
MERC Commission Meeting

December 6, 2023
12:30 pm

Oregon Convention Center
Room F150

Metro respects civil rights

Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes that ban discrimination. If any person believes they have been discriminated against regarding the receipt of benefits or services because of race, color, national origin, sex, age or disability, they have the right to file a complaint with Metro. For information on Metro’s civil rights program, or to obtain a discrimination complaint form, visit www.oregonmetro.gov/civilrights or call 503-813-7514. Metro provides services or accommodations upon request to persons with disabilities and people who need an interpreter at public meetings. If you need a sign language interpreter, communication aid or language assistance, call 503-797-1890 or TDD/TTY 503-797-1804 (8 a.m. to 5 p.m. weekdays) 5 business days before the meeting. All Metro meetings are wheelchair accessible. For up-to-date public transportation information, visit TriMet’s website at www.trimet.org.

Thông báo về sự Metro không kỳ thị của Metro tôn trọng dân quyền. Muốn biết thêm thông tin về chương trình dân quyền của Metro, hoặc muốn lấy đơn khiếu nại về sự kỳ thị, xin xem trong www.oregonmetro.gov/civilrights. Nếu quý vị cần thông dịch viên ra dấu bằng tay, trợ giúp về tiếp xúc hay ngôn ngữ, xin gọi số 503-797-1890 (từ 8 giờ sáng đến 5 giờ chiều vào những ngày thường) trước buổi họp 5 ngày làm việc.

Повідомлення Metro про заборону дискримінації Metro з повагою ставиться до громадянських прав. Для отримання інформації про програму Metro із захисту громадянських прав або форми скарги про дискримінацію відвідайте сайт www.oregonmetro.gov/civilrights або Якщо вам потрібен перекладач на зборах, для задоволення вашого запиту зателефонуйте за номером 503-797-1890 з 8.00 до 17.00 у робочі дні за п'ять робочих днів до зборів.

Metro 的不歧视公告 尊重民權。欲瞭解Metro民權計畫的詳情，或獲取歧視投訴表，請瀏覽網站 www.oregonmetro.gov/civilrights。如果您需要口譯方可參加公共會議，請在會議召開前5個營業日撥打503-797-1890（工作日上午8點至下午5點），以便我們滿足您的要求。

Ogeysiiska takooris la’aanta ee Metro Metro waxay ixtiraamtaa xuquuqda madaniga. Si aad u heshid macluumaad ku saabsan barnaamijka xuquuqda madaniga ee Metro, ama aad u heshid warqadda ka cabashada takoorista, booqo www.oregonmetro.gov/civilrights. Haddii aad u baahan tahay turjubaan si aad uga qaybqaadatid kullamada dadweynaha, wac 503-797-1890 (8 gallinka hore illaa 5 gallinka dambe maalmaha shaqada) shan maalmo shaqa kullanka si loo tixgaliyo codsashadaada.

Metro의 차별 금지 관련 통지서 Metro의 시민권 프로그램에 대한 정보 또는 차별 항의서 양식을 얻으려면, 또는 차별에 대한 불만을 신고 할 수 www.oregonmetro.gov/civilrights. 당신의 언어 지원이 필요한 경우, 회의에 앞서 5 영업일 (오후 5시 주중에 오전 8시) 503-797-1890를 호출합니다.

Metroの差別禁止通知 Metroでは公民権を尊重しています。Metroの公民権プログラムに関する情報について、または差別苦情フォームを入手するには、www.oregonmetro.gov/civilrights。までお電話ください公開会議で言語通訳を必要とされる方は、Metroがご要望に対応できるよう、公開会議の5営業日前までに503-797-1890（平日午前8時～午後5時）までお電話ください。

ការអោយដឹងពីការគោរពសិទ្ធិរបស់អ្នក ការគោរពសិទ្ធិរបស់អ្នក ។ សំរាប់ព័ត៌មានអំពីកម្មវិធីសិទ្ធិរបស់អ្នក Metro ឬដើម្បីទទួលបានកាតព្វកិច្ចសិទ្ធិរបស់អ្នក សូមទូរស័ព្ទលេខ 503-797-1890 (ម៉ោង 8 រំពឹងដល់ម៉ោង 5 ល្ងាច ថ្ងៃច័ន្ទ-ថ្ងៃសុក្រ) ។ www.oregonmetro.gov/civilrights ។ បើសិនជាអ្នកត្រូវការការបកប្រែភាសានៅពេលអង្គបុគ្គលិកស្តាប់ការសន្យាសន្យា 503-797-1890 (ម៉ោង 8 រំពឹងដល់ម៉ោង 5 ល្ងាច ថ្ងៃច័ន្ទ-ថ្ងៃសុក្រ) ។ បើសិនជាអ្នកត្រូវការការបកប្រែភាសានៅពេលអង្គបុគ្គលិកស្តាប់ការសន្យាសន្យា 503-797-1890 (ម៉ោង 8 រំពឹងដល់ម៉ោង 5 ល្ងាច ថ្ងៃច័ន្ទ-ថ្ងៃសុក្រ) ។

Metro إشعار بحقوقكم Metro إشعار بحقوقكم من المملو من حول برنامج Metro لحقوقكم المدنية أو لإبداء شكاوى ضد تمييزي. يرجى زيارة الموقع الإلكتروني www.oregonmetro.gov/civilrights. إن كنت بحاجة إلى مساعدة في اللغة، يرجى الاتصال بـ 503-797-1890 من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة قبل موعد الاجتماع.

Paunawa ng Metro sa kawalan ng diskriminasyon Iginagalang ng Metro ang mga karapatang sibil. Para sa impormasyon tungkol sa programa ng Metro sa mga karapatang sibil, o upang makakuha ng porma ng reklamo sa diskriminasyon, bisitahin ang www.oregonmetro.gov/civilrights. Kung kailangan ninyo ng interpreter ng wika sa isang pampublikong pulong, tumawag sa 503-797-1890 (8 a.m. hanggang 5 p.m. Lunes hanggang Biyernes) lima araw ng trabaho bago ang pulong upang mapagbigyan ang inyong kahilingan. Notificación de no discriminación de Metro.

Notificación de no discriminación de Metro Metro respeta los derechos civiles. Para obtener información sobre el programa de derechos civiles de Metro o para obtener un formulario de reclamo por discriminación, ingrese a www.oregonmetro.gov/civilrights. Si necesita asistencia con el idioma, llame al 503-797-1890 (de 8:00 a. m. a 5:00 p. m. los días de semana) 5 días laborales antes de la asamblea.

Уведомление о недопущении дискриминации от Metro Metro уважает гражданские права. Узнать о программе Metro по соблюдению гражданских прав и получить форму жалобы о дискриминации можно на веб-сайте www.oregonmetro.gov/civilrights. Если вам нужен переводчик на общественном собрании, оставьте свой запрос, позвонив по номеру 503-797-1890 в рабочие дни с 8:00 до 17:00 и за пять рабочих дней до даты собрания.

Avizul Metro privind nediscriminarea Metro respectă drepturile civile. Pentru informații cu privire la programul Metro pentru drepturi civile sau pentru a obține un formular de reclamație împotriva discriminării, vizitați www.oregonmetro.gov/civilrights. Dacă aveți nevoie de un interpret de limbă la o ședință publică, sunați la 503-797-1890 (între orele 8 și 5, în timpul zilelor lucrătoare) cu cinci zile lucrătoare înainte de ședință, pentru a putea să vă răspunde în mod favorabil la cerere.

Metro txoj kev ntxub ntxaug daim ntawv ceeb toom Metro tributes cai. Rau cov lus qhia txog Metro txoj cai kev pab, los yog kom sau ib daim ntawv tsis txaus siab, mus saib www.oregonmetro.gov/civilrights. Yog hais tias koj xav tau lus kev pab, hu rau 503-797-1890 (8 teev sawv ntxov txog 5 teev tsaus ntuj weekdays) 5 hnub ua hauj lwu ua ntej ntawm lub rooj sib tham.



Metropolitan Exposition Recreation Commission

Meeting Agenda

December 6, 2023

12:30 to 2:30 p.m.

Oregon Convention Center – Room F150 | Zoom Webinar ID: 856 1979 7028

Password: 462199

Karis Stoudamire-Phillips
Chair

Damien Hall
Vice chair

Deidra Krys-Rusoff
Secretary-treasurer

Dañel Malán

David Martinez

Deanna Palm

David Penilton

12:30 p.m. Call to Order and Roll Call

12:35 Citizen Communication

12:40 Commission / Council Liaison Communications

12:45 GM Update
Steve Faulstick

12:50 Keller Project Update
Karl Lisle

1:05 Consent Agenda

- Record of MERC Actions, November 1, 2023

1:10 Action Agenda

- Resolution 23-06: To approve the Portland Expo Center scheduling and booking policies and procedures.

Matthew Rotchford

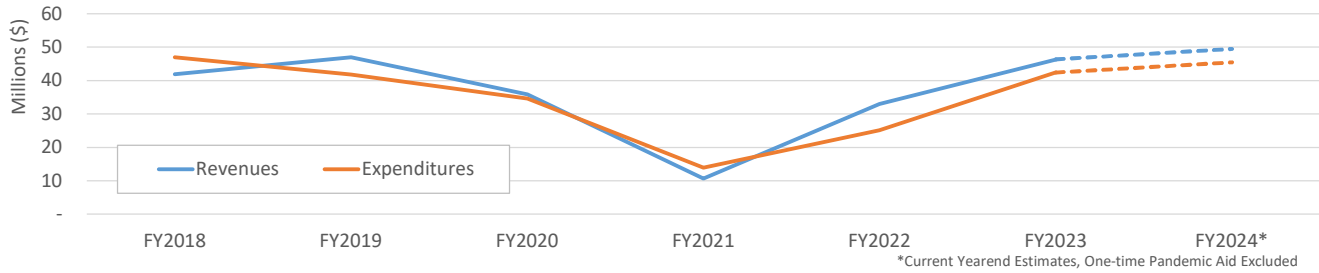
1:20 pm Budget Retreat

MERC Commission Meeting

December 6, 2023
12:30 pm

Financial Report

OREGON CONVENTION CENTER



Current Fiscal Year 2023-24						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Oct. 2023 (33.4% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2023	Actual thru Oct. 2022	Year-End Actual
REVENUES							
Charges for Services							
Food & Beverage	13,104,532	6,559,215	16,918,491	3,813,959	50%	4,218,835	15,677,933
Facility Rentals	5,759,734	1,807,785	5,759,734	-	31%	1,511,203	5,123,481
Parking Revenue	2,312,500	457,292	2,312,500	-	20%	325,104	1,720,715
All Other (AV, Utility Svcs. Etc.)	7,249,914	2,157,470	7,248,414	(1,500)	30%	1,666,391	7,193,310
Local Government Shared Revenues							
Lodging Excise Tax	14,901,200	2,067,565	14,901,200	-	14%	2,407,683	13,926,355
Visitor Facilities Trust Account	1,841,250	-	1,841,250	-	0%	-	1,595,750
Contributions from Private Sources	-	-	-	-	-	-	118,557
Grants	-	3,400	-	-	-	-	479,303
Interest Earnings	403,360	161,115	403,360	-	40%	61,187	447,229
Miscellaneous Revenue	17,001	31,460	77,435	60,434	185%	11,247	63,652
REVENUE TOTAL	45,589,491	13,245,302	49,462,384	3,872,893	29%	10,201,649	46,346,285
EXPENDITURES							
Administration	1,852,143	575,770	1,859,846	7,703	31%	407,552	1,276,339
Strategy & Business Development							
Marketing & Sales	6,583,516	1,760,147	6,623,407	39,891	27%	1,703,480	6,621,970
Admissions	369,878	71,646	369,878	-	19%	52,469	239,974
Ticket Services	69,617	1,442	45,655	(23,962)	2%	2,349	24,553
Guest Experience	682,357	99,592	516,015	(166,342)	15%	77,158	322,747
Parking	1,634,743	141,779	1,218,045	(416,698)	9%	61,963	590,592
Facilities & Operations							
Facility Management	6,131,119	1,397,619	5,389,617	(741,502)	23%	924,308	5,692,759
Utility Services	1,108,350	330,628	1,106,807	(1,543)	30%	419,224	1,475,190
Audio Visual	2,879,543	610,686	2,340,152	(539,391)	21%	271,550	1,798,512
Telecommunications	729,284	188,481	685,915	(43,369)	26%	148,324	590,471
Event Services							
Setup	4,323,569	1,155,815	3,654,167	(669,402)	27%	800,557	3,116,804
Event Operations	1,453,200	354,468	1,564,231	111,031	24%	284,840	1,070,157
Public Safety	2,340,121	652,921	2,347,149	7,028	28%	415,980	1,729,285
Food & Beverage	10,562,515	3,475,898	11,557,278	994,763	33%	2,177,670	11,808,204
Non-Dept. (Ctrl Svcs. & VFTA Exp.)	6,279,786	1,847,008	6,169,275	(110,511)	29%	1,798,608	6,036,074
EXPENDITURE TOTAL	46,999,741	12,663,899	45,447,437	(1,552,304)	27%	9,546,032	42,393,632

Operating Margin			
Amount (\$)	(1,410,250)	581,403	4,014,948
Percent (%)	-3.1%	4.4%	8.1%

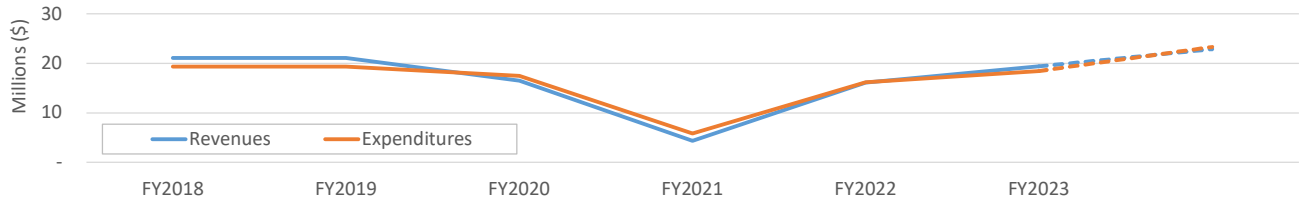
Operating Margin	
655,618	3,952,653
6.4%	8.5%

FY2023-24 Capital Projects					
	Adopted Budget	Actual thru Oct. 2023	Year-End Estimate	Over / (Under) Budget	% Budget thru Sept. 2023
REVENUES	1,660,355	-	620,518	(1,039,837)	0%
EXPENSES	8,434,843	835,871	7,338,829	(1,096,014)	10%
NET	(6,774,488)	(835,871)	(6,718,311)		

FY2023 Capital Projects	
Actual thru Oct. 2022	Year-End Actual
-	405,648
463,107	1,704,586
(463,107)	(1,298,938)

FY2022-23 Beginning Fund Balance	22,934,551
Projected Change in Fund Balance	(2,703,363)
Projected Ending Fund Balance	20,231,188

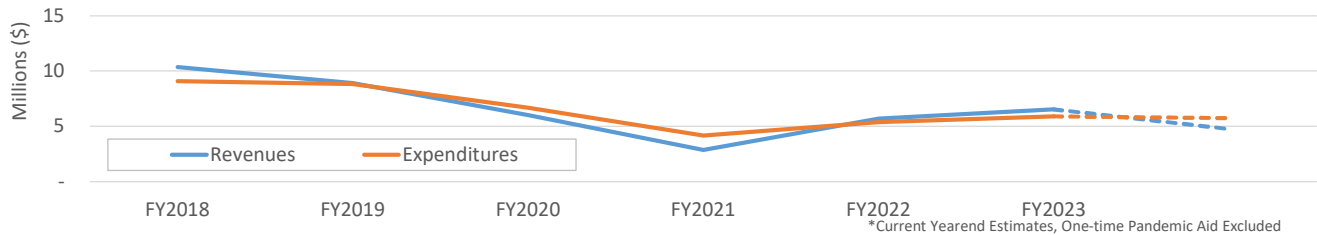
PORTLAND'S PERFORMING ARTS VENUES



*Current Yearend Estimates, One-time Pandemic Aid Excluded

Current Fiscal Year 2023-24						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Oct. 2023 (33.4% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2023	Actual thru Oct. 2022	Year-End Actual
REVENUES							
Charges for Services							
Ticket Services	6,402,534	1,889,246	6,891,933	489,399	30%	1,525,421	6,236,754
Production Services	3,348,000	584,674	3,348,000	-	17%	587,484	2,658,091
Booking & Sales	2,200,000	601,136	2,200,000	-	27%	492,631	1,973,980
Promoted Shows (P5 Presents)	1,532,500	249,666	1,532,500	-	16%	77,216	739,537
Addmissions	2,427,088	311,917	2,427,088	-	13%	250,621	1,229,317
Food & Beverage	1,497,160	399,836	1,497,160	-	27%	296,499	1,345,990
All Other	816,485	497,040	963,262	146,777	61%	353,562	1,604,259
Local Government Shared Revenues							
Lodging Excise Tax	1,603,971	225,910	1,603,971	-	14%	261,609	1,513,179
Visitor Facilities Trust Account	570,000	-	570,000	-	0%	-	494,000
Contributions from Governments	1,119,400	-	1,119,400	-	0%	-	1,053,584
Contributions from Private Sources	190,955	-	45,000	(145,955)	0%	-	10,000
Grants	-	-	-	-	-	-	7,000
Interest Earnings	176,000	217,558	603,030	427,030	124%	69,257	468,637
Miscellaneous Revenue	63,895	3,238	50,855	(13,040)	5%	76	46,205
REVENUE TOTAL	21,947,988	4,980,220	22,852,199	904,211	23%	3,914,377	19,380,532
EXPENDITURES							
Administration	1,311,678	452,247	1,337,059	25,381	34%	414,946	1,230,415
Sales & Promotion							
Booking & Sales	494,770	128,241	502,914	8,144	26%	103,284	436,527
Marketing & Advertisement	419,046	98,059	419,046	-	23%	103,798	389,644
Promoted Shows (P5 Presents)	1,348,008	270,133	1,348,008	-	20%	51,149	736,037
Culture & Community	684,829	138,685	656,699	(28,130)	20%	56,142	292,331
Facility Operations							
Maintenance & Custodial	4,929,245	1,452,770	4,950,123	20,878	29%	1,015,951	4,565,714
Security	1,287,644	245,629	1,305,117	17,473	19%	209,734	682,313
Event Services							
Event Coordination	1,275,835	232,540	1,308,157	32,322	18%	164,317	645,196
Production Services	3,451,503	790,480	3,479,227	27,724	23%	626,815	3,170,595
Front of House	2,227,853	367,534	1,936,271	(291,582)	16%	182,374	1,342,008
Volunteer Services	143,778	38,029	90,147	(53,631)	26%	31,101	102,938
Ticket Services	2,582,571	864,404	2,628,268	45,697	33%	610,610	2,337,523
Food & Beverage	100,000	1,976	25,137	(74,863)	2%	7,887	13,265
Non-Dept. (Ctrl Svcs. & VFTA Exp.)	3,353,963	1,117,988	3,319,565	(34,398)	33%	829,288	2,492,855
EXPENDITURE TOTAL	23,610,723	6,198,716	23,305,739	(304,984)	26%	4,407,395	18,437,361
Operating Margin							
Amount (\$)	(1,662,735)	(1,218,496)	(453,539)			(493,018)	943,170
Percent (%)	-7.6%	-24.5%	-2.0%			-12.6%	4.9%
FY2023-24 Capital Projects							
	Adopted Budget	Actual thru Oct. 2023 (33.4% of the)	Year-End Estimate	Over / (Under) Budget	% Budget thru Sept. 2023	Actual thru Oct. 2022	Year-End Actual
REVENUES	500,000	-	500,000	-	0%	700,000	850,000
EXPENSES	3,220,685	1,077,428	7,290,828	4,070,143	33%	468,801	2,191,066
NET	(2,720,685)	(1,077,428)	(6,790,828)			231,199	(1,341,066)
FY2023 Capital Projects							
FY2022-23 Beginning Fund Balance			14,274,666				
Projected Change in Fund Balance			(7,244,367)				
Projected Ending Fund Balance			7,030,299				

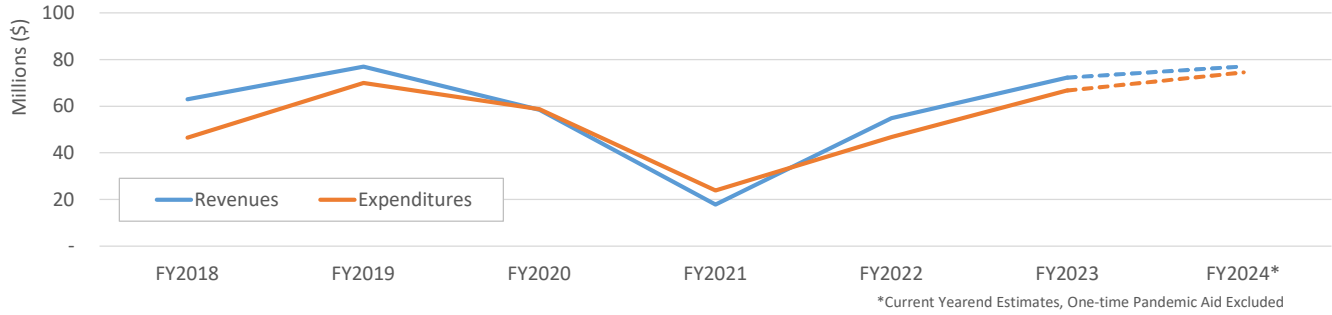
PORTLAND EXPO CENTER



Current Fiscal Year 2023-24						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Oct. 2023 (33.4% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2023	Actual thru Oct. 2022	Year-End Actual
REVENUES							
Charges for Services							
Food & Beverage	494,240	52,630	494,240	-	11%	140,015	523,464
Facility Rentals	1,793,982	339,287	1,365,359	(428,623)	19%	558,891	2,062,015
Parking Revenue	1,504,606	256,998	1,330,536	(174,070)	17%	512,179	1,738,556
All Other	1,165,656	207,925	1,075,776	(89,880)	18%	349,870	1,189,257
Local Government Shared Revenues							
Visitor Facilities Trust Account	431,250	-	431,250	-	0%	-	373,750
Interest Earnings	61,527	23,746	61,527	-	39%	11,168	66,987
Miscellaneous Revenue	77,500	8,594	-	(77,500)	11%	21,078	97,622
Transfers-R	-	-	-	-		480,000	480,000
REVENUE TOTAL	5,528,761	889,178	4,758,688	(770,073)	16%	2,073,200	6,531,651
EXPENDITURES							
Administration	596,056	149,889	530,697	(65,359)	25%	174,078	473,977
Sales & Marketing	367,630	103,819	386,509	18,879	28%	73,317	268,931
Facility Operations	2,387,823	379,962	1,378,974	(1,008,849)	16%	381,344	1,916,275
Special Services	551,847	113,660	525,336	(26,511)	21%	101,341	448,409
Event Coordination	442,416	121,809	401,043	(41,373)	28%	121,158	410,012
Admissions	82,865	8,229	56,464	(26,401)	10%	11,054	71,661
Ticket Services	180,305	101,002	196,924	16,619	56%	35,367	145,413
Food & Beverage	41,000	(820)	5,000	(36,000)	-2%	2,157	18,666
Parking	349,308	92,794	352,533	3,225	27%	110,492	283,563
Non-Dept. (Central Svcs. & Debt)	1,906,222	297,260	1,906,222	-	16%	280,272	1,866,679
EXPENDITURE TOTAL	6,905,472	1,367,605	5,739,701	(1,165,771)	20%	1,290,581	5,903,586
Operating Margin							
Amount (\$)	(1,376,711)	(478,426)	(981,013)			(4,165,029)	628,066
Percent (%)	-25%	-54%	-21%			-239.6%	9.6%

FY2023-24 Capital Projects						FY2023 Capital Projects	
	Adopted Budget	Actual thru Oct. 2023	Year-End Estimate	Over / (Under) Budget	% Budget thru Sept. 2023	Actual thru Oct. 2022	Year-End Actual
REVENUES	1,058,004	-	624,503	(433,501)	0%	200,000	568,926
EXPENSES	1,962,500	61,894	1,905,000	(57,500)	3%	23,279	39,212
NET	(904,496)	(61,894)	(1,280,497)			176,721	529,715
FY2022-23 Beginning Fund Balance							
			3,303,758				
Projected Change in Fund Balance							
			(2,261,510)				
Projected Ending Fund Balance							
			1,042,248				

Metropolitan Exposition Recreation Commission Venues



OPERATIONS	Current Fiscal Year 2023-24					Prior Fiscal Year	
	Adopted Budget	Actual thru Oct. 2023 (33.4% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2023	Actual thru Oct. 2022	Year-End Actual
REVENUES							
Charges for Services	51,608,931	16,372,116	55,364,993	3,756,062	32%	12,865,921	51,016,657
Local Government Shared Revenues	19,347,671	2,293,474	19,347,671	-	12%	2,669,292	17,903,034
Contributions from Governments	1,119,400	-	1,119,400	-	0%	-	1,053,584
Contributions from Private Sources	190,955	-	45,000	(145,955)	0%	-	128,557
Grants	-	3,400	-	-	-	-	486,303
Interest Earnings	640,887	402,418	1,067,917	427,030	63%	141,612	982,854
Miscellaneous Revenue	158,396	43,292	128,290	(30,106)	27%	32,402	207,479
Transfers-R	-	-	-	-	-	480,000	480,000
REVENUE TOTAL	73,066,240	19,114,700	77,073,271	4,007,031	26%	16,189,227	72,258,467
EXPENDITURES							
Personnel Services	30,050,465	7,222,720	27,568,406	(2,482,059)	24%	5,587,485	22,255,906
Materials and Services	36,664,250	9,745,244	36,268,158	(396,092)	27%	6,748,355	34,728,315
Transfers-E	10,801,221	3,262,256	10,656,312	(144,909)	30%	2,908,168	9,750,358
EXPENDITURE TOTAL	77,515,936	20,230,220	74,492,876	(3,023,060)	26%	15,244,008	66,734,579
Operating Margin							
Amount (\$)	(4,449,696)	(1,115,520)	2,580,395			945,219	5,523,889
Percent (%)	-6.1%	-5.8%	3.3%			5.8%	7.6%

CAPITAL PROJECTS	Current Fiscal Year 2023-24					Prior Fiscal Year	
	Adopted Budget	Actual thru Oct. 2023 (33.4% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2023	Actual thru Oct. 2022	Year-End Actual
REVENUES							
Contributions from Private Sources	1,465,000	-	1,465,000	-	0%	-	40,000
Local Government Shared Revenues	1,453,359	-	811,958	(641,401)	0%	-	811,295
Contributions from Governments	-	-	-	-	-	700,000	850,000
Transfers-R	300,000	-	50,000	(250,000)	0%	200,000	123,279
REVENUE TOTAL	3,218,359	-	2,326,958	(891,401)	0%	900,000	1,824,574
EXPENDITURES							
Oregon Convention Center	8,434,843	835,871	7,338,829	(1,096,014)	10%	463,107	1,704,586
Portland's	3,220,685	1,077,428	7,290,828	4,070,143	33%	468,801	2,191,066
Portland Expo	1,962,500	61,894	1,905,000	(57,500)	3%	23,279	39,212
EXPENDITURE TOTAL	13,618,028	1,975,193	16,534,657	2,916,629	15%	955,187	3,934,863

FY2022-23 Beginning Fund Balance	43,926,575
Projected Change in Fund Balance	(11,627,304)
Projected Ending Fund Balance	32,299,271

		Project Spending										Estimated Project Completion
		FY2024					Total Project					
Project Description		FY24 Budget	FY24 Spend YTD	% Spent	Unspent FY24 Budget	PM Estimate for FY 24 Total	Previous Spend	Total Project Budget	Total Spend	% Spent	PM Estimate Project Total	
OCC	Spires and Cresent Glazing	600,000	400,369	67%	199,631	1,335,098	314,902	1,650,000	715,271	43%	1,650,000	FY2024
	Camera Additions (Parking, Exterior,	600,000	297,478	50%	302,522	302,522	107,929	600,000	405,407	68%	410,451	FY2024
	Compactor Replacement (Landfill, Re	185,000	-	0%	185,000	185,000	-	185,000	-	0%	185,000	FY2024
	OCC Waterproof:LoadDock&PPLV	-	51,692		(51,692)	150,000	439,478	775,000	491,170	63%	589,478	FY2024
	OCC Waterproof:Rain Garden	1,995,000	18,575	1%	1,976,425	1,861,209	115,215	1,995,000	133,791	7%	1,976,425	FY2024
	Waterproofing: P1 Parking Level Traf	975,000	-	0%	975,000	975,000	-	975,000	-	0%	975,000	FY2024
	Tech Services Shop Renovation	160,000	-	0%	160,000	-	-	160,000	-	0%	-	FY2024
	Reoccurring: IT Infrastructure Investr	200,000	-	0%	200,000	-	-	500,000	-	0%	-	NA
	Lighting: Lobbies, Pre functions, Exte	160,000	-	0%	160,000	-	-	2,135,000	-	0%	-	FY2025
	OCC Int Door Access Cntrls	1,990,000	-	0%	1,990,000	1,990,000	-	1,990,000	-	0%	1,990,000	FY2025
	Public Safety Front of House Program	150,000	-	0%	150,000	150,000	-	2,150,000	-	0%	150,000	FY2025
	Main Entrance Safety Enhancements	100,000	-	0%	100,000	100,000	-	600,000	-	0%	100,000	FY2025
	Combi Oven Replacement	225,000	252,066	112%	(27,066)	265,000	3,884	225,000	255,950	114%	268,884	FY2024
	AV Audio System Upgrade	375,000	29,352	8%	345,648	25,000	316,430	375,000	345,782	92%	341,430	FY2024
	OCC F&B Levy Cap Investment	200,000	-	0%	200,000	-	-	2,025,000	-	0%	-	FY2025
	Prefunction A and C Restroom Renov	100,000	-	0%	100,000	-	-	3,300,000	-	0%	-	FY2025
	Admin Office Programming	100,000	-	0%	100,000	-	-	600,000	-	0%	-	FY2025
	Portland Ballroom Service Corridor P	50,000	-	0%	50,000	-	-	250,000	-	0%	-	FY2025
	All Other	-	(2,163)		2,163	-		-	(2,163)			
	Subtoal OCC Projects		-	1,047,369				2,345,207				
EXPO	Metro Outfalls Decommissioning	300,000	-	0%	300,000	50,000	14,510	400,000	14,510	4%		
	EXPO F&B Levy Cap Investment	500,000	-	0%	500,000	-	-	500,000	-	0%		
	Hall E HVAC - 8 units (16 units for 2 h	412,500	237	0%	412,263	1,600,000	-	1,650,000	237	0%		
	UP2 North Walkway Cover	250,000	-	0%	250,000	30,000	-	750,000	-	0%		
	Facility Security Improvements	200,000	-	0%		35,000	-	400,000	-	0%		
	Hall C Roof Recoat	150,000	-	0%	150,000	-	-	150,000	-	0%		
	Alsphalt Replacement Program	100,000	-	0%	100,000	20,000	-	500,000	-	0%		
	Micropile Study	50,000	-	0%	50,000	30,000	-	50,000	-	0%		
	Website development	140,000	-	0%	140,000	140,000	-	-	-			
	All Other		64,400						49,890			
Subtotal Expo Projects			64,636				64,636					
P5	P5 Venues Fall Protection	50,000	-	0%	50,000	50,000	-	200,000	-	0%	200,000	FY2024
	AHH FoH Elevators	200,000	353,177	177%	(153,177)	510,960	189,040	700,000	542,217	77%	700,000	FY2024
	P5 F&B Levy Cap Investment	500,000	8,127	2%	491,873	900,000	4,200	500,000	12,327	2%	500,000	TBD
	ASCH sewer line replacement	-	-		-	340,434	1,145,566	1,000,000	1,145,566	115%	1,486,000	FY2024
	ASCH Roof and Drains	300,000	501	0%	299,499	1,000,000	1,097	2,950,000	1,598	0%	5,000,000	Unknown
	ASCH Cooling Tower	-	786,384		(786,384)	3,407,896	305,721	2,000,000	1,092,104	55%	4,500,000	FY2024
	ASCH Generator Replacement	250,000	5,000	2%	245,000	250,000	-	330,000	5,000	2%	330,000	FY2025
	Headset Upgrade	-	-		-	17,000	120,286	110,000	120,286	109%	137,286	FY2024
	KellerCoolingTwrWrkPlatform	-	-		-	40,000	-	40,000	-	0%	40,000	FY2024
	AHH cooling tower work platform	-	-		-	40,000	-	40,000	-	0%	40,000	FY2024
	Newmark Stage Floor	225,000	246,302	109%	(21,302)	54,538	149,160	50,000	395,462	791%	450,000	FY2024
	Keller Light Board	-	-			120,000	-	150,000	-	0%	120,000	FY2024
	ASCH Sound Board	150,000	76,793	51%		110,000	-	250,000	76,793	31%	110,000	FY2024
	Two-Way Radio System Upgrades	450,000	-	0%	450,000	450,000	-	450,000	-	0%	450,000	FY2024
	All venues touchless restroom fixture	250,000	-	0%	250,000	-	-	250,000	-	0%	250,000	Hold
	Newmark House PA Replacement	200,000	-	0%	200,000	-	-	200,000	-	0%	200,000	Hold
	ASCH Family Restroom(s)	150,000	-	0%	150,000	-	-	350,000	-	0%	350,000	Hold
	Main Street Plaza at Portland'5	50,000	-	0%	50,000	-	-	1,050,000	-	0%	1,050,000	Hold
	AHH Exterior Cladding	50,000	-	0%	50,000	-	-	400,000	-	0%	400,000	Hold
	ADA compliance work	50,000	-	0%	50,000	-	-	200,000	-	0%	200,000	Hold
	All Other		(3,071)						(1,918,140)			0
	Subtotal P5 Projects			1,473,214				1,473,214				

MERC Commission Meeting

December 6, 2023
12:30 pm

The Keller Project Update

MERC Commission Meeting

December 6, 2023
12:30 pm

Consent Agenda

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions
November 1, 2023
Virtual Zoom Meeting

Present:	Damien Hall, Deidra Kryz-Rusoff, Dañel Malán, David Martinez, Deanna Palm, David Penilton
Absent:	Karis Stoudamire-Phillips
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Stoudamire-Phillips at 12:32.
1.0	Quorum Confirmed A quorum of Commissioners was present.
2.0	Opportunity for Public Comment on Agenda and Non-Agenda items <ul style="list-style-type: none"> N/A
3.0	Commission and Council Communications <ul style="list-style-type: none"> Commissioner Malán shared that Milagro is wrapping up the Día de los Muertos program Las Adelitas. Last Saturday they hosted a bike ride to view neighborhood alters and they will be hosting a fundraising dinner on Tuesday evening and Commissioners were invited to attend. Commissioner Penilton shared there was a recent FAM tour of the Willamette Falls Locks, and he will be providing updates and the work progresses. Councilor Rosenthal shared the Regional Transportation Plan will go to Metro Council for approval at the end of November. 605 local projects are awaiting the approval to be eligible for federal funding. The Zoo is pursuing a comprehensive master plan for infrastructure updates that were recommended by the American Zoo Association. The urban growth boundary analysis is currently being updated with a focus on 3 points: identification of land available, identification of need, and land readiness. The RID patrol headquarters was recently moved to the near east side. They have cleaned up 5000 sites so far this year.
	GM Communications Steve Faulstick provided the following updates: <ul style="list-style-type: none"> The FY22 venues annual reports will be included in the monthly venues update to be sent out tomorrow. We will be sending out information around updated Oregon Public Meeting Laws and a refresher on Oregon ethic laws shortly. Last week the city completed their interviews from the Keller RFEI submissions. The cooling tower was removed from the Schnitzer Concert Hall last week. The new one will be installed in the coming weeks. The Expo Future project team is coordinating a tour of local venues and arenas as well as stakeholder interviews with the Hunden Partners tomorrow. Please note upcoming Travel Portland familiarization tour opportunities at the end of the month.
5.0	Financial Report Brian Kennedy presented a financial update: <ul style="list-style-type: none"> Commissioner Kryz-Rusoff asked about the under-budget interest earnings noted in the OCC report. Kennedy responded there are adjustments Metro made at the beginning of the year related to how we book earnings by reversing some entries made in the prior year. The number reflects that action rather than actual earnings in our portfolio. As we move through the fiscal year the number will start to approach typical interest earnings based on current market rates. Commissioner Kryz-Rusoff asked for an update on transient lodging tax collections. Kenndey responded that they continue to be below expectations. The STAR report shows the industry is not recovering at the rate we would hope it would be. There is a lag in collections as hotels pay quarterly

	<p>so we don't see TLT dollars in the current fiscal year coming in until September and they will increase from there.</p> <ul style="list-style-type: none"> Commissioner Penilton asked how many candidates for the MERC finance manager were in the pool. Kenndy was unsure of the total number interviewed but more than 15 passed the first round of minimum qualifications. The initial assessment was it was a strong pool of candidates.
6.0	<p>Venue Business Reports</p> <p>Matthew P. Rotchford, Craig Stroud and Brian Wilson reported on business at the venues during the past month.</p> <ul style="list-style-type: none"> Commissioner Kryz-Rusoff recalled in the past that Expo would need permitting changes to allow for solar equipment to be added to the roof and asked what has changed. Rotchford highlighted this is an initial process to connect with PGE's grant project and we would work to ensure all permitting requirements will be met as well as requirement to maintain the current roof warranty. Councilor Rosenthal asked how the bees at Expo are doing. Rotchford reported that they had one hive collapse, but the recent harvest yielded 120 lbs. of honey that is currently being processed. Commissioner Palm acknowledged industry softening and asked if there is a way to calculate potential losses within economic impact reporting. Stroud responded that within the 5-year forecast they are in the process of looking at various revenue streams to determine a high, middle, and low range of business for upcoming years. Currently there is risk with not only OCC but how it multiplies across the hospitality ecosystem. Commissioner Kryz-Rusoff asked if the work being done around public safety is resonating with potential clients. Stroud's understanding is that folks who physically visit the city are having positive conversations however some decision makers are deciding against booking due to speaking with disgruntled locals or what they are reading in the media. Each conversation is unique and specific to their industry. Commissioner Penilton would like to get more specific economic impact data from the large shows booked at P5. Wilson replied they are looking strong for the larger shows and highlighted that the Keller brings in over 50% of P5's overall revenue. Broadway and larger comedy shows have boosted economic impact. Commissioner Kryz-Rusoff referenced a recent OPB story on the Keller and requested some time at the next meeting to get an update on the Keller project.
7.0	<p>Consent Agenda</p> <ul style="list-style-type: none"> Record of MERC Actions, October 4, 2023 <p>A motion was made by Commissioner Kryz-Rusoff and seconded by Commissioner Penilton, to approve the Consent Agenda.</p> <p>VOTING: AYE: 6 (Hall, Kryz-Rusoff, Malán, Martinez, Palm and Penilton) NAY: 0</p> <p>MOTION PASSED</p>
8.0	<p>Levy Update</p> <p>Ed Strong</p> <ul style="list-style-type: none"> Commissioner Martinez expressed gratitude for the examples given to help tell the story of the impacts of their work.
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 1:58 p.m.</p>

Minutes submitted by Amy Nelson.

MERC Commission Meeting

December 6, 2023
12:30 pm

Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 23-06

Approving Portland Expo Center Scheduling/Booking Policies and Procedures.

WHEREAS the Metropolitan Exposition Recreation Commission (Commission) approves the Scheduling/Booking Policies and Procedures; and

WHEREAS, Expo staff recommends that the Commission approve Portland Expo Center Scheduling/Booking Policies and Procedures.

BE IT THEREFORE RESOLVED that the Commission approves the Portland Expo Center Scheduling / Booking Policies and Procedures as set forth in Exhibit A.

Passed by the Commission on December 6, 2023.

Approved as to form:

Carrie MacLaren, Metro Attorney

Chair

By: _____

Nathan A. S. Sykes, Deputy Metro Attorney

Secretary/Treasurer

MERC Staff Report

Agenda Item: Approving Portland Expo Center Scheduling/Booking Policies and Procedures.

Resolution No.: 23-06

Presented By: Matthew P. Rotchford

Date: December 6, 2023

Background and Analysis: The Portland Expo Center is currently in Phase 2 of the Expo Future Project. At the conclusion of Phase 1, Metro COO Marissa Madrigal made several recommendations to Metro Council and to the Metropolitan Exposition Recreation Commission (MERC) on February 28, 2023. The Scheduling policies for the Expo Center have not been updated since 1996. This policy and procedure document supports the COO's recommendations by establishing a primary booking priority for athletic/sporting events with the continued support of other uses such as consumer public events, tradeshow, live entertainment, and community events as secondary markets. Additionally, a 3rd priority designation was established for local, regional, national, and international meetings, food and beverage or parking/outdoor events or other community service events. This transition supports the Expo Future Project by prioritizing large-scale athletic, entertainment and consumer/trade and Legacy Group events that generate city-wide economic benefit.

While the continued financial sustainability of the Expo Center is a primary goal; this document also includes a supplemental equity policy that supports the empowerment of people from historically marginalized communities and broader cultural uses for the site. The overall goal is to increase the number of events at the Expo Center that generate economic prosperity and enhanced livability for *all* communities across our region. The policy also established a thorough and thoughtful review process during the sales process, event execution and constructive post-event dialogue. Clearance periods and other timelines also support the COO's recommended pivot to an athletic/sporting market as well as increased emphasis on the significant histories for the campus and the varied cultural communities that have been impacted.

Fiscal Impact: The clarity provided by this document will allow the Expo Center sales team to expand opportunities for an already successful book of sporting business and associated uses, while continuing to maximize revenue through our traditional events and other markets. Additionally, the document remains flexible to react to business opportunities and other market factors. Event driven revenue from sporting events in the last three fiscal years totals almost \$2.2 million and continues to grow. These figures do not include the overall financial impact the City of Portland through hotel room nights and associated spending.

Recommendation: Expo staff recommends that the Commission approve Portland Expo Center Scheduling/Booking Policies and Procedures.

Attachments to Resolution and/or Staff Report: Attachment A: Portland Expo Center Scheduling/Booking Policies and Procedures.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 23-06, Portland Expo Center Scheduling/Booking Policies and Procedures.

Portland Expo Center Scheduling / Booking Policies and Procedures

Subject: Portland Expo Center Scheduling / Booking Policies and Procedures
Section: Sales and Marketing Department
Approved by: MERC
Approval date: X/X/2023

Overview: This policy and procedure supports and follows the Metro COO's recommendations made to Metro Council and the Metropolitan Exposition Recreation Commission (MERC or the Commission) on February 28, 2023; establishing a primary booking priority for sporting events with other uses such as consumer public events, tradeshow, live entertainment, and community events as secondary markets. This transition is to support the Expo Future Project and the continued community successes and economic generation created by the Portland Expo Center.

Purpose:

Generate economic prosperity and enhanced livability for the entire region with an equity focused lens through the booking and execution of large-scale community events at the Portland Expo Center that impact our region economically, culturally, and otherwise build positive benefits through athletic competition, key cultural, consumer, trade and social gatherings.

Applicable to:

Portland Expo Center Executive Director (Executive Director), Sales and Marketing Department, General Manager of Visitor Venues, and all sales-related full-time and part-time employees with oversight towards booking and scheduling related decision making.

Scheduling and Booking Guidelines:

When scheduling and booking, the Portland Expo Center will consider several key factors:

- Overall positive revenue impact to the facility through space rental, as well as revenues from parking, concessions, ticketing, electrical, labor, and other revenue-generating services; and
- Potential for multi-day rental, multi-space rental, indoor/outdoor rental, multi-year bookings, or key departmental impacts; and
- Significant economic impacts to the Portland region with focus on our North and Northeast Portland communities; and
- Use of Expo's defined Equity Lens review process and consideration of overall cultural and community benefits, impacts and the growth of community partnerships; and
- Capacity and or pairing of event timelines that impact the ability to serve the community safely and successfully, and
- The completion and approval of a Facility Use Application that includes prior event history, references, industry references, credit checks and ability to successfully pay for and complete the event and
- Potential for legal, public safety risks or other mitigating facility risk factors, including security coverage requirements, staff safety or potential facility, reputational or brand damage as determined by the Executive Director or General Manager of Visitor Venues at their sole discretion and
- A proven track-record of safe and successful event production sustained positive event growth, significant regional economic benefit, hotel room night capacity and business partnership with Metro, MERC and the Portland Expo Center that meet the spirit of the guidelines listed above.

Portland Expo Center Scheduling / Booking Policies and Procedures

Scheduling and Booking Priorities:

When scheduling an event at the Portland Expo Center, the following set of priorities and recommendations set by the Metro COO, support the Expo Future Project, and drive regional economic impact as well as regional hotel room night stays. Subject to the priorities set forth below, the Portland Expo Center maintains control over and issuance for all dates, space and prioritization for the Portland Expo Center campus. Such decisions will be final. The Executive Director and the General Manager of Visitor Venues have the sole discretion to revise, modify or terminate these priorities regarding specific events in the best interest of the Portland Expo Center, MERC or Metro. Determinations of priority placement amongst events will be at the discretion of the Portland Expo Center and will follow several key mitigating factors in prioritizing scheduling and booking policies including:

First Priority

1. The Portland Expo Center will give date scheduling and First Priority booking availability to large-scale sporting events that align with its future redevelopment as a regional sporting venue that prioritizes amateur, professional, artistic, and outdoor recreational sports and other related activities; and
2. Facility holds for First Priority events and activities, may be made as far in advance as necessary or appropriate and may supersede requests for other events and activities, unless a license agreement has been previously executed by the Portland Expo Center to a Licensee for another event; and
3. The Executive Director will make the final determination if any event meets the Scheduling and Booking Guidelines' definition of a First Priority designation prior to issuing a License Agreement.

Second Priority

1. The Portland Expo Center will give date scheduling and Second Priority booking availability to local, regional, national, and international consumer-public events, tradeshows, live entertainment, concerts, and community cultural events as secondary markets; and
2. Facility holds for Second Priority events and activities, may be made up to 18 mo. in advance or up to thirty-six (36) months in advance for Legacy Groups. Second Priority bookings will be placed as is necessary or appropriate but will not supersede designated First Priority requests for other events and activities, unless a license agreement has been previously executed by the Portland Expo Center to a Licensee for such other event; and
3. The Executive Director will make the final determination if any event meets the Scheduling and Booking Guidelines' definition of a Second Priority designation prior to issuing a License Agreement.

Third Priority

1. The Portland Expo Center will give date scheduling and Third Priority booking availability to local, regional, national, and international meetings, food and beverage or parking/outdoor events or other community service events as third markets; and
2. Facility holds for Third Priority events and activities, may be made thirteen (13) months in advance as is necessary or appropriate but will not supersede designated First or Second Priority requests for other events and activities, unless a license agreement has been previously executed by the Portland Expo Center to a Licensee for such other event; and
3. The Executive Director will make the final determination if any event meets the Scheduling and Booking Guidelines' definition of a Third Priority designation prior to issuing a License Agreement.

Portland Expo Center Scheduling / Booking Policies and Procedures

Definition of Scheduling Terms

In the process of scheduling facilities and dates, the following terms and definitions shall apply to scheduling commitments:

Tentative: Facilities and dates will be held pending notification to the contrary by either party. In the event a tentative commitment is released by the Portland Expo Center, the requesting party will be notified that the facilities and/or dates have been released.

Definite: Facilities and dates will be held pending the completion of a license agreement that has been sent to the client for review. Signature and/or deposit has yet to be submitted, so the event is not yet fully contracted until the license agreement is completed and deposits received.

Contracted: Facilities, dates and specifications are considered definite only upon receipt of 1) the signed and fully executed license agreement and 2) the receipt of monies as deposit. Without 1) receipt of deposit monies and 2) a signed and fully executed license agreement with 3) completed and signed ticketing addenda, tickets will not go on sale to the public. Following a confirmation of definite date holds, no conflicting scheduling will be made during a reasonable period to permit preparation and signed execution of a license agreement.

First Option: Based upon the Scheduling and Booking Priorities; facilities and dates reserved on a first option are tentative but a conflicting commitment for the facilities and dates will not generally be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a first option an opportunity to either 1) execute a license agreement or 2) release its reservation.

Second Option: Based upon our Scheduling and Booking Priorities; facilities and dates will be reserved tentatively but the tentative reservation will be contingent upon release of an existing first option.

Third Option: Based upon our Scheduling and Booking Priorities; facilities and dates will be reserved tentatively but the tentative reservation will be contingent upon release of an existing second option.

Legacy Groups: Legacy Groups are defined as valued business partners that have over 10 years or more of successful business history with the Portland Expo Center and/or other MERC Venues, utilizing over 180,000 sq. ft. of exhibit space, and generating significant economic impact and regional hotel room nights or room blocks as reserved through Travel Portland. These Legacy Groups often draw from a large or diverse constituency which in turn drives significant attendance and related revenues.

Date Challenge: In the event a tentative hold by an event producer has exhausted their timeline for a tentative reservation, has not completed a pending license agreement, or at the determination of the Executive Director has otherwise failed to respond; another event producer may then date challenge for the date hold.

- The date challenger must sign a license agreement for the requested dates and have full facility deposit provided to the Portland Expo Center. The first event producer then has 48 hours of the time of notification to communicate their intention regarding the date and provide the executed License Agreement and full deposits.

- If the first event producer does not respond within 48 hours, the challenging event producer will receive the challenged dates for their event. This notification will be made only by email and will not be accepted by phone or pending postal mail. It is the goal of the Portland Expo Center to maintain a healthy calendar of events, and this process ensures the calendar can be completed with fully executed events for the public benefit.

Special Considerations

Portland Expo Center Scheduling / Booking Policies and Procedures

The Portland Expo Center will operate the facility in a sound business manner to maximize both economic benefit to the region and financial stability for the facility. Consequently, the Portland Expo Center reserves the right to promote, solicit, develop, and make reservations for any activity deemed appropriate to its objectives and meeting the spirit and intention of the Scheduling and Booking Guidelines. At any time, the Portland Expo Center may act and reserve dates for itself for construction needs, repairs, in-house promotional events, or other reasons yet to be determined at the First Priority designation.

Spacing Policies

In the interest of good business practice and the success of ticketed events, this Spacing Policy will govern the date spacing between events that are determined as similar in nature or in presentation. Event spacing shall apply to ticketed events or where a new event presentation is deemed to be substantially similar and otherwise impacting currently booked events.

Additionally, events that contain twenty percent (20%) like exhibitors on a one-to-one (1 to 1) basis will be deemed as similar. Such decisions will be made at the sole discretion of the Executive Director and will be considered final.

Similar events that are renting more than 50,000 gross square feet of exhibit space and are actively competing in the marketplace for specialized and specific clientele shall maintain the following clearance periods prior to the first show day and following the last show day. Ingress and egress timelines shall be excluded for the spacing count.

*The following clearance periods listed below represent most, but not all potential ticketed events that will be utilized by the Portland Expo Center. Clearance periods are for ticketed events only.

***Clearance Periods – Ticketed Events**

- 45 Days: Athletic events, consumer-public shows such as: boat shows, roadster shows, recreational vehicle (RV) shows, auto swap meets, outdoor recreation (sportsmen) shows, outdoor big-top events.
- 30 Days: Seasonal/holiday shows, i.e., (St. Patrick's Day, Oktoberfest, Halloween, Christmas), Hobby/arts and crafts; quilt shows, antique/vintage shows, food / beer / wine shows, collectibles, tattoo shows, flea markets, auctions, rummage sales, animal/pet shows; cat shows, dog shows, bridal shows, import car shows, e-sports events.
- 13 Days: Concerts, live entertainment, festivals, immersive events, theatre within the same target market, etc.

Facility Use and Rental Application

Clients that wish to reserve any part of the Portland Expo Center on either a tentative or definite basis, must first submit a Facility Use Application found on www.expoctr.org. The Executive Director or the General Manager of Visitor Venues may decline to approve any application for any producer on the basis of credit references, industry references, financial ability, reputational or brand impact, or prior experience by any producer whose conduct is or in the opinion of the Executive Director or the General Manager of Visitor Venues that may not be beneficial to the interests of Metro or MERC. Determinations regarding the status of a Facility Use Application are considered final. Repeat clients may not be required to complete this application.

Completing an application does not constitute completion of a full License Agreement. Advertising, exhibitor sales, sponsorship, marketing, ticketing sales or other public announcement of requested dates is forbidden until the Facility Use Application process is completed, and a License Agreement is fully executed. Early announcement and advertisement of non-contracted events may result in the Facility Use Application being revoked. Events will not be posted to the Portland Expo Center events calendar until this process is completed and approved.

Portland Expo Center Scheduling / Booking Policies and Procedures

Redevelopment / Construction Clause

The Expo Future Project is currently in Phase 2 of its work and there may be timelines where redevelopment or construction work will impact existing License Agreements and contracted events. There are also potential impacts from the Interstate Bridge Project. The Executive Director will notify the impacted clients with a remediation plan to mitigate impacts including relocation of space, rescheduling of events or cancellation procedures. Notification of such impacts will be no less than 6 months prior to any contracted event or Licensee,

No variance from the Portland Expo Center's policies represented in the above terms may be made in any case except upon the prior and express written approval of the Executive Director or the General Manager of Visitor Venues.

APPROVED BY MERC ON: _____

REFERENCES

Expo Center Booking Application
Expo Center Rental Rates
Expo Center Sales and Events Policies and Procedures
Expo Center Equity Lens Definition and Process
Internal Metro Space-Use Policy
COO's Expo Future Recommendations – 2/28/23
www.expoctr.org

MERC Commission Meeting

December 6, 2023
12:30 pm

Venue Business Reports



MERC Commission Business Report for December 6, 2023

Portland Expo Center – Matthew P. Rotchford, Executive Director

Events / Sales Awareness

November proved to be an exceptional month for Expo Center events!

Here are some highlights...

- *The Mighty River Classic* – This event showcased the prowess and dedication of martial artists, attracting athletes of all ages and many spectators, highlighting the growing interest in traditional martial arts, and providing a platform for talented athletes to shine.
- *Snowvana* - Hosting the event for the first time at the Expo Center, show producers were pleased with the surge in attendees eager to explore the latest gear, participate in the Northwest's largest ski swap, and engage with other snow enthusiasts. The positive response from the community demonstrated the enduring appeal of winter sports in the region.
- *Portland Metro RV Dealers Fall Show* - The Portland Metro RV Dealers event experienced a notable uptick in attendance for their 4 day event, with visitors exploring the latest recreational vehicles on display. The strong turnout demonstrated the continued interest in the RV industry and the enduring appeal of exploring the great outdoors
- *The Portland Holiday Market* - Closing out the month on a festive note, the Portland Holiday Market exceeded vendor and attendance forecasts, becoming a bustling hub for holiday shoppers and welcoming over 13,000 guests in only its third year. The market featured over 375 vendors, offering unique and locally crafted gifts. Shoppers flocked to the event, creating a joyful atmosphere, and contributing to the success of local businesses during the holiday season.
- Overall, the month had revenues of over \$570,000 - a 47% increase over 2022. These successes bode well for future events and reinforce the value of our facility as the economic hub for small businesses in the Portland area.

Building / Department Awareness

- Survey teams continue to monitor the SE tilt panel of Hall E for movement in a six (6) month study that concludes in April.
- Thanks to Expo Engineer II Thomas Nast, Expo was granted \$14K in ETO incentive credits to purchase lighting supplies to extend the useful life and lower expense outlay to only \$1,200. Well done Tom!
- The kick-off of the Sports Feasibility and Market Study under Phase II of the Expo Future Project saw the collaboration of Expo and Metro staff along with project consultants from Hunden Partners. A comprehensive tour took place with leaders in tourism, economic development, sports, and venues across the region. Hunden will join in continued conversations and data collection, cultural connections and embarking on the sports feasibility and market analysis for the Expo Center.
- On November 17th, The Expo Center sales team hosted a networking brunch for 20 local hotel sales managers, coupled with a tour of the Portland Holiday Market. Known as the Columbia River Hospitality Alliance, this was the first time that the group has met since



the pandemic and provided the chance to develop new connections and foster collaboration between local hotels that support Expo Center events

Capital Project Updates

- In conjunction with the Army Corps and the City of Portland, the Levee Outfall project is now at 90% design readiness. Final construction timelines for the two Metro outfalls is awaiting determination but has the potential to begin as early as Spring 2024.
- The HVAC unit and control replacement project has engaged the support of Energy Trust of Oregon and Metro Sustainability. The control system will be able to handle the immediate needs for a current like-for-like (modern) replacement as well as potential electric conversions for future purchases and additional ETO incentives. Kudos to Dan Hoskins and the entire cPMO team for their support. Full project RFP will post in the next 45 days with the goal of purchasing four (4) new HVAC units for Hall E.
- Additional projects such as minimized asphalt and sidewalk repairs, security fencing and lot striping are all scheduled for completion in Q2.

Staff / Partners

- The Expo Center is currently in the process for hiring of positions budgeted to start work within the third and fourth quarters. We are currently hiring for (1) full time Operating Engineer I, (1) full-time Administrative Specialist II and a (.5) Parking and Ticketing Manager position as well as variable hour positions within Operations. Please help us spread the word – details at www.oregonmetro.gov/jobs
- Longtime Visitor Venue paramedic, Victor Hoffer was recently recognized as a [2023 Star of Life by the American Ambulance Association](#) for his actions during a harrowing call involving a young child. Victor and his partner were able to provide advanced cardiac care that enabled the patient to survive. While the incident did not occur while on duty at one of the Visitor Venues, it illustrates the importance of having highly trained EMS staff available for our large public events.



We applaud Victor for his dedication to public safety!

PORTLAND'5

CENTERS FOR THE ARTS



Portland'5 Centers for the Arts Business Report December 6th, 2023

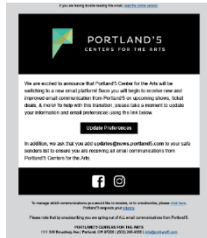
The new cooling tower for the Schnitzer was successfully lifted to the roof in mid-November. Electrical and plumbing connections are underway, and commissioning and training is scheduled for early December.



The Schnitz's speaker system was in peril as replacement parts to keep it going were becoming unavailable. The current system was largely inadequate for many users who had to rent outside equipment then have it installed/uninstalled at considerable expense for their shows. P5 Staff researched an amazing idea to lease new speakers that would meet everyone's needs and charge a fee that was less than a client would pay an outside vendor but would cover the cost of leasing. The system is cutting edge, has unsurpassed audio quality, built in AI and cloud-based management among other things. At the rate that electronics become obsolete this is an excellent solution to insuring the Schnitz has a state-of-the-art speaker system while saving clients costs. A training was offered for all IATSE 28 members and about 35 people attended. There are plans for more training across departments as well. Delivery was also taken on a new sound console that was part of the P5 capital budget.

PORTLAND'5

CENTERS FOR THE ARTS



P5 switched to a new email platform! This allows patrons to receive new and improved email communication from Portland'5 on upcoming shows, ticket deals, & more!



Attendance at P5 is starting to reach pre-COVID levels. First quarter attendance is up more than \$35K with 6 fewer performances during the same time frame. This is largely due to how successful Broadway attendance continues to be. All show types-with the exception of resident company shows-show increases over the prior year during this first quarter.



P5 Leadership and managers have been undergoing an 8-week series of classes on Deconstructing Whiteness. The objective is to understand how race, racism and white supremacy impact staff, work culture systems and our community so we can create a more inclusive and intentional workplace that seeks to be anti-racist. Participants-all white-have shared that this consultant facilitated conversations have given them considerable insight on ways and tools that can be used to challenge racist behaviors and structures within P5.

MERC Monthly Business Report

December 2023

LEED Platinum Announcement

- The U.S. Green Building Council has informed us that the Oregon Convention Center has achieved LEED Platinum recertification.
- This is an exceptional achievement for our team that demonstrates both our ongoing commitment to sustainability and enduring status as an industry leader. LEED Platinum certification continues to be a rare accomplishment, especially for a building of our size and one that was built in the pre-LEED era.
- This is OCC's fifth LEED certification under the USGBC program, including the original LEED-EB certification for an existing building in 2004 and four recertifications.

OCC December All-Staff

- OCC staff will gather on December 18 for a day of learning, engagement and fun.
- Agenda topics include Industry updates; Diversity Equity and Inclusion programming; and Personal Safety and Emergency Response progress.
- Attorney Steven Adelman, who specializes in hospitality industry legal issues, will present on the historic legal framework and industry trends around Free Speech at Publicly Owned Venues.
- The day will also include opportunities for staff to socialize with coworkers and contract partners.

Lindsay Pearson, Planet Promise Change-Maker

- Compass Group, Levy's parent company, recently introduced their newest initiative, the Planet Promise Change-Makers. Every week they highlight associates from across the world who are "making it happen." These Change-Makers are the ones making true change in Compass' operations.
- On Tuesday, November 14, Compass announced that Lindsay Pearson had been chosen as their Planet Promise Change-Maker for the week! Lindsay's commitment, creativity, and passion for food waste prevention as well as help with Stop Food Waste Day Live in Portland was highlighted in her recognition.

Human Trafficking Awareness

- OCC is currently in the process of seeking certification under the Sustainable Events Standards (SES) program offered by the Events Industry Council. A key requirement for this certification is an organization's capacity to conduct annual human trafficking awareness training.
- Globally, the travel and tourism industry is unknowingly a key conduit for human trafficking, which has been dubbed "modern-day slavery" and is defined by the U.S. State Department as the recruitment, transportation, or harboring of people by means of deception or coercion.

Often mentally and physically abused, victims are forced into prostitution and/or unfair working conditions.

- The meetings industry is at the frontline of a battle to combat human trafficking, with an increasing number of hospitality brands and organizations pledging to fight sexual and labor exploitation. The World Travel and Tourism Council estimates the trade is worth \$150 billion annually and affects more than 40 million people worldwide, around 5.5 million of them children.
- Human Trafficking is the second-largest and fastest-growing criminal industry in the world. Second to drug trafficking.
- OCC is committed to combating human trafficking and the sexual exploitation of minors. OCC believes that the protection of minors from sexual exploitation is a moral imperative, and socially responsible business practices must reflect this principle. OCC stands firm in our resolve to create awareness of these crimes by utilizing our professional resources. We ask our business partners, employees, clients, and attendees to do the same.
- OCC Employees are expected to complete training in human trafficking awareness and are also encouraged to learn what to do in the case of suspected trafficking and are asked to report through the proper channels.

Photos from Kumoricon last weekend

