
MERC Commission Meeting

April 4, 2012
12:30 pm

Oregon Convention Center
777 NE Martin Luther
King Jr. Blvd.
Room C121-22



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

www.oregonmetro.gov

Metro | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Regular Meeting
Date: Wednesday, April 4, 2012
Time: 12:30 – 2:30 pm
Place: Oregon Convention Center; Room C121-22

CALL TO ORDER

- | | | | |
|-------|------|--|---|
| 12:30 | 1. | QUORUM CONFIRMED | |
| 12:35 | 2. | COMMISSIONER/EX OFFICIO COMMUNICATIONS | |
| 12:45 | 3. | INTRODUCTION OF BILL TOLBERT, METRO DIVERSITY MANAGER | Teri Dresler |
| 1:00 | 4. | GENERAL MANAGER COMMUNICATIONS | Teri Dresler |
| | 4.1 | Financial Statement – February 2012 | |
| 1:10 | 5. | L.M.N. ARCHITECTS’ PRESENTATION OF OCC REMODEL CONCEPT DRAWINGS | Karen Totaro and LMN Representatives |
| 1:35 | 6. | MERC VENUES’ BUSINESS REPORTS | Karen Totaro Robyn Williams Matthew Rotchford |
| 1:50 | 7. | CONSENT AGENDA | |
| | 7.1 | March 7, 2012 MERC Commission Record of Actions | |
| 1:55 | 8. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 2:00 | 9. | DISCUSS CHANGES TO SPECIFIC MERC PERSONNEL POLICIES | Mary Rowe |
| 2:10 | 10. | EXECUTIVE SESSION for the purpose of considering the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660(2)(a) | Teri Dresler |
| 2:20 | 11. | ACTION AGENDA | |
| | 11.1 | Resolution 12-06 authorizing the hiring of an Executive Director for the Oregon Convention Center | Teri Dresler |

ADJOURN

MERC Commission Meeting

April 4, 2012
12:30 pm

4.1 - Financial Report –
February 2012

FEBRUARY 2012

FINANCIAL INFORMATION

For Management Purposes only



**PORTLAND CENTER FOR
THE PERFORMING ARTS**

 A SERVICE OF METRO



OREGON CONVENTION CENTER

 A SERVICE OF METRO

PORTLAND
expo
CENTER

merc
THE

**METROPOLITAN EXPOSITION
RECREATION COMMISSION**

 A SERVICE OF METRO

Date: 03/27/12

To:

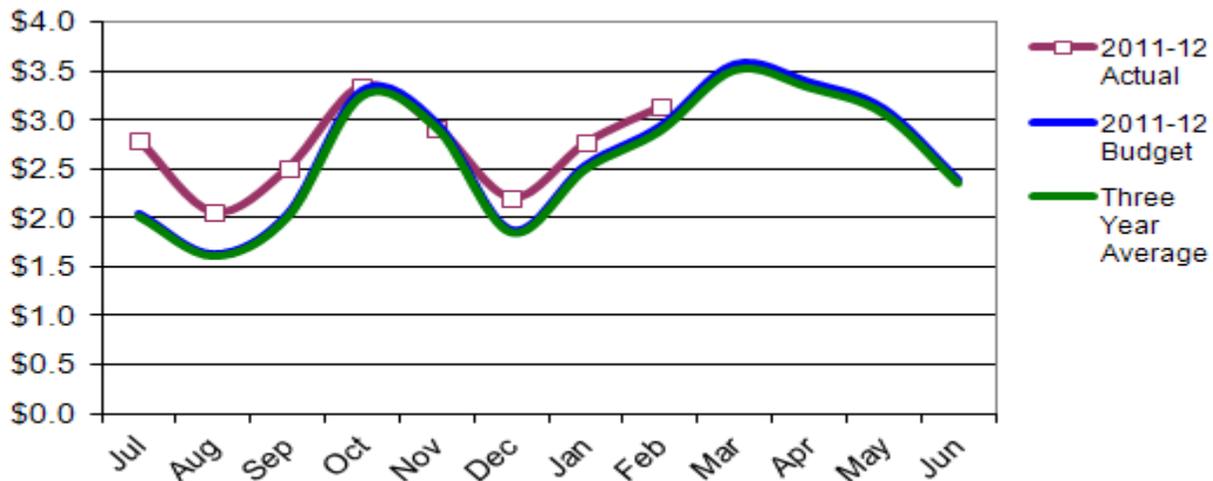
Commissioner Judie Hammerstad, Chair
Commissioner Elisa Dozono, Vice Chair
Commissioner Chris Erickson, Secretary/Treasurer
Commissioner Ray Leary
Commissioner Cynthia Haruyama
Commissioner Terry Goldman
Commissioner Karis Stoudamire-Phillips

From: Julia Fennell – Controller, and Cynthia Hill – Budget Manager

Re: MERC Financial Information for the 8 months ended February 2012

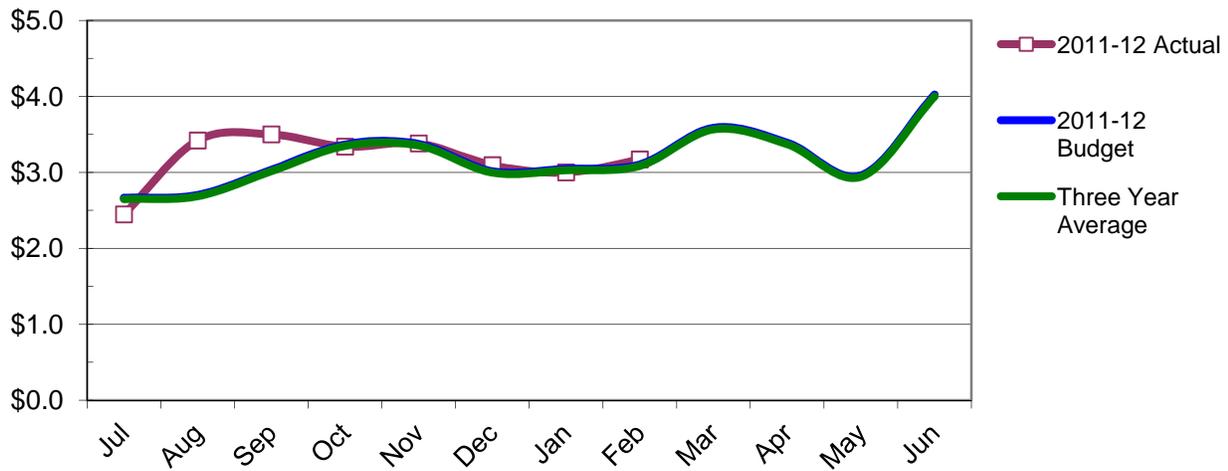
Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission, with detail by venue and department. This report provides current month and year-to-date financial information.

MERC- Operating Revenues by Month



Revenue from operations, including food and beverage sales, are \$1.8 million greater than prior year. This chart compares the three year average of actual revenue received, the seasonal budget and the current year actuals as of February. All three venues are experiencing stronger sales than prior year and trending better than the original budget forecast. Cirque de Soleil is on site at the Portland Expo Center with performances from April 5th through May 20th.

MERC - Operating Expenditures by Month
shown in millions



Expenditures are trending close to the seasonal budget forecast and the three year average year to date (February). The venues are experiencing strong food & beverage sales; however the associated costs are rising. Year to date the MERC food and beverage margin is 15.7 percent which is less than the adopted budget of 19.8 percent. There are several factors influencing this variance including the mix of events, at the Oregon Convention Center, the rising cost of food and labor, and the aggressive revenue forecasted in the adopted budget for the Expo Center. The Portland Center for the Performing Arts food and beverage margin is 20.4 percent compared to the 14.7 percent forecasted in the original budget, this is considered a very strong margin for a performing arts center.

Year to date Transient Lodging Tax (TLT) is greater than prior year by \$406 thousand or 7.4%. Transient Lodging Tax (TLT) receipts provide fundamental operating and marketing financial support for OCC and PCPA. Year to date room nights sold in the market are up 4.2 percent, occupancy rates (room nights per hotel) are up 3.4 percent and the average daily room rate (ADR) is up 2.1 percent.

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

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

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
All Departments
February 2012

| | Current Month Actual February-12 | Current Year to Date Actual February-12 | Prior Year to Date Actual February-11 | % of Prior Year | Annual Budget February-12 | % of Annual Budget 67% |
|---|---|--|--|-----------------------|---------------------------------|---------------------------------|
| Operating | | | | | | |
| Revenue | 1,969,852 | 12,503,237 | 11,603,700 | 108% | 18,994,606 | 66% |
| Revenue - Food and Beverage | <u>1,159,762</u> | <u>9,189,521</u> | <u>8,293,145</u> | 111% | <u>12,090,548</u> | 76% |
| Total Operating Revenue | 3,129,614 | 21,692,758 | 19,896,846 | 109% | 31,085,154 | 70% |
| Costs - Food and Beverage | 970,036 | 7,747,804 | 6,865,475 | 113% | 9,702,618 | 80% |
| Personal Services | 1,421,274 | 11,431,030 | 11,494,700 | 99% | 17,791,493 | 64% |
| Goods & Services | 558,572 | 4,408,476 | 4,089,493 | 108% | 8,284,135 | 53% |
| Marketing | <u>220,210</u> | <u>1,761,680</u> | <u>1,746,240</u> | 101% | <u>3,067,917</u> | 57% |
| Total Operating Expenses | 3,170,092 | 25,348,990 | 24,195,907 | 105% | 38,846,163 | 65% |
| Net Operating Results Inc (Dec) | (40,478) | (3,656,232) | (4,299,062) | 85% | (7,761,009) | 47% |
| Non Operating | | | | | | |
| Transient, Lodging Tax | 1,752,681 | 5,905,906 | 5,499,471 | 107% | 9,162,230 | 64% |
| Visitor Development Fund (VDF) | - | - | - | - | 1,993,105 | 0% |
| Government Support City of Portland | - | - | - | - | 784,320 | 0% |
| Non-Operating Revenue | 12,220 | 130,061 | 84,900 | 153% | 157,732 | 82% |
| Non-Operating Expense | <u>-</u> | <u>-</u> | <u>-</u> | - | <u>2,500</u> | 0% |
| | 1,764,901 | 6,035,967 | 5,584,371 | 108% | 12,094,887 | 50% |
| Support and Risk Management | | | | | | |
| MERC Administration | - | - | 0 | 0% | - | - |
| Metro Support Services | 180,404 | 1,443,232 | 1,328,792 | 109% | 2,164,856 | 67% |
| Metro Risk Management | <u>-</u> | <u>618,139</u> | <u>416,097</u> | 149% | <u>741,765</u> | 83% |
| | 180,404 | 2,061,371 | 1,744,889 | 118% | 2,906,621 | 71% |
| Net Increase (Decrease) | 1,544,019 | 318,364 | (459,579) | -69% | 1,427,257 | 22% |
| Transfers | | | | | | |
| Transfers to (Expense) | 6,490 | 51,920 | - | - | 2,047,513 | 3% |
| Transfers from (Revenue) | - | 114,822 | - | - | 114,822 | 100% |
| Debt Service (Expense) | <u>-</u> | <u>925,816</u> | <u>913,316</u> | 101% | <u>1,188,632</u> | 78% |
| Net Transfers | (6,490) | (862,914) | (913,316) | 94% | (3,121,323) | 28% |
| Net Operations | 1,537,529 | (544,550) | (1,372,895) | 40% | (1,694,066) | 32% |
| | - | 0 | (0) | | - | |
| Capital | | | | | | |
| Capital Outlay | 79,309 | 1,220,030 | 2,081,289 | 59% | 3,026,366 | 40% |
| Construction Management | - | - | - | - | - | - |
| Transient, Lodging Tax | - | - | - | - | - | - |
| Non-Operating Revenue | - | 98,616 | 237,142 | 42% | 471,675 | 21% |
| Intrafund Transfers (Exp/Rev) | - | - | - | - | - | - |
| Transfers from (Revenue) | <u>-</u> | <u>-</u> | <u>-</u> | - | <u>480,000</u> | 0% |
| Net Capital | (79,309) | (1,121,414) | (1,844,147) | 61% | (2,074,691) | 54% |
| Fund Balance Inc (Dec) | 1,458,219 | (1,665,963) | (3,217,042) | 52% | (3,768,757) | 44% |
| | - | - | (0) | | - | |
| Food and Beverage Gross Margin | 189,726 | 1,441,717 | 1,427,671 | | 2,387,930 | 60% |
| Food and Beverage Gross Margin | 16.4% | 15.7% | 17.2% | | 19.8% | |
| Full Time Employees | | | | | 190.0 | |
| Excise Tax | 172,268 | 1,202,409 | 922,965 | | | |
| Transient, Lodging Taxes as percent of revenue | 36% | 21% | 22% | | 23% | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 26,357,848 | 27,089,539 | | 26,357,848 | |
| Fund Balance Inc (Dec) | | <u>(1,665,963)</u> | <u>(3,217,042)</u> | | <u>(3,768,757)</u> | |
| Ending Fund Balance | | 24,691,885 | 23,872,497 | | 22,589,091 | |
| Unrestricted Fund Balance | | | | | 546,241 | |
| Operating Contingency | | | | | 2,299,335 | |
| Stabilization Reserve | | | | | 620,500 | |
| Designated for Renewal & Replacement | | | | | 13,439,072 | |
| New Capital/Business Strategy Reserve | | | | | 5,191,729 | |
| Designated for PERS Reserve - Current | | | | | - | |
| Designated for PERS Reserve - Prior | | | | | - | |
| Restricted by Agreement - TLT | | | | | - | |
| Ending Fund Balance | | | | | 22,096,877 | |

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Exposition Center
February 2012

| | Current Month Actual February-12 | Current Year to Date Actual February-12 | Prior Year to Date Actual February-11 | % of Prior Year | Annual Budget February-12 | % of Annual Budget 67% |
|--|---|--|--|-----------------------|---------------------------------|---------------------------------|
| Operating | | | | | | |
| Revenue | 560,580 | 2,675,455 | 2,463,497 | 109% | 4,245,221 | 63% |
| Revenue - Food and Beverage | 402,813 | 1,187,792 | 1,075,144 | 110% | 2,217,684 | 54% |
| Total Operating Revenue | 963,393 | 3,863,247 | 3,538,641 | 109% | 6,462,905 | 60% |
| Costs - Food and Beverage | 260,508 | 992,618 | 942,254 | 105% | 1,612,910 | 62% |
| Personal Services | 129,362 | 975,019 | 929,350 | 105% | 1,535,806 | 63% |
| Goods & Services | 101,587 | 715,739 | 689,555 | 104% | 1,622,171 | 44% |
| Total Operating Expenses | 491,457 | 2,683,376 | 2,561,159 | 105% | 4,770,887 | 56% |
| Net Operating Results Inc (Dec) | 471,937 | 1,179,871 | 977,482 | 121% | 1,692,018 | 70% |
| Non Operating | | | | | | |
| Non-Operating Revenue | 1,591 | 17,916 | 13,939 | 129% | 22,731 | 79% |
| Non-Operating Expense | - | - | - | - | - | - |
| | 1,591 | 17,916 | 13,939 | 129% | 22,731 | 79% |
| Support and Risk Management | | | | | | |
| MERC Administration | 15,611 | 124,891 | 162,517 | 77% | 187,337 | 67% |
| Metro Support Services | 16,236 | 129,888 | 119,592 | 109% | 194,837 | 67% |
| Metro Risk Management | - | 71,622 | 62,533 | 115% | 85,947 | 83% |
| | 31,847 | 326,401 | 344,642 | 95% | 468,121 | 70% |
| Net Increase (Decrease) | 441,680 | 871,385 | 646,780 | 135% | 1,246,628 | 70% |
| Transfers | | | | | | |
| Transfers to | - | - | - | - | 176,464 | -100% |
| Transfers from | - | 7,980 | - | - | 7,980 | 100% |
| Debt Service | - | 925,816 | 913,316 | 101% | 1,188,632 | 78% |
| Net Transfers | - | (917,836) | (913,316) | 100% | (1,357,116) | 68% |
| Net Operations | 441,680 | (46,451) | (266,536) | 17% | (110,488) | 42% |
| Capital | | | | | | |
| Capital Outlay Expense | 130 | 55,513 | 320,496 | 17% | 350,000 | 16% |
| Non-Operating Revenue | - | 4,987 | - | - | - | - |
| Net Capital | (130) | (50,526) | (320,496) | 16% | (350,000) | 14% |
| Fund Balance Inc (Dec) | 441,550 | (96,976) | (587,033) | 17% | (460,488) | 21% |
| Food and Beverage Gross Margin | 142,305 | 195,173 | 132,889 | | 604,774 | 32% |
| Food and Beverage Gross Margin % | 35.3% | 16.4% | 12.4% | | 27.3% | |
| Full Time Employees | | | | | 13.3 | |
| Excise Tax | 72,269 | 287,196 | 214,740 | | - | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 4,732,826 | 5,644,984 | | 4,732,826 | |
| Fund Balance Inc (Dec) | | (96,976) | (587,033) | | (460,488) | |
| Ending Fund Balance | | 4,635,850 | 5,057,951 | | 4,272,338 | |
| Unrestricted Fund Balance | | | | | 546,241 | |
| Operating Contingency | | | | | 364,000 | |
| Stabilization Reserve | | | | | 186,000 | |
| Designated for Renewal & Replacement | | | | | 925,000 | |
| New Capital/Business Strategy Reserve | | | | | 2,251,097 | |
| Designated for PERS Reserve - Current | | | | | - | |
| Designated for PERS Reserve - Prior | | | | | - | |
| Restricted by Contract - Aramark | | | | | - | |
| Restricted by Agreement - TLT | | | | | - | |
| Ending Fund Balance | | | | | 4,272,338 | |

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

| | Current Month Actual | Excluding HQH Current Year to Date Actual | Prior Year to Date Actual | % of Prior Year | Annual Budget | % of Annual Budget |
|---|----------------------------|--|---------------------------------|-----------------------|--------------------|--------------------------|
| | February-12 | February-12 | February-11 | | February-12 | 67% |
| Operating | | | | | | |
| Revenue | 808,669 | 5,668,309 | 5,354,987 | 106% | 7,708,519 | 74% |
| Revenue - Food and Beverage | 536,626 | 6,618,411 | 6,053,304 | 109% | 8,176,999 | 81% |
| Total Operating Revenue | 1,345,295 | 12,286,720 | 11,408,291 | 108% | 15,885,518 | 77% |
| Costs - Food and Beverage | 561,369 | 5,653,395 | 4,915,517 | 115% | 6,642,900 | 85% |
| Personal Services | 718,165 | 6,045,770 | 5,827,469 | 104% | 9,184,586 | 66% |
| Goods & Services | 279,168 | 2,210,616 | 2,105,087 | 105% | 3,627,246 | 61% |
| Marketing POVA | 220,210 | 1,761,680 | 1,746,240 | 101% | 3,067,917 | 57% |
| Total Operating Expenses | 1,778,912 | 15,671,461 | 14,594,314 | 107% | 22,522,649 | 70% |
| Net Operating Results Inc (Dec) | (433,617) | (3,384,741) | (3,186,023) | 106% | (6,637,131) | 51% |
| Non Operating | | | | | | |
| Transient, Lodging Tax | 1,520,139 | 5,122,322 | 4,913,141 | 104% | 8,237,270 | 62% |
| Visitor Development Fund (VDF) | - | - | - | - | 1,385,397 | 0% |
| Non-Operating Revenue | 4,351 | 46,910 | 28,556 | 164% | 45,608 | 103% |
| Non-Operating Expense | - | - | - | - | - | - |
| | 1,524,490 | 5,169,232 | 4,941,697 | 105% | 9,668,275 | 53% |
| Support and Risk Management | | | | | | |
| MERC Administration | 97,138 | 777,101 | 1,011,215 | 77% | 1,165,651 | 67% |
| Metro Support Services | 101,027 | 808,216 | 744,120 | 109% | 1,212,319 | 67% |
| Metro Risk Management | - | 331,140 | 236,352 | 140% | 397,366 | 83% |
| | 198,165 | 1,916,457 | 1,991,687 | 96% | 2,775,336 | 69% |
| Net Increase (Decrease) | 892,708 | (131,966) | (236,012) | 56% | 255,808 | -52% |
| Transfers | | | | | | |
| Transfers to (Expense) | - | - | - | - | 1,004,018 | 0% |
| Transfers from (Revenue) | - | 66,180 | - | - | 66,180 | 100% |
| Debt Service (Expense) | - | - | - | - | - | - |
| Net Transfers | - | 66,180 | - | - | (937,838) | -7% |
| Net Operations | 892,708 | (65,786) | (236,012) | -72% | (682,030) | 10% |
| Capital | | | | | | |
| Capital Outlay Expense | 74,492 | 798,235 | 1,345,442 | 59% | 2,014,366 | 40% |
| Non-Operating Revenue | - | 1,404 | 207,817 | 1% | - | - |
| Transfers to (Expense) | - | - | - | - | - | - |
| Transfers from (Revenue) | - | - | - | - | 480,000 | 0% |
| Net Capital | (74,492) | (796,831) | (1,137,625) | 70% | (1,534,366) | 52% |
| Fund Balance Inc (Dec) | 818,216 | (862,616) | (1,373,637) | 63% | (2,216,396) | 39% |
| Food and Beverage Gross Margin | (24,743) | 965,016 | 1,137,787 | | 1,534,099 | 63% |
| Food and Beverage Gross Margin % | -4.6% | 14.6% | 18.8% | | 18.8% | |
| Full Time Employees | | | | | 110.3 | |
| Excise Tax | 100,000 | 914,963 | 708,163 | | - | |
| Transient, Lodging Taxes as percent of revenue | 53% | 29% | 30% | | 34% | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 11,552,031 | 11,426,052 | | 11,552,031 | |
| Fund Balance Inc (Dec) | | (862,616) | (1,373,637) | | (2,216,396) | |
| Fund Balance Inc (Dec) for HQH | | - | - | | - | |
| Ending Fund Balance | | 10,689,415 | 10,052,415 | | 9,335,635 | |
| Unrestricted Fund Balance | | | | | - | |
| Operating Contingency | | | | | 1,540,000 | |
| Stabilization Reserve | | | | | 260,000 | |
| Designated for Renewal & Replacement | | | | | 6,200,779 | |
| New Capital/Business Strategy Reserve | | | | | 1,334,856 | |
| Ending Fund Balance | | | | | 9,335,635 | |

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

| | Current Month Actual February-12 | Current Year to Date Actual February-12 | Prior Year to Date Actual February-11 | % of Prior Year | Annual Budget February-12 | % of Annual Budget 67% |
|---|---|--|--|-----------------------|---------------------------------|---------------------------------|
| Operating | | | | | | |
| Revenue | 600,603 | 4,156,046 | 3,778,861 | 110% | 7,040,866 | 59% |
| Revenue - Food and Beverage | 220,323 | 1,383,318 | 1,164,698 | 119% | 1,695,865 | 82% |
| Total Operating Revenue | 820,925 | 5,539,365 | 4,943,559 | 112% | 8,736,731 | 63% |
| Costs - Food and Beverage | 148,159 | 1,101,791 | 1,007,703 | 109% | 1,446,808 | 76% |
| Personal Services | 460,289 | 3,484,793 | 3,476,941 | 100% | 5,634,176 | 62% |
| Goods & Services | 168,965 | 1,328,367 | 1,091,911 | 122% | 2,436,398 | 55% |
| Total Operating Expenses | 777,413 | 5,914,951 | 5,576,555 | 106% | 9,517,382 | 62% |
| Net Operating Results Inc (Dec) | 43,512 | (375,586) | (632,997) | 59% | (780,651) | 48% |
| Non Operating | | | | | | |
| Transient, Lodging Tax | 232,542 | 783,584 | 586,330 | 134% | 924,960 | 85% |
| Visitor Development Fund (VDF) | - | - | - | - | 607,708 | 0% |
| Government Support City of Portland | - | - | - | - | 784,320 | 0% |
| Non-Operating Revenue | 5,589 | 58,945 | 37,353 | 158% | 85,006 | 69% |
| Non-Operating Expense | - | - | - | - | 2,500 | 0% |
| | 238,131 | 842,529 | 623,683 | 135% | 2,399,494 | 35% |
| Support and Risk Management | | | | | | |
| MERC Administration | 60,711 | 485,688 | 632,009 | 77% | 728,532 | 67% |
| Metro Support Services | 63,141 | 505,128 | 465,080 | 109% | 757,700 | 67% |
| Metro Risk Management | - | 215,377 | 117,212 | 184% | 258,452 | 83% |
| | 123,852 | 1,206,193 | 1,214,301 | 99% | 1,744,684 | 69% |
| Net Increase (Decrease) | 157,791 | (739,250) | (1,223,615) | 60% | (125,841) | 587% |
| Transfers | | | | | | |
| Transfers to (Expense) | - | - | - | - | 614,408 | 0% |
| Transfers from (Revenue) | - | 28,440 | - | - | 28,440 | 100% |
| Net Transfers | - | 28,440 | - | - | (585,968) | -5% |
| Net Operations | 157,791 | (710,810) | (1,223,615) | 58% | (711,809) | 100% |
| Capital | | | | | | |
| Capital Outlay Expense | 4,688 | 366,283 | 415,350 | 88% | 590,000 | 62% |
| Goods & Services Expense | - | - | - | - | - | - |
| Non-Operating Revenue | - | 92,225 | 29,324 | 315% | 471,675 | 20% |
| Intrafund Transfers (Exp/Rev) | 15,000 | 15,000 | - | - | 15,000 | 100% |
| Net Capital | 10,312 | (259,058) | (386,026) | 67% | (103,325) | 251% |
| Fund Balance Inc (Dec) | 168,103 | (969,868) | (1,609,640) | 60% | (815,134) | 119% |
| Food and Beverage Gross Margin | 72,164 | 281,528 | 156,994 | | 249,057 | 113% |
| Food and Beverage Gross Margin % | 32.8% | 20.4% | 13.5% | | 14.7% | |
| Full Time Employees | | | | | 46.4 | |
| Taxes as percent of revenue | 22% | 12% | 11% | | 10% | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 8,490,410 | 9,016,013 | | 8,490,410 | |
| Fund Balance Inc (Dec) | | (969,868) | (1,609,640) | | (815,134) | |
| Ending Fund Balance | | 7,520,543 | 7,406,373 | | 7,675,276 | |
| Unrestricted Fund Balance | | | | | - | |
| Operating Contingency | | | | | 300,000 | |
| Stabilization Reserve | | | | | 174,500 | |
| Designated for Renewal & Replacement | | | | | 5,595,000 | |
| New Capital/Business Strategy Reserve | | | | | 1,605,776 | |
| Designated for PERS Reserve - Current | | | | | - | |
| Designated for PERS Reserve - Prior | | | | | - | |
| Ending Fund Balance | | | | | 7,675,276 | |

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
MERC Administration
February 2012

| | Current Month Actual February-12 | Current Year to Date Actual February-12 | Prior Year to Date Actual February-11 | % of Prior Year | Annual Budget February-12 | % of Annual Budget 67% |
|--|---|--|--|-----------------------|---------------------------------|---------------------------------|
| Operating | | | | | | |
| Revenue | - | 3,427 | 6,355 | 54% | - | - |
| Personal Services | 113,457 | 925,448 | 1,260,939 | 73% | 1,436,925 | 64% |
| Goods & Services | 8,852 | 153,754 | 202,940 | 76% | 598,320 | 26% |
| Net Operating Results Inc (Dec) | (122,309) | (1,075,775) | (1,457,524) | 74% | (2,035,245) | 53% |
| Non Operating | | | | | | |
| Non-Operating Revenue | 689 | 6,289 | 5,051 | 125% | 4,387 | 143% |
| Non-Operating Expense | - | - | - | - | - | - |
| | 689 | 6,289 | 5,051 | 125% | 4,387 | 143% |
| Support and Risk Management | | | | | | |
| MERC Administration | 173,460 | 1,387,680 | 1,805,741 | 77% | 2,081,520 | 67% |
| | 173,460 | 1,387,680 | 1,805,741 | 77% | 2,081,520 | 67% |
| Net Increase (Decrease) | 51,840 | 318,194 | 353,268 | 90% | 50,662 | 628% |
| Transfers | | | | | | |
| Transfers to (Expense) | 6,490 | 51,920 | - | - | 252,623 | 21% |
| Transfers from (Revenue) | - | 12,222 | - | - | 12,222 | 100% |
| Net Transfers | (6,490) | (39,698) | - | - | (240,401) | 17% |
| Net Operations | 45,350 | 278,496 | 353,268 | 79% | (189,739) | -147% |
| Capital | | | | | | |
| Capital Outlay Expense | - | - | - | - | 72,000 | 0% |
| Transient, Lodging Tax | - | - | - | - | - | - |
| Non-Operating Revenue | - | - | - | - | - | - |
| Intrafund Transfers (Exp/Rev) | (15,000) | (15,000) | - | - | (15,000) | 100% |
| Net Capital | (15,000) | (15,000) | - | - | (87,000) | 17% |
| Fund Balance Inc (Dec) | 30,350 | 263,496 | 353,268 | 75% | (276,739) | -95% |
| Full Time Employees | | | | | 20.0 | |
| Excise Tax | - | 251 | 62 | | - | |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | 1,582,581 | 1,002,490 | | 1,582,581 | |
| Fund Balance Inc (Dec) | | 263,496 | 353,268 | | (276,739) | |
| Ending Fund Balance | | 1,846,077 | 1,355,758 | | 1,305,842 | |
| Unrestricted Fund Balance | | | | | - | |
| Operating Contingency | | | | | 95,335 | |
| Designated for Renewal & Replacement | | | | | 718,293 | |
| Designated for PERS Reserve - Current | | | | | - | |
| Designated for PERS Reserve - Prior | | | | | - | |
| Restricted by Agreement - TLT | | | | | 492,214 | |
| Ending Fund Balance | | | | | 1,305,842 | |

MERC Commission Meeting

April 4, 2012
12:30 pm

6.0 - MERC Venues'
Business Reports

OCC Event Analysis Monthly Revenue Report February 2012

| Event Name | Event ID | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|----------|---------------|----------------------|----------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| OSU FOOTBALL RECRUITMENT DINNER | 13905 | 698 | New | Dinner | Food & Beverage/Catering | Settled | | 36,370 | 1 | 0 | | \$0 | \$48,322 | \$0 | \$140 | \$150 | \$5,590 | \$1,375 | \$0 | \$0 | \$0 | \$469 | \$0 | \$1,825 | \$57,871 |
| Oregon Club of Portland Recruitment Dinner 2012 | 13909 | 447 | Repeat | Dinner | Food & Beverage/Catering | Settled | | 25,200 | 1 | 0 | | \$0 | \$34,223 | \$0 | \$616 | \$585 | \$2,595 | \$623 | \$0 | \$0 | \$0 | \$165 | \$0 | \$1,450 | \$40,257 |
| 2012 Portland Seafood & Wine Festival | 18318 | 5,571 | Repeat | Consumer/Public Show | Consumer Public | Settled | State | 521,280 | 2 | 3 | | \$0 | \$3,452 | \$80 | \$180 | \$0 | \$562 | \$8,298 | \$348 | \$0 | \$1,373 | -\$150 | \$22,400 | \$3,937 | \$40,480 |
| Cloud Intelligence | 22245 | 135 | New | Meeting/Seminar | Meeting | Settled | | 28,316 | 1 | 1 | | \$0 | \$12,263 | \$0 | \$0 | \$115 | \$695 | \$1,760 | \$713 | \$0 | \$0 | \$1,080 | \$5,000 | \$361 | \$21,987 |
| OCC FEB 2012 MISC NON-EVENT ACTIVITIES/BILLINGS | 22678 | 0 | Accounting/Non-Event | Accounting/Non-event | Accounting/Non-Event | Settled | | 0 | 29 | 0 | | \$0 | \$356 | \$0 | \$944 | \$0 | \$0 | \$0 | \$0 | \$0 | \$131 | \$189 | \$0 | \$0 | \$1,620 |
| OCC Be the Difference Training | 23091 | 24 | In-house | Meeting/Seminar | In-house | Settled | | 6,804 | 9 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Northwest MBA Consortium Career Day | 21525 | 200 | New | Trade Show | Tradeshow | Settled | Local | 8,281 | 1 | 0 | | \$0 | \$748 | \$0 | \$0 | \$760 | \$374 | \$256 | \$0 | \$0 | \$0 | \$970 | \$2,250 | \$100 | \$5,458 |
| Pampered Chef 2012 Spring Launch | 19304 | 684 | New | Meeting/Seminar | Meeting | Settled | Local | 51,091 | 1 | 1 | | \$0 | \$20,506 | \$0 | \$0 | \$70 | \$12,381 | \$1,511 | \$0 | \$0 | \$0 | \$2,480 | \$5,500 | \$3,996 | \$46,444 |
| 41st Annual Estate Planning Seminar | 19157 | 440 | Repeat | Meeting/Seminar | Meeting | Settled | | 37,950 | 1 | 0 | | \$0 | \$32,306 | \$0 | \$0 | \$0 | \$3,911 | \$2,453 | \$2,000 | \$0 | \$0 | \$2,370 | \$6,790 | \$200 | \$50,030 |
| Vietnamese Community of Oregon - TET 2012 | 18696 | 3,984 | Repeat | Festival | Consumer Public | Settled | Local | 184,622 | 1 | 2 | | \$0 | \$550 | \$0 | \$108 | \$368 | \$0 | \$3,467 | \$360 | \$0 | \$584 | \$1,243 | \$6,525 | \$3,164 | \$16,369 |
| Joint Commission on Sports Medicine Dinner | 19977 | 87 | New | Dinner | Food & Beverage/Catering | Settled | | 12,900 | 1 | 0 | | \$0 | \$4,147 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$16 | \$0 | \$100 | \$4,263 |
| Inhouse: A/V New Employee Training | 23291 | 7 | In-house | Training | In-house | Settled | | 165 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 19th Annual Portland Golf Show | 10349 | 7,343 | Repeat | Consumer/Public Show | Consumer Public | Settled | Local | 383,076 | 3 | 2 | | \$0 | \$827 | \$443 | \$972 | \$0 | \$1,001 | \$5,955 | \$2,015 | \$501 | \$1,070 | \$685 | \$20,218 | \$4,934 | \$38,621 |
| Karen Totaro Meeting | 23383 | 6 | In-house | Meeting/Seminar | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| PDC Central City Full Day Team Retreat | 23059 | 23 | New | Meeting/Seminar | Meeting | Settled | Local | 2,844 | 1 | 0 | | \$0 | \$589 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$129 | \$0 | \$0 | \$718 |
| American Diabetes Association Expo 2012 | 16762 | 2,949 | Repeat | Consumer/Public Show | Consumer Public | Settled | Local | 202,512 | 1 | 1 | | \$0 | \$4,908 | \$0 | \$270 | \$234 | \$5,052 | \$4,541 | \$2,435 | \$581 | \$0 | \$1,270 | \$6,700 | \$1,674 | \$27,665 |
| Oregon Law Institute - Attacking the Expert's Opinion at Trial | 21693 | 76 | Repeat | Meeting/Seminar | Meeting | Settled | | 2,457 | 1 | 0 | | \$0 | \$538 | \$0 | \$0 | \$0 | \$143 | \$88 | \$0 | \$0 | \$0 | \$213 | \$790 | \$0 | \$1,771 |

OCC Event Analysis Monthly Revenue Report February 2012

| Event Name | Event ID | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|----------|---------------|------------|------------------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| CASA for Children Benefit Auction | 18947 | 377 | Repeat | Auction | Food & Beverage/Catering | Settled | | 34,900 | 1 | 1 | | \$0 | \$31,046 | \$243 | \$770 | \$900 | \$3,181 | \$2,339 | \$0 | \$0 | \$0 | \$435 | \$2,500 | \$3,172 | \$44,585 |
| Chinese New Year Cultural Fair 2012 - Year of the Dragon | 19182 | 2,446 | New | Festival | Consumer Public | Settled | Local | 92,686 | 1 | 1 | | \$0 | \$600 | \$0 | \$14 | \$400 | \$0 | \$2,422 | \$0 | \$0 | \$191 | \$621 | \$3,800 | \$1,702 | \$9,750 |
| OCC Sells Daily Passes for YPG Exhibitor Parking | 21723 | 0 | In-house | Miscellaneous | In-house | Settled | Local | 0 | 4 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Yard, Garden & Patio Show 2012 | 7442 | 20,229 | Repeat | Consumer/Public Show | Consumer Public | Dispute | Local | 1,317,275 | 3 | 5 | | \$0 | \$5,971 | \$2,251 | \$439 | \$0 | \$24,831 | \$21,347 | \$1,885 | \$186 | \$4,126 | \$3,217 | \$80,100 | \$18,184 | \$162,537 |
| In-House: WOF Security Meeting | 23239 | 4 | In-house | Miscellaneous | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Inhouse: Director of Operations Meet and Greet | 23326 | 8 | In-house | Meeting/Seminar | In-house | Settled | | 0 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Green Professionals Conference 2012 | 19232 | 0 | Repeat | Annual Convention/Conference | Convention w/ Tradeshow | Settled | Regional | 85,550 | 2 | 0 | | \$0 | \$18,643 | \$0 | \$0 | \$0 | \$4,955 | \$2,088 | \$800 | \$0 | \$0 | \$1,850 | \$5,210 | \$554 | \$34,099 |
| Metro Service Awards Luncheon | 22898 | 53 | In-house | Lunch | In-house | Settled | Local | 1,818 | 1 | 0 | | \$0 | \$746 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$746 |
| "Andrew Wommack Ministries Gospel Truth Rally" | 22470 | 925 | New | Meeting/Seminar | Meeting | Settled | | 13,100 | 1 | 0 | | \$0 | \$221 | \$0 | \$0 | \$0 | \$3,505 | \$98 | \$0 | \$0 | \$0 | \$165 | \$3,450 | \$203 | \$7,642 |
| Hoffman Construction Company | 23141 | 100 | Repeat | Meeting/Seminar | Meeting | Settled | | 17,300 | 1 | 0 | | \$0 | \$11,932 | \$0 | \$427 | \$540 | \$545 | \$406 | \$0 | \$0 | \$0 | \$360 | \$1,300 | \$300 | \$15,810 |
| The Power of Meditation - Energy Principles for Everyday Success | 22915 | 350 | New | Meeting/Seminar | Meeting | Settled | Local | 6,921 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$203 | \$2,852 | \$196 | \$0 | \$0 | \$0 | \$0 | \$1,750 | \$358 | \$5,359 |
| Oregon Wine Industry Symposium | 17789 | 1,300 | New | Annual Convention/Conference | Convention w/ Tradeshow | Settled | State | 266,434 | 3 | 0 | | \$0 | \$80,638 | \$0 | \$0 | \$0 | \$1,531 | \$9,642 | \$843 | \$1,168 | \$0 | \$2,800 | \$16,750 | \$4,278 | \$117,649 |
| In-House: SCAA Planning Meeting | 23450 | 8 | In-house | Miscellaneous | Meeting | Settled | Local | 0 | 1 | 0 | | \$0 | \$37 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$37 |
| Nike Football NFL Photoshoot | 23454 | 25 | New | Film/Photoshoot | Miscellaneous/Other | Settled | Local | 28,332 | 3 | 1 | | \$0 | \$4,713 | \$0 | \$72 | \$660 | \$0 | \$4,698 | \$100 | \$0 | \$0 | \$954 | \$5,250 | \$0 | \$16,448 |
| Metro Council Retreat | 23285 | 15 | In-house | Meeting/Seminar | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$93 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$36 | \$0 | \$0 | \$129 |

OCC Event Analysis Monthly Revenue Report February 2012

| Event Name | Event ID | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|---|----------|---------------|------------|------------------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Inhouse: Planning Meeting & Luncheon for International Code Council | 23161 | 12 | In-house | Meeting/Seminar | In-house | Settled | | 1,377 | 1 | 0 | | \$0 | \$161 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$62 | \$0 | \$0 | \$223 |
| Classic Wines Auction - Volunteer Training | 23205 | 25 | Repeat | Meeting/Seminar | Miscellaneous/Other | Settled | | 3,750 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Portland Women's Expo | 21924 | 2,762 | New | Consumer/Public Show | Consumer Public | Settled | Local | 65,508 | 1 | 3 | | \$0 | \$225 | \$0 | \$0 | \$0 | \$70 | \$4,340 | \$0 | \$0 | \$139 | \$1,675 | \$3,250 | \$2,447 | \$12,146 |
| The Justice Conference Pre-Con -- In-House | 23444 | 18 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$4 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$36 | \$0 | \$0 | \$40 |
| B&GC Wine & Cheese Showcase | 19138 | 2,200 | Repeat | Miscellaneous | Food & Beverage/Catering | Settled | | 74,466 | 1 | 1 | | \$0 | \$51,104 | \$0 | \$135 | \$360 | \$6,470 | \$1,863 | \$0 | \$0 | \$0 | \$170 | \$3,850 | \$5,536 | \$69,488 |
| World's Greatest Hobby on Tour | 19409 | 17,288 | New | Consumer/Public Show | Consumer Public | Settled | Local | 386,018 | 2 | 2 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,732 | \$0 | \$0 | \$0 | \$550 | \$22,350 | \$1,447 | \$30,079 |
| The Justice Conference 2012 | 19368 | 4,500 | New | Annual Convention/Conference | Meeting | Settled | International | 429,200 | 2 | 1 | TRUE | \$0 | \$29,667 | \$0 | \$0 | \$2,072 | \$12,681 | \$10,544 | \$8,893 | \$0 | \$0 | \$2,666 | \$28,938 | \$5,568 | \$101,029 |
| Travelers Product Fair | 22685 | 90 | New | Breakfast | Meeting | Settled | | 6,300 | 1 | 0 | | \$0 | \$3,568 | \$0 | \$574 | \$280 | \$496 | \$0 | \$0 | \$0 | \$0 | \$25 | \$995 | \$0 | \$5,938 |
| Non-Profit Capacity Training "Connecting Communities" | 23194 | 120 | New | Training | Meeting | Settled | Regional | 6,300 | 1 | 0 | | \$0 | \$252 | \$0 | \$0 | \$15 | \$1,816 | \$0 | \$0 | \$0 | \$0 | \$92 | \$1,550 | \$495 | \$4,220 |
| LMN Wrap-Up Presentation -- In House | 23262 | 10 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$95 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$95 |
| Merc Commission Budget Committee Meeting -- In House | 23510 | 12 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$28 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$36 | \$0 | \$0 | \$64 |
| Auto Show Post Con -- In House | 23453 | 8 | In-house | Accounting/Non-event | In-house | Settled | Local | 0 | 1 | 0 | | \$0 | \$13 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$13 |
| Oregon Law Institute - The Strategic Negotiator | 21511 | 76 | Repeat | Meeting/Seminar | Education | Settled | | 1,923 | 1 | 0 | | \$0 | \$575 | \$0 | \$0 | \$0 | \$105 | \$88 | \$0 | \$0 | \$0 | \$318 | \$600 | \$0 | \$1,686 |
| pacific wild Be the Difference Training | 23375 | 25 | In-house | Meeting/Seminar | In-house | Settled | | 1,874 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Landmark Education | 23063 | 30 | Repeat | Meeting/Seminar | Education | Settled | Regional | 1,520 | 1 | 0 | | \$0 | \$65 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$410 | \$0 | \$475 |
| Intercultural Initiatives at GFES / NAIITS | 22745 | 60 | New | Meeting/Seminar | Food & Beverage/Catering | Settled | Local | 1,520 | 1 | 0 | | \$0 | \$532 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$532 |
| Blue Like Jazz Screening | 23512 | 460 | New | Meeting/Seminar | Meeting | Settled | | 4,005 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,225 | \$0 | \$0 | \$0 | \$0 | \$0 | \$675 | \$0 | \$2,900 |

OCC Event Analysis Monthly Revenue Report February 2012

| Event Name | Event ID | Actual Attend | Event Rank | Event Type | Event Class | Event Status | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Eqip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|----------|---------------|------------|----------------------|--------------------------|--------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|--------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| The Portland Vancouver Connector Project | 22867 | 87 | New | Meeting/Seminar | Meeting | Settled | Local | 8,200 | 1 | 0 | | \$0 | \$2,789 | \$0 | \$0 | \$0 | \$6,823 | \$0 | \$0 | \$0 | \$0 | \$173 | \$0 | \$3,510 | \$13,295 |
| Classic Wines Auction 2012 | 19496 | 711 | Repeat | Auction | Food & Beverage/Catering | Settled | | 139,848 | 1 | 5 | | \$0 | \$62,144 | \$11,827 | \$0 | \$0 | \$8,734 | \$2,644 | \$293 | \$0 | \$0 | \$2,114 | \$450 | \$6,810 | \$95,016 |
| RMLS Trade Fair 2012 | 11422 | 1,059 | Repeat | Trade Show | Tradeshow | Settled | Local | 96,314 | 1 | 1 | | \$0 | \$3,930 | \$0 | \$0 | \$0 | \$1,595 | \$6,296 | \$100 | \$97 | \$0 | \$1,280 | \$4,270 | \$503 | \$18,071 |
| 2012 Portland Gift & Accessories Show | 19262 | 0 | Repeat | Consumer/Public Show | Convention w/ Tradeshow | Settled | Local | 476,536 | 3 | 4 | | \$0 | \$175 | \$416 | \$0 | \$49 | \$0 | \$11,440 | \$0 | \$805 | \$0 | \$1,575 | \$18,550 | \$4,934 | \$37,943 |
| Totals | | 78,067 | | | | | | 5,072,843 | | | | | | | | | | | | | | | | \$282,171 | \$1,161,597 |

OCC Event Analysis Monthly Revenue Report February 2011 Historical Comparison

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|------------|---------------|----------------------|----------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| OCC FEB 2011 MISC NON-EVENT ACTIVITIES/BILLINGS | 02/01/11 | 1 | Accounting/Non-Event | Accounting/Non-event | Accounting/Non-Event | | 0 | 28 | 0 | | \$0 | \$161 | \$15 | \$96,044 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,348 | \$0 | \$0 | \$97,567 |
| 2011 Portland Seafood & Wine Festival | 02/04/11 | 5,840 | Repeat | Consumer/Public Show | Consumer Public | State | 493,085 | 2 | 4 | | \$0 | \$3,650 | \$32 | \$0 | \$0 | \$430 | \$6,368 | \$896 | \$0 | \$1,217 | \$558 | \$22,400 | \$2,998 | \$38,549 |
| OCC Advisory Committee -- In-House | 02/01/11 | 20 | In-house | Accounting/Non-event | In-house | Local | 0 | 1 | 0 | | \$0 | \$168 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$168 |
| Aramark/Giacometti | 02/01/11 | 6 | In-house | Meeting/Seminar | Meeting | Local | 0 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| World Wide Group - Regional Rallies | 02/01/11 | 560 | Repeat | Meeting/Seminar | Meeting | Local | 8,200 | 1 | 0 | | \$0 | \$130 | \$0 | \$0 | \$0 | \$390 | \$83 | \$0 | \$0 | \$0 | \$165 | \$2,350 | \$28 | \$3,146 |
| OSU FOOTBALL RECRUITMENT DINNER | 02/02/11 | 686 | Repeat | Dinner | Food & Beverage/Catering | State | 34,847 | 1 | 0 | | \$0 | \$49,299 | \$0 | \$77 | \$0 | \$5,720 | \$958 | \$200 | \$0 | \$0 | \$356 | \$42 | \$1,415 | \$58,066 |
| Oregon Club of Portland Recruitment Dinner | 02/02/11 | 475 | Repeat | Dinner | Food & Beverage/Catering | State | 18,900 | 1 | 0 | | \$0 | \$39,917 | \$0 | \$406 | \$180 | \$1,870 | \$384 | \$0 | \$0 | \$0 | \$0 | \$0 | \$975 | \$43,732 |
| MERC Commission Budget Committee Meeting -- In-House | 02/02/11 | 15 | In-house | Accounting/Non-event | In-house | Local | 0 | 1 | 0 | | \$0 | \$127 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$127 |
| MERC/Aramark Meeting | 02/02/11 | 20 | In-house | Meeting/Seminar | Meeting | Local | 1,228 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Chinese New Year Cultural Fair 2011 - Year of the Rabbit | 02/05/11 | 3,565 | New | Festival | Consumer Public | Local | 184,377 | 1 | 1 | | \$0 | \$600 | \$0 | \$0 | \$200 | \$0 | \$2,111 | \$0 | \$0 | \$315 | \$1,069 | \$3,750 | \$1,962 | \$10,007 |
| 40th Annual Estate Planning Seminar | 02/04/11 | 480 | Repeat | Meeting/Seminar | Meeting | State | 26,000 | 1 | 0 | | \$0 | \$30,209 | \$0 | \$0 | \$0 | \$4,001 | \$1,371 | \$0 | \$0 | \$0 | \$1,920 | \$3,850 | \$200 | \$41,551 |
| Vietnamese Community of Oregon - TET 2011 | 02/05/11 | 4,888 | Repeat | Festival | Consumer Public | Local | 183,811 | 1 | 1 | | \$0 | \$550 | \$0 | \$0 | \$358 | \$0 | \$2,751 | \$0 | \$0 | \$883 | \$1,243 | \$6,350 | \$3,114 | \$15,249 |
| YGP Pre-Con -- In House | 02/07/11 | 12 | In-house | Accounting/Non-event | In-house | Local | 0 | 1 | 0 | | \$0 | \$31 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$54 | \$0 | \$0 | \$85 |
| Metro All Staff Meeting | 02/08/11 | 402 | Repeat | Meeting/Seminar | Meeting | Local | 8,900 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$580 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,250 | \$0 | \$1,830 |
| IN-HOUSE: Tasting for Susan G. Komen BCIC | 02/08/11 | 3 | In-house | Tasting | In-house | Local | 0 | 1 | 0 | | \$0 | \$18 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$18 |
| 2010 Visitor Venue Economic and Fiscal | 02/08/11 | 45 | In-house | Meeting/Seminar | Meeting | Local | 4,509 | 1 | 0 | | \$0 | \$529 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$50 | \$0 | \$0 | \$580 |
| 18th Annual Portland Golf Show | 02/11/11 | 7,099 | Repeat | Consumer/Public Show | Consumer Public | Local | 383,076 | 3 | 2 | | \$0 | \$720 | \$280 | \$648 | \$0 | \$733 | \$5,078 | \$2,187 | \$516 | \$1,026 | \$550 | \$20,142 | \$5,056 | \$36,936 |
| Dessert reception for CESSE site tour | 02/09/11 | 8 | In-house | Reception | Food & Beverage/Catering | Local | 0 | 1 | 0 | | \$0 | \$71 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4 | \$0 | \$0 | \$75 |

OCC Event Analysis Monthly Revenue Report February 2011 Historical Comparison

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Clin | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total |
|--|------------|---------------|------------|------------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|------------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Oregon Law Institute: Robert Musante - Great! Adverse Depositions | 02/11/11 | 75 | Repeat | Meeting/Seminar | Meeting | State | 2,881 | 1 | 0 | | \$0 | \$561 | \$0 | \$0 | \$0 | \$120 | \$83 | \$0 | \$0 | \$0 | \$312 | \$900 | \$0 | \$1,976 |
| Pampered Chef 2011 Spring Launch | 02/12/11 | 600 | New | Meeting/Seminar | Meeting | Regional | 50,565 | 1 | 1 | | \$0 | \$16,478 | \$0 | \$0 | \$0 | \$0 | \$948 | \$0 | \$0 | \$0 | \$3,695 | \$5,500 | \$452 | \$27,073 |
| Tasting: Stanford University | 02/11/11 | 3 | In-house | Tasting | In-house | Local | 0 | 1 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Pampered Chef Pre-Con -- In House | 02/11/11 | 8 | In-house | Accounting/Non-event | In-house | Local | 0 | 1 | 0 | | \$0 | \$23 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$45 | \$0 | \$0 | \$68 |
| MERC/Aramark - Food -- photo studio | 02/11/11 | 5 | In-house | Film/Photohoot | In-house | Local | 17,199 | 7 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Mutual of Enumclaw Annual Agents Meeting | 02/11/11 | 56 | New | Meeting/Seminar | Meeting | Local | 3,794 | 1 | 0 | | \$0 | \$1,987 | \$0 | \$217 | \$0 | \$100 | \$214 | \$0 | \$0 | \$0 | \$0 | \$500 | \$0 | \$3,018 |
| OCC Hold for OCC A/V and Decorator Set (check with Sales before selling) | 02/12/11 | 0 | In-house | Miscellaneous | In-house | Local | 302,000 | 2 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Plumbers & Steamfitters Local 290 Second Contract Meeting | 02/13/11 | 300 | Repeat | Meeting/Seminar | Meeting | Local | 5,670 | 1 | 0 | | \$0 | \$643 | \$0 | \$0 | \$0 | \$585 | \$83 | \$0 | \$0 | \$0 | \$1,920 | \$1,800 | \$0 | \$5,031 |
| OCC Sells Daily Passes for YPG Exhibitor Parking | 02/14/11 | 0 | In-house | Miscellaneous | In-house | Local | 0 | 4 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Yard, Garden & Patio Show 2011 | 02/18/11 | 18,718 | Repeat | Consumer/Public Show | Consumer Public | Local | 1,321,855 | 3 | 5 | | \$0 | \$6,044 | \$441 | \$243 | \$45 | \$21,158 | \$20,773 | \$2,625 | \$0 | \$3,524 | \$3,583 | \$80,100 | \$17,053 | \$155,588 |
| 2011 Emergency Nurses Association Leadership Conference | 02/18/11 | 2,200 | New | Annual Convention/Conference | Convention w/ Tradeshow | National | 986,091 | 3 | 3 | TRUE | \$0 | \$118,150 | \$2,741 | \$0 | \$1,107 | \$18,371 | \$21,820 | \$20,724 | \$2,638 | \$24 | \$14,381 | \$73,475 | \$17,155 | \$290,585 |
| Emergency Nurses Association Pre-Con -- In House | 02/15/11 | 15 | In-house | Accounting/Non-event | In-house | Local | 0 | 1 | 0 | | \$0 | \$19 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$45 | \$0 | \$0 | \$64 |
| MERC Commission Budget Committee Meeting -- In House | 02/18/11 | 10 | In-house | Accounting/Non-event | In-house | Local | 0 | 1 | 0 | | \$0 | \$119 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$119 |
| Destination Portland Night | 02/21/11 | 250 | New | Reception | Food & Beverage/Catering | Local | 12,600 | 1 | 0 | | \$0 | \$7,707 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,707 |
| Wells Fargo: Mortgage Home Preservation Workshop | 02/23/11 | 350 | New | Meeting/Seminar | Meeting | Local | 138,272 | 2 | 2 | TRUE | \$0 | \$38,632 | \$0 | \$3,222 | \$2,175 | \$538 | \$6,053 | \$36,225 | \$0 | \$0 | \$2,201 | \$6,375 | \$2,017 | \$97,438 |

OCC Event Analysis Monthly Revenue Report February 2011 Historical Comparison

| Event Name | Start Date | Actual Attend | Event Rank | Event Type | Event Class | Event Indicator | Occupied Sq Feet | Event Days | In/Out Days | Travel Portland | OCC Actual Adver | OCC Actual Catering | OCC Actual Concess | OCC Actual Parking | OCC Actual Eq Rental | OCC Actual AV Equip | OCC Actual Utilities | OCC Actual Phone | OCC Actual Booth Carpet Cln | OCC Actual Box Office | OCC Actual Misc | OCC Actual Rent | OCC Actual Labor | OCC Actual Total | |
|---|------------|---------------|------------|------------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|-----------------------------|-----------------------|-----------------|-----------------|------------------|------------------|-------------|
| Classic Wines Auction - Volunteer Training | 02/22/11 | 35 | In-house | Meeting/Seminar | In-house | Local | 3,750 | 1 | 0 | | \$0 | \$133 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$60 | \$0 | \$0 | \$193 | |
| Grain Elevator and Processing Society: GEAPS Exchange 2011 | 02/26/11 | 2,000 | New | Annual Convention/Conference | Convention w/ Tradeshow | National | 1,175,935 | 4 | 4 | TRUE | \$0 | \$208,114 | \$0 | \$0 | \$1,946 | \$3,510 | \$39,547 | \$5,327 | \$7,519 | \$0 | \$10,035 | \$46,693 | \$7,586 | \$330,276 | |
| GEAPS Pre-Con -- In House | 02/23/11 | 10 | In-house | Accounting/Non-event | In-house | Local | 0 | 1 | 0 | | \$0 | \$21 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$21 | |
| Inhouse luncheon for American Anthropology Association | 02/23/11 | 10 | In-house | Reception | In-house | Local | 0 | 1 | 0 | | \$0 | \$101 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$101 | |
| B&G Wine & Cheese Showcase | 02/25/11 | 1,800 | Repeat | Miscellaneous | Food & Beverage/Catering | Local | 74,466 | 1 | 1 | | \$0 | \$49,742 | \$0 | \$0 | \$380 | \$6,290 | \$1,770 | \$0 | \$0 | \$0 | \$275 | \$4,850 | \$5,051 | \$68,357 | |
| Metro Glendoveer Golf Course Consultant Interviews | 02/25/11 | 4 | In-house | Meeting/Seminar | In-house | Local | 0 | 1 | 0 | | \$0 | \$53 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4 | \$0 | \$57 | |
| Inhouse Planning Meeting | 02/25/11 | 6 | In-house | Meeting/Seminar | In-house | Local | 0 | 1 | 0 | | \$0 | \$106 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$62 | \$0 | \$0 | \$168 | |
| Oregon Law Institute - Representing Family and Closely Held Businesses | 02/25/11 | 70 | Repeat | Meeting/Seminar | Meeting | State | 2,881 | 1 | 0 | | \$0 | \$476 | \$0 | \$63 | \$0 | \$135 | \$83 | \$0 | \$0 | \$0 | \$273 | \$900 | \$0 | \$1,930 | |
| It's the End of the World as We Know It! Brought to you by OPI-integris and CMC Industrial Electronics Ltd. | 02/27/11 | 375 | New | Reception | Food & Beverage/Catering | Local | 3,695 | 1 | 0 | | \$0 | \$6,191 | \$0 | \$0 | \$0 | \$875 | \$0 | \$99 | \$0 | \$0 | \$171 | \$0 | \$665 | \$8,001 | |
| Northwest Council for Computer Education (NCCE) | 03/02/11 | 1,800 | Repeat | Annual Convention/Conference | Convention w/ Tradeshow | Regional | 449,368 | 3 | 2 | TRUE | \$0 | \$21,744 | \$667 | \$0 | \$30 | \$18,463 | \$22,441 | \$27,994 | \$1,774 | \$0 | \$3,988 | \$30,860 | \$7,738 | \$135,699 | |
| Totals | | 52,825 | | | | | 5,897,955 | | | | | | | | | | | | | | | | | \$312,087 | \$1,481,156 |

PCPA MONTHLY ANALYSIS

FEBRUARY 2012

| FACILITY NAME | DATE | PRESENTER | EVENT | LOAD-IN/ LOAD-OUT DARK DAYS | NO. OF PERF. | TOTAL ATTEND. | PAID ATTEND. | % SOLD | GROSS TICKET SALES | RENT | CHARGES & REIMBURSE. | USER'S FEE | SOUVEN. | GROSS FOOD & BEV. | GROSS REVENUE EARNED |
|-----------------|-----------------|-----------------------------|---------------------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|------------------|-------------------------|------------------|-----------------|-------------------------|----------------------------|
| KELLER | 1/25 to 2/12 | Portland Opera | Madame Butterfly | 15 | 4 | 11,002 | 10,495 | 88% | \$780,998 | \$12,920 | \$35,745 | \$15,347 | \$0 | \$28,749 | \$92,761 |
| | 2/13 to 19 | Broadway Across America | Beauty and the Beast | 1 | 8 | 22,225 | 22,020 | 92% | \$1,013,617 | \$39,334 | \$33,878 | \$81,136 | \$5,852 | \$49,745 | \$209,945 |
| ASCH | 2/1 | Portland Youth Philharmonic | School Performances | 0 | 2 | 4,018 | 0 | 0% | \$0 | \$325 | \$2,960 | \$0 | \$0 | \$0 | \$3,285 |
| | 2/3 | World Affairs Council | Jim Lehrer | 0 | 1 | 1,829 | 1,301 | 47% | \$47,500 | \$3,440 | \$3,572 | \$4,138 | \$135 | \$1,532 | \$12,817 |
| | 1/30 to 2/6 | Oregon Symphony | Classical 9 - Jun Iwaskai Plays Bruch | 3 | 2 | 3,031 | 3,098 | 56% | \$117,055 | \$2,370 | \$3,561 | \$4,647 | \$0 | \$3,166 | \$13,744 |
| | 2/7 | Portland Arts and Lectures | The Moth | 0 | 1 | 2,526 | 2,516 | 91% | \$84,165 | \$1,910 | \$3,689 | \$6,162 | \$0 | \$5,423 | \$17,184 |
| | 2/8 | Monqui Presents | Wilco | 0 | 1 | 2,627 | 2,620 | 94% | \$117,900 | \$8,898 | \$13,441 | \$6,673 | \$1,538 | \$15,716 | \$46,266 |
| | 2/9 to 12 | Oregon Symphony | A Tribute to Benny Goodman | 2 | 2 | 3,885 | 3,905 | 70% | \$159,369 | \$1,740 | \$9,073 | \$5,858 | \$920 | \$4,256 | \$21,847 |
| | 2/13 to 14 | Oregon Symphony | A Natalie Cole Valentine | 2 | 1 | 2,609 | 2,697 | 97% | \$200,046 | \$1,185 | \$11,619 | \$4,046 | \$153 | \$6,189 | \$23,192 |
| | 2/16 to 18 | Oregon Symphony | Classical 10 - Kahane Plays Mozart | 2 | 2 | 3,843 | 3,918 | 71% | \$147,155 | \$2,310 | \$13,781 | \$5,877 | \$59 | \$3,548 | \$25,575 |
| | 2/20 to 22 | White Bird | Garth Fagan | 2 | 1 | 1,913 | 1,900 | 68% | \$68,134 | \$3,343 | \$18,657 | \$4,460 | \$0 | \$2,591 | \$29,051 |
| | 2/23 | Portland Arts and Lectures | Sebastian Junger | 0 | 1 | 2,102 | 2,270 | 82% | \$76,053 | \$1,910 | \$3,235 | \$5,878 | \$61 | \$1,331 | \$12,415 |
| | 2/24 | ISEPP | David Cox | 0 | 1 | 775 | 157 | 6% | \$6,150 | \$3,440 | \$3,057 | \$1,201 | \$0 | \$211 | \$7,909 |
| | 2/23 to 25 | Oregon Symphony | Perlman Pkays Mendelssohn | 2 | 1 | 2,554 | 2,586 | 93% | \$233,516 | \$1,565 | \$9,203 | \$3,879 | \$206 | \$3,026 | \$17,879 |
| | 2/26 | Oregon Symphony | Kids 3 | 0 | 1 | 2,415 | 2,552 | 92% | \$40,060 | \$555 | \$3,639 | \$3,828 | \$0 | \$554 | \$8,576 |
| | NEWMARK | 1/18 to 2/19 | Oregon Children's Theatre | The Magic School Bux | 10 | 38 | 24,989 | 24,348 | 73% | \$227,314 | \$6,890 | \$34,520 | \$7,313 | \$0 | see Matts |
| 2/2 | | Devine Chiropractic | Barbara Loe Fisher | 0 | 1 | 292 | 474 | 54% | \$7,300 | \$1,390 | \$1,733 | \$1,067 | \$0 | see Matts | \$4,190 |
| 2/9 | | NW Film Center | Portland Int'l Film Fest Opening | 0 | 1 | 849 | 292 | 33% | \$6,415 | \$1,523 | \$2,315 | \$1,706 | \$0 | see Matts | \$5,544 |
| 2/17 | | Square Peg Concerts | Anjelah Johnson | 0 | 1 | 856 | 876 | 100% | \$26,867 | \$1,390 | \$1,884 | \$1,971 | \$525 | see Matts | \$5,770 |
| 2/20 | | OHSU Brain Institute | Gary Small | 0 | 1 | 489 | 518 | 59% | \$13,418 | \$1,170 | \$1,596 | \$1,170 | \$194 | see Matts | \$4,130 |
| 2/22 | | Oregon Art Education Assoc. | Scholastic Art Awards | 0 | 1 | 558 | 0 | 0% | \$0 | \$1,435 | \$1,772 | \$0 | \$0 | see Matts | \$3,207 |
| 2/23 | | Portland Jazz Festival | Dee Dee Bridgewater | 0 | 1 | 524 | 497 | 57% | \$19,519 | \$1,170 | \$2,766 | \$1,329 | \$268 | see Matts | \$5,533 |
| 2/24 | | Portland Jazz Festival | Roy Haynes Quartet | 0 | 1 | 638 | 552 | 63% | \$21,585 | \$1,170 | \$2,668 | \$1,488 | \$154 | see Matts | \$5,480 |
| 2/25 | | Portland Jazz Festival | Bill Frisell | 0 | 1 | 622 | 587 | 67% | \$24,575 | \$1,170 | \$2,964 | \$1,591 | \$215 | see Matts | \$5,940 |
| 2/26 | | Portland Jazz Festival | Branford Marsalis | 0 | 1 | 693 | 653 | 74% | \$27,964 | \$1,170 | \$3,135 | \$1,774 | \$305 | see Matts | \$6,384 |
| 2/27 | | OHSU Brain Institute | Henry Greely | 0 | 1 | 264 | 252 | 29% | \$6,503 | \$1,170 | \$1,510 | \$571 | \$23 | see Matts | \$3,274 |
| 2/29 | Oregon Symphony | Evelyn Nagel Donors Apprec. | 0 | 1 | 616 | 0 | 0% | \$0 | \$330 | \$2,434 | \$0 | \$0 | \$885 | \$3,649 | |
| WINNINGSTAD | 1/30 to 2/12 | Tears of Joy | Baba Yaga & Tell Tale Heart | 5 | 21 | 2,338 | 1,560 | 26% | \$23,360 | \$2,015 | \$5,813 | \$978 | \$0 | see ArtBar | \$8,806 |
| | 2/15 | Daily Journal of Commerce | Battle of the Lawyers | 0 | 1 | 102 | 0 | 0% | \$0 | \$955 | \$812 | \$0 | \$0 | \$8,045 | \$9,812 |
| | 2/17 | Portland Jazz Festival | Thara Memory | 0 | 1 | 281 | 242 | 83% | \$9,030 | \$670 | \$1,256 | \$594 | \$42 | see ArtBar | \$2,562 |
| | 2/18 | Portland Jazz Festival | Enrico Rava Quintet | 0 | 1 | 271 | 242 | 83% | \$8,824 | \$670 | \$1,428 | \$580 | \$169 | see ArtBar | \$2,847 |
| | 2/19 | Portland Jazz Festival | The Jazz Passengers | 0 | 1 | 168 | 108 | 40% | \$4,565 | \$670 | \$1,068 | \$328 | \$57 | see ArtBar | \$2,123 |
| BRUNISH HALL | 1/24 to 3/11 | Stumptown Stages | Club Morocco | 27 | 8 | 708 | 724 | 55% | \$13,191 | \$0 | \$4,513 | \$1,629 | \$0 | \$937 | \$7,079 |
| A.HATFIELD HALL | 2/13 | PCPA Volunteers | Portland Opera | 0 | 1 | 164 | 0 | 0% | \$0 | \$0 | \$0 | \$0 | \$0 | \$46 | \$46 |
| | 2/16 | MERC | Say Hey | 0 | 1 | 400 | 0 | 0% | \$0 | \$0 | \$512 | \$0 | \$0 | \$11,066 | \$11,578 |
| | 2/23 | Portland Jazz Festival | LateNightJazz-Frischberg/Kilgore | 0 | 1 | 96 | 0 | 0% | \$0 | \$0 | \$0 | \$0 | \$0 | see ArtBar | \$0 |
| | 2/24 | Portland Jazz Festival | LateNightJazz-Trio Subtonic | 0 | 1 | 66 | 0 | 0% | \$0 | \$0 | \$0 | \$0 | \$0 | see ArtBar | \$0 |
| | 2/25 | Portland Jazz Festival | LateNightJazz-Upper:UpperLeft Trio | 0 | 1 | 92 | 0 | 0% | \$0 | \$0 | \$0 | \$0 | \$57 | see ArtBar | \$57 |
| KELLER CAFÉ | February | | | | | | | | | | | | | \$21,943 | \$21,943 |
| ARTBAR | February | | | | | | | | | | | | | \$28,565 | \$28,565 |
| MATT'S BAR | February | | | | | | | | | | | | | \$5,165 | \$5,165 |
| PCPA CATERING | February | | | | | | | | | | | | | \$9,426 | \$9,426 |
| TOTALS | | | | 71 | 116 | 103,430 | 93,960 | 51% | \$3,532,148 | \$110,203 | \$243,809 | \$177,219 | \$10,933 | \$212,115 | \$754,279 |

PCPA MONTHLY ANALYSIS

FEBRUARY 2011

| FACILITY NAME | DATE | PRESENTER | EVENT | LOAD-IN/ LOAD-OUT DARK DAYS | NO. OF PERF. | TOTAL ATTEND. | PAID ATTEND. | % SOLD | GROSS TICKET SALES | RENT | CHARGES & REIMBURSE. | USER'S FEE | SOUVEN. | GROSS FOOD & BEV. | GROSS REVENUE EARNED |
|--|--------------|------------------------------|----------------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|-----------------|-------------------------|-----------------|----------------|---------------------------------|---------------------------------|
| KELLER | 1/25 to 2/13 | Portland Opera | Turandot | 15 | 4 | 9,216 | 9,091 | 76% | \$680,461 | \$13,310 | \$40,906 | \$9,401 | \$0 | \$25,629 | \$89,246 |
| ASCH | 2/2 | Monqui Presents | Sarah McLachlan | 0 | 1 | 2,640 | 2,698 | 97% | \$127,324 | \$8,500 | \$15,062 | \$7,350 | \$1,305 | \$10,765 | \$42,982 |
| | 2/4 | BYU Alumni Association | The Living Legends | 0 | 1 | 2,566 | 2,464 | 89% | \$16,016 | \$3,340 | \$3,934 | \$5,544 | \$24 | \$370 | \$13,212 |
| | 1/31 to 2/7 | Oregon Symphony | Classical 9 - Yuja Wang | 3 | 3 | 5,869 | 5,918 | 71% | \$226,821 | \$2,895 | \$14,234 | \$5,918 | \$562 | \$5,279 | \$28,888 |
| | 2/7 to 2/9 | White Bird | Grupo Corpo | 2 | 1 | 2,153 | 2,043 | 59% | \$65,033 | \$3,243 | \$16,583 | \$4,759 | \$248 | \$2,755 | \$27,588 |
| | 2/10 | ISEPP | Dr. Nancy Cartwright | 0 | 1 | 839 | 241 | 9% | \$9,569 | \$3,340 | \$2,388 | \$1,434 | \$150 | \$316 | \$7,628 |
| | 2/12 | Fellowship for the PA | The Screwtape Letters | 0 | 1 | 2,662 | 2,692 | 48% | \$108,646 | \$6,438 | \$13,670 | \$7,984 | \$175 | \$2,500 | \$30,767 |
| | 2/14 | Oregon Symphony | Johnny Mathis | 0 | 1 | 2,688 | 2,703 | 97% | \$184,549 | \$965 | \$8,575 | \$2,703 | \$635 | \$3,882 | \$16,760 |
| | 2/16 | Portland Youth Philharmonic | Youth Concerts | 0 | 2 | 3,116 | 0 | | \$0 | \$315 | \$2,631 | \$0 | \$0 | \$0 | \$2,946 |
| | 2/17 | Portland Arts & Lectures | The Moth | 0 | 1 | 2,467 | 1,310 | 47% | \$41,345 | \$1,855 | \$3,185 | \$5,930 | \$105 | \$5,153 | \$16,228 |
| | 2/19 | Monqui Presents | The Decemberists | 0 | 1 | 2,685 | 2,622 | 94% | \$83,904 | \$6,240 | \$13,132 | \$5,900 | \$2,365 | \$11,079 | \$38,716 |
| | 2/15 to 21 | Oregon Symphony | Classical 10 - G. Vajda's Dvorak | 3 | 2 | 2,877 | 2,944 | 53% | \$113,137 | \$2,300 | \$11,835 | \$2,944 | \$72 | \$2,769 | \$19,920 |
| | 2/23 | World Affairs Council | Vandana Shiva | 0 | 1 | 1,304 | 1,476 | 53% | \$47,624 | \$3,340 | \$3,015 | \$3,754 | \$0 | \$799 | \$10,908 |
| | 2/24 | ISEPP | Dr. Brian Greene | 0 | 1 | 1,575 | 672 | 24% | \$29,624 | \$3,340 | \$2,858 | \$3,534 | \$150 | \$702 | \$10,584 |
| | 2/24 to 28 | Oregon Symphony | Classical 11 - T. Lauderdale | 2 | 3 | 5,783 | 6,355 | 76% | \$253,641 | \$2,655 | \$13,515 | \$6,355 | \$365 | \$5,229 | \$28,119 |
| NEWMARK | 1/21 to 2/20 | Oregon Children's Theatre | Diary of a Worm, Spider & Fly | 13 | 37 | 24,652 | 24,570 | 76% | \$214,513 | \$5,905 | \$32,046 | \$7,311 | \$0 | \$1,546 | \$46,808 |
| | 2/6 | Portland Piano International | Louis Lortie | 0 | 1 | 478 | 550 | 63% | \$18,679 | \$1,135 | \$2,103 | \$1,322 | \$163 | \$331 | \$5,054 |
| | 2/7 | OHSU Brain Institute | Helen Mayburg | 0 | 1 | 521 | 567 | 64% | \$12,190 | \$1,135 | \$1,903 | \$1,245 | \$68 | see artbar | \$4,351 |
| | 2/10 | NW Film Center | Film Festival Opening | 0 | 1 | 766 | 706 | 80% | \$5,745 | \$1,478 | \$2,044 | \$563 | \$1,580 | see artbar | \$5,665 |
| | 2/14 | OHSU Brain Institute | Daniel Geschwind | 0 | 1 | 410 | 426 | 48% | \$9,588 | \$1,135 | \$1,575 | \$972 | \$65 | \$64 | \$3,811 |
| | 2/21 | OHSU Brain Institute | Howard Field "Pain" | 0 | 1 | 410 | 430 | 55% | \$9,674 | \$1,135 | \$2,094 | \$914 | \$48 | see artbar | \$4,191 |
| | 2/23 | Oregon Art Educ. Assoc. | Scholastic Art Awards | 0 | 1 | 652 | 0 | | \$0 | \$1,395 | \$1,720 | \$0 | \$0 | see artbar | \$3,115 |
| | 2/24 | Portland Jazz Festival | Don Byron | 0 | 1 | 327 | 287 | 33% | \$10,215 | \$1,135 | \$1,559 | \$723 | \$53 | \$716 | \$4,186 |
| | 2/25 | Portland Jazz Festival | Esperanza Spalding | 0 | 1 | 878 | 833 | 95% | \$32,382 | \$1,135 | \$1,867 | \$2,162 | \$421 | \$1,529 | \$7,114 |
| | 2/26 | Portland Jazz Festival | San Francisco Jazz Collective | 0 | 1 | 686 | 633 | 72% | \$22,809 | \$1,135 | \$1,760 | \$1,646 | \$157 | \$898 | \$5,596 |
| | 2/27 | Portland Jazz Festival | Joshua Redmond | 0 | 1 | 741 | 694 | 79% | \$26,744 | \$1,135 | \$1,853 | \$1,782 | \$124 | \$885 | \$5,779 |
| WINNINGSTAD | 1/31 to 2/13 | Tears of Joy | Bridge of the Gods | 4 | 19 | 3,040 | 2,296 | 41% | \$25,290 | \$1,730 | \$4,399 | \$1,368 | \$0 | \$325 | \$7,822 |
| | 2/18 | Portland Jazz Festival | Randy Weston | 0 | 1 | 265 | 228 | 78% | \$7,322 | \$650 | \$709 | \$514 | \$146 | \$1,420 | \$3,439 |
| | 2/19 | Portland Jazz Festival | Anat Fort | 0 | 1 | 224 | 195 | 67% | \$5,932 | \$650 | \$674 | \$439 | \$132 | \$1,398 | \$3,293 |
| | 2/20 | Portland Jazz Festival | Dave Frishberg | 0 | 1 | 267 | 267 | 91% | \$8,484 | \$650 | \$705 | \$602 | \$88 | see artbar | \$2,045 |
| A. HATFIELD HALL | 2/3 | PCPA | 1st Thurs. PDX Open Studios | 0 | 1 | 115 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,143 | \$1,143 |
| | 2/14 | PCPA | Noontime Showcase - POA | 0 | 1 | 200 | 0 | | \$0 | \$0 | \$0 | \$0 | \$0 | \$64 | \$64 |
| KELLER CAFÉ ARTBAR PCPA CATERING | 2/1 to 28 | | Turandot performances | | | | | | | | | | | \$10,289 \$19,798 \$3,195 | \$10,289 \$19,798 \$3,195 |
| | | TOTALS | | 42 | 95 | 82,805 | 75,911 | 66% | \$2,397,261 | \$83,614 | \$222,534 | \$95,073 | \$9,201 | \$120,828 | \$531,250 |

Expo Center Event Analysis

| Feb-12 | Consumer | Trade | Misc. / Mtg. | Conv. | # of Events | Event Days | I/O Days | Use % | Attendance | Rental | Equipment | Concessions | West Delta Bar & Grill | Catering | Utilities | Parking | Total | |
|-----------------------------------|----------|----------|-----------------|----------|----------------|---------------|-------------|-----------|------------|---------------|----------------|--------------|---------------------------|---------------|---------------|---------------|----------------|----------------|
| Oregon Cats Classic | 4-5 | 1 | | | 1 | 2 | 2 | | 1,606 | 5,735 | 375 | 1,583 | 1,813 | 0 | 0 | 5,297 | 14,803 | |
| Sportsman Show | 8-12 | 1 | | | 1 | 5 | 5 | | 48,643 | 90,915 | 3,039 | 312,031 | 14,417 | 2,376 | 12,695 | 141,182 | 576,655 | |
| Oregon State Marine Board | 9 | | 1 | | 1 | 1 | 1 | | 25 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 200 | |
| Coastal Conservation Meeting | 10 | | 1 | | 1 | 1 | 1 | | 30 | 175 | 0 | 0 | 0 | 0 | 0 | 0 | 175 | |
| Collector's West Gun & Knife Show | 17-19 | 1 | | | 1 | 3 | 2 | | 8,821 | 15,570 | 1,042 | 14,711 | 2,355 | 0 | 0 | 35,740 | 69,418 | |
| Hotel Meeting - Cirque | 17 | | 1 | | 1 | 1 | 1 | | 20 | 0 | 0 | 0 | 0 | 99 | 0 | 0 | 99 | |
| Pro Start | 18 | 1 | | | 1 | 1 | 2 | | 513 | 3,860 | 888 | 510 | 0 | 5,332 | 0 | 3,061 | 13,651 | |
| HBA Meeting | 23 | | 1 | | 1 | 1 | 1 | | 31 | 320 | 0 | 0 | 0 | 0 | 0 | 189 | 509 | |
| Home and Garden Show | 22-26 | 1 | | | 1 | 5 | 11 | | 17,536 | 87,600 | 3,449 | 62,207 | 11,194 | 4,763 | 0 | 111,000 | 280,213 | |
| | | 5 | 0 | 4 | 0 | 9 | 20 | 26 | 67% | 77,225 | 204,375 | 8,792 | 391,042 | 29,779 | 12,570 | 12,695 | 296,469 | 955,723 |

| FY 2011-12 | Consumer | Trade | Misc. | Conv. | # of Events | Event Days | I/O Days | Use % | Attendance | Rental | Equipment | Concessions | West Delta Bar & Grill | Catering | Utilities | Parking | Total |
|----------------------------------|-----------|----------|-----------|----------|----------------|---------------|-------------|------------|----------------|------------------|---------------|----------------|---------------------------|----------------|----------------|------------------|------------------|
| July | 3 | | 4 | | 6 | 14 | 9 | 28% | 17,937 | 117,735 | 1,492 | 86,522 | 11,679 | 16,159 | 8,285 | 89,008 | 330,880 |
| August | 2 | | 5 | | 7 | 11 | 6 | 9% | 7,166 | 38,219 | 2,303 | 22,040 | | 3,555 | 1,995 | 27,881 | 95,993 |
| September | 9 | 1 | 3 | 0 | 13 | 28 | 27 | 43% | 22,977 | 135,432 | 1,175 | 43,659 | 12,847 | 8,630 | 10,762 | 93,730 | 306,235 |
| October | 8 | 2 | 3 | 0 | 13 | 29 | 24 | 48% | 41,924 | 191,767 | 5,180 | 116,283 | 20,118 | 57,602 | 33,880 | 186,065 | 610,895 |
| November | 8 | 0 | 4 | 0 | 12 | 21 | 18 | 37% | 42,595 | 103,780 | 992 | 46,823 | 3,941 | 12,570 | 10,808 | 140,704 | 317,924 |
| December | 3 | 0 | 2 | 0 | 5 | 14 | 17 | 37% | 34,996 | 96,558 | 5,613 | 127,249 | 8,125 | 360 | 9,845 | 153,919 | 401,669 |
| January | 4 | 1 | 1 | 0 | 6 | 17 | 19 | 63% | 31,661 | 281,360 | 6,600 | 137,964 | 24,563 | 82,782 | 18,039 | 176,100 | 727,408 |
| February | 5 | 0 | 4 | 0 | 9 | 20 | 26 | 67% | 77,225 | 204,375 | 8,792 | 391,042 | 29,779 | 12,570 | 12,695 | 296,469 | 955,723 |
| March | | | | | | | | | | | | | | | | | |
| April | | | | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | |
| Totals to Date | 42 | 4 | 26 | 0 | 71 | 154 | 146 | 35% | 276,481 | 1,169,226 | 32,147 | 971,582 | 111,052 | 194,228 | 106,309 | 1,163,876 | 3,746,727 |
| Month to Month Comparison | 0 | 0 | -4 | 0 | -4 | -9 | 6 | -1% | 4,095 | -16,635 | 5,771 | 7,591 | -285 | -9,172 | -28,435 | 4,302 | -36,862 |
| Year to Date Comparison | 12 | 2 | -2 | 0 | 11 | 16 | 41 | 3% | 15,927 | 141,083 | 9,405 | 14,249 | 52,764 | 52,625 | -38,959 | 39,346 | 268,820 |

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

MERC Commission Meeting

April 4, 2012
12:30 pm

7.0 - Consent Agenda

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



March 7, 2012
Portland Exposition Center – Hall D, Room 202-203
2060 N. Marine Drive, Portland OR

| | |
|-----------------|---|
| Present: | Judie Hammerstad (Chair), Elisa Dozono, Cynthia Haruyama, Karis Stoudamire-Phillips, Chris Erickson |
| Absent: | Ray Leary (excused), Terry Goldman (excused), Rex Burkholder, Ex-officio (excused) |
| | A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at the Portland Exposition Center at 12:30pm |
| 1.0 | QUORUM CONFIRMED A quorum of Commissioners was present. |
| 2.0 | COMMISSIONER EXOFFICIO COMMUNICATIONS Commissioner Dozono expressed her appreciation to Teri Dresler, Robyn Williams and Lisa Brown for assisting with the “Say Hey” event on February 16 th at the Portland Center for the Performing Arts. |
| 3.0 | GENERAL MANAGER COMMUNICATIONS <ul style="list-style-type: none"> • Teri Dresler provided updates to the Commissioners which included: <ul style="list-style-type: none"> ○ The announcement of the new media reporting system from which a monthly report will be issued the first Friday of each month. ○ Bill Tolbert, Metro’s diversity program manager will begin his tenure on Feb 27th and will attend the April 4th Commission meeting. ○ Discussions continue with the City, Portland Development Commission (PDC) and Multnomah County staffs related to the OCC room block project. ○ The OCC Executive Director position recruitment process is progressing. Telephone interviews have been completed and the candidate pool has been narrowed to four finalists. ○ There are concerns about recommended budget cuts that Tri Met is considering, specifically the potential elimination of the Free Rail Zone which will impact OCC’s marketability significantly. Martha Bennett, Metro COO, has scheduled a Metro Council work session on April 3rd in Council Chambers as an opportunity for Metro Council to have a discussion with TriMet staff. ○ The following event invitations have been extended to Commissioners which include: Wheel of Fortune VIP event on April 2nd, VIP reception for Cirque de Soleil on April 5th, and the Portland Business Alliance Annual Breakfast Meeting at May 8th at 7:30am at OCC. |
| 3.1 | <ul style="list-style-type: none"> • Financial Quarterly Report: Overall MERC operating revenue is trending higher than previous year in all three venues. Food and beverage is strong at OCC and PCPA. Expo is trending below which is due to slightly aggressive projections. Transient lodging tax is up over 7%. |
| 4.0 | TRAVEL PORTLAND FY12 SECOND QUARTER REPORT <ul style="list-style-type: none"> • Jeff Miller presented a power point presentation to the Commission. Power point presentation is attached and made a part of this meeting record. |
| 5.0 | MERC VENUES’ BUSINESS REPORTS <ul style="list-style-type: none"> • Karen Totaro, Robyn Williams and Matthew Rotchford provided venue business reports. • Chuck Dills and Matt Uchtman, OCC Operations, spoke to the Commission regarding a direction change on how to spend their allocated capital budget to purchase new audio visual equipment to enhance OCC’s marketability. No budget amendment to the current budget is needed nor an amendment to the capital plan. Teri Dresler supports the directional change. |

MERC Commission Meeting

March 7, 2012

7.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS

Jeff Thede, President of the Board, Portland Opera.

Thank you Madam Chair and Commissioners. My name is Jeff Thede. I am an attorney in private practice in Portland. I'm here today in the capacity of President for the Board of Portland Opera. The Board and senior leadership asked me to appear today to remind the Commission that we are extremely anxious to receive a reply to and hopefully to begin a dialogue on Christopher Mattaliano's letter to the Commission, dated January 13th 2012, regarding Resolution 12-03 relating to the new ticketing system at PCPA, as we go forward to try to identify and quantify what we believe to be the actual and potential negative financial impact to the Opera. That number just grows and grows. Although having said that, I have never understood and will never understand that incredibly complicated world of ticketing. But as it appears, it is a greater and greater problem so we are extremely anxious to hopefully begin a dialogue with the Commission on what we can do.

Chair Hammerstad: Thank you for coming again. We are grateful for you bringing forward your concerns. We hope to be able to address that in a productive way. Where are we on meeting with the Opera and talking about some of these things?

Robyn Williams: We have of course sent a written response to the list of questions they had sent us. It went out shortly after the last Commission meeting. Since that time, we had a meeting with members of the Opera and Broadway Across America with our ticketing representatives. I think we addressed, to my knowledge, most of the concerns. At this point, I'm not aware of any other outstanding issues at this time.

Chair Hammerstad: Teri (Dresler) do you have anything to add to that?

Teri Dresler: Well, I think it sounds like there are issues over and above the operational issues that the Opera is concerned about and talking with the Commission directly about. I guess that is sort of what we need to get to; what are those issues and what's the appropriate form for us to discuss those and I assumed when I read Robyn's response back to Christopher Mattaliano on the same day he sent the letter of the list of concerns, her spread sheets, we gave to all of you, went back to him the same day, responding to each one of those questions and concerns and I'm not aware that we heard from the Opera on those responses unless you heard something Robyn.

Robyn Williams: I haven't heard of any other issues out there. I mean I did hear comments that it confirms some of their concerns and they would be back in touch with me but I haven't heard any more.

Teri Dresler: I think hearing specifics so we can respond or the Commission can respond. I think that's where Robyn and I are now. We haven't heard those.

Chair Hammerstad: It sounds to me that this is a communication problem. Those people who have the ability to affect the outcome need to be in the room together and talk about the concerns that are still outstanding. Now, we may not be able to solve some of those problems. But we can certainly work on it. I think from my stand point we want to know you have been heard. And the Opera's concerns need to be identified as to those that are not solvable and those that are solvable. What I would like to suggest is that occur before the next officers' meeting and then we can have a discussion about that. Because coming into this meeting and I haven't seen this letter until today which is because I was out of town most of January. It's difficult for us to solve these problems in this setting. But I want you to know that we will make every attempt possible to do that.

Jeff Thede: I understood and thank you very much.

Chair Hammerstad: Even if we can't do it you would know that.

Jeff Thede: Thank you.

Commissioner Dozono: So, can I ask for a clarification? Jeff, are there other, Teri said, are there other issues, other than operational ones, not being addressed?

Jeff Thede: I'm not sure I understand your question but Chris's letter of January 13th sets forth what the Opera staff had, at that point, identified as specific additional financial issues and that list continues to grow. I certainly understand that this is not the time and place to address those substantively and we just want to make sure that we continue to speak, we will.

Chair Hammerstad: Thank you for coming.

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 12-05

For the purpose of ratifying the collective bargaining agreement with the International Union of Operating Engineers (IUOE), Local 701-1.

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

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

WHEREAS, the collective bargaining agreement is subject to ratification by a vote of the Union membership on behalf of the Union, and approval of MERC; and

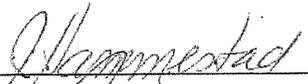
WHEREAS, the Union membership duly ratified the collective bargaining agreement; and,

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

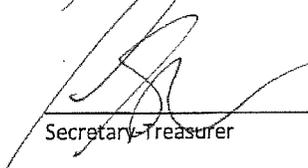
THEREFORE BE IT RESOLVED:

1. MERC approves the collective bargaining agreement attached to this Resolution as Exhibit A.
2. MERC 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 March 7, 2012.

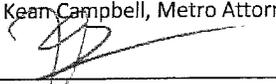


Chair



Secretary-Treasurer

Approved As To Form:
Alison Kean Campbell, Metro Attorney

By: 

Nathan A. Schwartz Sykes, Senior Attorney

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-04

Approving the Metropolitan Exposition Recreation Commission ("MERC") 2012-13 Budget; and the Five Year Capital Plan; and payment of the Oregon Convention Center ("OCC") Street Car LID through financing by Metro.

WHEREAS, pursuant to Section 6.01.50 of the Metro Code, MERC must prepare and approve a budget by resolution and;

WHEREAS, the MERC Budget Committee has met in public meetings for the purpose of creating the MERC 2012-13 budget and recommends approval of the budget and five year capital plan attached as Exhibit A to this Resolution and;

WHEREAS, the MERC Budget Committee recommends that OCC finance the Street Car LID assessment through financing by Metro.

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

1. Approves the MERC fiscal year 2012-13 budget and the Five Year Capital Plan attached as Exhibit A and transmits it to the Metro Chief Operating Officer for submission to the Metro Council for inclusion in the Metro budget for the fiscal year 2012-13;
2. Recommends that OCC finance the Street Car LID assessment through Metro

Passed by the Commission on March 7, 2012.

Approved as to Form:
Alison Kean Campbell, Metro Attorney

By: _____
Nathan A. Schwartz Sykes, Senior Attorney



Chair



Secretary/Treasurer

MERC Commission Meeting

April 4, 2012
12:30 pm

9.0 - Proposed Changes to
MERC Personnel Policies
Discussion

BATCH #2A POLICY MATRIX

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

| Policy | Existing MERC Policy | Existing Metro Policy | Legal Requirement | Policy Summary | Fiscal Impact | Business Impact |
|---|----------------------|---|------------------------------|---|---|---|
| Administrative Leave for Exemplary Service | No | Yes E.O. 88 - Administrative Leave, 31 D | No | <ul style="list-style-type: none"> Provides a mechanism to award additional unpaid leave to non-represented, benefits-eligible, overtime-exempt employees who put in a substantial amount of extra work time beyond the expectations for their position. Administrative leave is awarded at supervisor's discretion and is not intended to provide hour-for-hour compensatory time. A maximum of 40 hours of leave may be awarded per fiscal year. | <ul style="list-style-type: none"> Leave is paid in addition to accruals, but fiscal impact is limited because leave is awarded only at the manager's discretion. | <ul style="list-style-type: none"> Promotes consistent practices throughout agency. Rewards employees who demonstrate extraordinary dedication. |
| Crime Victims' Leave to Attend Criminal Proceedings | No | No | Yes ORS 659A.190-659A.198 | <ul style="list-style-type: none"> Allows unpaid leave for victims of certain felonies to attend criminal proceedings as required by Oregon law. To be eligible for leave, employees must have worked an average of 25 hours or more for at least 180 days following the leave. | <ul style="list-style-type: none"> Minimizes legal liability. Leave is unpaid unless covered by accruals. Effect on staffing will be minor due to the limited purposes for which leave may be taken. | <ul style="list-style-type: none"> Ensures compliance with state law. |
| Marketing Rewards and Rebates | No | Yes New - implemented with Batch 1. | No | <ul style="list-style-type: none"> Allows Metro employees to retain marketing rewards and incentives such as frequent flyer miles, hotel rewards, credit card awards, and rebates. | <ul style="list-style-type: none"> No fiscal impact except to the extent that marketing rewards were previously retained for use by Metro. | <ul style="list-style-type: none"> Provides clear guidelines for acceptance of marketing rewards. Promotes consistent practices throughout the agency. Provides a benefit to employees with minimal cost to Metro. |

| | | | | | | |
|-------------------------|----|----|--|---|---|--|
| Religious Accommodation | No | No | Yes ORS 659A.030; ORS 659A.033 Title VII of the Civil Rights Act of 1964 (Sections 701 – 702) | <ul style="list-style-type: none"> • Provides reasonable accommodation for an employee’s sincerely held religious beliefs unless such accommodation would cause an undue hardship to Metro’s operations. • The “undue hardship” standard is lower than under the ADA; accommodation is not required if it would pose “more than minimal” difficulty or expense. | <ul style="list-style-type: none"> • Minimizes legal liability. • Potential fiscal impact is limited by low threshold for undue hardship exemption. | <ul style="list-style-type: none"> • Ensures compliance with state and federal law. |
| Social Media | No | No | In part Public records laws - ORS 192.001 <i>et seq.</i> Restrictions on political campaigning by public employees - ORS 260.432 | <ul style="list-style-type: none"> • Establishes expectations and procedures for the use of social media at Metro. • Establishes expectations for personal use of social media that may impact the Metro work environment. • Outlines records retention requirements for social media, consistent with public records law. | <ul style="list-style-type: none"> • Minimizes legal liability. • No other fiscal impact. | <ul style="list-style-type: none"> • Promotes consistent practices throughout agency. |

 Metro | *Policies and procedures*

DRAFT

Subject Administrative Leave for Exemplary Service

Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro may, in its discretion, award paid leave to non-represented, benefits-eligible, overtime-exempt regular status and limited duration employees who demonstrate extraordinary dedication by working long hours above and beyond the expectations for their position. This policy is comparable to "bonus time" provisions found in some Metro collective bargaining agreements.

Applicable to

All non-represented regular status and limited duration Metro employees who are eligible to receive benefits from Metro but ineligible to receive overtime compensation due to their exempt status under the Fair Labor Standards Act.

If an applicable collective bargaining agreement contains a comparable article such as "bonus time," that article will apply in lieu of this policy.

Guidelines

1. The intent of this policy is to reward employees who put in a substantial amount of work time in excess of regular work hours for a sustained period of time but who are ineligible for overtime compensation.
2. The decision whether to award leave and the length of the leave awarded are at Metro's sole discretion. Exemplary service leave is not intended to compensate employees for extra work on an hour-for-hour basis.
3. The maximum leave that may be awarded under this policy is 40 hours per fiscal year.
4. Leave awards under this policy are in addition to accrued paid leave and will have no effect on accrual rates or maximum accrual limits for other types of leave.
5. Metro's fiscal year runs from July 1 – June 30. Leave time must be used within the fiscal year in which it is awarded, with the exception of leave time awarded during the month of June, which may be carried over to the following fiscal year. Leave time that is not used within the applicable fiscal year will be forfeited. Leave awarded in June must be used by June 30 of the following fiscal year.
6. Employees will not receive monetary payment for any unused leave awarded under this policy.

Procedures

1. An award of leave must be approved by the Department Director. A supervisor who wishes to award administrative leave for exemplary service to an employee will coordinate with the

Department Director. Leave will be granted to a Department Director only with the approval of the General Manager, Chief Operating Officer (C.O.O.) or designee.

2. Once approval is confirmed, the Department Director, General Manager, C.O.O or designee must notify the Payroll Division.
3. The Payroll Division will establish an administrative leave bank for the employee by entering the hours into the timekeeping system, and will confirm with the supervisor and Department Director when this process has been completed.
4. The supervisor will notify the employee of leave awarded under this policy.
5. Employees who have been awarded leave should follow regular procedures for requesting to use accrued leave. Employees may use leave under this policy only after receiving notification that the Payroll Division has established an administrative leave bank.

Responsibilities

Employee:

- After receiving an award of leave, follow regular procedures for requesting and coding use of leave.

Supervisor:

- Coordinate with the Department Director to award leave under this policy.
- Notify the employee that leave has been awarded.

Department Director, C.O.O. or designee:

- Approve leave awards and notify the Payroll Division.

Human Resources Department Payroll Division:

- Establish a leave bank and notify the supervisor and Department Director that leave has been awarded.

 Metro | *Policies and procedures*

DRAFT

Subject Crime Victims' Leave to Attend Criminal Proceedings

Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro provides excused leave from work for crime victims to attend criminal proceedings as required by Oregon law.

Applicable to

All Metro employees.

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

Definitions

Crime Victim: An employee who has suffered financial, social, psychological or physical harm as the result of a "person felony," as defined in the rules of the Oregon Criminal Justice Commission (OAR 213-003-0001(14)), or who is the immediate family member of a person who meets these criteria.

Criminal Proceeding: Any proceeding that constitutes a part of a criminal action or occurs in court in connection with a prospective, pending or completed criminal action, including juvenile proceedings or any other proceeding at which a crime victim has a right to be present arising from his or her status as a victim.

Eligible Employee: An employee who meets the above definition of crime victim, and who has worked an average of 25 hours or more for at least 180 days immediately preceding the date leave begins.

Qualifying Family Member: The employee's spouse, domestic partner, father, mother, sibling, child, stepchild or grandparent.

Undue hardship: A significant difficulty or expense, determined on a case-by-case basis.

Guidelines

1. An eligible employee who is a crime victim or a crime victim's immediate family member as defined above will be granted leave from employment to attend a criminal proceeding related to the crime, unless the employee's absence would result in an undue hardship to Metro's operations.
2. Leave taken under this policy must be paid from accrued paid leave time. Once paid leave accruals are exhausted, approved leave will be unpaid.

3. Leave taken under this policy will not deplete the employee's leave entitlement under the Family and Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA). An employee may still be eligible for FMLA or OFLA for a serious health condition related to the crime, or for other qualifying purposes under those laws.
4. Crime victims who are victims of domestic violence, sexual assault, harassment or stalking may be entitled to additional protections. See Metro's Domestic Violence, Sexual Assault, Harassment and Stalking policy or contact the Human Resources Department for more information.

Procedures

1. Eligible employees must give reasonable notice to their supervisor and/or the HR Department of the intention to take leave. To verify the need for leave, the employee must provide the HR Department with a copy of the notice of scheduled criminal proceedings received from a court, district attorney, or law enforcement agency.
 - a. Employees shall request leave by submitting a Leave Request Form and verification documents to Human Resources (HR) 30 days before the date leave is to begin. If the employee receives notice of a criminal proceeding that will occur fewer than 30 days from the date notice is received, the employee will request leave and submit verification documents to HR as soon as practicable after receiving notice.
 - b. If the employee receives notice that a criminal proceeding will occur within 48 hours of the date notice is received, the initial request for leave may be verbal or written, and may be directed to the employee's supervisor, Department Director, or the HR Department. The employee must submit a completed Leave Request Form and appropriate verification to HR immediately upon return to duty.
 - c. Employees are not required to disclose to their supervisors the nature of the underlying crime or criminal proceedings. The HR Department will inform the supervisor of the need for leave and the leave approval designation but will maintain the confidentiality of the underlying details and the documents provided for verification in accordance with applicable law. The HR Department, supervisor, and other managers may confer about staffing needs and any operational hardships related to the absence,
 - d. The HR Department will notify the employee whether the leave is approved.
2. The maximum length of leave ordinarily will be the duration of the criminal proceeding. Metro may deny the leave request or limit leave to a shorter period only if the employee's absence would result in an undue hardship to Metro's operations.
 - a. Supervisors and Department Directors should notify the Human Resources Department immediately if they believe the employee's absence would create an undue hardship.
 - b. The HR Department, in consultation with the Department Director and Office of Metro Attorney, will make the decision whether to limit or deny leave based on undue hardship.
3. An employee on crime victims' leave must keep his or her supervisor informed of any changes to his or her anticipated return date and time. If the duration of leave is not known at the outset, the employee should follow regular call-in procedures.
4. The use of leave under this policy will not be held against the employee when evaluating the employee's attendance.
5. Metro will maintain the confidentiality of all records related to leave taken under this policy.

Responsibilities

Employee:

- Provide reasonable notice of the intention to take leave following the procedures outlined above.
- Provide a copy of the notice of scheduled criminal proceedings received from a court, district attorney, or law enforcement agency.
- Keep your supervisor informed of any changes to your anticipated return date and/or follow regular call-in procedures while on leave.
- If you experience any adverse employment action or negative treatment as a result of taking leave under this policy, report it following the procedures outlined in Metro's Discrimination and Harassment Policy.

Supervisor:

- Immediately notify the HR Benefits Manager of any requests for leave under this policy.
- Maintain the confidentiality of all records related to leave taken under this policy. Send any verification documents received from the employee to Human Resources without keeping a copy.

Department Director:

- Immediately notify the HR Benefits Manager of any requests for leave under this policy.
- Maintain the confidentiality of all records related to leave taken under this policy. Send any verification documents received from the employee to HR without keeping a copy.

Human Resources Department:

- Notify the supervisor of any requests for leave under this policy and provide guidance and information to the supervisor and Department Director as needed.
- Track leave requests, verification of the need for leave, and the use of paid and unpaid leave following usual procedures.
- Maintain the confidentiality of all records related to leave taken under this policy.

References

ORS 659A.190 – ORS 659A.198 (Crime Victims' Leave statute)

OAR 213-003-0001(14) (definition of "person felony")

Metro Domestic Violence, Sexual Assault, Harassment and Stalking Policy

Metro Family and Medical Leave Policy

Metro Discrimination and Harassment Policy

Metro | *Policies and procedures*

Subject Marketing Rewards and Rebates Policy
Approved by Martha Bennett, Chief Operating Officer

DRAFT

POLICY

Metro recognizes that employees are often presented with marketing rewards and incentives, including frequent flyer miles, hotel rewards, and credit card rewards and rebates, in the course and scope of their work. Consistent with state law, Metro will allow employees to retain these rewards as an ordinary employment benefit.

Applicable to

All employees.

Definitions

Ordinary fringe benefit: An employment benefit given in addition to one's wages or salary.

Marketing rewards: Marketing programs are designed to enhance brand loyalty by cultivating an ongoing relationship between a marketer and a customer. Many loyalty programs reward purchases based on the dollar value of purchases made or the frequency of purchases. The most well-known loyalty programs are airline frequent flyer programs that offer discounts against future travel called award miles.

Guidelines

As an ordinary fringe benefit of employment, all Metro employees are entitled to retain marketing rewards received in the course and scope of work, including but not limited to, frequent flier airline miles, hotel rewards, and credit card rewards and rebates. Since such rewards are non-transferable and can only be used for an employee's personal use, Metro will not track the retention and use of these rewards. As indicated above, marketing rewards include frequent flyer airline miles, hotel rewards, and credit card rewards and rebates. All rewards must be appropriately associated with travel or other business-related expenses as specified in Metro Executive Order 63 and MERC Personnel Policies 12.10.

Responsibilities

Employee:

- Direct any questions to your supervisor, department director, or the Human Resources Benefits Manager regarding whether a particular marketing reward is being received through the course and scope of work and/or can properly be retained.

Supervisor:

- Familiarize yourself with this policy and respond to employee questions regarding coverage.

- Direct any questions that you cannot answer to the department director or the Human Resources Benefits Manager.

Department Director:

- Familiarize yourself with this policy and respond to employee questions regarding coverage.
- Direct any questions that you cannot answer to the Human Resources Benefits Manager.

Human Resources:

- Provide education regarding this policy.
- Answer employee, supervisor, and/or department director questions regarding the policy's applicability to particular situations.

References

Metro Executive Order 63

MERC Personnel Policies 12.10

 Metro | *Policies and procedures*

DRAFT

Subject Religious Accommodation
Approved by Martha Bennett, Chief Operating Officer

POLICY

It is Metro's policy to provide reasonable accommodation for an employee's sincerely held religious beliefs, observances and practices unless such accommodation would cause an undue hardship to Metro's operations.

Applicable to

All Metro employees.

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

Definitions

Religious Beliefs: Moral or ethical beliefs as to what is right and wrong that are sincerely held with the strength of traditional religious views, even though the beliefs themselves may be nontraditional.

Undue Hardship: A significant difficulty or expense that is more than minimal. Undue hardship is determined on a case-by-case basis. Co-workers' or supervisors' mere dissatisfaction with the requested accommodation is not an undue hardship. Factors influencing a determination of undue hardship include, but are not limited to:

- a. Business necessity;
- b. Safety and health concerns;
- c. Financial cost and overall financial resources available; and
- d. Resulting personnel problems, such as staffing needs, interference with other employees' rights, or the effect on seniority systems mandated by union contract.

Guidelines

1. The intent of this policy is to provide reasonable accommodation for employees' sincerely held religious beliefs, observances and practices, consistent with state and federal law.
2. Common examples of religious accommodation include:
 - a. Accommodation or time off to engage in religious practices, attend religious services, or observe a holy day as required by the employee's religion.
 - b. Accommodation of religious dress or grooming practices (e.g. required hairstyles or facial hair).

3. There is no prescribed manner of providing reasonable accommodation. Metro will consider all possibilities as they apply to its operational requirements. Criteria for determining whether an accommodation is reasonable include:
 - a. The nature of the job;
 - b. The number of employees who can do that job;
 - c. The effects of transferring the employee;
 - d. The effects of accommodation on other employees;
 - e. The requirements of applicable collective bargaining agreements; and/or
 - f. Scheduling and overtime problems.
4. The Human Resources (HR) Department may request verification that the request is based on a sincerely held religious belief. Metro is not required to accommodate requests that are based merely on an employee's personal preference. Determinations of whether a requested accommodation pertains to a sincerely held religious belief, whether verification is necessary, and what verification may be appropriate will be made on a case-by-case basis consistent with applicable law.
5. It is unlawful to harass, discriminate against, or take any adverse employment action in regards to an employee because of his or her religion or because he or she has requested or received an accommodation under this policy. Employees who experience or observe discrimination, harassment, or retaliation on the basis of their religious beliefs or request for a religious accommodation should report the offending conduct using the procedures specified in Metro's Discrimination and Harassment Policy.

Procedures

1. An employee may initiate a request for religious accommodation by contacting his or her supervisor or the HR Department.
2. Upon receipt of a request for accommodation, the supervisor shall notify the HR Benefits Manager. The HR Department, in consultation with the Office of Metro Attorney, will be responsible for determining whether a requested accommodation is reasonable and whether it will result in undue hardship to Metro.
3. The HR Benefits Manager will contact the employee to discuss the requested accommodation, and will consult with the supervisor and other managers as needed to determine the impact of the requested accommodation on Metro operations.
4. If it is determined that the requested accommodation would pose an undue hardship, the HR Benefits Manager and the employee will engage in an interactive process to determine whether a mutually acceptable alternative accommodation is available.
5. The HR Benefits Manager may require the employee to provide additional information to verify that the requested accommodation is based on a sincerely held religious belief and/or a religious requirement.
6. Failure to timely submit verification may result in the delay of accommodation approval.
7. After receiving sufficient verification, the HR Benefits Manager will inform the employee of whether a requested or alternative accommodation will be granted.

8. The employee is required to comply with all employment policies and work rules while the request for accommodation is under consideration, or if the request is denied.
9. If special circumstances make it necessary to expedite the approval process, the HR Benefits Manager may grant an accommodation on a provisional basis before receiving verification, with the understanding that there is no guarantee the requested accommodation will be granted permanently.
10. If an employee has concerns about the religious accommodation process, he or she may contact the Director of Human Resources or Office of Metro Attorney to discuss the matter.

Responsibilities

Employee:

- Notify the immediate supervisor or HR Department if religious accommodation is needed.
- Provide additional information as requested by the HR Benefits Manager.
- Be willing to discuss mutually agreeable alternative accommodations if necessary to avoid undue hardship to Metro's operations.
- Continue to follow all employment policies and work rules until accommodation is approved.

Supervisor:

- Notify the HR Benefits Manager if an employee requests religious accommodation.
- Work with the HR Benefits Manager to determine the impact of the requested accommodation on operations.

Human Resources Department:

- Contact the employee and engage in an interactive process to determine whether a reasonable accommodation is appropriate.
- Request documentation as necessary to certify the employee's eligibility for accommodations and/or protected leave.
- Work with the supervisor and other managers as needed to determine the impact of the requested accommodation on operations.
- Determine whether the requested accommodation poses an undue hardship.
- Notify the employee of the decision and discuss possible alternative accommodations if the requested accommodation is denied.

References

ORS 659A.030; ORS 659A.033

Title VII of the Civil Rights Act of 1964 (Sections 701 and 702)

29 CFR §1605.1 (definition of sincerely held religious belief; codifies federal case law)

Metro Discrimination and Harassment Policy

 Metro | *Policies and procedures*

DRAFT

Subject Social Media Policy
Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro recognizes the value of social media in connecting with the citizens of the Metro region. Metro finds social media to be a valuable tool to further the goals of the Metro Compass. This policy establishes expectations for employee use of social media. Metro has an overriding interest in what is "spoken" on behalf of Metro on social media sites.

Applicable to

All employees.

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

Definitions

Social Media: Primarily internet and mobile-based tools for sharing and discussing information. The term most often refers to activities that integrate technology and social interaction. Examples include but are not limited to:

- a. Weblogs: blogs, vlogs, microblogs
- b. Wikis
- c. Social bookmarking
- d. Social networking
- e. Podcasts
- f. Videos

Social Media Site: A website that leverages social media tools for its visitors. Examples include but are not limited to:

- a. Facebook
- b. Twitter
- c. LinkedIn
- d. YouTube
- e. MySpace
- f. Flickr
- g. Wikipedia

Moderator: A Metro employee authorized to moderate public comments on a Metro social media account.

User: A Metro employee authorized to post or publish to a Metro social media account.

Public Record: As defined by Oregon Revised Statutes (ORS) 192.005(5), a public record is “a document, book, paper, photograph, file, sound recording or machine-readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use.”

Guidelines

1. All Metro social media users and moderators shall comply with this policy and the laws cited herein as well as the Metro Charter, Code and other applicable policies. Applicable policies include but are not limited to the Metro Email/Voicemail Policy, Network Access Policy, Restrictions on Political Campaigning by Public Employees, Discrimination and Harassment Policy, and the Code of Ethics.
2. Metro employees using social media for personal use outside of work are cautioned not to give the false impression that they are speaking on behalf of Metro.
 - a. Employees should avoid using Metro’s logo, venue logos or other Metro branding on personal websites, and should avoid using Metro-generated content in a way that may lead a reader to believe they are viewing Metro’s official website.
 - b. Employees who are known by the public to be Metro employees are encouraged to include a disclaimer on their personal social media accounts stating that the opinions and posts contained there are personal and are not endorsed by Metro.
 - c. The intent of this policy is to avoid misleading the public. Employees are not restricted from speaking as private citizens on matters of public concern.
3. Metro employees using social media shall have no expectation of privacy for any data posted during work time or while using Metro equipment.
4. Metro employees using social media for personal use outside of work may be subject to discipline for posts on personal blogs, profiles, and other social media accounts that are related to Metro and adversely impact the Metro work environment.
 - a. Examples of social media conduct for which an employee may be disciplined include disclosing confidential information or threatening, harassing, or violating the privacy of others at Metro.
 - b. Employees will not be disciplined for concerted union activity or other legally protected speech.

Procedures

Using Metro’s Social Media Channels

1. A department or venue may enter into an agreement with a social media site to create a forum for interacting with the public when there is a proven need to do so and staff capacity to regularly update and moderate the online conversation.
2. To request permission for access to a social media site, employees must fill out the attached Social Media Access Request form and submit it, with supervisor and manager approval, to the Communications Director. If the Communications Director authorizes the Social Media Access Request, social media content management will be formally added to the individual employee's job description.
3. Users must familiarize themselves and comply with all Terms of Use of the social media host site. Each user shall retain a copy of the host's Terms of Use and be alert to any modification to those terms. Departments may establish their own procedures for monitoring changes to host sites' Terms of Use.
4. Whenever possible, all Metro social media accounts will display the Metro logo and tag "Making a great place" for consistency and authenticity. Metro has ownership of the Metro logo, which can only be used by Metro for Metro business. Venues that choose to display their own venue logo instead of the Metro logo shall ensure the registration of their trademark logo with the State of Oregon.
5. Users who are authorized to establish or maintain a Metro social media account shall ensure that all public comment capabilities are disabled unless they are essential to the purpose of the social media account. If public comments are enabled, the following steps must be taken:
 - a. If possible, use a "click to agree" disclaimer that includes the Social Media Terms of Use, Prohibited Content and Disclaimer statement.
 - b. If there is no "click to agree" function available, the Social Media Terms of Use, Prohibited Content and Disclaimer statement should be posted in a conspicuous location on the profile or information page for the social media site.
 - c. If the formatting of the social media site cannot accommodate the full text of the Social Media Terms of Use, Prohibited Content and Disclaimer statement in a prominent location on the account, the user must include a hyperlink to the full disclaimer in a prominent location on the site.
6. Each Metro social media account shall prominently post one of the two following Terms of Use, Prohibited Content and Disclaimer statements:

Metro - Social Media Terms of Use, Prohibited Content and Disclaimer

We welcome you and your comments to Metro's [Social Media account type]. The purpose of this site is to [mission / purpose of page]. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and is not a public forum.

Metro reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, sexual or religious group. Further, Metro also reserves the right to delete comments that are: (i) spam or include links to other sites; (ii) off topic; (iii) advocate illegal activity; (iv) promote particular services, products, or political organizations or campaigns; (v) contain personal attacks; (vi) contain confidential or proprietary information; (vii) raise privacy concerns; (viii) identify a minor; or (ix) infringe on copyrights or trademarks.

Metro does not endorse or sponsor any comment made on this site by parties other than Metro. Such comments do not reflect the opinions and position of the Metro regional government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact _____ at phone/email_____. The comments made on this site may be considered public records and may be maintained and reproduced.

or

Metro - Social Media Terms of Use, Prohibited Content and Disclaimer

We strive to provide our guests with a positive experience when visiting our venues and websites. Please post respectfully.

This site is for your comments, questions, and concerns relating to [insert specific mission/purpose of the applicable Visitor Venue's page]. We encourage your input, but please note this is a moderated online discussion site and not a public forum.

[Applicable Visitor Venue] reserves the right to remove submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, sexual or religious group.

[Applicable Visitor Venue] also reserves the right to delete comments that are: (i) spam or include links to other sites; (ii) off topic; (iii) advocate illegal activity; (iv) promote particular services, products, or political organizations or campaigns; (v) contain personal attacks; (vi) contain confidential or proprietary information; (vii) raise privacy concerns; (viii) identify a minor; or (ix) infringe on copyrights or trademarks.

The comments expressed on this site do not reflect the opinions and position of the [applicable Visitor Venue] or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact _____ at phone/email_____. The comments made on this site may be considered public records and may be maintained and reproduced by [insert Visitor Venue].

7. If outside links are permitted, the Metro social media account shall prominently post the following "Links Disclaimer":

Metro – Outside Links Disclaimer

Links to external Internet sites do not constitute Metro's endorsement of the content of those sites, policies, or statements contained therein. Web links are often updated or deleted, and the user is cautioned to conduct his/her own research before following a link contained herein or elsewhere.

8. Metro's social media channels are designed to be moderated discussion sites rather than public forums. A moderator shall delete, in their entirety, any comments that violate the Social Media Terms of Use and Prohibited Content statement. A copy of all deleted comments shall be retained for Metro's records, including the date, time, and identity of the poster, when available, and a brief description of why the comment violates the Metro comment policy.
9. Moderators shall not discriminate against public speech based on content or viewpoint except as provided in the Social Media Terms of Use and Prohibited Content statement.
10. Users shall establish social media accounts using a Metro or venue email address. Using a Metro or venue email address will ensure that:
 - a. Personal and professional communications are separated;
 - b. Metro is able to back up public conversations because of Metro's ownership and control of the email address;
 - c. Metro has access to the social media account when the employee is out on vacation or otherwise away from the office; and
 - d. Metro and the public can determine that the social media account is legitimately Metro's (and not a rogue site generated from a private email address).
11. All users shall be trained on appropriate and effective use of social media in order to meet Metro's goals. Only those employees who are both authorized and trained shall engage in social media activities on Metro's behalf.
12. Users shall not make any posts on Metro's social media sites that include the following:
 - a. Confidential information;
 - b. Nonpublic or otherwise sensitive information;
 - c. Defamatory, libelous, offensive or demeaning material;

- d. Inaccurate or misleading information;
 - e. Information that would invade the privacy of others;
 - f. Information or opinions related to legal matters, litigation or parties involved in legal or litigation matters;
 - g. Statements promoting or opposing election petitions, candidates, political committees or ballot measures in violation of restrictions on political campaigning by public employees;
 - h. Personal matters regarding yourself or others;
 - i. Illegal or banned substances and narcotics;
 - j. Pornography or other offensive or illegal materials; or
 - k. Uncivil, tactless, incendiary or combative statements.
13. Each user is responsible for publishing accurate and clear information to social media accounts and quickly making corrections or clarifications as needed. Users must clearly indicate corrections and clarifications and include the time and reason for the correction or clarification.

Records Retention Requirements

1. Users and moderators must maintain and preserve records in compliance with Oregon public records law, ORS 192.001 *et seq.* Metro is required to maintain records for the period provided in the retention schedule for that type of record.
 - a. In some instances, individual departments have their own records retention schedules for their records. These must be approved by the State where they differ from what is found in the state statute. Users and moderators must be familiar with their department's record retention schedules and preserve records in accordance with those schedules.
 - b. The public records law applies whether the site is hosted by Metro or a third party.
2. **Managing Social Media Content that is Officially Maintained Elsewhere.** Under the ORS definition, a public record does *not* include: "Extra copies of a document, preserved only for convenience of reference" (ORS 192.005(5)(d)). Users can greatly simplify their retention responsibilities by using Social Media applications exclusively to provide the public with links or references to content that is officially maintained elsewhere. Using this approach, the links or references posted on Social Media sites would be considered convenience copies that need to be retained only "as needed" or "until superseded."

3. **Managing “Original” Social Media Content.** It is possible that users will publish original content via social media, and that content requires retention. Public comments to Metro social media sites may also constitute a public record. Almost all of this “original” content will fall into one of the categories below.
 - a. **Speeches/Statements/News Releases/Program Activity Records:** For retention purposes, a Metro blog posting (for example) is the equivalent of a public speech. An on-the-spot written or photographed account of a Metro event, or summary of Metro activities, pushed out via any social media should be considered a “report.” If any of these statements or reports contains policy or historically significant content, they must be retained permanently. Otherwise, they have a two-year retention from the time they are “published.”
 - b. **Correspondence:** Incoming messages from the public that arrive via a Metro social media site should be treated as correspondence. For correspondence that originates on a Metro social media site and that merits a response to an individual (as opposed to a public posting), the user would be advised to take that correspondence “offline” and, if possible, communicate directly with the individual and maintain that correspondence using established procedures for correspondence management. Much of the correspondence between elected officials and the public is considered “policy and historical” and warrants permanent retention.
 - c. **Content Associated with a Specific Function or Activity:** If a user establishes a social media site as a public entry point to solicit specific information (e.g. conducting a poll) or launch a process (e.g. placing an order), the information received should then be retained along with other records associated with that function or activity using the appropriate retention schedule.
4. **Preserving Social Media Content – Technology.** Metro does not currently endorse a single, preferred method of capturing and preserving social Media content. Before activating a social media account, users should consult with Information Services and the Metro Records Officer to create a plan for managing any content that constitutes an official Metro record.

Responsibilities

Employees:

- Become familiar with this policy and comply with its terms.
- Refrain from representing comments on a non-Metro site as Metro-endorsed or as acting in the capacity of a Metro representative.

Supervisors and Managers:

- Oversee employee compliance with this policy.

- Provide preliminary approval of Social Media Access Requests before they are submitted to the Communications Department.

Communications Department:

- Approve or deny Social Media Access Requests.
- In consultation with the Office of Metro Attorney, provide guidance to social media users and moderators as needed.

References

Record Retention Policy: Executive Order No. 91
Oregon public records laws, ORS 192.001 *et seq.*
Oregon restrictions on political campaigning by public employees, ORS 260.432.

Attachments

Social Media Access Request Form and Policy Compliance Agreement

Attachment

Social Media Access Request Form and Policy Compliance Agreement

Employee Information:

Full Name: _____ System Login: _____
Employee Number: _____ Department: _____
Title: _____ Supervisor Name: _____
Phone Extension: _____

Employee Acknowledgement: I understand and will follow the rules for conduct established in Metro's Network Access Policy, Social Media Policy and all other relevant Metro policies. Failure to abide by these policies will subject me to discipline in accordance with Metro personnel policies and any applicable Collective Bargaining Agreement. (Access these policies on the Intranet Human Resources Page.)

Employee name: _____ Signature: _____ Date: _____

Communications Director Approval

This request was approved by the Communications Director.

Director and Supervisor or Designee Endorsement

I am hereby requesting that the employee named above be given access to the requested social media site on the below business justifications.

Director: _____ Signature: _____ Date: _____
Supervisor: _____ Signature: _____ Date: _____

Business Justifications and Work Plan for Social Media Use

- a) What type of social media and specific platform do you plan to use?
- b) What is the business need and justification for this media site?
- c) What is the purpose of this communication?
- d) Who is the targeted audience?
- e) Will this be a one-time use or ongoing?
- f) What is the fiscal impact of adding this media site?
- g) Are public comments to be allowed or authentically facilitated?

- 1. If public comments are allowed or authentically facilitated, the website must include, in a prominent location, the Metro Comment Policy and disclaimer of limited public forum. All Metro employees with posting authority must read and consistently comply with the Comment Policy and limited public forum disclaimer.

- h) What email address will be used for establishing the account/site?

_____@oregonmetro.gov

- i) Name of the employee(s) that plans to:
 - 1. Author content:
 - 2. Proofread content:
 - 3. Post content:
 - 4. Respond to comments in a timely manner, if necessary:
 - 5. Moderate comments for compliance with Comment Policy:
 - 6. Maintain record retention to comply with retention schedule:
- j) What Metro “voice” is desired? Will a user of this social media channel be speaking as an individual, as a department or facility, or on behalf of Metro as a whole?
- k) Will posts include unique information or will they direct users to find information on the Metro or Venue website?
- l) What is the anticipated number of hours per week required for this project?
- m) Do you commit to using the latest browser and installing all security patches to maintain network integrity?
- n) Have the individuals named on this form been trained on the appropriate and effective use of social media to meet Metro’s goals?
 - 1. Who gave the training? [Communications/OMA/Other:_____]
 - 2. Date and location of training: _____

MERC Commission Meeting

April 4, 2012
12:30 pm

11.0 - Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 12-06

For the purpose of approving the initial appointment of _____ as Executive Director of the Oregon Convention Center (OCC).

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) must approve the initial appointment of the MERC Facility Directors;

WHEREAS, the Commission finds that _____ is qualified for the position of the Executive Director of the Oregon Convention Center.

BE IT THEREFORE RESOLVED, that the Commission approves the initial appointment of _____ as the Oregon Convention Center Executive Director

Passed by the Commission on April 4, 2012.

Chair

Approved As to Form:
Alison Kean Campbell, Metro Attorney

By: _____
Nathan A. Schwartz Sykes
Senior Attorney

Secretary/Treasurer