>(1,456,860)</b>	<b>(1,168,062)</b>	<b>25%</b>	<b>340,000</b>	<b>-428%</b>
<b>Capital</b>						
Capital Outlay Expense	20,634	20,884	314,161	7%	2,152,577	1%
Non-Operating Revenue	-	-	-	-	220,000	0%
Intrafund Transfers (Exp/Rev)	<u>-</u>	<u>-</u>	<u>-</u>	-	<u>90,000</u>	0%
<b>Net Capital</b>	<b>(20,634)</b>	<b>(20,884)</b>	<b>(314,161)</b>	<b>7%</b>	<b>(1,842,577)</b>	<b>1%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(211,181)</b>	<b>(1,477,744)</b>	<b>(1,482,223)</b>	<b>100%</b>	<b>(1,502,577)</b>	<b>98%</b>
<b>Food and Beverage Gross Margin</b>	<b>123,784</b>	<b>527,909</b>	<b>605,941</b>		<b>1,344,333</b>	<b>39%</b>
<b>Food and Beverage Gross Margin %</b>	<b>16.4%</b>	<b>20.4%</b>	<b>21.9%</b>		<b>16.3%</b>	
<b>Full Time Employees</b>					<b>110.3</b>	
<b>Excise Tax</b>	<b>99,112</b>	<b>320,789</b>	<b>354,138</b>		<b>-</b>	
<b>Transient, Lodging Taxes as percent of revenue</b>	<b>27%</b>	<b>10%</b>	<b>14%</b>		<b>35%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		10,333,212	11,552,031		10,333,212	
Fund Balance Inc (Dec)		(1,477,744)	(1,482,223)		(1,502,577)	
Fund Balance Inc (Dec) for HQH		<u>(78,453)</u>	<u>-</u>		<u>-</u>	
<b>Ending Fund Balance</b>		<b>8,777,015</b>	<b>10,069,808</b>		<b>8,830,635</b>	
Unrestricted Fund Balance					-	
Operating Contingency					1,540,000	
Stabilization Reserve					260,000	
Designated for Renewal & Replacement					5,685,779	
New Capital/Business Strategy Reserve					1,334,856	
<b>Ending Fund Balance</b>					<b>8,830,635</b>	

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Portland Center for the Performing Arts**  
**September 2012**

2013-03

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	September-12	September-12	September-11		September-12	125%
<b>Operating</b>						
Revenue	528,641	1,496,623	1,243,222	120%	6,430,712	23%
Revenue - Food and Beverage	204,247	558,326	516,665	108%	1,714,973	33%
<b>Total Operating Revenue</b>	<b>732,888</b>	<b>2,054,949</b>	<b>1,759,887</b>	<b>117%</b>	<b>8,145,685</b>	<b>25%</b>
Costs - Food and Beverage	172,809	448,715	391,827	115%	1,476,235	30%
Personal Services	458,444	1,275,600	1,246,159	102%	5,582,207	23%
Goods & Services	227,055	508,007	541,163	94%	2,105,811	24%
<b>Total Operating Expenses</b>	<b>858,307</b>	<b>2,232,322</b>	<b>2,179,149</b>	<b>102%</b>	<b>9,164,253</b>	<b>24%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(125,419)</b>	<b>(177,373)</b>	<b>(419,262)</b>	<b>42%</b>	<b>(1,018,568)</b>	<b>17%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	73,870	73,870	121,306	61%	1,255,824	6%
Visitor Development Fund (VDF)	-	-	-	-	626,830	0%
Government Support City of Portland	-	-	-	-	793,408	0%
Non-Operating Revenue	4,321	18,139	17,408	104%	84,376	21%
Non-Operating Expense	-	-	-	-	-	-
	<b>78,191</b>	<b>92,009</b>	<b>138,714</b>	<b>66%</b>	<b>2,760,438</b>	<b>3%</b>
<b>Support and Risk Management</b>						
MERC Administration	49,890	149,669	182,133	82%	598,674	25%
Metro Support Services	72,634	219,086	189,423	116%	874,448	25%
Metro Risk Management	-	99,961	107,688	93%	239,905	42%
	<b>122,524</b>	<b>468,716</b>	<b>479,244</b>	<b>98%</b>	<b>1,713,027</b>	<b>27%</b>
<b>Net Increase (Decrease)</b>	<b>(169,751)</b>	<b>(554,080)</b>	<b>(759,792)</b>	<b>73%</b>	<b>28,843</b>	<b>-1921%</b>
<b>Transfers</b>						
Intrafund Transfers	-	-	-	-	-	-
Transfers to (Expense)	440	1,320	-	-	5,281	25%
Transfers from (Revenue)	1,458	4,374	-	-	17,500	25%
<b>Net Transfers</b>	<b>1,018</b>	<b>3,054</b>	<b>-</b>	<b>-</b>	<b>12,219</b>	<b>25%</b>
<b>Net Operations</b>	<b>(168,733)</b>	<b>(551,026)</b>	<b>(759,792)</b>	<b>73%</b>	<b>41,062</b>	<b>-1342%</b>
<b>Capital</b>						
Revenue	-	-	-	-	-	-
Capital Outlay Expense	9,209	60,709	226,210	27%	570,000	11%
Construction Management Expense	-	-	-	-	-	-
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	-	92,859	0%	75,000	0%
Non-Operating Expense	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	-	-	-	-	-
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	-	-
<b>Net Capital</b>	<b>(9,209)</b>	<b>(60,709)</b>	<b>(133,351)</b>	<b>46%</b>	<b>(495,000)</b>	<b>12%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(177,942)</b>	<b>(611,735)</b>	<b>(893,143)</b>	<b>68%</b>	<b>(453,938)</b>	<b>135%</b>
<b>Food and Beverage Gross Margin</b>	<b>31,438</b>	<b>109,611</b>	<b>124,838</b>		<b>238,738</b>	<b>46%</b>
<b>Food and Beverage Gross Margin %</b>	<b>15.4%</b>	<b>19.6%</b>	<b>24.2%</b>		<b>13.9%</b>	
<b>Full Time Employees</b>					<b>46.4</b>	
<b>Taxes as percent of revenue</b>	<b>9%</b>	<b>3%</b>	<b>6%</b>		<b>13%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		8,010,276	8,490,410		8,010,276	
Fund Balance Inc (Dec)		(611,735)	(893,143)		(453,938)	
<b>Ending Fund Balance</b>		<b>7,398,541</b>	<b>7,597,267</b>		<b>7,556,338</b>	
Operating Contingency					300,000	
Stabilization Reserve					174,500	
Designated for Renewal & Replacement					5,345,000	
New Capital/Business Strategy Reserve					1,736,838	
<b>Ending Fund Balance</b>					<b>7,556,338</b>	

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Convention Center Enhanced Marketing Project**  
**September 2012**  
**2013-03**

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	September-12	September-12	September-11		September-12	125%
<b>Operating</b>						
Revenue	0	-	-	-	-	-
Personal Services	-	-	-	-	-	-
Goods & Services	41,875	41,961	-	-	372,667	11%
<i>Meetings Expense</i>	-	86	-	-	-	-
<i>Developer Agreement I</i>	-	-	-	-	-	-
<i>Developer Agreement II</i>	-	-	-	-	-	-
<i>Communications Consulting</i>	2,570	2,570	-	-	75,000	3%
<i>Construction Consulting</i>	10,780	10,780	-	-	25,000	43%
<i>Financial Consulting</i>	-	-	-	-	75,000	0%
<i>Legal Consulting</i>	-	-	-	-	72,667	0%
<i>Management Consulting</i>	2,000	2,000	-	-	25,000	8%
<i>Market Consulting</i>	26,525	26,525	-	-	50,000	53%
<i>Project Management</i>	-	-	-	-	50,000	0%
	<b>(41,875)</b>	<b>(41,961)</b>	-	-	<b>(372,667)</b>	<b>11%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	-	-	-	-	-	-
Government Support City of Portland	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Non-Operating Expense	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Support and Risk Management</b>						
Indirect Cost Metro Support	-	-	-	-	-	-
MERC Administration	-	-	-	-	-	-
Metro Support Services	-	-	-	-	-	-
Metro Risk Management	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Net Increase (Decrease)</b>	<b>(41,875)</b>	<b>(41,961)</b>	-	-	<b>(372,667)</b>	
<b>Transfers</b>						
Intrafund Transfers	-	-	-	-	-	-
Transfers to	12,164	36,492	-	-	145,966	25%
Transfers from	-	-	-	-	518,633	0%
Debt Service	-	-	-	-	-	-
<b>Net Transfers</b>	<b>(12,164)</b>	<b>(36,492)</b>	-	-	<b>372,667</b>	<b>-10%</b>
<b>Net Operations</b>	<b>(54,039)</b>	<b>(78,453)</b>	-	-	-	-

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**MERC Administration**  
**September 2012**  
**2013-03**

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	September-12	September-12	September-11		September-12	125%
<b>Operating</b>						
Revenue	-	-	3,013	0%	-	-
Personal Services	85,339	281,154	352,409	80%	1,155,255	24%
Goods & Services	60,395	86,248	54,783	157%	559,309	15%
<b>Net Operating Results Inc (Dec)</b>	<b>(145,734)</b>	<b>(367,402)</b>	<b>(404,179)</b>	<b>91%</b>	<b>(1,714,564)</b>	<b>21%</b>
<b>Non Operating</b>						
Non-Operating Revenue	483	2,816	449	627%	4,068	69%
Non-Operating Expense	-	-	-	-	-	-
	<b>483</b>	<b>2,816</b>	<b>449</b>	<b>627%</b>	<b>4,068</b>	<b>69%</b>
<b>Support and Risk Management</b>						
MERC Administration	142,541	427,624	520,380	82%	1,710,496	25%
	<b>142,541</b>	<b>427,624</b>	<b>520,380</b>	<b>82%</b>	<b>1,710,496</b>	<b>25%</b>
<b>Net Increase (Decrease)</b>	<b>(2,710)</b>	<b>63,037</b>	<b>116,650</b>	<b>54%</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>						
Transfers to (Expense)	-	-	19,470	0%	-	-
Transfers from (Revenue)	-	-	-	-	-	-
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>(19,470)</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>(2,710)</b>	<b>63,037</b>	<b>97,180</b>	<b>65%</b>	<b>-</b>	<b>-</b>
<b>Capital</b>						
Capital Outlay Expense	-	-	-	-	47,000	0%
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	-	-	-	(360,000)	0%
<b>Net Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(407,000)</b>	<b>0%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(2,710)</b>	<b>63,037</b>	<b>97,180</b>	<b>65%</b>	<b>(407,000)</b>	<b>-15%</b>
<b>Full Time Employees</b>					<b>20.0</b>	
<b>Excise Tax</b>	-	-	226		-	
<b>Fund Balance</b>						
Beginning Fund Balance		1,305,842	1,582,581		1,305,842	
Fund Balance Inc (Dec)		63,037	97,180		(407,000)	
<b>Ending Fund Balance</b>		<b>1,368,879</b>	<b>1,679,761</b>		<b>898,842</b>	
Operating Contingency					95,335	
Designated for Renewal & Replacement					471,293	
Contingency for Renewal & Replacement					<b>200,000</b>	
Restricted by Agreement - TLT					132,214	
<b>Ending Fund Balance</b>					<b>898,842</b>	

JUNE 2012  
(4<sup>TH</sup> CLOSE)

## FINANCIAL INFORMATION

*For Management Purposes only*



PORTLAND CENTER FOR  
THE PERFORMING ARTS

 A SERVICE OF METRO



OREGON CONVENTION CENTER

 A SERVICE OF METRO



METROPOLITAN EXPOSITION  
RECREATION COMMISSION

 A SERVICE OF METRO

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**All Departments**  
**June 2012**  
**2012-14**

**FOURTH CLOSE (As of 10-19-12)**

	Current Month Actual June-12	Current Year to Date Actual June-12	Prior Year to Date Actual June-11	% of Prior Year	Annual Budget June-12	% of Annual Budget 100%
<b>Operating</b>						
Revenue	(320,723)	19,232,911	18,211,686	106%	18,994,606	101%
Revenue - Food and Beverage	(111,734)	13,618,356	13,502,313	101%	14,414,451	94%
<b>Total Operating Revenue</b>	<b>(432,457)</b>	<b>32,851,267</b>	<b>31,713,999</b>	<b>104%</b>	<b>33,409,057</b>	<b>98%</b>
Costs - Food and Beverage	56,068	11,889,719	11,347,477	105%	12,448,257	96%
Personal Services	36,641	17,202,907	17,212,775	100%	17,791,493	97%
Goods & Services	6,341	7,454,216	7,076,236	105%	8,284,135	90%
Marketing Travel Portland	-	3,073,955	3,038,636	101%	3,067,917	100%
<b>Total Operating Expenses</b>	<b>99,050</b>	<b>39,620,797</b>	<b>38,675,124</b>	<b>102%</b>	<b>41,591,802</b>	<b>95%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(531,507)</b>	<b>(6,769,530)</b>	<b>(6,961,125)</b>	<b>97%</b>	<b>(8,182,745)</b>	<b>83%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	994,910	9,627,880	9,044,449	106%	9,162,230	105%
Visitor Development Fund (VDF)	-	2,007,771	1,978,242	101%	1,993,105	101%
Government Support City of Portland	-	774,040	767,019	101%	784,320	99%
Non-Operating Revenue	25,765	219,529	142,593	154%	157,732	139%
Non-Operating Expense	-	-	2,500	0%	2,500	0%
	<b>1,020,675</b>	<b>12,629,220</b>	<b>11,929,803</b>	<b>106%</b>	<b>12,094,887</b>	<b>104%</b>
<b>Support and Risk Management</b>						
MERC Administration	-	-	-	-	-	-
Metro Support Services	-	2,164,856	1,993,186	109%	2,164,856	100%
Metro Risk Management	-	741,765	499,312	149%	741,765	100%
	<b>-</b>	<b>2,906,621</b>	<b>2,492,498</b>	<b>117%</b>	<b>2,906,621</b>	<b>100%</b>
<b>Net Increase (Decrease)</b>	<b>489,167</b>	<b>2,953,070</b>	<b>2,476,180</b>	<b>119%</b>	<b>1,005,521</b>	<b>294%</b>
<b>Transfers</b>						
Transfers to (Expense)	-	2,041,922	-	-	2,067,627	99%
Transfers from (Revenue)	-	114,822	-	-	114,822	100%
Debt Service (Expense)	-	1,188,632	1,189,132	100%	1,188,632	100%
<b>Net Transfers</b>	<b>-</b>	<b>(3,115,732)</b>	<b>(1,189,132)</b>	<b>262%</b>	<b>(3,141,437)</b>	<b>99%</b>
<b>Net Operations</b>	<b>489,167</b>	<b>(162,662)</b>	<b>1,287,048</b>	<b>-13%</b>	<b>(2,135,916)</b>	<b>8%</b>
<b>Capital</b>						
Capital Outlay	16,408	1,890,890	3,736,634	51%	3,026,366	62%
Construction Management	-	-	117	0%	-	-
Transient, Lodging Tax	902,391	902,391	492,214	183%	-	-
Non-Operating Revenue	41,068	475,030	856,729	55%	471,675	101%
Intrafund Transfers (Exp/Rev)	-	-	-	-	-	-
Transfers from (Revenue)	-	480,000	475,000	101%	480,000	100%
<b>Net Capital</b>	<b>927,051</b>	<b>(33,469)</b>	<b>(2,018,739)</b>	<b>2%</b>	<b>(2,074,691)</b>	<b>2%</b>
<b>Fund Balance Inc (Dec)</b>	<b>1,416,219</b>	<b>(196,131)</b>	<b>(731,692)</b>	<b>27%</b>	<b>(4,210,607)</b>	<b>5%</b>
	<b>-</b>	<b>0</b>	<b>0</b>		<b>-</b>	
<b>Food and Beverage Gross Margin</b>	<b>(167,802)</b>	<b>1,728,637</b>	<b>2,154,836</b>		<b>1,966,194</b>	<b>88%</b>
<b>Food and Beverage Gross Margin</b>	<b>150.2%</b>	<b>12.7%</b>	<b>16.0%</b>		<b>13.6%</b>	
<b>Full Time Employees</b>					<b>190.0</b>	
<b>Excise Tax</b>	<b>-</b>	<b>1,804,266</b>	<b>1,606,172</b>			
<b>Transient, Lodging Taxes as percent of revenue</b>	<b>177%</b>	<b>23%</b>	<b>22%</b>		<b>22%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		26,357,848	27,089,539		26,357,848	
Fund Balance Inc (Dec)		(196,131)	(731,692)		(4,210,607)	
<b>Ending Fund Balance</b>		<b>26,161,717</b>	<b>26,357,847</b>		<b>22,147,241</b>	
Unrestricted Fund Balance					2,870,144	
Operating Contingency					187,397	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					13,439,072	
New Capital/Business Strategy Reserve					4,537,914	
Restricted by Agreement - TLT					492,214	
<b>Ending Fund Balance</b>					<b>22,147,241</b>	

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Portland Exposition Center**  
**June 2012**  
**2012-14**

**FOURTH CLOSE (As of 10-19-12)**

	Current Month Actual June-12	Current Year to Date Actual June-12	Prior Year to Date Actual June-11	% of Prior Year	Annual Budget June-12	% of Annual Budget 100%
<b>Operating</b>						
Revenue	-	4,127,454	3,471,329	119%	4,245,221	97%
Revenue - Food and Beverage	-	1,981,807	1,618,546	122%	2,194,346	90%
<b>Total Operating Revenue</b>	<b>-</b>	<b>6,109,261</b>	<b>5,089,875</b>	<b>120%</b>	<b>6,439,567</b>	<b>95%</b>
Costs - Food and Beverage	(35,633)	1,757,116	1,434,827	122%	1,902,498	92%
Personal Services	3,086	1,469,086	1,388,413	106%	1,535,806	96%
Goods & Services	6,341	1,325,916	1,138,375	116%	1,622,171	82%
<b>Total Operating Expenses</b>	<b>(26,206)</b>	<b>4,552,119</b>	<b>3,961,614</b>	<b>115%</b>	<b>5,060,475</b>	<b>90%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>26,206</b>	<b>1,557,142</b>	<b>1,128,260</b>	<b>138%</b>	<b>1,379,092</b>	<b>113%</b>
<b>Non Operating</b>						
Non-Operating Revenue	9,839	31,767	24,106	132%	22,731	140%
Non-Operating Expense	-	-	-	-	-	-
	<b>9,839</b>	<b>31,767</b>	<b>24,106</b>	<b>132%</b>	<b>22,731</b>	<b>140%</b>
<b>Support and Risk Management</b>						
MERC Administration	-	160,337	200,195	80%	187,337	86%
Metro Support Services	-	194,837	179,387	109%	194,837	100%
Metro Risk Management	-	85,947	75,038	115%	85,947	100%
	<b>-</b>	<b>441,121</b>	<b>454,620</b>	<b>97%</b>	<b>468,121</b>	<b>94%</b>
<b>Net Increase (Decrease)</b>	<b>36,045</b>	<b>1,147,789</b>	<b>697,746</b>	<b>164%</b>	<b>933,702</b>	<b>123%</b>
<b>Transfers</b>						
Transfers to	-	174,890	-	-	174,890	0%
Transfers from	-	7,980	-	-	7,980	100%
Debt Service	-	1,188,632	1,189,132	100%	1,188,632	100%
<b>Net Transfers</b>	<b>-</b>	<b>(1,355,542)</b>	<b>(1,189,132)</b>	<b>114%</b>	<b>(1,355,542)</b>	<b>100%</b>
<b>Net Operations</b>	<b>36,045</b>	<b>(207,754)</b>	<b>(491,386)</b>	<b>42%</b>	<b>(421,840)</b>	<b>49%</b>
<b>Capital</b>						
Capital Outlay Expense	-	219,917	429,622	51%	350,000	63%
Non-Operating Revenue	-	4,987	8,850	56%	-	-
<b>Net Capital</b>	<b>-</b>	<b>(214,930)</b>	<b>(420,772)</b>	<b>51%</b>	<b>(350,000)</b>	<b>61%</b>
<b>Fund Balance Inc (Dec)</b>	<b>36,045</b>	<b>(422,684)</b>	<b>(912,158)</b>	<b>46%</b>	<b>(771,840)</b>	<b>55%</b>
<b>Food and Beverage Gross Margin</b>	<b>35,633</b>	<b>224,690</b>	<b>183,719</b>		<b>291,848</b>	<b>77%</b>
<b>Food and Beverage Gross Margin %</b>	<b>#DIV/0!</b>	<b>11.3%</b>	<b>11.4%</b>		<b>13.3%</b>	
<b>Full Time Employees</b>					<b>13.3</b>	
<b>Excise Tax</b>	<b>-</b>	<b>453,167</b>	<b>330,265</b>		<b>-</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		4,732,826	5,644,984		4,732,826	
Fund Balance Inc (Dec)		(422,684)	(912,158)		(771,840)	
<b>Ending Fund Balance</b>		<b>4,310,142</b>	<b>4,732,826</b>		<b>3,960,986</b>	
Unrestricted Fund Balance					522,903	
Operating Contingency					75,986	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					925,000	
New Capital/Business Strategy Reserve					2,251,097	
<b>Ending Fund Balance</b>					<b>3,960,986</b>	

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**Oregon Convention Center**  
**June 2012**  
**2012-14**

**FOURTH CLOSE (As of 10-19-12)**

	Current Month Actual	Excluding EMP Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	June-12	June-12	June-11		June-12	100%
<b>Operating</b>						
Revenue	-	8,585,533	8,803,510	98%	7,708,519	111%
Revenue - Food and Beverage	(98,628)	9,468,327	10,203,890	93%	10,103,134	94%
<b>Total Operating Revenue</b>	<b>(98,628)</b>	<b>18,053,859</b>	<b>19,007,400</b>	<b>95%</b>	<b>17,811,653</b>	<b>101%</b>
Costs - Food and Beverage	63,080	8,395,135	8,415,431	100%	8,839,480	95%
Personal Services	19,915	8,950,462	8,768,636	102%	9,184,586	97%
Goods & Services	-	3,777,240	3,781,524	100%	3,627,246	104%
Marketing Travel Portland	-	3,073,955	3,038,636	101%	3,067,917	100%
<b>Total Operating Expenses</b>	<b>82,994</b>	<b>24,196,792</b>	<b>24,004,227</b>	<b>101%</b>	<b>24,719,229</b>	<b>98%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(181,622)</b>	<b>(6,142,933)</b>	<b>(4,996,827)</b>	<b>123%</b>	<b>(6,907,576)</b>	<b>89%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	905,996	8,393,560	7,844,449	107%	8,237,270	102%
Visitor Development Fund (VDF)	-	1,391,435	1,379,276	101%	1,385,397	100%
Non-Operating Revenue	8,063	65,537	31,217	210%	45,608	144%
Non-Operating Expense	-	-	-	-	-	-
	<b>914,059</b>	<b>9,850,532</b>	<b>9,254,942</b>	<b>106%</b>	<b>9,668,275</b>	<b>102%</b>
<b>Support and Risk Management</b>						
MERC Administration	-	997,651	1,245,656	80%	1,165,651	86%
Metro Support Services	-	1,212,325	1,116,184	109%	1,212,319	100%
Metro Risk Management	-	397,366	283,622	140%	397,366	100%
	-	<b>2,607,342</b>	<b>2,645,462</b>	<b>99%</b>	<b>2,775,336</b>	<b>94%</b>
<b>Net Increase (Decrease)</b>	<b>732,437</b>	<b>1,100,257</b>	<b>1,612,654</b>	<b>68%</b>	<b>(14,637)</b>	<b>-7517%</b>
<b>Transfers</b>						
Transfers to (Expense)	-	1,001,253	-	-	1,001,253	100%
Transfers from (Revenue)	-	66,180	-	-	66,180	100%
Debt Service (Expense)	-	-	-	-	-	-
<b>Net Transfers</b>	-	<b>(935,073)</b>	-	-	<b>(935,073)</b>	100%
<b>Net Operations</b>	<b>732,437</b>	<b>165,184</b>	<b>1,612,654</b>	<b>-90%</b>	<b>(949,710)</b>	<b>-17%</b>
<b>Capital</b>						
Capital Outlay Expense	16,408	1,156,478	2,389,158	48%	2,014,366	57%
Non-Operating Revenue	16,408	17,812	533,414	3%	-	-
Transfers to (Expense)	-	-	105,931	0%	-	-
Transfers from (Revenue)	-	480,000	475,000	101%	480,000	100%
<b>Net Capital</b>	-	<b>(658,666)</b>	<b>(1,486,675)</b>	<b>44%</b>	<b>(1,534,366)</b>	<b>43%</b>
<b>Fund Balance Inc (Dec)</b>	<b>732,437</b>	<b>(493,482)</b>	<b>125,979</b>	<b>-392%</b>	<b>(2,484,076)</b>	<b>20%</b>
<b>Food and Beverage Gross Margin</b>	<b>(161,707)</b>	<b>1,073,192</b>	<b>1,788,459</b>		<b>1,263,654</b>	<b>85%</b>
<b>Food and Beverage Gross Margin %</b>	<b>164.0%</b>	<b>11.3%</b>	<b>17.5%</b>		<b>12.5%</b>	
<b>Full Time Employees</b>					<b>110.3</b>	
<b>Excise Tax</b>	-	<b>1,350,849</b>	<b>1,275,473</b>		-	
<b>Transient, Lodging Taxes as percent of revenue</b>	<b>112%</b>	<b>32%</b>	<b>29%</b>		<b>32%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		11,552,031	11,426,052		11,552,031	
Fund Balance Inc (Dec)		(493,482)	125,979		(2,484,076)	
Fund Balance Inc (Dec) for HQH		-	-		-	
<b>Ending Fund Balance</b>		<b>11,058,549</b>	<b>11,552,031</b>		<b>9,067,955</b>	
Unrestricted Fund Balance					1,926,135	
Operating Contingency					-	
Stabilization Reserve					260,000	
Designated for Renewal & Replacement					6,200,779	
New Capital/Business Strategy Reserve					681,041	
<b>Ending Fund Balance</b>					<b>9,067,955</b>	

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Portland Center for the Performing Arts**  
**June 2012**

2012-14

**FOURTH CLOSE (As of 10-19-12)**

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	June-12	June-12	June-11		June-12	100%
<b>Operating</b>						
Revenue	(302,201)	6,538,007	5,925,299	110%	7,040,866	93%
Revenue - Food and Beverage	(13,106)	2,168,223	1,679,877	129%	2,116,971	102%
<b>Total Operating Revenue</b>	<b>(315,307)</b>	<b>8,706,230</b>	<b>7,605,176</b>	<b>114%</b>	<b>9,157,837</b>	<b>95%</b>
Costs - Food and Beverage	28,622	1,737,468	1,497,220	116%	1,706,279	102%
Personal Services	7,609	5,377,505	5,189,200	104%	5,634,176	95%
Goods & Services	-	2,102,087	1,867,774	113%	2,436,398	86%
<b>Total Operating Expenses</b>	<b>36,232</b>	<b>9,217,060</b>	<b>8,554,194</b>	<b>108%</b>	<b>9,776,853</b>	<b>94%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(351,538)</b>	<b>(510,830)</b>	<b>(949,018)</b>	<b>54%</b>	<b>(619,016)</b>	<b>83%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	88,914	1,234,320	1,200,000	103%	924,960	133%
Visitor Development Fund (VDF)	-	616,336	598,966	103%	607,708	101%
Government Support City of Portland	-	774,040	767,019	101%	784,320	99%
Non-Operating Revenue	6,367	113,049	80,239	141%	85,006	133%
Non-Operating Expense	-	-	2,500	0%	2,500	0%
	<b>95,281</b>	<b>2,737,745</b>	<b>2,643,724</b>	<b>104%</b>	<b>2,399,494</b>	<b>114%</b>
<b>Support and Risk Management</b>						
MERC Administration	-	623,532	778,535	80%	728,532	86%
Metro Support Services	-	757,694	697,615	109%	757,700	100%
Metro Risk Management	-	258,452	140,652	184%	258,452	100%
	-	<b>1,639,678</b>	<b>1,616,802</b>	<b>101%</b>	<b>1,744,684</b>	<b>94%</b>
<b>Net Increase (Decrease)</b>	<b>(256,257)</b>	<b>587,237</b>	<b>77,903</b>	<b>754%</b>	<b>35,794</b>	<b>1641%</b>
<b>Transfers</b>						
Intrafund Transfers	-	-	-	-	-	-
Transfers to (Expense)	-	613,522	-	-	613,522	100%
Transfers from (Revenue)	-	28,440	-	-	28,440	100%
<b>Net Transfers</b>	-	<b>(585,082)</b>	-	-	<b>(585,082)</b>	<b>100%</b>
<b>Net Operations</b>	<b>(256,257)</b>	<b>2,155</b>	<b>77,903</b>	<b>3%</b>	<b>(549,288)</b>	<b>0%</b>
<b>Capital</b>						
Revenue	-	-	-	-	-	-
Capital Outlay Expense	-	514,494	917,855	56%	590,000	87%
Construction Management Expense	-	-	117	0%	-	-
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	24,660	452,231	314,465	144%	471,675	96%
Non-Operating Expense	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	15,000	-	-	15,000	100%
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	-	-
<b>Net Capital</b>	<b>24,660</b>	<b>(47,264)</b>	<b>(603,507)</b>	<b>8%</b>	<b>(103,325)</b>	<b>46%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(231,597)</b>	<b>(45,109)</b>	<b>(525,603)</b>	<b>9%</b>	<b>(652,613)</b>	<b>7%</b>
<b>Food and Beverage Gross Margin</b>	<b>(41,728)</b>	<b>430,755</b>	<b>182,657</b>		<b>410,692</b>	<b>105%</b>
<b>Food and Beverage Gross Margin %</b>	<b>318.4%</b>	<b>19.9%</b>	<b>10.9%</b>		<b>19.4%</b>	
<b>Full Time Employees</b>					<b>46.4</b>	
<b>Taxes as percent of revenue</b>	<b>-39%</b>	<b>12%</b>	<b>14%</b>		<b>9%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		8,490,410	9,016,013		8,490,410	
Fund Balance Inc (Dec)		(45,109)	(525,603)		(652,613)	
<b>Ending Fund Balance</b>		<b>8,445,301</b>	<b>8,490,410</b>		<b>7,837,797</b>	
Operating Contingency					41,415	
Stabilization Reserve					174,500	
Designated for Renewal & Replacement					5,595,000	
New Capital/Business Strategy Reserve					1,605,776	
<b>Ending Fund Balance</b>					<b>7,837,797</b>	

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**MERC Administration**  
**June 2012**  
**2012-14**  
**FOURTH CLOSE (As of 10-19-12)**

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	June-12	June-12	June-11		June-12	100%
<b>Operating</b>						
Revenue	(18,523)	(18,083)	11,549	-157%	-	-
Personal Services	6,030	1,405,853	1,866,526	75%	1,436,925	98%
Goods & Services	-	248,973	288,562	86%	598,320	42%
<b>Net Operating Results Inc (Dec)</b>	<b>(24,553)</b>	<b>(1,672,909)</b>	<b>(2,143,540)</b>	<b>78%</b>	<b>(2,035,245)</b>	<b>82%</b>
<b>Non Operating</b>						
Non-Operating Revenue	1,495	9,176	7,031	131%	4,387	209%
Non-Operating Expense	-	-	-	-	-	-
	<b>1,495</b>	<b>9,176</b>	<b>7,031</b>	<b>131%</b>	<b>4,387</b>	<b>209%</b>
<b>Support and Risk Management</b>						
MERC Administration	-	1,781,520	2,224,386	80%	2,081,520	86%
	-	<b>1,781,520</b>	<b>2,224,386</b>	<b>80%</b>	<b>2,081,520</b>	<b>86%</b>
<b>Net Increase (Decrease)</b>	<b>(23,058)</b>	<b>117,787</b>	<b>87,877</b>	<b>134%</b>	<b>50,662</b>	<b>232%</b>
<b>Transfers</b>						
Transfers to (Expense)	-	252,257	-	-	277,962	91%
Transfers from (Revenue)	-	12,222	-	-	12,222	100%
<b>Net Transfers</b>	-	<b>(240,035)</b>	-	-	<b>(265,740)</b>	90%
<b>Net Operations</b>	<b>(23,058)</b>	<b>(122,248)</b>	<b>87,877</b>	<b>-139%</b>	<b>(215,078)</b>	<b>57%</b>
<b>Capital</b>						
Capital Outlay Expense	-	-	-	-	72,000	0%
Transient, Lodging Tax	902,391	902,391	492,214	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	(15,000)	-	-	(15,000)	100%
<b>Net Capital</b>	<b>902,391</b>	<b>887,391</b>	<b>492,214</b>	<b>180%</b>	<b>(87,000)</b>	<b>-1020%</b>
<b>Fund Balance Inc (Dec)</b>	<b>879,334</b>	<b>765,144</b>	<b>580,091</b>	<b>132%</b>	<b>(302,078)</b>	<b>-253%</b>
<b>Full Time Employees</b>					<b>20.0</b>	
<b>Excise Tax</b>	-	251	434		-	
<b>Fund Balance</b>						
Beginning Fund Balance		1,582,581	1,002,490		1,582,581	
Fund Balance Inc (Dec)		765,144	580,091		(302,078)	
<b>Ending Fund Balance</b>		<b>2,347,725</b>	<b>1,582,581</b>		<b>1,280,503</b>	
Operating Contingency					69,996	
Designated for Renewal & Replacement					718,293	
Contingency for Renewal & Replacement					-	
Restricted by Agreement - TLT					492,214	
<b>Ending Fund Balance</b>					<b>1,280,503</b>	

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# **MERC Commission Meeting**

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November 7, 2012  
11:30 am

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4.0 - Consent Agenda

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

August 1 , 2012  
Portland Expo Center  
2060 N. Marine Drive Hall D - Room D202-3

<b>Present:</b>	Chris Erickson (Chair), Elisa Dozono (via telephone), Ray Leary , Terry Goldman , Karis Stoudamire-Phillips , Judie Hammerstad, Cynthia Haruyama, Ex-officio Rex Burkholder
<b>Absent:</b>	None
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Chris Erickson at the Portland Expo Center at 12:3 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER EXOFFICIO COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Commissioner Dozono acknowledged the OCC staff for the successful coordination of President Obama’s recent visit. As well, Commissioner Leary acknowledged Chef Allan Wambaa for his outstanding work also related to President Obama’s visit.</li> <li>• Ex-officio Rex Burkholder provided an update on the progress of the Convention Center hotel project.</li> <li>• Commissioner Leary acknowledged Travel Portland staff for the outstanding coordination of the recent Customer Advisory Board activities.</li> <li>• On behalf of the Commission, Chair Erickson presented a plaque to Commissioner Judie Hammerstad in appreciation for her accomplishments during her recent term as Commission chair.</li> </ul>
<b>3.0</b>	<b>GENERAL MANAGER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Teri Dresler updated the Commission on the hotel project. She noted the evaluation period has been extended for an additional month. On September 4<sup>th</sup>, the Metro Council will review six proposed ideas during their work session. Commissioner Leary inquired about MWESB/FOTA participation in the process. Teri Dresler responded that those requirements are in the RFP as minimum requirements.</li> <li>• T. Dresler noted that proposed new MERC procurement policy language related to expanding outreach and inclusion of minority contractors in the procurement process will be presented to the Commission in the near future.</li> <li>• Ex-officio Burkholder inquired about the media strategy for the hotel project. T. Dresler responded that Stephanie Soden is developing a communication strategy plan for the project.</li> </ul>
<b>3.1</b>	<b>Financial Report – June FY12 First Close</b>
<b>4.0</b>	<b>MERC VENUES’ BUSINESS REPORTS</b> <ul style="list-style-type: none"> <li>• Robyn Williams, Matthew Rotchford and Scott Cruickshank provided venue business reports.</li> </ul>
<b>5.0</b>	<b>CONSENT AGENDA</b>
<b>5.1</b>	<b>May 2, 2012 MERC Commission Record of Actions</b>
<b>5.2</b>	<b>June 6, 2012 MERC Commission Record of Actions</b> <ul style="list-style-type: none"> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Leary to approve the Consent Agenda.</li> </ul> <p><b>VOTING:</b> Aye: 7 (Dozono, Goldman, Stoudamire-Phillips, Erickson, Hammerstad, Leary, Haruyama) Nay: 0 Motion passed</p>

6.0	<p><b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b></p> <p>None</p>
7.0	<p><b>ARAMARK YEAR-END REPORT</b></p> <p>Brendan Coffey presented a power point presentation to the Commission.</p> <ul style="list-style-type: none"> <li>• Ex officio Burkholder acknowledged ARAMARK for their efforts with the Hoyt St. Café.</li> <li>• Commissioner Dozono acknowledged ARAMARK for their outstanding performance and success with venue area remodels and the Plaza Palooza opening.</li> <li>• Commissioner Stoudamire-Phillips acknowledged ARAMARK for implementation of new summer uniforms.</li> </ul>
8.0 8.1	<p><b>ACTION AGENDA</b></p> <p><b>Resolution 12-13 for the purpose of approving Memorandum of Understanding with the Visitor Development Fund, Inc. for enhanced marketing of the Oregon Convention Center</b></p> <ul style="list-style-type: none"> <li>• Teri Dresler and Dan Cooper presented Resolution 12-13 to the Commission.</li> <li>• A motion was made by Commissioner Stoudamire-Phillips and seconded by Commissioner Leary to approve Resolution 12-13 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 7 (Dozono, Goldman, , Stoudamire-Phillips, Erickson, Hammerstad, Leary, Haruyama) Nay: 0 Motion passed</p> <p><b>8.2</b></p> <p><b>Resolution 12-14 for the purpose of adopting changes to MERC Personnel Policies</b></p> <ul style="list-style-type: none"> <li>• Mary Rowe presented Resolution 12-14 to the Commission.</li> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Stoudamire-Phillips to approve Resolution 12-14 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 7 (Dozono, Goldman, Stoudamire-Phillips, Erickson, Hammerstad, Leary, Haruyama) Nay: 0 Motion passed</p> <p><b>8.3</b></p> <p><b>Resolution 12-15 for the purpose of selecting Anderson Roofing Company for the Portland Expo Center – Roof Repair Project Halls A, C and D and authorizing the General Manager to execute a contract with Anderson Roofing</b></p> <ul style="list-style-type: none"> <li>• Matthew Rotchford presented Resolution 12-15 to the Commission</li> <li>• Commissioner Leary asked if the work was to be a partial fix or replacement of the entire roof. Josh Lipscomb responded the work will cover three sections of Halls A, C, &amp; D. Hall A will be a complete tear off of roofing as well as installing new insulation; Hall D will be a tear-off of roofing only and Hall C will be repairing the flashing.</li> <li>• Commissioner Hammerstad acknowledged Expo staff for their outstanding work.</li> <li>• Commissioner Dozono asked if demolition of Hall C would happen due to the CRC project. Matthew Rotchford responded no. Commissioner Goldman asked if the vendor was reputable. Josh Lipscomb responded affirmatively.</li> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Stoudamire-Phillips to approve Resolution 12-15 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 7 (Dozono, Goldman, Stoudamire-Phillips, Erickson, Hammerstad, Leary, Haruyama) Nay: 0 Motion passed</p> <p><i>Note: Commissioner Hammerstad left the meeting at 2:30 p.m.</i></p>

9.0	<b>EXECUTIVE SESSION – for the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d)</b>
10.0	<b>EXECUTIVE SESSION – for the purpose of consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed pursuant to ORS 192.660(2)(h)</b>  <i>Note: Commissioner Stoudamire-Phillips left the meeting at 3:25 p.m.</i>
	At 3:37 p.m., the MERC Commission was reconvened into its regular meeting by Chair Erickson. As there was no further business to come before the Commission, the meeting was adjourned at 3:38 p.m.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 12-13**

**For the purpose of entering into Memorandum of Understanding with the Visitor Development Fund, Inc., for Enhanced Marketing of the Oregon Convention Center.**

**WHEREAS**, the Visitors Development Fund, Inc. ("VDF") was created to carry out the purposes contemplated in the Visitor Facilities Intergovernmental Agreement, entered into by and between the City of Portland, the County of Multnomah, and Metro on January 31, 2001 (the "VDI Agreement") and the Visitor Development Fund Services Agreement by and between VDF, the City of Portland, the County of Multnomah, and Metro on April 26, 2001 (the "VDFS Agreement");

**WHEREAS**, in 2011, the City of Portland refinanced the tax revenue bonds issued pursuant to the VDI Agreement; such refinancing decreased the scheduled debt service on the bonds and increased the annual net revenues remaining in the Visitor Facilities Trust Account ("VFTA"), which account the VDF oversees and supervises;

**WHEREAS**, in accordance with the terms of the VDI Agreement, on an annual basis a portion of the VFTA funds may be paid to the Metropolitan Exposition and Recreation Commission (the "Commission") to cover the operating, capital repair and maintenance costs of the Oregon Convention Center ("OCC"); such payment is commonly referred to as "bucket 4" of the existing VFTA "bucket system";

**WHEREAS**, as a result of the City's bond refinancing, staff has recommended that the Commission request an increased payment from the VFTA to cover additional marketing costs that the Commission intends to spend to enhance the ability of the OCC to be highly competitive as a venue for national conventions; and

**WHEREAS**, the attached Memorandum of Understanding documents the parties mutual intent to use any additional "bucket 4" funds allocated for enhanced marketing purposes of the OCC in order to more fully achieve the purposes of the VDI Agreement.

**BE IT THEREFORE RESOLVED**, the Commission approves the Memorandum of Understanding with the Visitor Development Fund, Inc., in the form substantially similar to the attached Exhibit A, and authorizes the Metro Chief Operating Officer to execute the Memorandum of Understanding on behalf of the Commission.

Passed by the Commission on August 1, 2012.

Chair

Secretary/Treasurer

Approved As to Form:  
Alison Kean Campbell, Metro Attorney

By: \_\_\_\_\_

Ashley H. McCarron  
Senior Attorney

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 12-14**

**For the purpose of adopting changes to the MERC Personnel Policies.**

**WHEREAS**, the Metropolitan Exposition Recreation Commission (MERC) is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010 (b) and 6.01.040(a); and

**WHEREAS**, MERC periodically updates the MERC Personnel Policies (the Personnel Policies) in accordance with both legal requirements and agency wide policies.

**THEREFORE BE IT RESOLVED:**

That the Metropolitan Exposition Recreation Commission adopts the changes to the Personnel Policies in a form substantially similar to the attached Exhibit A.

Passed by the Commission on August 1, 2012.

Chair

Secretary/Treasurer

Approved As To Form:

Alison Kean Campbell, Metro Attorney

By:

Nathan A. Schwartz Sykes, Senior Attorney

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 12-15**

**For the purpose of selecting Anderson Roofing Company for the Portland Expo Center – “Roof Repair Project Halls A, C and D” and authorizing the General Manager to execute a contract with Anderson Roofing Company.**

**WHEREAS**, the Portland Expo Center must remove and replace roofing above the hall A operations office, hall d lobby and repair flashing on hall C of the Portland Expo Center; and

**WHEREAS**, Section 4(D)(1)(a) of the Metropolitan Exposition Recreation Commission's (“the Commission”) Contracting and Purchasing Rules, delegates authority to the General Manager to prepare and approve Request for Bids (RFB) documents and to solicit bids; and

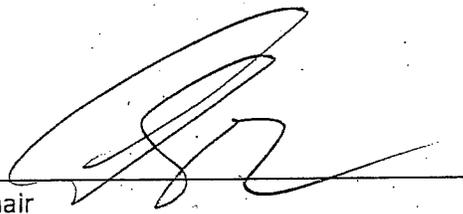
**WHEREAS**, Section 4(D)(1)(c) of the Commission’s Contracting and Purchasing Rules, requires the Commission to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

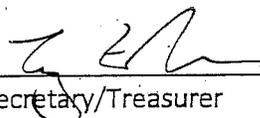
**WHEREAS**, MERC staff has evaluated the bids and Anderson Roofing Company is the lowest responsive and responsible bidder.

**BE IT THEREFORE RESOLVED** as follows:

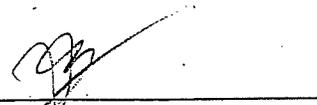
1. The Commission selects Anderson Roofing Company as the lowest responsive and responsible bidder in response to the Request for Bids for the Portland Expo Center - Roof Repair project - Halls A, C and D.
2. The Commission approves the contract with Anderson Roofing Company in the form substantially similar to the attached Exhibit A and authorizes the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on August 1, 2012.

  
Chair

  
Secretary/Treasurer

Approved as to Form:  
Alison Kean Campbell, Metro Attorney

By:   
Nathan A. Schwartz Sykes  
Senior Attorney



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

September 5, 2012  
Oregon Convention Center  
777 NE MLK Jr Blvd. Portland OR - Room F150

<b>Present:</b>	Chris Erickson (Chair), Elisa Dozono, Ray Leary , Terry Goldman , Karis Stoudamire-Phillips , Judie Hammerstad, Ex-officio Rex Burkholder
<b>Absent:</b>	Cynthia Haruyama (Excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Chris Erickson at the Oregon Convention Center, Room F150, at 12:30 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER EXOFFICIO COMMUNICATIONS</b>
<b>2.1</b>	National SBIR/STTR Conference in Portland – Kedma Ough <ul style="list-style-type: none"> <li>• Commissioner Leary introduced Kedma Ough to the Commission.</li> <li>• Kedma Ough spoke briefly to the Commission about the upcoming Portland conference and various partnerships.</li> </ul>
<b>3.0</b>	<b>GENERAL MANAGER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Chair Erickson announced Lisa Brown’s retirement and acknowledged her 34 years of service to the MERC Commission.</li> <li>• Teri Dresler provided an update to the Commission related to the hotel project discussed at the Metro Council work session which included entering into a pre-development phase with Mortenson development group. There is still discussion on labor piece agreement, negotiation and defining the project. It is anticipated that an updated will be shared with elected officials on public investment before mid December.</li> <li>• Invitation reminders: September 27<sup>th</sup> - REAP benefit dinner at Double Tree Hilton in Lloyd Center and October 12<sup>th</sup> - Oregon Business Association’s Statesman dinner at OCC. Upcoming plans for Commission budget retreat and joint Council/Commission meeting.</li> </ul>
<b>3.1</b>	<b>Financial Report – July 2012</b> Cynthia Hill presented to the Commission
<b>4.0</b>	<b>MERC VENUES’ BUSINESS REPORTS</b> <ul style="list-style-type: none"> <li>• Robyn Williams, Matthew Rotchford and Scott Cruickshank provided business reports to the Commission.</li> </ul>
<b>5.0</b>	<b>CONSENT AGENDA</b>
<b>5.1</b>	<b>Approval of Ethics Authorization Form for Travel Portland events during the September 2012 Congressional Black Caucus in Washington DC</b> <ul style="list-style-type: none"> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Dozono to approve the Consent Agenda.</li> </ul> <p><b>VOTING:</b> Aye: 6 (Dozono, Goldman, ,Stoudamire-Phillips, Erickson, Hammerstad, Leary) Nay: 0 Motion passed</p>
<b>6.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> Chris Mattaliano - Portland Opera, General Director – remarks attached and made a part of this meeting

	record.
<b>7.0</b>	<p><b>TRAVEL PORTLAND QUARTERLY REPORT</b></p> <ul style="list-style-type: none"> <li>• Jeff Miller presented the fourth quarter/year-end report to the Commission. Brian McCartin and Roy Jay provided the Commission with details on the upcoming Travel Portland activity in Washington DC during the Congressional Black Caucus.</li> </ul>
<b>8.0</b>	<p><b>INTRODUCTION OF NEW MERC PERSONNEL POLICIES</b></p> <ul style="list-style-type: none"> <li>• Mary Rowe presented ten new personnel policies to the Commission for review and discussion. M. Rowe noted that many of the new policies were being presented to ensure legal compliance and to better align the Metro and MERC Personnel policies.</li> <li>• Commissioner Dozono had a variety of comments and questions on the presented policies and noted she would send a list to Mary Rowe for a response.</li> </ul>
<b>9.0</b> <b>9.1</b>	<p><b>ACTION AGENDA</b></p> <p><b>Resolution 12-16 for the purpose of approving the amendment for the license agreement between Oregon Ballet Theatre and MERC.</b></p> <ul style="list-style-type: none"> <li>• Robyn Williams presented to the Commission.</li> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Stoudamire-Phillips to approve Resolution 12-16 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 6 (Dozono, Goldman, Stoudamire-Phillips, Hammerstad, Erickson, Leary) Nay: 0 Motion passed</p>
	As there was no further business to come before the Commission, the meeting was adjourned at 2:19 p.m.

## **MERC Commission Meeting**

September 5, 2012

Oregon Convention Center

### **6.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**

Good afternoon everyone. My name is Chris Mattaliano. I'm the General Director of the Portland Opera.

When I was at the January meeting, it occurred to me that perhaps some of you might question what the Opera company is doing presenting a Broadway series. Because that was the focus of the meeting, I thought that I should point that out that we incorporated in 1964 and we have been producing professional opera ever since then and we are about to celebrate our 48<sup>th</sup> anniversary.

And in addition to producing opera for the past 17 years, we have been co partnering with Broadway partners presenting all the Broadway tours coming to Portland. And the way we do that is we provide our Broadway partner, the series called Broadway Across America, with box office support, accounting support, production support and marketing support. We are unique in that we are the only Opera company in the U. S. that does that. I wanted to mention that because I wasn't sure if it was clear when we were here last.

But today we are here to update you on the current state of Portland Opera's Broadway series, Broadway Across America, which we have managed and presented very successfully to the greater Portland community for the past 17 years. Our most recent show was Jersey Boys- I hope some of you got to see that. Then Rent for 4 weeks at the Keller. I thought I would share this with you for the some of the highlights around that production. Portland Opera worked closely with Fred Meyer and held a fundraiser for Legacy Emanuel Children's hospital. The event raised \$87,000 for the hospital. As Part of Portland's and Opera's partnership with Intel, as an employee benefit program, Intel purchased 2,000 tickets, one of the highest group sales orders ever for one show. A chat backstage with cast members afterwards was included, as a part of the event, for 75 employees from Intel as a special award.

Portland Opera has spent over \$458,000 for media and entire engagement and paid out \$220,000 for direct staging labor over the course of the engagement. Coming up is Memphis which opens in September 11<sup>th</sup>. A couple of Memphis highlights that I want to share with you. As part of the performance for the 2013 season announcement for the past winter, Memphis cast members held a workshop for 30 students from Vancouver School of Arts and Academics. The students then performed with Memphis cast members in our event. The Vancouver *Columbian* had a great article covering performance of the students.

Also through a national program with our Broadway partners entitled Broadway Classroom, students from Clackamas High School participate in a master class with the Memphis cast members when they are in town for the performance.

We would spend over \$90,000 average advertising promotions of Memphis. PCPA has graciously approved spending an additional \$2,500 to support the show through Paciolan, re-targeting ads online as well as additional exposure in the *Oregonian* and *Willamette Week*.

Again, I mentioned all of the above as an effort to share with you more about Portland Opera's work and each and every Broadway show that we have presented over the past 17 years. To demonstrate how we integrate each show and Broadway series into our community because we are a community partner of the greater Portland area.

So as I mentioned our upcoming show, next Broadway show is Memphis which opens in September 11<sup>th</sup>. Now this is the first show being sold on the new ticketing system. So the following figures are based on sales from the morning of Tuesday September 4<sup>th</sup>. And these are compared to average trends using the past 4 years and using similar title shows during the same period of time. In other words, sales for August and September for shows we presented since 2008. Memphis is underperforming in 3 of the 4 single ticket sales channels against these average sales trends. Internet sales are currently trending 39% below average sales. Outlet sales are trending 91% below average. PCPA box office is trending 53% below average but on a positive note, TicketsWest phone room is trending 3% above average so those are 4 single ticket channels and those are 4 percentages thus far in sales .

So in spite of our best efforts, Portland Opera's best effort to facilitate the transition to the new ticketing system mandated by the MERC Commission in January 2012, we remain very concerned if these lower sales trends continue during the remainder of the Portland Opera Broadway season. I wanted to show you how it's going and we will report back and update you at the next MERC Board meeting in October. Thank you.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

RESOLUTION NO. 12-16

For the Purpose of approving an Amendment to the License Agreement between the Oregon Ballet Theatre (OBT) and the Metropolitan Exposition Recreation Commission (MERC)

**WHEREAS**, MERC and OBT entered into a License Agreement for the use of certain facilities at the Portland Center for the Performing Arts (PCPA) during the fiscal year 2011-2012;

**WHEREAS**, OBT has an outstanding balance remaining under the License Agreement; and

**WHEREAS**, OBT has requested that MERC allow it to pay off the remaining balance over a five year period; and

**WHEREAS**, PCPA's mission includes the support of its resident companies and the performing arts in the Metro region; and

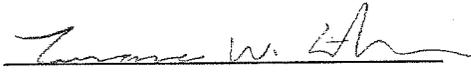
**WHEREAS**, PCPA staff recommends that MERC approve this Amendment to the 2011-2012 License Agreement.

**BE IT THEREFORE RESOLVED** as follows:

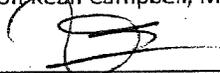
1. MERC approves the Amendment to the 2011-2012 License Agreement in a form substantially similar to Exhibit A attached hereto.
2. MERC authorizes the General Manager of Visitor Venues to execute the Amendment.

Passed by the Commission on September 5, 2012.

  
Chair

  
Secretary/Treasurer

Approved As to Form:  
Alison Kean Campbell, Metro Attorney

By:   
Nathan A. Schwartz Sykes  
Senior Attorney

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

October 3, 2012  
Oregon Convention Center  
777 NE ML King Jr. Blvd. Portland OR 97232

<b>Present:</b>	Chris Erickson (Chair), Elisa Dozono (via telephone), Ray Leary , Terry Goldman , Karis Stoudamire-Phillips , Judie Hammerstad, Cynthia Haruyama
<b>Absent:</b>	None
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Chris Erickson at the Oregon Convention Center, Room A107-8 at 12:30 p.m. Chair Erickson altered the order of the agenda items upon consent of the Commissioners present.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER EXOFFICIO COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>Commissioner Leary reported on his attendance at the Travel Portland event in Washington DC, during the Congressional Black Caucus, and acknowledged Travel Portland’s efforts in minority marketing of the Portland region and the Oregon Convention Center.</li> </ul>
<b>3.0</b>	<b>GENERAL MANAGER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>Teri Dresler acknowledged Commissioner Leary’s remarkable engagement as the key note speaker at the recent REAP award banquet event.</li> <li>T. Dresler reported on an Onward Oregon email which contained negative comments regarding public subsidies and the hotel project. Commissioner Dozono inquired as to a counter action. T. Dresler responded no plan of action at this point.</li> <li>T. Dresler proposed that the November 7 Commission meeting be combined with a budget retreat.</li> <li>T. Dresler updated the Commission on the Convention Center hotel project. The labor peace agreement draft will be finalized this week followed by the beginning of negotiations with the development team.</li> <li>Reminder of upcoming events. November 15<sup>th</sup> - Dan Cooper’s retirement event.</li> </ul>
<b>3.1</b>	<b>Financial Report - August 2012</b> <ul style="list-style-type: none"> <li>Cynthia Hill briefly provided the Commission with highlights of the report.</li> </ul>
<b>5.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> Chris Mattaliano – General Director of the Portland Opera and Anne Francis - V.P. Of Broadway Across America West Coast provided comments. Those comments are attached and made a part of this meeting record.
<b>7.0</b>	<b>ACTION AGENDA</b>
<b>7.1</b>	<b>Resolution 12-17 for the purpose of adopting new MERC Personnel Policies</b> <ul style="list-style-type: none"> <li>Mary Rowe presented to the Commission</li> <li>A motion was made by Commissioner Goldman and seconded by Commissioner Stoudamire-Phillips to approve Resolution 12-17 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 7 (Dozono, Goldman, Stoudamire-Phillips, Erickson, Hammerstad, Leary, Haruyama) Nay: 0 Motion Passed</p>

7.2	<p><b>Resolution 12-18 for the purpose of ratifying the collective bargaining agreement with the International Union of Operating Engineers (IUOE, Local 701)</b></p> <ul style="list-style-type: none"> <li>• Mary Rowe presented Resolution 12-18.</li> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Stoudamire-Phillips to approve Resolution 12-18 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 6 (Dozono, Leary , Stoudamire-Phillips, Erickson, Hammerstad, Haruyama)  Nay: 1 (Goldman)  Motion Passed</p>
7.3	<p><b>Resolution 12-19 for the purpose of accepting Recology Portland, Inc.'s proposal for solid waste and recycling collection services at the Oregon Convention Center and the Portland Expo Center and accepting Allied Waste Services' proposal for solid waste and recycling collection services at the Portland Center for the Performing Arts and authorizing the General Manager of Visitor Venues to enter into a three year agreement.</b></p> <ul style="list-style-type: none"> <li>• Molly Chidsey presented Resolution 12-19.</li> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Leary to approve Resolution 12-19 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 6 (Goldman , Stoudamire-Phillips, Erickson, Hammerstad, Leary, Haruyama)  Abstain: 1 (Dozono – unable to hear discussion via telephone)  Nay: 0  Motion Passed</p>
7.4	<p><b>Resolution 12-20 for the purpose of accepting Bargreen Ellingson of Oregon, Inc. as the lowest responsive and responsible bidder and authorizing the General Manager of Visitor Venues to execute a contract for the Main Kitchen Original Cooler Remodel – Kitchen Equipment Project at the Oregon Convention Center</b></p> <ul style="list-style-type: none"> <li>• Scott Cruickshank presented Resolution 12-20.</li> <li>• A motion was made by Commissioner Stoudamire-Phillips and seconded by Commissioner Leary to approve Resolution 12-20 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 6 (Goldman, Stoudamire-Phillips, Erickson, Hammerstad, Leary, Haruyama)  Abstain: 1 (Dozono – unable to hear discussion via telephone)  Nay: 0  Motion Passed</p>
7.5	<p><b>Resolution 12-21 for the purpose of selecting Cherry City Electric as the lowest responsive and responsible bidder for the Oregon Convention Center Lighting Fixture Upgrade Project-Phase II and authorizing the General Manager of Visitor Venues to execute a contract with Cherry City Electric.</b></p> <ul style="list-style-type: none"> <li>• Scott Cruickshank presented to the Commission</li> <li>• A motion was made by Commissioner Goldman and seconded by Commissioner Stoudamire-Phillips to approve Resolution 12-21 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 6 (Goldman, Stoudamire-Phillips, Erickson, Hammerstad, Leary, Haruyama)  Abstain: 1 (Dozono – unable to hear discussion via telephone)  Nay: 0</p>

	Motion Passed
6.0	<p><b>METRO DIVERSITY ACTION PLAN BRIEFING</b></p> <ul style="list-style-type: none"> <li>• Teri Dresler introduced Bill Tolbert, Diversity Program Manager and Cary Stacey, Internal Communication Manager.</li> <li>• Bill Tolbert and Cary Stacey presented a brief power point to the Commission providing an overview of the history and process leading up to the current draft Diversity Action Plan.</li> <li>• Commissioner Leary inquired about the measurements against goals. Bill Tolbert explained the different types of measurements utilized.</li> <li>• Commissioner Haruyama inquired about funds and resources required in action items. Cary Stacey responded that any budget implication is ultimately the decision of the Metro COO. C. Stacey noted that Metro Council adoption would be an endorsement for the actions to be funded.</li> <li>• Commissioner Leary inquired about feedback resources. Bill Tolbert responded that diversity inventory worksheets would be utilized in order to keep balanced resources.</li> <li>• Commissioner Hammerstad inquired about the roles and responsibility section in the draft plan, specifically noting that the Commission was not listed. Bill Tolbert responded that the Commission would be added to that page.</li> <li>• Commissioner Hammerstad inquired if there is any action plan on helping to grow business so that we can increase hiring not just within Metro but also within our entire community. Bill Tolbert responded there is nothing specifically addressing that subject currently, but there is definitely opportunity to explore that broader reach.</li> <li>• Bill Tolbert introduced the following diversity action team members: Nathan Sykes, Molly Chidsey, Julie Hoffman, Mary Rowe, Scott Robinson, and Cary Stacey.</li> </ul> <p><i>Note: Chris Erickson departed the meeting at 1:47 p.m. Commissioner Hammerstad served as acting Chair for the remainder of the meeting.</i></p>
4.0	<p><b>MERC VENUES' BUSINESS REPORTS</b></p> <ul style="list-style-type: none"> <li>• Lori Leyba-Kramer, Matthew Rotchford and Scott Cruickshank provided business reports to the Commission.</li> <li>• Commissioner Hammerstad inquired about the status of the Portland Opera concerns.</li> <li>• Teri Dresler suggested the Commission discuss the status at the November meeting.</li> <li>• Commissioner Hammerstad suggested a potential mediation opportunity which may be an optional next step with the Portland Opera.</li> <li>• Commissioner Haruyama asked Teri Dresler if the four points related to loss of revenue presented by Portland Opera were accurate. Teri Dresler noted she did not agree with the numbers presented by Portland Opera.</li> <li>• Teri Dresler noted that she will gather information on each of the four points presented by the Opera today during the public comment portion of the meeting.</li> <li>• Commissioner Haruyama suggested that the Commission should send a letter to the Opera's board president stating that the Commission acknowledges and will address their concerns. Teri Dresler responded affirmatively.</li> </ul>
	As there was no further business to come before the Commission, the meeting was adjourned at 2:31 p.m.

**October 3, 2012**  
**MERC Commission Meeting**  
**Oregon Convention Center**

## **5.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**

**Chris Mattaliano** – General Director of the Portland Opera and **Anne Francis** – V.P of Broadway Across America West Coast

**Chris Mattaliano:** Good afternoon everyone. You may recall I was here last month but for the record my name is Chris Mattaliano. I'm the General Director of Portland Opera. We produce Opera here in Portland. We also have been co-presenter of Broadway Across America Portland program for the past 17years.

Last month I presented the trends by sales channels. For single ticket sales for upcoming show at that time of Memphis, part of our Broadway series. Again when I talk about channels, I'm referring to the 4 areas where we sell single tickets, The PCPA box office, internet, outlets and phone room. We compare sales by time period in this case was the August to October time period and similar titles and shows.

**Chair Erickson:** Did you say 4 channels or 3?

**C. Mattaliano:** It's 4. Box office internet, outlets, and phone room.

**Chair Erickson:** Thank you.

**C. Mattaliano:** Sure. I also spoke last month how we have worked with Broadway Across America Portland has worked to help support PCPA and Ticket West, New Era, in an effort to try and make sure that our 1<sup>st</sup> show under this new ticketing system would be as successful as possible. Those trends that I presented were not final and I said that I would be back this month to present our actual sales. I emailed all of you yesterday the result for the opportunity for you to review and see if you have any question for us. But I would ask that those in the email that I sent you yesterday and all of the attachments, please put into the records in today's meeting. (Chris Mattaliano October 2 email with attachments attached and made a part of the October 3 MERC Commission meeting Record of Actions)

Anne Francis who is next to me here is a BAA, from Broadway Across America. BAA is a sister office. She will share some key findings with the Commission as well as some new additional information related to future ticketing operations. We welcome any question if you have about the information that we shared with you yesterday or today any question you might have in transition in general, how it's going. But first, I will ask Anne to share some highlights with you.

**Anne Francis:** Hi for the record, my name is Anne Francis. I'm a Vice President of the Broadway Across America West Coast. My address is 2033 6<sup>th</sup> Ave. Seattle WA 98121 I'm here to answer any question you might have specific to the grid of the chart since I'm the one originated them., I would like to if there is any questions, please feel free to interrupt me in any given time. Just make sure we know and

it's in the record that for Memphis, we were \$70,000 off of our total gross projections. And in our single ticket sale, we were 44% below average compared to 4 shows we chose during the same time frame for the past 4 seasons. Of that, the Internet sales were 40% below average, outlet sales were 89% below average. Those are kind of two main things that we are focusing on right now. Those are the most alarming trends for us right now. The phone room was actually a positive note, trending 19% below average which is the nice highlight of all of this. I'm not going to go through the entire grid that was sent forth. Because it's a little mind numbing. It's a little good update as to how we are working with PCPA, New Era/Ticket West Just so you know, I'm working closely with Vice President of National Arts of Packyorland which is the software that New Era and Ticket West use. They are helping us specific to a lot of reporting issues that we are having now. One of the big thing that I want to point out in this which is a big take away from me is the difference in the data bases Ticket Master has vs New Era and Ticket West. For any given show on Ticket Master, we would get dedicated email blast and weekly tickets alert that will reach 456,000 people in Portland DMA, and the state of Oregon and anyone who has purchased tickets on Ticket Master to a Portland event. Normally that list, that said minimum of \$10,000 what we call priority sales through New Era and Ticket West we were able to get a banner ad in a Rose Garden email list. There is a big difference between a dedicated email and a banner ad. In the Rose Garden email banner ad sold 25 tickets for \$1,000 and the Tickets West dedicated email blast sold 9 tickets for \$360. So it's good to know that Rose Garden email and Ticket West email actually had discount attached to it as well try to encourage sales. That to us is one of those big key take away that some of the things Broad way series as well as any other arts organization and concert in your venue has no longer access to. So I just wanted to point that out.

We are looking forward to the next couple of shows we have got. The Book of Mormon as you all know, one of the biggest selling shows on Broadway and throughout the country. It goes on sale on this Friday at 10am. We actually had good experience working with New Era and PCPA. I'm getting an internet servers ready. They are doing the complete redirect which is very nice. Hopefully mean your PCPA servers don't crash. So this is going to be a great test for us to see how New Era and Ticket West can handle a large volume of people battling for tickets to the show. That day of on sale on Friday, I have to do hourly reports to the Book of Mormon producers which I'm still currently work on with Ticket West have access to. The access reports that I do have list the show out individually. Instead of as a whole so that lot of work on my stuff. We do hope that will come to play and it will be fine by Friday. And I will let you know if it's not. As Book of Mormon and Cholas line performance at the Schnitz coming up in October. We are really eager to hear more about training that PCPA box office might have. During Memphis we noticed being first show, we did have a lot of instances where ticket staff was doing as best as they could in a new system but again this is one of those high pressure moment where we need to be ensured any customer issues or patron issues resolved quickly.

Leading into that we highly recommend a 3<sup>rd</sup> computer be placed in Keller Auditorium box office specifically for the box office supervisor to research patron issues. Right now, in order to do that we would actually have to take ticket seller off of your computer and stop ticket sales of that window so that box office supervisor or someone from New Era or TicketsWest can actually do the research in the system. We had a lot of issues with bar codes. Some specific to Arctic side which what we sell and we

were able to resolved it by Thursday evening's performance. But we still had some bar code issues of Paciolan tickets that shouldn't have gotten through the front door. The bar code was supposed to stop them . They were coming through and the system couldn't recognize a sole ticket vs. a cancel ticket so we have had a couple of duplicate tickets situations. We resolved them for Memphis because we have inventory to reseal patrons to move them. I want to really stress to everybody we are not going to be able to do that for the Book of Mormon. The Book of Mormon is expected to completely sell out. So we are going to have a lot of angry patrons if we can't get that resolved. I do strongly feel that New Era, Ticket West, PCPA and Portland Opera are working hard to make that happen. But unfortunately we are not going to have a test. There really won't be a good test so I ask you to light candle on January 1<sup>st</sup>. I think that's it on here. If anybody has questions? Please let me know. I would be more than happy to answer any question you may have.

**Chair Erickson:** I just have one question. Are these single ticket sales?

**Anne Francis:** These are actually represents dollar sold. Basically we are looking at. I have for ticket sold which is pretty much exact same number.

**Chair Erickson:** So basically it's about single ticket.

**Anne Francis:** Yes, single ticket. Somebody is buying single ticket. It's not someone is buying group tickets. We channel those in a different place and have a different advertising budget. They are different ticketing system as well.

**Chair Erickson:** Thank you all.

**C. Mattaliano:** Actually we are not done here. Chuck is not here so we asked board to make a statement and also to make 4 suggestions to help some of these challenges. I will say that my board of directors are quite concerned about potential financial damage that may continue unless we address some of our concerns that we have expressed to you over the past several months. So, I would like to read the statement from Jeff Thede who is the Board President of Portland Opera.

Since last October the Broadway Across America Portland team has addressed serious concerns regarding the manner which PCPA ticketing system RFP was managed and selections to replace Ticket master was made. We are presented to the Commission with our concern regarding the managing 2 tier ticketing system and likely financial and customer service impacts this change would bring. Today we have presented the Commission with sales result of Memphis engagement. 1<sup>st</sup> subscription show of 2012-13 Broadway Across America season. Despite our best effort to coordinate the transition with New Era and PCPA, results were disappointing. Although we are not concerned about the Book of Mormon single ticket sales unless ticketing operation improved dramatically before War Horse goes on sale. Series is in the position to experience significantly lower total sales and gross show profit of the season. As president of Portland Opera's board of directors, I urge you to take action to improve this year's aspect of Broadway Across America Portland series as well as PCPA specifically I request that

1. August 22nd request to Robyn Williams and Teri Dresler to modify the series license agreement to allow passive Ticket Master on line sales during these transition periods. This would reduce the number of abundant purchase session on Ticket Master when the Broadway show can't be found within the system.
2. Undertake to improve PCPA 's box office operation as outlined by Anne Francis.
3. Undertake to improve marketing reach of PCPA, New Era system. Including developing comprehensive patron' communication plan to educate them how and where to purchase BAA single tickets.
4. Lastly we asked the MERC Commission to develop a plan to mitigate negative financial impact we foresee as long as BAA Portland requires and utilizes PCPA New Era ticketing system for single ticket sale.

Portland Opera and Broadway Across America remain ready to work with PCPA and MERC to find a mutually agreeable solution to the current challenges. However, given that BAA Portland has already observed lower sales and revenue, we ask that MERC take steps as quickly as possible to address the deficiencies in our current model. Thank you in advance for your consideration. Any further questions?

**Chair Erickson.** I certainly don't want to cut you off again. I apologize. Commissioners, any thoughts or comments? Thank you I appreciate it.

**Commissioner Dozono:** (*Audio is poor*) .... Comparable to how the shows has done because I think same shows tour together?

**Anne Francis:** Absolutely, and I know that the president of Broadway Across America Lauren Reid has send that information to Teri Dresler and I am more than happy to forward that along to the Commission as well. I don't' have that in front of me now but I have access to pretty much every Memphis engagement across the country and we are lower end of that spectrum.

**Chair Erickson:** That was commissioner Dozono on the phone by the way. Did you have more comments Commissioners? Or Questions?

**Commissioner Dozono:** (*Audio is poor*) How shows are doing across the country....

**Anne Francis:** One thing that I would like to speak is that the shows we choose for average is very important to us because we did want to make sure we are comparing apples to apples. So what we did was to look at the August to October time frame and what shows in the last 4 years were performed. There were 6 shows . Of those 6 shows, Fiddler on the Roof grossed more than 1 million dollars and Burn the Floor grossed under \$600,000. So I took those out of equations. Otherwise skew things too highly. South Pacific and Chorus Line both did really well compared to Shrek and In the Heights. Heights was a great example of something. In the Heights was 2009 Tony Award winner and went out on the tour and had somewhat similar response as Memphis did and even kind of one of the show more of rockn roll score. And Shrek was the show really underperformed to us compared to rest of the country. which was unfortunate. So I felt like we really had whole broad spectrum of every type of

show possible. To bring in the show might have played in Portland in February or May or June, they bring in very different sales trend. So when we create same exact chart as War Horse, we will be looking at the shows in February time frame and maybe January and March as well. One's are similar to War Horse we might pull in another play because War Horse is a play but we do make sure to take good care of not stacking the deck either way when we do these averages, because it's our best interest to be as accurate as possible with our projections.

**Commissioner Goldman:** So Shrek the musical was the same as the opening show of last season?

**Anne Francis:** Correct

**Commissioner Goldman:** And under performed in Portland?

**Anne Francis:** It did a little bit, compared to other cities.

**Commissioner Goldman:** Ok, so what you are telling us here is that Memphis underperformed in Portland compared to other cities as well.

**Anne Francis:** It did. But opening of South Pacific show of August 2010-11 season has over performed.

**Commissioner Goldman:** South Pacific was 2010 – 11

**Anne Francis:** Yes,

**Commissioner Goldman:** But the Shrek was Ticket Master 11-12 and Memphis was New Era 12-13

**Anne Francis:** Correct.

**Chair Erickson:** With Ticket Master though?

**Anne Francis:** No Memphis was on New Era/ Ticket West

**Commissioner Goldman:** But Cholas Line which has been around for 25years . In the heights

**Anne Francis:** In the Heights was October 2010 and it was also the Tony Award winner.

**Commissioner Goldman:** And Memphis was too, right?

**Anne Francis:** Correct. So to me, Memphis and in the heights were to look at the best projection.

**Commissioner Goldman:** Is that consistent with Portland theatre audience who goes for the Tony Award winner, those tend to be more or Portland more familiar with... I mean South Pacific is a great show

**Anne Francis:** I think my best example is the Contact the show that won the Tony Award in 2000 and Swing is another performance was nominated for best Tony back in 1999 and both of those cases, Portland was one of the highest grossing weeks in entire tour within the BAA community. For those two shows so usually Portland audiences are more educated than one might suspect. And those are two titles that anybody know unless you have seen it.

So we do have a history of being as I said before a couple of years ago . Little city that could, we are 35 DMA we post grosses along the line of top 15 DMA and we spend a lot of years building that up.

**Commissioner Goldman:** So the next big show is the Book of Mormon. What was the comparable show last year?

**Anne Francis:** Probably West Side Story.

**Commissioner Goldman:** So not even close.

**C. Mattaliano:** But I should point that out that Book of Mormon, that's almost off the table because we expect to sell out very quickly. The show we are concerned is the one following that which is War Horse which opens when?

**Anne Francis:** War Horse opens last week of February.

**C. Mattaliano:** So that will be the next real test case. Memphis was really the test case for this new relationship we have

**Commissioner Goldman:** But the War Horse is not musical, it's a play.

**Anne Francis:** But it's Tony award winning play.

**Commissioner Goldman:** I know that but it's the first time we have had a play from Broadway Across America season in Portland in recent year

**Anne Francis:** That is not correct.

**C. Mattaliano:** What is your point you are making?

**Commissioner Goldman:** My point is that do Broadway theatre goes for musical which is most of Broadway Across America series. Do our ticket sales better or greater for plays when they are coming.

**Anne Francis:** I wouldn't necessary look at ...that's why War Horse is a challenge that coming up what the comparable average sales should be against. And what I might end up doing is that looking at other cities that had War Horse because we have already opened War House in LA, San Francisco, Atlanta. It is right now currently in Atlanta it's sold \$125,000 more than what Broadway Across America projected. We projected about \$830,000 and grossed over \$950,000

**Commissioner Goldman:** In Atlanta?

**Anne Francis:** In Atlanta.

**C. Mattaliano:** But I should point out that the title and time of the year is something when we do our forecast every year we have 17 years of experience determining what we can sell and what War Horse would sell based on the many years of experience in terms of the title, history and this market. So, I need to point out that now mandate of the MERC Commission was we need to if we like it or not,

frankly, use this new ticketing system. So we are working very hard to make it successful as possible. We now need to hear from you because we don't see any difference in terms of these trends that we lost significant money on Memphis. So we need to hear from you now how we are going to address this problem because we can't continue coming here reporting every month but very thing here that we are fearful of wasn't really any real thoughts about how to roll this out that we can educate our patrons on how to make this adjustment basically the process thus far has been we just flip the switch and we expect our public to somehow understand that's the way we use to buy ticket that now we do differently that was one of our biggest concern we mentioned back in January so we are working really hard with PCPA and New Era to make this successful because we needed to be successful. We have given you 4 suggestions how you can be helpful and meet this challenges so we need to hear from you now we do urge you to do consideration on suggestions we made and get back in touch with us. And again thank you so much for considering this.

## Lisa J Brown

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**From:** Chris Mattaliano [cmattaliano@portlandopera.org]  
**Sent:** Tuesday, October 02, 2012 3:15 PM  
**To:** Karis Stoudamire-Phillips; Ray Leary; Terry Goldman; cynthia@lansugarden.org; Elisa Dozono; Chris Erickson; hammerstadj@gmail; Lisa J Brown; Teri Dresler  
**Cc:** Lauren.Reid@broadwayacrossamerica.com; Anne.Francis@broadwayacrossamerica.com; Jeff.Thede@thede-culpepper.com; vramirez@portlandopera.org; Tracy Wenckus  
**Subject:** Portland Opera: MEMPHIS ticket sales Grid and Charts  
**Attachments:** BAAP TM vs NE-TW Ticketing for MEMPHIS 12Oct02.pdf; PCPA Memphis charts final Internet 12Oct02.pdf; PCPA Memphis charts final Phone Rm 12Oct02.pdf; PCPA Memphis charts final PCPA Box Off 12Oct02.pdf; PCPA Memphis charts final Outlets 12Oct02.pdf

Dear Commissioners,

In advance of the MERC Commission meeting tomorrow, please find attached information prepared from final MEMPHIS ticket sales:

- Charts of MEMPHIS ticket sales by channel (Internet, Phone Room, PCPA Box Office, Outlets) compared to other shows in the late Summer time-period
- Chart comparing Ticketmaster/Archtics sales and marketing operations to current PCPA/New Era arrangement

We will be prepared to answer any questions you have regarding these materials or the ticketing transition in general at the meeting.

Sincerely,

Christopher Mattaliano, General Director Portland Opera  
211 SE Caruthers St.  
Portland, OR 97214  
Voice: 503-241-1407 Fax: 503-241-4212  
[cmattaliano@portlandopera.org](mailto:cmattaliano@portlandopera.org)  
[www.portlandopera.org](http://www.portlandopera.org)

## MEMPHIS SALES COMPARISON

Sept 11-16, 2012 Engagement

Prepared by Anne Francis, BAA

October 1, 2012

	Ticketmaster	New Era/ TicketsWest
Single ticket sales	Single ticket sales goal: \$267,500*	Actual Single ticket sales: \$134,260 (-44% below average)
Internet Sales	Average sales: \$160,681**	Memphis sales on Paciolan: \$97,185 (-40% below average)
Outlet Sales	Average sales: \$20,1556	Memphis sales on Paciolan: \$2,215 (-89% below average)
PCPA Box Office Sales	Average sales: \$47,621	Memphis PCPA Box Office sales: \$24,530 (-48% below average)
Phone Sales	Average sales: \$12,692	Memphis Phone sales on Paciolan: \$10,330 (-19% below average)
BAA/POP Gross Profit	Projected Profit: \$100k	Actual Profit: \$50k (-50% below budget)
Reports – Method of Payment Reports	MOP reports work seamlessly from Nightly reports to weekly reports. The only reason MOP does not match is due to human error (someone exchanges a ticket after the fact)	MOP report are problematic, but being worked on by New Era. We had 4 shows in which the nightly MOP did not match the Performance Audit (number of tickets and dollars sold when separated by payment type did not match the performance Audit). Payment reports had to be exported into Excel and manipulated manually to show totals in order to settle with the show on the nightly box office statement.
Reports – Audits and Combined Audits	Combined Audit from Archtics pulls both Archtics sales and TM Host sales, including the PCPA Box Office.	Still no Paciolan multi-show Combined Audit access on eQuery – but TicketsWest is working on this. Combined Audit did work from tRes but BAA does not have access to tRes and there is no automation to set-up so that BAA can report sales to the shows.

\*Sales goals and Profit based on 2012-2013 Fiscal Year projections

\*\*Average Sales are based on past 4 seasons' worth of shows in August-September-October Time frame (Shrek, In the Heights, South Pacific and A Chorus Line). We did not include Fiddler of the Roof (sales too high) nor Burn The Floor (sales too low).

## MEMPHIS SALES COMPARISON

Sept 11-16, 2012 Engagement

Prepared by Anne Francis, BAA

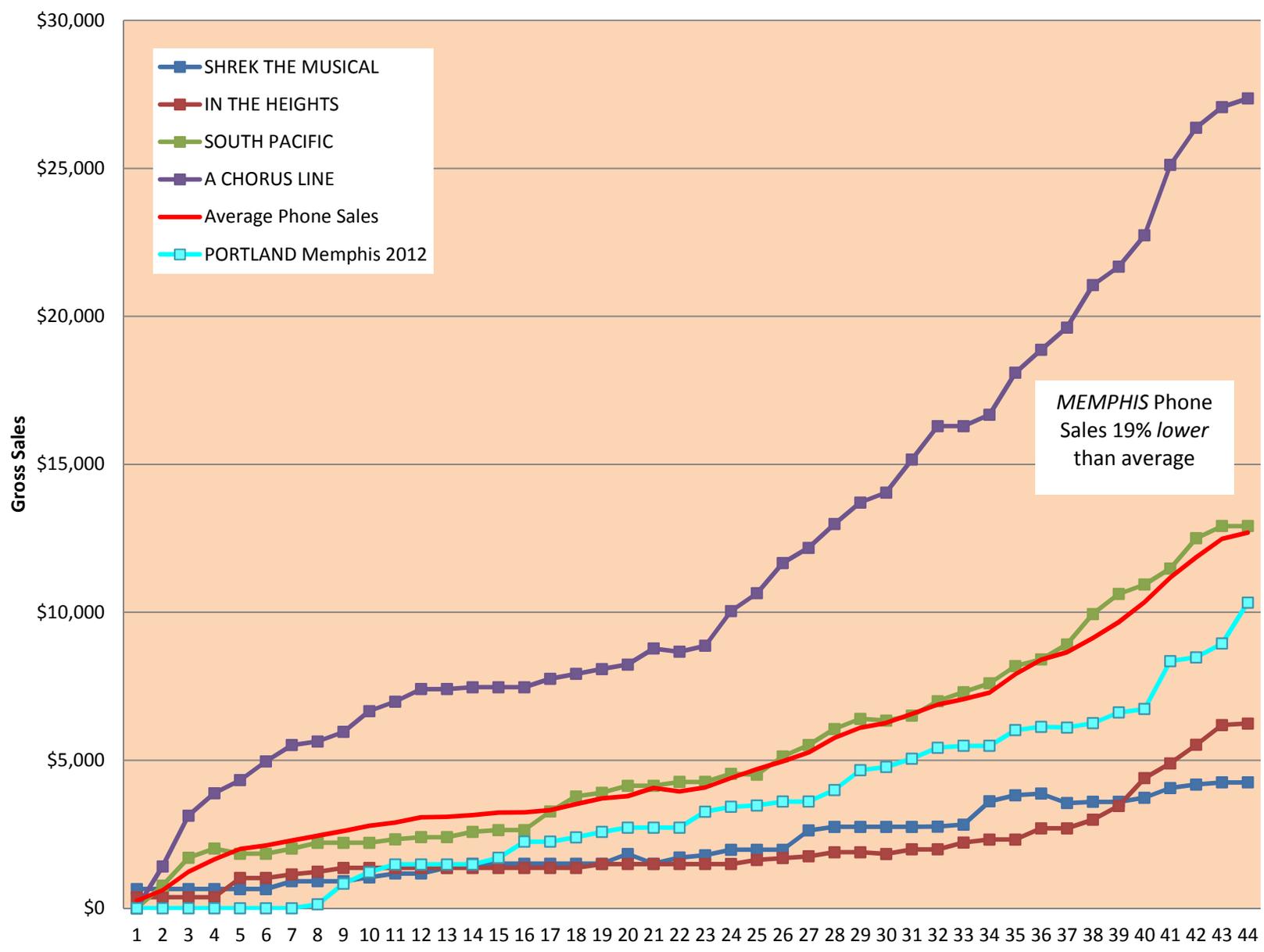
October 1, 2012

Priority Email lists	Ticketmaster CEN (priority dedicated eblast) averages \$10,586 in Priority sales	Rose Garden email sold 25 tickets for \$1,000; presence in email is banner ad only – we will not get a dedicated email blast from this list.
		Tickets West dedicated email blast sold 9 tickets for \$360.
Weekly Ticket Alerts	Ticketmaster Weekly Alert reaches 456,000 patrons in the Portland DMA and throughout the state of Oregon	New Era/Tickets West reach for weekly ticketing alerts is unknown
Discount Email lists	Ticketmaster TicketDeal list reaches upwards of 35,000 people in Portland depending on the show.	New Era and TicketsWest do not have a dedicated discount email list.
Inventory Management	Seamless integration between TM Host and Archtics; tickets available for sale on Host also available on Host	Inventory management needs work – what took minutes now takes days. The Opera must download Archtics inventory, send to PCPA, wait for PCPA to upload and then take the time to review the inventory in Paciolan.
Release of Tickets for Single Ticket Sales	BAA-P releases tickets from inventory holds according to sales and marketing plan coordinated with Producer	Same process was followed, although more labor intensive. As of Sept 5, one week before MEMPHIS opened, PCPA/New Era had 82% of all single tickets available for sale, which rose to 87% by end of engagement.
Internet analytics	Ticketmaster Live Analytics provides Google Analytics reports that can be pulled by engagement as well as by performance.	Paciolan Google Analytics are not 100% clear: <ul style="list-style-type: none"> <li>- Bounce rates have fluctuated from report to report.</li> <li>- Sales tracking from Ticketmaster not working.</li> <li>- Overall pageview report is Season wide over all 7 shows in our season instead of engagement by engagement.</li> <li>- Still waiting on Search Engine Analytics.</li> </ul>

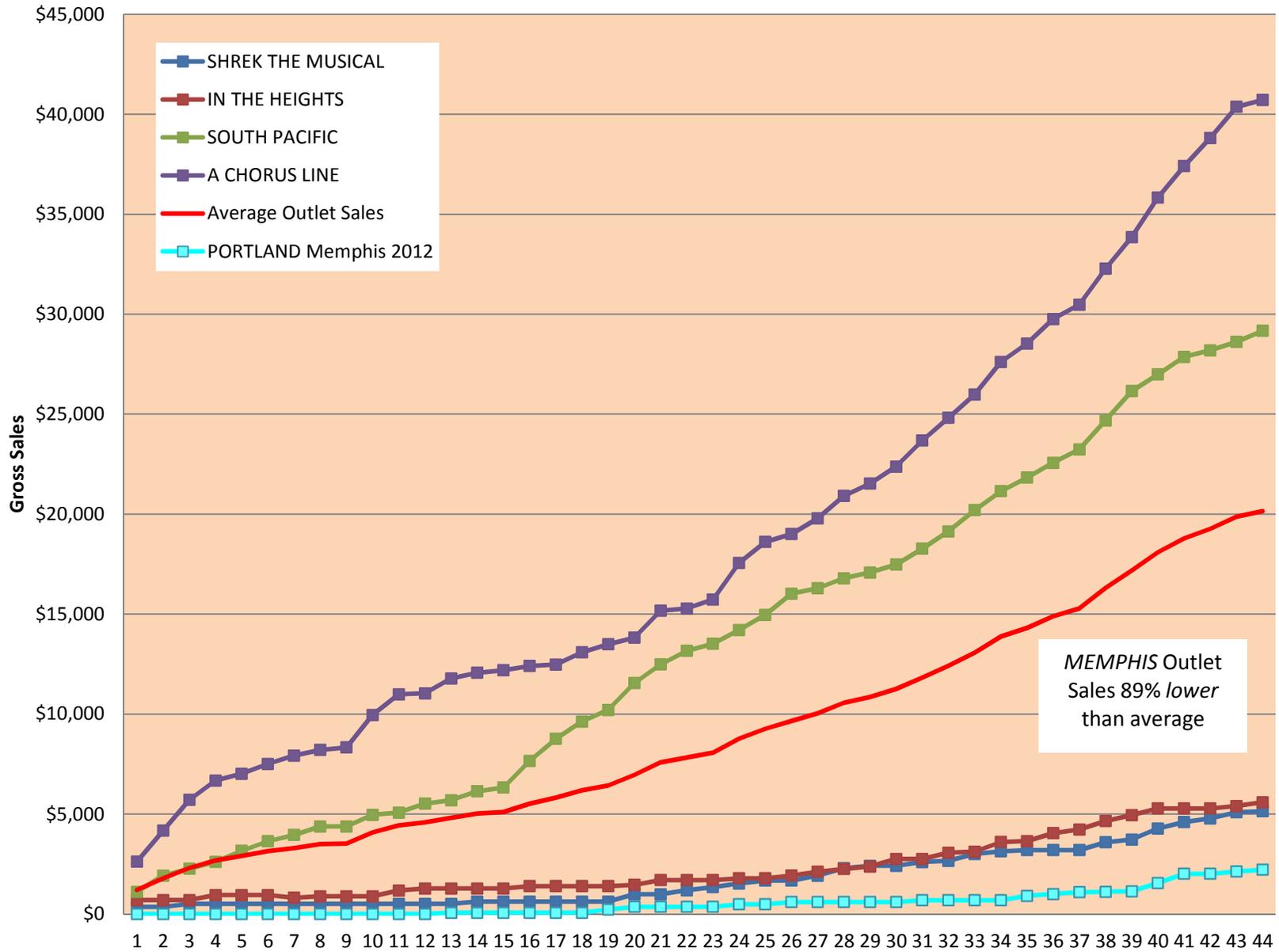
\*Sales goals and Profit based on 2012-2013 Fiscal Year projections

\*\*Average Sales are based on past 4 seasons' worth of shows in August-September-October Time frame (Shrek, In the Heights, South Pacific and A Chorus Line). We did not include Fiddler of the Roof (sales too high) nor Burn The Floor (sales too low).

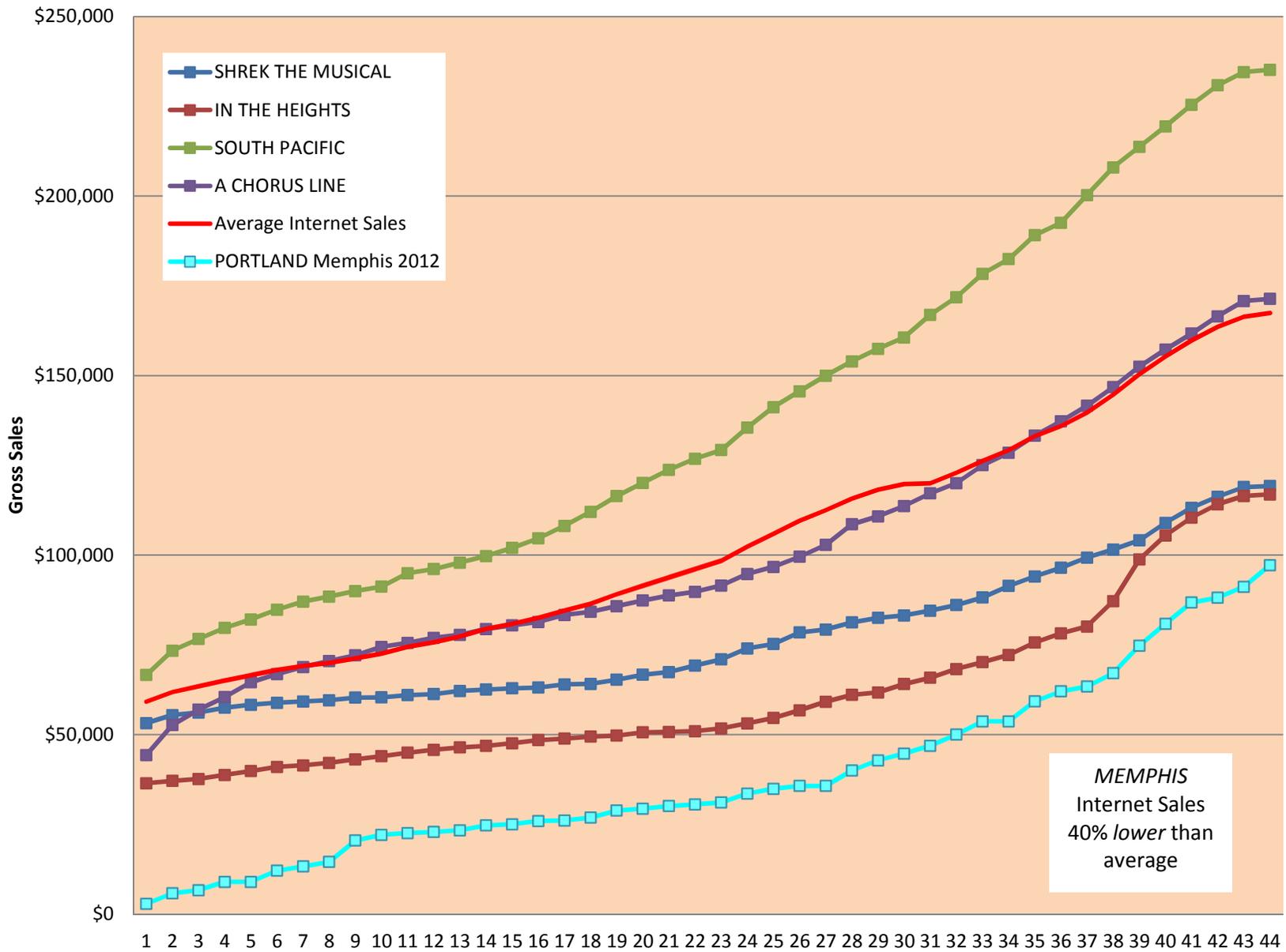
# Memphis Phone Room Sales



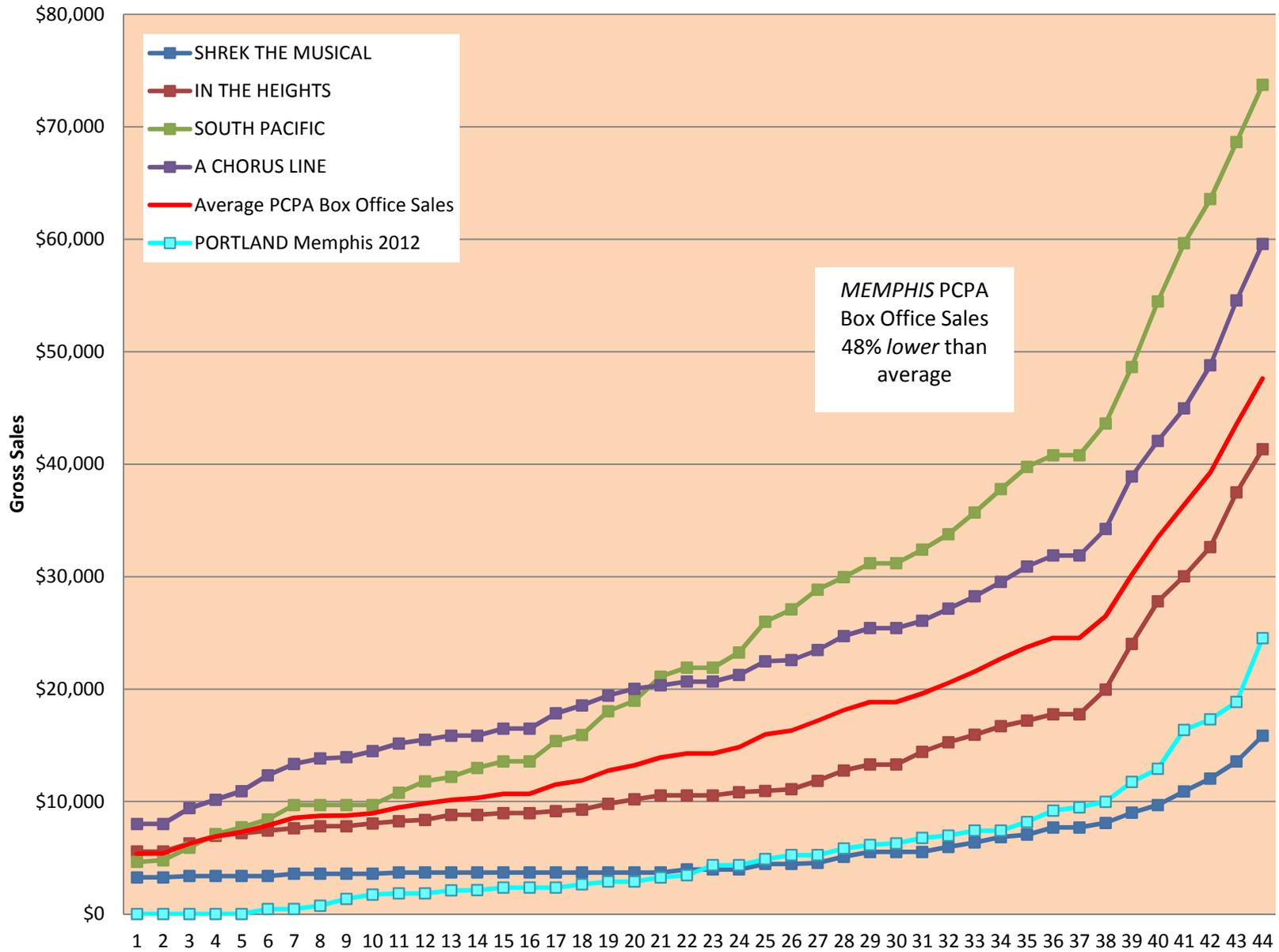
# Memphis Outlet Sales



# Memphis Internet Sales



# Memphis PCPA Box Office Sales



**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 12-17**

For the purpose of adopting changes to the MERC Personnel Policies.

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010 (b) and 6.01.040(a); and

WHEREAS, MERC periodically updates the MERC Personnel Policies (the Personnel Policies) in accordance with both legal requirements and agency wide policies.

**THEREFORE BE IT RESOLVED:**

That the Metropolitan Exposition Recreation Commission adopts the changes to the Personnel Policies in a form substantially similar to the attached Exhibit A.

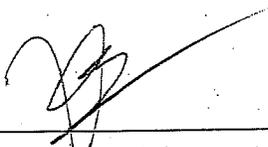
Passed by the Commission on October 3, 2012.

  
\_\_\_\_\_  
Chair

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

Approved As To Form:

Alison Kean Campbell, Metro Attorney

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

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 12-18**

For the purpose of ratifying the collective bargaining agreement with the International Union of Operating Engineers (IUOE), Local 701.

**WHEREAS**, the Metropolitan Exposition Recreation Commission's (MERC) designated representatives for labor relations and IUOE have negotiated in good faith; and

**WHEREAS**, the parties have reached an agreement for a three year collective bargaining agreement; and

**WHEREAS**, the Union membership duly ratified the collective bargaining agreement; and

**WHEREAS**, MERC believes that the collective bargaining agreement is fair, reasonable, and in the public interest.

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

- 1) Approves the collective bargaining agreement attached to this Resolution as Exhibit A.
- 2) Authorizes and directs the General Manager of Visitor Venues, or her delegate, to execute the collective bargaining agreement and forward it to the Union for signature.

Passed by the Commission on October 3, 2012.

Chair

Approved as to Form:  
Alison Kean Campbell, Metro Attorney

Secretary/Treasurer

By:

Nathan A. Schwartz Sykes, Senior Attorney

## METROPOLITAN EXPOSITION RECREATION COMMISSION

### Resolution No. 12-19

**For the Purpose of Accepting Recology Portland Inc.'s Proposal for Solid Waste and Recycling Collection Services at the Oregon Convention Center (OCC) and Portland Expo Center (Expo) and Accepting Allied Waste Services' Proposal for Solid Waste and Recycling Collection Services at the Portland Center for the Performing Arts (PCPA) and Authorizing the General Manager of Visitor Venues to Enter Into a Three Year Agreement**

**WHEREAS**, on July 25, 2012, Metro staff issued the formal Request for Proposal (RFP) #13-2176, Solid Waste and Recycling Collection Services for Metro Facilities and Visitor Venues; and

**WHEREAS**, staff received five responsive, responsible proposals before the RFP submittal deadline; and

**WHEREAS**, an evaluation committee comprised of operations staff representing OCC, Expo, Oregon Zoo, Metro Regional Center, PCPA and two external reviewers scored Recology Portland, Inc. highest for OCC and Expo and scored Allied Waste Services highest for PCPA; and

**WHEREAS**, no appeals or protests were received within the allotted appeal period; and

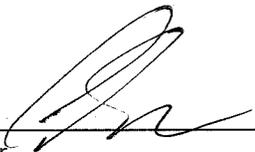
**WHEREAS**, based on solid waste and recycling collection frequency at OCC and Expo in the last year and pricing submitted in Recology's proposal it is expected that the two venues will spend approximately \$133,000.00 per year for this service; and

**WHEREAS**, based on solid waste and recycling collection frequency at PCPA in the last year and pricing submitted in Allied's proposal it is expected that the venue will spend approximately \$20,000.00 per year for this service.

#### **BE IT THEREFORE RESOLVED AS FOLLOWS:**

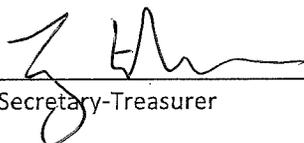
- The Metropolitan Exposition Recreation Commission accepts the proposal submitted by Recology Portland, Inc. for OCC and Expo and accepts the proposal submitted by Allied Waste Services for PCPA in response to RFP #13-2176, Solid Waste and Recycling Collection Services for Metro Facilities and Visitor Venues,
- Approves the award of a three year contract with Recology Portland, Inc. for services at OCC and Expo, substantially in the form as attached hereto, and
- Approves the award of a three year contract with Allied Waste Services for services at PCPA, substantially in the form as attached hereto, and
- Authorizes the General Manager of Visitor Venues to execute these two contracts to provide solid waste and recycling collection services for the three MERC venues on its behalf, and
- Authorizes the General Manager of Visitor Venues to execute annual amendments to these contracts as referenced in the RFP provided it is the best interest of MERC.

Passed by the Commission on October 3, 2012.

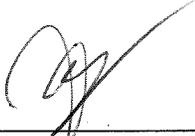
  
\_\_\_\_\_

Chair

Approved as to form:  
Alison Kean Campbell, Metro Attorney

  
\_\_\_\_\_

Secretary-Treasurer

By:   
\_\_\_\_\_

Nathan Sykes, Senior Attorney

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 12-20**

Accepting Bargreen Ellingson of Oregon, Inc. as the lowest responsive and responsible bidder and authorizing the General Manager of Visitor Venues to execute a contract for the Main Kitchen Original Cooler Remodel – Kitchen Equipment Project at the Oregon Convention Center (OCC).

**WHEREAS**, OCC requires the replacement of kitchen equipment for its food operation at the OCC; and

**WHEREAS**, the approved Capital Budget includes provisions for the OCC Main Kitchen Original Cooler Remodel – Kitchen Equipment Project with use of funds from the Food and Beverage Operations Agreement; and

**WHEREAS**, staff completed a formal solicitation of bids culminating with a bid opening on September 11, 2012; and

**WHEREAS**, Metropolitan Exposition Recreation Commission (MERC) staff have evaluated the bids and the lowest responsive and responsible Bidder was Bargreen Ellingson of Oregon, Inc. with a lowest base bid of \$192,115.00; and

**WHEREAS**, Sections 3(B) and 4(D)(1) of MERC's Contracting and Purchasing Rules require the Commission to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

**WHEREAS**, this bid is within the projected budget.

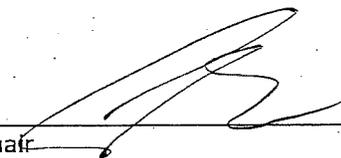
**BE IT THEREFORE RESOLVED** as follows:

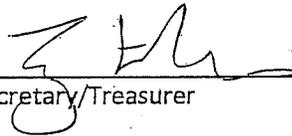
1. MERC selects Bargreen Ellingson of Oregon Inc. as the lowest responsive and responsible bidder in response to the Request for Bids for the OCC Main Kitchen Original Cooler Remodel - Kitchen Equipment purchase and installation in the amount of \$192,115.00.
2. MERC approves the award of a contract, in a form substantially similar to the attached Exhibit "A," to Bargreen Ellingson of Oregon, Inc.
3. MERC delegates authority to the General Manager of Visitor Venues to execute the contract.

Passed by the Commission on October 3, 2012.

Approved as to form:  
Alison Kean Campbell, Metro Attorney

By:   
Nathan A. Schwartz Sykes, Senior Attorney

  
Chair

  
Secretary/Treasurer

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**RESOLUTION NO. 12-21**

For the purpose of selecting Cherry City Electric as the lowest responsive and responsible bidder for the Oregon Convention Center (OCC), "Lighting Fixture Upgrade Project – Phase II," and authorizing the General Manager to execute a contract with Cherry City Electric.

**WHEREAS**, OCC intends to implement renewable energy capital improvements by installing various lighting fixtures upgrades throughout the facility; and

**WHEREAS**, in the public interest, for purposes of providing cost effective and energy reducing measures, OCC desires to purchase and install hundreds of energy efficient fixtures and lamps; and

**WHEREAS**, Section 4(D)(1)(a) of MERC's Contracting and Purchasing Rules delegates authority to the General Manager to prepare and approve Request for Bids (RFB) documents and to solicit bids; and

**WHEREAS**, Section 4(D)(1)(c) of MERC's Contracting and Purchasing Rules requires that MERC select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

**WHEREAS**, MERC staff has evaluated the bids, and Cherry City Electric is the lowest responsive and responsible bidder.

**BE IT THEREFORE RESOLVED** as follows:

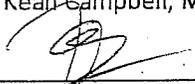
1. MERC selects Cherry City Electric as the lowest responsive and responsible bidder in response to the Request for Bids for the Oregon Convention Center Lighting Fixture Upgrade Project-Phase II;
2. MERC approves the award of a contract, in a form substantially similar to the attached Exhibit "A," to Cherry City Electric.
3. MERC delegates authority to the General Manager of Visitor Venues to execute the contract.

Passed by the Commission on October 3, 2012.

Chair

Secretary/Treasurer

Approved As to Form:  
Alison Keap Campbell, Metro Attorney

By:   
Nathan A. Schwartz Sykes  
Senior Attorney

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# **MERC Commission Meeting**

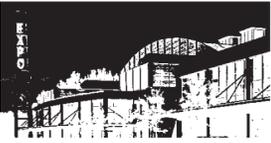
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November 7, 2012  
11:30 am

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6.0 - Diversity Action Plan –  
Letter of Support

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

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



## Metro | *Exposition Recreation Commission*

November 7, 2012

The Metropolitan Exposition Recreation Commission supports the goals, strategies and actions outlined in the Diversity Action Plan, intended to increase diversity and cultural awareness at Metro, both internally and externally.

We support the short-term actions, long-range objectives and ongoing opportunities for assessment that we believe will make significant progress in enhancing the agency's outcomes in reaching all communities it is designated to serve.

As a primary interface between Metro and the general public, we believe it is imperative to hold the Metro value of Respect among the highest regard and stand ready to assist in any way the venues under our governance – the Oregon Convention Center, Portland Center for the Performing Arts and Portland Expo Center – can.

Sincerely,

Chris Erickson  
Chair, Metropolitan Exposition Recreation Commission