MERC Commission Meeting

May 17, 2011
1:00 pm

Brunish Hall, Portland Center
for the Performing Arts
1111 SW Broadway

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:	Tuesday, May 17, 2011
Time:	1:00 – 2:00 p.m.
Place:	Brunish Hall, Portland Center for the Performing Arts

CALL TO ORDER

1:00	**1.**	**QUORUM CONFIRMED**	
1:05	**2.**	**COMMISSIONER / EX OFFICIO COMMUNICATIONS**	
1:10	**3.**	**GENERAL MANAGER COMMUNICATIONS**	**Teri Dresler**
	3.1	March 2011 Financial Report	
1:15	**4.**	**MERC VENUES' BUSINESS REPORTS**	**Blosser/Williams/Bailey**
1:20	**5.**	**OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**	
1:25	**6.**	**CONSENT AGENDA**	
	6.1	Approval of Ethics Authorization Form for Travel Portland FAM June 2011 Events	
	6.2	April 6, 2011 MERC Commission Record of Actions	
	6.3	May 5, 2011 MERC Commission Record of Actions-Special Meeting	
1:30	**7.**	**ACTION AGENDA**	
	7.1	**Resolution 11-12** for the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12.	**Cynthia Hill**
	7.2	**Resolution 11-13** for the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2010-11.	**Cynthia Hill**

ADJOURN

MERC Commission Meeting

May 17 , 2011
1:00 pm

3.1 - March 2011 Financial Reports

FISCAL YEAR 2010-2011
3RD QUARTER
(JAN ~ MAR)

FINANCIAL INFORMATION

For Management Purposes only

PORTLAND CENTER FOR THE PERFORMING ARTS
A SERVICE OF METRO

expo
A SERVICE OF METRO

OREGON CONVENTION CENTER
A SERVICE OF METRO

THE MERC
METROPOLITAN EXPOSITION RECREATION COMMISSION
A SERVICE OF METRO

Date: May 12, 2011

To: MERC Commission

From: Julia Fennel - Controller and Cynthia Hill – Budget Manager

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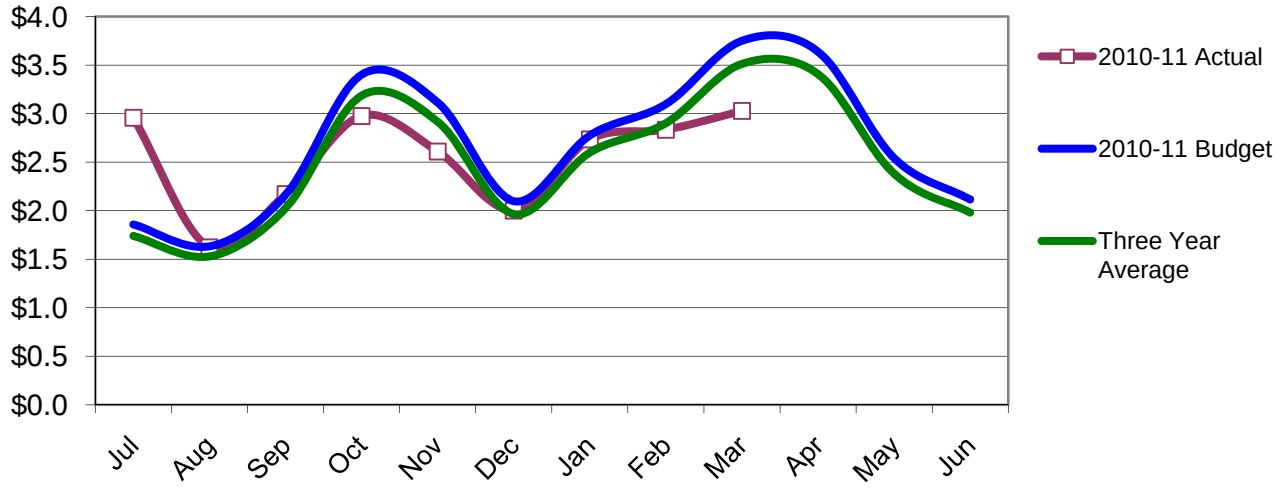
Third Quarter Report and Financial Outlook

MERC- Program Revenues by Month
shown in millions



MERC operating revenues are expected to end the year over budget and slightly better than last year, based on the schedule of upcoming events. Attendance at individual events has shown improvement over the previous year, and food and beverage spending has rebounded from FY 2009-10 as well.

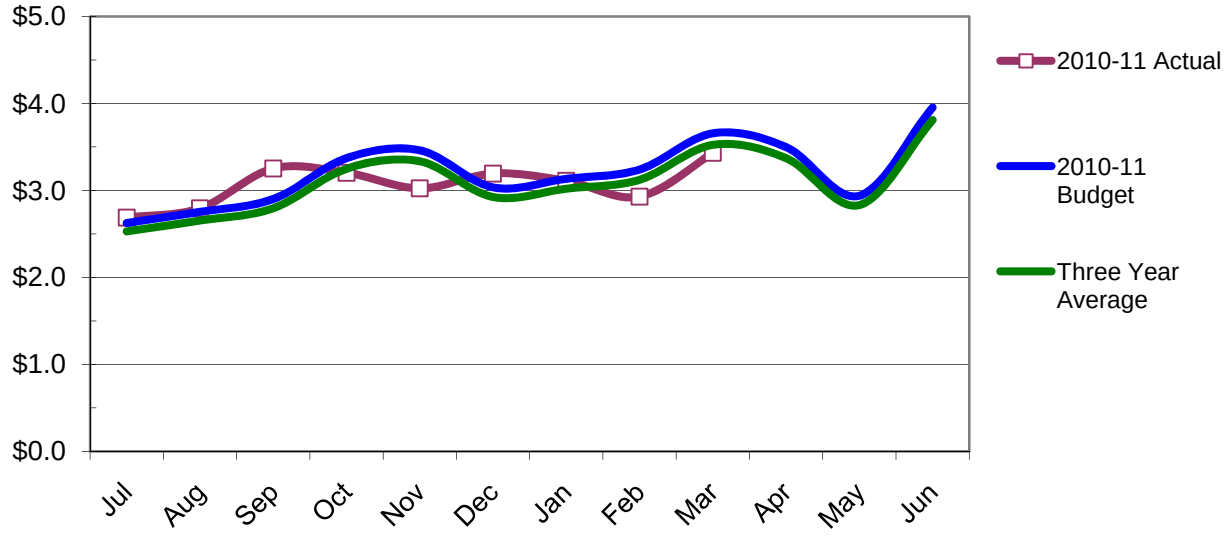
Third quarter revenues again demonstrate the impact of large events at the Oregon Convention Center. Last March (2010), OCC had three large conventions each with revenue over $350,000. In March 2011 OCC had four smaller conferences with revenues ranging from $125,000 to $244,000 each. OCC projects a very strong fourth quarter, including just booked Nike and Intel events, and expects food and beverage revenues to end the year more than $1 million ahead of budget. MERC may bring an amendment to Council in June to provide the additional appropriation needed for spending associated with that revenue.

The 3rd quarter was very strong for the Expo Center with the largest annual events held January through April; attendance continues to improve each quarter. PCPA operating revenue is flat year to date compared to last year. However, the Broadway schedule for the fourth quarter is strong, with three weeks of *Billy Elliot* in April and two weeks of *Mary Poppins* in June.

MERC Expenditures as of March 2011

	Budget	YTD Actual	YTD % of Budget	Year-end Projection	Year-end % of Budget	3-Year Average
Personal Services	17,989,676	12,892,496	71.7%	17,105,757	95.1%	93.4%
Materials and Services	20,580,326	14,736,407	71.6%	20,726,235	100.7%	99.7%
Total Operating Expenditures	**38,570,002**	**27,628,903**	**71.6%**	**37,831,992**	**98.1%**	**96.8%**
Total Capital Outlay	**5,299,105**	**2,362,323**	**44.6%**	**4,390,946**	**82.9%**	**44.3%**
Total Expenditures	**$43,869,107**	**$29,991,226**	**68.4%**	**$42,222,938**	**96.2%**	**93.4%**

MERC - Operating Expenditures by Month
shown in millions



MERC expenditures relate directly to venue event activity; MERC staff is skilled at managing expenses to revenue. The third quarter reflects the Expo Center's busiest time, including the year's largest events (Pacific Northwest Sportsman Show and Sport Fishing Boat Show, Rose City Classic Dog Show, Portland Home & Garden Show, Portland Boat Show, Portland RV Dealers Spring Show and, for the first year, the Portland Roadster Show).

As noted in the revenue discussion, higher food and beverage revenues and related expenditures at OCC may require a budget amendment in June. Otherwise, MERC expenditures are expected to end the year well within budget.

Capital projects have proceeded at all three venues: the Expo center opened the West Delta Bar & Grill in January, PCPA is completing the chiller replacement at Hatfield Hall and beginning the remodel of the concessions at the Keller Auditorium, while OCC is completing the replacement of lighting fixtures and the moveable wall retrofit.

FINANCIAL HIGHLIGHTS – MERC ACTUALS AS OF MARCH 2011

REVENUE

OPERATING

- **MERC** overall revenue is better than prior year by 2% or $414 thousand and better than budget by 1% or $264 thousand. Food and Beverage (F&B) is better than budget by 5% or $630 thousand and less than prior year by 1% or $126 thousand.

- **Expo** overall revenue is less than prior year by 1% or $27 thousand. The largest event of the 3rd quarter was Portland Metro RV Dealers generating approximately $162 thousand. Event revenue is better than prior year 3rd Quarter by approximately $181 thousand, new this year was the Portland Roadster Show generating approximately $153 thousand.

- **OCC** is better than prior year by 4% or $452 thousand and better than budget by 6% or $968 thousand. Event revenue is less than prior year 3rd quarter by approximately $376 thousand. There were 3 events in the 3rd quarter FYE 2010 which generated a combined total of approximately $1.4 million these were the Public Library Association ($652 thousand), American Physical Society ($403 thousand) and Portland Auto Show ($398 thousand), compared to 3rd quarter FYE11 which generated approximately $920 thousand these were the Portland Auto Show ($416 thousand), Emergency Nurses Association Leadership Conf ($276 thousand) and NW Food Manufacturing ($226 thousand).

- **PCPA** is less than prior year by 1% or $61 thousand and less than budget by 8% or $650 thousand. F&B is better than budget by 10% or $143 thousand. In third quarter of FY09-10 PCPA highest revenue generator was *Rain* for approximately $139 thousand, in FY10-11 the highest event revenue was *Hair* for approximately $149 thousand.

NON – OPERATING

- Transient Lodging Tax (TLT) is greater than prior year to date by 19.38% which equals $972 thousand.

EXPENDITURES

OPERATING

- **MERC** overall expenditures are less than prior year by 1% or $330 thousand and less than budget by 3% or $1.3 million.

- **Expo** overall expenditures are greater than prior year by 7% or $197 thousand and less than budget by 5% or $228 thousand. F&B expenditures are greater than prior year by 14 % or $145 thousand and greater than budget by 4% or $61 thousand.

- **OCC** is relatively flat compared to prior year by $26 thousand and less than budget 1% or $155 thousand. F&B is less than prior year by 1% which is approximately $78 thousand.

- **PCPA** is less than prior year by 6% or $429 thousand and budget by 6% or $548 thousand. F&B is slightly less than prior year by 10% or $129 thousand.

NON – OPERATING

- Expo has paid 77% or $913 thousand of the budgeted Debt Service of $1.189 million.

- MERC has paid Metro Support Service & Risk Management $1.9 million of the budgeted amount of $2.5 million or 77%.

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

All Departments

March 2011

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	March-11	March-11	March-10		March-11	75%
Operating						
Revenue	1,853,598	13,457,298	12,917,677	104%	18,481,869	73%
Revenue - Food and Beverage	1,172,739	9,465,884	9,591,778	99%	11,813,716	80%
Total Operating Revenue	**3,026,336**	**22,923,182**	**22,509,455**	**102%**	**30,295,585**	**76%**
Costs - Food and Beverage	1,075,093	7,940,567	8,003,258	99%	9,422,641	84%
Personal Services	1,397,797	12,892,496	12,592,812	102%	17,989,676	72%
Goods & Services	741,827	4,831,320	5,373,464	90%	8,203,986	59%
Marketing	218,280	1,964,520	1,989,521	99%	3,037,090	65%
Total Operating Expenses	**3,432,996**	**27,628,903**	**27,959,056**	**99%**	**38,653,393**	**71%**
Net Operating Results Inc (Dec)	**(406,660)**	**(4,705,721)**	**(5,449,601)**	**86%**	**(8,357,808)**	**56%**
Non Operating	-	-	-		-	
Transient, Lodging Tax	490,340	5,989,811	5,017,642	119%	10,558,553	57%
Government Support City of Portland	-	-	-	-	756,907	0%
Non-Operating Revenue	(13,689)	100,535	151,319	66%	294,773	34%
Non-Operating Expense	-	-	2,503	0%	2,500	0%
	476,651	**6,090,346**	**5,166,458**	**118%**	**11,607,733**	**52%**
Support and Risk Management						
MERC Administration	0	-	0	0%	-	-
Metro Support Services	166,099	1,494,891	1,520,739	98%	1,993,186	75%
Metro Risk Management	-	416,097	407,145	102%	499,311	83%
	166,099	**1,910,988**	**1,927,884**	**99%**	**2,492,497**	**77%**
Net Increase (Decrease)	**(96,108)**	**(526,363)**	**(2,211,027)**	**24%**	**757,428**	**-69%**
Transfers						
Transfers from	-	-	-	-	-	-
Debt Service	-	913,316	1,027,936	89%	1,189,132	77%
Net Transfers	**-**	**913,316**	**1,027,936**	**89%**	**1,189,132**	**77%**
Net Operations	**(96,108)**	**(1,439,679)**	**(3,238,964)**	**113%**	**(431,704)**	**333%**
	(0)	**(0)**	**-**		**-**	
Capital						
Capital Outlay	281,034	2,362,323	985,795	240%	5,213,214	45%
Goods & Services	-	-	-	-	-	-
Non-Operating Revenue	28,450	236,267	2,218,425	11%	1,094,592	22%
Transfers from	-	-	-	-	475,000	0%
Net Capital	**(252,584)**	**(2,126,056)**	**1,232,630**	**-172%**	**(3,643,622)**	**58%**
Fund Balance Inc (Dec)	**(348,692)**	**(3,565,734)**	**(2,006,333)**	**178%**	**(4,075,326)**	**87%**
	-	-	0		-	
Food and Beverage Gross Margin	**2,247,831**	**17,406,451**	**17,595,036**		**21,236,357**	**82%**
Food and Beverage Gross Margin	**8.3%**	**16.1%**	**16.6%**		**20.2%**	
Full Time Employees			**-**		**190.0**	
Excise Tax	**(179,437)**	**(1,102,402)**	**(1,108,524)**			
Taxes as percent of revenue	**14%**	**21%**	**18%**		**26%**	
Fund Balance						
Beginning Fund Balance		27,089,539	26,619,236		27,089,539	
Fund Balance Inc (Dec)		(3,565,734)	(2,006,333)		(4,075,326)	
Ending Fund Balance		**23,523,805**	**24,612,903**		**23,014,213**	
Unrestricted Fund Balance					304,624	
Contingency					2,183,463	
Stabilization Reserve					620,500	
Contingency for Renewal & Replacement					-	
Designated for Renewal & Replacement					12,543,636	
Designated for Phase 3					-	
New Capital/Business Strategy Reserve					5,100,858	
Contingency for HQH					-	
Contingency for HQH (PERS Rsvr - Prior)					-	
Designated for PERS Reserve - Current					360,277	
Designated for PERS Reserve - Prior					1,631,545	
Restricted by Contract - Aramark					-	
Restricted by Agreement - TLT					269,310	
Ending Fund Balance					**23,014,213**	

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

Portland Exposition Center

March 2011

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	March-11	March-11	March-10		March-11	75%
Operating						
Revenue	483,403	2,946,900	2,939,055	100%	3,766,945	78%
Revenue - Food and Beverage	202,523	1,277,666	1,258,468	102%	1,934,927	66%
Total Operating Revenue	**685,926**	**4,224,567**	**4,197,523**	**101%**	**5,701,872**	**74%**
Costs - Food and Beverage	220,438	1,162,692	1,018,020	114%	1,473,430	79%
Personal Services	130,997	1,060,346	1,056,258	100%	1,501,164	71%
Goods & Services	154,014	843,569	794,905	106%	1,430,635	59%
Total Operating Expenses	**505,449**	**3,066,607**	**2,869,184**	**107%**	**4,405,229**	**70%**
Net Operating Results Inc (Dec)	**180,478**	**1,157,960**	**1,328,339**	**87%**	**1,296,643**	**89%**
Non Operating						
Non-Operating Revenue	1,797	15,736	17,951	88%	53,932	29%
Non-Operating Expense	-	-	-	-	-	-
	1,797	**15,736**	**17,951**	**88%**	**53,932**	**29%**
Support and Risk Management						
MERC Administration	20,315	182,831	228,530	80%	243,775	75%
Metro Support Services	14,949	134,541	152,073	88%	179,387	75%
Metro Risk Management	-	62,533	58,954	106%	75,038	83%
	35,264	**379,905**	**439,557**	**86%**	**498,200**	**76%**
Net Increase (Decrease)	**147,011**	**793,790**	**906,733**	**88%**	**852,375**	**93%**
Transfers						
Transfers from	-	-	-	-	-	-
Debt Service	-	913,316	888,316	103%	1,189,132	77%
Net Transfers	**-**	**913,316**	**888,316**	**103%**	**1,189,132**	**77%**
Net Operations	**147,011**	**(119,526)**	**18,417**	**-649%**	**(336,757)**	**35%**
Capital						
Capital Outlay Expense	70,563	391,059	61,804	633%	492,000	79%
Non-Operating Revenue	3,450	3,450	325,000	1%	-	-
Net Capital	**(67,113)**	**(387,609)**	**263,196**	**-147%**	**(492,000)**	**79%**
Fund Balance Inc (Dec)	**79,898**	**(507,135)**	**281,613**	**-180%**	**(828,757)**	**61%**
Food and Beverage Gross Margin	**422,961**	**2,440,358**	**2,276,489**		**3,408,357**	**72%**
Food and Beverage Gross Margin %	**-8.8%**	**9.0%**	**19.1%**		**23.9%**	
Full Time Employees					**13.3**	
Excise Tax	**(51,307)**	**(266,046)**	**(299,563)**		**-**	
Fund Balance						
Beginning Fund Balance		5,644,984	5,745,316		5,644,984	
Fund Balance Inc (Dec)		(507,135)	281,613		(828,757)	
Ending Fund Balance		**5,137,849**	**6,026,929**		**4,816,227**	
Unrestricted Fund Balance					304,624	
Contingency					270,000	
Stabilization Reserve					186,000	
Contingency for Renewal & Replacement					-	
Designated for Renewal & Replacement					925,000	
Designated for Phase 3					-	
New Capital/Business Strategy Reserve					2,952,328	
Contingency for HQH (PERS Rsvr - Prior)					-	
Designated for PERS Reserve - Current					30,056	
Designated for PERS Reserve - Prior					148,219	
Ending Fund Balance					**4,816,227**	
		-	-		-	

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

Oregon Convention Center

March 2011

	Current Month Actual	Excluding HQH Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	March-11	March-11	March-10		March-11	75%
Operating						
Revenue	865,479	6,220,466	5,829,664	107%	7,900,301	79%
Revenue - Food and Beverage	895,307	6,948,611	6,887,483	101%	8,412,150	83%
Total Operating Revenue	**1,760,786**	**13,169,077**	**12,717,147**	**104%**	**16,312,451**	**81%**
Costs - Food and Beverage	758,660	5,674,177	5,752,225	99%	6,679,602	85%
Personal Services	696,801	6,524,271	6,358,747	103%	8,923,956	73%
Goods & Services	313,551	2,418,638	2,507,158	96%	3,736,343	65%
Marketing POVA	218,280	1,964,520	1,989,521	99%	3,037,090	65%
Total Operating Expenses	**1,987,292**	**16,581,605**	**16,607,651**	**100%**	**22,376,991**	**74%**
Net Operating Results Inc (Dec)	**(226,506)**	**(3,412,528)**	**(3,890,505)**	**88%**	**(6,064,540)**	**56%**
Non Operating						
Transient, Lodging Tax	438,063	5,351,205	4,292,240	125%	8,700,202	62%
Non-Operating Revenue	9,711	38,267	61,733	62%	99,351	39%
Non-Operating Expense	-	-	3	0%	-	-
	447,774	**5,389,472**	**4,353,970**	**124%**	**8,799,553**	**61%**
Support and Risk Management						
MERC Administration	126,402	1,137,616	1,234,066	92%	1,516,822	75%
Metro Support Services	93,015	837,135	821,196	102%	1,116,184	75%
Metro Risk Management	-	236,352	229,195	103%	283,621	83%
	219,417	**2,211,103**	**2,284,457**	**97%**	**2,916,627**	**76%**
Net Increase (Decrease)	**1,852**	**(234,160)**	**(1,820,991)**	**13%**	**(181,614)**	**129%**
Transfers						
Transfers from	-	-	-	-	-	-
Debt Service	-	-	139,620	0%	-	-
Net Transfers	**-**	**-**	**139,620**	**0%**	**-**	-
Net Operations	**1,852**	**(234,160)**	**(1,960,612)**	**-88%**	**(181,614)**	**129%**
				-		
Capital				-		-
Capital Outlay Expense	182,247	1,527,690	583,456	262%	3,638,105	42%
Non-Operating Revenue		207,817	1,351,500	15%	626,291	33%
Transfers from	-	-	-	-	475,000	0%
Net Capital	**(182,247)**	**(1,319,873)**	**768,044**	**-172%**	**(2,536,814)**	**52%**
Fund Balance Inc (Dec)	**(180,395)**	**(1,554,033)**	**(1,192,568)**	**130%**	**(2,718,428)**	**57%**
Food and Beverage Gross Margin	**1,653,966**	**12,622,788**	**12,639,708**		**15,091,752**	**84%**
Food and Beverage Gross Margin %	**15.3%**	**18.3%**	**16.5%**		**20.6%**	
Full Time Employees					**110.3**	
Excise Tax	**(127,913)**	**(836,077)**	**(808,148)**		**-**	
Taxes as percent of revenue	**20%**	**29%**	**25%**		**35%**	
Fund Balance						
Beginning Fund Balance		11,426,052	10,870,137		11,426,052	
Fund Balance Inc (Dec)		(1,554,033)	(1,192,568)		(2,718,428)	
Fund Balance Inc (Dec) for HQH		-	(4,750)		-	
Ending Fund Balance		**9,872,019**	**9,672,819**		**8,707,624**	
Unrestricted Fund Balance					-	
Contingency					1,316,623	
Stabilization Reserve					260,000	
Contingency for Renewal & Replacement					-	
Designated for Renewal & Replacement					5,325,779	
Designated for Phase 3					-	
New Capital/Business Strategy Reserve					518,032	
Contingency for HQH					-	
Contingency for HQH (PERS Rsvr - Prior)					-	
Designated for PERS Reserve - Current					182,678	
Designated for PERS Reserve - Prior					835,202	
Restricted by Contract - Aramark						
Restricted by Agreement - TLT					269,310	
Ending Fund Balance					**8,707,624**	
					-	

Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

Portland Center for the Performing Arts

March 2011

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	March-11	March-11	March-10		March-11	75%
Operating						
Revenue	501,579	4,280,441	4,135,258	104%	6,781,123	63%
Revenue - Food and Beverage	74,909	1,239,607	1,445,827	86%	1,466,639	85%
Total Operating Revenue	**576,488**	**5,520,047**	**5,581,085**	**99%**	**8,247,762**	**67%**
Costs - Food and Beverage	95,995	1,103,698	1,233,013	90%	1,269,609	87%
Personal Services	419,648	3,896,589	3,777,546	103%	5,606,405	70%
Goods & Services	246,471	1,338,382	1,756,661	76%	2,331,409	57%
Total Operating Expenses	**762,114**	**6,338,669**	**6,767,220**	**94%**	**9,207,423**	**69%**
Net Operating Results Inc (Dec)	**(185,626)**	**(818,622)**	**(1,186,135)**	**69%**	**(959,661)**	**85%**
Non Operating						
Transient, Lodging Tax	52,277	638,607	725,401	88%	1,858,351	34%
Government Support City of Portland	-	-	-	-	756,907	0%
Non-Operating Revenue	(25,515)	41,162	51,640	80%	117,851	35%
Non-Operating Expense	-	-	2,500	0%	2,500	0%
	26,761	**679,769**	**774,542**	**88%**	**2,730,609**	**25%**
Support and Risk Management						
MERC Administration	79,001	711,011	822,710	86%	948,014	75%
Metro Support Services	58,135	523,215	547,470	96%	697,615	75%
Metro Risk Management	-	117,212	118,996	99%	140,652	83%
	137,136	**1,351,438**	**1,489,176**	**91%**	**1,786,281**	**76%**
Net Increase (Decrease)	**(296,000)**	**(1,490,291)**	**(1,900,769)**	**78%**	**(15,333)**	**9719%**
Transfers						
Transfers from	-	-	-	-	-	-
Net Transfers	**-**	**-**	**-**	-	**-**	**-**
Net Operations	**(296,000)**	**(1,490,291)**	**(1,900,769)**	**78%**	**(15,333)**	**9719%**
Capital						
Revenue	-	-	-	-	-	-
Capital Outlay Expense	28,224	443,574	239,866	185%	981,109	45%
Construction Management Expense	-	-	-	-	-	-
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	25,000	25,000	541,925	5%	468,301	5%
Non-Operating Expense	-	-	-	-	-	-
Intrafund Transfers	-	-	-	-	-	-
Transfers to	-	-	-	-	-	-
Transfers from	-	-	-	-	-	-
Net Capital	**(3,224)**	**(418,574)**	**302,059**	**-139%**	**(512,808)**	**82%**
Fund Balance Inc (Dec)	**(299,224)**	**(1,908,864)**	**(1,598,710)**	**119%**	**(528,141)**	**361%**
Food and Beverage Gross Margin	**170,904**	**2,343,305**	**2,678,840**		**2,736,248**	**86%**
Food and Beverage Gross Margin %	**-28.1%**	**11.0%**	**14.7%**		**13.4%**	
Full Time Employees					**46.4**	
Taxes as percent of revenue	**8%**	**10%**	**12%**		**18%**	
Fund Balance						
Beginning Fund Balance		9,016,013	9,045,395		9,016,013	
Fund Balance Inc (Dec)		(1,908,864)	(1,598,710)		(528,141)	
Ending Fund Balance		**7,107,149**	**7,446,685**		**8,487,872**	
Unrestricted Fund Balance					-	
Contingency					471,840	
Stabilization Reserve					174,500	
Contingency for Renewal & Replacement					-	
Designated for Renewal & Replacement					5,595,000	
Designated for Phase 3					-	
Contingency for HQH					-	
New Capital/Business Strategy Reserve					1,630,498	
Contingency for HQH (PERS Rsvr)					-	
Designated for PERS Reserve - Current					105,401	
Designated for PERS Reserve - Prior					510,633	
Ending Fund Balance					**8,487,872**	

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Metropolitan Exposition-Recreation Commission

MERC Statement of Activity with Annual Budget

MERC Administration

March 2011

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	March-11	March-11	March-10		March-11	75%
Operating						
Revenue	3,136	9,491	13,700	69%	33,500	28%
Personal Services	150,351	1,411,290	1,400,261	101%	1,958,151	72%
Goods & Services	27,791	230,731	309,990	74%	705,599	33%
Net Operating Results Inc (Dec)	**(175,006)**	**(1,632,530)**	**(1,696,550)**	**96%**	**(2,630,250)**	**62%**
Non Operating						
Non-Operating Revenue	318	5,370	19,995	27%	23,639	23%
Non-Operating Expense	-	-	-	-	-	-
	318	**5,370**	**19,995**	**27%**	**23,639**	**23%**
Support and Risk Management						
MERC Administration	225,718	2,031,458	2,285,306	89%	2,708,611	75%
	225,718	**2,031,458**	**2,285,306**	**89%**	**2,708,611**	**75%**
Net Increase (Decrease)	**51,030**	**404,298**	**608,750**	**66%**	**102,000**	**396%**
Transfers						
Net Transfers	-	-	-	-	-	-
Net Operations	**51,030**	**404,298**	**608,750**	**66%**	**102,000**	**396%**
Capital						
Capital Outlay Expense	-	-	100,669	0%	102,000	0%
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	**-**	**-**	**(100,669)**	**0%**	**(102,000)**	**0%**
Fund Balance Inc (Dec)	**51,030**	**404,298**	**508,082**	**80%**	**-**	**-**
Full Time Employees					20.0	
Excise Tax	(217)	(280)	(812)		-	
Fund Balance						
Beginning Fund Balance		1,002,490	958,388		1,002,490	
Fund Balance Inc (Dec)		404,298	508,082		-	
Ending Fund Balance		**1,406,788**	**1,466,470**		**1,002,490**	
Unrestricted Fund Balance					-	
Contingency					125,000	
Stabilization Reserve					-	
Designated for Renewal & Replacement					697,857	
Contingency for HQH (PERS Rsvr - Prior)					-	
Designated for PERS Reserve - Current					42,142	
Designated for PERS Reserve - Prior					137,491	
Ending Fund Balance					**1,002,490**	

MERC Commission Meeting

May 17, 2011
1:00 pm

4.0 - Venue Business Reports

OCC Event Analysis Monthly Revenue Report March 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC MAR 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	03/01/11	1	Accounting/Non-Event	Accounting/Non-event	Accounting/ Non-Event	Settled		0	31	0		$0	$227	$18	$127,694	$0	$0	$0	$0	$0	$0	$1,588	$0	$0	$129,527
NCCE Pre-Con -- In House	03/01/11	0	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$23	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$23
MillerCoors Meeting	03/01/11	10	New	Meeting/Seminar	Meeting	Settled	Local	1,158	1	0		$0	$0	$0	$0	$0	$400	$0	$0	$0	$0	$0	$290	$0	$690
Classic Wines Auction 2011	03/05/11	730	Repeat	Auction	Food & Beverage/Catering	Settled	Local	141,318	1	5		$0	$63,250	$12,040	$0	$45	$9,506	$2,786	$250	$0	$0	$3,038	$450	$7,159	$98,524
Oregon Business Magazine Dinner	03/03/11	771	Repeat	Dinner	Food & Beverage/Catering	Settled	State	25,500	1	0		$0	$30,630	$0	$0	$0	$7,897	$107	$0	$0	$0	$165	-$854	$3,495	$41,439
U.S. National Open Taekwondo Championships 2011	03/05/11	1,204	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	62,457	1	1		$0	$130	$904	$125	$1,120	$100	$777	$0	$0	$257	$330	$3,250	$1,455	$8,449
Catholic Charities Tasting	03/04/11	3	In-house	Tasting	In-house	Settled	Local	1,228	1	0		$0	$90	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$90
MWESB Legal Summit	03/04/11	30	New	Meeting/Seminar	Meeting	Settled	Local	1,158	1	0		$0	$336	$0	$0	$0	$0	$0	$0	$0	$0	$54	$300	$0	$690
Oregon Governor's Safety & Health Conference (GOSH)	03/08/11	1,450	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Settled	State	691,406	3	4	TRUE	$0	$119,042	$0	$1,503	$1,113	$39,917	$10,392	$1,560	$612	$0	$1,190	$28,150	$3,589	$207,067
Chess for Success	03/04/11	2,500	Repeat	Competition	Miscellaneous/Other	Settled	Local	76,216	2	0		$0	$0	$0	$0	$120	$0	$332	$0	$0	$0	$275	$4,100	$336	$5,163
World Wide Group - Regional Rallies	03/05/11	625	Repeat	Meeting/Seminar	Meeting	Settled	Regional	6,563	1	0		$0	$130	$0	$0	$0	$390	$83	$0	$0	$0	$165	$1,850	$55	$2,673
ARAMARK staff dinner	03/05/11	0	In-house	Dinner	In-house	Settled	Local	3,750	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
GOSH Pre-Con -- In House	03/07/11	0	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$19	$0	$0	$0	$0	$0	$0	$0	$0	$45	$0	$0	$64
Inhouse: Intel Tech Fest Tasting	03/07/11	0	In-house	Lunch	In-house	Settled	Local	0	1	0		$0	$201	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$201
ARAMARK District Meeting	03/07/11	21	In-house	Meeting/Seminar	Meeting	Settled	Local	11,070	3	0		$0	$2,290	$0	$0	$0	$1,468	$559	$0	$0	$0	$202	$0	$0	$4,519
Kaiser Permanente - Leadership Development Institute	03/09/11	290	New	Meeting/Seminar	Meeting	Settled	Local	25,200	1	0		$0	$13,631	$0	$1,395	$336	$25	$599	$0	$0	$0	$3,810	$4,250	$0	$24,046
Susan G. Komen for the Cure - Breast Cancer Issues Conference 2011	03/12/11	450	Repeat	Meeting/Seminar	Meeting	Settled	Local	51,957	1	2		$0	$16,367	$0	$621	$636	$5,300	$83	$0	$0	$0	$2,525	$7,490	$495	$33,517

OCC Event Analysis Monthly Revenue Report March 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Pac West Open National Cheer and Dance Championships 2011	03/11/11	6,011	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	384,768	3	1		$0	$6,064	$0	$0	$8,885	$22,336	$1,688	$225	$0	$1,842	$1,026	$23,652	$11,179	$76,897
KinkFest Pre-Con -- In House	03/10/11	0	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$20	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$20
SHRM 2011 - Ninth Annual Labor & Employment Law Conference	03/10/11	333	Repeat	Meeting/Seminar	Meeting	Settled	Local	25,351	1	0		$0	$19,118	$0	$1,926	$40	$2,873	$0	$0	$0	$0	$1,855	$1,640	$0	$27,452
Luis Palau Association: Benefit Dinner 2011	03/11/11	562	Repeat	Dinner	Food & Beverage/Catering	Settled	Local	23,761	1	0		$0	$26,494	$0	$357	$60	$985	$570	$0	$0	$0	$333	$0	$0	$28,798
Oregon Law Institute - ABC's of Decedents' Estate Administration	03/11/11	160	Repeat	Meeting/Seminar	Meeting	Settled	State	4,000	1	0		$0	$1,033	$0	$117	$0	$200	$83	$0	$0	$0	$546	$1,100	$0	$3,079
Providence Cancer Luncheon Tasting	03/11/11	14	In-house	Tasting	Food & Beverage/Catering	Settled	Local	0	1	0		$0	$420	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$420
Handwriting Without Tears	03/11/11	60	Repeat	Meeting/Seminar	Meeting	Settled	Local	3,636	2	0		$0	$844	$0	$0	$30	$380	$83	$0	$0	$0	$355	$1,140	$0	$2,832
IAHB Workshop	03/11/11	125	Repeat	Meeting/Seminar	Meeting	Settled	Local	6,220	2	0		$0	$1,599	$0	$0	$0	$810	$0	$0	$0	$0	$1,742	$1,800	$0	$5,951
Flash Bus Tour featuring Joe McNally and David Hobby	03/12/11	300	New	Meeting/Seminar	Meeting	Settled	Local	6,300	1	0		$0	$0	$0	$0	$150	$816	$249	$0	$0	$0	$0	$1,750	$0	$2,965
Shamrock Run Packet Pick Up	03/12/11	14,500	New	Miscellaneous	Miscellaneous/Other	Settled	Regional	18,900	1	0		$0	$0	$0	$0	$0	$160	$463	$810	$0	$0	$165	$5,107	$348	$7,053
Food Services of America	03/15/11	217	Repeat	Trade Show	Tradeshow	Settled	Local	60,000	1	3		$0	$0	$0	$2,475	$0	$330	$18,276	$0	$0	$0	$275	$3,000	$573	$24,929
Get Motivated Seminars	03/14/11	3,800	New	Meeting/Seminar	Meeting	Settled	Local	101,786	1	1		$0	$37,765	$0	$105	$600	$7,554	$1,746	$1,565	$0	$0	$1,040	$13,000	$2,756	$66,131
American Red Cross Breakfast of Champions	03/15/11	700	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	123,458	1	1		$0	$14,294	$0	$515	$440	$2,885	$790	$0	$0	$0	$772	$2,200	$3,388	$25,284
2011 Northwest Apparel & Footwear Material Show	03/16/11	0	Repeat	Trade Show	Tradeshow	Settled	Regional	255,656	2	1		$0	$26,292	$4,774	$0	$60	$608	$2,035	$0	$229	$0	$1,036	$9,512	$721	$45,267
Kaiser Permanente - Leadership Development Institute	03/15/11	368	New	Meeting/Seminar	Meeting	Settled	Local	25,200	1	0		$0	$14,478	$0	$1,296	$384	$65	$539	$0	$0	$0	$4,035	$4,250	$0	$25,047
Inhouse: MPI Board Meeting	03/15/11	25	In-house	Meeting/Seminar	In-house	Settled	Local	1,228	1	0		$0	$51	$0	$0	$0	$0	$0	$0	$0	$0	$126	$0	$0	$177

OCC Event Analysis Monthly Revenue Report March 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Metro Multifamily Housing Association - 2011 Maintenance Fair	03/17/11	450	New	Meeting/Seminar	Tradeshow	Settled	Local	97,369	1	1		$0	$14,465	$0	$0	$0	$3,400	$4,389	$0	$45	$0	$3,829	$3,450	$166	$29,743
Aramark/Giacometti	03/16/11	4	In-house	Meeting/Seminar	In-house	Settled	Local	330	2	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
2011 Portland Gift & Accessories Show	03/19/11	3,000	Repeat	Consumer/Public Show	Convention w/ Tradeshow	Settled	Local	476,536	3	4	TRUE	$0	$180	$718	$0	$124	$325	$9,577	$297	$660	$0	$1,830	$19,450	$4,802	$37,963
INTERFACE 2011	03/17/11	0	Repeat	Trade Show	Tradeshow	Settled	Local	60,400	1	1		$0	$25,419	$0	$0	$0	$2,696	$5,327	$1,815	$0	$0	$1,129	$6,800	$1,040	$44,225
KF 2011 , presented by the PLA	03/18/11	915	New	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Regional	115,163	3	1		$0	$5,571	$0	$0	$720	$525	$1,913	$0	$0	$0	$2,435	$26,760	$0	$37,924
OES Meeting	03/17/11	0	New	Meeting/Seminar	Meeting	Settled	Local	0	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Inhouse: Classic Wine Auction Post Con	03/17/11	0	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
Ecoroof Portland 2011	03/18/11	400	New	Consumer/Public Show	Consumer Public	Settled	Local	64,023	1	1		$0	$1,562	$0	$0	$60	$921	$929	$0	$0	$0	$905	$3,350	$574	$8,302
SEPG Pre-Con -- In House	03/17/11	0	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$21	$0	$0	$0	$0	$0	$0	$0	$0	$36	$0	$0	$57
Blood Born Pathogens Training	03/18/11	0	In-house	Meeting/Seminar	Meeting	Settled	Local	1,228	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Software and Systems Engineering Process Group (SEPG 2011)	03/20/11	0	New	Annual Convention/Conference	Convention w/ Tradeshow	Settled	National	478,991	5	3	TRUE	$0	$154,548	$0	$0	$30	$2,685	$5,775	$9,567	$1,567	$0	$19,786	$38,140	$5,455	$237,553
Oregon Law Institute - Moving Your Discovery Practice from DialpUp to Broadband	03/18/11	65	Repeat	Meeting/Seminar	Meeting	Settled	State	6,085	1	0		$0	$2,488	$0	$63	$105	$602	$727	$0	$0	$0	$390	$900	$0	$5,275
Plumbers & Steamfitters Local 290 Contract Meeting	03/20/11	568	Repeat	Meeting/Seminar	Meeting	Settled	Local	30,000	1	1		$0	$749	$0	$0	$0	$1,540	$166	$0	$0	$0	$1,895	$3,250	$0	$7,600
title nine - Blow Out Sale	03/24/11	2,000	Repeat	Trade Show	Consumer Public	Settled	Local	210,000	3	4		$0	$0	$0	$0	$2,030	$790	$0	$1,800	$0	$0	$275	$6,125	$50	$11,070
TASTING: Good Friday Breakfast	03/22/11	2	In-house	Tasting	In-house	Settled	Local	0	1	0		$0	$18	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$18
Creating Keepsakes Scrapbook Convention (CKC) - Portland 2011	03/25/11	4,300	Repeat	Consumer/Public Show	Consumer Public	Settled	State	300,520	2	2		$0	$0	$2,147	$117	$90	$2,260	$4,083	$99	$0	$0	$550	$23,749	$2,803	$35,897
INVESTools - Investor Workshop	03/23/11	360	New	Meeting/Seminar	Meeting	Settled	Local	35,250	2	0		$0	$3,781	$0	$0	$390	$856	$166	$630	$0	$0	$6,450	$7,000	$0	$19,273

OCC Event Analysis Monthly Revenue Report March 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Pella Pro Expo	03/23/11	0	Repeat	Trade Show	Tradeshow	Settled	Local	75,505	2	0		$0	$14,155	$0	$882	$795	$0	$1,639	$396	$0	$0	$491	$3,250	$484	$22,092
SEPG Post-Con - - In House	03/25/11	0	In-house	Accounting/Non-event	In-house	Settled		0	1	0		$0	$20	$0	$0	$0	$0	$0	$0	$0	$0	$36	$0	$0	$56
Christ in Youth - Jr. High Only Believe 2011	03/26/11	1,122	Repeat	Concert	Convention	Closed	Regional	249,317	1	1		$0	$180	$0	$0	$2,385	$50	$2,662	$0	$0	$0	$2,000	$13,400	$3,156	$23,833
INVESTools - Investor Workshop	03/26/11	422	New	Meeting/Seminar	Meeting	Settled	Local	26,000	2	0		$0	$3,953	$0	$0	$390	$856	$166	$630	$0	$0	$5,143	$5,750	$481	$17,369
Plumbers & Steamfitters Local 290 Contract Meeting	03/27/11	930	Repeat	Meeting/Seminar	Meeting	Settled		18,900	1	0		$0	$1,404	$0	$0	$80	$1,045	$166	$0	$0	$0	$3,180	$3,500	$126	$9,501
All Metro Managers Meeting	03/30/11	120	Repeat	Meeting/Seminar	Meeting	Settled	Local	4,700	1	0		$0	$0	$0	$0	$0	$278	$0	$0	$0	$0	$0	$615	$0	$893
Blood Born Pathogens Training	03/30/11	0	In-house	Meeting/Seminar	Meeting	Settled	Local	1,228	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
ODA Pre-Con -- In House	03/31/11	0	In-house	Accounting/Non-event	In-house	Settled		0	1	0		$0	$24	$0	$0	$0	$0	$0	$0	$0	$0	$54	$0	$0	$78
Northwest Foodservice Show 2011	04/03/11	8,000	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Closed	Regional	1,042,484	2	4	TRUE	$0	$1,116	$0	$243	$0	$8,834	$46,847	$4,338	$3,725	$0	$1,280	$48,600	$98,382	$213,365
Oregon Convention Center Volunteers' Update Meeting	03/31/11	28	In-house	Meeting/Seminar	In-house	Settled		1,158	1	0		$0	$7	$0	$0	$0	$0	$0	$0	$0	$0	$72	$0	$0	$79
Totals		57,946						5,434,432															$331,516		$1,661,149

OCC Event Analysis Monthly Revenue Report March 10 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC MAR 2010 MISC NON-EVENT ACTIVITIES/BILLINGS	03/01/10	1	Accounting/Non-Event	Accounting/Non-event	Accounting/ Non-Event	Settled		0	31	0		$0	$116	$19,908	$99,558	$0	$0	$0	$0	$0	$0	$4,168	$0	$0	$123,749
Pacific State Marine Fisheries Commission - Boxed lunch/meeting - In house	03/01/10	8	In-house	Lunch	Food & Beverage/Catering	Settled	Local	0	1	0		$0	$225	$0	$0	$0	$0	$0	$0	$0	$0	$9	$0	$0	$234
MERC/Aramark	03/02/10	20	In-house	Meeting/Seminar	In-house	Settled	Local	756	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Classic Wines Auction 2010	03/06/10	695	Repeat	Fundraiser	Food & Beverage/Catering	Settled	Local	147,840	1	5		$0	$60,104	$11,600	$0	$45	$8,791	$2,315	$250	$0	$0	$1,986	$300	$6,994	$92,385
MERC Commission Meeting	03/03/10	28	In-house	Meeting/Seminar	In-house	Settled	Local	2,457	1	0		$0	$400	$0	$0	$0	$0	$0	$0	$0	$0	$50	$0	$0	$450
MERC EBMS Meeting -- In House	03/03/10	15	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$127	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$127
OCC Gainsharing Update -- In-House	03/04/10	50	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$78	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$78
IBM Wilshire Welcome Event	03/04/10	1,000	New	Meeting/Seminar	Meeting	Settled	Regional	25,200	1	0		$0	$61,588	$0	$2,680	$0	$7,668	$88	$0	$0	$0	$1,781	-$210	$3,244	$76,839
Wood Tech Show 2010	03/09/10	1,200	Repeat	Exhibits	Convention w/ Tradeshow	Settled	National	1,139,458	3	6	TRUE	$0	$27,953	$21,755	$64	$0	$328	$34,911	$1,495	$3,911	$0	$2,183	$38,813	$6,571	$137,984
Oregon Business Magazine Dinner	03/04/10	700	Repeat	Dinner	Food & Beverage/Catering	Settled	State	25,500	1	0		$0	$27,061	$6,045	$0	$0	$5,378	$102	$0	$0	$0	$275	$0	$4,060	$42,921
Oregon Law Institute - Representing Family and Closely Held Businesses	03/05/10	132	Repeat	Meeting/Seminar	Meeting	Settled	State	2,881	1	0		$0	$704	$0	$56	$0	$165	$79	$0	$0	$0	$273	$840	$0	$2,117
Handwriting Without Tears	03/05/10	68	Repeat	Meeting/Seminar	Meeting	Settled	Local	4,462	2	0		$0	$563	$0	$0	$30	$380	$102	$0	$0	$0	$108	$1,300	$0	$2,483
Reliv Business Opportunity Meeting	03/05/10	110	New	Meeting/Seminar	Meeting	Settled	Local	7,500	2	0		$0	$65	$0	$0	$30	$1,412	$79	$0	$0	$0	$0	$2,180	$125	$3,891
El Potro de Sinaloa, La Autoridad De La Sierra, Los Razos, Sonora Santanera de Carlos Colorado and Arranque Norteno	03/05/10	904	Repeat	Dance	Consumer Public	Settled	Local	63,040	2	0		$0	-$22	$5,263	$0	$1,715	$0	$1,907	$0	$0	$43	$1,417	$2,000	$977	$13,300

OCC Event Analysis Monthly Revenue Report March 10 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
U.S. National Open Taekwondo Championships 2010	03/06/10	952	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	124,105	1	1		$0	$670	$7,450	$0	$2,000	$125	$759	$0	$0	$202	$569	$6,000	$5,162	$22,937
Childpeace Montessori School Benefit Auction	03/06/10	309	New	Dinner	Food & Beverage/Catering	Settled	Local	18,900	1	0		$0	$21,052	$571	$0	$400	$3,805	$286	$0	$0	$0	$84	$1,600	$1,295	$29,092
American Red Cross Breakfast of Champions	03/09/10	380	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	61,458	1	1		$0	$13,032	$0	$312	$0	$2,165	$701	$0	$0	$0	$605	$1,100	$1,710	$19,625
INTERFACE 2010	03/09/10	600	Repeat	Trade Show	Tradeshow	Settled	Local	51,000	1	1		$0	$26,871	$24	$0	$0	$2,848	$4,538	$414	$0	$0	$731	$6,175	$1,040	$42,641
MERC/Aramark - Sage Discovery Day	03/08/10	15	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		$0	$35	$0	$0	$0	$0	$0	$0	$0	$0	$59	$0	$0	$94
2010 Northwest Apparel & Footwear Material Show	03/10/10	1,500	Repeat	Trade Show	Tradeshow	Settled	Regional	255,656	2	1		$0	$23,423	$4,686	$250	$0	$537	$1,659	$0	$285	$0	$1,057	$8,532	$754	$41,182
Metro Multifamily Housing Association - 2010 Maintenance Fair	03/11/10	450	New	Meeting/Seminar	Tradeshow	Settled	Local	97,369	1	1		$0	$11,254	$0	$0	$0	$5,020	$3,562	$0	$46	$0	$2,249	$3,185	$298	$25,613
Foreclosure Fraud Symposium hosted by the Oregon Department of Justice	03/10/10	470	New	Meeting/Seminar	Meeting	Settled	State	12,600	1	0		$0	$0	$0	$0	$0	$1,626	$0	$0	$0	$0	$165	$2,900	$550	$5,241
Pac West Open National Cheer and Dance Championships 2010	03/12/10	7,442	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	383,484	3	1		$0	$5,362	$68,787	$125	$8,000	$20,748	$1,800	$475	$0	$1,773	$996	$20,796	$12,644	$141,506
SHRM 2010 - Eighth Annual Labor & Employment Law Conference	03/11/10	250	Repeat	Meeting/Seminar	Meeting	Settled	Local	26,728	1	0		$0	$18,234	$0	$1,312	$30	$1,978	$237	$0	$0	$0	$504	$1,800	$0	$24,095
Oregon Law Institute - Probate Primer & Beyond the Basics of Probate Practice	03/12/10	115	Repeat	Meeting/Seminar	Meeting	Settled	State	4,000	1	0		$0	$921	$0	$88	$0	$200	$79	$0	$0	$0	$273	$1,000	$0	$2,561

OCC Event Analysis Monthly Revenue Report March 10 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Susan G. Komen for the Cure - Breast Cancer Issues Conference 2010	03/13/10	650	Repeat	Meeting/Seminar	Meeting	Settled	Local	49,456	1	1		$0	$19,921	$0	$608	$615	$6,678	$271	$0	$0	$0	$2,585	$7,795	$784	$39,257
American Physical Society March Meeting 2010 - APS	03/15/10	7,500	New	Annual Convention/ Conference	Convention w/ Tradeshow	Settled	International	1,552,294	4	4	TRUE	$0	$149,609	$90,256	$0	$0	$13,066	$17,498	$32,537	$5,860	$0	$6,071	$102,825	$20,258	$437,981
NASW 2010 Statewide Conference	03/12/10	173	New	Annual Convention/ Conference	Meeting	Settled	State	9,647	1	0		$0	$6,967	$112	$0	$135	$250	$395	$99	$0	$0	$672	$915	$100	$9,645
American Physical Society Pre Con -- In House	03/12/10	14	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$19	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$19
Listening to the Body - IBP	03/12/10	250	New	Meeting/Seminar	Meeting	Settled	Local	8,900	1	0		$0	$312	$0	$0	$0	$355	$0	$0	$0	$0	$954	$2,150	$0	$3,771
Chess for Success	03/12/10	1,000	Repeat	Competition	Miscellaneous/Other	Settled	Local	76,216	2	0		$0	$0	$12,938	$0	$120	$0	$413	$0	$0	$0	$275	$3,730	$0	$17,476
Food Services of America	03/18/10	325	Repeat	Trade Show	Tradeshow	Settled	Local	120,000	1	1		$0	$0	$0	$1,640	$0	$213	$15,354	$0	$0	$0	$275	$3,000	$972	$21,454
MERC/Aramark - Meeting with NACo Planners	03/17/10	10	In-house	Breakfast	In-house	Settled	Local	0	1	0		$0	$84	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$84
Jim Bailey's Retirement Reception	03/18/10	45	New	Reception	Food & Beverage/Catering	Settled	Local	0	1	0		$0	$1,262	$396	$0	$0	$150	$0	$0	$0	$0	$150	$0	$200	$2,158
Public Library Association 2010	03/21/10	7,725	Repeat	Annual Convention/ Conference	Convention w/ Tradeshow	Settled	National	2,981,904	7	2	TRUE	$0	$264,191	$65,881	$1,201	$384	$19,479	$64,321	$83,026	$22,088	$0	$42,589	$117,100	$20,841	$701,100
Pre-Con for Public Library Association 2010 -- In House	03/22/10	15	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		$0	$11	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$11
MERC meeting	03/23/10	20	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		$0	$56	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$56
The Biggest Loser - Open Casting Call	03/28/10	5,000	New	Meeting/Seminar	Meeting	Settled	Local	1,772	1	0		$0	$0	$3,043	$0	$0	$0	$0	$0	$0	$0	$80	$250	$182	$3,555
Hoffman Corporation Quarterly Meeting	03/30/10	100	Repeat	Meeting/Seminar	Meeting	Settled	Local	3,750	1	0		$0	$1,786	$0	$0	$0	$330	$79	$0	$0	$0	$0	$545	$0	$2,740
RMLS Trade Fair 2010	04/01/10	850	Repeat	Trade Show	Tradeshow	Settled	Local	94,093	1	1		$0	$3,687	$753	$0	$0	$965	$5,638	$947	$89	$0	$275	$3,000	$630	$15,985
Spring Beer & Wine Fest 2010	04/02/10	10,876	Repeat	Consumer/Public Show	Consumer Public	Settled	Local	566,052	2	4		$0	$3,049	$1,238	$0	$25	$0	$5,907	$0	$0	$0	$18,500	$14,000	$0	$42,719
Liberty Northwest Agency Rountable	03/31/10	110	Repeat	Meeting/Seminar	Meeting	Settled	Local	3,851	1	0		$0	$3,173	$0	$584	$225	$595	$0	$0	$0	$0	$50	$834	$0	$5,461

OCC Event Analysis Monthly Revenue Report March 10 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Eqip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Oregon Convention Center	03/31/10	10	In-house	Meeting/Seminar	Accounting/ Non-Event	Settled	Local	0	1	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Totals		52,087						7,922,329															$354,455		$2,154,616

PCPA MONTHLY ANALYSIS **MARCH 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	2/20 to 3/6	Oregon Ballet Theatre	Firebird, Rite of Spring	10	4	7,351	7,312	61%	$352,635	$8,945	$29,946	$7,312	$0	$18,258	$64,461
	3/10 to 13	Broadway Across America	Stomp	1	5	10,589	10,568	71%	$370,358	$16,750	$19,848	$36,988	$1,611	$16,206	$91,403
ASCH	3/1	True West	Imagination Movers	0	1	800	800	29%	$27,075	$3,015	$7,699	$1,888	$1,324	$676	$14,602
	3/3	Portland Arts and Lectures	Tracy Kidder	0	1	1,919	2,257	81%	$75,125	$1,855	$2,689	$5,904	$70	$950	$11,468
	3/4	Oregon Symphony	Storm Large	2	1	2,524	2,729	98%	$191,210	$1,335	$9,566	$2,729	$320	$7,398	$21,348
	3/5	Portland Youth Philharmonic	Winter Concert	0	1	1,156	1,101	40%	$13,479	$780	$3,590	$657	$0	$1,514	$6,541
	3/6	Oregon Symphony	Kids Concert "Gotta Dance"	0	1	2,185	2,153	78%	$37,220	$540	$4,735	$2,153	$0	$480	$7,908
	3/7	Portland Arts and Lectures	Wes Moore	0	1	1,976	1,196	43%	$23,193	$1,855	$3,095	$4,780	$82	$586	$10,398
	3/10	ISEPP	Dr. Michael Coe	0	1	1,297	319	12%	$14,077	$3,340	$3,065	$2,522	$150	$369	$9,446
	3/7 to 14	Oregon Symphony	Classical 12 Baiba Skride	3	2	3,085	3,150	57%	$122,418	$2,300	$11,148	$3,150	$124	$3,545	$20,267
	3/13	Metro Youth Symphony	Winter Performance	0	1	709	683	25%	$12,183	$1,420	$3,825	$1,537	$0	$526	$7,308
	3/14 to 16	White Bird	Alvin Ailey	0	2	5,090	4,738	85%	$164,727	$3,710	$36,974	$11,320	$1,015	$7,378	$60,397
	3/17	Oregon Symphony	Evelyn Nagel Donor Appr.	0	1	916	0		$0	$1,045	$2,278	$0	$0	$229	$3,552
	3/17 to 18	Oregon Symphony	Youth Concerts	0	4	6,253	0		$0	$4,180	$5,575	$0	$0	$0	$9,755
NEWMARK	2/28 to 3/12	JANE a theatre company	Ghosts of Celilo	8	9	4,904	4,013	51%	$160,424	$8,560	$28,075	$14,181	$172	$4,081	$55,069
	3/13	Portland Piano	Garrick Ohlsson	0	1	653	692	79%	$23,433	$1,135	$1,803	$1,671	$161	$2,218	$6,988
	3/15	OHSU Brain Institute	Stephen Hauser	0	1	407	454	52%	$10,190	$1,135	$1,496	$1,036	$32	see ArtBar	$3,699
	3/17 to 19	NW Dance Project	NW Dance Project	1	2	803	667	38%	$22,768	$2,955	$6,926	$1,505	$0	$492	$11,878
	3/21	OHSU Brain Institute	Marquam Hill Lecture	0	1	336	0		$0	$1,395	$1,363	$0	$0	see ArtBar	$2,758
WINNINGSTAD	2/21 to 3/20	Oregon Children's Theatre	On the Eve of Friday Morning	11	29	5,501	5,398	64%	$43,594	$3,935	$7,607	$1,462	$0	$373	$13,377
A. HATFIELD HALL	3/14	PCPA Volunteers	Noontime Showcase-B. Griffin	0	1	168	0		$0	$0	$0	$0	$0	$0	$0
KELLER CAFÉ														$1,278	$1,278
ARTBAR														$15,896	$15,896
PCPA CATERING														$172	$172
		TOTALS		**36**	**70**	**58,622**	**48,230**	**57%**	**$1,664,109**	**$70,185**	**$191,303**	**$100,795**	**$5,061**	**$82,625**	**$449,969**

PCPA MONTHLY ANALYSIS MARCH 2010

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	2/22 to 3/7	Oregon Ballet Theatre	The Four Temperaments	9	6	11,138	10,441	58%	$452,154	$8,760	$30,187	$5,221	$0	$11,785	$55,953
	3/11	Live Nation	Martin Lawrence	0	1	1,978	1,881	63%	$116,916	$8,824	$7,891	$6,617	$0	$11,100	$34,432
	3/16 to 18	Marathon Productions	America's Got Talent	1	4	5,964	0		$0	$12,620	$87,319	$0	$0	$22,730	$122,669
	3/19	Live Nation	Chelsea Handler	0	2	5,212	5,520	91%	$315,371	$15,000	$10,211	$17,850	$2,107	$28,104	$73,272
	3/20 to 21	New Epoch Culture Center	Shen Yun Peforming Arts	0	2	2,360	2,139	36%	$117,250	$5,885	$11,844	$6,348	$156	$3,303	$27,536
	3/22 to 28	Broadway Across America	Cats	1	8	18,001	18,252	76%	$760,710	$30,794	$30,068	$59,319	$6,539	$35,072	$161,792
	3/23	Fidelity Investment	Private Reception	1	1	60	0		$0	$0	$0	$0	$0	$2,716	$2,716
	3/25	Lockheed Martin	Keller Café Private Dinner	0	1	30	0		$0	$0	$0	$0	$0	$792	$792
ASCH	3/4 to 8	Oregon Symphony	Classical 11 - Rossini	2	3	3,734	3,679	44%	$137,767	$11,025	$12,833	$1,840	$0	$3,950	$29,648
	3/11	ISEPP	Dr. Donald Tomalia	0	1	698	227	8%	$8,388	$3,340	$2,951	$1,127	$150	$269	$7,837
	3/12	Metropolitan Youth Symphony	An Epic Evening	0	1	912	842	30%	$14,073	$1,855	$3,550	$16,384	$0	$611	$22,400
	3/13	Portland Youth Philharmonic	Winter Concert	0	1	1,188	1,105	40%	$14,360	$780	$3,308	$553	$0	$1,220	$5,861
	3/8 to 14	Oregon Symphony	Classical 12	4	1	1,464	1,653	60%	$51,854	$1,095	$7,011	$827	$0	$1,145	$10,078
	3/15	World Affairs Council	Pervez Musharraf	0	1	1,661	1,509	54%	$50,905	$3,340	$3,663	$3,378	$0	$1,083	$11,464
	3/15 to 19	Oregon Symphony	Youth Concerts	1	4	5,349	0		$0	$4,180	$5,590	$0	$0	$0	$9,770
	3/28	Portland Arts and Lectures	Ruth Reichl	0	1	1,965	2,343	84%	$68,822	$1,855	$2,692	$4,990	$0	$982	$10,519
NEWMARK	3/1	OHSU	Joseph LeDoux	0	1	848	750	85%	$19,046	$1,135	$1,925	$1,636	$111	$0	$4,807
	3/1 to 6	White Bird	Random Dance	1	3	1,239	1,169	44%	$24,999	$2,270	$18,647	$2,338	$0	$315	$23,570
	3/7	Portland Piano International	Benjamin Kim	0	1	611	684	78%	$21,994	$1,135	$1,959	$1,529	$0	$217	$4,840
	3/8	OHSU	Jordan Grafman	0	1	593	666	76%	$14,918	$1,135	$1,739	$1,252	$0	$1,308	$5,434
	3/11 to 13	Northwest Dance Project	Northwest Dance Project	1	2	577	560	32%	$17,217	$2,955	$6,774	$1,123	$0	$358	$11,210
	3/15	OHSU	Joel Nigg	0	1	497	0		$0	$1,395	$1,499	$0	$0	$549	$3,443
WINNINGSTAD	2/22 to 3/21	Oregon Children's Theatre	The Three Little Pigs	7	41	12,568	12,839	97%	$128,364	$4,350	$10,574	$2,140	$0	$1,351	$18,415
	3/26 to 27	Portland Taiko	The Way Back Home	1	2	531	523	90%	$9,625	$1,670	$1,699	$1,046	$0	$126	$4,541
A. HATFIELD HALL	3/18	Janina Malone	Birthday Party	0	1	15	0		$0	$0	$0	$0	$0	$164	$164
	3/18	Travel Portalnd	FAM Dinner	0	1	42	0		$0	$2,000	$0	$0	$0	$3,313	$5,313
	3/22	PCPA	Noontime Showcase											$65	$65
KELLER CAFÉ														$9,083	$9,083
ARTBAR														$12,907	$12,907
PCPA CATERING														$400	$400
		TOTALS		**29**	**92**	**79,235**	**66,782**	**60%**	**$2,344,733**	**$127,398**	**$263,934**	**$135,518**	**$9,063**	**$155,018**	**$690,931**

PCPA MONTHLY ANALYSIS **APRIL 2011**

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	4/4 TO 17	Broadway Across America	Billy Elliot	2	14	31,204	31,579	66%	$1,777,292	$75,000	$38,412	$108,559	$3,071	$59,137	$284,179
ASCH	3/31 to 4/3	Oregon Symphony	Pops 3 Classical Mystery Tour	2	2	4,617	4,193	75%	$166,092	$10,005	$10,885	$4,193	$616	$5,433	$31,132
	4/6	MAGPI	Sweet Honey in the Rock	0	1	882	742	27%	$21,461	$3,015	$3,610	$1,670	$167	$1,444	$9,906
	4/7	Live Nation	Sarah Silverman	0	1	1,736	1,712	62%	$59,920	$4,485	$4,015	$3,852	$0	$7,261	$19,613
	4/8	Live Nation	Lewis Black	0	1	2,608	2,609	94%	$125,390	$9,458	$4,841	$7,166	$272	$11,374	$33,111
	4/9	Double Tee Presents	Lauryn Hill/Soul'd Out Music Fest	0	1	1,791	1,584	57%	$122,970	$9,000	$13,606	$6,960	$0	$15,731	$45,297
	4/4 to 4/11	Oregon Symphony	Classical 13 Pair of Sixth Symph.	3	2	3,676	3,773	68%	$140,220	$2,060	$10,994	$3,773	$4	$2,639	$19,470
	4/14 to 18	Oregon Symphony	Classical 14 - Eroica	2	3	5,244	5,117	61%	$202,832	$2,895	$13,140	$5,117	$466	$5,120	$26,738
	4/19	True West	Robert Plant & The Band of Joy	0	1	2,644	2,655	96%	$149,630	$9,500	$13,173	$8,469	$2,298	$16,073	$49,513
	4/20	Portland Youth Philharmonic	Youth Performances	0	2	3,433	0		$0	$315	$2,915	$0	$0	$0	$3,230
	4/21 to 23	The Snowman Foundation	Ten Grands	3	3	7,898	2,626	95%	$136,370	$7,855	$12,235	$8,290	$0	$3,035	$31,415
	4/28	Portland Arts and Lectures	Art Spiegelman	0	1	1,733	2,245	81%	$74,046	$1,855	$3,099	$5,907	$49	$849	$11,759
NEWMARK	3/23 to 4/10	Portland Opera	Ravel: Double Bill	13	6	3,601	3,744	71%	$254,581	$4,775	$24,716	$3,813	$0	$5,145	$38,449
	4/11 to 12	MetroArts Inc.	Young Artists Debut	1	1	477	134	15%	$2,700	$0	$3,629	$302	$0	$1,905	$5,836
	4/13 to 16	Portland Metro Arts	Alice in Wonderland	1	3	1,352	390	45%	$8,576	$2,955	$4,708	$972	$0	$234	$8,869
	4/15	Urban Arts Dance Company	Hostage	0	1	561	505	57%	$7,359	$1,135	$3,542	$1,136	$0	$565	$6,378
	4/21 to 5/1	Oregon Ballet Theatre	Left Unsaid	7	13	8,403	7,328	88%	$321,596	$4,110	$34,989	$7,328	$0	$9,752	$56,179
WINNINGSTAD	4/1 to 2	Paige Productions	Let's Talk Church	0	2	295	296	51%	$9,620	$1,520	$1,993	$666	$37	$188	$4,404
	4/4 to 17	Tears of Joy	The Ugliest Duckling	3	19	3,419	3,602	65%	$29,331	$1,885	$3,737	$1,207	$0	$160	$6,989
	4/9	Rasika Inc.	Ganesh & Kumaresh Violin Duet	0	1	159	62	21%	$2,259	$670	$675	$291	$20	see artbar	$1,656
A. HATFIELD HALL	4/11	PCPA Volunteers	Noon Showcase Gerardo Calderon	0	1	142	0		$0	$0	$0	$0	$0	$33	$33
	4/23	Scientology	Private Fundraiser Event	0	1	178	0		$0	$275	$479	$0	$0	$4,815	$5,569
KELLER CAFÉ														$15,643	$15,643
ARTBAR														$23,089	$23,089
PCPA CATERING														$3,423	$3,423
		TOTALS		**37**	**80**	**86,053**	**74,896**	**63%**	**$3,612,245**	**$152,768**	**$209,393**	**$179,671**	**$7,000**	**$193,048**	**$741,880**

PCPA MONTHLY ANALYSIS **APRIL 2010**

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	4/8	Seattle Theatre Group (STG)	Tegan and Sara	0	1	2,027	2,130	77%	$63,783	$5,103	$10,594	$4,260	$3,600	$8,226	$31,783
	4/10	Live Nation	Mark Knopfler	0	1	2,901	2,957	99%	$223,336	$11,500	$19,123	$12,641	$761	$13,703	$57,728
	4/12 to 18	Broadway Across America	Dreamgirls	1	8	12,540	12,989	54%	$619,000	$28,665	$35,420	$42,214	$1,306	$22,455	$130,060
	4/20 and 22	Oregon Ballet Theatre	Fireproof Drops	2	0	0	0		$0	$740	$0	$0	$0	$0	$740
ASCH	3/31 to 4/3	Snowman Foundation	Ten Grands	1	6	14,749	3,336	61%	$178,190	$10,092	$26,132	$10,286	$0	$5,125	$51,635
	4/5 to 7	White Bird	Complexions	2	2	4,506	1,878	68%	$57,420	$3,243	$14,425	$3,759	$0	$2,896	$24,323
	4/8	ISEPP	Howard Rheingold	0	1	370	249	9%	$9,229	$3,340	$2,316	$688	$150	$145	$6,639
	4/8 to 12	Oregon Symphony	Classical 13 Pinchas Zukerman	2	3	3,386	5,191	53%	$204,817	$2,895	$10,905	$2,596	$392	$4,469	$21,257
	4/14	Portland Youth Philharmonic	Youth Concerts	0	2	4,625	0		$0	$315	$2,353	$0	$0	$0	$2,668
	4/16	True West	John Prine	0	1	2,550	2,590	93%	$113,995	$8,603	$6,426	$6,452	$695	$9,101	$31,277
	4/15 to 18	Oregon Symphony	Pops 4 Fabulous Forties	2	2	3,834	3,854	69%	$177,127	$1,875	$8,419	$1,927	$470	$2,993	$15,684
	4/18	Metro Arts	Young Artists Concert	0	1	898	351	13%	$4,877	$0	$4,947	$707	$0	$1,180	$6,834
	4/19	True West	Norah Jones	0	1	2,629	2,732	98%	$125,764	$8,500	$13,623	$7,118	$330	$10,437	$40,008
	4/21	ISEPP	Scott Borg	0	1	532	107	4%	$8,074	$3,340	$2,569	$668	$150	$277	$7,004
	4/22	Portland Arts & Lectures	Edwidge Danticat	0	1	1,661	2,459	89%	$64,881	$1,855	$2,735	$5,126	$94	$706	$10,516
	4/22 to 26	Oregon Symphony	Classical 14 Midori Plays Sibelius	2	3	5,368	5,680	68%	$234,603	$2,895	$11,690	$2,840	$310	$4,720	$22,455
	4/27	Oregon Symphony	Itzhak Perlman	0	1	2,547	2,701	97%	$165,660	$7,825	$3,382	$9,389	$296	$2,825	$23,717
NEWMARK	3/17 to 4/4	Portland Opera	Trouble in Tahiti	16	4	2,192	2,524	72%	$156,842	$4,775	$23,119	$1,262	$2,755	$6,096	$38,007
	4/6 to 10	White Bird	U Theatre	2	3	1,559	1,436	54%	$52,010	$2,620	$25,203	$3,274	$0	$0	$31,097
	4/11	Portland Piano International	Cecile Licad	0	1	549	660	75%	$21,406	$1,135	$1,985	$1,472	$78	$454	$5,124
	4/16	Urban Arts Dance Company	Pulse	0	1	459	432	49%	$6,989	$1,135	$2,905	$864	$0	$367	$5,271
WINNINGSTAD	4/7 to 4/18	Tears of Joy	Malika Queen of the Cats	4	16	2,480	2,888	66%	$29,661	$2,220	$6,340	$1,083	$141	$642	$10,426
A. HATFIELD HALL	4/1	PCPA	First Thursday	0	1	250								$652	$652
	4/12	PCPA	Noontime Showcase	0	1	77								$25	$25
KELLER CAFÉ														$9,732	$9,732
ARTBAR														$24,756	$24,756
PCPA CATERING														$153	$153
		TOTALS		**34**	**62**	**72,689**	**57,144**	**63%**	**$2,517,664**	**$112,671**	**$234,611**	**$118,626**	**$11,528**	**$132,135**	**$609,571**

Expo Center Event Analysis

March 2011		Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
Commission Meeting	2			1		1	1	0		13					492			492
America's Largest Antique & Collectible Show	4-6	1				1	3	2		11,873	32,175	625	49,368	3,792		3,163	47,551	136,674
Portland Swap Meet Committee Meeting	10			1		1	1	0		100								0
Columbia River Crossing Project	10			1		1	1	0		65	390				12			402
Northwest Quilters 37th Annual Quilt Show	10-12	1				1	3	1		2,171	7,025		5,055		1,166	1,631	8,985	23,862
Spring RV Show of Shows	9-13	1				1	5	3		11,573	75,235		28,264	5,006	3,737	8,865	48,374	169,481
55th Annual Portland Roadster Show	18-20	1				1	3	3		15,348	40,455	720	63,656	5,467	230	4,416	59,054	173,998
Rose City Gun and Knife Show	19-20	1				1	2	2		7,452	7,800	500	12,036			716	25,203	46,255
Portland Swap Meet Committee Meeting	24			1		1	1	0		125	350							350
Youth of the Year Banquet	26			1		1	1	0		800	2,875	1,110			10,948		2,110	17,043
Silver Collector Car Auction	26	1				1	1	1		541	3,675		3,467			514	1,427	9,083
2011 Better Living Show	25-27	1				1	3	5		12,403	16,080	541	9,927	6,358	2,228	11,412	40,333	86,879
Portland Rubber Stamp & Paper Arts Festival	26-27	1				1	2	1		869	4,700	125	1,520			238	2,727	9,310
		8		**5**		**13**	**27**	**18**	**75%**	**63,333**	**190,760**	**3,621**	**173,293**	**20,623**	**18,813**	**30,955**	**235,764**	**673,829**
FY 2010-11																		
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																		0
May																		0
June																		0
Total to Date		38	2	33	0	73	165	123	40%	323,887	1,218,903	26,363	1,130,626	78,911	160,416	176,223	1,360,294	4,151,736
Month to Month Comparison		**-1**	**0**	**4**	**0**	**3**	**2**	**0**	**22%**	**15,404**	**29,152**	**1,360**	**52,000**	**20,623**	**3,835**	**4,746**	**68,005**	**179,721**
Year to Date Comparison		**-14**	**1**	**13**	**0**	**-1**	**-13**	**-22**	**1%**	**-24,706**	**48,465**	**-1,971**	**-89,157**	**78,911**	**25,519**	**-8,871**	**36,743**	**89,639**
FY 2009-10																		
July		3				3	10	7	27%	17,662	88,958	1,375	100,895		5,000	9,689	87,906	293,823
August		4		1		5	10	8	12%	10,179	27,600	1,483	32,861			2,080	33,667	97,691
September		10		4		14	31	27	41%	30,039	136,994	3,106	81,530		5,349	29,648	134,313	390,940
October		5		5		11	24	18	32%	26,720	92,242	2,836	110,235		11,489	28,257	110,805	355,864
November		8				8	26	22	58%	69,085	142,143	1,903	65,784		1,058	18,552	184,705	414,145
December		2				2	6	5	16%	33,814	77,410	1,625	127,317			10,655	137,326	354,333
January		5	1	6		12	24	18	55%	32,102	240,275	11,015	171,711		79,833	22,365	161,829	687,028
February		6		3		9	22	22	62%	81,063	203,208	2,730	408,157		17,190	37,639	305,241	974,165
March		**9**		**1**		**10**	**25**	**18**	**53%**	**47,929**	**161,608**	**2,261**	**121,293**		**14,978**	**26,209**	**167,759**	**494,108**
April		9	1	1		10	20	22	50%	48,991	164,798	1,306	239,180		23,188	10,345	72,402	511,219
May		5	1	3		9	17	14	18%	12,069	68,031	3,153	27,891		61,840	7,422	49,446	217,783
June		1		4		5	7	6	11%	10,963	26,126	4,300	30,157		3,436	2,020	34,509	100,548
Total to Date		67	3	28		98	222	187	36%	420,616	1,429,393	37,093	1,517,011		223,361	204,881	1,479,908	4,891,647

MERC Commission Meeting

May 17, 2011
1:00 pm

6.0 - Consent Agenda

Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission;
Economic Development Activity; or Negotiation
(Food Travel, Lodging Expenses Approved in Advance- exception (H))

In accordance with ORS 244.020(5)(b)(H), the following public officials: **all current MERC Commissioners and current Metro Councilors** are hereby authorized to represent Metro/MERC in an official capacity; and

The MERC Commission and Metro Council hereby approves in advance, the receipt of reasonable expenses for food, travel, and lodging for the above-named public officials and his/her accompanying relative, household member, or staff member, for attendance at (*check one*):

XX **trade-promotion mission;**
__ **fact-finding mission;**
XX **economic development activity; OR**
__ **negotiation;**

as follows *(describe date and type of event)*:

Two Portland familiarization tours ("fam tour") where meals will be paid for by Travel Portland, to familiarize potential meeting planners and association executives with Portland and with the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development, which activity(ies) will take place in Portland on **June 2, 3, & 4, 2011** and **December 1, 2, & 3, 2011**.

Being approved by the MERC Commission, at its regular meeting on May 17, 2011, the above activity is hereby officially sanctioned by MERC.

_____
MERC Commission Chair

Being approved by the Metro Council, at its regular meeting on _____, the above activity is hereby officially sanctioned by Metro.

_____
Metro Council President

travel PORTLAND

1000 S.W. BROADWAY, STE. 2300 | PORTLAND, OR 97205 | 503.275.9750 TEL | TRAVELPORTLAND.COM

May 6, 2011

Dear Travel Portland Board of Directors, City of Portland Commissioners, Multnomah County Commissioners, Metro Councilors, MERC Commissioners and Multicultural Advisory Council:

Travel Portland will be hosting a convention "Familiarization Trip" to Portland over the dates of June 2-5, 2011.

Approximately 24 national association executives and decision-makers, representing 17 associations, will be here to review Portland as a possible future convention site. These clients range from Oregon Convention Center users to multiple and single-hotel users.

Familiarization trips have been very successful in the past. Historically, fifty percent of customers attending previous trips have eventually chosen Portland as a meeting site, resulting in millions of dollars of business for the community. We feel this remarkable response can largely be attributed to the support, friendliness and sincerity of the Oregonians our visitors meet during their stay.

It is important that we show these valued clients that we appreciate the economic importance of their meetings. The presence of community leaders can make a huge impact, and we sincerely hope your schedule will allow you to attend your choice of the following events as our guests.

THURSDAY **June 2, 2011**	**FRIDAY** **June 3, 2011**		**SATURDAY** **June 4, 2011**	
6-8:30 p.m. Dinner Meriwether's Restaurant 2601 N.W. Vaughn St. Dress: Business	**8-9 a.m.** Breakfast Portland Marriott Downtown Waterfront 1401 S.W. Naito Parkway Dress: Business	**1-2 p.m.** Lunch Doubletree Hotel Portland 1000 N.E. Multnomah St. Dress: Business	**8:45-10:15 a.m.** Breakfast Lan Su Chinese Garden N.W. Third Avenue at Everett St. Dress: Casual	**6-9 p.m.** Reception/ Dinner Portland Center for the Performing Arts 1111 S.W. Broadway Dress: Business Casual

These functions offer the best opportunities and the most convenient times for you to meet our guests. I hope we will have the pleasure of your company. Please mark your calendars now and **RSVP by Friday, May 27, 2011**, to Jackie Harper, CMP (503.275.9290 or jackie@travelportland.com), if you are able to join us.

Again, your continued support of our industry is highly valued.

Sincerely,

Jeff Miller
President & CEO

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions

April 6, 2011
Oregon Convention Center, Meeting Room A 107 - 108

Present:	Elisa Dozono (Chair), Judie Hammerstad (via telephone), Ray Leary , Chris Erickson, Cynthia Haruyama, and Ex-officio Rex Burkholder
Absent:	Karis Stoudamire-Phillips (excused), Terry Goldman (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Dozono at Oregon Convention Center, Meeting Room A 107-108 at 12:30 p.m. Chair Dozono noted that the meeting agenda had been revised to include two additional resolutions under the Action Agenda.
1.0	**QUORUM CONFIRMED** A quorum of Commissioners was present.
2.0	**COMMISSIONER / EX OFFICIO COMMUNICATIONS** • Ex-officio Rex Burkholder reported on the Metro COO's budget statement and also reported on discussions at a recent Council Work Session related to ethics and the risks and benefits of using social media.
3.0	**METRO COUNCIL PRESIDENT COMMUNICATIONS** • Council President Tom Hughes provided relevant details of his recent trips to Japan and Albuquerque, NM and outlined the recruitment process for the Metro COO. Council President Hughes and MERC Commissioners discussed the need for a political champion and leadership for potential opportunities surrounding any future convention center hotel plans.
4.0 **4.1**	**GENERAL MANAGER COMMUNICATIONS** **February 2011 Financial Report** • Chair Dozono expressed appreciation in receiving regular legislative updates which were provided to Commissioners. • Teri Dresler provided the following updates to the Commission: o April 7th: MERC Budget Chair Hammerstad will be attending the Metro Council budget presentation to provide an overview of the MERC budget. o April 14th: Venue directors will provide venue budget narrative to the Metro Council. o May 17th: MERC Commission meeting followed by a Joint Metro Council/MERC Commission Work Session in Brunish Hall. o Upcoming event reminders include: April 19th is the Portland Business Alliances Breakfast; April 21st is the Black United Fund Dinner at the Governor Hotel and May 10th is the Travel Portland Awards Breakfast. • Chair Dozono commented favorably on the new financial report format.
5.0	**MERC VENUES BUSINESS REPORTS** Chris Bailey, Jeff Blosser and Robyn Williams provided venue business updates.
6.0	**OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS** Jeff Miller, President and CEO, Travel Portland, encouraged participation by Commissioners to a Travel Portland Customer Advisory Board event on the evening of April 14, 2011. He explained the Customer Advisory Board was an outcome of last year's customer focus group. The permanent advisory board comes to meet in Portland every 6-8 months.

7.0	**CONSENT AGENDA** • Chair Dozono noted an addition to the Consent Agenda of an Authorization of Ethics Form for MERC Commissioners to attend the Travel Portland Customer Advisory Board Activities April 14. She asked if any Commissioners were opposed to this item being added to the Consent Agenda. No Commissioners were opposed.
7.1	**March 2, 2011 MERC Commission Record of Actions**
7.2	**March 15, 2011 MERC Commission Record of Actions**
7.3	**Authorization of Ethics Form for MERC Commissioners to attend Travel Portland Customer Advisory Board Activities April 14, 2011.** • A motion was made by Commissioner Leary and seconded by Commissioner Erickson to approve the Consent Agenda. **VOTING:** Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama and Leary) Nay: 0 Motion Passed
8.	**ACTION AGENDA**
8.1	**Resolution 11-07** for the purpose of approving a new capital project at the Oregon Convention Center and the increase of the cost for the Keller Auditorium Boiler Replacement Project for the Portland Center for the Performing Arts, amending MERC's 5 year Capital Plan, and recommending that the metro Council amend the FY 2010-11 through FY 2014-15 Capital Improvement Plan. • Cynthia Hill presented Resolution 11-07. • A motion was made by Commissioner Erickson and seconded by Commissioner Leary to approve Resolution 11-07 as presented. **VOTING:** Aye: 4 (Dozono, Erickson, Hammerstad, Leary) Abstain: 1 (Hammerstad- unable to hear Resolution 11-07 discussion) Nay: 0 Motion Passed
8.2	**Resolution 11-08** for the purpose of selecting DeTemple Company, Inc. as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the Performing Arts, Keller Auditorium "Boiler Replacement Project", and authorizing the General Manager to execute a contract with DeTemple Company, Inc • Robyn Williams presented Resolution 11-08. • Chair Dozono inquired about FOTA outreach for this process and if any input was received from FOTA Liaison Commissioners Leary and Stoudamire-Phillips. • Commissioner Leary suggested, on a go forward basis, that procurement outreach might be enhanced by attendance at the Friday meetings of the Oregon Association of Minority Entrepreneurs (OAME). He offered to introduce venue staff at future OAME meetings. • Chair Dozono asked if the lifespan of the new boiler would be longer than the previous boiler. R. Williams responded affirmatively. • A motion was made by Commissioner Hammerstad and seconded by Commissioner Erickson to approve Resolution 11-08 as presented. **VOTING:** Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama and Leary) Nay: 0 Motion Passed
8.3	**Resolution 11-09** for the purpose of selecting Payne Construction Inc. as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the

	Performing Arts "Keller Auditorium Concessions Areas Upgrade General Contracting Services" and authorizing the General Manager to execute a contract with Payne Construction. • Robyn Williams presented Resolution 11-09. • A motion was made by Commissioner Erickson and seconded by Commissioner Hammerstad to approve Resolution 11-09 as presented. **VOTING:** Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama and Leary) Nay: 0 Motion Passed
8.4	**Resolution 11-10** for the purpose of selecting Bargreen Ellingson as the lowest responsive and responsible bidder in response to a Request for Bids, relating to the Portland Center for the Performing Arts "Keller Auditorium Concessions Areas Upgrade Millwork" and authorizing the General Manager to execute a contract with Bargreen Ellingson. • Robyn Williams presented the Resolution 11-10. • A motion was made by Commissioner Leary and seconded by Commissioner Erickson to approve Resolution 11-10 as presented. **VOTING:** Aye: 5 (Dozono, Erickson, Hammerstad, Haruyama and Leary) Nay: 0 Motion Passed
	As there was no further business to come before the Commission, the meeting was adjourned at 2:03 pm.

Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission;
Economic Development Activity; or Negotiation
(Food Travel, Lodging Expenses Approved in Advance- exception (H))

In accordance with ORS 244.020(5)(b)(H), the following public officials: **all current MERC Commissioners and the General Manager of Visitor Venues,** are hereby authorized to represent Metro/MERC in an official capacity; and

The MERC Commission hereby approves in advance, the receipt of reasonable expenses for food, travel, and lodging for the above-named public officials and his/her accompanying relative, household member, or staff member, for attendance at (*check one*):

_X_trade-promotion mission;
__fact-finding mission;
_X_economic development activity; OR
__ negotiation;

as follows *(describe date and type of event)*:

Travel Portland's Customer Advisory Committee activities on April 13 and 14, 2011, where meals will be paid for by Travel Portland (formerly "POVA"), to familiarize national organizations and meeting planners with Portland and with the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development,

Being approved by the MERC Commission April 6, 2011, the above activity is hereby officially sanctioned by MERC.

MERC Commission Chair

Note: the Metro Councilor/MERC Commissioner are required to keep detailed accounting of the expenses paid and shall report same to the Ethics Commission as required by law.

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-07

Approving a new capital project at the Oregon Convention Center (OCC) and the increase of the cost for the Keller Auditorium Boiler Replacement Project for the Portland Center for Performing Arts (PCPA), amending MERC's 5 Year Capital Plan, and recommending that the Metro Council amend the FY 2010-11 through FY 2014-15 Capital Improvement Plan (CIP).

WHEREAS, The Metropolitan Exposition Recreation Commission's (MERC) Capital Asset Management Policy requires any project exceeding $100,000 receive MERC approval; and

WHEREAS, Metro's adopted financial policies require any project exceeding $100,000 or an existing CIP project increasing greater than 10% receive Council approval; and

WHEREAS, a new Capital Improvement Project at OCC totaling $150,000 has been identified as necessary; and

WHEREAS, The Keller Auditorium Boiler Replacement Project proposal includes an increase from $100,000 to $191,726;

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

1) Approves a new capital project at the OCC for renovation of the two existing Coffee Retail Stores for a cost of $150,000; and
2) Approves the increase to the Keller Auditorium Boiler Replacement project from $100,000 to $191,726; and
3) Amends the MERC 5 year Capital Plan to add the coffee shop renovation projects and increase the Keller Auditorium Boiler Replacement Project to $191,726; and
4) Recommends that the Metro Council amend the FY 2010-11 through FY 2014-15 Capital Improvement Plan (CIP) to add the Coffee Retail Store renovation projects and increase the Keller Auditorium Project to $191,726.

Passed by the Commission on April 6, 2011.

Chair

Approved as to Form:
Alison Kean Campbell, Acting Metro Attorney

Secretary/Treasurer

By:
Nathan A. Schwartz Sykes, Senior Attorney

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-08

For the purpose of selecting DeTemple Company, Inc. as the lowest responsive and responsible bidder in response to a Request For Bids, relating to the Portland Center for the Performing Arts (PCPA), Keller Auditorium "Boiler Replacement Project," and authorizing the General Manager to execute a contract with DeTemple Company, Inc.

WHEREAS, the existing boiler has reached its useful life expectancy; and

WHEREAS, in the public interest, for purposes of providing effective facility temperature maintenance, protection of the environment and significant energy savings, PCPA desires to replace the boiler; and

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

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

WHEREAS, MERC staff has evaluated the bids, and DeTemple Company, Inc. is the lowest responsive and responsible bidder.

BE IT THEREFORE RESOLVED as follows:

1. The Metropolitan Exposition Recreation Commission selects DeTemple Company, Inc. as the lowest responsive and responsible bidder in response to the Request for Bids for the PCPA, Keller Auditorium Boiler Replacement Project;
2. The Metropolitan Exposition Recreation Commission approves the award of a contract in the amount of $179,980 and in a form substantially similar to the attached Exhibit "A," to DeTemple Company, Inc.
3. The Metropolitan Exposition Recreation Commission hereby delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on April 6, 2011.

Chair

Secretary/Treasurer

Approved As to Form:
Alison Kean Campbell, Acting Metro Attorney

By: _____
Nathan A. Schwartz Sykes
Senior Metro Attorney

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-09

For the purpose of selecting Payne Construction Inc. as the lowest responsive and responsible bidder in response to a Request For Bids, relating to the Portland Center for the Performing Arts (PCPA) "Keller Auditorium Concession Areas Upgrade General Contracting Services" and authorizing the General Manager to execute a contract with Payne Construction Inc.

WHEREAS, the PCPA intends to upgrade current Food and Beverage resources through capital improvements by remodeling and altering a concession area south of the main entrance and create a permanent concession area between the North and South entrances to accommodate for the expansion of patron amenities; and

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

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

WHEREAS, MERC staff has evaluated the bids, and Payne Construction Inc. is the lowest responsive and responsible bidder.

BE IT THEREFORE RESOLVED as follows:

1. The Metropolitan Exposition Recreation Commission selects Payne Construction Inc. as the lowest responsive and responsible bidder in response to the Request for Bids for the Portland Center for the Performing Arts Keller Auditorium Concessions Areas Upgrade – General Contractor Services.

2. The Commission approves the award of a contract, in a form substantially similar to the attached Exhibit A to Payne Construction Inc. and delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on April 6, 2011.

Chair

Secretary/Treasurer

Approved As to Form:
Alison Kean Campbell, Acting Metro Attorney

By: _____
Nathan A. Schwartz Sykes
Senior Attorney

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-10

For the purpose of selecting Bargreen Ellingson as the lowest responsive and responsible bidder in response to a Request For Bids, relating to the Portland Center for the Performing Arts (PCPA) "Keller Auditorium Concessions Areas Upgrade Millwork " and authorizing the General Manager to execute a contract with Bargreen Ellingson.

WHEREAS, the PCPA intends to upgrade current Food and Beverage resources through capital improvements by remodeling and altering a concession area south of the main entrance and creating a permanent concession area between the North and South entrances to accommodate for the expansion of patron amenities; and

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

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

WHEREAS, MERC staff has evaluated the bids, and Bargreen Ellingson is the lowest responsive and responsible bidder.

BE IT THEREFORE RESOLVED as follows:

1. The Metropolitan Exposition Recreation Commission selects Bargreen Ellingson as the lowest responsive and responsible bidder in response to the Request for Bids for the PCPA Keller Auditorium Concessions Areas Upgrade Millwork.

2. The Commission approves the award of a contract, in a form substantially similar to the attached Exhibit A to Bargreen Ellingson and delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on April 6, 2011.

Chair

Secretary/Treasurer

Approved As to Form:
Alison Kean Campbell, Acting Metro Attorney

By: _____
Nathan A. Schwartz Sykes
Senior Attorney

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions

May 5, 2011
Special Commission Meeting (via telephone conference call)

Present:	Judie Hammerstad (Acting Chair), Ray Leary, Terry Goldman, and Chris Erickson
Absent:	Elisa Dozono (excused), Cynthia Haruyama (excused), and Karis Stoudamire-Phillips (excused)
	A special telephone conference meeting of the Metropolitan Exposition Recreation Commission was called to order by Acting Chair Judie Hammerstad at 1:30 p.m. in the MERC Board Room, Oregon Convention Center.
1.0	**QUORUM CONFIRMED** A quorum of Commissioners was present.
2.0 **2.1**	**ACTION AGENDA** **Resolution 11-11 for the purpose of approving a contract with Delta AV for the Oregon Convention Center Digital Signage Upgrade Project** Jeff Blosser presented Resolution 11-11. A motion was made by Commissioner Goldman and seconded by Commissioner Erickson to approve Resolution 11-11 as presented. **VOTING:** Aye: 4 (Hammerstad, Leary, Goldman, Erickson) Nay: 0 Motion passed
	There was no further business to come before the Commission and the special meeting was adjourned at 1:38 p.m.

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-11

Approving the selection of **Delta AV** as the general contractor for the Digital Signage Upgrade Project.

WHEREAS, in the public interest for the purpose of providing timely and efficient event information inside the Oregon Convention Center Operation, and;

WHEREAS, this agreement meets the sustainable practices of the Oregon Convention Center and;

WHEREAS, staff has completed a thorough Request for Proposal process and selected the most qualified respondent, and;

WHEREAS, the Commission has the authority to enter into contracts for the Oregon Convention Center, and;

WHEREAS, this project will have a positive impact on client and attendee satisfaction at the Oregon Convention Center, and;

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

1. Approves the selection of **Delta AV** as the most responsive proposer to the Oregon Convention Center Digital Signage Upgrade Project.

2. Delegates the authority to the General Manager of Visitor Venues to execute the contract in substantially the form attached as Exhibit A, with **Delta AV** in the amount of $152,858.70 to design and install a new digital signage system at the Oregon Convention Center.

Passed by the Commission on May 5, 2011.

Approved as to form:
Alison Kean Campbell, Acting Metro Attorney

_____
Chair

By:_____
Nathan A. Schwartz Sykes, Senior Attorney

_____
Secretary/Treasurer

MERC Commission Meeting

May 17, 2011
1:00 pm

7.0 - Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-12

For the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12

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

WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2011-12 budgets for the MERC Fund; and

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves a budget amendment to the MERC Fund as described in the attached Staff Report and Exhibit A for the fiscal year beginning July 1, 2011 and ending June 30, 2012 for inclusion as part of the total Metro budget for this period and directs the Acting Metro COO to present this to the Metro Council for ratification
.

Passed by the Commission on May 17, 2011

_____
Chair

Approved as to Form:
Alison Kean-Campbell, Acting Metro Attorney

_____
Secretary/Treasurer

By:
_____
Nathan A. Schwartz Sykes, Senior Attorney

MERC Staff Report

Agenda Item/Issue: For the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12

Resolution No.: 11-12 **Presented By:** Cynthia Hill

Date: May 17, 2011

Background and Analysis:
The MERC Budget was approved by Metro Council on May 5th and submitted to Tax Supervising and Conservation Commission (TSCC). Metro Council will adopt a final budget on June 23rd.

There are two opportunities to amend the budget before it is adopted in June. As we near the end of the fiscal year capital projects are reviewed to determine if carry over funding is required to complete the projects in the following year. A similar review is done for non capital projects with contract balances or grant funding that requires carry over.

This resolution requests three technical amendments to the approved budget attached as "Exhibit A"

1) Increase the cost of food & beverage sales at the Portland Center for the Performing Arts ($93,832) and the Hoyt Street Station Café ($177,000)
2) Carry over for projects other than capital ($182,675)
3) Carry over for capital projects ($1,640,366)

"Exhibit B" is a copy of a Metro Council approved amendment to the proposed budget. This is a technical change in how the MERC fund recognizes the offset of health and welfare cost through use of the Opt out Reserve. The result is an increase in fringe cost with an equal amount recognized as an incoming transfer from the Risk Fund. The net result has zero fiscal impact on the MERC fund.

Fiscal Impact:

1) The beginning balance will increase $1,651,366 based on unspent balances for carry over projects.
2) Revenue will increase $121,675 for Grants & Donations and $177,000 food Service Revenue.
3) The New Capital/Business Strategy reserve at PCPA will decrease $93,832

Attachments to Resolution and/or Staff Report:

"Exhibit A" budget amendment documents for submission to Metro Council for inclusion in the FY 2011-12 Adopted Budget.

"Exhibit B" copy of the Risk Management amendment previously approved by Metro Council.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution No. 11-12.

"Exhibit A"

For FP Use Only	
Org Unit	#

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: MERC Fund Visitor Venues **DATE:** May 17, 2011

DRAFTED BY : Cynthia Hill

Type of Amendment:		*Amendment to:*		*Purpose:*		*Status:*	
Technical	X	Proposed Budget		Operating	X	Ongoing	X
Substantive		Approved Budget	X	Capital Project		One-time	
				Renewal & Replacement			

PROPOSED AMENDMENT:

1) Increase the cost of food & beverage sales at the Portland Center for Performing Arts ($93,832).
2) Establish operating budget for the Hoyt Street Station Café ($177,000).

Org Unit	**Fund**	**Line Items**		
		Acct #	*Account Title*	*Amount*
Resources	MERC Fund (555)			
		4550	Food Service Revenue	$177,000
			Total Resources	$177,000
Requirements	MERC Fund (555)			
		5291	Food & Beverage Services	$270,832
		5999	Appropriated Fund Balance (New Capital/Business Strategy Reserve	(93,832)
			Total Requirements	$177,000

PROGRAM/STAFFING IMPACTS:

1) PCPA and Aramark reviewed the proposed food & beverage budget for FY 2011-12 and determined expenditures were understated by $93,832 due to a clerical error between the Excel budget buildup sheet and the entry into EBMS. This amendment adds additional cost in hourly labor and cost of goods sold. The change reduces the food & beverage margin down to 14.69% from 20% included in the proposed budget.

2) With the opening of the Hoyt Street Station Café, the Oregon Convention Center is projecting a breakeven budget from the operations for year one starting July 1, 2011. The estimated revenue in year one of operations is $177,000 net of excise tax. This new project was meant to help disadvantaged individuals gain experience and expertise in the food and beverage management business by creating a training program and providing hands on experience. If successful, this program will create funds to allow for grant funding of individuals to pursue their dreams of owning their own business or furthering their education to help them secure a job in the food industry. All profits from the operations will be directed back into the Café operations for maintaining the day to day business needs and to create monies for grant funding opportunities in the future. An addendum to the ARAMARK contract was executed earlier this year to recognize this change in the flow of monies generated from the Café business.

"Exhibit A"

For FP Use Only	
Org Unit	#

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: MERC Fund Visitor Venues **DATE:** May 17, 2011

DRAFTED BY : Cynthia Hill

Type of Amendment:		*Amendment to:*		*Purpose:*		*Status:*	
Technical	X	Proposed Budget		Operating	X	Ongoing	
Substantive		Approved Budget	X	Capital Project		One-time	X
				Renewal & Replacement			

PROPOSED AMENDMENT:

Request carry over funding for projects other than capital.

Org Unit	**Fund**	**Line Items**		
		Acct #	*Account Title*	*Amount*
Resources	MERC Fund (555)			
		3500	Beginning Fund Balance	$111,000
		4120	Local Grant Direct – unearned revenue from City of Portland Grant	21,675
			Total Resources	$132,675
Requirements	***MERC Fund (555)***			
		5240	Contracted Professional Services	$82,675
		5800	Transfer to Metro General Fund	50,000
			Total Requirements	$132,675

PROGRAM/STAFFING IMPACTS:

	Project/Grant	**Description**	**Amount**
1)	Expo Center PSU Study Recommendations	Gard Communications – Develop marketing and communication plan recommendations on brand strategy and business outreach ($16,000). Oak Tree Digital - Website Re-Design ($35,000)	$51,000
2)	Expo Center Master Plan/Phase 3	Shields Obletz Johnsen, Inc – Expo Master Plan Update	$10,000
3)	PCPA Grant from the City of Portland	Carry over the unspent balance of the City of Portland Grant for the design, program and budget development for the renovation and expansion of the Arlene Schnitzer Concert Hall (ASCH). The original grant was $225,000 received in November 2008.	$21,675
4)	Renovation of Metro	In an effort to support the implementation of the MERC/Metro Business	$50,000

Human Resources Office – Transfer to Metro General Fund	Practices Study specifically in the arena of human resources, a transfer of $50,000 from the MERC Fund to the Metro General Fund is proposed to cover the cost of a remodel in the HR office. The newly created space will accommodate the MERC human resources manager and facilitate her integration into the centralized human resources work group. This integration will ultimately bring additional human resource office focus to the MERC employees and offer more support and back up to the services previously provided through MERC. The overhead costs for these services have been reduced in the FY 12 proposed budget providing higher value at a lower cost to the MERC venues.	
	Total	$132,675

"Exhibit A"

For FP Use Only	
Org Unit	#

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: MERC Fund Visitor Venues **DATE:** May 17, 2011

DRAFTED BY : Cynthia Hill

Type of Amendment:		*Amendment to:*		*Purpose:*		*Status:*	
Technical	X	Proposed Budget		Operating		Ongoing	
Substantive		Approved Budget	X	Capital Project	X	One-time	X
				Renewal & Replacement	X		

PROPOSED AMENDMENT: ***Carry –Over for Capital Projects***

Capital projects are scheduled to work around event activity at each venue and sometimes may be impacted by weather conditions; as a result some projects have been delayed. An example is the boiler project at the Keller, there are events in the building and the boiler cannot be turned off due to the cooler than normal weather conditions.

1) Six projects listed below are in process and the work will cross fiscal years and be complete over the summer.

2) There are five projects that are in various stages of planning and will be complete next year.

3) The Information Technology projects ($102,000) are under review by the business practices group in Information Services (IS). They are working on identifying and prioritizing which projects should or should not move forward for the MERC venues. At this time we know we have additional IS issues to deal with at the venues and there is no capital budgeted in FY 12. This project list and budget may need to be expended next fiscal year as detailed, or a new plan for capital investment in MERC IS may be proposed to the Commission later for consideration.

Org Unit	**Fund**	**Line Items**		
		Acct #	*Account Title*	*Amount*
Resources	MERC Fund (555)			
		3500	Beginning Fund Balance	$1,540,366
		4750	Donations	100,000
			Total Resources	$1,640,366
Requirements	MERC Fund (555)			
		5710	Improvement Other than Building	$515000
		5720	Building and Related	646,600
		5750	Office Furniture & Equipment	102,000
		5740	Equipment & Vehicles	377,366
			Total Requirements	$1,640,366

PROGRAM/STAFFING IMPACTS:

	Project	**Status**	**Funding Source**	**Amount**
	Expo Center			
1)	Wi Fi	planning	Beg Bal	$25,000
	OCC			
2)	Plaza Block 26	in process	Beg Bal	515,000
3)	Hand Dryers	in process	Beg Bal - MTOCA	60,000

4)	Digital Signage	in process	Beg Bal – TLT Reserve	161,000
5)	Coffee Retail Space Remodel (Starbuck #1)	in process	Beg Bal – F & B Capital Contribution	75,000
6)	Catering China Replacement	planning	Beg Bal – F & B Capital Contribution	217,000
7)	Skyview Terrace – Tasting Kitchen	planning	Beg Bal – F & B Capital Contribution	100,000
8)	Kitchen Upgrades	planning	Beg Bal – F & B Capital Contribution	160,366
	PCPA			
9)	Keller Boiler	in process	PCPA Foundation (Friends of PCPA)	100,000
10)	Keller Concessions	in process	Beg Bal – F & B Capital Contribution	100,000
11)	Keller Heat Recovery System	planning	Beg Bal – Metro Sustainability Grant	25,000
	Administration			
12)	Information Technology	TBD	Beg Bal	102,000
			Total	$1,640,366

ACCT	DESCRIPTION	FY 2011-12 Approved FTE	FY 2011-12 Approved Amount	Commission Proposed Revision FTE	Commission Proposed Revision Amount	FY 2011-12 Revised FTE	FY 2011-12 Revised Amount
MERC Fund							
Resources							
BEGBAL	*Beginning Fund Balance*						
	* Undesignated		3,108,587		838,000		3,946,587
	* Renewal & Replacement Reserve		12,543,636		0		12,543,636
	* Transient Lodging Tax Capital Reserve		269,310		161,000		430,310
	* New Capital / Business Strategy Reserve		5,100,848				5,100,848
	* Aramark Contract Capital Investment Reserve		0		652,366		652,366
	* PERS Reserve		1,991,822		0		1,991,822
	* Expo Phase 3 Reserve		0		0		0
GRANTS	*Grants*						
4105	Federal Grants - Indirect		0		0		0
4110	State Grant - Direct		0		0		0
4115	State Grant - Indirect		0		0		0
4120	Local Grant - Direct		0		21,675		21,675
4125	Local Grants - Indirect		0		0		0
LGSHRE	*Local Gov't Share Revenues*						
4130	Hotel/Motel Tax		11,155,335		0		11,155,335
4142	Intergovernment Misc. Revenue		0		0		0
GVCNTB	*Contributions from Governments*						
4145	Government Contributions		784,320		0		784,320
CHGSVC	*Charges for Service*						
4500	Admission Fees		1,880,177		0		1,880,177
4510	Rentals		7,333,144		0		7,333,144
4550	Food Service Revenue		11,735,662		177,000		11,912,662
4560	Retail Sales		7,000		0		7,000
4570	Merchandising		15,000		0		15,000
4575	Advertising		15,000		0		15,000
4580	Utility Services		1,578,500		0		1,578,500
4590	Commissions		1,123,500		0		1,123,500
4620	Parking Fees		2,874,555		0		2,874,555
4645	Reimbursed Services		2,645,172		0		2,645,172
4647	Reimbursed Services - Contract		527,989		0		527,989
4650	Miscellaneous Charges for Svc		370,050		0		370,050
INTRST	*Interest Earnings*						
4700	Interest on Investments		122,806		0		122,806
DONAT	*Contributions from Private Sources*						
4750	Donations and Bequests		350,000		100,000		450,000
4755	Capital Donations and Bequests		0		0		0
4760	Sponsorship Revenue		160,000		0		160,000

ACCT	DESCRIPTION	FY 2011-12 Approved FTE	FY 2011-12 Approved Amount	Commission Proposed Revision FTE	Commission Proposed Revision Amount	FY 2011-12 Revised FTE	FY 2011-12 Revised Amount
MERC Fund							
MISCRV	*Miscellaneous Revenue*						
4170	Fine & Forfeitures		1,500		0		1,500
4805	Financing Transaction		93,664		0		93,664
4890	Miscellaneous Revenue		35,926		0		35,926
4891	Refunds and Reimbursements		0		0		0
INFREQ	*Special Items-Infrequent Items*						
4810	Sale of Fixed Assets		0		0		0
EQTREV	*Fund Equity Transfers*						
4970	Transfer of Resources						
	* from General Fund		480,000		0		480,000
	* from Risk Management Fund		111,510		0		111,510
TOTAL RESOURCES			**$66,415,013**		**$1,950,041**		**$68,365,054**
	Personal Services						
SALWGE	*Salaries & Wages*						
5010	Reg Employees-Full Time-Exempt						
	Account Executive	3.00	167,295	-	0	3.00	167,295
	Accountant	-	0	-	0	-	0
	Accountant II	2.00	116,085	-	0	2.00	116,085
	Controller	-	0	-	0	-	0
	Admissions Staffing Manager	1.00	50,440	-	0	1.00	50,440
	Assistant Ticket Services Manager	1.00	48,880	-	0	1.00	48,880
	Asst. Event Svcs Mgr. or Senior House Mg	1.00	75,629	-	0	1.00	75,629
	Asst. Executive Director	2.00	205,169	-	0	2.00	205,169
	Asst. Operations Mgr. (Asst. Tech Svcs. M	3.00	199,118	-	0	3.00	199,118
	Audio Visual Supervisor	1.00	60,112	-	0	1.00	60,112
	Audio/Visual Technician Lead	1.00	48,339	-	0	1.00	48,339
	Audio/Visual Sales	1.00	53,414	-	0	1.00	53,414
	Budget Manager	-	0	-	0	-	0
	System Administrator II	-	0	-	0	-	0
	System Analyst I	1.00	58,172	-	0	1.00	58,172
	System Analyst II	1.00	64,143	-	0	1.00	64,143
	Associate Management Analyst	1.00	60,840	-	0	1.00	60,840
	Assistant Management Analyst	0.60	27,269	-	0	0.60	27,269
	Construction Division Manager	-	0	-	0	-	0
	Policy Advisor I	1.00	97,843	-	0	1.00	97,843
	Program Director	-	0	-	0	-	0
	Director of Event Services	1.00	80,995	-	0	1.00	80,995
	Director of Sales & Marketing	1.00	93,600	-	0	1.00	93,600
	Event Manager	5.00	303,762	-	0	5.00	303,762

ACCT	DESCRIPTION	FY 2011-12 Approved FTE	FY 2011-12 Approved Amount	Commission Proposed Revision FTE	Commission Proposed Revision Amount	FY 2011-12 Revised FTE	FY 2011-12 Revised Amount
MERC Fund							
	Event Services Manager	1.00	81,078	-	0	1.00	81,078
	Director - Expo Center	1.00	117,395	-	0	1.00	117,395
	Manager I	2.35	189,428	-	0	2.35	189,428
	Manager II	0.30	31,609	-	0	0.30	31,609
	GM of Visitor Venues	0.75	113,599	-	0	0.75	113,599
	Program Analyst II	0.85	54,083	-	0	0.85	54,083
	Graphic Designer II	1.00	60,882	-	0	1.00	60,882
	Human Resources Manager	-	0	-	0	-	0
	Information Technology Manager	-	0	-	0	-	0
	Maintenance Supervisor	-	0	-	0	-	0
	Chief Engineer	1.00	70,990	-	0	1.00	70,990
	Marketing & Web Services Manager	1.00	72,883	-	0	1.00	72,883
	Executive Director - OCC	1.00	165,443	-	0	1.00	165,443
	Operations Manager	4.00	314,642	-	0	4.00	314,642
	Director of Operations	1.00	98,155	-	0	1.00	98,155
	Executive Director - PCPA	1.00	132,956	-	0	1.00	132,956
	Procurement Analyst	-	0	-	0	-	0
	Sales & Events Manager	1.00	78,500	-	0	1.00	78,500
	Sales & Booking Manager	1.00	74,235	-	0	1.00	74,235
	Sales Manager	5.00	296,816	-	0	5.00	296,816
	Security Manager	1.00	73,237	-	0	1.00	73,237
	Senior Event Manager	-	0	-	0	-	0
	Set-up & Operations Supervisor	8.00	426,440	-	0	8.00	426,440
	Senior Set-up Supervisor	1.00	67,413	-	0	1.00	67,413
	Stage Supervisor	1.00	59,779	-	0	1.00	59,779
	Sustainability Coordinator	1.00	58,365	-	0	1.00	58,365
	Ticketing/Parking Service Manager	2.00	147,234	-	0	2.00	147,234
	Ticket Services Manager	1.00	65,062	-	0	1.00	65,062
	Volunteer Services Coordinator	1.00	51,438	-	0	1.00	51,438
5015	Reg Empl-Full Time-Non-Exempt						
	Accounting Technician	3.00	124,675	-	0	3.00	124,675
	Administrative Assistant	11.00	432,206	-	0	11.00	432,206
	Accountant	1.00	47,753	-	0	1.00	47,753
	Executive Assistant	3.00	126,846	-	0	3.00	126,846
	Audio Visual Technician	3.00	132,253	-	0	3.00	132,253
	Electrician	5.00	329,200	-	0	5.00	329,200
	Facility Security Agent	9.00	310,549	-	0	9.00	310,549
	Lead Electrician	2.00	145,613	-	0	2.00	145,613
	Lead Operating Engineer	1.00	64,373	-	0	1.00	64,373
	Operating Engineer	7.00	424,283	-	0	7.00	424,283
	Painter	2.00	80,743	-	0	2.00	80,743

MERC Fund

ACCT	DESCRIPTION	FY 2011-12 Approved FTE	FY 2011-12 Approved Amount	Commission Proposed Revision FTE	Commission Proposed Revision Amount	FY 2011-12 Revised FTE	FY 2011-12 Revised Amount
	Secretary II	-	0	-	0	-	0
	Services Sales Coordinator	-	0	-	0	-	0
	Marketing/Promotions Coordinator	2.00	86,422	-	0	2.00	86,422
	Lead Stagedoor Watchperson	1.00	38,691	-	0	1.00	38,691
	Telecom & Information Systems Tech	1.00	52,722	-	0	1.00	52,722
	Box Office Coordinator	1.00	32,468	-	0	1.00	32,468
	Utility Lead	4.00	156,665		0	4.00	156,665
	Utility Maintenance	4.00	178,728		0	4.00	178,728
	Utility Maintenance Specialist	3.00	135,678		0	3.00	135,678
	Utility Maintenance Technician	1.00	41,719		0	1.00	41,719
	Utility Worker II	40.00	1,358,800		0	40.00	1,358,800
5025	Regular Employees Part Time Non-Exempt	-	195,030		0	-	195,030
5030	Temporary Employees	-	8,250		0	-	8,250
5043	Part-Time, Non-Reimbursed Labor	-	1,177,514		0	-	1,177,514
5045	Part-Time, Reimbursed Labor-Stagehands	15.00	358,200		0	15.00	358,200
5045	Part-Time, Reimbursed Labor-Other	-	1,060,546		0	-	1,060,546
5080	Overtime	-	415,799		0	-	415,799
5089	Salary Adjustment						
	Merit/COLA Adjustment (non-rep)		93,148		0		93,148
	Step Increases (AFSCME)		4,962		0		4,962
	COLA (represented employees)		129,281		0		129,281
FRINGE	*Fringe Benefits*						
5100	Fringe Benefits						
	Base Fringe (variable & fixed)		5,332,297		0		5,332,297
5190	PERS Bond Recovery		0		0		0
Total Personal Services		**185.85**	**$17,788,181**	**-**	**$0**	**185.85**	**$17,788,181**
Materials & Services							
GOODS	*Goods*						
5201	Office Supplies		198,065		0		198,065
5205	Operating Supplies		307,112		0		307,112
5210	Subscriptions and Dues		55,295		0		55,295
5214	Fuels and Lubricants		16,600		0		16,600
5215	Maintenance & Repairs Supplies		524,140		0		524,140
5225	Retail		11,000		0		11,000
SVCS	*Services*						
5240	Contracted Professional Svcs		577,634		82,675		660,309
5245	Marketing Expense		2,642,520		0		2,642,520
5246	Sponsorship Expenditures		41,000		0		41,000
5247	Visitor Development Marketing		425,397		0		425,397
5251	Utility Services		2,636,796		0		2,636,796
5255	Cleaning Services		34,200		0		34,200

ACCT	DESCRIPTION	FY 2011-12 Approved FTE	FY 2011-12 Approved Amount	Commission Proposed Revision FTE	Commission Proposed Revision Amount	FY 2011-12 Revised FTE	FY 2011-12 Revised Amount
MERC Fund							
5260	Maintenance & Repair Services		1,199,660		0		1,199,660
5265	Rentals		524,700		0		524,700
5270	Insurance		23,700		0		23,700
5280	Other Purchased Services		387,575		0		387,575
5281	Other Purchased Services - Reimb		448,571		0		448,571
5291	Food and Beverage Services		9,230,371		270,832		9,501,203
5292	Parking Services		272,931		0		272,931
IGEXP	*Intergov't Expenditures*						
5300	Payments to Other Agencies		261,846		0		261,846
5310	Taxes (Non-Payroll)		17,000		0		17,000
OTHEXP	*Other Expenditures*						
5450	Travel		175,696		0		175,696
5455	Staff Development		116,514		0		116,514
5490	Miscellaneous Expenditures		3,500		0		3,500
GAAP	*GAAP Account*						
5520	Bad Debt Expense		0		0		0
Total Materials & Services			**$20,131,823**		**$353,507**		**$20,485,330**
Capital Outlay							
CAPNON	*Capital Outlay (Non-CIP Projects)*						
5710	Improve-Oth thn Bldg		50,000		0		50,000
5720	Buildings & Related		435,000		225,000		660,000
5740	Equipment & Vehicles		140,000		0		140,000
5750	Office Furniture & Equip		0		0		0
CAPCIP	*Capital Outlay (CIP Projects)*						
5710	Improve-Oth thn Bldg		90,000		515,000		605,000
5720	Buildings & Related		505,000		421,000		926,000
5740	Equipment & Vehicles		206,000		377,366		583,366
5750	Office Furniture & Equip		0		102,000		102,000
Total Capital Outlay			**$1,426,000**		**$1,640,366**		**$3,066,366**
Debt Service							
LOAN	*Loan Payments*						
5610	Loan Payments-Principal		0		0		0
5615	Loan Payments-Interest		0		0		0
Total Debt Service			**$0**		**$0**		**$0**

ACCT	DESCRIPTION	FY 2011-12 Approved FTE	FY 2011-12 Approved Amount	Commission Proposed Revision FTE	Commission Proposed Revision Amount	FY 2011-12 Revised FTE	FY 2011-12 Revised Amount
MERC Fund							
	Interfund Transfers						
INDTEX	*Interfund Reimbursements*						
5800	Transfer for Indirect Costs						
	* to General Fund-Support Services		1,953,643		0		1,953,643
	* to General Fund		211,213		0		211,213
	* to Risk Management Fund - Liability		461,938		0		461,938
	* to Risk Management Fund - Workers Comp.		279,827		0		279,827
INTCHG	*Internal Service Transfers*						
5820	Transfer for Direct Costs						
	* to General Fund-Support Services		77,884		50,000		127,884
EQTCHG	*Fund Equity Transfers*						
5810	Transfer of Resources						
	* to Renewal & Replacement Fund		10,824		0		10,824
	* to General Fund-PERS Reserve		1,958,805		0		1,958,805
	* to General Revenue Bond Fund		1,188,632		0		1,188,632
	Total Interfund Transfers		**$6,142,766**	**-**	**$50,000**		**$6,192,766**
	Contingency and Ending Balance						
CONT	*Contingency*						
5999	Contingency						
	* General Contingency		2,299,335		0		2,299,335
	* Renewal and Replacement		0		0		0
	* New Capital/Business Strategy Reserve		5,428,213		(93,832)		5,334,381
	* Contingency for Capital (TL TAX)		0		0		0
UNAPP	*Unappropriated Fund Balance*						
5990	Unappropriated Fund Balance						
	* Restricted Fund Balance (User Fees)		0		0		0
	* Stabilization Reserve		620,500		0		620,500
	* New Capital/Business Strategy Reserve		0				0
	* Ending Balance		0		0		0
	* Renewal & Replacement		12,578,195		0		12,578,195
	* Current Year PERS Reserve		0		0		0
	* Prior Year PERS Reserve		0		0		0
	Total Contingency and Ending Balance		**$20,926,243**		**($93,832)**		**$20,832,411**
TOTAL REQUIREMENTS		**185.85**	**$66,415,013**	**-**	**$1,950,041**	**185.85**	**$68,365,054**

For FP Use Only	
Org Unit	#
FRS	2

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Finance and Regulatory Services **DATE:** 4/22/11

DRAFTED BY : Kathy Rutkowski

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

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

PROPOSED AMENDMENT: ***Risk Management Fund – Health & Welfare Program***

The initial tasks of the business process evaluation have focused on the Human Resources enterprise system for processing and managing Payroll and Benefits. The evaluation followed up on a recent audit recommendations from Metro's Auditor Office. The goal of the evaluation team was to identify ways in which to take advantage of functionality provided in PeopleSoft and to begin using the system in the manner in which it was intended thereby recognizing efficiencies in business processes. The recommendations of the evaluation team require a change in how health and welfare program costs are reflected in the budget.

The Risk Management Fund is considered an internal service fund. Charges are levied to departments based on experience for certain costs such as premiums and claims. Funding flows from the department to the Risk Management Fund where actual costs of premiums and claims are paid. This method has been used for all programs of the Risk Management Fund – liability, property, workers compensation, unemployment and health & welfare. While the internal service fund worked well for all other aspects of risk management, the evaluation team found it was an inefficient process for health & welfare and resulted in unintended difficulties in managing health & welfare costs. They found it also posed difficulties in responding to future requirements of the new health care reform act. They highly recommended that Metro reconsider the use of the internal service fund methodology for health & welfare costs. After discussions with the evaluation team, the Budget Office agrees with the recommendations.

This amendment implements the recommendations of the Human Resources business process evaluation team. Health & welfare costs will be treated solely as direct costs charged against the departments based on actual expense. It removes the internal services designation from the health & welfare program and removes associated costs from the Risk Management Fund. It retains the provision to partially offset the costs of health and welfare through the use of the Opt Out Reserve.

See the attached spreadsheet for specific line item changes.

PROGRAM/STAFFING IMPACTS:

Creates efficiencies in the processing and management of payroll and benefits.

ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT

This action implements the recommendations of the business process evaluation team related to benefits and payroll processing and management. The change creates efficiencies in the processes by using the enterprise software in the manner in which it was intended. It reduces the double counting of costs that is inherent in any internal service fund and assists in responding to the future requirements of the health care reform act.

OPTIONS FOR FUNDING THIS AMENDMENT

N/A.

Line Item changes for change in Health & Welfare portion of Risk Management Fund

		Line Items		
Fund	**Org Unit**	*Acct #*	*Account Title*	*Amount*
Resources				
Risk Management Fund	Health & Welfare	4460	Insurance Premiums - H&W	(9,665,664)
			Total	**($9,665,664)**
Requirements				
Risk Management Fund	Health & Welfare	5271	Medical Insurance	(10,405,650)
		5490	Miscellaneous Expense	(20,000)
		5810	Transfer of Resources (opt out)	
			to MERC Fund	111,510
			to Natural Areas Fund	8,940
			to Oregon Zoo Bond Fund	3,350
			to Solid Waste Revenue Fund	56,130
			to General Fund	270,070
			to General Fund (risk staff)	277,890
		5990	Unappropriated Ending Balance	32,096
			Total	**($9,665,664)**
Resources				
MERC Fund		4970	Transfer of Resources (opt out)	111,510
Natural Areas Fund		4970	Transfer of Resources (opt out)	8,940
Oregon Zoo Bond Fund		4970	Transfer of Resources (opt out)	3,350
Solid Waste Fund		4970	Transfer of Resources (opt out)	56,130
General Fund		4970	Transfer of Resources (opt out)	270,070
General Fund		4970	Transfer of Resources (risk staff)	277,890
			Total	**$727,890**
Requirements				
General Fund	Human Resources	5240	Contracted Professional Services	40,000
	Communications	5100	Fringe Benefits	12,600
	Council	5100	Fringe Benefits	14,400
	Finance & Reg Services	5100	Fringe Benefits	19,020
	Human Resources	5100	Fringe Benefits	11,400
	Infomration Services	5100	Fringe Benefits	15,600
	Office of Metro Attorney	5100	Fringe Benefits	9,300
	Office of Metro Auditor	5100	Fringe Benefits	3,600
	Oregon Zoo	5100	Fringe Benefits	91,860
	Parks & Environmental Svcs	5100	Fringe Benefits	22,650
	Planning & Development	5100	Fringe Benefits	33,228
	Research Center	5100	Fringe Benefits	17,580
	Sustainability Center	5100	Fringe Benefits	18,570
MERC Fund	Administration	5100	Fringe Benefits	8,910
	Expo Center	5100	Fringe Benefits	7,980
	Oregon Convention Center	5100	Fringe Benefits	66,180
	PCPA	5100	Fringe Benefits	28,440
Natural Areas Fund	Sustainability Center	5100	Fringe Benefits	8,940
Oregon Zoo Bond Fund	Oregon Zoo	5100	Fringe Benefits	3,350
Solid Waste Rev Fund	Finance & Reg Services	5100	Fringe Benefits	7,200
	Parks & Environmental Svcs	5100	Fringe Benefits	35,430
	Sustainability Center	5100	Fringe Benefits	13,500
General Fund	General Expense-Reserves	5990	Unapp Balance - Stabilization	238,152
			Total	**$727,890**

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-13

For the purpose of approving and transmitting to the Metro Council a budget amendment to the MERC Fund for fiscal year 2010-11

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

WHEREAS, Metro Code 6.01.050(d) further provides that once the Commission's budget has been adopted by the Metro Council, any changes in the adopted appropriations must be ratified in advance by the Metro Council; and

WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2010-11 budgets for the MERC Fund; and

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves a budget amendment to the MERC Fund as described in the attached Staff Report and Exhibit A for the fiscal year beginning July 1, 2010 and ending June 30, 2011 for inclusion as part of the total Metro budget for this period and directs the Acting Metro COO to present this to the Metro Council for ratification

Passed by the Commission on May 17, 2011

_____
Chair

Approved as to Form:
Alison Kean-Campbell, Acting Metro Attorney

_____
Secretary/Treasurer

By:
_____
Nathan A. Schwartz Sykes, Senior Attorney

MERC Staff Report

Agenda Item/Issue:
For the purpose of approving and transmitting to the Metro Council a budget amendment to the MERC Fund for fiscal year 2010-11

Resolution No: 11-13 **Presented By: Cynthia Hill**

Date: May 17, 2011

Background and Analysis:

Oregon Convention Center Food & Beverage

The Oregon Convention Center is experiencing food and beverage sales greater than original estimates. The current revenue forecast is $9.6 million, an increase of $1.2 million over the adopted budget. Food & beverage sales for conventions have exceeded original budget projections all year. In addition to better than expected sales throughout the year OCC booked two new corporate events, the Intel Tech Fest, a five day event with estimated sales of $474 thousand in May and a Nike event in June with estimated sales of $61 thousand. The current estimated food and beverage cost is $7.9 million, also an increase of $1.2 million over the adopted budget.

The current projected food and beverage margin is 18 percent, down 3 percent from the original budget estimate of 21 percent. The change in the margin is a result of increased labor and benefit costs, and the transition to new Executive Chef carrying salary for two chefs' for 3 months.

Oregon budget law does not allow the recognition and direct appropriation of this additional revenue without the benefit of a supplemental budget. This action transfers $1,250,000 from the Operating Contingency to materials and services to provide for the needed increase in food and beverage expense. It also acknowledges the receipt of $1,217,000 in additional revenue but places the additional revenue in New Capital/Business Strategy Reserve (unapproriated).

The Community Café (Hoyt Street Station Café)

The building improvements required to operate the Community Café previously referred to as the "Leg Up Program" are considered an improvement to a Metro asset. The funding source for the Cafe is a capital contribution to OCC from Aramark/Giacometti Joint Partnership. The original project approved in the adopted budget was estimated to be $150,000, however the actual location was undetermined at the time the budget was prepared so an actual budget for remodel improvements was estimated. The current project cost is projected to be $182,000. The additional amount is funded from the project contingency account within the original $1,350,000 capital contribution.

The Community Café project will make improvements to Metro Regional Center, a general Metro asset. As a result, it is necessary to record the capital costs in the General Fund. As mentioned above the project is funded by a capital contribution to the Oregon Convention Center from Aramark/Giacometti Joint Partnership.

Approval of this amendment will provide several actions necessary to fully implement the budgetary requirements of the project:

Fiscal Impact:

a) Transfer up to $120,000 from the MERC Fund to the General Fund to provide funding for the expenditures considered building improvements. Furniture & equipment items will not be transferred to Metro as they are part of the OCC food & beverage operating equipment
b) Recognize additional revenue in the General Fund of $120,000 in the form of a transfer from the MERC Fund, and

Attachments to Resolution and/or Staff Report:
Exhibit A Schedule of Appropriations

Recommendation:
Staff recommends that the Metropolitan Exposition Recreation Commission adopt Resolution 11-13.

ACCT	DESCRIPTION	Current Budget FTE	Current Budget Amount	Revision FTE	Revision Amount	Amended Budget FTE	Amended Budget Amount
	Metro Exposition Recreation Commission Fund						
MERC Fund							
	Resources						
BEGBAL	*Beginning Fund Balance*						
	* Undesignated		17,513,857		0		17,513,857
	* Renewal & Replacement Reserve		2,255,000		0		2,255,000
	* Transient Lodging Tax Capital Reserve		640,310		0		640,310
	* Aramark Contract Capital Investment Reserve		1,625,000		0		1,625,000
	* PERS Reserve		1,631,545		0		1,631,545
	* Expo Phase 3 Reserve		1,185,232		0		1,185,232
GRANTS	*Grants*						
4105	Federal Grants - Indirect		235,063		0		235,063
4110	State Grant - Direct		259,500		0		259,500
4115	State Grant - Indirect		158,029		0		158,029
4120	Local Grant - Direct		26,925		0		26,925
LGSHRE	*Local Gov't Share Revenues*						
4130	Hotel/Motel Tax		10,558,553		0		10,558,553
4142	Intergovernment Misc. Revenue		43,955		0		43,955
GVCNTB	*Contributions from Governments*						
4145	Government Contributions		756,907		0		756,907
CHGSVC	*Charges for Service*						
4500	Admission Fees		1,700,500		0		1,700,500
4510	Rentals		7,420,586		0		7,420,586
4550	Food Service Revenue		11,813,716		1,217,000		13,030,716
4560	Retail Sales		5,000		0		5,000
4570	Merchandising		13,000		0		13,000
4575	Advertising		15,000		0		15,000
4580	Utility Services		1,598,360		0		1,598,360
4590	Commissions		1,135,000		0		1,135,000
4620	Parking Fees		2,838,899		0		2,838,899
4645	Reimbursed Services		2,688,825		0		2,688,825
4647	Reimbursed Services - Contract		486,142		0		486,142
4650	Miscellaneous Charges for Svc		302,230		0		302,230
INTRST	*Interest Earnings*						
4700	Interest on Investments		235,523		0		235,523
DONAT	*Contributions from Private Sources*						
4750	Donations and Bequests		442,000		0		442,000
4760	Sponsorship Revenue		143,500		0		143,500
MISCRV	*Miscellaneous Revenue*						
4170	Fine & Forfeitures		2,000		0		2,000
4805	Financing Transaction		82,372		0		82,372
4890	Miscellaneous Revenue		34,825		0		34,825
4891	Refunds and Reimbursements		4,000		0		4,000
EQTREV	*Fund Equity Transfers*						
4970	Transfer of Resources						
	* from General Fund		475,000		0		475,000
TOTAL RESOURCES			**$68,326,354**		**$1,217,000**		**$69,543,354**
Total Personal Services		**190.00**	**$17,989,676**	**0.00**	**$0**	**190.00**	**$17,989,676**
	Materials & Services						
GOODS	*Goods*						
5201	Office Supplies		232,402		0		232,402
5205	Operating Supplies		265,947		0		265,947
5210	Subscriptions and Dues		63,005		0		63,005
5214	Fuels and Lubricants		16,820		0		16,820
5215	Maintenance & Repairs Supplies		544,340		0		544,340

ACCT	DESCRIPTION	Current Budget FTE	Current Budget Amount	Revision FTE	Revision Amount	Amended Budget FTE	Amended Budget Amount
	Metro Exposition Recreation Commission Fund						
5225	Retail		10,000		0		10,000
SVCS	*Services*						
5240	Contracted Professional Svcs		1,033,284		0		1,033,284
5245	Marketing Expense		2,619,362		0		2,619,362
5246	Sponsorship Expenditures		59,050		0		59,050
5247	Visitor Development Marketing		417,728		0		417,728
5251	Utility Services		2,519,600		0		2,519,600
5255	Cleaning Services		33,800		0		33,800
5260	Maintenance & Repair Services		1,156,339		0		1,156,339
5265	Rentals		527,940		0		527,940
5270	Insurance		28,560		0		28,560
5280	Other Purchased Services		400,626		0		400,626
5281	Other Purchased Services - Reimb		390,773		0		390,773
5291	Food and Beverage Services		9,322,641		1,250,000		10,572,641
5292	Parking Services		305,580		0		305,580
IGEXP	*Intergov't Expenditures*						
5300	Payments to Other Agencies		275,258		0		275,258
5310	Taxes (Non-Payroll)		16,500		0		16,500
OTHEXP	*Other Expenditures*						
5450	Travel		193,171		0		193,171
5455	Staff Development		130,600		0		130,600
5490	Miscellaneous Expenditures		17,000		0		17,000
	Total Materials & Services		**$20,580,326**		**$1,250,000**		**$21,830,326**
	Capital Outlay						
CAPCIP	*Capital Outlay (CIP Projects)*						
5710	Improve-Oth thn Bldg		690,000		0		690,000
5720	Buildings & Related		4,081,105		(120,000)		3,961,105
5740	Equipment & Vehicles		426,000		0		426,000
5750	Office Furniture & Equip		102,000		0		102,000
	Total Capital Outlay		**$5,299,105**		**($120,000)**		**$5,179,105**
	Interfund Transfers						
INDTEX	*Interfund Reimbursements*						
5800	Transfer for Indirect Costs						
	* to General Fund-Support Services		1,870,208		0		1,870,208
	* to General Fund		122,978		0		122,978
	* to Risk Management Fund - Liability		386,429		0		386,429
	* to Risk Management Fund - Workers Comp.		112,883		0		112,883
EQTCHG	*Fund Equity Transfers*						
5810	Transfer of Resources						
	* to General Fund		0		120,000		120,000
	* to General Revenue Bond Fund		1,189,132		0		1,189,132
	Total Interfund Transfers		**$3,681,630**	**0.00**	**$120,000**		**$3,801,630**
	Contingency and Ending Balance						
CONT	*Contingency*						
5999	Contingency						
	* General Contingency		2,183,463		(1,250,000)		933,463
	* Contingency for Capital (TL TAX)		269,310		0		269,310
UNAPP	*Unappropriated Fund Balance*						
5990	Unappropriated Fund Balance						
	* Stabilization Reserve		620,500		0		620,500
	* New Capital/Business Strategy Reserve		3,893,133		1,217,000		5,110,133
	* Ending Balance		48,755		0		48,755
	* Renewal & Replacement		11,768,634		0		11,768,634
	* Prior Year PERS Reserve		1,991,822		0		1,991,822
	Total Contingency and Ending Balance		**$20,775,617**		**($33,000)**		**$20,742,617**
	TOTAL REQUIREMENTS	**190.00**	**$68,326,354**	**0.00**	**$1,217,000**	**190.00**	**$69,543,354**